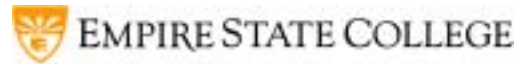


Creating a Personal Welcome in Flash



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!