

Images Directions for a Photo Story Project

A. Create a folder for your project in your H drive

1. Open **MY COMPUTER** from your desktop
2. Open your **H drive**
3. Open your current grade folder
4. Open the class folder for the class that this project is for
5. Select **NEW FOLDER**
6. Name the folder appropriately (ex – if your project is about Egypt, title the project Egypt photostory project)

B. Save the Image Sources PowerPoint Template in your project folder

1. Open **My Computer > P drive > Technology Templates and directions > Photo Story Project Files > Image Sources PowerPoint Template**

2. Select **File > Save As**

3. In the left pane of your screen, select **your H drive**. It will have your username.

Step 3

Step 4

4. On the right side of your screen, navigate to your **project folder** in your **H drive**. (the one you created in part A above).

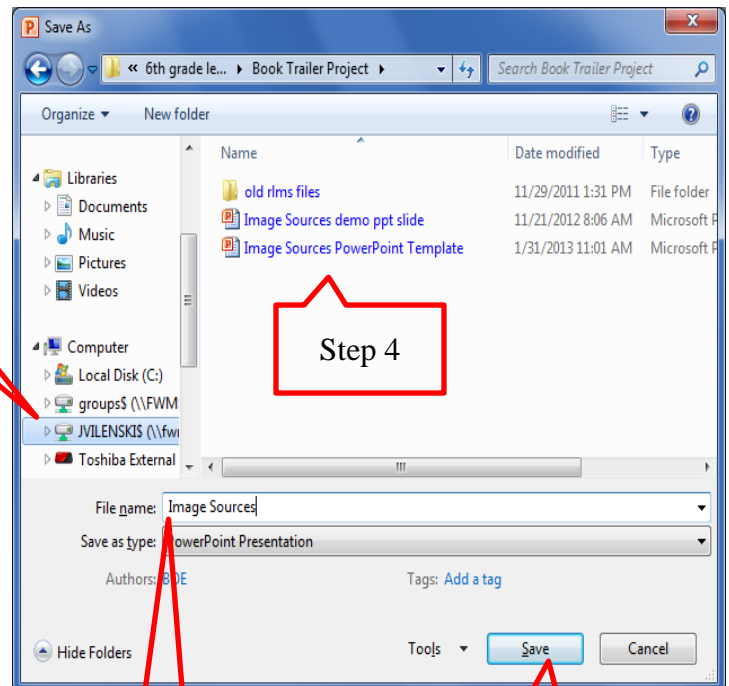
5. Remove the words *PowerPoint Template* from the file name. Your file should now be named *Image Sources*

Step 5

Step 6

6. Select **Save**

7. Select the **MINIMIZE** button to minimize your Image Sources PowerPoint. You'll need this PowerPoint slide whenever you find an image for your project.

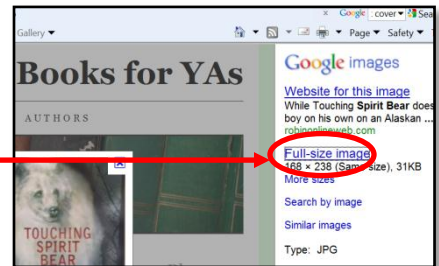


C. Find, save and cite your images for your Photo Story project:

1. Open Internet Explorer and go to Google Images
2. In the SEARCH BOX, type in a keyword for the image you are looking for, then select **Search Images**

Use .jpg files only! No .gif files!

3. Once you've found an image you like, click on it
4. Select **Full-size image** so you can get the largest size possible. (as shown at right)



5. RIGHT CLICK on the image and select **Save Picture As**

6. In the **Save Picture** box, navigate to **your project folder** in your **H drive**

7. In the **File Name** box, type *image 1* so you can identify it as your first image for your Photo Story

8. Select **Save**

9. Go back to the Web page your image came from and highlight the Web address (url)



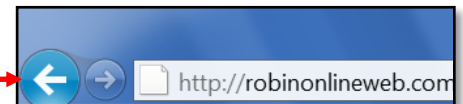
10. **COPY** the url: RIGHT CLICK on the url and select **Copy** or press CTRL + C on your keyboard

11. Open your Image Sources PowerPoint. It should be in the taskbar at the bottom of your screen

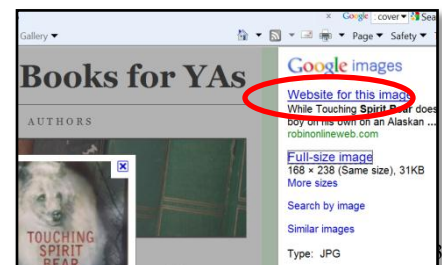
12. In your Image Sources PowerPoint, put your cursor in the appropriate box in the Web address (url) column and **PASTE** your url in: RIGHT CLICK and **Paste**, or press CTRL + V on your keyboard.

The url should NOT have google.com in it!

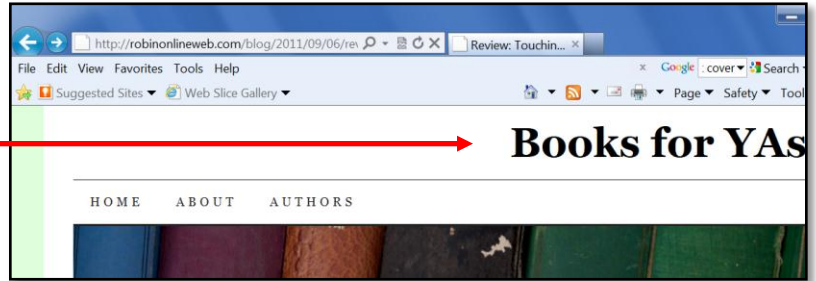
13. Go back to the Web page your image came from. Select the back arrow to the left of the url.



14. Select **Website for this image** so you can find the title of the website where your image came from



15. Find the title (name) of the Web site.
(for example, the title of the Web site at right is *Books for YAs*)



16. Go back to your Image Sources PowerPoint, and type that Web site title in the appropriate box in the Website Title column.
17. Repeat the preceding steps 2 – 16 for each image you would like to find to help you visually describe your Photo Story Project. Don't forget to name your image jpgs in the order you want them to appear in your Photo Story (ex- image 1, image 2, image 3, etc.)

Change the bulleted text font sizes to 20 or less so all of your source titles and urls will fit in the boxes on ONE SLIDE!

18. **SAVE** your Image Sources PowerPoint again in **your project folder** in your **H drive**, but do not close it.

D. FORMAT and SAVE your Image Sources PowerPoint as an IMAGE that you'll put at the end of your Photo Story

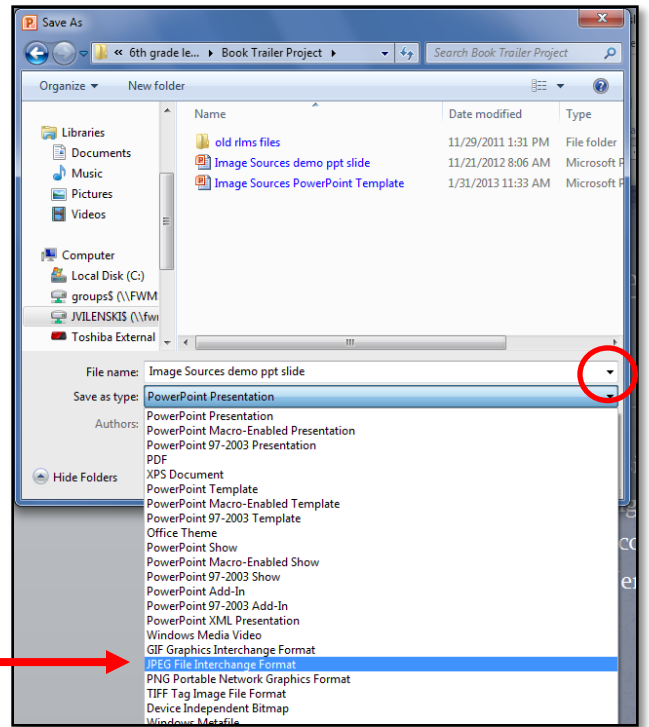
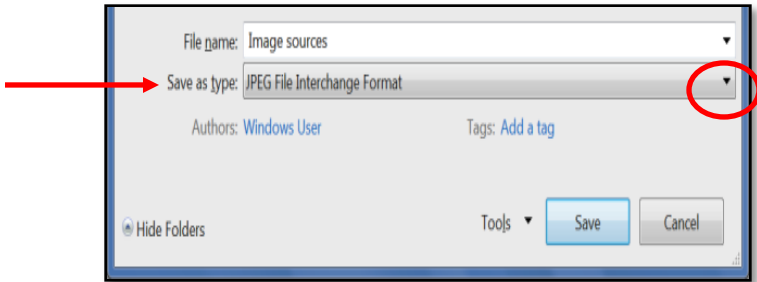
1. Open your Image Sources PowerPoint slide



2. If you want to have a colored background for your image sources list, select the **Design** tab and choose one of the designs that fits the theme of your PhotoStory. Change the font type and color if needed.

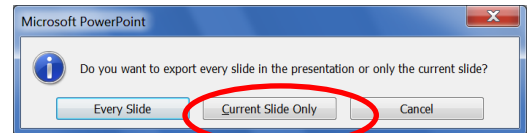
3. Select **File > Save As** and navigate to **your project folder** in your **H drive**

4. In the **Save As type** box, click the drop down arrow and choose **JPEG File Interchange Format**



5. Select **Save**

6. If the following box appears, select **Current Slide Only**



This slide image will now be your last photo (image) to use in your Photo Story project

Woohoo! Time to create your Photo Story!

