



Creating Your Own Ballad of an Eagle Scout Using the Ballad Template

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Please take NOTE:

This tutorial has been designed to show you how you can create the 2014 Ballad of an Eagle Scout presentation using Microsoft Power Point 2010. Other versions of Microsoft Power Point such as 2003, 2007 and 2013 are available, however, some have experienced issues using these versions. For best results you should use Microsoft Power Point 2010.

This tutorial also demonstrates how to design the Ballad of an Eagle Scout presentation using the original music score “Men of Honor” by Randy Edelman. This presentation is “timed” to this music. If you wish to use a different sound track for the presentation you will need to “re-time” the presentation to fit your new sound track.

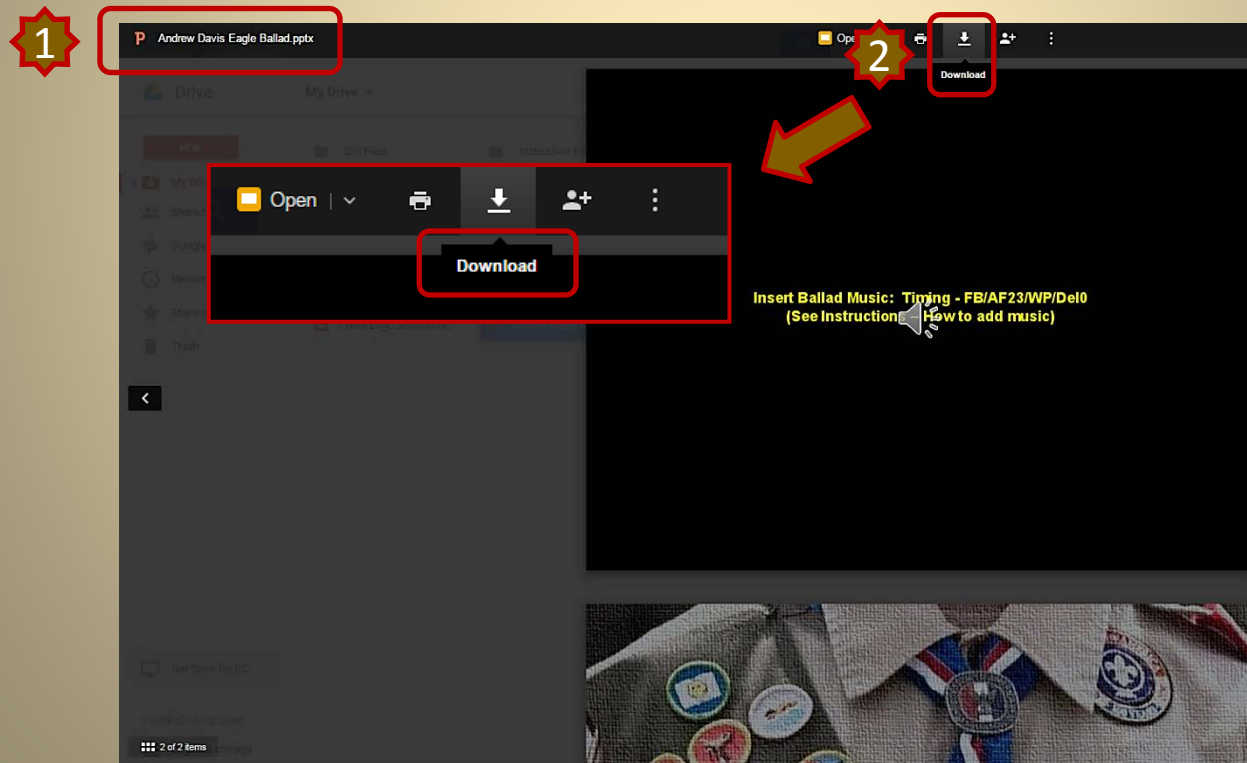
What to do first

Download Your Presentation

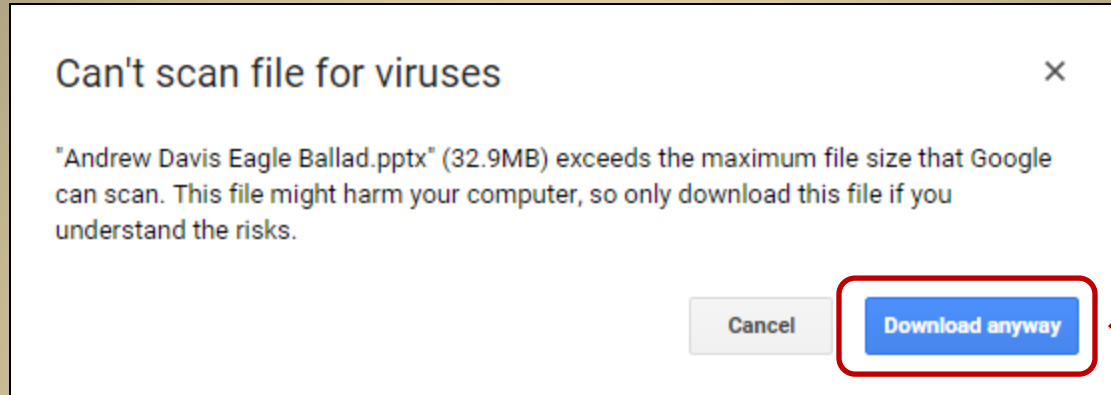
1. Click on the link you received from Scoutworks.

example: <https://drive.google.com/file/d/0ByxSFVYJncHhk/view?usp=sharing>

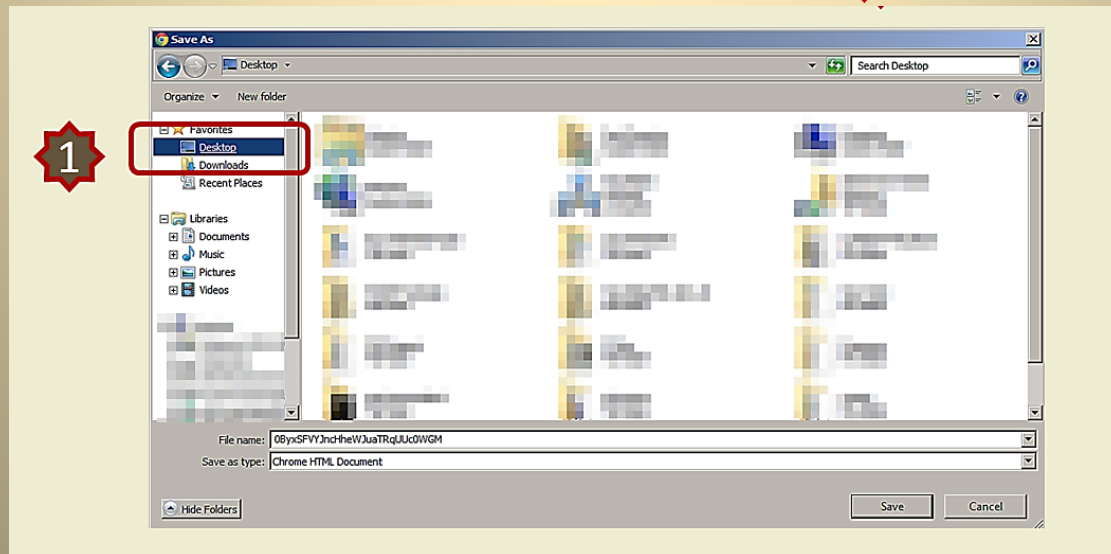
2. Verify that the presentation is correct **1**. Select [Download] **2**. If the presentation is not correct contact us at scoutworks@gmail.com.



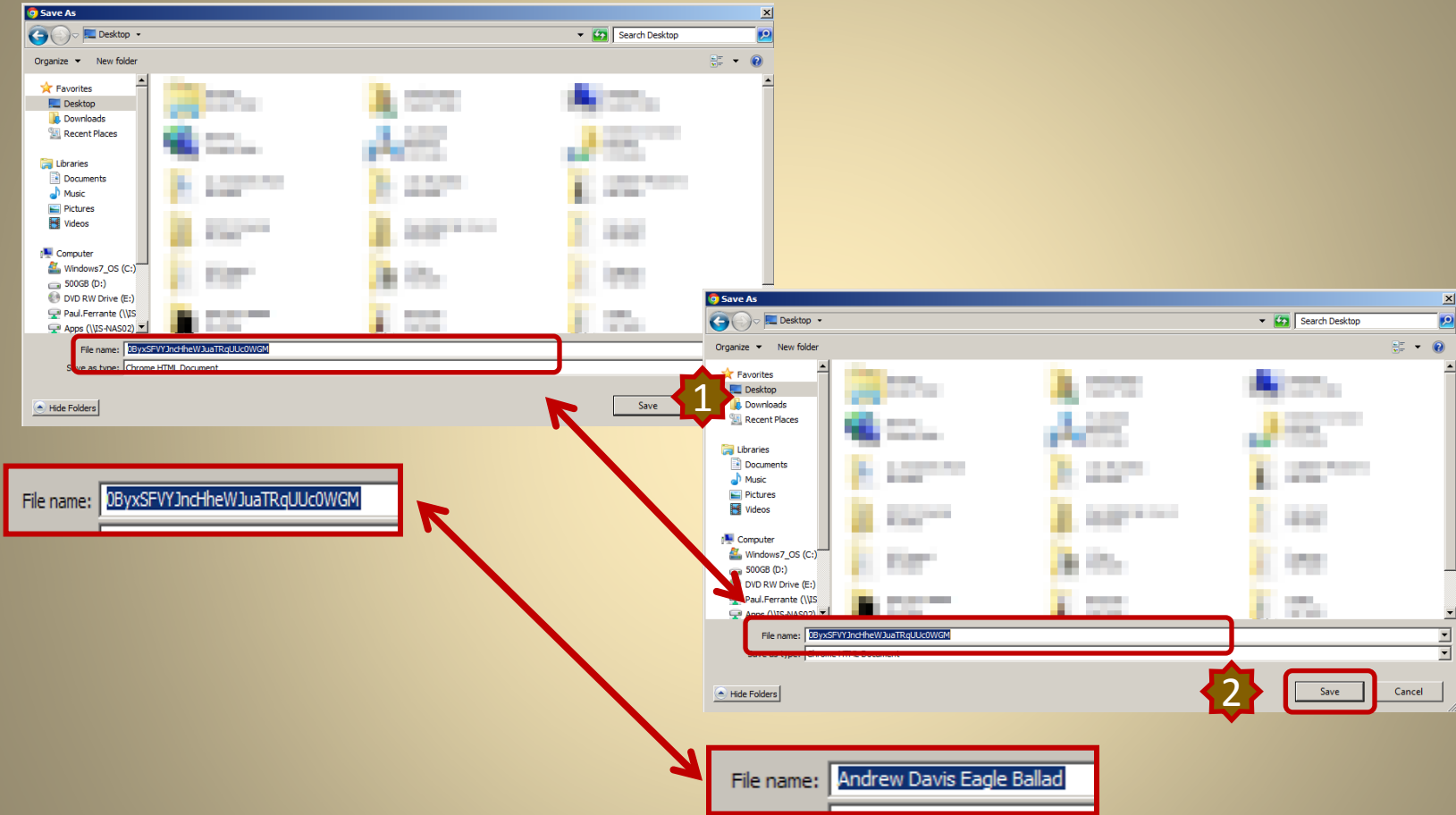
3. If the below message appears select [Download anyway] **1**. This message may appear because of the file size.




4. When the [Save As] dialog box appears select [Desktop] **1**.



5. Rename your presentation **1** and select [Save] **2**.

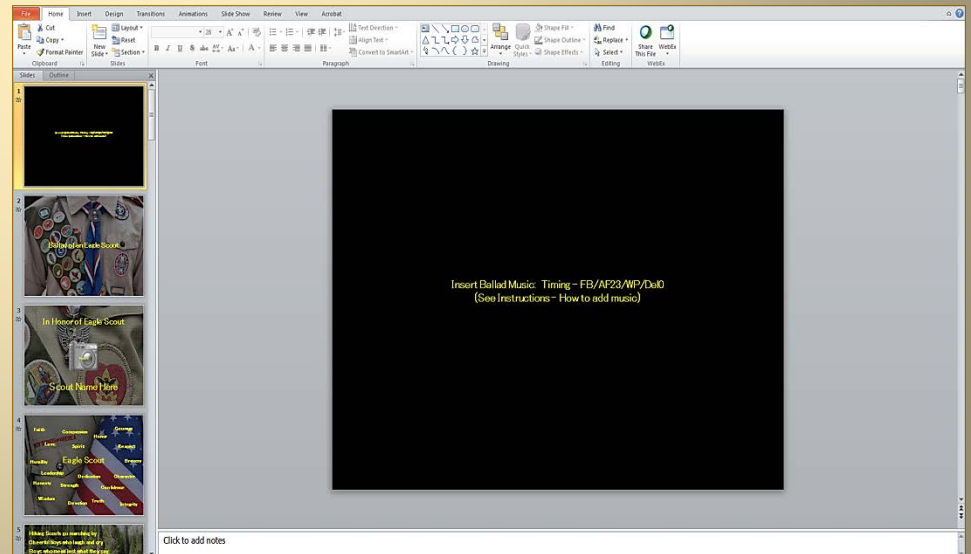
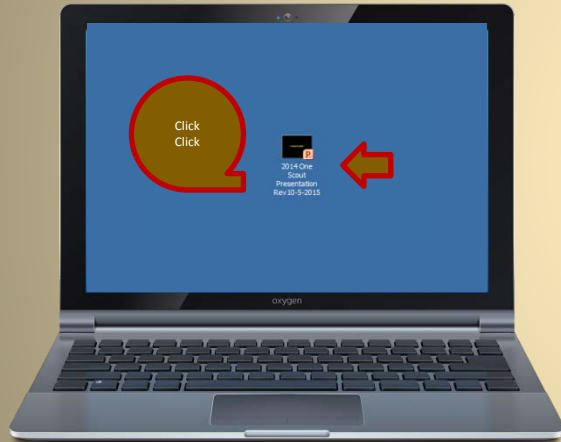
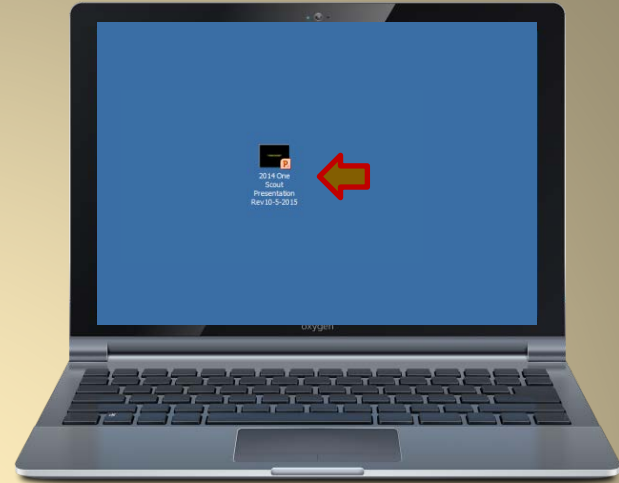


6. Your presentation will now appear on your desktop .



Save a Working Copy

1. Double Click the presentation to open it.



2. Select **1** [File] **2** [Save As] **3** “Rename your project” and **4** [Save]. This is the project you will edit to make your own. The original presentation should be kept as backup in the event you have issues. You can always go back to the original and start over.

The image shows a Microsoft PowerPoint 2013 interface. The 'File' menu is open, and the 'Save As' option is highlighted. A file explorer window is open, showing the 'Save As' dialog box. The file name is '2014 One Scout Presentation Rev10-5-2015.pptx'. The 'Save' button is highlighted.

1 [File] 2 [Save As] 3 [Rename your project] 4 [Save]

Making Your Presentation

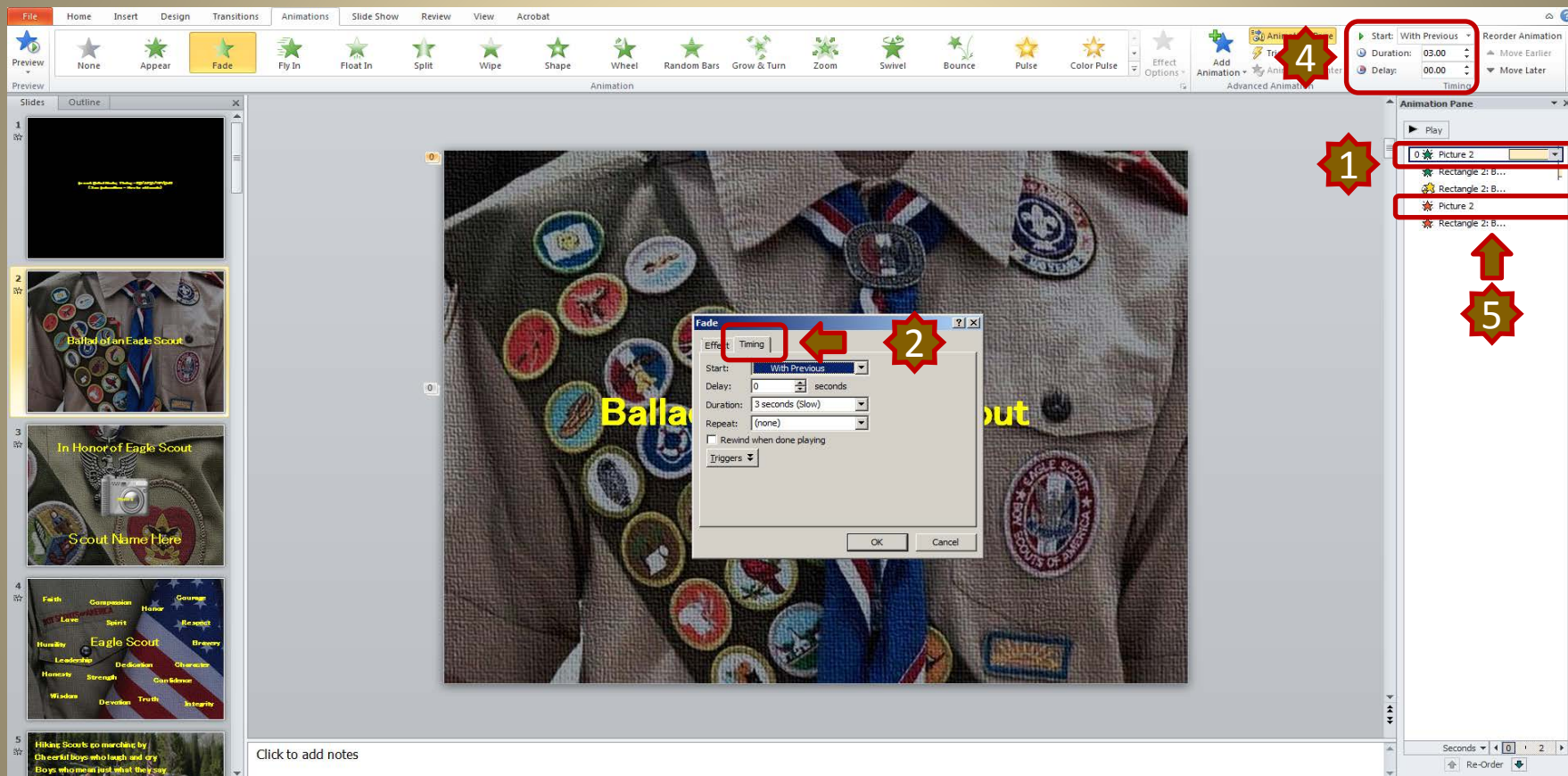
Editing the Background Photos

Note: The background photos are timed to the presentation. Any background photos you add will also have to be timed to the presentation.

1. Select **1** [Animation], **2** [Animation Pane]. Click on the first entry in the animation pane **3**. This is the timing for the background photo.

The screenshot displays the Microsoft PowerPoint interface. The top ribbon is set to the 'Animations' tab, with the 'Animation Pane' button highlighted by a red box and a '1' in a red star. The Animation Pane on the right side of the slide is open, showing a list of animation entries. The first entry, 'Picture 2', is selected and highlighted by a red box and a '3' in a red star. The main slide area shows a background image of a Scout uniform with the text 'Ballad of an Eagle Scout' overlaid in yellow. The slide thumbnail in the left-hand pane also shows this slide, with a yellow border and a '2' in a red star. The bottom of the slide has a text box that says 'Click to add notes'.

2. Double click the entry **1** and the timing for the photo will appear. Select the [Timing] tab **2**. As you can see the timing for the background photo is [Start – With Previous], [Delay – 0 seconds] and [Duration – 3 seconds (Slow)]. This timing also appears in the tool bar ribbon **4**.



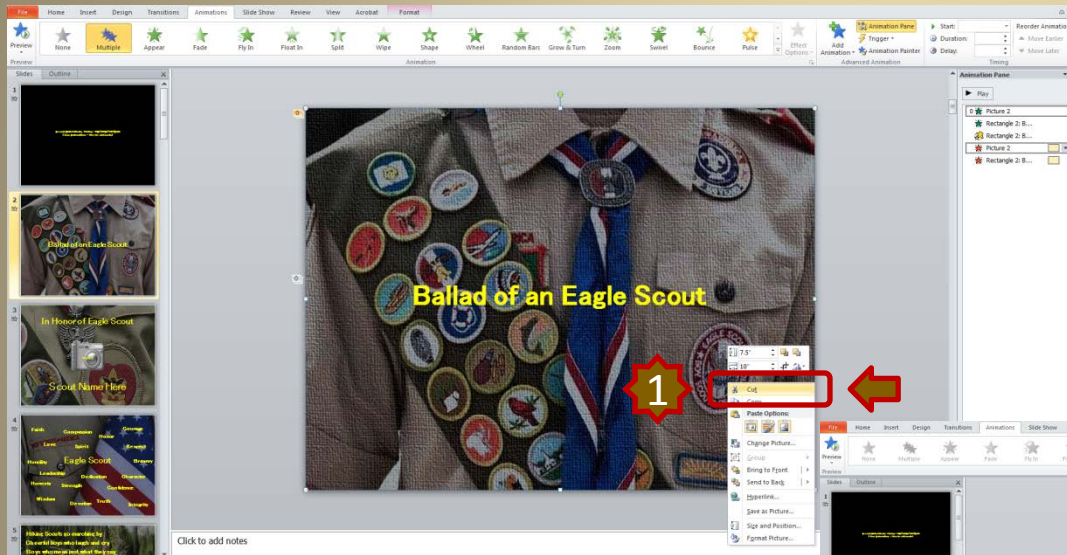
Note: Some background photos will have both a “Fade In” and “Fade Out” effect as this one does **5**. If you change one of these slides be sure to modify both “Fade In” and “Fade out”.

Note: Clicking on the photo will highlight the photo **1** and indicate in the animation pane if there are more than one animation for the photo **2** (in this case both a **Fade In** and **Fade Out** effect).

The screenshot displays the Microsoft PowerPoint 2010 interface. The main slide shows a close-up of an Eagle Scout uniform with numerous merit badges and a blue neckerchief. The text "Ballad of an Eagle Scout" is overlaid in yellow. The left-hand "Slides" pane shows a list of five slides, with the second slide (the current one) highlighted. The top ribbon includes the "Animations" tab, which is active, showing various animation effects like "None", "Appear", "Fade", "Fly In", "Float In", "Split", "Wipe", "Shape", "Wheel", "Random Bars", "Grow & Turn", "Zoom", "Swivel", "Bounce", and "Pulse". The "Animation Pane" on the right side of the screen shows a list of objects with their respective animation settings. A red callout "1" points to the photo on the slide, and a red callout "2" points to the animation pane, which contains multiple entries for "Picture 2" with different animation effects.

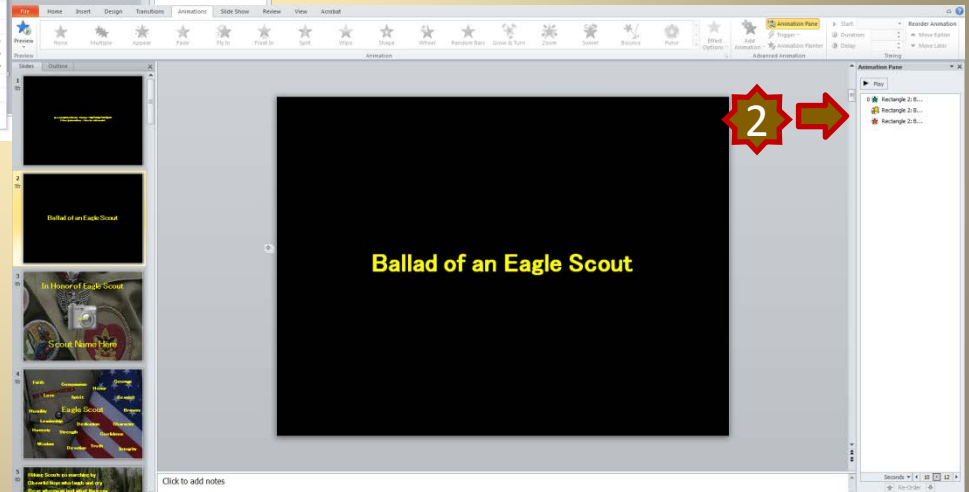
Deleting the Background Photo

1. Right click on the photo and select [Cut] **1** or right click on the photo and select [Delete] from your keyboard.



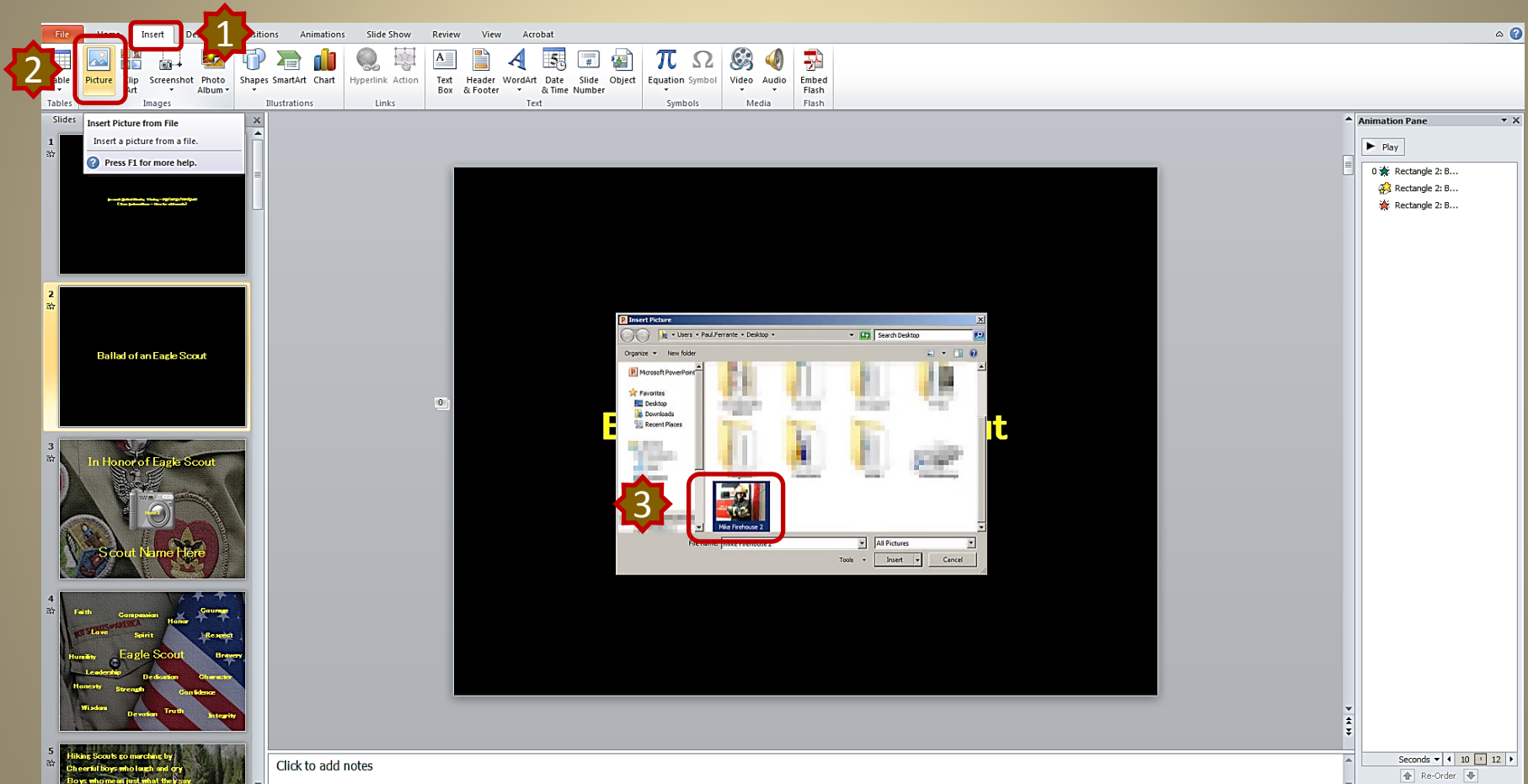
Note: when the photo was deleted the timing in

the animation pane was also deleted **2**.



Inserting a Different Background Photo

1. Select **1** [Insert], **2** [Picture]. Navigate to the photo you desire **3** and double click the photo.



2. Click on the photo **1** and re-size **2** to fill the whole slide.

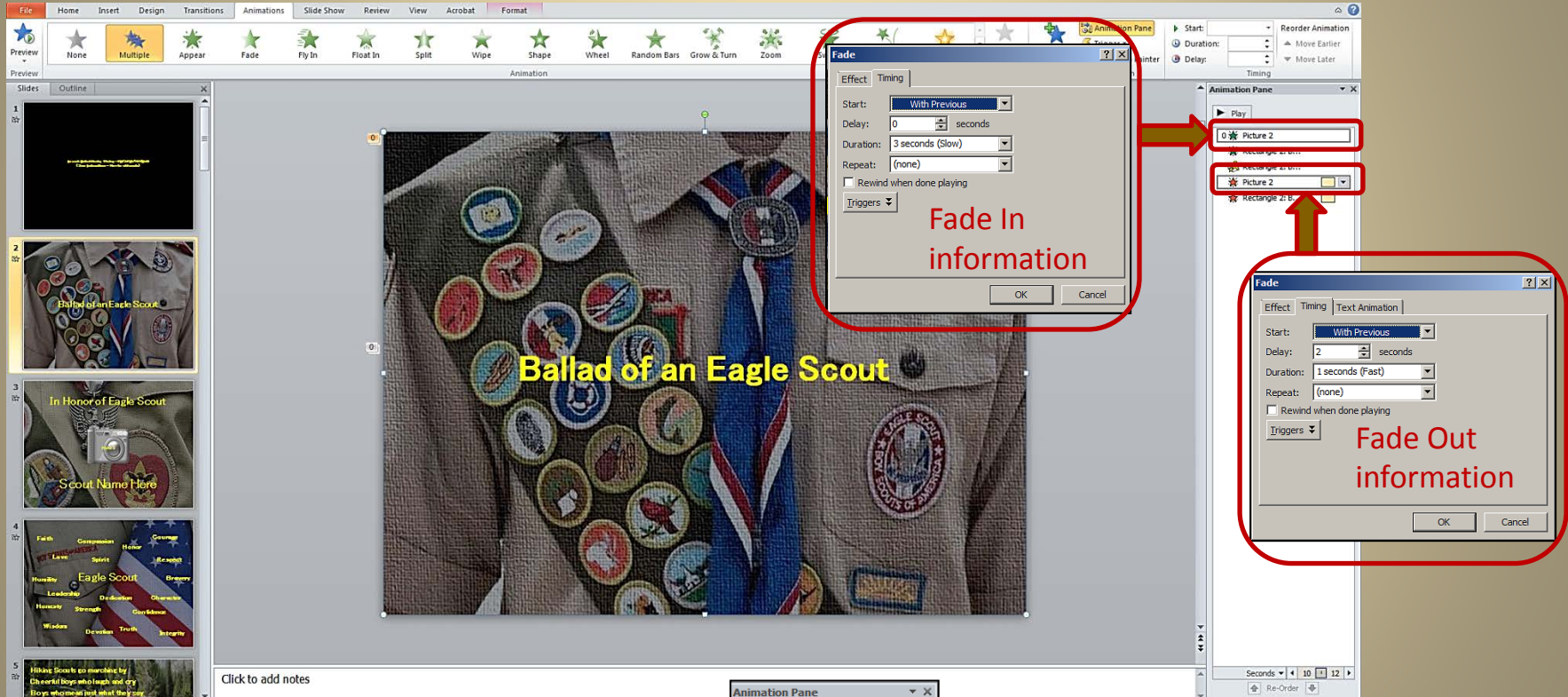


3. Right click on the photo **1** and select [Send to Back] **2**. The text will now appear in front of the photo **3**.



Timing Your New Background Photo

1. The timing information for the previous photo is indicated in the animation pane. For the presentation music to be timed properly you must match this timing information in the new photo.



NOTE: See page 8 for how to determine the timing information.

Here
Not Here

IMPORTANT NOTE: Be sure to note the position of the timing marks in the animation pane. Make sure your new timing marks are in the same position!

2. Click on the photo and select [Animation] **1** and [Fade] **2**. A new **"Fade In"** timing mark will appear in the animation pane **3**. Click on the new mark and drag to the top **4**.

The image consists of two screenshots of the Scoutworks software interface, illustrating the steps to apply a fade animation to a photo.

Top Screenshot: Shows the 'Animations' menu with 'Fade' selected (2). The 'Animation Pane' on the right shows a new 'Picture 4' mark (3) appearing. A red box labeled 'Click Here' points to this mark.

Bottom Screenshot: Shows the 'Picture 4' mark being dragged to the top of the animation pane (4). A red box labeled 'Drag Here' points to the top of the pane.

Bottom Left Dialog Box: A 'Fade' dialog box with the following settings:

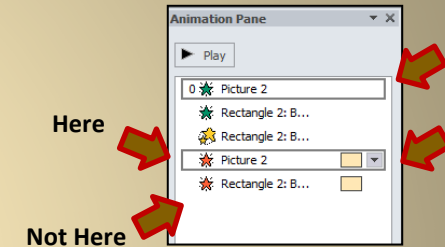
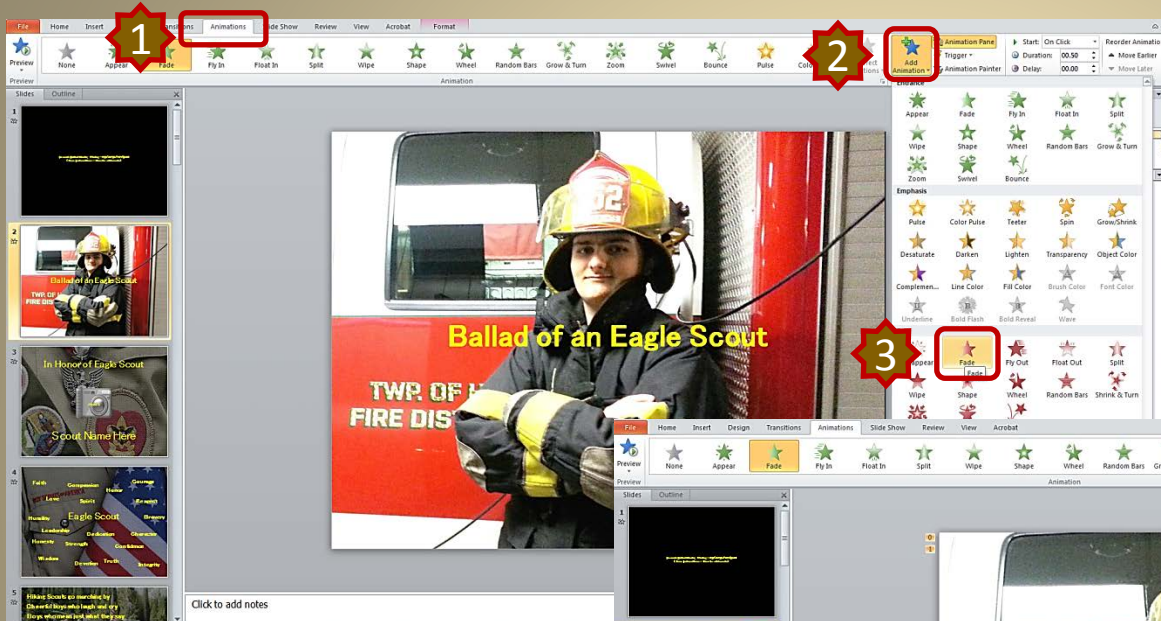
- Effect: Timing
- Start: With Previous
- Delay: 0 seconds
- Duration: 3 seconds (Slow)
- Repeat: (none)
- Repeat when done playing:
- Triggers: [dropdown]

NOTE: Double click on the timing mark and enter the timing information. In this case it is:

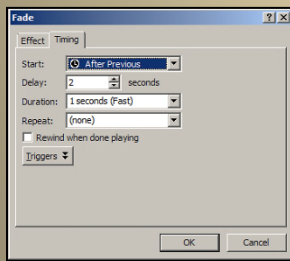
See [page 8](#) for more details.

3. Click on the photo and select [Animation] **1** [Add Animation], **2** [Fade] **3**. A new “Fade Out” timing mark will appear in the animation pane **4**. Click on the new mark and drag to the proper position **5**.

IMPORTANT NOTE: Be sure to note the position of the timing marks in the animation pane. Make sure your new timing marks are in the same position!



NOTE: Double click on the timing mark and enter the timing information. In this case it is:

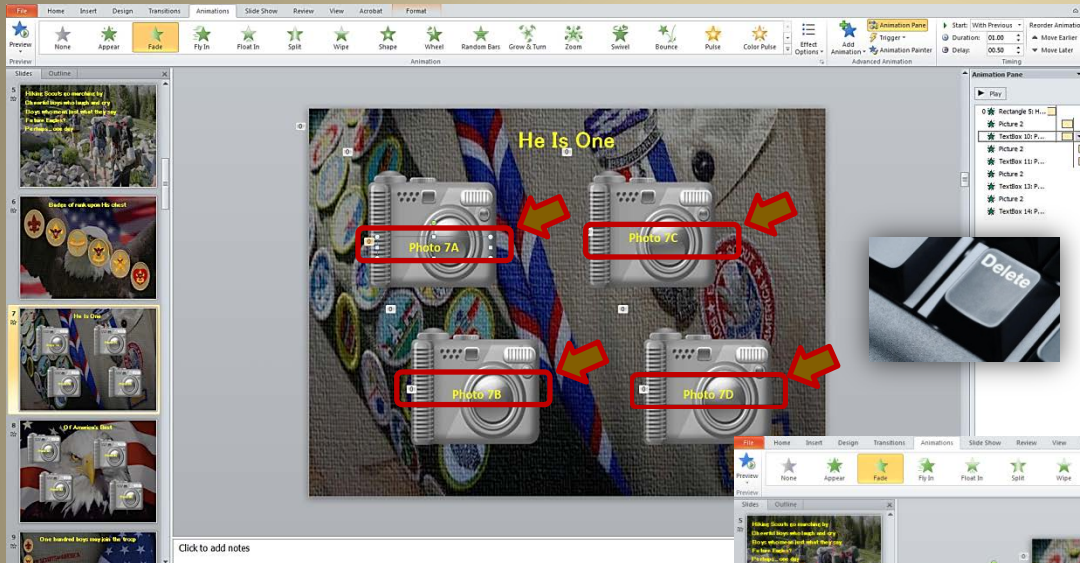


See page 8 for more details.



Inserting Your Scout Photos

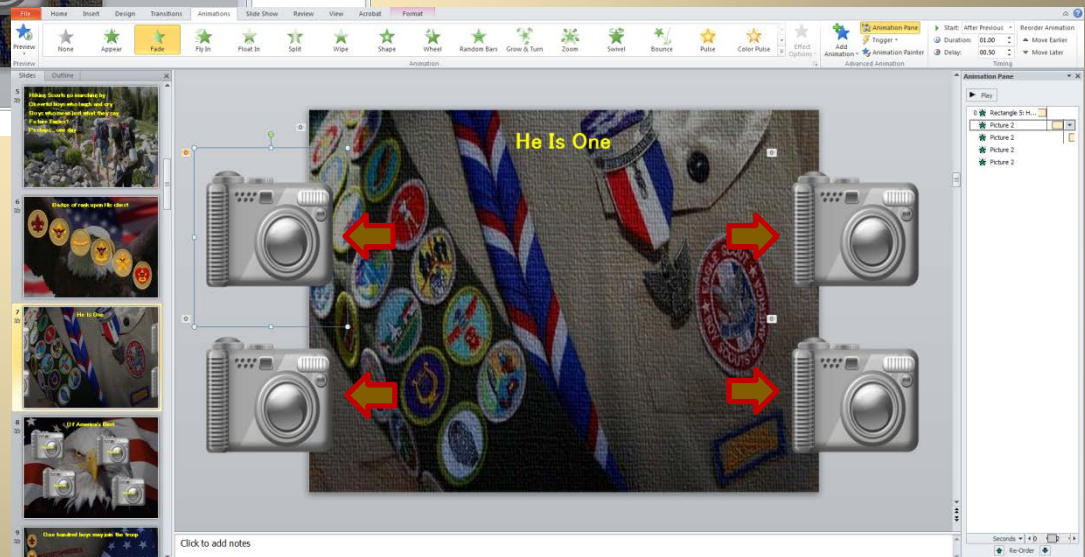
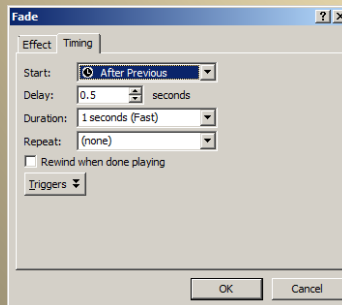
1. Click on the text boxes that label the photo positions and select [Delete] from your Keyboard. This information is no longer needed.



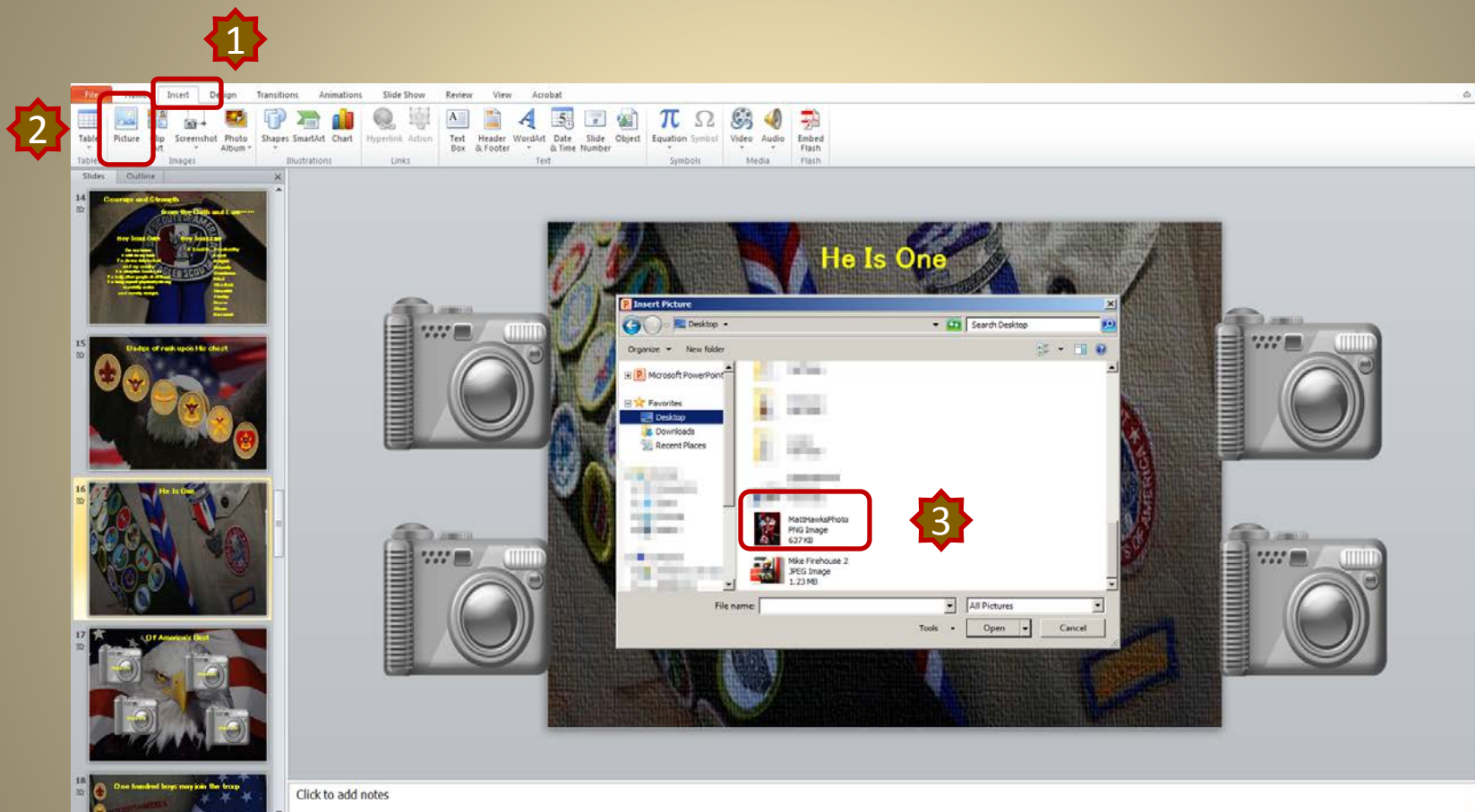
2. Click and drag the camera images to the edges of the slide. These contain the timing marks for your photos. Once you insert and time your own photos you can simply delete the camera place holders.

NOTE: The camera images are place holders for the timing information of the photos. All of the photos have the same timing for the photos on slides 7, 8, 16 and 17.

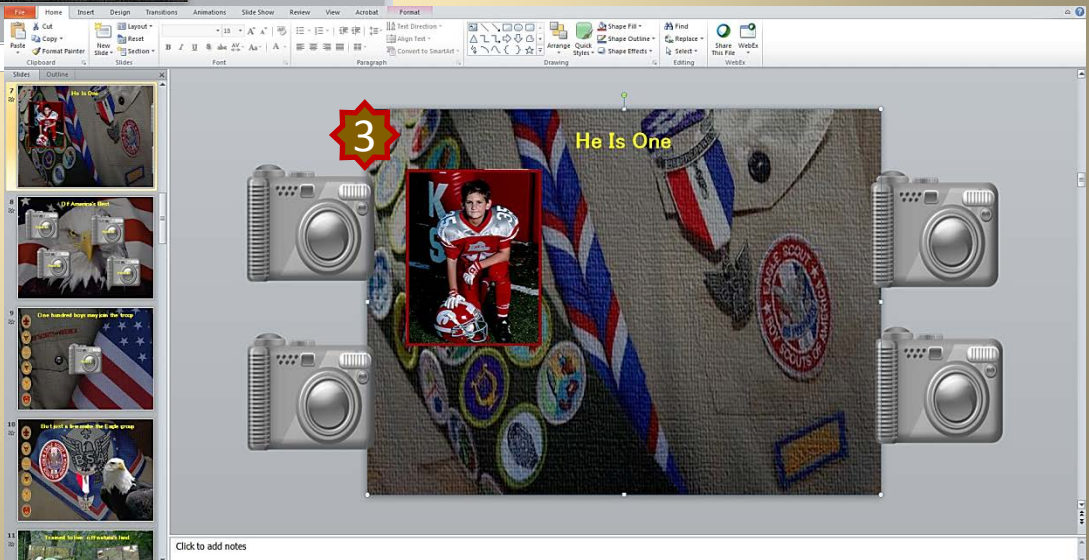
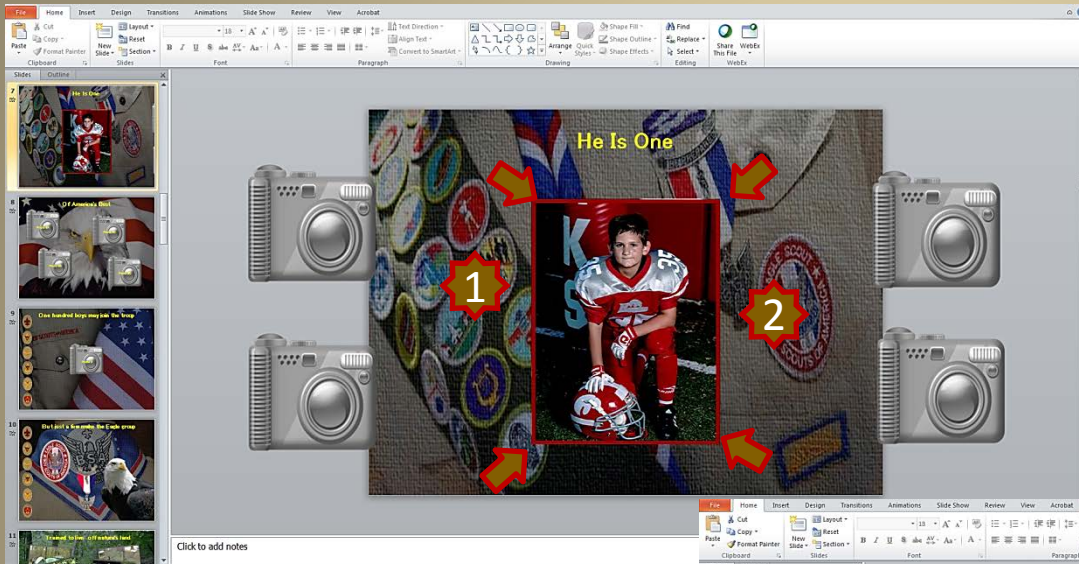
See [page 8](#) for timing details.



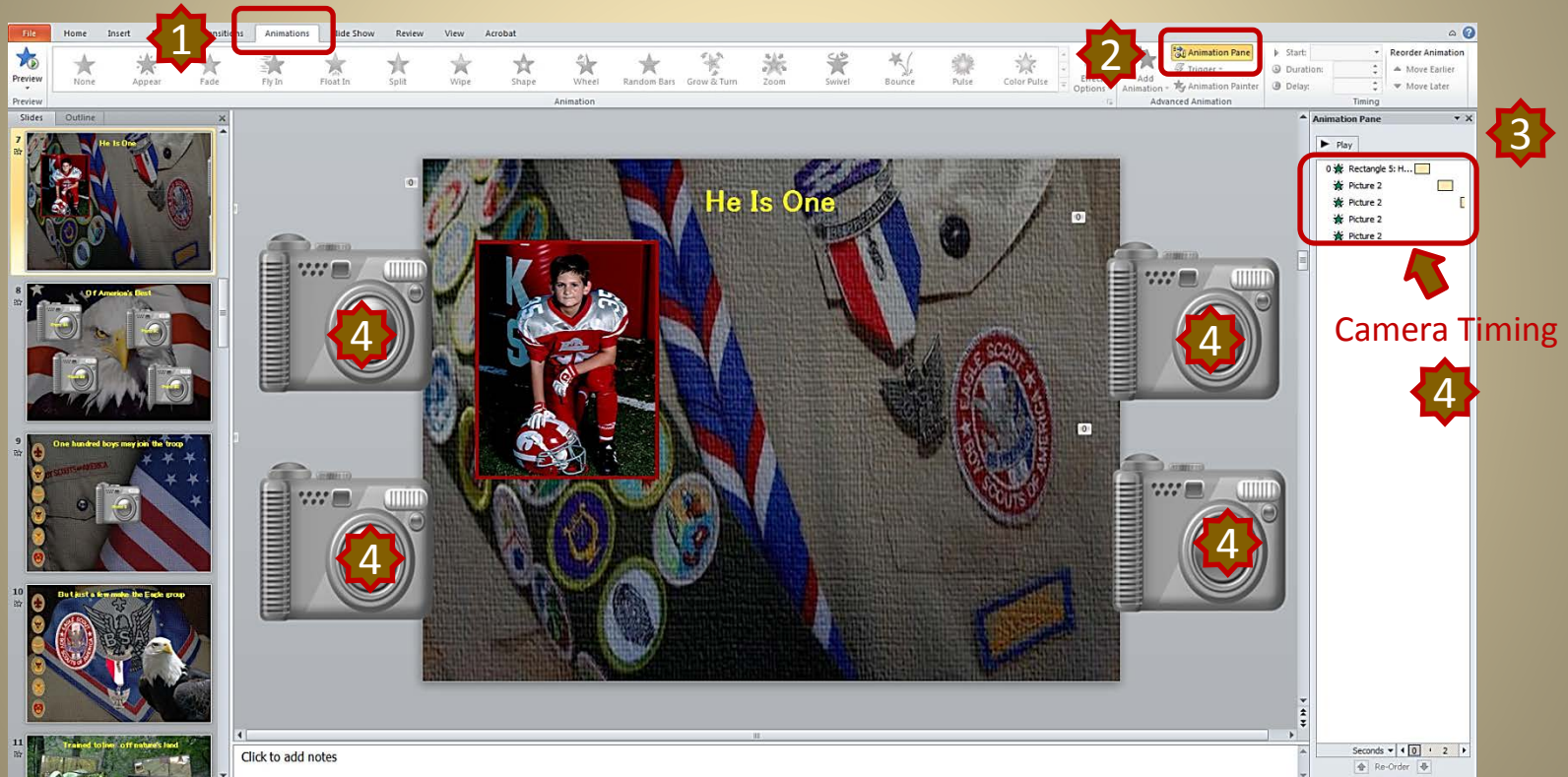
3. Select **1** [Insert], **2** [Picture]. Navigate to the photo you desire **3** and double click the photo.



4. Click on the photo **1** re-size **2** and position on the slide **3** .



5. Select [Animations] **1** and [Animation Pane] **2**. The animation pane will open on the right **3**. The timing information for the camera images **4** are indicated in the animation pane.



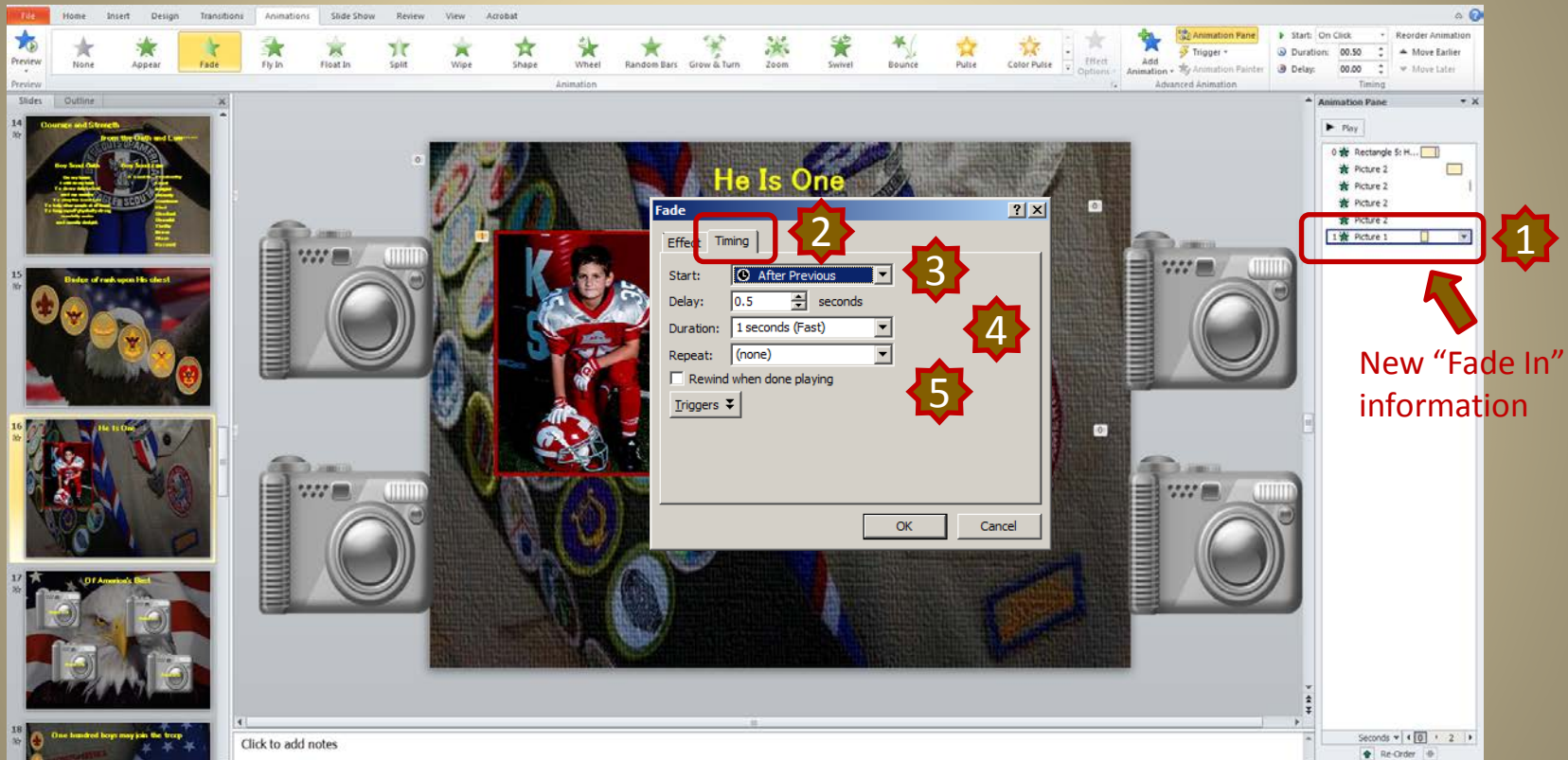
Timing Your New Photo

For the presentation music to be timed properly you must match the camera timing information in your new photos.

1. Click on your new photo **1** and select [Fade] **2**. A new timing mark will appear in the animation pane **3**.



2. All of the photos (4) on slides 7, 8, 16 and 17 are timed the same. Double click on the new timing mark **1** and select the [Timing] tab **2**. Set [Start] After Previous **3**, [Delay] 0.5 seconds **4**, and [Duration] 1 second (Fast) **5**.

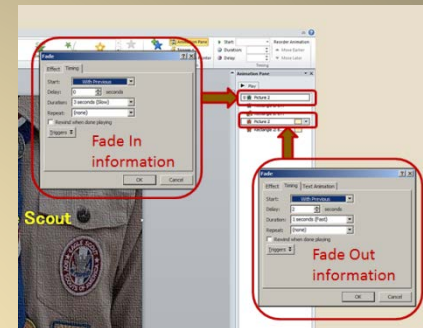
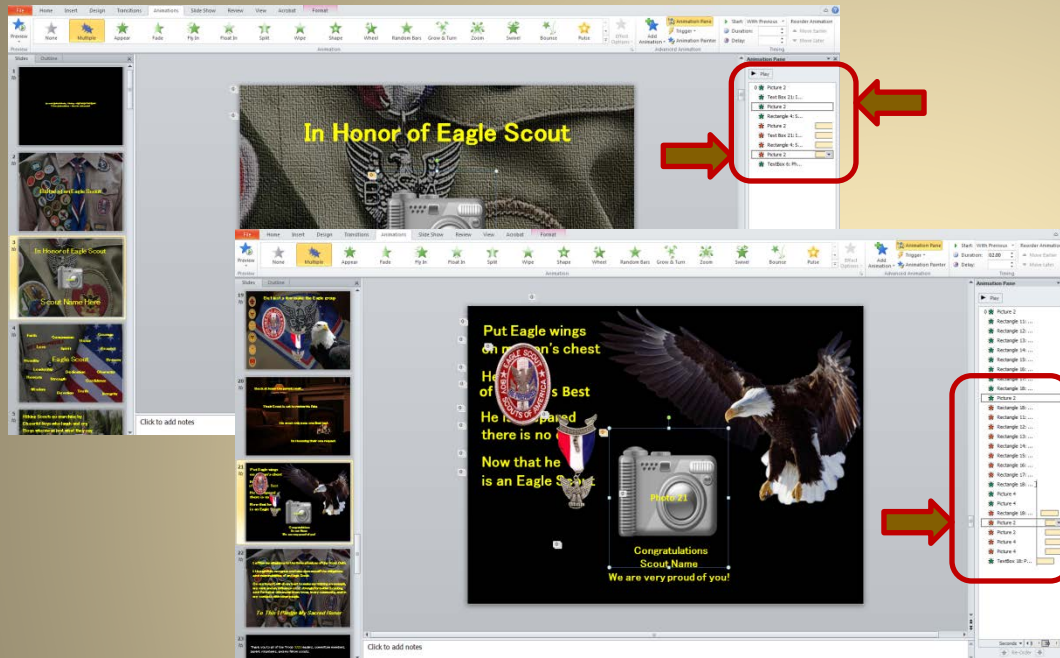


3. Follow these same instructions for photos 2, 3 and 4 on the slide. Once this is accomplished Right click on the camera placeholders and select [Cut] **1** or right click on the camera placeholders and select [Delete] **2** from your keyboard.

The image displays two screenshots of the Scoutworks software interface. The top screenshot shows a slide titled "He Is One" with a camera placeholder on the left. A right-click context menu is open over the placeholder, with the "Cut" option selected. A red box highlights the "Cut" option, and a red number "1" is placed next to it. The bottom screenshot shows the same slide, but the camera placeholder has been removed, leaving an empty space. A red box highlights this empty space, and a red number "2" is placed next to it. A red arrow points from the "Cut" option in the top screenshot to the empty space in the bottom screenshot. The interface includes a menu bar (File, Home, Insert, Design, Transitions, Animations, Slide Show, Review, View, Acrobat, Format), a ribbon with various animation options, a Slides pane on the left, and an Animation Pane on the right.

NOTE: When the camera placeholder is removed the timing place mark in the animation pane is also removed.

Caution! Slide 3 and slide 21 have both [Fade In] and [Fade Out] timing marks.

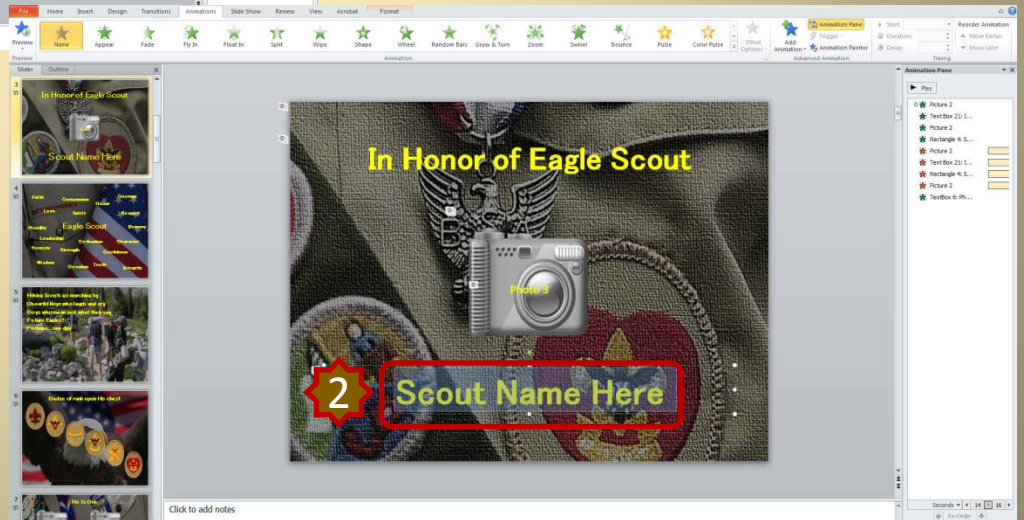
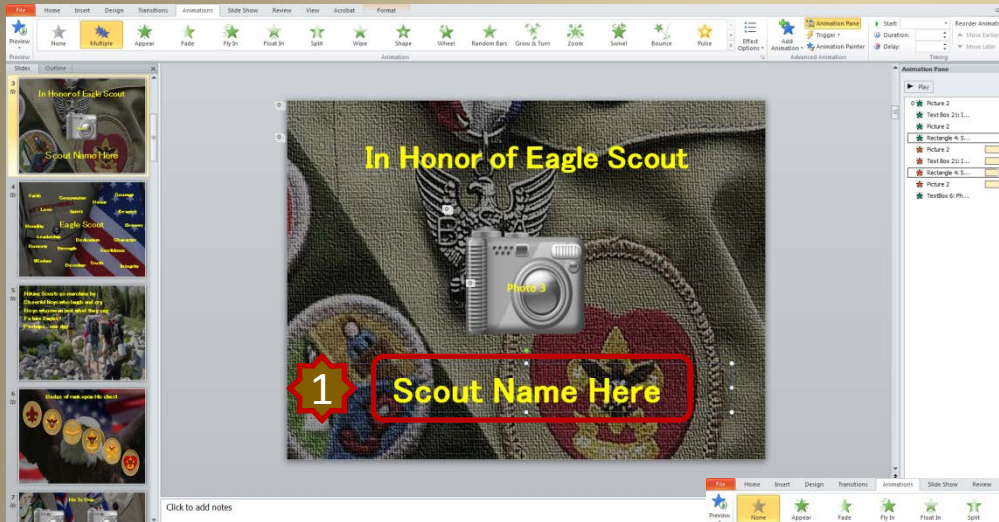


IMPORTANT NOTE: Be sure to note the position of the timing marks in the animation pane. Make sure your new timing marks are in the same position!

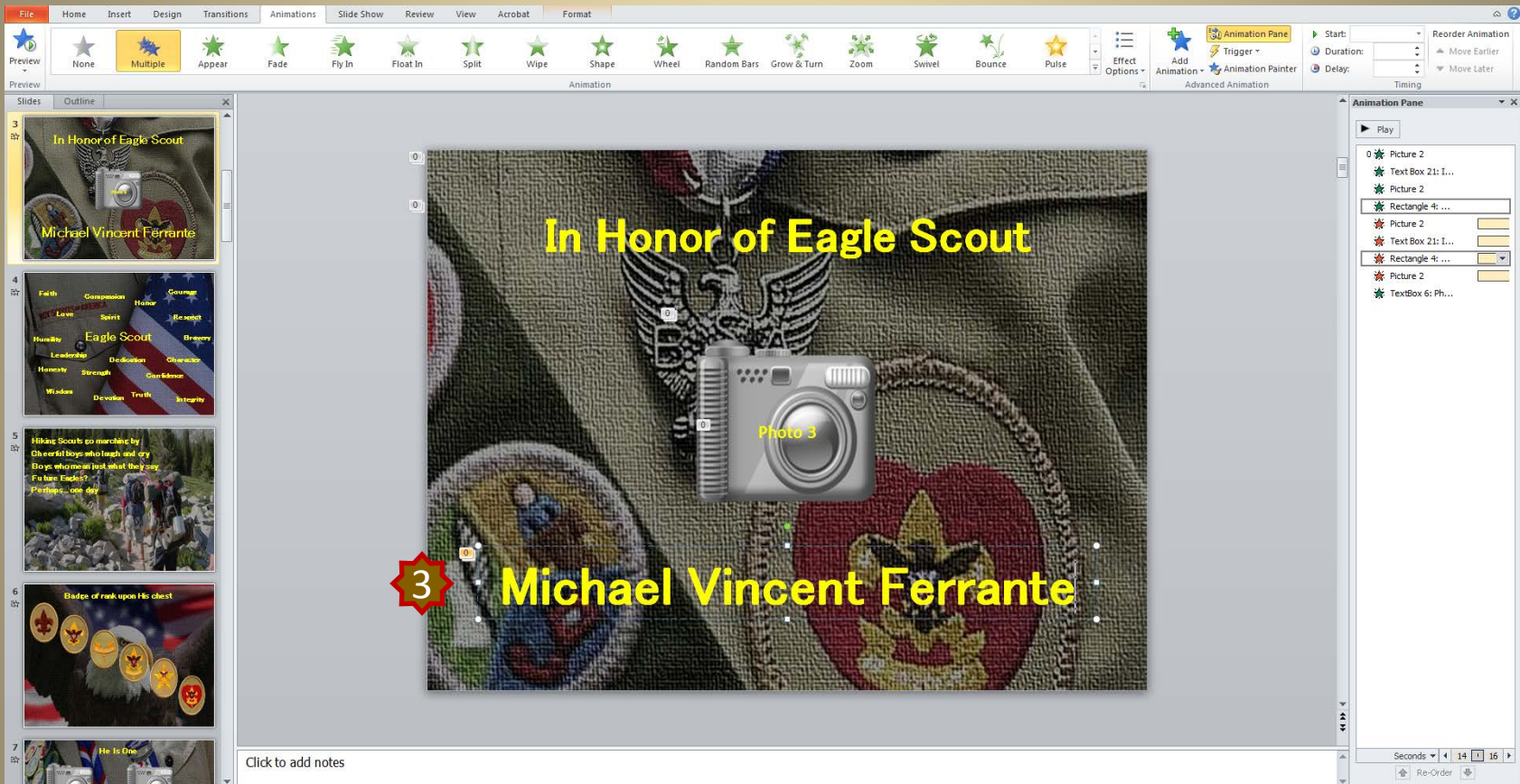
NOTE: For information on how to add [Fade In] and [Fade Out] timing see page 18.

Changing the Text

1. Click in the text box **1**. Highlight the text **2**.



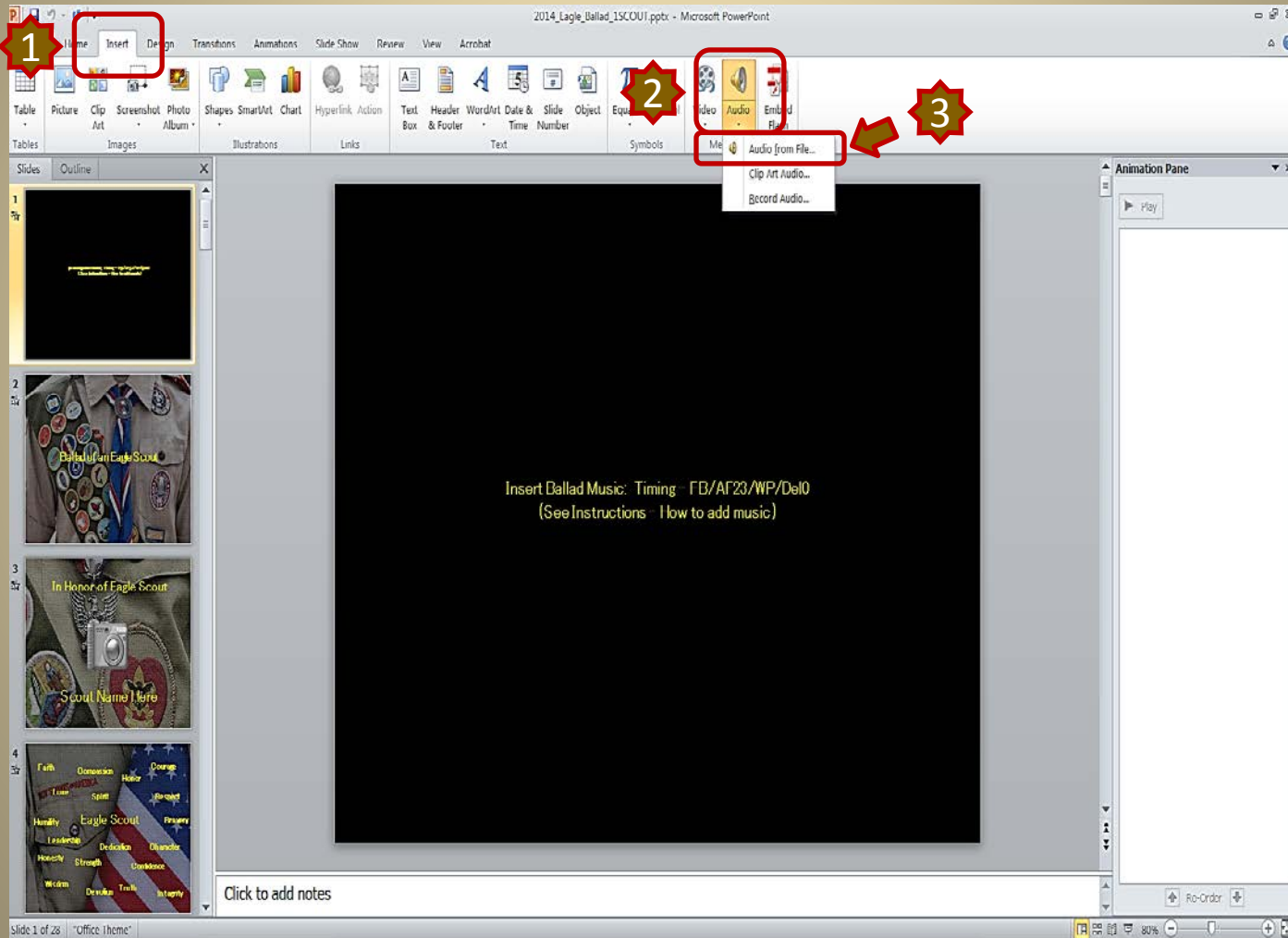
2. Type in the new text .



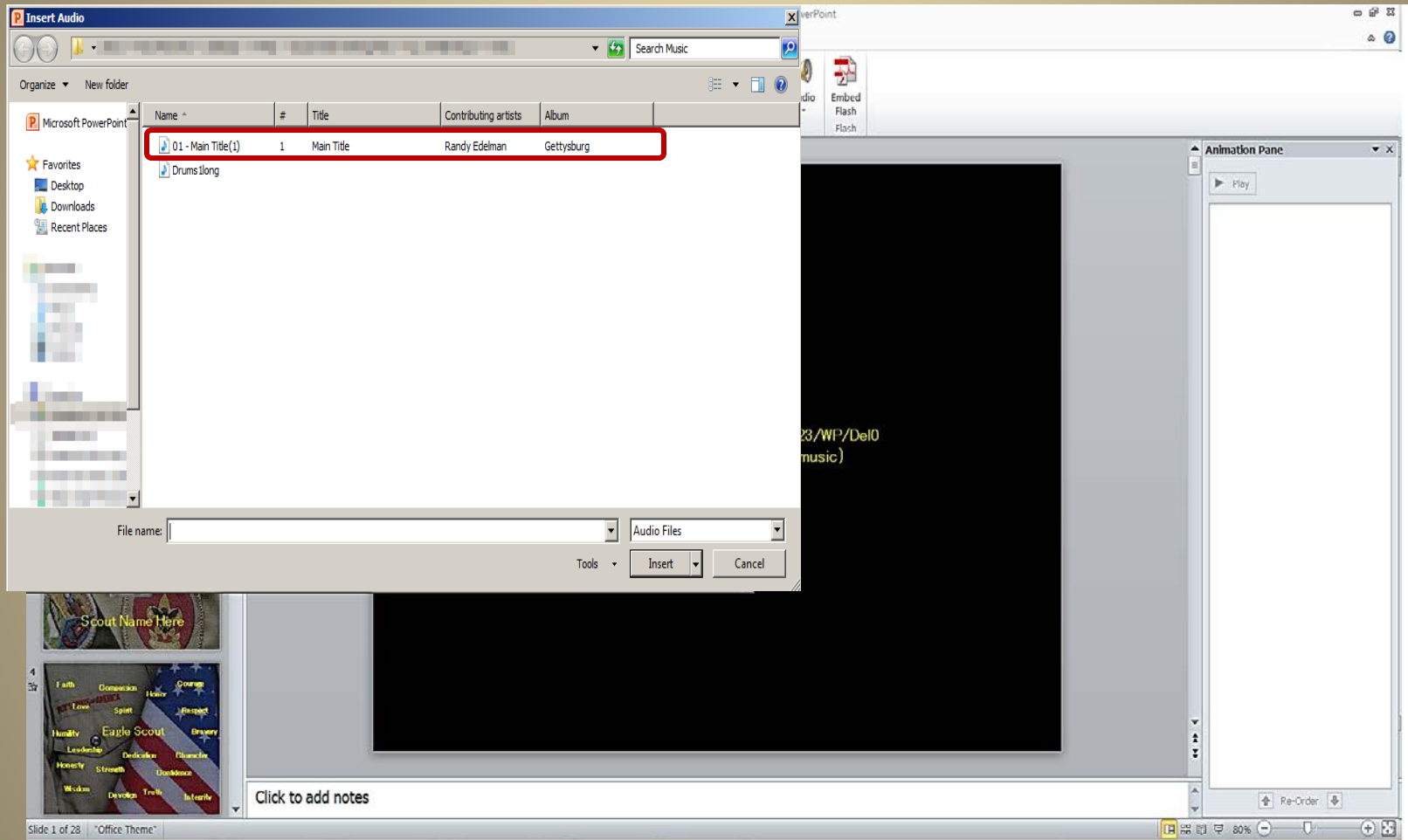
The screenshot displays the Microsoft PowerPoint interface. The main slide area shows a background image of an Eagle Scout uniform. The text "In Honor of Eagle Scout" is positioned at the top in yellow. A camera icon labeled "Photo 3" is centered on the slide. At the bottom, the name "Michael Vincent Ferrante" is written in yellow. A red star icon with the number "3" is placed to the left of the name. The left sidebar shows a slide thumbnail for slide 3 with the same text and camera icon. The right sidebar shows the Animation Pane with a list of objects: Picture 2, Text Box 21: I..., Picture 2, Rectangle 4: ..., Text Box 21: I..., Rectangle 4: ..., Picture 2, and Text Box 6: Ph... The top ribbon includes the Animations tab, and the bottom status bar shows "Click to add notes".

Adding the Music File

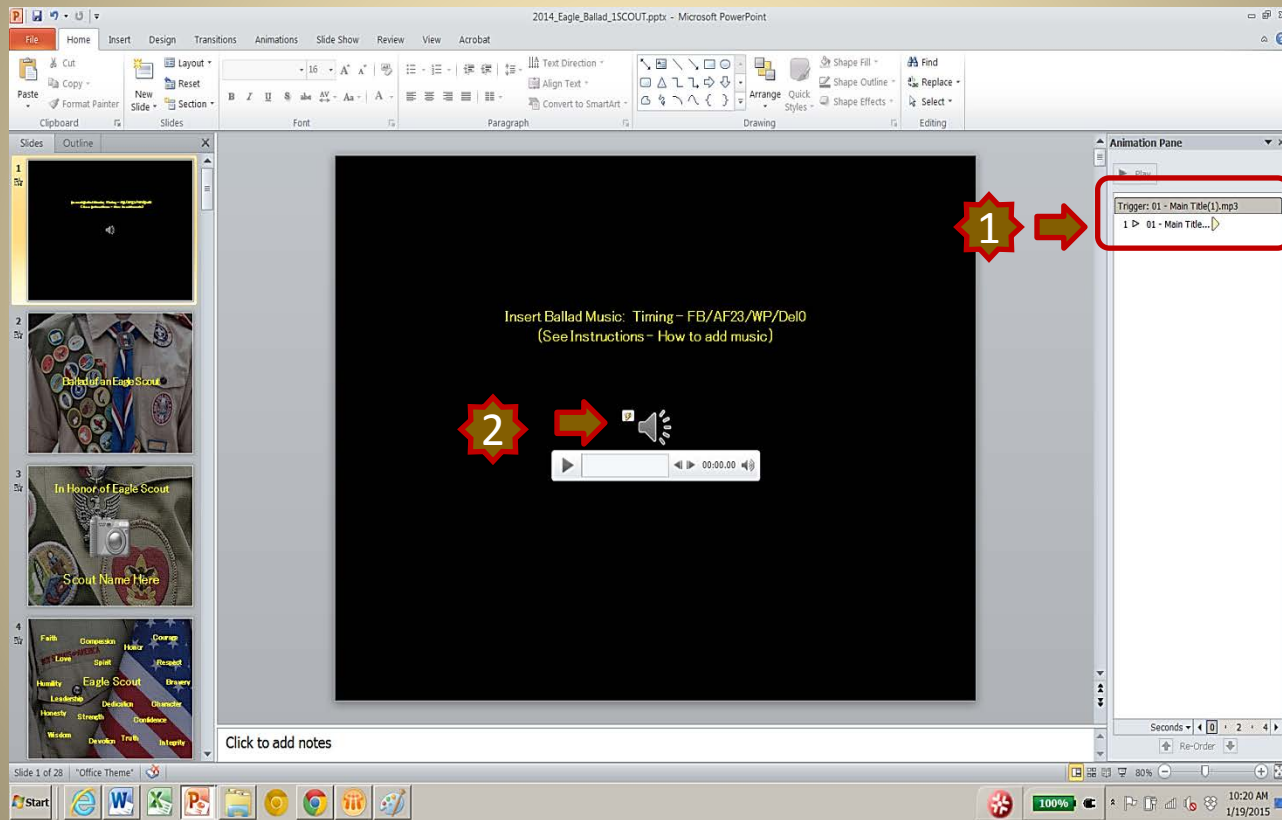
1. Select [Insert] **1** , [Audio] **2** , [Audio from File] **3** .



2. Navigate to your audio file and double click the file.

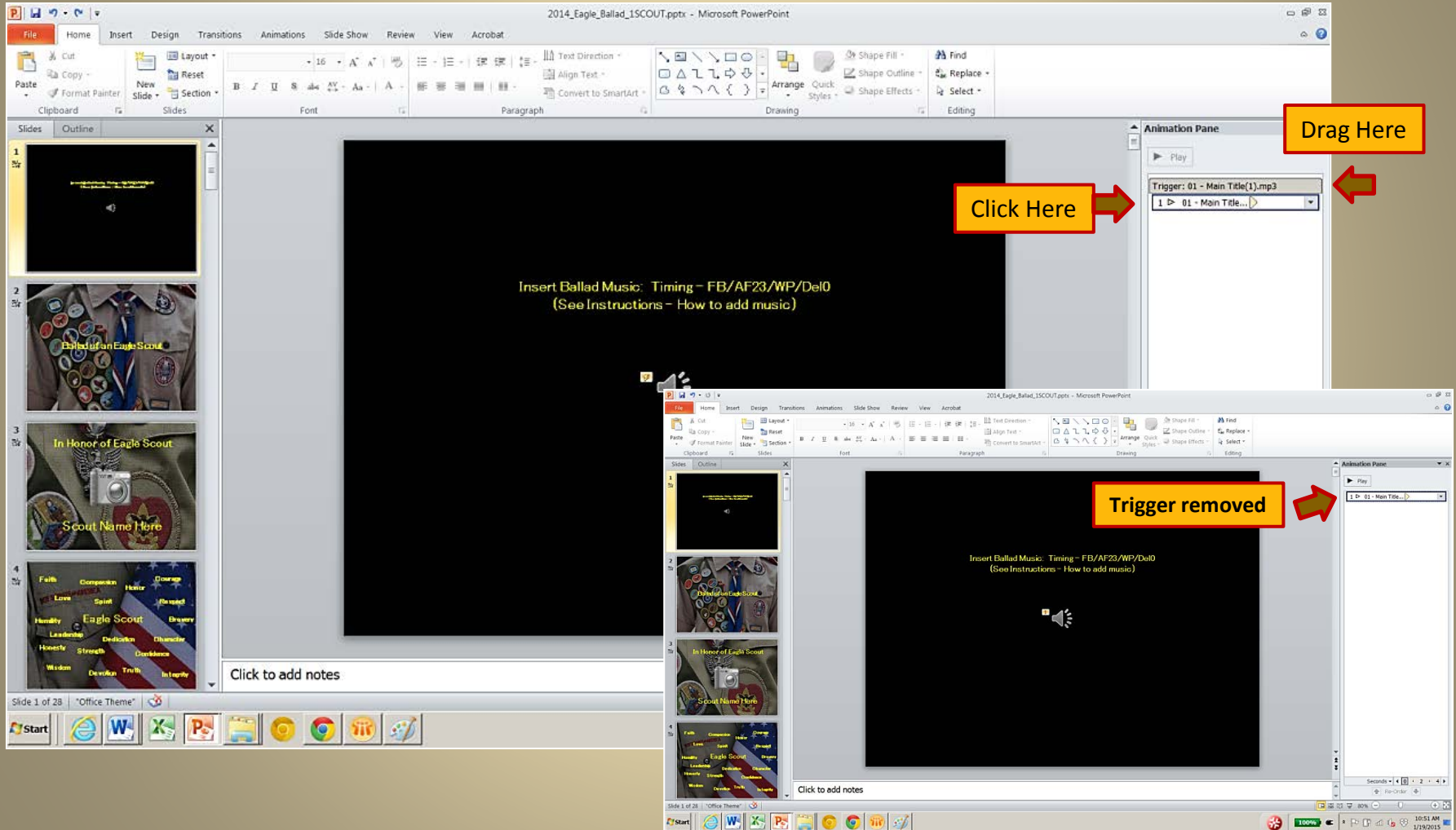


3. The audio file will appear in the animation pane **1** and a speaker will appear on the slide **2**.



Timing the Music

1. Remove the trigger by clicking **1** and dragging the music **2** to the top.



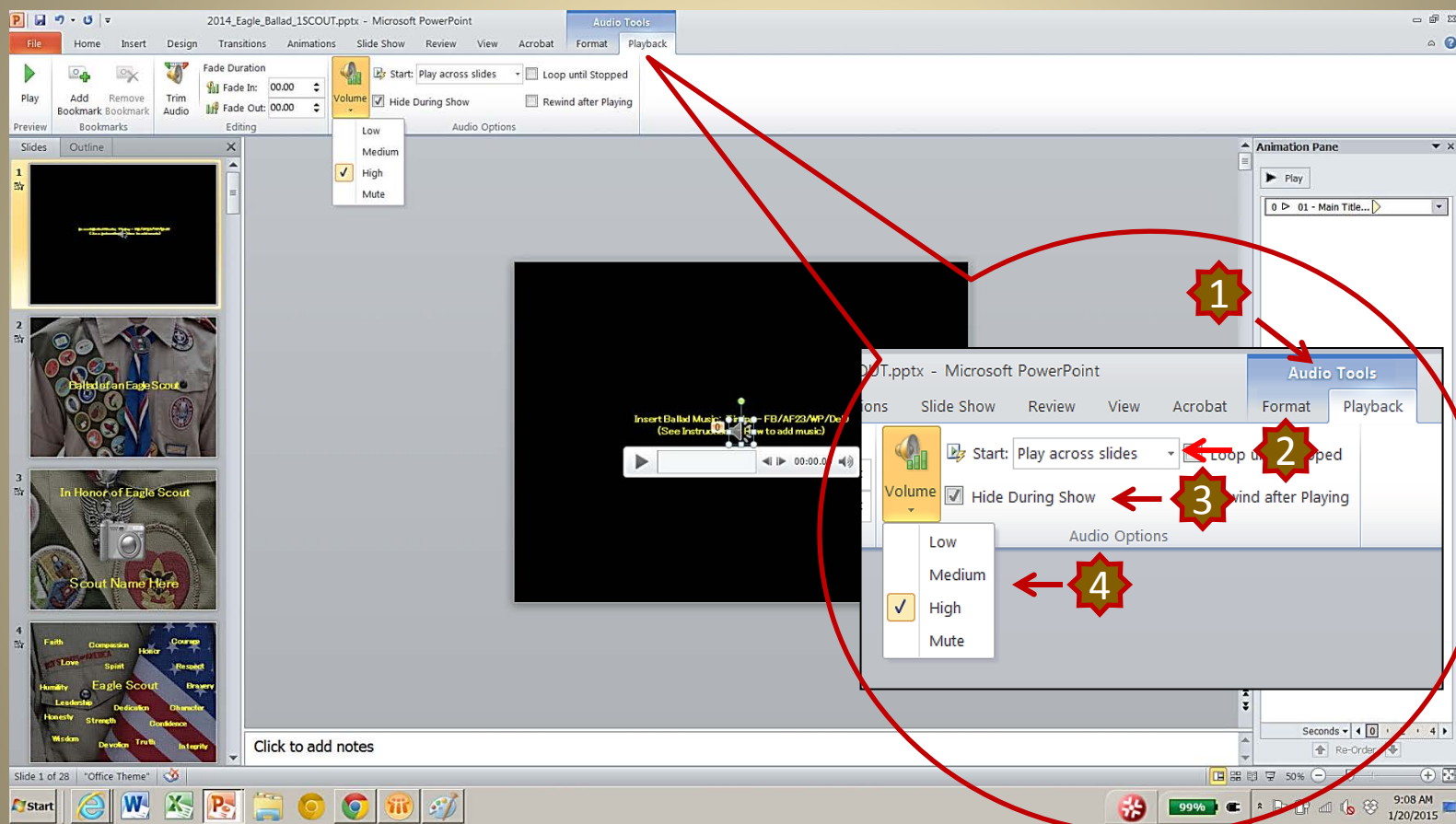
2. Double click on the music in the animation pane **1** and select the [Effect] tab **2**. Select [Start playing] *From Beginning* **3** and [Stop Playing] *After: 23 slides* **4**. Then select [OK] **5**.

The screenshot shows the Microsoft PowerPoint interface with the 'Play Audio' dialog box open. The dialog box has three tabs: 'Effect', 'Timing', and 'Audio Settings'. The 'Effect' tab is active. Under 'Start playing', the 'From beginning' radio button is selected. Under 'Stop playing', the 'After: 23 slides' radio button is selected. The 'OK' button is highlighted with a red circle and the number 5. In the background, the 'Animation Pane' shows a list of audio clips, with the first clip '01 - Main Title...' selected and circled with a red box and the number 1. A red arrow points to the 'Effect' tab with the number 2. A red circle around the 'From beginning' radio button is labeled with the number 3. A red circle around the 'After: 23 slides' radio button is labeled with the number 4. A red arrow points to the 'OK' button with the number 5. The text 'Double Click here' is written in red in the animation pane area.

3. Double click on the music in the animation pane **1** and select the [Timing] tab **2**.
[Start] With Previous **3**, [Delay]: 0 seconds **4**. Then select [OK] **5**.

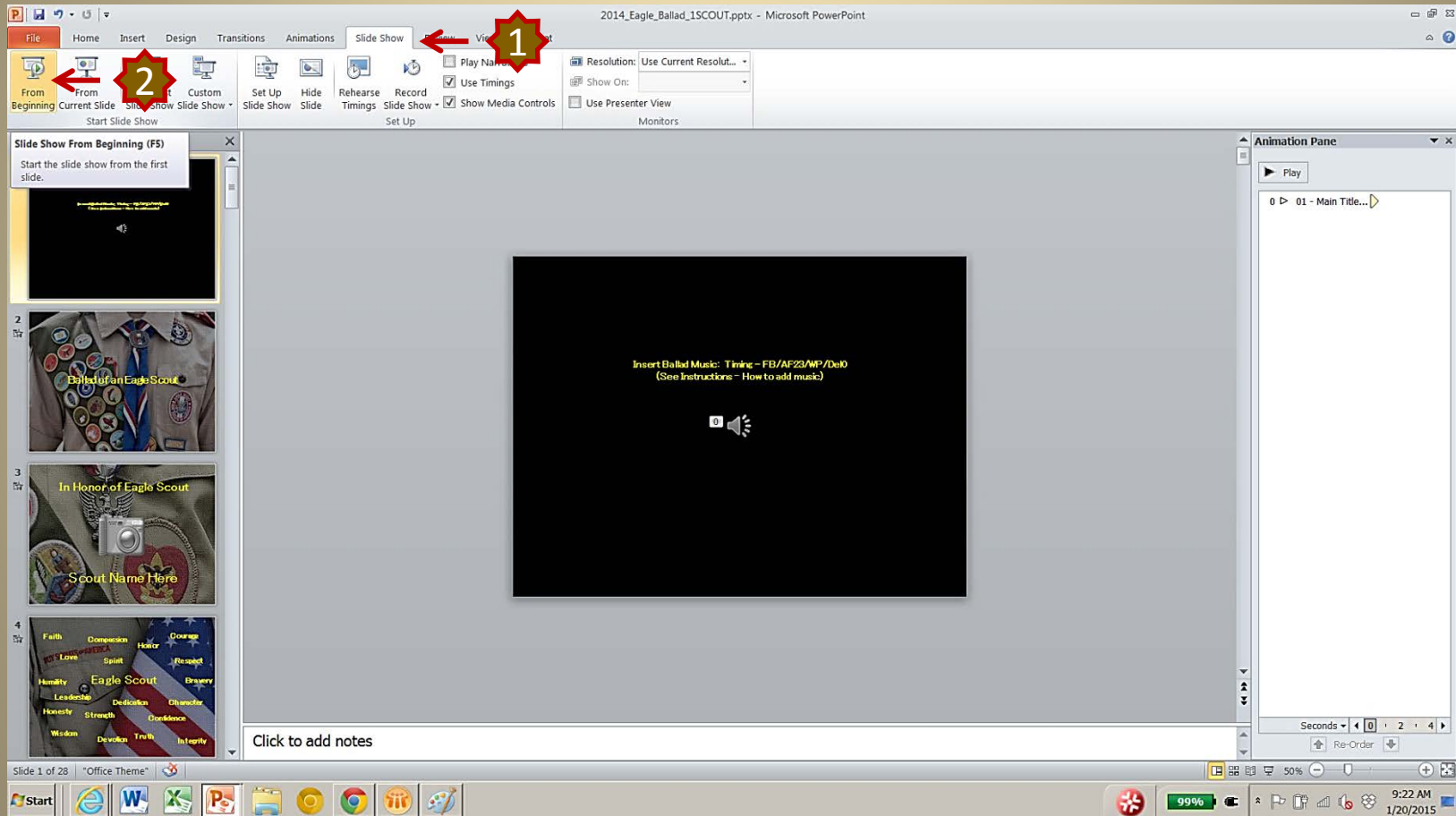
The screenshot displays the Microsoft PowerPoint 2010 interface. The 'Animation Pane' on the right shows a list of objects, with '1 > 01 - Main Title...' selected and circled in red with a callout '1'. Below it, the text 'Double Click here' is written in red. The 'Play Audio' dialog box is open, with the 'Timing' tab selected and circled in red with a callout '2'. The 'Start' dropdown is set to 'With Previous' (callout '3'), and the 'Delay' is set to '0 seconds' (callout '4'). The 'OK' button at the bottom of the dialog is circled in red with a callout '5'. The main slide area shows a slide with a black background and a small audio icon labeled 'Insert Ballad Music - Timex - FB/AF23/MP/Del0 (See Instructions)'. The taskbar at the bottom shows the Start button and various application icons.

4. Double click on the speaker. In Audio Tools **1** select Play across slides **2** and Hide During Show **3**. You can also set your volume **4** if you choose.



Testing the Music

1. Select [Slide Show] **1**, [From Beginning] **2**. The slide show will play. Ensure that the music is playing properly.



2. Once you have verified that the music plays properly right click on the instruction text box **1** and select cut **2** . This will remove the text box.

The screenshot displays a presentation software interface with four slides in the left-hand pane. The main slide area shows a black background with a text box containing the instruction: "Insert Ballad Music: Timing - FB/AF23 (See Instructions - How to add music)". A red arrow labeled '1' points to this text box. A context menu is open over the text box, and a red arrow labeled '2' points to the 'Cut' option. The context menu includes options such as Copy, Paste Options, Edit Text, Edit Points, Group, Bring to Front, Send to Back, Hyperlink..., Save as Picture..., Set as Default Text Box, Size and Position..., and Format Shape... The right-hand pane shows the Animation Pane with a play button and a timeline for '01 - Main Title...'. The top of the interface shows 'Slides' and 'Outline' tabs, and the bottom of the slide area shows a speaker icon.

Thank you for choosing to Honor Your Eagle Scout with our presentation.
If you have any questions regarding this tutorial please send us an email at:

Scoutworks@gmail.com

Visit us at scoutworks.weebly.com

