HOW TO USE POWERPOINT TO MAKE AN ANIMATION FOR RUNDLE LANTERN – FOR PC USERS

Bouncing Ball Tutorials [3 in the series]

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The following is a step-by-step guide on how to use Microsoft PowerPoint to create a Rundle Lantern Animation.

To create your video you will need the following programs or similar on your computer:

PowerPoint 2007	
Movie Maker	
Any Video Converter	www.any-video-converter.com
The Rundle Lantern Simulator	rundlelantern.com.au/create.htm
Adobe Air	http://get.adobe.com/air/
QuickTime	

TUTORIAL # 1 [1st of 3 in the series]

Open Office 2007 - PowerPoint

There are a few steps involved to make a video

1. **Open** PowerPoint. You will see boxes that say 'click to add title' and 'click to add subtitle' – delete these boxes.

2. Click **insert** tab, near left top of the page, then **shapes** just below right. Select a circle and draw this in the top left hand side of the page. Start with one circle.

3. With the Rundle Lantern: use a dark coloured background. Click **design** tab (adjacent insert tab from before) then move **far right** to select **background styles** and choose **black**.

4. Now you should be able to see a black screen with a ball shape

5. Look **far left** - you should see the slide as a miniature.
   Right click on **that slide** and click **duplicate slide**. You now have an exact duplicate of the slide.

6. **Click on the second slide** in the far left column. You can now see this duplicate in the main screen.

7. On the main screen, select the ball and **drag the shape down** slightly.

8. Again, look **far left.** Repeat Step 5. There are now three slides in the far left column.

9. Repeat Step 6 and 7 and 8. Continue repeating these steps, remembering to always right **click** and **duplicate the last slide** you have made.

Continue this until you have enough slides to demonstrate the ball bouncing: up to 25-30 times to represent a ball bouncing.

*[**Helpful Hint: Save As** a normal PowerPoint FIRST before going to the next step. Remember where you've saved it!! Many people seem to lose their hard work at this point, and have to start all over again…]*

10. *To save the file and turn it into a movie*:

    Click **File** in the top left corner and then **Save As**. A dialogue box will appear.
    Near the bottom of this box, where it says **File name**, do so and name it.

11. Just below this **Save as type**: move to the small downwards arrow to its right for a dropdown menu.

    Instead of saving this file as a PowerPoint, click and drag the small sliding bar down to **save the file as a JPEG** (JPEG File Interchange Format *.jpg)

Take note of where you save this file as you will need to come back to this saved file.

12. Click **SAVE**

As you do so, another dialogue box will appear. This will ask:
"*do you want to export every slide in the presentation or only the current slide?*"
Click **Every Slide**.
(This will mean that every slide will be a new image and you will be able to make a movie.) It may take a few moments to save.

Remember where you save the images.

This concludes Tutorial #1

TUTORIAL #2 [2nd of 3 in the series]

Second video in creating a short animation for the Rundle Lantern using PowerPoint.

We are now going to bring the 'pictures' from PowerPoint into ***Movie Maker.***

1. **Open movie maker** - *movie maker is available in Windows 7 and Windows XP but all generally work the same.*

2. Click **tools** then in the drop down menu click **options.** The options dialogue box will appear.

3. Click on the **advanced** tab in the options box. You will see that there is a **default durations** section in the box. This gives default durations for when the slides change.

4. *Change both* the **picture duration** and the **transition duration** to **1 second**. Then click **ok**. This will make your picture seem like it is 'flowing' or 'moving'.

*[**Helpful Hint:** It may be necessary to experiment with the Picture Duration and Transition Durations a little. Try .125 or .05 of a second as well – so that your images move]*

Your next step is to import your pictures from PowerPoint.

5. In the left hand column you will see an **Import pictures** link. Click on this and you will be asked which file you would like to import. Find your file, remembering where you saved it. Open the file and you should see all of the images that you have created of the bouncing ball. Click on the first image to highlight it, scroll down to the last image, hold down the shift key and click the final image. This should select all of the images you have made of the ball.

[***Helpful Hint:*** *Alternatively, to select all, press and hold* ***CTRL*** *and the letter* ***A*** *simultaneously]*

Then click **import**.

Movie maker will then display all of the images for you.

At the bottom of the page there is a sort of compilation area where you will be able to put the movie together.

6. To add your slides, click on the first slide, scroll down to the last slide, hold down shift and click on the final slide, this will **select all** of the slides [or use the Helpful Hint above].

7. Click and drag all of the images into the first blank square in the compilation area. All of the images will then appear in the compilation area. *You will then be able to do a quick preview of what it will look like as an animation.*

Go to **finish movie** on the left hand side and **save it** and remember where you save it to.

8. Click **next**, click **next** again and you are done.

This concludes Tutorial #2.

The next tutorial shows one more step - how to convert video into a format you can play in the Rundle Lantern.

TUTORIAL # 3 [3rd of 3 in the series]

How to convert video into a format to play in the Rundle Lantern Simulator

Go to where you saved your video. You will notice that it is a .WMV file (windows media video).
To play this in the Rundle Mall simulator needs to be in a different format. Here are the steps to convert the file and get your video onto the Rundle Lantern simulator

You will need to have downloaded a program called Any Video Converter. This a free program available on the internet at www.any-video-converter.com

1. Open **Any Video Converter** on your machine

2. At the left top of the page is a button that says **add video**, click this button. You will be able to choose your bouncing ball .wmv file. **Open** this file.

3. On the top right hand side you will see a button that says **Customized MP4 Movie (*.mp4)**. Click this button and a range of different file formats will drop down.

4. Click .**MP4** and then at the centre of then simply press **convert** in centre top of the page. It will show the progress of the conversion. It will not take long to save.

5. Once it has saved there will be a pop up that asks you if you would like to purchase the full version of the software. Click **no thanks**

A screen will pop up that will show your file as an .mp4 video

6. When any video is converted by this program, it will automatically be given a name.

For the Rundle Lantern project we need to be careful about how we name our files – because we will have a large number of schools and students participating.

7. The file should be saved as follows:
   WorkTitle_SchoolName_Artist.mp4

To change the name of your piece, simply **right click** on the file name, click **rename** and enter the appropriate details being sure to keep the **.mp4** at the end.

View your work on the Rundle Lantern simulator

Go to rundlelantern.com.au/create.htm
On the right of the page you will see **download lantern simulator**. Click this button if you haven't already downloaded this simulator.

1. Open the simulator once it has downloaded.

You will see that at the bottom left of the simulator, there is a button that looks like a file.

[**Helpful Hint:** *Look for a faint outline of a folder. If you cannot see this little folder icon, click on the top right hand corner of this window to enlarge it enough for you to see the little folder icon.]*

2. Click this **folder** icon button and it will allow you to browse for your video. Find your video and click **open**.

3. You will then be able to see your project on the simulator. When kids see this part of the process, it should be a really big buzz – good luck with the project!

This concludes Tutorial #3.