

Guidance and pointers on using our Powerpoint Template

This Powerpoint presentation template encourages pupils to consider taking up instrumental / vocal tuition. It has been designed so that you can customise it for your own school. Simply insert your own school logos and key bits of information in the places **highlighted in yellow**. You can delete any slides that are not relevant to your school, and you can also add your own slides if needed.

Once customised, you can use this Powerpoint presentation in assemblies and / or parents evenings. We are also providing information below on how to convert the presentation into a video, or a shareable PDF. *This guidance is as much as we can reasonably offer and further tech support is not possible.*

Please tell us if you use this template in your school so that we can track its use.

Adding Tutors' own Videos to the presentation slides

To do this, select the slide you want to have the video on, go to the INSERT menu (usually 3rd in from left) click on it and select the video button (usually third in from right hand side of the insert menu)

It then gives you the option to

- **Insert a video from your device** – this will mean that you need a copy of the tutor's video on your machine. We suggest that before you add it to any slide, you make sure that the video is in the same folder as the slideshow and that throughout your process you preserve the samefolder relationship between them.
- **Link to online video** – if you choose this you can embed a link to the tutor's own video on their website or their Wiltshire Music Connect Associate profile

Powerpoint help, can assist further.

Saving it as a PDF

Once you've customised the presentation for your school, you might want to make it available to parents / carers as a PDF.

Go to 'File'

1. Save a copy
2. Select PDF as the file type and save

This will give you a 'flat' version that you can share, the hyperlinks should work (although possibly not to online videos).

Making your presentation into a video

If you want to turn your slideshow into a 'video' presentation you can use these advisory instructions (which are as much as we can offer) **Powerpoint's own 'help' is VERY good** so if you need more, please go there!

Once you've assembled your presentation - **Run the whole thing** and imagine you are the viewer needing time to read and absorb

- Under the '**Slide Show**' tab in Powerpoint Menu you can use the 'Rehearse Timings' facility or
- You can just **do it manually**
 1. Go to '**Transitions**' in Powerpoint Menu
 2. Under Advance Slide, select After and enter the number of seconds to use.

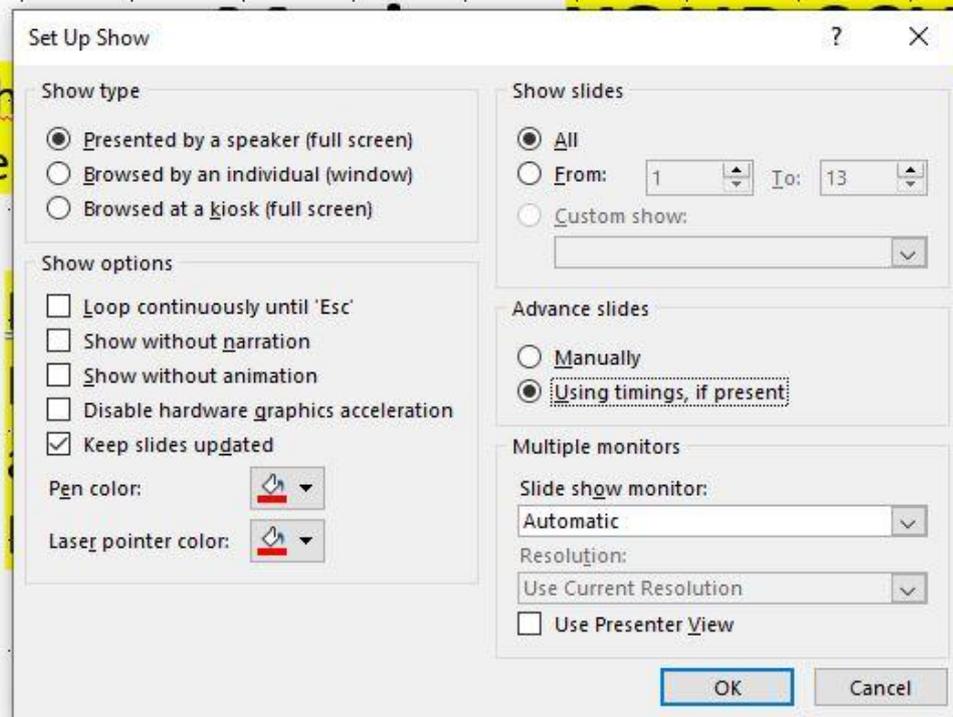
Set the videos within any slides to play automatically

1. Select the video by clicking on it in the slide
2. Menu will show 'Playback' on far right
3. In 'Start' options that drop down in middle of top menu, select 'Automatically'

Set up Slide Show

- Under the '**Slide Show**' tab in Powerpoint Menu

Insert
yoursch
logo he



Make adjustments accordingly

Save a 'final' version of your presentation

Turn it into a video

1. Go to PowerPoint HELP and key in '**Turn your presentation into a video**'
2. It will advise you to export and choose the type of end format you want - you may want to save in different formats for different types of use e.g website, projection in hall etc
3. The export / saving process will take time as the show is 'rendered' into a video format
4. Have a cuppa while you wait then try a different format option and so on