

Creating a Digital Scrapbook in SplashCast

Uploading Images to a Digital Scrapbook

Complete the following steps to add images to the show.





Hands-on:

Add Images

1. If you have not done so already, **login**.
 - a. Navigate to <http://splashcast.net> using your preferred browser.
 - b. Near the top of the window, click on **login**.
 - c. **Enter your information** in the required fields.
 - d. Click **login**.
2. Click the **create new show** button.

Note: A set of files has been compiled for use in this training. Feel free to use these items or digital images you have access to via the Internet or your laptop.

3. Select the **images** icon  then select **Upload**. 
4. In the window that opens, navigate to the folder **02_personal** and **select all of the images**.
5. Click **Open**.
6. Click **done**.

You will then be asked to enter information about the items you are uploading.

7. Click **skip all**.

Adding a Background Track to a Digital Scrapbook

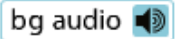

The Background Track allows you to add audio to your show that will play along with each element. This audio can be a non-copyrighted piece of music, radio broadcast, or just about any audio you can get your hands on!

After uploading the above items, you will be taken to the **Add an item** section of the console. We will not add any other items to the show in this section. To add background audio complete the following steps.



Hands-on:

Add Background Audio

1. Click the **bg audio**  button to add a background track to the show.
2. Click **choose audio** then click **Upload**. 
3. Navigate to the **02_personal folder** and select one of the three audio files.
4. Click **Open**.

Adding Title and End Clips to a Digital Scrapbook

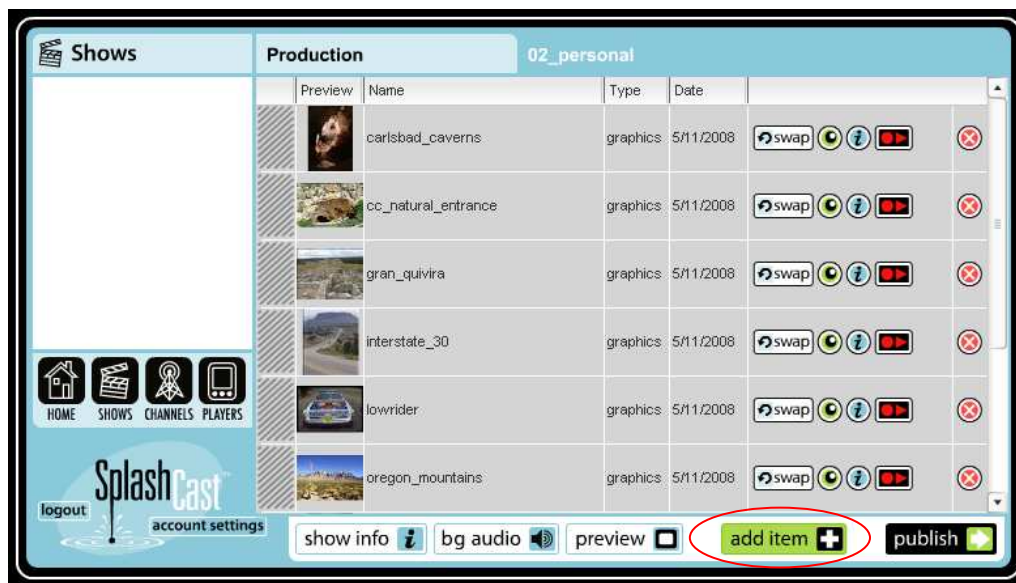
After adding images and background audio complete the following steps to create clips that introduce and conclude your show.



Hands-on:

Create Title and End Clips

1. Click the **add item** button as shown in the following image.



2. Click **Docs**  then click **Compose**.



3. **Enter a title** and any other information you would like in the compose window.
4. Use the toolbar to **change the size and color of the text** and the color of the **background**.
5. Click **save**.
6. Click **compose** again to create a closing clip.
7. Click **save**.
8. Click **done**.
9. **Arrange the clips** so they come at the beginning and end of the show by clicking and dragging.

Publishing a Digital Scrapbook

To save the show and publish it to your SplashCast channel complete the following steps:



Hands-on:

Publish a Show

1. Click the **save** button and name your show.
2. Give the show a unique name.
3. Click **next**.
4. In the bottom right portion of the console click **Publish**.
5. Leave the default settings as they are and again, click **Publish**.
6. Select the check box next to the channel you created earlier.
7. Click **publish**.
8. Click **skip this step** when asked to notify friends.
9. When the **Congratulations** window is displayed click **done**.