Quick Instructions and Tips for

**Animoto**

Before uploading and creating any videos, please make sure you have setup a free education account. You can do this at the following site: <http://animoto.com/education/classroom>

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| **1.** | After setting up an account, simply click ‘the create video’ icon. |  |
| **2.** | Choose a style that would work for your video. You can change the style at anytime, if you change your mind. | |
| **3.** | Click the ‘create video’ icon. | |
| **4.** | At this screen, you can upload videos, images, and/or text. Just click on the tabs on the left. |  |
| **5.** | To select music, click the music note. Animoto offers a large selection of copyright free music samples by genre, feeling, and length. You can upload your own song. Please remember the copyright polices and agree to Animoto’s submission terms. You can also adjust the timing and segment pacing here by clicking on the ‘settings’ icon on the right. | |
| **6.** | To move the order of your uploaded items, click and drag to the desired location. When you select a segment square, you can choose to ‘spotlight’ the segment which means it will pause longer on that segment in the video. You can also duplicate the segment. |  |
| **7.** | After every element is how you want it to appear, you can click preview video to see a low-grade version. If you are satisfied, click ‘Produce’. An email will be sent to you when your video is ready to view. |  |
| **8.** | To download or export your video, scroll over your login name and click ‘my videos’. Select the video you want to download or export and click appropriate tab on the lower, left. You can now email the video, view it as an mp4, or upload it directly to a website like YouTube or Facebook. | |