

Step 5 – Video(s)

Part A – Add Video(s)

- **Next explains the Add Video location options.**
- **Note – I decided to delete the slide with the photo edit that I showed you in Step 4.**
- **If you close Kingsoft Presentation, it asks you to save. Step 10 shows you how to save it.**
- **If you don't have a Video on your computer, Step 5 in the Movie Maker on-line training shows you how to add Video from a DVD to your computer and download a Video from YouTube and aTube Catcher.**

Add Video location Options.

- If you still want the Photos you added and want to add a Video, you have location Options to add a Video.**
- If you just want the Photos without the Video, you can create a new one and just add the Video.**
- Next explains location when your have Photos.**

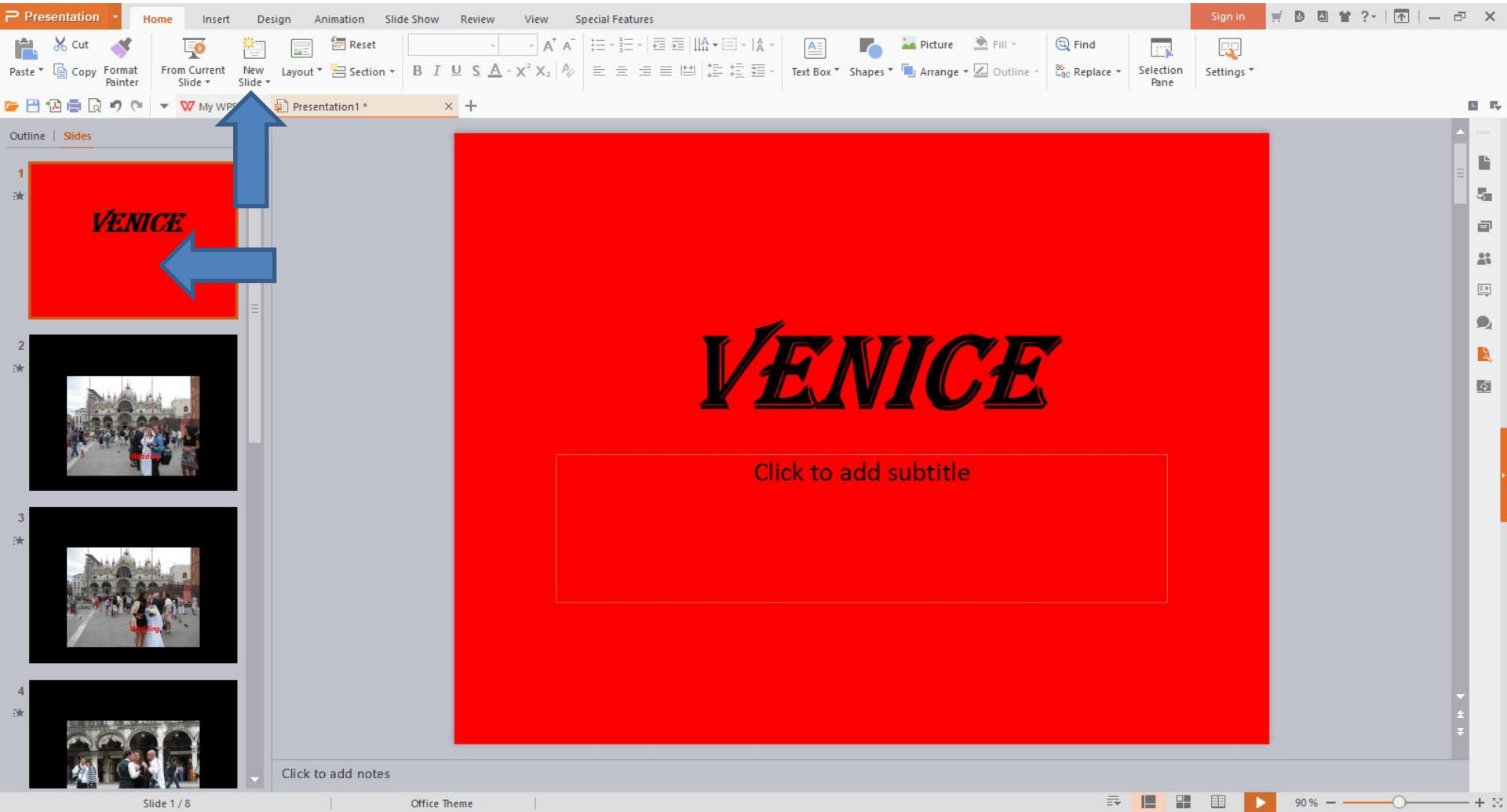
Add Video location Options with Photos.

- **If you have music/sound on your Video and you want to keep the music/sound and you add Background Music in Step 6, you should Add the Video just after the first Title and then add Background Music after the Video on the Photos. If you add Background Music on the first Title, it plays Music on the Video and all the slides.**
- **If you don't have music/sound on your Video or don't want the music/sound that is on your Video, you can add the Video any where and mute the music/sound and I will show you how to Mute it in Step 8 – Part B.**
- **Next is location Options without Photos.**

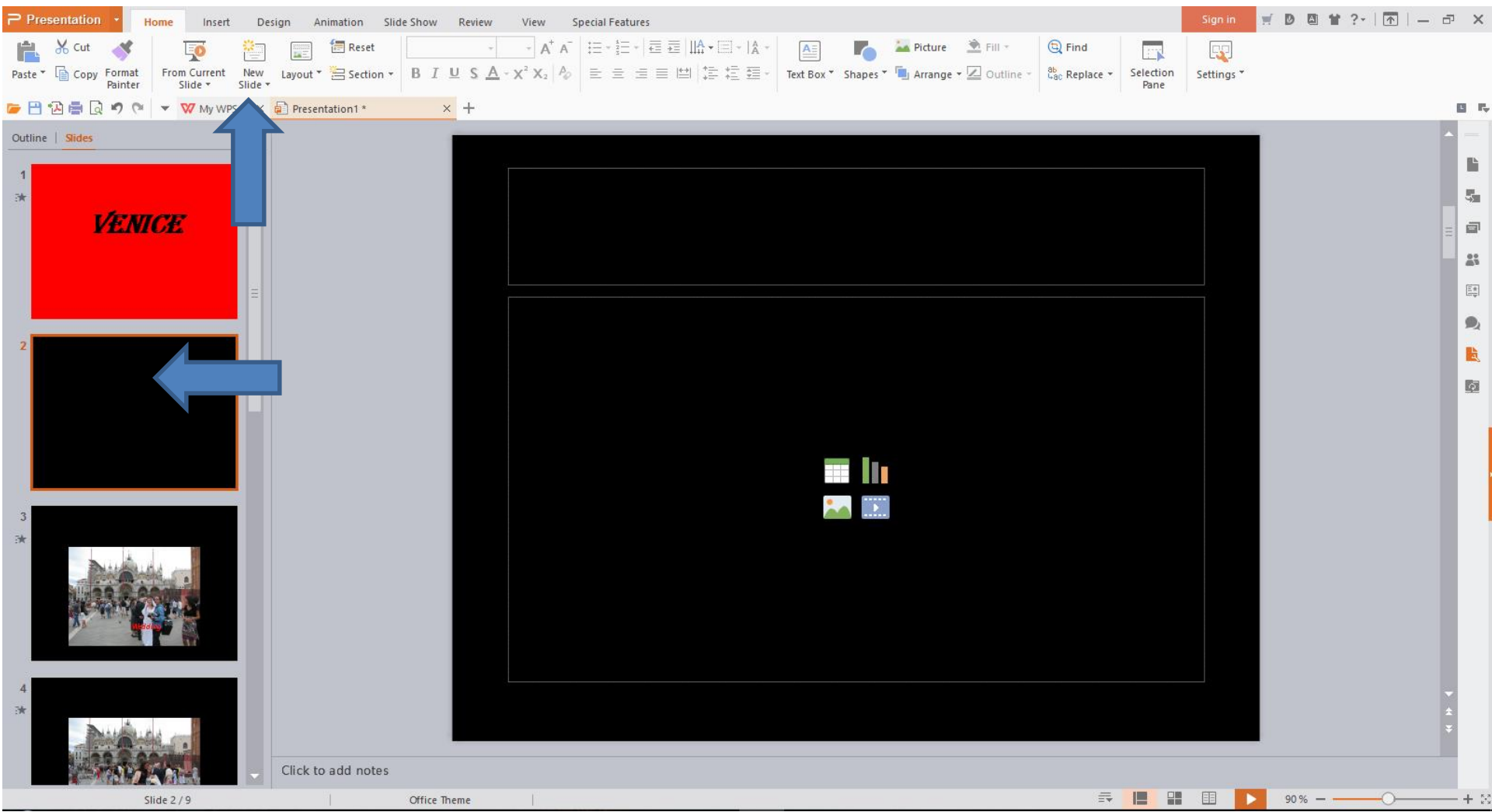
Add Video location Options without Photos.

- You should Add the Video on the first Slide or just after the first Slide. If you have music/sound on your Video and you want to keep the music/sound you don't have to add Background Music in Step 6.**
- If you don't have music/sound on your Video or don't want the music/sound that is on your Video, you can add Background Music in Step 6. As I mentioned before, if you don't want music/sound on your Video, I will show you how to Mute it in Step 8 – Part B.**
- Next is how to add a Video with Photos. If you just want to add Video without Photos, go to page 20 in this PDF file.**

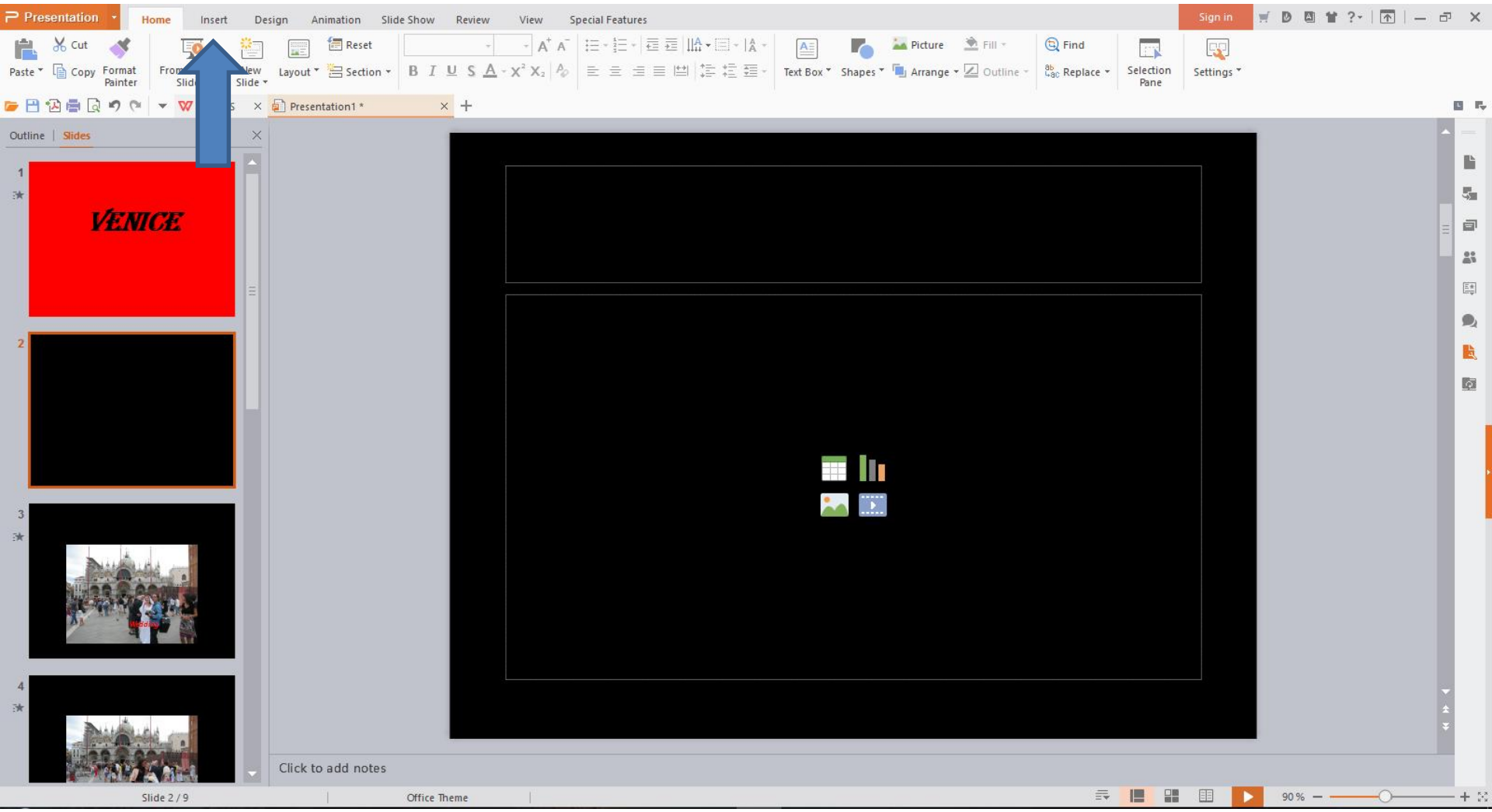
- You first make sure you are in the first slide, if not, click on it. Then click on New Slide as I showed you before and next is a sample.



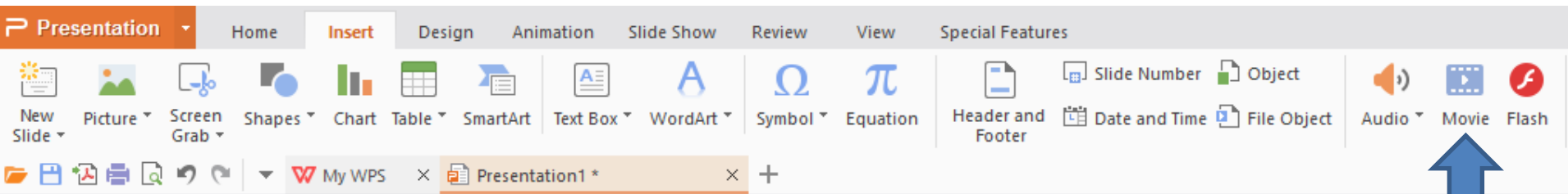
- When you click on New Slide, you see it with the Background Color as we did before.
- Next is to how to add Video.



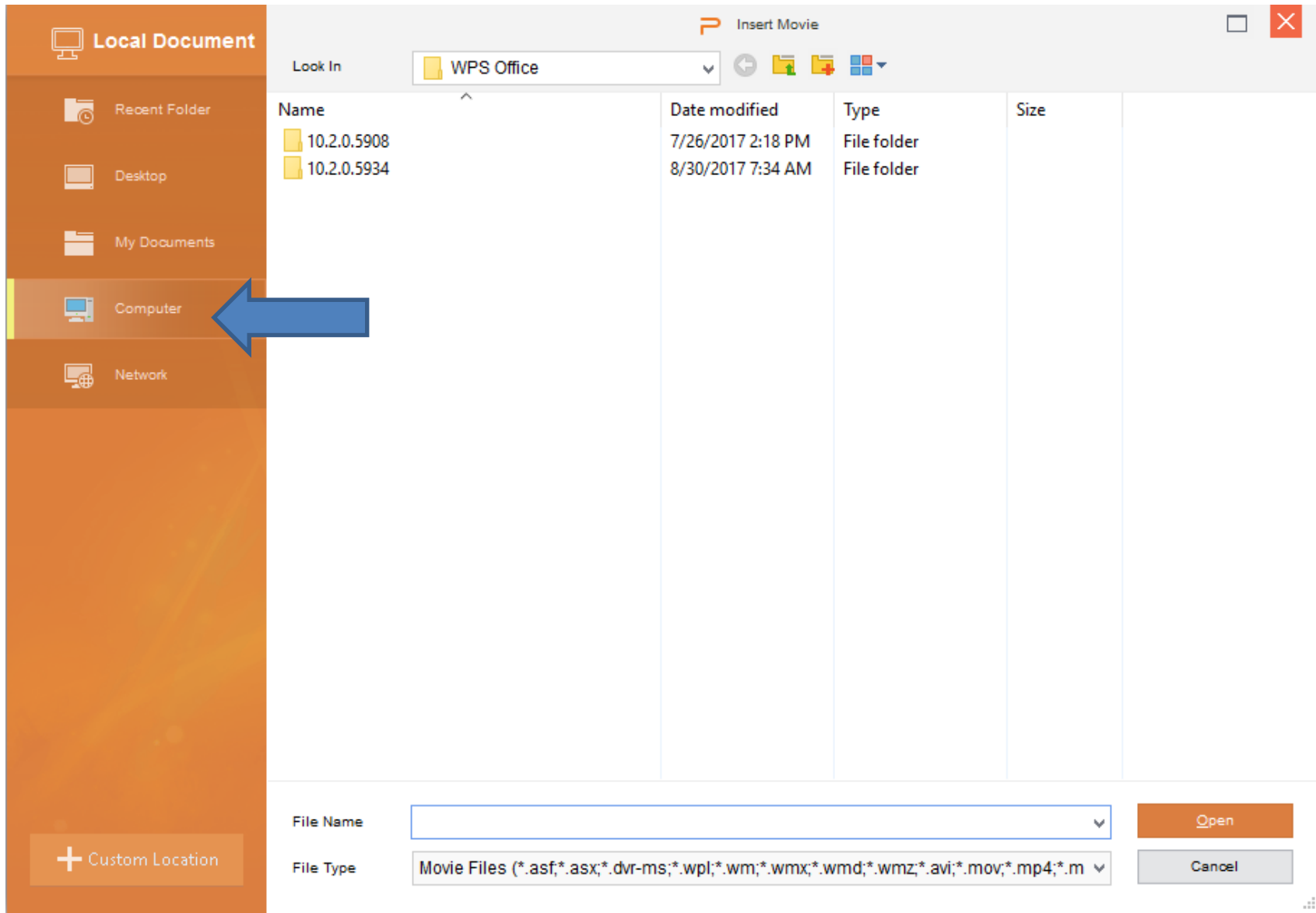
- To add Video, you click on Insert next to Home and next is what happens.



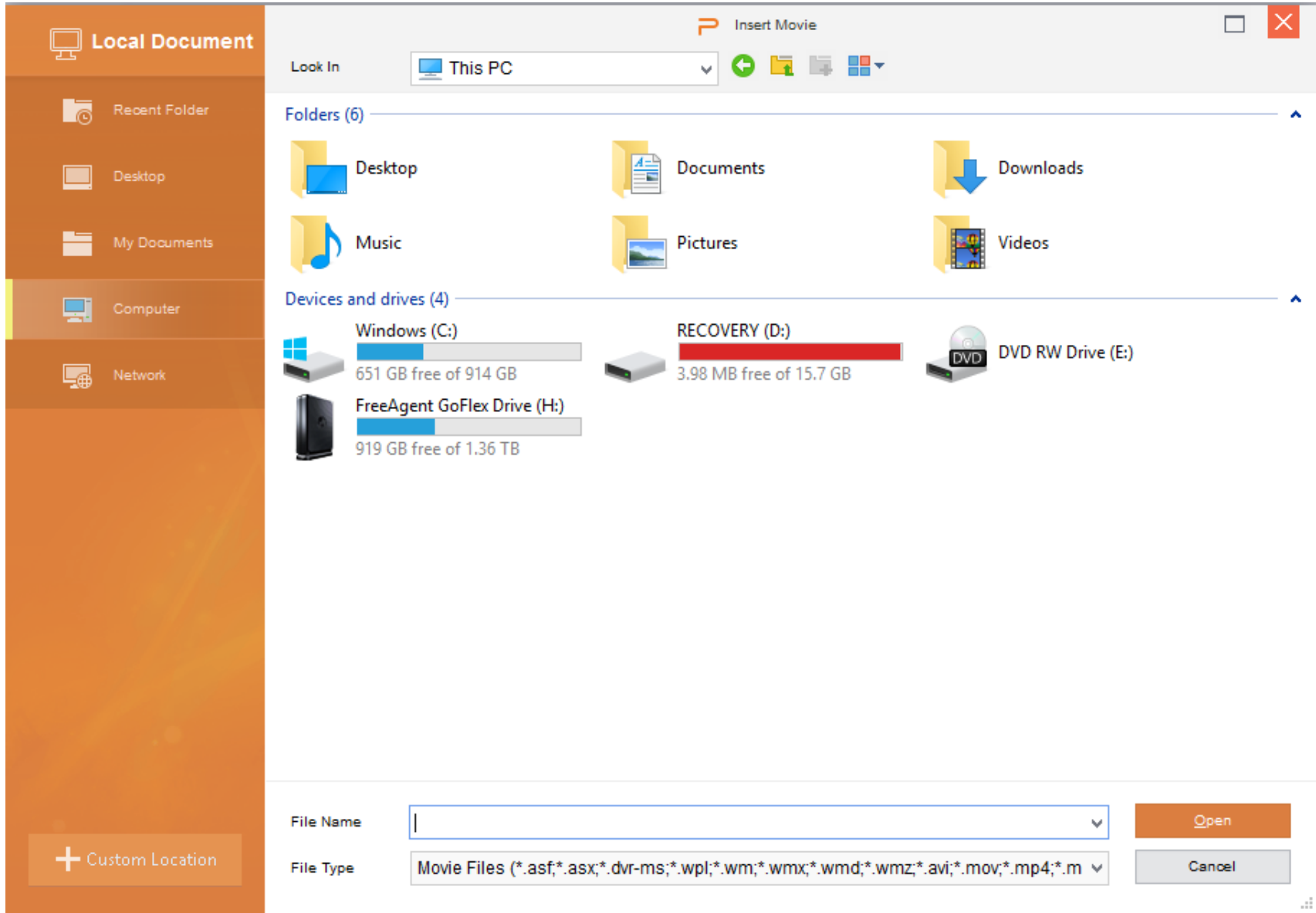
- You see Insert. You then click on Movie in the right to add a Video.
- Next is what happens, when you click on Movie.



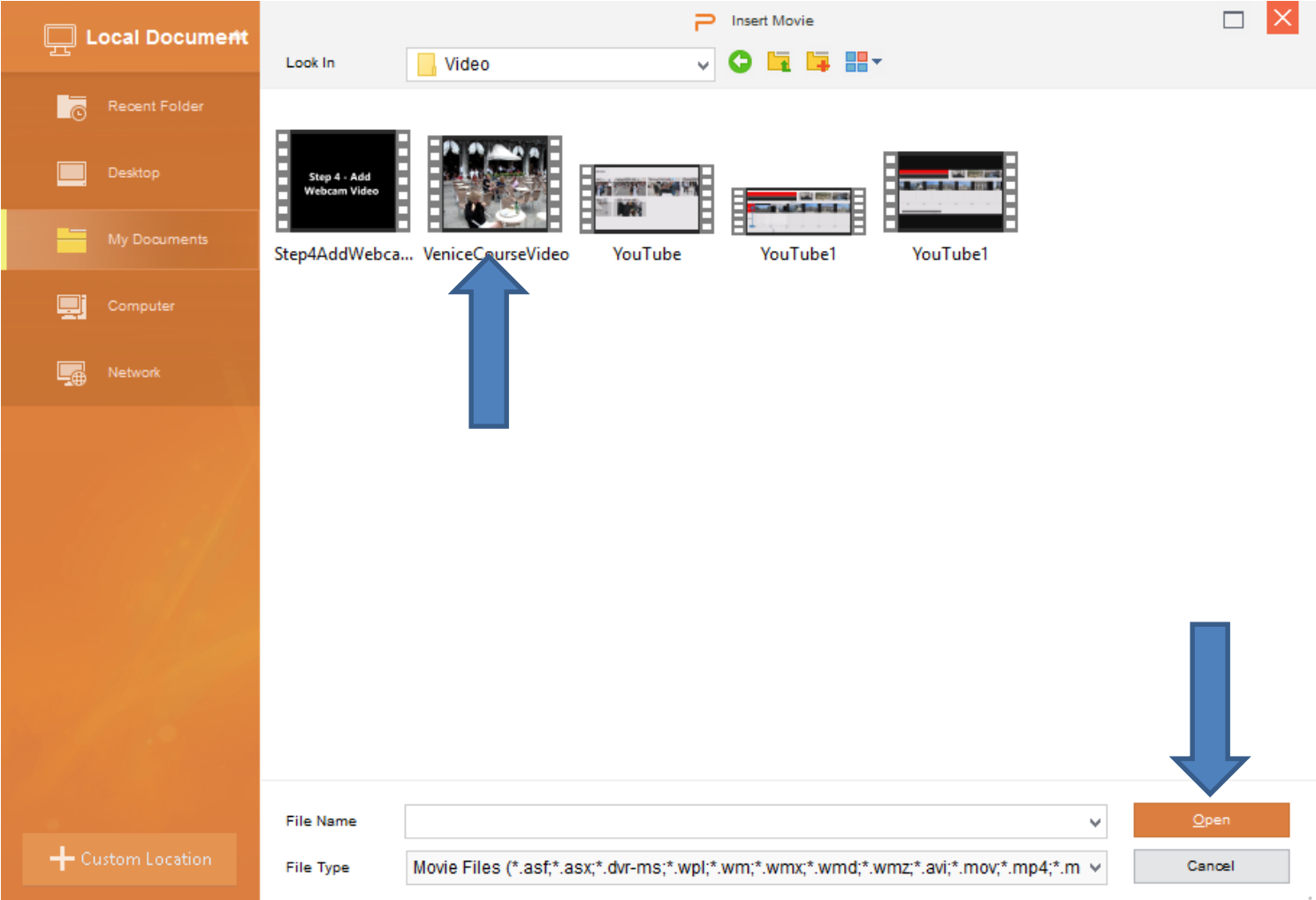
- A new window opens and click on Computer to find a folder, which is next.



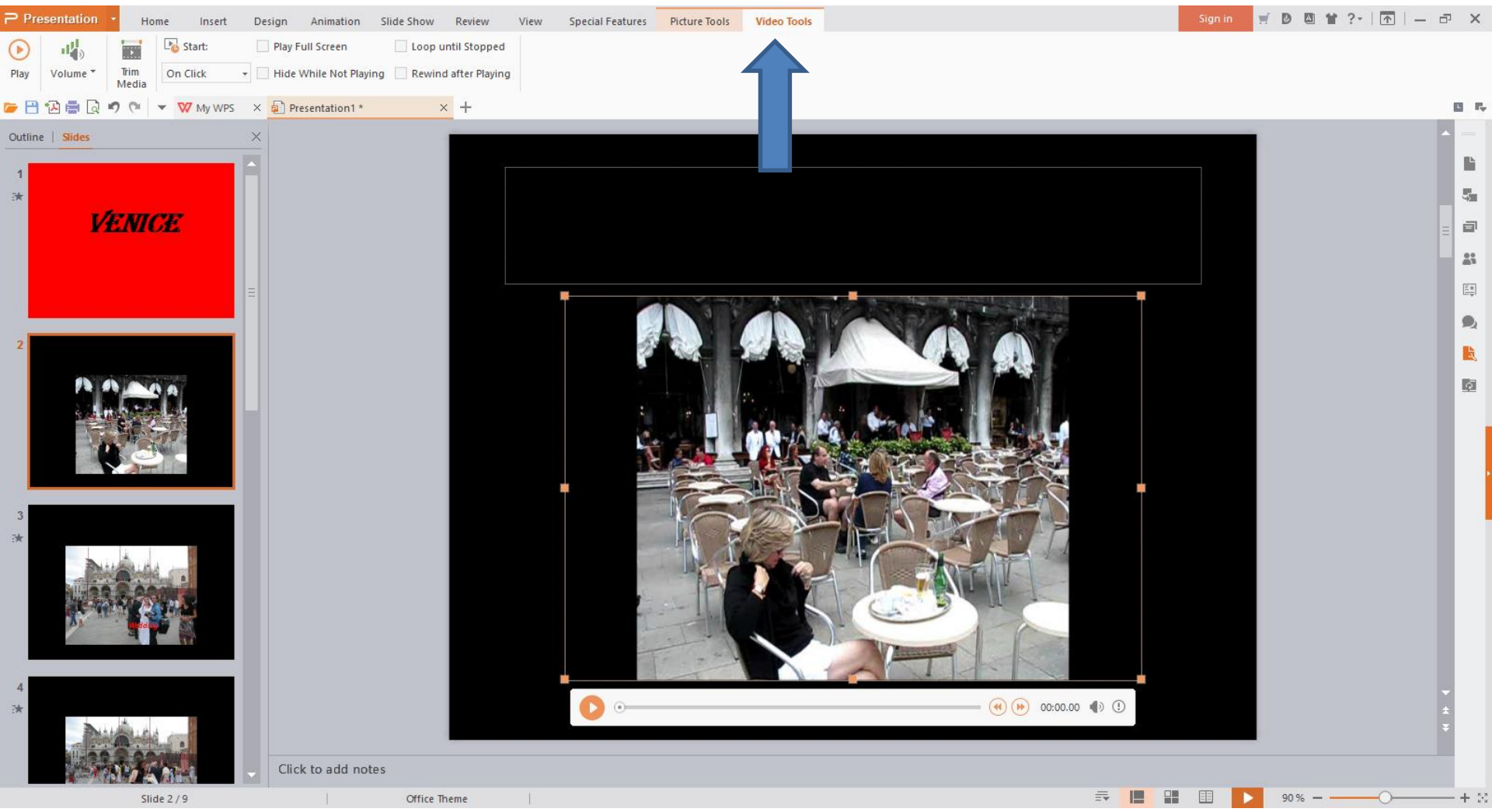
- **Window changes and click on one to find a folder. Next is a sample.**



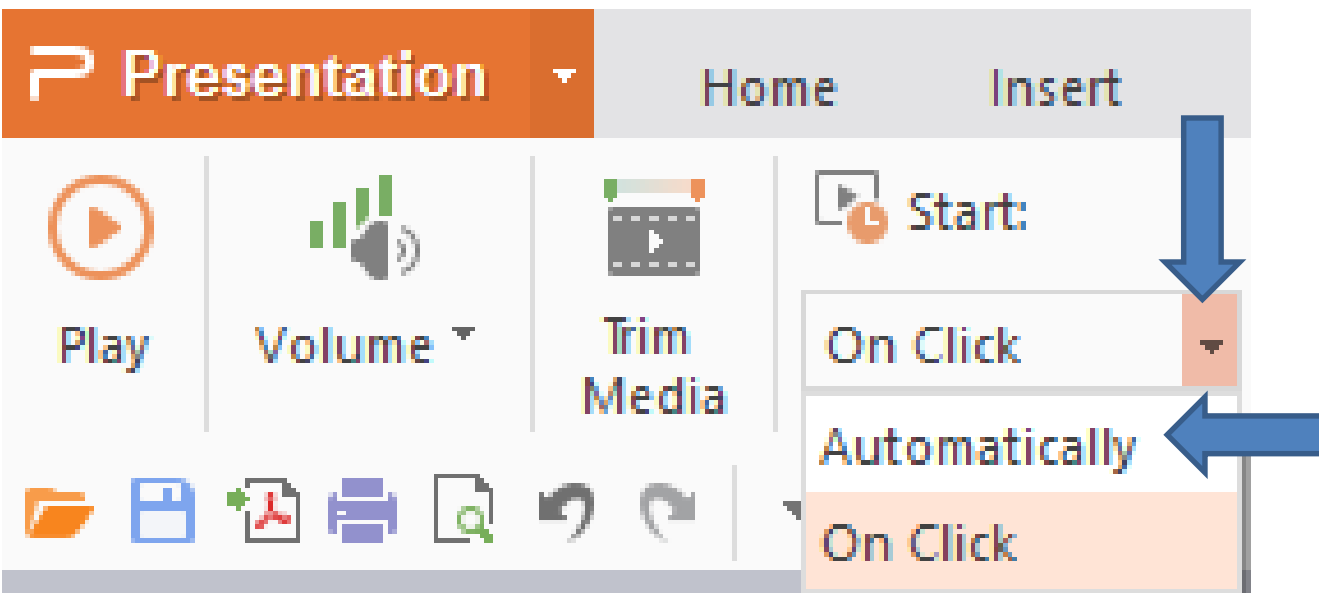
- Here is a sample of a folder that has a Video that I would like to add. You then double click on the Video or click on it and click on Open. Next is what happens.



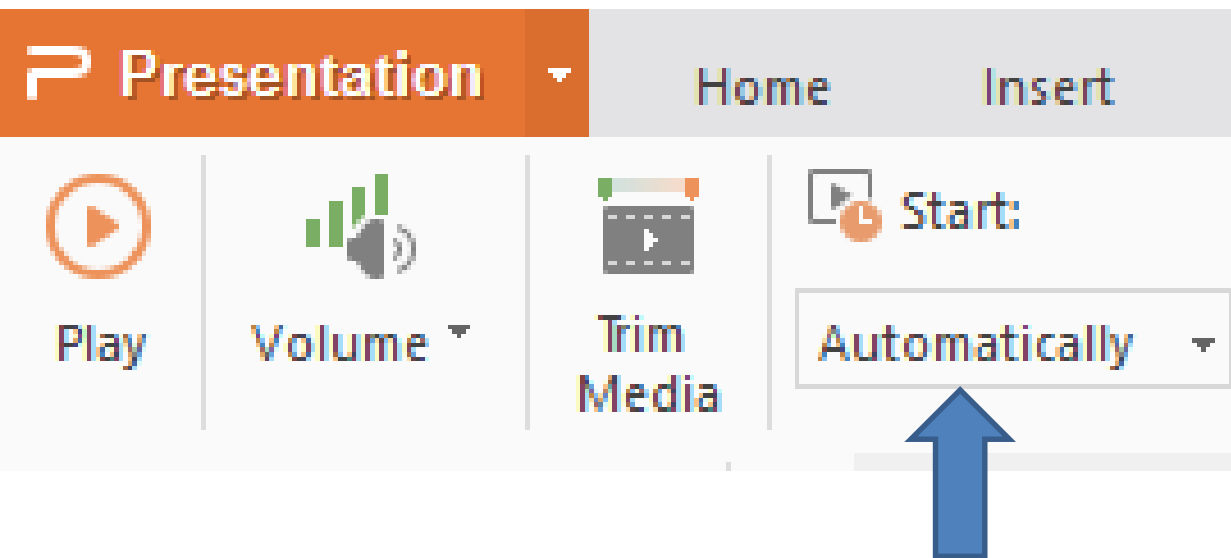
- You then see the Video and the page changes to Video Tools. Next I will zoom in to make a change.



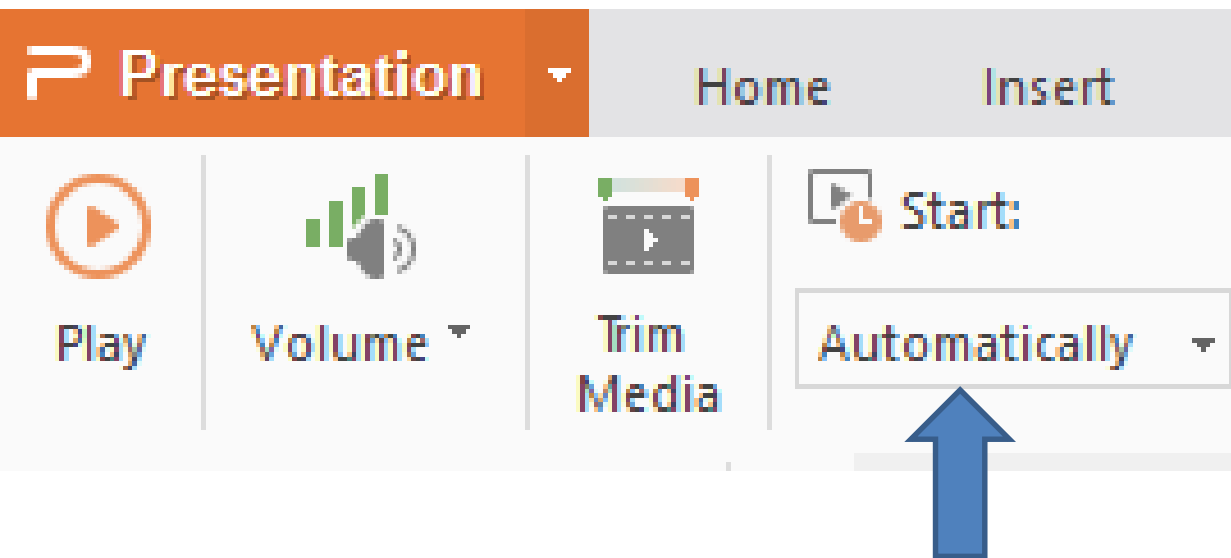
- When you click on the drop down on the right of On Click, you see Automatically. I recommend you click on it, because when you play Slide Show or save as a Video, it Automatically plays the Video you added so people don't have to click on it.
- Next is what happens when you click on Automatically.



- You then see **Automatically**.
- Next is the options to **Play the Video**.



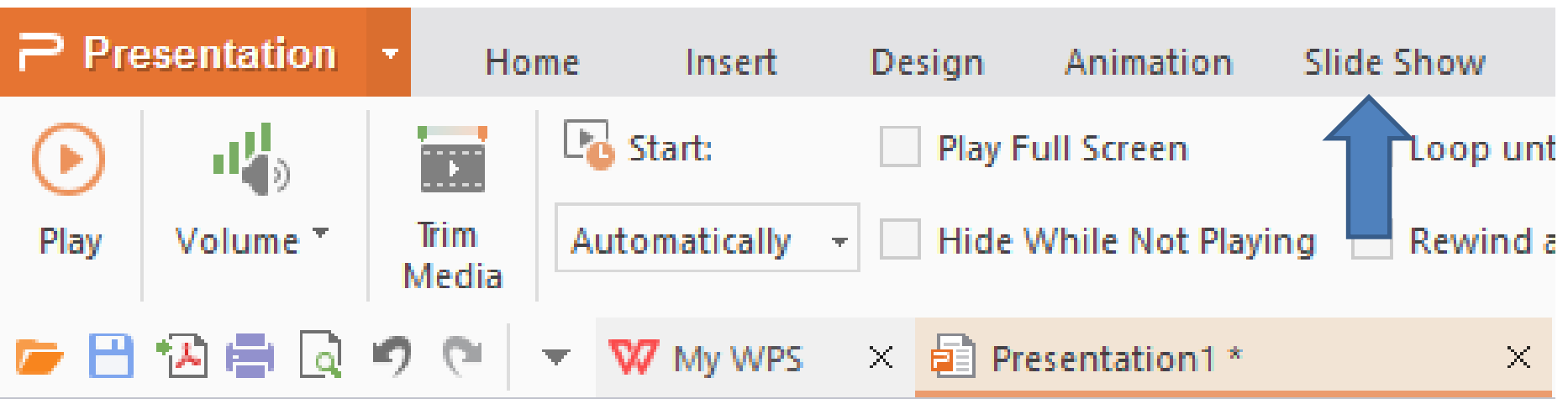
- **One option to Play the Video is click on Play and it plays the Video and Music if you have it on your Video.**
- **Next is the second option.**



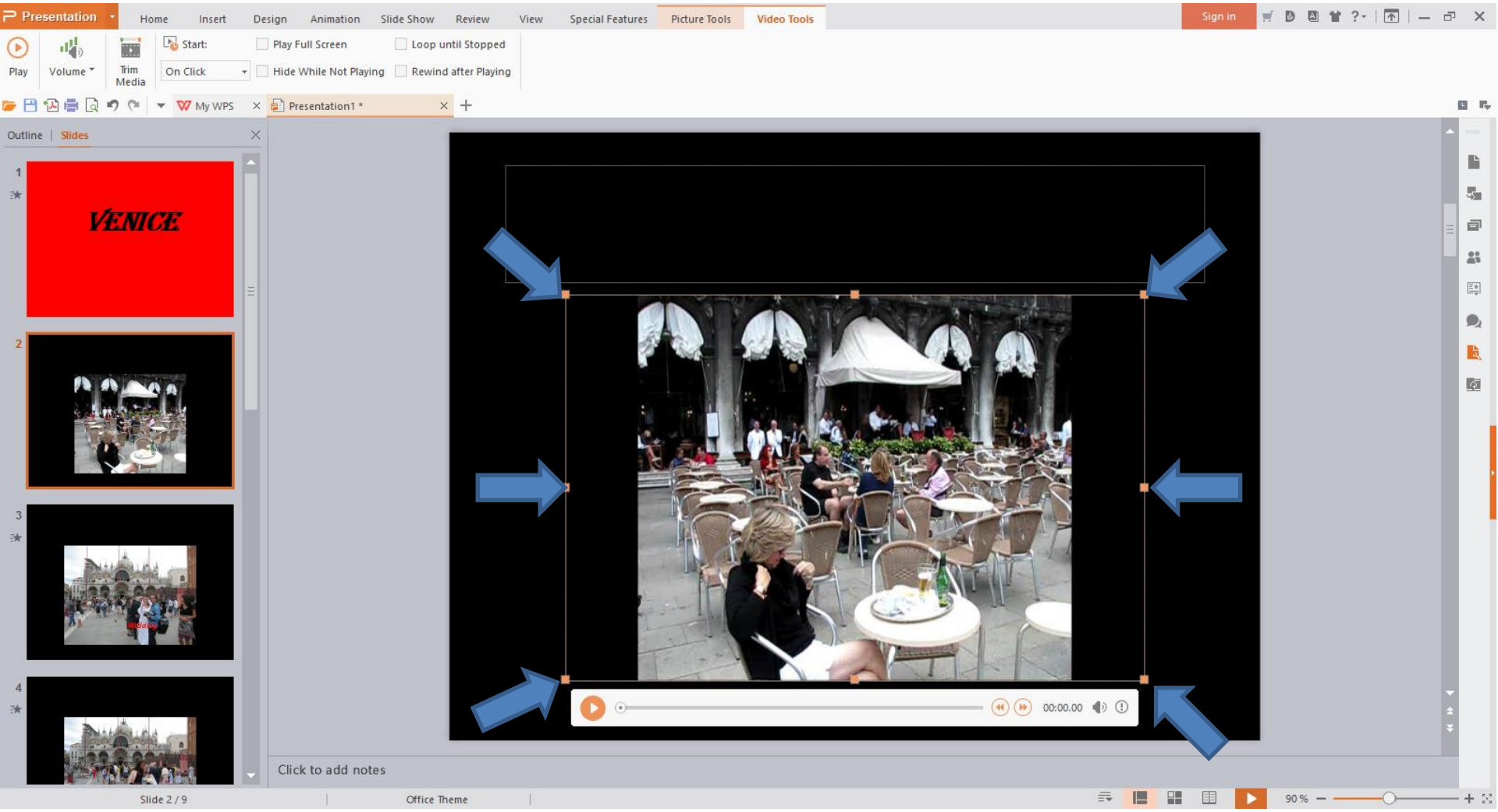
- The second option is click on the Play Icon under the Video and it plays the Video and Music if you have it on your Video. If you don't see the Icon, you have to click on the Video to see it.
- Next explains the last option with Slide Show.



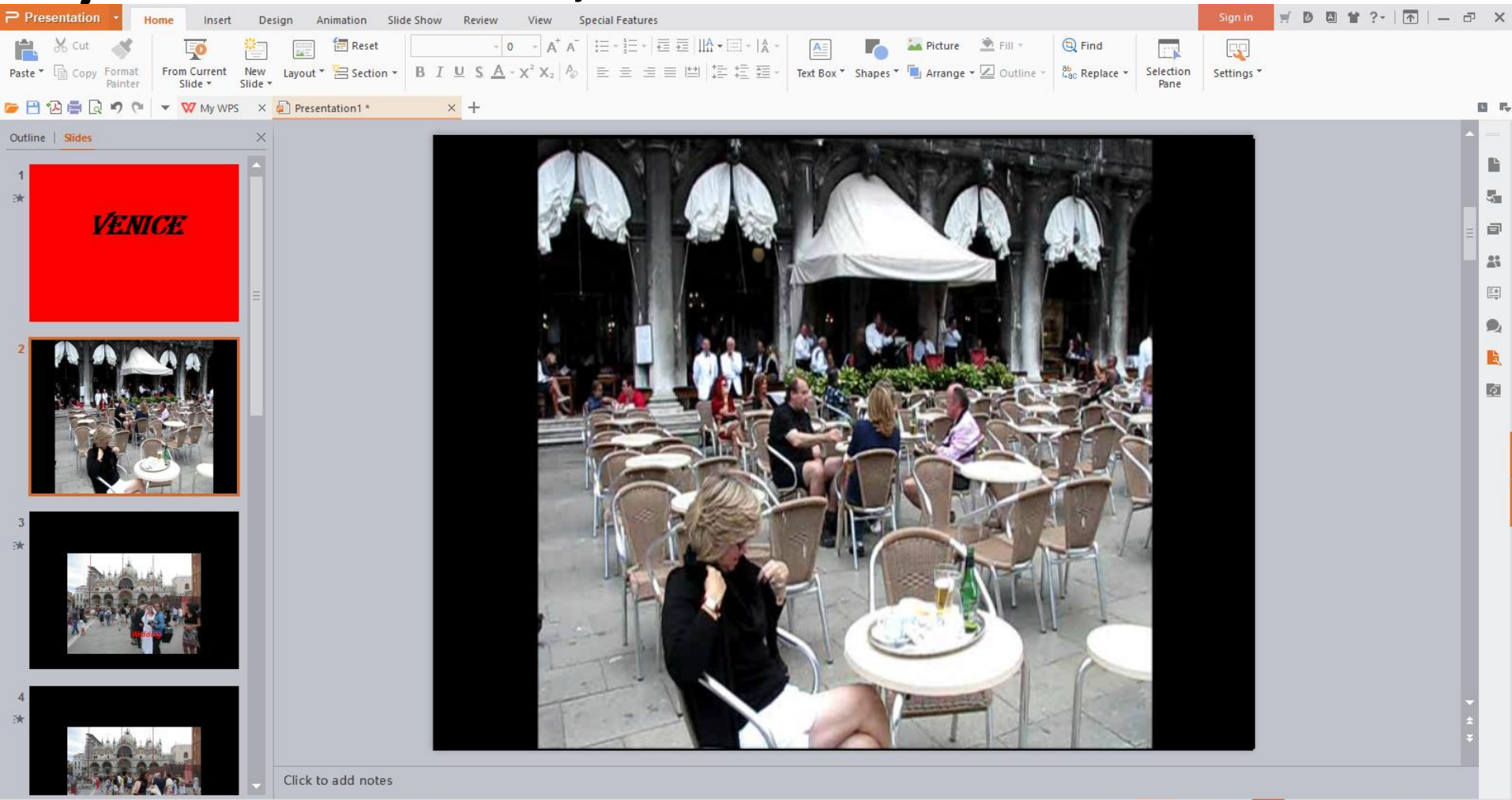
- I tried Slide Show and it played the music and for some reason it did not play the Video. When I clicked on Play and then did Slide Show it worked. I saved it as a Video file and opened it and the Video plays. Step 10 shows you how to save as a Video file.
- Next is how to change size of the Video.



- You can change the size as I showed with Photo before. You left click on any of them and drag to make it larger. Next is a sample.

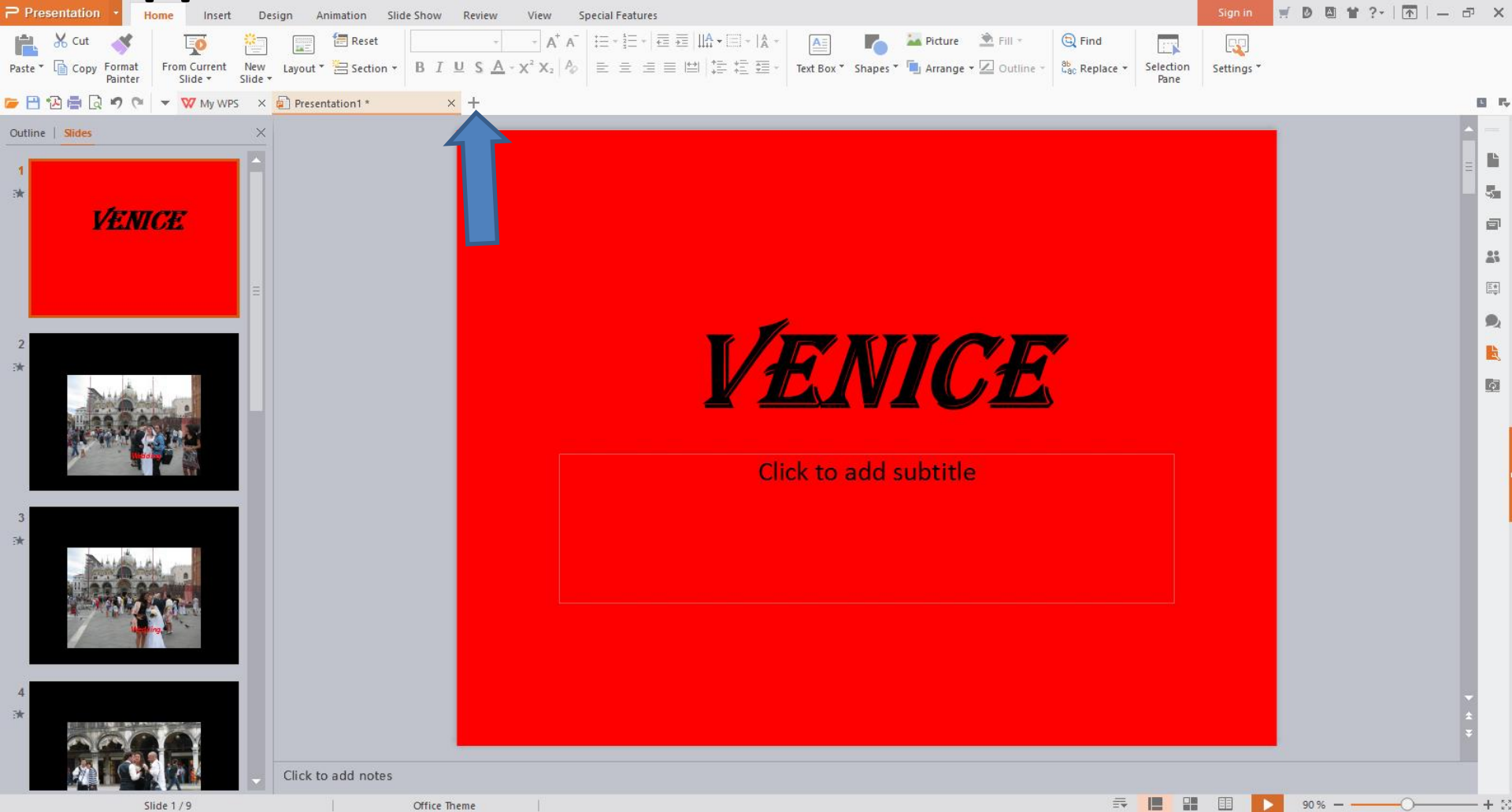


- Here is a sample of making it larger. You can follow the same process to add another Video.
- Next is how to add a New one without Photos. If you don't want to, this is the End.

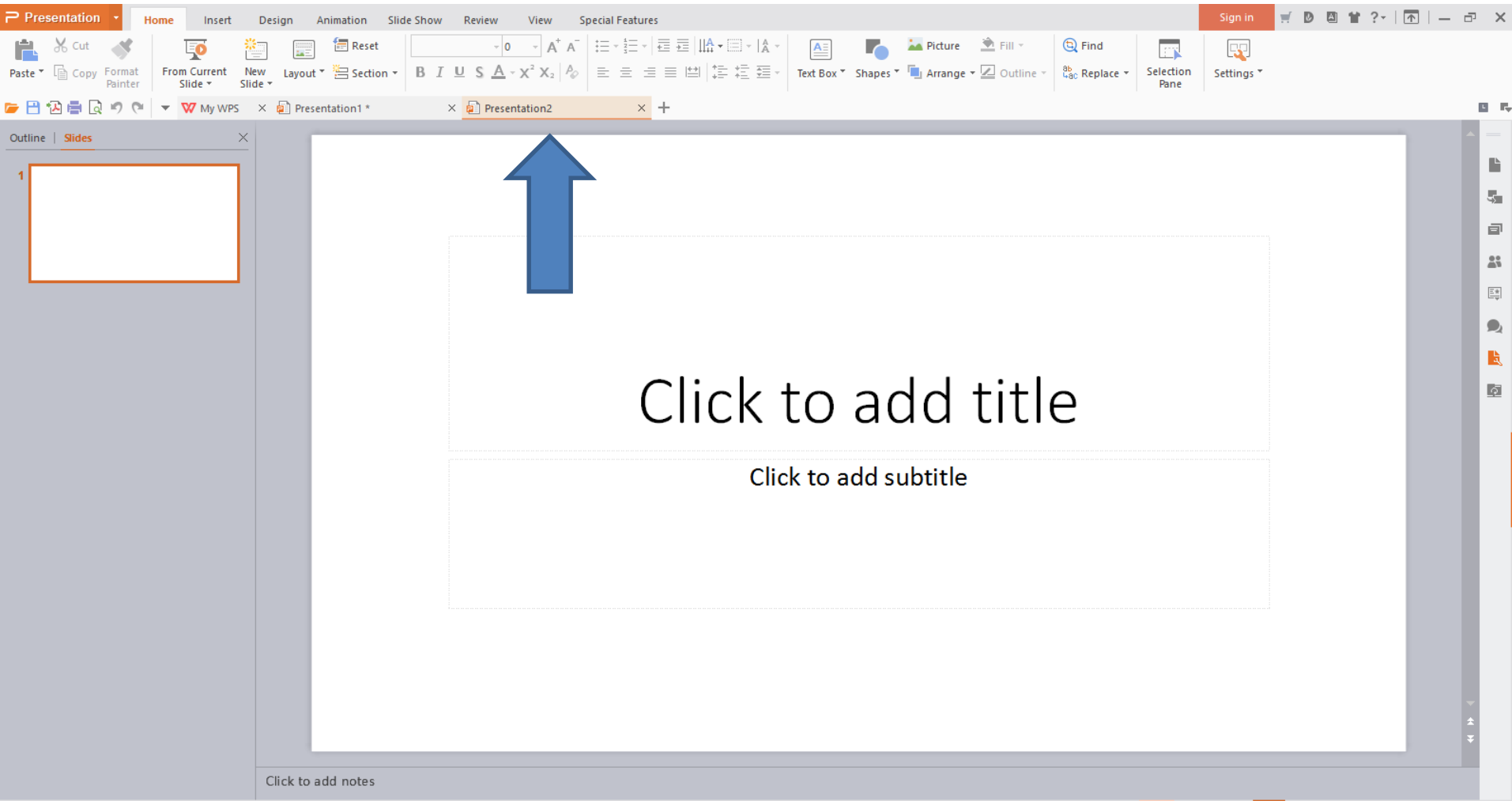


The screenshot displays the WPS Presentation software interface. The top menu bar includes options like Home, Insert, Design, Animation, Slide Show, Review, View, and Special Features. The ribbon below the menu bar contains various tools such as Paste, Copy, Format Painter, From Current Slide, New Slide, Layout, Section, Text Box, Shapes, Arrange, Outline, Find, Replace, Selection Pane, and Settings. The main workspace shows a slide with a red background and the word "VENICE" in a stylized font. To the left, the Outline pane shows a list of slides, with the first slide highlighted. The second slide in the outline is a photograph of an outdoor cafe in Venice, which is also the image shown in the main workspace. The bottom of the interface has a "Click to add notes" area.

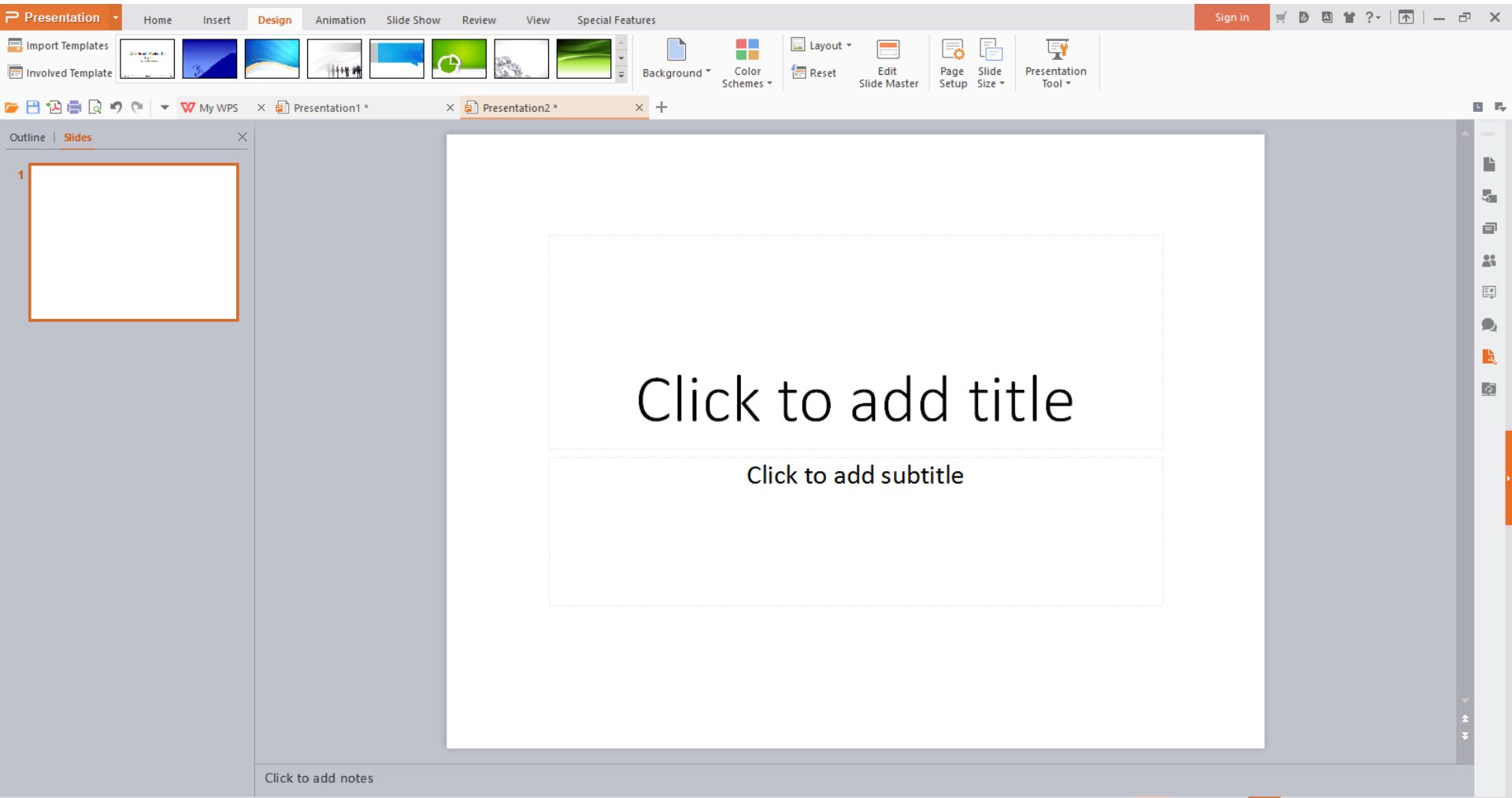
- When you are in Kingsoft Presentation with the Photos and Titles, you click on + next to the Tab of the name to add a New one. Next is what happens.



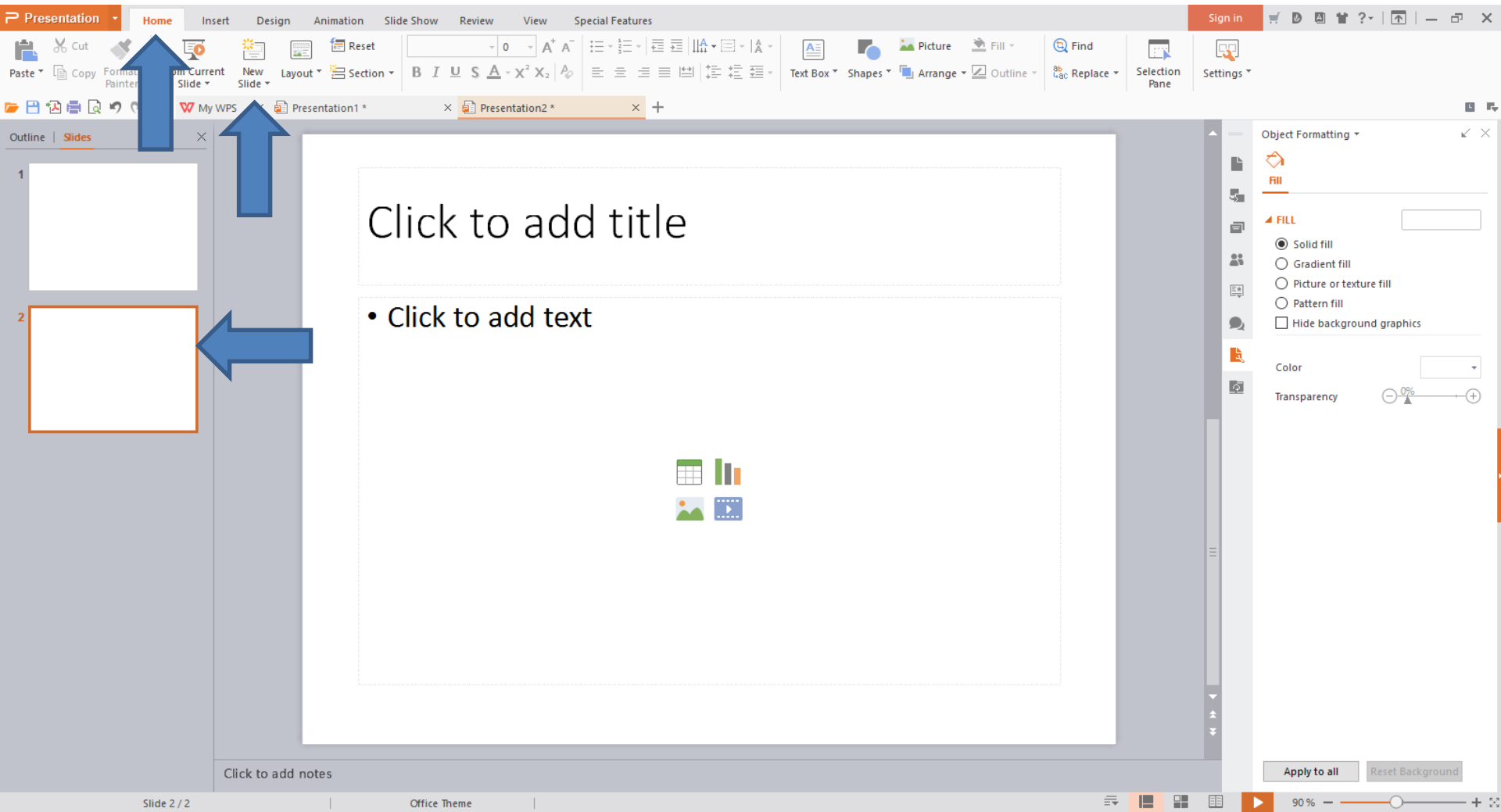
- It opens in a new Tab and the size is larger again. You can change the size again as I showed you before. Next is a sample of changing the size again.



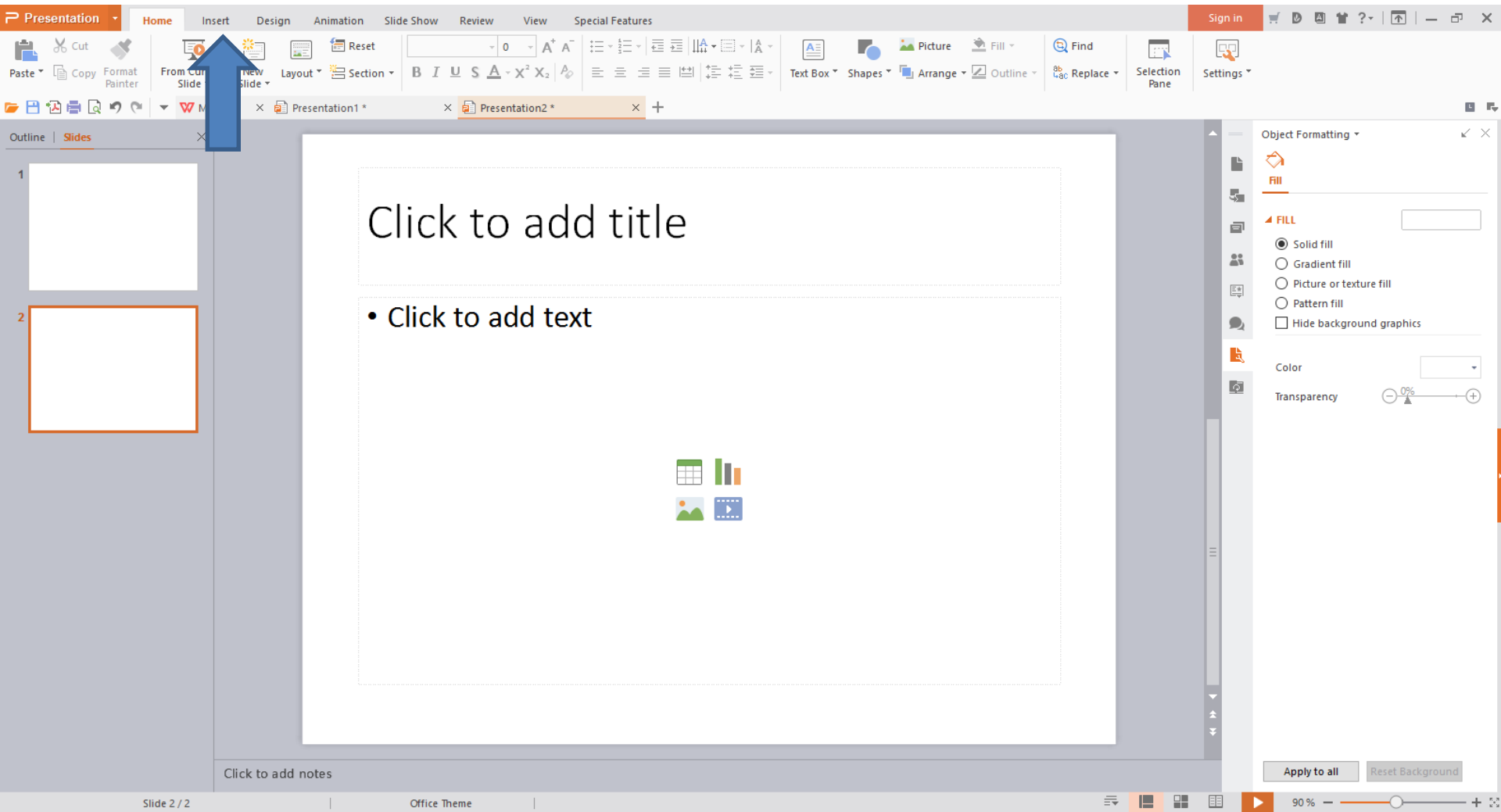
- Here is a sample of changing the size again. Next is how to add a new Slide to add Video after the first Slide, so you can add a Title on the first Slide as I showed you before.



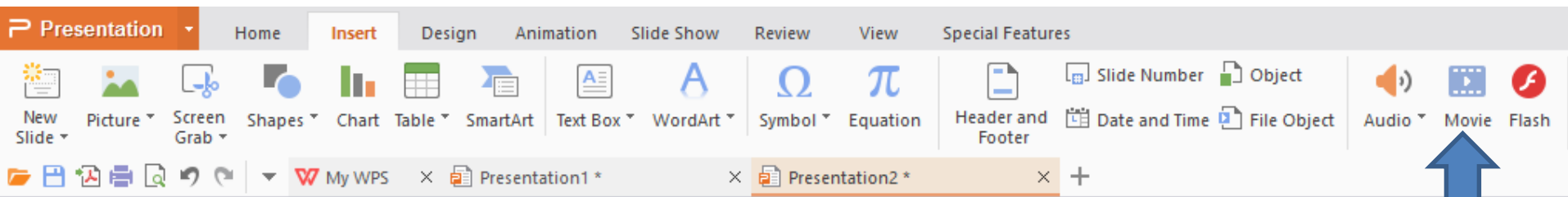
- **When you go back to Home and click on New Slide, you see the New Slide as I showed you before. Next is to how to add Video.**



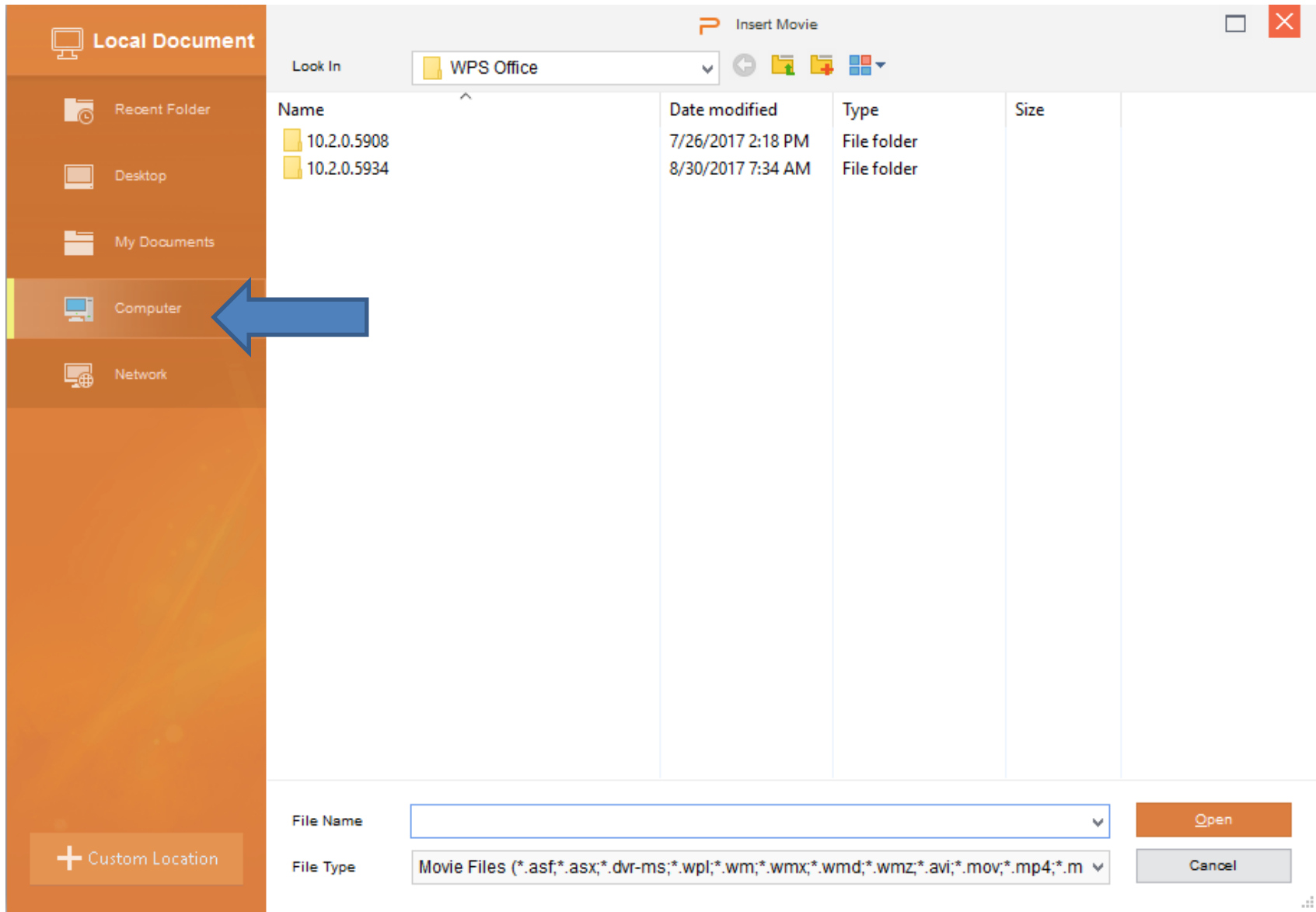
- You click on Insert next to Home as I showed you before and next is what happens.



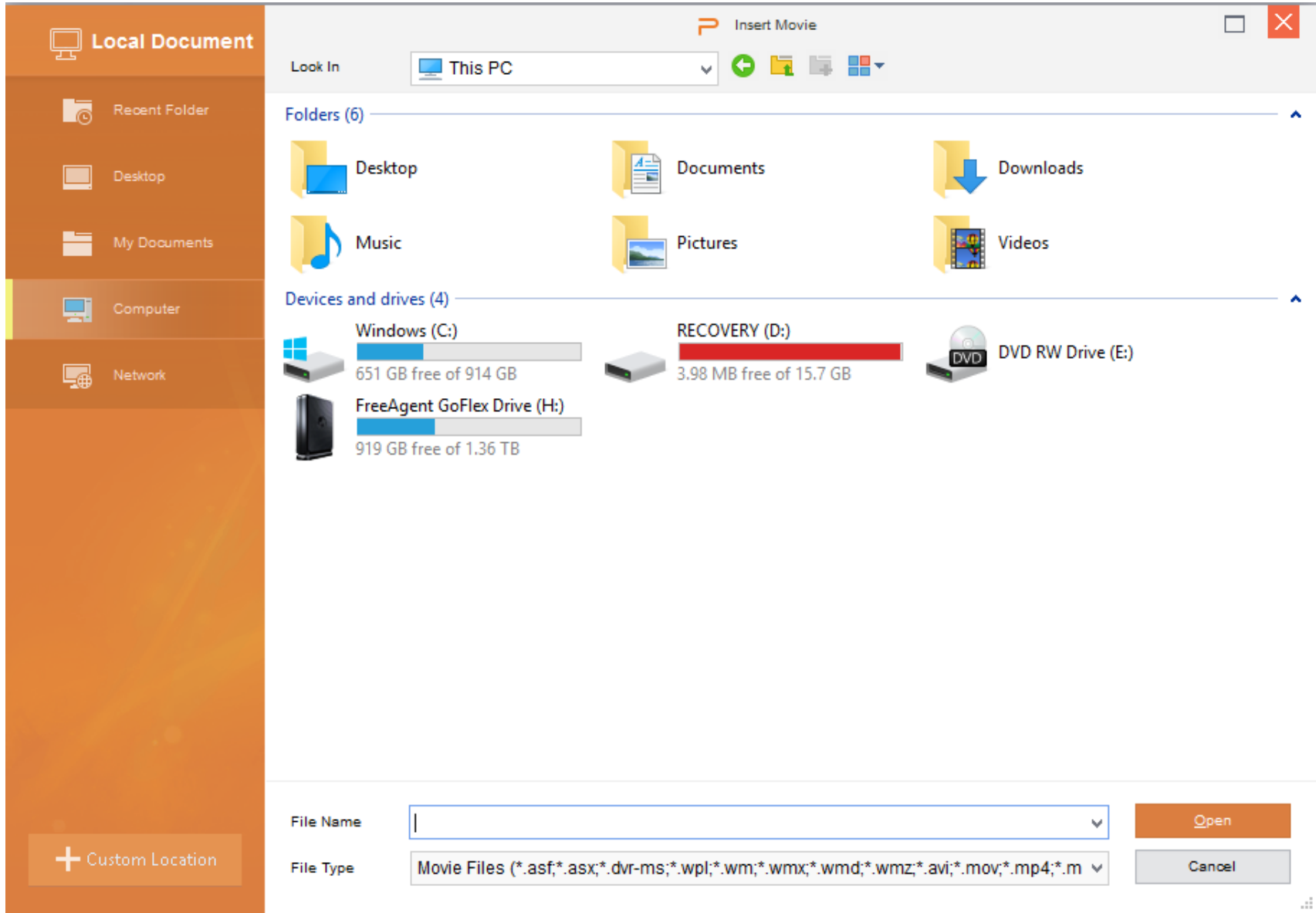
- You see Insert. You then click on Movie and next is what happens when I showed you before.



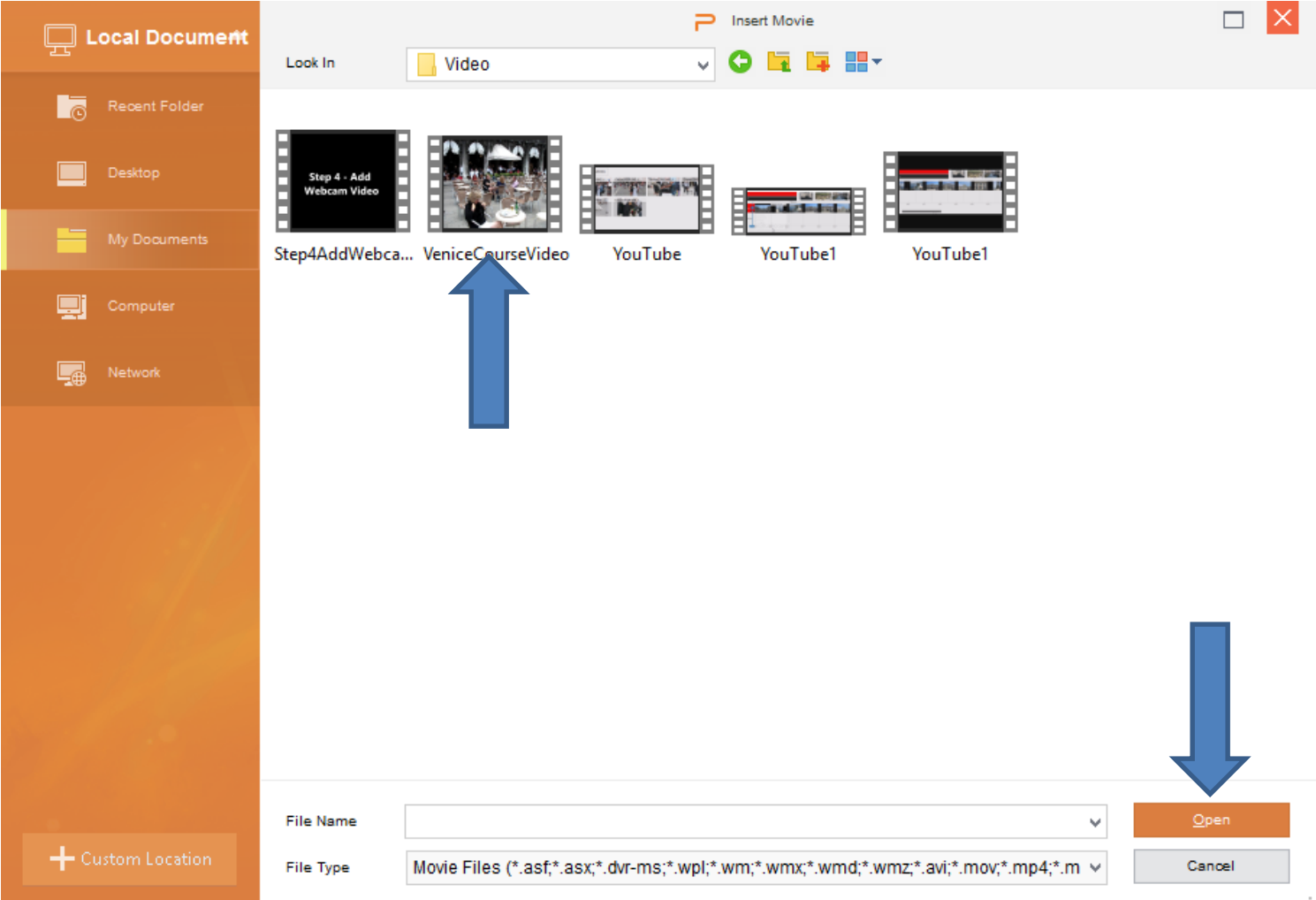
- A new window opens and click on Computer to find a folder, which is next.



- **Window changes and click on one to find a folder. Next is a sample.**



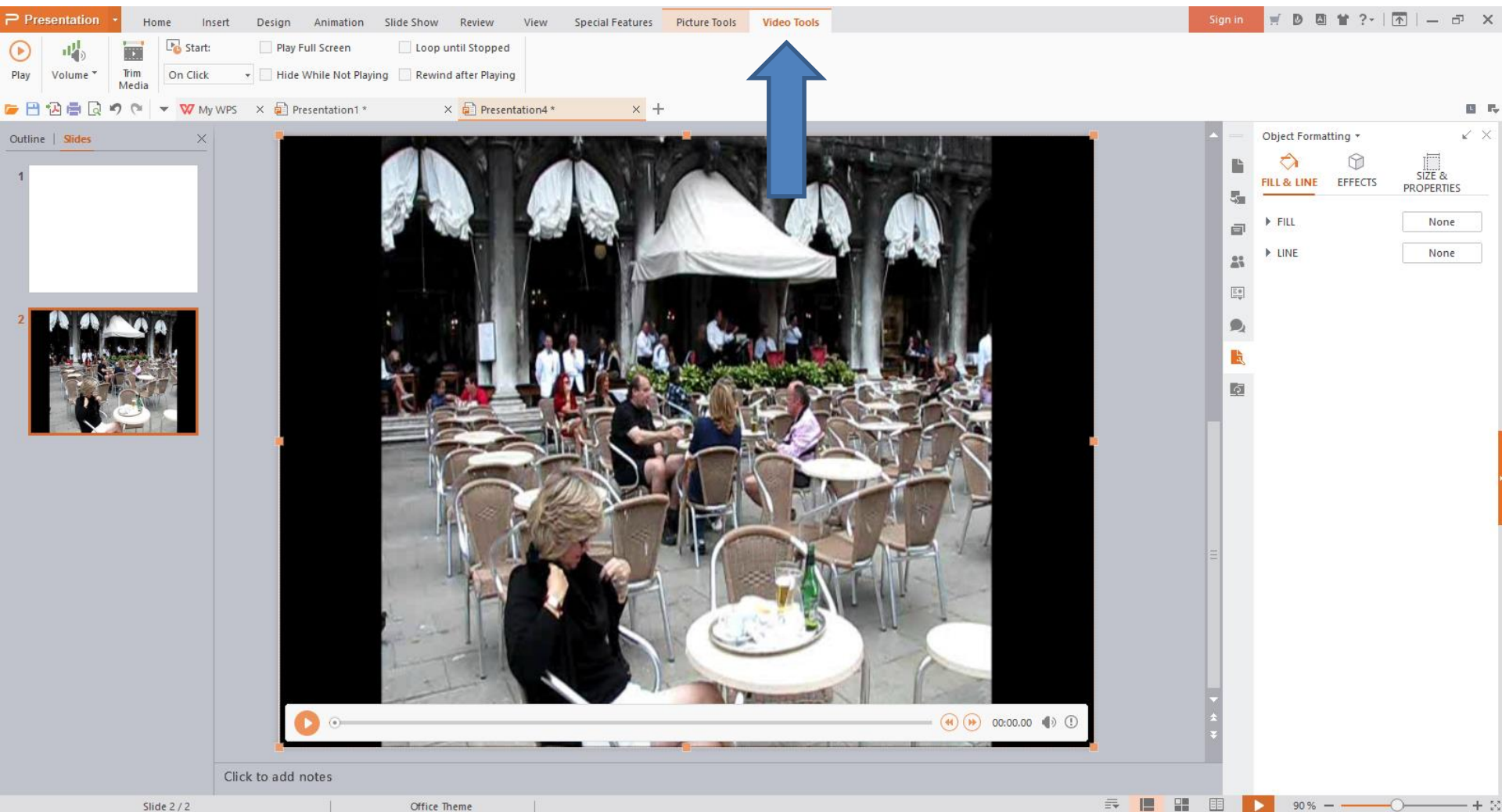
- Here is a sample of a folder that has a Video that I would like to add. You then double click on the Video or click on it and click on Open. Next is what happens with the New one.



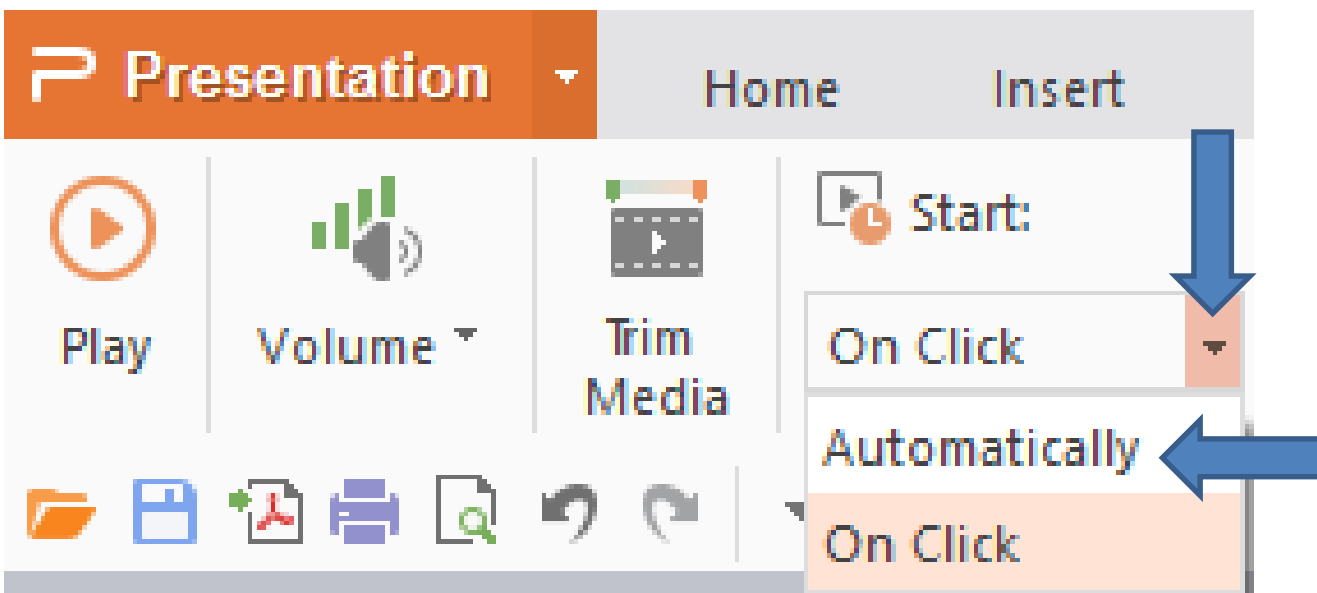
- Here is a sample with New. Follow the same process as Photos to change size. Next is a sample of changing size like we did before.

The screenshot displays the WPS Presentation interface. The top ribbon includes 'Home', 'Insert', 'Design', 'Animation', 'Slide Show', 'Review', 'View', 'Special Features', 'Picture Tools', and 'Video Tools'. The 'Video Tools' tab is active, showing options for 'Start' (Play Full Screen, Loop until Stopped), 'On Click' (Hide While Not Playing, Rewind after Playing), and playback controls. The main slide area shows a video player with a scene of an outdoor cafe. Blue arrows point to the corners and edges of the video frame, indicating the handles for resizing. The 'Object Formatting' panel on the right shows 'FILL & LINE' and 'EFFECTS' options, with 'SIZE & PROPERTIES' also visible. The status bar at the bottom indicates 'Click to add notes'.

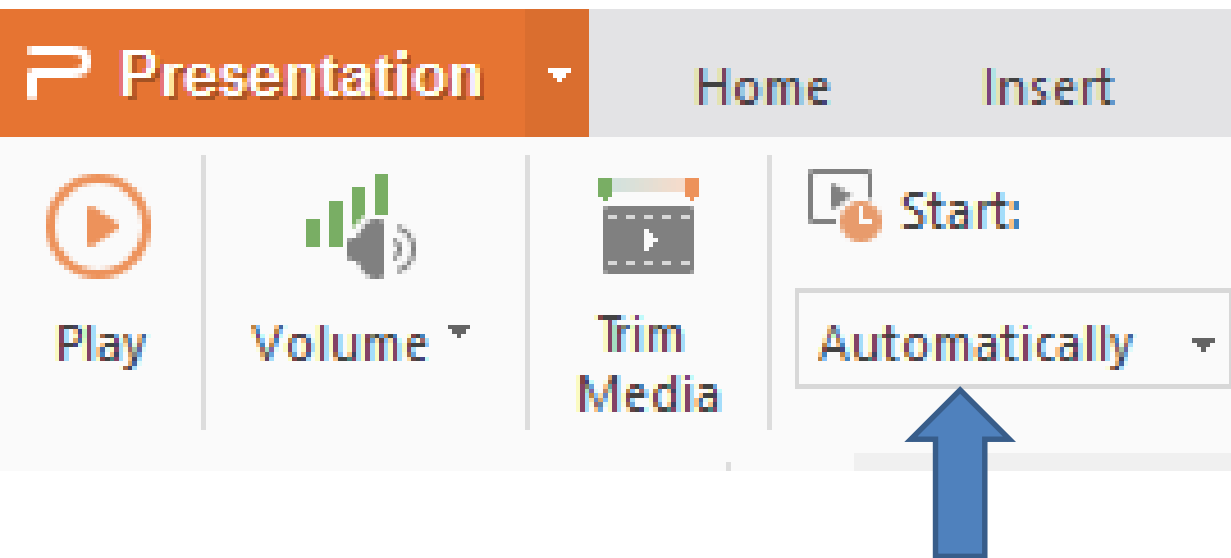
• Here is a sample with the same size as I showed you before. In the New One you see Video Tools at the Top and you see On Click under Start. Next I will zoom in.



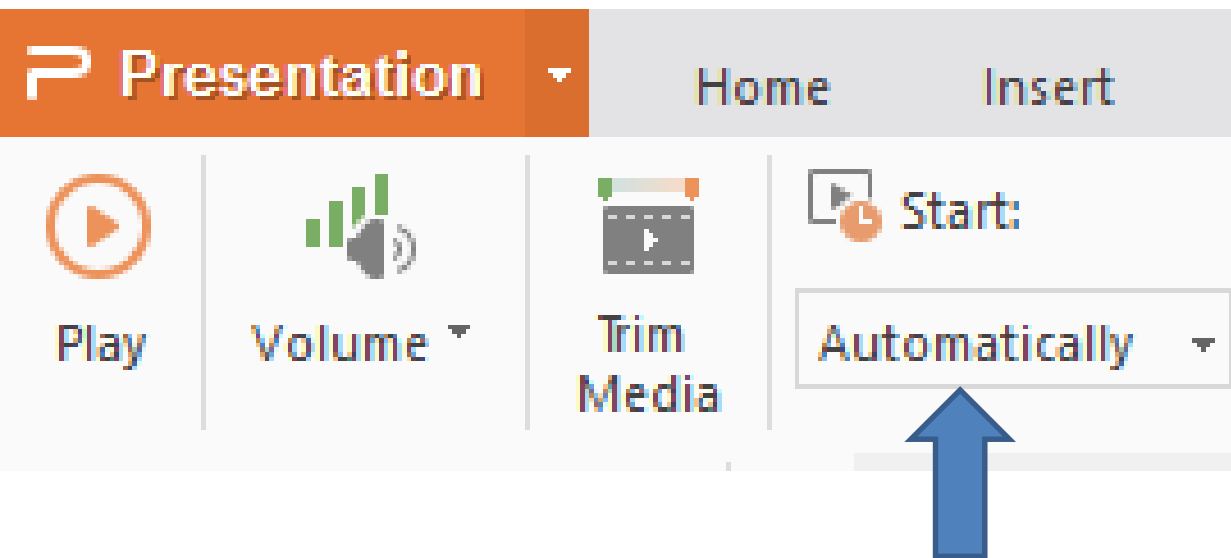
- When you click on the drop down on the right of On Click, you see Automatically. I recommend you click on it as I mentioned before, because when you play Slide Show or save as a Video, it Automatically plays the Video you added so people don't have to click on it.
- Next is what happens when you click on it.



- You then see **Automatically**.
- Next is the options to **Play the Video** as I showed you before.



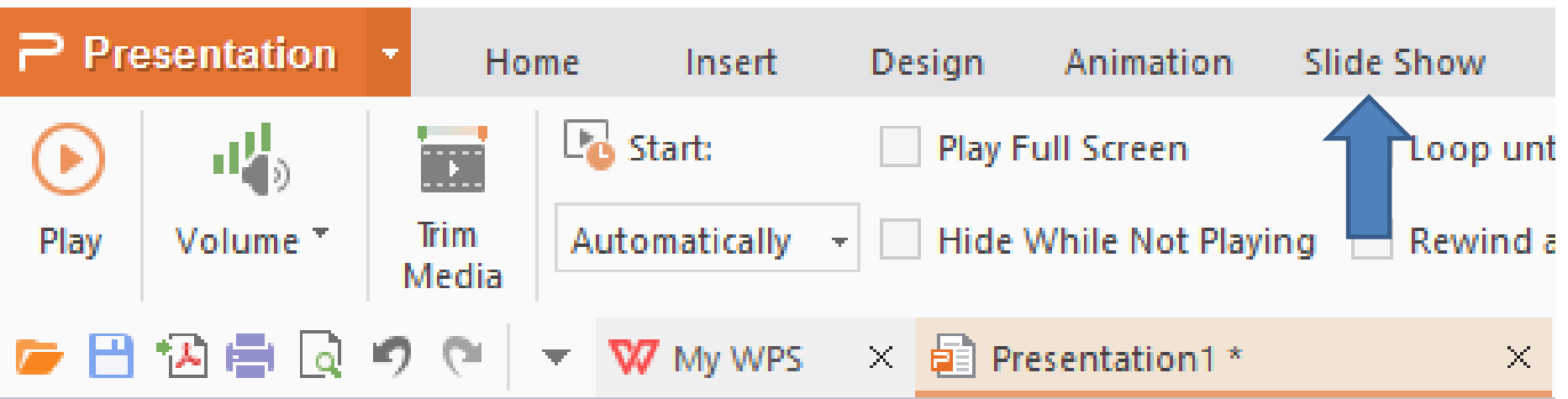
- **One option to Play the Video is click on Play and it plays the Video and Music if you have it on your Video.**
- **Next is the second option.**



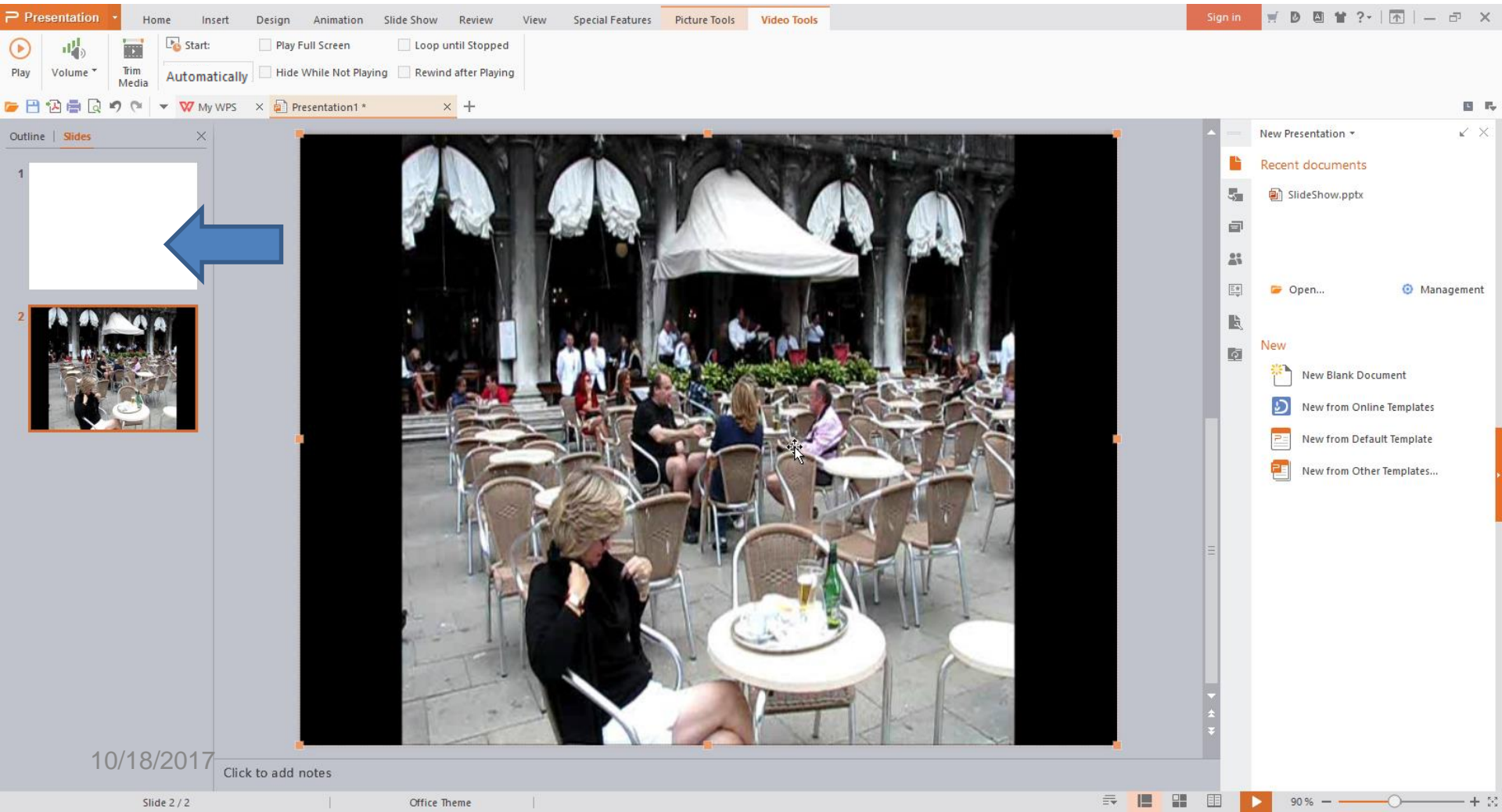
- The second option is click on the Play Icon under the Video and it plays the Video and Music if you have it on your Video. If you don't see the Icon, you have to click on the Video to see it.
- Next explains the last option with Slide Show.



- I tried Slide Show and it played the music and for some reason it did not play the Video. When I clicked on Play and then did Slide Show it worked. I saved it as a Video file and opened it and the Video plays. Step 10 shows you how to save as a Video file.
- Next is about add Title in the First Slide.



- Next is to add Title as I showed you in the Step 3 – Part A. You first click on the first slide.



- **When you click on the first slide, it goes back to the slide and the Home page. To add Title, you follow the same process as Step 3 – Part A. Next is a sample.**

The screenshot displays the WPS Presentation interface. The main slide area shows a white slide with a large blue arrow pointing down to the text "Click to add title". Below this, there is a smaller blue arrow pointing down to the text "Click to add subtitle". On the left side, the Outline pane shows two slides: the first is a blank white slide, and the second is a slide with a photograph of a restaurant interior. A large blue arrow points from the first slide in the Outline pane to the main slide area. The top of the interface features a ribbon with tabs for Home, Insert, Design, Animation, Slide Show, Review, View, and Special Features. The bottom status bar shows the date "10/18/2017", the text "Click to add notes", and the slide number "Slide 1 / 2".

- I typed in Venice and changed to Bold, Italic, different Font and size.
- This is the End of Step 5 – Part A.

The screenshot displays the WPS Presentation application interface. The main slide area shows a white background with the word "VENICE" centered in a large, bold, italicized, black serif font. A dashed orange border surrounds the text, indicating it is selected. Below the main text is a placeholder box with the text "Click to add subtitle". The software's ribbon is visible at the top, with the "Text Tools" tab active. The right-hand panel shows the "Object Formatting" options, including "SHAPE OPTIONS", "TEXT OPTIONS", "FILL & LINE", and "EFFECTS". The status bar at the bottom indicates "Slide 1 / 2", "Office Theme", and a zoom level of "90%".