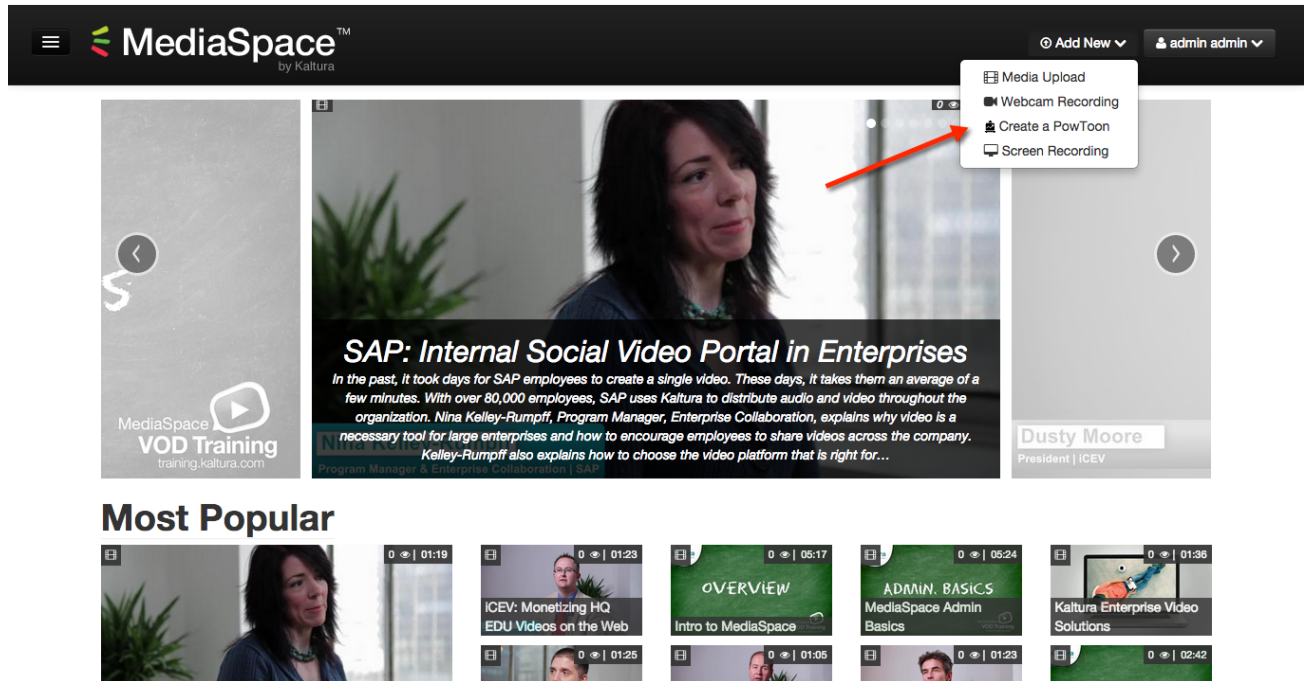


# PowToon Kaltura MediaSpace Module – Quick Start User Guide

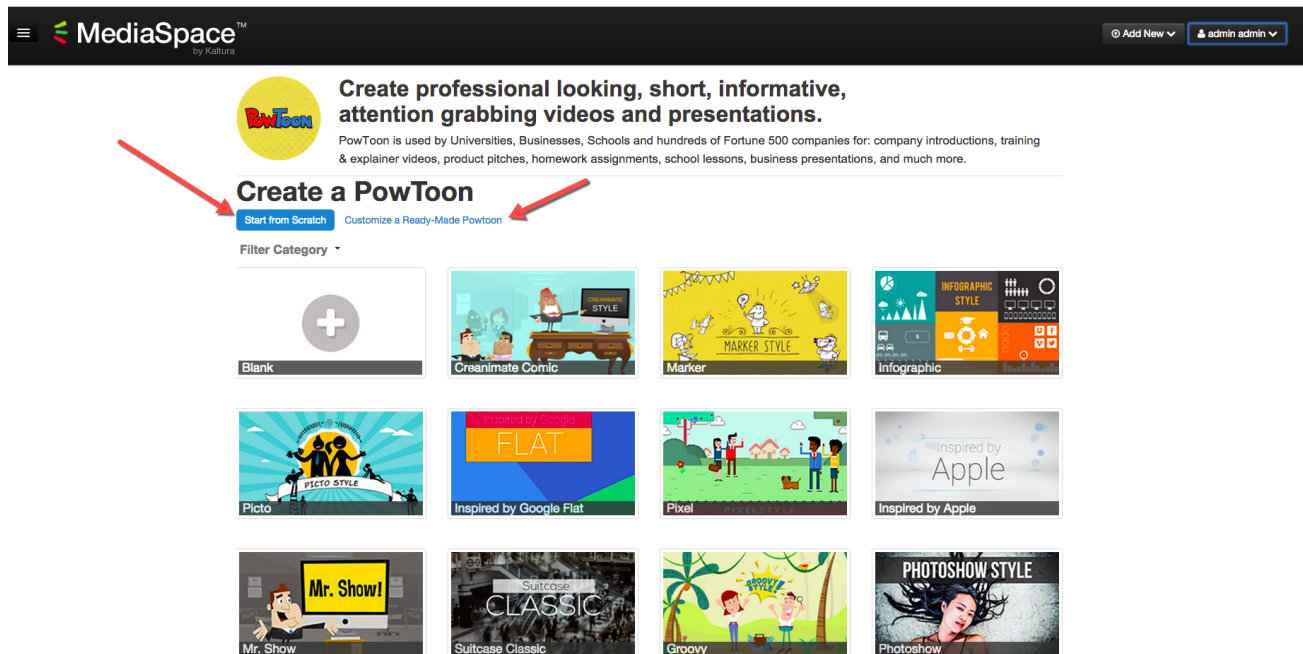
Welcome to PowToon Studio, the place where all the magic happens. Please note, you do not need to create a PowToon account to get started, Kaltura users are automatically synced to PowToon. You have taken the first step in creating and animating your very own movie or presentation. Congratulations - let's jump to it!

1. Click “Add New” on the top right bar of the homepage. A drop down menu will appear, click “Create a PowToon.”



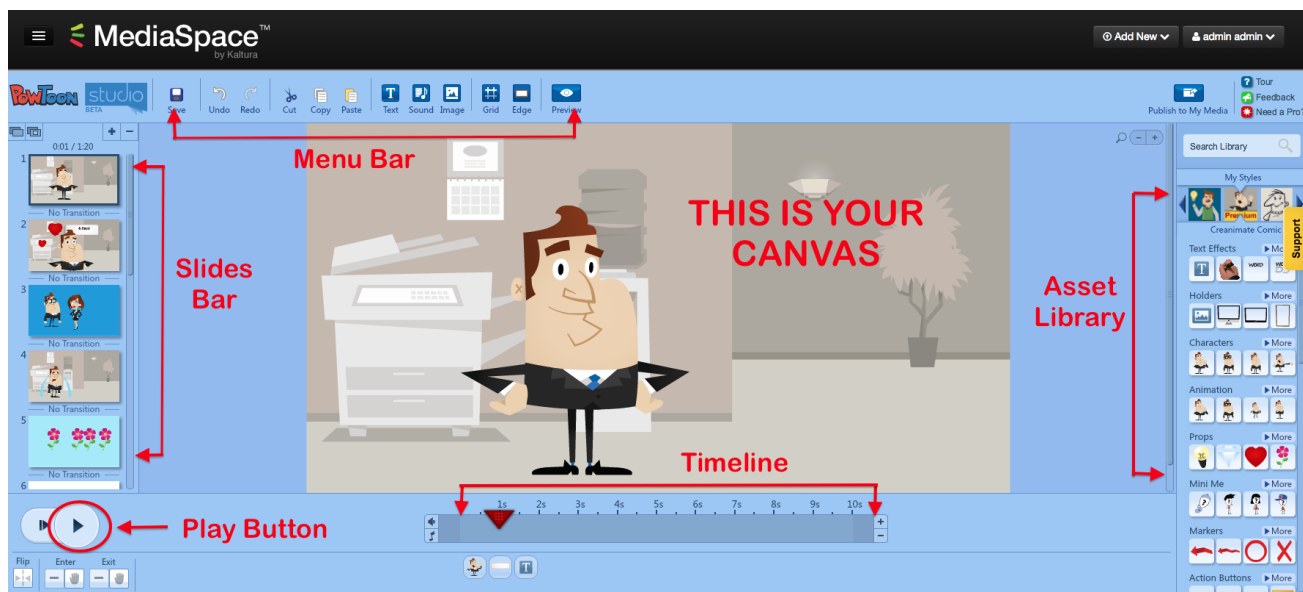
2. Select a Theme - You have 2 options:

1. If you want to start from a blank slate, click on ‘Start From Scratch.’ You will be presented with a blank white template or various themes (designed backgrounds and characters). Click on the theme you like best and you will be automatically transported to the PowToon Studio. It’s important to note that if you change your mind and want to switch the style of your PowToon, at any time (or even mix and match styles), you will always have that option.
2. The second option is “Customize a Ready-Made PowToon,’ and allows you to edit a pre-built presentation or movie. This is a great option if you aren’t sure how to go about building your presentation and would like a bit of inspiration. There are pre-designed templates for training staff, company announcements, product launches and many more. Simply personalize and edit the PowToon as you see fit. Just like with Option 1, if you change your mind, you will always have the ability to switch the themes or template, at any point in the process.

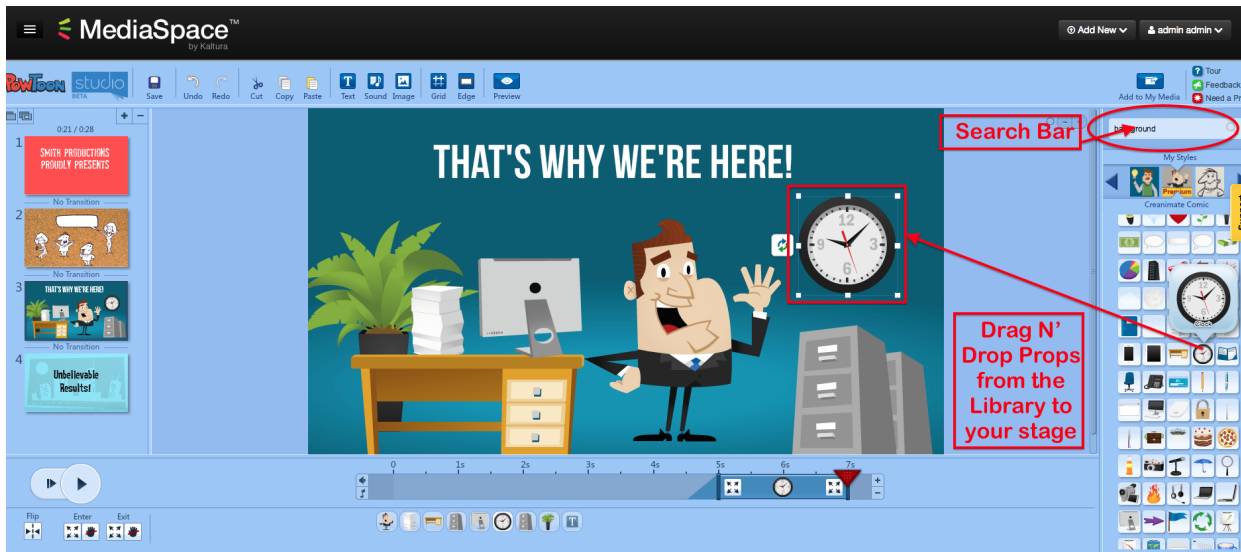


3. Congratulations! You have now entered the PowToon Studio. Let's take a short tour!

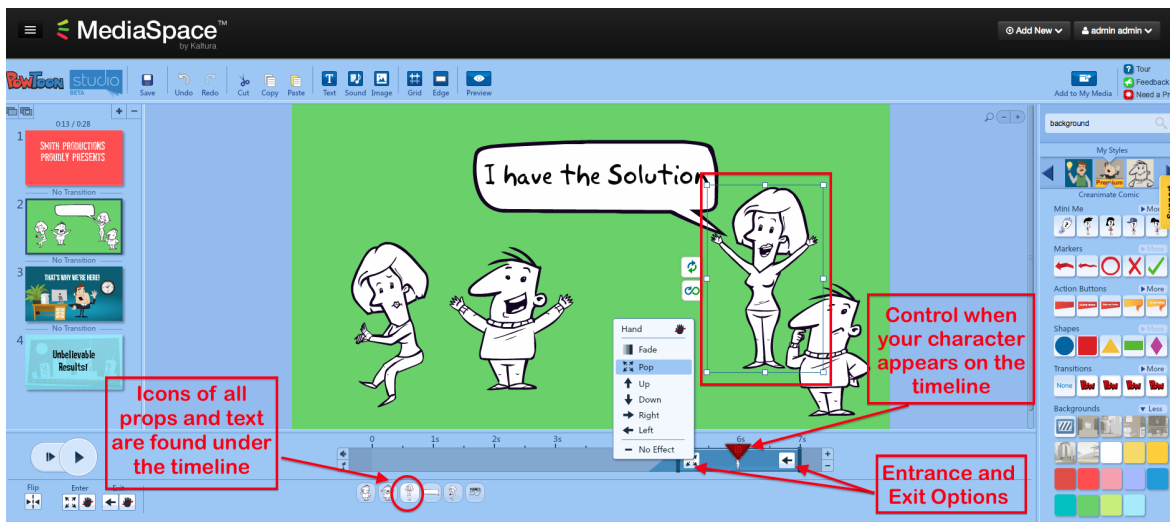
- The Canvas is in the center of your screen, it's the platform where all the actions happens!
- The Menu Bar, located at the top of the screen, contains all your basic editing tools, such as Cut, Copy, Paste, Sound Manager (to add a soundtrack), Image (to upload images), as well as the option to preview your PowToon.
- To the right of your screen is the Asset Library, where you will have access to our collection of over 5,000 characters, props, texts and backgrounds.
- There is also a Slides Bar and Timeline (which will be explained in the following steps).
- And the Play button, which allows you to view all the awesomeness, slide by slide.



4. Choose a character, prop or background from the Asset Library, and drag n' drop it to your Canvas. You can also search for images by themes or via the Search Bar.



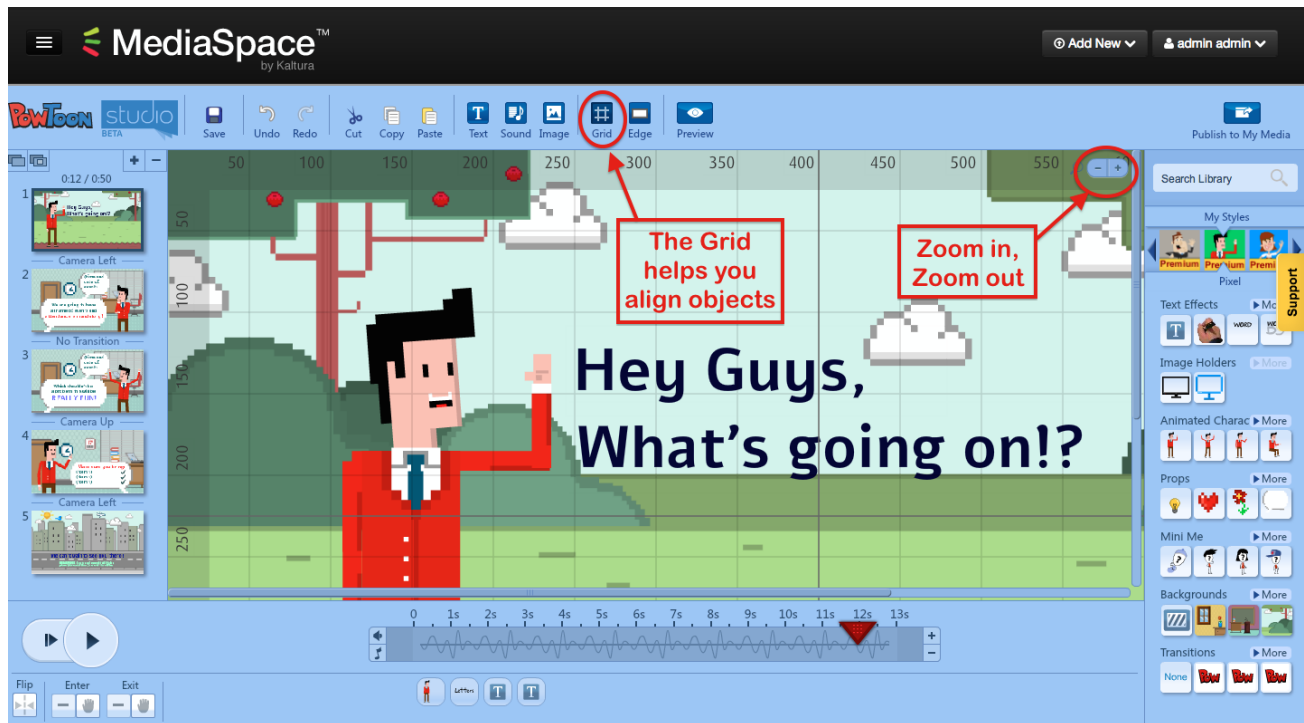
5. The Timeline gives you total control of your characters and props. It's divided by half seconds. You decide when the images enter and exit and for how long they remain in each scene. You can even add special effects to your images, such as popping or flying, by clicking on the Entrance and Exit options.



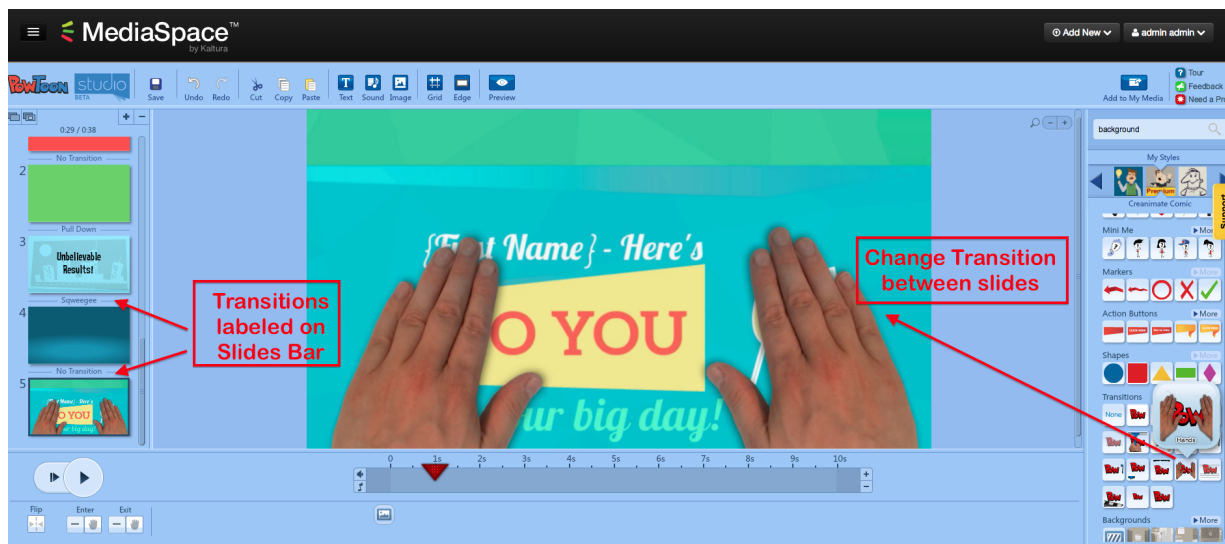
6. Click on the Text icon to add your words. As soon as you start typing, an editor will appear that allows you to change the font, color and size of your text.



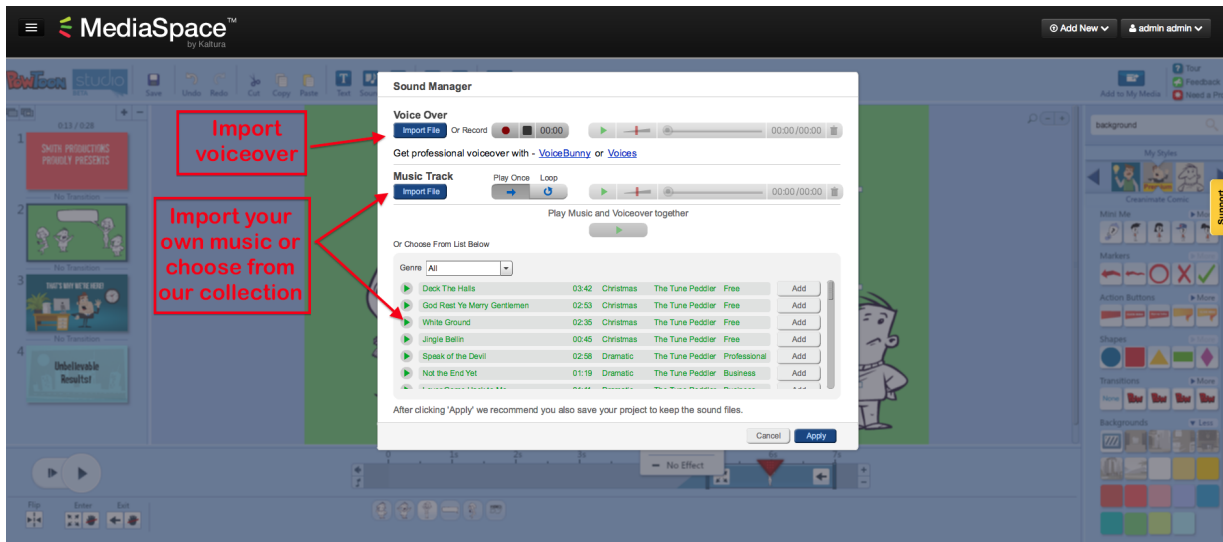
7. The Alignment Grid helps you position objects, text and props within the canvas. The Zoom feature allows you to zoom in and out so that you can perfect your PowToon down to the most minute detail.



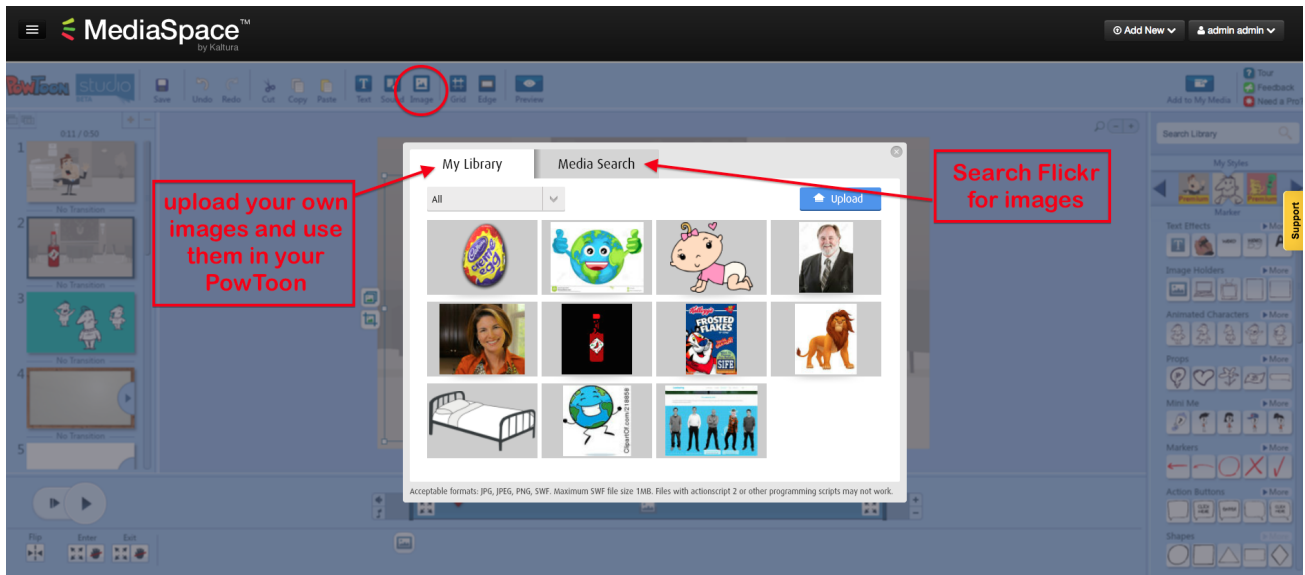
8. The Slides Bar, on the left side of your screen, is a vertical layout of your entire presentation. You can choose different transitions between the slides.



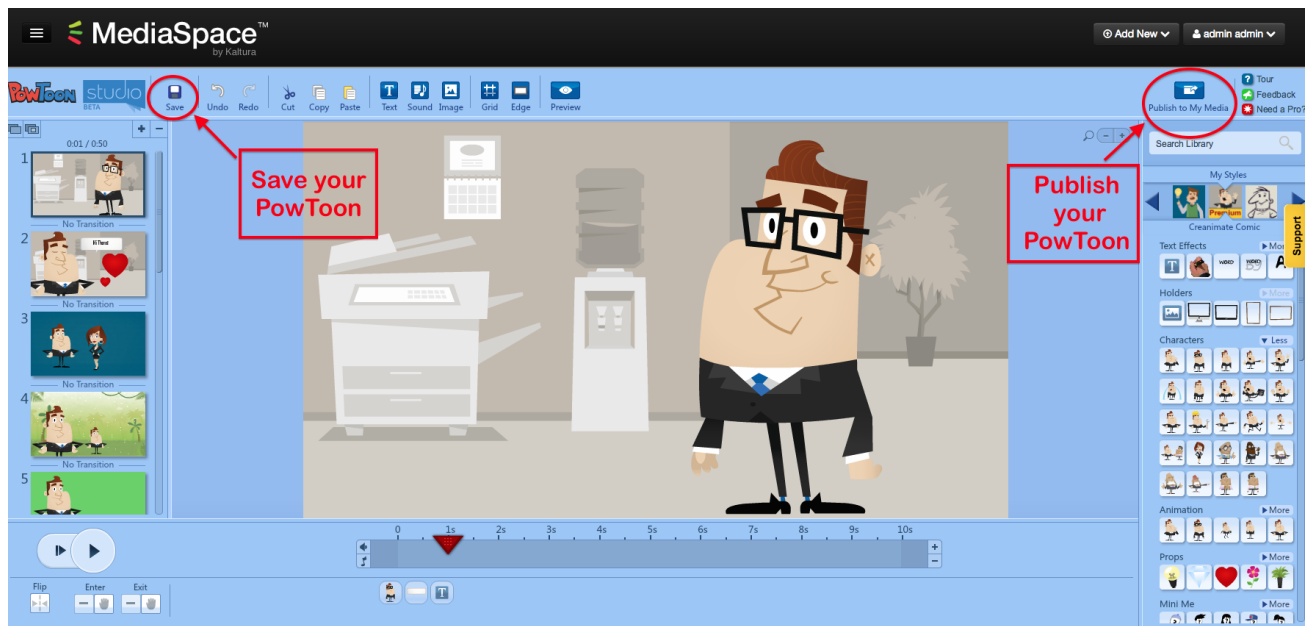
9. The Sound Manager button is found at the top of your screen in the Menu Bar. It allows you to add voiceover and music to each Powtoon. You can upload your own soundtrack or choose an existing soundtrack from PowToon's large collection of songs and background music.



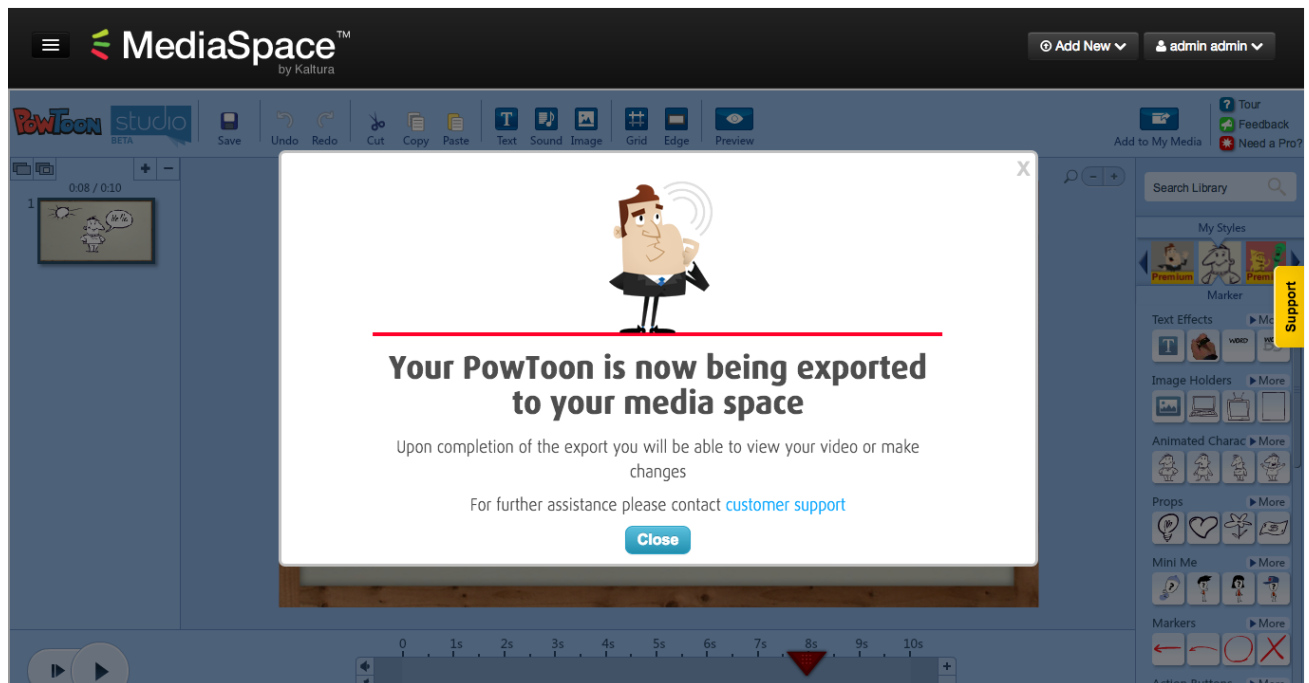
10. The Image Library allows you to upload your own images (pictures or graphics). You can also search for Flickr images (filtered by copyright) without leaving the platform.



11. Save Your PowToon! You can log in and out of the studio and return to work on your PowToon at any time. When you are ready to export your PowToon simply click on 'Publish to My Media' and your PowToon will be exported as a movie.



12. The export process takes a few moments and you will be notified once your PowToon has been published.



13. Once the export is complete, you will be sent to the Edit Page, where you can fill in all the details for the PowToon you've just created. If you're unhappy with the way your PowToon turned out, don't fret! Just click on 'Edit PowToon Movie' and you'll be sent right back to the Studio where you can edit your movie and republish a new version.

MediaSpace™ by Kaltura

Add New admin admin Private

## Edit Marker

Click here to go back to the Studio and edit your PowToon

⌕ Edit PowToon Movie Delete

Name: Marker (Required)

Description: **Black** **Bold** *Italic* Underline [List icons] [Share icon] [Image icon]

This style has proven to be a top used style among Small Businesses and Marketers! It brings an element of fun to any PowToon!

14. Please note, this image will appear as a placeholder while your PowToon is being processed.

MediaSpace™ by Kaltura

Add New admin admin Related Media

POWTOON ANIMATED PRESENTATIONS AND VIDEOS

YOUR POWTOON VIDEO WILL APPEAR HERE

School Rules From admin admin 6 Hours ago

Details Share Actions

Waiting for cfvod.kaltura.com...

15. Your PowToon is complete! Your published PowToon will be stored and saved in your MediaSpace.



