PowerPoint for Family Historians: Some PowerPoint Basics
Lyn Gesch 9/14/2016 VCGS

Creating a slide show in PowerPoint:

1. Choose a **design** template. Options:
    a. "Insert" "Photo Album" "New"
    b. Built-in options under "Design"
    c. More options under "File" and "New"
    d. Search with Google Images.
    e. "Browse for themes" (*look for downloads on computer*)

2. View / edit types of slides using **Slide Master** in the View tab**.** Options:
    a. Change background color
    b. Change font type, color, size
    c. Re-size text or image boxes

3. **Insert pictures** With "Insert" View. Options:
    a. Pictures (*from folders on your computer*)
    b. Online Pictures (*2010 & 2013*)
    c. Clip Art (*2007 and before*)
    d. Screenshot (*not available in 2007 and before*)
    e. Shapes
    f. SmartArt (*ex. diagrams, organizational charts*)

4. **Format images**:
    a. Crop / re-size pictures in "Format" view
    b. Re-shape image with Crop to Shape
    c. Re-color & add effects to images
    d. Format image in one step with Picture Styles

5. **Adding text**:
    a. Tips for adding text
        i. For projections, make text large enough to read in the back of the room. [*Font type & size*]
        ii. Create space between bullet points or paragraphs. [*Select text – right click - Paragraph – Spacing before or after*]
        iii. Use as few words as necessary.
            1. How much of the story is the image telling?
            2. What can I add to have it all make sense?
    b. Insert & format Text Box
        i. Font type & size
        ii. Shape Fill
        iii. Shape Outline
        iv. Quick Styles

6. **Add animation** to images and text

Other features in recent additions include adding narration or attaching audio files, and attaching other media files such as videos (nice, if you've digitized old home movies).

Finishing the show:

- **Save As** . . .:
    o PowerPoint formats either allow editing (presentation) or allow only viewing (slide show); animations are viewable
    o Image formats (JPEG or PDF) only allow viewing, no animations
- **Share**: via email or online platforms
- **Export**: Save in other formats (alternative to "Save As"), create a video of the show, or create a package presentation for a CD or flash drive that includes not only the slide show but all attached media.

*For more training, use your Camarillo library card number to get access to **lynda.com** at the Camarillo Public Library's website (Online Research tab→Business). Search their site for PowerPoint tutorials and look for the version you have on your computer.*

PowerPoint for Family Historians: Telling the Stories

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Advantages of slide show story-telling:

- Keeps a long story manageable as you work in 'bite-sized' pieces, slide by slide, section by section.
- Focuses the story on images. Allows you to share documents you've collected, scans of heirlooms, and photos of people and places. Each brings the story to life. This may also be less intimidating to those who don't want to write long narratives. In fact, if you like to tweet, you'll be perfect for writing the short texts for slide shows!
- Reaches audiences of all ages.

Deciding what story to tell: Tell a *specific* story. Keep it doable.

1. Stories on the move:
    a. One immigrant's story of the journey to America
    b. Wagon train journey across the Plains to California
2. Stories connected to historical events:
    a. An immigrant family's life in Chicago after the Great Fire
    b. The success or lack of it for a Gold Rush ancestor
    c. Story of a Civil War soldier's experiences
3. Biographical sketches of one ancestor or one family (ex., story of an interesting or significant career; story of a homesteader's life)
4. Stories of how you as a researcher overcame a brick wall (documents what you've done and you can share all the fun roadblocks along the way!)
5. *Other ideas from your family's experiences . . .*

Gathering together what you have:

- Gather in one folder on your computer the photos or images of documents that fit the theme.
    - Scan any print copies to create digital files.
- For family history story-telling, you will also want to locate or create:
    - Pedigree charts
    - Maps
    - Timelines
    - Digitized copies of diary pages, letters, or other items in an ancestor's handwriting
- Online image sources like Wiki Commons and the Library of Congress Photograph Collection offer access to historical images that are in the public domain or they provide information on how to attribute authorship. Seek other state or local level sources for your locations.

Components of a story: a beginning, a middle, and an end. Have a sense of the 'story arc' before you begin so you can think about what elements need to be included. Then begin at any point and start creating slides. Work on one idea or one detail of a story at a time. Using "View" then "Slide sorter", you can rearrange and edit them later to create the narrative flow.

Filling in gaps: One of the advantages of working with your family history data in a story format is seeing what you *don't* have and adding new tasks to your research to-do list (e.g., you may have a lot of "beginning" and "end" but no "middle"!).

Finally, enjoy being creative. Unlike scrapbooking with paper, you can easily make changes in digital scrapbooking, rearranging or replacing items on a slide until you get a 'look' that you like.