Creating Your Own Ballad of an Eagle Scout

Using the Ballad Template

Produced by Scoutworks.weebly.com

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.
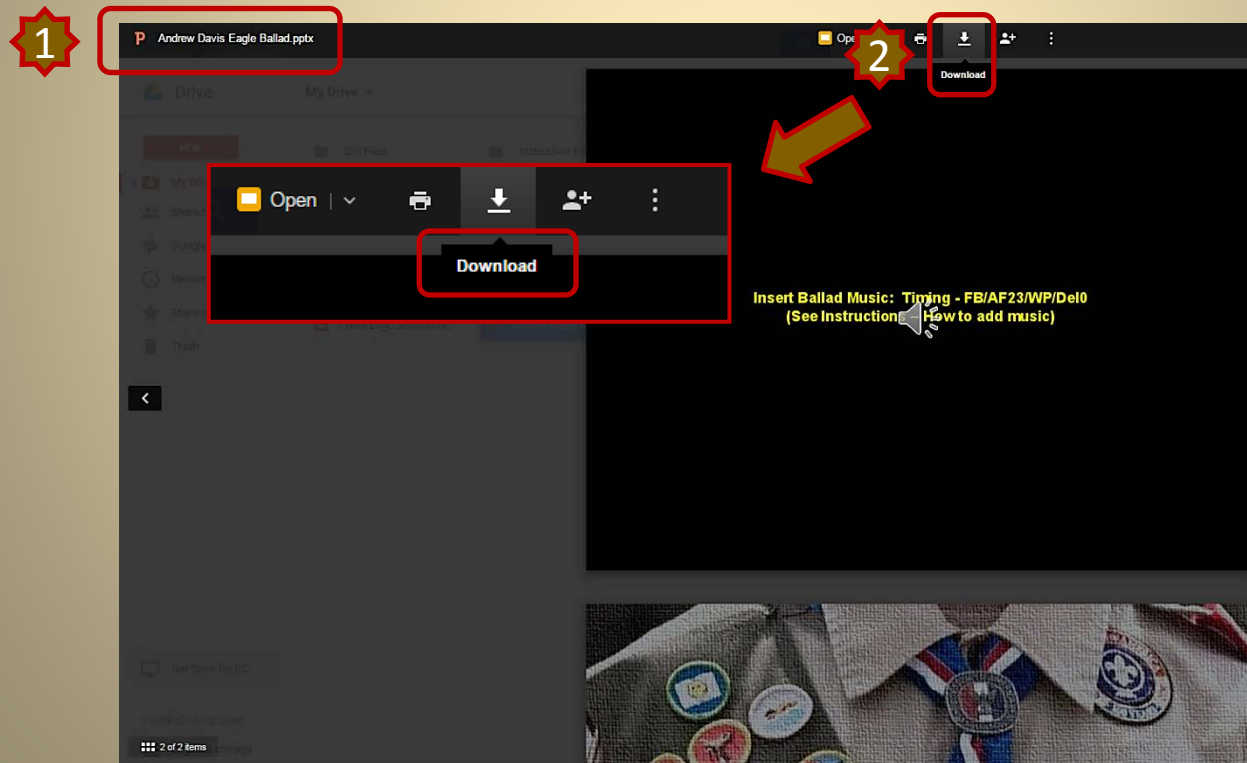
What to do first

Download Your Presentation

1. Click on the link you received from Scoutworks.

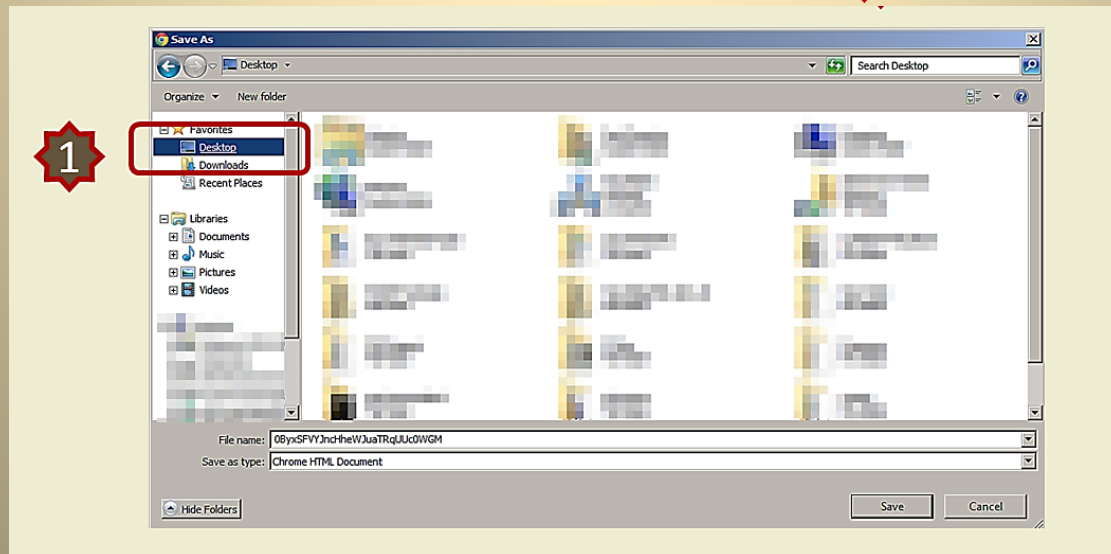example: https://drive.google.com/file/d/0ByxSFVYJncHhk/view?usp=sharing

2. Verify that the presentation is correct **1**. Select [Download] **2**. If the presentation is not correct contact us at scoutworks@gmail.com.
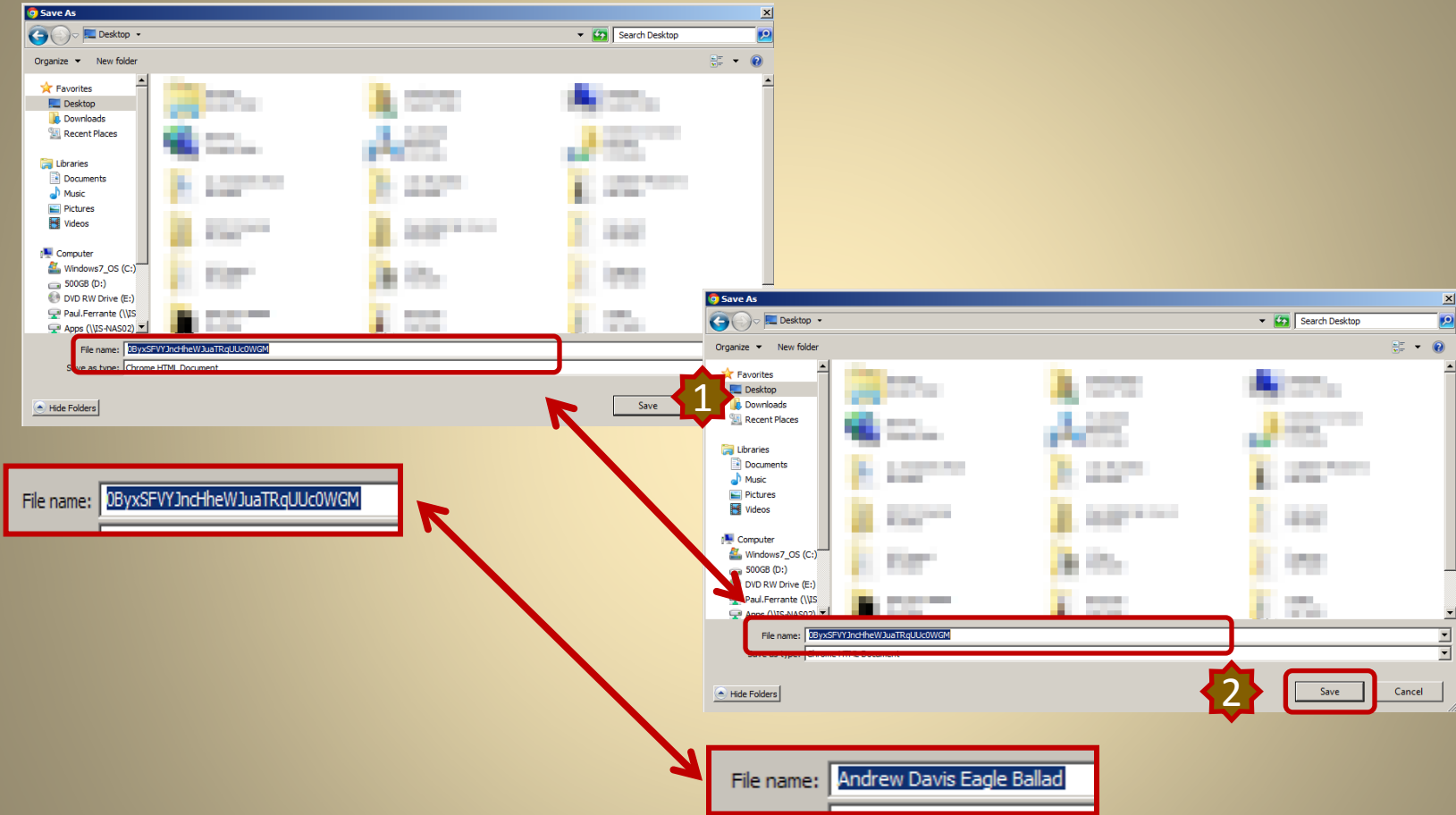
3. If the below message appears select [Download anyway] (1). This message may appear because of the file size.
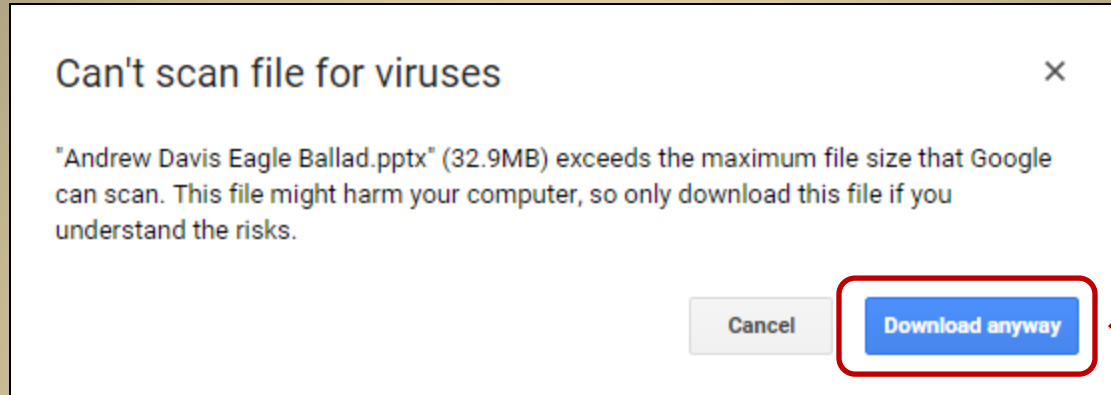
4. When the [Save As] dialog box appears select [Desktop] (1).
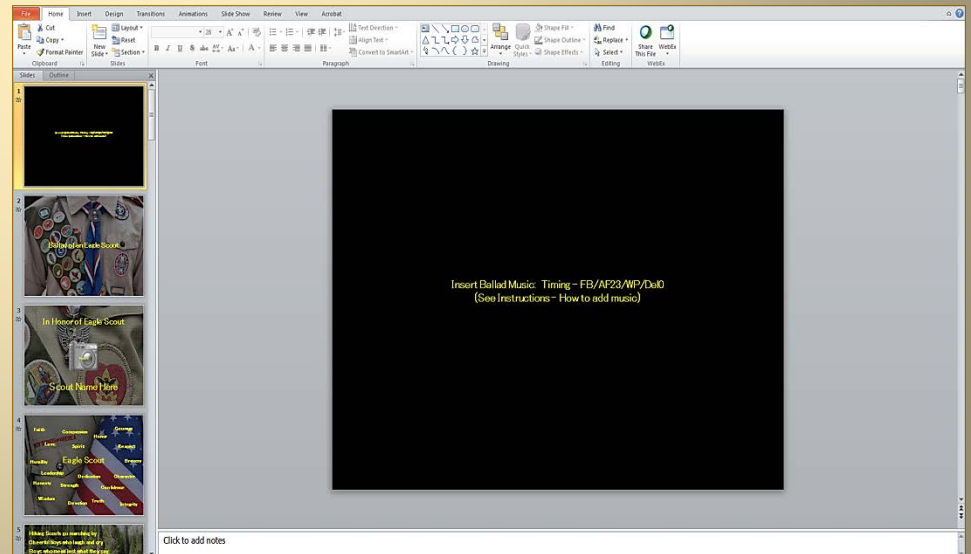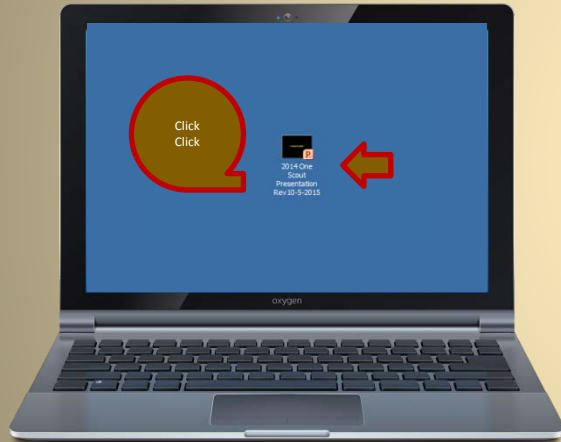
5. Rename your presentation ❶ and select [Save] ❷.
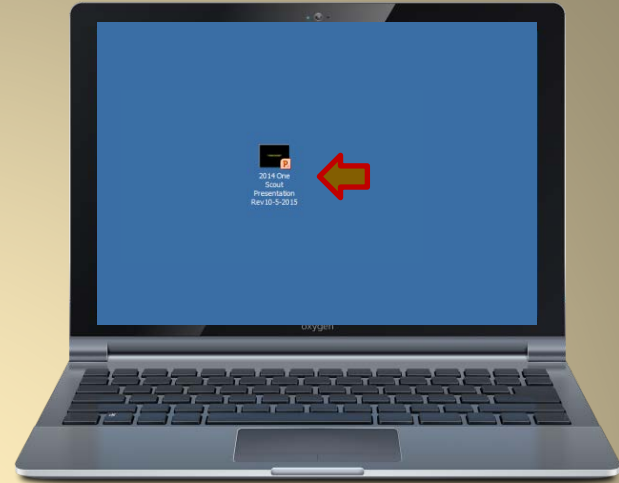
6. Your presentation will now appear on your desktop ⬟1.

Save a Working Copy

1. Double Click the presentation to open it.

2. Select ❶ [File] ❷ [Save As] ❸ "*Rename your project*" and ❹ [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.

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.

2. Double click the entry ①and 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.
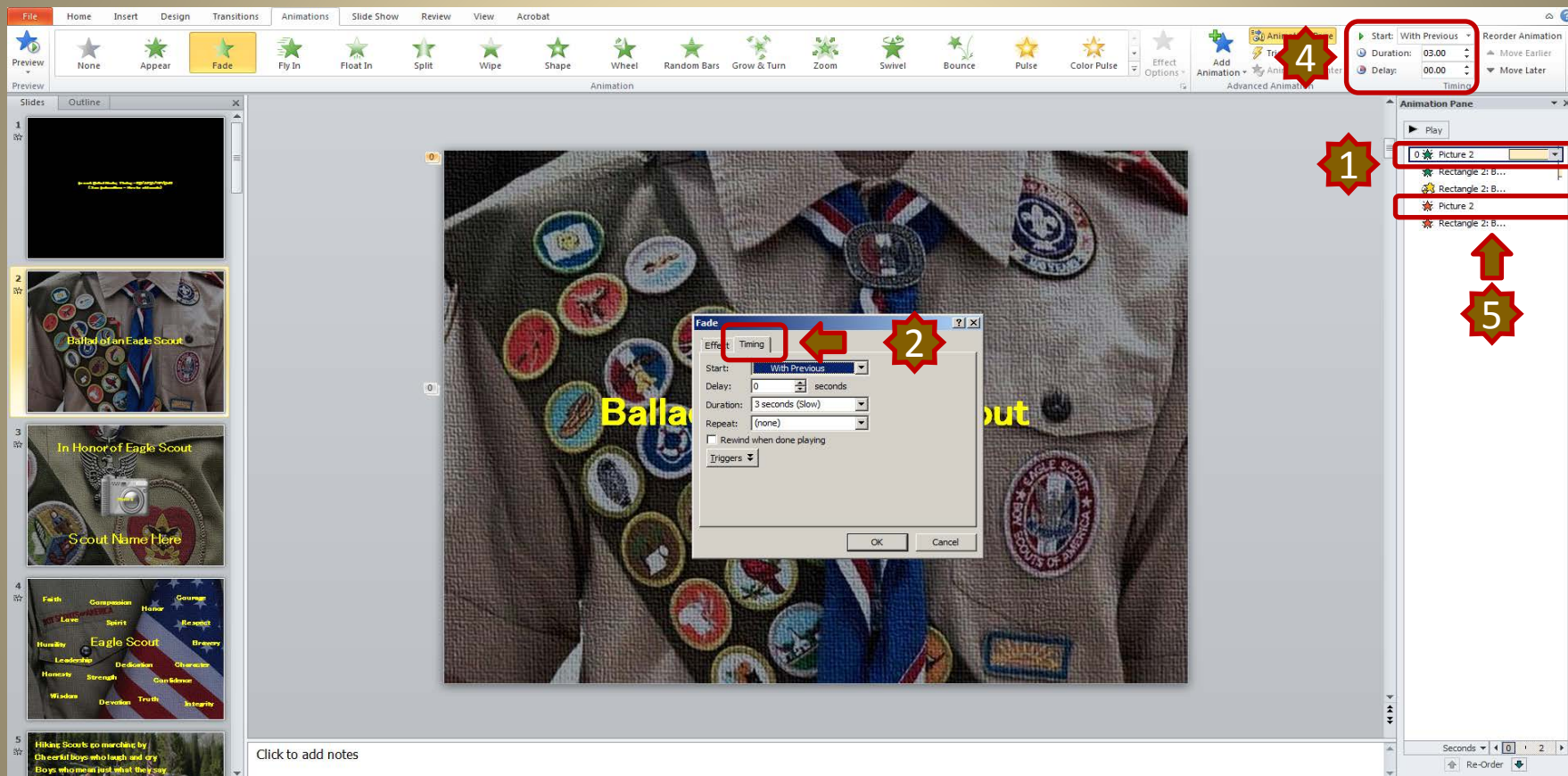

Note: Some background photos will have both a *"Fade In"* and *"Fade Out"* effect as this one does ⑤ . If you change one of these slides be sure to modify both "Fade In" and "Fade out".

Note: Clicking on the photo will highlight the photo ❶ and indicate in the animation pane if there are more than one animation for the photo ❷ (in this case both a *"Fade In"* and *"Fade Out"* effect.
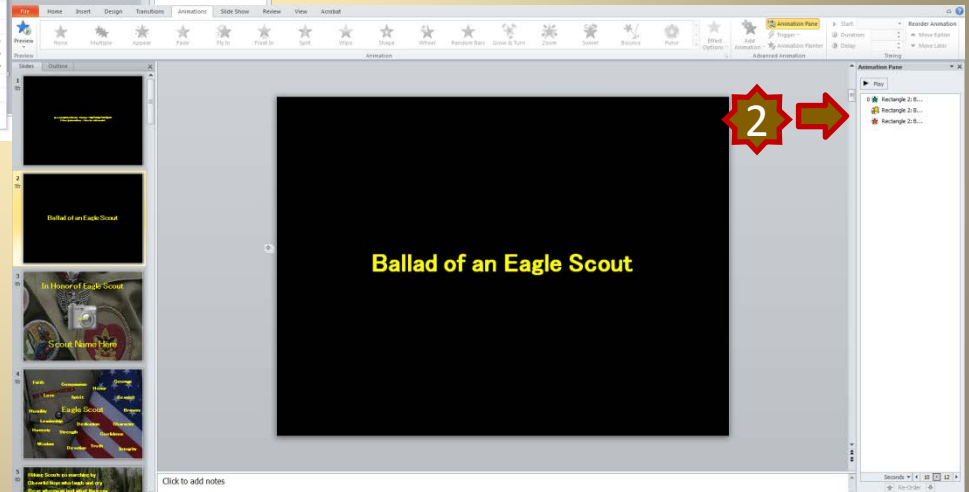
Deleting the Background Photo

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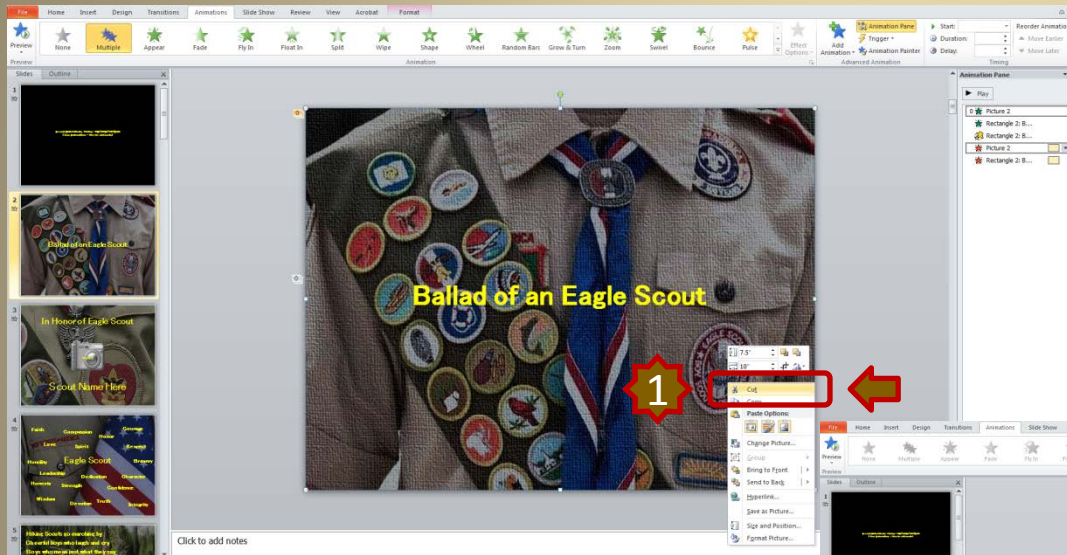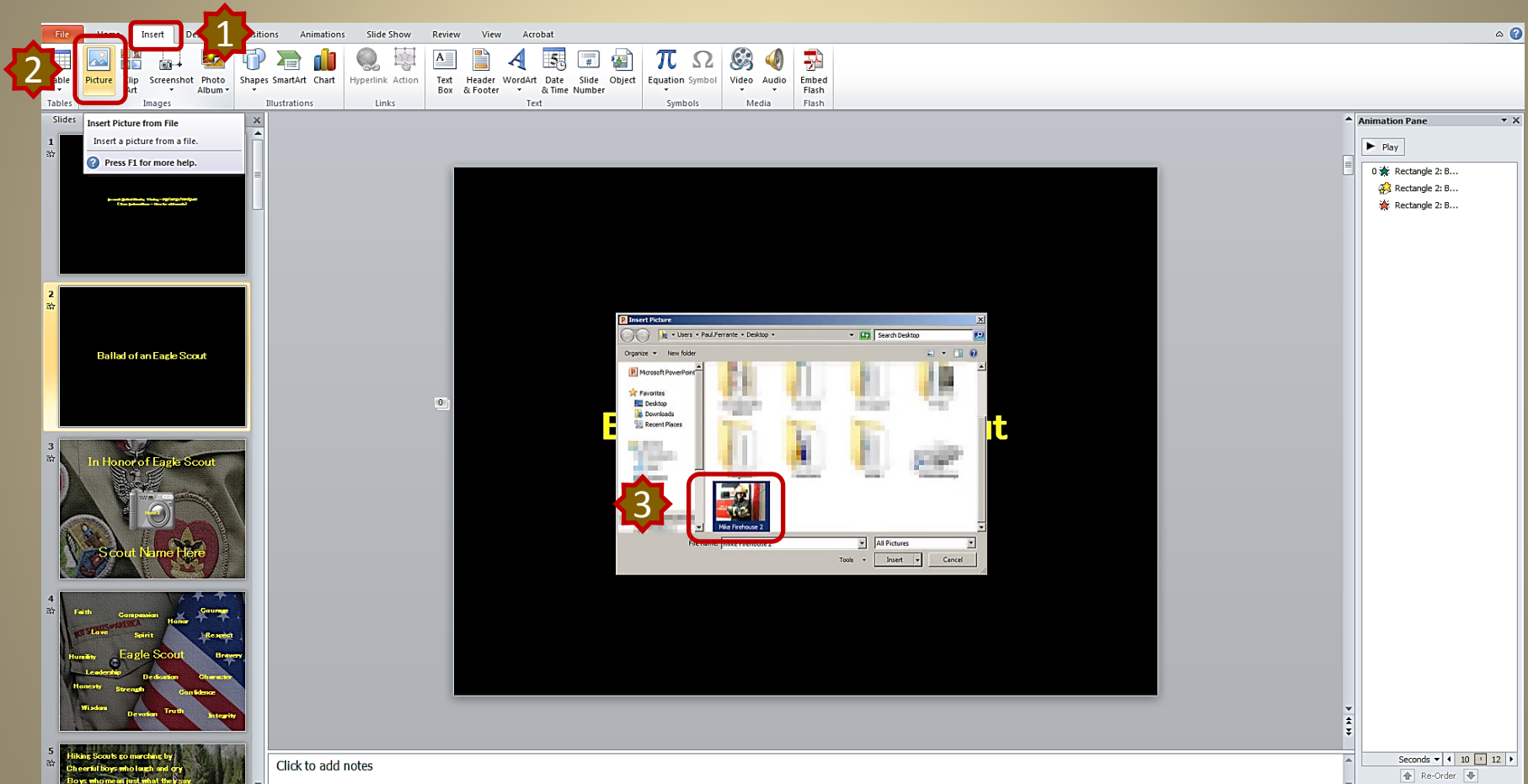

Note: when the photo was deleted the timing in

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

Inserting a Different Background Photo

1. Select ❶ [Insert], ❷ [Picture]. Navigate to the photo you desire ❸ and double click the photo.

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

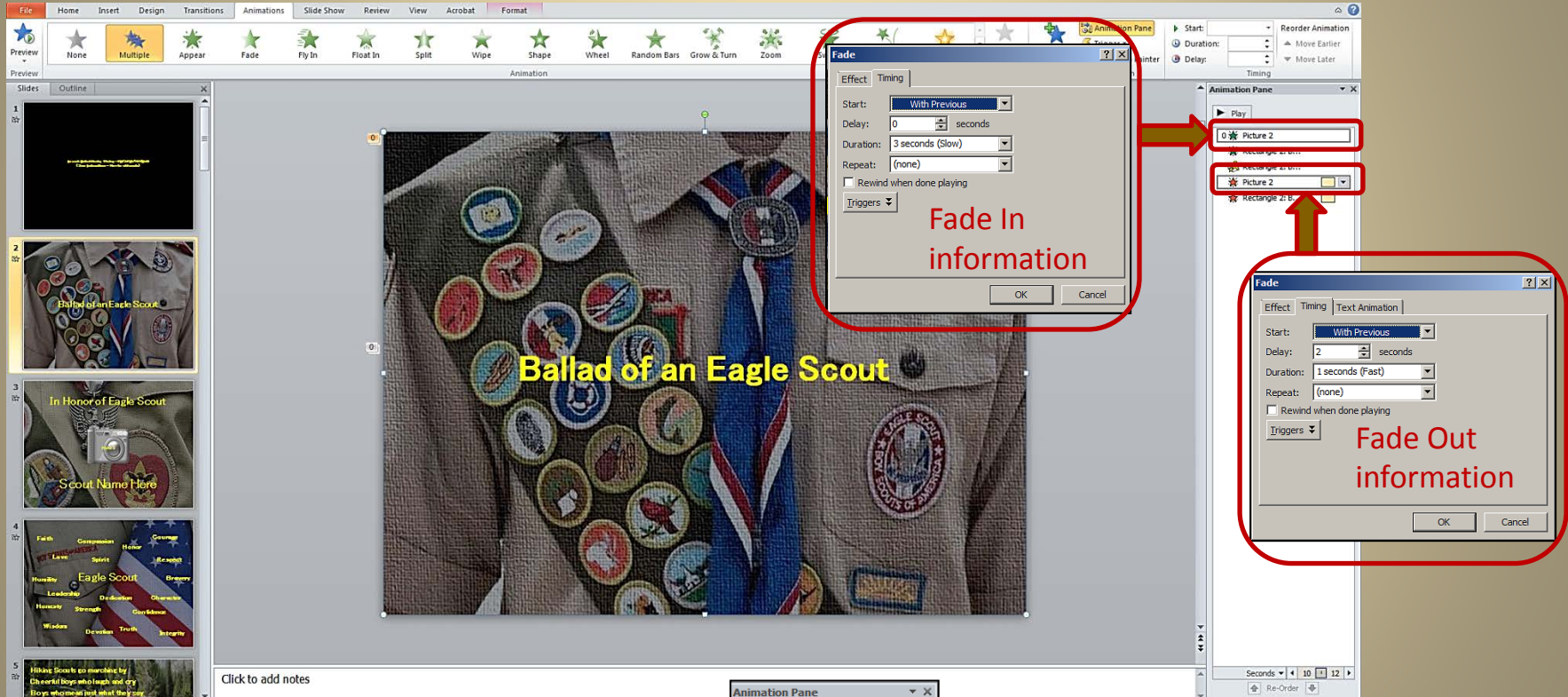**3.** Right click on the photo and select [Send to Back] . The text will now appear in front of the photo .

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.

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.

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

See **page 8** for more details.
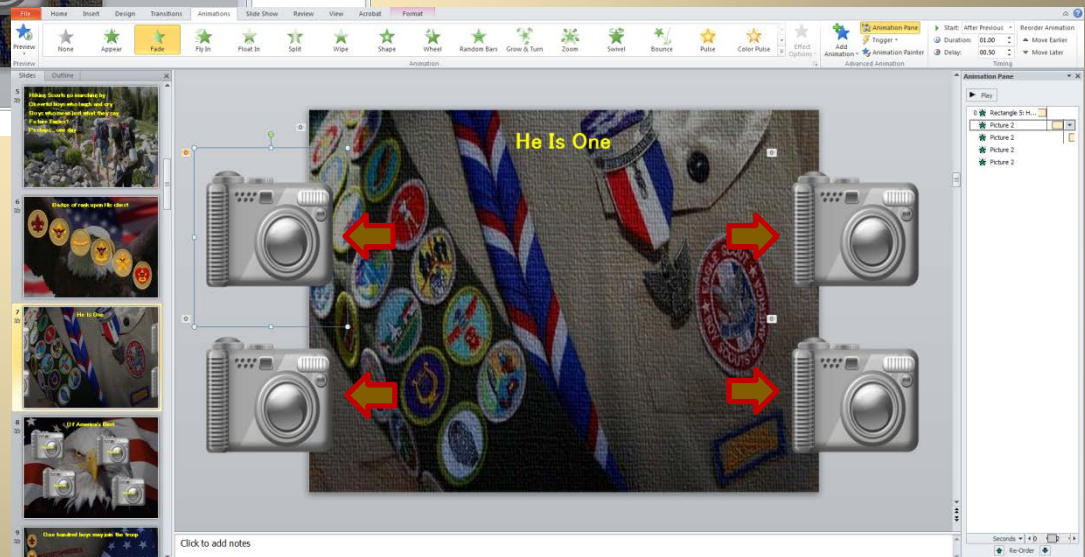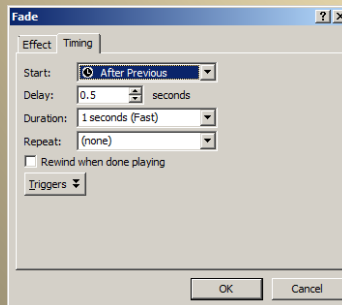
3. Click on the photo and select [Animation] ①[Add Animation], ② [Fade] ③ . A new *"**Fade Out**"* timing mark will appear in the animation pane ④ . Click on the new mark and drag to the proper position ⑤ .

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!

Here

Not Here

Click Here

Drag Here
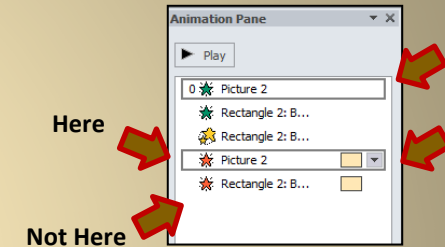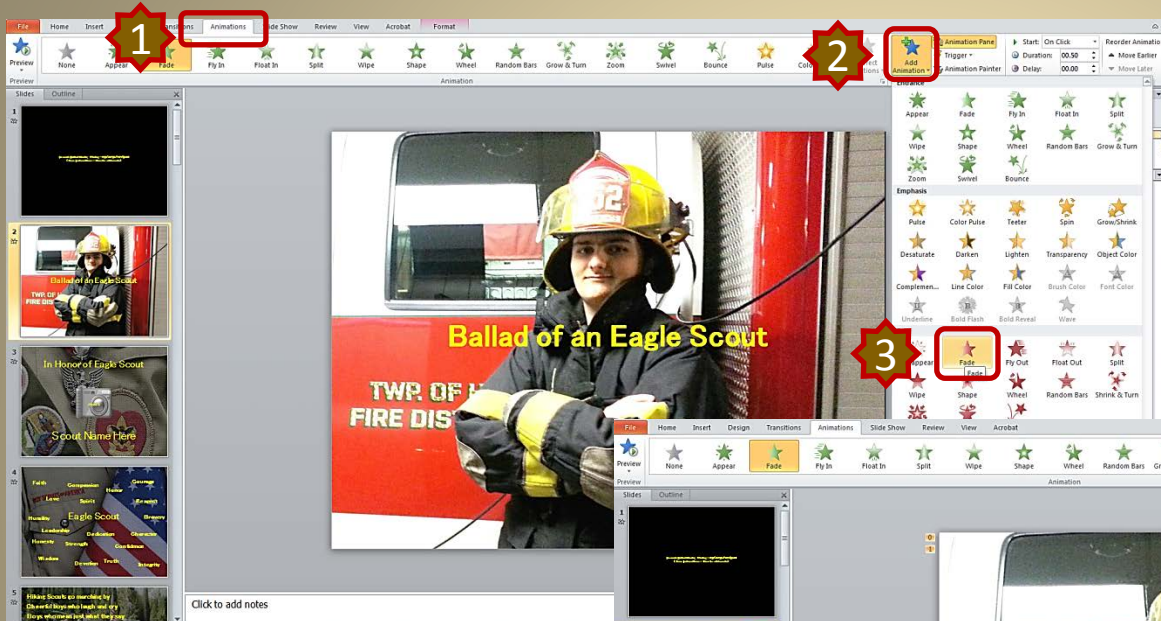
NOTE: Double click on the timing mark and enter the timing information. In this case it is:
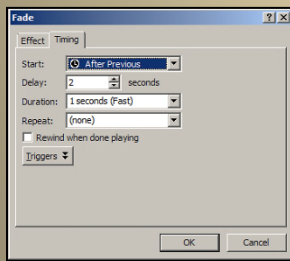
See **page 8** for more details.

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.
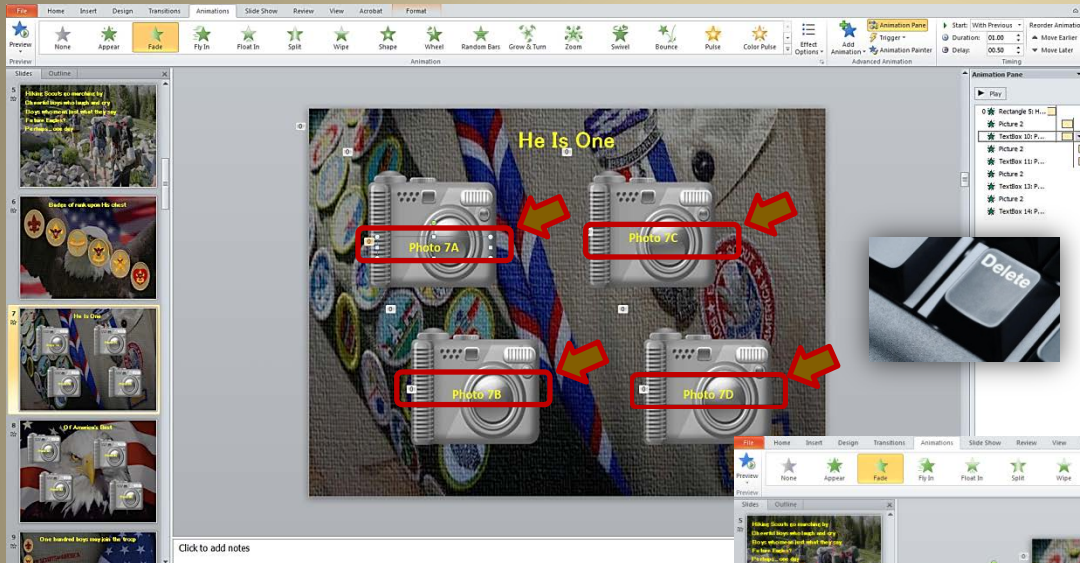

2. Click and drag the camera images to the edges of the slide. These contain the timing marks for your photos. Once you insert and time your own photos you can simply delete the camera place holders.

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.
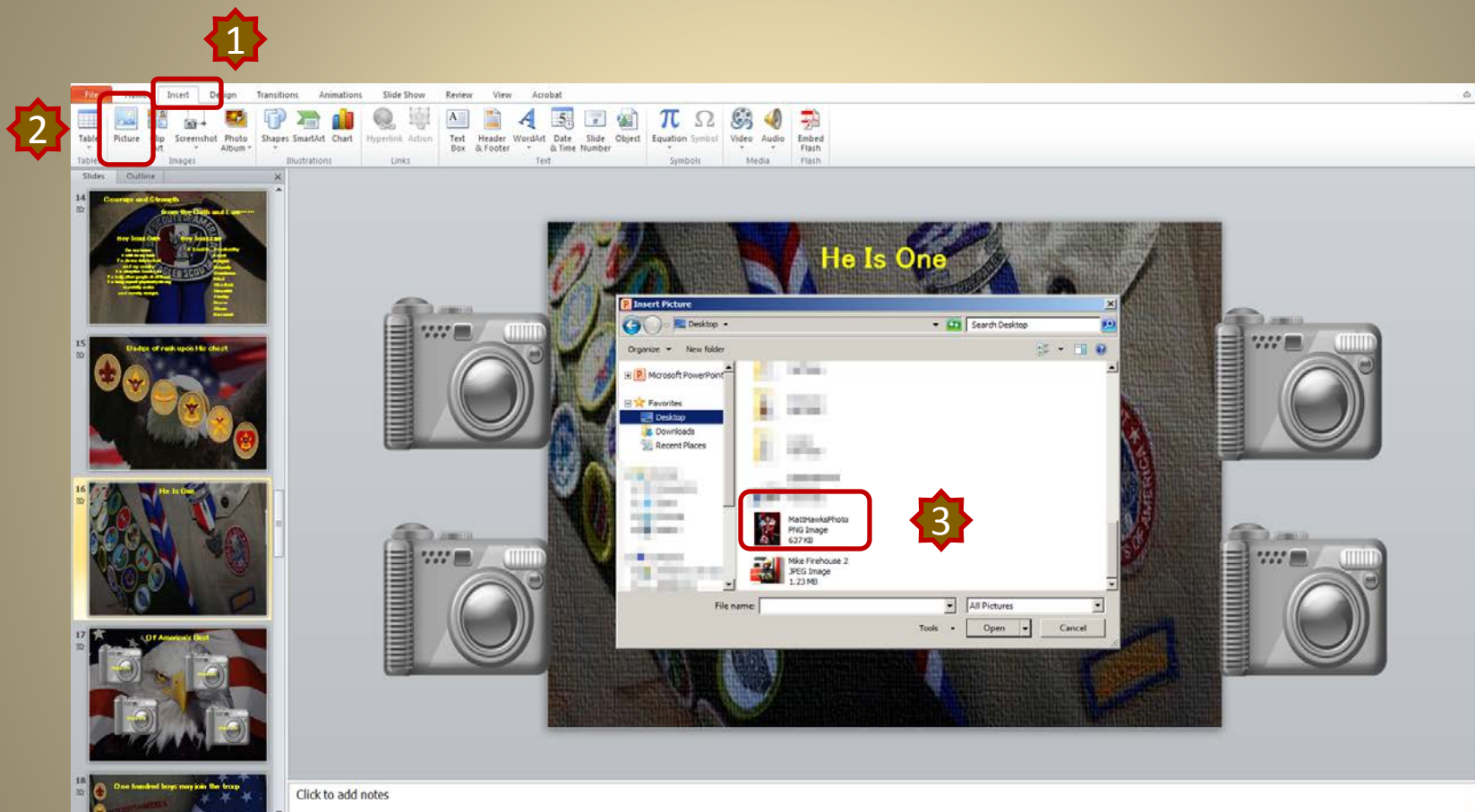
4. Click on the photo 1 re-size 2 and position on the slide 3 .
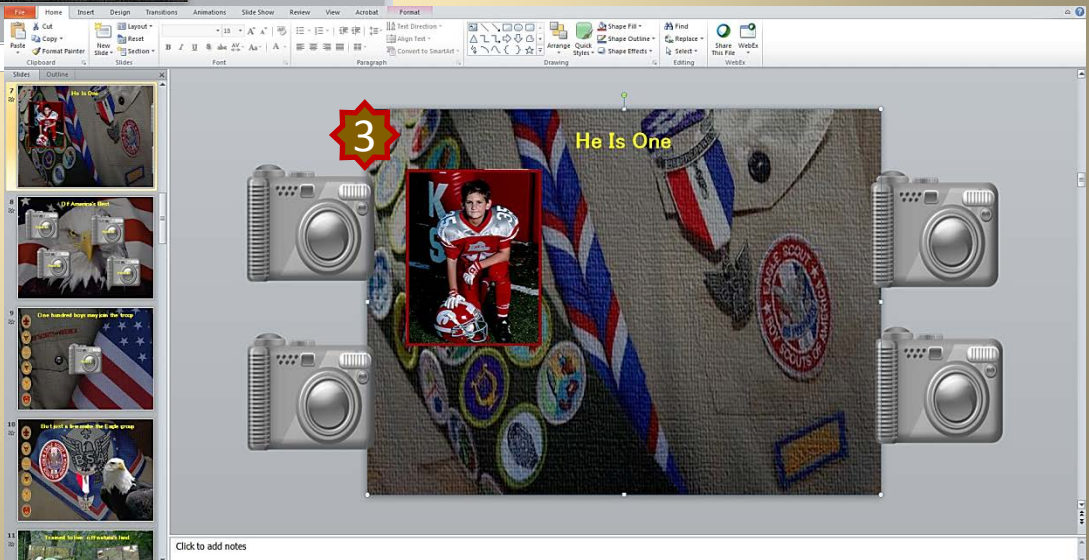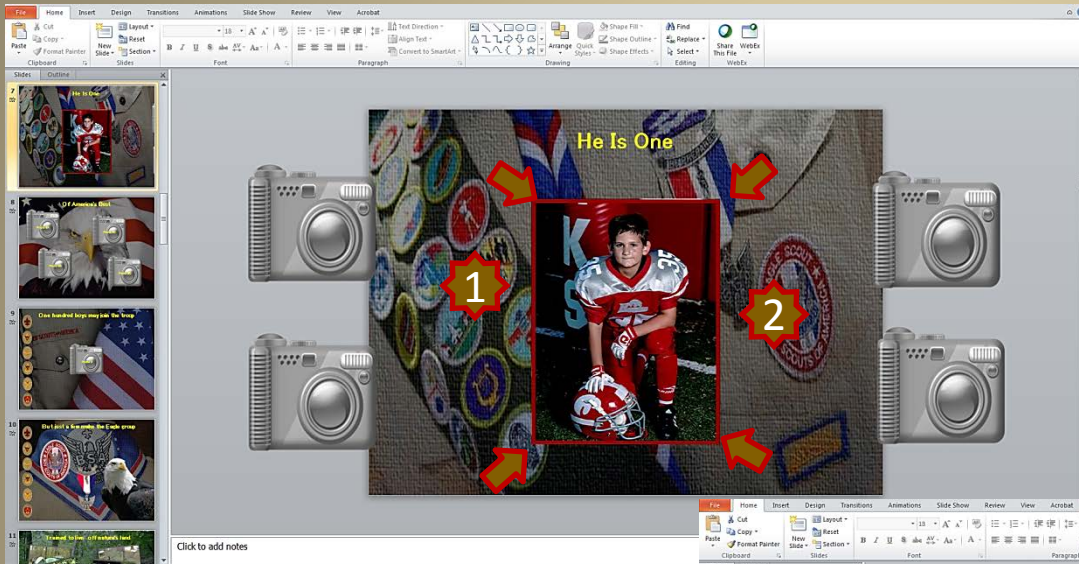
5. Select [Animations] ✦1✦ and [Animation Pane] ✦2✦ . The animation pane will open on the right ✦3✦ . The timing information for the camera images ✦4✦ are indicated in the animation pane.
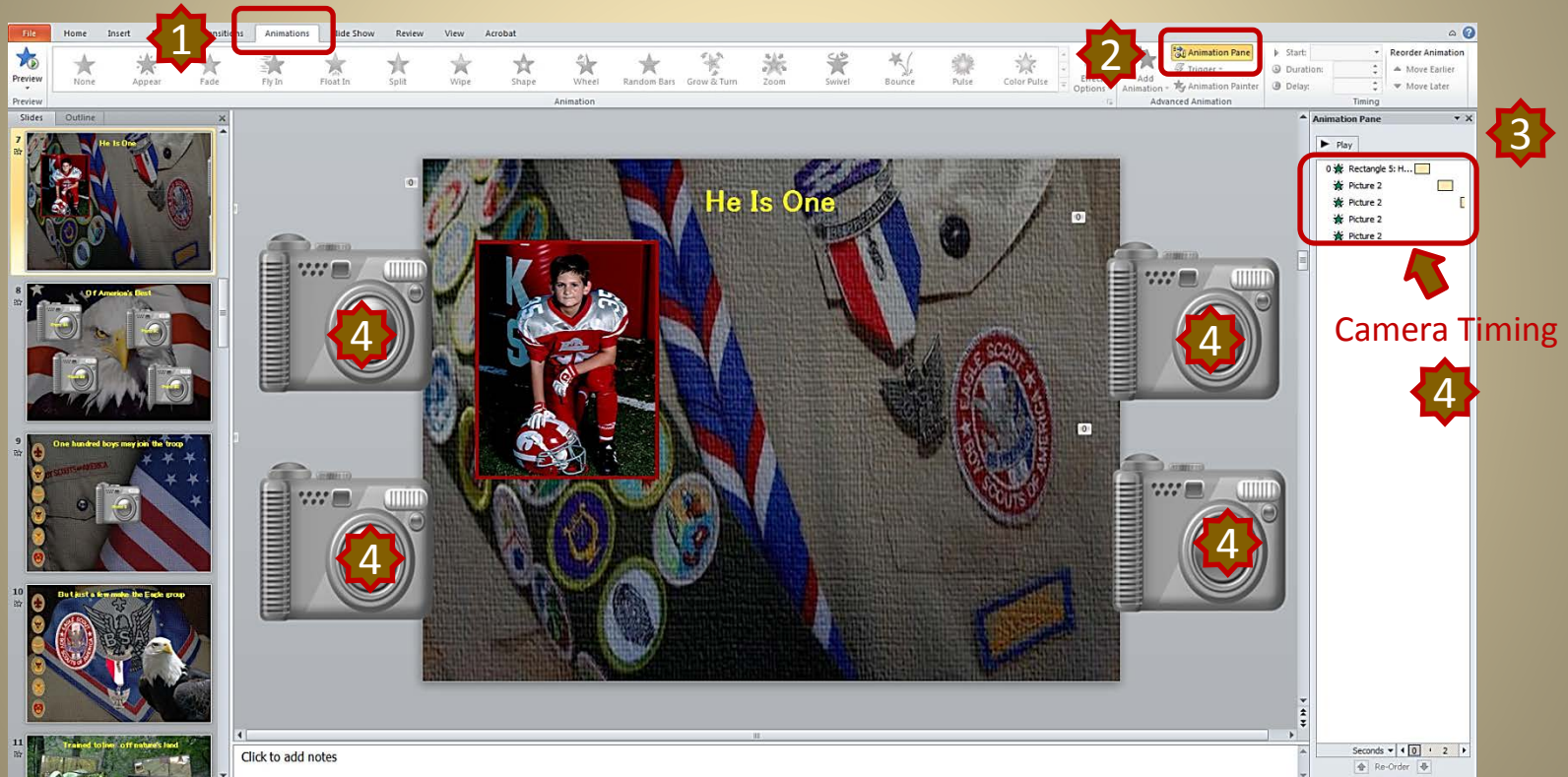

Camera Timing

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** .

New "Fade In" information
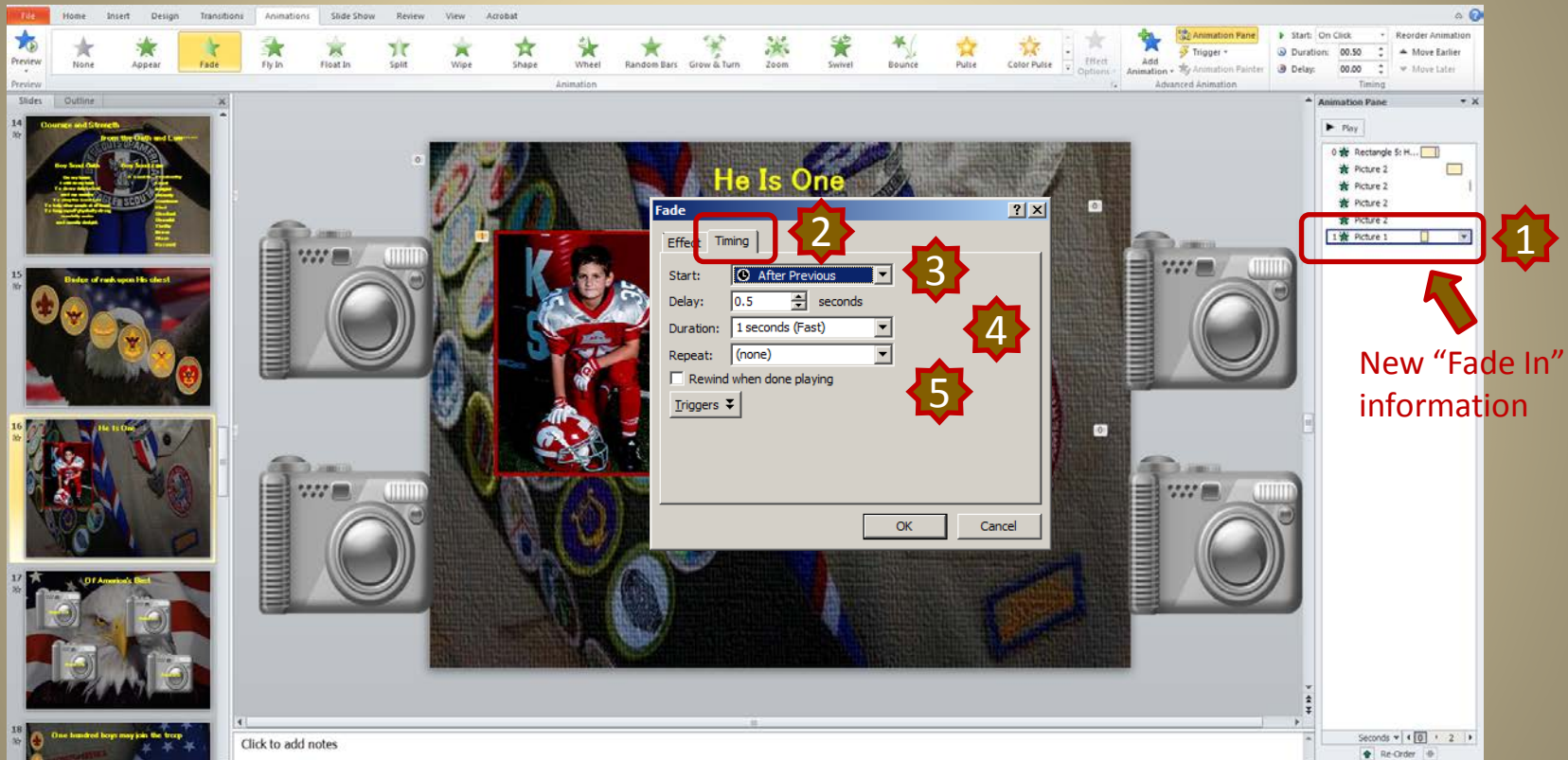
3. Follow these same instructions for photos 2, 3 and 4 on the slide. Once this is accomplished Right click on the camera placeholders and select [Cut] ❶ or right click on the camera placeholders and select [Delete] ❷ from your keyboard.

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.
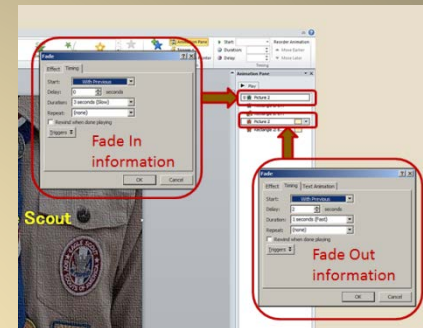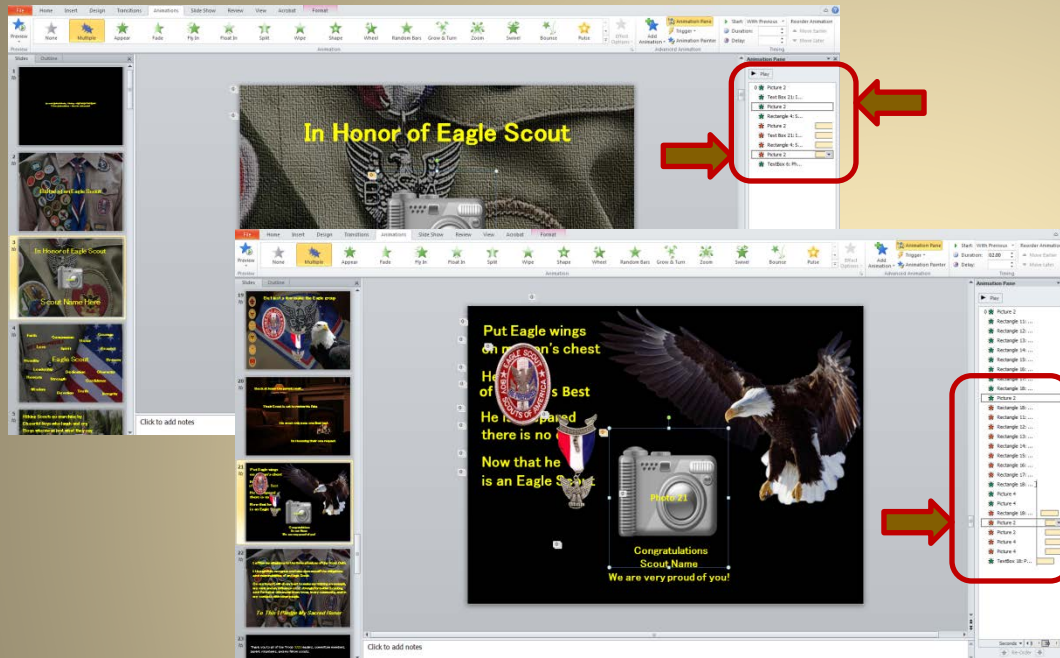
IMPORTANT NOTE: Be sure to note the position of the timing marks in the animation pane. Make sure your new timing marks are in the same position!
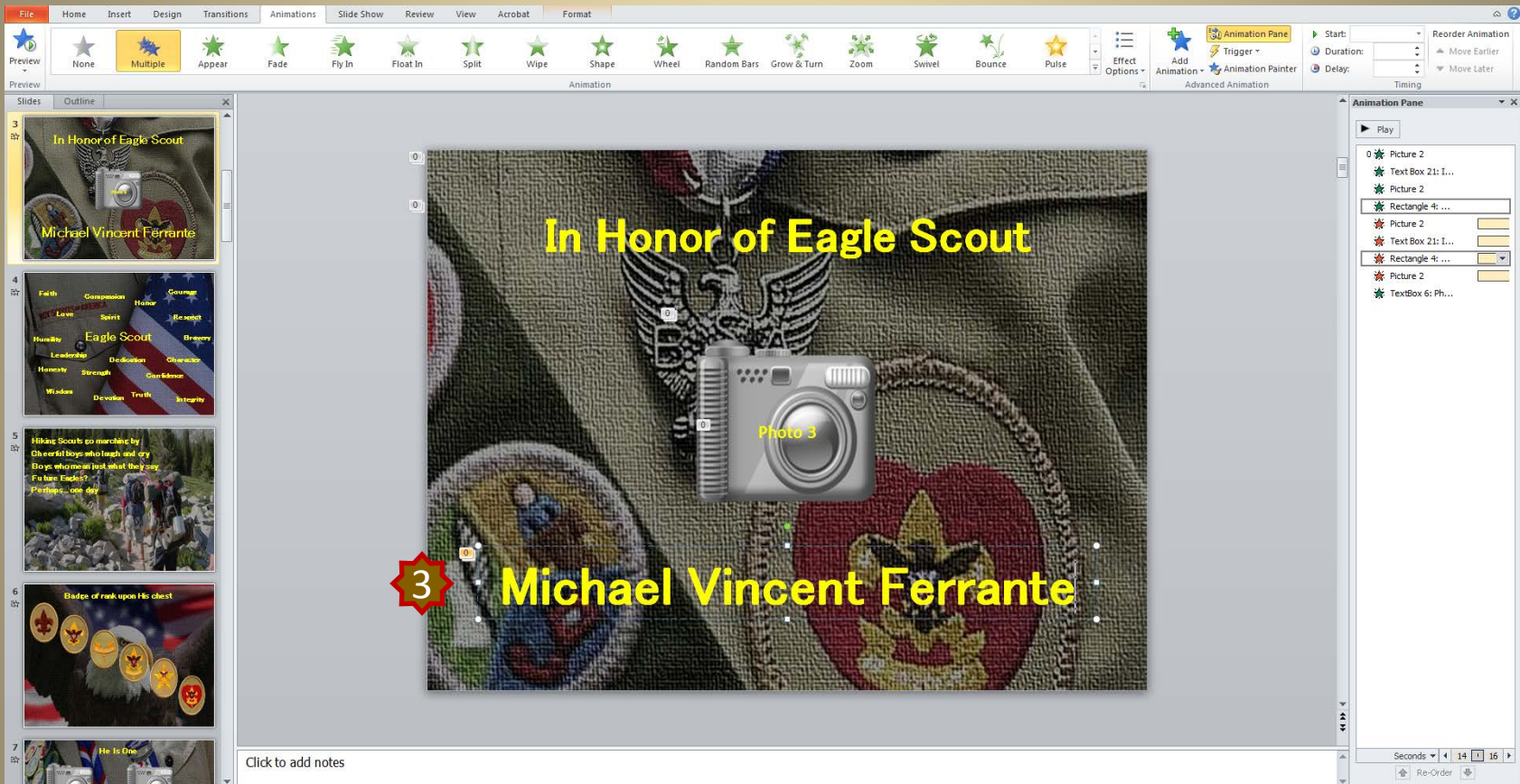
NOTE: For information on how to add [Fade In] and [Fade Out] timing see page 18.

Changing the Text

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

2. Type in the new text ③ .

Adding the Music File

1. Select [Insert] ①, [Audio] ②, [Audio from File] ③.
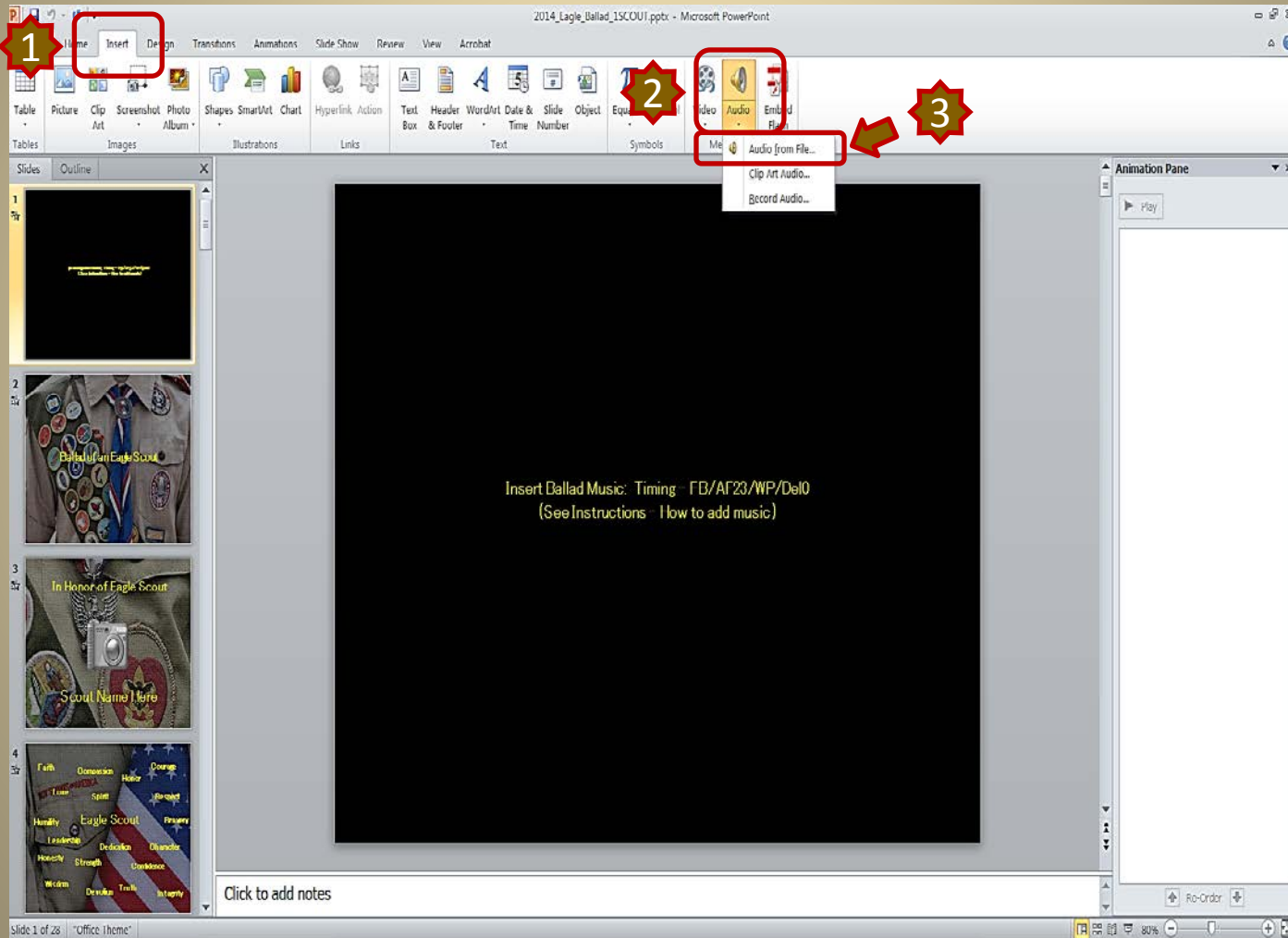
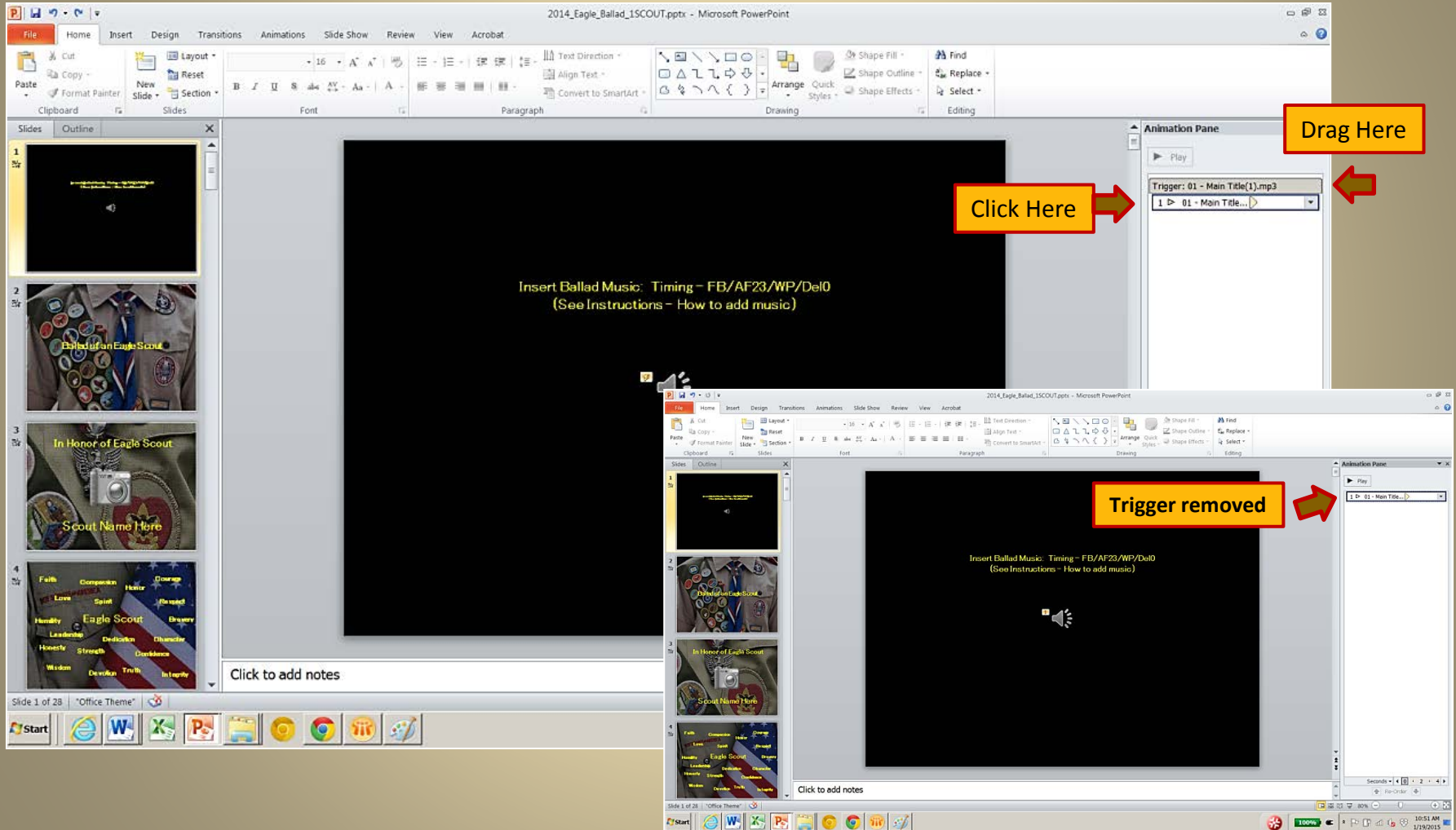**2.** Navigate to your audio file and double click the file.
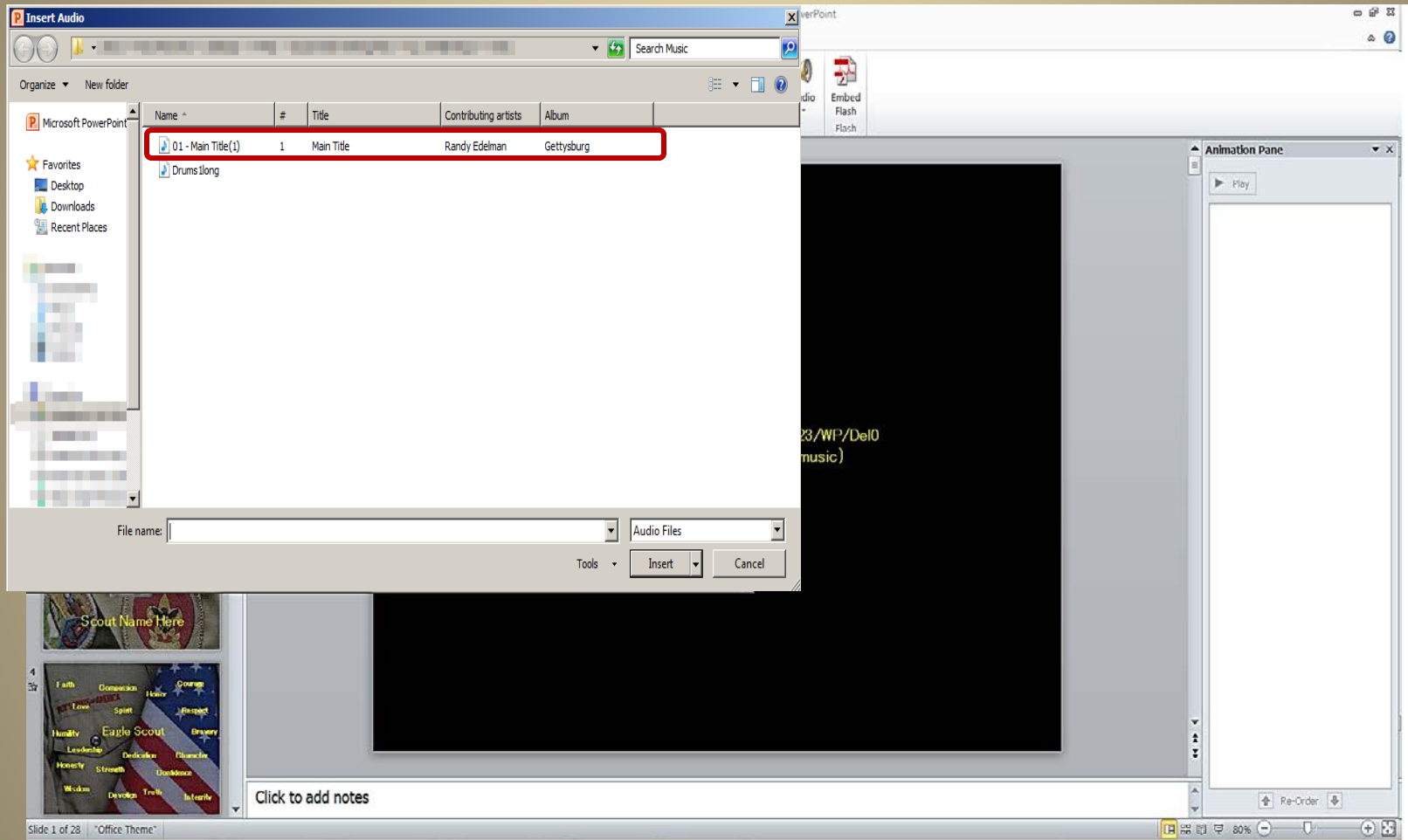
3. The audio file will appear in the animation pane 1 and a speaker will appear on the slide 2 .
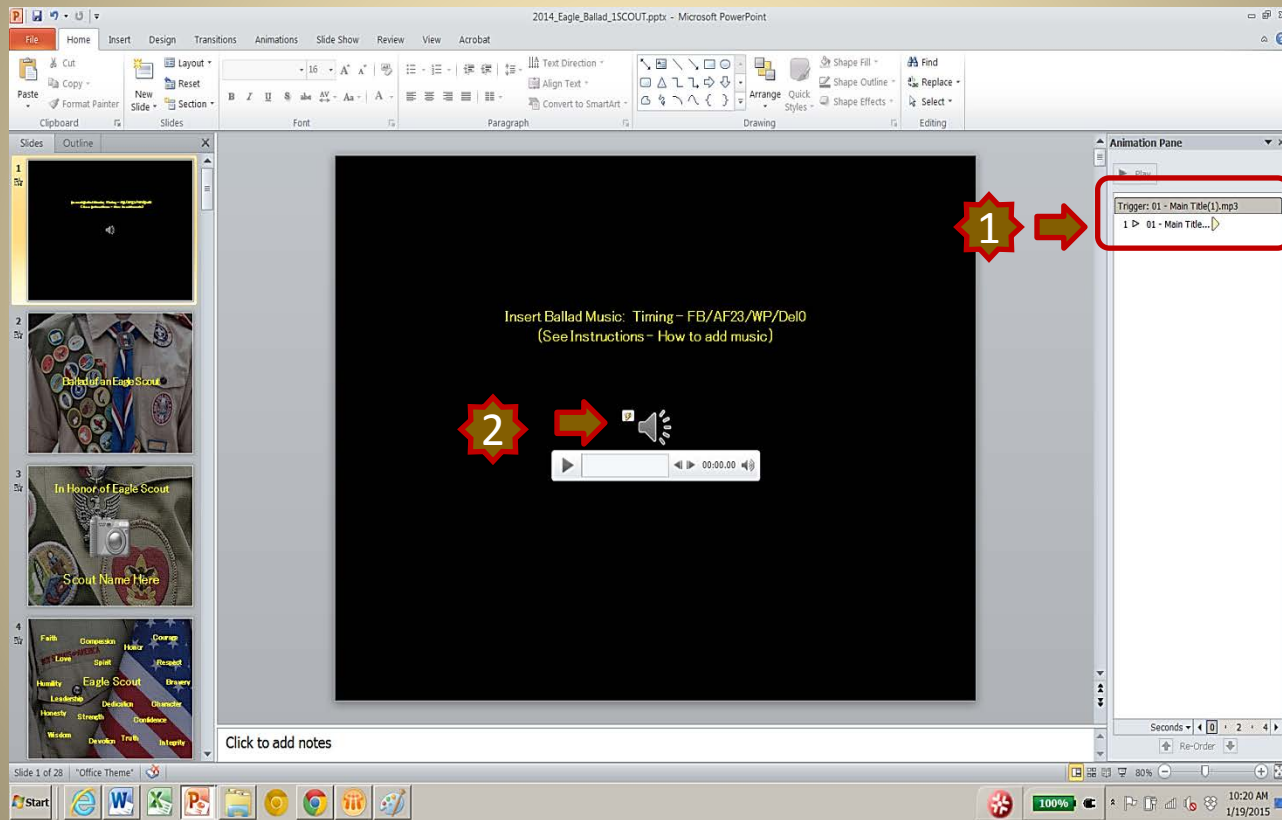
Timing the Music

**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 ❶ and select the [Effect] tab ❷. Select [Start playing] *From Beginning* ❸ and [Stop Playing] After: *23 slides* ❹. Then select [OK] ❺.

3. Double click on the music in the animation pane ❶ and select the [Timing] tab ❷ . [Start] With Previous ❸ , [Delay]: *0 seconds* ❹ . Then select [OK] ❺ .
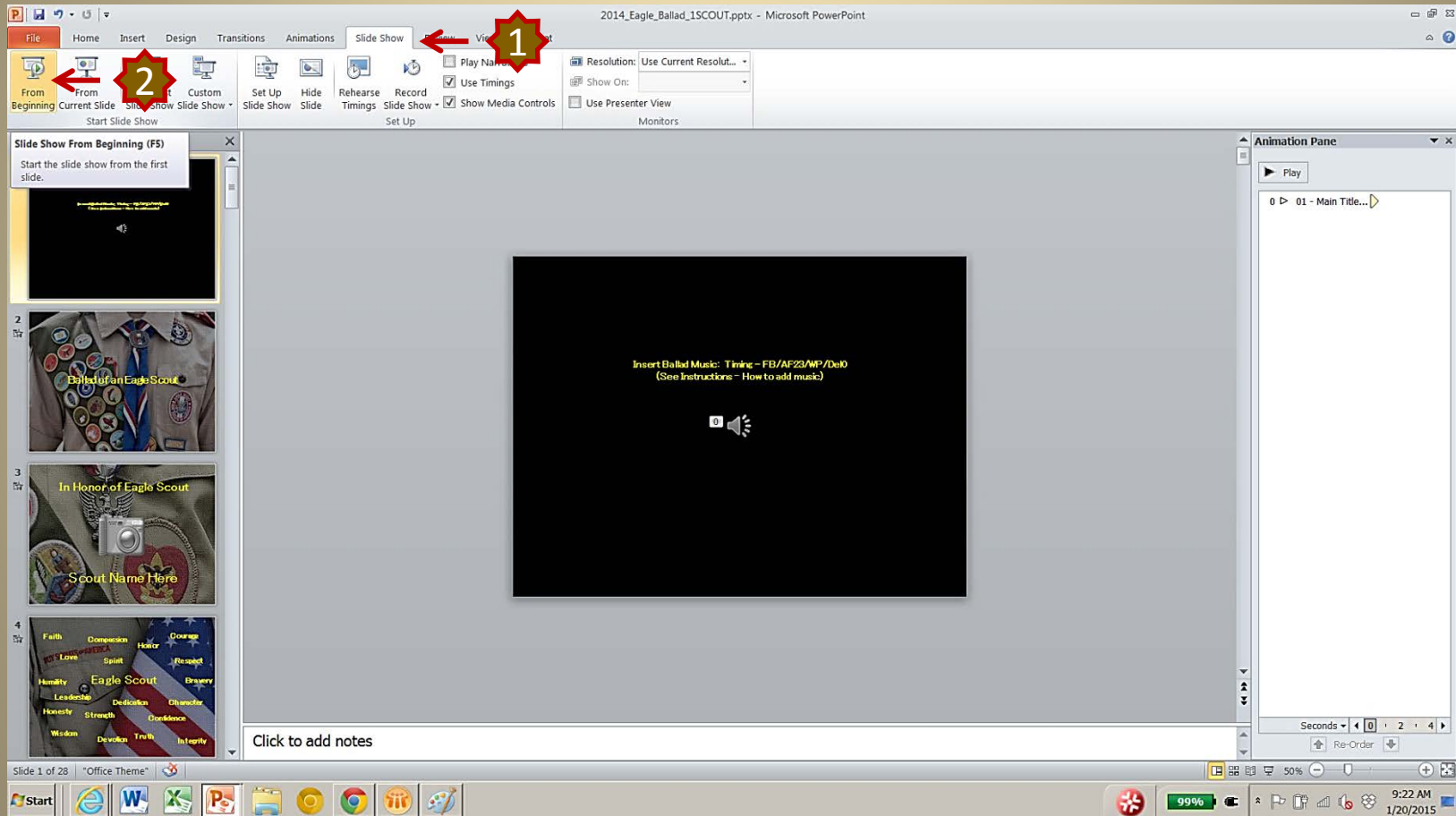
4. Double click on the speaker. In Audio Tools ① select Play across slides ② and Hide During Show ③ . You can also set your volume ④ if you choose.
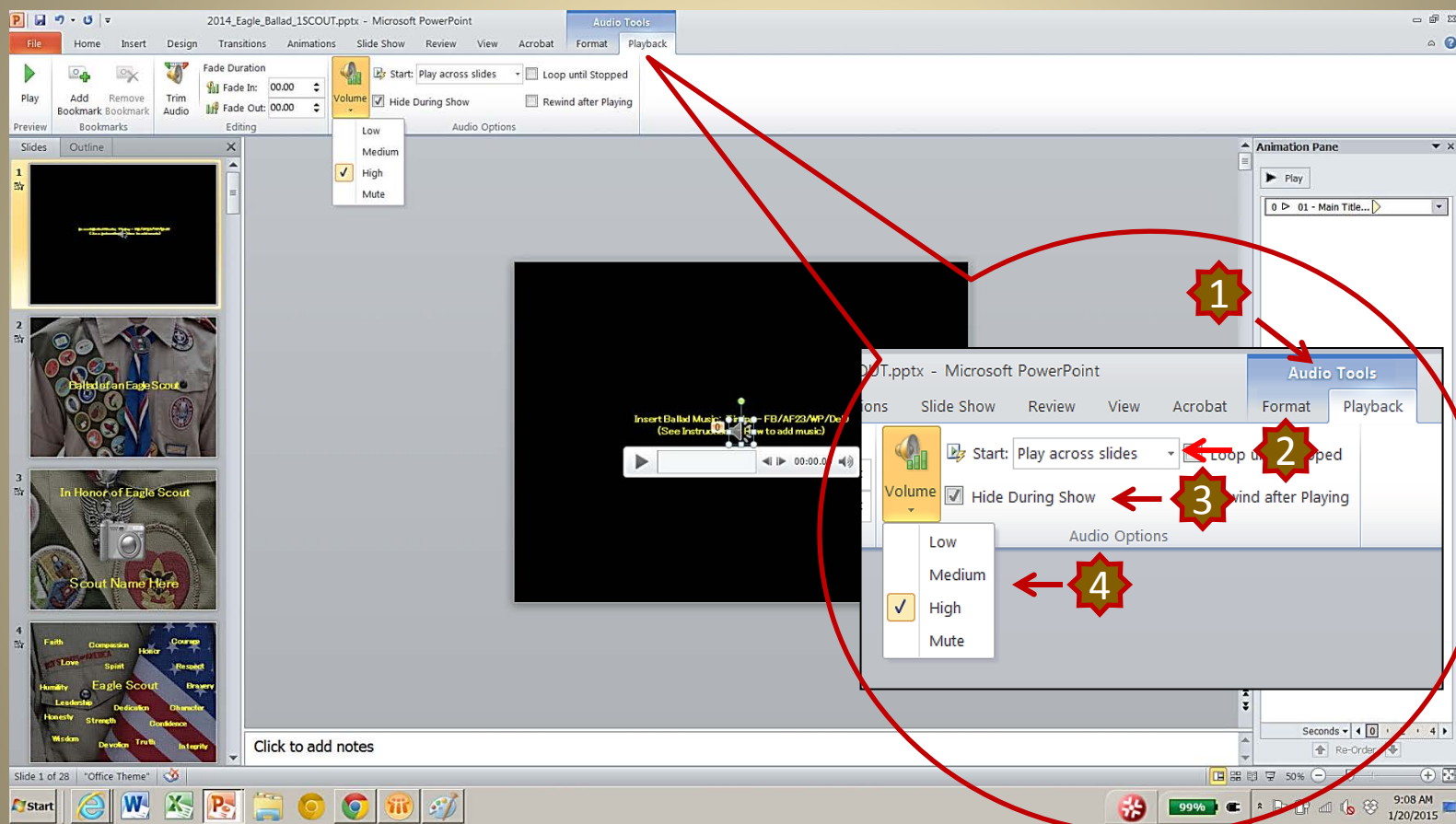
Testing the Music

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.

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