**READ FIRST: Saving Your Project**

To properly preserve your project, it is incredibly important that you save OFTEN and that you do so by following the following steps. If you do not follow these, you may either delete your documentary or finalize your documentary before you finish!

1. As soon as you begin your project: **insert a photo** and click **Save Project…** in the lower left corner of the Photo Story 3 window.
2. From the drop-down menu “Save in:” choose **Data on ‘Raptor2’ (G:)**, **MMS**, **Kawel**, **Shared**, ***Your Hour***, **Civil War Documentaries**, ***Your Name***
3. DO NOT CLICK **NEXT** on the **Save your story** window UNTIL YOU ARE COMPLETED with your project. Once you click **Next** here, your project now becomes a movie file that cannot be edited!
   1. Only click **Save Project…** until you are confident that your documentary is completed!

**Saving Photographs and Pictures**

There are many photographs from the Civil War that you may access from the classroom website at mrkawel.weebly.com, but you may also need to access other images from searching online. Please begin by navigating through the resources on the classroom website and then attempt a Google search. It is best to have all of your images saved on the (G:) drive before you begin your project.

When prepared to save an image for your project, follow the following steps:

1. Ensure that your mouse pointer is centered on the desired image
2. **RIGHT-click** and select, **“Save Picture As…”**
3. From the drop-down menu “Save in:” choose **Data on ‘Raptor2’ (G:)**, **MMS**, **Kawel**, **Shared**, **Civil War Documentaries**, ***Your Hour***, ***Your Name***
   1. This will be the same path you should follow when saving your Photo Story 3 project daily.

**Accessing Photo Story 3**

To access Photo Story 3, follow these steps:

1. Click **Start**
2. Hover over **All Programs**
3. Hover over **\_LabTools**
4. Click on **PhotoStory3**