Directions for Auto Collage PowerPoint

 \*\* General Direction SAVE OFTEN!!! I hit save after every change I make so I do not lose information\*\*

**Day 1:**

1. Open Google Images using FIREFOX. When you find an image make sure you select it so it gives you a larger picture to copy. We have had some problems with pictures not working on Auto Collage so you may need to pick other pictures.
2. Pick 10 pictures that show your subcategory of World War II and save them to a folder on YOUR H: drive. DO NOT just hit save because it will save to My Pictures and that is on the C Drive. The C Drive is cleared every time the computer is turned off so you will lose all your pictures!
3. Create a folder in your documents for these pictures and save all pictures to this folder.
4. On a Word document explain the importance of each picture in a bulleted list. This will be the information that goes on your PowerPoint slides. (You may want to paste your picture there also so you remember exactly what picture goes with what information)

Example:

Results of the War in Pacific

* Fall of the Empire of Japan
* Continuation of Chinese civil war.
* Substantial weakening of European colonial powers, gradual decolonization of Asia (including the Indonesian National Revolution and the first Indochina War)



**Day 2: AutoCollage**

1. Open Microsoft AutoCollage on the NAL (you MAY need to install it)
2. Slide the picture number bar (it is below the email and desktop icons) to 10 pictures.
3. Click on the ellipse (…) next to Image Browser
4. Link it to your folder for the pictures for your sub category of World War II
5. Click on options and set it to 8 by 10 landscape
6. Click on Create the pictures will spin around and form a collage if you do not like that one hit Create again.
7. Click on Save and Save it to your documents to be used in your PowerPoint

 **Day 2: PowerPoint**

1. Open PowerPoint
2. Insert Picture and chose the picture you created in AutoCollage, for your first page. You may have to stretch it to fit the slide.
3. Add a new slide for each picture on your collage. Title the slide a description of the picture. (Make sure you title them it will make it easier for steps 5-7)
4. On the collage click on the insert tab and choose a shape. Choose a small shape that will not detract from your collage. Copy this shape so you have 10 total and place one on each picture in your collage.
5. Click on a shape and then hit the hyperlink button (under the insert tab). On the left side of the window click on the link to place in this document tab. You will then have a list of your entire slideshow titles click on the appropriate slide for that picture.
6. Repeat step 5 for all pictures.
7. At the bottom of each slide for information. Insert a different shape (I recommend copying it and placing it on all slides so they are uniform) and click on the hyperlink button. Again link to a page in this document and chose the first page. In your shape you may want to put the word home or collage so the reader will know where that button will take them.
8. Repeat step 7 for all slides.
9. On each slide include the information about the corresponding picture and why it is important to your sub-category.