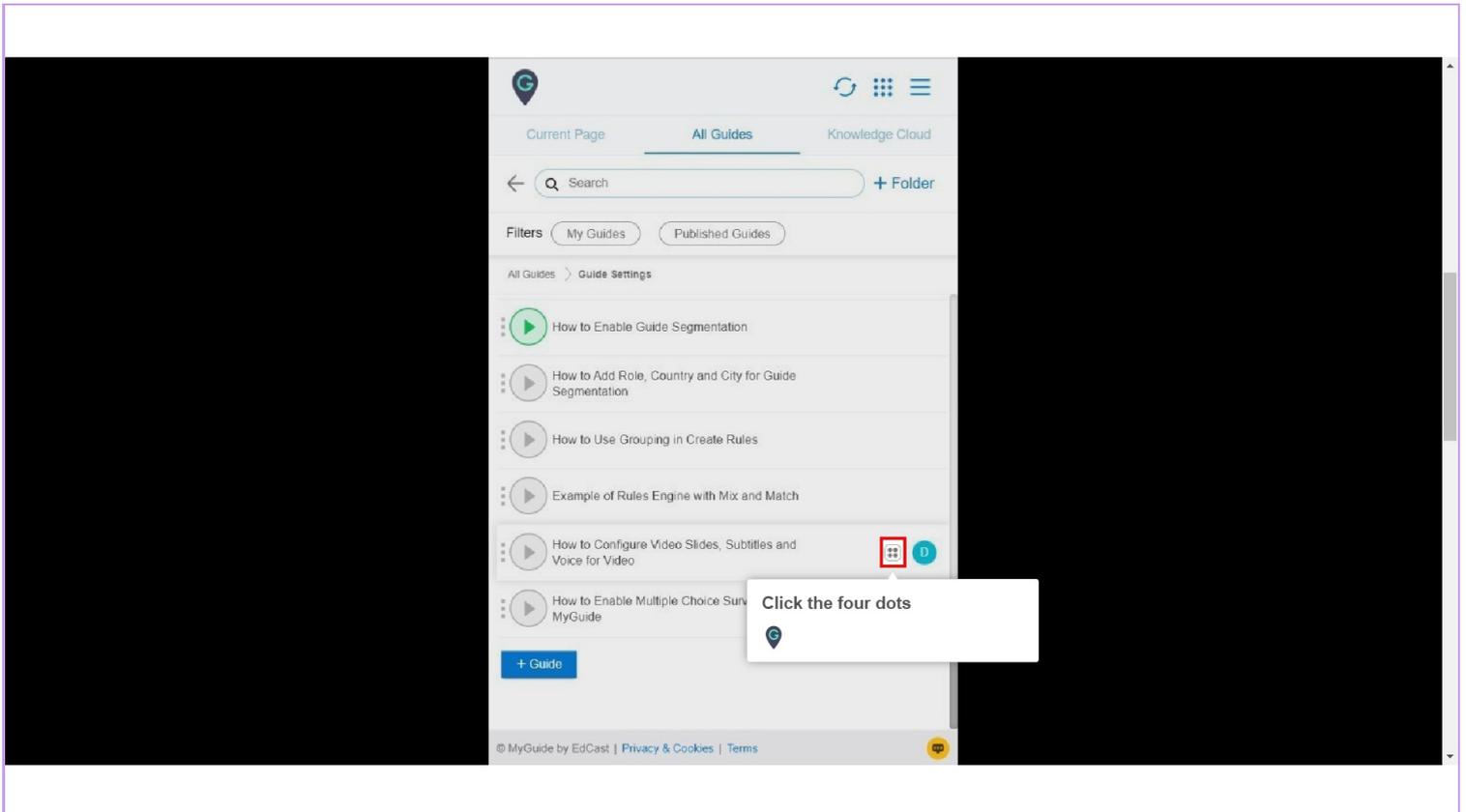




How to Configure Video Slides, Subtitles and Voice for Video

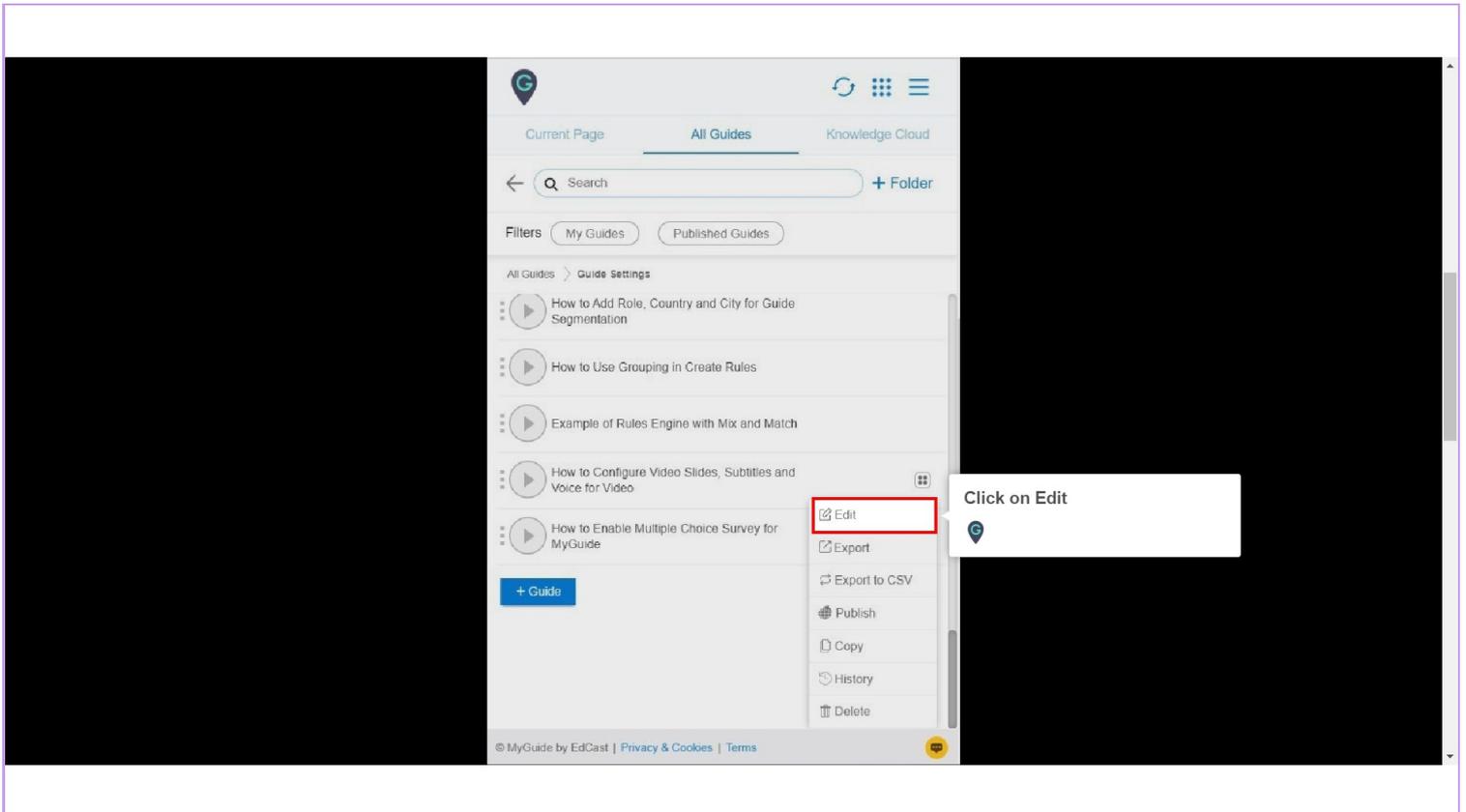
Step: 01

Click the four dots



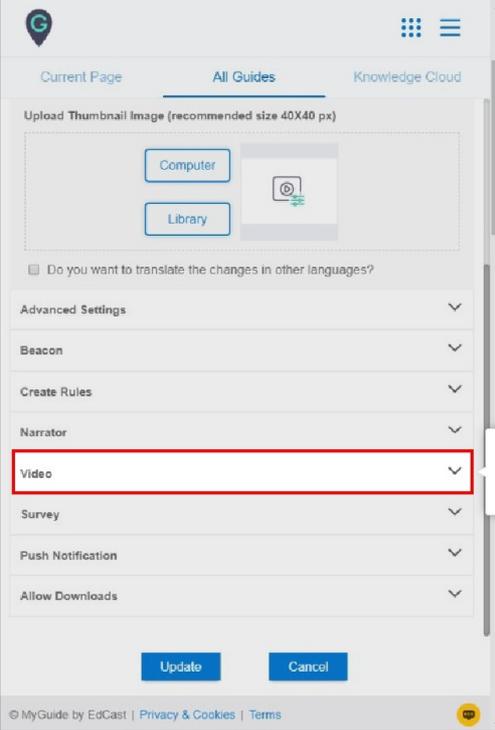
Step: 02

Click on Edit



Step: 03

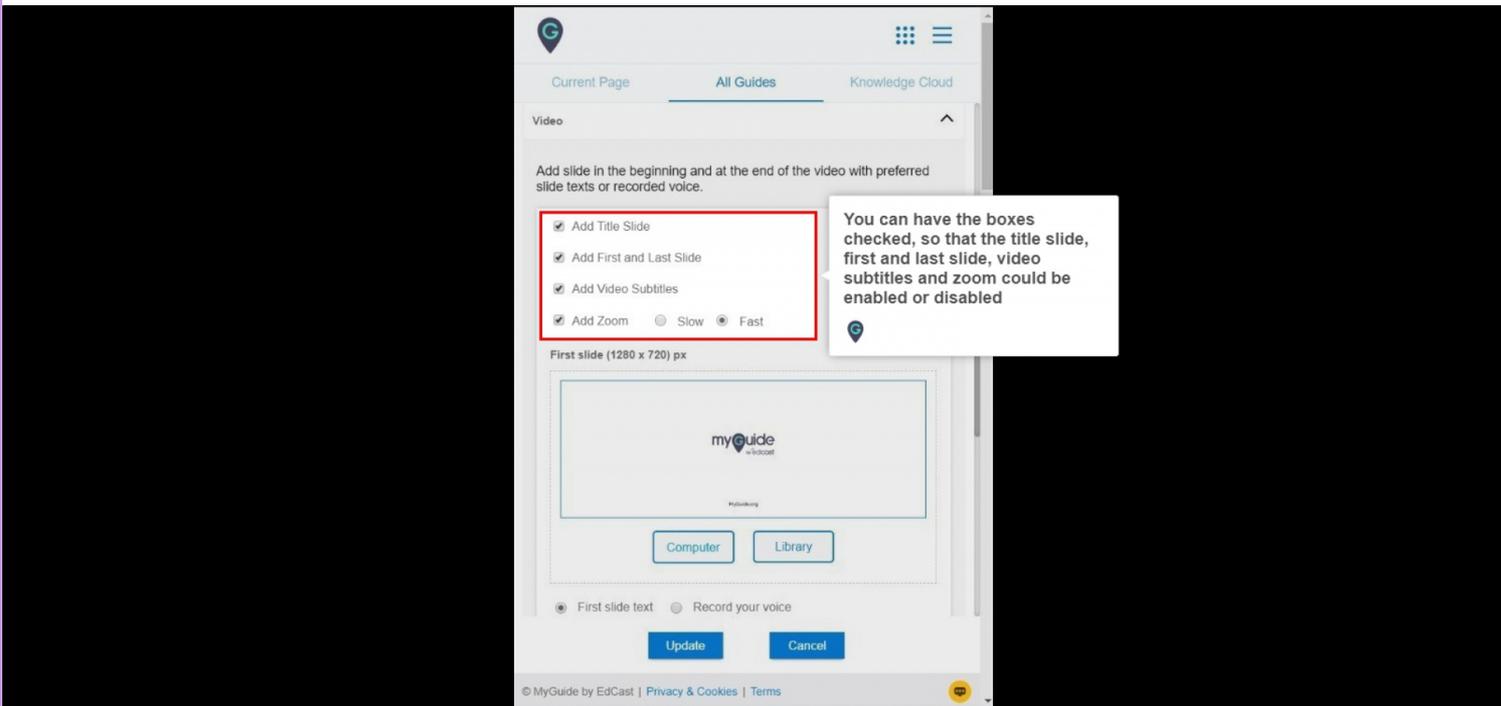
Go to Video section



The screenshot displays the MyGuide interface. At the top, there are three tabs: 'Current Page', 'All Guides', and 'Knowledge Cloud'. Below the tabs, there is a section for 'Upload Thumbnail Image (recommended size 40X40 px)' with 'Computer' and 'Library' buttons. A checkbox labeled 'Do you want to translate the changes in other languages?' is present. A list of settings is shown, including 'Advanced Settings', 'Beacon', 'Create Rules', 'Narrator', 'Video', 'Survey', 'Push Notification', and 'Allow Downloads'. The 'Video' option is highlighted with a red border. At the bottom of the settings list are 'Update' and 'Cancel' buttons. A white tooltip with a location pin icon and the text 'Go to Video section' is positioned over the 'Video' option. The footer of the interface includes '© MyGuide by EdCast | Privacy & Cookies | Terms' and a small yellow icon.

Step: 04

You can have the boxes checked, so that the title slide, first and last slide, video subtitles and zoom could be enabled or disabled



The screenshot displays the 'Video' settings panel in the MyGuide interface. The panel includes the following options:

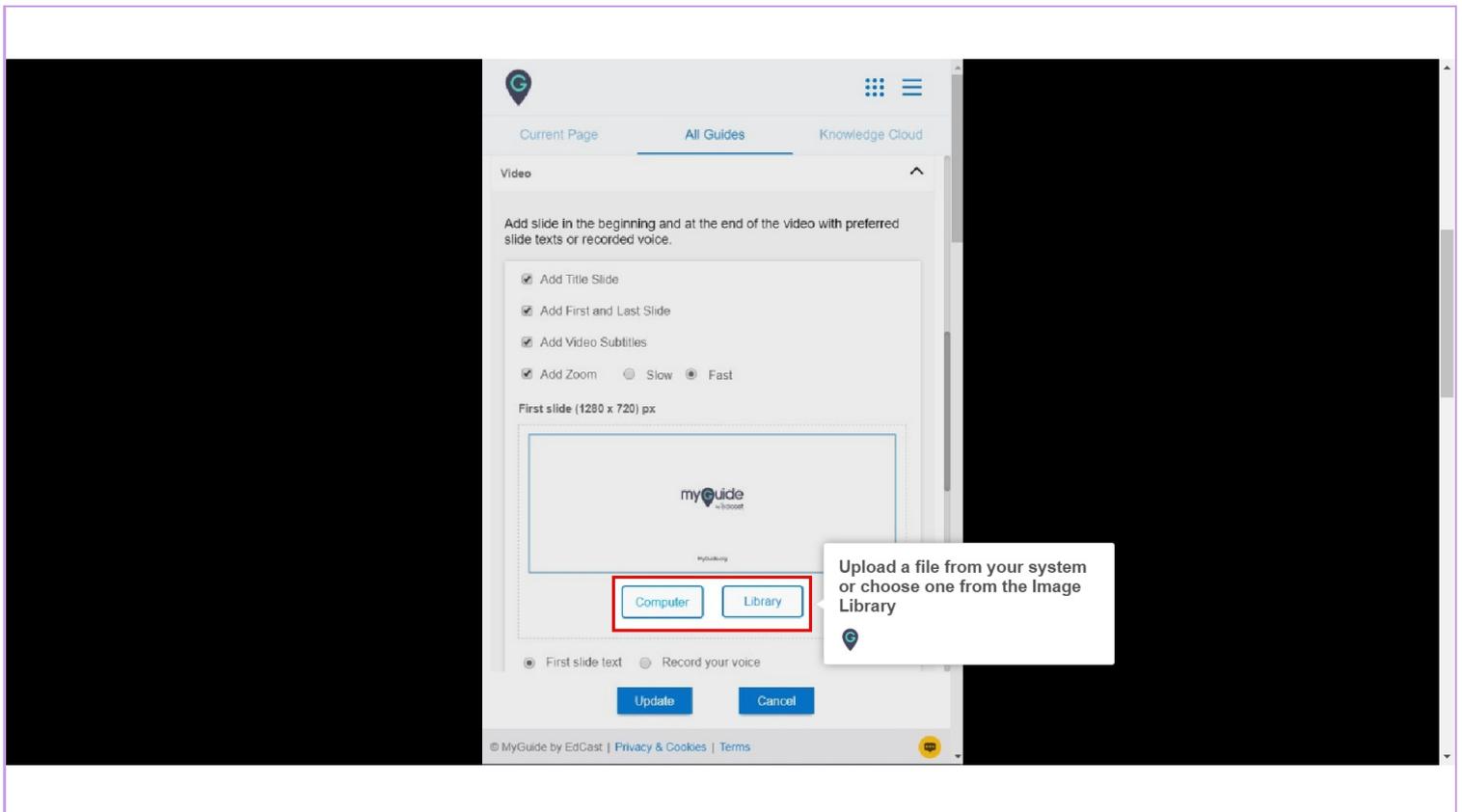
- Add Title Slide
- Add First and Last Slide
- Add Video Subtitles
- Add Zoom (with radio buttons for Slow and Fast)

Below these options, there is a section for the 'First slide (1280 x 720) px' which contains a preview of a slide with the 'myGuide' logo and buttons for 'Computer' and 'Library'. At the bottom of the settings panel, there are radio buttons for 'First slide text' (selected) and 'Record your voice', along with 'Update' and 'Cancel' buttons.

A callout box on the right side of the screenshot contains the text: "You can have the boxes checked, so that the title slide, first and last slide, video subtitles and zoom could be enabled or disabled".

Step: 05

Upload a file from your system or choose one from the Image Library



The screenshot displays the 'Video' configuration panel in the myGuide application. The panel includes several checked options: 'Add Title Slide', 'Add First and Last Slide', 'Add Video Subtitles', and 'Add Zoom' (set to 'Fast'). Below these options, a preview area for the 'First slide (1280 x 720) px' shows the myGuide logo. At the bottom of the panel, there are two buttons: 'Computer' and 'Library', both highlighted with a red rectangular border. A white callout box with a blue location pin icon is positioned over the 'Library' button, containing the text: 'Upload a file from your system or choose one from the Image Library'. The interface also shows navigation tabs at the top ('Current Page', 'All Guides', 'Knowledge Cloud') and footer information ('© MyGuide by EdCast | Privacy & Cookies | Terms').

Step: 06

Enter First slide text or record your voice

Current Page All Guides Knowledge Cloud

Video

Add slide in the beginning and at the end of the video with preferred slide texts or recorded voice.

- Add Title Slide
- Add First and Last Slide
- Add Video Subtitles
- Add Zoom Slow Fast

First slide (1280 x 720) px

myGuide

Computer Library

First slide text Record your voice

Update Cancel

MyGuide by EdCast | Privacy & Cookies | Terms

Enter First slide text or record your voice

Step: 07

Click and Record Audio

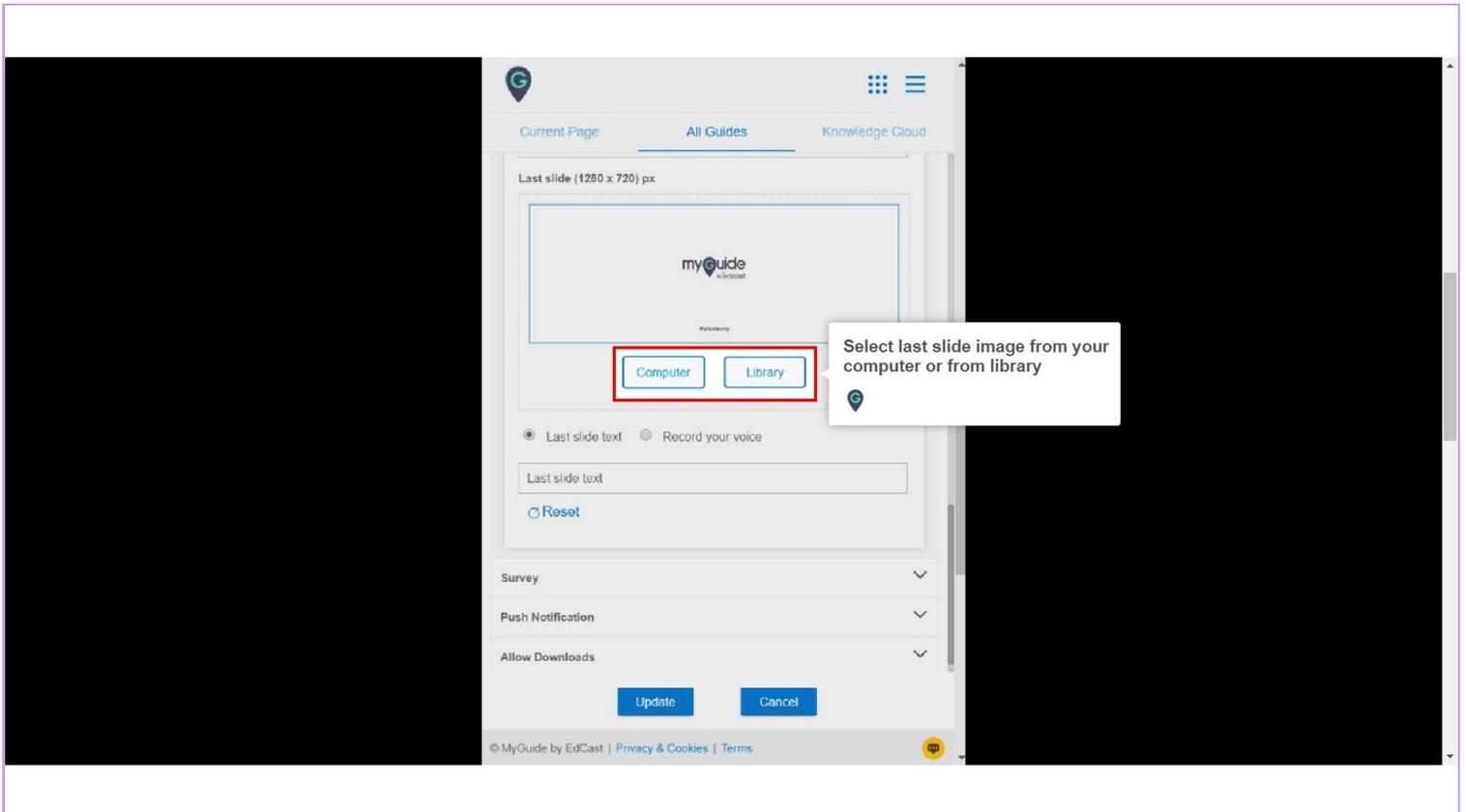
The screenshot displays the myGuide interface with the following elements:

- Navigation tabs: Current Page, All Guides, Knowledge Cloud.
- Checklist:
 - Add First and Last Slide
 - Add Video Subtitles
 - Add Zoom (Slow selected, Fast unselected)
- Slide configuration:
 - First slide (1280 x 720) px: Contains myGuide logo and buttons for Computer and Library.
 - Radio buttons: First slide text, Record your voice.
 - Audio controls: A play button, a progress bar showing 0:00 / 0:00, and a speaker icon.
 - Record Audio button: A grey button with white text, highlighted by a red rectangular box.
- Bottom controls: Update and Cancel buttons.
- Footer: © MyGuide by EdCast | Privacy & Cookies | Terms.

A white callout box with a location pin icon and the text "Click and Record Audio" points to the "Record Audio" button.

Step: 08

Select last slide image from your computer or from library



Step: 09

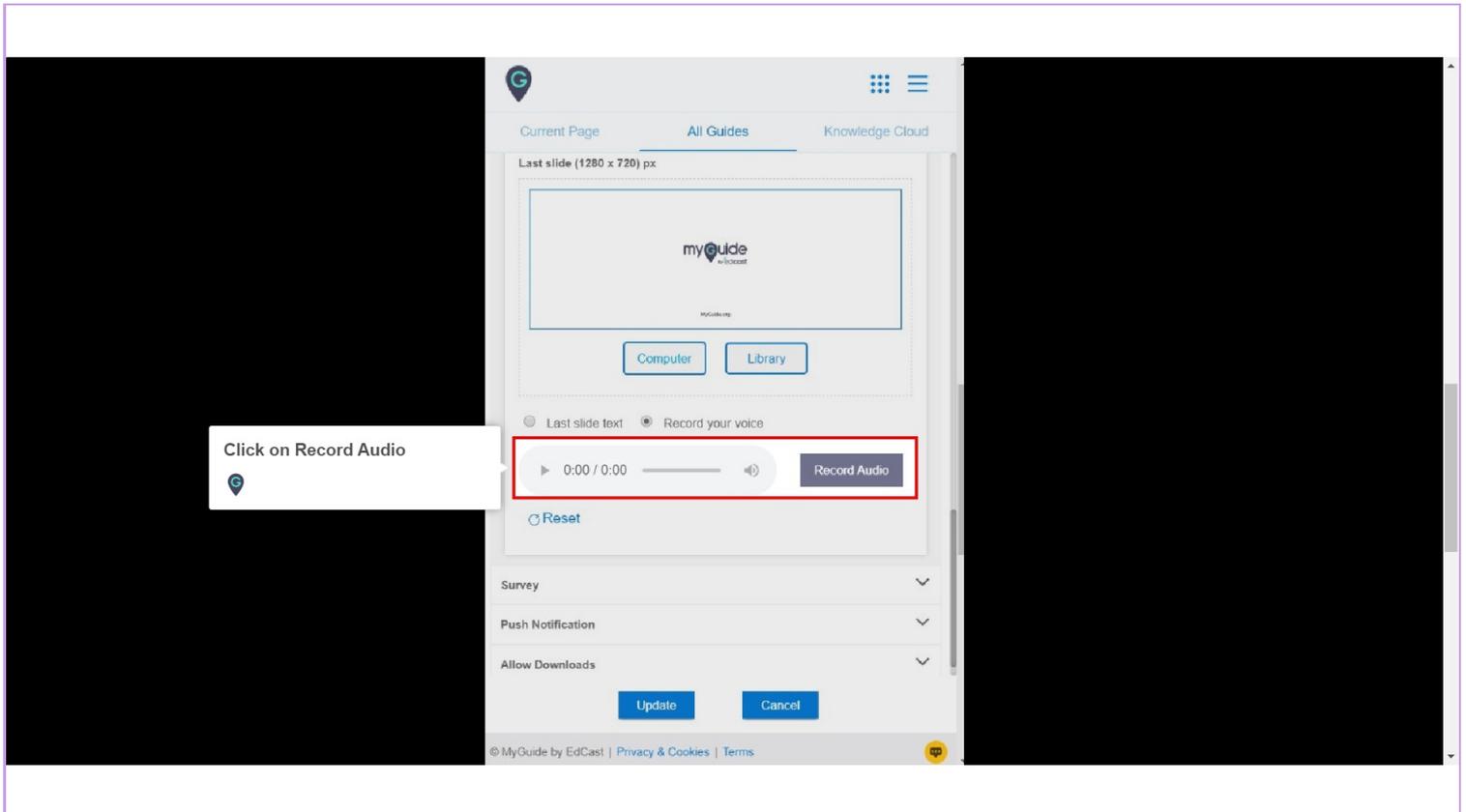
Enter last slide text or record your voice

The screenshot displays the MyGuide mobile application interface. At the top, there are navigation tabs: 'Current Page', 'All Guides', and 'Knowledge Cloud'. Below this, a section titled 'Last slide (1280 x 720) px' contains a preview of a slide with the 'myGuide' logo and two buttons labeled 'Computer' and 'Library'. Below the preview, there are two radio button options: 'Last slide text' and 'Record your voice', both of which are highlighted with red boxes. Underneath these options is a text input field labeled 'Last slide text' and a 'Reset' button. At the bottom of the screen, there are three expandable sections: 'Survey', 'Push Notification', and 'Allow Downloads', each with a downward arrow. At the very bottom, there are 'Update' and 'Cancel' buttons, and a footer with the text '© MyGuide by EdCast | Privacy & Cookies | Terms' and a small yellow icon.

Enter last slide text or record your voice

Step: 10

Click on Record Audio

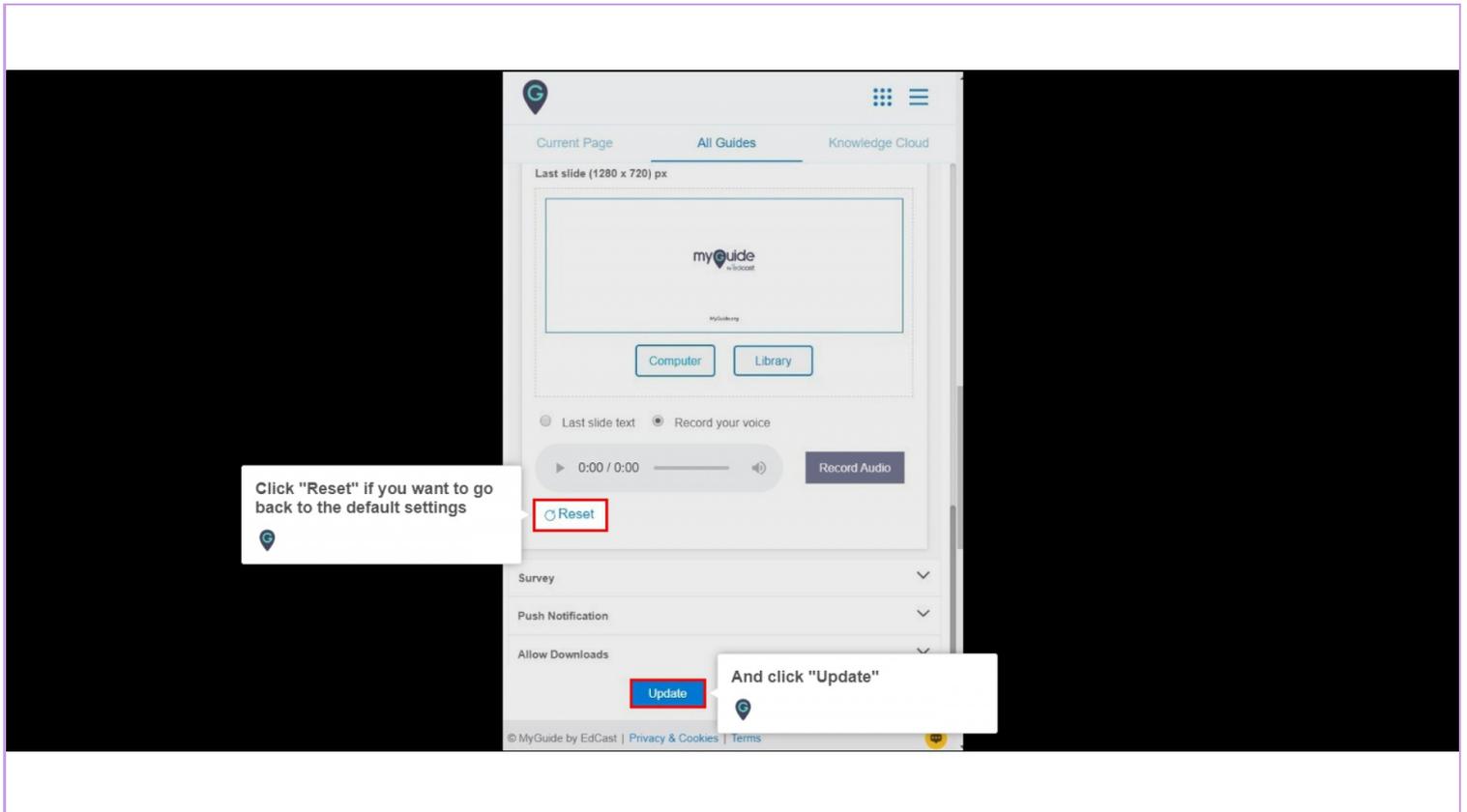


The screenshot displays the MyGuide interface. At the top, there are navigation tabs: 'Current Page', 'All Guides', and 'Knowledge Cloud'. Below this, a slide preview is shown with the 'myGuide' logo and two buttons labeled 'Computer' and 'Library'. Underneath the slide preview, there are two radio buttons: 'Last slide text' (which is unselected) and 'Record your voice' (which is selected). A red rectangular box highlights the audio recording controls, which include a play button, a progress indicator showing '0:00 / 0:00', a volume icon, and a 'Record Audio' button. Below these controls is a 'Reset' button. At the bottom of the interface, there are sections for 'Survey', 'Push Notification', and 'Allow Downloads', each with a dropdown arrow. At the very bottom, there are 'Update' and 'Cancel' buttons, and a footer with the text '© MyGuide by EdCast | Privacy & Cookies | Terms' and a small yellow icon.

Click on Record Audio

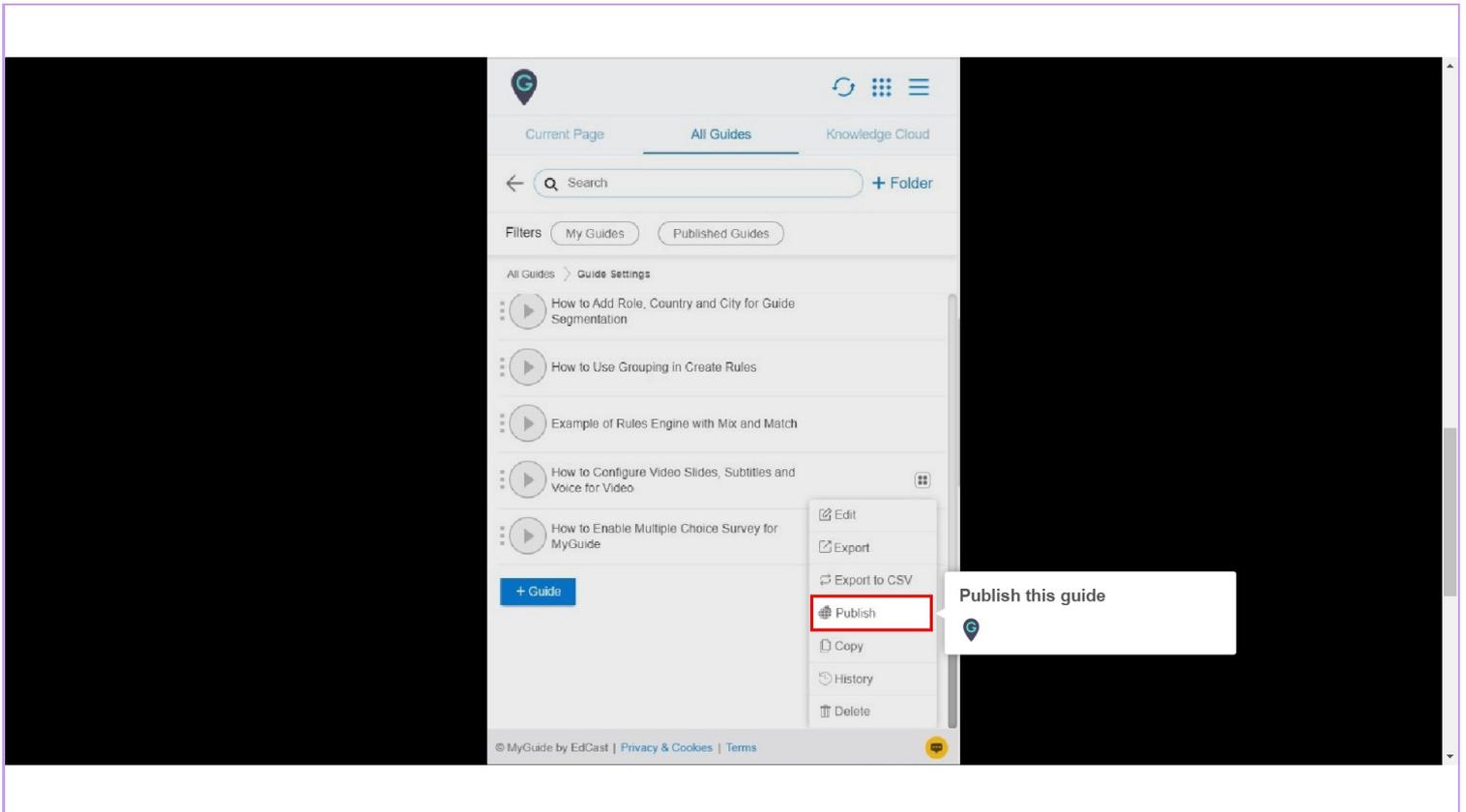
Step: 11

1) Click "Reset" if you want to go back to the default settings 2) And click "Update"



Step: 12

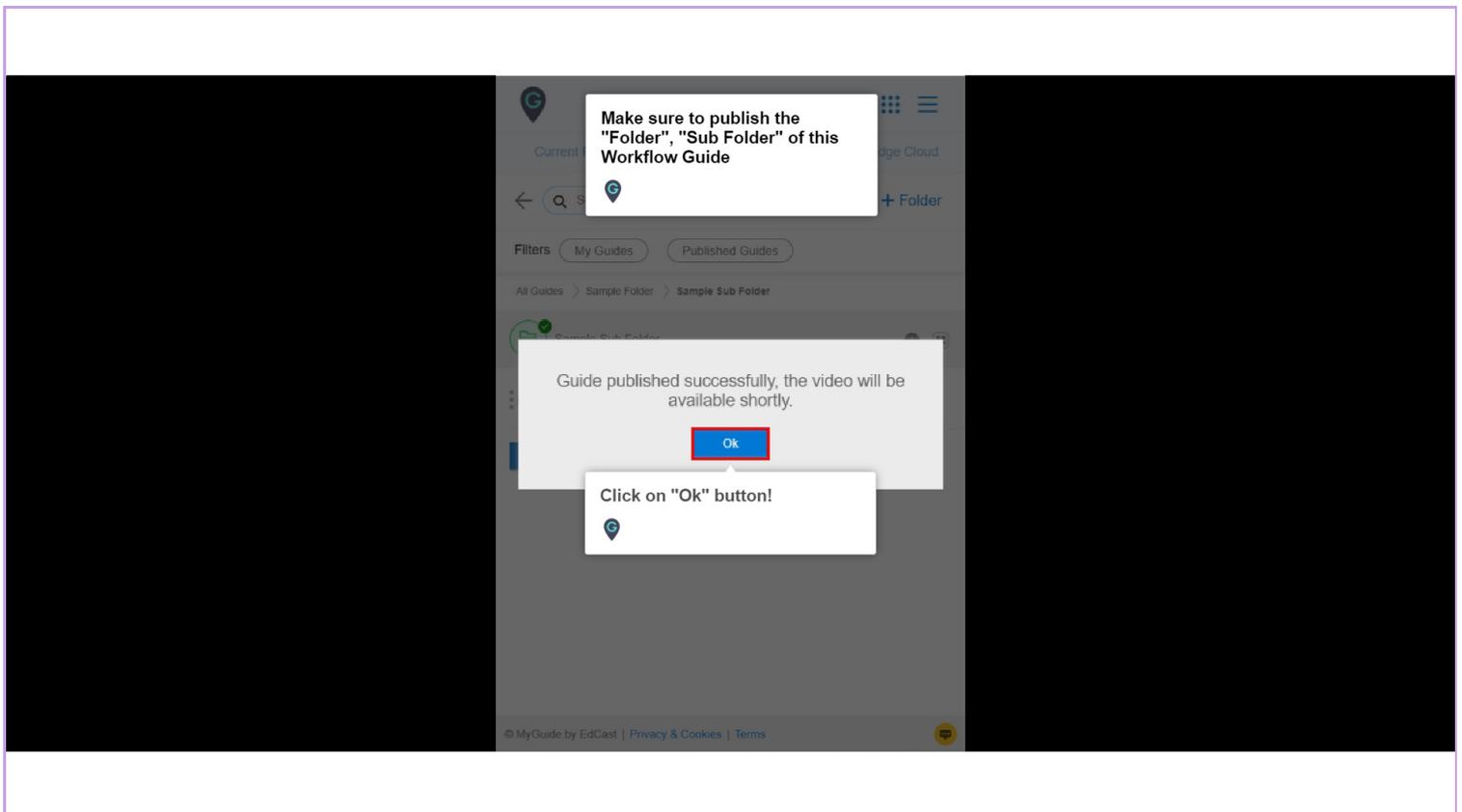
Publish this guide



Step: 13

Make sure to publish the "Folder", "Sub Folder" of this Workflow Guide

Click on "Ok" button!



Thank You!

myguide.org