Recipes4Success®

In this Recipe, you will create a digital scrapbook for Apollo the Greek and Roman god of sun and music. You will learn how to add text, shapes, images, sounds, use master pages, and publish your project.
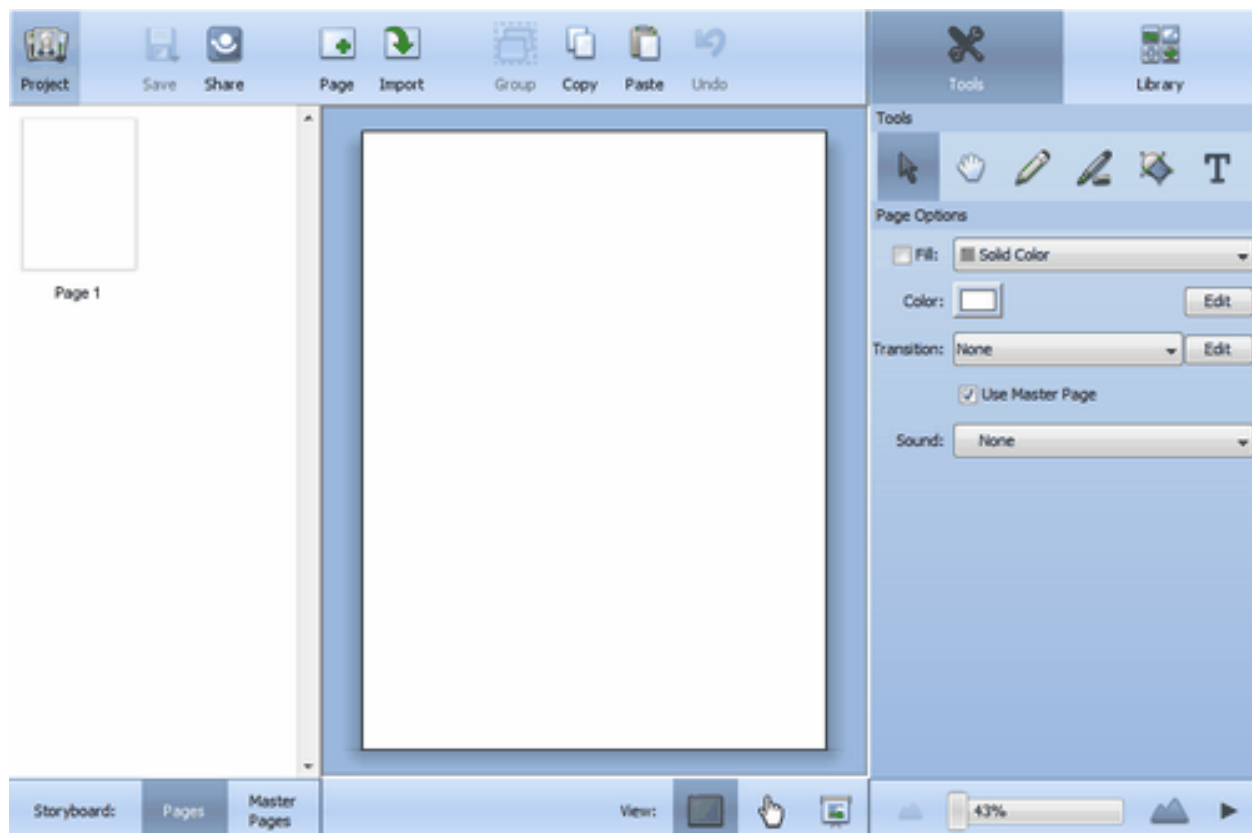
Contents

Introduction

Click the Start menu button.

Choose All Programs, choose the Tech4Learning folder, choose the Share 4 folder, and select Share.

Share will open.

You will see a blank page.

Add a Background

You can change the background for a page using the Fill options on the Options panel. If you change the background using the background master page, you do not need to repeat this process on each page of your project.

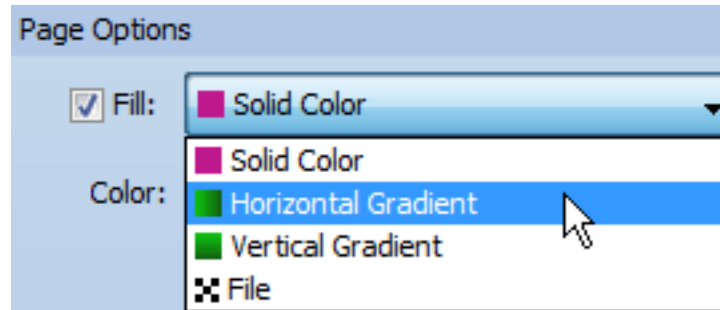Click the Master Pages button in the lower left corner.

You will see three pages: Background, Contents, and Foreground.

The Background page is already selected.

Background   Contents

Foreground
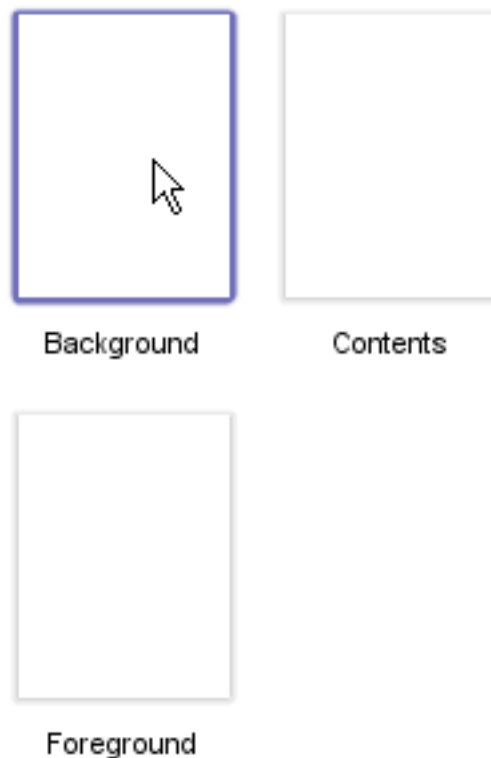
You will see the Options panel on the right.

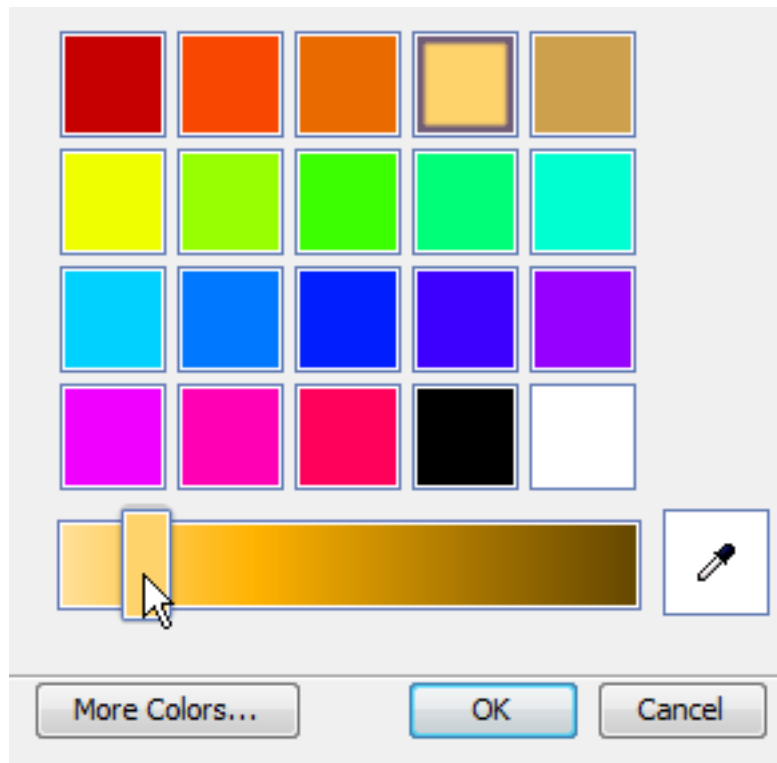Use the Fill pull-down menu to choose Horizontal Gradient.

Click a Colors box. You will see a Select a Color dialog.

Click a color and use the scroll bar at the bottom to control lightness.

Click the OK button to select this color.

Click the other Colors box and select a color.

This gradient will be the background for all of the pages in your project.
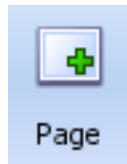
Click the Pages button in the lower left to continue working on your project.

Add Pages

You will need three other pages for the scrapbook.

Click the Page button three times.

You will see three new pages in the Pages panel. They will have the background you added to the master page background.
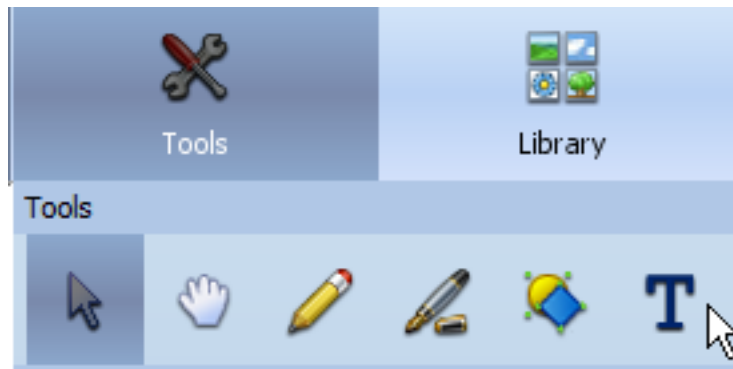
Page 1

Page 2
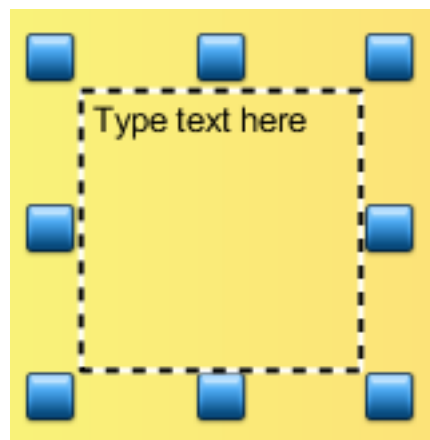
Page 3

Page 4

Add and Format Text

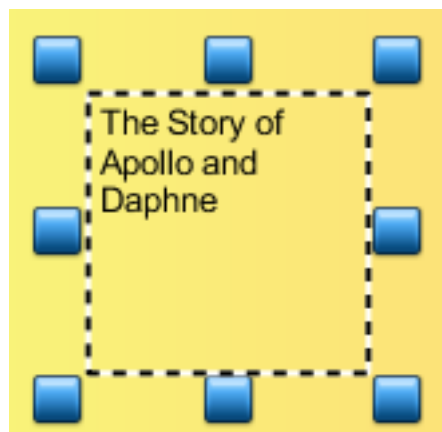You can add text and titles to a page.

Click Page 1 in the Pages panel.

Click on the Text button at the top of the Tools panel.

You will see a text box on the page.
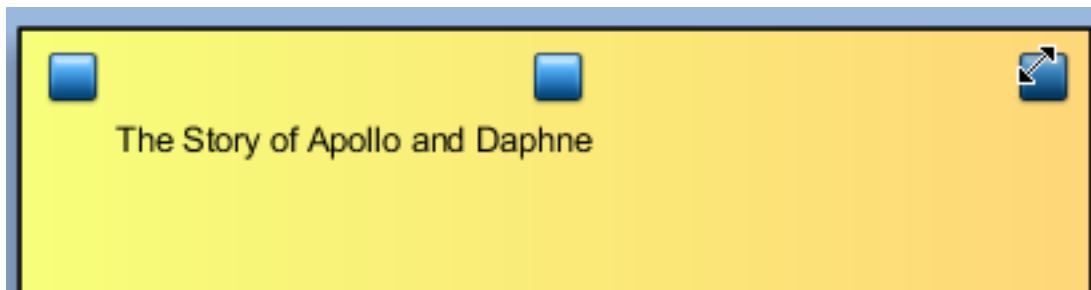
Type: The Story of Apollo and Daphne

Before you change the text format, resize the text box.

Move the cursor over the corner handle in the top left corner.

Click and drag the handle to the upper left corner of the page.

Click the handle in the upper right corner of the box and drag it to the upper right corner of the page.

You can format text using the options in the Options panel.

Use the Font pull-down menu to choose a font.

The first seven fonts in the list are web safe and should load correctly on most computers.
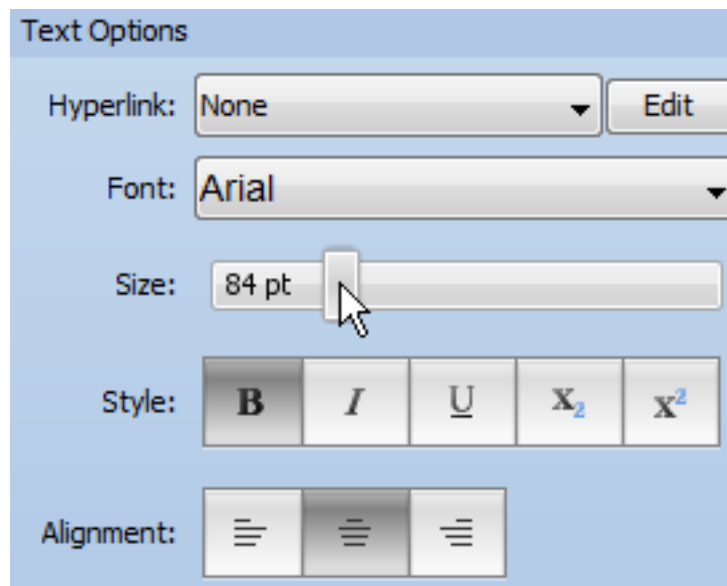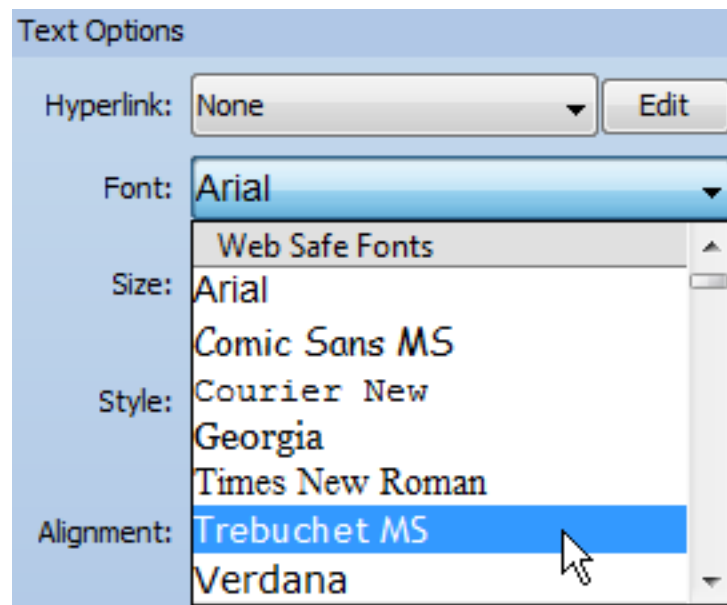
Click the Bold button to make the title stand out.

Click the Center Alignment button.

Use these skills to add another text object to the title page that reads: Apollo's Scrapbook.

If you see a cursor inside of the text box, click and drag across the text to select and change it.
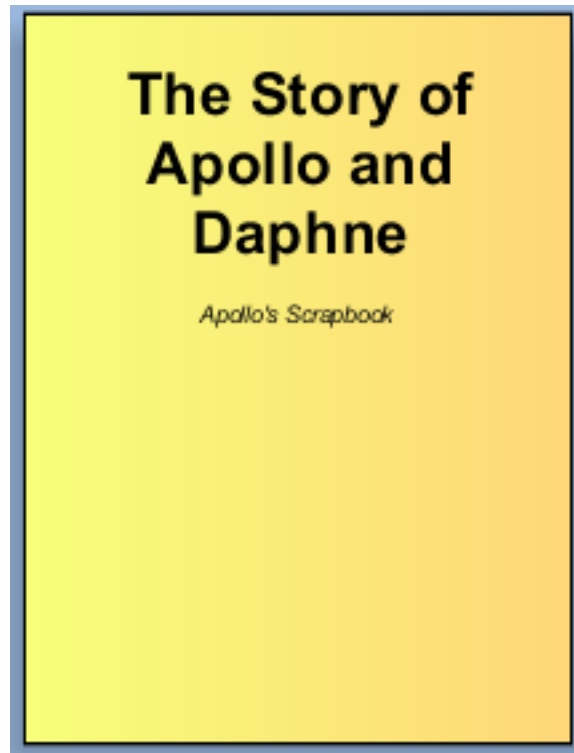
Add Art from the Library

You can add art from the media library to a page.

Click the Library button on the toolbar.
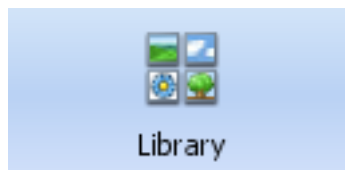
You will see the folders in the library.

Click the Search field at the bottom.

Type: daphne

Click the magnifying glass next to the Search field.

You will see a series of clip art images and photographs. These come from the Clip Art folder and Pics4Learning.
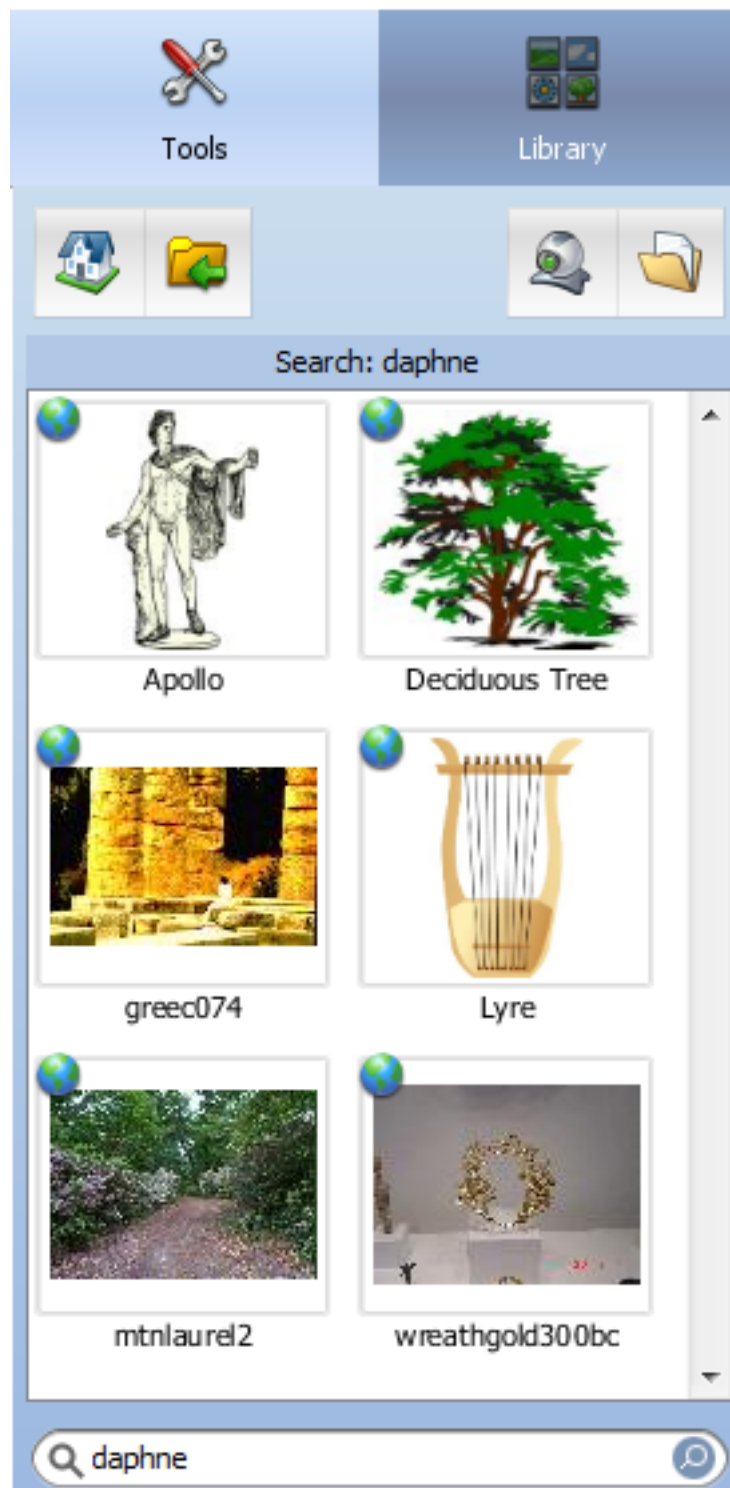
Double-click the Apollo image to add it to the current page.

Apollo

You will see the image in the middle of the page.

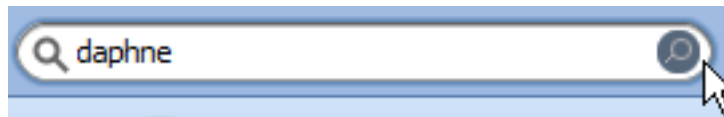Move the cursor over the middle of the image.

When the cursor changes to four arrows, click and drag to move it to a new location on the page.

Move the cursor over one of the corner handles to resize the image.

Click and drag the handle away from the center of the image to make it larger.

Click and drag the handle toward the center of the image to make it smaller.

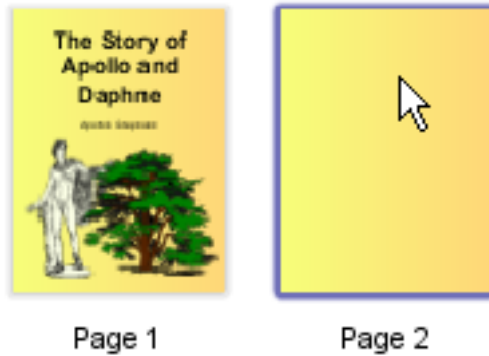To practice these skills, add the Deciduous Tree image to this page as well.

Add Looks to Images

Click Page 2 in the Pages panel.

Page 1   Page 2
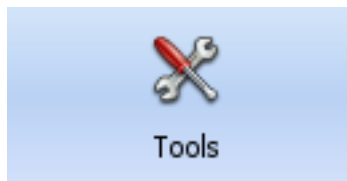
Double-click the picture of the Greek temple to add it to the page.

greec074

Click the Tools button on the toolbar.

Tools

You will see a series of looks you can add to the image.

Choose the first look in the list.
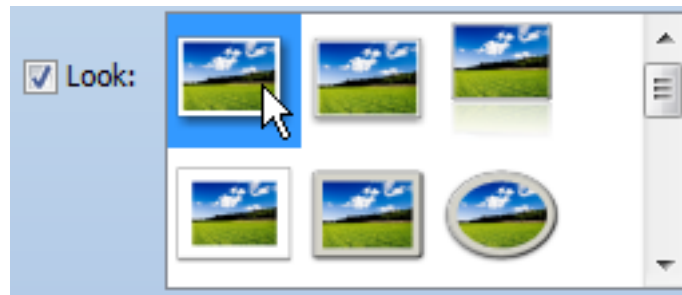
You will see this look applied to the image.
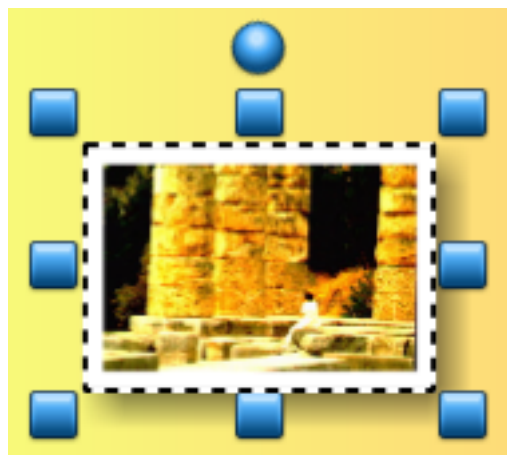
Use the sizing handles to make the image larger.

Use the rotate handle to change the rotation of the image.

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Move the cursor over the middle of the image and click and drag it to position it on the page.

To practice these skills, add the mountain laurel image from the library to the page.
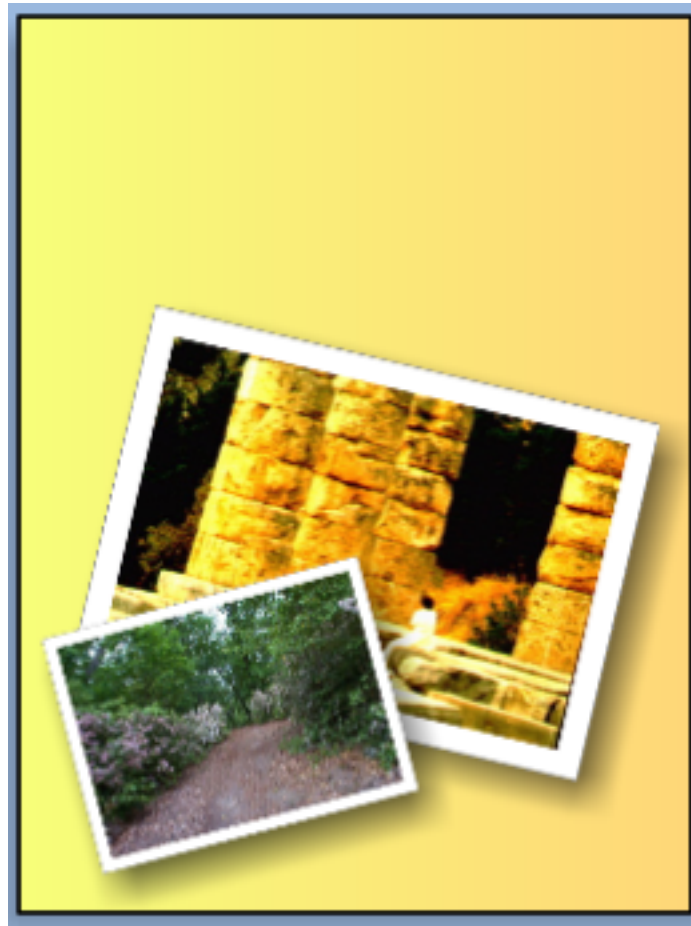
Click away from the images so that nothing is selected on the page.

Practice with Text

Click the Text button on the tools panel to add a text box to the page.

Use the skills you have learned to move and resize the text box to fit in the blank area at the top of the page.

Type text in the form of a journal entry that summarizes the story of Apollo and

Daphne.

For example:

Daphne was my first love. After snapping at Cupid for playing with my bow and arrows, he shot an arrow at both Daphne and I. The arrow that hit me caused me to fall madly in love with her, but the arrow that hit her caused her to be repulsed by love.

Click Page 3 in the Pages panel.

Page 1

Page 2

Page 3

Page 4
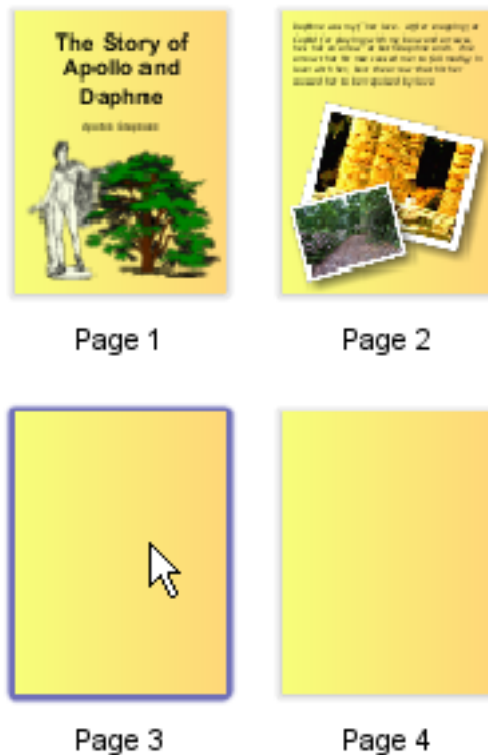
Use the Drawing Tools

Page 3 will contain a letter from Daphne to Apollo.

To create the paper for the letter, click the Shape button on the tools panel.

Click the rectangle shape in the options that appear.
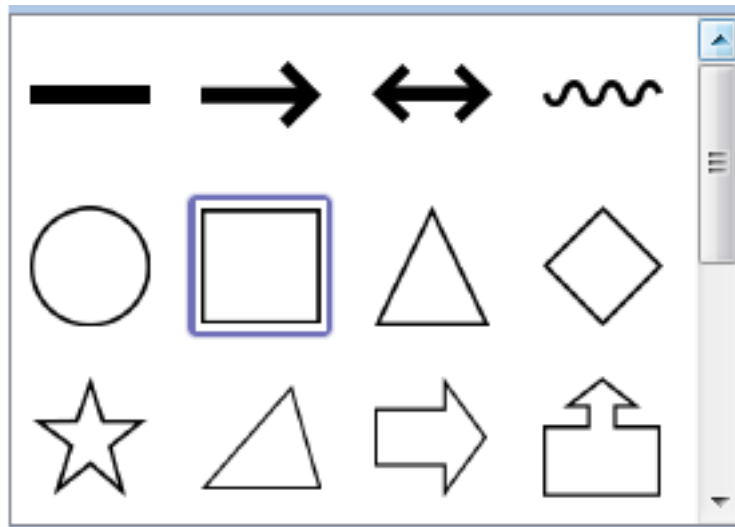
Move the cursor over the page. It will change to a crosshair.

Move the cursor toward the upper left corner of the page.

Click and drag toward the bottom right corner of the page.

When you release the mouse button, you will see a rectangle on the page.
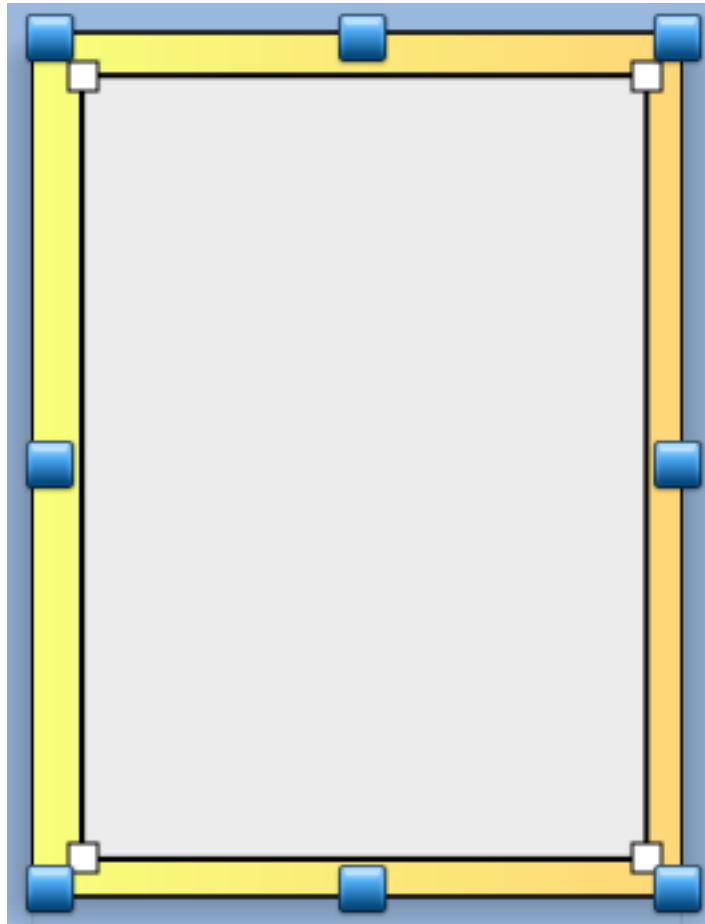
You will see options for this shape in the Options panel on the right.

Click the Color box.

Select a color for the paper in the Select a Color dialog.

Click the OK button.

Draw on the Page

Click the Shape button on the tools panel.

Click the octagon.

You will use this shape to draw the top of a tree.
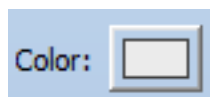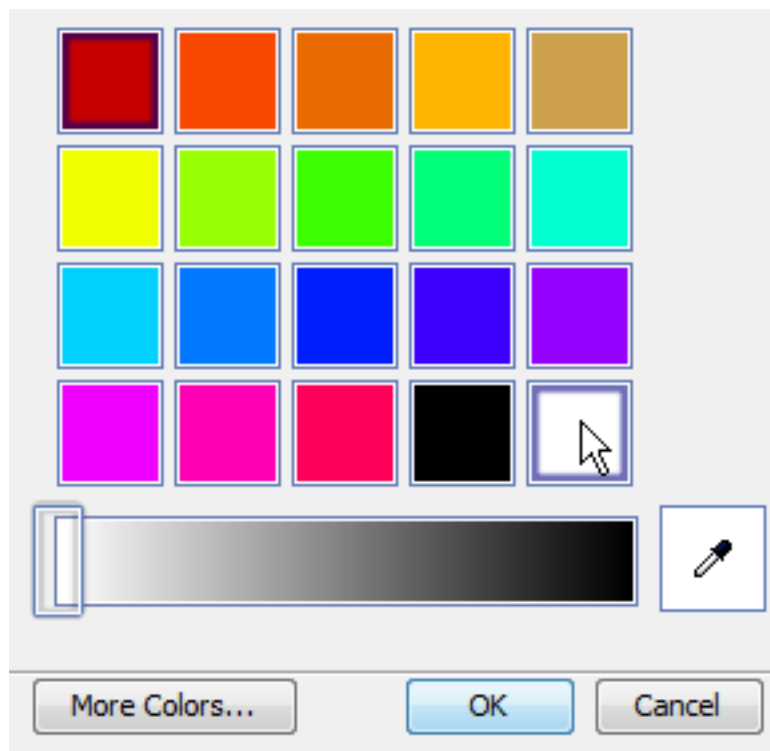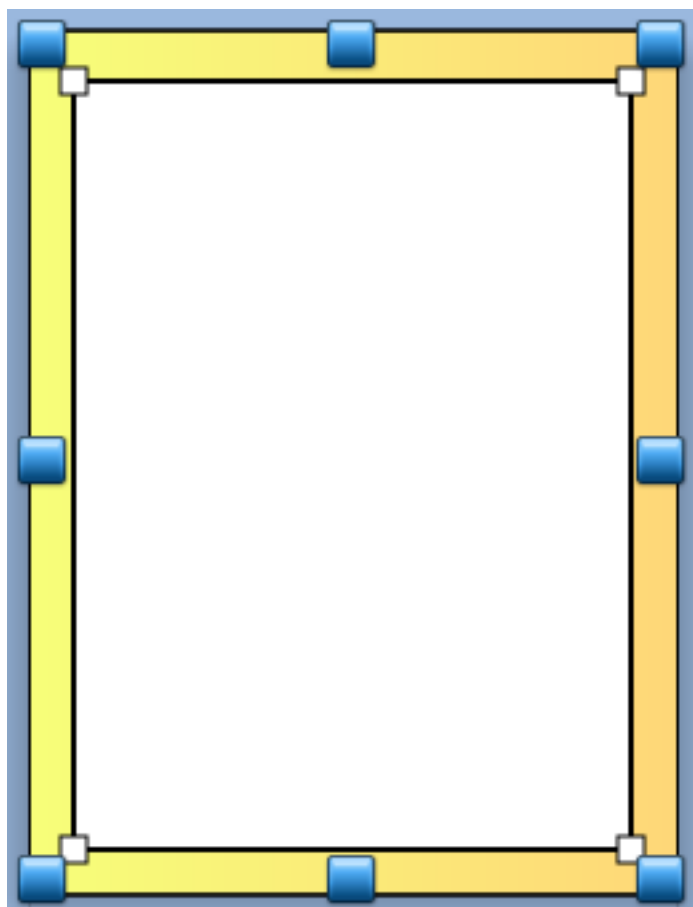
Click and drag on the page to add this shape to the page.

Click the Fill pull-down menu on the tools panel and choose Radial Gradient.
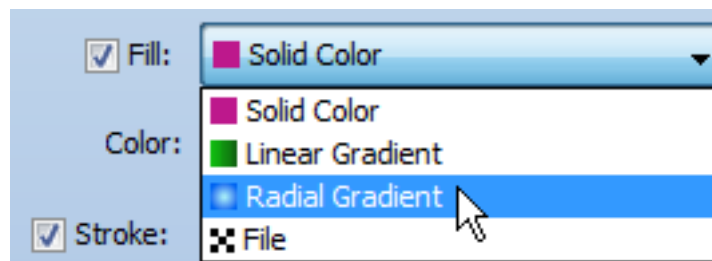
You will see two boxes for the object colors.

Click the first Colors box and choose a bright green from the dialog that appears.

Click the second Colors box and choose a darker green. You may need to use the slider to get a darker green.
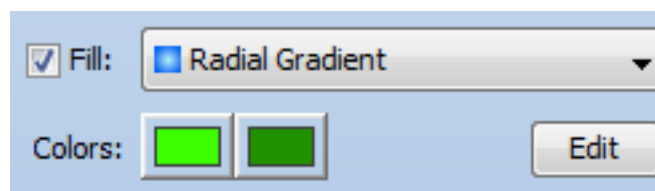
You will see this new fill in the shape.

Click the Stroke color box and change the stroke color to a dark green.

Click the stroke Edit button.
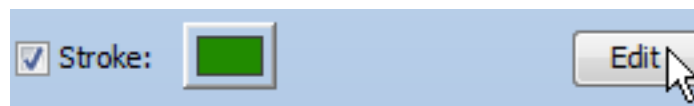
Use the Type pull-down menu to choose Wave.
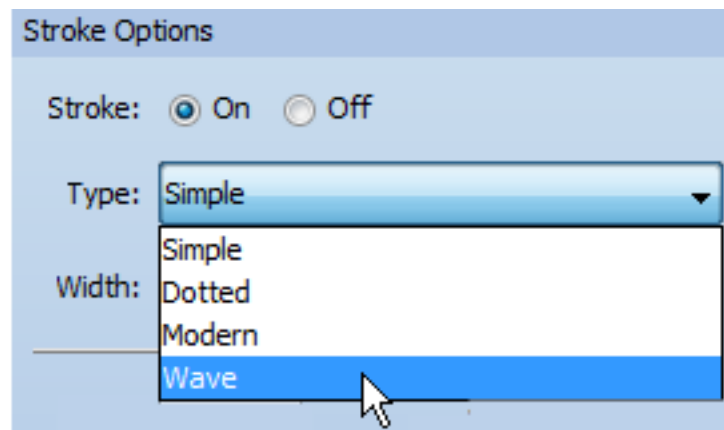
Change the stroke options to add bumps and curves to the edge of the tree.

Click the Go Back button when you are done.

Stroke: ● On ○ Off

Type: Wave

Width:

Spacing:

Height:

Join: Round ▾   Cap: Round ▾

Color: [■]

Opacity:

Go Back
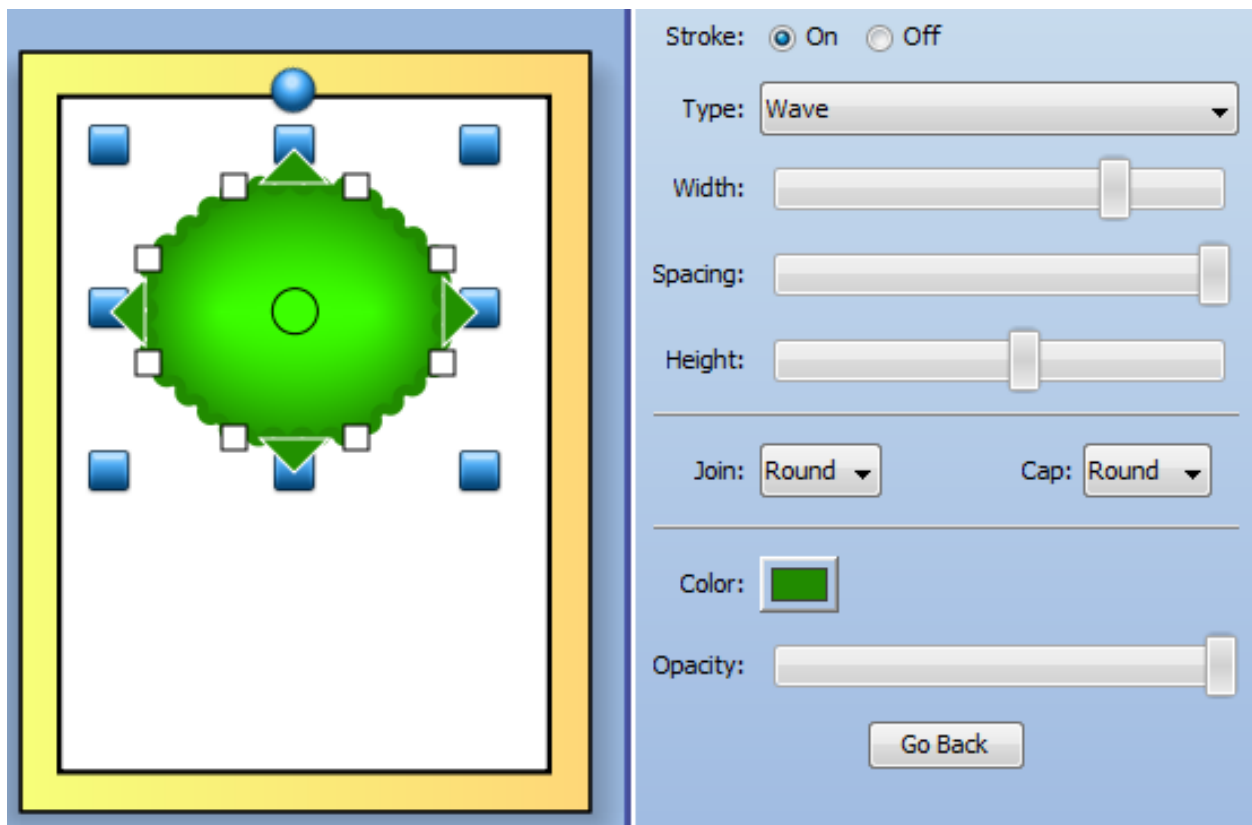
Click the Shape button on the tools panel and choose the rectangle shape.

Click and drag on the page to draw a rectangle to use as a tree trunk.

The shape will have the same attributes as the last shape.
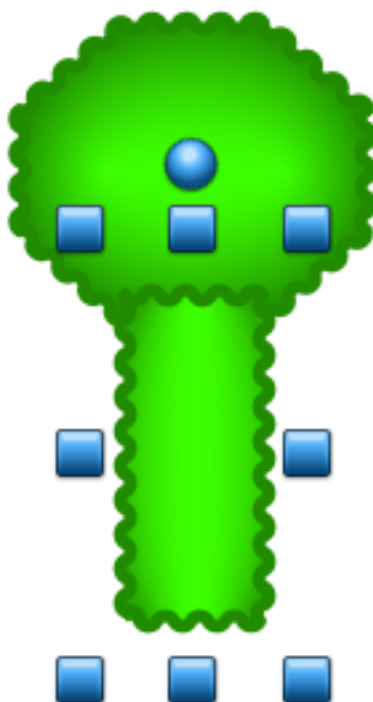
Uncheck the Stroke check box.

Use the Fill options on the Tools panel to change the gradient to linear and the colors to brown.
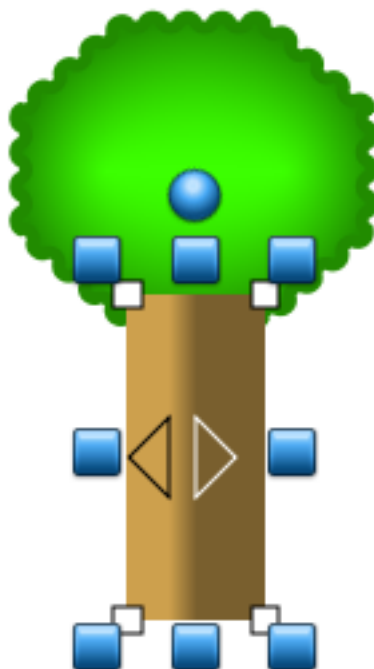
Use the gradient handles on the tree trunk to change the direction of the gradient.
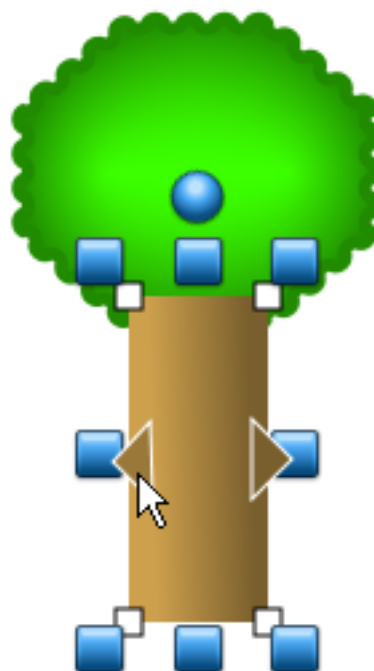
Add Nodes to a Shape

You can add new nodes to a shape.

Press the Alt key on the keyboard.

Move the cursor over the right edge of the tree trunk shape.

The cursor will change to a pen with a plus symbol.

Click the mouse button to add a node to the shape.

Double-click the node.

It will turn blue and you will see 2 node handles on either side.

Click and drag in the middle of the node to change its position.
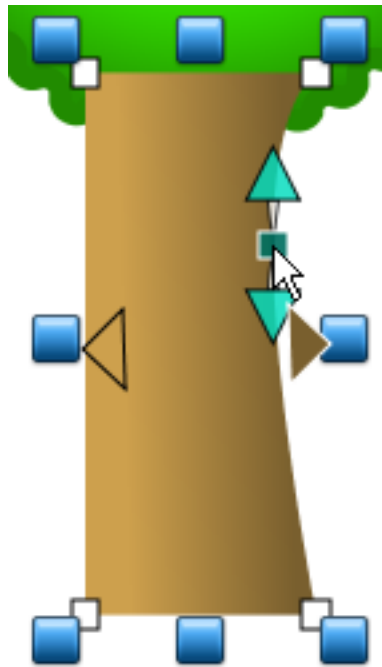
Click and drag a node handle to change the shape of the curve through the node.

Repeat this process on the other side of the trunk shape to change how the shape looks.

Change the Layer of a Shape

You can change the layer of a shape.

Because you drew the tree trunk second, it is on top of the first shape.

Click the trunk shape to select it.

Go to the Options menu and choose Send Backward.

The trunk will move behind the shape you added for the top of the tree.
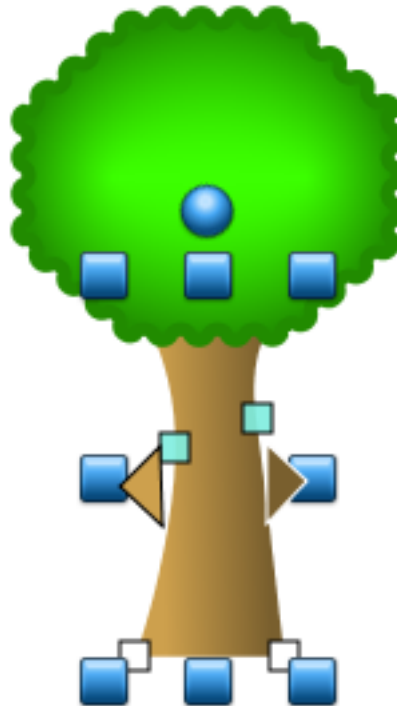
Press the Shift key on the keyboard.

Click the shape at the top of the tree.

Both shapes will be selected.

Click the Group button on the toolbar.

Group

The two shapes will be in one group.
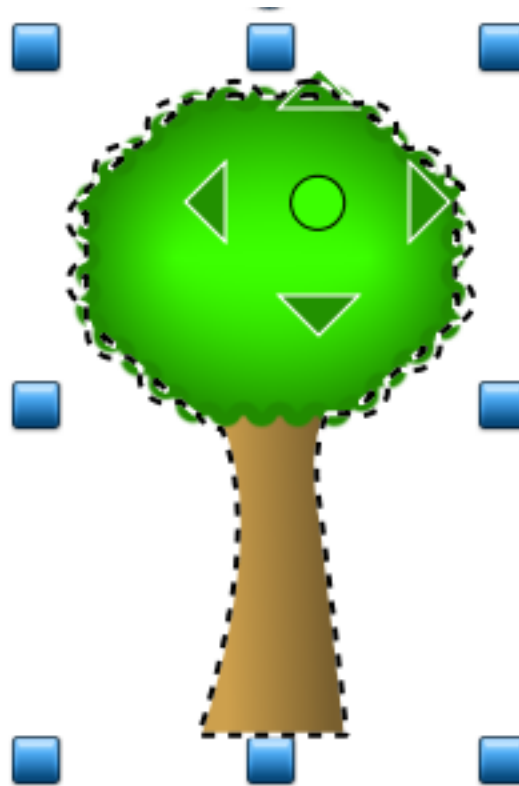
Grouping lets you move the drawing as if it was one object.

Move the cursor over the middle of the group and click and drag the shape so that it is in the lower right corner of the letter.

Practice Drawing

Click the paper shape on the page.

Click the Shape button on the tools panel and choose the right triangle.

Click and drag across the lower left corner of the paper to add a add a photo corners to

hold the letter to the scrapbook. You can use the options on the Tools panel to change file and stroke.

You may even want to add more nodes to add an old fashioned notch in them.

While the photo corner shape is selected, go to the Edit menu and choose Duplicate to make copies of it.

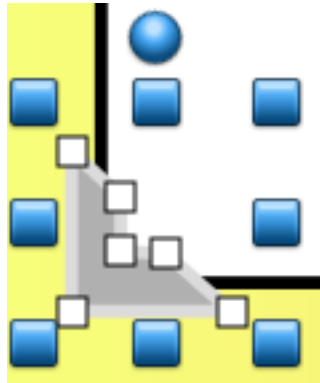Use the Directions buttons on the Tools panel to flip the photo corner shape to change its orientation and move it to the other paper corners.

Click the Text button on the tools panel to add a text box to the page.

Use the skills you have learned to move and resize the text box to fit in the blank area at the top of the letter shape.

Type text in the form of a letter from Daphne to Apollo.

For example:

Dear Apollo,

I am not looking for love. My passion is the woods, and my father, the river god Peneus, has helped me become one with nature.

Daphne

Add More Content

Click Page 4 in the Pages panel.
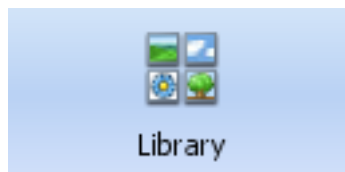

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Click the Library button on the toolbar.

Double-click the image of the gold wreath.

wreathgold300bc
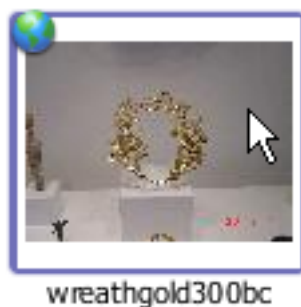
You will see the image in the middle of the page.

Click the Tools button and add a Look to the image.
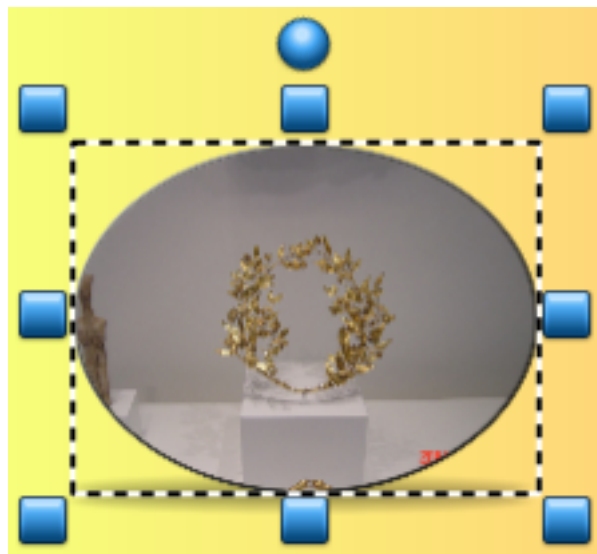
Click the Library button.

Double-click the Lyre image.

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Lyre

You will see the image in the middle of the page.

Click and drag to arrange the images so that there is room on the page for a note from Apollo.

Click the Text button on the tools panel to add a text box to the page.

T

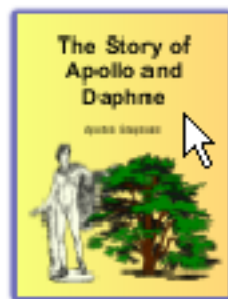Type text in the form of a personal note from Apollo.

For example:

In honor of my love for Daphne, I wear a wreath made from the Laurel tree. You can often find me singing sad songs accompanied by my lyre.

Move and resize the text box and images to adjust their layout on the page.

Record Narration

You can record sound for a page in your project.

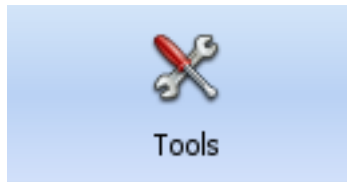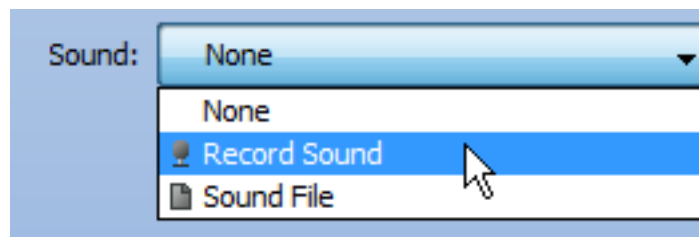Click Page 1 in the Storyboard.

Page 1

Page 2

Page 3

Page 4

Make sure a microphone is attached or active.

Click the Tools button so you can see the Page options.

Use the Sound pull-down at the bottom to choose Record Sound.

You will see a Record dialog.
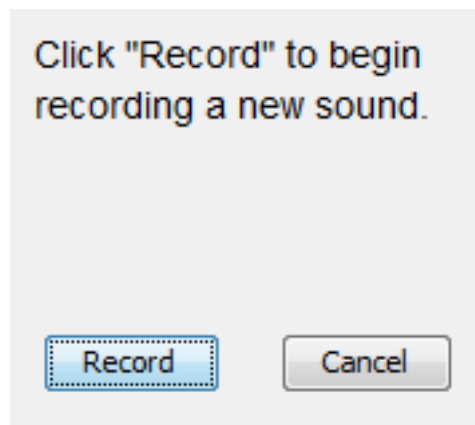
Click the Record button.

Read the title of the project.

Click "Stop" to stop
recording.

00:01

↻ Recording in progress...

Stop   Cancel
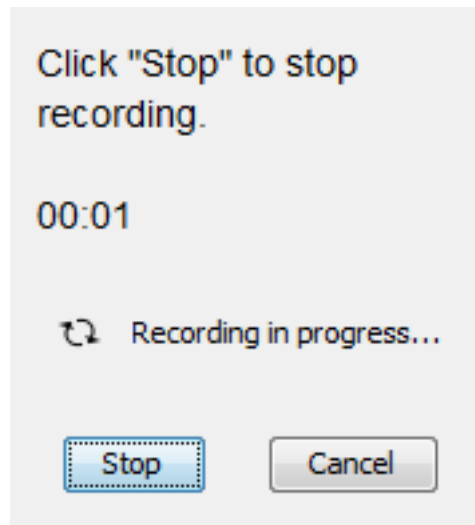
Click the Stop button when you are done.

You will see a dialog with a preview of your sound.

You can play back your recorded
sound using the controller below, or
click "Record" to record again.

1.00   2.00

Play

Record   Cancel   OK
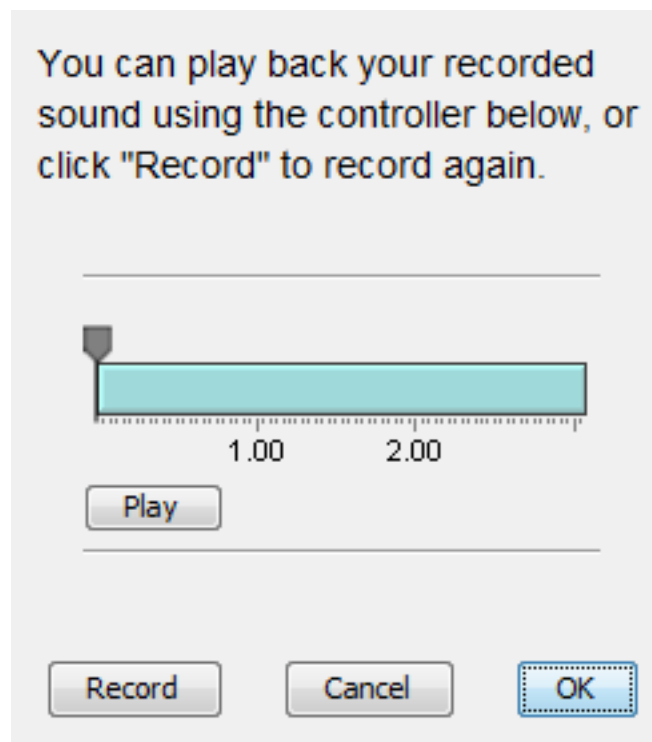
Click the Play button to review your recording.

Click the Record button to record again.

Click the OK button to save this sound to the page.
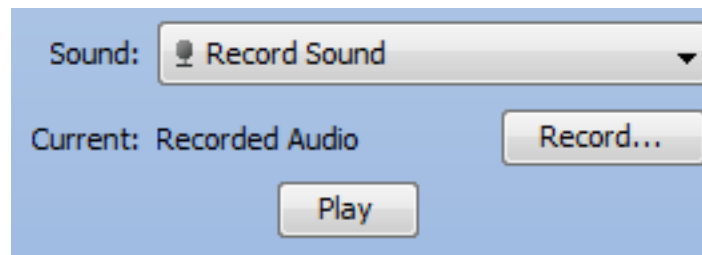
The Options panel will update to show your recorded sound.

Link Between Pages

You can add links to text, shapes, and images to link to files, web pages, and pages in your project. You can do this on individual pages, but if you add this to the foreground master page it appears on all pages in your project. This is especially useful if you are creating next, previous, and home buttons.

Click the Master Pages tab in the lower left corner.

You will see three pages: Background, Contents, and Foreground.

Click the Foreground page.

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Background

Contents

Foreground
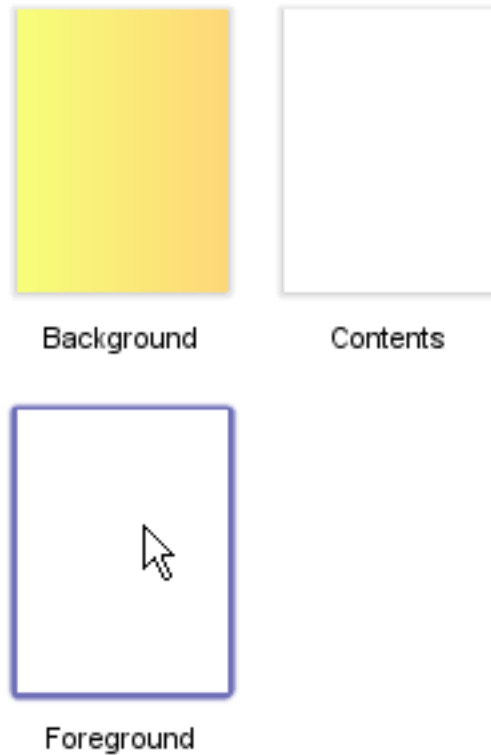
Click the Library button on the toolbar.

Click the Home button at the top of the Library panel.

Click the Buttons folder to open it.

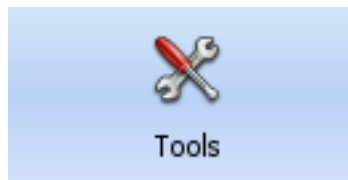Buttons

Click the Arrows folder to open it.

Arrows

Double-click a right arrow to use as a next page button.

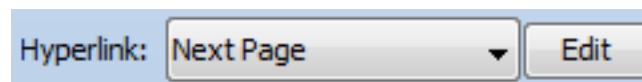You will see the image in the middle of the page.

Click and drag the image to the lower right corner of the page.

Click the Tools button on the toolbar.

Tools

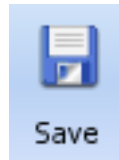The Hyperlink pull-down menu will show Next page.

Hyperlink: Next Page ▾ Edit

Click the Pages button in the lower left to continue working on your project.

Storyboard: Pages Master Pages

You will see the arrow button on each page in your project.

Save

Click the Save button on the toolbar.

Choose the to Computer option from the drop-down menu.
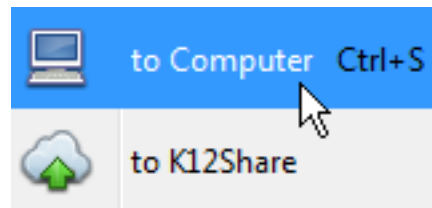
You will see the Save Project As dialog.

Name the file and choose a place to save it.

Click the Save button.

Show a Project

You can use the Show feature to present your project full screen. This will also let you test that the navigation and sounds play correctly.

Click the first page of your project in the Pages panel.

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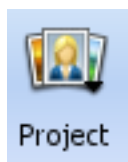Click the Show button in the View area below the page preview.

You will see the first page of your project as a presentation.

Click the right arrow button to present your project.

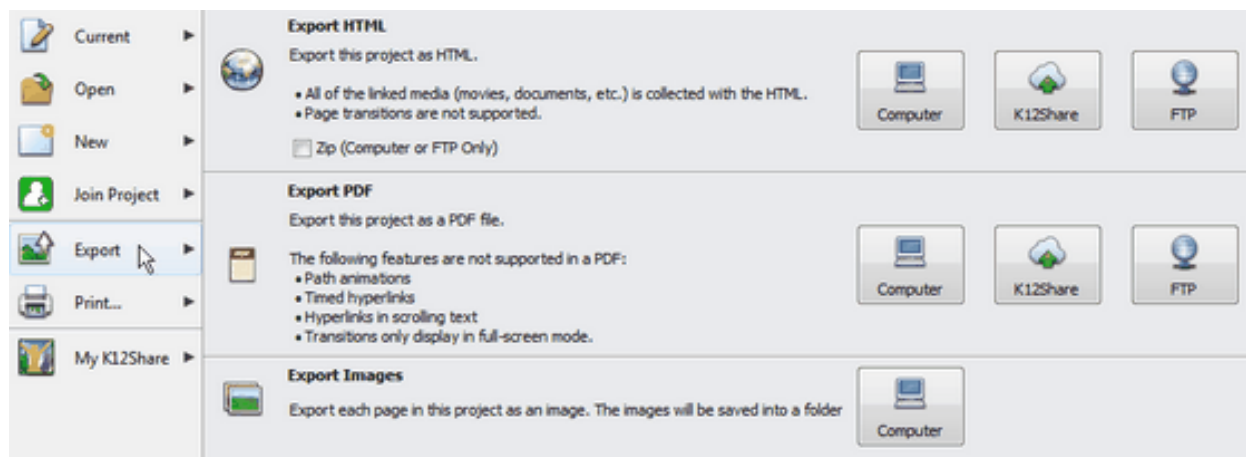Press the Escape (Esc) key on the keyboard to return to editing mode.

Publish Project

Click the Project button on the toolbar.

Choose Export from the list.

Click the Computer button in the Export PDF area.

You will see a Save File as dialog.

Keep the saved file name or type a new one.

Choose a place to save the PDF file.

Click the Save button.

You will see a Finished Publishing dialog.

Your project has finished publishing! Click the View button to view it.

This export format does not support the following features:
● Objects with a rollover state may display above other page elements.

View   OK

Click the View button to explore your exported PDF.

Conclusion

Congratulations! You have used Share to create an interactive scrapbook PDF.

You learned how to:

Add pages

Use Master Pages

Add a background

Add and format text

Add clip art images

Add photos

Add looks to photos

Draw a shape

Change the fill and stroke color of a shape

Add nodes to a shape

Format a shape

Record a sound

Link between pages

Preview or present a project

Save

Publish a PDF