

# Steps for Video Cue Presentation

## Step 1 - Brainstorm your presentation plan

- Topic
- Purpose
- Audience
- Length of presentation
- Presenter(s)

## Step 2 - Prepare your script

- Gather your material (make sure you copy down your sources)
- On your computer, create a Presentation Folder that will hold your word processing script, images, and the final movie.
- Using a word processing program, write your script.
- Re-write script for final take.
- Determine what graphics you wish to highlight in the script.
- Find images that you want to include in script.
  - Save powerpoint slides as images
  - Using a camera, take pictures.
  - Download images from the web.
  - Scan images.
  - Load images into the "Presentation Folder".
- In your word processing script, key in where you would like the images to be inserted. Put the name of the image in parenthesis.

## Step 3 - Prepare VideoCue presentation

- Copy to the clipboard your script from the word processing program.
- Paste the script into the Text window.
  - Where necessary, you may need to add returns to the script.
- From your "Presentation Folder", drag the images on to the media area (below the video screen - lower left corner)
- Drag the images from the media area into the right video column. These images should be in alignment with the way you included them in your text script.

## Step 4 - Practice and record your presentation

- When practicing, you will need to adjust the speed of the moving text to match your reading delivery speed.
- When you are ready, click the red record button and present your story.
- When finished, you will be asked to **cancel** - if you want to try again or **save** if you want to keep the movie. Make sure you save the file into your "Presentation Folder".

## Step 5 - Delivery of program

- Burn to a CD or DVD
- Create as a Podcast and add to a web site
- Show video as part of a presentation