

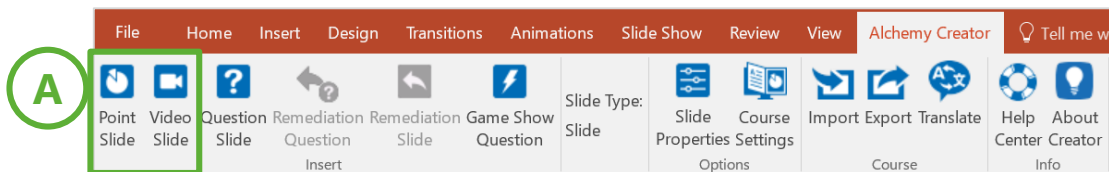
# Creator

## Add Point and Video Slides

Alchemy Style Slides are highly picture- and video- oriented, and voice over is often added. Alchemy encourages high resolution pictures and videos, as well as scripted voice overs.

### Step 1: Insert your Point or Video slide

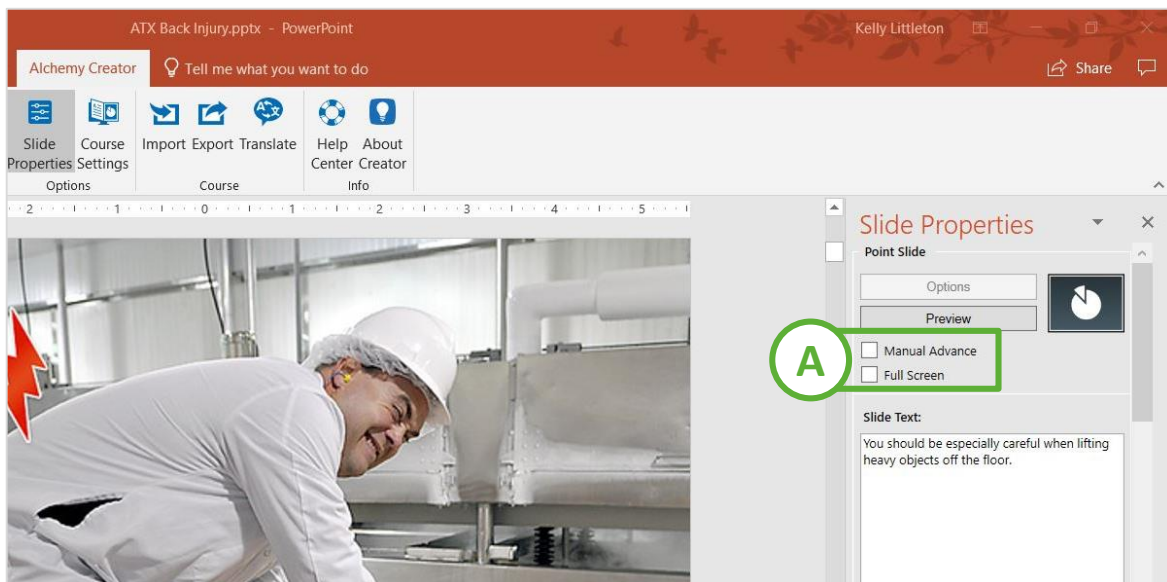
A. From the **Alchemy Creator** tab, select **Point Slide** or **Video Slide**



### Step 2: Set slide options

A. Decide on Manual Advance and Full Screen options

- **Manual Advance:** Select if you wish to manually advance voiced over Point slides and Video slides
- **Full Screen:** Default; uses the default PowerPoint template; uncheck to utilize Alchemy's template



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## Add Point and Video Slides



### Step 3: Build the Point or Video slide

- A. Add instructional elements to your slide (pictures, videos, information)
  - See previous page for Point and Video slide style options
- B. Option: Fill in Slide Text or Subtitle Text fields
  - Point slide: This field only appears on screen when Full Screen is DESELECTED
- C. Option: Audio (Point slide only)
  - Record voice over using Microphone icon
  - Import voice over file using Speaker icon
  - Video audio will come through on the video
- D. Select **Preview** to review completed slide

The screenshot illustrates the Alchemy Creator interface for building a Point slide. The main workspace shows a slide with a photograph of a worker in a white lab coat and hard hat lifting a box in a factory setting. Red lightning bolts are overlaid on the worker's back to indicate a hazard. The 'Slide Properties' panel on the right contains the following elements:

- D:** A 'Preview' button.
- B:** A 'Slide Text' field containing the text: "Heavy lifting is one of the most common causes of back injury."
- C:** Audio control icons for a microphone and a speaker.
- Subtitle Text:** A field containing the text: "Hello and welcome to this training session on back injury prevention." Below this field are 'Add Subtitle' and 'Delete' buttons.

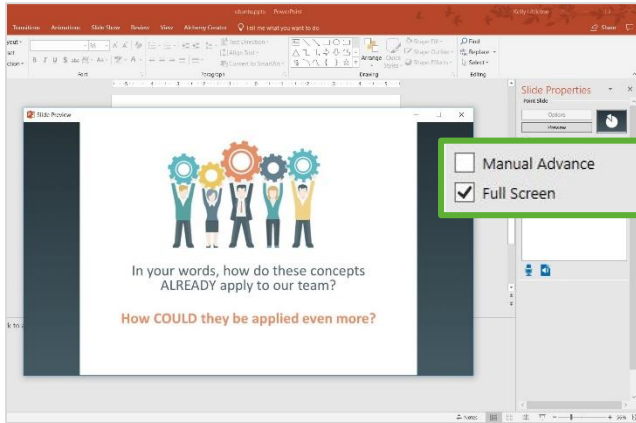
At the bottom, a 'Slide Preview' window shows the final slide layout, including the photo, the hazard indicator, and the slide text: "Heavy lifting is one of the most common causes of back injury." A callout box at the bottom right of the preview window says "See page 12 for style options".

# Creator

## Point and Video Slide Styles

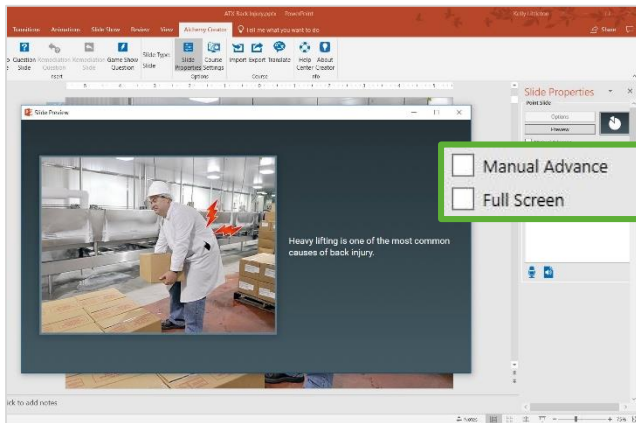
With in Creator there are two-point slide styles you can use through out the course: Full Screen and Alchemy's Player style. You must select the style for each slide.

NOTE: The Full Screen option is only available for Point Slides



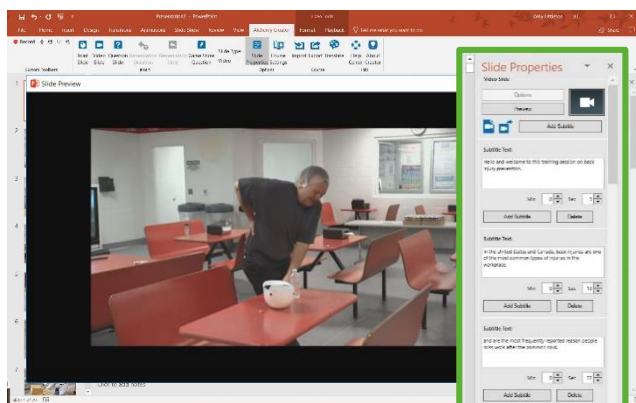
### Point Slide: Full Screen

- **Default Point Slide setup**
- Presented full-screen without Alchemy styling
- Option to use for a typical PowerPoint slide with text and bullet points



### Point Slide: Player style

- **De-select Full Screen option**
- Full slide pictures / videos and minimal text recommended



### Video Slide: Full Screen

- **Alchemy and personal videos use the same template**
- Videos play in widescreen
- Option to add captions