

# Postcards from the Past

## Step-by-Step

### Step 1: Locate Image & Accompanying Information

- Locate a compelling image at Calisphere ([www.calisphere.universityofcalifornia.edu](http://www.calisphere.universityofcalifornia.edu))
- Note Title, Creator/Contributor for credits, date and location (if available) at upper right.
- Click on "More information about this image."
- Note Contributing Institution.
- Read about the image, its background and importance.

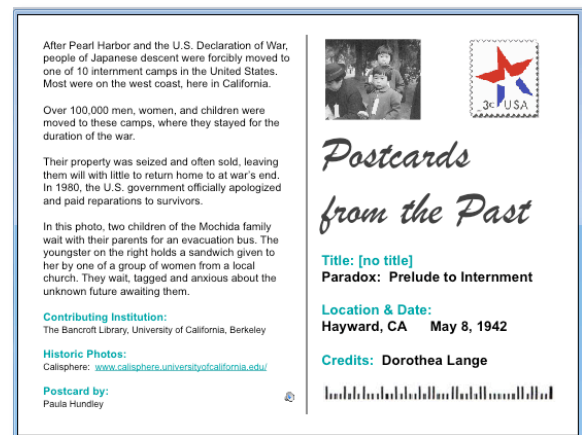


### Step 2: Download Images

- Right click on small image and save to desktop
- Click on "Image only" to get to larger version of image
- Right click on large image and save to desktop

### Step 3: Create Basic PowerPoint Slides

- Open file: postcardfrompast-sccoe.ppt
- Go to the second slide and fill in info:
  - Title
  - Location & Date
  - Credits
  - Contributing Institution
  - Your name
  - Information about the image
- Insert small image for reference

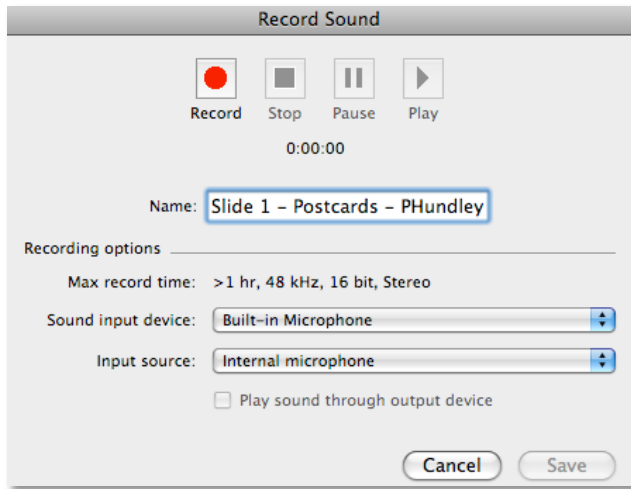
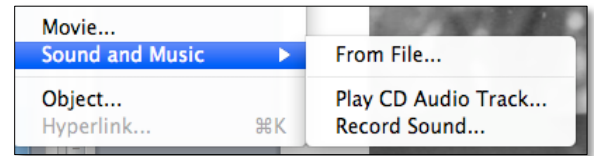


- Go to next slide and insert large image.
- Stretch to fill the slide



#### Step 4: Record Narration for Slides

- Go back to first slide.  
Click on Insert > Sound and Music > Record Sound



- Click the **RED** record button to start and the **BLACK** stop button to end recording. Play it to preview your recording. Give it a name and click SAVE.

- A small microphone is placed on the center of your slide. Move it to wherever you want.



- Proceed to the next slide and repeat this process

#### Step 5: Final Touches

- Set sound to auto start
- Choose a transition between slides
- Set how long to wait before transitioning to next slide. Time yourself on your reading.
- Delete the first intro slide with the basic steps on it.
- Test the slideshow and make adjustments as needed.
- Share your work with others 😊

