

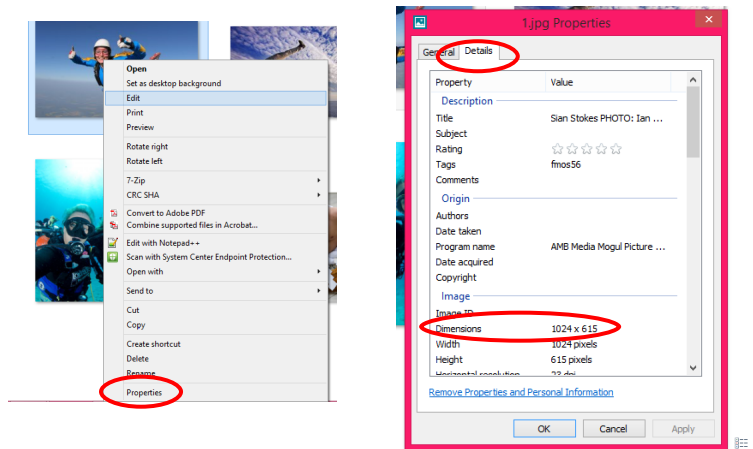
Creating a slideshow video using PowerPoint 2013

Karen Pecar

Photographs and images for videos

Photos should be high resolution. To fill the screen in the video photos ideally should have a minimum resolution of 1024 x 768. If your video is only going to be shown on a small screen, this is not so important.

Tip: hold the mouse cursor over the photo and the resolution should be displayed or right click on the photo > **Properties** > **Details** and scroll down until you find the resolution (**Dimensions**).



Make sure photos are in focus.

Colourful images stand out more.

Photos of people in action are more interesting than photos of objects or set poses.



is better than

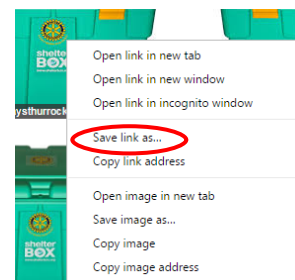
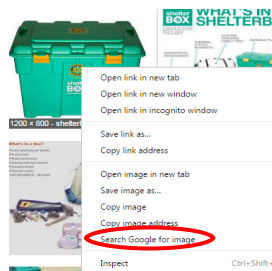


or



If you choose to illegally source photos from the internet:

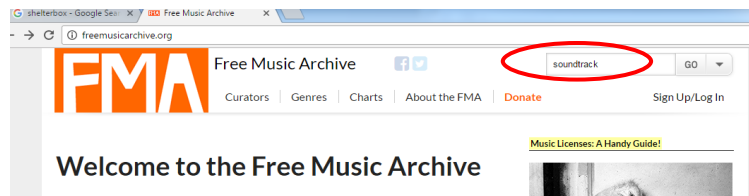
Tip: click on the photo > **View Image**, right click on the image > **Search Google for image** > select **Large** then right click on the largest image > **Save image as** wherever you save your Rotary photos.



Collect all the images you have chosen for your video in a single file.

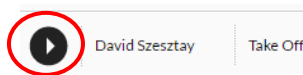
Music for videos

Google “free music” to find music you can use legally for free. I use www.freemusicarchive.org. Try searching for “soundtrack” or “commercial” . You can also search by music genre, type of instrument, etc.

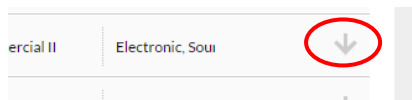


Search again, setting the track duration and make sure you select the box **Allows for use in a remix or video**. You may need to acknowledge the artist in your video.

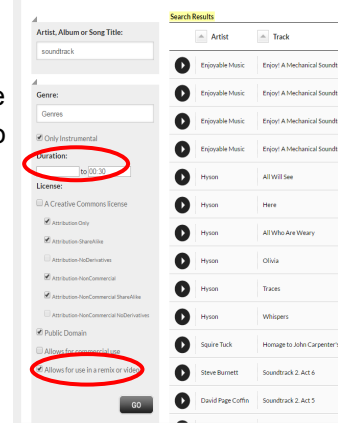
You can play the tracks to see if you like them.



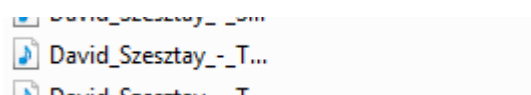
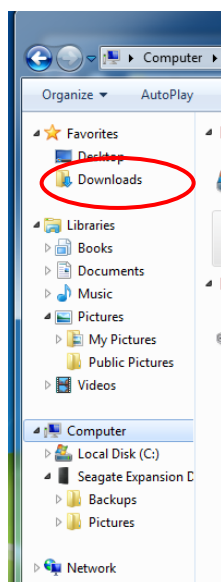
When you've decided on one click the download arrow



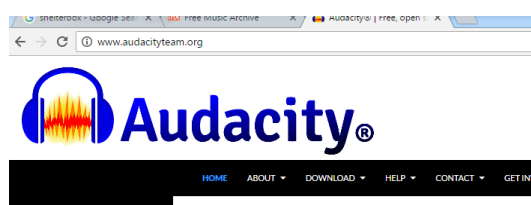
Search Results: 400 Tracks Found!



You'll find the file in your **Downloads** folder. Leave it there or save it with your other music.



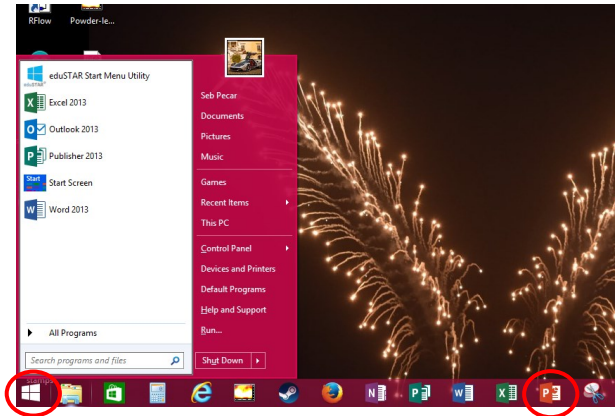
If you're feeling adventurous you can cut & splice music with **audacity**, a free audio editing program you can download from www.audacityteam.org. It comes with good instructions.



Adding your images and music to a PowerPoint presentation

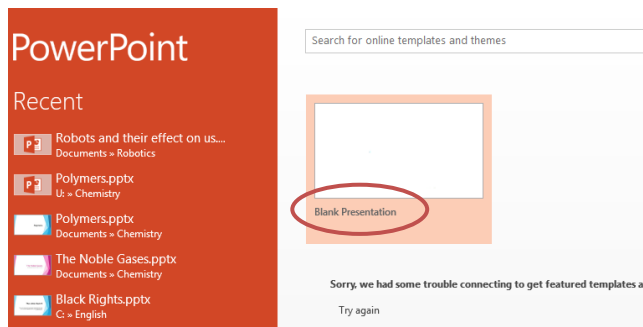
Open PowerPoint

Click **Windows** button > **PowerPoint**

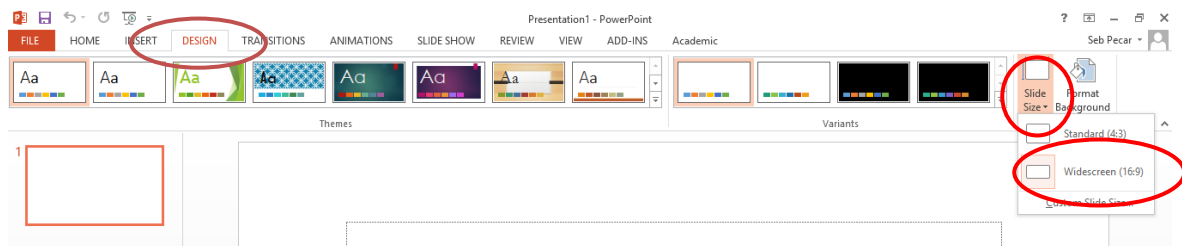


Format the slides for your slideshow

Click **Blank Presentation**

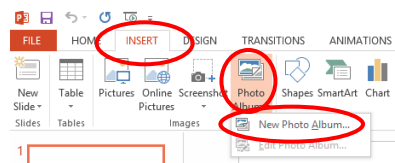


Make sure the slide size is **Widescreen (16:9)** which is the standard format for YouTube, Facebook etc. Click **DESIGN > Slide Size > Widescreen**

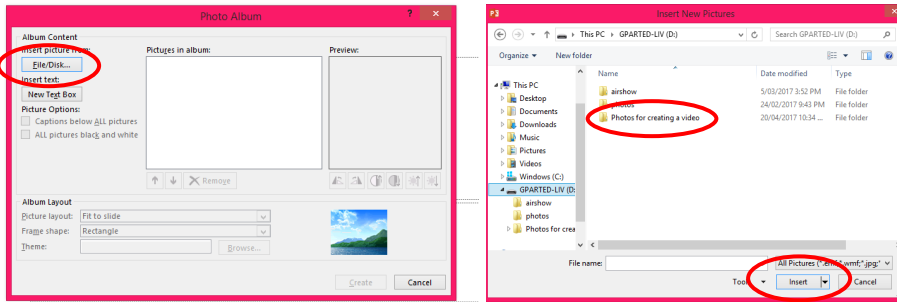


Adding all the images to your slideshow at once

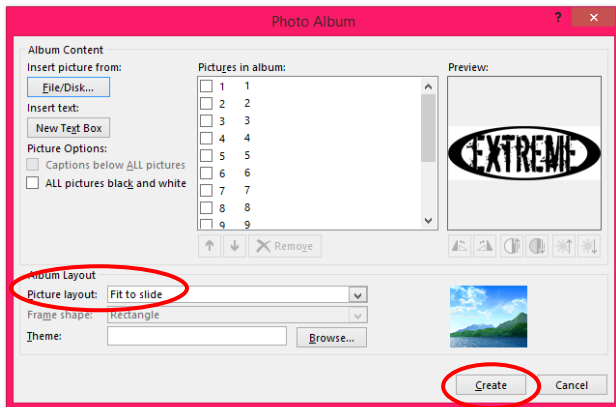
Click **INSERT > Photo Album > New Photo Album**



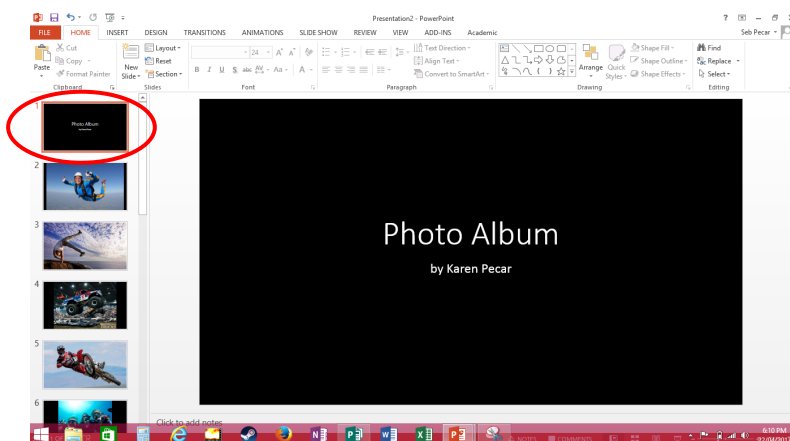
Click **File/Disk** > select the file your images are stored in > open the file and highlight the photos you want > **Insert**



The **Photo Album** box will appear. Make sure the **Picture layout** is set to **Fit to slide** then click **Create**.



Your images will be inserted into your presentation with a title page. You can delete (right click the slide on the left of the screen > **Delete slide**) or change this page as you wish (details later). The images will also need to be adjusted to fill the screen. See “Adjust your picture.”



Alternatively, you can add images individually to your presentation. See “Insert a picture into a slide.”

Insert a picture into a slide

Click **INSERT** > **Pictures** or **Online Pictures**. Browse to find your image and double click.



Adjust your picture

Size of picture

Select your picture by clicking on it once. You will see the circular “handlebars” outlining the image. To change the image size position your mouse over a corner circle. It will change to a double headed arrow. Click and drag diagonally into or away from the middle of the image. Always use a corner handle and drag diagonally to maintain the aspect ratio of the image and avoid distorting it. Make sure you don't enlarge so much that the image becomes blurred.



Position of picture

Select your picture. When you move the mouse into the image it will turn into a four-headed arrow. Move the image around on the slide by clicking and dragging where you want it.

Cropping

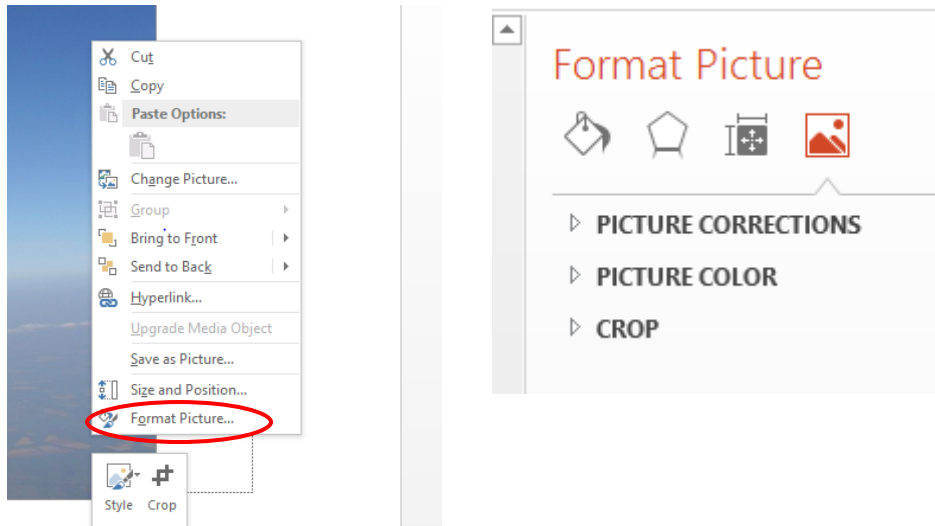
Cropping reduces the picture by removing part of the image at an edge. Right click the picture then click on the black crop handles. Use the black crop handles that appear to trim the image. You can also crop to a specific size. If you are cropping then enlarging the resultant image, make sure the resolution is still adequate.



Picture tools

Right click on the image > **Format Picture**.

There are many options for changing the picture including changing the colour, brightness and contrast.



Adding additional images to a slide

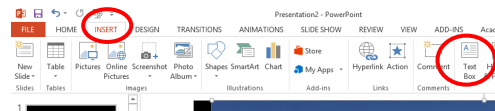
You can repeat the steps above to add additional images to the slide.

Adding text

Inserting a text box

Click **INSERT > Text Box**.

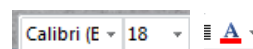
Click where you want the text box to appear. Grab a corner to resize the box. You can resize and move the box after you have added your text.



Formatting text

Highlight the text.

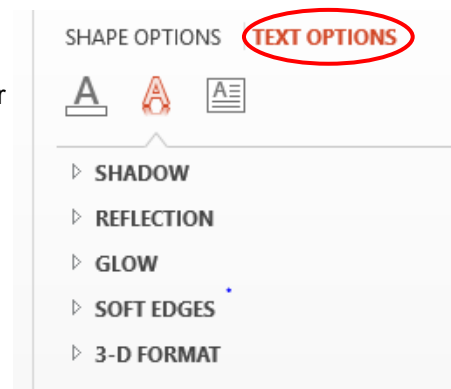
Right click and select text font, size and colour from the menu.



You can also select fill and border colours.



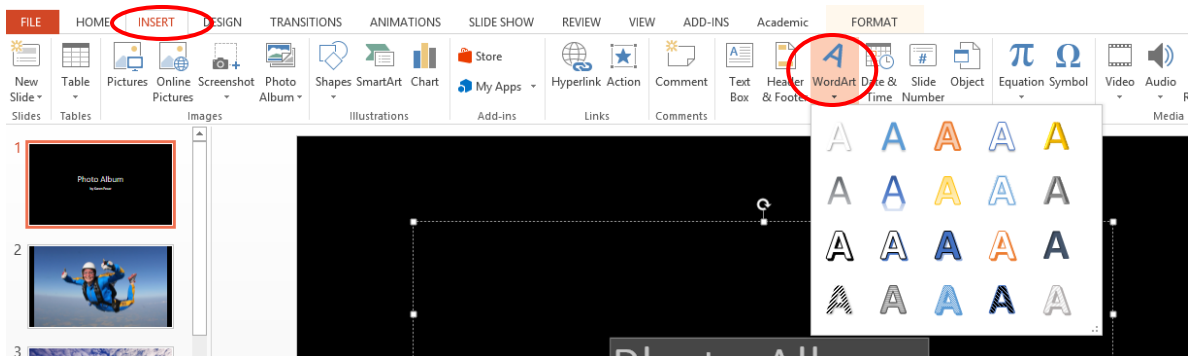
Format Text Effects > TEXT OPTIONS will give you other more creative options.



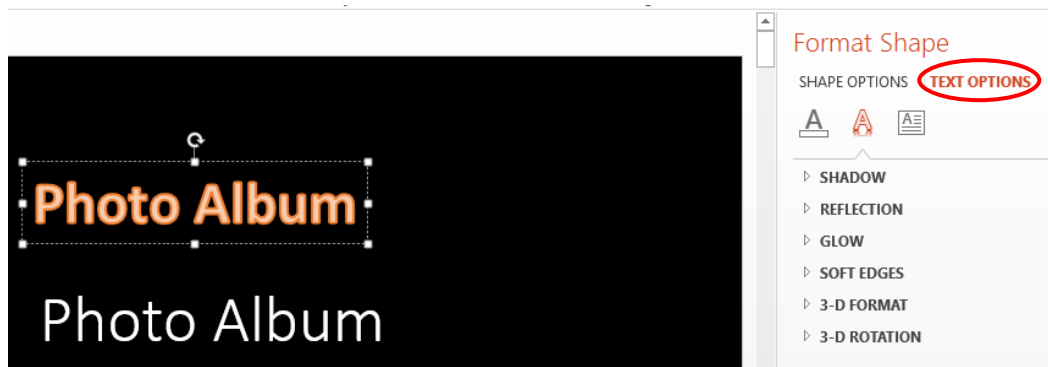
Word Art

WordArt can be used for bold and creative text.

INSERT > WordArt > select a style. You can change the colours and font later



Once you have typed in your text you can change it by highlighting the text which will open **Format Shape > Text Options** > select options to change your text

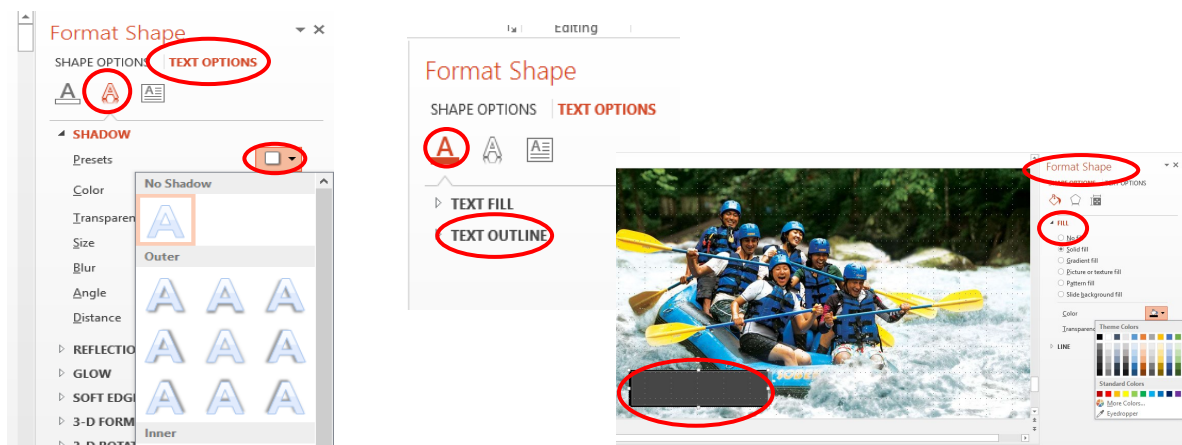


Tips for text

Black on white or white on black text is easiest to read. So are simple fonts.

If you are placing text directly over a picture try shading the text or outlining it to make it more legible. If this doesn't work fill the text box with colour.

Highlight and right click on the text > **TEXT OPTIONS > SHADOW > Presets > Outer** (or whichever one you choose) or to outline text **TEXT OPTIONS > TEXT OUTLINE**.

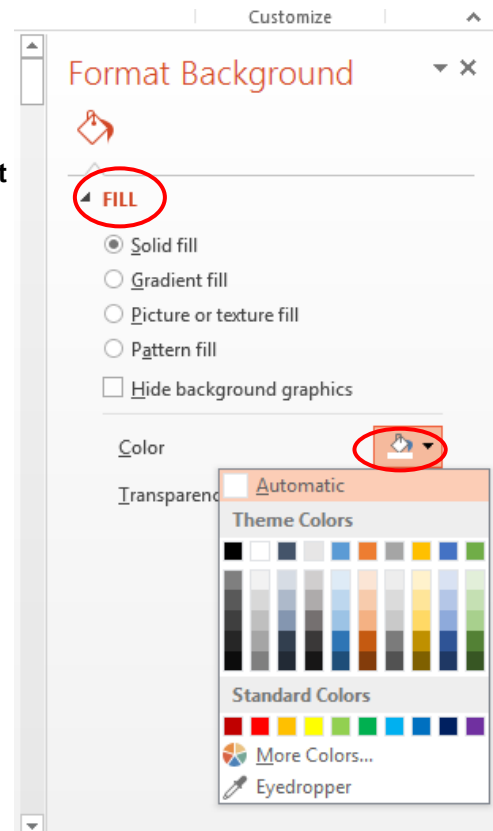


Adding background colour to your slide

If your photos are going to cover the whole slide you don't need a background colour. However, if some of your photos are in portrait orientation, or you want to have some slides with just text on them, you will need to choose a background.

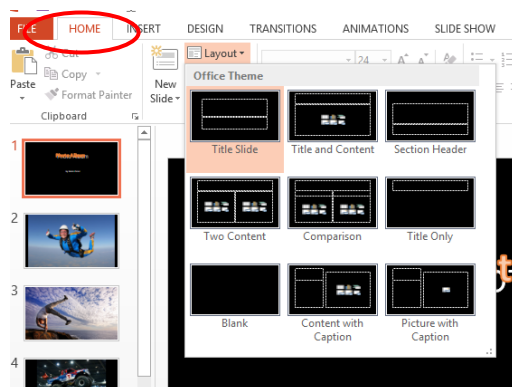
Right click on the background of the slide > **Format Background** > **Fill** > **Colour**

Choose a colour or click on **More colours**.

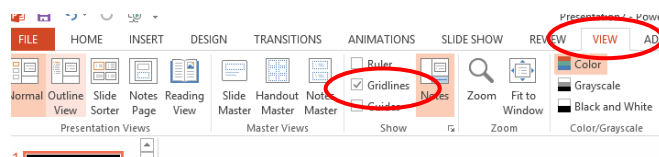


Slides containing text only

If some of your slides will contain only text it may be useful to use one of the preset layouts to ensure your text is centred.

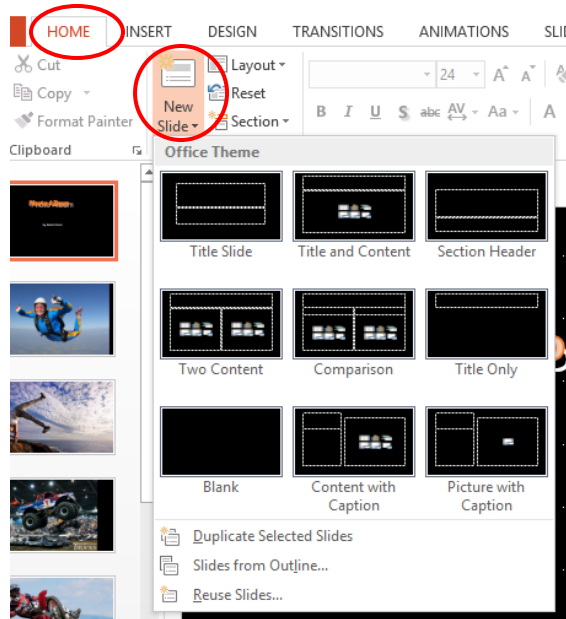


Alternatively, you can add a grid display to your working view which will help you place your text where you want it. **VIEW** > **Gridlines**



Adding additional slides

To add another slide, click **HOME > New Slide**. You can add a blank slide or duplicate existing slides (useful if you have text set up in position).



Viewing your slides

There are 3 ways to view your slides:



Normal View This is the main work window. In this view you can edit your slide. You can move slides around (click and drag) or delete slides in the list on the left hand side.

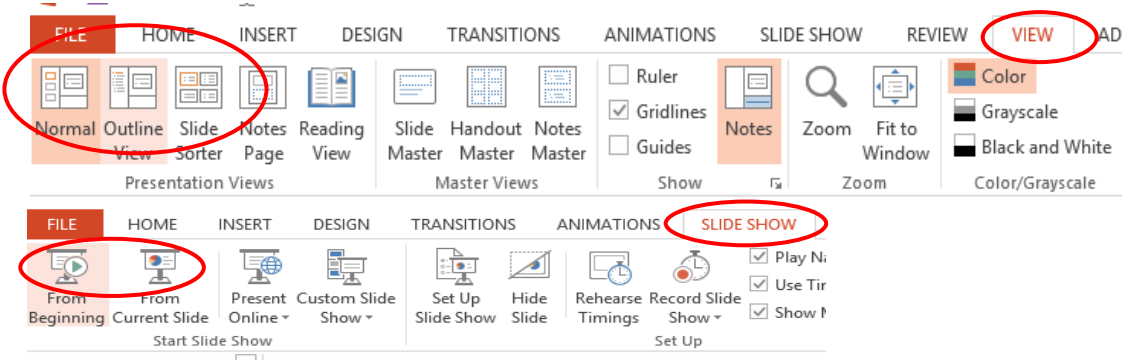


Slide Sorter View This view shows thumbnails of every slide in your presentation. You can move slides around (click and drag) or delete or add new slides: right click > **Delete slide** or **New slide**. Use this view to set your slide transitions and timings.



Slide Show View You can view your slides as they will appear in your slideshow either from your current slide or from the beginning.

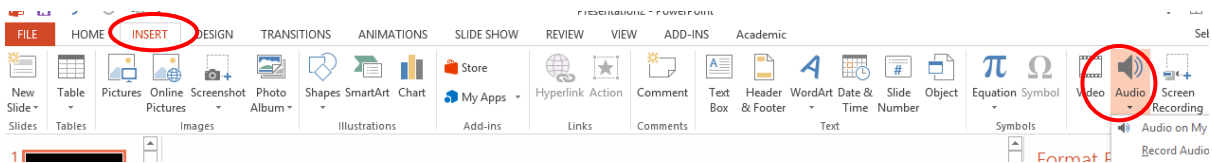
Access these views from the **View** or **Slideshow** tabs at the top of the screen or by clicking on the view icons at the bottom right of the screen.



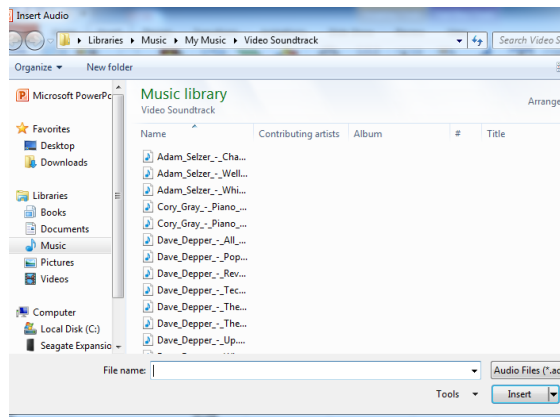
Adding music to your slideshow

Open the first slide in your slideshow by clicking on it.

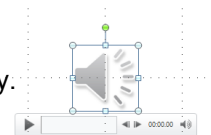
Click **INSERT > Audio > Audio From File**



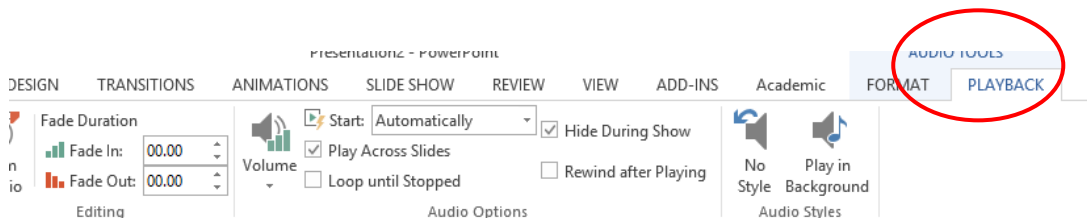
Double click the track you want to use.



The speaker symbol will appear on your page. Drag it somewhere out of your way.



Click on the speaker box and the **AUDIO TOOLS PLAYBACK** tab will appear. Set the audio to **Start Automatically** and **Play Across Slides** and **Hide during show**.

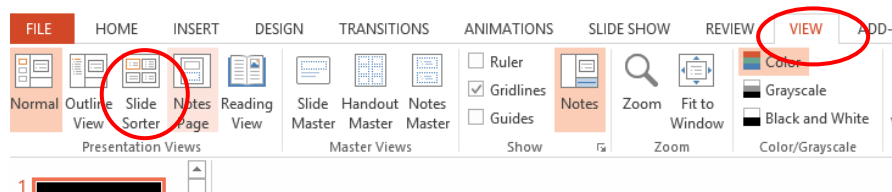


Later when you've sorted out the timing for your slides you can trim the audio to fit, loop it to keep playing or fade it in or out using the tools here.

Setting slide timing and transitions between slides

You need to decide how long each slide will be displayed and how each slide will transition from one to the next.

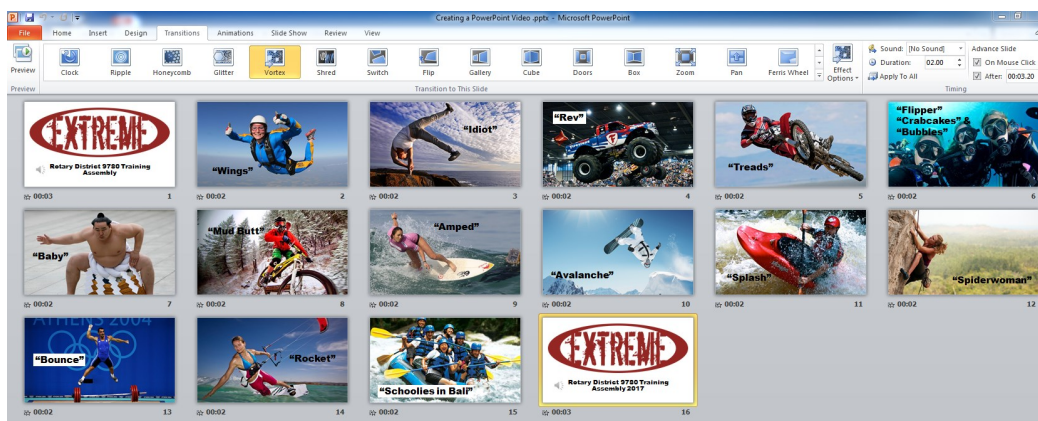
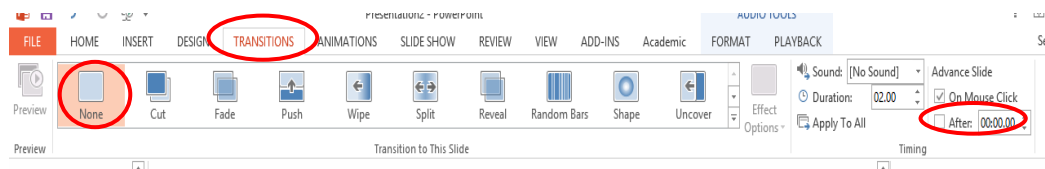
First display your slides in **Slide Sorter** view.



Click on the first slide. There will be no transition as there is no previous slide. Set how long you would like the slide to be displayed.

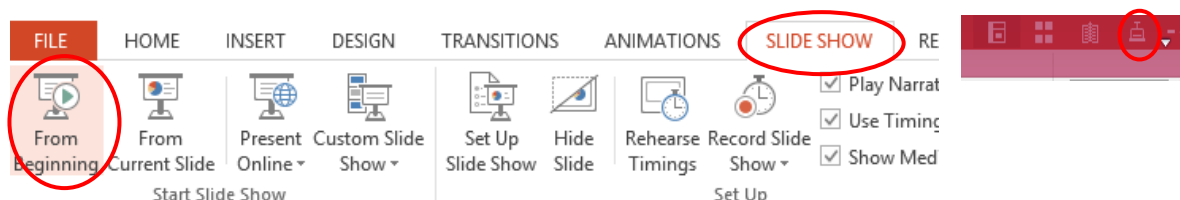
Click on each slide in turn, setting the transition type and the display length.

Tip: complicated transitions distract from the video content and take up more time. Use them sparingly for effect only.




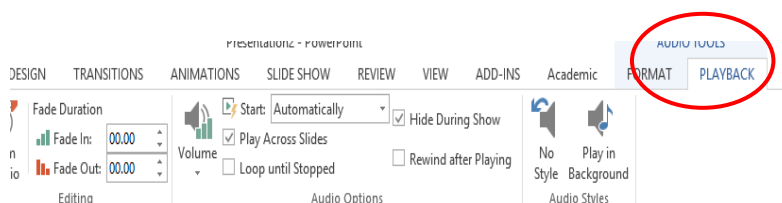
Coordinating the side show with the audio track

You will need to coordinate your start and finish with the audio track. Click **SLIDE SHOW > From Beginning** or click the **projector icon** at the bottom right of the screen to play your slide show with your music. The icon at the bottom will play the slideshow from the slide you are working on.

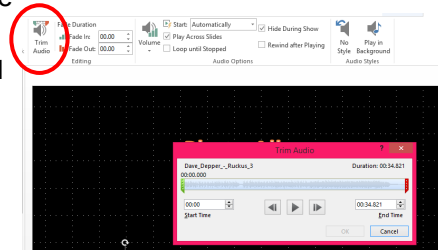


If your audio track is shorter than your slideshow decrease the length of your slideshow by changing the slide and transition times or deleting some slides altogether.

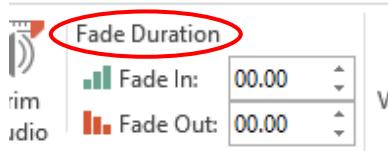
If your audio track is longer than your slideshow you will need to either increase the length of your slideshow by changing the slide and transition times or by cutting the audio track shorter. To shorten the audio track double click on the first slide to open it. Click on the speaker icon  to open up the **AUDIO TOOLS PLAYBACK** toolbar.



First use the **Trim Audio** tool to make your audio track the same length as your slideshow. Time your slideshow and then in **Trim Audio**, click and drag the red marker until the end time is the same length as your slideshow.

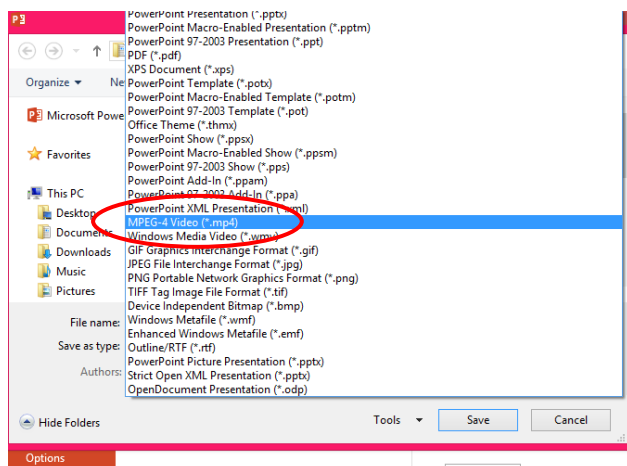
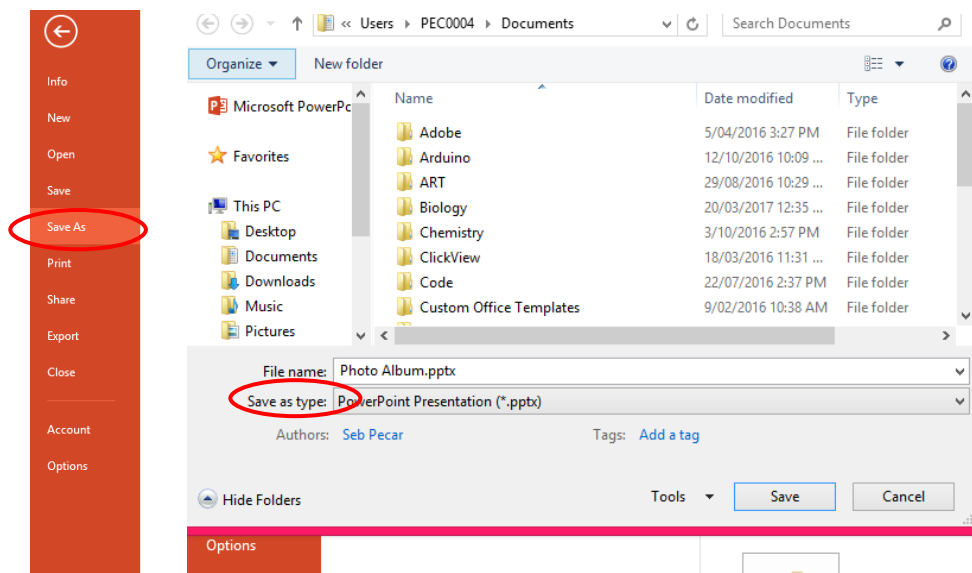


Next set the **Fade Duration** so the music doesn't end abruptly at the end of the slideshow. Try setting the **Fade Out** to 3 seconds then change until it fits well with your slides

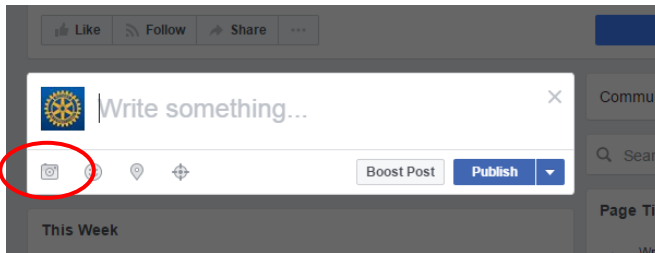


Save your slideshow as a video

Click **File > Save As > Save as type > MPEG-4 (or Windows Media Video)** and your slideshow will be saved as a video.



Uploading your video to facebook



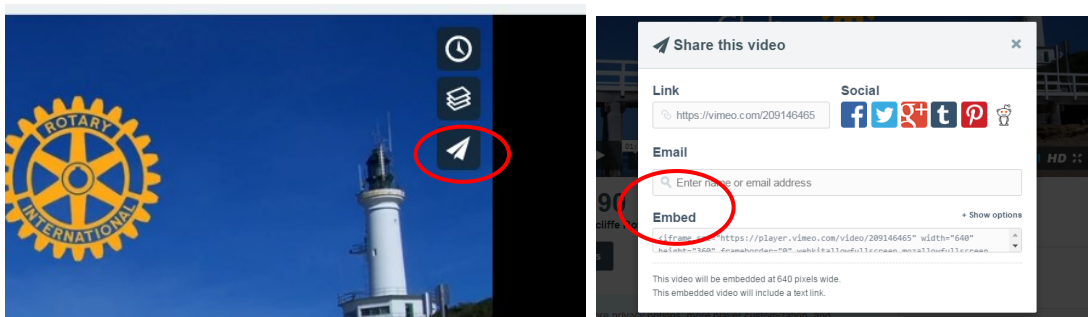
Uploading to facebook is easy. Just click on the camera symbol where you make your posts and select your video. It will take a while for the video to upload and when the upload is complete you'll be given a chance to select the "thumbnail" or picture you want displayed.

Uploading your video to ClubRunner

ClubRunner is not so simple.

First you have to open an account with Vimeo (or another video hosting platform like YouTube. I use Vimeo as it doesn't put ads into your video) and upload your video there.

Once this is done, click on the video > select the paper aeroplane "share" button > highlight and copy the "embed" information then paste this into a custom widget in ClubRunner.



Most importantly ...

Don't panic. **Google** & **YouTube** will tell you what to do

... and don't forget to **SAVE!!**

Have fun!