

## Powtoon User Guide for Kaltura

28 This article is designated for all users.

## About

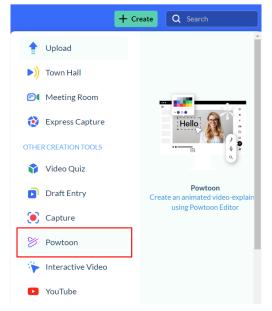
Use Powtoon to create animated presentations and animated explainer videos. Kaltura users are automatically synced to Powtoon. Follow this guide to get started.

## Setup

To learn how to activate Powtoon on your Video Portal (aka MediaSpace/KMS) and KAF applications, see Powtoon Administrator Guide for Kaltura.

## **Access Powtoon**

- 1. Login to your Video Portal (aka KMS)/KAF instance.
- 2. Click +**Create** and select Powtoon from the drop-down menu.



3. Select Let's start on the welcome page.



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+ Create			My Powtoons
HOME POWTOON TEMPLATES OUR COMPANY TEMPLATES IMPORT BLANK	Wha you v to cr	Welcome to Powtoon Enterprise, Tal! Help us get to know you so we can personalize your experience.	No Portione control yet. By pers at and teenalities to yet started
DLANK	Personalize		Learning Center
?	Featured Temp		

 Select your **Department**, the **Video type** you are interested in creating, and your **Role.**

t solution t	My current role is in <u>L&amp;D</u> . I want to create videos for <u>onboarding</u> . As a <u>team member</u> Twin Lexter Diedor/CLowWP		
Click <b>Start my tour!</b> if this is your first t	time.		
Make you	rself at home		
Take this quick tour to start creating professional-looking videos			
Star	rt my tour!		

- 6. The **Powtoon Workspace** is displayed. Select what you want to create from the following options:
  - a. Animated explainer

5.



- b. Video
- c. Social media
- d. Text to speech
- e. Import your PowerPoint
- f. Whiteboard
- g. Presentation
- h. Character builder
- i. Promotional videos

+ Create	Welcome home, Taff	Animated explainer	Social media Text to speech	Import your Power Point	Toolbox 🖻
POWTOON TEMPLATES OUR COMPANY TEMPLATES IMPORT BLANK	What do you want <b>to create?</b>	Whiteboard Presentation	Character builder Character bui		No Pondoors created yet. The next denoted with the test
	Personalized templates for you			Learning & Development V	Learning Center
	O templates	43 templates Training	42 templates Explainers	•	
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<b>?</b> Lian	Product announcement	ABOUT	JOIN THE WARKENER	Join Us!	

- 7. For each option selected, you can decide whether to create your Powtoon from scratch or use a template.
  - a. If you've created your storyboard and know exactly how you would like to build your video, you can start from scratch with a blank Powtoon. With this option, you will begin your Powtoon with a blank canvas to which you can add readymade backgrounds, scenes, and characters.

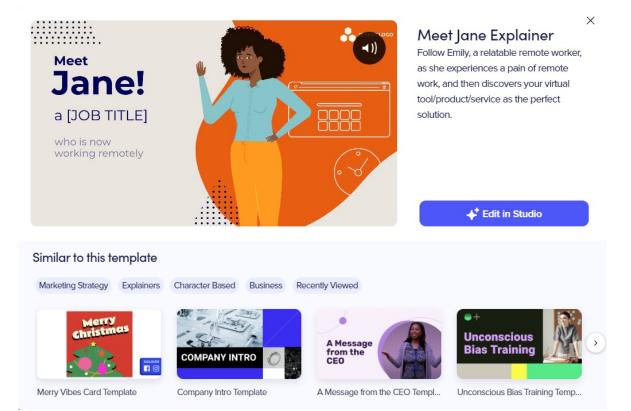
To select a blank canvas, click **Blank** from the left-side navigation.



+ Create				
POWTOON				
TEMPLATES				
OUR COMPANY				
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BLANK Start from scratch				

b. If you are not completely sure how to go about building your video and need a little inspiration, you can use a ready-made template. As a template is a prebuilt presentation that you only need to customize for your needs, this option enables you to create a Powtoon quickly and easily.

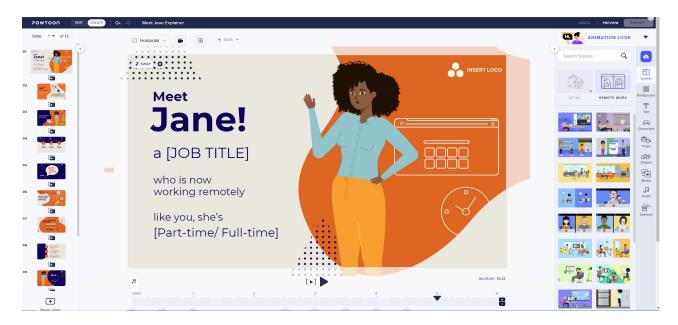
To select a **template**, click on the template to play a preview video. If the template matches your desire, click **Edit in Studio**.



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The **Powtoon Studio** is open.



Next up, learn about the Powtoon Studio.

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