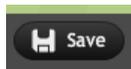


GOAnimate! Basic Introduction

1. Go to <http://goanimate4schools.com/>
2. Complete the appropriate registration information.
3. Once you receive your login information via email (which could take a few days), in the bottom left-hand corner of the screen, click Create Animation. You will be prompted to go through a tutorial to help get you started using GoAnimate.
4. This guide will introduce you to how to choose backgrounds and characters. We will also explore the basics of character animation, dialogue, facial expressions, and captions. Future guides will look at adding music, sound effects, and effectively utilizing prompts.
5. Some helpful hints before starting:
 - ❖ Save often. To save your work, click “Save” at the top right corner of your animation window.

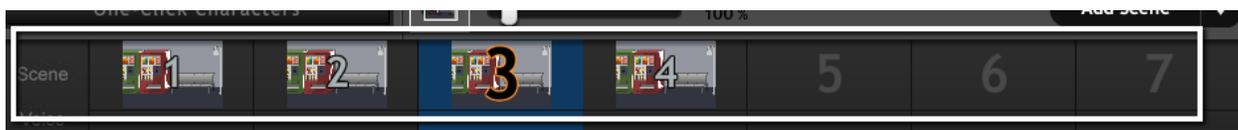


- ❖ Give your animation a Title and a select the group to publish it to (even though you may not be publishing yet).

- ❖ Your overall animation is built on the concept of different scenes being put together to make an overall animation piece. To add a scene, click “Add Scene” at the bottom of the animation window.



- ❖ To go to a past scene, click on the desired scene in the timeline at the bottom of the animation window.



- ❖ Just as in other programs, you can copy, paste, undo, and redo. Those options are listed at the top of the animation window.



- ❖ This will be mentioned again later, but preview often. To preview, click “Preview” at the top of the animation window.



- ❖ Use the correct tab. See the tab list below:

	<p>Characters: On this tab, you will choose the character(s) that you desire to use in your animation.</p>
	<p>Captions: From this tab, you can add captions to reflect character dialogue, thoughts, or to use in correlation with your character’s voice feature.</p>
	<p>Background/Setting: Can choose from varied backgrounds.</p>
	<p>Props: Props are divided into two categories: Hand-held or Others. Hand-held props can be added to a character to enhance movement. Other props are general props such as chair, lamps, tables, etc.</p>
	<p>Sound: Sound effects are split into three categories: Music, effects, and voice-overs. (Note: The voice-over section of the tab is not accessible on this trail version of GoAnimate.)</p>
	<p>Special Effects: Effects here range from transitional effects such as fade in/fade out to other effects (such as black and white, sepia, camcorder viewer frame, etc) that change the overall feel of the animation.</p>



Section 1: Background/Scene

- ❖ Click the scene/background tab, and select your desired background.
- ❖ Props can be moved and adjusted within the scene. To do so, click the prop and drag/move it to a new location.
- ❖ Props can also be resized and rotated using the resizing points shown when selecting the prop.
- ❖ To adjust a prop within a scene, select the prop. The available options for that prop will be displayed to the left of the animation screen.
- ❖ If you would like to remove a prop, select the prop, and then click the delete icon -
- ❖ To add a prop, select the prop tab - . Click and drag the prop to the desired place within the scene.



Section 2: Character(s)

- ❖ Click the character tab, then select the character(s) you wish to use in the scene and drag him/her/it to the correct place on the scene. You can also double click the character (which will add the character to the scene), and then place the character in the right position later.
- ❖ You can also choose which direction your character faces for that specific scene. If the character needs to face a different direction, use the arrows on the menu bar above the character () to selection the desired direction.
- ❖ On the menu bar above the character you will see . These two options are to be utilized for layering. The option moves the character to bring the character forward a level, and the takes the character back a level.
- ❖ Characters can also be resized and rotated using the resizing points shown when selecting the character.

Section 3: Character Action

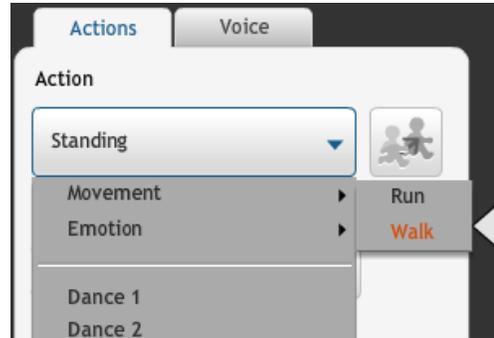
Step 1:

Select the character. To the left of the animation screen, you will see an option for actions and an option for voice -



Step 2:

On the Actions tab, the first option (Action) provides a list of things that you may desire for your character to do. This actions range from pointing at something to using the phone. A character can also be set up to walk from one area of the screen to another.

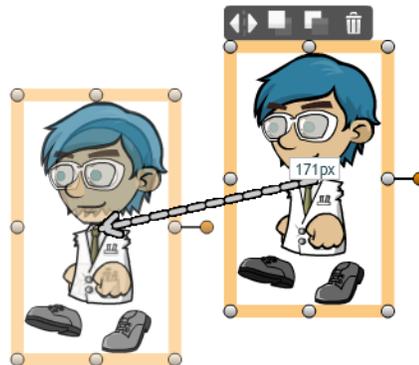


On the action tab, select the desired movement. For this example, the character will be walking.

Step 3:

An identical silhouette of the character will appear, along with an arrow showing the direction the character will be moving towards. The silhouette can be moved to any position, and the character will move there during that scene. Characters can also be directed to move in and out of the scene.

If at any time you would like to see what your animation will look like based on your selection(s), click preview above the animation window.



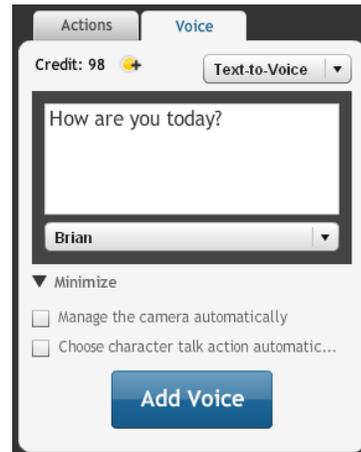
Section 4: Three ways to add Character Dialogue

Option 1:

Text to Voice

In the Text-to-Voice option, you can enter text for the character to speak. You are limited to 120 characters. If your character has a lot of dialogue, you may have to continue the dialogue in an additional scene.

To use this option, type in the text for the character



Option 2:

Mic Recording

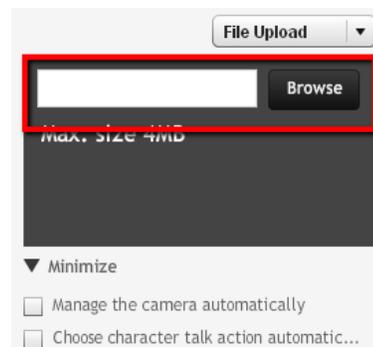
Audio can be recorded from your computer's microphone to use with the character. You are limited to a 20 second recording per scene.



Option 3:

File Upload

Audio files can be uploaded into GoAnimate instead of recording live audio. The files must be at or under 4 mb in size, and must either be mp3, wav, or m4a audio format.

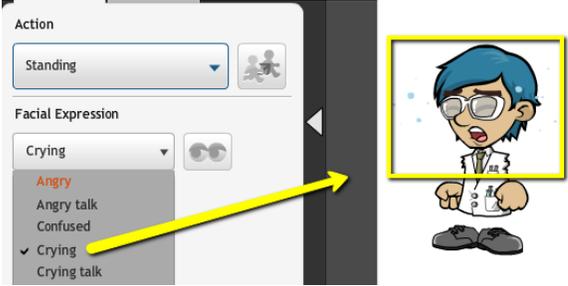


Finalizing Audio:

Once you use Text-to-Voice, Mic Recording, or File Upload, click "Add Voice."



Section 5: Character Facial Expressions

<p>Select the character.</p>	
<p>On the action tab, select the desired facial expression. When you select a facial expression, GoAnimate will automatically update the character so that you can see how it looks in the scene.</p>	

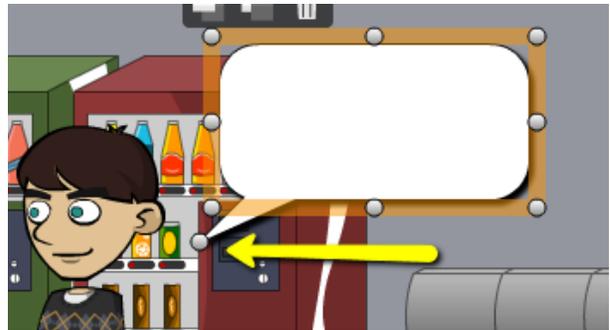


Section 6: Captions

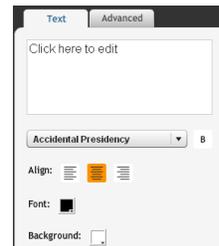
Select the caption tab, then select the type of caption window you wish to add.



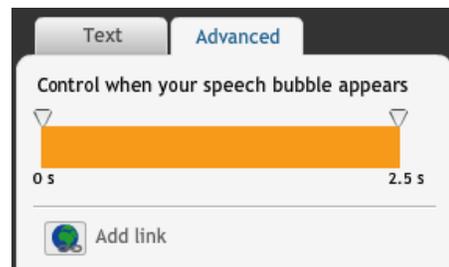
As with other objects, the caption window can be resized and adjusted. To change the direction from which the thought or caption originates, grab the originating point of the caption and move it to the desired location. (see below).



Text is entered on the sidebar menu. The font, alignment, and coloration of text can be updated there.



The advanced tab also allows the appearance of the speech bubble to be timed within a certain scene.



Section 7: Experiment

- ❖ Now that you have gone through the tutorial and have utilized some basic features, try to create your own animation.
- ❖ When you are finished, publish your animation to the group. To do this, click “Save.” On the next screen, select *Published* under the *save as* section. Click “Save & Close.”
- ❖ The animation will then be available for public viewing.

Save your animation Close ✕

Tell us more about your animation so that people can find it more easily

Title Required

Group Required

Description

Choose your movie language

Please help us organize your animation based on its language for better browsing experience

Choose your thumbnail



1/4

Save as

Draft **Published**