


**Task:** Create a short PowToon self-introduction of about 30 to 45 seconds on 2 to 3 slides.

**Steps:**

**1. Log In and Create a PowToon**

- Create > Start from scratch > Blank > Go > *Loading awesomeness!*

**2. Add a Voice Over Using the Sound Manager**

- Prepare a short script of 30 to 45 seconds to record for your self-introduction. If you like, use these questions as a guide:
  1. *What is your name?*
  2. *What do you do?*
  3. *What do you love most about your work?*
- Sound > Sound manager > Voice over >  Record your self
- ■ Stop > Rendering track > ► Play (to listen to your recording) > Apply


**3. Add 1 to 2 More Slides Using the Slide Panel**

- + button (*to add more slides*)



**4. Synchronize the Voice Over with the Slides Using the Timeline**

- + button (*to add seconds to a slide*) or - button (*to remove seconds*)  
*N.B. -by default a slide is 10 seconds*  
*-maximum time for a slide is 20 seconds*  
*-minimum time is 1 second*
- ► play button (*to listen to the recording for your slide*)
- (The play head ▼ will show you which second you are at.)

**5. Add a Character Using the Library**

- Scroll through the different styles to select a character for your self-introduction  
*We recommend Paper Cut, Picto and Marker. N.B. Premium styles come at an additional cost.*
- (You can use the flip tool  to flip the character.)



**6. Add Text Using the Library**

-  text button > Type your name >  Edit button > Select a text effect > Apply

**7. Sync Your Character and Text with the Voice Over Using the Timeline**

- Click on your character (or text) to see the duration bar of that object.
- Adjust the duration bar as desired.




- Select   enter / exit effects
- ► play button (*to see how it looks*)
- Use the thumbnails below the timeline to quickly select objects

**8. Add Transitions between Slides Using the Slide Panel**

- Click on your first slide > Look for transitions in the Library > Choose a transition  
*(The transition will appear after the selected slide.)*

**9. Publish Your PowToon**

- Click on the  Share icon in the top right corner of the screen
- Select a category (i.e. Education) and give your PowToon a title > Next
- Select Standard resolution > Next
- Publish your PowToon