

Creating a Newscast Presentation (from template)

Please use one of the supplied Newscast templates (BBC style or Guardian style – they both work the same for the purposes of these instructions).

Note: If you have experience with using PowerPoint, please feel free to rebrand or recolour the template file you are working from.

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Requirements:

- PowerPoint Newscast Template file
- PowerPoint on the computer you are working from (not the Office365 browser version)
- Your video clip(s) or a YouTube video link
- Any images you want to include
- Any text you want to include
- Microphone/headset for recording audio

Getting Started

1. **Open** the Newscast Template file (it currently has 4 pages):
 - a. Breaking News splash screen
 - b. Video page
 - c. Text and image page
 - d. References page
2. **Resave** this PowerPoint now – using the module code and your own name – something like:
 - a. CDLT3089-Jo-Smith-News.pptx
3. Now you can begin work

The Splash Screen

The splash screen has been created and setup to open your presentation. You do not need to make any changes to this screen if you are happy with it to just run as is.



The splash screen is set to open with a “Random Bars” **transition** (as shown above) and plays a “Breaking News” **jingle** in the background – play the PowerPoint to see this. Once the jingle finishes – the presentation moves on to the next slide. If you want to change either of these – see below:

Changing the Splash Screen

Changing the main image (optional)

You can change the **Breaking news image** on the splash screen by following these instructions:

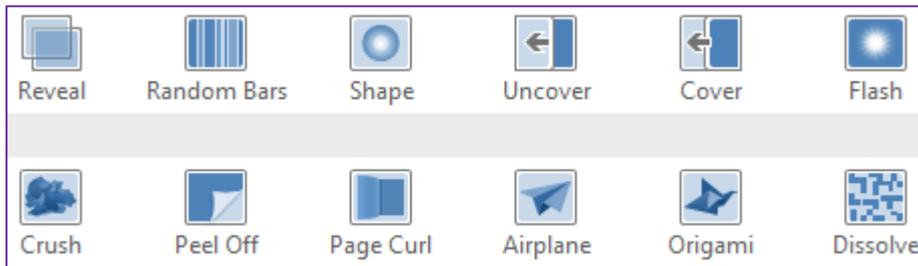
1. **Select the CSN Breaking News image** and **hit delete on your keyboard** (this will remove the existing image).
2. On the main toolbar – Select **Insert > Select Pictures**
3. **Browse** for the image you want to use instead
4. Click on **Insert** to add it to your page
5. You can resize your image by dragging the sides and corners to make it fit the available space on the PowerPoint slide

Changing the Transition (optional)

The **transition** of a slide is the way that it either appears or disappears from the screen. There are quite a lot to choose from i.e. Fading in, Uncover, Random bars, Dissolve, etc.

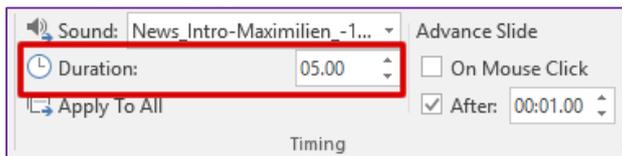
Feel free to have a play and select one you like using these instructions:

1. Make sure the **Breaking News splash screen is selected**
2. On the main toolbar – Select **Transitions**
3. **Choose a new Transition** – the screen will briefly show you how this Transition will appear.

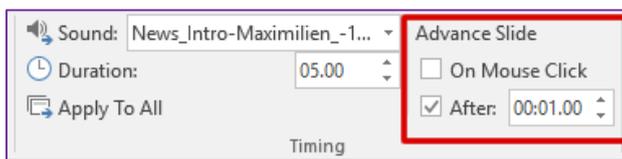


When you have selected your preferred Transition you will need to **adjust how long the transition takes** so it matches the length of the Breaking News jingle – this will allow them to play together at the same time.

4. On the **Transitions** toolbar – adjust the **Duration** to match the 5 second length of the Breaking News jingle:



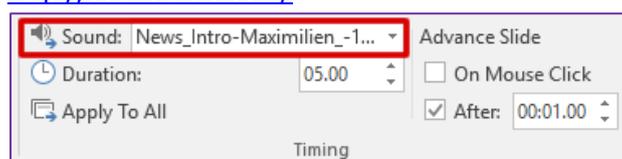
5. The **Advance Slide** duration can be left at 1 second. This will allow the viewer to see the splash screen for one whole second after the transition has completed. The presentation will then move on automatically to the next slide. **Leave On Mouse Click unselected** – this will prevent a viewer from skipping the splash screen:



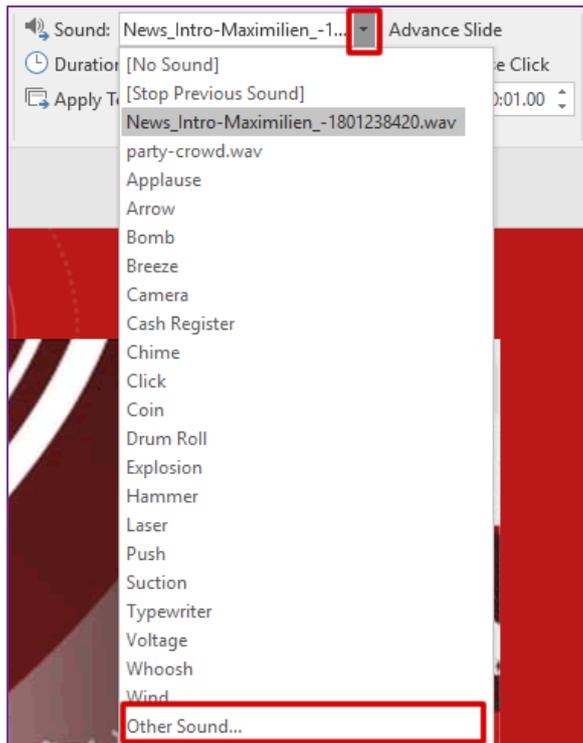
Changing the Breaking News jingle (optional)

Whilst it is not necessary to change the opening Breaking News jingle – you can do it using either a built-in PowerPoint sound clip or by importing your own sound (created by yourself or downloaded from the internet).

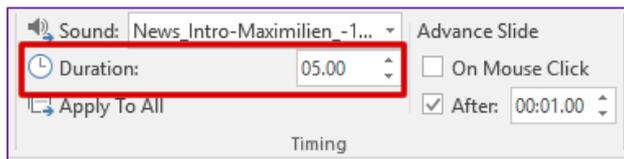
1. On the Transitions toolbar you will be able to see the currently selected **Sound** – this is set as “News_Intro-Maximilien_-1801238420.wav”. It was downloaded from <http://soundbible.com/>



2. Clicking on the little drop arrow next to the current Sound will show you the available PowerPoint sound clips:

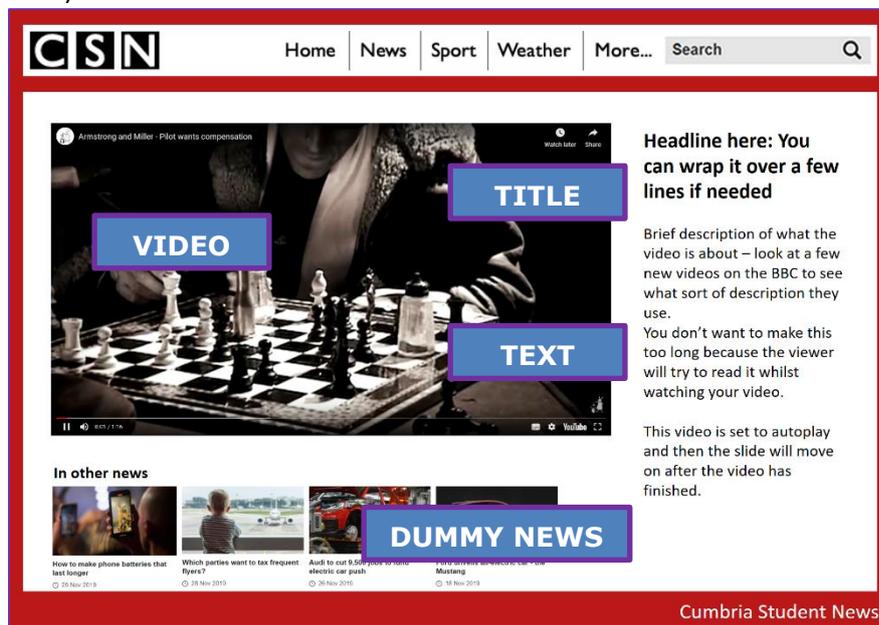


3. Selecting “**Other Sound...**” allows you to browse for a sound file on your own computer. This sound file **MUST** be in the **.WAV** format and you should make sure it is not very long because your tutors need to sit through it. The Breaking News jingle is 5 seconds long.
4. If you change the Sound – you **MUST** also reset the slide transition to either a reasonable length or to exactly match the length of your sound. Set the Transition duration and then test it by viewing your presentation. Tweak it until you are have.



The Video Page

The video screen currently contains a YouTube video that is set to auto-play. You need to replace this with either another online video clip or your own video recording. I have also included a headline/title, some brief text and a screenshot of some additional dummy news items (just here as filler):



The presentation is set to move on to the next slide a few seconds after the video has finished playing.

Editing the Video Page

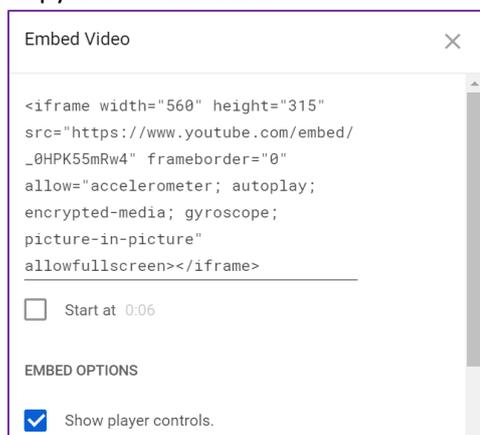
You **MUST** replace the video in the template with your own video (either a selected online clip or your own recording).

In both cases – select the existing video and hit Delete on your keyboard to remove it.

Replacing the Video (YouTube)

Find the YouTube video clip you want to use and then follow these instructions to add it correctly to your presentation.

1. In YouTube – select **Share**
2. Select **Embed**
3. Copy the **Embed** code



4. **Paste this code into NotePad** because you will need to make a minor change to the code to make it auto-play.
5. **My copied code looks like this:**

```
<iframe width="560" height="315"
src="https://www.youtube.com/embed/_0HPK55mRw4" frameborder="0"
allow="accelerometer; auto-play; encrypted-media; gyroscope; picture-in-picture"
allowfullscreen></iframe>
```

6. I now need to change it to add **?autoplay=1** to the end of the source URL. **My code now looks like this:**

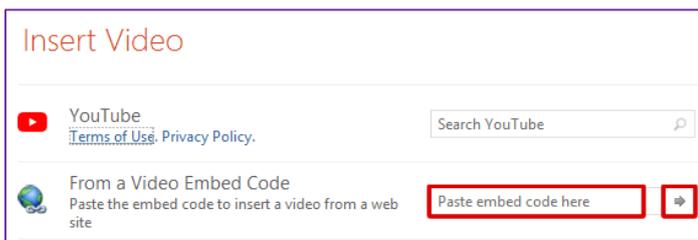
```
<iframe width="560" height="315"
src="https://www.youtube.com/embed/_0HPK55mRw4?autoplay=1" frameborder="0"
allow="accelerometer; autoplay; encrypted-media; gyroscope; picture-in-picture"
allowfullscreen></iframe>
```

We can now add this code to the PowerPoint

7. On the main toolbar select **Insert > Video > Online Video...**



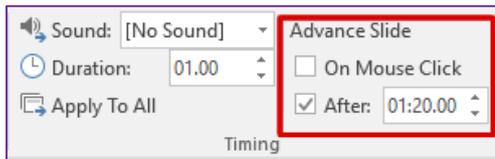
8. You will now see two options – YouTube **and** From Video Embed Code. The YouTube option will **not** allow you to set auto-play, so you must use **From Video Embed Code**.
9. Copy your amended code from Notepad and paste it into the little **"Paste embed code here"** box. **Click on the little arrow** to submit the code.



10. Your video should now be on the correct slide in your presentation. You can move it to the correct position by clicking and dragging the video (it will be a black rectangle at the moment). You can resize it to fit the correct amount of space by grabbing one of the corners and either expanding or reducing the size of the black box.
11. View your presentation to test the video.

PowerPoint can't detect how long this video is, so you now need to set how long before your presentation moves on to the next slide. The rule of thumb is that you add 4 seconds to the length of the YouTube video and use that. In my case the video is 1 minute and 16 seconds long, so I am setting the presentation to move on after 1 minute 20 seconds (this allows a tiny bit of extra time in case the video doesn't load immediately).

- With your video placed on the screen and tested, go to the **Transitions** tab and set **Advance Slide After** (your video length + 4 seconds) – mine is 01:20.00 (1 minute:20 seconds.no part seconds).



- Untick “**On Mouse Click**” to prevent the viewer from skipping the video.

Your YouTube video is now embedded, auto-playing and your slide will advance after it finishes playing.

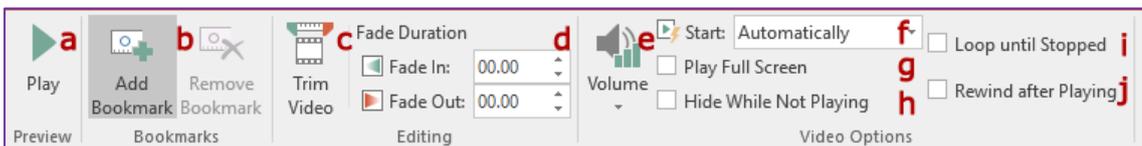
Replacing the Video (own video clip)

If you have recorded your own video clip, you will need to save this in a location that will allow PowerPoint to find it – this is usually somewhere on your own laptop or computer, but can also be the OneDrive if working from a university computer.

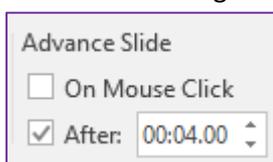
- On the main toolbar select Insert > Video > Video on My PC



- Browse for your video clip.
- Select the video clip and click Insert to add it to the slide.
- With your video added – you can now choose some settings by clicking on the video and then choosing the Playback tab on the main toolbar:



- Play** allows you to preview your video
 - Bookmarks* are not needed for this project
 - Trim Video** – you can use this to hide the beginning or end of your video if needed
 - Fade* is not needed for this project
 - Volume** sets the playback volume for the viewer – feel free to try different settings
 - Start** – this **MUST** be set to **Automatically**
 - Play Full Screen* is not needed for this project
 - Hide While Not Playing* is not needed for this project
 - Loop Until Stopped* is not needed for this project
 - Rewind After Playing* is not needed for this project
- On the **Transitions** tab – make sure that you have set 4 seconds as the **Advance Slide** timing. PowerPoint knows when this video has ended, so will not move on to the next slide for 4 seconds – allowing the viewer to scan the short text you have placed on the page.



Leave “**On Mouse Click**” **unticked** to prevent the viewer from skipping the video.

Editing the Text

You can simply overwrite any text that currently appears on the page.

Notes:

- Be careful not to allow the text to overrun the edges of the white space because it will not look as good.
- Try not to add too much text as the viewer will need to skim read this whilst watching your video.
- Look at a video news page on the BBC site to get an idea of the type of information they include here.

Replacing the Dummy News image (optional)

This is just a screenshot of an “In other news” section from the BBC News website. You can leave this in place or replace it with a more relevant image:

1. **Delete** the image
2. Find another image on the internet or take a screenshot of a suitable section on a news website (use the Windows Snipping Tool to grab just the bit of the screen your need).
3. In the main toolbar select **Insert > Pictures >** choose a suitable image from your computer.

The Text and Image page

The Text and Image page is simply that – it has text and an image. These are very easy to edit, but the page will benefit from you adding an audio commentary. The audio will make this page more like a news broadcast and will also set the timings for how long the viewer stays on this page.

Editing the Image

1. Select the existing image and hit delete on your keyboard to remove it.
2. On the main toolbar select Insert > Pictures > Browse for your image(s)
3. Move the image around by clicking and dragging
4. Resize the image by dragging the corners in or out to make smaller or larger (as required)

Editing the Text

You can simply overwrite any text that currently appears on the page.

Notes:

- Be careful not to allow the text to overrun the edges of the white space because it will not look as good.
- Try not to add too much text as more text will mean using a smaller font. The viewer will either need to read this or listen to you read it back to them.
- You can always add more Text/Image pages if you want to break up your content into bitesized chunks.

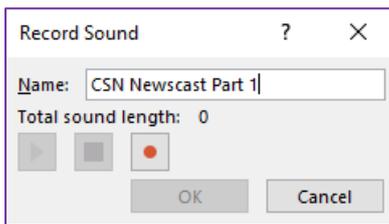
Adding Audio

Adding audio to a Text/Image page is very easy. The following is my suggested route to achieving this:

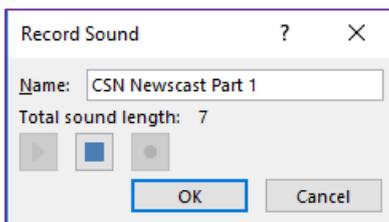
1. Add all of your text to the page and make sure you are happy with it.
2. On the main toolbar select Insert > Audio > Record Audio



3. The audio recorder will popup and you can drag it out of the way of your screen



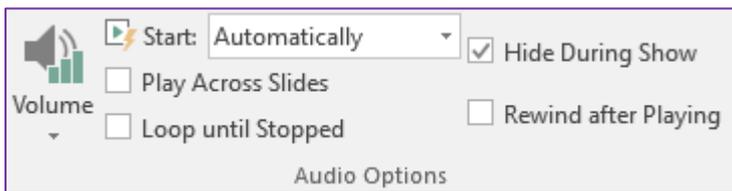
4. When you are ready – click on the red **Record** dot and read the text that you have placed on the page.
5. When you have finished reading – click on the blue **Stop** button.



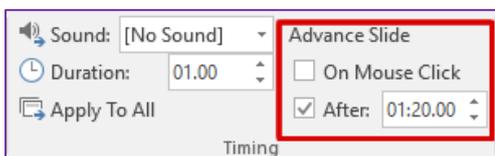
6. You can **playback** the recording (just to check you're happy with it) or just click **OK** to attach it to the current slide. You audio will appear as an icon on the current slide – we need to do some tweaks to the Playback settings and Transitions to make this work as desired.



7. **Click on the Audio icon** and go to the **Playback** tab on the main toolbar:



8. You can ignore all of the settings except the following which must be set:
 - a. **Start Automatically**
 - b. **Hide During Show**
9. Go to the Transitions tab and set the Advance Slide to the same duration of your audio:



The References page

The References page is simply a text box laid over the top of the template images. You can overwrite the text on this page with your own references. If your references don't all fit comfortably on this page – add another References page (see below) and continue writing.

Remember to reference everything!

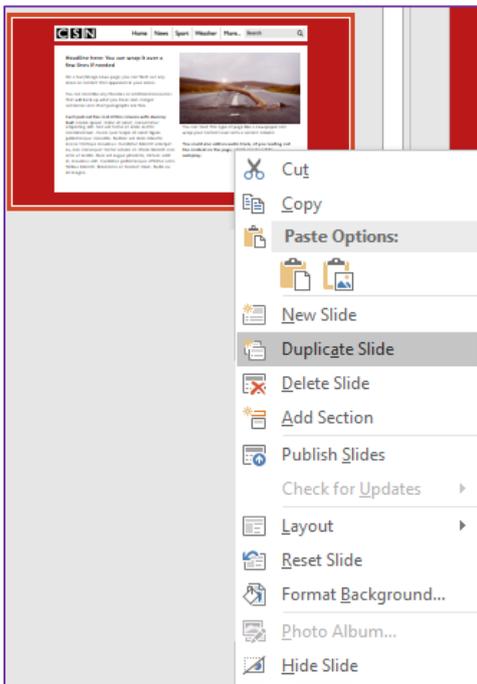
- Ideas, words and quotes
- Video
- Images
- This template:

Meer, S (2019) *Newscast PowerPoint Template (unpublished)*. University of Cumbria: Lancaster

Adding more pages

It will be easier to add new pages if you simply duplicate an existing page, so if you want an additional Text and Image page:

1. **Right click** on a slide in the left-hand slide sorter bar
2. Select **Duplicate Slide**
3. Your new slide will be a copy of the one you chose to duplicate and will be sitting immediately after the original one



4. To move this slide to another position, in your presentation, grab it and drag to a new position.