

Digital Story Procedure

UPDATED 9/15

After you write your script and collect your images, you will put them all together in imovie.

START A NEW PROJECT

- 1) Choose **File > New Project...**
- 2) Name it with your name and an appropriate title (example: **Elman Story**).

ADD PHOTOS: ADD ALL PHOTOS BEFORE RECORDING YOUR VOICEOVER.

- 1) Pull up your script in [Google Drive](#) so you know how to build your movie.
- 2) To view your photos, click the **Photo Browser** button on the right side of the window.
- 3) Drag a photo or two of yourself up into the **Project Pane**.
- 4) Continue by dragging photos into your project according to what is in your script.
- 5) You are welcome to change your script and photos at any time.

ADJUST THE PHOTO DURATION

- 1) Select all the photos and click the **info** button.
- 2) Change the duration to 10.0s (seconds) and hit **Done** (you will re-adjust later.)

ADD VOICEOVER

- 1) Rehearse the script that you will read.
- 2) Borrow an external microphone OR refer to the iPad recording directions on [Page 4](#).
- 3) Click the voiceover button.
- 4) If using an external mic, make sure the correct microphone is selected from the *Record From* list.
- 5) Click on the beginning of the movie, and it will count down and then begin recording.
- 6) you should read the entire script S-L-O-W-L-Y and clearly.
- 7) Press the space bar to stop when you are finished.
- 8) Click on the beginning of the movie and press the spacebar to play it back.

RE-ADJUST THE PHOTO DURATIONS AS NEEDED.

- 1) Play the movie and judge how long the first image should last.
- 2) Double-click the image and set the duration.
- 3) Continue playing the movie and set the duration for each photo one at a time.
- 4) The voiceover should match up with the images on the screen.

ADJUST THE PHOTO ZOOM (KEN BURNS EFFECT)

- 1) Click on a photo in the project pane to select it.
- 2) Click the **crop** button.
- 3) Dragging the green border around the outside edge will adjust how the photo first appears.
- 4) Click inside the red box.
- 5) Drag the corners of the red box to adjust how the photo finishes on screen.
- 6) Then hit the **Done** button in the upper right corner.

ADD TITLES

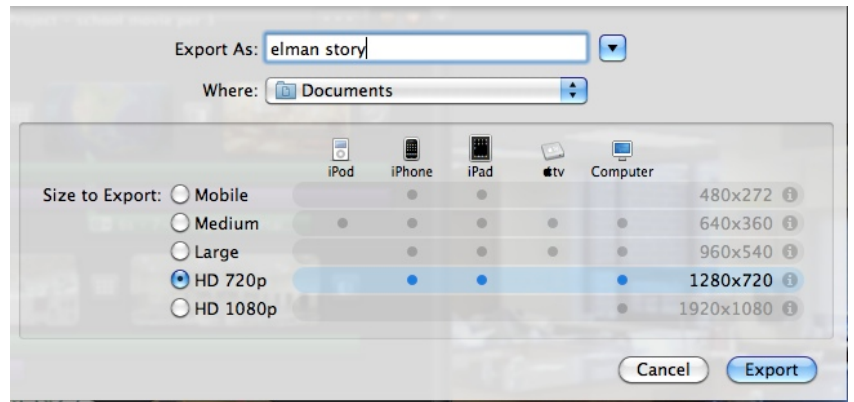
- 1) Click the **Title Browser**.
- 2) Drag a title style to the left of the very first scene. Drop it when you see a vertical green bar.
- 3) Then choose a background, and hit OK.
- 4) In the Clip Viewer, Type a creative title on the top text line.
- 5) Type your name on the bottom text line.
- 6) To adjust the title, click the title in the project pane.
- 7) Adjust the duration to about 4 seconds.

ADD MUSIC

- 1) Use s Jingle OR Open the Tech Share folder from the Desktop or Finder.
- 2) Open the Classical 101 folder.
- 3) Click ONCE on any song. Press the space bar to preview it.
- 4) Use the arrow keys to listen to other songs.
- 5) When you find a song that is appropriate for your story, drag it into your project.
- 6) To adjust the volume, double-click it and hit the **Audio** tab.
- 7) Turn the volume down to about 30%.
- 8) Hit **Done**.
- 9) Play it back and make sure you can clearly hear your voiceover.

SAVE AND TURN IT IN.

- 1) Choose **Share > Export Movie...**
- 2) Choose the **HD 720p** size.
- 3) Hit **Export**.
- 4) Once it finishes, go to [Gmail](#).
- 5) COMPOSE a new message.
- 6) Address it to Mr. Elman.
- 7) Email it to Mr. Elman just like the school movie.



**DIRECTIONS FOR RECORDING YOUR
VOICEOVER ARE ON THE NEXT PAGE...**

Recording your Voiceover



YOU HAVE THE CHOICE OF TWO DIFFERENT METHODS OF RECORDING YOUR VOICEOVER.

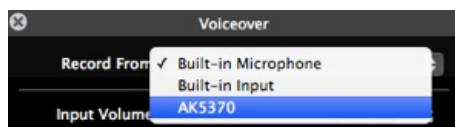
USE THE COMPUTER WITH AN EXTERNAL MICROPHONE



- 1) Get your script ready. You may read it off of the screen or off your iPad in **Google Drive**.
- 2) Rehearse your script.
- 3) Open your movie on the computer BEFORE YOU GET A MIC.
- 4) **Get an external microphone from the grey cabinet.**
- 5) Plug it into the USB port on the back of the computer or into your keyboard.
- 6) Press the power button on the microphone if it doesn't go on.
- 7) Hold it about 4-6 inches from your mouth (about the length of a pen).
- 8) Click the voiceover button.



- 9) Make sure the correct microphone is selected from the *Record From* list.



- 10) Click on the beginning of the movie because that is where you will begin recording.
- 11) It will count down and then begin recording.
- 12) You should read the entire script S-L-O-W-L-Y and clearly.
- 13) Press the space bar to stop when you are finished.
- 14) Click on the beginning of the movie and press the spacebar to play it back.
- 15) Be sure to return the microphone to the cabinet at the end of the period.

USE THE IPAD WITH THE BUILT IN MICROPHONE



- 1) Print out your script to the VIKING TECH LAB printer.
- 2) Open **Garageband** on your iPad.
- 3) Choose + > **New Song**.
- 4) Choose **Audio Recorder**.
- 5) Touch the wrench in the upper right corner and turn off the **Metronome** and **Count in**.
- 6) Touch the wrench again to hide the tools.
- 7) Touch the (+) below the (?).
- 8) Touch **8 bars**.
- 9) Turn on **Automatic**.
- 10) Touch the record button.
- 11) **READ YOUR SCRIPT LOUDLY, SLOWLY, AND CLEARLY.**
- 12) When you finish, touch the **stop** button.
- 13) Touch **My Songs** in the upper left corner.
- 14) Touch the **Edit** button in the upper right corner.
- 15) Touch the "song" you just recorded.
- 16) Touch the **share** button in the upper left corner.
- 17) Choose Share Song Via **Mail**.
- 18) You can skip filling in "My info".
- 19) Touch **Email**.
- 20) Address the email to yourself.
- 21) Send it.
- 22) Log in to your email on the computer on Google.com.
- 23) Open that email and click **Download**.
- 24) Choose open with **iTunes**.
- 25) In iMovie, find it in your **audio pane**.

- 1) You should have background music (jingle, CD, or recording from the Internet).
- 2) It should **duck** at the beginning and **fade** at the end shortly after the voiceover ends.
- 3) Make sure the background music is not too loud to hear the voiceover.