

Tech Time

August 18, 2009

8:30-11:30

Digital Photography and Powerpoint

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Photo Booth

The newer iMac computers have a built in camera and microphone. The Photo Booth application allows you to take still photos with fun backgrounds and effects as well as record video. Find Photo Booth in your applications folder: Finder > Applications > Photo Booth. It's quick, easy and there is no downloading. Click the red camera icon and 3-2-1 Smile! Your photos are saved automatically to a folder in: Finder > Pictures > Photo Booth.

Digital Photography

Parts of the camera

Locate the memory card, Picture vs. Preview mode, Shooting Specifications (landscape, portrait, movie, auto.) For most classroom uses, Auto is the best choice for point and shoot.

Previewing your photos allows you to discard those you don't want. Look for the trashcan icon on your camera to delete images.

Downloading your photos to your computer

1. Using the cables provided with your individual camera (all makes and models are different so you would need to keep track of yours. There isn't a universal USB for this.)
or
2. Using a card reader. We have card readers available for all types of memory cards. Connect the card reader to a USB port on the computer (on the side of the keyboard, side or back of the computer) insert the card into the reader and download your photos.
3. iPhoto will automatically open and ask you which photos to import. Select "all" or "selected". It is safe to delete the photos from your card once they have been imported.

iPhoto

Organize

All of the macs are loaded with iPhoto. This software allows you to store, organize and edit your photos.

Events

2 Tech Time

In iPhoto, photos are organized by the date the picture is taken and placed automatically in “Events”. You can manually separate events, merge them and name them. You are also able to organize your photos into albums. Perhaps you want all the photos of students doing math in one album. You could drag and drop them from the events throughout the year into a math album.

Photos can be tagged with keywords to create a searchable database. Do this on the toolbar: View>Keywords. Enter your keywords; iPhoto saves automatically. To search, use the search box on the lower left corner of the screen.

Edit

iPhoto allows you to edit your photos in a number of ways. Double click the photo to open it and the editing options appears below.



These are your editing tool options

Rotate: Turn your photo

Crop: Select only the portion of the photo you want to keep.

Straighten: Make your photo more level

Enhance: Adjusts your photos qualities. Sometimes you'll like it, sometimes not.

Red eye: Allows you to darken the red eye caused by flash photography

Retouch: Remove blemishes and stray marks from your photos

3 Tech Time

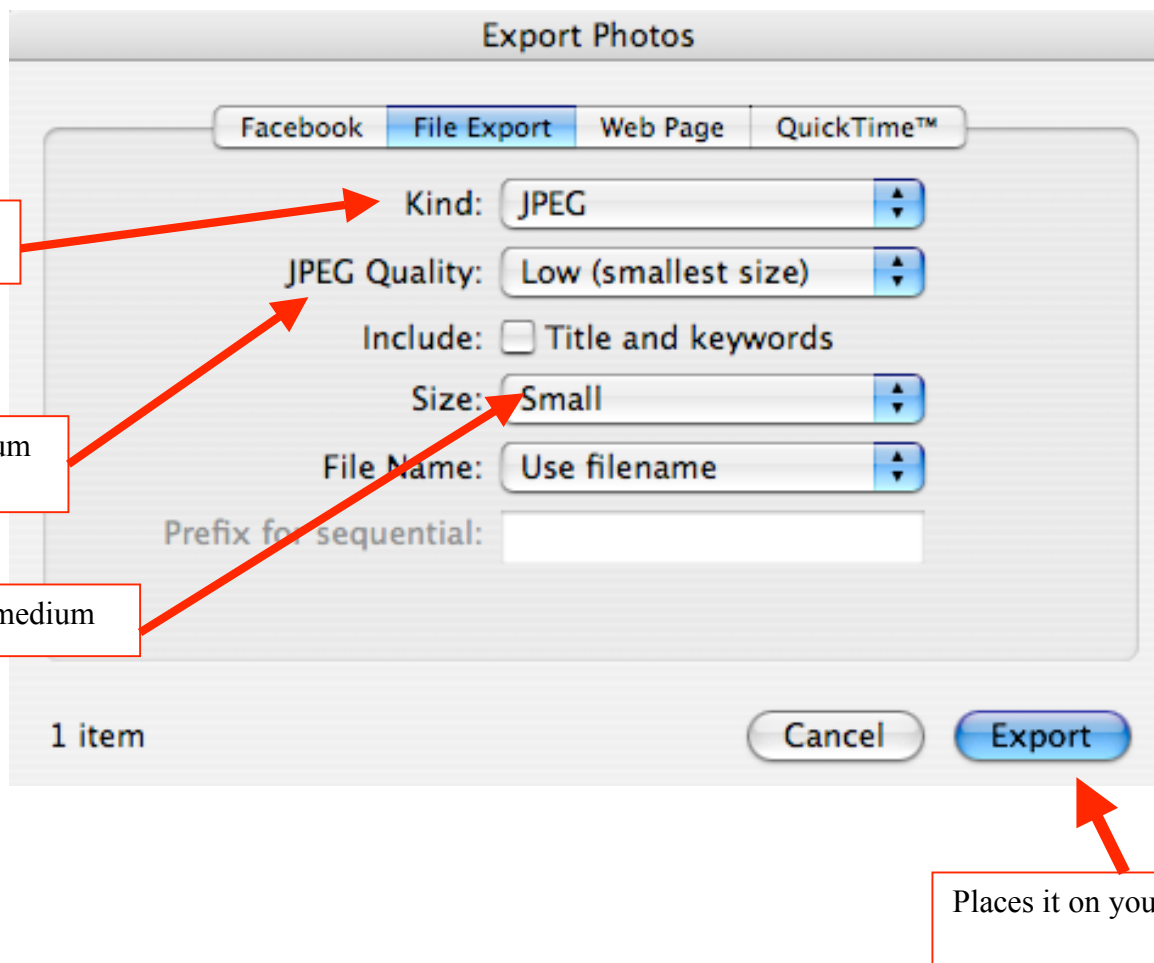
Effects: Change the look of your photos; try black and white, sepia or add a matte finish.

Adjust: This allows you to manually adjust the levels in your photo's exposure, remove shadows, lighten and fine tune your photo.

Once you are happy with your photo, click "done". iPhoto always retains your original photograph. To go back to the original, simply choose Photos > Revert to original from your toolbar.

Resizing your photos

If you plan to send photos as attachments to email, or upload them to the web, you'll want to reduce the number of pixels or the size of the photo. To do this, choose File > Export from your toolbar.

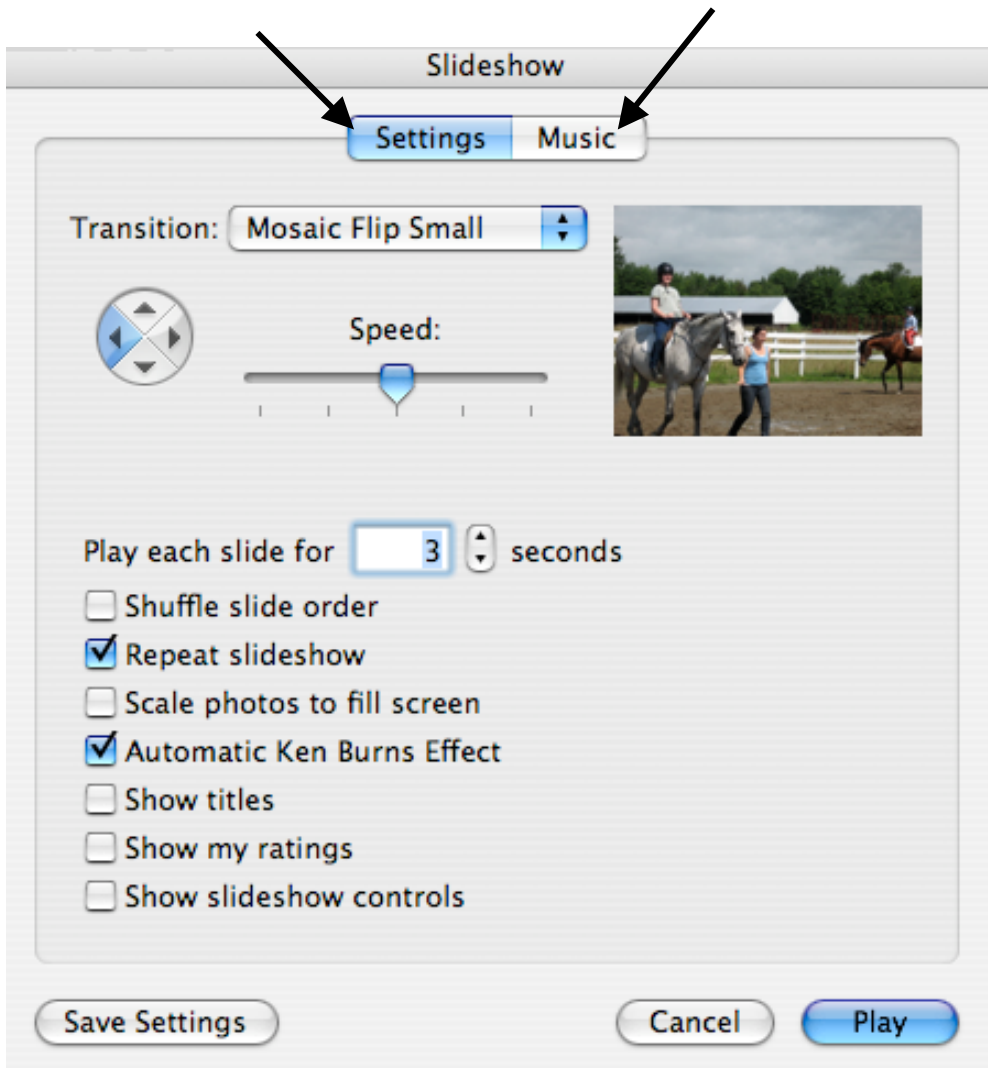


In addition to sharing your photos through email or the web, you can share them internally with the SES drop box. The drop box icon is located on your Dock, next to the Trash. Open the drop box of the grade you would like to share with and drag and drop them in. It is not necessary to reduce the picture size when sharing to the drop box.

Slideshows

4 Tech Time

Another nifty iPhoto feature is the ability to run your photos as a slideshow. Open the event you would like to use and select the play slideshow triangle in the lower left corner. This dialog box will open:



Settings

Select the type of transition you'd like, your speed, options, save settings, and then hit play.

Music

You can use one of the iPhoto selections or anything in your iTunes library.

This would be a great way to share photos of students after field trips, during open house or at parent conferences.

Powerpoint

Getting Started

Powerpoint shares many of the same formatting and editing commands as Word.

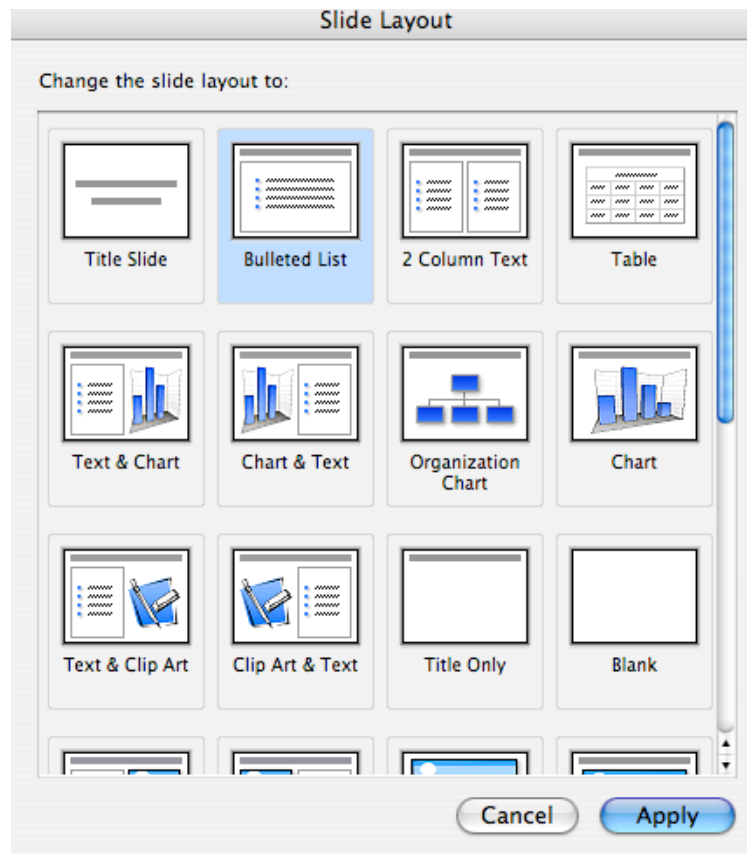
Adjust your layout and background designs under Format on the toolbar.

Don't include too much verbiage in your powerpoint. Stick to short, bulleted lists that you can speak to as you present.

Insert photos by dragging and dropping from your desktop or Insert > Picture > From File from the toolbar.

Insert a new slide: Insert > New Slide

When you create a new presentation or insert a new slide, you are presented with the Slide Layout window box:



Click on the format that best suits your needs and click Apply.

If you need to change or select a new Slide Layout, click on Format > Slide Layout.

To add additional text boxes click on Insert > Text box.

Please note, the following functional differences when using a text box provided from a Slide Layout page versus a text box added from Insert > Text box.

1. Content entered on a slide using a Slide Layout text box, appears in the Outline Pane
2. Dot point or number lists entered on a slide using a Slide Layout text box, automatically animates one line at a time.
3. Dot point or number lists entered manually by Insert > Text box, does not automatically animate each point. You will need to split the points into individual text boxes and then animate.

Normal view, the main editing view

Normal view contains three panes: the outline pane, the slide pane, and the notes pane.



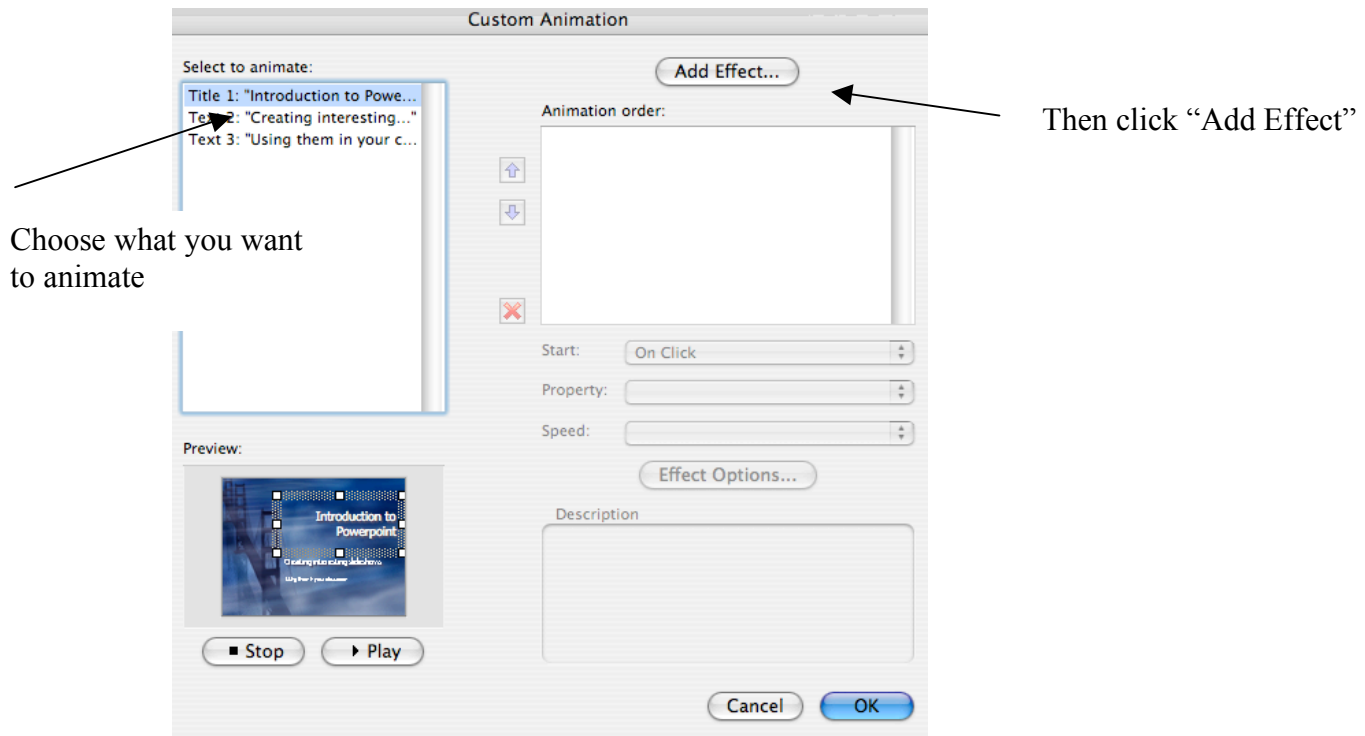
- 1 Outline pane
- 2 Slide pane
- 3 Notes pane

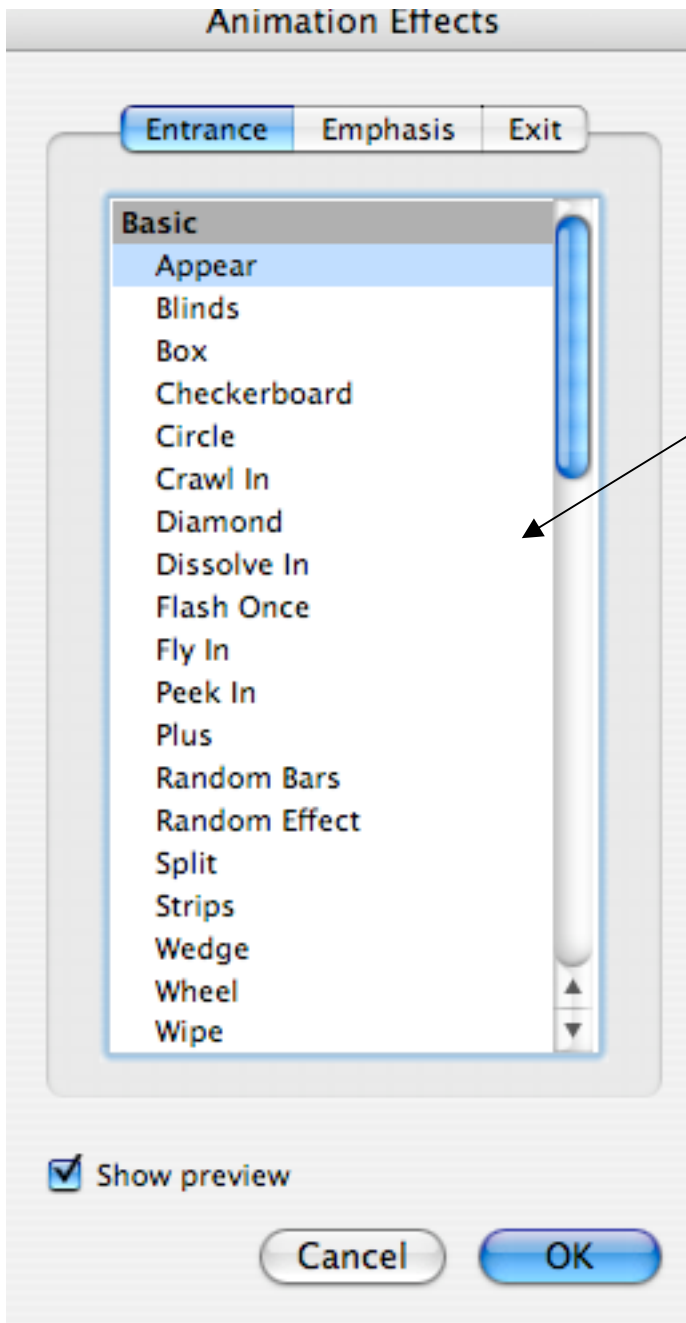
Adding Narration

From your toolbar: Slideshow > Record Narration. Click record when you are ready. Your slideshow will come up full screen; narrate each slide hitting the return key to advance to the next slide. Be sure to save your presentation as you work along.

Animating your Slideshow

Once you have added the elements of your slideshow, you can add animation. Select Slideshow > Custom Animation.





Next, choose the effect you'd like to use

Then, click "OK"

Play your slideshow by selecting: Slideshow > View Show.

Don't forget to save!

Slideshows can be used in the classroom to introduce a lesson, or share content. Using the narration feature, they can also be used to deliver instruction.