

Postcards Home How to

Information and Images

- Use Explorer to go to Postcards Home <http://spidey.sfusd.edu/schwww/sch529/pages/post.htm>
- Follow the links on the postcard to gather the information you need for your postcard message.
- Record your information on a piece of paper.
- Go to images.google.com (<http://images.google.com/>) or a search engine of your choice to look for images.
- Record the web address and filename for each image you save to your folder.

Storyboard

- Create a mock-up of what your postcard will look like.
- Include your message and a rough sketch of your postcard design.

PowerPoint: Use Microsoft PowerPoint to create a multimedia souvenir of your dream vacation

- Open PowerPoint; open a blank presentation with blank formatting.
- Insert a new blank slide. Insert another blank slide for a total of three slides.
- Go to: File: Save as... and save your presentation as postcard (your initials) in your folder.



Add Images

- Go to: Insert: Picture: from File and locate your folder where you saved your pictures.
- You may also insert pictures from Clipart.
- Resize and adjust your images as necessary.

Add Text

- Go to: Insert: Text box. Click and drag to create a text area.
- Begin typing your text.
- Use the formatting and drawing tools to spice up your message.
- Resize and adjust your text box as necessary.

Add WordArt

- Experiment with this feature to make fancy headlines.
- From the drawing toolbar, click on  → 
- Select a style, and type your message.
- You can always change it later.
- Be sure to save often.

Add Your Motto

- Go to: Insert: Movies and Sounds: Record Sound...
- Press Record
- Click on Save and name your sound
- A speaker icon will appear on your card as an object
- You may include your sound as you would any other sound in PowerPoint

View your slide or show

- Move to the first slide in Slide view.
- Go to: View: Slide Show
- Click the mouse to move through the slides
- Press escape to exit Slide Show view.

Save for Presentation

Go to: File: Save as... rename the file as cardfinal (your initials) and select save file type as: PowerPoint show