

Powtoon Instructions

Maximum time: 5 mins, but each scene is a maximum of 20 seconds

Log in using the provided email

Create a studio presentation

What do you want to do?

Impress your audience with
PROFESSIONAL SLIDESHOWS

slides

- › Stunning templates
- › Quick and easy-to-use
- › Embed video

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Explain... convert... captivate with
ANIMATED PRESENTATIONS

studio

- › Easily customizable
- › Looks totally professional
- › Thousands of props and styles

CREATE NOW

COMPANY SUPPORT ARTICLES

10:47 AM 12/08/2015

WATCH THE TUTORIAL that auto plays when you open Powtoon

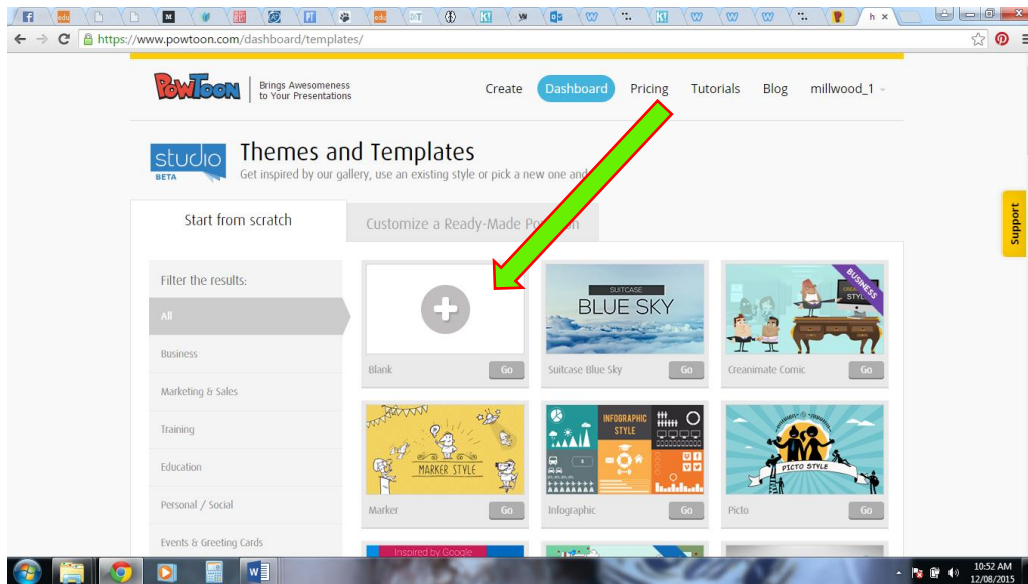
LEARN TO USE POWTOON IN
7 CLICKS

start

SKIP

10:47 AM 12/08/2015

Select blank



Insert Image

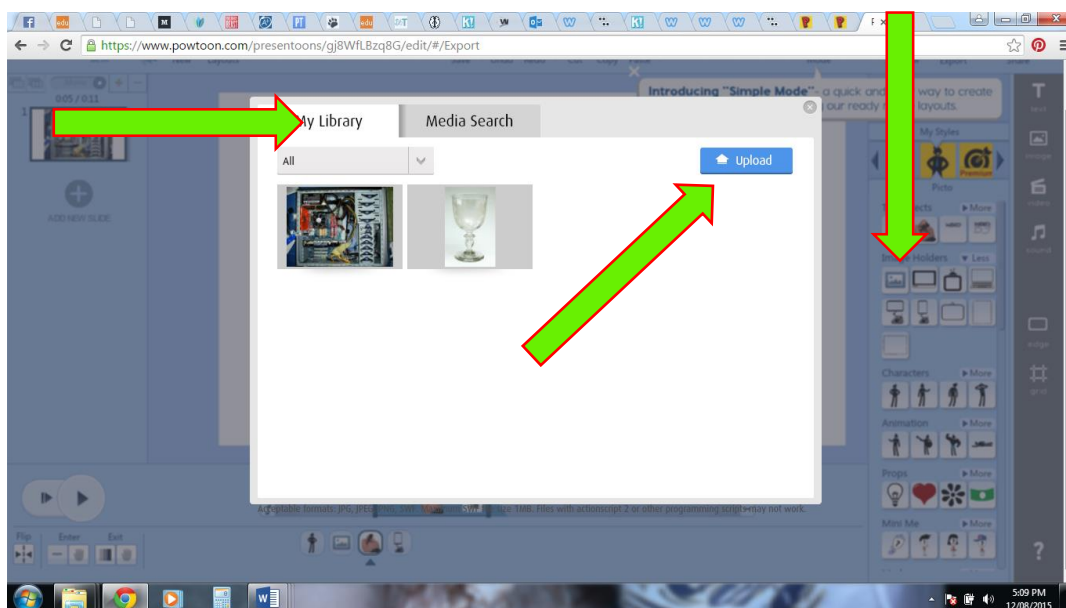
Select image icon on right to insert an image, either from your computer or you can search for images.

From your computer downloads:

select image icon on right, select my library on new left tab, press upload to search your computer for already downloaded images and insert. You can always search the internet and download more.

From Powtoon's search engine:

select image icon on right, select the media search icon on the right, enter your sought image name and select the suitable image and insert.

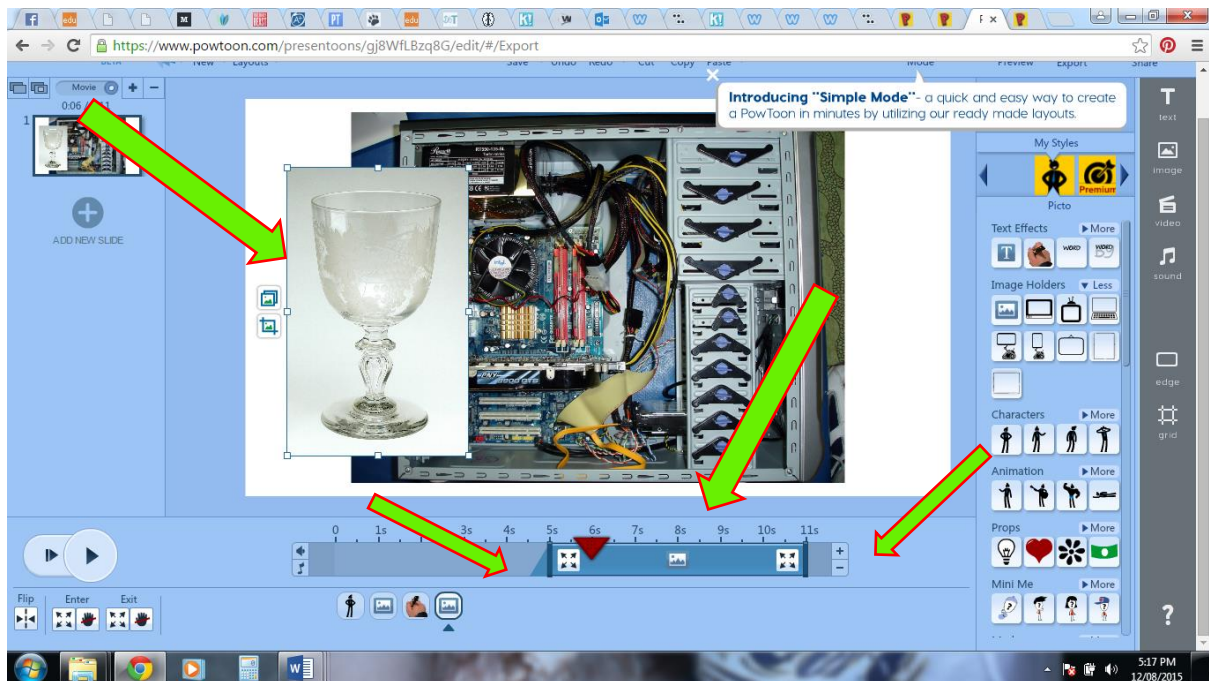


Resize the image if it is the wrong size and place it on the slide where you want it to first appear.

Time: How to animate

Check the bottom time indicator (slide bar). Did you want it to appear from 5 seconds into animation

and leave at 11 seconds? If not move the sliders edges and change the time the image will appear on the screen.

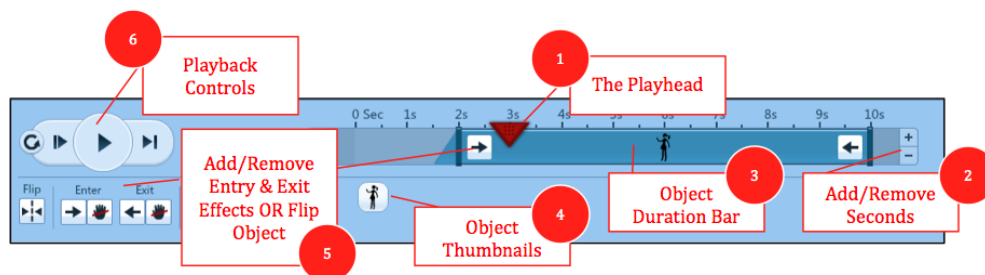


The Timeline

The PowToon Timeline is used to add animation timing to objects in your presentation.

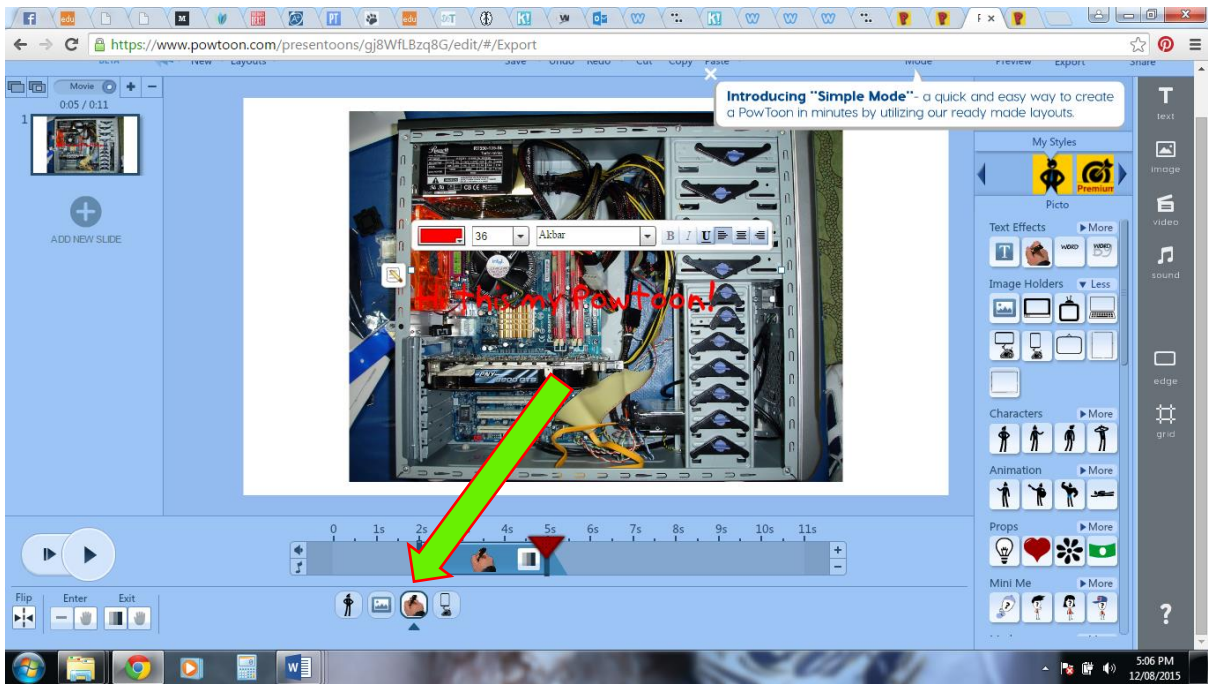
1. **Playhead:** The playhead indicates at what second you are currently in your slide. You can slide the playhead throughout the timeline to preview the animation for each slide.
2. **Total Slide Time:** Each slide by default is assigned 10 seconds. This can be decreased or increased to up to 20 seconds maximum.
3. **Object Duration Bar:** Each object has an animation timing duration bar. To access this bar select the object on the stage and adjust the timing as desired.
4. **Object Thumbnails:** All objects in the slide will appear below the timeline. Click on an object to adjust the effect and duration of the object.
5. **Object Effects (Animation):** Objects can be set to Enter or Exit the stage using a variety of options including fades, directionality and even a hand function (where a human hand slides the object onto the presentation). Each object can be animated using these effects. **Note:** You can also **Flip** an object's orientation from this area.

Playback Controls: Help you preview your presentation animation as you go. **Note:** there are **four playback options** - from left to right - (a) play all slides from start, (b) play current slide from start, (c) play from playhead then continue, and (d) play current slide.



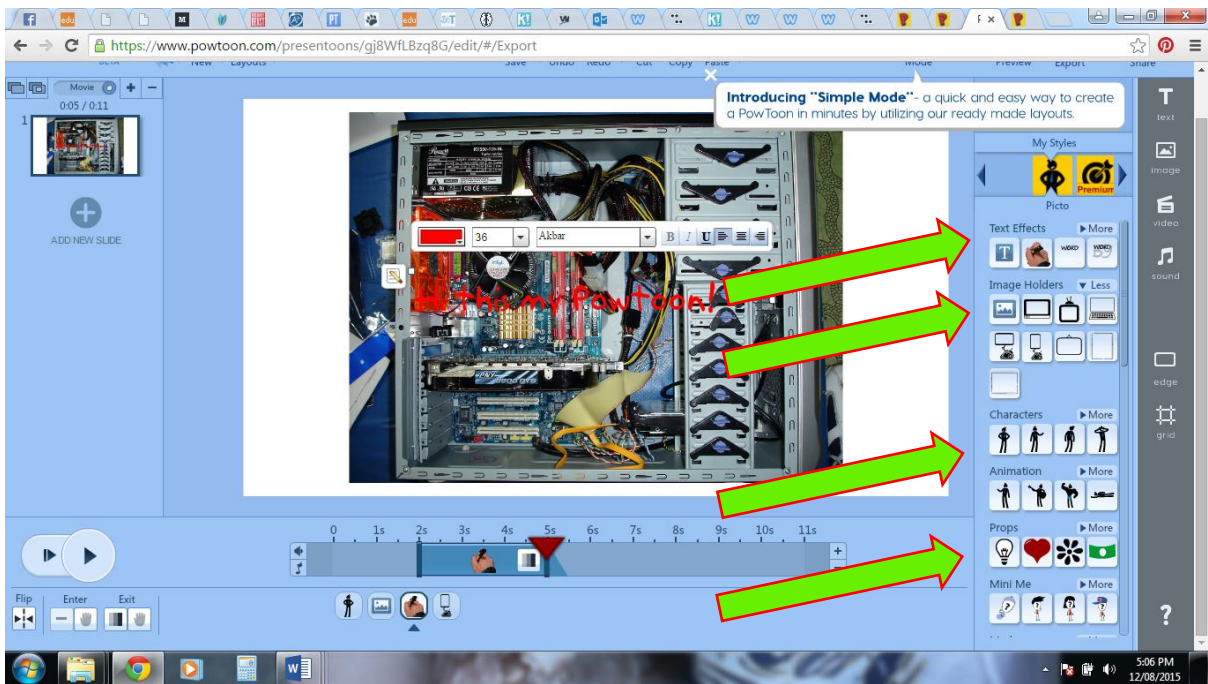
Object

Make sure the image, figure, text or object you want to change is selected at the bottom of the screen. The one selected is the one you are working on. The four icons under the sliding bar are all the objects you have added to your animation. This animation has one figure, one image, one handwritten text and one object, so only four things have been put in this animation.



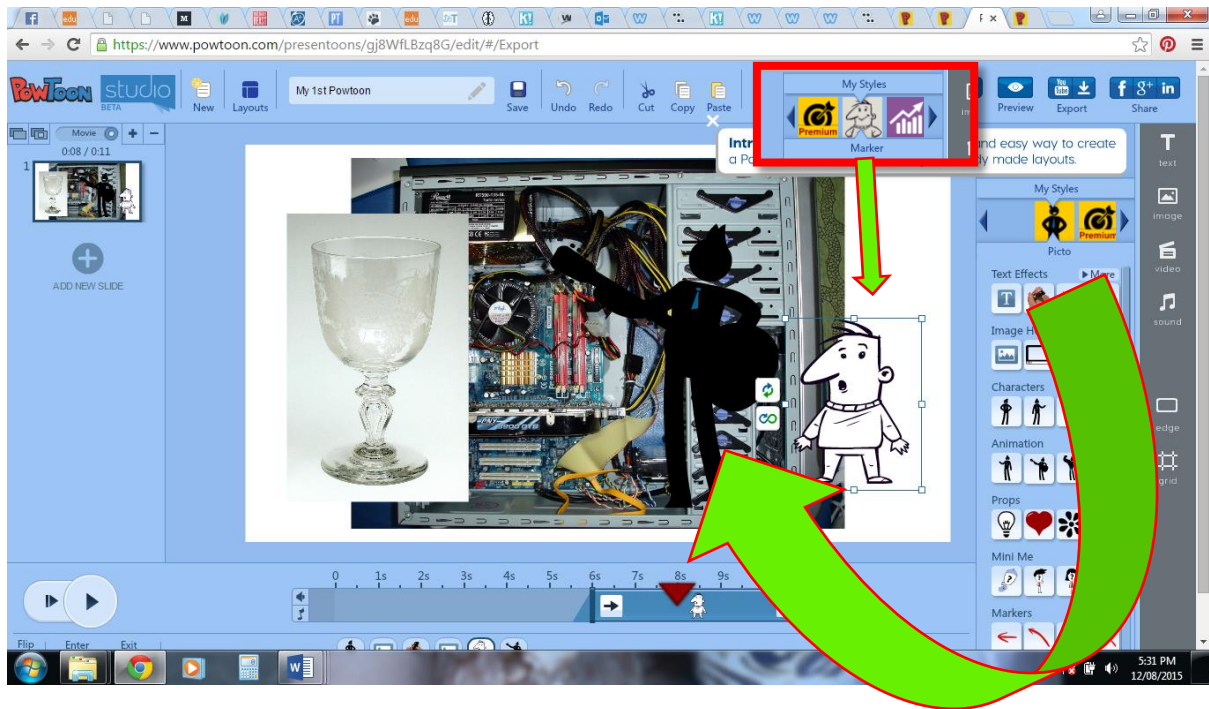
Objects to add

Use the right hand icons to select what you want to add



Style

You can mix different styles (premium not available)



Transitions are for slideshows not animations

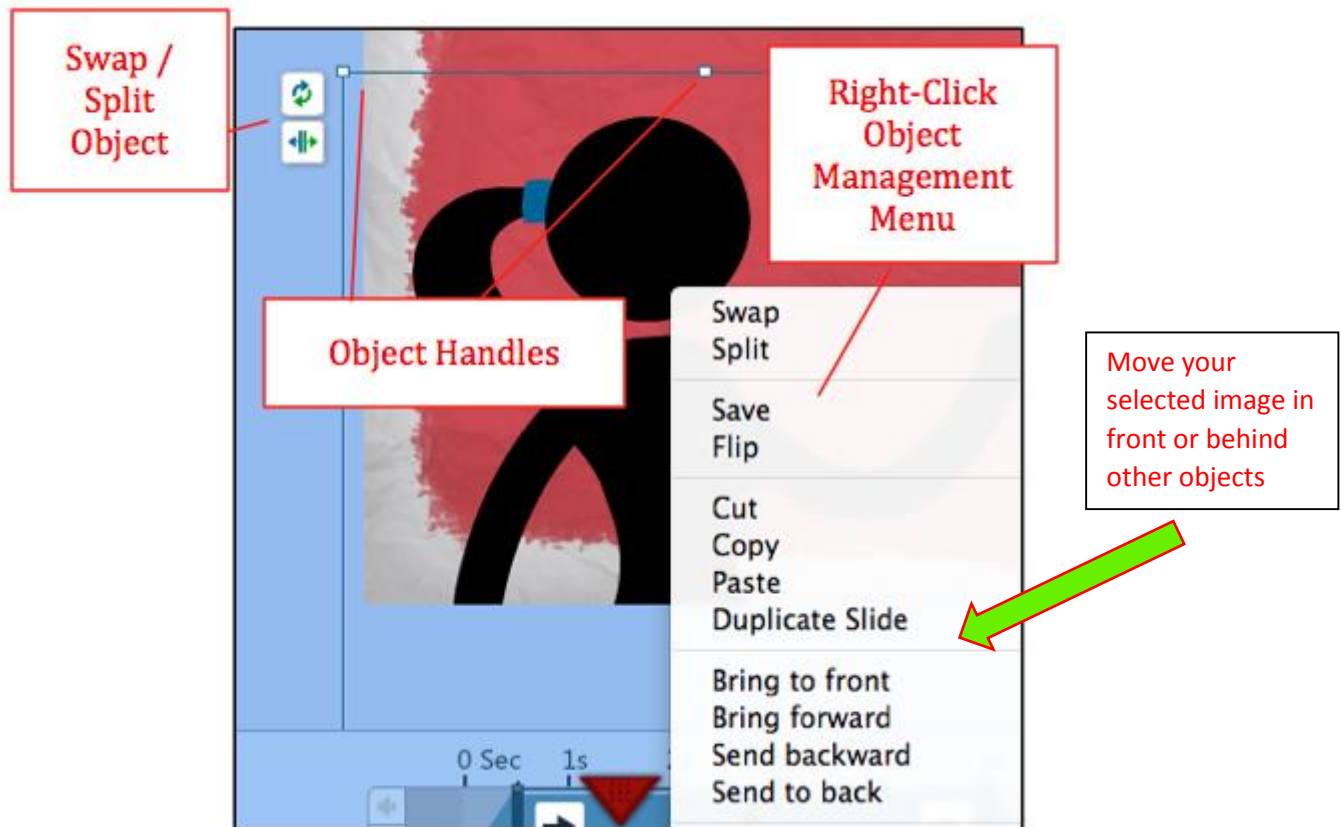
Add Objects

Drag and drop objects from the PowToon Library Panel onto your slides (including characters, text, objects and props).

Tip: You can *layer objects* on top of each other and use the animation timings to introduce objects strategically to create a sense of dynamic movement and cartoon interaction.



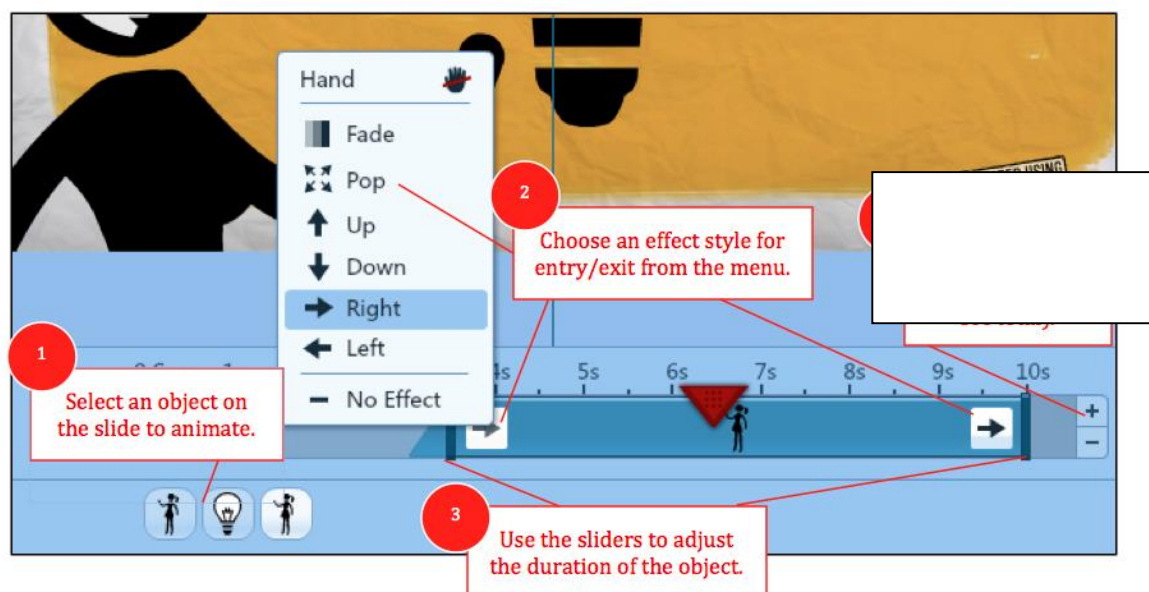
Managing Objects



Managing objects in PowToon is similar to MS PowerPoint.

- **Left-click** on the item to **select and either hold and move** on the stage with the mouse or use the arrow keys.
- Use the **object handles to resize** the object.
- **Right-click for more object management options** such as arrangement (back, front), orientation (flip), etc.

Step 5: Animate Objects

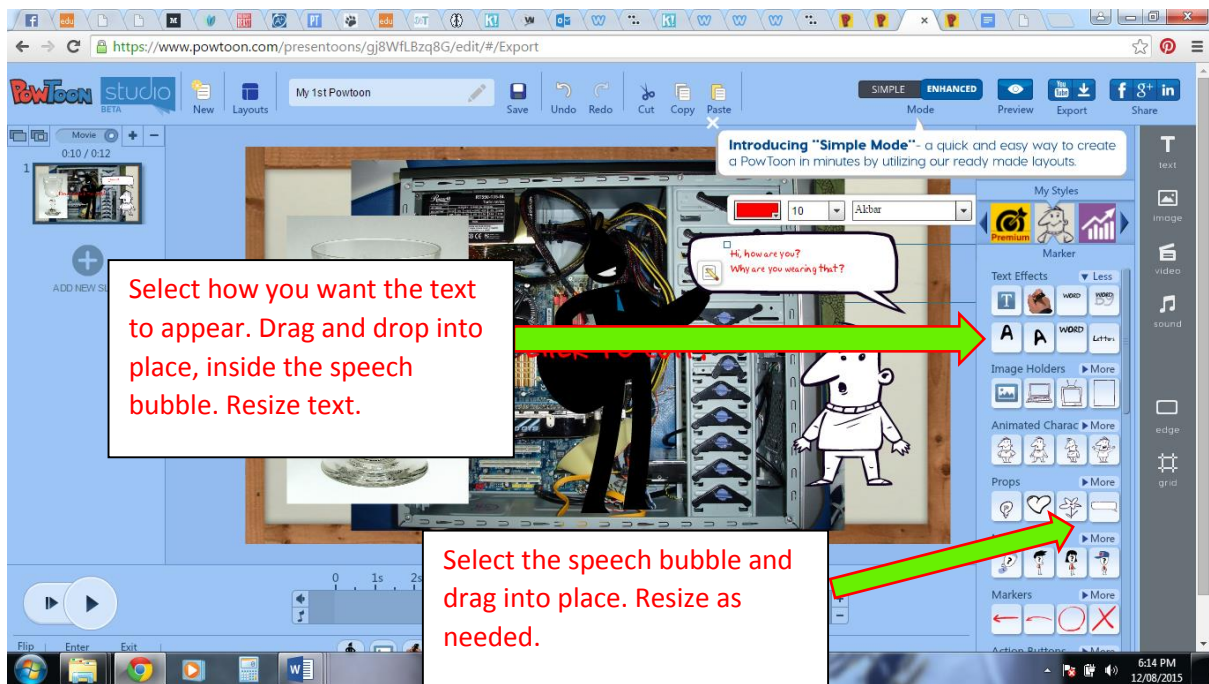


From the Timeline use the Duration Bar to animate each object on the slide.

1. Select the object to animate.
2. Choose an effect style for the object entry/exit.

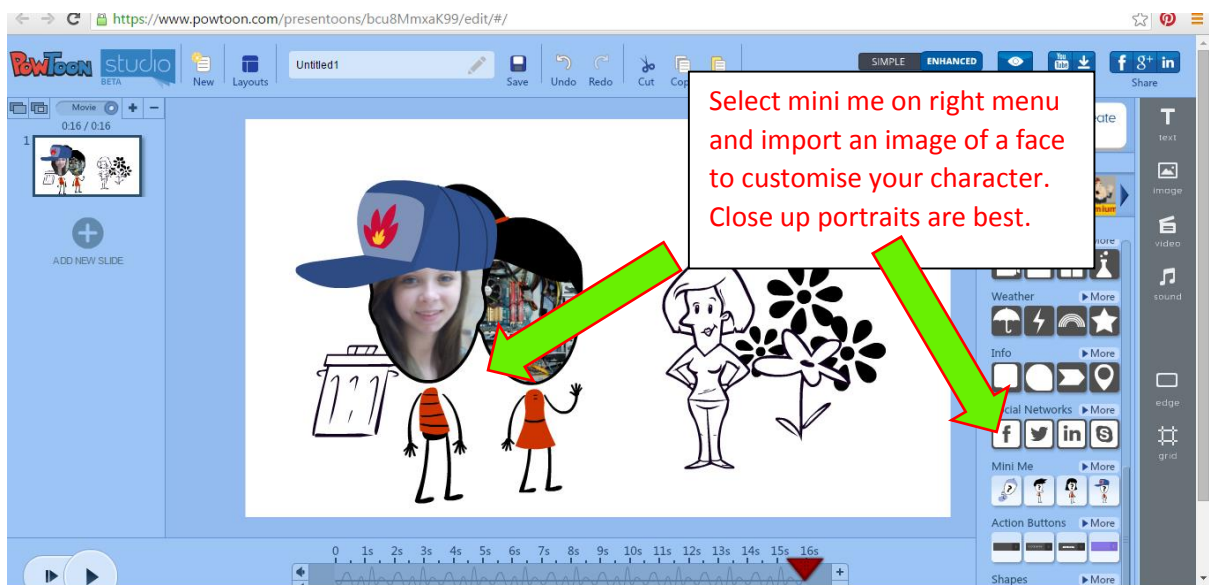
3. Use the **sliders to adjust the duration** of the object animation in the animation.

Add text boxes

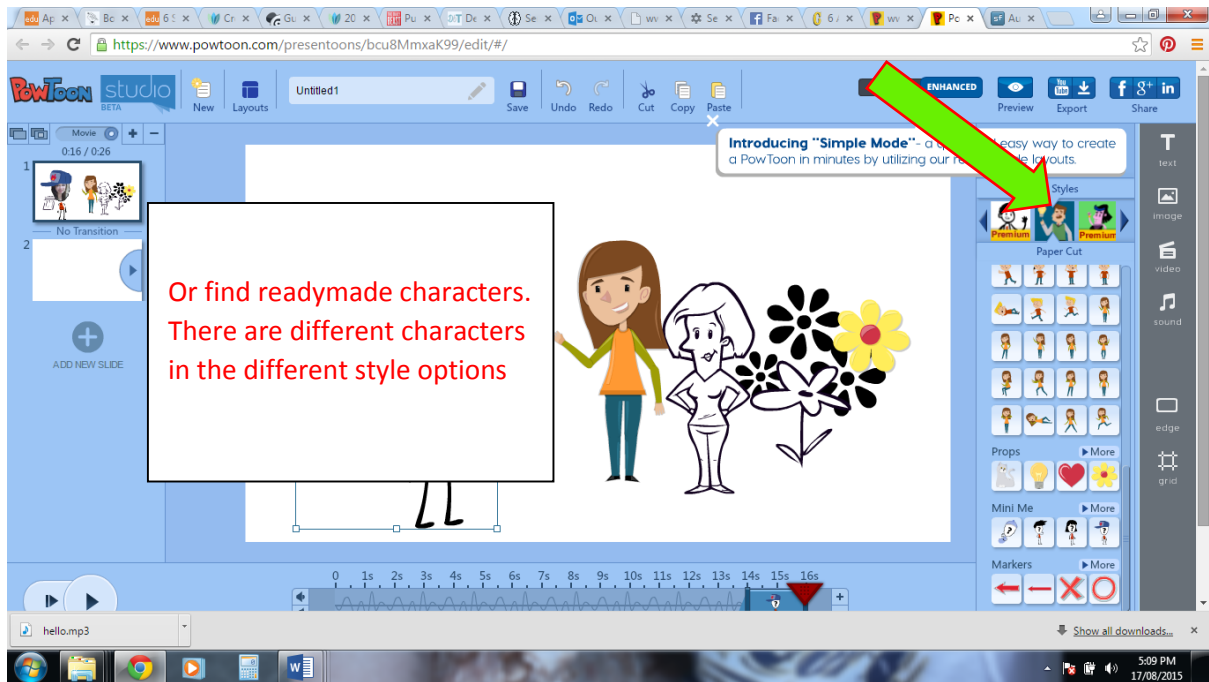


Adding Characters:

Mini- Me: You could use you face!



Readmade characters. Note some auto move

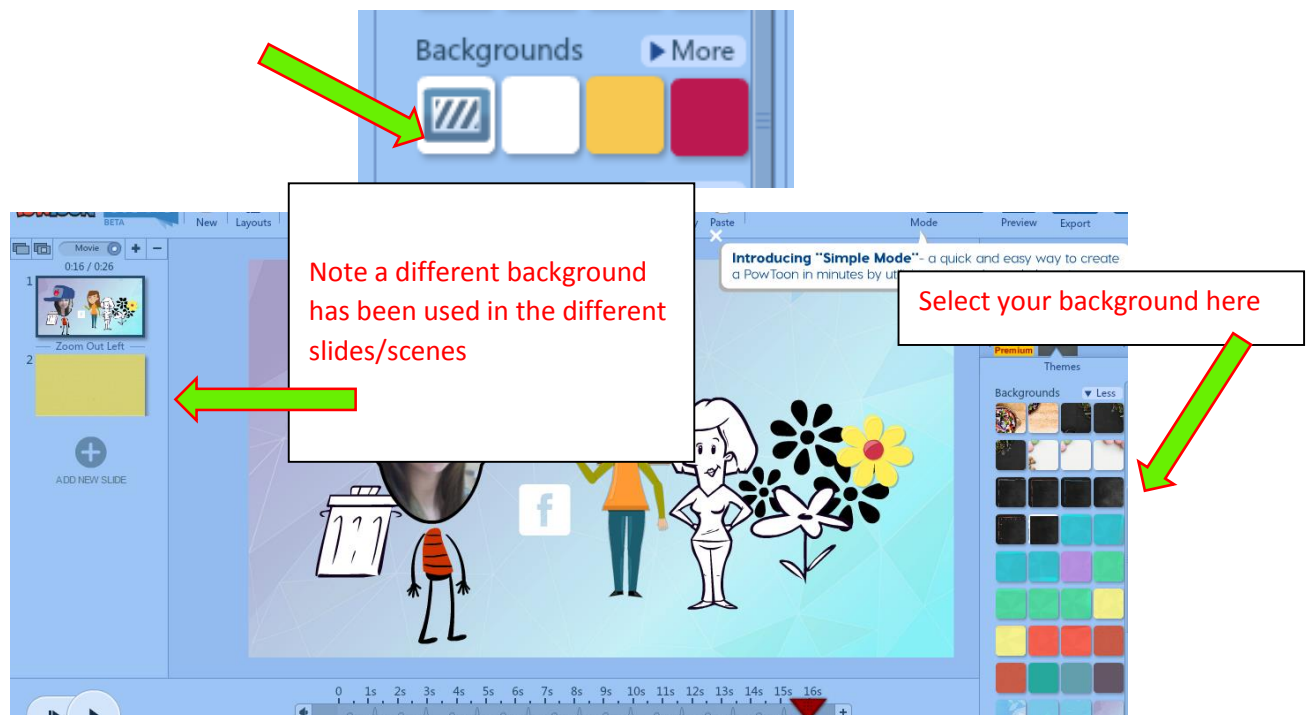


Background:

Change in slides: Select a background and it will remain for the whole scene. If you want to change your background colour later, you will need to create a new slide/scene and select a new colour or image background for that slide.

Transparency: Some backgrounds will treat the white in images as transparent. So be aware of this feature.

Own background: You can upload your own background image too.

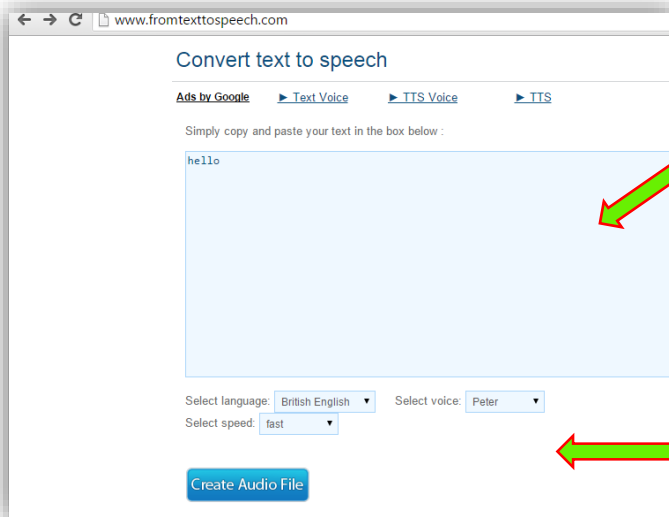


Adding sound /voice over

Creating the Voice

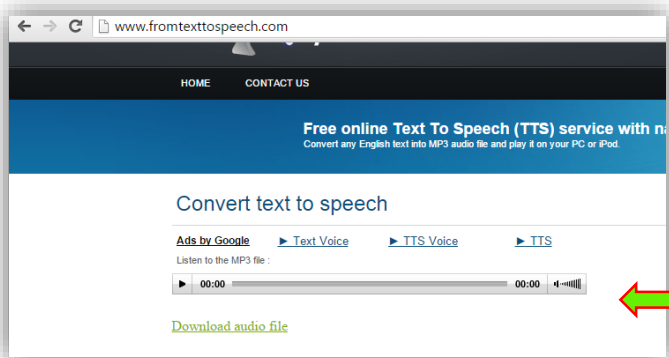
Using online web application <http://www.fromtexttospeech.com/>

Type or copy in your text. Use correct punctuation or you will not have pauses, emphasis etc. in the speech. Select the male or female voice, speech speed and US or British accent.

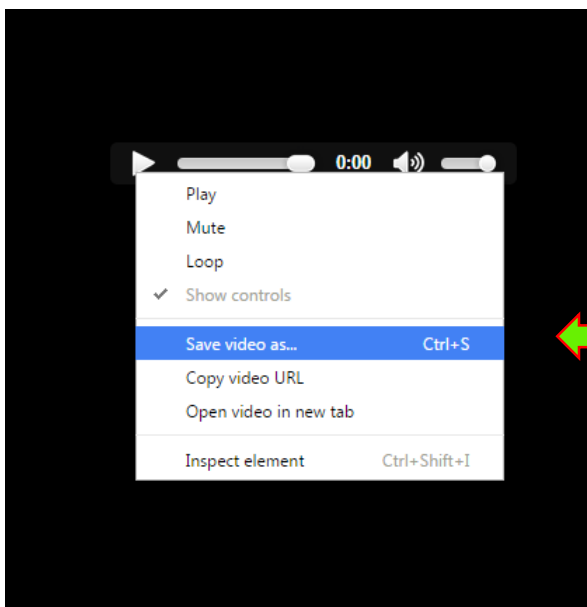


Type or copy in your text. Use correct punctuation or you will not have pauses, emphasis etc. in the speech.

Select male or female voice, speech speed and US or British accent.
Press create audio file and wait.



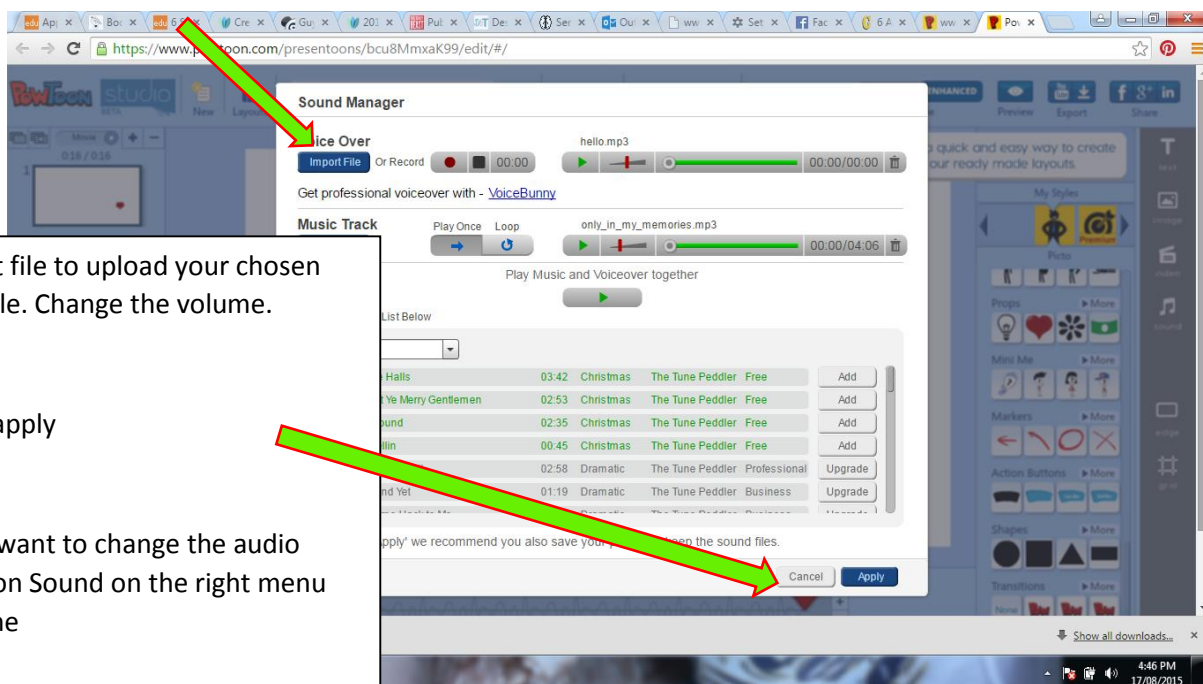
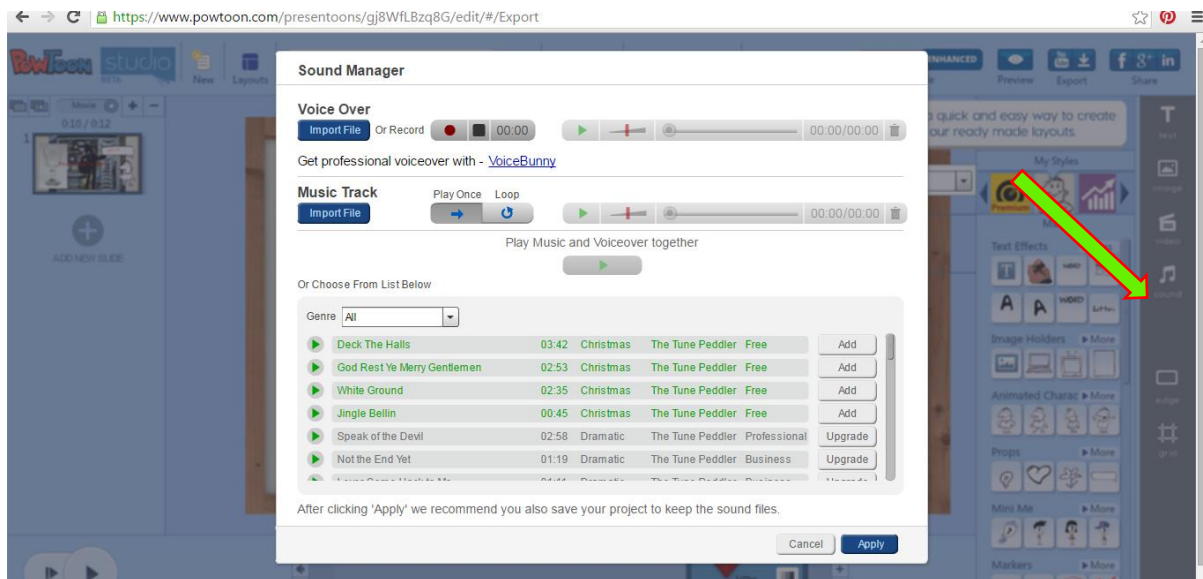
Preview the speech by pressing the play button. If it is not right go back a page and change it (back arrow top left). When it is correct press download audio file.



Right click and press save video as. Change name to something you will recognise and save it in a logical folder.

Inserting audio into the Powtoon

Click on the sound note in the right menu



Import file to upload your chosen MP3 file. Change the volume.

Press apply

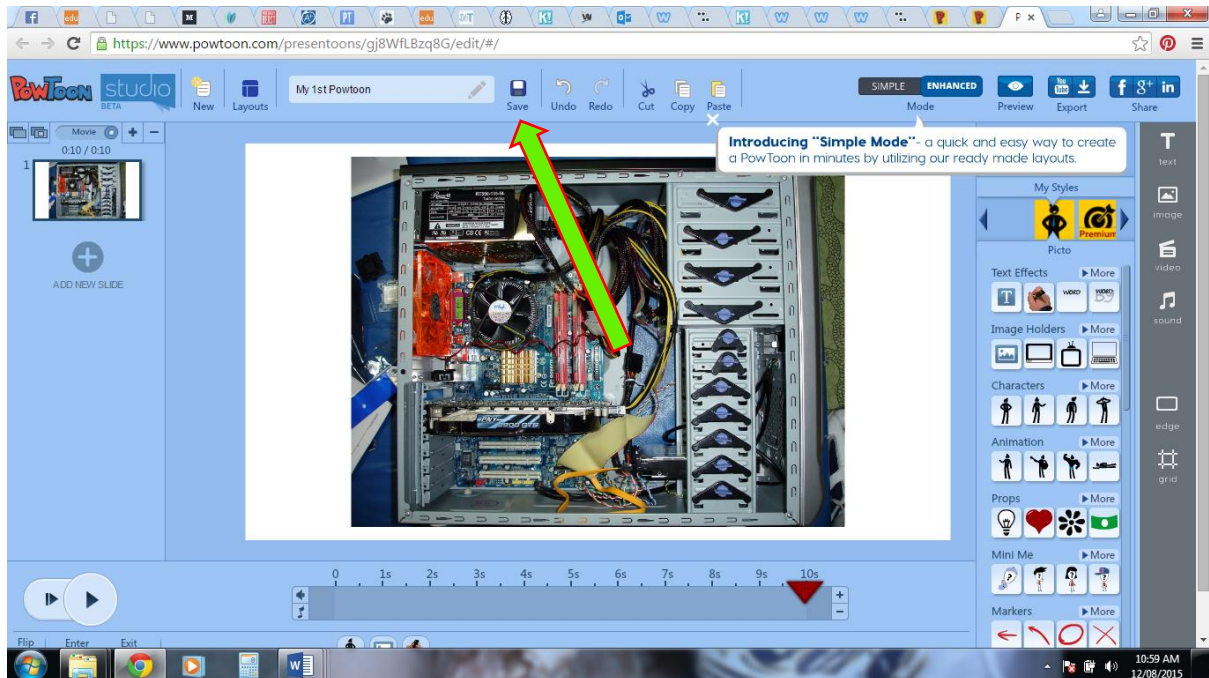
If you want to change the audio press on Sound on the right menu anytime

Note: You can only use on continuous audio file and you can't reposition it as you can the images. This makes it suitable for something simple like a narration. But beware you must have all pauses etc. correct

It is best to make the animated images after and reacting to the already imported audio file.

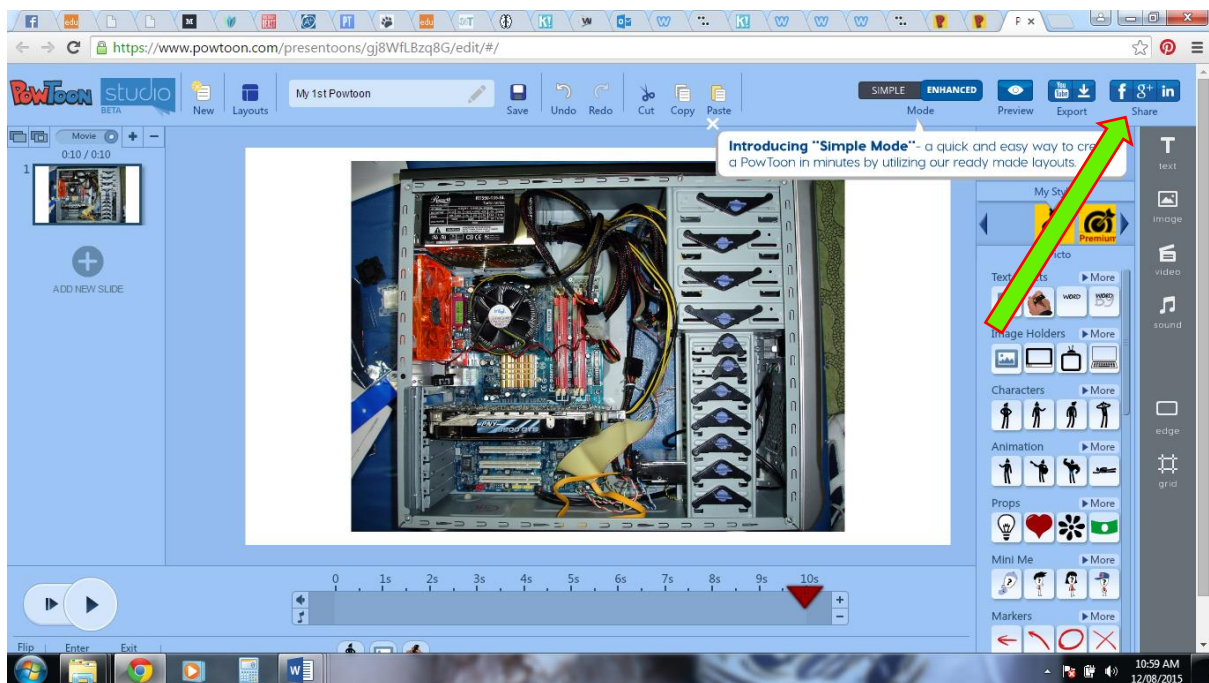
Saving

Press the disc to save onto your account (it doesn't save onto your PC). Save as you go.

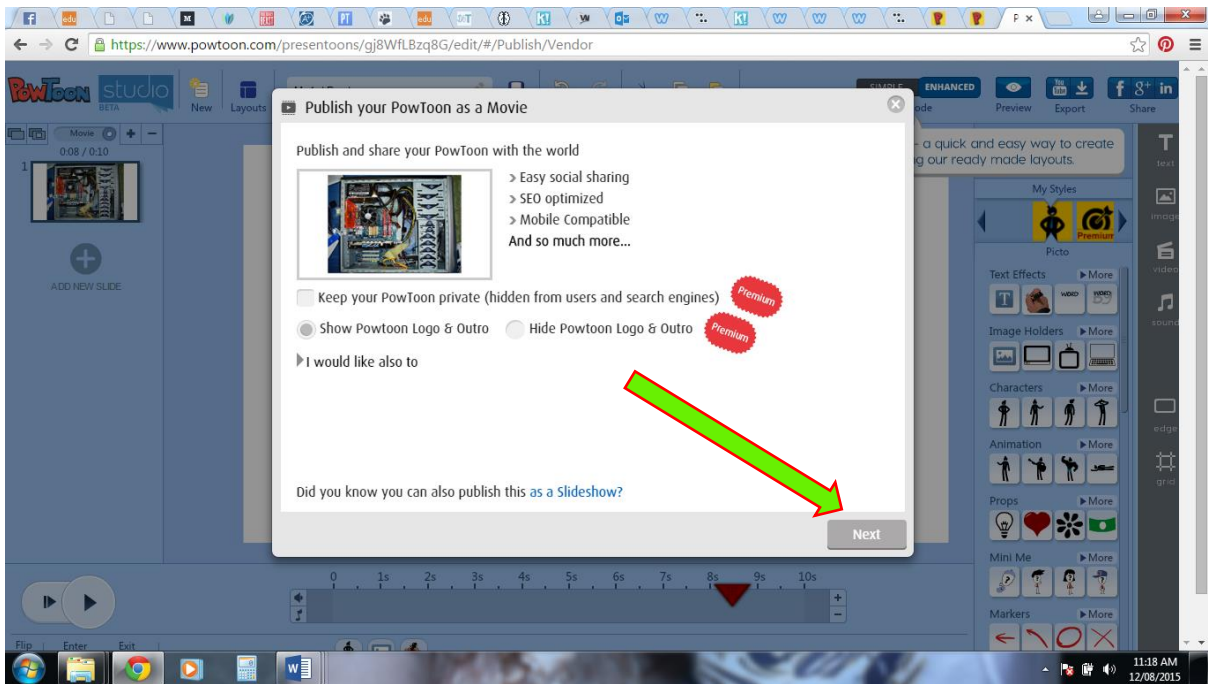


To get the embed code so you can paste it into your webpage

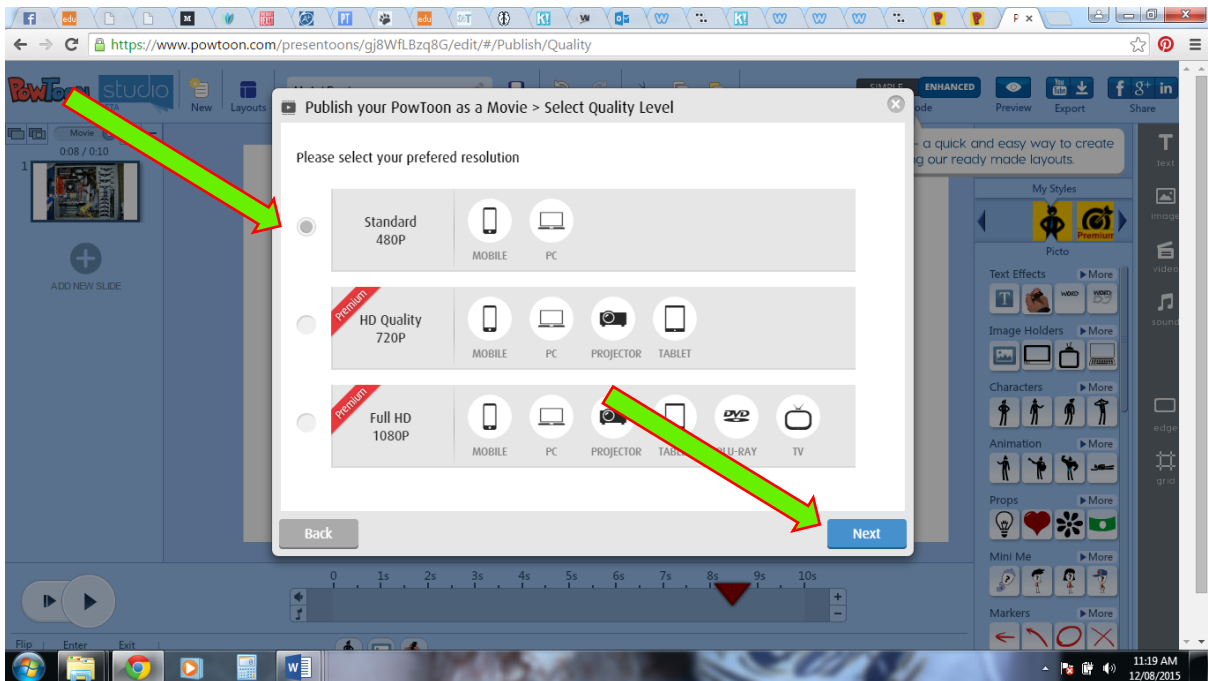
Click share top right (it doesn't matter which one facebook, google + etc)



Press next below

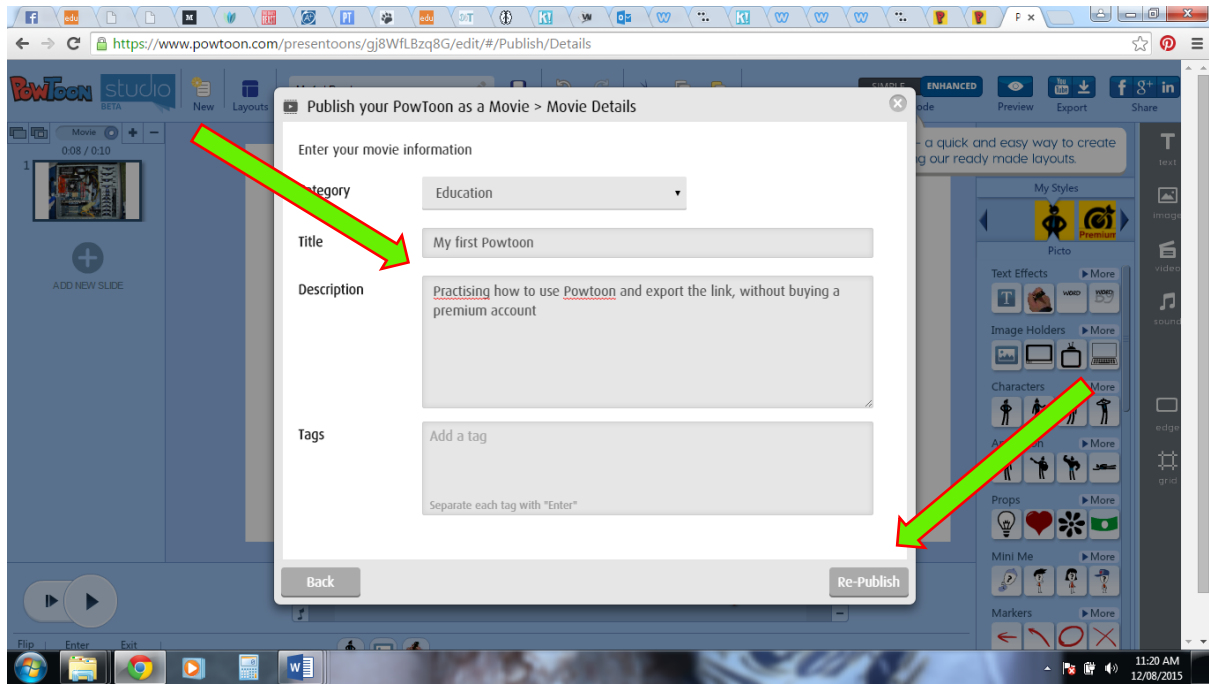


Select standard (only option) and select next

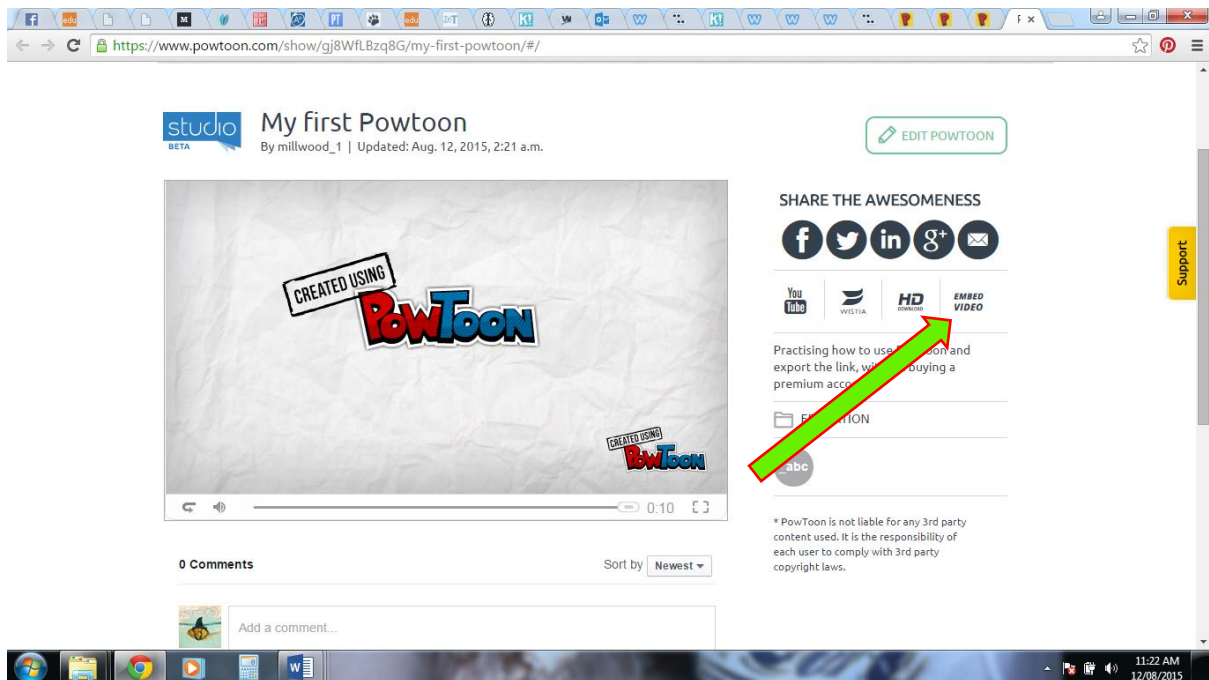


Fill in the boxes

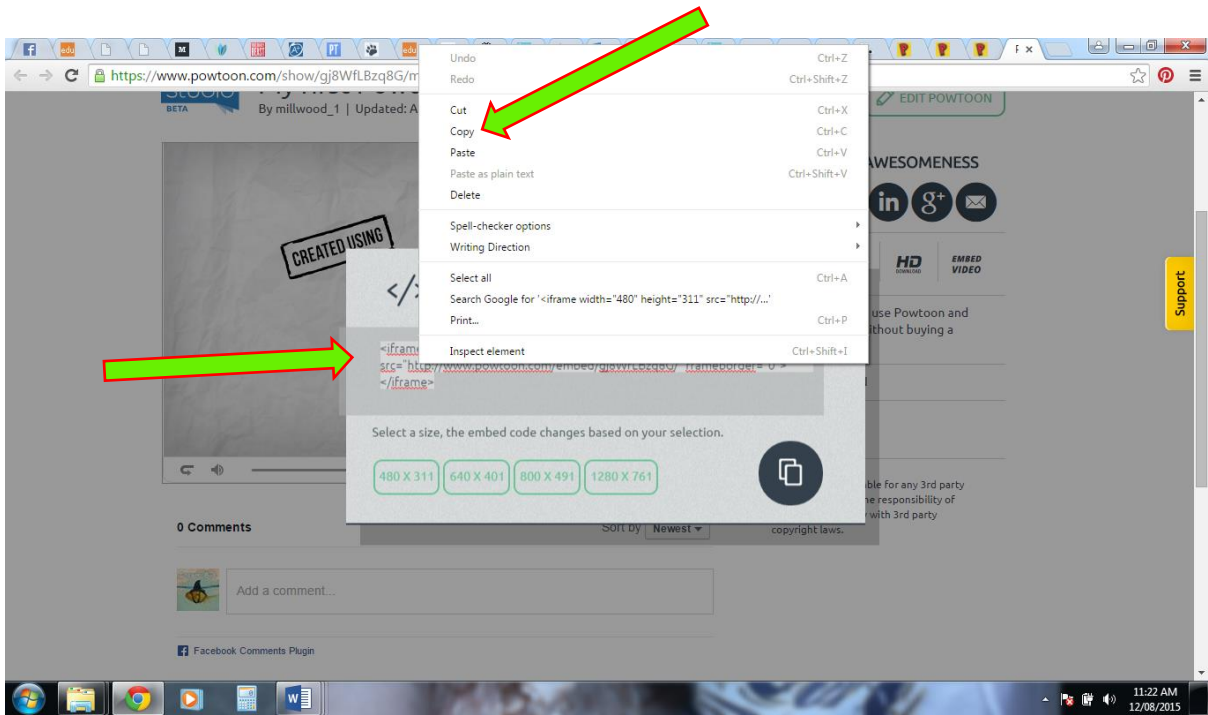
Press Publish or Re-publish (if you have already published it before)



Embed video on right



The below window will open and right click on the embed code and you can copy the code. This code can then be embedded into your website via the embed code icon in Weebly. Then your powtoon will appear in your webpage.

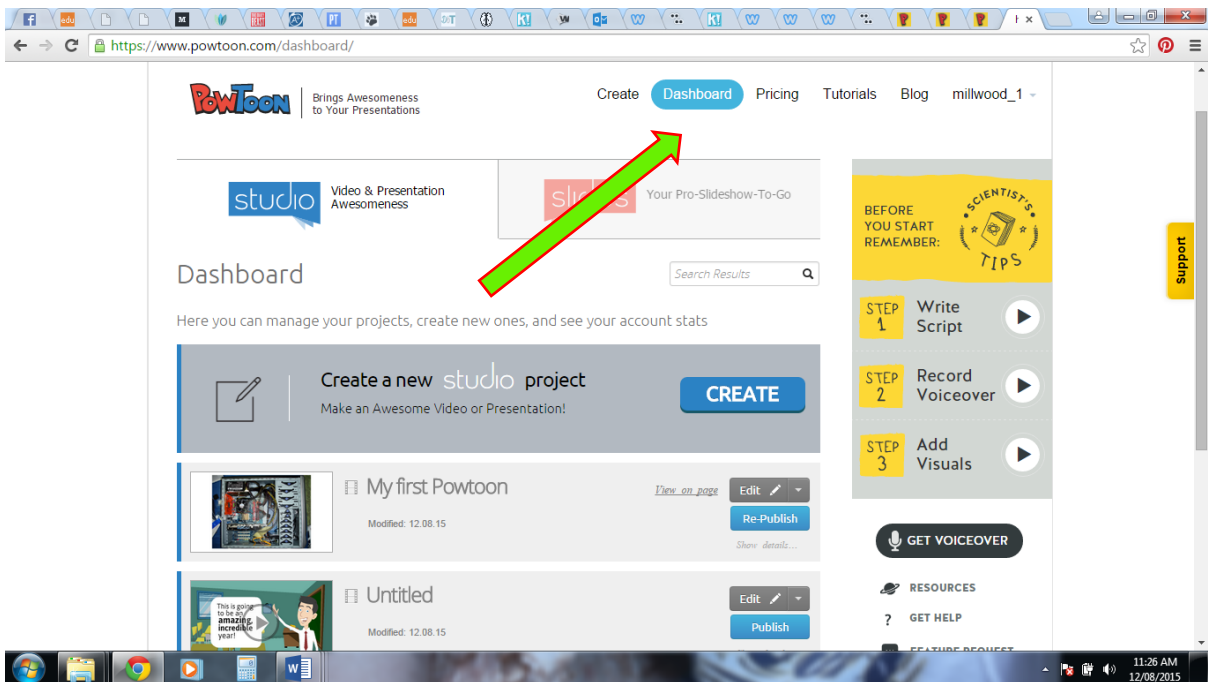


Eg. code:

```
<iframe width="480" height="311" src="http://www.powtoon.com/embed/gj8WfLBzq8G/"  
frameborder="0"></iframe>
```

You want to change the Powtoon or see other creations then go to dashboard top of screen.

You will see your creations and can republish to save code for an updated/changed Powtoon.



Additional Resources

Video Tutorials

<http://www.powtoon.com/tutorials/>

FAQs

<http://support.powtoon.com/knowledgebase/articles/all>

eBook & Workbook

<https://tinyurl.com/POWTOONebook>

Blog

<http://www.powtoon.com/blog/>

Editorials

Animated Videos: <http://www.powtoon.com/blog/russ-explains/>

Video Marketing: <http://www.powtoon.com/blog/just-a-minute-explainers/>

Video Presentations: <https://tinyurl.com/POWTOONPres>