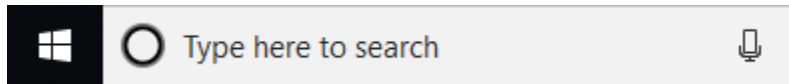


How to Record a Video, Narration, and Create a Project Video

To find the Camera, you can type "Camera" in the search bar



You will Select Camera App and it will open to the Camera Screen



You have the option to record video or to take photos. In order to record video, please ensure you click on the video camera icon, which is shown above.

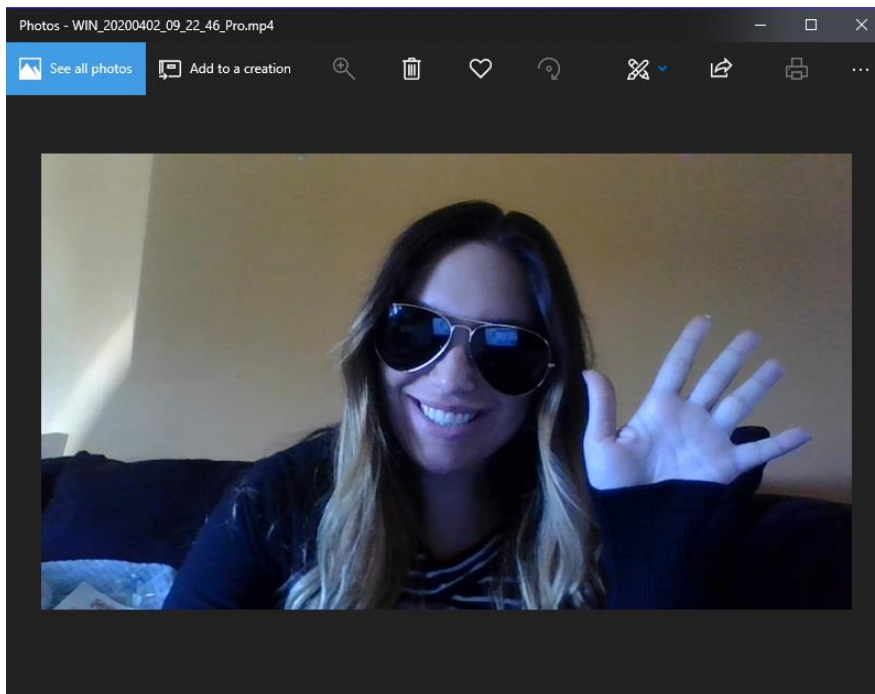
You can adjust the settings by clicking on the setting icon wheel at the top.



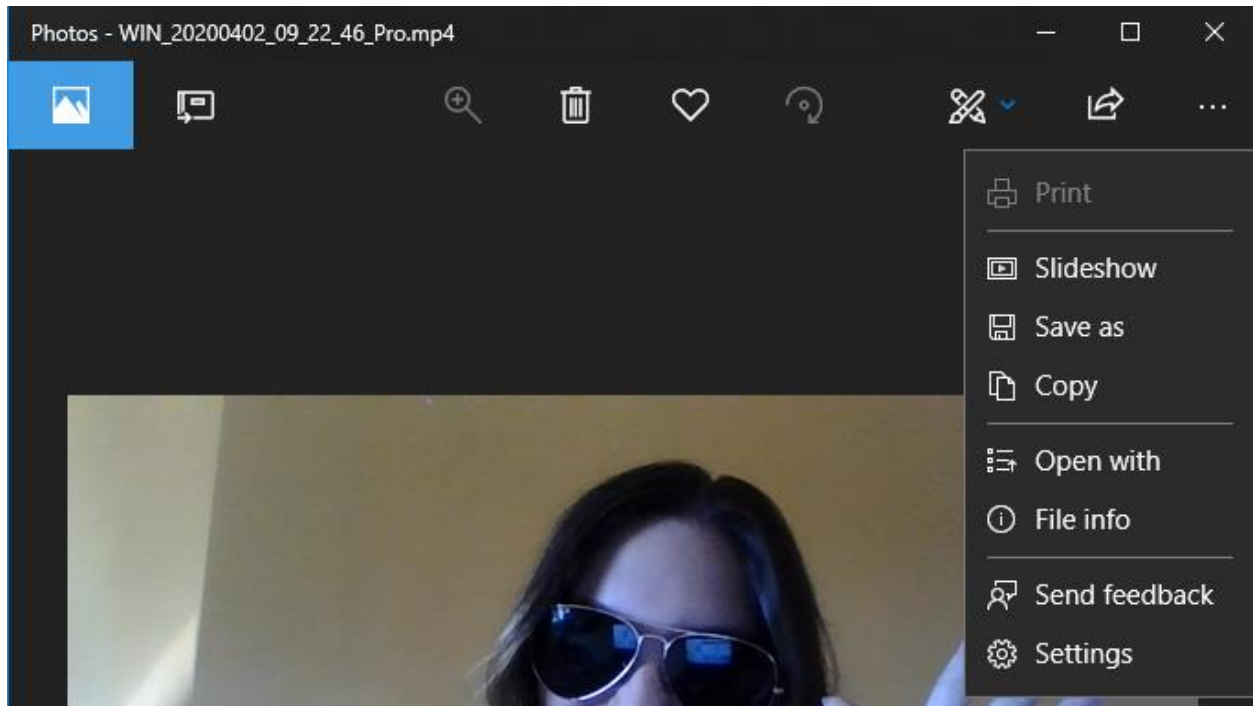
When you are ready to record, you will click on the video camera icon. You will know that the video is recording because you will see a red square in the center of the circle and you will see a pause button above. You will also see the timer start on the bottom. That will show you how long the video is.



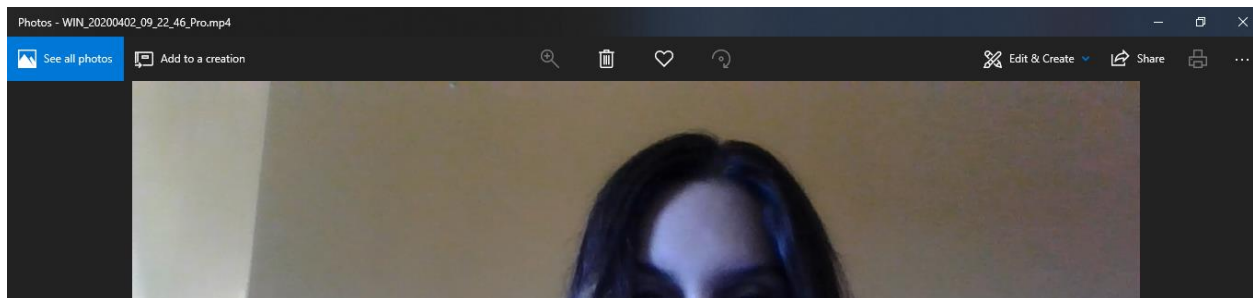
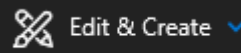
Once you have recorded your video, you can view and save your video. You will click the small photo icon in the bottom right corner.



In order to save the video, you will click the three dots in the top right corner. It will bring down a drop down and you will click "save as".



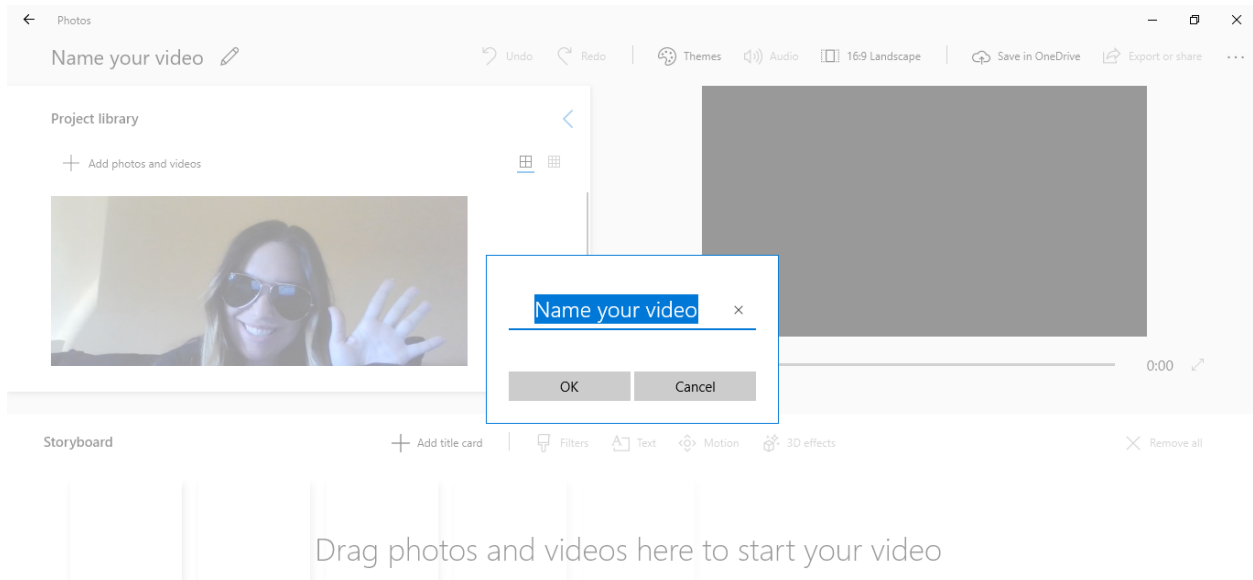
You can create a new project by clicking on



Once you click on the drop down, you will select:

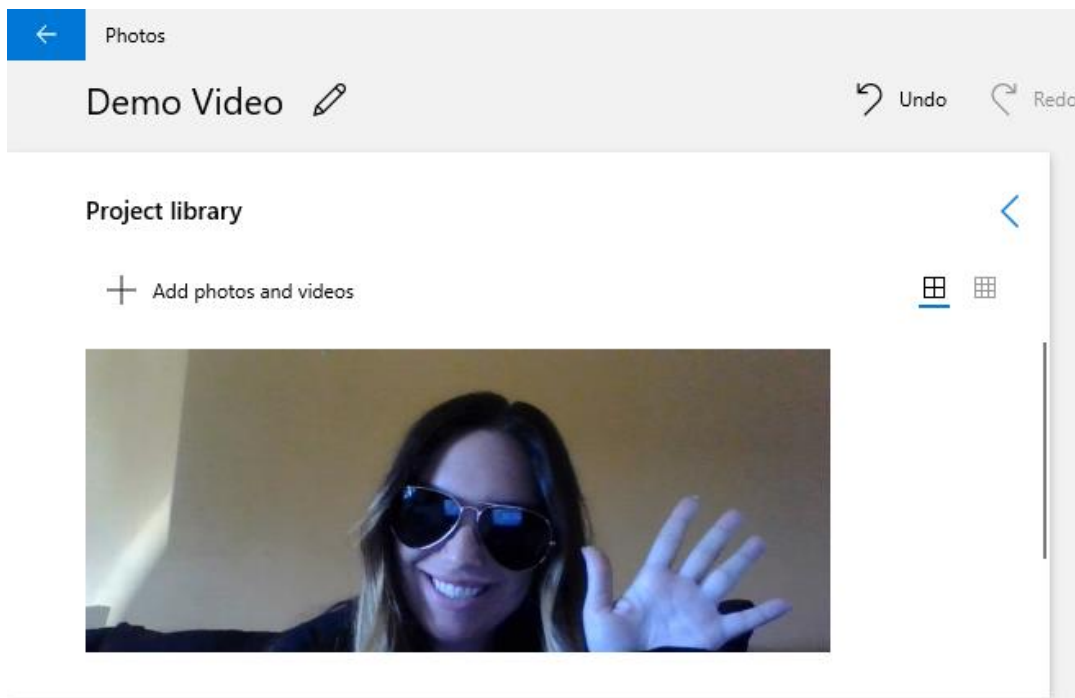
1. Create a video with text

You will be prompted to name your video



Once you name your video, you will be able to add additional videos, pictures, or text to your project by doing the following.

Move to the Project Library and click Add Photos or Video



You will be prompted to select photos or video from:

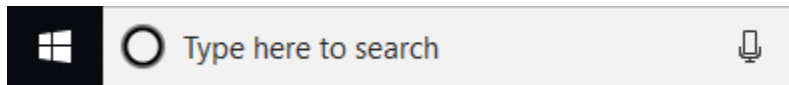
1. PC- This would include any videos or photos you have saved to your computer
2. Collection- This would include any of your videos or photos you have taken with the Camera app

Once you select your photos or videos from PC or Collection, those will be added into the project library

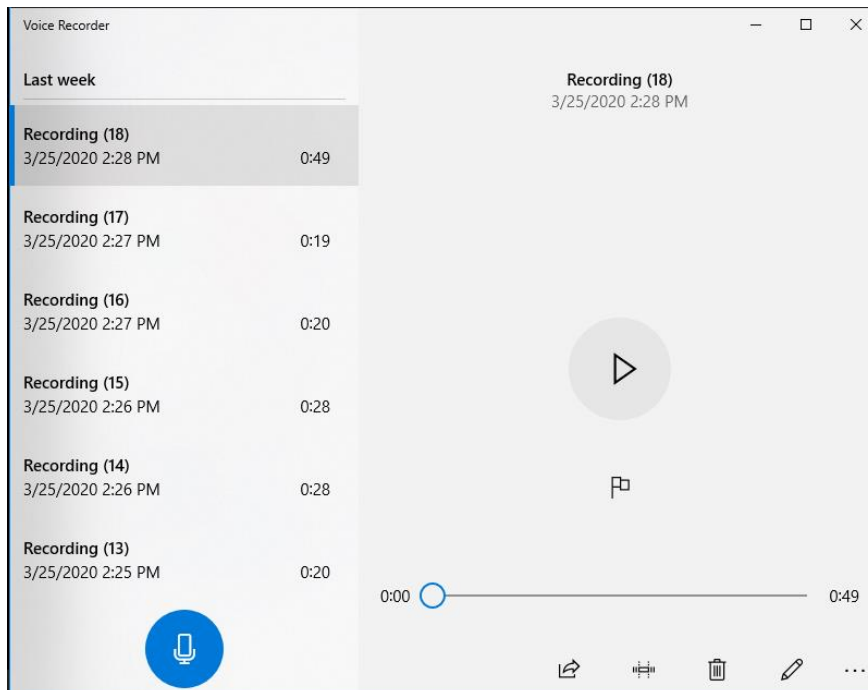
*** If you are not comfortable on video, there is an option to record sound clips and attach them to your photos for your project***

Directions for recording sound clips will be listed at the end of the document

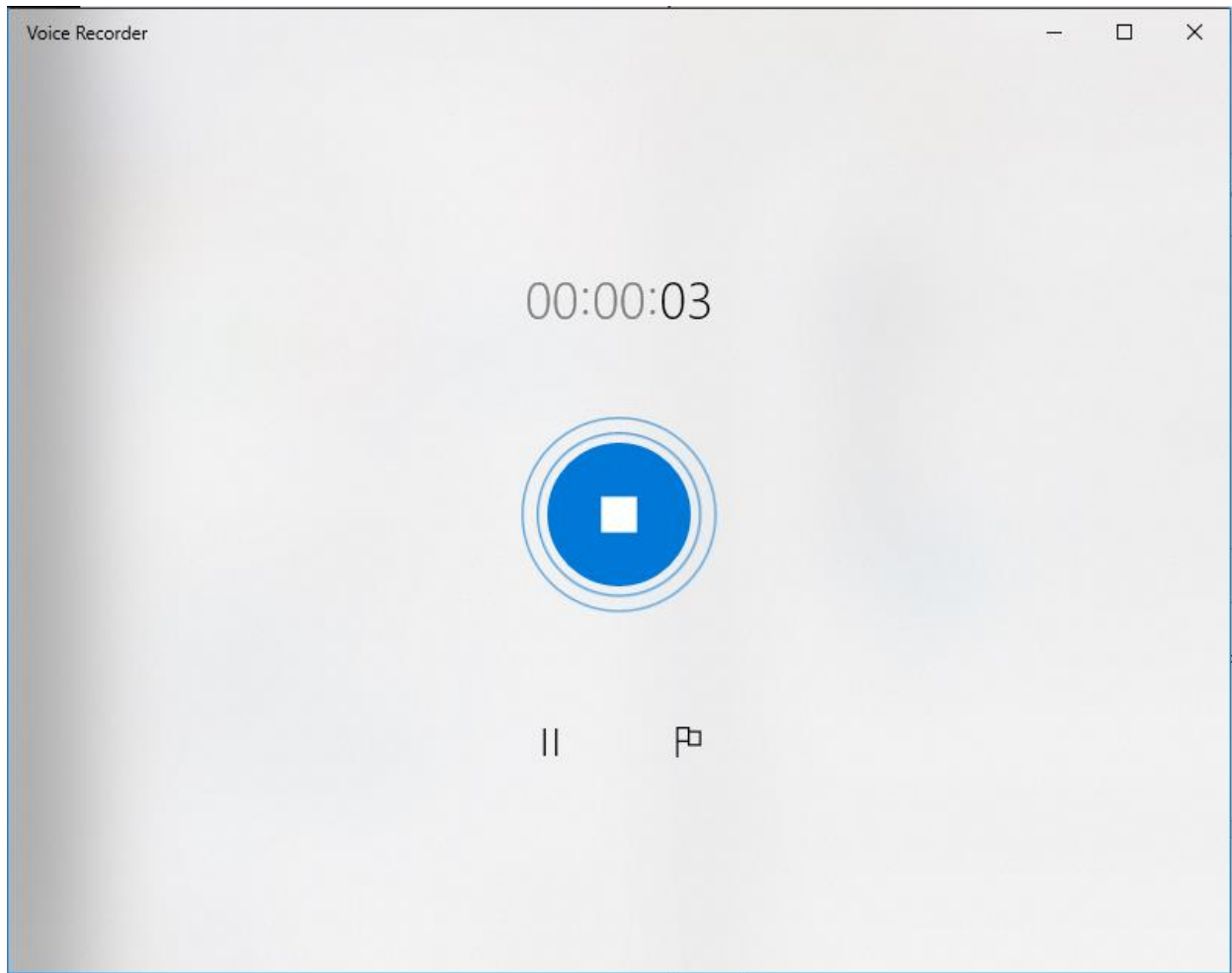
You will type “Voice Recorder” into the sound bar



Once you click on the Voice Recorder App, you will see the following (yours will most likely be empty, if you haven't recorded)

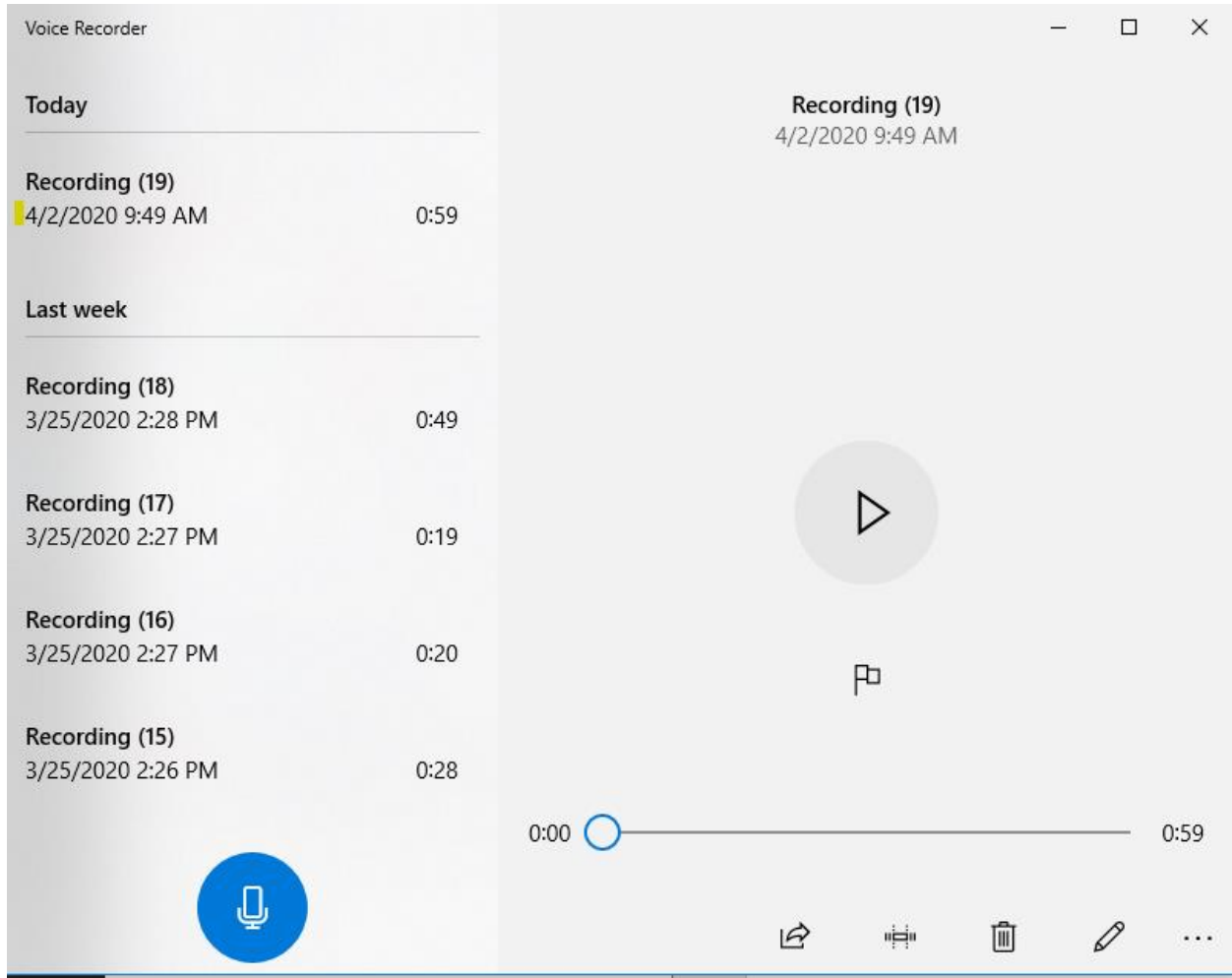


In order to record sound clips, you will click on the blue microphone and you can narrate for your photos or your lesson.



When you are finished recording the voice clip or narration, you will click on the blue circle in the center to stop.

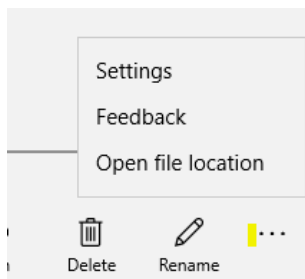
This will bring you back to the main screen and you will see your recording listed with the date, time, and duration.



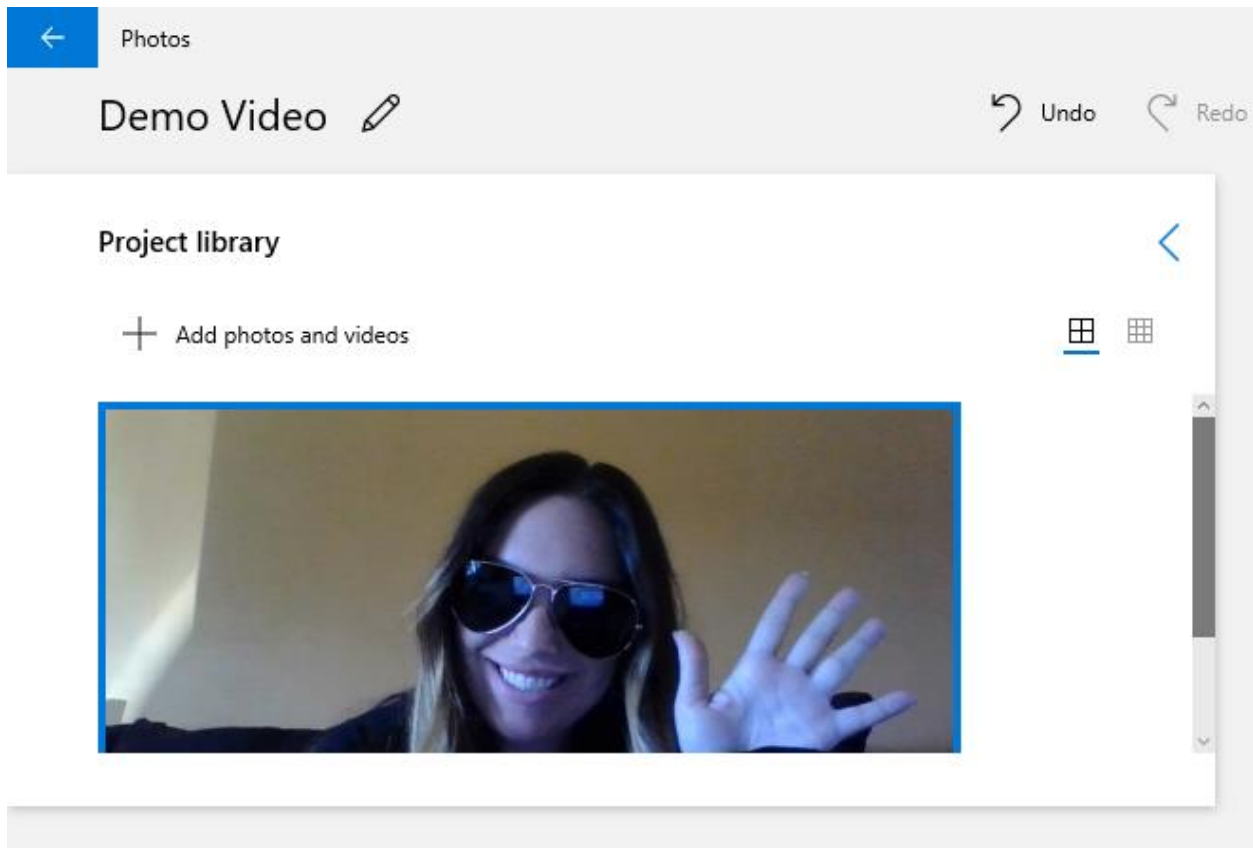
You can rename your file by clicking on the following icon



After you rename your file, you can open the file location by clicking on the three dots to the bottom right corner and click open file location. This will allow you to ensure you know where your file is being saved, to access for your project.



Next, you will want to begin creating your project in the story board

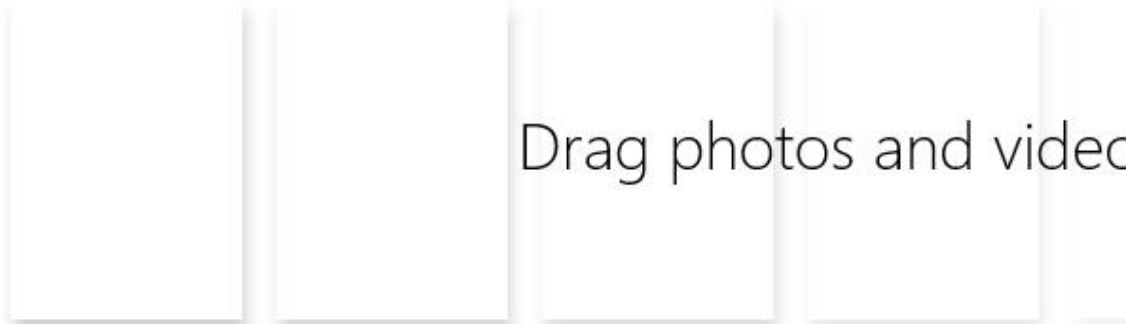


Storyboard

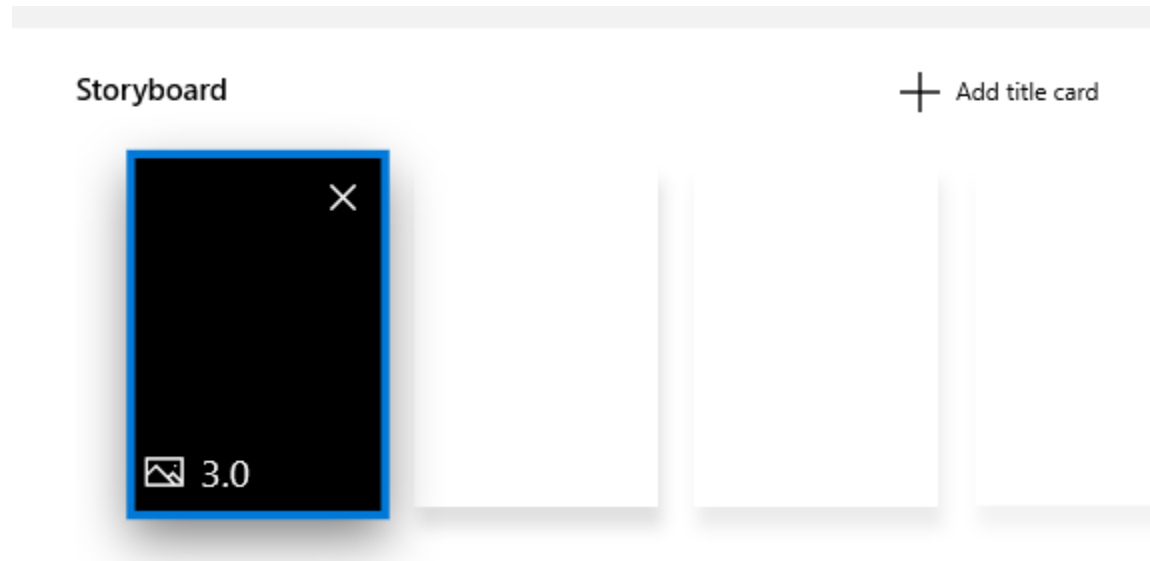
+ Add title card

| Filters

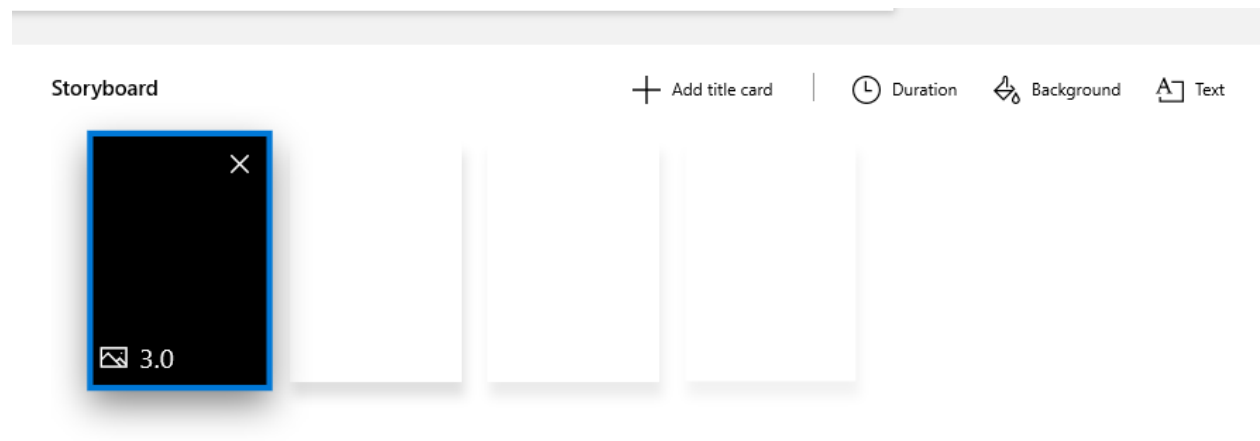
Drag photos and videos



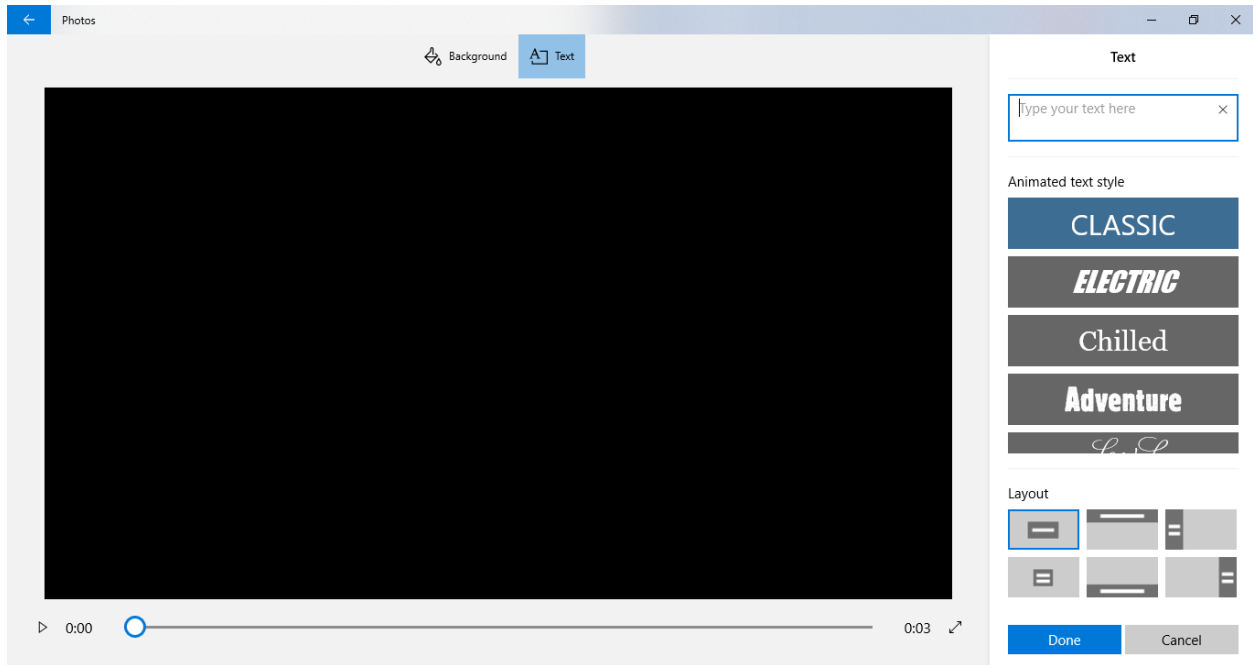
You may want to begin your project with a Title Card. If you would like to do that, you would click Add Title Card.



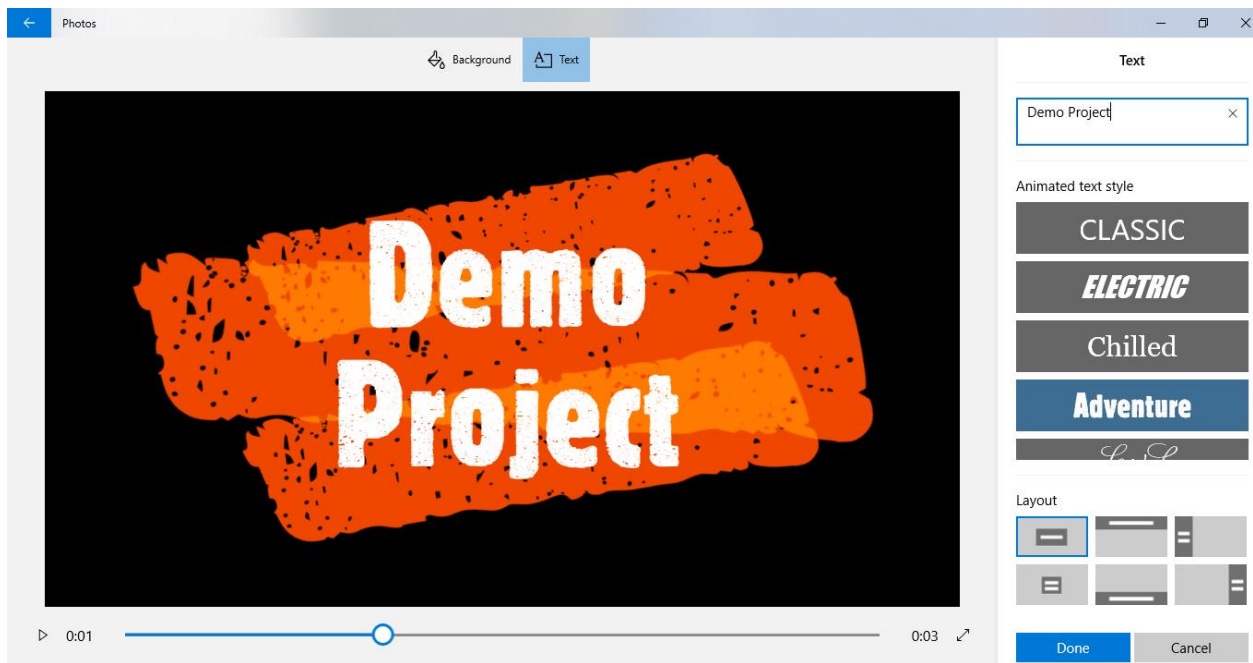
You can edit your title card and add text by clicking text.



This will allow you to create the text and change the background for your title page.

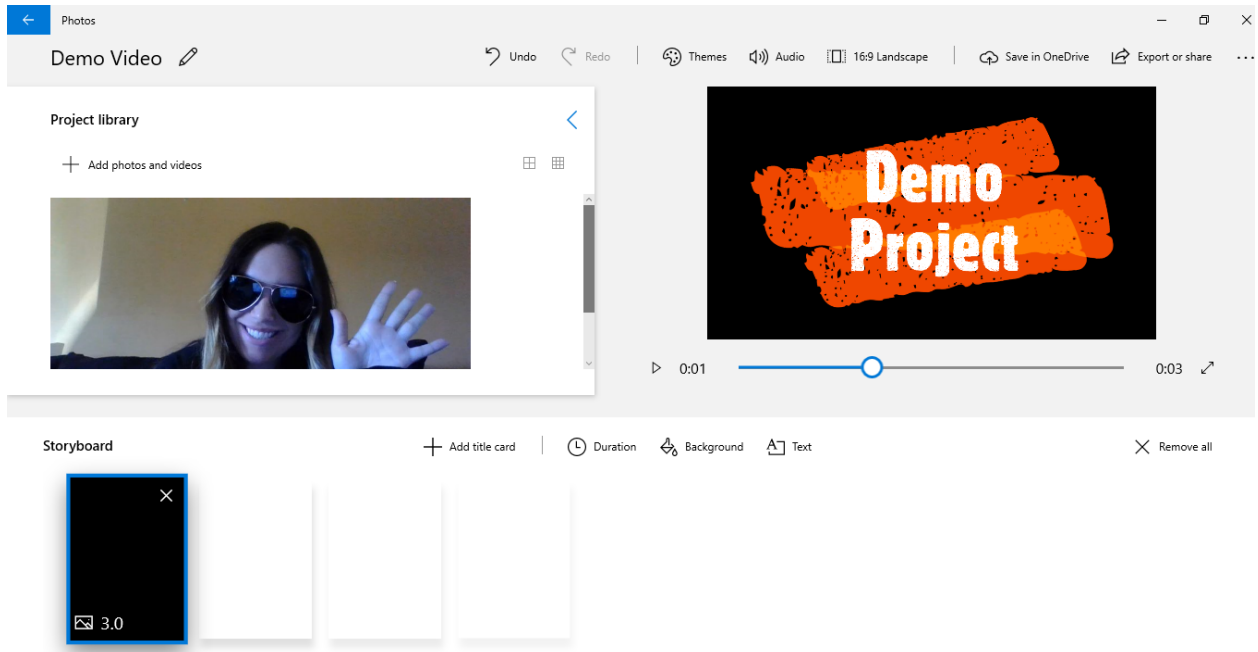


You will type your Title Page Text and it will show up on your Title Page



Once you are finished, you will click done.

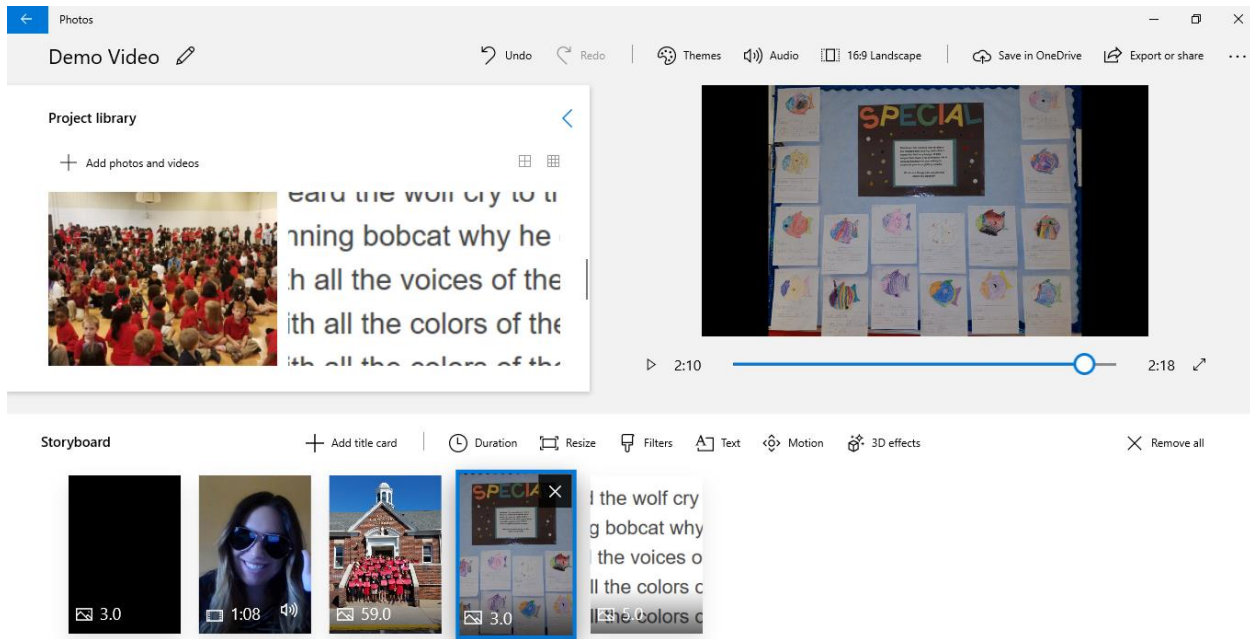
You will be brought back to your main Project Page:



You can change the duration of your slides by clicking on the time listed at the bottom of the slide and either select a pre-populated time or create a custom time that you would like the slide to show. (highlighted in yellow)



You will then begin to drag your videos and photos to create your storyboard. To do so, you will select the photos or videos from the project library and drag it into the storyboard.

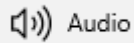


Once you have your items in your storyboard, you may want to add narration to any slides that are photos. This would be beneficial for:

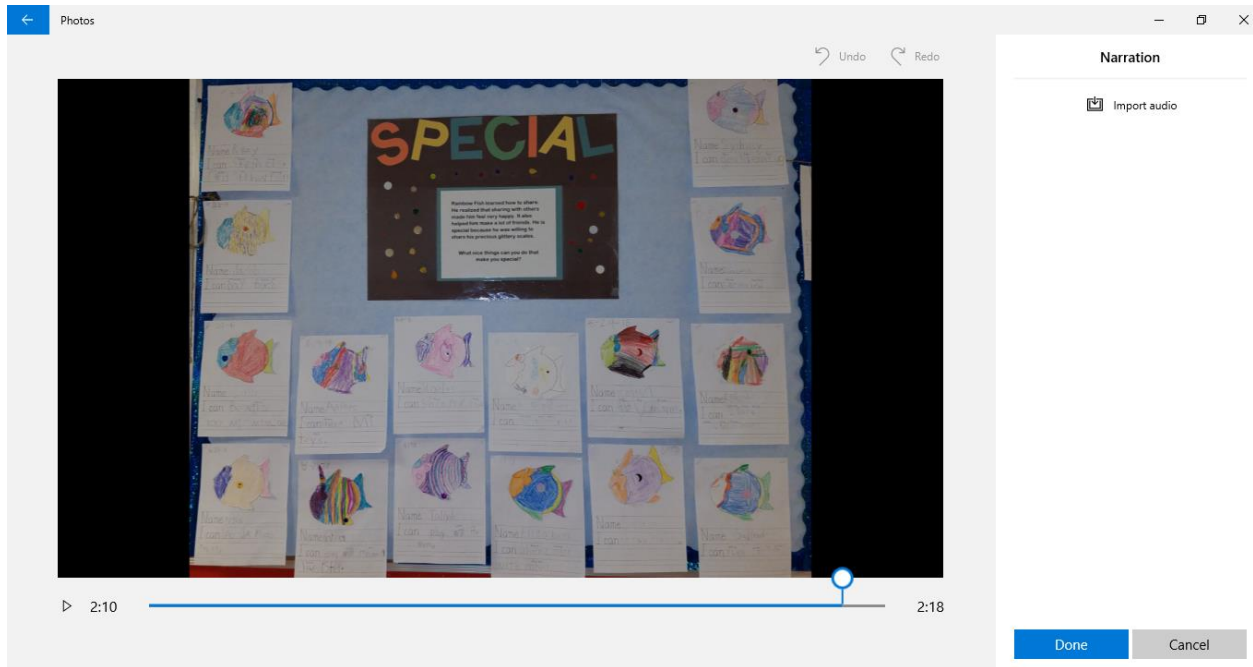
1. Narrating Lesson Slides
2. Narrating Step by Step
3. Explaining information
4. Reading Text

In order to add the narration to the slide you will do the following:

1. Click on the slide where you would like to add narration or voice

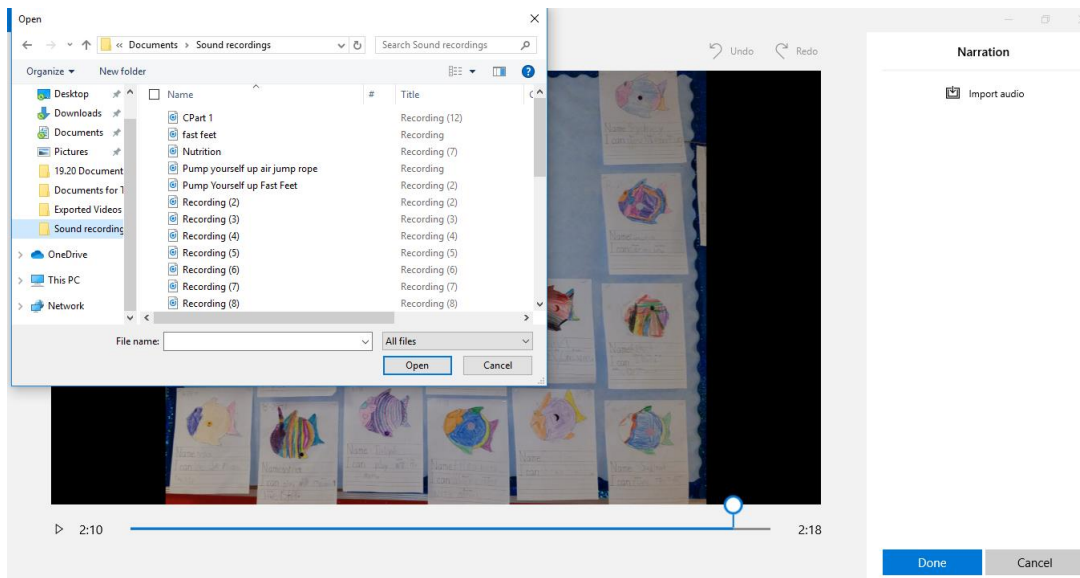


2. Click on the Audio Icon at the top of the project page
3. You will click on Narration

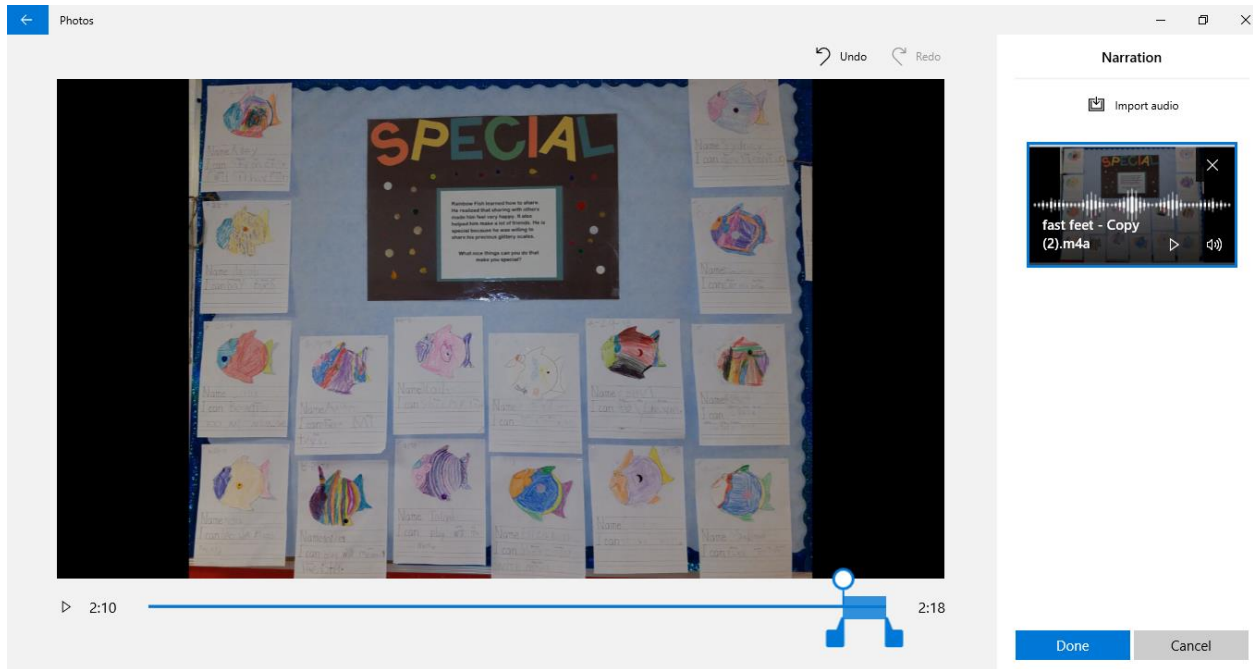


You will be brought to another page to add the narration and will follow the steps below:

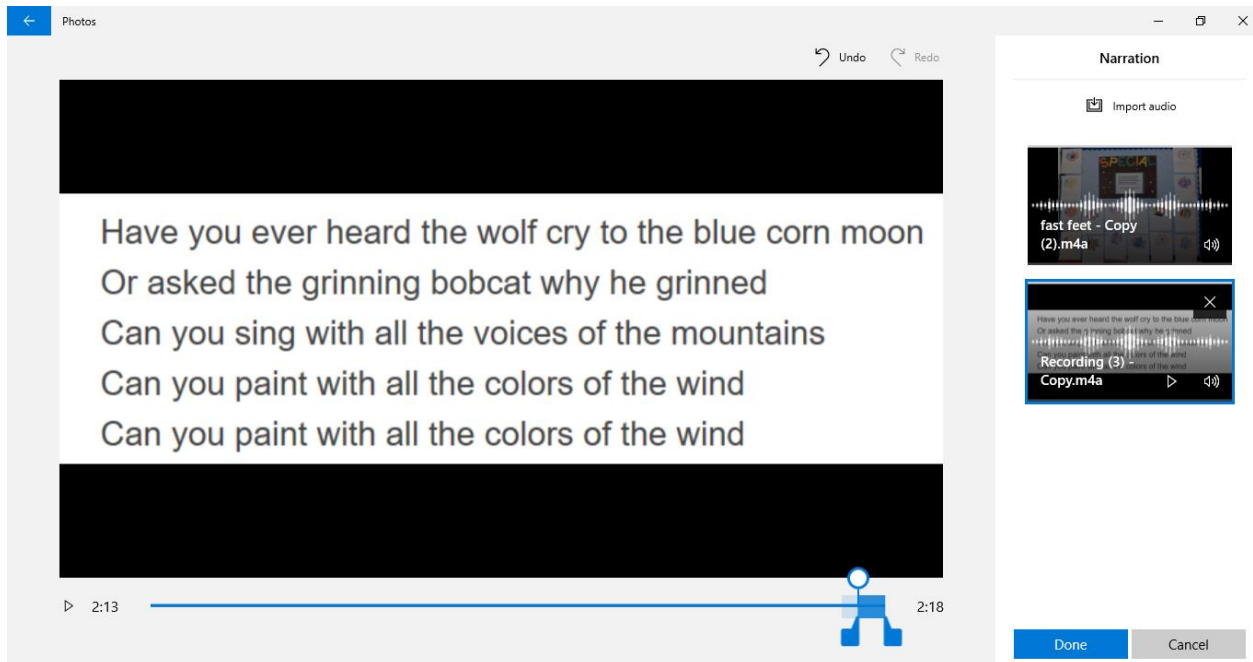
1. Click on Import Audio
 - a. You will be brought to your folders and will navigate to the folder where the file is stored (see recording directions above in the document)



2. You will select your recording for the designated slide
 - a. Reminder: You will want to ensure your slide duration matches the duration of the audio

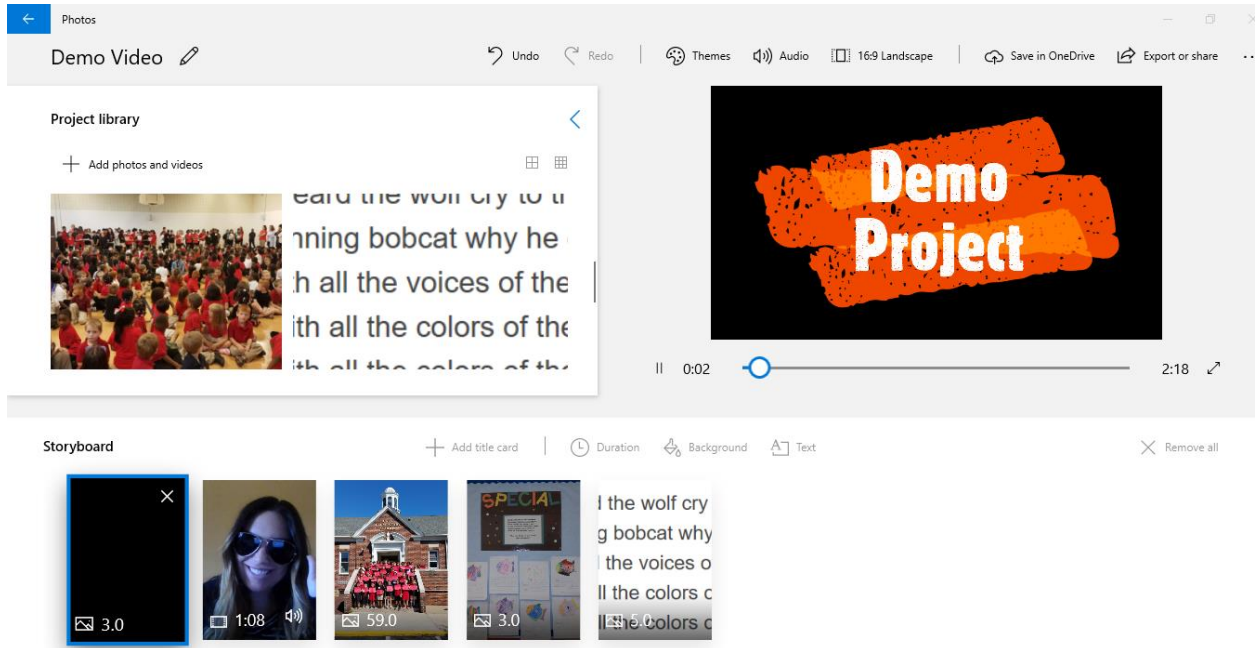


3. You will click Done when your file has been selected
4. You will repeat these steps for the next slide
5. You will want to ensure the audio you are using for the slide is outlined blue

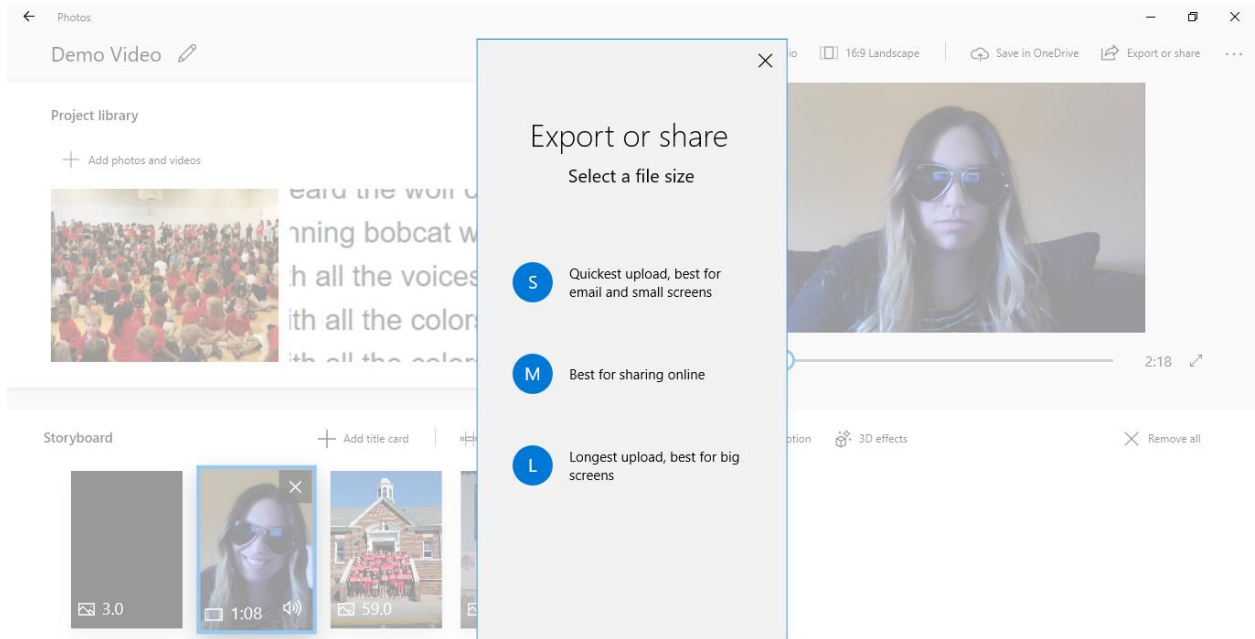


6. You will click Done

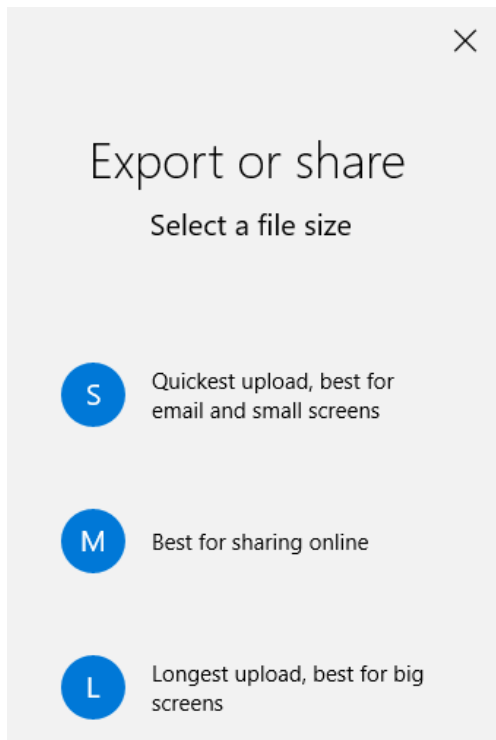
Next, you will want to review your storybook project before saving. You will do so, by clicking the play button on the video in the top right box



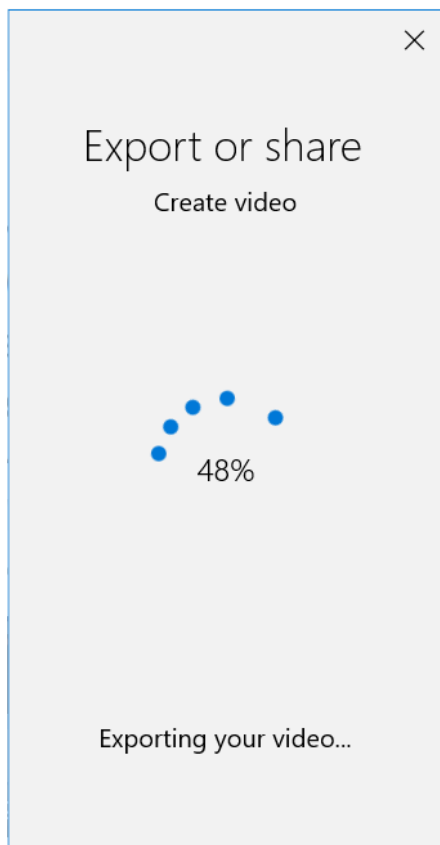
You will then click Export and Share



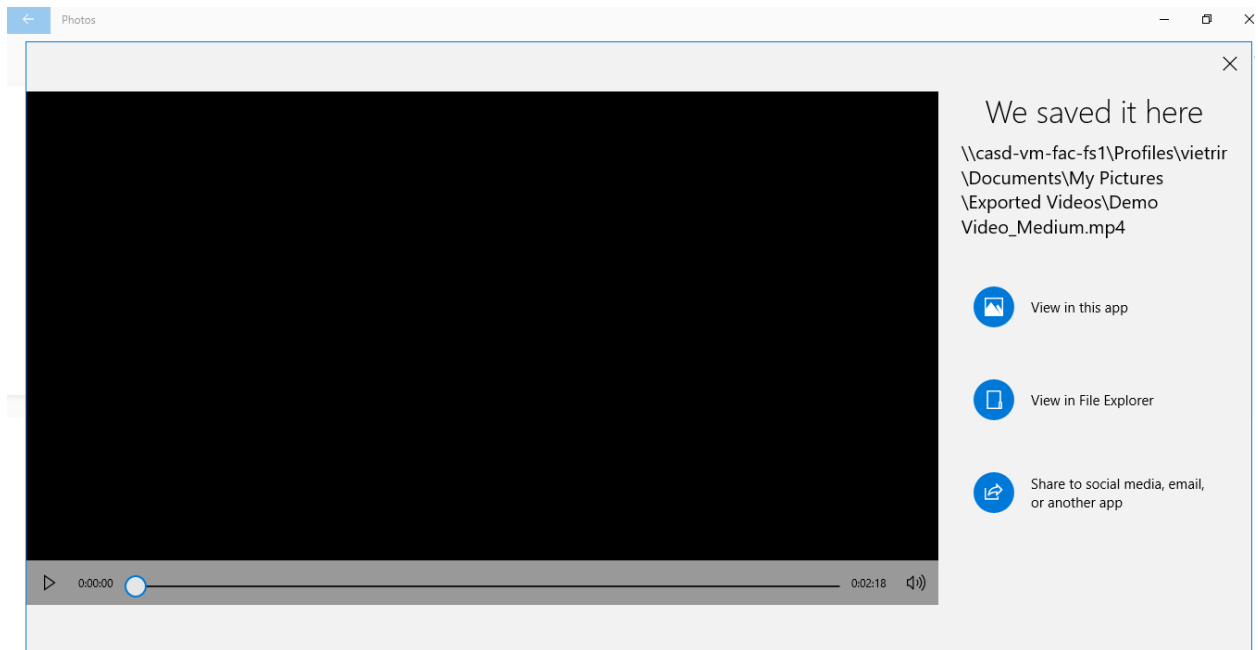
You will determine which option will be best for you



You will click on your selection and it will prepare your video



Once the project is prepared it will take you to this screen



You will click Share to Social Media, Email, or another App

1. Select how you would like to share the video
 - a. Copy File
 - b. Upload to YouTube
 - c. Mail
 - d. One Note
 - e. Skype