**Requirements/Guidelines: For Virtual Museum**

*FOLLOW DIRECTIONS GIVEN FOR BASIC DESIGN*

***We are using Google docs***

This is individual work for a grade.

We will share ALL museums on the smart board.

***Include your NAME somewhere in the document.***

**Using the information we have complete in class from your KWL sheet:**

**All five sections need to be included**

1. Interests/hobbies (CFNC)-***8 points***
2. Personality/character traits (from CFNC)- Can be listed on a wall--***8 points***
3. College logo interest-***8 points***

d. Career interest-***8 points***

1. Your choice-likes (sports, animals, Music areas) there could be something about Marvin Ridge middle- copy logo of the school -***8 points***

**Can use pictures to demonstrate you traits-school appropriate!**

**REQUIREMENTS:**

* AT least (two 2) hyperlink ***(10 points****) more can be added*
* At least five (5) regular pictures **(*30 points)*** *more can be added*
  + From Google images or your personal ones.
  + Pictures can be dragged in but will have to be re-sized, they come in large.
* ADD at least ONE person/character **(*10 points****)*
* Have an Animation ***(10 points)*** *more can be added.*
* *The DOOR is an optional-not required*.
* Please DO NOT clutter it up with pictures or wording-be organized.

**GUIDELINES FOR USING GOOGLE DOC VIRTUAL MUSEUM PRESENTATION**

**Google Doc**

* Go to create
  + Presentation
    - Use “simple white” white background
      * Delete the two text boxes
        + We want a plan white page
* After creating the large box going across page at top and bottom-Go to ARRANGE-then ORDER then SEND TO BACK.
* When using color or pictures, if you change your color or picture YOU must delete the first color or picture before you see the next color or picture.

**Shapes to be used:**

* From the top icon rows use these shapes:
* The / shape for straight line across page and focal points
* The rectangle shape
* **The POLYLINE** shape (it is an odd shape)
* The oval shape to make a circle-

\*When creating a new wall, rectangle, door or window-

* Click on shape a (+) will appear-when drawing the area you want -DO NOT hold down the left bar when drawing the shapes
* If you hold down the bar the line will be scribbly
* When finished drawing DOUBLE click the + sign to release the line
* When outlying a shape-follow the above directions-but CLICK on each corner and DOUBLE click the last corner to release the cursor.
* **To add a picture:**
* Copy and drag from Google images or email yourself a picture you want to include.
* Under tools icon click on RESEARCH- on right side-type in floor & ceiling to add to museum
* For an object that doesn’t have a background had “Transparency background” after the name or object. *(Ex. Couch with transparency background)*
* *Could make carpets, rugs or even table/chairs, benches, & lighting*

**Animation: This is an option.**

Click on “Tools” in top icon row

* In drop box-click on research
* On the right side of page-see the research box-
* Type n “transparent (item you want to look for)
  + These have no background in the picture
* The g is Google and will let you search for all images
* Click on “camera” still in research drop box
  + Scroll down to camera image to bring up pictures
* Videos-also in research box
  + Click on picture-video-type in transparent and can search YouTube for picture

**To Hyperlink-**

* Picture has been added-
  + Double right click on picture
  + In the top icon row you will see the link button click on..
  + An address box will appear
  + Open up internet- Chrome
  + Find address you want to link
  + Copy website address
  + Go back to hyperlink box and paste address in
  + Click on the picture, you should see address and
  + Double click and should go to website of picture

**To add animated people go to:**

* “View” icon
  + Click on animation
* The research box, (on right side comes up) type people in,
* Put person or object in your museum
* Again on right side under pictures-
* Chose a movement
* Click on the speed (slow, medium, fast)
* Click apply

**Go to slide show to show museum**

Click on present in top right corner then --Allow screen to be enlarged.