

***** Shoot all photos HORIZONTALLY *****

How To – **HELP!**

1. View the models. They are available in-class only!
2. DISCUSS the project with mom and dad.
3. DISCUSS your thoughts and ideas with mom and dad.
4. Fill out the approval form.
5. After your ideas are approved, select your favorite idea, and then complete the **PLANNING SHEET**.
 - a. Layout your steps or sequence.
 - b. Acquire all necessary materials and props **BEFORE** you shoot your pictures.
6. Set up your digital camera.
 - a. Adjust your camera settings*
 - b. Shoot high-resolution
 - c. Turn on the flash
 - d. Turn on red eye reduction
 - e. Remember to **FRAME** your picture
 - f. Take more than one picture of the same setting/sequence.

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How To – **HELP with putting it together!**

DAY 1: INTRODUCTION & GENERAL PPT HISTORY & OVERVIEW

DAY 2, 3, & 4: ASSEMBLE PART 1 (title slide and body)

1. View the models. They are available in-class only!
2. Organize your image files. SEE in-class drawing/demo.
 - a. Do **NOT** edit/modify/change etc. your original image files.
 - b. Make copies of your original image files. SEE in class drawing/demo.
3. After your image files have been organized, begin to re-size and adjust their quality. Consider a **BATCH PROCESS**.
 - a. **REMEMBER NOT TO EDIT OR USE OR EXPERIMENT WITH YOUR ORIGINAL IMAGE FILES.**
 - b. **ONLY WORK WITH COPIES.**
 - c. **REMEMBER TO place edited images in their own folder.**

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4. Insert your optimized images as **SLIDE BACKGROUNDS**. Your images need to **FILL THE ENTIRE SLIDE BACKGROUND**.
5. Give each of your slides a general title. I will demonstrate how to do this during class.

DAY 5, 6, and 7: ADD DESCRIPTIVE TEXT & ASSEMBLE PART 2

1. ADD TEXT TO PART 1—TAKE YOUR TIME!
 - a. Descriptive text added to the **TOP LEVEL** of your slides.
 - b. Text is clear and specific for that **PARTICULAR SLIDE**.
 - c. 1 or 2 sentence **MAXIMUM!**
2. Duplicate the picture slides from part 1—keep source formatting.
3. Remove the text.
4. Add text to your transition slide. I will demonstrate how to do this during class.
5. Add in your audio. Remember to respect the rights of copyright holders*.
6. Complete your closing/credits slide.
7. Set-up rehearsed timings.
8. Test and trouble shoot your presentation.