

## Sharing Your Family Tree Research by Presenting Your Story in an Interesting Way

- Using PowerPoint is One Option
- Self-Publishing Books is Another Option
- Use Creative Skills for Other Options

### Preparation First

- Decide what story you want to tell and to whom
  - Who
  - What
  - Where
  - Why
  - How
  - When
- Sketch out your ideas before starting to
  - type on computer or
  - Create album or book
- Create an *Outline*

### What to Include in your Story

- Insert
  - Text, captions, stories
  - Images, photos, maps, scanned certificates
  - Sound, narrative, effects
  - Movies
- Create
  - Family Chart
  - Photo Gallery
  - Timeline
- Use PowerPoint for Digital Scrapbooking

### Creating New PowerPoint File

- Open PowerPoint or (OpenOffice Impress)
  - To create a new presentation:
  - Click the File tab.
  - Point to New,
  - Select Templates and Themes or
  - Select Blank Presentation
  - Click Create.

### The Opening Screen

- To create a new presentation that is based on the Blank Presentation template, do the following:
  - Click the File tab.
  - Point to New, and under Available Templates and Themes select Blank Presentation.
  - Click Create.

### The Title Slide

- Design Themes; Colour Schemes
- Change the PowerPoint Background Style
- Select a Font Family, Font, Size and Colour

### **Three Modes for Working in PowerPoint**

- Slide Edit View
- Slide Sorter
- Slide Show

### **Adding Text to Your Slides**

- Click to add title & Text and type for each slide
- Or Copy text from Word or other document
- And Paste into slide
- or Paste Special > Unformatted text (to retain consistency in font with slides)
- Golden Key – Ctrl+Z - Undo
- Always remember through most applications, Ctrl+Z will undo what you have done or undone

### **Adding Media to Your Slides**

- Add Clip Art and Pictures Using a Content Slide Layout; or
- select the Insert tab on the ribbon and click on the *Picture* icon
- Search Your Computer for the Photos
- Crop unnecessary elements from the Photos

### **Resizing Your Pictures**

- Resize clip art or any picture
  - use the resizing handles on corners of picture,
  - not at the top, bottom or sides of picture
  - Using corner handles keeps image in proportion as you resize it.
  - If don't maintain image's proportion it will be distorted or fuzzy in presentation.

### **Slide Management**

- Adding, Rearranging and Deleting Slides
- Setting up the PowerPoint Slide Show
- Previewing your Show

### **Saving and Distributing your PowerPoint Show**

- Save As to a PowerPoint Show - \*.pps or \*.ppsx - not \*.ppt or \*.pptx
- Email or send on CD, DVD or memory stick (USB drive) - To family & friends
- Others don't need PowerPoint program to play PowerPoint show

### **Have Fun & Be Creative**

- Trial and error
  - Try sounds, effects, shapes; Can have pictures at angles, overlapping each other; Can use effects to bring in slides and parts of slides
- Save often; Save As or take copies so recover from unwanted changes
- Use photos, certificates, stories;
- There are no limits – enjoy !!

### **Keep Your Show Simple & Elegant**

- Just because there are dozens of options, doesn't mean you have to try them all
  - > Fonts, Styles, Colours, Transitions, Sounds, Effects
- Looks really horrible and detracts with too much busy-ness