

Setting Up Outreach Tablets for Community Events

Historic Slideshow Tablet

- Create slideshow of historic images, with captions for each image, in PowerPoint.
- Select “Save As” and change the file format to JPEG. This will save each image as an individual JPEG file. Rename this folder with the theme of the slideshow (usually the neighborhood).
- Plug tablet into computer, and grant access permissions on computer (“Open Device to View Files”).
- Open “Images” folder on the tablet. Cut and paste folder of historic images into this “Images Folder”.
- On tablet, choose “Gallery” and select the desired Album.
- Select the menu tab in the upper right-hand corner and then select “Slideshow”. You can choose the desired transition effect and the speed of transition.

Oral History Tablet

- Select desired clips of oral histories.
- Rename clips to the names of the narrators: Firstname_Lastname.
- Check volume levels. It is advisable to boost the volume level of the clips in Adobe Soundbooth, so that the clips are audible to older adults during a community event.
- Plug tablet into computer, and grant access permissions on computer (“Open Device to View Files”).
- Open “Music” folder on the tablet. Cut and paste the oral history files into this “Music Folder”.
- On tablet, open the music player (indicated with a pair of headphones), and select a file to play audio.