

# Events in My World

## Requirements:

CD is required. ♦ Display must be set at 256 colors. ♦ Work is saved to the “H” drive.

## Login Procedures:

- Type in a unique user ID. (The ID must be less than 8 characters.)
- Click **Ok**

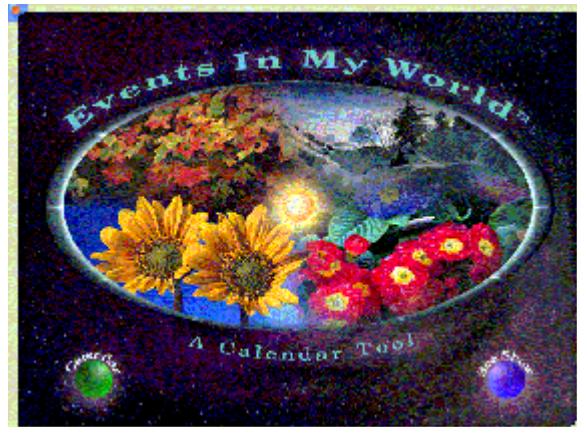
A message will appear if this is your first time. Click **First Time**. Click **Ok**. (If this is not your first time then click **Try Again**)

Type in your first and last name and then click **OK**. Your unique ID will be displayed and that is what you will use for this program.



## Main Screen:

This screen allows the student to explore the calendar or view a show.



## Year View:

This screen displays the 12 months as well as displaying what months occur in each season. Browse through the different years by clicking on the green arrows at the top of the screen. Click on the month to explore that month's calendar for the year shown.

*NOTE:* (To hear the current date, move the cursor over the date in the lower right corner and it will be read aloud.)



Options (Upper left corner of screen)



Go Back takes you to the previous screen.



Help allows you to obtain information about the screen that is displayed.



Find allows you to search for a particular picture either by browsing through miniaturized pictures or by typing a word or the title of the picture you are seeking.



Go to Studio takes you to an area where you can create presentations or shows with the information and pictures from the database.



The Me icon calculates the student's age in years, months and days.

**Finding Information:** There are two ways to look for items or pictures in the database.


### Month View:

1. From the Main Screen, click on the year and month that you would like view.
2. Once you have chosen the month and year then you can create events or view the special days for that month.

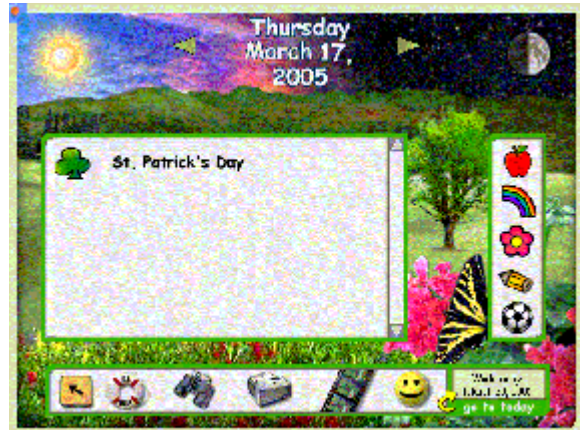


3. Click on the moon at the top right of the screen and *hold down the mouse* to view the Lunar Cycles.



4. To view a day, click on the calendar day (this is where you can add an event).
5. To view information about St. Patrick's Day you would click on the  while in the month view.


*NOTE: A blue Multi-Days icon will appear when two special days share the same date.*

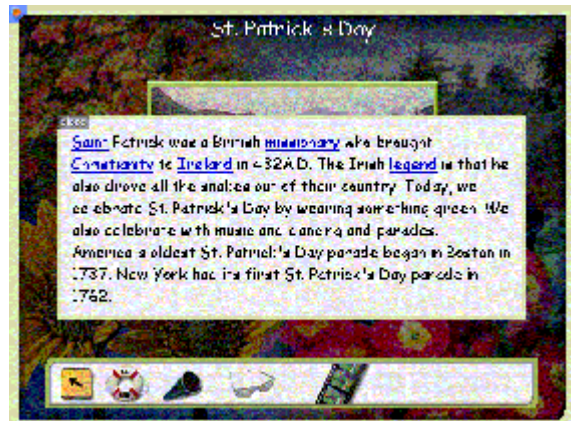


6. To view a video or image on a special day, just click on the icon for that special day on the calendar.



7. Click on show words  to view the text for the special day you have selected.

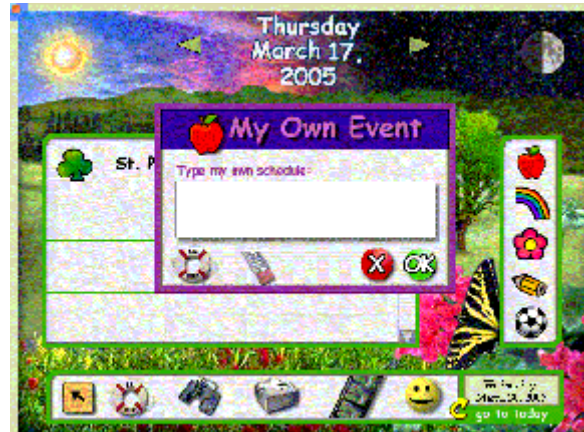
*NOTE: The  will allow for you to hear the text, click again to make it quiet.*




- Click on one of the event icons to create your own event on the calendar. Click OK after typing your information to add to the calendar or click X to cancel.




NOTE: Students can add more than one event to a calendar day by clicking on the activity marker and then a multi-days icon will appear on that date.



- Click on the  smiley face icon to discover your exact age in years, weeks and days.



### Searching:

- Click on Search  at the bottom of any of the main windows.

### **Word Search:**

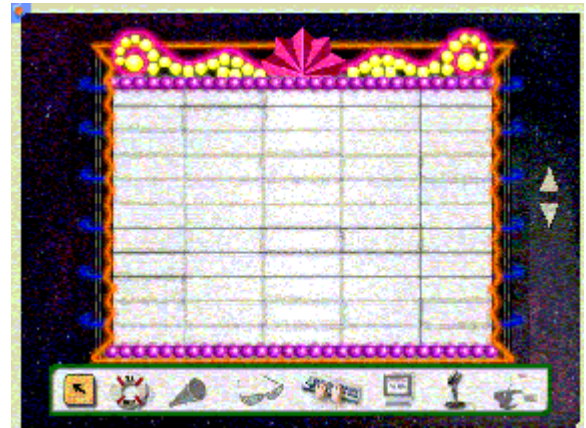
- Type or select a keyword and click **OK**.
- The program will search the database for all items that include this word.





## CREATING A PRESENTATION:







## EDITING A PRESENTATION:



### Add a Screen


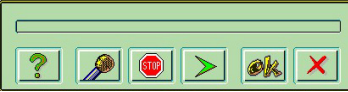
1. Click Add a Screen  to insert a new screen.
2. Click the Go Back  button to return to the studio.

### Edit Screen

1. To edit a frame, click on the edit tool  and then editing tools will appear.
2. To add a title, highlight the thumbnail and then click on the Write Title tool .
3. To write text on your picture, Click on Write Text  and type your information.
4. Click on Special Effects  to choose a transition effect for the frame they are editing.


### Recording

Each picture that you place into your presentation contains a narration. If you want to show the picture without the narration, here are the steps to follow.






1. Click on Record It . A control panel appears: 

2. Click on Start Recording .
3. Wait a few seconds to record “nothing”. (Speak into your microphones to record your own narration.)
4. Click on Stop Recording . (You have just recorded a few seconds of silence.)
5. Click on OK to save your recording.
6. Click on Go Back  once to return to the Studio.

## Deleting a Frame

1. Click on the frame you want to remove.
2. Click on Erase .
3. Now the selected frame is no longer part of the presentations.

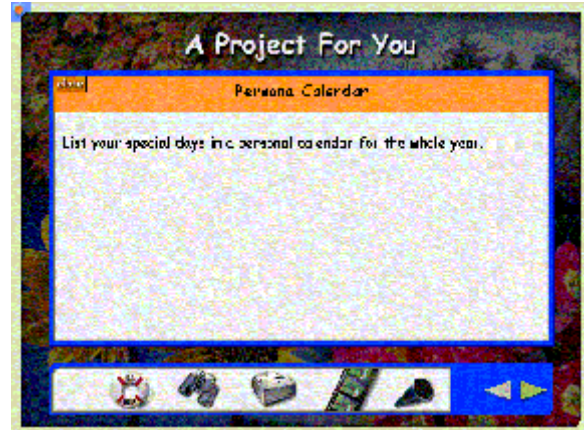
## Saving the Presentation

1. Click on  (Choices). The Choices menu will appear .
2. Click on Save .
3. Name your work with a filename that is appropriate. Discourage students from using spaces in their file names.
4. Click OK.
5. Click Go Back  to return to the Title Screen.
6. To run your presentation from the Title Screen, click on See Show .
7. If the first three frames of your presentation do not display, use the up and down arrows on the right to find the name of your presentation and click once on it.
8. Click OK to play the presentation

## Projects:



- Click on the clipboard icon on the Options Menu Screen to access the Projects.
- Each project culminates in a presentation created in the Studio.
- The green arrows at the bottom right-hand corner take you to the next project.



## Exiting the Program



1. Click on the Options button located at the top left of the screen.
2. Click on the Exit icon.
3. Click on Yes to answer, "Are you sure you want to leave the program."

