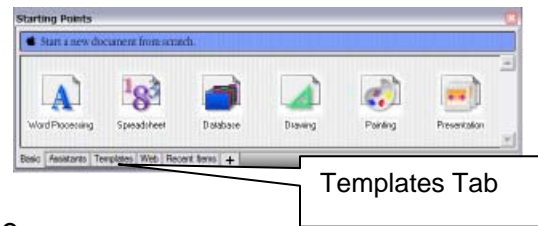


Creating a Photo Essay (4OVC1)

Task: Create a three slide photo essay using an AppleWorks 6 template.

Step 1: Run AppleWorks 6.

Step 2: In the **Starting Points** window, click on the **templates** tab.



Step 3: Click on the **Family Slide Show**. A slide show will open. This slide show contains three ready-made slides. The instructions below explain how you can edit the slides:

To change the text

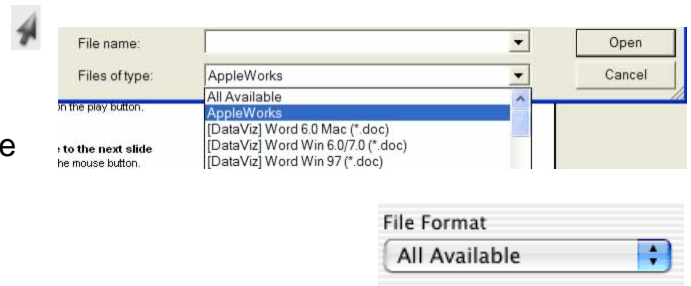
- Double click on the text box that contains the words “The Smith Family”. You will see a flashing cursor.
- Highlight the text and type your title.
- You may notice that the title is no longer centred. Click on the arrow again and drag the text box until the text is centred.

NOTE: If you don’t want the text, click on it and tap the Del or Delete key.

To add a picture

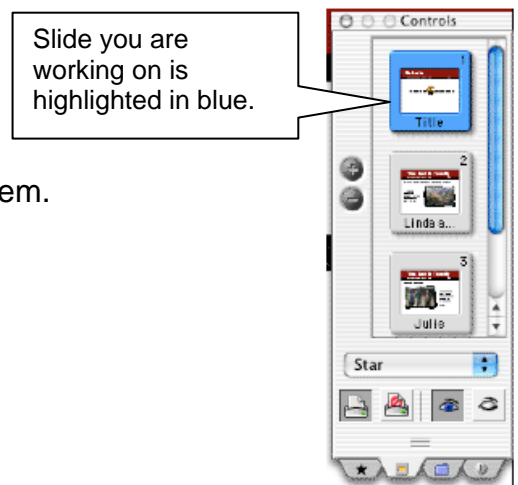
(You must have one saved. Review how to save and retrieve files.)

- Click on the arrow in the toolbar.
- Click on **File** in the top menu.
- Click on **Insert...**
- In the dialogue box that opens, change the format or “Files of Type” to “All available”.
- Click on the File you want.
- Move the picture where you want it.



To go to the next slide

- a) The blue slide is that one that you are working on.
- b) Click on slide two and then three and edit them.



To delete text or pictures

- Click on the picture or text and tap the del (delete) key.

To add a slide

- Click on the plus button.



To play the slide show

- Click on the arrow tab at the bottom of the Controls window.
- Click on the play button.



Click on the arrow tab.

To advance to the next slide

- Click the mouse button.

To end the slide show

- Press the ESC key on the keyboard.

To save your work

- Click on File
- Click on Save As...
- Locate the folder where you will save your file (as directed by your teacher).
- Name your file.

