

# Creating a Personal Welcome in Flash



EMPIRE STATE COLLEGE

Your Flash-based Personal Welcome message is comprised of three elements: a photo, an audio narration, and a written narration script. All three elements will be present in the finished product. Below are some guidelines for developing these elements.

## Photo Properties

Digital photos can be taken directly using a digital camera or scanned from a conventional photograph. If you don't have a digital camera or a scanner, you can mail a print photograph to CLT and we will scan it in for you.



To ensure that the photo will fit properly in the Flash template, use the guidelines below.

**Format:** .jpg or .jpeg

**Dimensions:** 282 x 212 (4" x 3")

**File Size:** No more than 11 Kb

If you're unsure on how to do this, you can forward your photo to the CLT and we will modify it for you.

## Audio Properties

See the procedure for “Recording Audio for a Flash Greeting” for instructions on how to record audio narrations on your PC. The maximum duration of your narrations should not exceed **30 seconds**. If you're unsure on how to do this, you can record your narration on a standard cassette tape and mail it to CLT and we will digitize it for you.

## Narration Script

Your welcome message needs to be general, because it will appear in all the courses you teach.

### Basic Outline

- *Greeting*
- *Name*
- *Welcome*
- *Brief statement of interests and/or credentials*

### Example:

Hi! My name is Gary Strubel, and I'm an instructional technologist at Empire State College. I hold a Masters in Library Science and a Masters of Arts in Pastoral Theology. I am also an ordained minister in the Episcopal Church. I welcome you to the course, and I look forward to meeting all of you online!