

TUTORIAL FOR PC ADVISOR MAGAZINE TIPS & TRICKS SECTION

POWERPOINT'S NOT BORING

Today is the first day of your life as a cartoonist. Even if you have no aptitude for drawing, this tutorial will show you how to get stunning results from a program that, if you have a copy of Microsoft Office, is on your machine already. Yes, believe it or not, Powerpoint can be fun. Although designed as a package for giving presentations, the application contains a number of features, including a generous array of drawing tools, that can be harnessed to make colourful animations.

A Powerpoint document is structured in the form of slides – similar to pages in Word. By advancing the slides automatically at a rapid rate, you can create a flip book effect, with each slide acting like a frame in a movie. Unfortunately, there is a limit to how fast they can run, so we will have to accept that the animations will not run very fast or smoothly.

At the end of this exercise, you will have had fun, and gained a grasp of the basics of animation. You can use what you have learned to liven up your presentations, or them as email attachments for greetings or invitations. Or, you could go further, and invest in a more sophisticated program such as Macromedia Flash, in which the principles are much the same.

STEPS

In this tutorial we will show a person swimming in the sea. His body will appear to be a single drawing, but will, in fact, be made up of a series of separate self-assembly body parts. Despite his fetching hairdo, we will call him Mr Goodhew.

PREPARE YOUR TOOLS

Open Powerpoint and click: File, New Presentation. When the New Slide window appears, choose Blank, then click OK. Save it as goodhew.ppt, and create a new folder for it, entitled SWIMMER. Make another new document and save it in the same folder as: workshop.ppt. You will use this for making and storing the elements of your animation.

You will need to keep open a set of palettes and toolbars for this task, the most important of which is the Drawing Toolbar. So, click View, and slide the cursor down to Toolbars. A drop-down menu will appear, from which you need to select Drawing. Keep this open for ever. (**drawingbar.tif**) You can identify a tool by holding the pointer over its icon, until a little yellow label appears, bearing its name (**GRAB**) Take a few moments to familiarise yourself with them all.

Click View again and select Formatting Palette. This is also very handy, and gives easy access to everything you need to alter text and images.

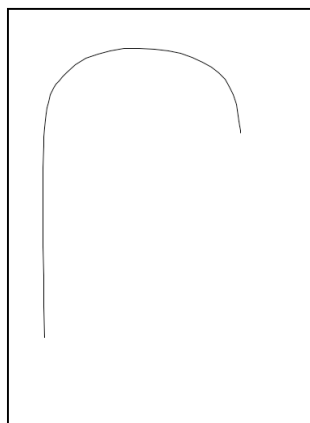
THE MAKING OF MR GOODHEW

We will get to work on Mr Goodhew at once.

Make sure that you are in workshop.ppt, then go to the Drawing Toolbar, Select Autoshapes and find the Lines tool (not the same as the Line tool), and

click on it sharply. **(GRAB)** A small palette will appear, which you can detach and move into your work space by dragging it by its top bar. **(GRAB)** Set the Zoom in the Standard formatting bar at 100%.

We will begin by drawing a profile of Mr Goodhew's head. If you are not confident in your drawing, you can follow this simple method: click the Curve

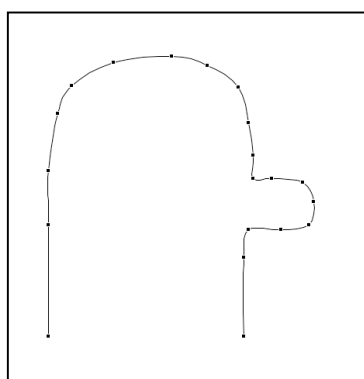


tool in the Lines palette, and place the cross-shaped cursor near the bottom left-hand corner. Hold down the mouse and drag upwards. You can make it as large as you like, as you will be resizing it later. When you reach the point where you want the curve to begin, click the mouse. As you draw, click the mouse at frequent intervals, and the curves will retain their shape. (Think of this as bending flexible wire round pins – each mouse click inserts a pin.) Make the shape of an umbrella handle to create the dome of his head.

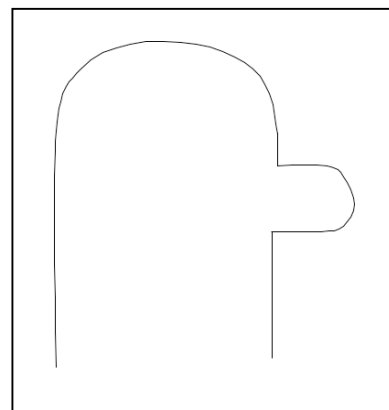
(umbrella.pdf)

Make a round lump for the nose about half way down, then continue with a straight line down to the same level where you began, leaving the shape as an open path.

Double click to finish it off. **(profile.pdf)** Alternatively, you can draw freehand by using the Scribble tool.

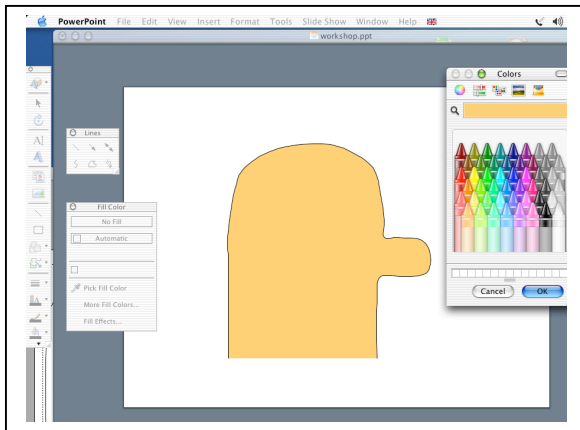


You will see that his head is surrounded by small open squares, which are known as 'handles'. When these show, the object is 'active', and can be manipulated. Clicking and dragging a side or top handle will stretch the object in that direction, and pulling a corner handle and



holding down the Shift key will enlarge or diminish all sides uniformly. For finer adjustments, open Draw in the Drawing Palette, and select Edit Points. A series of dots will appear, which you can drag around, to alter the shape of a line. You can also add a new point by simply placing the pointer on a line and clicking. To delete a point, hold down the Alt key, hover over it until it turns into an x, and click. **(editpoints.pdf)**

COLOUR AND FILL

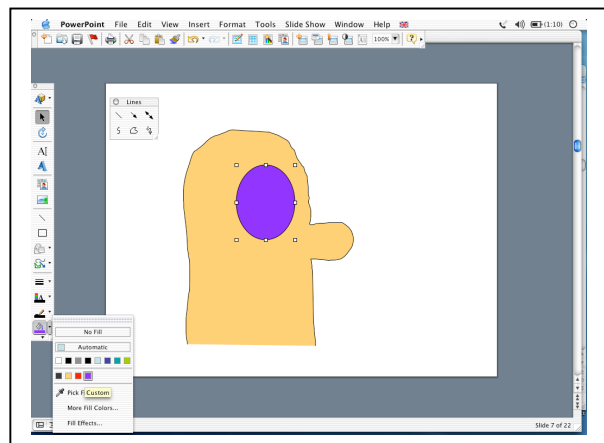


We are now going to give Mr Goodhew some colour in his cheeks. With the object active, go to the Drawing Toolbar and click Fill Color (**colourfill.pdf**). A small palette will appear, which can be detached, as above. Click More Fill Colors... and choose from the box of crayons that will appear. There is a good range of European and non-European flesh tones to be found there, so, after deciding

on your skin colour, pick a crayon, then click OK. This Mr Goodhew happens to be in fetching Cantaloupe...

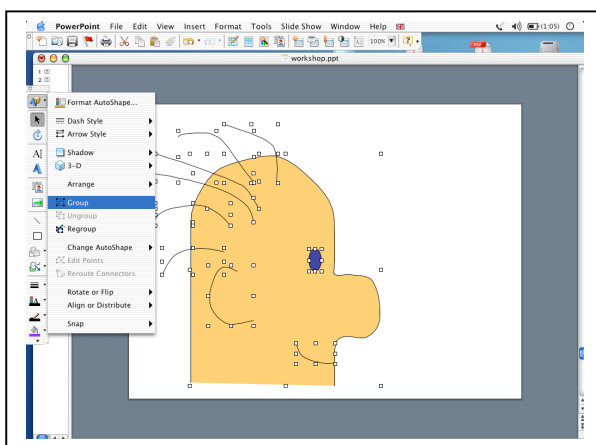
GIVE MR GOODHEW THE EYE

To make an eye, select the AutoShapes palette from the Drawing toolbar, click Basic Shapes, choose the Oval tool and make an ellipse of random size. Fill it with the colour of your choice. Drag it over Mr Goodhew's face, and bring it down to the right size. (**eye.pdf**)



MORE FEATURES FOR MR GOODHEW

Using the Curve tool, you can add ears and some wisps of hair. Mr Goodhew is an old bloke, but he is a happy one – for now... So, let's put a smile on his face, using the Curve tool, as above.



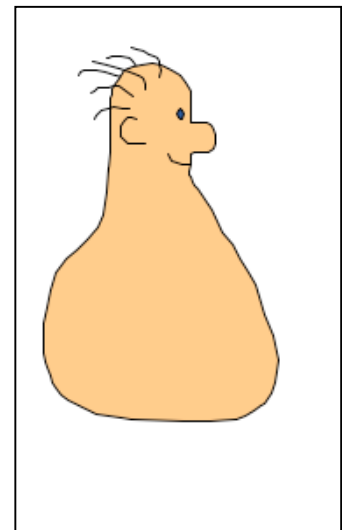
GROUP SETS

It is useful to be able to group objects so that they act as individual items. Do this by holding down the Shift key and clicking each object in turn. Go to the Draw icon at the top of the Drawing Toolbar and click Group. You can also ungroup them from the same menu. Now you have finished the head, group all the parts together. (**group.pdf**)

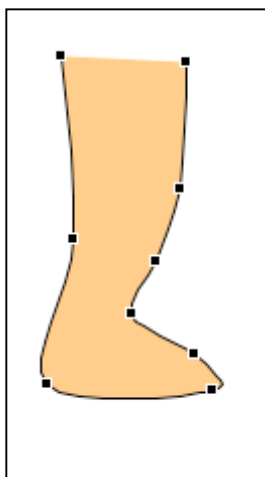
We will now save this for security, and work on a duplicate in a new slide. Click View, Normal, and you will see a new pane to the left of your window, containing an icon marked '1'. This is a thumbnail of your slide. Click in this pane, then click Ctrl D, to duplicate the slide. You can rearrange the order of slide by dragging the thumbnails up or down the column. You can also see your entire slide show laid out, by clicking View, Slide Sorter. In this view, you can also rearrange the order of the slides, by simply dragging them, and you can duplicate and delete them too. You will now be able to resize the head in Slide 2. Go to the Formatting Palette, and open the Size palette. Hold down the Shift key and pull in a corner handle of the head. In the Size palette, you will see the numbers for Height and Width changing as you drag. Reduce the Height to roughly 1.5 cm. Make sure that you save your work regularly.

VILE BODIES

Mr Goodhew is ready for his body. Use the curve tool for this, but do not worry if you can't get the line to start the line exactly where you want it. This is one of the limitations of Powerpoint, but only a small one. You may have to stretch the shape to fit after you have created it. So, Start at one side of Mr G's neck, and make a shape roughly like a carafe, about twice the length of his head. You may need to have a few goes at it, but remember, Mr Goodhew need not look like David Beckham when stripped to the waist. An unset jelly or a Marmite pot will do just as well. Once you have colour-filled in the shape, to match the head, you will probably be pleasantly surprised. Group the two shapes. **(body.pdf)**



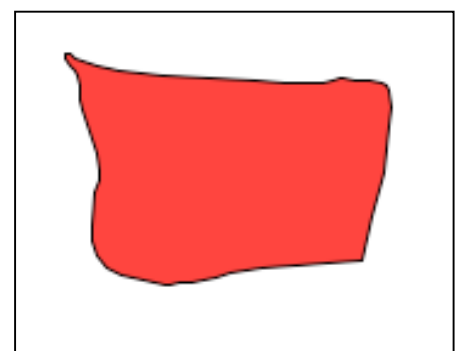
AN ARM AND A LEG

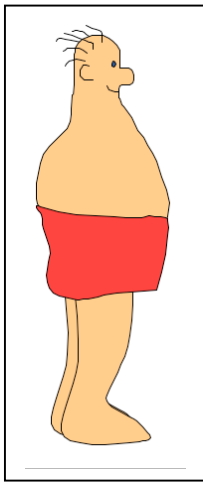


Time for the arms and legs. Duplicate the slide, as above, by clicking on the thumbnail in the left-hand window, and pressing Ctrl-D. Then draw a simple outline of a leg, giving it a slight curve to add a bit of character then fill it in the flesh colour. Make good use of the Edit Points tool. **(leg.pdf)** Duplicate the leg, and place it almost alongside the other one, so that they are both visible.

GOING TO THE TOGS

Using the Scribble tool, draw a rough rectangle for his swimming shorts, and colour it in Maraschino. (Vserly much the thing this season). **(trunks.pdf)**





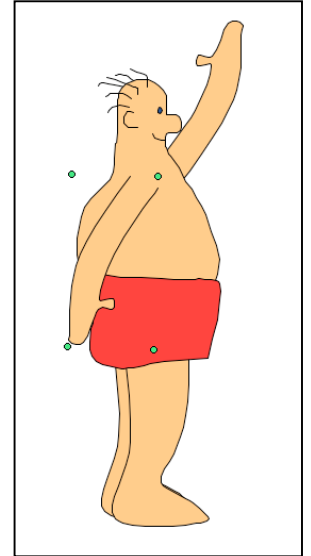
SEEMS ARMLESS

Place it over his body, then join the legs and send them to the back. Group the shapes. (**armless.pdf**)

UP IN ARMS

Make an arm in the same way as the leg, and shape the hand like a mitten. Once the arm is drawn and filled, make a duplicate.

Activate one of them, then click on the Free Rotate tool in the Drawing Palette. The box handles will be replaced by four green dots. Use these to rotate Mr Goodhew's arms. Turn one of them through 180 degrees and position it so that it is raised above his head, and send it to the back. Place the other arm at the front, pointing the other way. (**arms.pdf**)



Mr Goodhew is ready to swim.

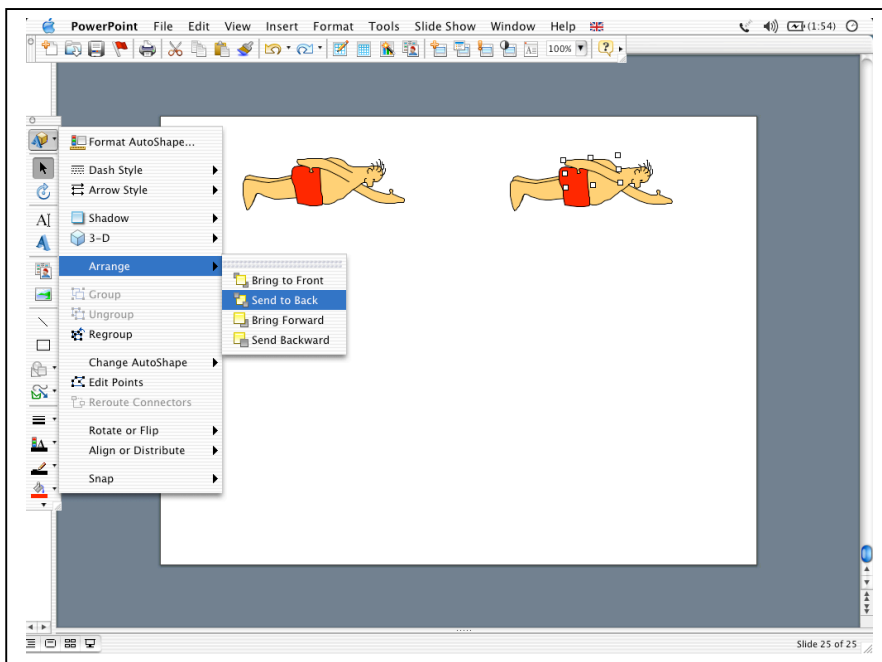
LOTS OF POSITIONS

Size is important, so we will begin by getting his vital statistics right. Click Ctrl-A to select all his parts, then group them. Click Size in the Formatting palette, tick the box marked Lock Aspect Ratio to retain the shape's proportions and change the height to 7cm.

GO SWIVEL

Rotate Mr Goodhew so that he is in the swimming position and move him to the top left corner.

We are now going to make seven more versions of our hero with his arms and legs in different swimming positions, which we can later paste into our animation. This will make the whole process speedier and eliminate much of the tedium.



Press Ctrl-D to duplicate the whole figure, and drag him to the right.

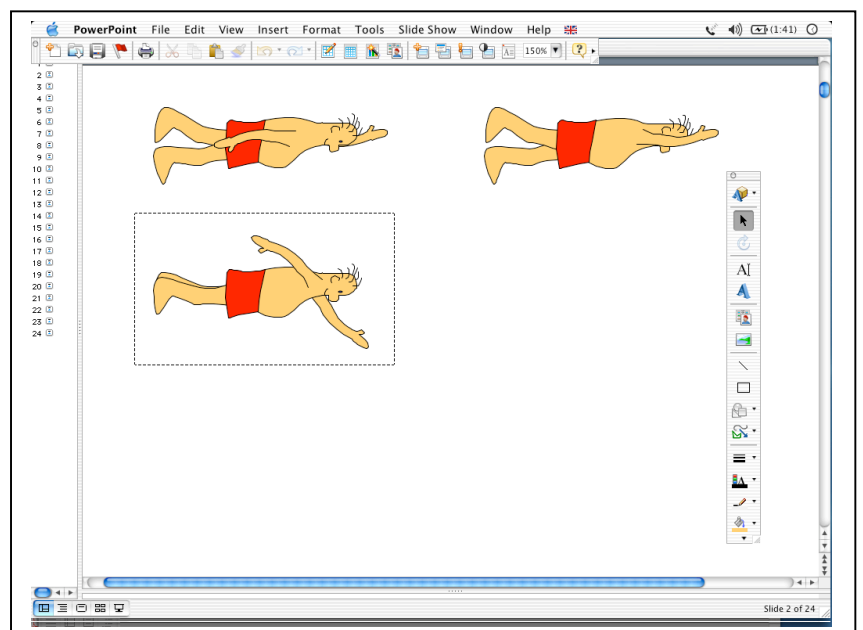
The two figures will now head a column each. Ungroup the right-hand one, select the arm at the top of the and send it to the back. **(armback.pdf)**

Bring the back arm to the front. Regroup the whole figure. You now have frames one and five. Even if this makes no sense to you now, it will become clear in a few minutes.

To make frame three, duplicate number one again, and line it up below, leaving a bit of space around it. Again, ungroup the arms and legs, and rotate his arms so they are in the clock position at 20 past 10. Rotate his legs so that they are kicking slightly.

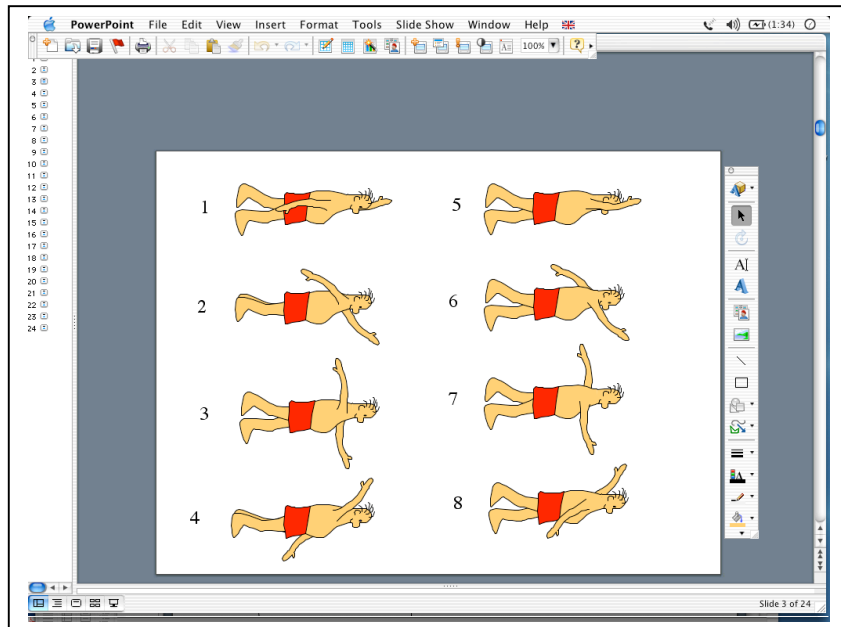
Place the cursor above and to the right of the figure, and drag diagonally so that a dotted rectangle appears.

This will activate all the elements within it. Press Ctrl-D and drag the new figure to the right, below the second one. Change the stacking of the arms, as before. **(drag.tif)**



Repeat the process again – starting by duplicating the left-hand figure and placing the new one below it. Set his arms at half-past 12, delete the legs, and paste in the ones from the first figure. You will have to stack them again, as they will be at the front after pasting them in.

Make a new pair of figures in the 10 past eight position, using the second pair of legs.



You now have Mr Goodhew going through a complete revolution of the arms, with accompanying leg kicks. The first four figures are in the left-hand column, with the second four in the right. (swimmers.tif)

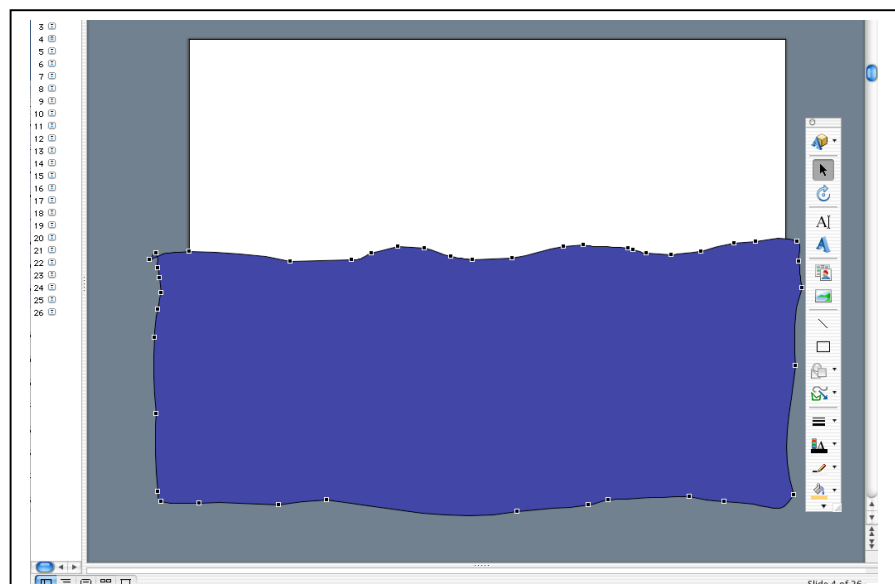
Drag the cursor around each figure, and group each one separately. Select the entire contents of the slide and copy it.

MR GOODHEW GOES TO SEA

Open the document goodhew.ppt, and paste the figures from the workshop into it.

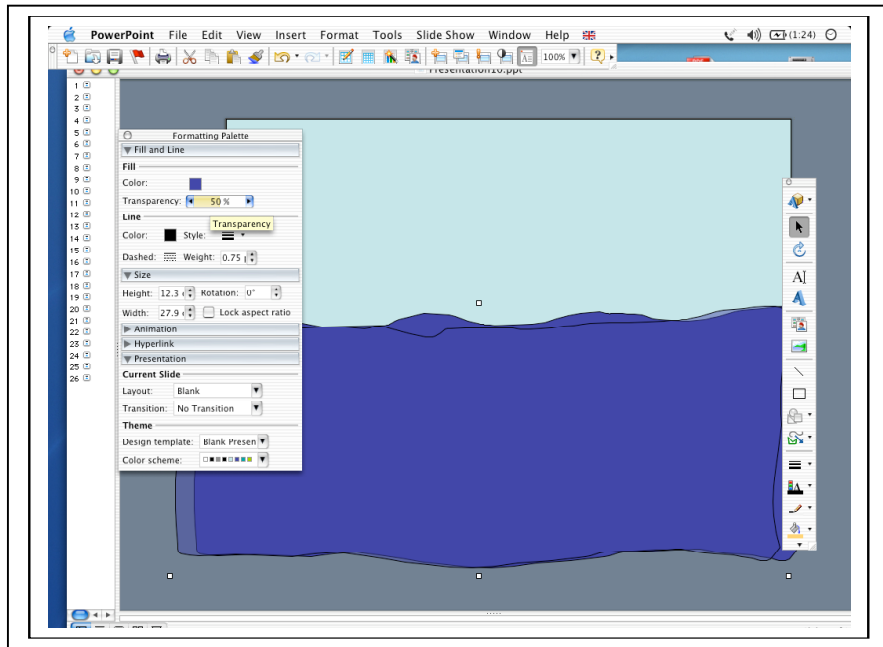
Make a new slide by clicking Insert, New Slide... We will begin to create the sea for Mr Goodhew to swim in, which will take the form of a wavy rectangle, occupying the lower half of the window.

Select the Freeform tool, click about halfway down the left side of the window, and draw a wavy line across to the other side, and continue until you are just outside the window, turn



downwards, and draw a rough rectangle that slightly overlaps the window, meeting up at your starting point. Colour the shape a bright blue, such as Blueberry. This is the back layer of the water. **(sea.pdf)**

Paint the sky blue by Clicking Format, Slide Background... and choosing your colour.



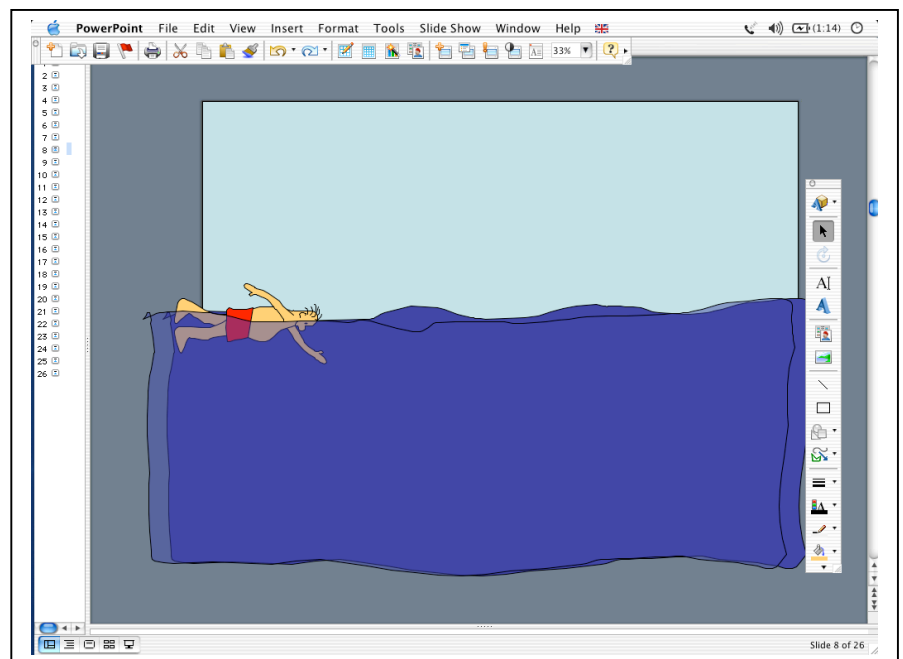
To make the front layer, duplicate the first, and alter the top line a little, using Edit Points in the Drawing palette. Colour it a darker blue, such as Blueberry. We will make the front layer semi-transparent, so that Mr Goodhew can be seen through it. Select the shape and click Format,

AutoShape. In the Fill menu, tick the Semitransparent box. You have to admit, that looks pretty sleek. **(transparency.pdf)**

GETTING WET

Return to the first slide and copy the top left-hand figure, then paste it into the second slide. Move him down, so that he looks as though he is swimming in the sea, and place him halfway out of the frame at the left side.

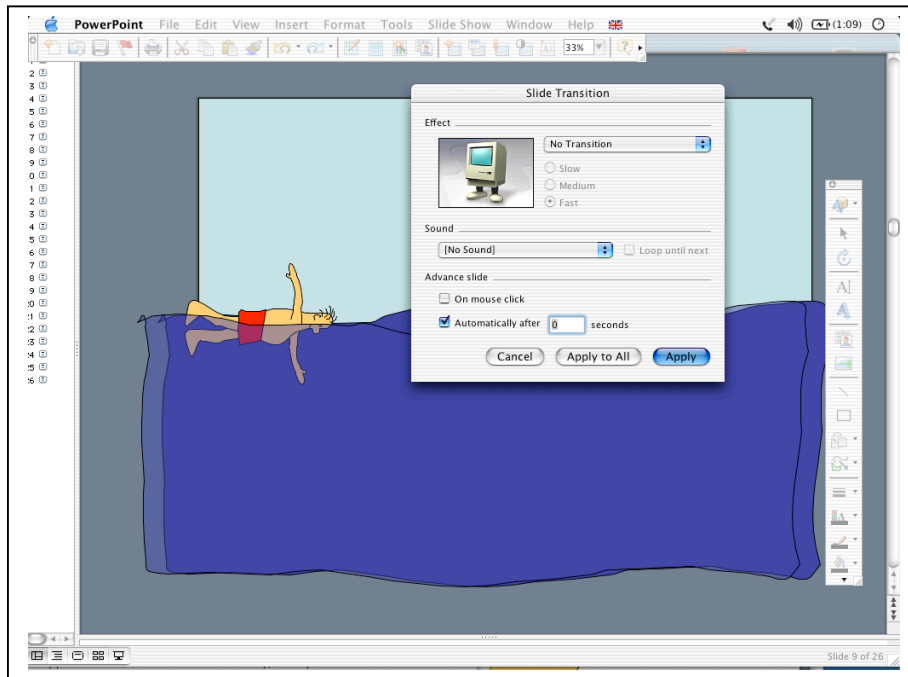
(swimming.pdf) Click Send Backward, to place him between the two blue shapes. (You may have to click once or twice to do this.) He will now



appear to be in the water.

BORING BIT

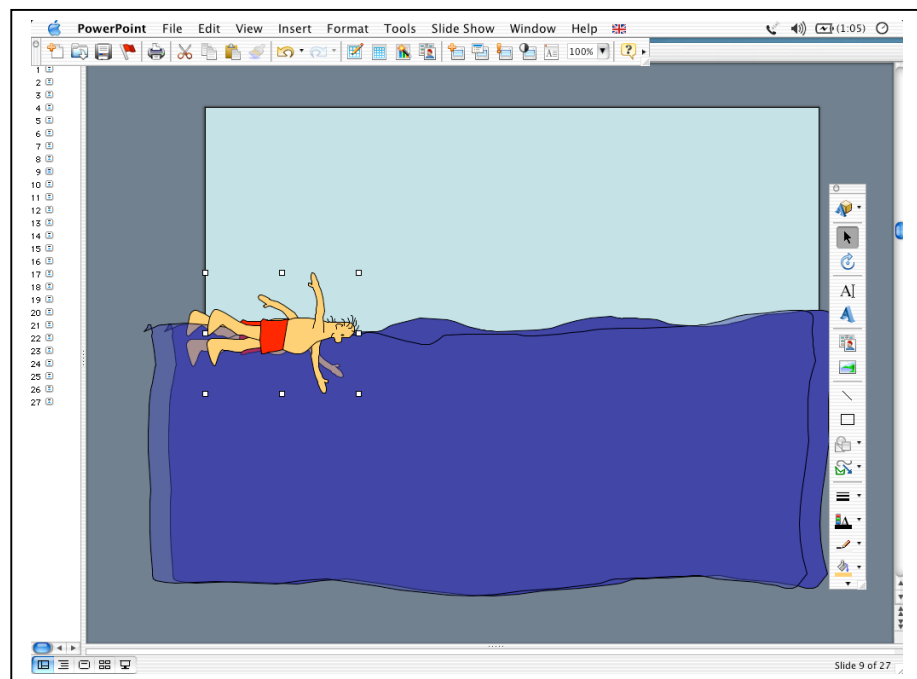
This, I'm afraid, is going to be the boring bit, but you will soon have it, and you will be delighted at the results.



CHANGE SLIDES

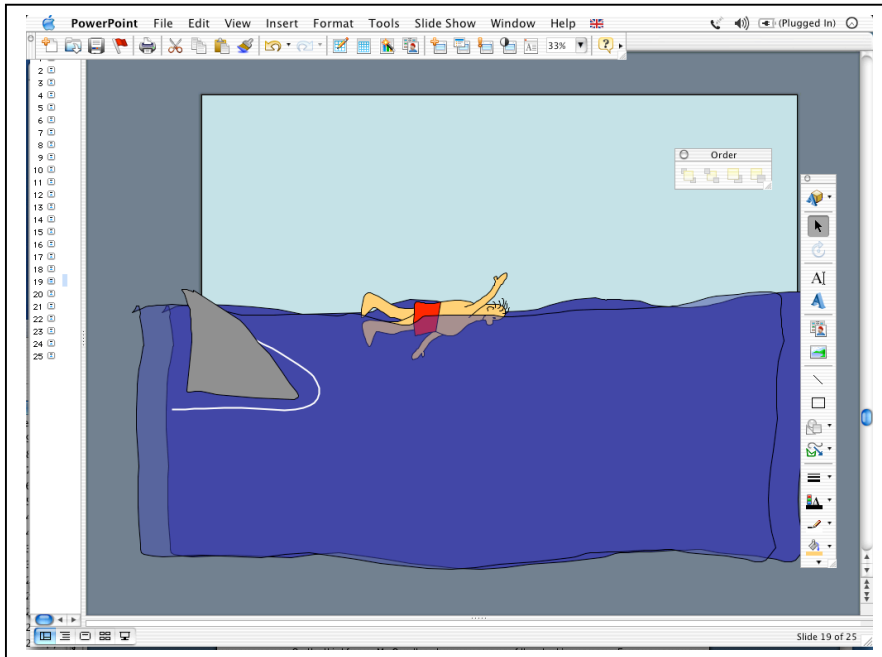
In order to get your slides to change automatically, go to Slide Show, Slide Transition... Untick On Mouse Click, and tick Automatically after 0 seconds, then click Apply to All. **(transition.pdf)**

JUST A DUPE
Duplicate the slide, return to the first slide and copy the second figure in the left column. Go back to the last slide and paste it in there. Move him so that he is covering the first one,



then click the right arrow key four times to move him along. After that, delete the first figure. Do this 10 more times, so that you have a sequence of figures going from left to right. **(superimpose.pdf)**

As you are going along, it is encouraging to view your work in motion. To do this, click Slide Show, View Show. You might have to click the spacebar to start it off.



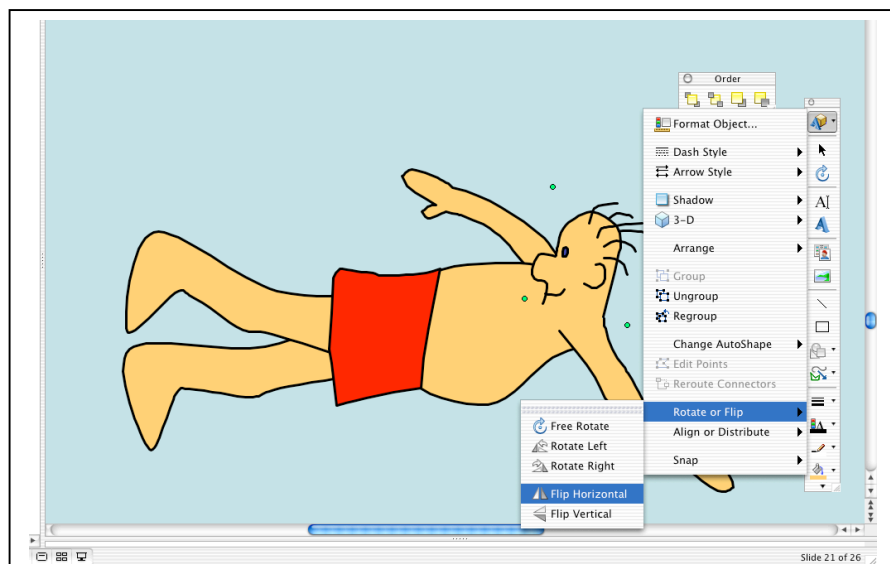
SHARK
At this point, a shark's fin enters the frame. To draw this, make a closed triangle, colour it dark grey, and place it at the the far left, below the water line. Add a little white line for the wake at the front of

the fin, then group the two objects. Import the next Mr Goodhew. (**shark.pdf**)

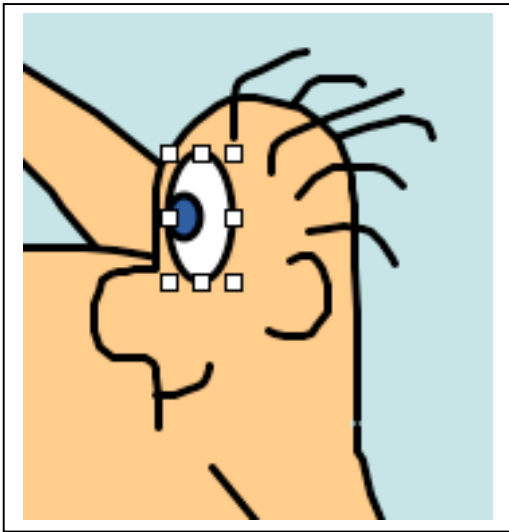
In the next slide, advance the fin to the right by four arrow clicks.

On the third slide after the shark's entrance, Mr Goodhew becomes aware of its presence. For this, we are going to do some adjustments to his face. Paste in the new figure, but do not put him in position yet. It is easier to work on him when he is floating in the sky. Go to the Draw palette and ungroup the elements of the figure. Do this twice, to get to the second grouped collection.

HEAD FLIP
We are now going to reverse his head. Click on the head group, and increase the window zoom size to 400%, to make it easier to see. Go the Draw

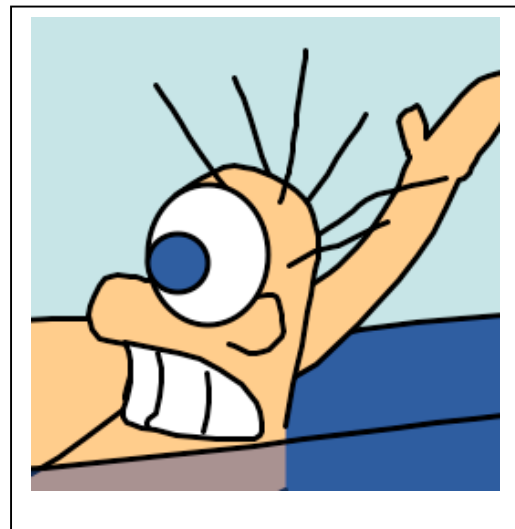


palette. Find Rotate or Flip and click Flip Horizontal, to turn his head round. **(headflip.pdf)** You can rotate the head slightly, if you like, and make any other adjustments that give it character.



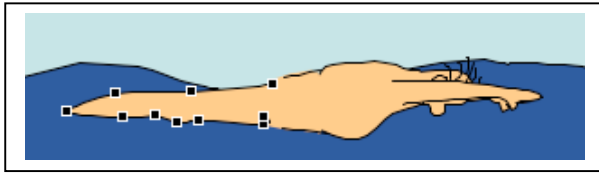
In the next frame, make a larger eye by clicking Autoshapes in the Drawing Palette and making an oval, filled in white, with another, smaller one in blue for the iris. Group them and drag them on to the face. If you like, you can ungroup the face elements and vertically flip the mouth. **(newye.pdf)**

In the following frame you can have some fun with the face – you can make the eye even bigger, draw him an open mouth, and use the Edit Points and Rotate tools to make his hair stand on end. **(shriek.pdf)**



For the final slide, we are going to help Mr Goodhew make a quick getaway. For this, he will put his arms and legs together and scoot off to the right, leaving his trunks behind.

Make a new frame, as usual, move the shark, then return to the first slide and copy the first figure. Paste him into the last slide and ungroup his arms and legs. Rotate his legs so that they are together, then delete his forward arm. Duplicate the back arm and bring it to the front.



If you feel like playing around a bit, you can use the Edit Points tool to make the arms and legs more pointed and comic. **(streak.pdf)**

Select his red trunks and move them out of the way. Use the box handles to extend the tops of his legs to meet his body, then group the body parts. Put his trunks back on, then move him back into position.

To round off, we are going to use one of Powerpoint's preset animations to make Mr Goodhew move fast.

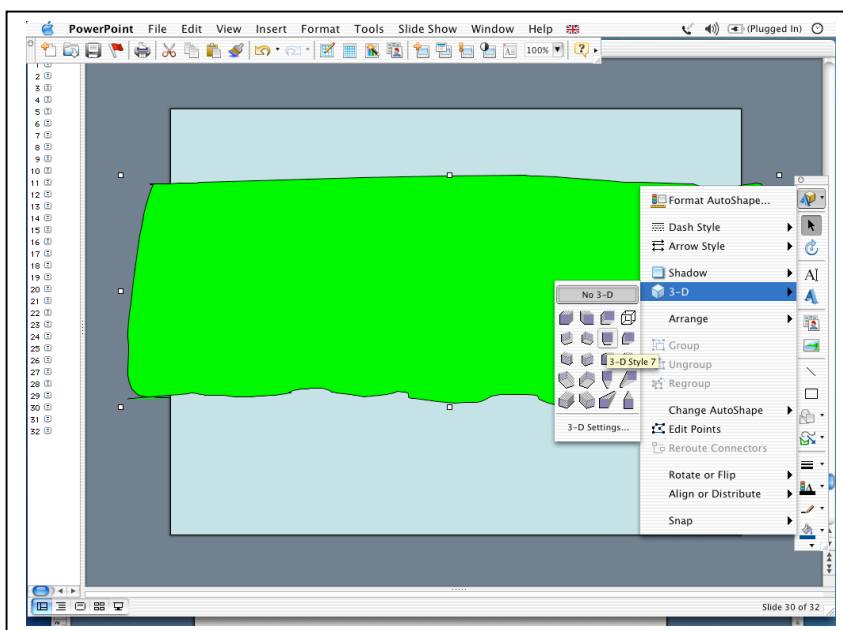
Select the body, but not the trunks, go to Slide Show, Animations, and click Fly Out. Click Slide Show, View Show, and look at the result. You can also use this feature for text effects.

On the next frame, make the trunks fly out by the same method.

DRAW IN 3D

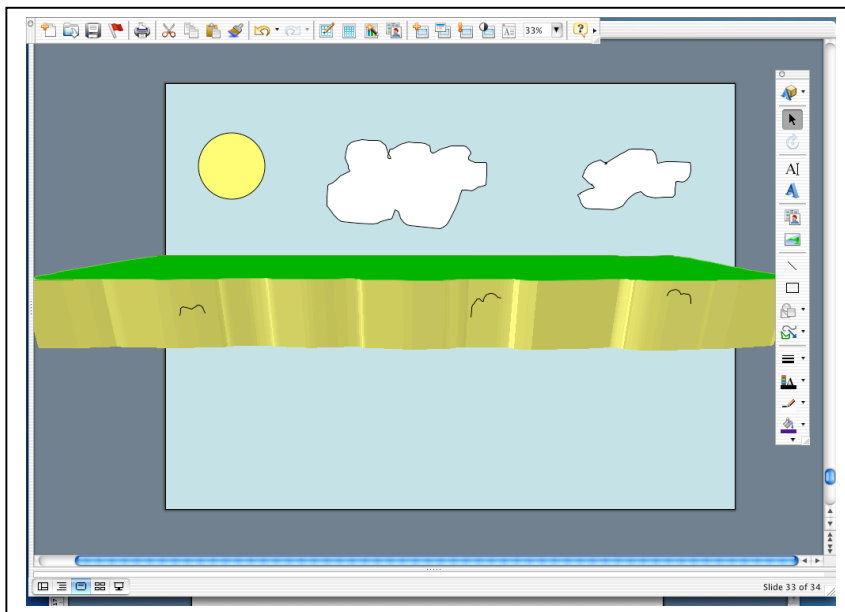
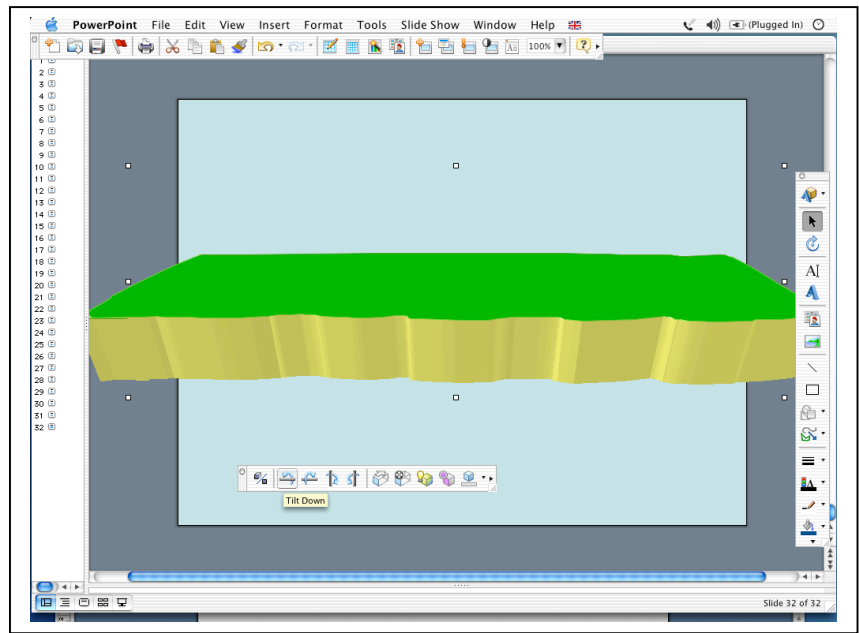
To complete the picture, we are going to give it a backdrop with cliffs, sun, clouds and birds. You will be amazed at the difference this makes. There is a lot of fun to be had with 3-D drawing, and Powerpoint has a pretty decent set of tools for this. So, to dip a toe into the water of 3-D drawing, we will use it to create the cliffs.

Click View, Master, Slide Master. Anything that you place in the master will appear on every slide.



Select the Freeform tool and draw a roughly rectangular shape, overlapping the edges of the page. Colour it green, then go to the Drawing toolbar and select 3D. Click the style 3-D Style 7. **(3D.tif)**

You will need to tilt the shape, so click on 3-D Settings... in the 3-D palette. A new palette will pop out and detach itself. Use the Tilt Down icon, and play with the Depth icon, if you want to alter the height. **(tilt.pdf)** To change the vertical surface colour, click 3-D colour. I chose Banana, but you can have any colour you like. When you have done this, position the cliffs in your picture.



As a finishing touch, add some sun, clouds, birds and any other features that you like to the master slide, using the drawing tools with which you should, by now, be pretty familiar. **(clouds.pdf)**

Delete the first slide.

Your animation is now complete. See you at the Première... **(finish.pdf)**

