

Photo Essay Directions

How to create a photo essay using Power Point

Getting Started

1. Open Power Point. (Click on the large orange "P" in the dock. If it is not present, then go to the Macintosh HD, Applications, Microsoft Office 2004, Power Point.)
2. Choose POWER POINT PRESENTATION in the Project Gallery and click OPEN
3. If you choose to, you may DELELTE the "CLICK TO ADD TITLE" textbox that appears on the initial power point slide.

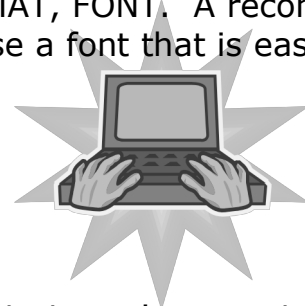
Insert your photo

1. Go to INSERT, PICTURE, FROM FILE. Find the location of your file (flash drive, server, desktop, etc).
2. Find and choose your picture file and click on INSERT.
3. Once your picture appears on the Power Point slide, you may need to resize your picture by grabbing onto one of the corner "handles" (tiny squares in the corners of your picture) and dragging them.
4. Once your picture is the correct size, drag it away from the middle of the page to get it out of the way for now. You will move it back to the correct place later.
5. CLICK SAVE to be safe !



Writing about your photo

1. Click on the remaining textbox or insert a new one if needed. To insert a new one, go to INSERT, TEXTBOX. Drag out the size of your textbox. (The size can be adjusted later too)
2. Choose your font and font size. Go to FORMAT, FONT. A recommend font size would be between 14-18 pts. Choose a font that is easy to read.
3. Type your essay in the textbox.
4. CLICK SAVE !



Creating the Layout of your Photo Essay Slide

1. Use the handles on your picture and your photo to resize your textbox and your photo in the arrangement of your choice.
2. You may need to change the font size to allow your text to fit properly.
3. You may choose to underline your title or make it bold.
4. CLICK SAVE ! – save to your flash drive and/or student file server when the project is complete.