

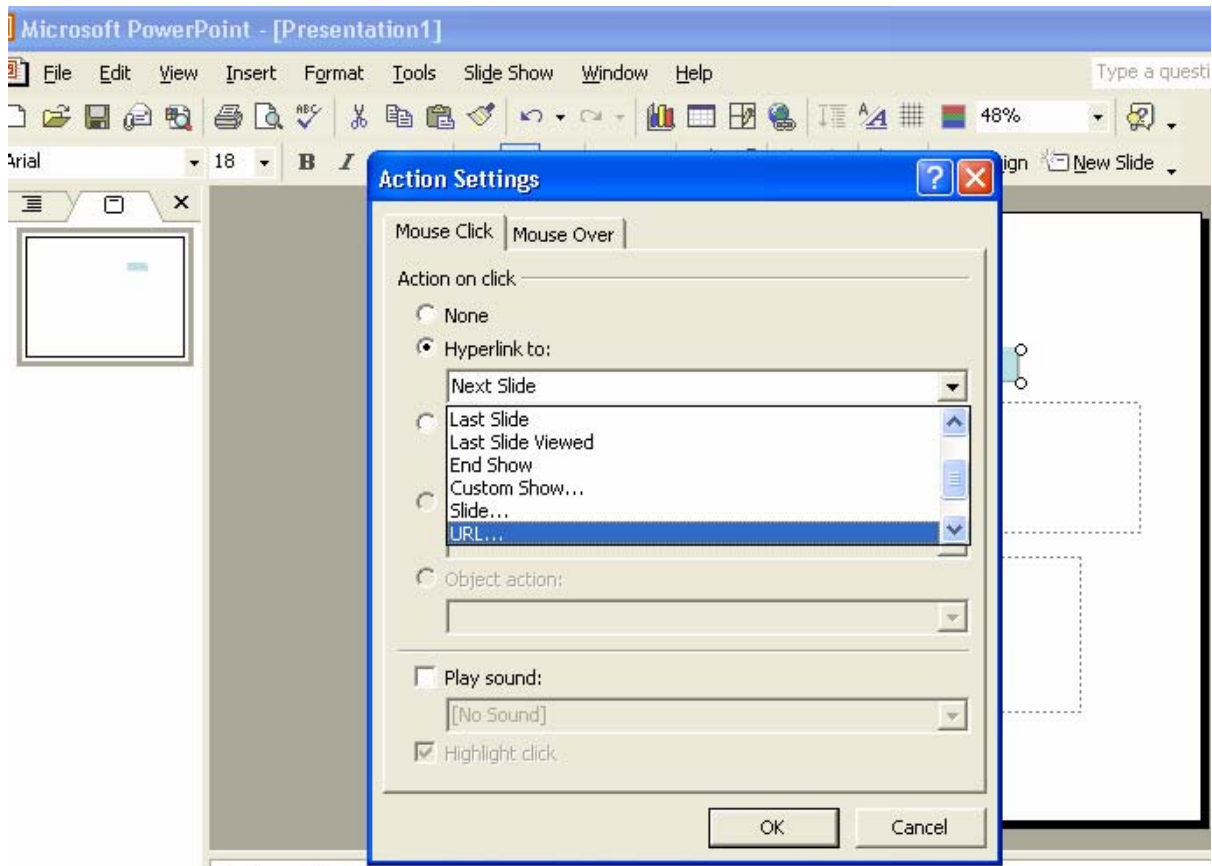


## Are you ready to create your own Multimedia Booktalk?? Then follow these very easy steps...

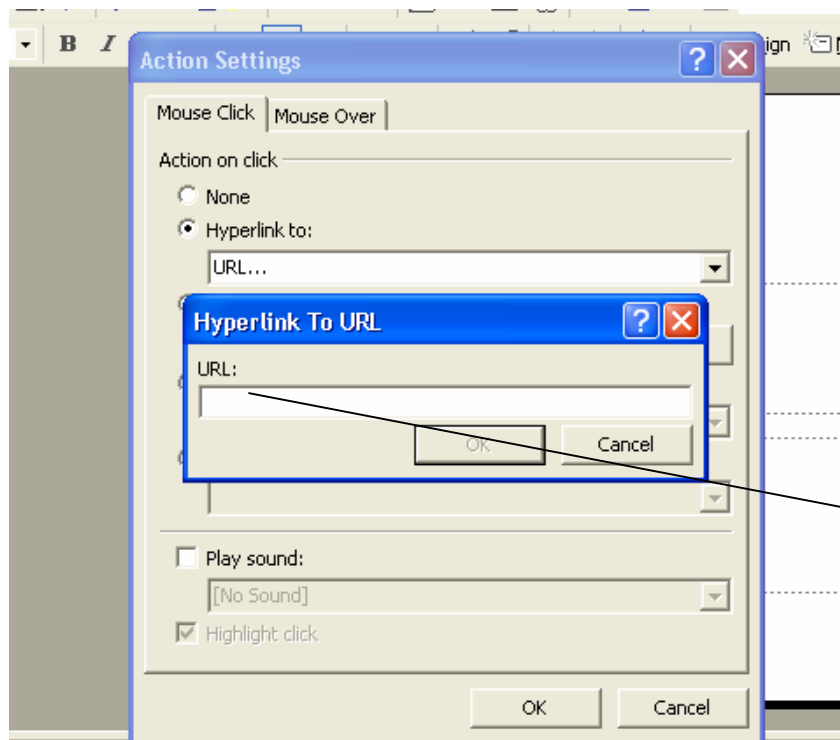
Before you start, make sure the computer you are using **has Quicktime installed (See pg 3 of this handout for instructions)**. To find out if you have Quicktime, find a movie trailer and play (a good place to find trailers is: <http://www.apple.com/trailers/>)

1. Open Internet browser, type in [www.barnesandnoble.com](http://www.barnesandnoble.com), or [www.amazon.com](http://www.amazon.com) . Librarians can use **Follett**. Minimize screen.
2. Open Power Point
3. Once in PP, click on Format (at the top), slide design, and choose a design.
4. Type in title of your presentation; delete any unused boxes, size, and edit. You can add clip art if you want.
5. Click on "Insert" at the top, "New slide", then type title of the first book in your booktalk and the author in top box. Delete bottom box.
6. Minimize Power Point and maximize Follett site (or Amazon, or Barnes and Noble). Search for book, get to book cover picture, enlarge picture if possible, right-click on it, copy.
7. Go back to Power Point and right click on the slide, then paste. Resize and move to desired area.
8. Minimize PP and open the Internet to <http://www.apple.com/trailers/> and find the trailer you want. If you can't find the trailer in apple.com, you can go to <http://www.google.com> , type in "title of book" and "movie trailer" (use quotations exactly as seen here). For example: "chicken little" and "movie trailer". Look for a good trailer (the bigger, the better).
9. Once you have found the trailer you want, highlight entire URL address on top, then right click on the now blue URL, copy, and minimize.
11. Open your Power Point and click on "slide show" on top, then action buttons, select a button and click. Now you should be able to drag and draw the button and adjust the size.

12. When you finish drawing the button, the following screen will appear:



Select "Hyperlink to", then open the drop down menu and select "URL..." After doing this you should see the following screen:



Using the keyboard, press CTRL and the letter "v" at the same time to paste previously selected URL of video clip. Click OK, OK.

13. To make sure your button works go to "slide show", play slide show and click on the button (remember that you must have the Internet open and minimized for this to work). Your action buttons will not work unless you are playing the slide show.
14. To go back to add slides simply close Internet window, right click anywhere on the slide, and click "end show". Now you can keep working with your slides.
14. Repeat this procedure for any button you want to add. Remember you can link to author websites, pictures, and other sites of interest that relate to the book you are showing!

### Helpful Hints:

- ❖ Before playing the Power Point open and minimize the Internet (it doesn't matter what site).
- ❖ Always play a few slides before your class arrives. Try at least one link to make sure all connections are working. If you get a message that says "can not download requested information", just click ok and try again. It usually works fine the second time around.
- ❖ If you don't have Windows XP some things might not work exactly as specified but generally it should be pretty similar.

### How to install a free version of Quicktime:

1. Open Internet browser and go to [www.apple.com](http://www.apple.com)
2. From the top tabs, select Quicktime (free download)
3. Follow instructions
4. When finished, Power Point links should work!

For \$29.99 you can also purchase the **Quicktime Pro** program which allows you to download and save your clips to a folder where they can be accessed at any time without needing Internet connection. This can also be purchased from apple.com. Ask you campus technology person or call me if you would like to explore this option.

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