

Teachers Notes Stage 3

The visitors arrive (*with computers 1.5 to 2 hours approx.*)

Pupils use PowerPoint to combine backgrounds, group photos and pictures of the visitors that they meet on the website to create their own 'Photomontage' (a collage using Photos).

They then attribute thoughts and speech to the tableaux and may develop them into animated photo stories.

Preparation

To prepare for this ICT session set up an area that all pupils can access from their computers where you place the two folders of digital photos that the class has created – one called '**Backgrounds**' for the location photos/images that the class has taken and the other called '**Groups**' for the group photos of pupils in 'emotion poses'.

The following instructions may be downloaded and adjusted to specify folder location on your network etc. then printed out for pupils to follow.

Continued on next page - pupils worksheets




Before you Begin

Open **Microsoft PowerPoint** (part of Microsoft Office)

Before you start make sure you have opened the tool bars you will need for creating your 'Photo-Montage'.

Click *View > Toolbars >* and make sure that *Picture* and *Drawing* are both ticked. These toolbars will now appear on your PowerPoint screen.

Making Your Picture

1. Click on *File > New* and select a *Blank presentation* and a *Blank Content layout* for your first slide
2. Click *Insert > Picture > from file...*  locate and open the '**Backgrounds**' folder and select the background that you want your image to have.
(Can't see the pictures? See PowerPoint Help PDF for advice)
3. Double click it or click *insert* at the bottom of your 'Insert Picture' window to add it to your slide
4. Click and drag on the small white circle at any corner of your background image to resize it so that it fits exactly onto your slide *(dragging the white circles on the side or top of the image may distort the shape of the image)*
5. Click *Insert > Picture > from file...*  locate and open the '**Groups**' folder (Located:) and select the group picture that you want to use.
6. Double click it or click *insert* at the bottom of your 'Insert Picture' window to add it to your slide
7. Resize and position it on your slide so that it fits properly in front of your background
8. Next open **Microsoft Internet Explorer** (or the browser that you use) and on the Virtual Visitors Project website go to 'Worksheets' and open 'Worksheet 2 - Meet the Virtual Visitor'
9. Click on the visitor you want to use in your picture– the boy or the girl – then scroll down the page of colour pictures of the visitor and decide which one will fit best with the group emotion picture you are using *(for example: If your group emotion picture is 'unfriendly' then you will want to use a visitor picture with a sad expression)*
10. Right click on the picture you have chosen and left click on 'copy'.
11. Minimise your web browser and go back to your **PowerPoint** slide and click *Edit > Paste*  then resize and position your visitor.
12. If your visitor or group are facing the wrong way select the picture you want to change then click *'Draw' > Rotate or Flip > Flip Horizontal* *(Draw is situated at the bottom left of PowerPoint screen)*
(Can't see 'Draw'? See 'Help.pdf' for advice)
13. If you want to adjust the Brightness or Contrast of any of your inserted images access these tools from the Picture Toolbar:

Brightness  Contrast 

14. To View your work so far full screen by clicking *View > slideshow* or this icon bottom left of your screen  Press escape to exit slide show mode.




Adding Speech and Thoughts

1. Click **AutoShapes** next to 'Draw' at the bottom left of your **PowerPoint** desktop or click *Insert > Picture > AutoShapes* and the **AutoShapes** toolbox will appear on your desk top



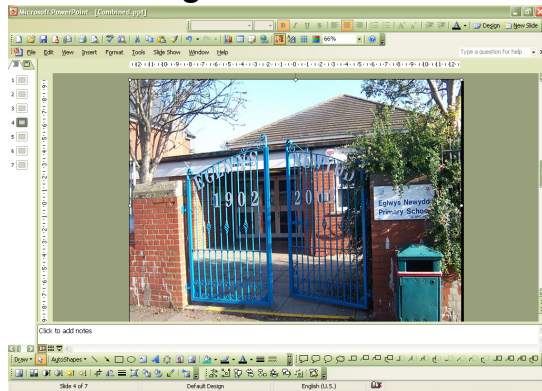
2. Now click on the **Callouts** icon  and drag the **Callouts** box next to your picture



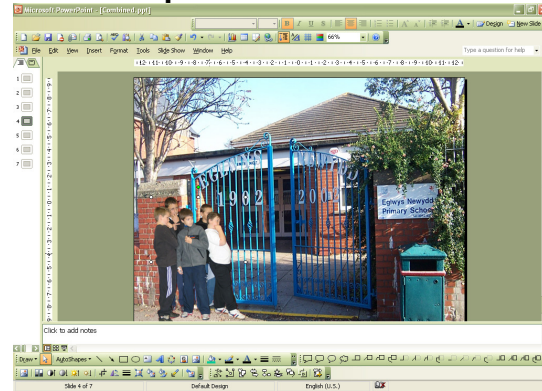
3. Decide whether you want to start with giving speech or thoughts to the characters in your picture and click on either a 'thought cloud'  or a 'speech bubble'  then click on the image where you want it to be.
4. If you want to change the colour of your Callout shape right click on it and select *Format AutoShape* and change the **Fill Colour** (recommend White)
5. Click and drag the frame to change its position and size
6. Click and drag the small yellow diamond on the bottom of your Callout  to position the thought or speech to the right character.
7. To apply text to your Callout just click on it and type. Change the font, font colour and size to suit your image (recommend **Arial 18 – 20 pt Black**).

Examples of Process

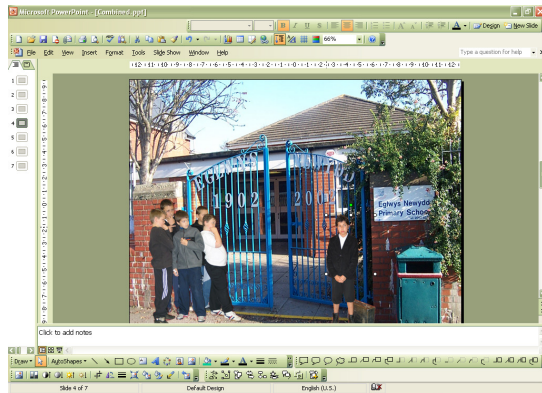
Insert Background:



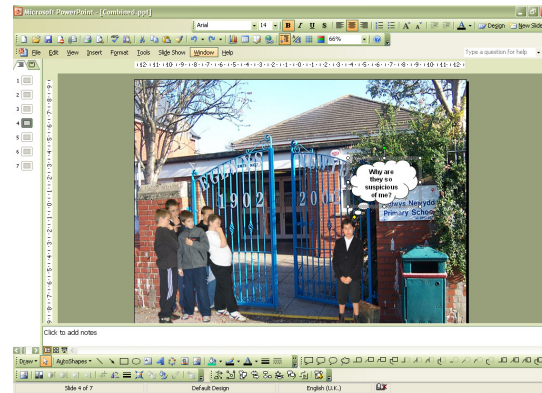
Insert Group:



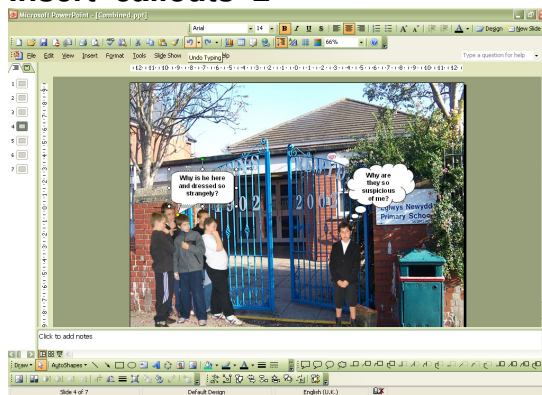
Insert 'Virtual Visitor'



Insert 'callouts' 1



Insert 'callouts' 2



Finished Image



