



# Inside the Powtoon Studio

## For Kaltura MediaSpace/KAF Applications

Version 3.0

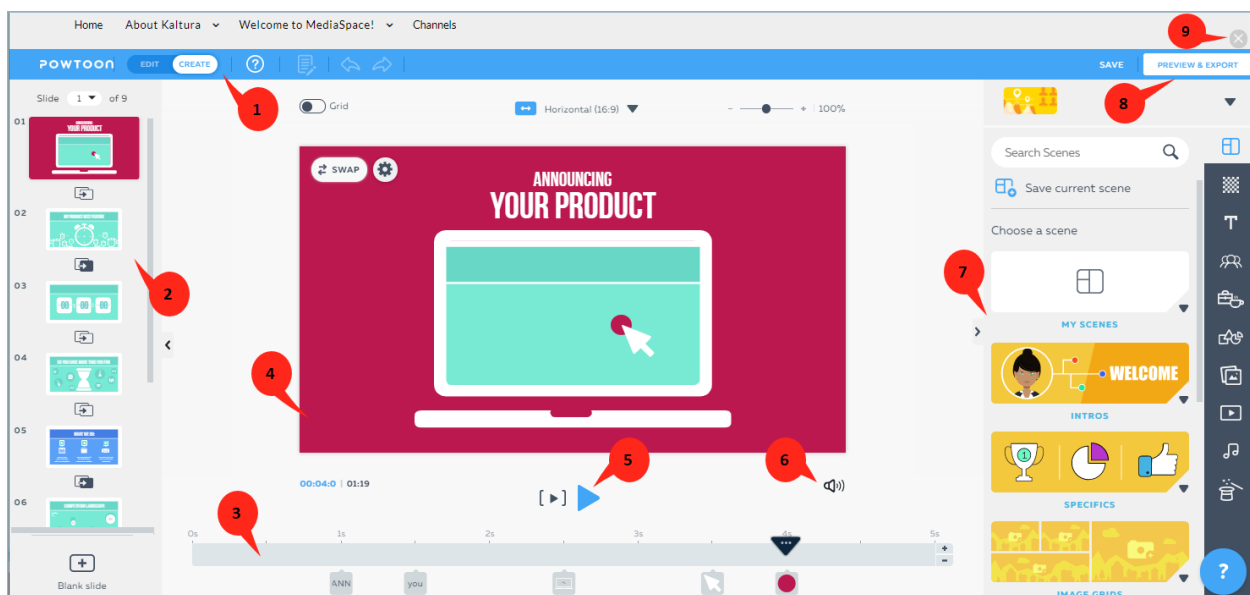
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## Inside the Studio

Congratulations! You've now entered the Powtoon Studio. Let's take a short tour!

1. This is the **top bar**, where you'll find basic editing tools (cut, copy, paste, delete), help resources, and the **Studio Mode** toggle. You'll use this toggle to switch between **Edit** and **Create** mode.
  - a. **Edit mode** provides a streamlined and straightforward workspace, with only the tools best suited for working with templates.
  - b. **Create mode** includes all the Studio tools and content. The timeline is displayed and all the tabs and libraries can be accessed.
2. This is the **slide panel**, used to display all the slides in thumbnail view. You can use this view to perform many actions, including adding, deleting, and duplicating slides.
3. This is the **timeline**, used to time all the objects on the slide.
4. This is the **stage**, the area on which you build your scene using all the content available in Powtoon.
5. This is the **play** button. Click this button to play the Powtoon from the time at which the playhead is positioned until the end of the Powtoon.
6. Click the sound icon to access the **Sound Control** panel, used to manage the [sound](#) in your Powtoon.
7. On the right side of the screen, the tabs and libraries are located.  
The **tabs** (Scenes, Background, Text, Characters, etc.) are the entry points to all the content in the Powtoon Studio.  
After selecting a tab, several libraries are displayed with content specific to the tab.  
In the example below, clicking the **Scenes** tab displays the following libraries: Intros, Specifics, Image Grids, Situations, and Concepts.
8. Click **Preview & Export** to preview and then export the Powtoon to your MediaSpace.
9. Click the **X** to leave the Powtoon Studio and return to **My Media** in the Kaltura MediaSpace.

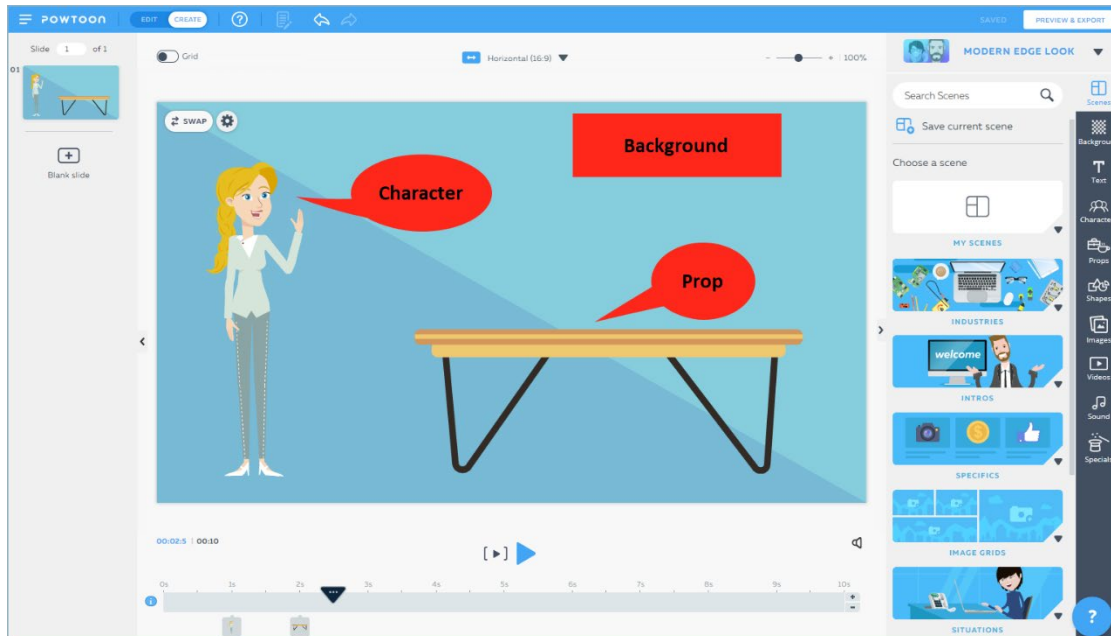


## Adding Objects to the Stage

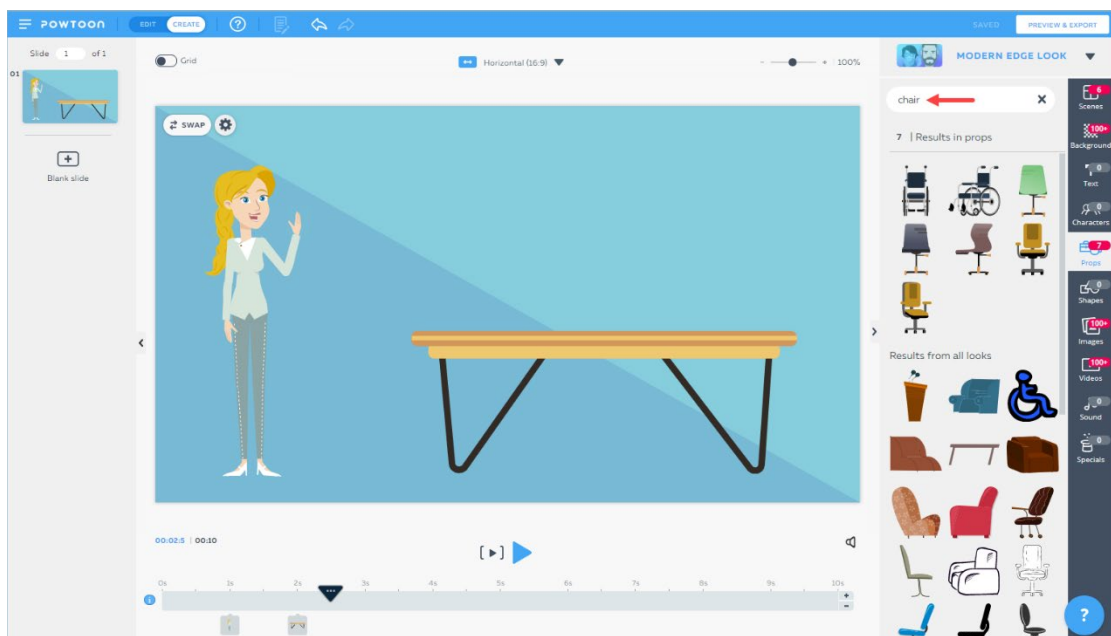
- ◆ In the Powtoon Studio, you need to be working in **Create** mode in order to add objects (characters, props, shapes, etc.).



Locate a character, prop, background, or any object in the Powtoon libraries and add it to the stage by clicking it.



If you are not sure where the object is located, use the search bar to find what you are looking for.



## Using the Timeline

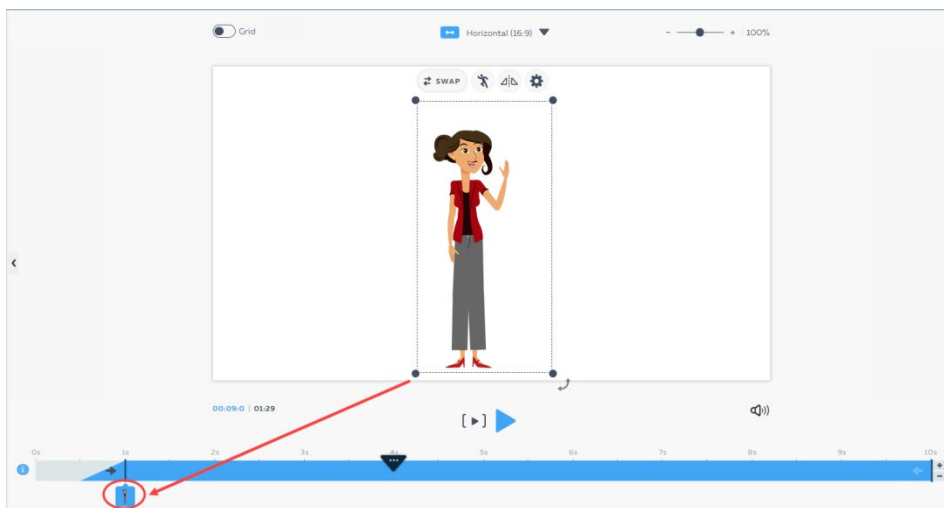
- ◆ In the Powtoon Studio, you need to be working in **Create** mode in order to use the timeline.



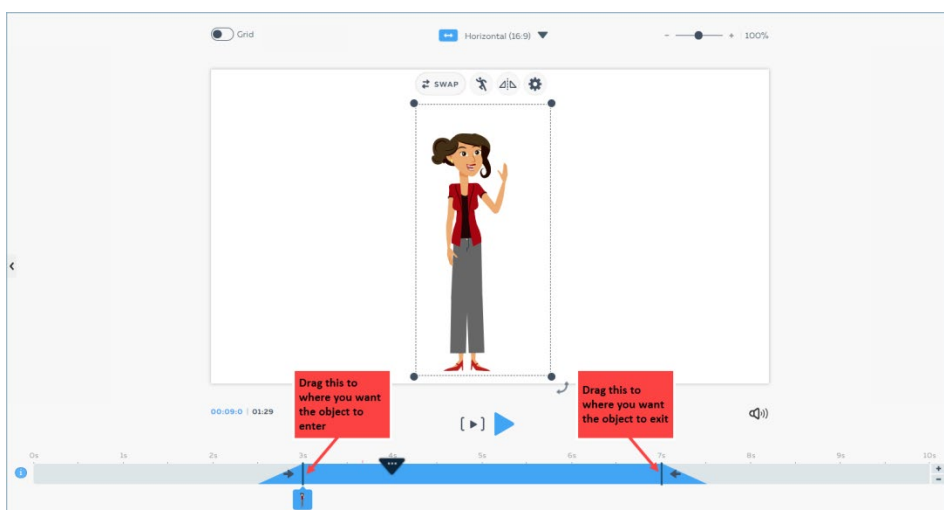
The timeline is a visual representation of the timing of all the objects on the slide. Using the timeline, you can control the timing of the objects in relation to one another.

1. Select the object that you want to work on. The object's tag is highlighted on the timeline.  
By default, the object plays until the end of the slide. The duration on the timeline is represented by the turquoise area.

In the example below, the character plays from 1 second until 10 seconds.



2. To change the object's timing (duration):
  - a. Drag the left edge of the object's duration to the desired beginning time.
  - b. Drag the right edge of the object's duration to the desired end time.In the example below, the character plays from 3 seconds until 7 seconds.



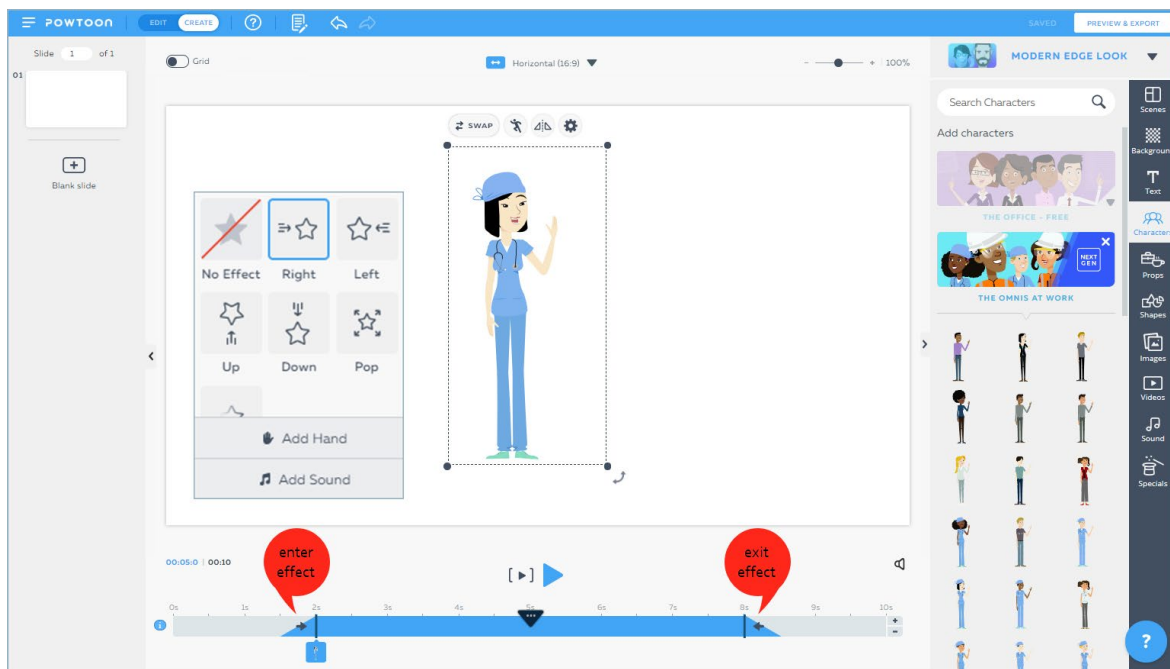
## Adding Enter and Exit Effects to Objects

- ◆ In the Powtoon Studio, you need to be working in **Create** mode in order to add enter and exit effects.



Using enter and exit effects with the characters and props in your Powtoon can add elements of fun, drama, and suspense—to ensure that your Powtoon will be unforgettable. Once you have added an object to the slide, you can select with what effect that object appears (enters) and then disappears (exits) from the slide. For even more emphasis, sound can be added to the enter and exit effects.

1. After selecting the object on the stage, click the effect that you want to work on (enter or exit).
2. From the effects menu, select the effect that best matches how you want your object to enter or exit the slide. Before making your selection, you can scroll through the effects and hover over each of them to see a preview.



Optional: Click **Add Hand** if you would like to add a hand to the effect you selected in the previous step. This creates an effect of a human hand moving the object on the slide.

Optional: Click **Add Sound** if you would like to add a sound to the effect you selected.

## Adding Text

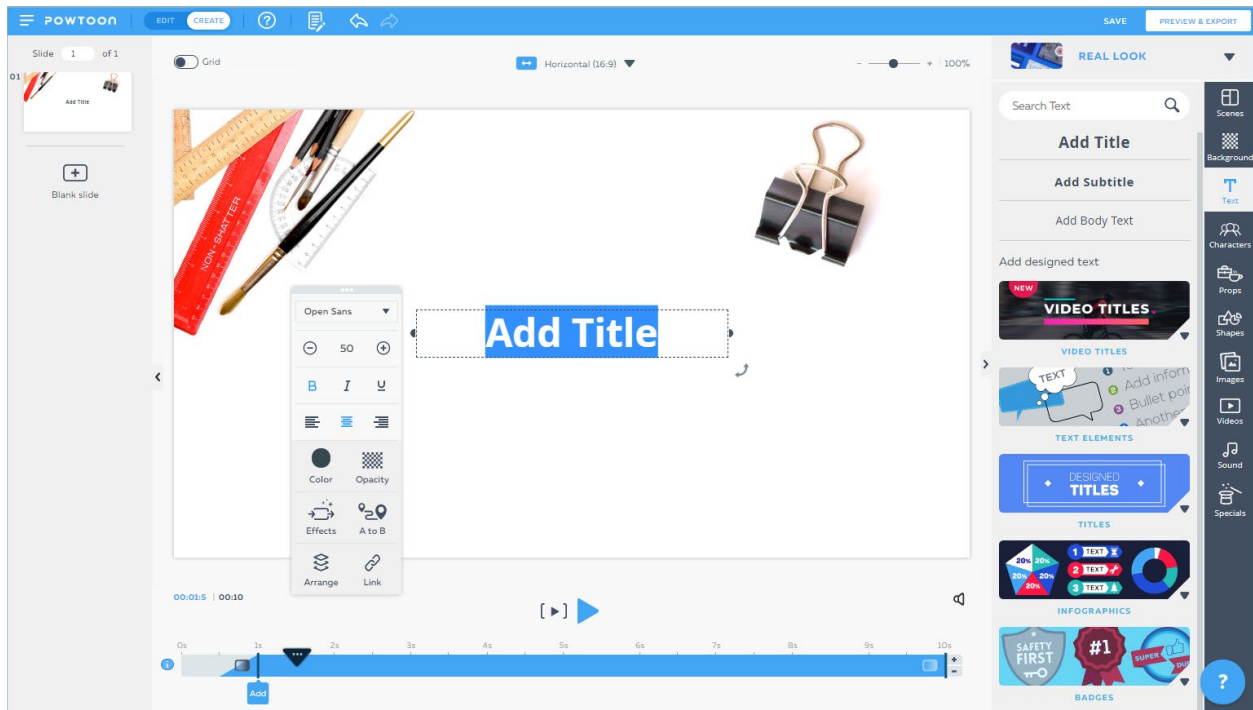
- ◆ In the Powtoon Studio, you need to be working in **Create** mode in order to add text to the slide.



To add text to your slide, select the **Text** tab and then one of the following options: **Add Title** (50 px), **Add Subtitle** (32 px), or **Add Body Text** (24 px).

Once you begin typing inside the text box, a menu with formatting options displays on the stage.

You can also add designed text, which is a combination of an object (such as a callout or rectangle), text, and artistic elements—that you only need to slightly edit. When you add designed text to your slide, its components are added to the timeline in exactly the right order to display and play perfectly.



## Grid and Zoom Functionality

### Grid

Toggle the grid switch to the right to display the grid. Use the grid to help you position objects precisely on the stage.

### Zoom

Zooming in and out enables you to perfect your Powtoon, down to the smallest detail. Use the slider to select the percentage zoom setting that you want.



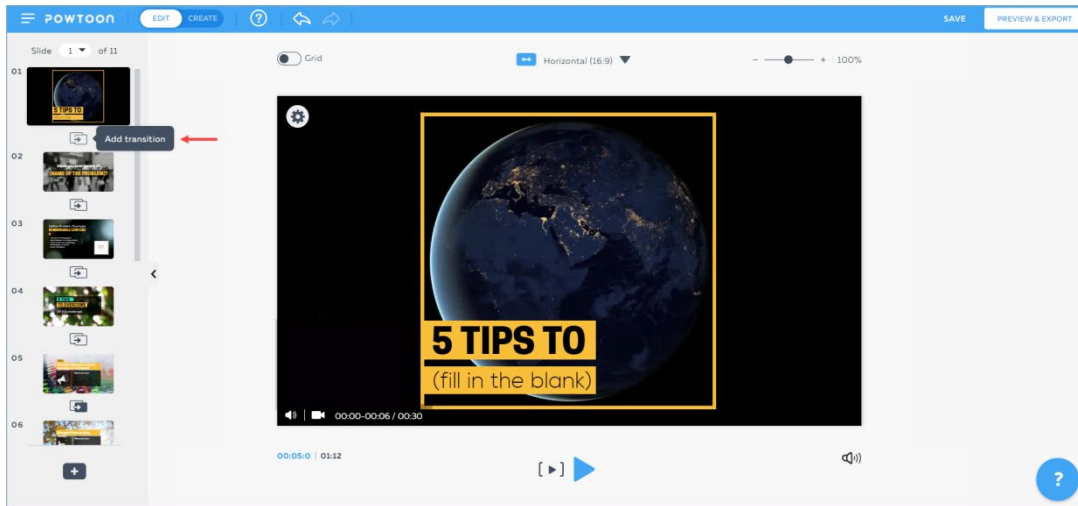


## Adding Transitions between Slides

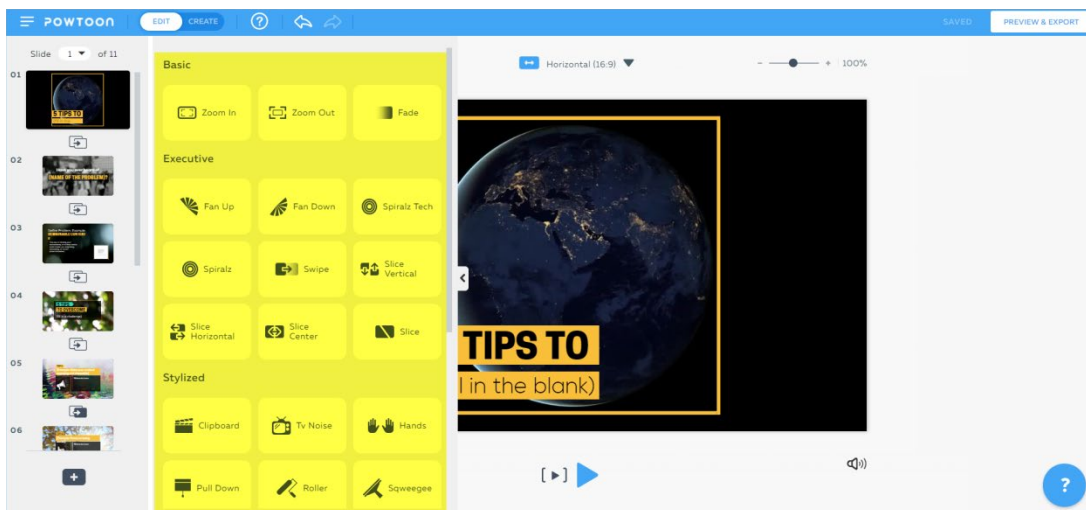
Transitions are animation-like effects that take place between Powtoon slides.

Adding a transition—that complements your subject matter—can add special effects, interest, and excitement.

1. In the slide panel, click **Add transition** below the slide that you want to add a transition to.



The transition options display, divided by category. Scroll through the options and hover over the transitions to see a short preview.



2. Select the desired transition. The transition is added, and the transition icon is displayed in gray, indicating that a transition exists between this slide and the next.



## Adding Sound

- ◆ In the Powtoon Studio, you need to be working in **Create** mode in order to add sound to your Powtoon.



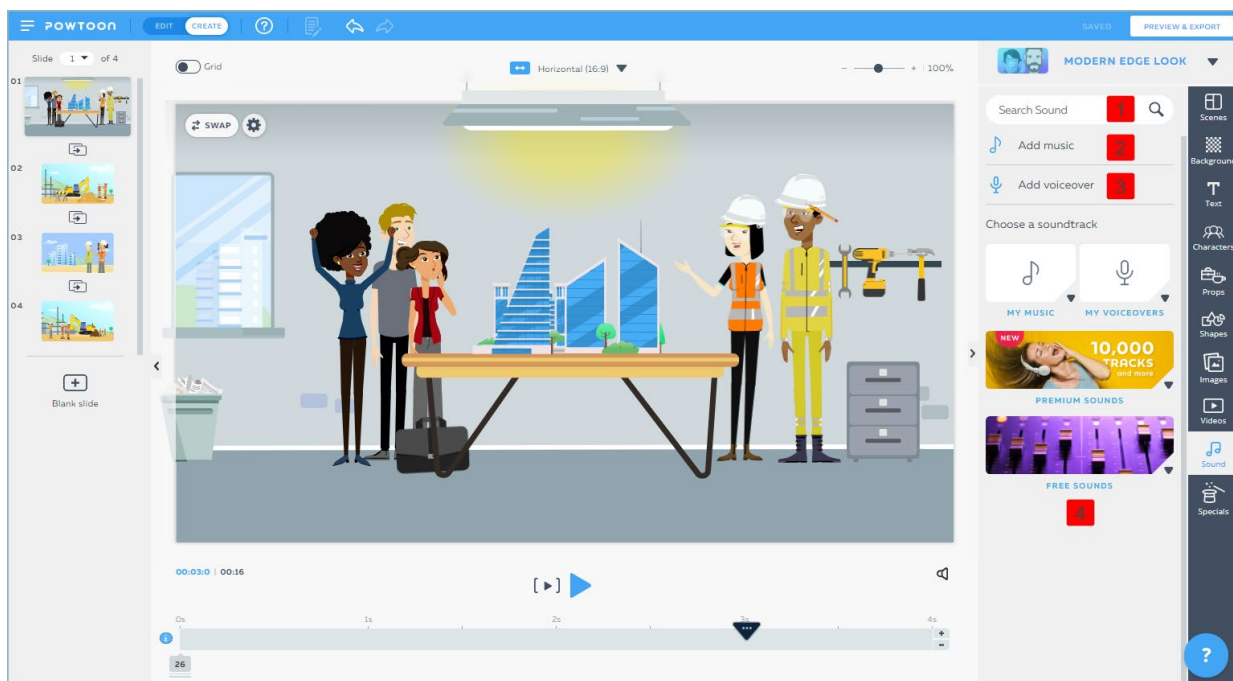
You can add both soundtracks and voiceovers to a Powtoon.

Note that a **soundtrack** is added to the **entire Powtoon** while a **voiceover** (a recording of narration, sound, or music) can be added to the **entire Powtoon or to an individual slide**. You can also record a voiceover from within Powtoon.

When you add music, it is looped until the end of the Powtoon (fading out one second before the Powtoon's end).

Following are the main sound features in the Powtoon Studio:

1. Use the search bar to search for a soundtrack in Powtoon's libraries (Premium and Free sounds).
2. Click **Add Music** to upload a music file from your computer or from a file hosting service (Dropbox or Google Drive). This file is added to the entire Powtoon.
3. Click **Add Voiceover** to upload a music file from your computer or from a file hosting service (Dropbox or Google Drive). This file can be added to the current slide or to the entire Powtoon. Use this option to also record a voiceover.
4. Browse Powtoon's soundtrack libraries with over 10,000 ready-made soundtracks. For your convenience, you can browse and discover soundtracks according to music genre.



## Adding Images

- ◆ In the Powtoon Studio, you need to be working in **Create** mode in order to add images to your Powtoon.



Powtoon is integrated with the leading stock image websites, providing you with access to over a million images. Using keywords, you can search the image libraries from within Powtoon. All images accessed via Powtoon are free for use and have been designated as license-free.

In addition to the images that exist in the Powtoon libraries, you can also upload images that are saved on your computer or in your social media channels.

Following are the main features for working with images in the Powtoon Studio:

1. Use the search bar to search for an image in Powtoon's libraries (Premium and Flickr).
2. Click **Upload image** to upload an image file from your computer, file hosting service, or social media channel.
3. Browse Powtoon's image libraries, with over a million high-quality images.

