

* First you will need to create an account
* Make sure you are creating a free account

**Creating a Presentation:**

* The Dashboard is where your powtoons will be stored. You can go back here to edit them anytime.
* To create a new powtoon, click on the blue “create” button (see picture below).
* You can either choose a ready-made powtoon to edit, or you can start from scratch.
* Make sure you do not choose one with “premium” or “business” on it as these cost money.

**Editing Basics:**

* Once you have chosen a background an editing window will open and a tutorial will pop up explaining the editing basics.
* On the right side, you have a tool bar. You can add characters, props, backgrounds, shapes, text boxes, etc.
* Different themes will have different items you can choose.
* You can also add your own images you have saved on the computer.
* You can customize the motion and timing of each icon you add. Click on the icon and use the time bar at the bottom.
* Add new slides on the left side and the plus sign between them is for transitions between slides.

**Adding sound:**

* Click on the sound icon on the right side.
* You can add music (“soundtrack”)
	+ Powtoons has some music you can choose
	+ You can import your own music – use Soundzabound.com for tons of free music downloads
* You can add a voice over in 2 ways
	+ From beginning to end (continuous)
	+ Slide by slide

**Embedding Video:**

* You must be in slideshow mode to embed a video (top left corner of your powtoons (see picture)



* You can upload a video from your computer to embed in your powtoons.
* You can also search Youtube or insert the url to your Youtube video

***\*When your presentation is complete, you will need to export it to get the URL to share with your teacher***

***\*You can get the sharing url from your Dashboard videos***



1. **Click on the down arrow to expand the powtoon**
2. **Scroll down under the video for the sharing link.**

