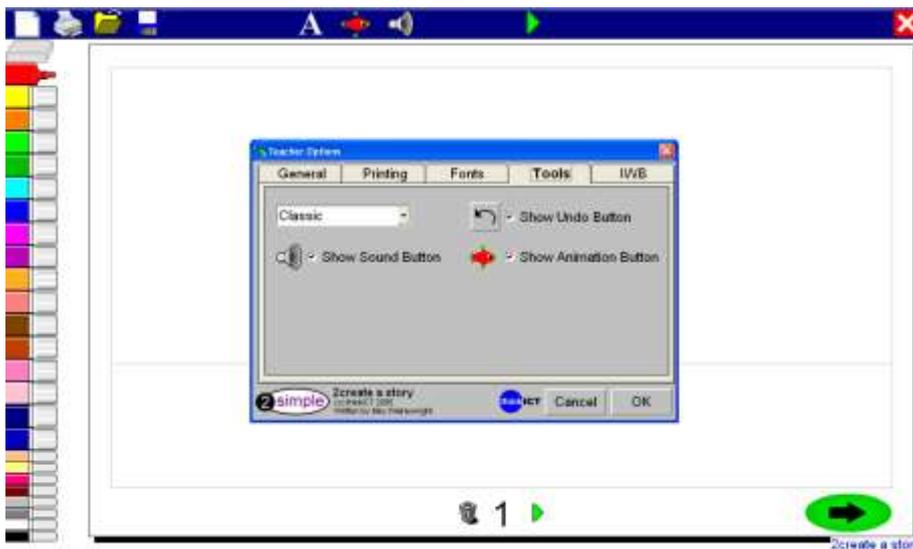


2 Create a Story - Saving the Story on the Computer and the USB

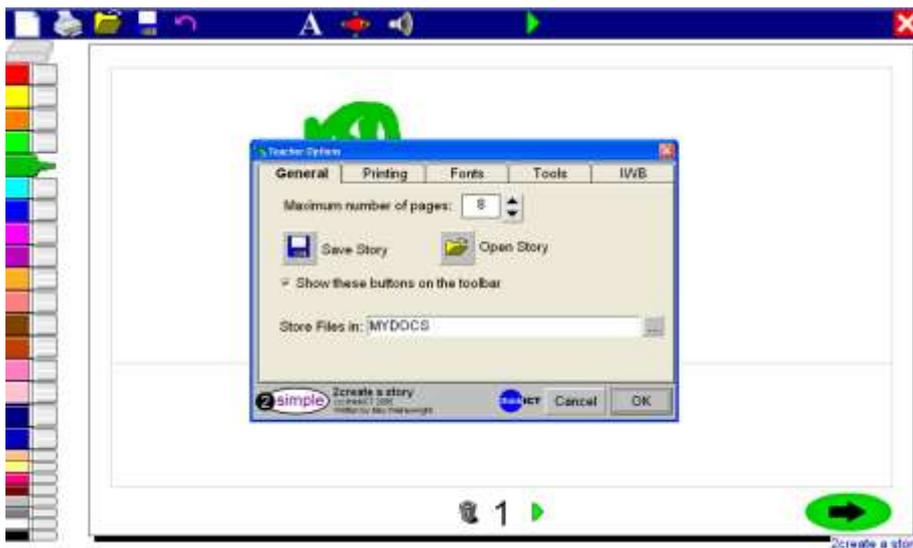
Important Note:

A support session on how to 'save', 'open' stories and install the software available will be held in your school this term with one of our LEA advisers. Please check the date/time with the class teacher. If you have a laptop, please bring it to the session.

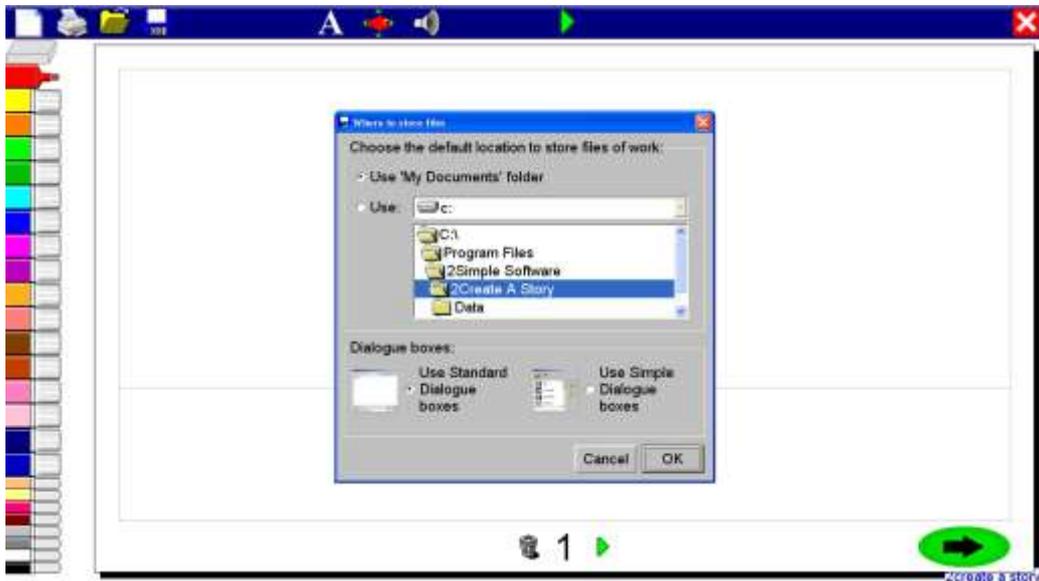
1. Before you save the story press Ctrl Alt and O simultaneously. The following dialogue box will appear.



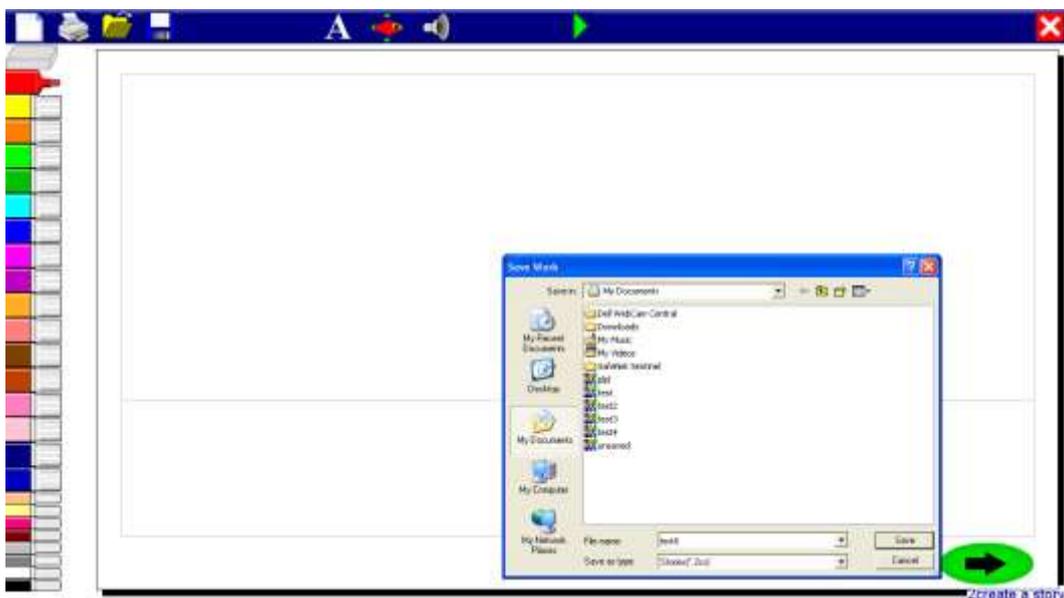
2. Click on 'General'. Then click on the small icon with the dots which appears at the end of the 'Store Files in' line.



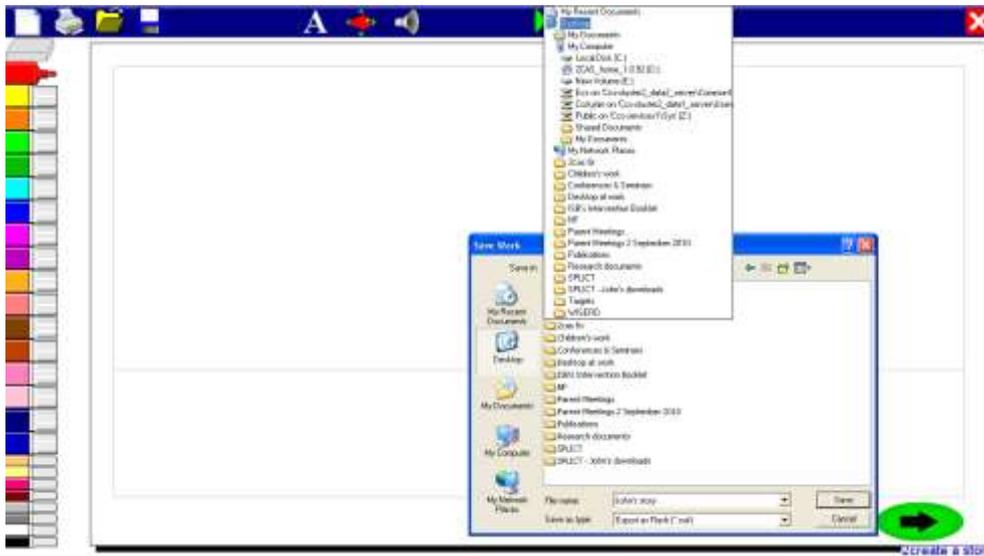
3. The following dialogue box will appear. Select the 'Use Standard Dialogue boxes' option. Then click 'OK'.



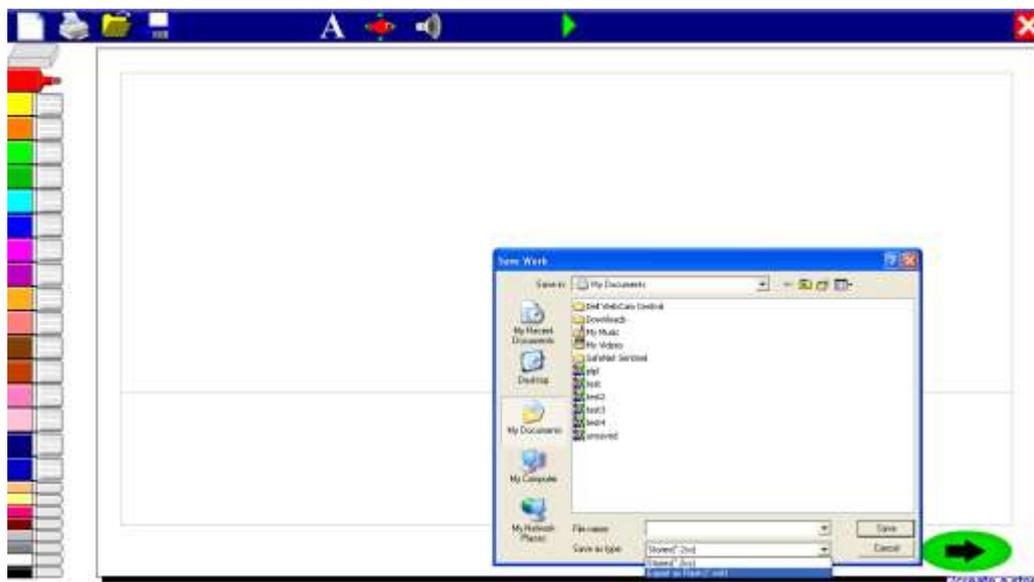
4. When you are ready to save the story, click on the blue disk on the top left hand side of the screen.
5. The following 'Save work' dialogue box will come up.



6. In the 'Save in' space choose where you want the story to be saved in. To save it on your desktop choose 'Desktop' by clicking on the arrow.



7. The story should now appear on your computer's desktop (check icon on your computer's desktop).
8. To save it on the USB (memory stick) follow the procedure in step 6 but this time choose the USB in the 'Save in' box. This is usually displayed as 'Kingston E:' or 'Kingston F:'.
9. Type in a name for the story in the 'File Name' space.
10. In the 'Save as type' space choose 'Export as flash (*.swf)' by clicking on the arrow.



11. Then click 'Save'. If you make changes to the story, don't forget to 'Save' again!
12. Please direct any questions to the teacher, the school's ICT co-ordinator in the first instance or come to the support meeting.