

## Photovisi Instructions

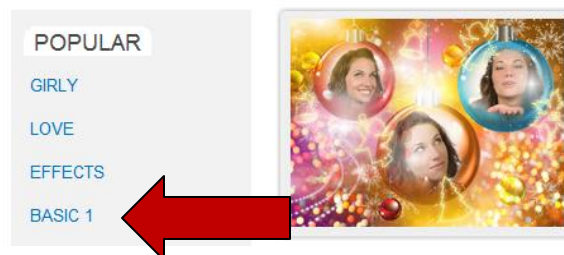
Before you begin these instructions, check you have done the following:

- Saved thirty pictures to the server, one for each event you will discuss.
- Renamed the pictures in the order you want them to appear in your collage. To do this, right click on the picture and choose **Rename**. Add 1 before the name of the first picture you want to appear, add 2 before the name of the second picture, etc.
- Warning:** This web 2.0 tool will not allow you to save in the middle of your work, so you must complete your collage in one setting.

1. Go to <http://www.photovisi.com/> and click **Click here to start**.
- 2.



3. The next step is to select the template. For this project, click on **Basic 1**.



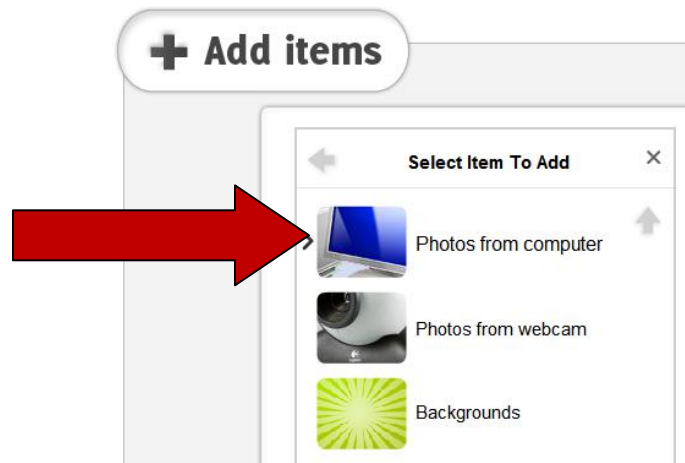
4. For this project, click on **either** the first or second template.



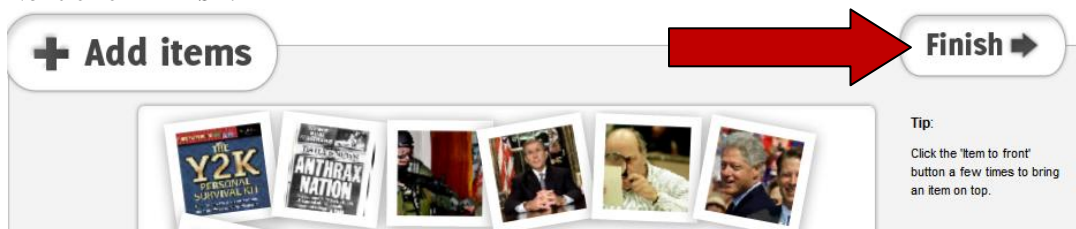
5. Click either button that says **Add items**.



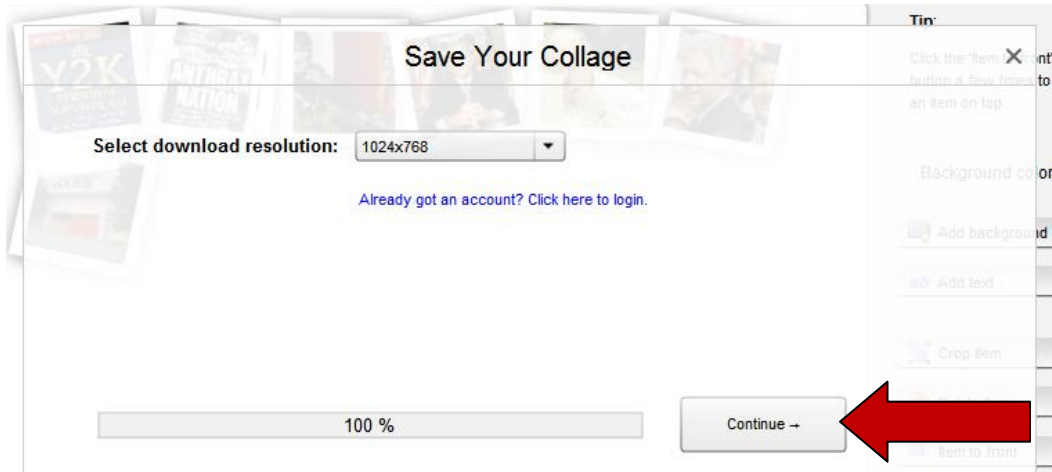
6. Click **Photos from computer** and locate where you saved your pictures to the server.



7. Click on the picture you want to appear first and then select **Open**. Continue selecting photos in the order you want them to appear until all your pictures are added to the collage.
8. Next click **Finish**.

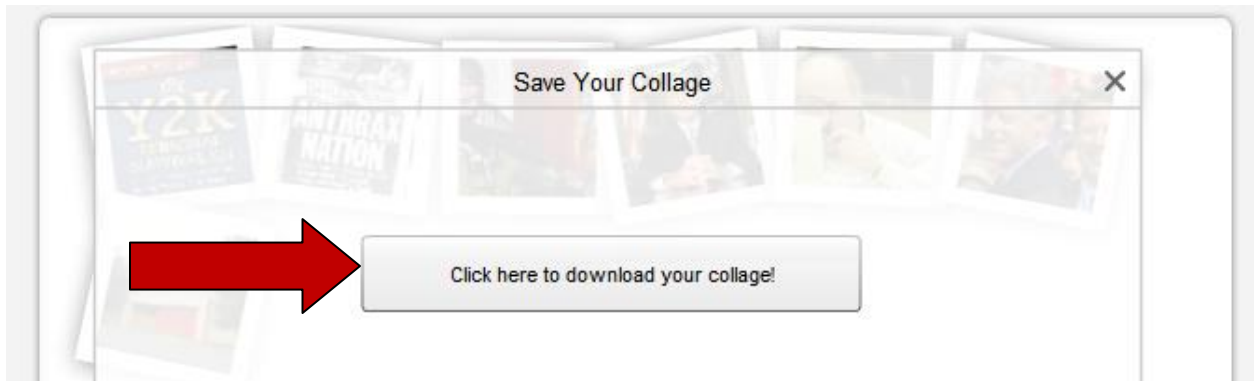


9. The window **Save Your Collage** will appear. When the bar at the bottom says 100%, click **Continue**.

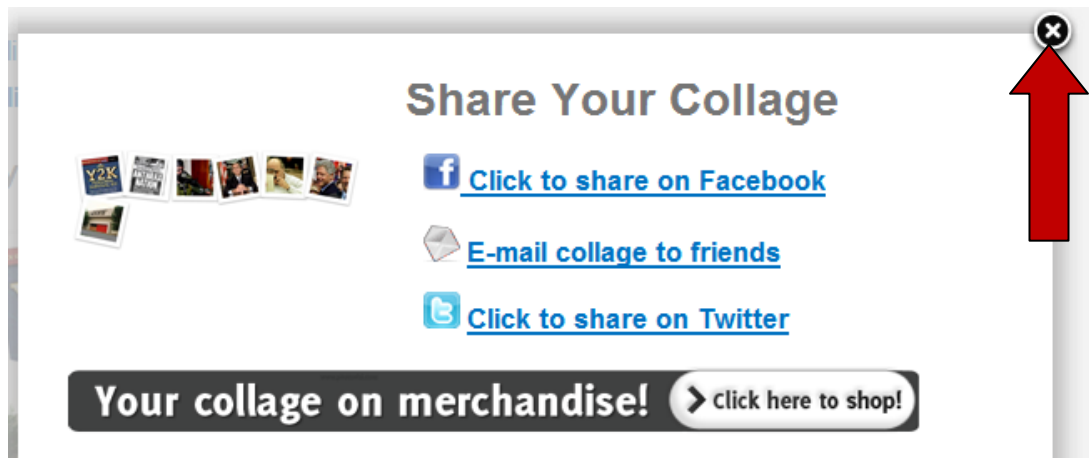


10. When the **Save Your Collage** window has the button **Click here to download your collage**, click that button.

11.



12. Close the pop-up window that asks to Share Your Collage by clicking on the X.



13. Click on the blue words **Click here to download your collage**. Do not click on the word download.



→ [Click here to get this collage printed on mugs, posters and more!](#)

→ [Click here to download your collage](#)

→ **Click here** to share your collage!



14. Click **Save** and save the collage to the server. Change the name of the file to your **last name** followed by the word **collage**.

15. Then click **Open** and view your finished collage.