



Make a Digital Documentary with Primary Access In Six Easy Steps!

Use digital primary source documents to create an online documentary. Share your interpretation of the evidence as *you* tell one of the stories of history.

Step One: Log in and read directions

Step Two: Write your script

Step Three: Add images

Step Four: Add motion and titles

**Step Five: Narrate your movie
Add music to your movie**

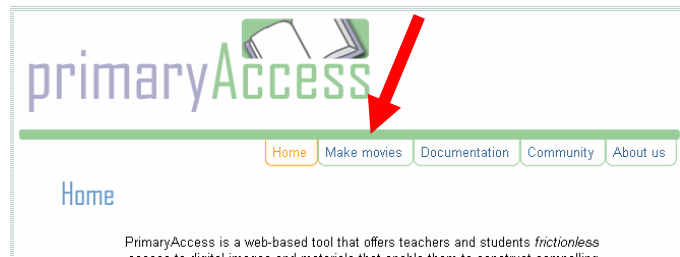
Step Six: Publish your movie

Make Movies with Primary Access

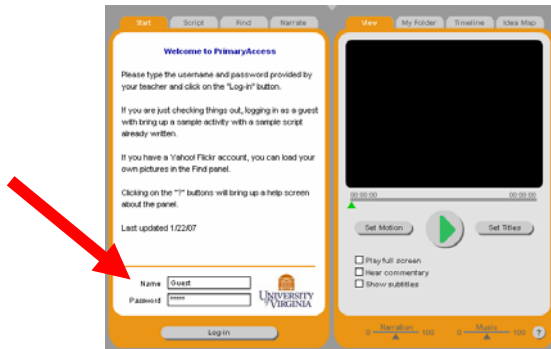
Step One: Log In

1. Go to:

www.primaryaccess.org. Click on "Make Movies."



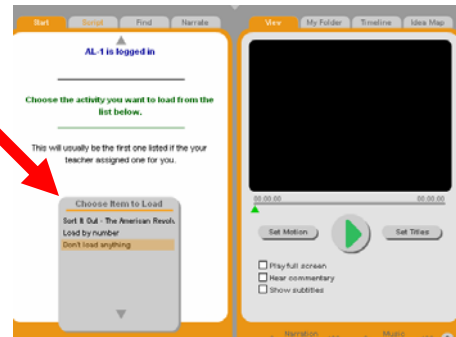
2. Enter User Name and Password (to be assigned by teachers).



Start tab

3. A grey box will appear with the name of your assignment at the top. Highlight the correct assignment and click.

("Load" at Primary Access means "to open.")



In the **Start tab**, you will find directions for completing the activity.

If you forget what to do next or need help while you are working, check the **Start tab**.



Make Movies with Primary Access

Step Two: Write Script

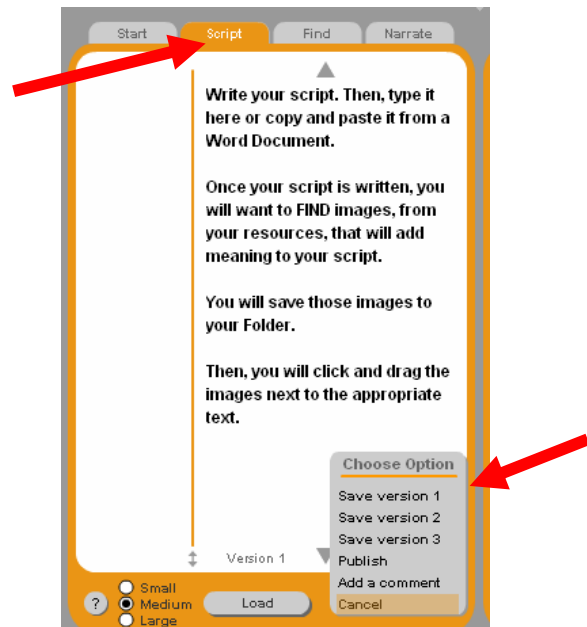
Write your script:

Click on the **Script tab**. This is a text box where you will type your script or copy and paste it from a Word document.

After your script has been completed, click on the **Save** button at the bottom of the page.

Choose **Save Version 1**.

Script Tab

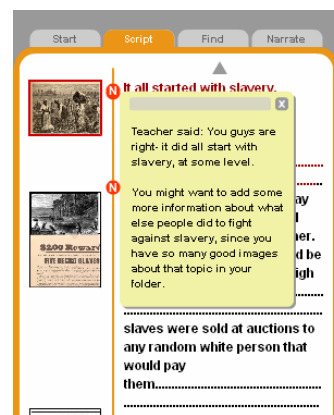
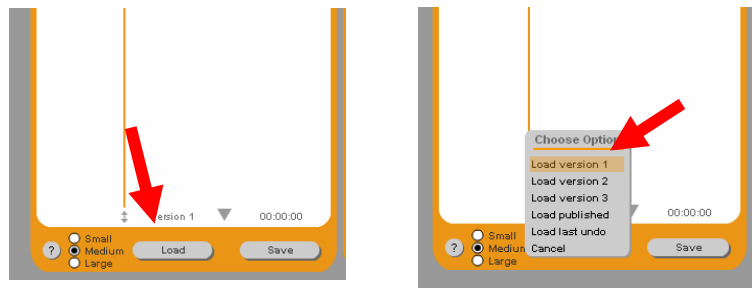


To see your script the *next* time you log in, click on the **Script tab**.

Then, click on the **Load** button at the bottom and choose **Load Version 1**.

Your script will then appear.

If your teacher has made comments about your script, you will see this symbol in your script. Click on it, and drag your cursor to the right until the yellow sticky-note with your teacher's comments appears.



Make Movies with Primary Access

Step Three: Add Images

Add Images:

1. Find your images:

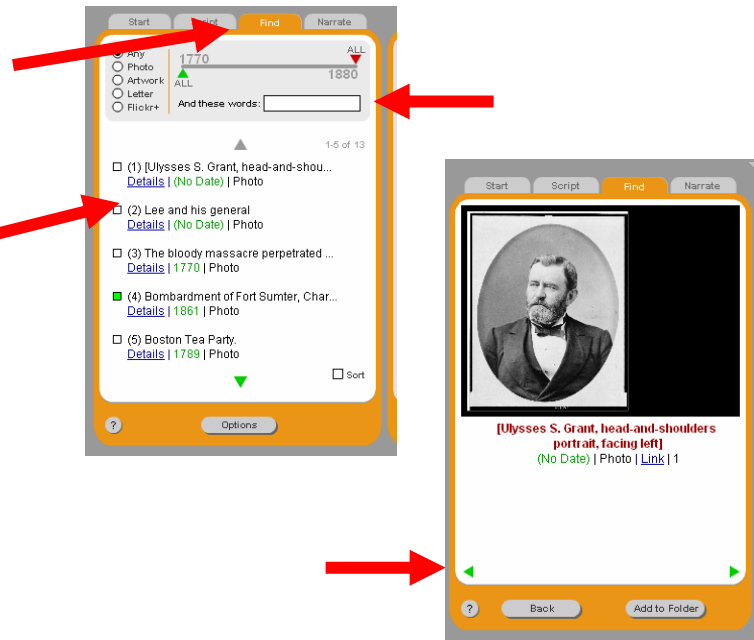
Click on the **Find tab**. You will see a list of images that have been chosen for this activity.

To preview an image, click on **Details**.

To scroll through the images, click on **Details**, then use the arrow buttons. *If you click and hold on an individual image, it will enlarge.*

To search for a particular image, type your key word in the blank text box at the top and hit Enter.

Find tab



2. Add your images:

To add an image to your folder, click on **Add to Folder**.

The image will then appear on the right side under the **My Folder tab**.

My Folder tab

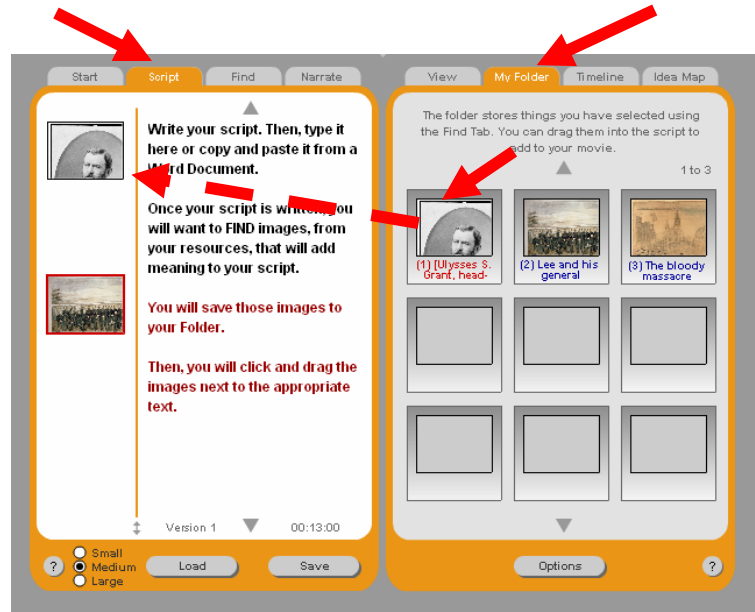


3. Add images to your script:

On the left side, click on the **Script tab**. On the right side, click on the **My Folder tab**.

Click on your first image and drag it to the script, left of the yellow line. Line up the image with the text you want each image to accompany.

Script and My Folder Tabs



If you click on a picture in the script, it will be outlined in red. The text that goes with this image will then turn red.

You can adjust which text goes along with the image by moving the image up or down.

You must add images in the order in which they will be used. If you go back later and add a new image, you will need to adjust how all the images link to the text.

If you want to remove an image from the script, click and drag it back to **My Folder**.

When you have added all of the images you want to use in your script, click on **Save**.



Make Movies with Primary Access

Step Four: Add Motion and Titles

Add motion:

Click on the **View tab**. Here, you can change the focus on the image. You can zoom in and out, pan across the image, and change the size of the focus area.

To start, click on the **set motion** button.

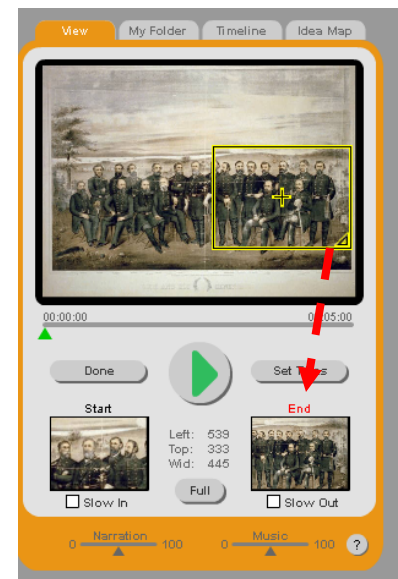
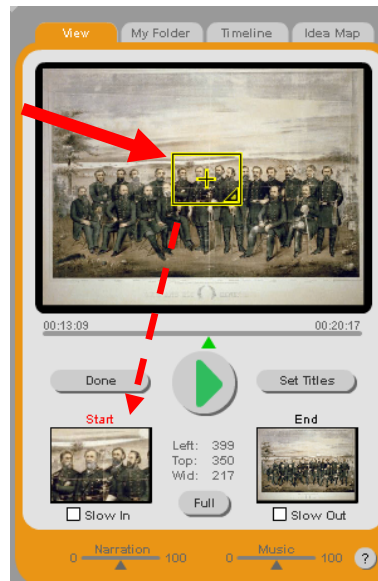
Script and View Tabs



A **yellow box** will appear in the center of the image. You can move this box around and resize it. Place it where you want the motion to start. You will see this part of the image underneath **Start**.

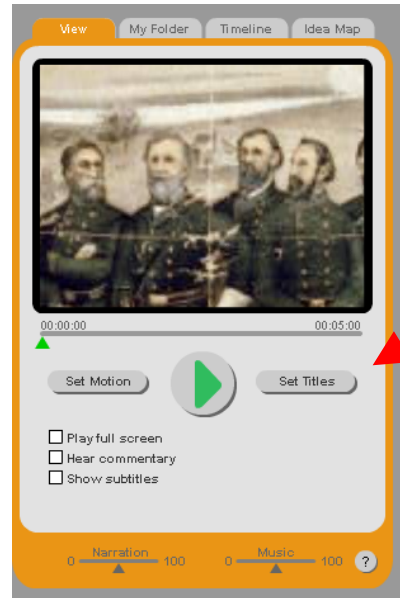
Click on the box under **End**, and move the yellow box around and resize it. Place it where you want the motion to end.

The **Slow in** and **Slow out** buttons will determine how fast the movie transitions from one image to another.



Set titles:

Click on the **Set Titles** button and click on **Add a new title** to add titles to an image. Click on the **Done** button to save your motions and titles.



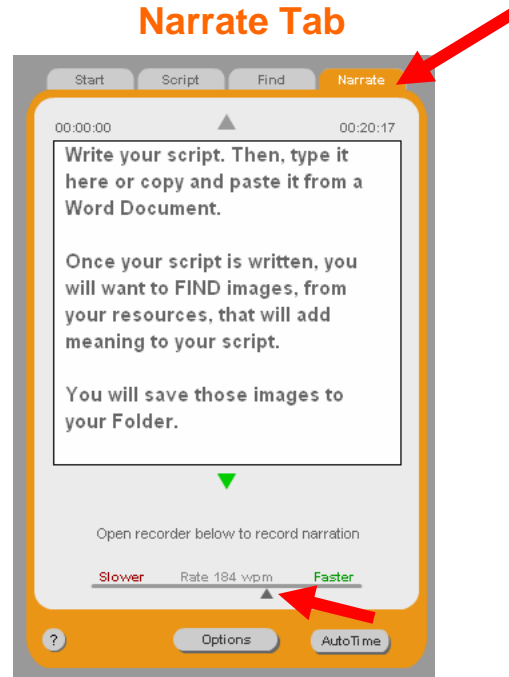
Make Movies with Primary Access

Step Five: Narrate Your Movie

Narrate your movie:

Click on the **Narrate tab**.

At the bottom of the page, you can set the speed of the teleprompter (and therefore how fast the images scroll through the movie) by sliding the triangle to the left or right.



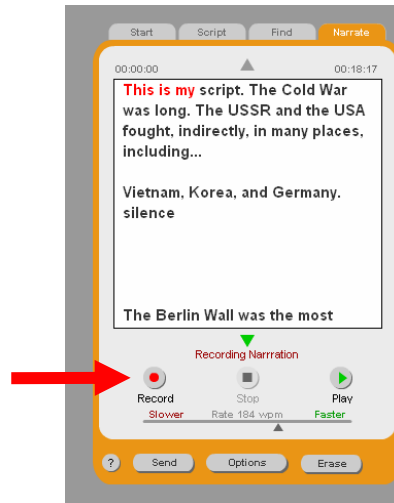
Click on **Options** and choose **Record narration**. The Record, Stop and Play buttons will then appear on the screen.

A sound application, Javasonics, will open. It is okay to click Yes or Run if you get messages before the Soundsonics bar appears.

This is a good time to plug in your headset. The black plug goes in the headphone jack (green) and the red plug goes in the microphone jack (pink.)



When you are ready to record, click on the red **Record** button.



You will get a 3-second count-down, then the teleprompter, seen here in **red**, will begin.

Read through your script, making sure to speak clearly into the microphone.

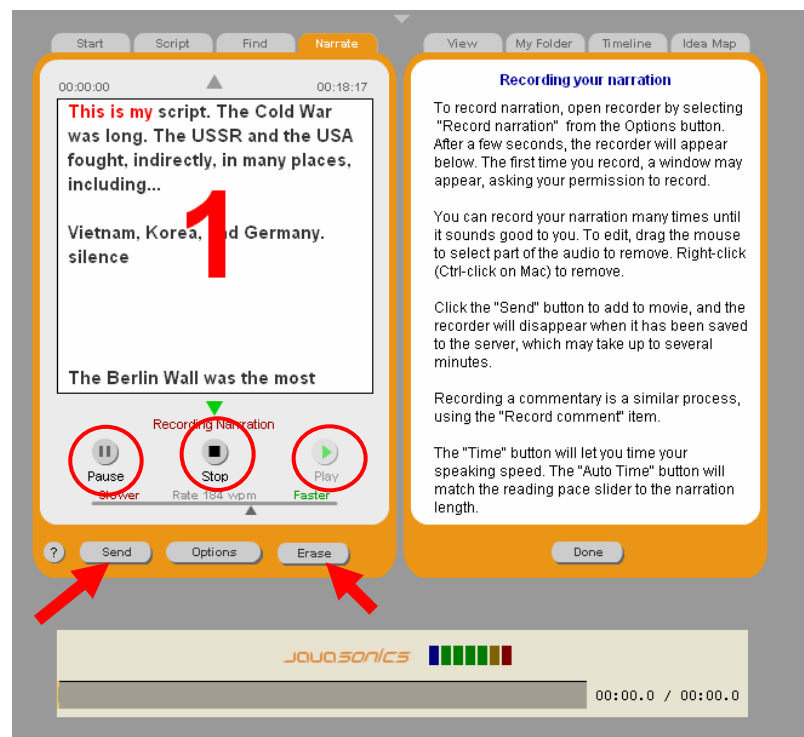
When you are done recording, click **Stop**.

If you want to hear what you have done, click **Play**.

You can also **Pause**, to switch narrators, for example.

To start over, click **Erase**.
When your narration sounds the way you want, click on **Send**. *If you don't hit Send, your narration will be lost!*

Then, go to the **Script tab**.
Click on the **Save** button, and **Save Version 2**.



Make Movies with Primary Access

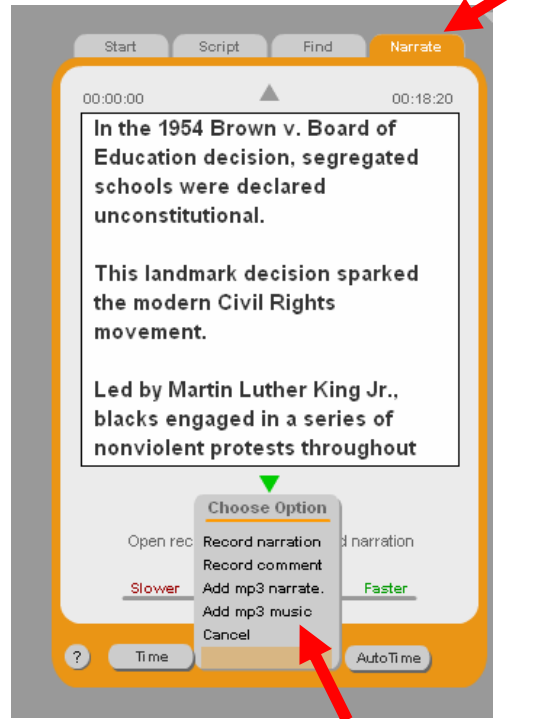
Add Music to Your Movie

Add music:

Click on the **Narrate tab**. At the bottom of the page, click on **Options** and choose **Add mp3 music**.

You can only add mp3 files!

Narrate Tab:



Paste the URL of the mp3 file you want to use into the address box and click **OK**. You will get a message that it is loading. When it is done, you can adjust the volume of the narration and music on the right side under the **View tab**.

When you are done, click on the **Script tab**. Choose **Save Version 3**.



Find Music for Your Movie

Find music for your movie:

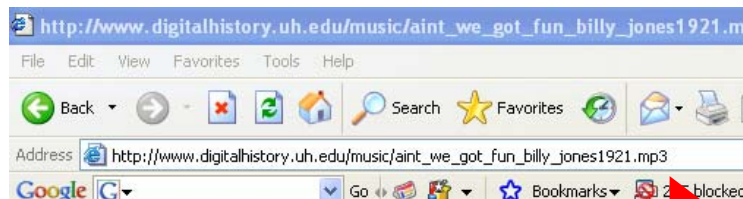
To get the mp3 URL, navigate to a site where you can listen to music.

This site has a list of resources:

http://www.primarysourcelearning.org/tps/step2/s_s/primary_access/music.shtml

Another good site is <http://www.digitalhistory.uh.edu/audio/music.cfm>

When you find a song you like, click to listen to the music and capture the URL ending in **mp3** that should appear in the address bar.



If you don't get a URL in the address bar that ends with mp3 (for example, if Real Player opens immediately) right click on the link to the music and click on properties. Copy the address and paste into Primary Access.

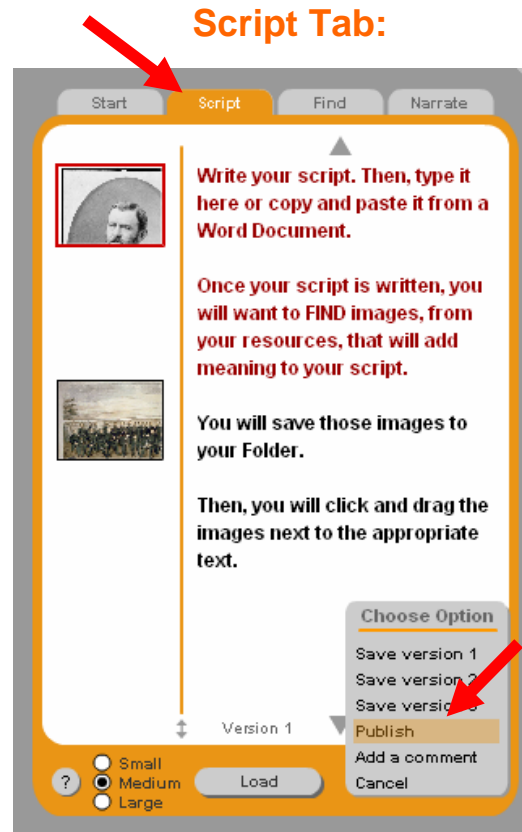
A screenshot of a web browser window showing a music track page. The address bar shows the URL: <http://lcweb2.loc.gov/cocoon/ihas/loc.natlib.ihas.100010993/track.html?ID=tr0002>. The page title is "Compact Disc Display: Walk on the water / Gerry Mulligan [compact disc]: The Library of Congress - Microsoft Internet Explorer". The page content includes "The Library of Congress presents... Music, Theater & Dance" and "Song for Strayhorn". A right-click context menu is open over a link, showing the "Properties" option. A red arrow points to the "Properties" option in the context menu. The "Properties" window is open, showing the "General" tab with the following information: Title: Song for Strayhorn, Permissions note: Copyright 1980 Gerry Mulligan, Type of Material: sound recording-music, Standard restriction note: This item used by permission of the Copyright Clearance Center, Place of Publication/Country: New York, Publisher: DRG Records, Date issued: 1980. The "Address" field in the Properties window shows the URL: <http://lcweb2.loc.gov/natlib/ihas/service/mulligan/100010993/tracks/tr0002/0001.mp3>. The "Audio Formats" section on the right shows "MP3" and "REAL" options.

Make Movies with Primary Access

Step Six: Publish Your Movie

Publish your movie:

Once your movie is complete, you will publish it on the Web. Click on the **Script tab**. Click on **Save** and choose **Publish**.



Now, click on the **Start tab** and scroll to the bottom of the page. Your movie will be given a URL, like this:

www.primaryaccess.org/show.php?id=7252

The four digits at the end are your movie's ID. You can load your movie at any time by entering this URL in a Web browser.

