How to Create iPod/iPhone Study Flashcards

(Based on CUE handout from Brent Cooley © Brent Coley, 2009- http://www.mrcoley.com/flashcards/index.htm)

Creating a set of flash cards to be viewed on an iPod is actually quite simple. If you know how to create a Microsoft PowerPoint presentation, you're only a few steps away from having your own set of iPod flash cards. To create a set of flash cards, complete the following steps:
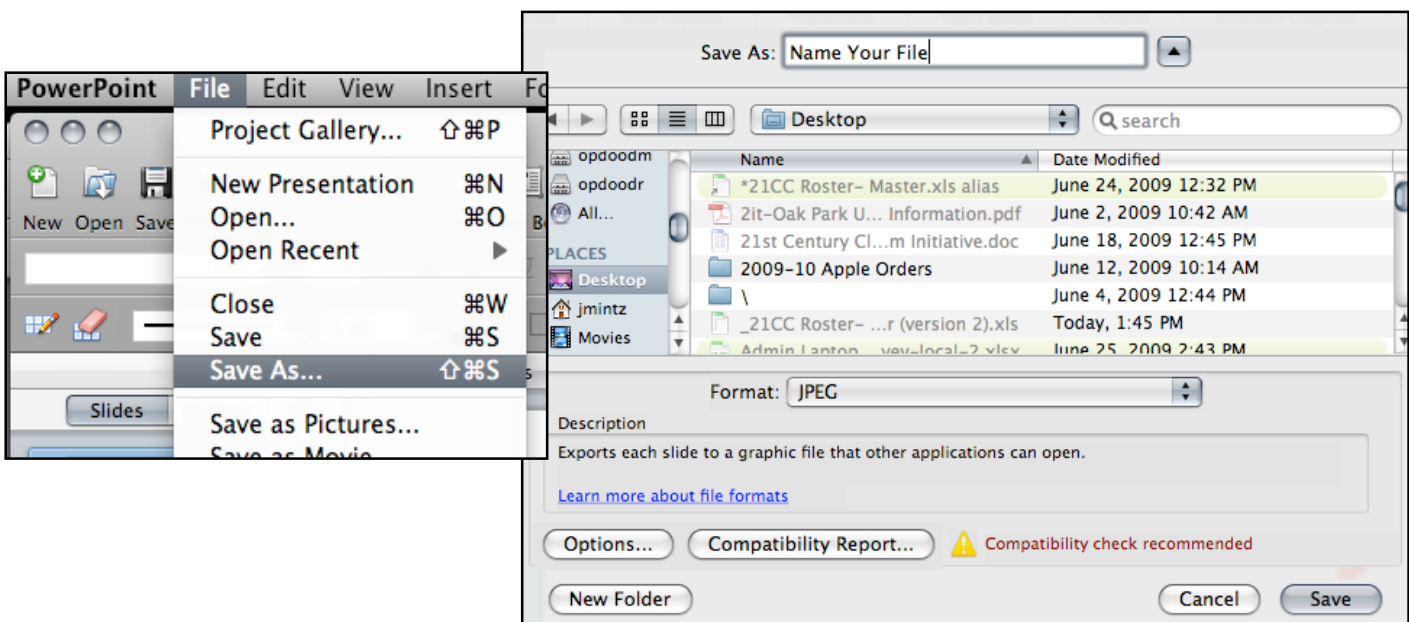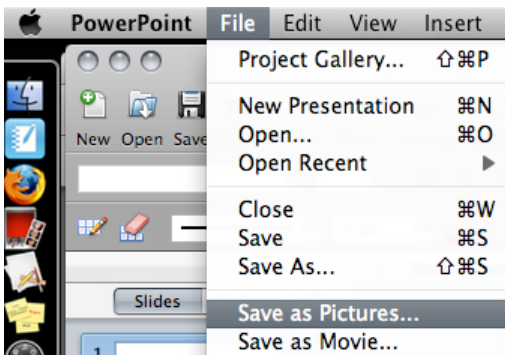
Creating the Flashcards

1. Create a PowerPoint presentation, where each slide represents a different flash card (this is the most time-consuming step in the process).

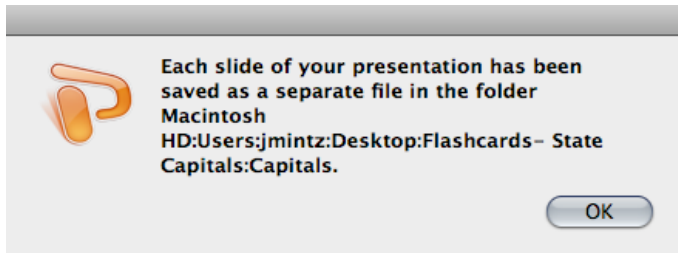2. When creating your presentation, here are some things to consider:

- Use a font that is easy to read and not too fancy.
  - o Tahoma, Arial, Verdana, Comic Sans, and Times New Roman are common, reader-friendly fonts. My font of choice for iPod flash cards is Tahoma.

- Use a large font size.
  - o When viewing flash card images on a small iPod screen, the larger the font size the better. When I use the Tahoma font, I typically try to keep the size around 60, and I do my best never to go below 48.

- Keep your backgrounds simple.
  - o I try to stick to solid colors or backgrounds with a very faint texture. Busy backgrounds tend to make the text more difficult to read.

- Try not to put too much information on any one slide.
  - o Too much text on an iPod screen can be confusing.

3. When you are finished with the presentation and are ready to convert it to flash cards, click **File > Save As**. In the "Save as type" or "Format" drop-down box, select **JPEG**. Then select the location in which you want to save your flash cards and click the **Save** button.

NOTE: You may also select **File** > **Save As Pictures** this will preselect the jpeg format for you. Either way will work

4. Depending on your version of PowerPoint, you may be prompted with the question "Do you want to export every slide in the presentation or only the current slide?" Click the **Every Slide** button.
OR
You may see this window. Click **OK**

5. You will then be informed that each slide in your presentation has been saved in a folder at the location on your computer that you specified.

6. Next, open the folder containing the new flash card images you just created. You'll notice the images are named "Slide1", "Slide 2", "Slide3", etc. What you now need to do is take a few moments and rename the first nine slides ("Slide1" through "Slide9"), inserting a "0" (zero) before each number in the image's name to keep them in the correct order. On a Mac this is done for you.

Computers typically order files alphabetically. Files with the same names but different numbers at the end of the file titles are ordered numerically.

By inserting a "0" before the numbers in the first nine slides, you are making every slide contain a two-digit number, thus ensuring your slides will be displayed in the proper order on your computer and/or iPod. *Note: If your set of flash cards contains 100 images or more, you will need to insert "0" or "00" (for the first nine slides) before the number in every slide title, making every file contain a three-digit number and ensuring your slides will be ordered correctly.*

Now that your flash card images have been renumbered, they're ready to be distributed to your students! If you'd like to learn how to post them to your classroom website, you will need to refer to the How to Create a .zip File instruction sheet.

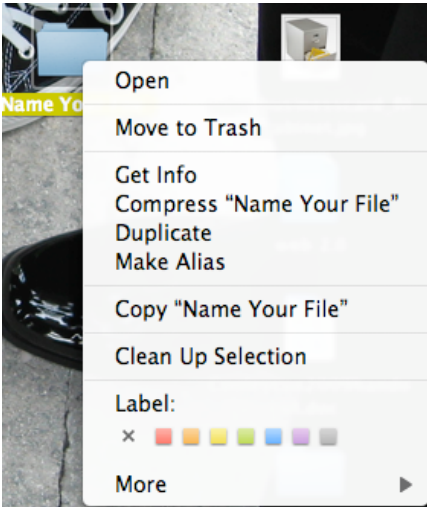## Synching and Viewing Instructions for Students

1. Open iTunes and connect your iPod to your computer. Then click the **Photos** tab.

2. After making sure you've selected the location of the folder containing your flash cards, click the box next to **Sync photos from:** and then click **Sync**. Your flash cards will then be uploaded to your iPod.

3. To view your flash cards, select **Photos** from your iPod's main menu. Then select the set of flash cards you wish to view (it will be the same name as the folder containing your flash cards). Scroll through the flash cards by clicking the next button on your iPod's scroll wheel. *Note: These viewing instructions apply to iPod Classic and iPod Nano. Users of iPod Touch or iPhone should follow the steps for viewing photos that accompanied their device.*

How to Create .zip Files on a Mac

1. A .zip file is a single file that acts more like a file folder. It contains one or more files that have been compressed to reduce file size. .zip files are great because, when posted online, they allow users to download a single file (containing multiple other files) instead of having to download each file separately.

2. Hold down **CONTROL** (ctrl) and **CLICK** on the folder containing the files that you want to zip.

3. Select **COMPRESS"YOUR FILE NAME"** from the dropdown list.

4. A new icon will appear on your desktop with the name of your folder, followed by a **.zip** extension.

5. This file can now be e-mailed or can be posted on your web 2.0 server page for you to link to your Schoolwires website.