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# Five digital tools for school projects Handbook

(September 2021)

## ***Disclaimer***

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## Contents

<b>1. ANIMATED INTERACTIVE MAP (PictaMap)</b> .....	3
<b>2. INFOGRAPHICS (Easel)</b> .....	20
<b>3. MIND MAP (Popplet)</b> .....	28
<b>4. VIDEO (Flexiclip)</b> .....	42
<b>5. CREATING VR EXHIBITIONS (Artsteps)</b> .....	50



## 1. ANIMATED INTERACTIVE MAP (PictaMap)

**Alina GÎMBUȚĂ, Colegiul Național "Liviu Rebreanu", Bistrița, Romania**

PictraMap has been founded in 2014 by Diana and Jordan, passionate travelers, for creating travel animations and sharing them in a funny way. For accessing PictraMap you should click on <https://www.pictramap.com/app/component/users/?view=login> and creating an account.

My PictraMap

Sign Up or Log In with Facebook

Email

Password

Remember me

Log In

[Forgot your password?](#)

[Don't have an account?](#)

Steps for creating an interactive map:

**Step 1**-Log in on the platform. There you have a Dashboard where you will archive all your maps, can access them and do any change of them. If your option is for the Free Plan, you should know that:

- you can create just 2 interactive maps;
- you can use maximum 20 photos;
- you can not insert music.



The dashboard is titled "Dashboard" and is divided into several sections:

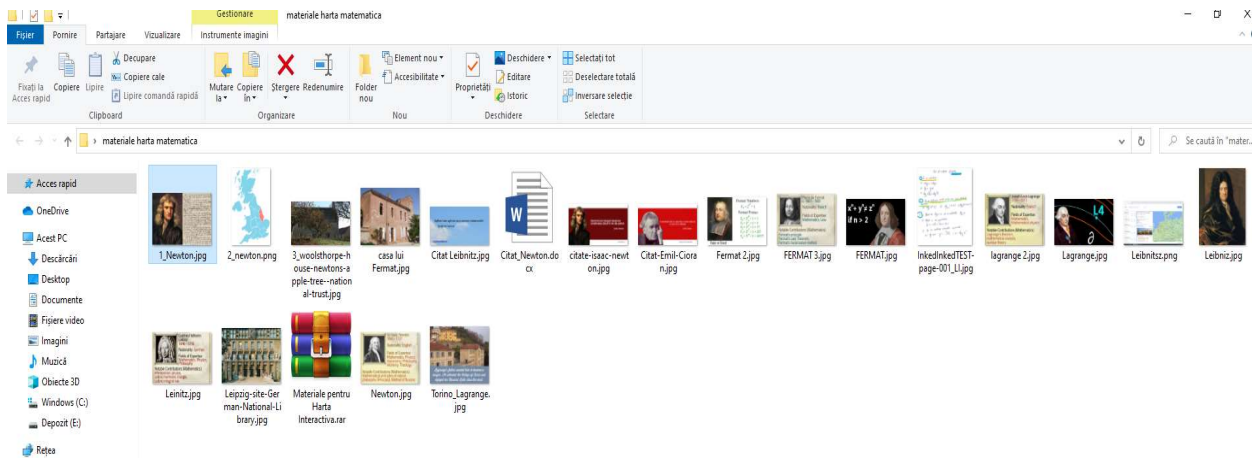
- My Projects:** A section with a red dashed border indicating a "Project Limit Reached" message: "To create a new project please remove one below or upgrade to a higher project limit." Below this, there are two project entries: "Math Travel" (created 3 seconds ago) and "Erasmus\_SMS\_interactive map of project partners" (created 2 months ago).
- My Plan:** A section showing account and plan details. The current plan is "Free" with 20 of 20 pictures and 2 of 2 projects. It lists "Locations per project: 10" and "Extras: Not included". A "Pro" plan is also shown, costing \$4.95 per month, with 200 pictures, unlimited locations per project, and "Extras: Included". A green button "Upgrade to Pro Now" is visible.
- My Pictures:** A section displaying three photo galleries for locations: "Bistrița", "Anoixi", and "Ploče".

**Step 2-** Click on the button which it is indicating you that you can create a map (or a new map). There you have to insert a title of your map ( you can see the title in the left –up corner) and to select a first form of the map design, by the right-up corner where are available more than 5 designs. You can change any time the map design, after you review the animations of it. Click on Save, time by time, by the left-up corner.

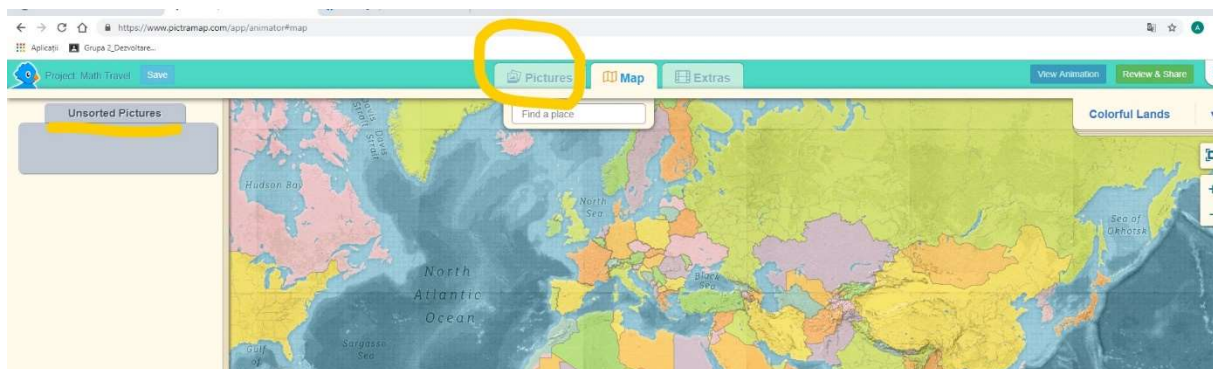
The screenshot shows a web browser window at the URL <https://www.pictoram.com/app/animatormap>. The interface includes a top navigation bar with "Project: Math Travel" and a "Save" button. Below the navigation bar, there are tabs for "Pictures", "Map", and "Extras". The main area displays a world map with various colored regions. A search bar "Find a place" is located at the top of the map. On the right side, there is a "Colorful Lands" button. The left side of the map shows an "Unsorted Pictures" panel.



**Step 3-**Prepare the pictures that you want to use for your animated map. Archive them in your device and rename them with a number to be sure that you will not exceed the maximum of photos which are allowed by the platform to use in the case of the Free Pan.



**Step 4-**Go to the Pictures section and upload one by one the photos which you have prepared and are in your computers. All the uploaded photos will be archived in a folder just for pictures in the left part of the map, named **Unsorted Pictures**; by drag, you can take one by one to link with the locations which you will select on the map.

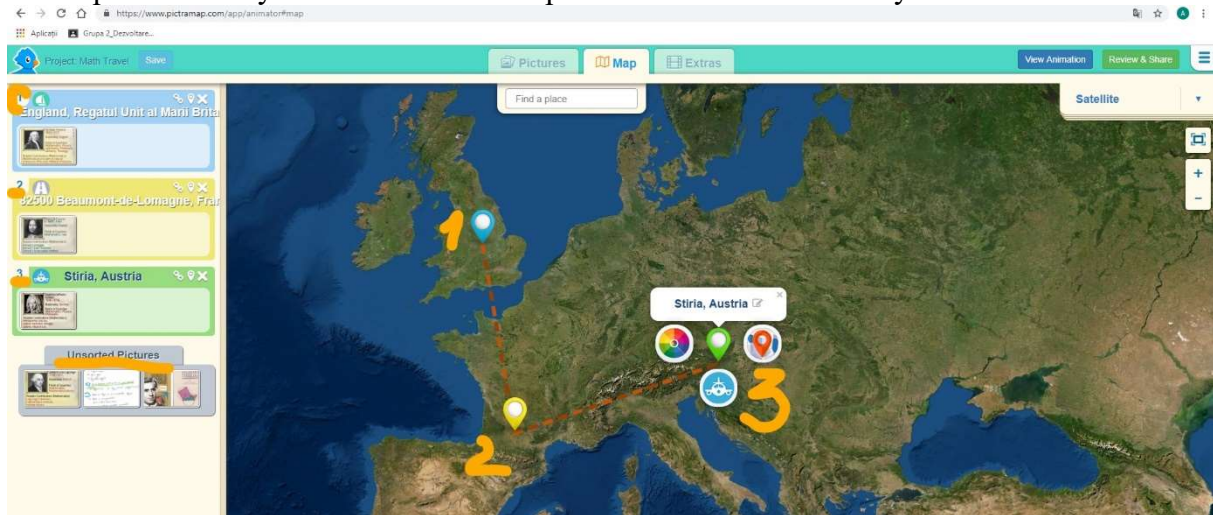


### Let understand our map named Math travel!

You can see in the left part that are 4 folders where already are uploaded photos. At beginning we had 6 photos just in one folder named Unsorted Pictures; then, for each point which has been marked on the Map, it has been selected one photo and send in the correspondent folder. For exemple in the picture bellow you can see that are already marked on the map 3 points/locations: England, France and Austria. There are 3 folders with 1 photo in each and also

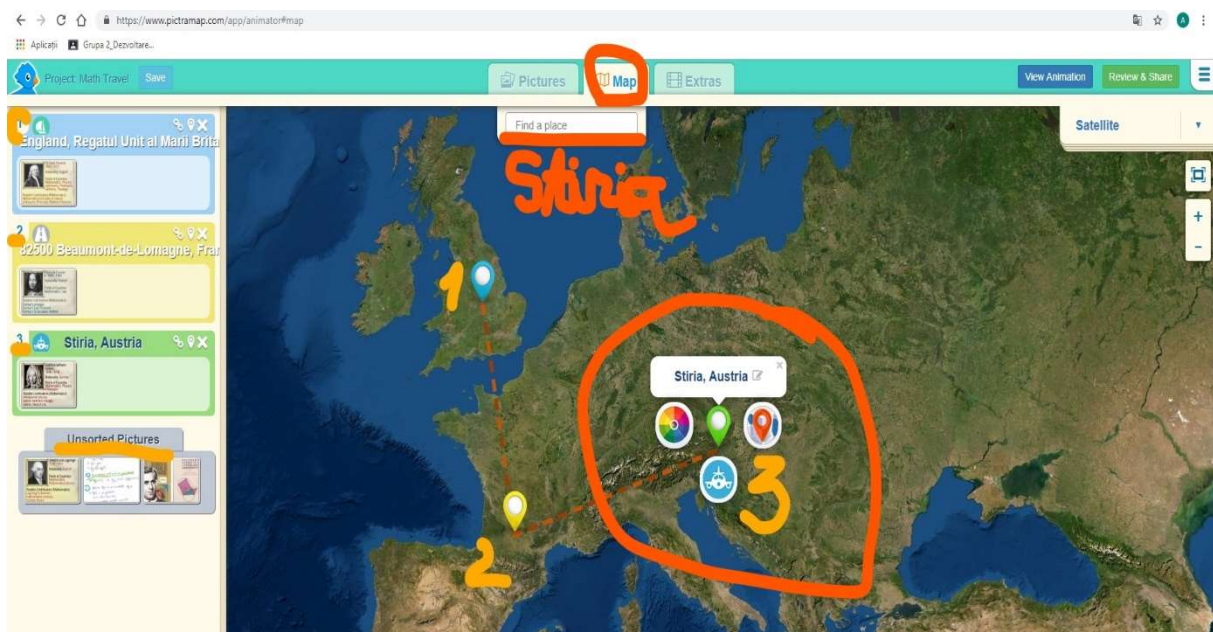


the unsorted folder which has not a number because it is not corresponding with a location on the map and where you can find the other photos which has not been yet distributed.



### Step 5- We are on the Satellite design style!!!

For marking a location on the Map, got o the empty box and taste the name of location. For example, taste Stiria and click enter. The platform will find in an authomatic way may be more than one location with same name, but you should select the one which you search and know that it is the correct. Then, the platform will mark the location on the map and will open 3 symbols as: colours on the map marker (left of bold location), style of location marker (right of bold location) and the type of travel (with car, bicycle, airplane, etc).

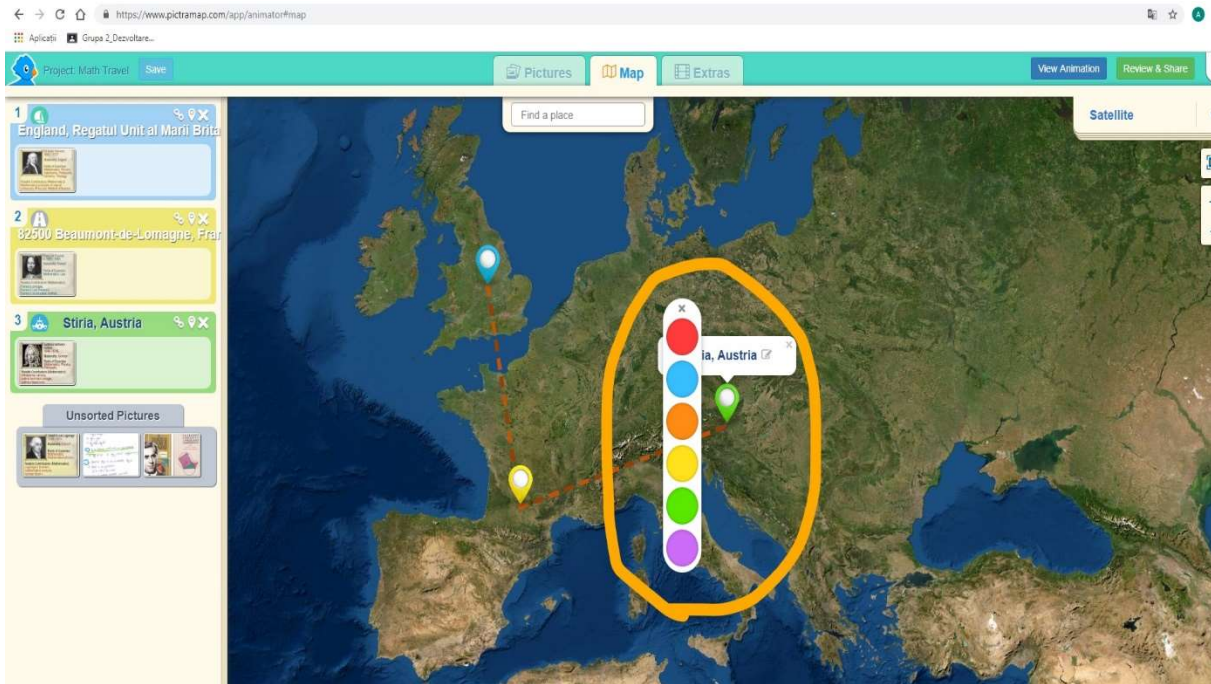




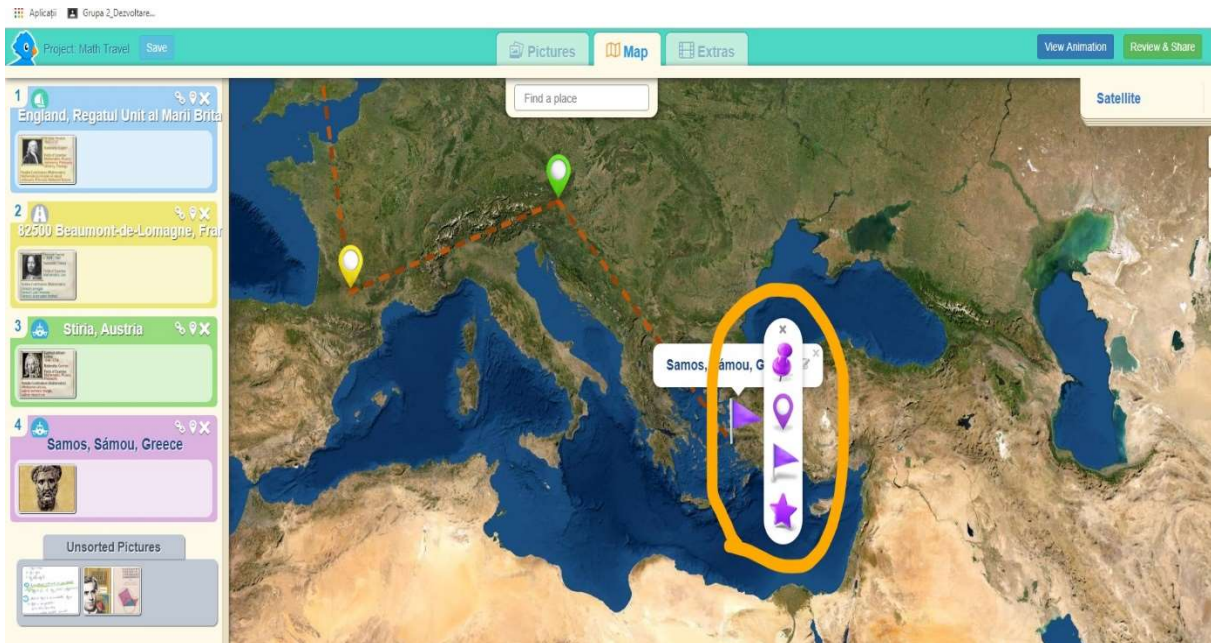
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**Step 6**-Choose a colour for the location marker!

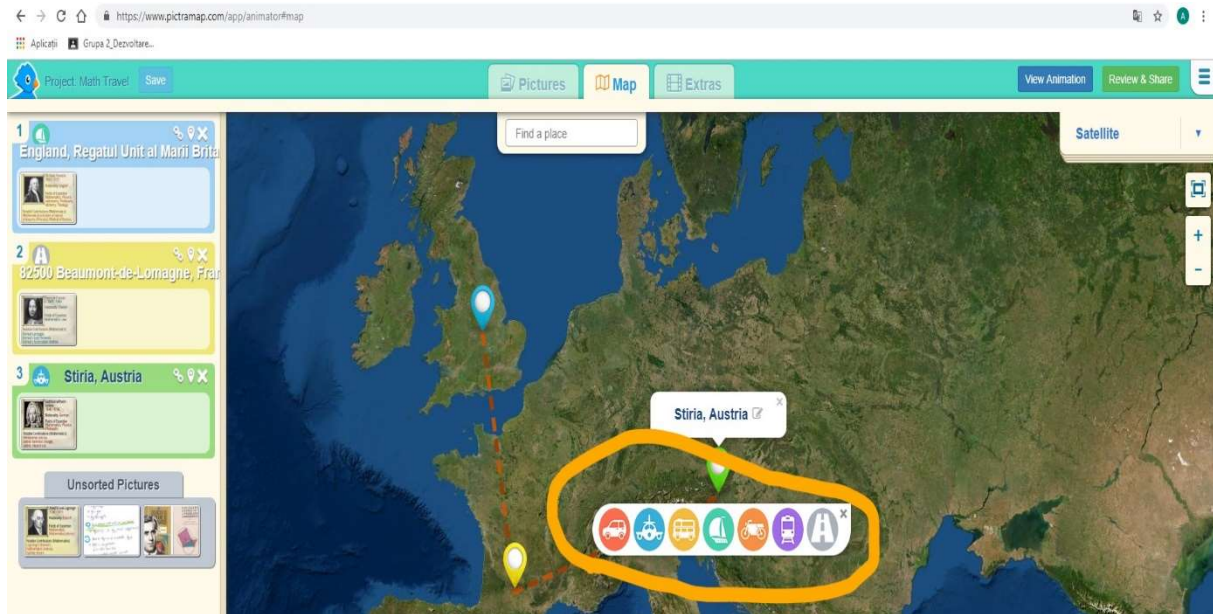


**Step 7**-Choose a marker for your location on the map!

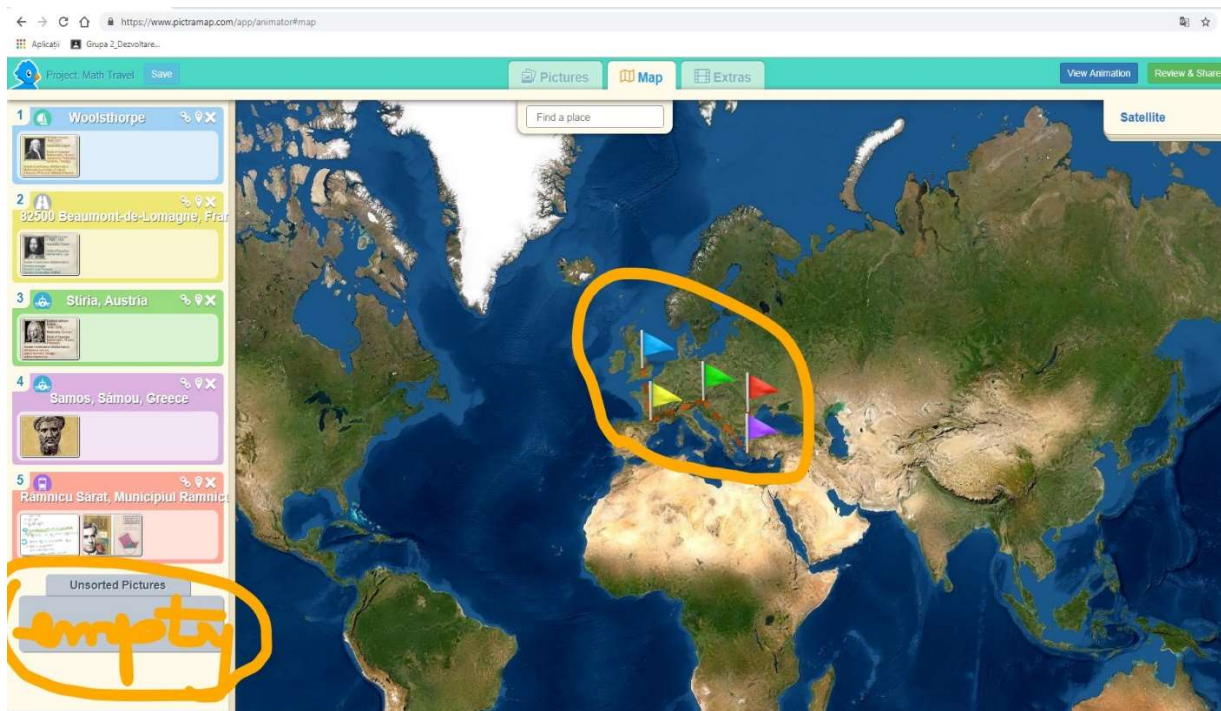




**Step 8**-Choose how you will travel!



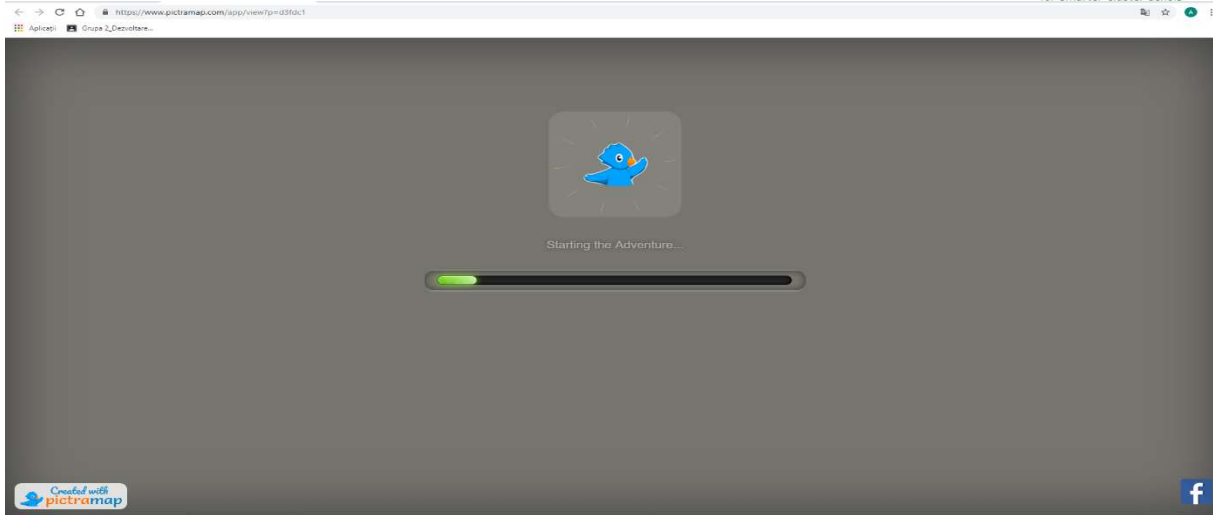
**Step 9**-Select all the photos for each location and drop to the correspondent folder; the unsorted photos folder should be finally empty! The, be sure that you already setted for each location on etype of marker, its colour and the way how you travel. Click again on Save and then start the adventure, to see how it is animated at first selection!



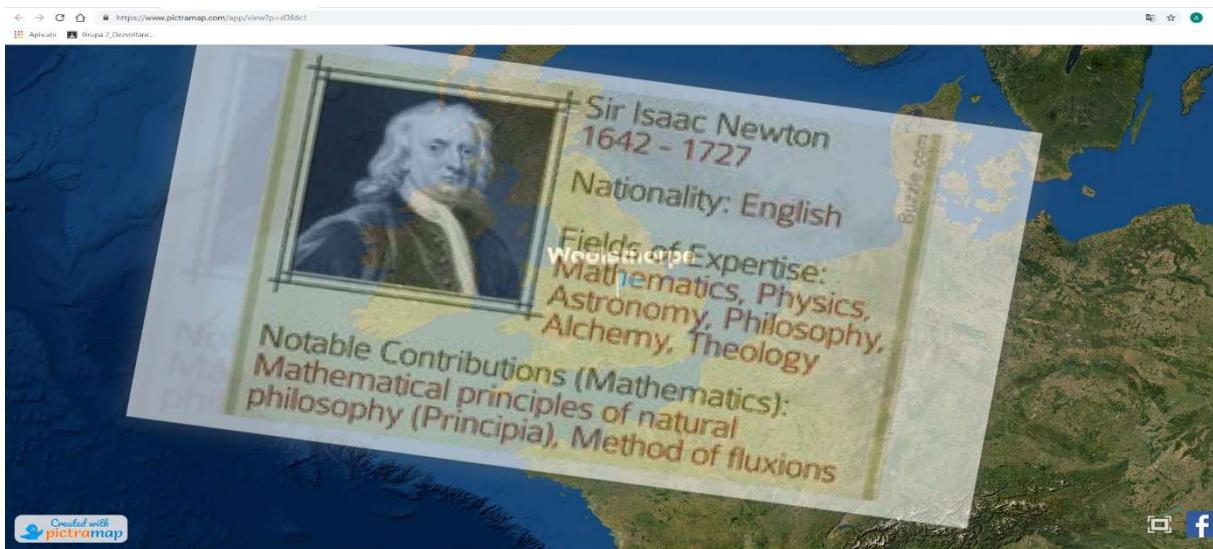


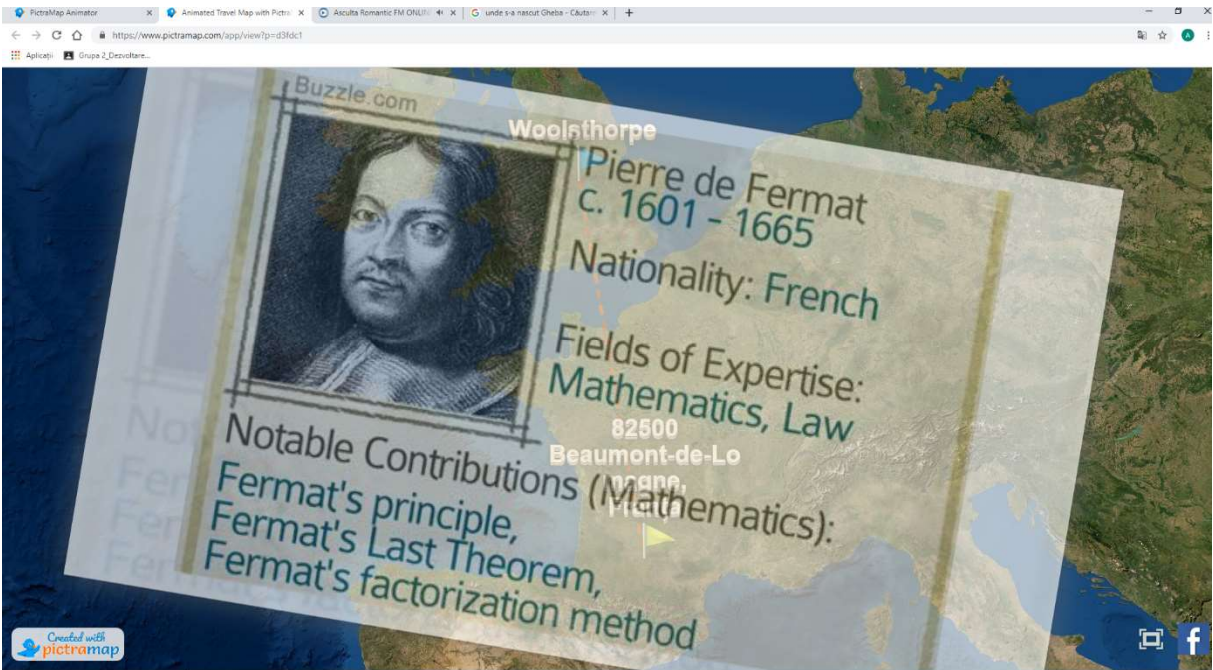


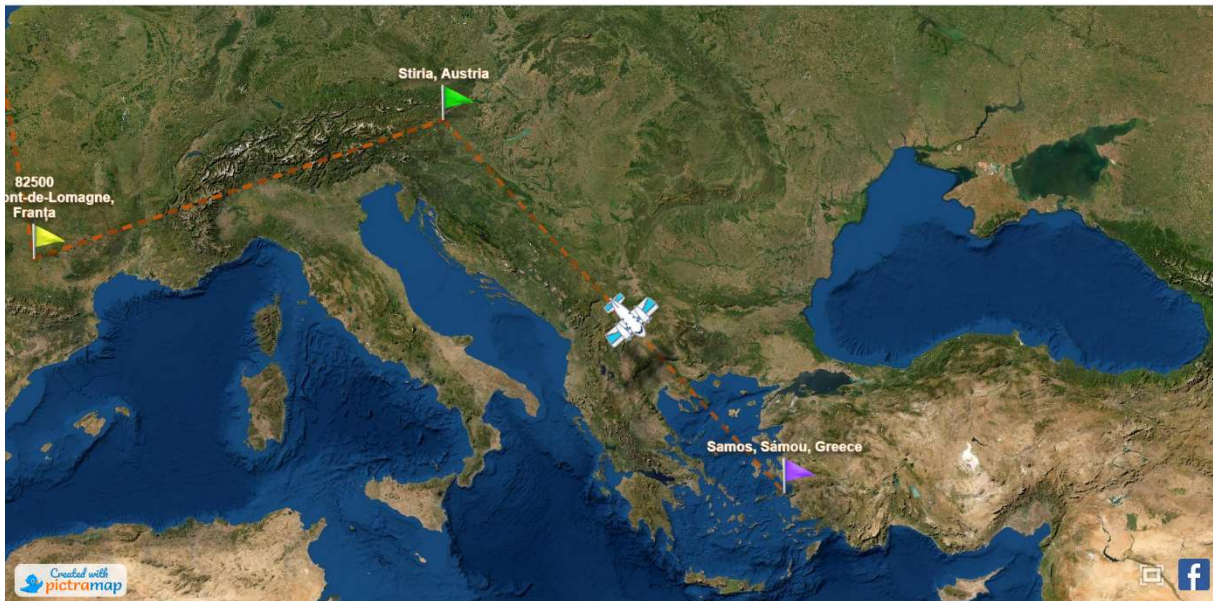
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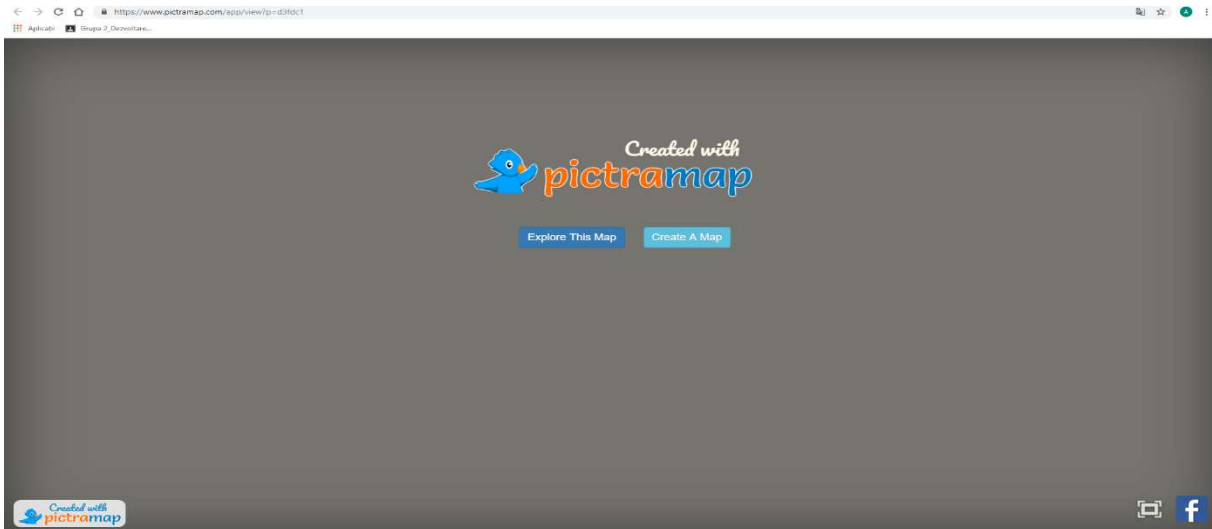
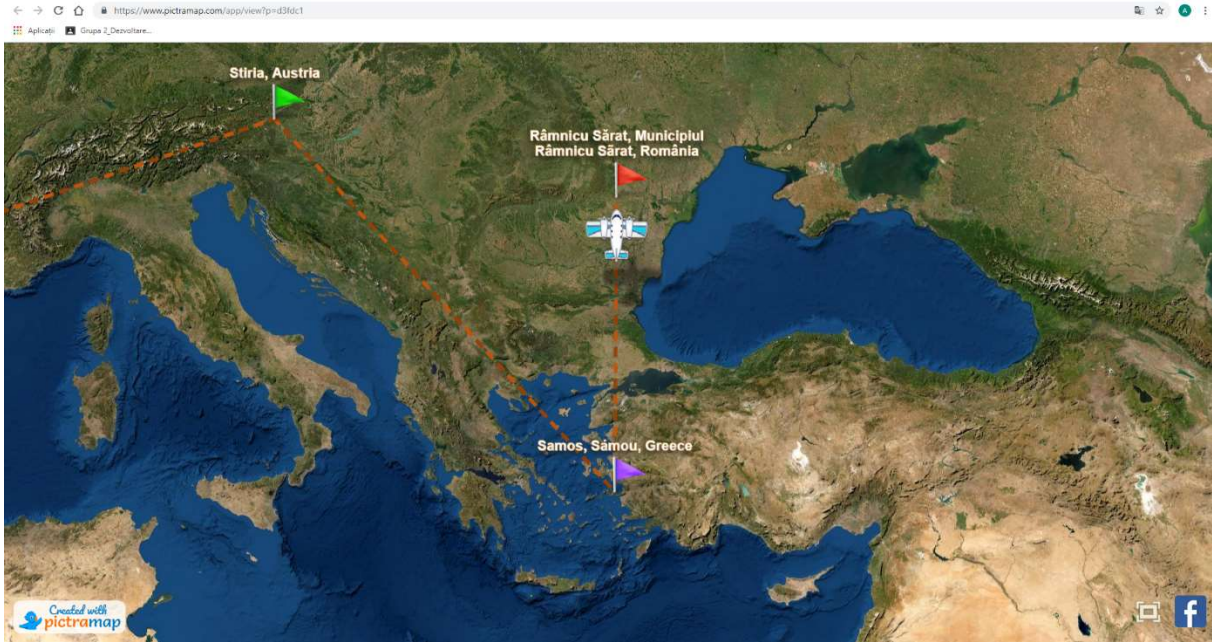


**Step 10-**At visualisation it will look like this...









**Step 11-** If you don't like the map style, you can try other design. You can see here different styles as:

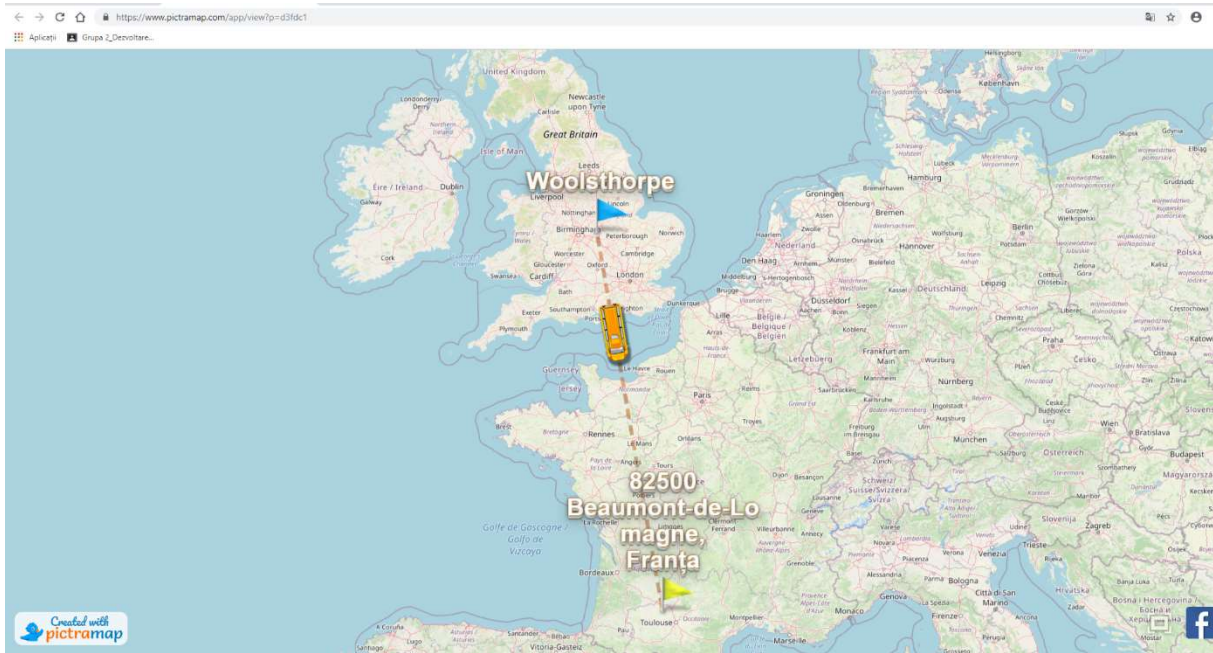
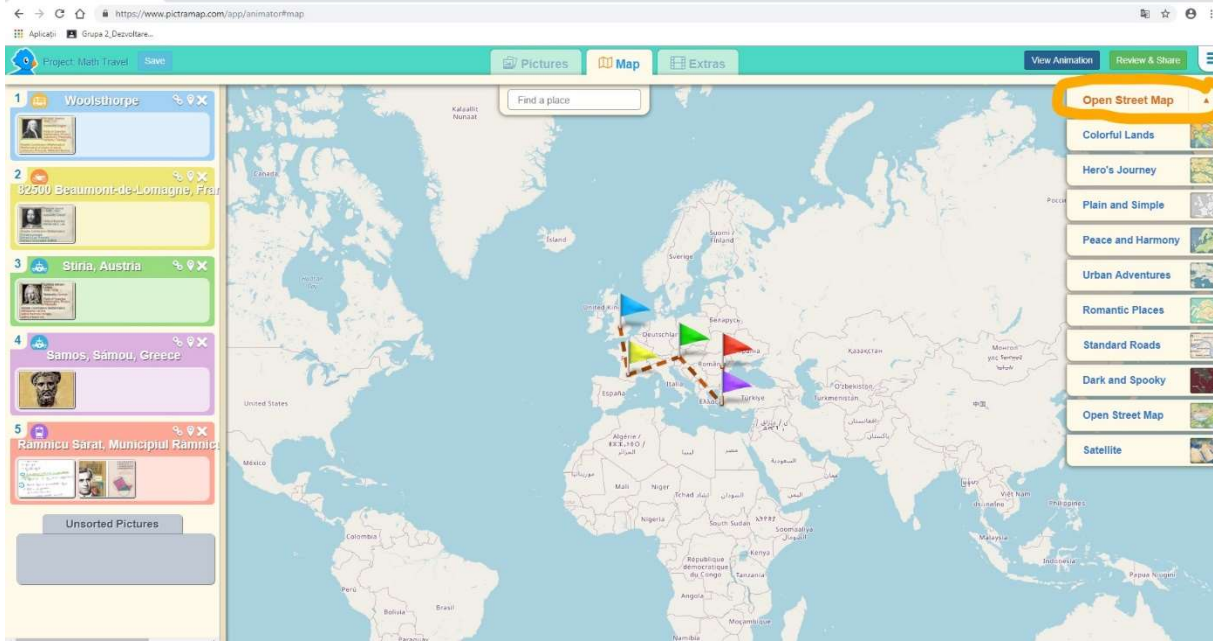
## OPEN STREET MAP



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Smart waste management  
for smarter cluster schools

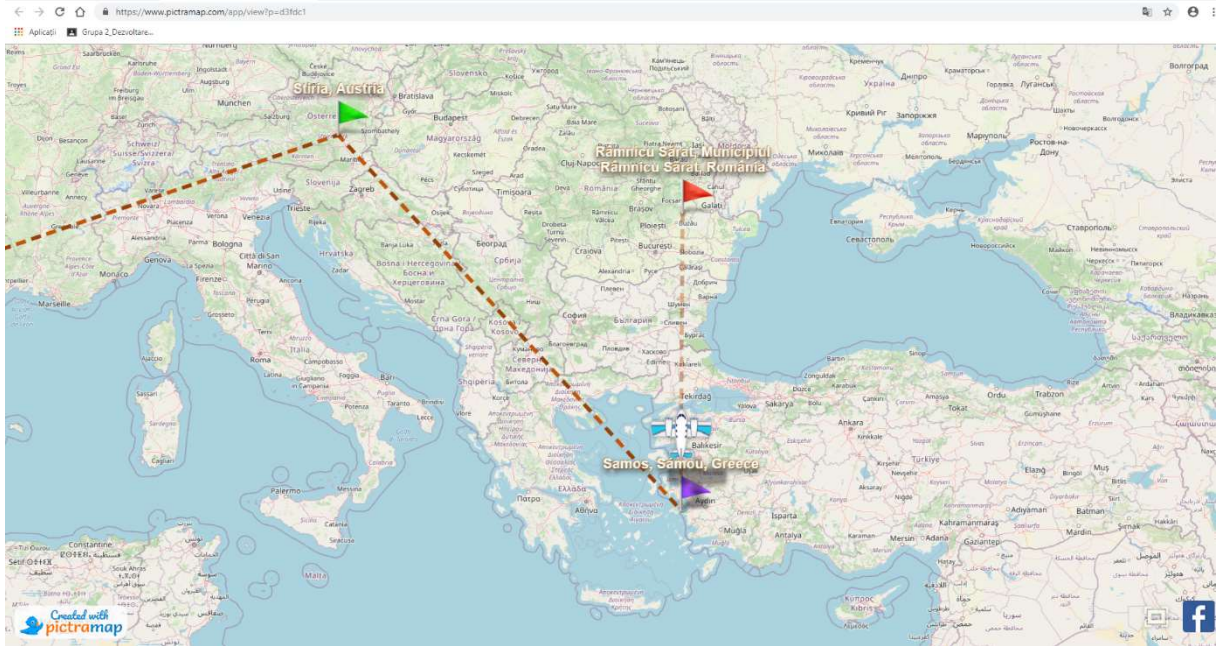




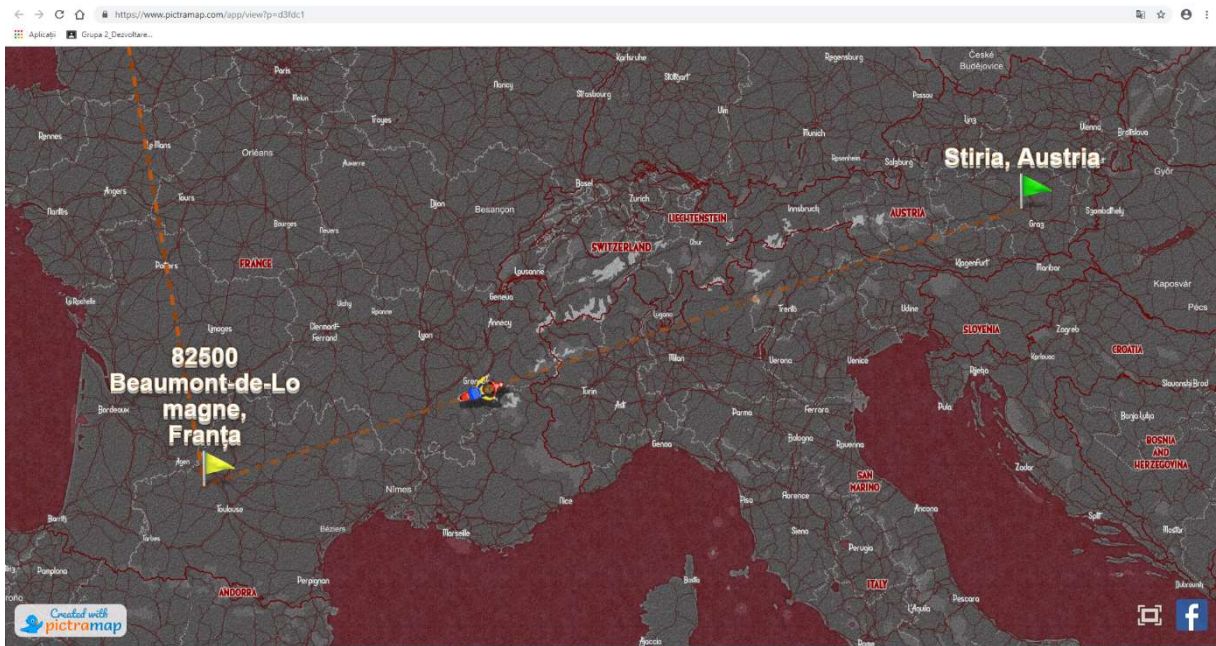
Co-funded by the  
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Smart waste management  
for smarter cluster schools

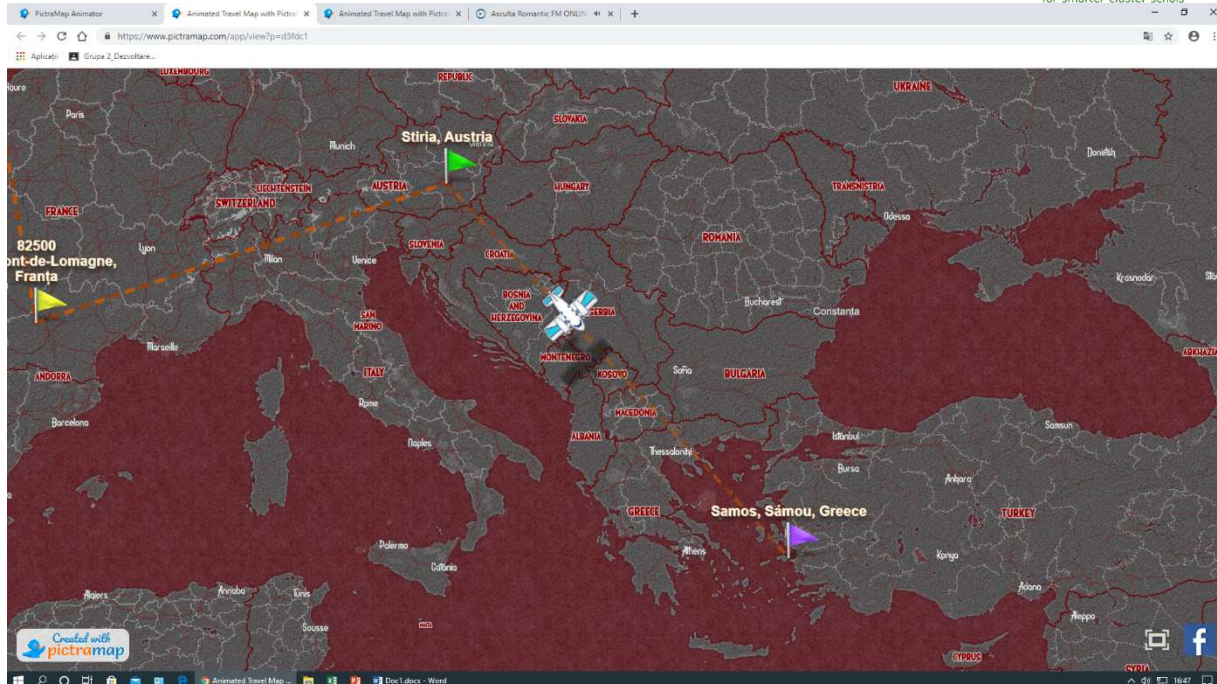


## DARK STYLE

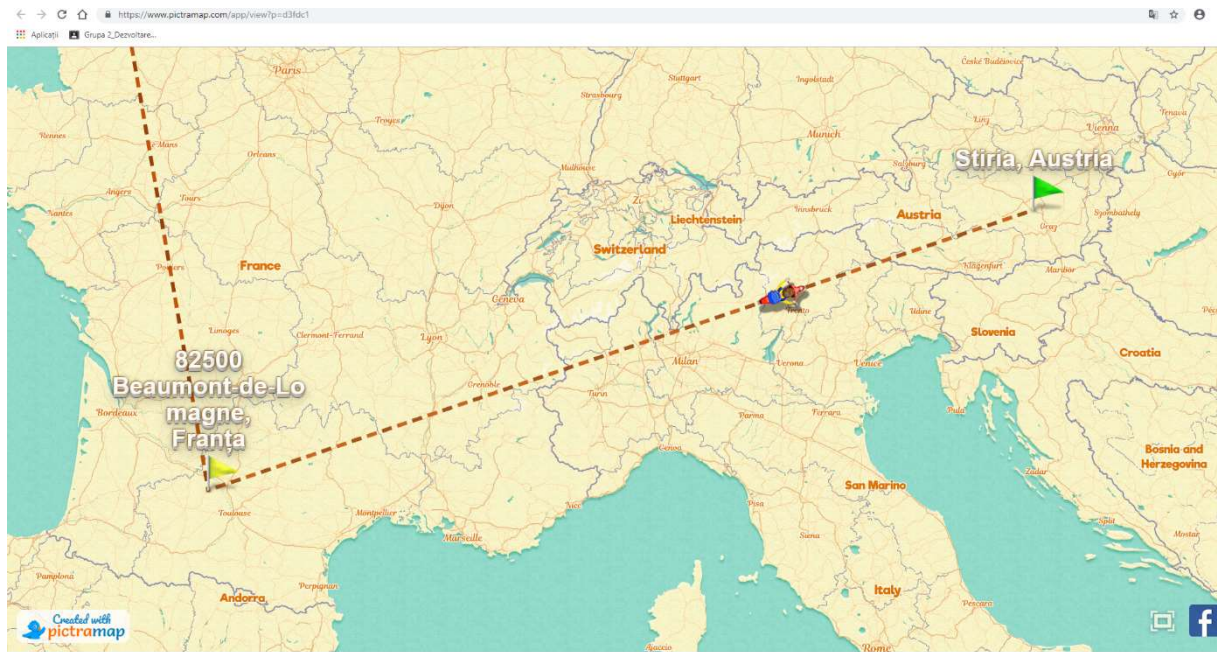




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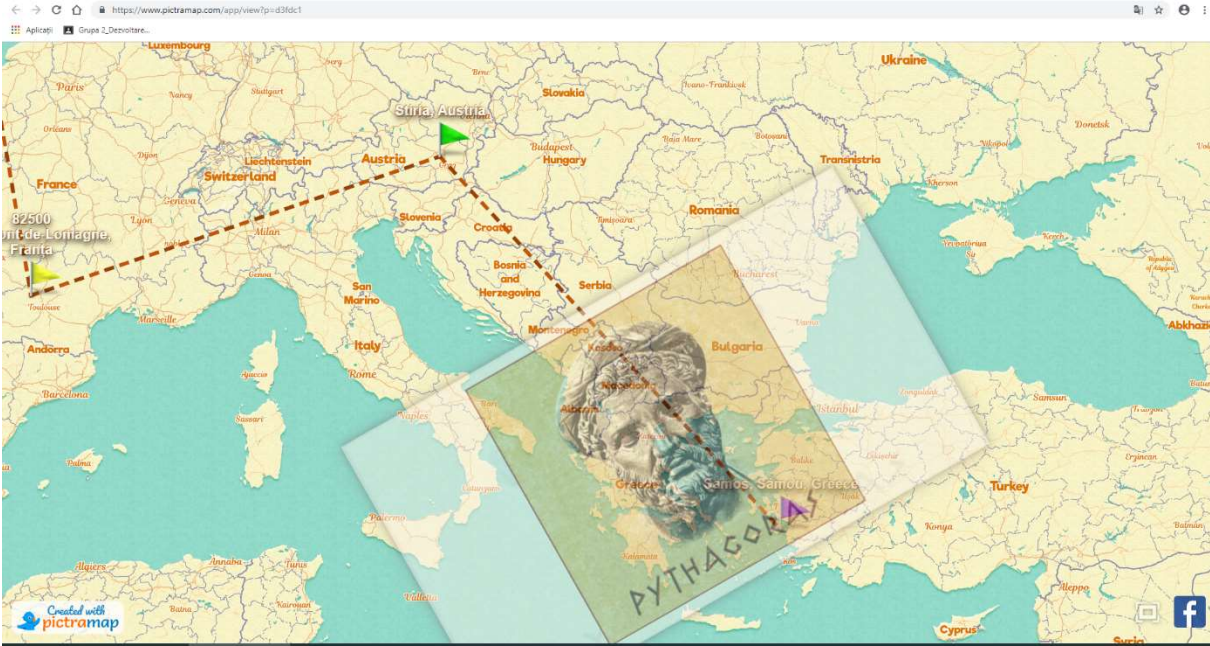


## ROMANTIC PLACES STYLE

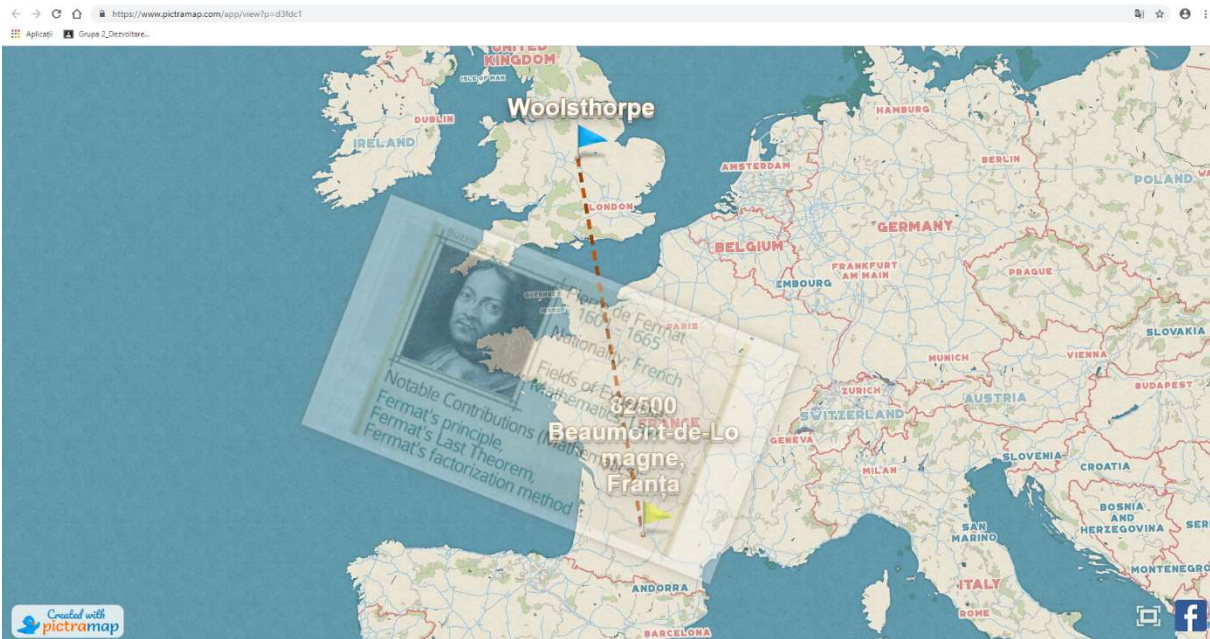




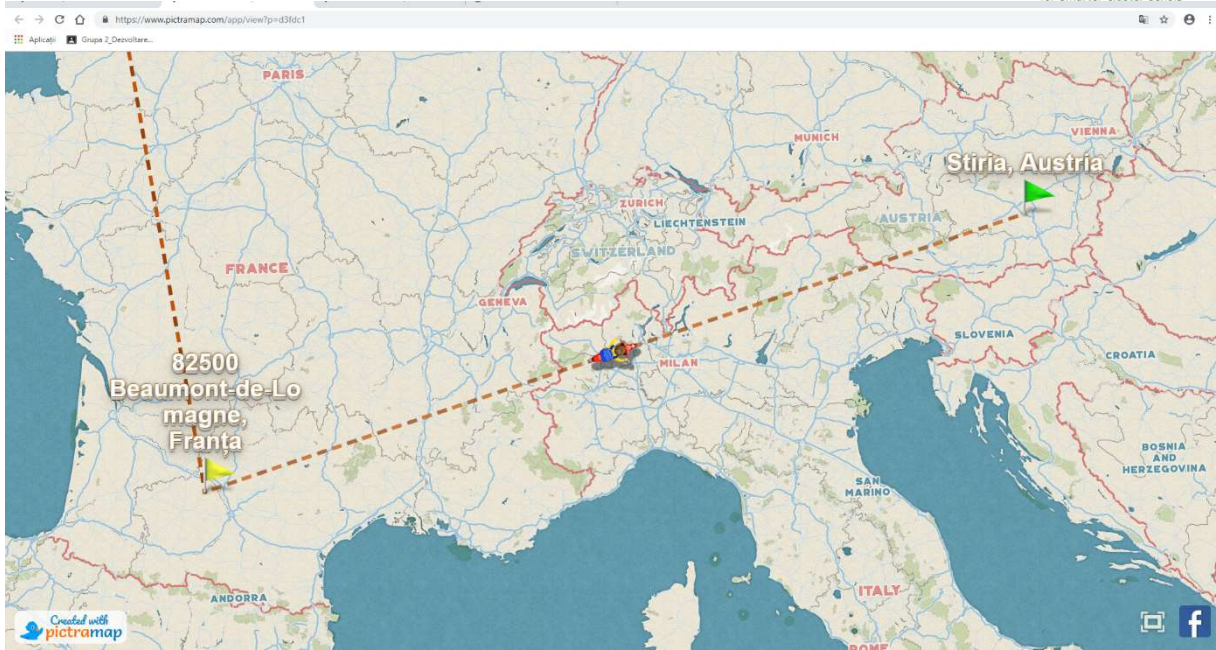
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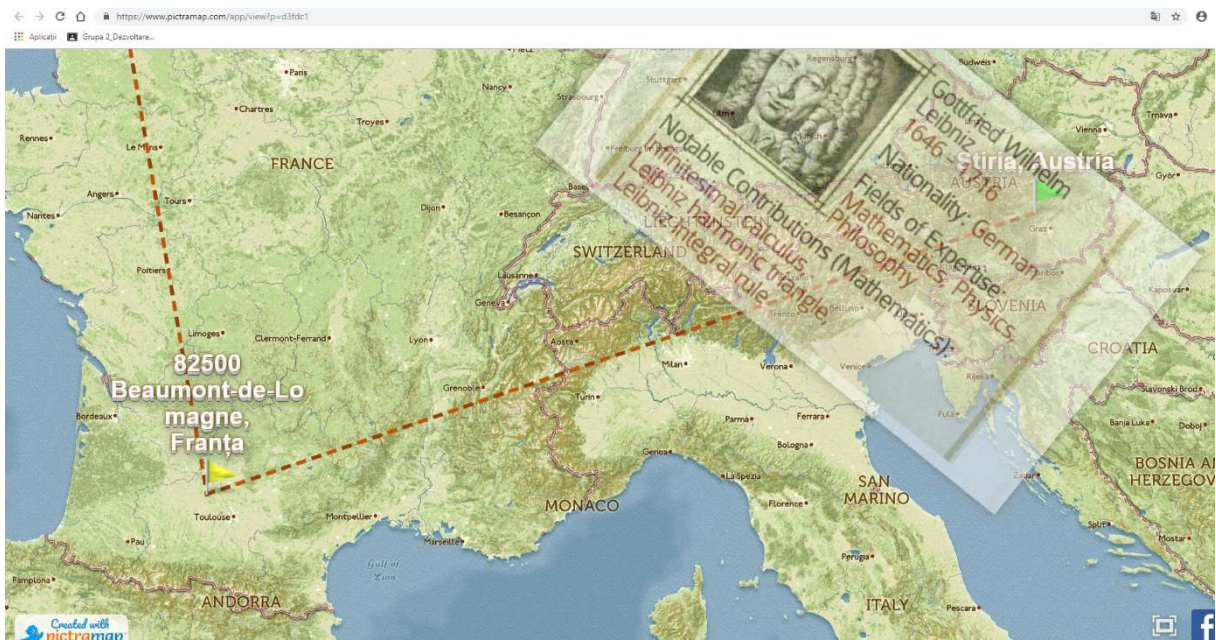
## URBAN ADVENTURE STYLE





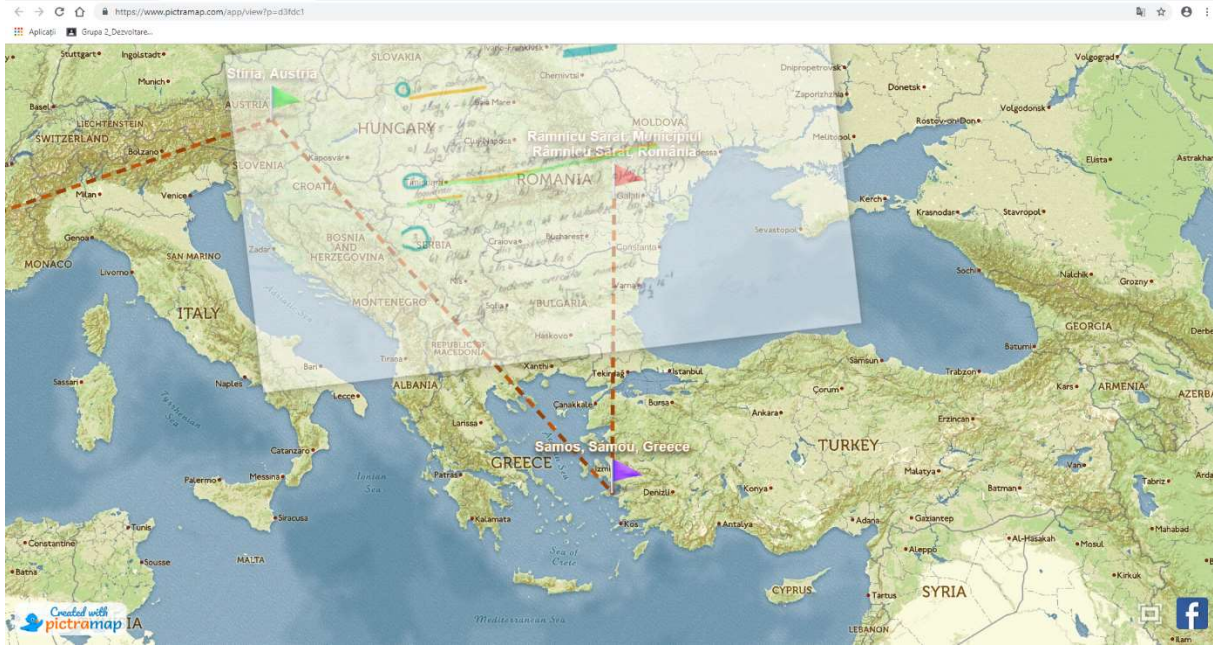


### PEACE AND HARMONY STYLE

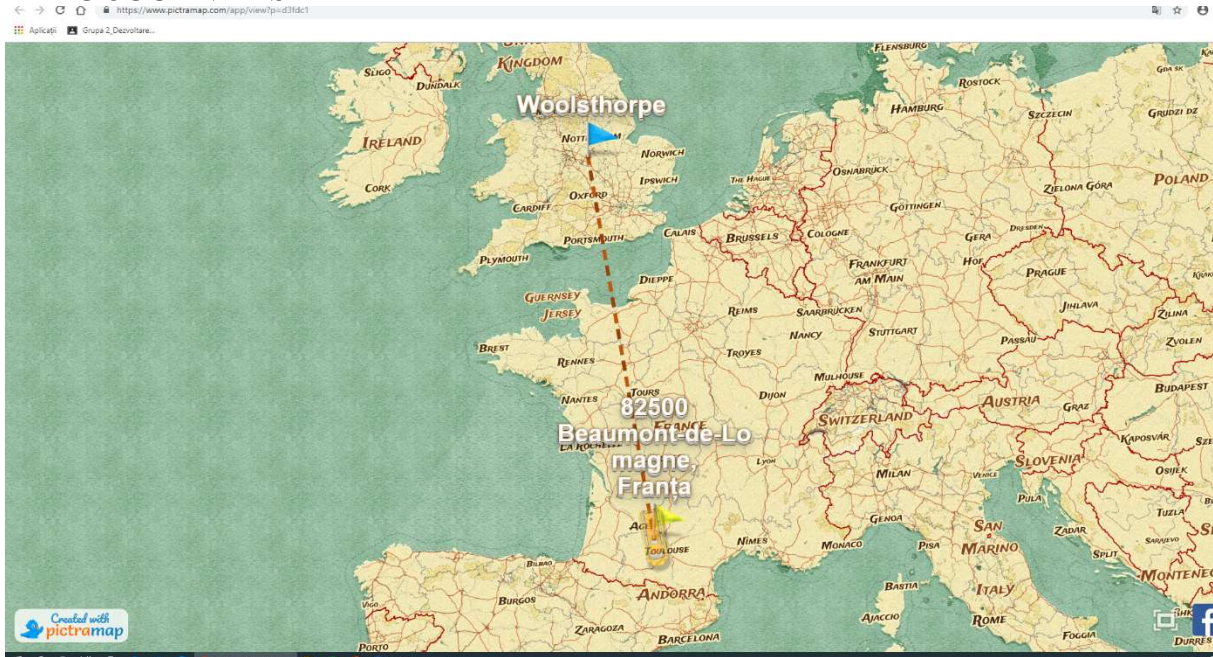




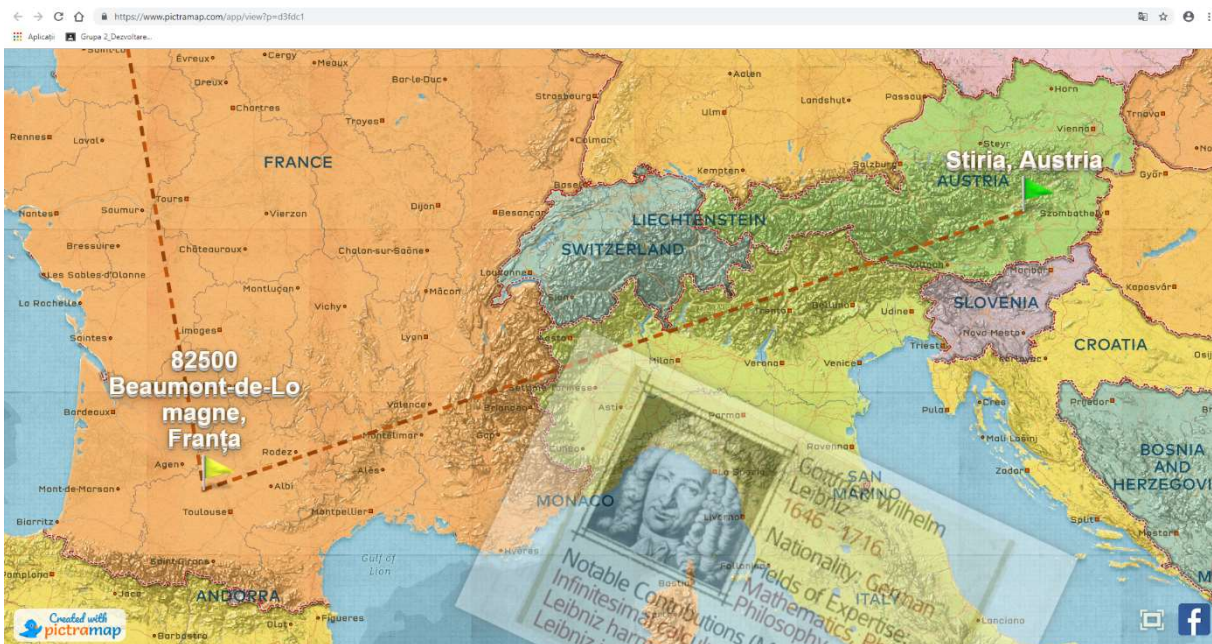
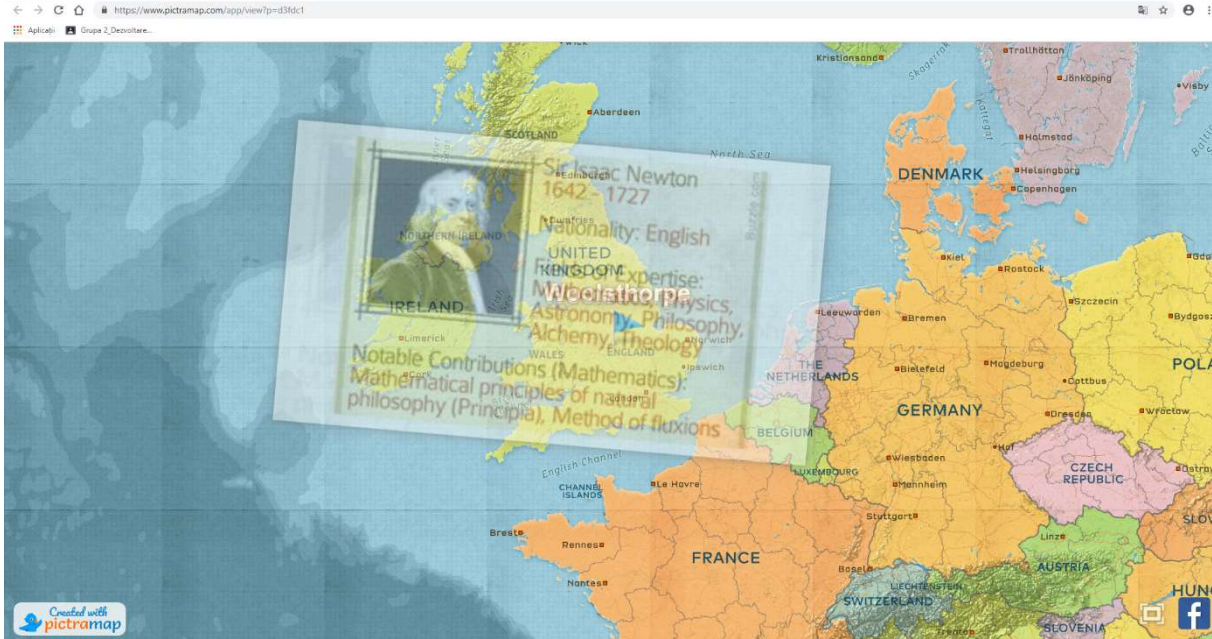
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## HERO JOURNEY STYLE



## COLOURFUL STYLE



**Step 12-** If you like the map, then click again Save and then ask for the link to the map, for copying and shareyng it. You can seeMath travel animated map clicking by this link:

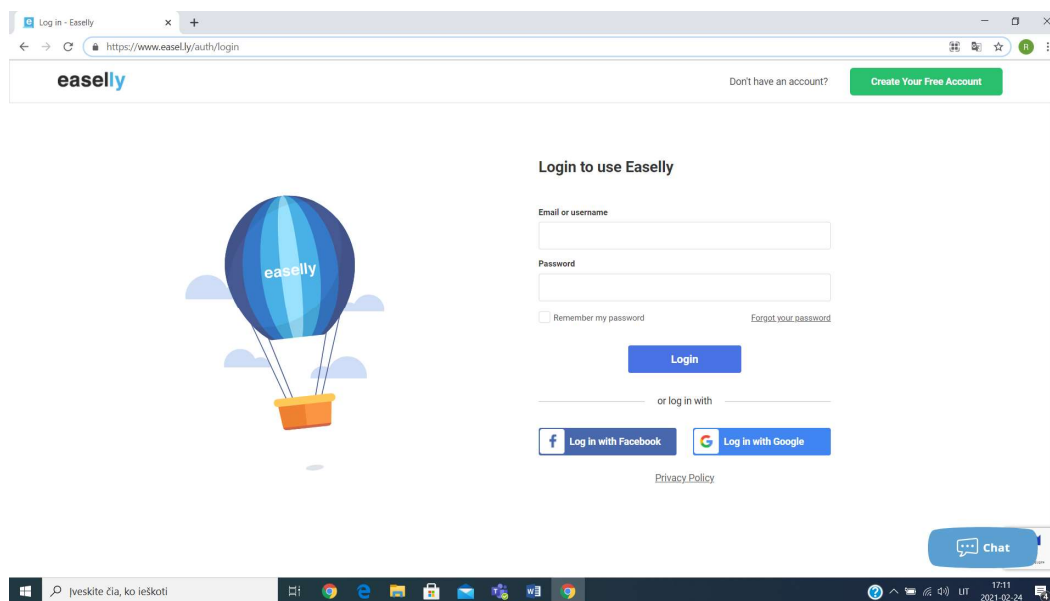
A project product can be seen here:  
<https://www.pictoramap.com/app/view?p=d3fdc1>



## 2. INFOGRAPHICS (Easel)

**RŪTA PEČKAUSKIENĖ, Marijampolės Jono Totoraičio Progymnasium, Marijampolė, Lithuania**

Easel.ly is the world's simplest online design tool that enables and inspires anyone to represent an idea in a visual way. For accessing Easel.ly you should click on <https://www.easel.ly/auth/login> and create an account.



If you want to use this tool for free, you should choose **Create Your Free Account** button. Free account gives you a limited number of options in the main toolbar.

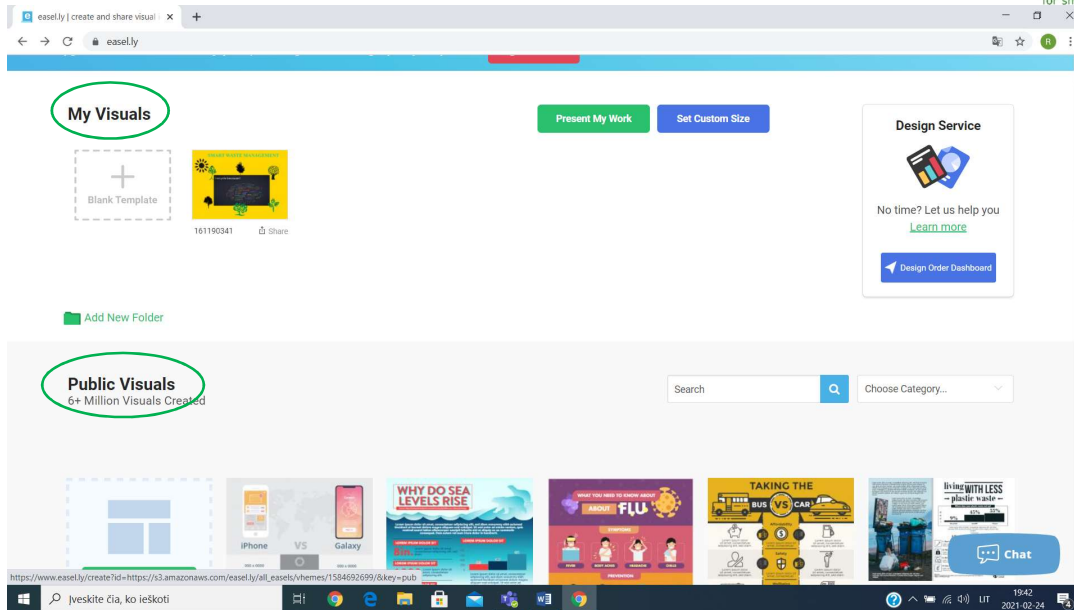
Steps for creating Infographics:

**Before starting creating your own infographic you should know that the steps described here are not compulsory and they should be followed according to the needs. Besides, one template can have only three pages.**

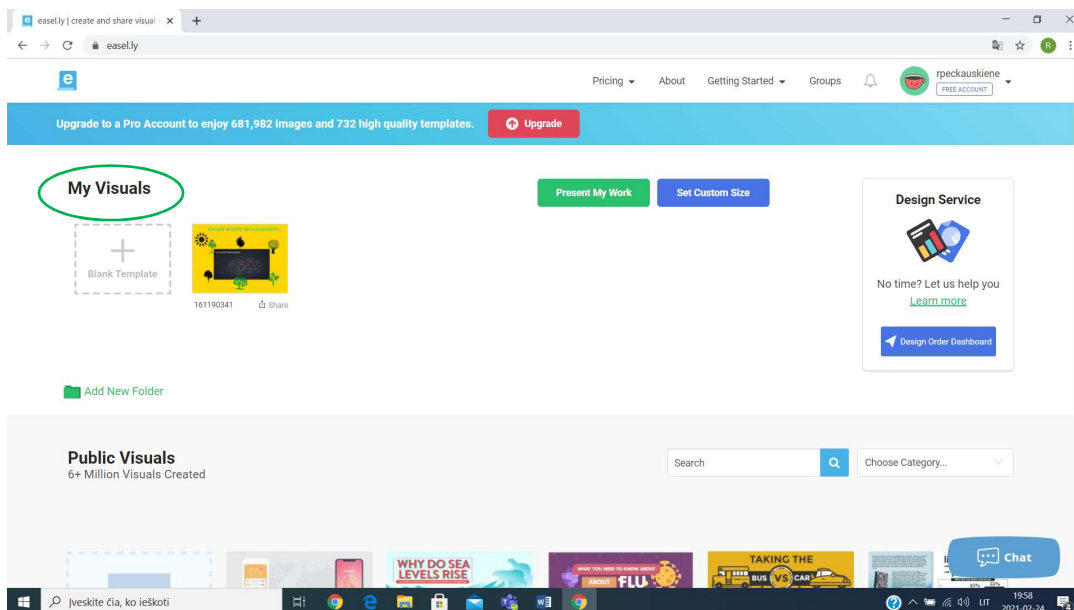
**Step 1-** Log in on the platform. There you have a Dashboard which provides **My Visuals** and **Public Visuals** or pre-made templates for you to choose from. If you do not want to use a pre-made template, you have the option to create your project from scratch.



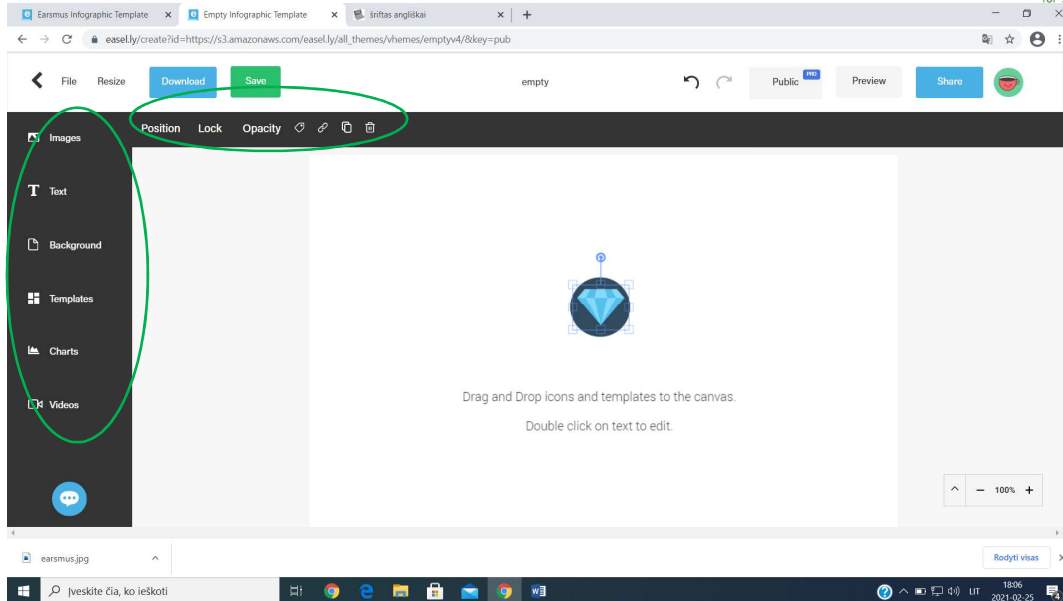
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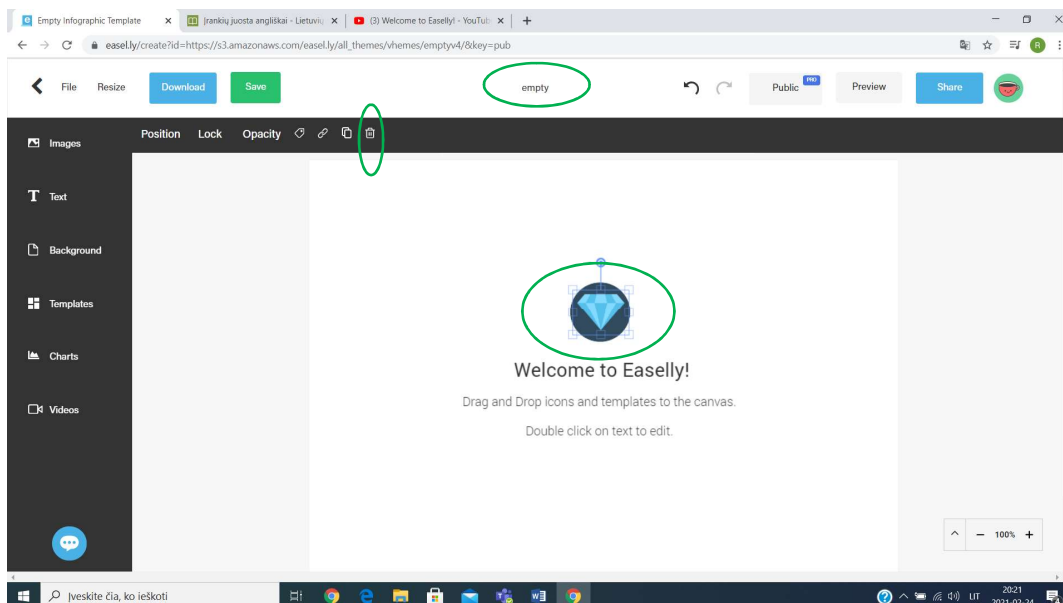
**Step 2-** If you want to create your own infographic and start with a blank canvas, click the button **My Visuals, Blank Template**.



**Step3-** When the first template opens and you click on it with your mouse, one toolbar on the left and one more at the top open. The top toolbar changes according to the item you work with. If you work with the icon, you can work on its position and its opacity. You can also enter your link or enter object tag. You can duplicate the object or delete it, as well. If you work with the text, the toolbar gives you more options. It enables you to choose the print, the size of the symbols, their color, alignment, etc.



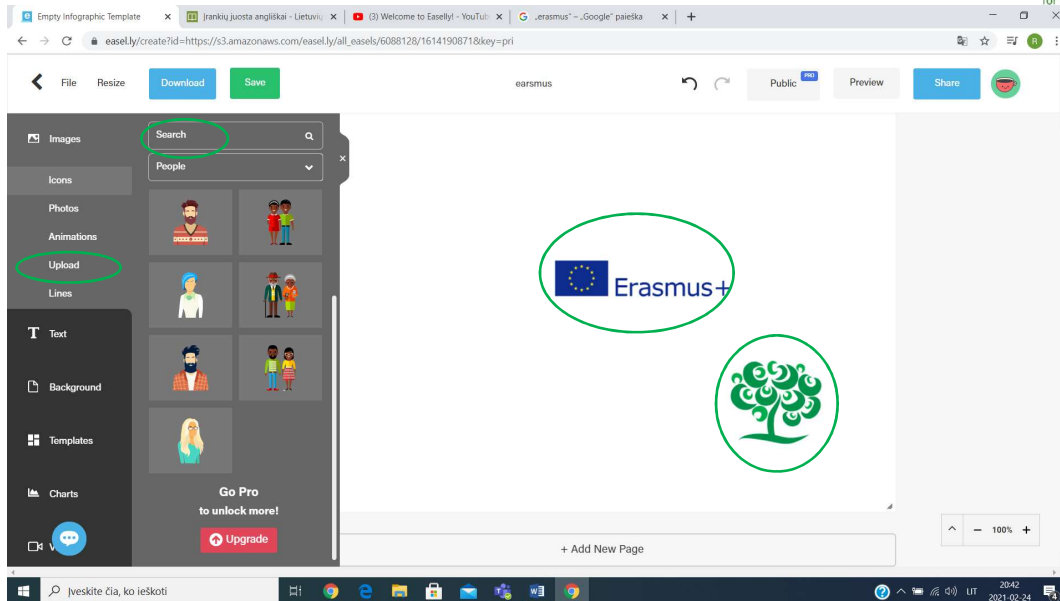
**Step 4-** In the middle of the upper toolbar you will see a button **empty**. There you have to insert the title of your infographic, though it is not compulsory. Delete the objects and text on the canvas by pressing the left button of your mouse on the object and **Delete** icon. Click **Save** button. Your template is ready for your first ideas.



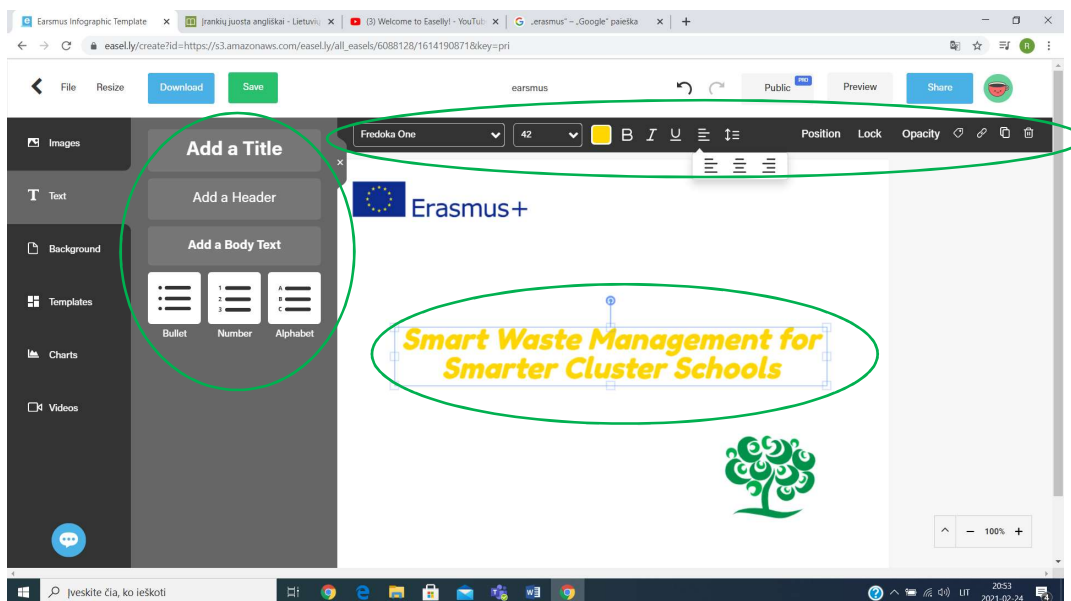
**Step 5-** On the left side of the template there is a toolbar with the main options. Press **Images** button and choose from the list of **Icons, Photos, Animations** and **Lines**. You can search the options according to the topic. If your plan is free, the number of options is limited but you can upload the necessary information from your PC by pressing **Upload** button.



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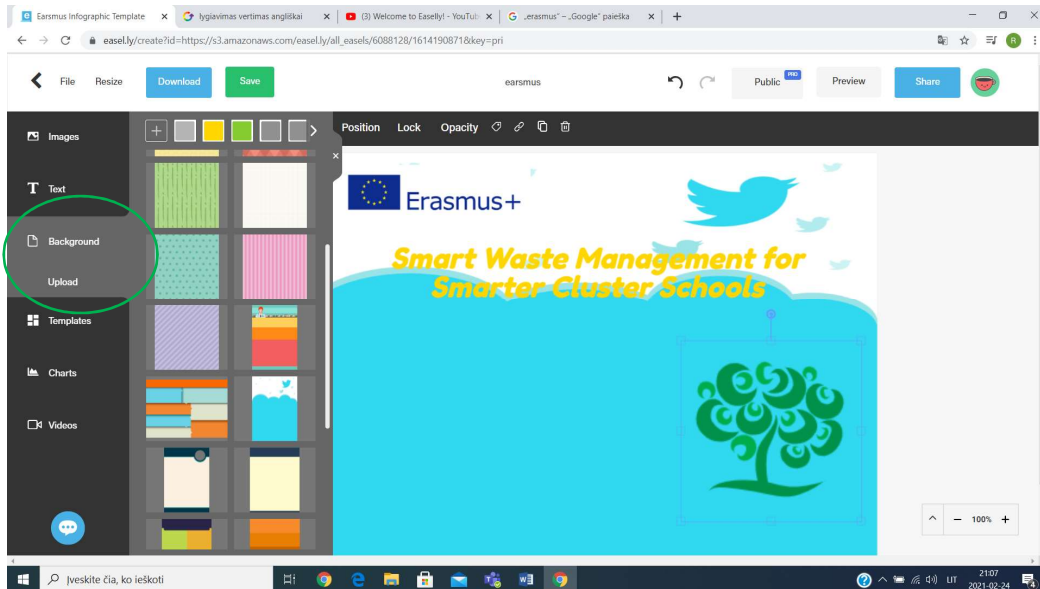
**Step 6-** Go to the **Text** section. Write the title, a header and the body text or choose the one you need. Don't forget that when you work with the text you can choose its color, the alignment or the size. Click **Save** button from time to time.



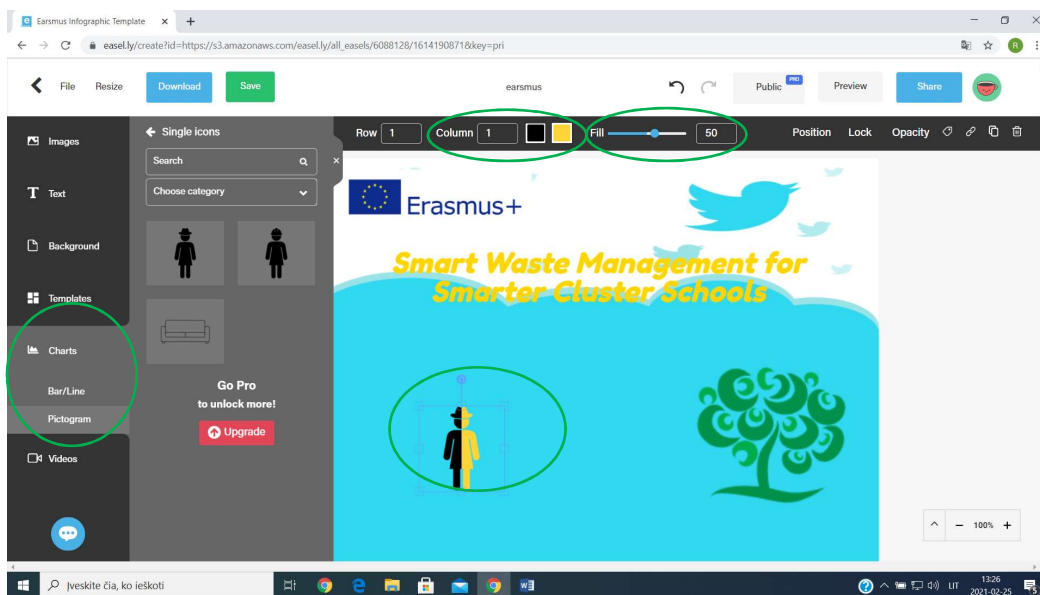
**Step 7-** Now it is time to choose the background. Press **Background** button and choose the one from the list. If you do not like the options given, you can upload any from your PC.



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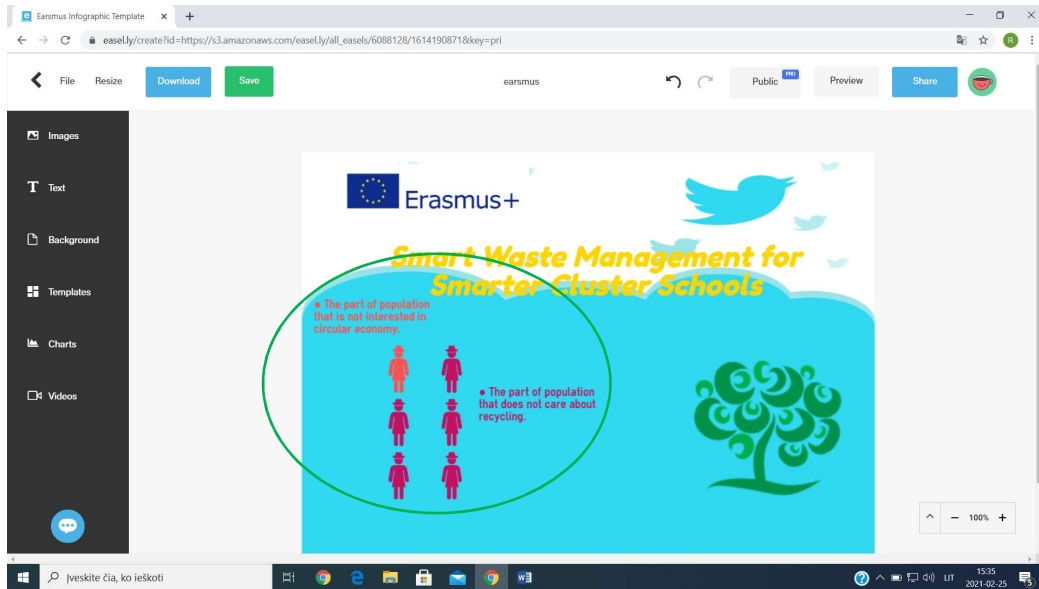
**Step 8-** If you want to present the results of some researches, you can choose **Charts** button and present your figures using **Bar/ Line or Pictograms**. You have to write the number in **Fill** bar at the top and the pictogram changes according to your results. You can also choose different colors to identify different results.



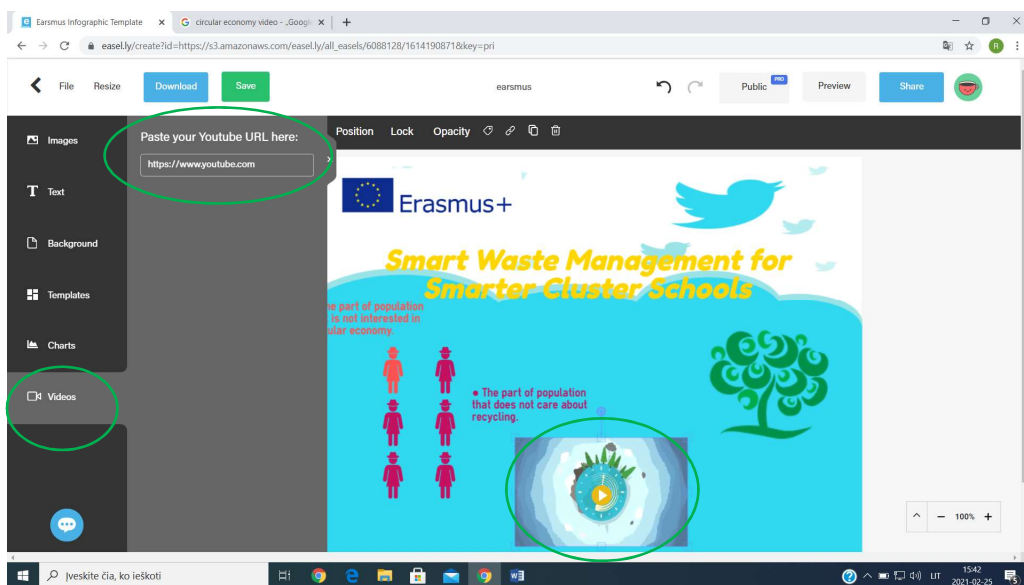




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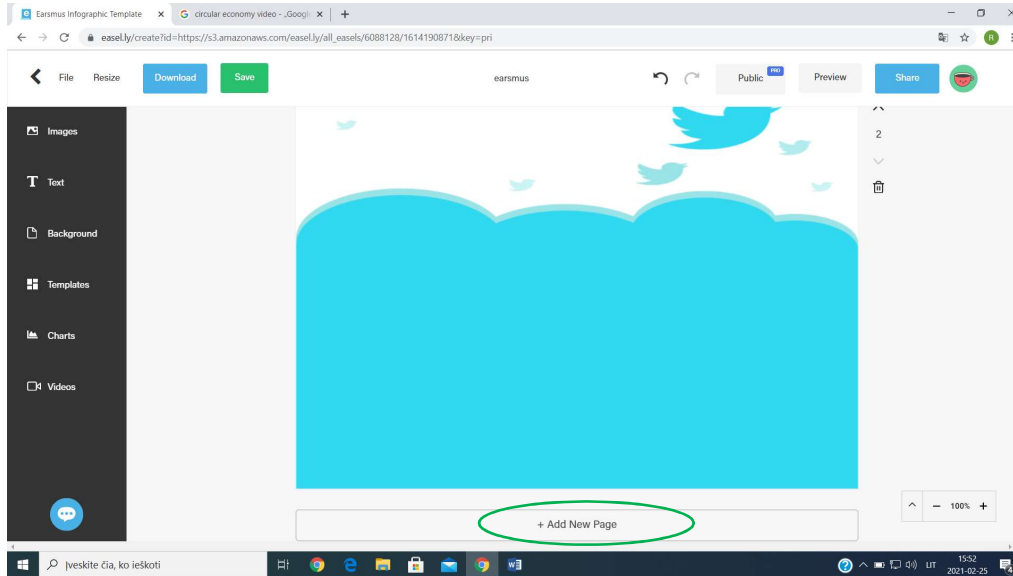
**Step 9-** Finally, you can upload the Internet material or your own videos on your template for the presentation. All you have to do is to press **Videos** button and paste your Youtube URL. Press the button **Select** and your link is on your template.



**Step 10-** If you want to add one more page to the template, you should press the button **Add New Page** at the bottom of your template. One should know that the background you chose for the first template is the same for all the three pages.

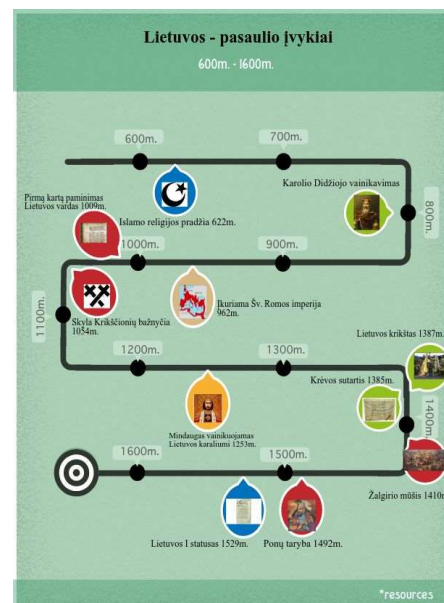


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**Step 11-** If you choose a pre-made template, the process of creation is the same. Choose the template from Public Visuals or from the left- side toolbar and start working by taking the same steps according to the information you want to present. When you click on the icon on the template, the same toolbars at the top and on the left side open.

I had to prepare a timeline for a history project, so I chose the Timeline template but the one I liked most was called **Top Song**. It didn't mean I could use it only for music topic. I made the changes and wrote the information according to my needs and the final work was as following:

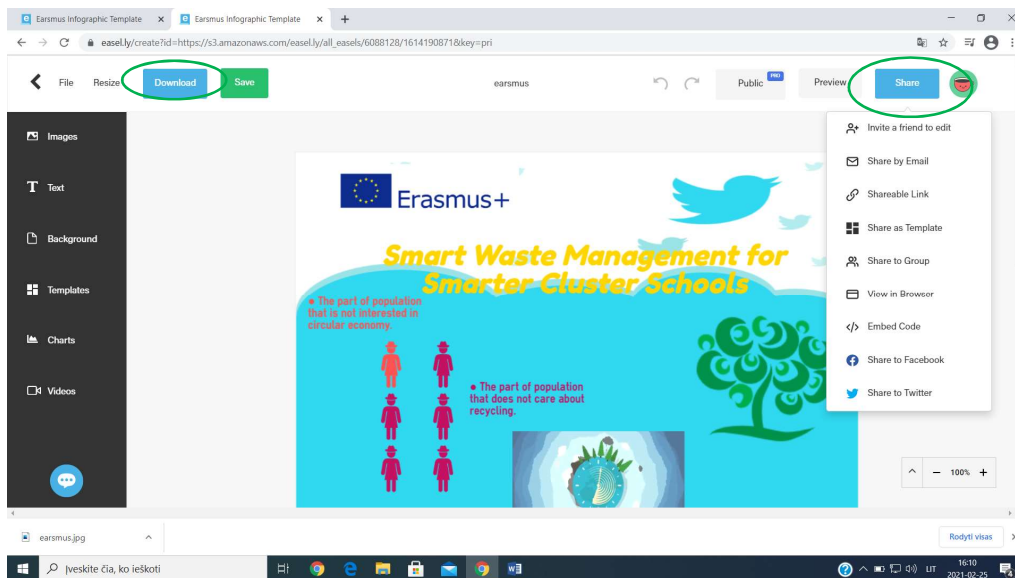




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**Step 12-** If you like your infographic, press **Save** button and **Share** it with your students, colleagues or friends by sending the link. If you want, you can download it as a picture, but the videos are unavailable then. Besides, you can choose only **Low Quality** pictures (though they are really great) because all other options are **Pro** and if you want to use them, you have to pay.



A project product can be seen here:

<https://www.easel.ly/infographic/oer2zo>



### 3. MIND MAP (Popplet)

**MARINA BURĐELEZ, Primary School „Vladimir Nazor“ Ploče, Croatia**

Popplet is a mind-mapping application and graphic organizer that helps students think and learn visually. With Popplet learners can single out keywords, ideas, thoughts in different ways and visualize the relationships between them.

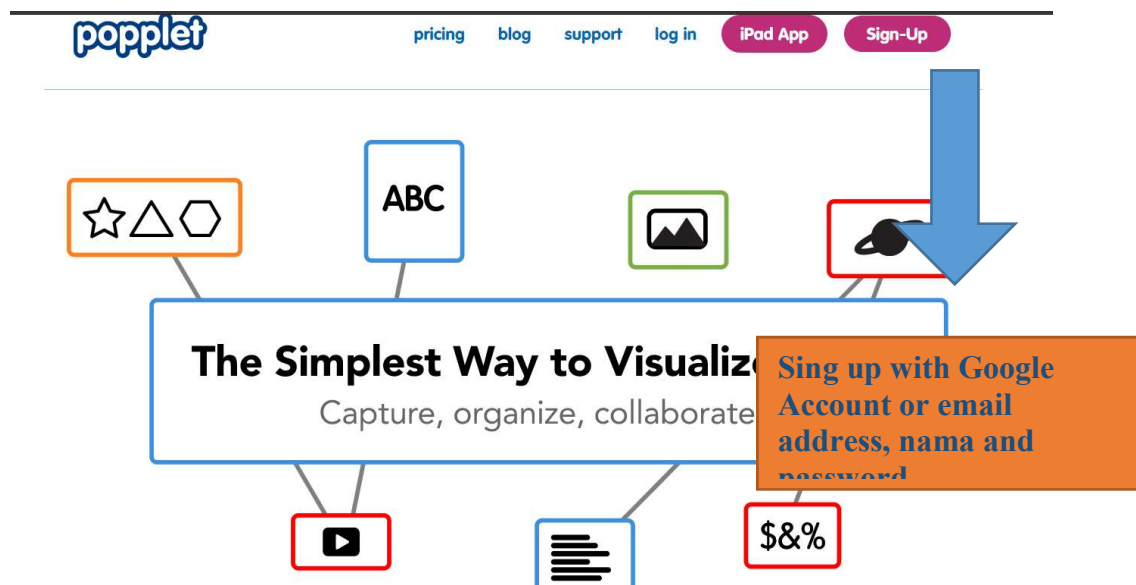
Popplet is simple, easy to use. You can use Popplet to make mind maps, flow charts, timelines, story boards and more.

Steps for creating mind map.

#### Step 1

Click on <https://www.popplet.com/> and create an account.

Sing up with Google Account or email address, nama and password.



If you want to try it for free, you should know that:

- You can create just one free popplet with all tool options;
- Access to all public popplets;
- Collaborations with anyone in shared popplets are unlimited.



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## Step 2

Klick on *my popplets* on left corner. Then click to *create new popplet*.

The screenshot shows the popplet dashboard with the user name 'Marina!'. The 'my popplets' tab is selected. A red button labeled 'create new popplet' is highlighted with an arrow pointing to an orange box that says 'Start creating'. Another arrow points from the 'my popplets' tab to an orange box that says 'On Dashboard select my popplets'.

## Step 3

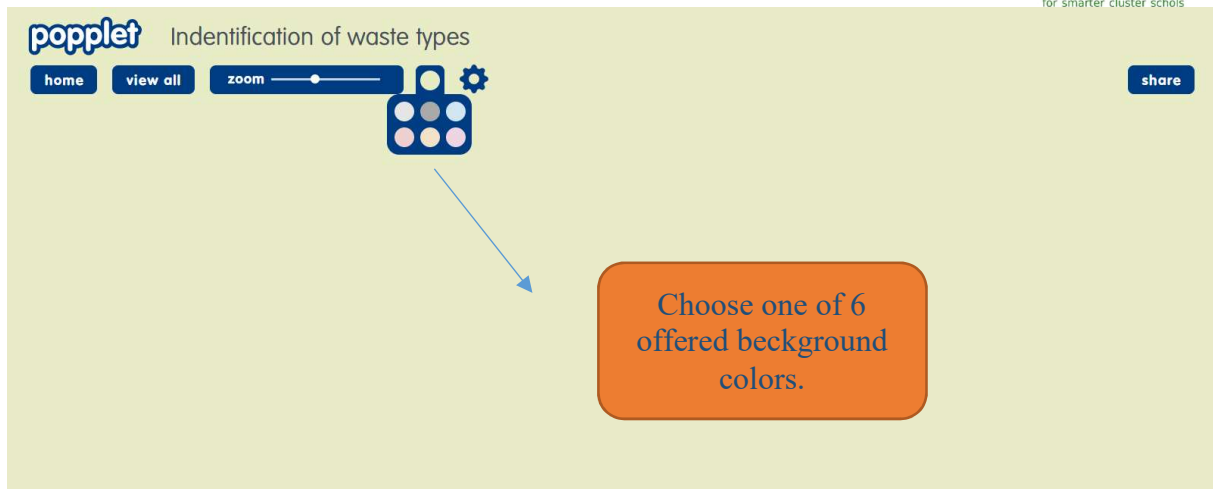
Name your popplet and choose a background color. Click *make it so*. You can change background color when ever you want.

The screenshot shows the 'create a popplet' dialog box. It has a text input field for 'name your popplet.' with the placeholder 'enter popplet name', and a color selection area with several colored circles. The 'create a popplet' button is highlighted in red.

The screenshot shows the popplet interface with the title 'Identification of waste types'. The 'my popplets' tab is selected. A red button labeled 'create new popplet' is visible. An orange box with an arrow pointing to the title says 'The name will be visible on the left corner.'



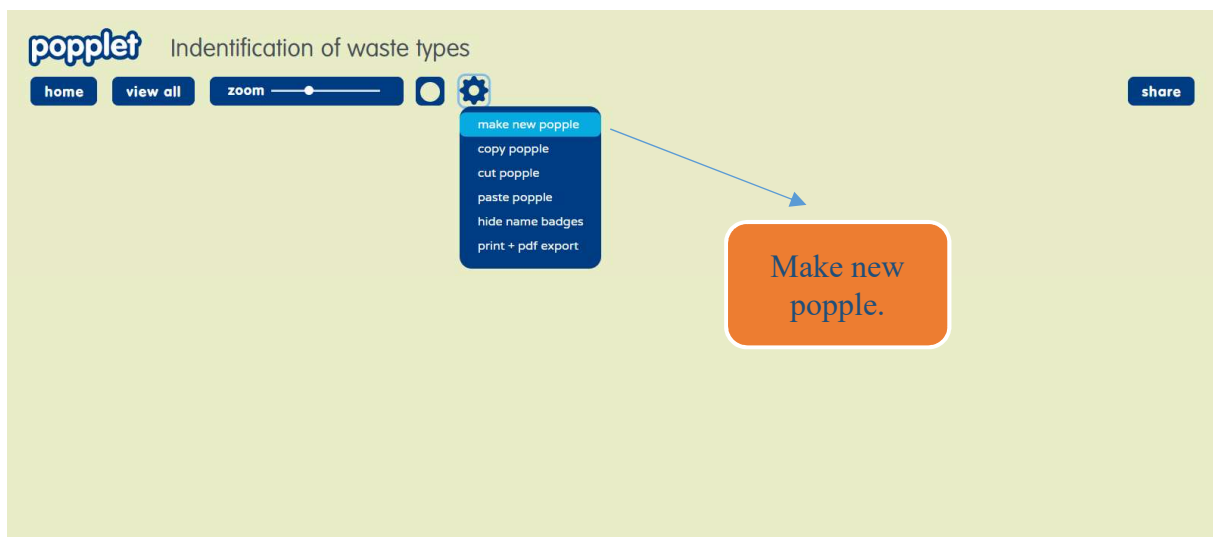
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#### Step 4

In *main menu* you can select the following actions: make a new popple, copy popple, cut popple, paste popple, hide name badges, print + pdf export.

First we need to make a new popple. **Popples** are the basic building blocks of popplets. You build your mind map by adding popples.



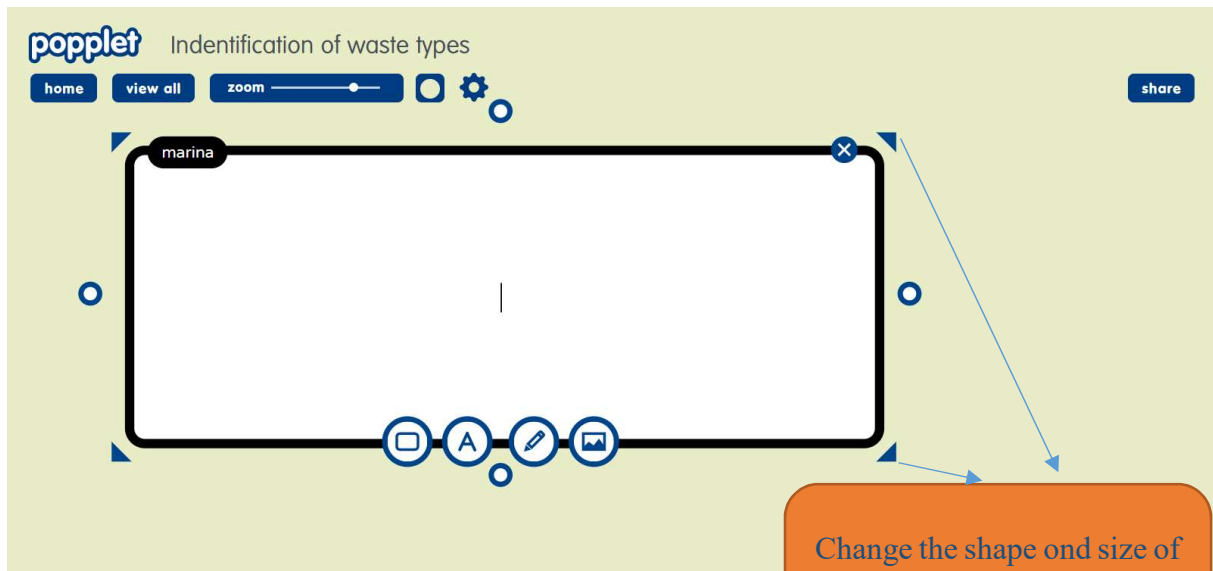
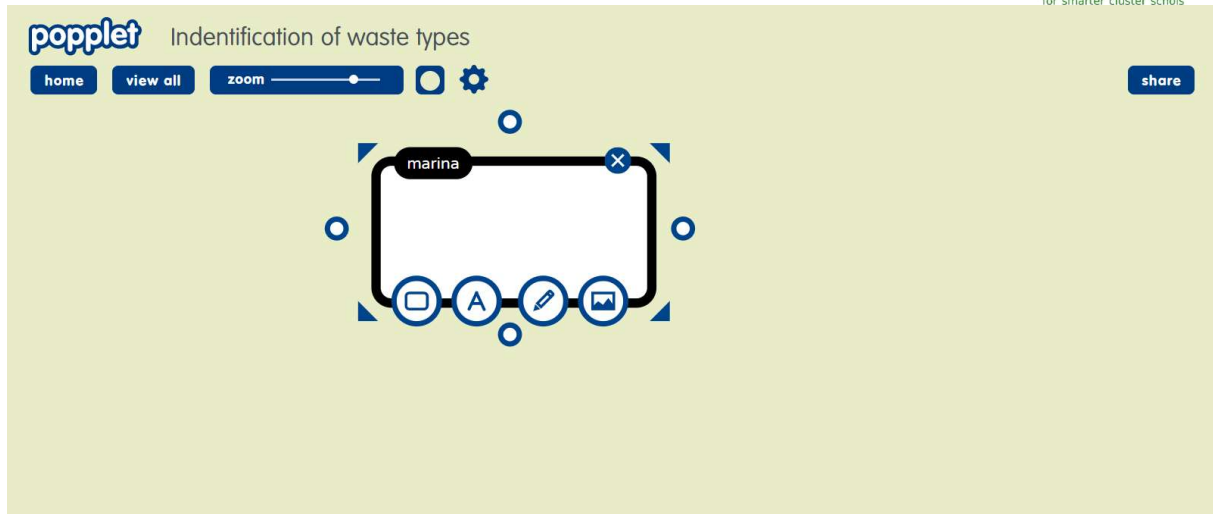
#### Step 5

Click on *make new popple*, type anywhere on the board to create a popple. The number of popples is unlimited.

You can change the size of popple and frame color.



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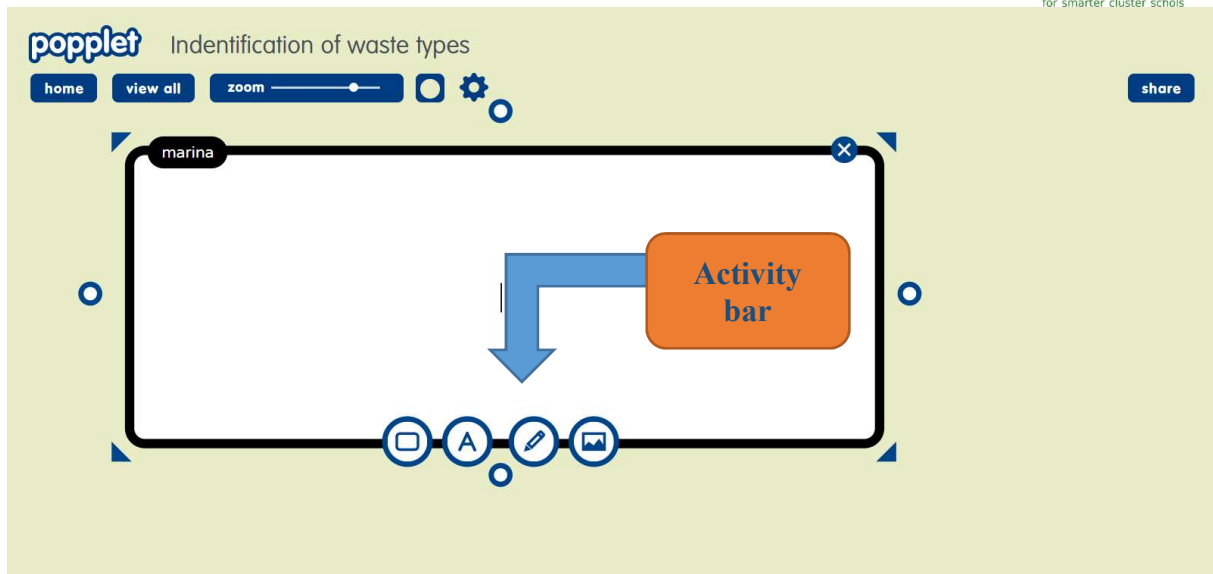


Change the shape and size of the popple by dragging one of the four blue triangles.

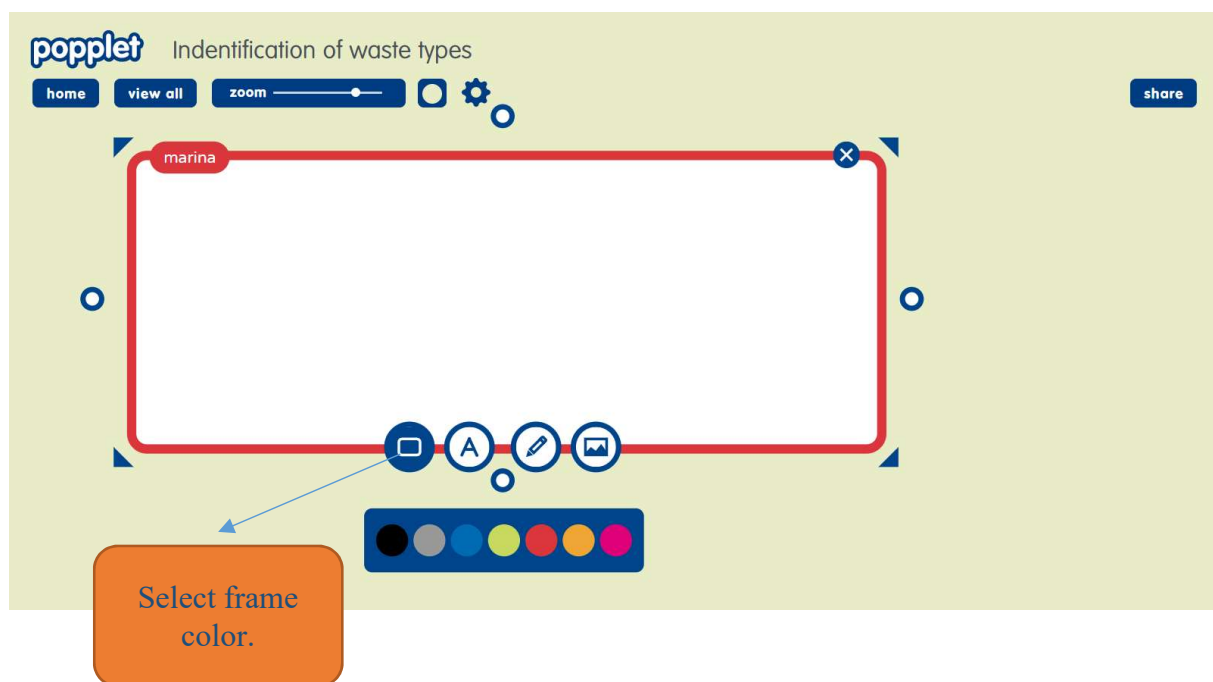
Popple looks like white board with activity bar that appears at the bottom of activated popple. Popple is activated by clicking on it.



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You can change the frame color of popple. Each popple can have a different frame color. Default color of frame is black but there are also 6 offered colors.



## Step 6

### **Adding text**

On the activity bar click on **A-icon** and the text feature box will appear. A black cursor should appear on the white popple's border. You can type or paste copied text.





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popplet Identification of waste types

home view all zoom [slider] [settings] [share]

marina

Tipes of waste

[font size icons] [text layout icons]

Click or type enter and your tekst will appear.

Select the font size :  
small, medium or big.  
Select text layout: left,  
center, right.

### Step 7

#### Drawing

Popplet offers the ability to draw inside the popples. The drawing activity is appropriate when you collaborate with students. They can express their ideas with simple drawings. You can find a lot of ideas for this activity on the Popplet homepage.

popplet Identification of waste types

home view all zoom [slider] [settings] [share]

marina

[drawing icons]

Tipes of waste

[color palette] [clear] [undo] [remove]

Drawing button with 7 offered colors

### Step 8

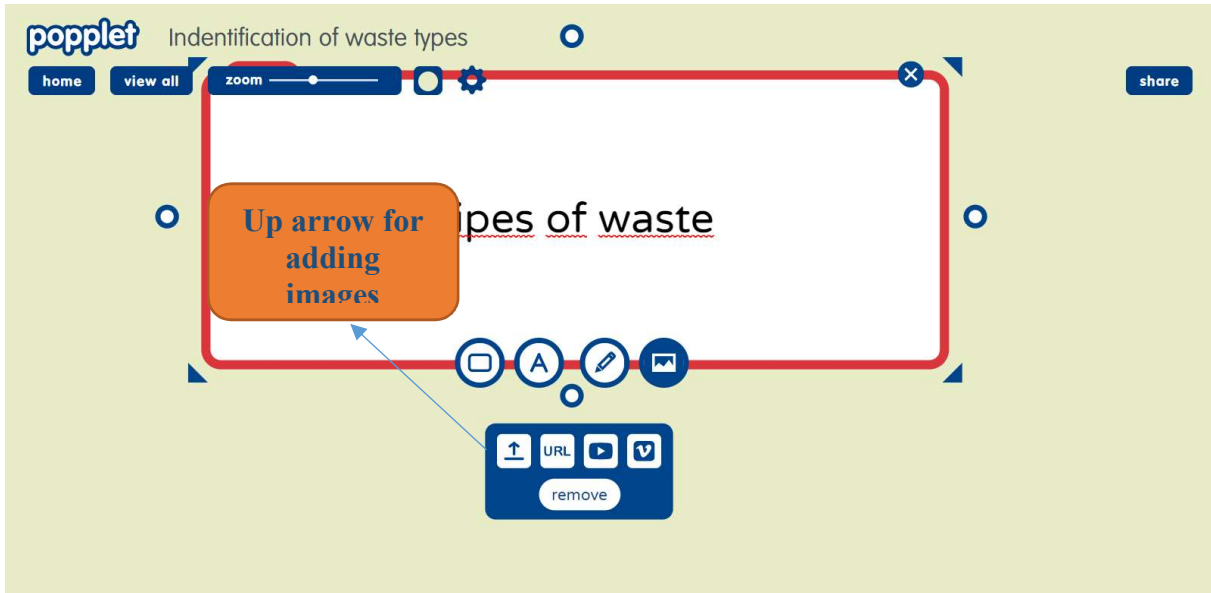
#### Adding images



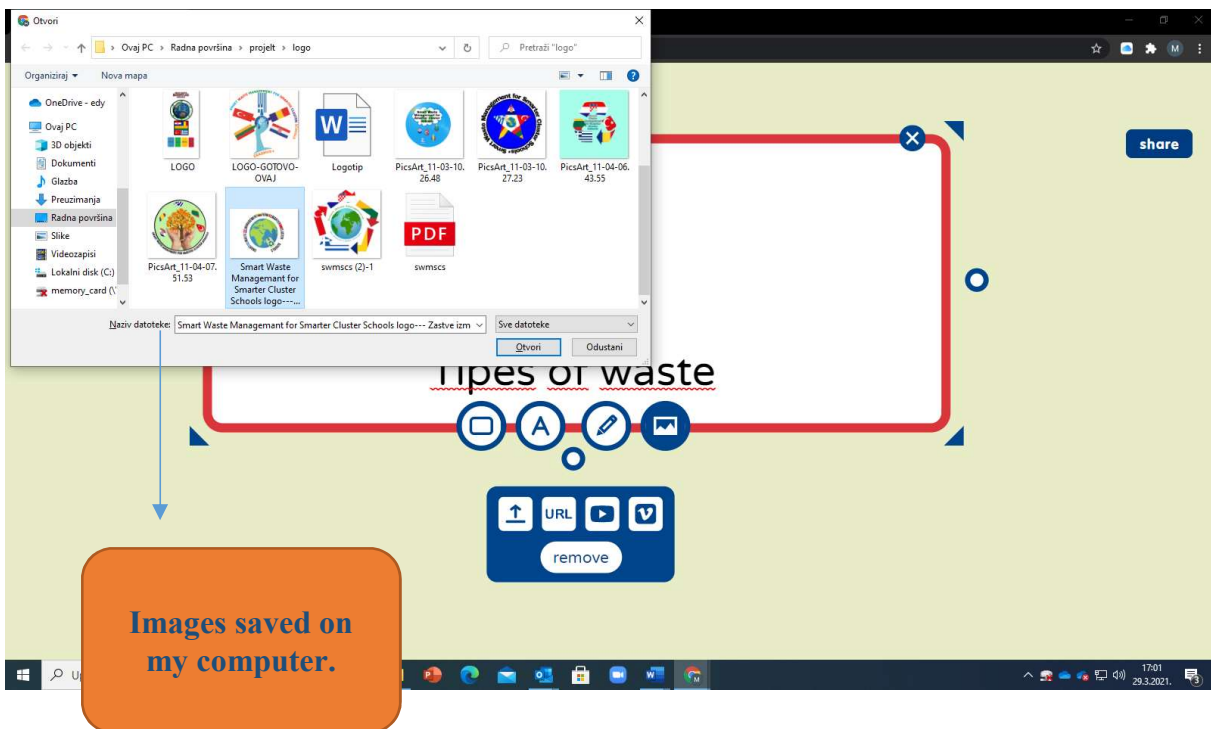
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In the activity bar click at **add image/video button** looking like this .

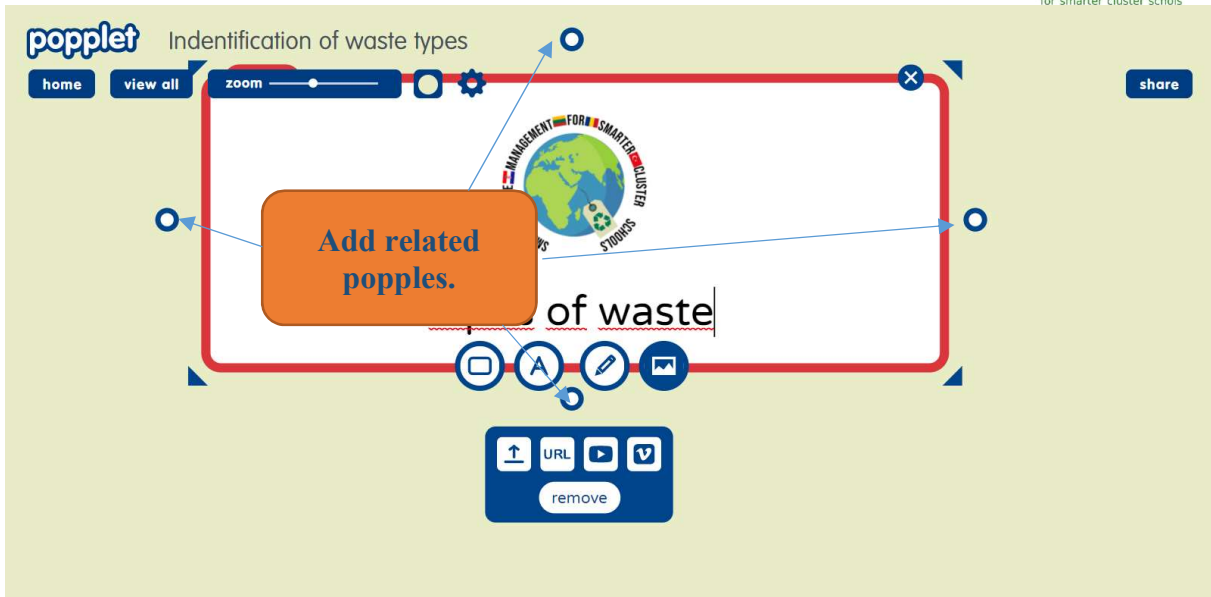


Select the **up arrow** and you will be able to add any image stored to your computer to your popplet. If you want to replace your image, repeat the above process. To remove an image you will have to delete the popple. In one popple you can add only one image.

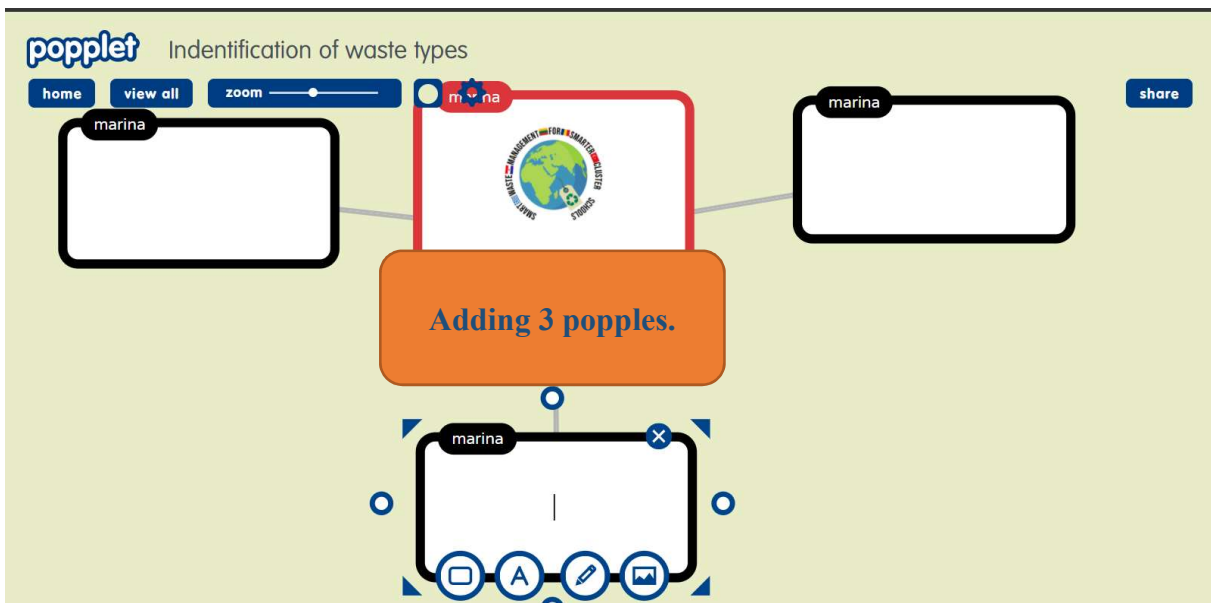




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If you want to add more images, add more popples. To create more popples click one of the **blue circle with the white center** that appear at the each size of each popple. You can create as much popples as you need for your mind map.



In each popple enter the content you want: tekst, image, drowing, URL or video.



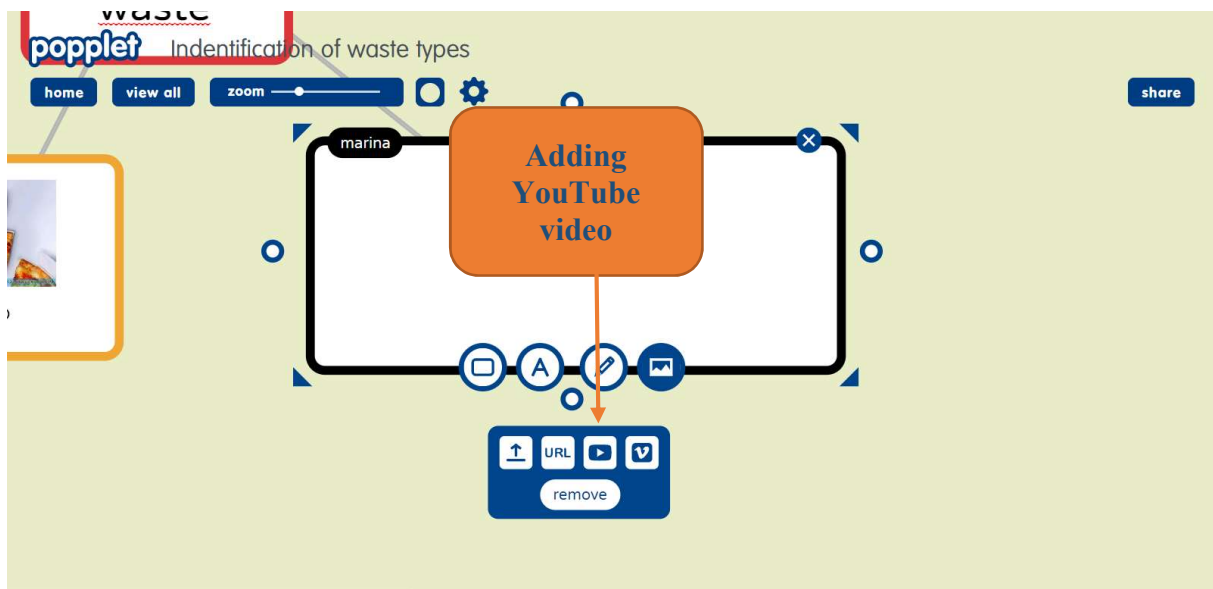
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## Step 9

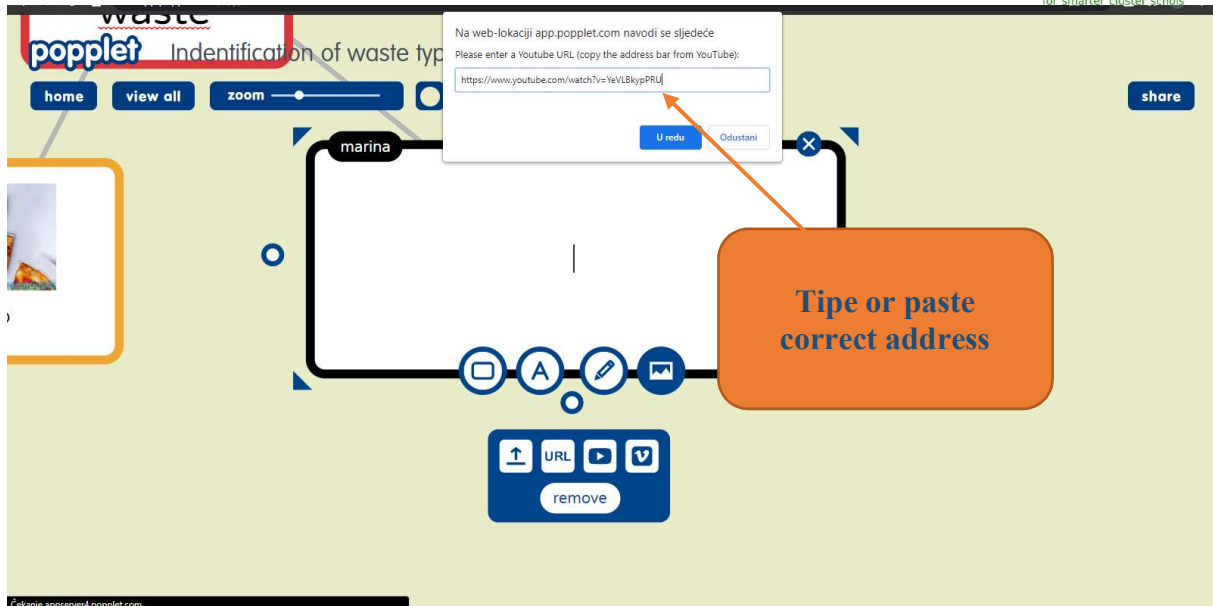
### Adding URL, Youtube video or Vimeo

Adding URLs to a popplet is as simple as adding tekst. Open a fresh popple. Click on a button for *adding images*. Now I want to add short educational video from Youtube so I click on button for *adding videos*. You need to paste or tipe the wright adres of video you want to add.





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In the same way you can add links to the pages or Vimeo. Vimeo is great if you want to record your own video.

## Step 10 Collaborations

Popplet helps you to share your work by adding collaborations. When you add collaborators you will be able to:

- Invite others to work with you
- Participate in groups assignments and group discussions

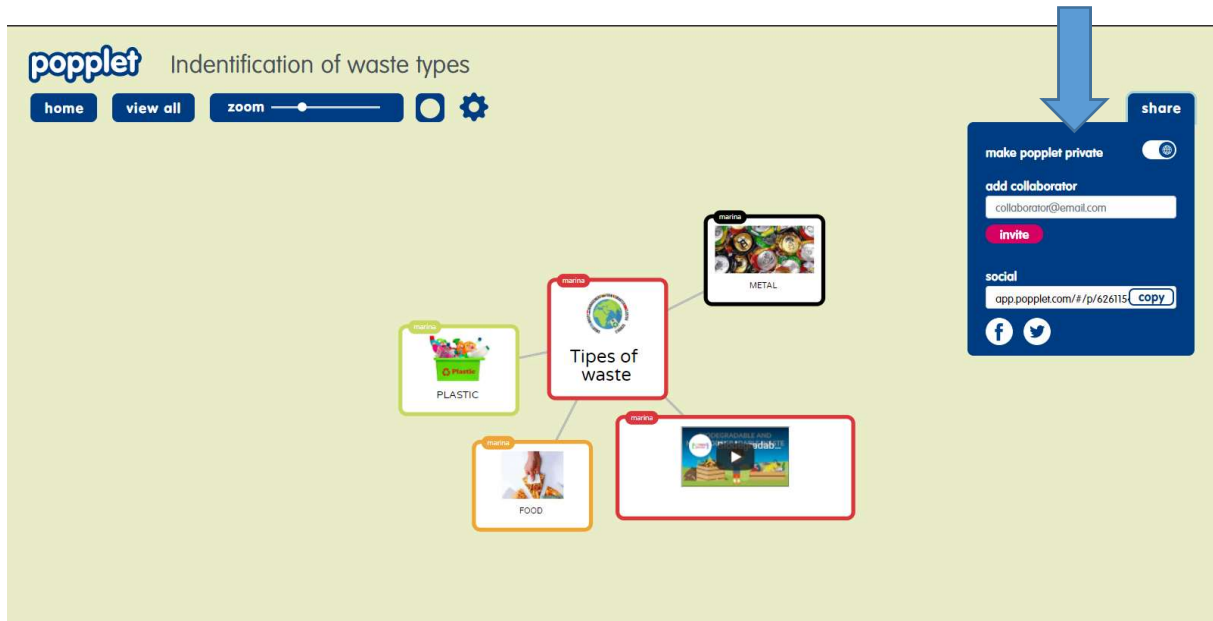
Begin by selecting **add collaborations** from the **sharing options window** on the top right corner. Then tipe an email the person/student you want to collaborate into the **search window**.



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Click on their name to add them to the list of invitees. If your potential collaborator does not have a Popplet account, then you will be asked to invite them to Popplet. Collaborates will only be added once they have agreed to join a Popplet and are signed up to a Popplet account.



I added my student Nina and she simultaneously builds a mind map with me and other students I added after our workshop about types of waste. On each popple is the name of the owner. It is easier to manage and monitor your students work when you see how each of them builds a common map. When your work is done, you can remove the names from popples clicking on *hide name badges* in main menu.



## Step 11 Sharing



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When your mined map is finished, you can share it with others. That's how you share ideas and spread knowledge.

The sharing option is in the right corner. First you need to **make your popplet public**. Then you copy the link and paste it where you want. You can share your mind map directly with Facebook and Twitter if you are a user.

The screenshot shows the Popplet app interface with a mind map titled "Identification of waste types". The map includes various categories of waste such as Recyclable Waste, Biodegradable Waste, Non-Biodegradable Waste, Hazardous Waste, Universal and Electronic Waste, and Special Hazardous Waste. A sharing menu is open on the right side, with an orange arrow pointing to the "share" button. The menu options include "make popplet public" (checked), "current collaborators" (Nina B), "add collaborator" (collaborator@email.com), "invite", "social" (with a "copy" button), and social media icons for Facebook and Twitter. An orange box labeled "Sharing option" points to the share button, and another orange box labeled "Copy link" points to the copy button in the social section.

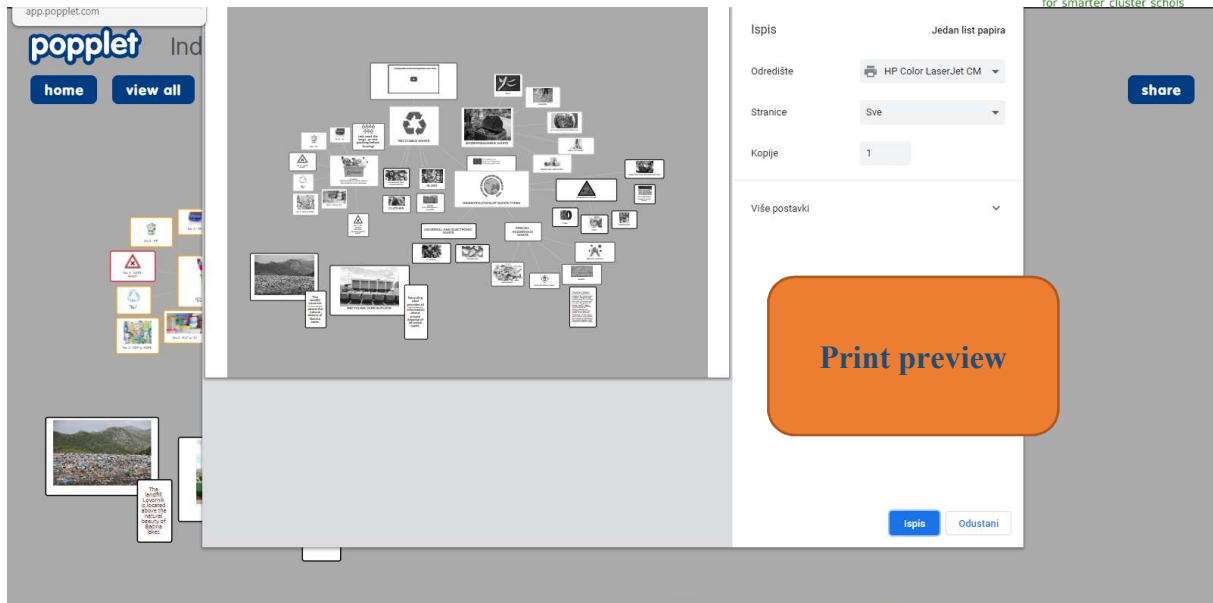
## Step 12 Printing

In main menu select print + pdf export.

The screenshot shows the Popplet app interface with the same mind map. A menu is open in the center of the screen, listing options: "make new popple", "copy popple", "cut popple", "paste popple", "hide name badges", and "print + pdf export". The "print + pdf export" option is highlighted. The background shows the mind map with various waste categories and images. A URL "https://app.popplet.com/#" is visible at the bottom left.

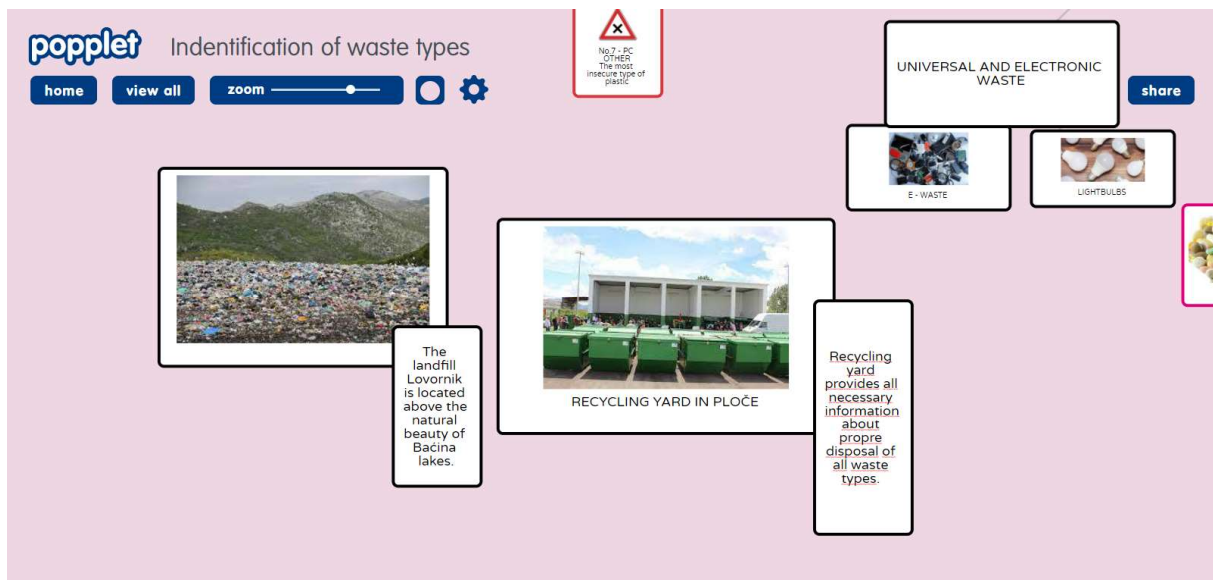


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## Step 13 Zooming

You can zoom some parts of your map or you can have a remote perspective of your work.







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popplet Identification of waste types

home view all zoom [slider] [share icon] [gear icon] share

You can see our mind map „*Identification of waste types*“ by clicking on this link. The map was created in collaboration with students after the workshop. This learning activity is great for gathering learning outcomes in one place.

<https://app.popplet.com/#/p/6261154>



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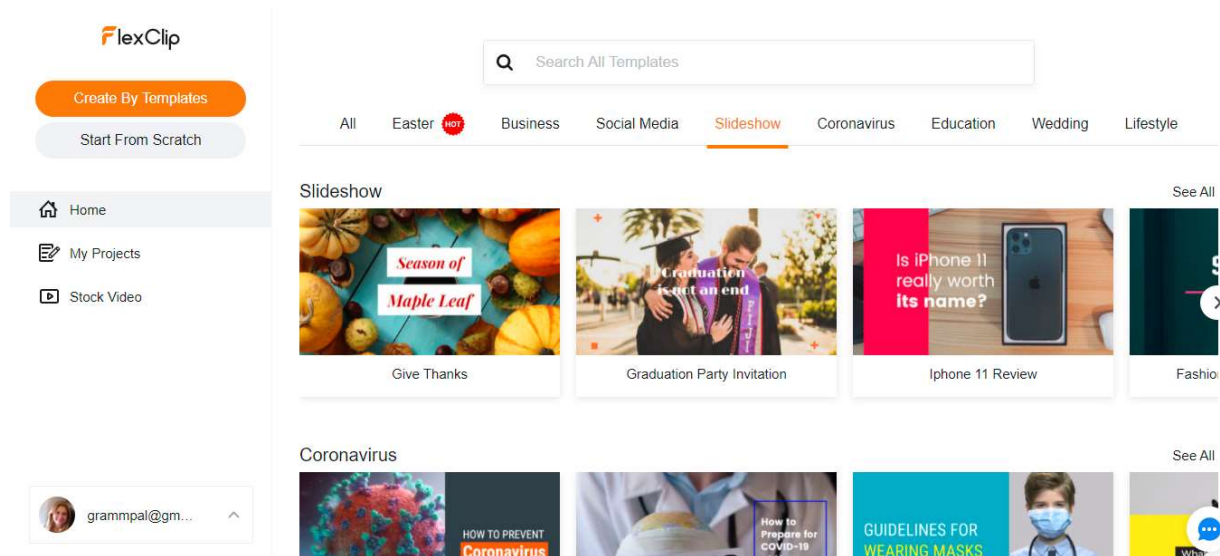


## 4. VIDEO (Flexiclip)

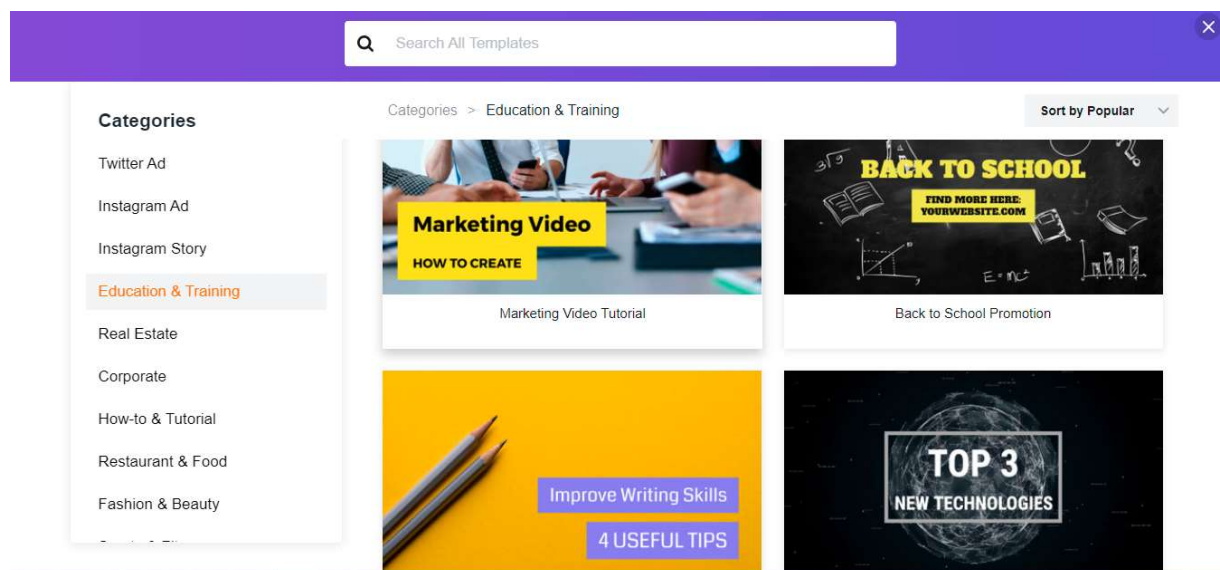
What it is Flexiclip?

### 1. Getting Started

Open <https://www.flexclip.com> in your browser. On the homepage, click the **Create by Templates or Start from Scratch** button to create your video.



On the template page, you can select a **video template** to start your video or Start from Scratch with a blank project.





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## 2. Add Media Files

Click the **Media** button on the left side of the canvas, and you will find the options to add different files online: Stock Media, Local Files, Recording (record screen & record webcam). You can drag and drop files from your computer or click the button to add files.



### OUR SCHOOL

- Anixi State Junior High School was established in 1981. It is a state Junior High School in Anixi, situated about 30 km to the north of Athens, the capital of Greece.
- All Junior High Schools in Greece have three grades. Our school has 9 classes with about 200 students at the age of 12 to 15.
- Our students learn English as a first foreign language and have to choose between French and German for a second foreign language..

After adding enough files to the media, you can click the + icon or drag to add the file to the storyboard. You can also drag the file to the canvas directly.

## 3. Add Storyboard

To add a new storyboard, click the + button at the end of the storyboard list, and you have 3 options from the pop-up menu.

**Add Local Media:** Upload local videos or photos from your computer.

**Add Stock Media:** Search millions of photos and videos from the stock media library.




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**Add Background:** Create a storyboard with black background (default).

#### 4. Manage Storyboard


To edit or modify any materials you add, you can:

Press and hold the  button at the lower right corner of the canvas to begin recording your voiceover.

Click the  button at the bottom of the canvas to preview the storyboard.

#### 5. Edit Video

Trim


Click the  button and the video trimmer is opened where you can trim your video by adjusting the yellow trimming sliders on the video track.

The video track shows a thumbnail of your video allowing you to have an overall preview.

Drag either one or both sliders on each end of the video track to decide your video's length.

Then drag and move the icon on the top of the video track to select the start and end point of your video.

Split

Click the  button, and you can split the video into two clips.

Drag the small scissor to a suitable position and click the Split Video button.

Filter

Click the Filter button and choose a suitable effect to make your video stylish.

Adjust

Drag the sliders to adjust the Exposure, Brightness, Contrast, Highlights, Shadows and so on to your satisfaction.

#### 6. Edit Photo


Similar to the video storyboard, you can modify the size, rotation, filter, adjust, and animation to the photo. You can also change the duration of the photo by clicking the button on the bottom right corner.

Select a suitable animation for your photo and make it play smoothly.

#### 7. Add & Edit Text

Choose from a collection of handpicked text animations to touch up your video.

Add Text

Click the  button in the menu on the left side of the screen, and you will see a lot of pre-built text animations: Simple text and Dynamic Text. Select and add the one that fits your needs.



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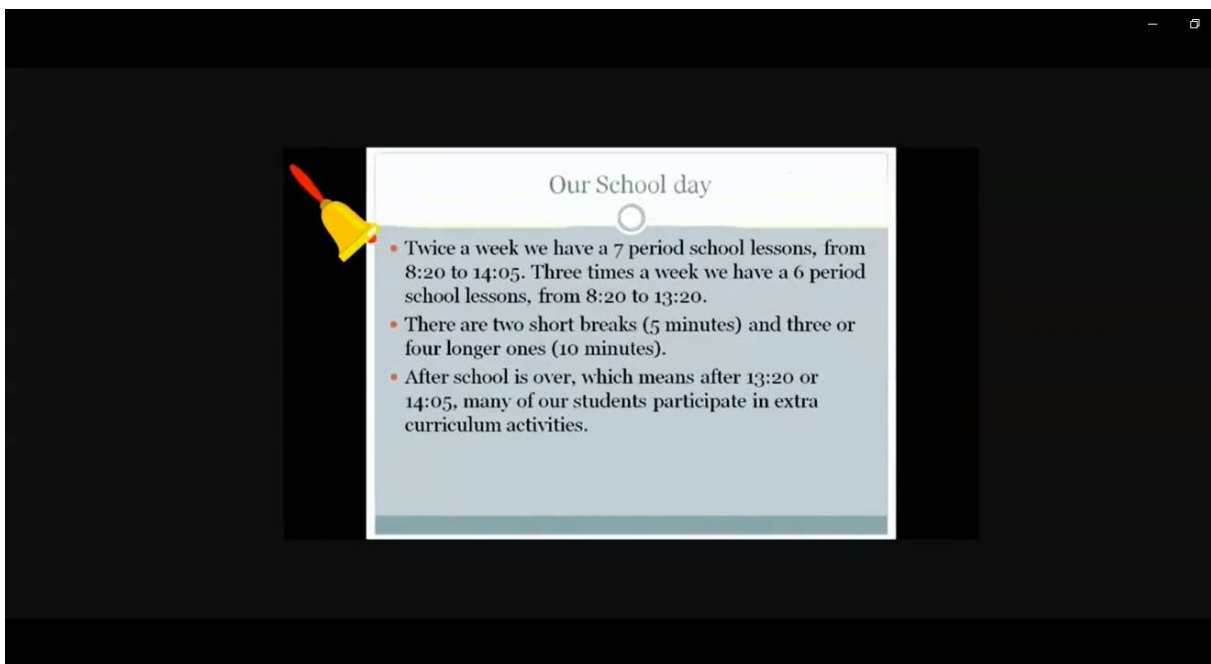
#### Edit Text

Double click on the text box to be able to type your own words. Drag the corners to change its size quickly, and you can move it to any place of your video. To further customize your text, click on any text box and open the text editing panel on the top of the canvas, where you can change the text font, color, format, size, alignment, position, duration, or remove it quickly.

#### 8. Add & Edit Element

You can search for millions of elements and add them to highlight your video.

Type a keyword, and you can find out many relevant elements, including arrows, bubbles, shapes, emoji etc.



The elements with a lightning icon have cool animations.



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## 9. Flip & Opacity & Layer

After adding an element, you may need to flip it to find a proper angle. Click the Flip button, and you can choose to flip the image horizontally or vertically. Besides, you can adjust the opacity and layer of these factors.

## 10. Add Background

Find cool background video templates on the left side of the canvas, and use them to decorate your video project. You can also type a keyword and search for relevant background.

## 11. Transition Effects

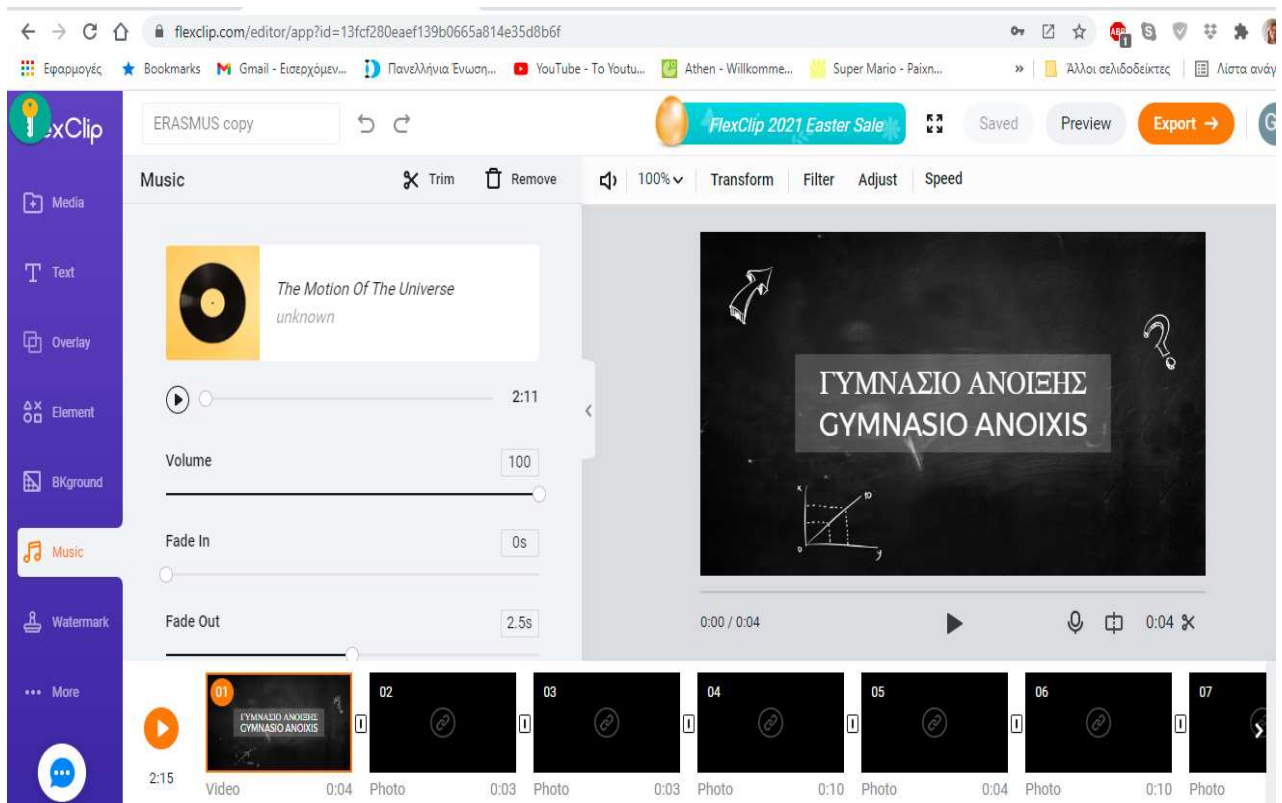
Click the Transition icon below, and you can add transition effects between two segments. Then you can choose the effect you like: Cross Dissolve, Fade to White, Fade to Black, Zoom In, Zoom out, etc. Then click the Apply button. To edit or delete the transition effect, click the transition button and make your change.

## 12. Add & Edit Music

Add your favorite background music to take your video to the next level.

Add Music

Click the music icon on the left side of the screen and then select to click "**Add Stock Music**" search for an extensive collection of audio files from the media library or click the "**Browse Your Music**" button to upload your local music from the computer.







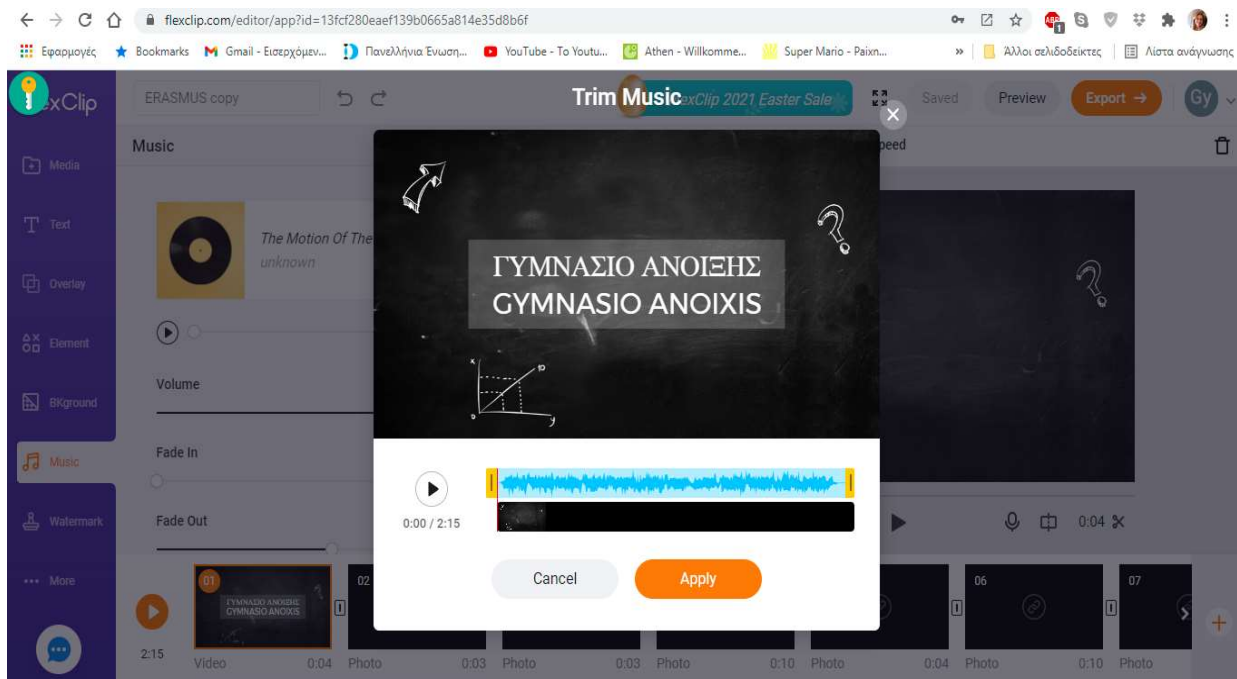
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## Edit Music

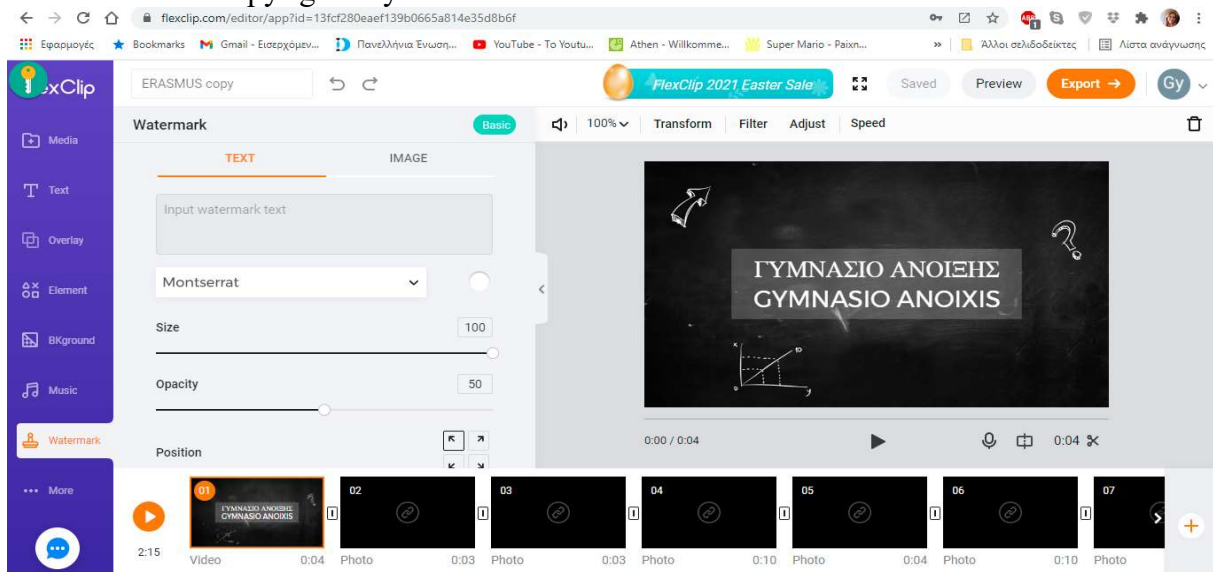
Click the  button to play the music.  
Drag the volume slider or type a number to make the music louder or quieter.  
To play the music repeatedly, check the “**Loop Playback**” box.

Click the  button to trim and adjust the music duration by dragging sliders on each end of the music track to fit your video length.



## 13. Add & Edit Watermark

Click the watermark button and you can choose to add a text watermark or image watermark to announce the copyright of your video.





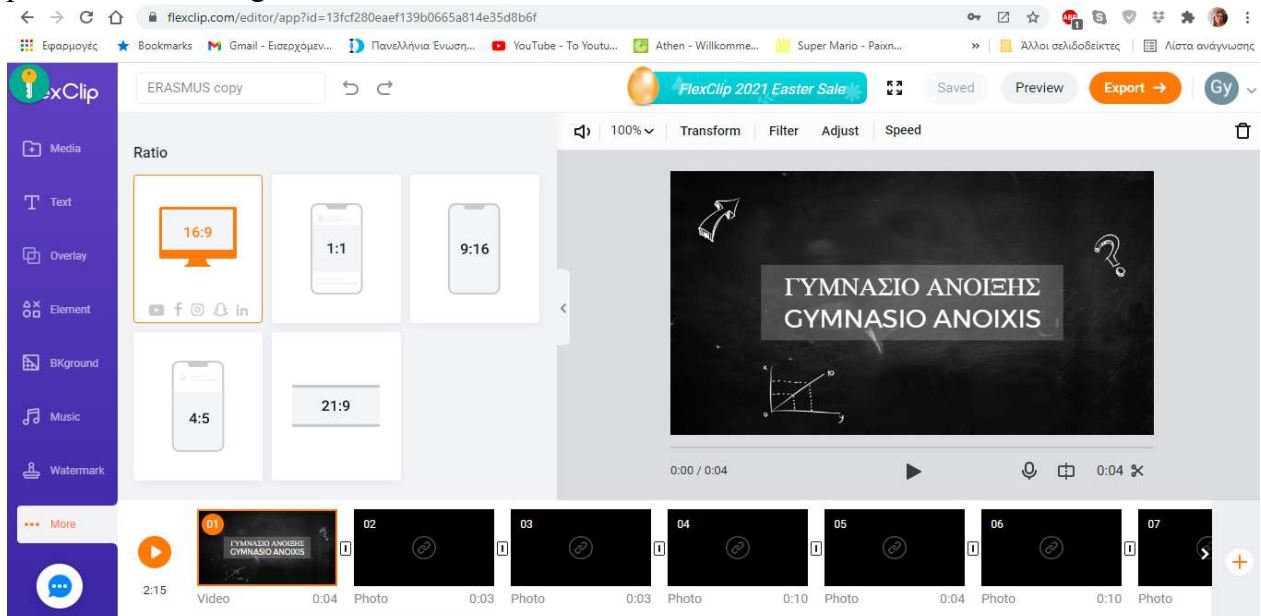
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Text Watermark-Type the word you need and change the color, position, font, size, and opacity of it to meet your needs.

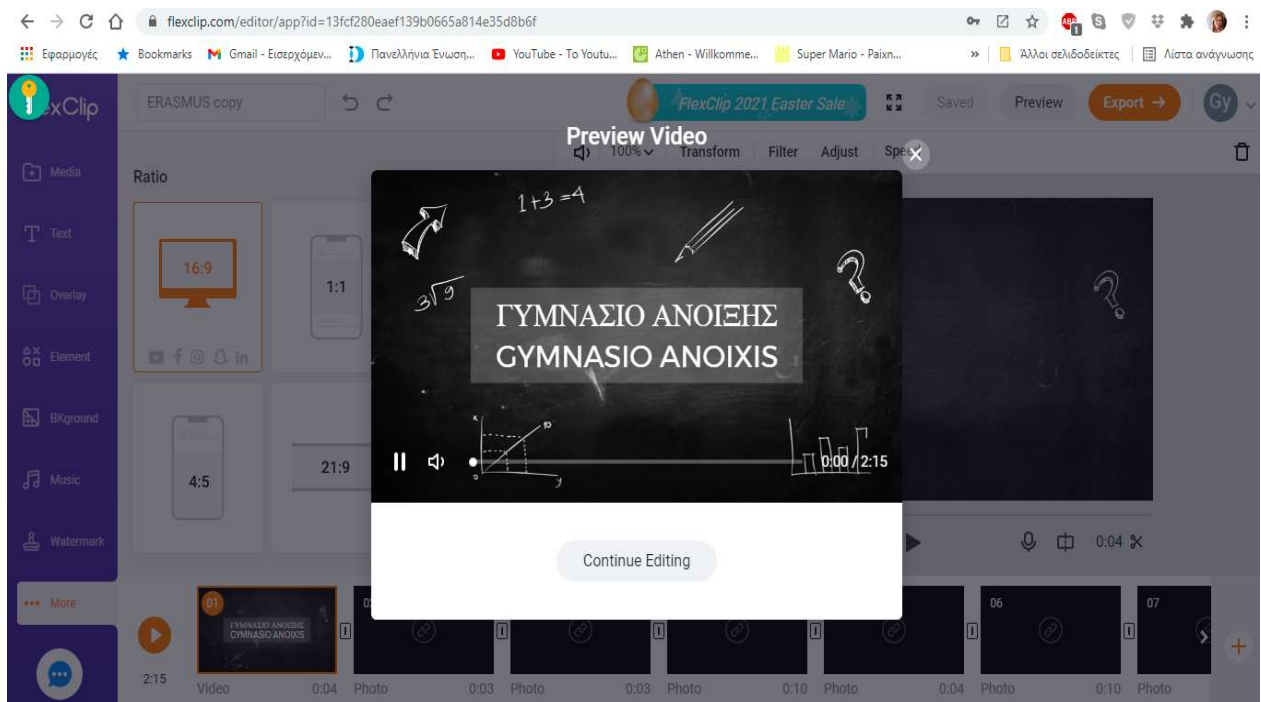
#### 14. Adjust Ratio

Click the More button, and you will find an option to select a suitable ratio for different platforms, including 16:9, 9:16, 1:1, 21:9, and 4:5.



#### 15. Preview & Export Video

When you are done creating your video, you can click the "Preview" button on the top of the screen to preview it in real-time. If you want to make additional changes, close the preview window, and you'll go back to fine-tune it.







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After finishing your video, you can click to save your video online or export it directly. On the export page, you can choose to download a video or GIF.

If you want to download a video, you can choose quality from 480p, 720p, and 1080p. The export speed will depend on the length of your video.

Here is the video we created using Flexclip, to present our school.

<https://youtu.be/SRrzN1dUTVY>



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## 5. CREATING VR EXHIBITIONS (Artsteps)

**Ahmet DEMİRHAN, Prof. Muharrem Ergin Ortaokulu, Bayrampaşa, Turkey**

Artsteps is a web-based environment that allows its members to **create virtual art galleries in lifelike 3D spaces**. It is an application for artists, art organizations and art enthusiasts to **model actual or virtual exhibitions** by designing realistic 3-dimensional room complexes. Virtual exhibitions may include 2-dimensional artifacts (e.g. paintings, photos and posters), 3-dimensional artifacts (e.g. sculptures or small installations) and streaming videos. To access Artsteps, click on <https://www.artsteps.com/> and create an account.



What will you create today?

[I forgot my password](#)

By continuing you agree to Artsteps' [Privacy Policy](#) and use of cookies.

Sign In

Or

 Sign In

Steps for creating a virtual art gallery/exhibition:

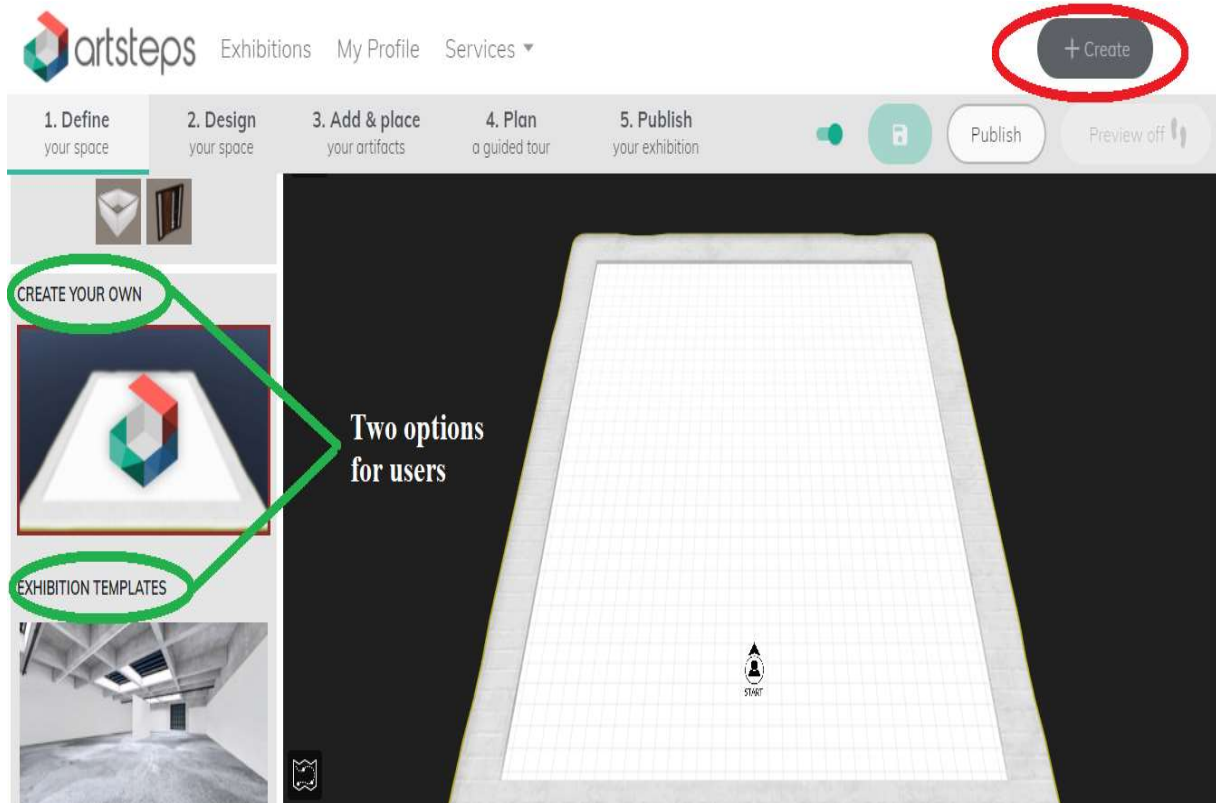


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**Step 1**-Log in on the platform. After clicking **+Create** button, you get to the place where you define, design, add artifacts and plan your exhibititon. When you start, you have two options;

- you can create your own (by using construction tools – placing walls and doors) or
- you can just choose one of templates offered to you at exhibititon templates part on the



same page – on the left

**Step 2**-After you define your place, click on **'Design your space'** button which will allow you to change the colors and add textures. (you can also upload you own textures by clicking **'add texture'** button. You can color the walls and the ground however you want.

- You cannot make any changes about texture or color if you choose one of ready exhibition templates that artsteps offers you.

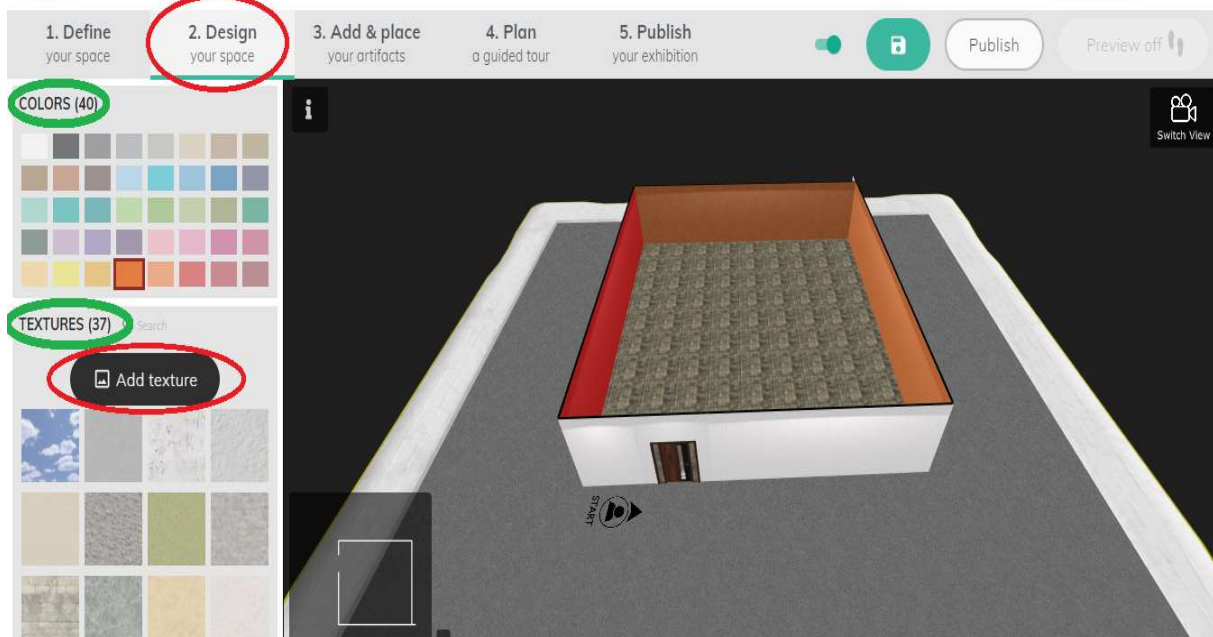


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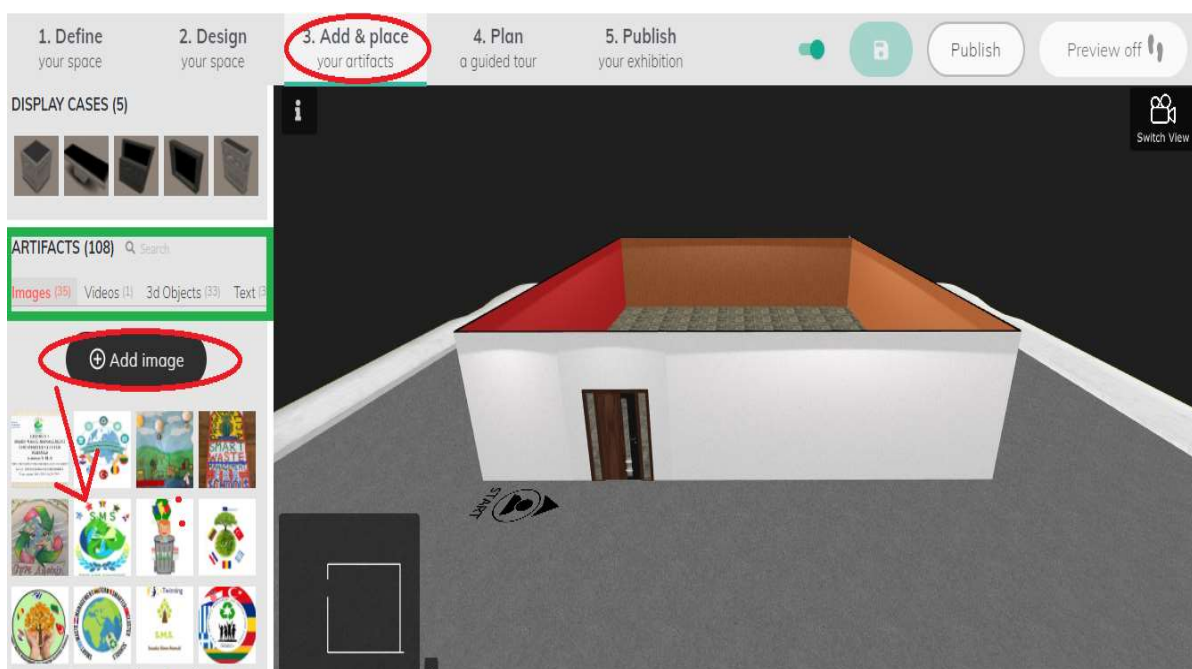
Exhibitions My Profile Services ▾

+ Create



**Step 3**-Click on 'Add and place your artifacts' button and now you are ready to add your pictures, paintings, videos, 3D objects and even your texts. In order to add those, you need to follow some rules.

- To add a picture, you need to choose and write the necessary information – same procedure for adding videos.
- Maximum size of a video is limited to 4MB. ( Take this into consideration while adding your video)
- MP4 , WEBM and OGG are supported formats for videos.





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- To upload an image, please focus on the necessary information.

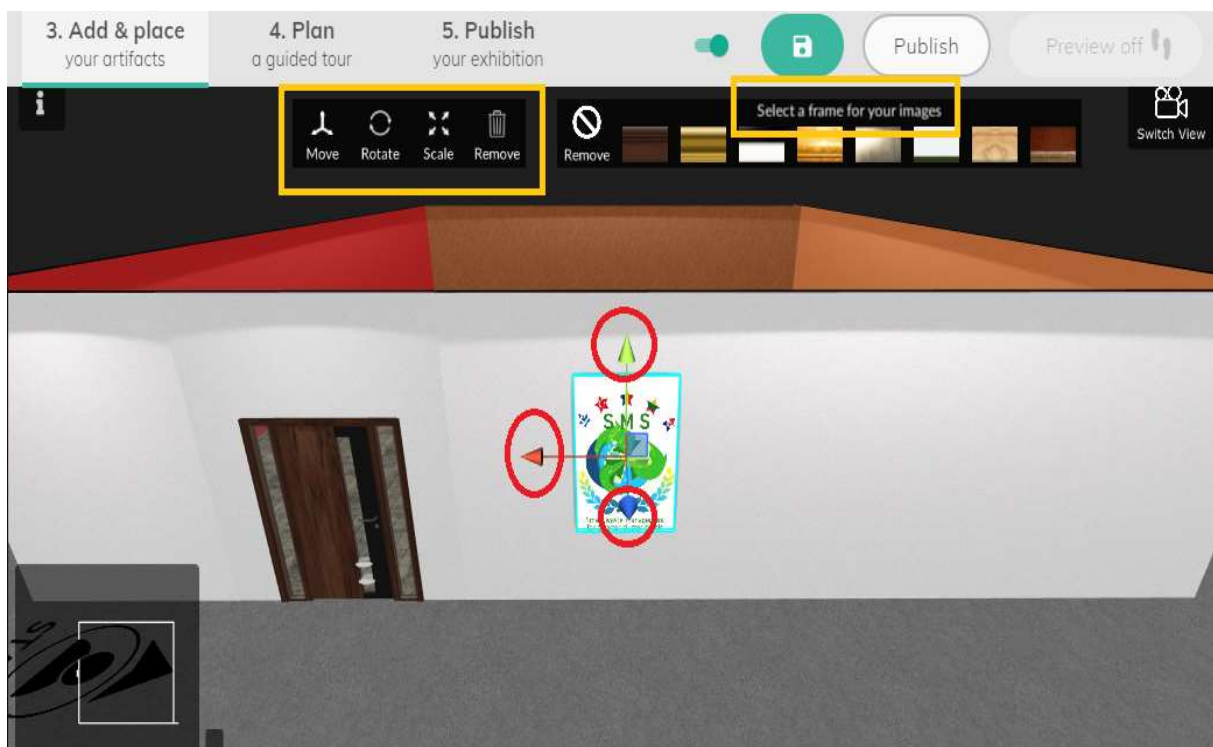
The screenshot shows a form for uploading an image. The following fields are highlighted with red circles:

- Image\***: A dropdown menu currently showing "Flickr API asset".
- Title\***: A text input field containing "work 1".
- Search for Image\***: A search input field with a magnifying glass icon.
- License\***: A dropdown menu showing "Attribution - NonCommercial - ShareAlike (CC BY-NC-SA)".

Other visible form elements include:

- An "Interactive (Can be clicked)" toggle switch.
- A "Description" text area.
- An "Audio (Will play on click)" dropdown menu set to "None".
- Input fields for "Dimensions (meters)" and "Dimensions (inches)", each with "Width" and "Height" sub-fields.
- An "Opaque (Image is not transparent)" toggle switch.

**Step 3.1-** When you choose an image, painting or video to hang on the wall, you will see different options which let you add frames, move your item, scale, rotate or delete it. (You will see arrows ( red- left/right , green- up/down , blue- back/forward ) on your item.)



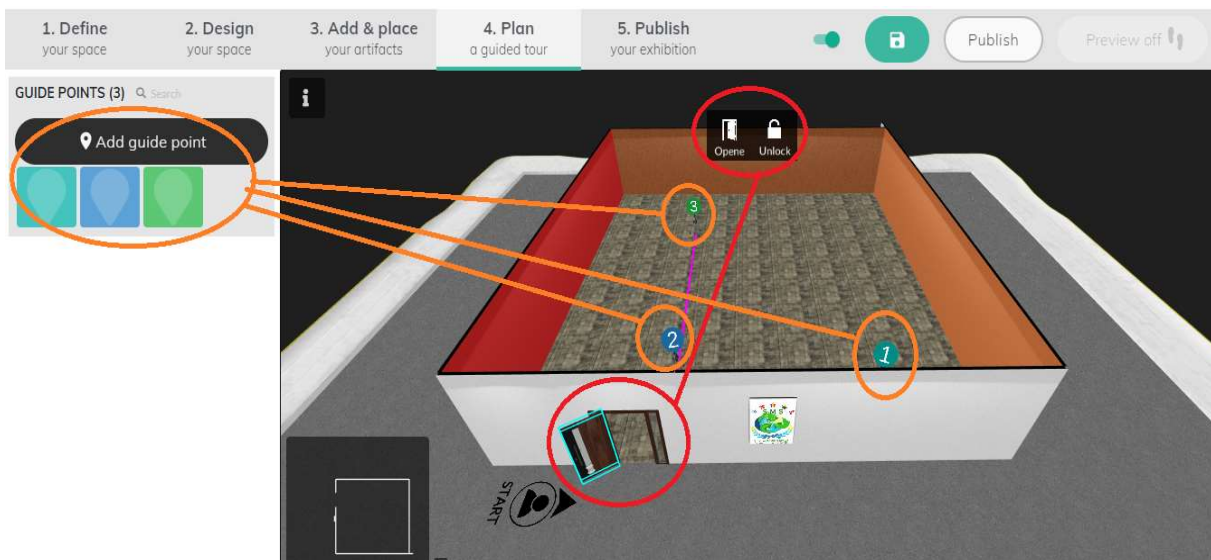


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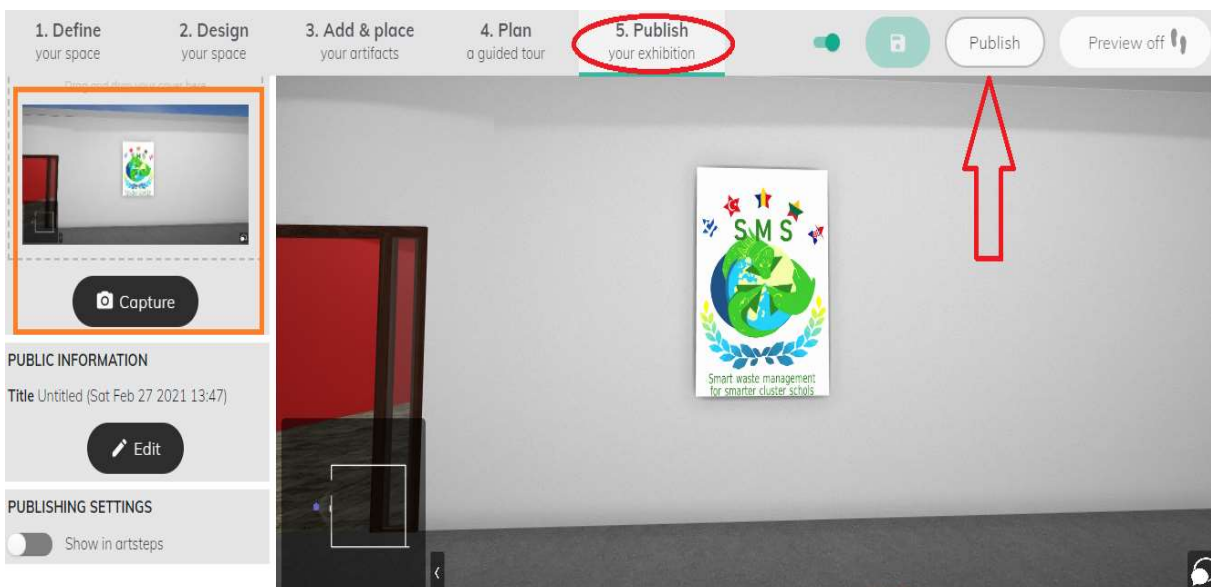
**Step 4-** If you click on 'Plan you tour' button you can add a guide point which make visitors follow your path. You can add limitless guide point to create a perfect route.

- You must leave the door open if your starting point is outside and if you have a guided tour. Otherwise visitors cannot go in.
- Guided your is optional. It is not necessary. (You visitors can walk around as they wish if you do not guide them.)



**Step 5-** 'Publish your exhibition' – You can capture a photo to make visitor see before they enter the gallery – a kind of cover picture. By clicking **Publish** button, your art gallery will be ready to be visited.

- You can edit it any time you want.





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### Some clues for users :

- Save it after you make a change. ( p.s. Artsteps has an auto-save feature )
- You can click on **Preview off** button and check how it is going.
- When you click on your profile, you will see your exhibition and how many people liked it and visited. You can also edit it there.
- Share your VR spaces on social media or embed them on your personal website.
- You can socialize by communicating with others and follow their latest creations in order to discover new experiences and share your ideas.
- You can chat with your visitors or other creators, share your interests and be a part of a vibrant community.

### **Take a look at our exhibition !**

You can see a lot of pictures, 3D objects and text uploaded and put on the walls. You can also see those images on the left under 'add image' part. There is no guide in the gallery so visitors can move freely – which is told as it is optional. There is a video with limited size showing participants. This is published two months ago but we still have a chance to edit it !

### Step 6- When you click on 'My Profile' ...

The screenshot displays the 'My Profile' page on the Artsteps platform. At the top, the Artsteps logo is on the left, and navigation links for 'Exhibitions', 'My Profile', and 'Services' are in the center. A '+ Create' button is on the right. The profile section on the left includes a placeholder for a profile picture, a name field, and 'Following' and 'Followers' counts, with an 'Edit' button below. The main content area shows an exhibition titled 'Smart Waste Management For Smarter Cluster Schools' with a 3D Art preview, 329 views, and a 'See more' button.



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**Step 7-** Click on you exhibition to visit ! Downloading may take a few seconds in accordance with the quantity of the items you have added. It will look like this...



Smart Waste Management For Smarter Cluster Schools

332 2 months ago



**Step 8-** Use your mouse and the arrows on your keyboard ( If you are on Pc ) to walk around you gallery – you can use other devices connected to Internet to visit the galleries.

Smart Waste Management For Smarter Cluster Schools

332 2 months ago







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**Step 8**- Enjoy your visit !

**Step 9**- If you don't like the style, you can try other designs. It is like an open world. You can also inspire by looking other exhibitions – Trending, Latest, Most viewed, Top rated. ( You can click on **Exhibitions** next to My profile.)

**Step 10**- You can see Smart Waste Management For Smarter Cluster Schools exhibition by clicking the link below :

**<https://www.artsteps.com/view/5fca1e54e94d7a76979bd0c1?>**