Introduction to:

Microsoft
Photo Story 3
for Windows

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Introduction

Photo Story 3 for Windows is a presentation software program that allows you to create slide shows using your digital still pictures.

You can bring life to your favorite memories with Photo Story 3 by adding motion, effects, music, and more to your digital photos.
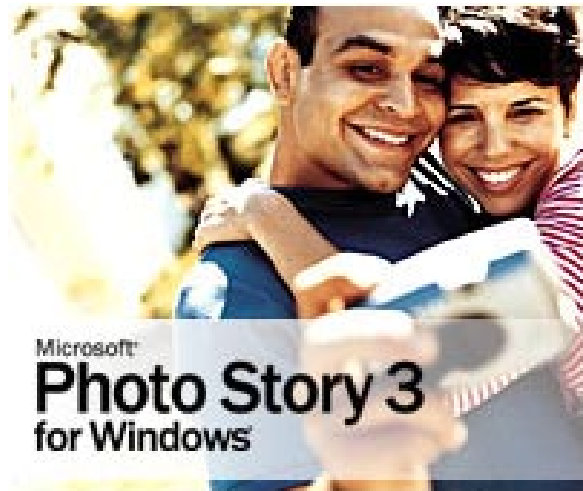
Easily retouch your images with a single click, add great-looking titles or dramatic pans and zooms that give your creations a professional finish, and create a soundtrack—even record narration.

Then enjoy the show. Start sharing your stories today!

Downloading Photo Story 3

Photo Story 3 is a FREE download from Microsoft. Simply download and install the program and you're ready to begin creating dynamic slide shows.

1. Launch Internet Explorer and type in the URL to the Microsoft Website: **http://www.microsoft.com/windowsxp/ using/digitalphotography/photostory/ default.mspx**

2. Click the link to **Download Photo Story 3.**
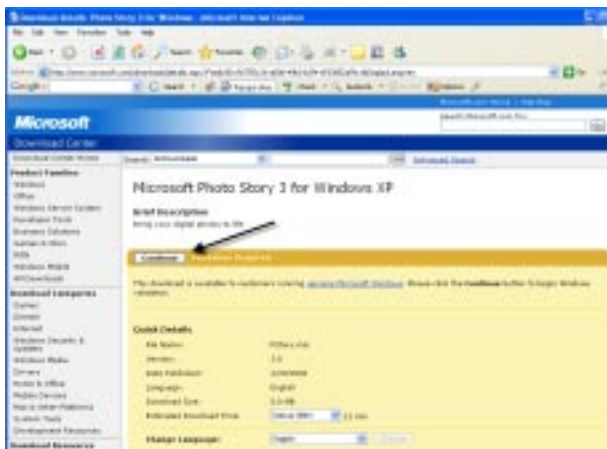
2. This opens an authentication window. Before downloading the new program, you are required to validate your version of Windows XP, so click the **Continue** button to do so.

3. As soon as validation is complete, a new window opens. Click the **Download** button to download the new Photo Story 3 software.
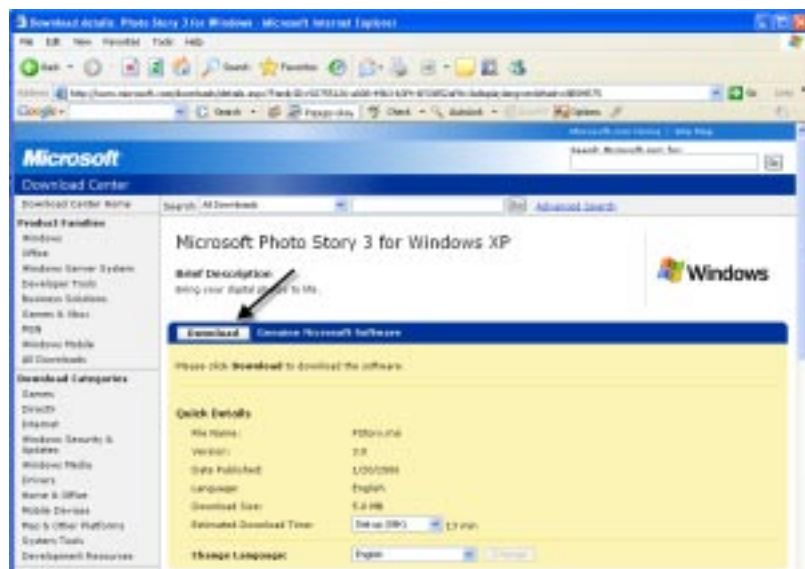
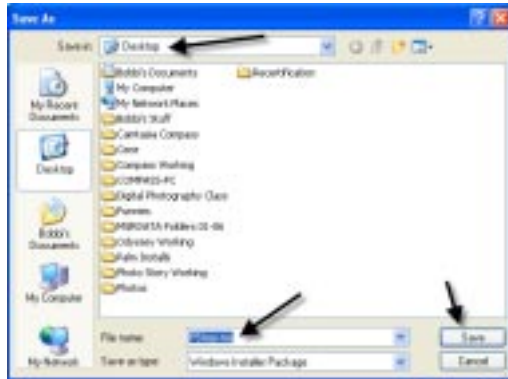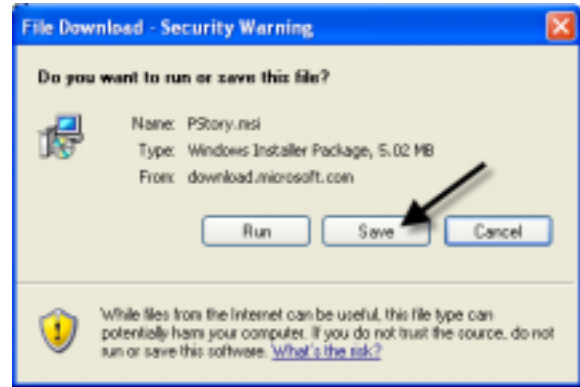4. The **File Download** window opens. I recommend saving the file on your desktop. This allows you to install from your local desktop rather than running the install files across the network. Click the **Save** button.

5. In the **Save As** window, browse to your desktop. The default name **(PStory.msi)** of the install file appears in the **File Name** box. Click the **Save** button.

6. You are notified when the download is complete.
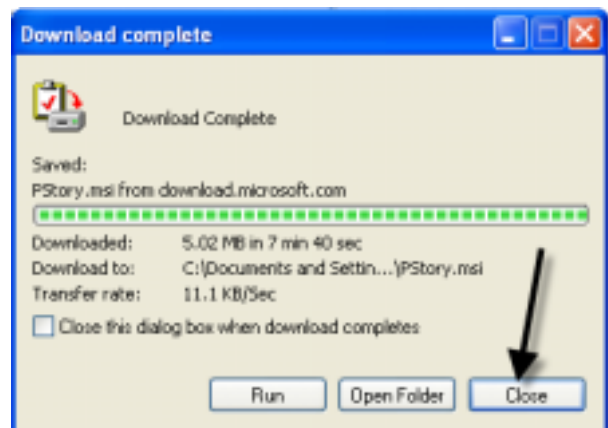
7. I recommend clicking the **Close** window button to close the **Download Complete** window.

8. Close the **Internet Explorer** window.
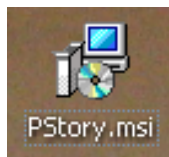
9. On your **Desktop**, find the new install icon and double click the icon to launch the installer for Photo Story 3.

10. The Setup Wizard opens to install Photo Story 3.

11. Click the **Next** button.

12. In the **License Agreement window**, click the **I accept** radio button and click **Next**.

13. Select the folder where you want this program to be installed. It defaults to the Programs folder. I recommend accepting the default. Click **Next**.

14. In the **Begin Installation window**, click **Install**.

15. You are notified when the installation is complete. Click **Finish**.

16. Photo Story 3 is now installed on your computer with a new shortcut on the desktop.

Adding Pictures to your PC

In the age of digital photography, many of us already have photographs saved on our computers in a digital format. Photos can be easily transferred to your PC using a wide variety of cameras and scanners. For the purpose of this class, however, we are going to copy a folder of images to use during instruction.

1. Place the **Photo Story 3 Resources CD** into the drive of your computer. (If you do not have a Resources CD, you may use any photographs that you currently have on your PC. Please select pictures that are of the same subject matter for your photo story.)

2. Open **My Computer** and double click on the CD icon titled **Photo Story 3 Resources**.
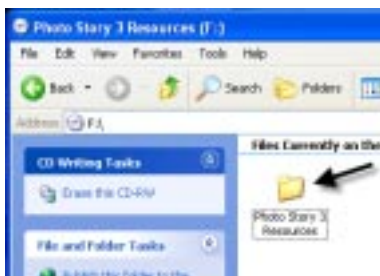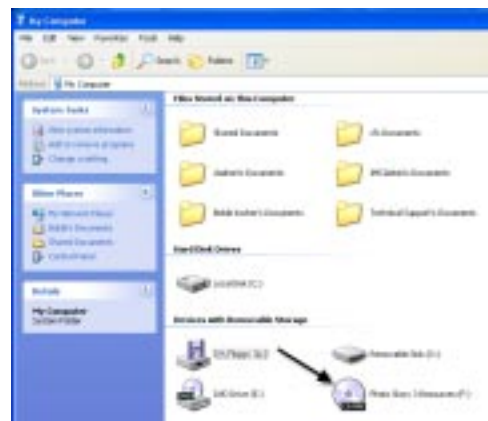
3. You will see a folder titled **Photo Story 3 Resources**.

4. **Right click** on the folder and select **Copy**.
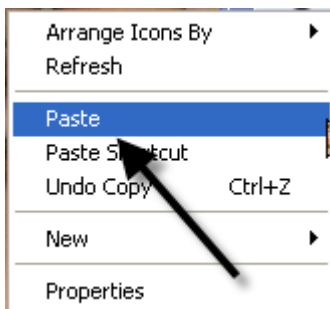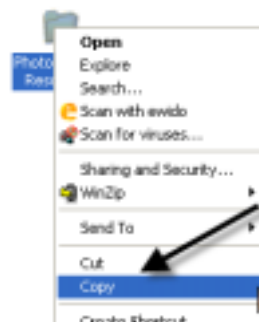
5. **Right click** on the **Desktop** and select **Paste**.

6. You now have a folder on your desktop called **Photo Story 3 Resources**.

7. We will be using sample photos from the resources folder for the lessons in this class.

Launching Photo Story 3

To launch Photo Story 3:

1. **Double click** on the Photo Story 3 icon on your desktop,

<div align="center">

OR

</div>

Click **Start** in your taskbar

and select **All Programs**.

From the list, select **Photo Story 3 for Windows**.

2. The **Photo Story 3 Welcome screen** launches.

Importing your Pictures

When you create a new Photo Story, the first thing you will do is to import your pictures.

1. Launch Photo Story 3.

2. At the **Welcome screen**, select the radio button beside **Begin a New Story** and click the **Next** button.

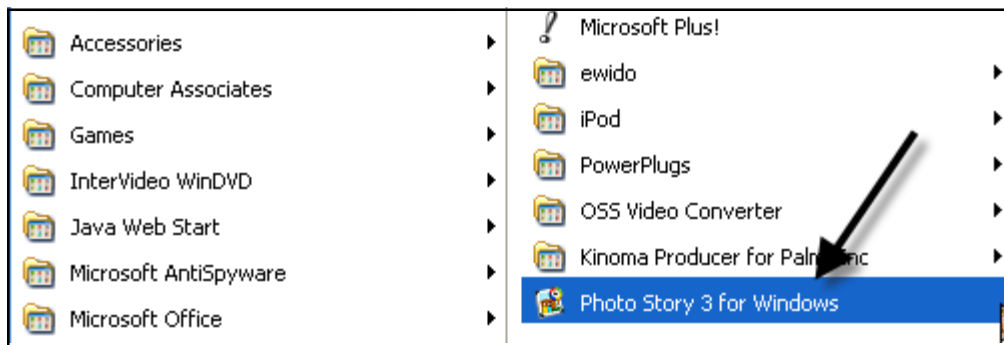3. The **Import and Arrange Your Pictures** window opens.

4. To begin building your story, you will need to import the images you want to use. Photo Story recognizes a variety of image formats including JPEG, TIFF, GIF, and bitmap. If you know how to use image editing software such as Photoshop, you should prepare your images before importing to make the story building process easier.

5. Photo Story will import multiple pictures at a time, but it imports them in alphabetical order. If you are importing a large number of pictures, it would be best if you arranged them in the order you want and named or numbered them appropriately before importing. This will save you time in arranging them in the timeline.

6. Click the **Import Pictures** button.

7. A browser window opens. Navigate to the folder where your pictures are stored. For this class, we will be using the folder titled **St. Paul's Cathedral**. The folder is inside the **Photo Story 3 Resources folder** that we copied onto the desktop.
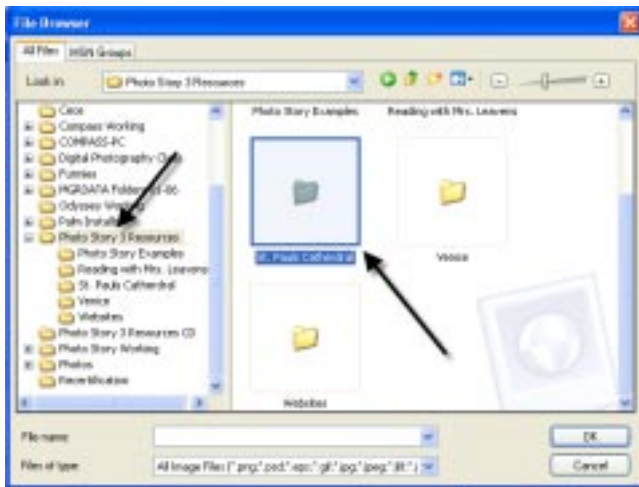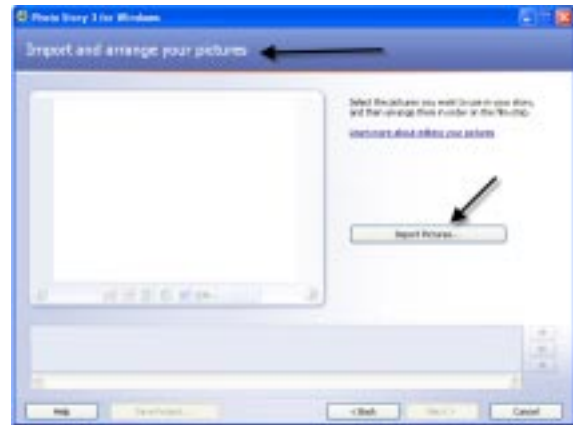
8. Navigate to the desktop in the **left column** and find the **Photo Story 3 Resources** folder. Highlight the name of the folder. Scroll down in the window **on the right** and find the **St. Paul's Cathedral folder**. Highlight this folder and click **OK**.

9. All of the photos inside the St. Paul's Cathedral folder are now displayed in the window on the right.
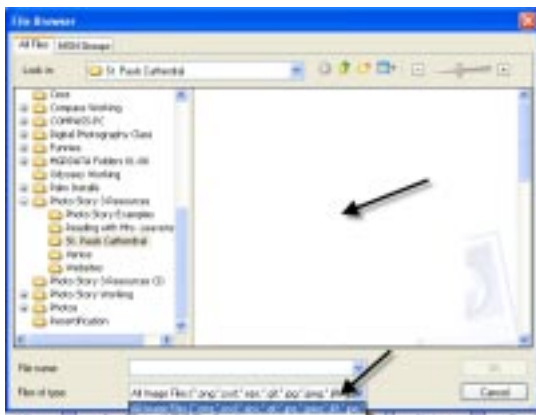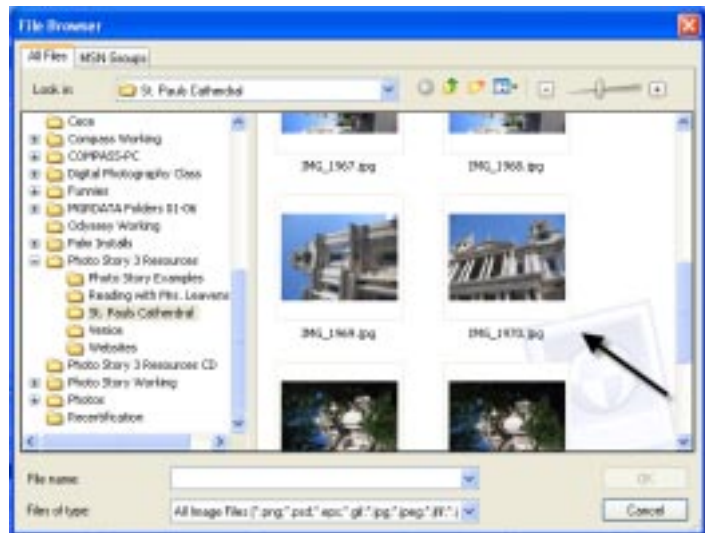
If the photos do not appear, check the drop-down menu beside **File Type** and make sure that it is set to **All Image Files**.

10. When the photos appear, it is helpful to switch to the **thumbnail** view of the window so that you can see the images clearly. This is especially useful when importing images from a digital camera that names photos using numbers.
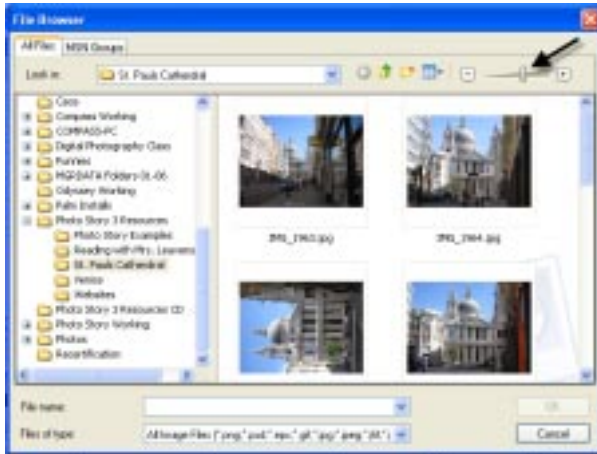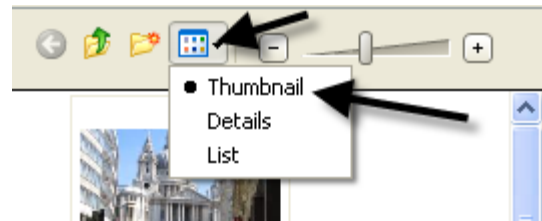
11. There is also a slider tool in this browser window that will allow you to adjust the size of the thumbnails, giving you a much better view of the pictures that you'd like to import.
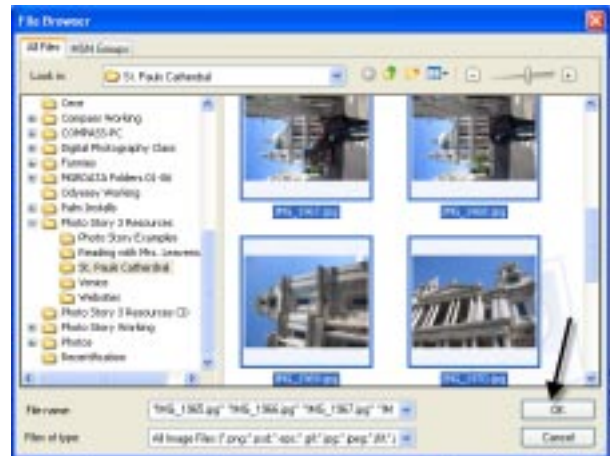
12. You want to select **ALL** of the photos to import into Photo Story 3. Holding down the **Control key** allows you to select multiple images. Once you've selected the images you want, click **OK**.

13. Your pictures appear in the timeline at the bottom of the page in Photo Story 3. You may add more photos by returning to this screen via the **Import Pictures** button. If you import more pictures, Photo Story adds them at the end of the timeline.

Arranging your Pictures

Once your pictures are on the timeline, you can move them around using one of two methods. Select the method that feels most comfortable to you.

The Drag & Drop Method

1. Select the photo you want to move by clicking on it in the timeline.

2. While holding down the mouse button, drag the image to it's desired position in the timeline.

3. Drop the image onto the timeline. The photo now appears in it's new location.

Using the Arrange Buttons Method

1. Select the photo you want to move by clicking on it in the timeline.

2. Using the buttons to the right of the timeline, move the image back and forth until it is in the desired position.

Rotating the Images

You may need to rotate your photos. You might have taken a photo in portrait view (vertical) but your camera imported the image in landscape view (horizontal). This is quickly and easily fixed.

1. Highlight a photo in the timeline that needs to be rotated. It now appears in the large image screen above the timeline.

2. There is a row of "tools" located immediately beneath the large image screen.

3. There are two green circular arrows located on the toolbar. Depending on the direction you need to rotate, click on one of the arrows. In this case, we need to rotate our photo to the right, so click on the clockwise arrow.

4. The photo is instantly rotated, so that it now appears right-side-up. Since this is a vertical photo, it now has black borders on both sides of the picture. We will discuss later in the handout how to remove these black borders.

5. The images that have been edited will display a small pencil and paper icon beneath the image when viewed on the timeline.
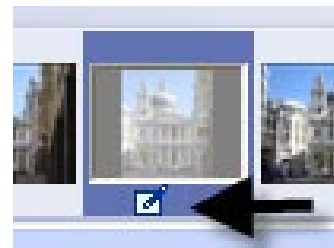
Deleting Images from the Timeline

You may decide that some of the images you imported into Photo Story 3 are unnecessary and need to be deleted from the timeline. The process of deleting photos is simple.

1. Highlight the photo that you wish to delete from the timeline. It now shows in the larger Image Viewer window at the top of the screen.

2. At the right end of the timeline, you will find the **Arrange Buttons**. These buttons move the photos from one position to another in the timeline.

3. Below the arrange buttons, you will find a button marked with an X. This is the **Delete** button.

4. With the unwanted photo highlighted in the timeline, click the **Delete** button and the photo will be removed from the timeline.

5. You can also click the **Delete** key on the computer keyboard if you prefer.

6. When a photo is removed from the timeline, the attached files (such as narration or music files) are also removed from the Photo Story.

Cropping Images

Cropping is the process of removing the unwanted portions of a picture. This can be done right inside the Photo Story program.

1. Click on the photo in the timeline that you wish to crop to bring your photo to the Image Viewer.

2. Then click the **Edit** button in the toolbar under the Image Viewer window.

3. In the new window, make sure that the **Rotate and Crop** tab is selected at the top of the photo.

4. Click the checkbox beside **Crop** to the right of the photo.

5. The photo appears with a rectangle in the center. This is your **"mask"**.

6. Using the handles (little dots along the edges) resize your mask.

7. You will notice that the mask maintains a 4:3 aspect ratio. This is the ratio of width to height that Photo Story 3 accepts.

8. Note that if you crop all but a very small portion of the photo, when this small rectangle is expanded to fill the screen, the resulting picture may be blurry. The amount of blurriness depends on the resolution of the photo.

7. You can also drag the mask to other locations on the photo until it only shows the part you want to keep.

8. When you are satisfied with the highlighted rectangle, click the **Save** button to keep your changes for the current photo.
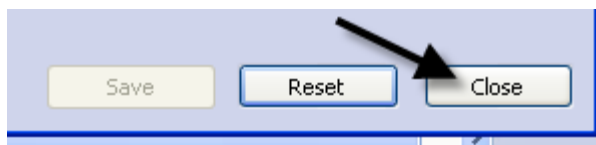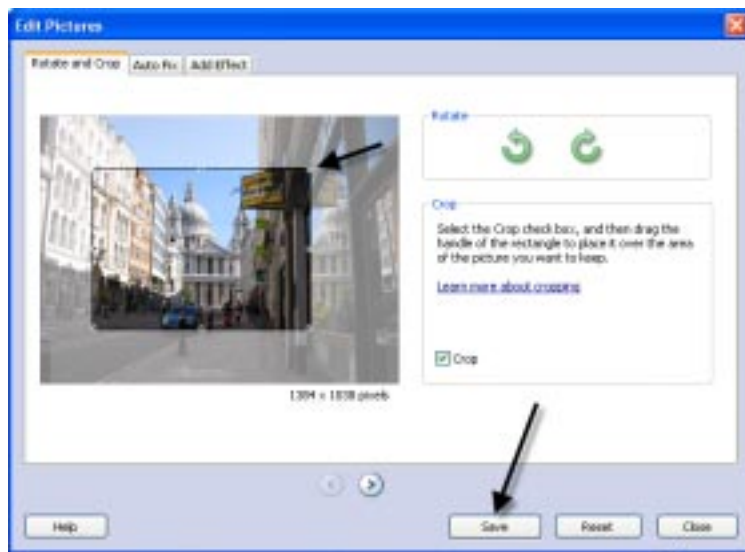
9. Click the **Close** button to return to the timeline view of Photo Story 3.

10. Click the **Next** button on the **Import and arrange your pictures** window to move along to the **Add a title to your pictures** window.
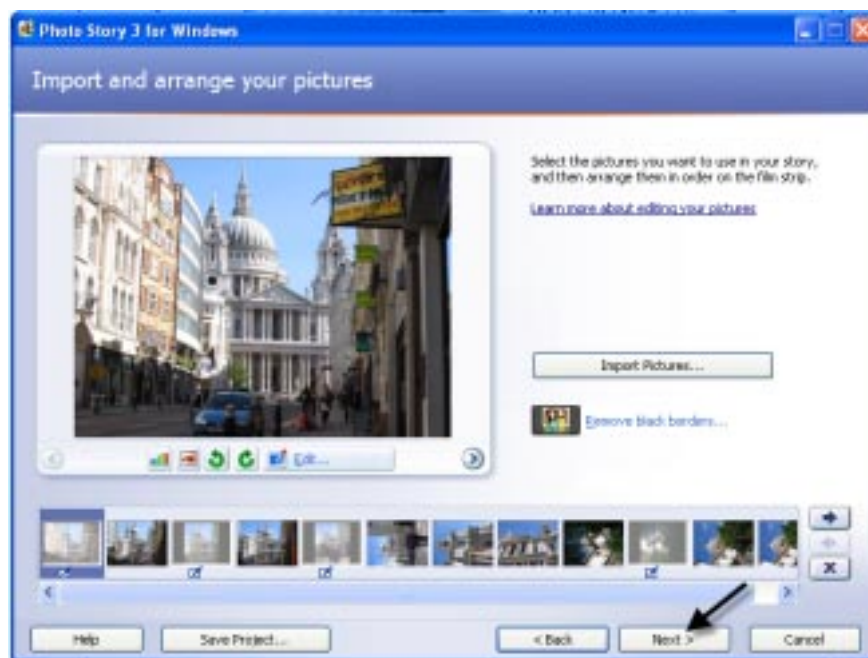
# Adding Titles to Your Photos

In Photo Story you can add a title page to the beginning of your story, or you can add titles to each photo in the story. By default, when you add text to a photo, that photo becomes static in your story and does not contain any panning or zooming. To add motion to a static photo, you must customize the motion for that photo. This will be discussed later in this handout.

To add a title to your story:

1. On the **Add a title to your pictures** window, click on a photo in the timeline (usually the title for the story appears on the first picture of the story) to bring it into the **Image Viewer** window.

2. On the right side of the window, click in the text box and type a title for your story.
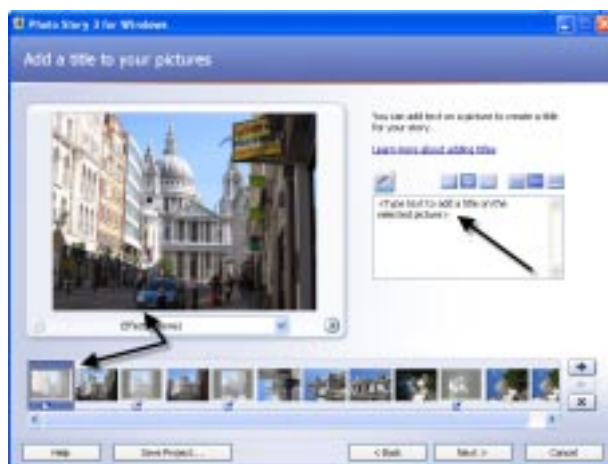
3. You can edit the text in the title by using the tools right above the text box.

4. Click on the **Fonts** button to edit the font, font style, size, effects, color, and script.

5. Click **OK** when you are satisfied with the font choices.

6. Use the alignment buttons to center, right or left align the title on the page.

7. To control how high on the photo the text appears, click the align top, center or bottom buttons on the toolbar.

8. You can preview the changes you make by watching the Image Viewer on the left of the screen.

9. The title can have a maximum of 1024 characters.
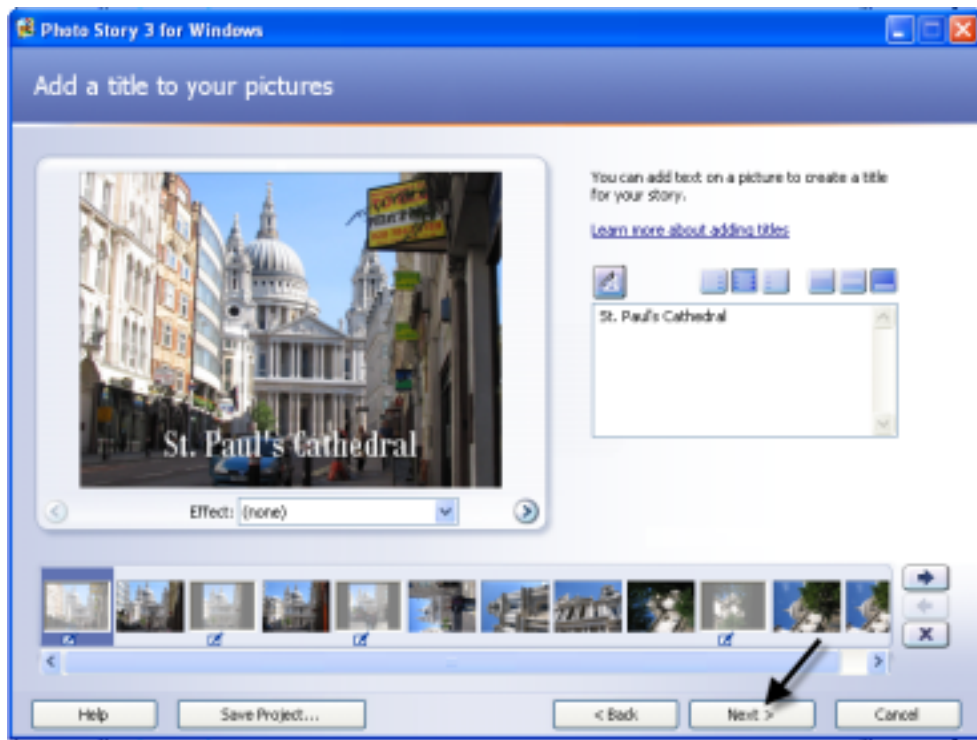
10. When you are finished, click the **Next** button to move on to the next step in creating your photo story.

Creating Background Music

Music helps add emotion to your story. It is important that you choose music that is appropriate to the story you want to tell. If you need something to add a consistent tie between your slides, you can use a single song to do this. You are not, however, limited to one song per story.

1. At the **Add background music** window, select a picture.

The picture you select is the **anchor image**, and indicates where you want the music to start playing. The **anchor image** is indicated by a musical note displayed beneath the picture in the film strip.
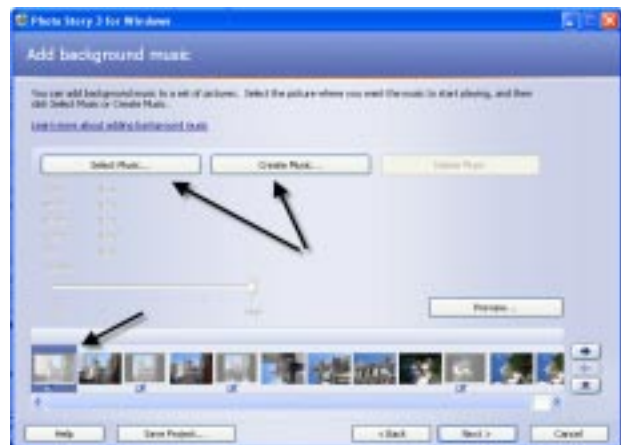
2. Photo Story allows you to either add music that you have stored already on your computer, or create music using a series of options and sliders for a nice ambient effect. For adding pre-recorded music, see page 41 of this handout.

NOTE: A word regarding copyright: You can legally use <u>10% or 30 seconds</u> (whichever is the <u>least</u>) of a piece of pre-recorded music without written permission from the publisher. (That means that a 2 minute song will allow you to use only 20 seconds without written permission.) Be careful! You must adhere to the copyright laws.

To Create Music:

3. Click the **Create Music** button.
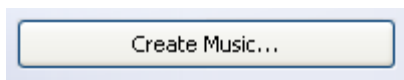
4. This opens the **Create Music** window.

5. Pull down the **Genre:** menu and look at the different choices available. We recommend leaving the choice set on **All**.
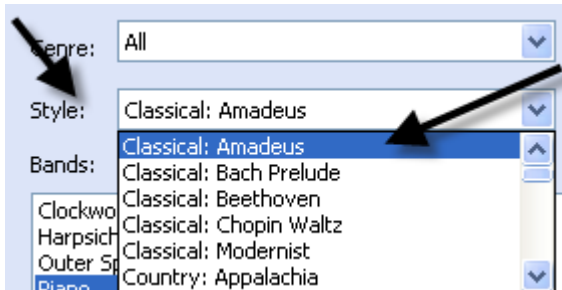
6. Pull down the **Style:** menu and scroll through the choices available here. Select one you think may fit your photo story.

7. Select the **bands** and **moods** to try. Remember, you want the background music you select to reflect the emotion of your photo story.
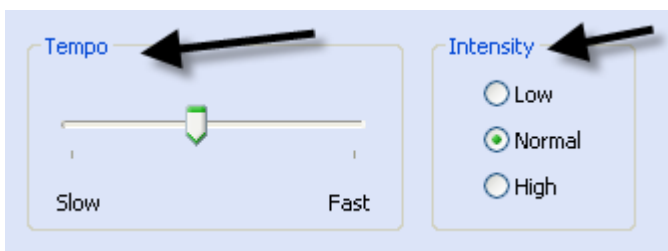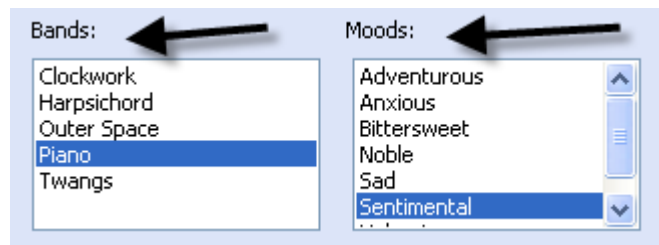
8. Set the tempo and intensity of your choice.

9. You may preview your created music by clicking the **Play** button.

10. When you are satisfied that your music appropriately reflects the mood and emotion of your photo story, click **OK**.

11. When you add background music to your story, a music strip appears above the timeline.

12. The music strip displays the name of each piece of music that is added to your video story. The music strip is color-coded for each piece of music in the story.

13. Photo story automatically adjusts the amount of time a piece of created music will play to fit your story.

14. The anchor image (the photo that starts the music playing) is indicated by a musical note displayed beneath the picture in the timeline.

Previewing Your Photo Story

You should preview your photo story often. It is easy to edit the story now -- before it is saved. There are several ways to preview your story:

1. On the **Narrate your pictures and customize motion** window as well as on the **Add background music** window there **Preview** buttons.
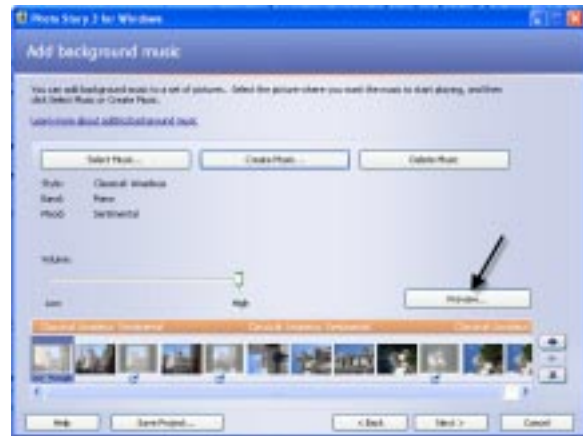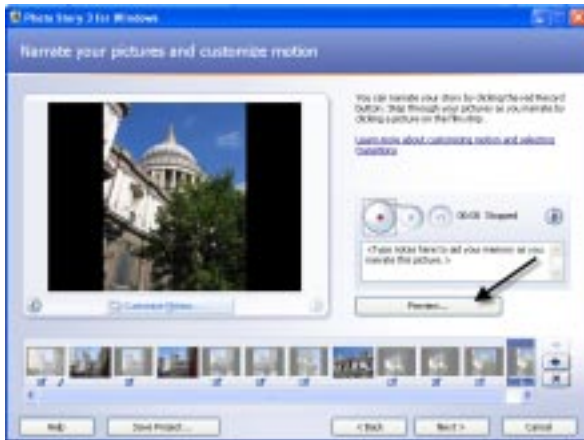
2. Click on the **Preview** button.

3. A small preview window opens that allows you to watch your photo story with titles, motion, and background music.

4. If you wish to make changes, click the **Back** button on the timeline screen to go back to the screen for editing.

Saving Your Photo Story

One of the most important steps in producing your story is choosing how the world will see it. Fortunately, Photo Story makes this a straight-forward process for most uses. However, you need to understand what each activity really means for the quality of your output.

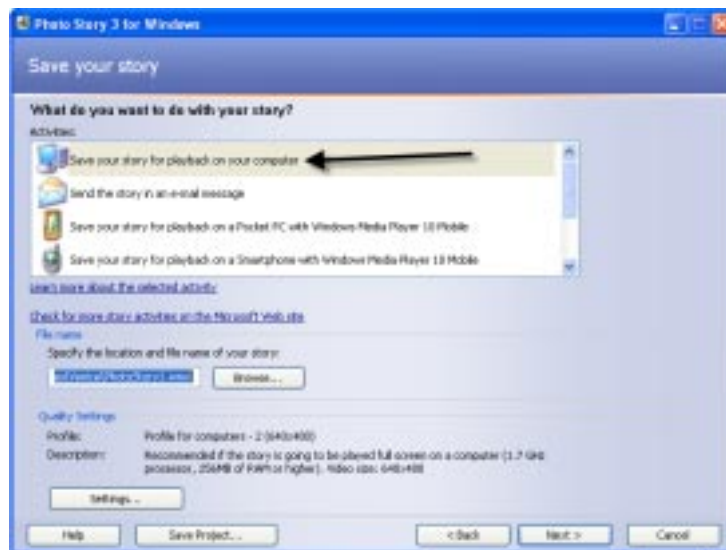1. In the **Save your story window,** you are given several ways to save your story:

*Save your story for playback on your computer.

*Send the story in an e-mail message. If possible, Photo Story compresses your story to be one megabyte (MB) or less because some e-mail service providers do not allow users to send files that are larger than 1 MB.

***Save your story for playback on a Pocket PC with Windows Media Player 10 Mobile**. Photo Story builds your story using a profile that is appropriate for your Pocket PC with Windows Media Player 10 Mobile installed.

*Save your story for playback on a Smartphone with Windows Media Player 10 Mobile. Photo Story builds your story using a profile that is appropriate for your device.

*Save your story for playback on a Portable Media Center. Photo Story builds your story using a profile that is appropriate for your device.

2. We are going to select the first option: **Save your story for playback on your computer**.

3. Click the **Browse** button to select **WHERE** you want Photo Story to save your project.

4. The **Save As** window opens. Navigate to the **Desktop.**
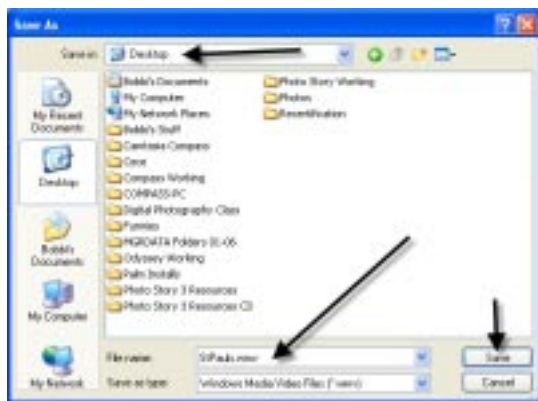
5. Name the project **StPaul.wmv**.

6. Click the **Save** button.

7. Back in the **Save your story** window, click the **Next** button.

8. The **Building your Story** window opens and begins to put your story together.

9. When complete, the next window gives you the opportunity to view your story or create another story.

10. When **View your Story** is selected Windows Media Player opens to play your story.

11. The **Save Project** button saves your story as a .wp3 file. This is a working file that can be opened in Photo Story 3 and can be edited again.
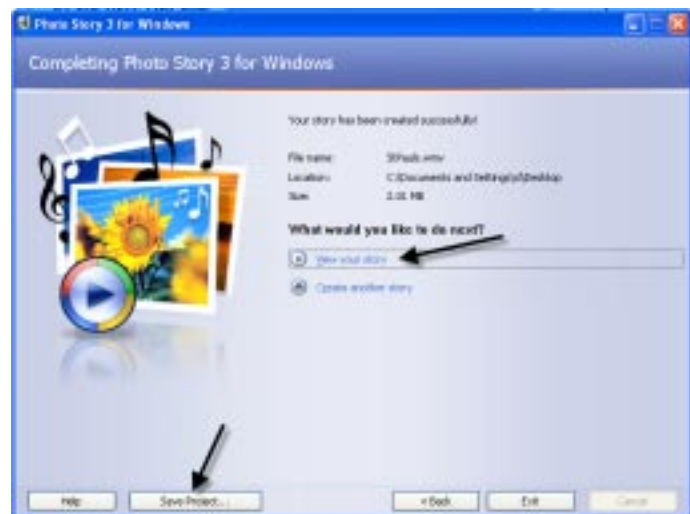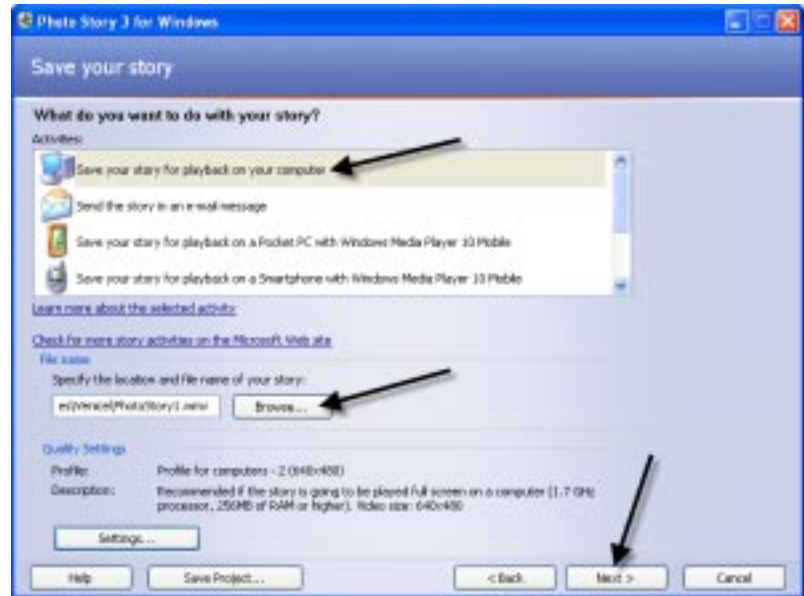
Correcting Red Eye

There is a scientific reason for "red eye" to occur in photos. The eyes look red because light from the flash is reflected to the camera lens from blood vessels on the back interior of the eyeballs. This doesn't happen outdoors in the daylight, but can happen at night when a flash is used. When we are in dim light, our pupils dilate to let more light in so that we can see better. The opening that lets light in and back out of our eyes is generally larger indoors than when we're out in daylight.

To demonstrate the simple process of removing "red eye" from a photo using the Photo Story 3 program, first begin a new story and import a picture with red eye.
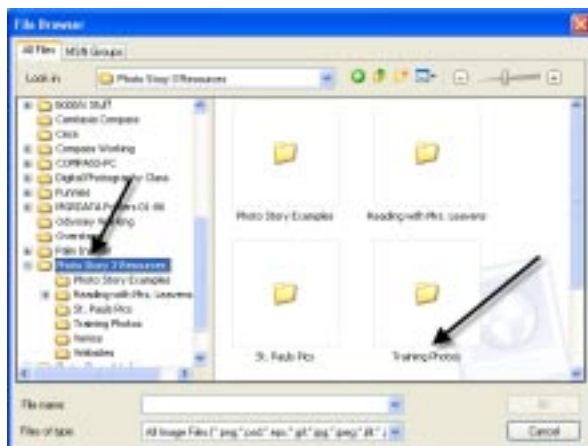
1. Launch Photo Story and **Begin a New Story.**

2. Click the **Next** button.

3. Click the **Import Pictures** button.

4. The **File Browser** window opens.

5. Browse to the **Photo Story 3 Resources** folder and open the **Training Photos** folder.

6. Find the photo titled "**Emma**" and click **OK**.

7. Emma opens in the **Import and Arrange your Pictures** window.
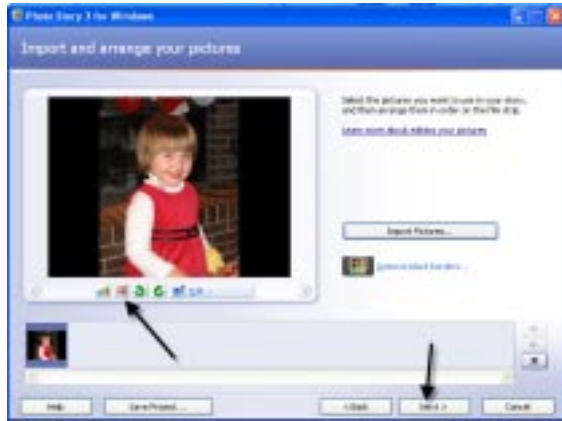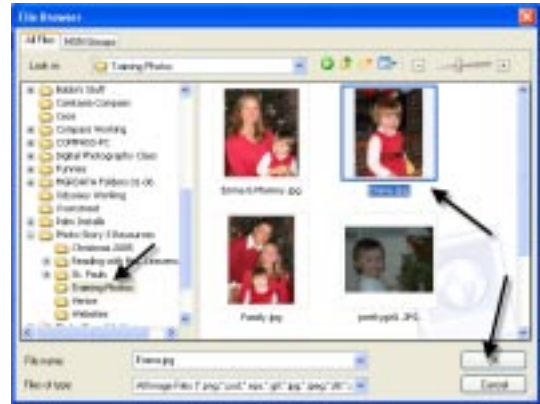
8. Notice the picture has "red eye."

9. In the toolbar under the picture, there is a red eye correction button.

10. Click on the **Red Eye Button**.

11. Photo Story 3 automatically "finds" the red eye and corrects it.

12. The program even corrects red eye in more than one subject in a picture.

13. Try the process again using the picture titled "**Family**" or "**Emma & Mommy**".

14. You can also correct red eye by clicking the **Edit** button.

15. The **Edit Pictures** window opens.

16. Click the **Auto Fix** tab at the top of the window.
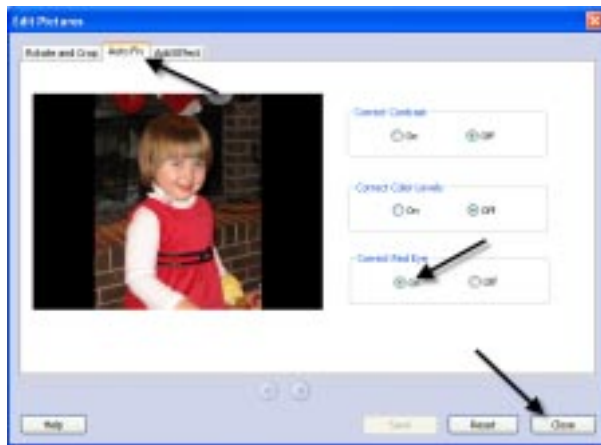
16. Click the radio button beside **ON** under **Correct Red Eye**.

17. Click **Close**.

18. You can also correct red eye by right clicking on the photo in the timeline that needs red eye correction.

19. Select **Edit** from the drop-down menu.

20 Then select **Auto Fix**.

21. This opens the **Edit Pictures/Auto Fix** window.

22. Click the radio button beside **ON** under **Correct Red Eye.**

23. Click **Save** and **Close**.

24. The red eye has been auto-matically corrected.

Correcting Color Levels

Sometimes the color levels in an image are less than ideal. The goal is to make the whites look white, and the blacks look black. Of course, you want all the colors in between to be correct, without over-contrasting the entire image. Photo Story gives you two ways to quickly accomplish this task.

1. Click on the **Import Picture** button to bring in another photo to work on.

2. In the Browse window, click on **Photo Story 3 Resources** folder and select the **Training Photos** folder.

3. Select the photo titled **prettygirl1**.

4. Click **OK** to import the photo into Photo Story 3.

5. In the toolbar under the picture, there is a **Correct Color Levels** button.
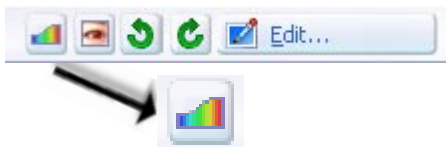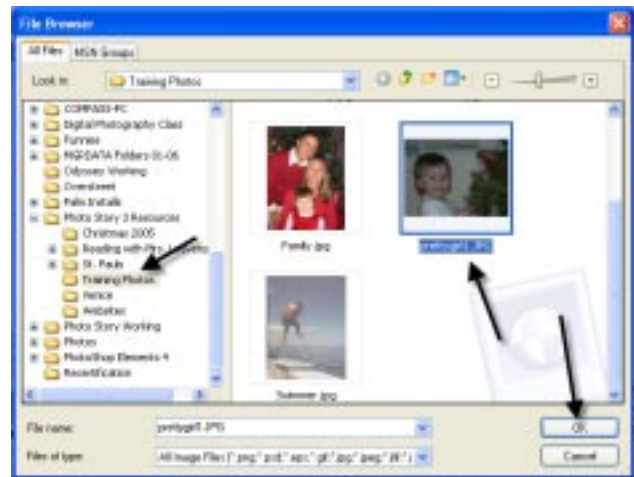
6. Click on the **Correct Color Levels** button.

7. Photo Story immediately resets the color levels of the photo and the colors are brighter and clearer. It almost looks like a "film" is removed from the picture.

8. You can also correct the color levels by clicking on the the **Edit** button under the photo in the **Image Screen**.

9. The **Edit** button opens the **Edit Pictures** window.

10. Click the **Auto Fix** tab at the top of the window.

11. Click the radio button beside **ON** for **Correct Color Levels**.

12. Click **Close**.
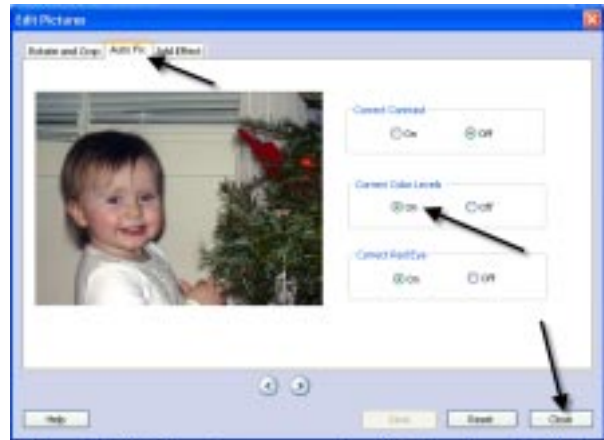
13. The color levels of the picture are automatically corrected.

14. You can also correct the color levels of a photo by **right clicking** on the picture in the timeline.

15. Import the picture titled "**Swimmer**" located in the **Training Photos** folder.

16. Right click on **Swimmer.jpg** in the timeline.

17. Select **Edit** from the drop-down menu and then select **Auto Fix**.
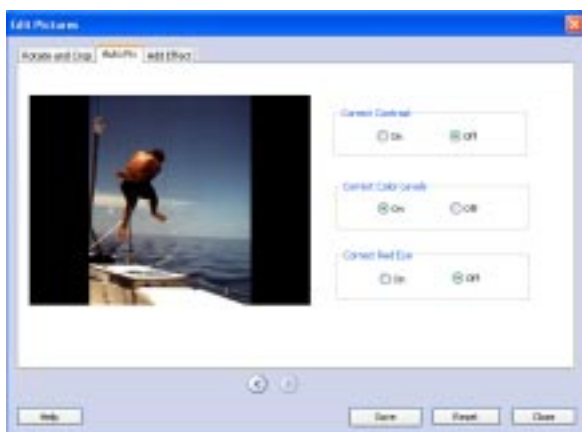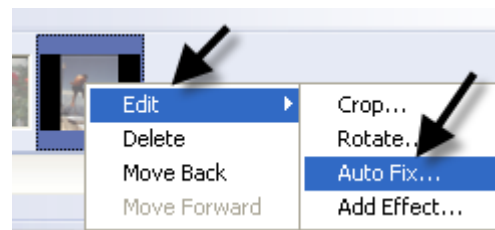
18. Click the radio button beside **ON** under **Correct Color Levels.**

19. Click **Save** and **Close**.

20. The color levels have been automatically corrected.

Correcting Contrast

You may have a few pictures that you would like to include in your story, but they are either too dark, or they are washed out. To help you correct this problem, Photo Story gives you a quick Auto Contrast method.

1. Import the picture titled **Beach1** into your practice photo story from the training photos folder.
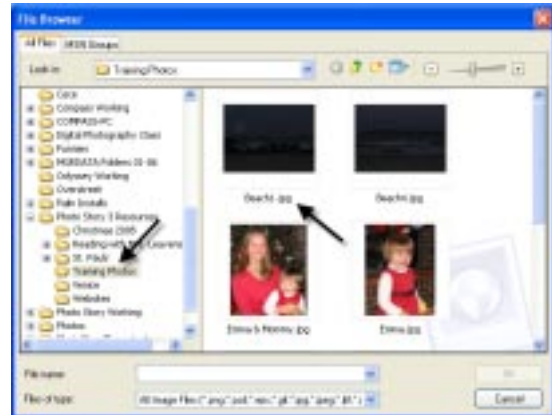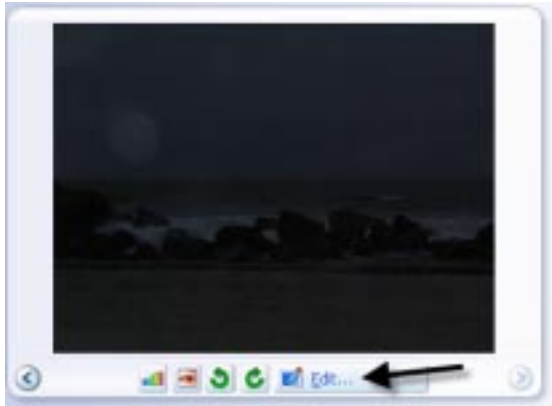
2. Click the **Edit** button.

3. With the **Auto Fix** tab selected at the top of the window, click the radio button beside **ON** for **Correct Contrast**.

4. The contrast of the photo is automatically corrected.

5. **Save** the changes and click the **Close** button.

6. The **Correct Contrast** setting can also be accessed by **right clicking** on the photo in the timeline and selecting **Auto Fix/Correct Contrast**.

7. Try this again by importing the **Beach4** photo from the **Training Photos** folder.

Removing Black Borders

Photo Story can remove black borders from your pictures by automatically cropping them. When you import pictures for your story, Photo Story checks all the pictures for that 4:3 aspect ratio (the relation of width to height). If any pictures do not have a 4:3 aspect ratio, Photo Story displays the **Remove Black Borders** button on the **Import and Arrange your Pictures window**.

1. Because many of the photos in our practice photo story do not conform to the 4:3 aspect ratio, we have a **Remove Black Borders** button on our Import and **Arrange your Pictures window**.

2. Click the **Remove Black Borders** button to view the pictures with the black borders removed. Photo Story automatically crops the photos to the 4:3 aspect ratio and removes the black border.

3. You can choose whether to use the automatically cropped picture with the black borders removed, manually crop the picture, or use the picture with the black border.

4. You can also choose to use all of the automatically cropped pictures without previewing. This is NOT recommended.

5. You can also manually crop any picture in your story after closing this window. For more information about manually cropping your photos, see page 15 of this handout.

Customizing Motion

By default, Photo Story will automatically chose the motion that your pictures will have. However, you can easily customize this motion to focus on a point of interest in the photo. Think about the story that you will be telling. Do you want to reveal certain parts of the image as the story unfolds, or are you simply providing a more interesting view of your picture?

To customize motion:

1. On the **Narrate your Pictures and Customize Motion** window, select the picture in the timeline for which you want to specify the motion.

2. Click the **Customize Motion** button.

3. Select the **Motion and Duration** tab.

4. Select the **Specify start and end position of motion** check box.

5. A rectangle with handles appears on the pictures in both the **Start Position** and **End Position** windows.

6. In the **Start Position** window, you can drag a handle to **resize** the box, or you can **move** the whole rectangle by pointing to the center and dragging the whole rectangle.

7. In the **End Position** window, you can do the same -- **resize** the rectangle, or **move** the entire rectangle to show emphasis or movement.
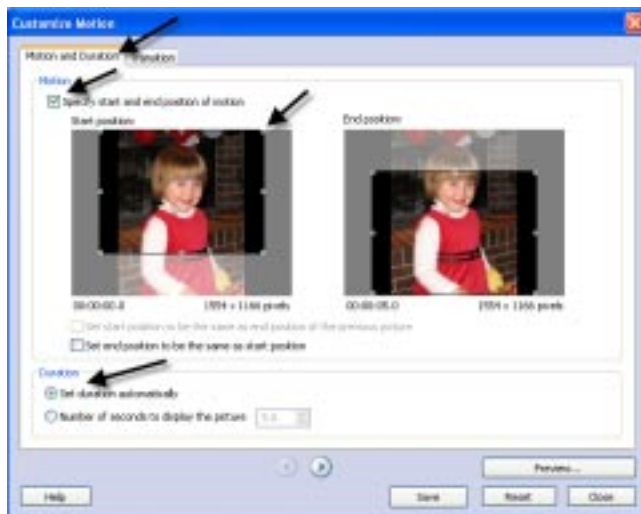
8. If you want the motion for the selected picture to start where the motion for the previous picture ended, select the appropriate box.

9. If you want no movement, click the box beside **Set end position to be the same as start position**.

9. Moving the rectangles clears the check boxes.

10. If this picture does not have narration and you want to specify the number of seconds it will be displayed when your story is played, select the **Number of seconds to display the picture** option. Then type or select the number of seconds you want the photo to display.

11. Click **Save**.

12. To preview the panning and zooming effects, click the **Preview** button.

13. When you are satisfied with customizing the panning and zooming motion for your photo story, click the **Close** button.

 # Selecting Transitions

Photo Story gives you the ability to choose what transitions you'd like to have between slides. By default, Photo Story automatically inserts a cross fade transition between slides, but you can select any transition you prefer.

1. On the **Narrate Your Pictures and Customize Motion** window, select a photo in the timeline to edit the transition.

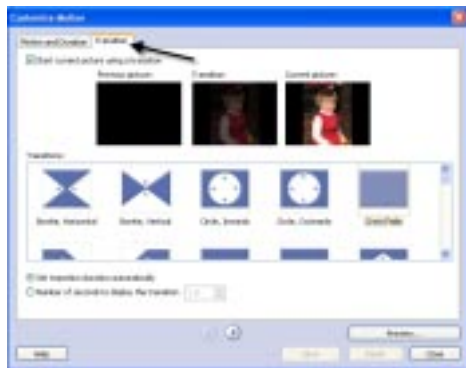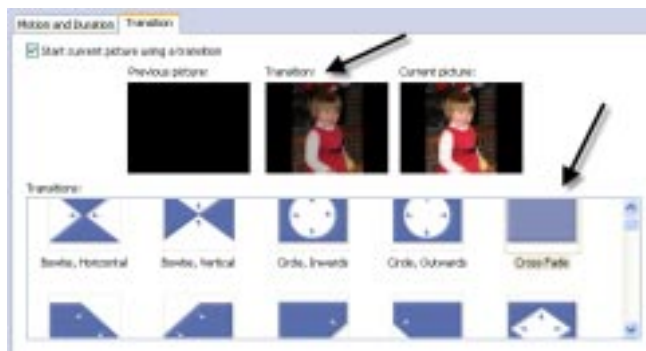2. Click the **Customize Motion** button.

3. In the **Customize Motion** window, select the **Transition** tab at the top.

4. If you wish NO transitions between the previous and current slide, **UNCHECK** the **Start current picture using a transition** box.

5. If you wish to have a transition, place a check in the box to **Start current picture using a transition.**
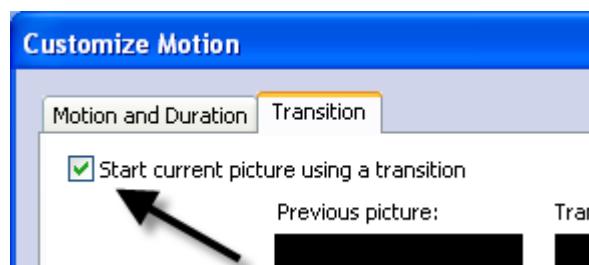
6. Scroll through the available transitions and watch the preview of each transition on the three thumbnails at the top of the window.

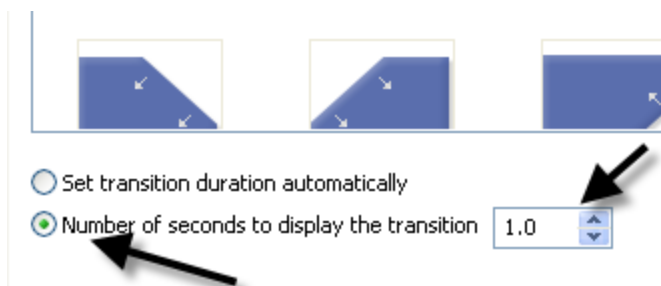7. If your transition is too fast or too slow, you can change the radio button from "**Set transition duration automatically**" to "**Number of seconds to display the transition**." Then change the number of seconds to whatever you prefer.

8. **NOTE:** Consider the story that you are trying to tell. Do not let the transitions distract you from the story. Make wise choices when you select a transition so that it enhances the story. If you cannot decide, the least distracting transition is most likely the Cross Fade. All other transitions should be used sparingly and appropriately.

You should preview the transition and panning and zooming effects for the picture to ensure that you have achieved the desired effects. You may want to try a different start and end position with your transition.

9. You may preview the photo story and review all your transitions by clicking on the **Preview** button at the bottom of the window.

10. When you are satisfied with your transitions, click the **Save** button.

11. Click the Close button to return to the **Narrate your Pictures and Customize Motion** window.
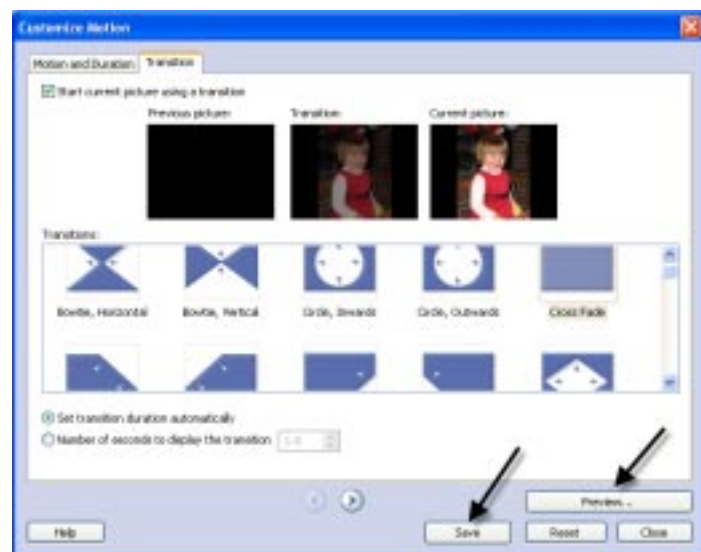
Configuring Your Microphone

In order to coordinate your microphone settings to your computer for best sound quality, you need to configure your microphone before you narrate your story.

To configure your microphone:

1. On the **Narrate your Pictures and Customize Motion** window, click the **Configure Microphone and Set Recording Volume** button to adjust the volume setting on your speakers or adjust the recording the recording volume for your microphone.

2. The **Sound Hardware Test Wizard** will walk you through the process.
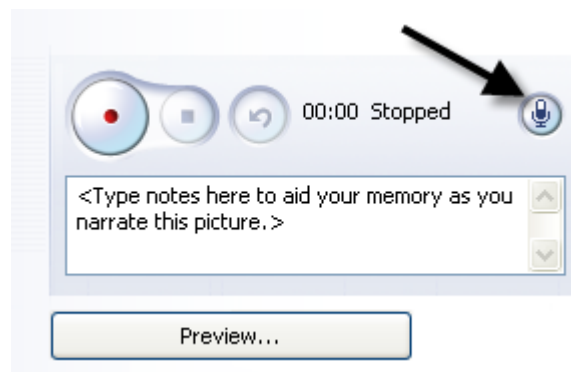
3. You will be asked to perform a microphone test to verify that your voice is detected. If the microphone is properly connected and turned on, the recording meter will show movement. To make adjustments, click the volume button.

4. Once you've completed the wizard and are satisfied with the volume levels, click **Finish**.

5. Many computers have built-in microphones, but the sound quality may vary from microphone to microphone and from session to session depending on the background noise. You may also use an external microphone.

6. If no microphone is installed on your computer, and you attempt to record narration, photo story may record static noise instead.

7. When you have configured your microphone, you are ready to narrate your photo story.

Narrating Your Story

To add narration to your photo story, first decide what you want to say. It's a good idea to write a script to get your thoughts in order.

1. On the **Narrate Your Story and Customize Motion** window, to the right of the image viewer, you will find the record button, a box to type notes, and a preview button to review your narration.

2. You can record up to five minutes of narration for each picture in your photo story. You can narrate the pictures in any order you want. If you do not like the narration for a picture, you can delete the narration and record it again. Deleting the narration does NOT delete any of the other enhancements made to your story, such as changing a transition.

3. You should configure your microphone before you begin your narration. (See page 36 of this handout.)

4. It's a good idea to think about what you want to say in your narration BEFORE you begin to speak. We recommend writing a script, or typing notes into the notes dialog box provided in the window.


5. To begin recording narration for a picture click on the picture, then click the **Record Narration** button and begin speaking into your microphone.

6. When you done recording narration, click the Stop Recording button.

7. Photo Story captures the narration individually for each picture and displays the time elapsed. You can record up to 5 minutes of narration for each picture.
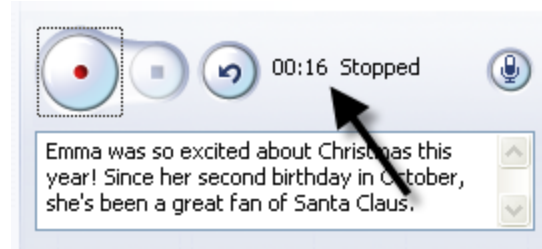
8. If you don't like your narration, you can delete the narration by clicking the **Delete Narration** button. Deleting the narration does NOT delete any of the other enhancements made to your picture, such as changing a transition.

9. You are asked to verify that you wish to delete the narration. Click **OK**.
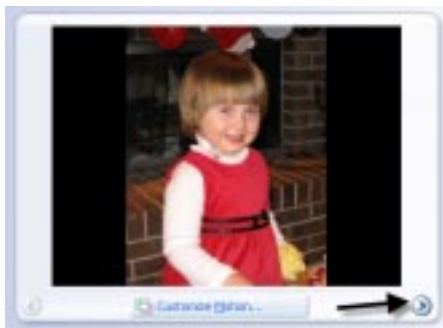
10. When you are finished recording the narration for one picture, you can click the **Next Picture** button and move on to the next photo in your photo story.


11. This brings the next picture in your photo story into the **Narrate your Picture** window, ready to add narration.

12. If you wish to record narration for a picture that is not the next photo in the timeline, click on that picture in the timeline to bring it into the image viewer and begin your narration.

13. To specify the number of seconds a picture without narration will appear in a clip, click that picture in the timeline and then click the **Customize Motion** button.

14. **Customize Motion** window opens.
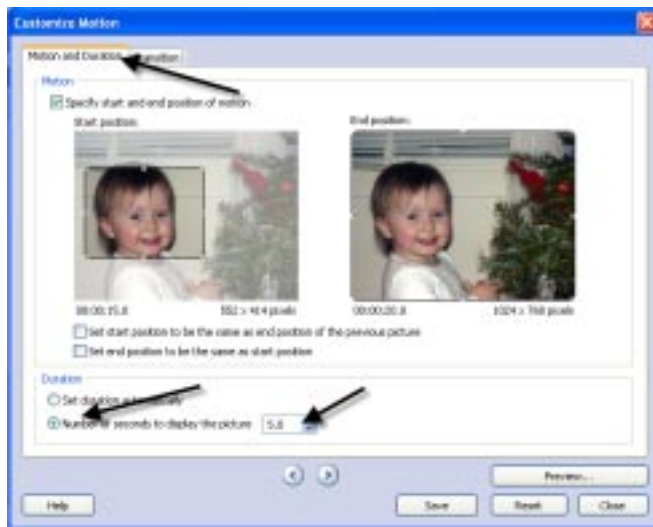
15. Click the radio button beside **Number of Seconds to Display the Picture.**

16. Set the number of seconds to the desired length of time.

17. Click **Save** then **Close** to return to the **Narrate Your Pictures** window.


18. When you're finished recording the narration, click **Next**.

Importing Music

Music helps add emotion to your story. Like transitions, it is important that you choose music that is appropriate to the story you want to tell. We have already discussed creating background music for your photo story, but you can also import existing pre-recorded music. You are not limited to one song per story. You can add as many songs as there are slides in your story.

1. In the **Add Background Music** window, select a picture in the timeline. The photo you select is the **anchor image**, and indicates where you want the music to start playing. The anchor image is indicated by a musical note displayed beneath the picture in the timeline.
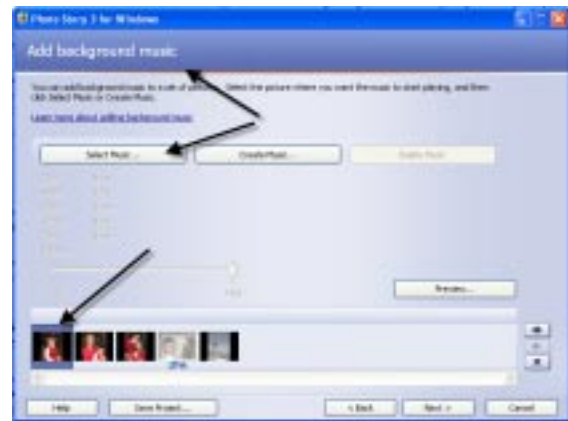
2. Click the **Select Music** button.
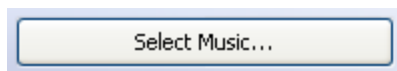
3. A browse window opens which allows you navigate to where you have music saved on your computer. You should have already selected a piece (or pieces) of music that you wish to use for your photo story and saved that music onto your computer.
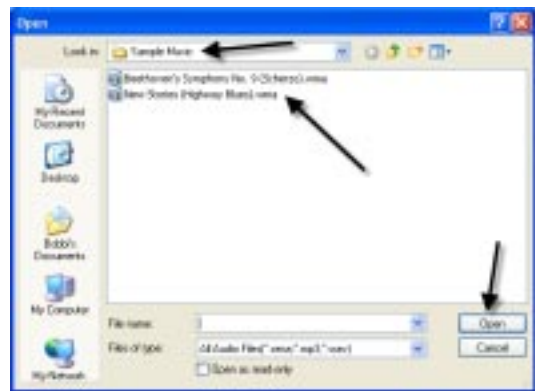
4. The browse window defaults to the **Sample Music** folder which comes with Windows XP. This sample folder contains two pieces of music: Beethoven's Symphony No.9 and New Stories. To simplify the music selection process, we are going to select the Beethoven's selection for demonstration purposes.

<u>NOTE:</u> A word regarding copyright: You can legally use <u>10% or 30 seconds</u> (whichever is the <u>least</u>) of a piece of music without written permission from the publisher. (That means that a 2 minute song will allow you to use only 20 seconds without written permission.) Be careful! You must adhere to the copyright laws.

5. Select **Beethoven** and than click the **Open** button.
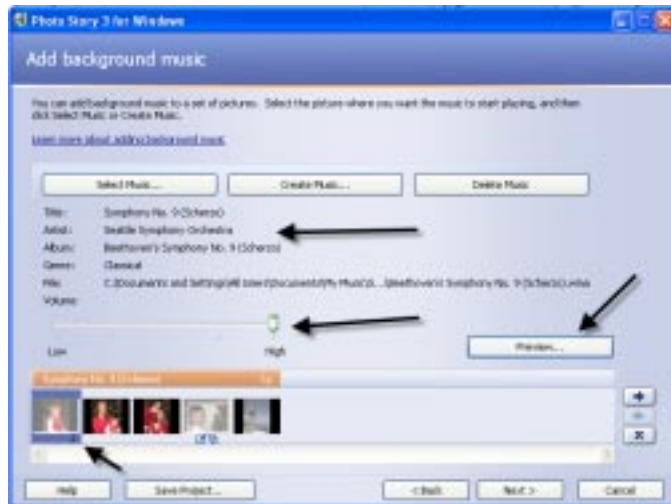
6. In the **Add Background Music** window, the details of the musical selection are listed as well as the volume setting.

7. In the timeline, a musical note appears under the anchor image indicating where the music will start playing.

8. A music strip appears above the timeline displaying the name of each piece of music that is added to your story. The music strip is color-coded for each piece of music in the story.

9. The music you select plays until one of the following events occurs:
     *The music ends.
     *Another anchor image starts another piece of music
     *The story ends.

10. Preview your story with the background music by clicking the **Preview** button.

11. Click the **Next** button.

![icon] Adding Effects

There are several special effects that you can add to your pictures. The special effects available in Photo Story are sometimes referred to as "filters" in photo editing programs.
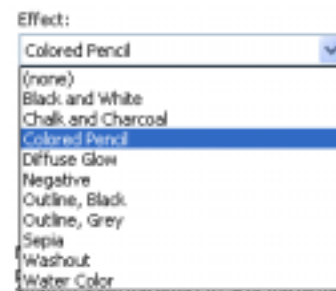
To apply special effects in Photo Story:

1. In the **Import and Arrange Your Pictures** window, click the **Edit** button beneath the image viewer.

2. The **Edit Pictures** window opens.
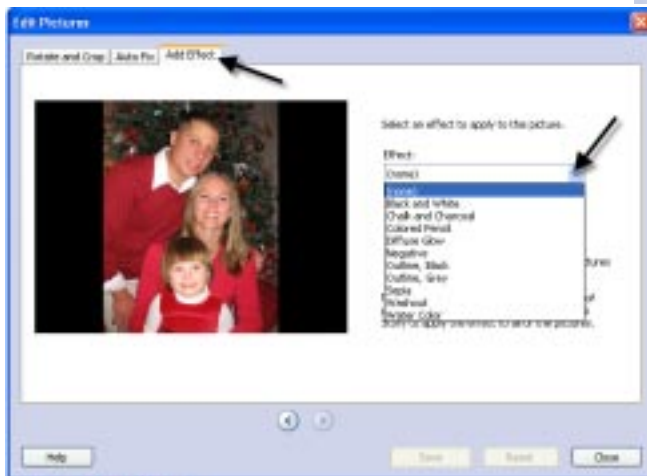
3. With the **Add Effects** tab selected at the top of the window, click on the drop-down menu arrow under **Effect:** to the right of the photo.

4. Try a few of the effects available to see if you like what it does to your picture. Try the Sepia and Colored Pencil effects.

5. When you are pleased with the result, click the **Save** button.
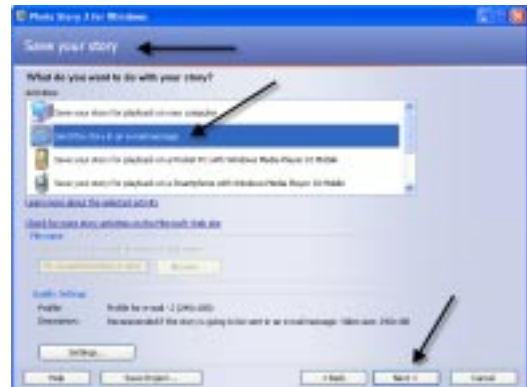
Sending Your Story in an Email Message

When possible, Photo Story compresses your story to be 1 MB or less because some Internet service providers do not allow users to send files that are larger than 1 MB.

1. On the **Save Your Story** page, click **Send the Story in an Email Message.**
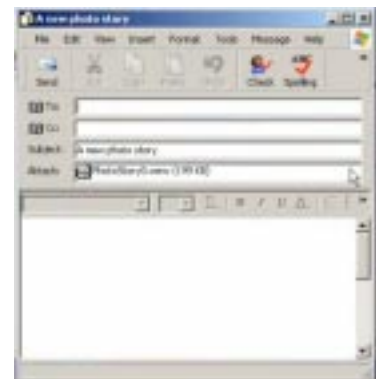
2. Then click the **Next** button.

3. After Photo Story builds your story, **The Completing Photo Story 3** for Windows page opens.

4. Click the **Continue to Email your Story** link.

5. If your email program is configured, Photo Story opens an email message (in Microsoft Outlook) and your Photo Story is already attached.

6. If your email is NOT configured, you can save a copy of the story by clicking the **Save a Copy of Your Story to Your Computer** link.

7. After you save a copy of your email-sized story to your computer, you can use your regular email program, attach a copy of your story, and send it to friends and relatives.

Notes