

## Google Drive Presentation Tips

1. Click the blue **NEW** button in the left portion of your screen and select **GOOGLE SLIDES**.
2. When the new **SLIDES** opens, click on the title: **UNTITLED PRESENTATION** and rename the presentation using your period last names and a word to describe the project like Trailer or movie. It should look like this: **2 McKenzie Bolger Trailer**.
3. Before starting **SHARE** the show with your group members. To do this, click the blue **SHARE** button in the upper right corner. Click **GET SHAREABLE LINK**. Change **ANYONE WITH THE LINK CAN VIEW** to **CAN EDIT**. Then type in your group members names using their first initial and last [name@student.methacton.org](mailto:name@student.methacton.org) Click **DONE**.
4. In the menu ribbon or tabs at the top of the page, you can use...
  - SLIDE:** To Apply Layout or change the layout options
  - To Change Background or Change Theme
  - To Add/ Delete or Duplicate a Slide
- INSERT:** To add a Text Box or Image
- EDIT:** To Undo or Redo a slide
5. Do not add transitions or animations to slides...the slides will be pictures only (JPEG); animations and transitions will not transfer.
6. Google saves automatically.
7. When all slides are finished and proofread for perfection, you are ready to download the slides. Check for capitalization, spelling and readability--can your slides be read quickly and are the words easily seen?
9. Click **FILE** and **DOWNLOAD AS** and choose **Microsoft Powerpoint**. Powerpoint will convert all the slides at one time into a JPEG file. Google will only do one slide at a time creating numerous files to be uploaded to movie maker.
10. When your presentation has downloaded completely to PowerPoint, **open and enable the editing** for powerpoint.
11. Click **FILE** and **SAVE AS**. Select **DESKTOP** or your **Z:Drive** and **DESKTOP** before saving. Make sure you know where the file is going to be stored.
12. Rename the new JPEG file to your last names and a project word.
13. Below the name of the file is another drop down menu, open **SAVE AS TYPE** and select **JPEG** from the menu. Select **ALL SLIDES** and OK it.

## Windows Movie Maker Instructions

1. Using the Windows logo button in the bottom left portion of the screen, open **ALL PROGRAMS** and select **MOVIE MAKER**.
2. To import videos or photos, you click the icon **Add videos and photos**. If you are on a laptop, you may video tape directly into Movie Maker by selecting the Webcam Video.
  - a. You will see the video picture come up to the left of the split screen.
  - b. The Red circle is RECORD. The Blue square is STOP. When the movie stops you will need to name the video file. Use the number of your period first and your last name.
    - i. Example: 1McKenzie
  - c. The red X is to cancel the entire process and start over.
3. As soon as you load the images you are going to work with, you can now edit the movie.
4. Add a title by clicking **TITLE** and choosing the style and options you would enjoy. Notice the options offer a preview before you have to select. You can use the drop down arrow in the corner to view more style options.
5. You can add **CREDITS** at the end of your video by clicking the word **CREDITS**.
6. If you inserted only photos without text already built in, you can use the **CAPTION** button to add text to selected images. Click on the frame you would like to add text to before clicking the **CAPTION** button.
7. To move your images within the storyboard, you simply click on the image to move and drag it to where you would like it to appear. To work with particular slides, double click the slide to expand it or trim it. A line is provided to help you place the image back on the storyboard.
8. You can choose from the AutoMovie Themes or add your own Visual Effects and Animations by choosing the appropriate tab at the top of the page.
9. If you choose to use Animations, remember less is more. Do not make your audience car sick with too much motion between frames. You can also find zoom in and out features under this tab.
10. If you have not added music at this point, click **ADD MUSIC** to your storyboard. Your music should evoke emotion and interest. Movie Maker provides direct access to **Free Music Archive**. Some music can be dragged directly into your video from the download area in the bottom left portion of your screen. You will have to add credits at the end of your video to credit the music and images even if they were obtained from creative common sites.
11. Work with your music choice to time it well with your images. Double click in the music bar to use **MUSIC TOOLS**.
12. You can expand the storyboard by sliding the slider in the bottom right of the screen. This can help pinpoint when transitions begin and end if you need to work on specific

frames.

13. When you have checked your time length, inserted music, literary elements and other requirements from the rubric and you have no other changes to make, you are ready to **SAVE YOUR MOVIE**. Click **SAVE MOVIE** from the drop down menu in the top left portion of the screen. Select **FOR COMPUTER**. Click on the **desktop** as the location. **Use your last names and project name** to name the video. Click **SAVE**. This will load the movie to the desktop for easy browsing when you try to load it into **Drive**.
14. Now you are ready to follow the **DRIVE** instructions.

## SUBMITTING YOUR MOVIE TO GOOGLE

1. Sign into Google and open **MY DRIVE**.
2. Locate the movie you saved for the computer. It should be a **.MP4 format**. Any other format is incorrect...go back and follow the steps above again.
3. Drag the MP4 movie and hover over the Google icon to open **MY DRIVE**.
4. Drop the movie to be copied in MY DRIVE. Once it is processed, sign in to **CLASSROOM**.
5. Open the assignment and click the + to add an attachment from DRIVE.
6. Load the movie and click **TURN IN**.

**\*\* BEST TIPS EVER!**

Keep the original Google Drive presentation in case you need to make additional changes or more slides. This is better than starting over.

Use a plan B by saving a copy of your slides in your virtual locker or on a flash...insert the flash before opening your movie maker project. The images will always load correctly. You can also save your movie project on there as well.

Build photos in Google Drive using their free image search and save the slide or slides as a .jpeg. Google Drive will only do one slide at a time as a jpeg. By downloading as a PowerPoint, you can then save the entire slideshow as jpegs. This will save all the slides together instead of one at a time. This way you don't have to upload each image separately...just the entire file.

Keep text to a minimum on the slide. Think powerful images and powerful words.

Good luck and good movie making!