



# Using Microsoft Producer: A Guide for Educators

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# Chapter 1:

# What Is Microsoft Producer?



## Note

You can import existing media files into Producer to use in your presentations. And you can also record original video and audio in Producer. To use the recording features, however, you must have the appropriate video and audio capture hardware installed on your computer. See the *Playing and Recording Digital Media* booklet to learn about the hardware you'll need and how to set it up.

This chapter is intended to give you a broad overview of Microsoft Producer and what you can accomplish using it. Our goal is to explain how the features in Producer help you to create dynamic, rich-media presentations—ones that let you go beyond using simple text and images.

Producer lets you share your message with others through the Web, through a corporate intranet or extranet, or through a third-party e-service provider. You can easily incorporate audio, video, HTML files, and still images with your Microsoft PowerPoint presentations to create dynamic, distributable, rich-media presentations.

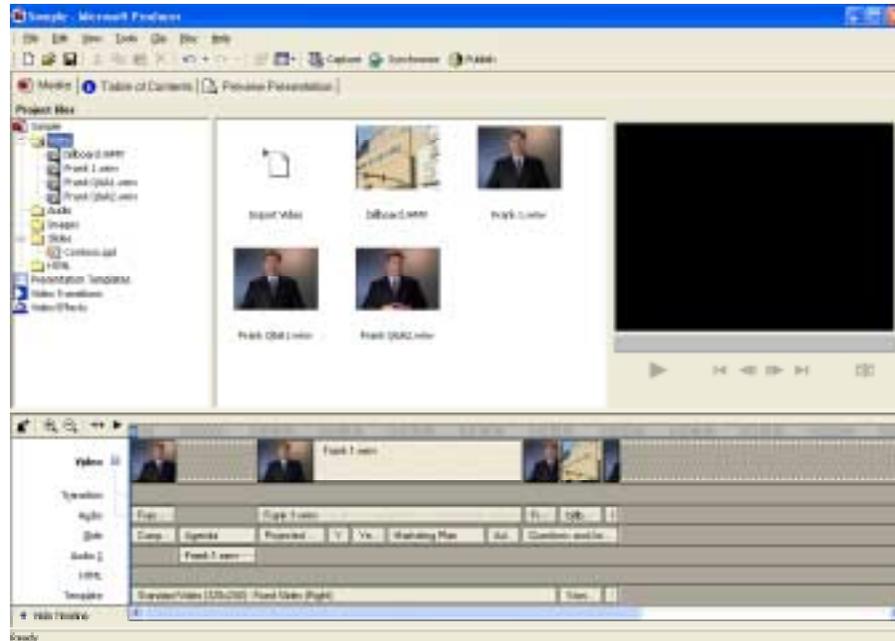
## What Can I Do with Producer?

You can install and run Producer on a computer that is running the Microsoft Windows 2000 or Windows XP operating system and PowerPoint 2002. Producer is a standalone application that lets you take your PowerPoint slides and synchronize them with audio and video. This can be audio and video that you have already recorded on your computer or new audio and video content that you record in Producer. Furthermore, you can add still images and HTML files to your presentations.

The final product is a rich-media presentation that you can distribute on a company intranet site, on an e-service provider's site, on a CD, or to the Web so clients, colleagues, or anyone with Microsoft Internet Explorer can watch.

Working with Producer, you can create a variety of presentations based on your specific needs. Later in this chapter, you will see a list of different scenarios in which you might use Producer.

Figure 1-1 shows a presentation that is being edited in Producer.



**Figure 1-1** Editing a presentation in Producer.

## **Working with Producer**

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Before you start working with Producer and this book, it's helpful to know what features are included in Producer and where they are discussed in this book. The following section is designed to do just that.

### **Getting Content into Producer**

The first task is to bring digital media files into your Producer project. The files that you can use in your projects can include audio, video, PowerPoint slides, still images, and HTML files.

Because you can import a wide variety of digital media file formats, you will be able to use many of your existing still images, HTML files, audio files, video files, or PowerPoint slides.

You can capture audio and video in Producer if you have an appropriate capture device connected to or installed in your computer. You can record from a wide variety of video capture devices, such as Web cameras, analog video cameras, digital video (DV) cameras, and analog or DV VCRs. These features enable you to capture full-

motion video—either live or from tape—or to simply capture individual still images from video.

You can also use a standalone audio capture device such as a microphone to capture audio. If you plan to capture audio and video using an analog or DV camera or VCR, you need to have a video capture card connected and properly installed on your computer.

If a capture device is properly installed and detected on your computer, you can then record video and audio in Producer. The video and audio you record play an important role in the presentations you create; they're one of the key elements that helps turn your standard, old-fashioned slide shows into dynamic, rich-media presentations.

Other capturing options include recording video and audio (or audio only) alongside your PowerPoint slides or recording video or still images of your computer screen.

Regardless of the recording you want to make for your presentation, the Capture Wizard walks you step-by-step through the capturing process and lets you choose what type of recording you want to make. The type of content you capture is up to you.

## **Editing in Producer**

After you have imported digital media files or recorded the video and audio you want to use in your presentation, you can then begin arranging them in your project. You start by adding them to the *timeline*. The timeline is the Producer workspace in which you arrange the various elements that will appear in your presentation. The timeline enables you to edit the entire project or elements of the project, such as individual audio and video files.

When working with video and audio, you will often need to edit or hide some unwanted material. For example, a video file might contain the frantic preparation and last-minute changes that took place during recording. You probably won't want to show this part in your presentation. However, you might not want to delete those last-minute changes because they could be used for a separate training video.

You can use Producer to trim unwanted video and audio out of your presentation. This lets you hide the unwanted footage from your audience without deleting those scenes from the source video file.

To aid in synchronizing slides with audio and video, Producer provides a timeline workspace. Once you have the files for your presentation laid out on the timeline, you may want to rearrange the digital media files. You can quickly do this by dragging the files from one part of the timeline to another or by using the menu commands to cut, copy, and paste files. And if you later decide that you have a file on the timeline that you do not need anymore, you can easily remove that file from the timeline so it does not appear in your final presentation.

In addition to editing video footage, you can enhance your presentations by adding video *transitions* and *effects*. Producer provides many different video transitions and effects that you can add to your presentation. A video transition plays between two video clips, slides, or still images, while a video effect applies a new style or appearance to your still images or video content.

To help your audience understand the topics discussed in your presentation, you can create a *table of contents*. The table of contents in your presentation is much like the table of contents you see in a book; it provides a way for your audience to see the topics or subjects that will be discussed. Just like a table of contents in a book lists page numbers for chapters or topics, the table of contents for your presentation contains links to a specific topic or part of your presentation. This way, viewers can simply click a link to go to that part of the presentation. When they click a table of contents link, they will go to the corresponding video, text, images, or PowerPoint slides that are contained in that topic.

## **Synchronizing Your Presentation**

You can choose to synchronize existing video and audio files with your PowerPoint slides. This is an important feature of Producer because it lets you take different digital media files, such as audio, video, still images, and slides, and then quickly synchronize them to create a rich-media presentation. Synchronizing is done through the synchronize slides feature.

In addition to synchronizing existing audio and video files with your slides, you can also choose to capture new video and audio while synchronizing it with your PowerPoint slides. You can do this by narrating your slides to video with audio or audio only in the Capture Wizard.

## **Previewing Your Presentation**

As you work on your project in Producer, you can preview it to see how the presentation will appear after you publish it. By previewing, you can get a “sneak peek” of your project before publishing it to a local computer, Web server, Windows Media server, or e-service provider.

Producer lets you preview in two different tabs: the Media tab and the Preview Presentation tab. Each tab gives you a different view of your presentation.

## **Publishing Your Presentation**

When you have finished editing your project, you are then ready to publish the presentation. When you publish the project as a presentation, all of the digital media in your project, including any video, audio, HTML files, PowerPoint slides, and templates, is compiled into one final presentation. You can then take the final presentation and the files contained in it and publish it to a local computer, Web server, Windows Media server, e-service provider, or even to a CD that you can then distribute.

## **What Other Software Works with Producer?**

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You can use many different types of digital media in your presentations. The presentations you create can use still images, HTML files, PowerPoint slides, video, and audio. The software you use to create these original files is completely up to you, as long as you can save the source files in file formats that can be imported into Producer.

For example, you can create your HTML files by using a WYSIWIG (What You See Is What You Get) HTML editor, such as Microsoft FrontPage, or you can use a simple text editor, such as Notepad. As long as the software you choose lets you save in a supported file format, you can use the applications you are most comfortable with to create the original still images, video, audio, and HTML files you want to use in your Producer presentations.

You can use slides that were created by any version of PowerPoint, but to run Producer and import PowerPoint slides to your Producer presentations, you must have PowerPoint 2002 installed on your computer.

To watch your published Producer presentation, both you and your audience must have Windows Media Player 6-4 or higher installed—Windows Media Player 7.0 or higher is recommended. In addition to having Windows Media Player installed, Internet Explorer 5.0 or higher is needed to view your published presentation.

## **What Hardware Can I Use with Producer?**

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Recording video and audio for your Producer presentations requires you to have specific hardware properly installed and connected to your computer. To record audio and video for your presentations, you need to have video and audio capture devices installed on your computer.

### **Video Capture Devices**

To record video in Producer, you must have an appropriate capture device connected to and recognized by your computer. A capture device is a piece of hardware, such as a Web camera, a VCR, or an analog or digital video (DV) camera that lets you record video to your computer.

To record video and audio to your computer using a DV or analog camera or VCR, you must use a video capture device, such as a video capture card, that is installed on your computer. If you plan to use an analog video camera, you will need to use an analog capture device. However, if you have a DV camera, you can use an analog or digital capture card. An IEEE 1394 DV capture card, sometimes called a FireWire card, can be used to transfer digital video from your camera, whether live or from tape, to your computer.

Today, some new computers already include a video capture device, such as FireWire card, to connect your DV camera or VCR. However, a majority of computers require that a separate video capture card or device be installed on your computer.

## **Audio Capture Devices**

Just like you need a video capture device to record video to your computer, you also need to have an audio capture device, such as an audio card, connected and properly detected by your computer to record audio. Many sound cards let you connect an external audio capture device such as a microphone to your computer, so you can record audio on your computer.

## **Your Presentation: The Final Product**

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The final product of your project is the published presentation. This contains all of the different digital media files and effects you added to your Producer project, and is the presentation that your audience can watch in their Web browsers. The final presentation is created by publishing the project. The presentation can be published to a variety of locations including a Web site, corporate intranet site, a shared network location, your local computer, or to a recordable or rewriteable CD.

## **Understanding Windows Media Technologies**

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When you record video and audio in Producer, it is encoded into Windows Media Format. Audio and video files in Windows Media Format can be streamed from a Windows Media server, which means that the audio and video can be seen or listened to while the file is being delivered to the viewer's computer. These files also can contain links from the audio or video to slides or other files. This is how the slides or other files stay synchronized with the video or audio.

Typical multimedia files like AVI or WAV files cannot be synchronized with other files easily, which is why Windows Media Format is used. Any audio and video in your final published presentation is saved in Windows Media Format.

Windows Media lets you easily distribute high-quality audio and video over a network, such as a corporate intranet or Web site. This is because high-quality Windows Media files are much smaller than original audio or video files in most other formats.

## **Streaming Media**

Traditionally, audio and video needed to be downloaded to your computer before it could be played. However, Windows Media changes this by enabling *streaming* audio and video. Instead of having to wait a long time for a file to be completely downloaded, video and audio in Windows Media Format can be played as the file is delivered, or

streamed, to the local machine. This eliminates the “download and wait” issues that used to be associated with retrieving audio and video from the Internet.

In addition, a streamed file does not remain on the user’s computer. The audio or video data is transferred to the user’s computer and played, but never saved to a file; users have to access the original source of the streaming audio or video every time they want to access it. This functionality gives content creators more control over how and when their content is used.

## **Windows Media Tools**

The following sections describe some of the Windows Media software that you are likely to encounter when working with Producer. These tools are not required to create successful presentations, but you might want to know about them anyway.

### **Windows Media Player**

Windows Media Player is the software that lets you play Windows Media files on your computer. The audio and video files you play in Windows Media Player can be stored locally on your computer, or you can play Windows Media files that are streamed from a media server or downloaded from a Web server. Additionally, you can play other popular audio file types such as MP3, and other video file types such as AVI or MPEG. You can also use Windows Media Player to listen to Internet radio stations from around the world.

In addition to playing music, Windows Media Player acts as an entertainment center for your computer. You can use Windows Media Player to organize all the video and audio you have on your computer. You can copy CDs to your computer to save new music in Windows Media Format, and you can create (*burn*) CDs from lists of songs stored in Windows Media Player.

### **Windows Media Services**

Windows Media Services lets you stream and distribute digital media files over the Internet or over a local network. A computer running Windows Media Services is known as a Windows Media server. This server is much like a Web server, but it can be used to distribute streaming digital media content over the Internet or a local network.

A Windows Media server is designed to distribute Windows Media files by *streaming* them across a network. Streaming eliminates the traditional “download and wait” experience that occurs when a Windows Media Format file is stored on and distributed from a Web server.

If you have Windows Media Services installed on a computer running Windows 2000 Server, you can set up this service to distribute Windows Media files over your corporate network or over the Internet. This server hosts Windows Media-based files that are stored on the computer, and you can also broadcast live events.

## **Windows Media Encoder**

Windows Media Encoder lets you encode video and audio content from a Web camera, DV camera, analog video camera, or a DV or analog VCR connected to a capture device on your computer. The video you encode using Windows Media Encoder can be taken from a source such as a video camera or from tape, and it is encoded into Windows Media Format. In addition to recording from a camera or VCR, you can also record video screen captures—video of the actions that occur on your computer screen—into Windows Media files.

When you encode content using Windows Media Encoder, you can choose to record both audio and video, or audio only. You can encode to a file, to a live broadcast stream, or to both at the same time.

In addition to encoding content live or from tape, you can also use Windows Media Encoder to encode (and broadcast, if necessary) existing audio and video files into Windows Media Format.

Windows Media Encoder also lets you deliver a live stream. This lets users watch or listen to the content you are encoding and streaming using Windows Media Player. If your audience consists of 50 people or less and you want to stream live content, you can use Windows Media Encoder as an alternative to using Windows Media Services to stream and distribute the content.

A software development kit (SDK) is available for Windows Media Encoder. This SDK enables software developers to use Microsoft Visual Basic or C++ to build customized applications that incorporate Windows Media encoding technologies.

You can use any existing content you may have already encoded using Windows Media Encoder and then import it directly into Producer. This lets you use existing audio and video files that you have already encoded in your Producer presentations.

## **How Is Producer Different from PowerPoint?**

A question that you might be asking is “How is Producer different from PowerPoint?” Well, that question is pretty easy to answer. You use PowerPoint to create slides (and HTML files) that can serve as the basic building blocks for your final presentation in Producer. PowerPoint lets you create versatile slideshows and presentations that can be used on their own or incorporated into a presentation using Producer.

You then import what you have added in PowerPoint into Producer and combine your PowerPoint creation with other types of digital media to create rich-media presentations.

In Producer, you can take the PowerPoint presentation and enhance it by adding video, audio, HTML files, effects, or transitions, and then synchronize these with your original PowerPoint slides. The final result is a seamless, rich-media presentation that you can deliver over a corporate network, intranet, extranet, CD, or Web site to effectively communicate your message.

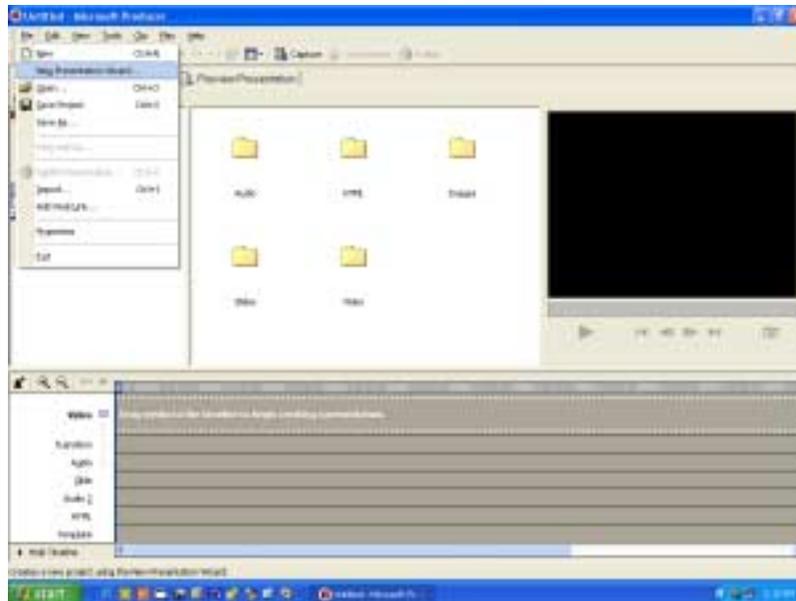
# Chapter 2: The Microsoft Producer Interface

The Producer user interface is designed to help you immediately start making presentations. The basic elements of the user interface include menus, a toolbar, tabs, and a timeline. This chapter will give you a quick introduction to the Producer interface. More extensive information is provided by the Producer Help.

## **Using the Menus**

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You can perform common tasks in Producer by selecting commands from the menus. For example, Figure 2-1 shows the New Presentation Wizard command being selected from the File menu.



**Figure 2-1** Selecting the New Presentation Wizard command.

The following sections provide brief descriptions of the menu commands. When applicable, the shortcut keys for the specific command appear in parentheses.

## File Menu

The File menu provides commands that help you create new projects or work with existing projects you have created in Microsoft Producer.

- **New (Ctrl+N)** Use this command to start a new project. When you use this command to create a new project, the timeline is empty. You can then import existing digital media files, or capture new audio and video files, and add them to the timeline.
- **New Presentation Wizard** Use this command to start the New Presentation Wizard that walks you through the process of creating and adding digital media to a new project. The New Presentation Wizard, shown in Figure 2-2, lets you choose a template for your presentation and import existing digital media files or record new audio and video. The wizard automatically adds the imported or recorded content to the timeline for your current project, which you can then edit and rearrange.



**Figure 2-2** The introduction page of the New Presentation Wizard.

- **Open (Ctrl+O)** Use this command to open an existing Producer project. Project files in Producer have a .MSProducer file name extension. After you open the project, all of the associated digital media files appear in the Media tab, and any files that have been added to the timeline are displayed there.
- **Save Project (Ctrl+S)** Use this command to save the changes you made to the current project. By saving the project, you will record any changes you have made to the project, including any files you placed on the timeline and all the imported or recorded digital media. When you open the project later, you can continue working from where you last saved the project file.
- **Save As** Use this command to save an existing project with a new name or to a different location. This lets you start working on the existing project later without having to import, capture, add, or arrange existing digital media files in the project again.
- **Pack And Go** Use Pack And Go to archive your projects for migration to another computer for additional work or for storage. The project archive contains copies of all files used in the project and all timeline settings. You can then unpack the project archive on another computer and continue editing the project.
- **Publish Presentation (Ctrl+U)** Use this command to start the Publish Wizard. The Publish Wizard lets you publish the current project to a corporate intranet site, extranet site, Web site, CD, or third-party e-service provider. After you publish your presentation, others can then watch it in their Web browsers on the site to which you have published the presentation.
- **Import (Ctrl+I)** Use this command to import existing digital media files, such as still images, PowerPoint slides, HTML files, audio, or video files, into your current project. Whether you created your project through the New Presentation Wizard or you opened an existing project file, you can import additional digital media to use in the current project.

- **Add Web Link** Use this command to insert a live Web page or a link to a live Web page in your presentation. A Web link lets you incorporate live Web content into your presentation.
- **Properties** Use this command to view information about the current project, including when the project was created and modified, as well as display presentation information such as the title, presenter name, and description of the presentation. In the Properties dialog box, you can also preview the estimated amount of disk space required to store your presentation based on different audience connection speeds, and see estimates of the amount of time your audience would have to wait to watch your presentation based on their connection speed.
- **Recent Projects** At the bottom of the File menu is a list of projects you have worked on recently. You can click one of these to open a specific project in Producer—as an alternative to using the Open command on the File menu.

## Edit Menu

The Edit menu lets you make changes to your existing project and to digital media files in Producer. The following commands are on the Edit menu.

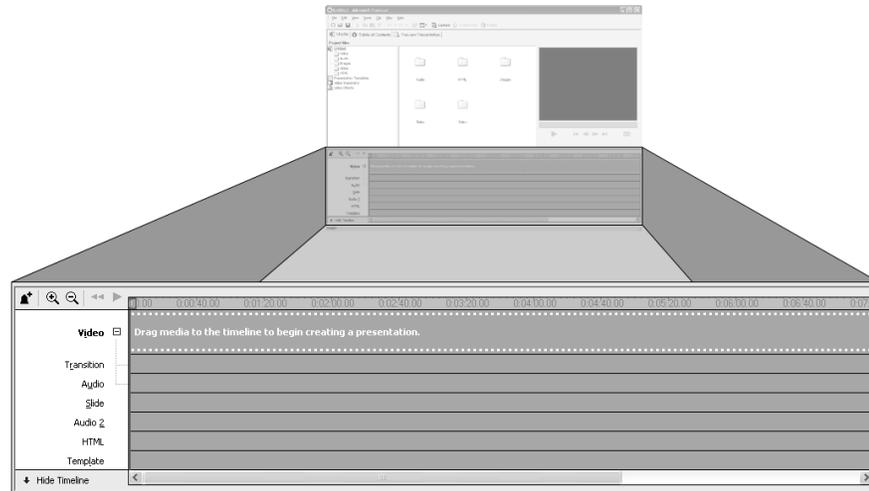
- **Undo (Ctrl+Z)** Use this command to undo the most recent task or action in Producer.
- **Redo (Ctrl+Y)** Use this command to redo the last undone action. For example, if you imported a file and then used the Undo command to un-import the file, and you then changed your mind that you do want to import that file, you could click Redo to re-import the file.
- **Cut (Ctrl+X)** Use this command to move a file from one part of the timeline to another. When you use the Cut command, the file will be removed from the timeline. You can then use the Paste command to insert the file on a new part of the timeline.
- **Copy (Ctrl+C)** Use this command to copy a file from the contents pane to the timeline or from one part of the timeline to another. When you use the Copy command, the file is copied to the Clipboard. You can then use the Paste command to insert a copy of the file on the timeline.
- **Paste (Ctrl+V)** Use this command to paste a file you have copied or cut in Producer to the timeline.
- **Delete (Del)** Use this command to delete the current selection. The current selection may include one file, many files, or selected text.
- **Clear Timeline (Ctrl+Del)** Use this command to remove all files from the timeline. This is useful if you decide you want to start over without having to create a new project and import or capture digital media files again.
- **Select All (Ctrl+A)** Use this command to select all the files in a specified area. For example, if you last clicked on the Video track of the timeline and used the Select All command, all of the files on the Video track would be selected.

- **Rename (F2)** Use this command to rename a selected item in the contents pane of the Media tab. For example, you can rename clips that are created from video files.
- **Edit Slide** Use this command to edit PowerPoint slides that have been imported into Producer. When you choose this command, PowerPoint starts so you can edit your PowerPoint presentation. You can edit a PowerPoint presentation with a .ppt file name extension or a presentation that was saved in PowerPoint as a Web page with an .htm file name extension.
- **Replace Web Link** Use this command to replace a live Web page or a link to a live Web page that is selected in your presentation. This command lets you change the Web address or the link that is displayed.
- **Presentation Scheme** Use this command to open the Presentation Scheme dialog box. You can then specify the font, font size, and colors that are displayed in the presentation.

## View Menu

The View menu provides commands that enable you to switch between the different tabs, show or hide the toolbar, status bar, or timeline, and specify how icons are displayed in the Media tab. The following commands are on the View menu in Producer.

- **Media Tab (Ctrl+1)** Use this command to display the Media tab, which shows all the digital media files available in your current project. This includes any imported or recorded audio and video, as well as any imported still images, HTML files, and PowerPoint presentations. For all projects, standard folders that contain presentation templates, video transitions, and video effects are also displayed. The Media tab is discussed later in this chapter.
- **Table Of Contents Tab (Ctrl+2)** Use this command to display the Table Of Contents tab, which allows you to see and edit table of contents entries and information that displays on the introduction page of your presentation. The Table Of Contents tab is discussed later in this chapter.
- **Preview Presentation Tab (Ctrl+3)** Use this command to display the Preview Presentation tab, which lets you preview your project as it will appear after it has been published. The Preview Presentation tab is discussed in more detail later in this chapter.
- **Timeline (Ctrl+T)** Use this command to show or hide the timeline, which is shown in Figure 2-3.



**Figure 2-3** The timeline in Producer.

- **Toolbar** Use this command to show or hide the Producer toolbar. The toolbar is displayed below the menus.
- **Status Bar** Use this command to show or hide the status bar. The status bar is displayed under the timeline, and it provides a description of a menu command when you point to or select one.
- **Thumbnails** Use this command to display small bitmap images, called thumbnails, of the digital media files in the Media tab.
- **Large Icons** Use this command to display large icons that indicate the file type for files in the Media tab.
- **Details** Use this command to see detailed information about imported digital media files in the Media tab.
- **Arrange Icons By** Use this command to display files in the Media tab according to various file properties. The properties you can sort by depend on the selected folder in Producer. For example, if you select the Video folder, you can arrange files based on information such as the name, source size, duration, type, date, dimensions, frame rate, or the source location of the files.
- **Refresh (F5)** Use this command to refresh the view of the current project.
- **Zoom Timeline In (Alt++)** Use this command to decrease the time interval shown on the timeline. This lets you see more precise timing information about the arrangement of the files added to the timeline.
- **Zoom Timeline Out (Alt+-)** Use this command to increase the time interval shown on the timeline. This lets you see more general information about the arrangement of the files added to the timeline.
- **Zoom To Fit** Use this command to have Producer automatically adjust the zoom level of the timeline so all of the timeline contents display on the timeline on your computer screen. This prevents you from needing to scroll

across the screen using the horizontal scroll bar to see all the contents on the timeline.

## Tools Menu

The Tools menu provides commands for you to use when creating and editing your projects in Producer. The following commands are on the Tools menu.

- **Capture (Ctrl+R)** Use this command to start the Capture Wizard, which you can use to capture new audio, video, and still images in Producer.
- **Synchronize** Use this command to synchronize slides on the timeline with video and audio on the timeline.
- **Rearrange Items On, Slide Track** Use this command to arrange the order items appear on the Slide track by moving items up or down in the resulting dialog box.
- **Rearrange Items On, HTML Track** Use this command to arrange the order items appear on the HTML track by moving items up or down in the resulting dialog box.
- **Rearrange Items On, Template Track** Use this command to arrange the order items appear on the Template track by moving items up or down in the resulting dialog box.
- **Presentation Templates** Use this command to see the available templates that you can use in your project. Templates are stored in the Presentation Templates folder in the Media tab.
- **Video Transitions** Use this command to see the available video transitions that you can add between any combination of video and still images on the Video track of the timeline. Transitions are stored in the Video Transitions folder in the Media tab.
- **Video Effects** Use this command to see the available video effects that you can add to video and still images on the Video track of the timeline. All available video effects are stored in the Video Effects folder in the Media tab.
- **Add Table Of Contents Entry (Ctrl+K)** Use this command to add a table of contents entry at the current position of the playback indicator on the timeline. You can then type a name and choose what item the entry is associated with.
- **Timeline Snaps** Use this command to change the location of a marker—called a *timeline snap*—on the timeline.
- **Add Timeline Snap (Ctrl+Shift+P)** Use this menu command to add timeline snaps, which help you synchronize digital media on the timeline.
- **Create Clips** Use this command to separate a selected video file into smaller clips through clip detection.

- **Normalize Timeline Audio** Use this command to have audio on the timeline adjusted automatically so it plays back at a uniform level in your presentation.
- **Audio Levels** Use this command to display the Audio Levels dialog box, which enables you to balance sound levels between audio on the Audio 2 track and the video sound track on the Audio track.
- **Options** Use this command to display the Options dialog box, which provides controls for configuring Producer.

## Clip Menu

The Clip menu provides commands that let you work with video and audio files in your project. Most of the commands on this menu are used when you are editing your project. The following commands are on the Clip menu.

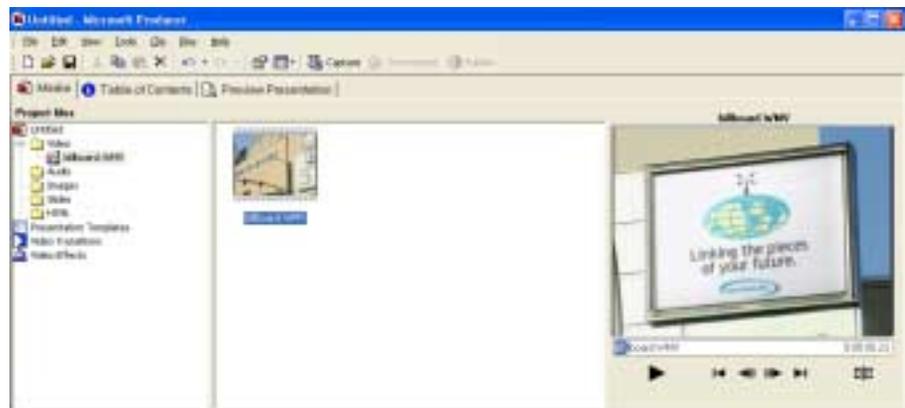
- **Add To Timeline (Ctrl+D)** Use this command to add the file selected in the Media tab to the timeline. As an alternative to using this command, you can also drag files displayed in the Media tab to the timeline.
- **Audio, Mute** Use this command to specify that the selected audio file is not heard when the file or presentation is played.
- **Audio, Fade In** Use this command to specify that the selected audio file starts to play quietly, and then increases to the final playback level over a short amount of time when the audio is played in your presentation.
- **Audio, Fade Out** Use this command to specify that the selected audio starts to play at the regular playback level, and then decreases in volume as the audio ends playback until the audio cannot be heard.
- **Video, Effects** Use this command to add or remove video effects to selected video or image files on the Video track of the timeline.
- **Video, Fade In** Use this command to specify that the selected video fades in from black.
- **Video, Fade Out** Use this command to specify that the selected video plays back regularly, and then fades to black as the video ends playback.
- **Set Start Trim Point (Ctrl+Shift+I)** Use this command to set the starting point, or the *trim in* point, of a video or audio file on the timeline.
- **Set End Trim Point (Ctrl+Shift+O)** Use this command to set the end point, or *trim out* point, of a video or audio file on the timeline.
- **Clear Trim Points (Ctrl+Shift+Del)** Use this command to remove any trim points you have added to audio or video files on the timeline.
- **Duration** Use this command to change the amount of time a slide, still image, HTML file, Web link, or presentation template displays in your presentation. You can change the duration of files that are added to the Slide, HTML, or Template tracks on the timeline.

- **Split (Ctrl+L)** Use this command to split a selected audio or video file on the timeline into two smaller clips.
- **Combine (Ctrl+M)** Use this command to combine a previously split audio or video file or to combine two contiguous clips that were created through clip detection.
- **Properties** Use this command to view information about a selected item. You can view properties for items in the Media tab or on the timeline.

## Play Menu

The Play menu lets you control playback of individual video or audio files or your entire project. The following commands are on the Play menu.

- **Play (Ctrl+P)** Use this command to play the current selection in the monitor on the Media tab. What plays depends on the current selection. For example, if one video file is selected in the Media tab, that video and its associated audio will play in the monitor, as shown in Figure 2-4.



**Figure 2-4** Playing a digital media file in the Media tab's monitor.

- **Play Timeline (Ctrl+W)** Use this command to play the contents of the timeline.
- **Rewind (Ctrl+Q)** Use this command to rewind the timeline to the beginning. The next time the timeline is played, it will start from the beginning.
- **Back (Ctrl+Shift+B)** Use this command to move back one file or clip on the timeline.
- **Previous Frame (Ctrl+B)** Use this command to move to the frame immediately before the one currently shown in the monitor.
- **Next Frame (Ctrl+F)** Use this command to move to the frame that is immediately after the frame currently shown in the monitor.
- **Forward (Ctrl+Shift+F)** Use this command to move forward one file or clip on the timeline.

## Help Menu

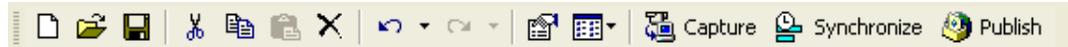
The Help menu gives you access to the Producer Help and additional information about Producer. The following commands appear on the Help menu.

- **Help Topics (F1)** Use this command to open the Help provided with Producer. The Help covers all the features in Producer.
- **Producer on the Web** Use this command to see the additional information about Producer that appears on the Web.
- **About Microsoft Producer** Use this command to display the name, copyright, version number, and product identification for Producer.

## Using the Toolbar

The toolbar provides an alternate way for you to do many common tasks. Using the toolbar rather than the corresponding menu commands may help you work more quickly and efficiently. To see what each button does, you can point to a button and a ToolTip appears that describes the button's function.

Figure 2-5 shows the toolbar in Producer.



**Figure 2-5** The toolbar.

Table 2-1 shows the buttons on the toolbar and their menu equivalents.

**Table 2-1** Toolbar buttons.

Button	Button name	Corresponding menu command
	New	On the File menu, click New.
	Open	On the File menu, click Open.
	Save	On the File menu, click Save Project.
	Cut	On the Edit menu, click Cut.
	Copy	On the Edit menu, click Copy.
	Paste	On the Edit menu, click Paste.
	Delete	On the Edit menu, click Delete.
	Undo	On the Edit menu, click Undo.

Button	Button name	Corresponding menu command
	Redo	On the Edit menu, click Redo.
	Properties	On the Clip menu, click Properties.
	Views	On the View menu, click one of the available options.
	Capture	On the Tools menu, click Capture.
	Synchronize	On the Tools menu, click Synchronize.
	Publish	On the File menu, click Publish Presentation.

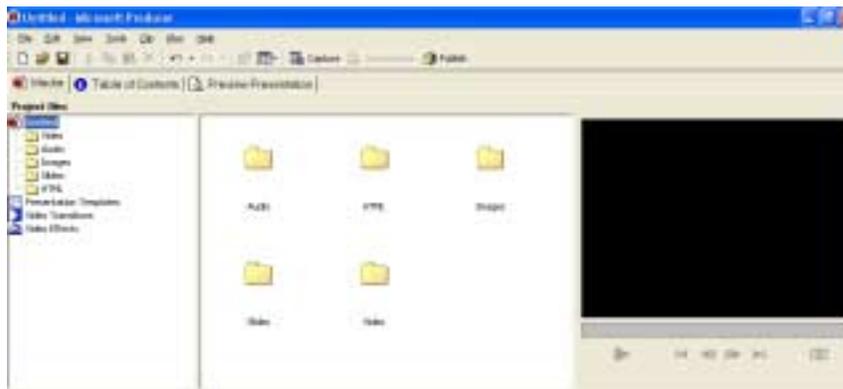
## Using the Tabs

Each of the Producer tabs—the Media tab, the Table Of Contents tab, and the Preview Presentation tab—let you see your project differently. The tabs provide you with three different ways for working with your project.

### The Media Tab

The Media tab is the default view when you first start Producer. The Media tab lets you see all the imported or recorded files that you can work with for your current project. This is where you work in when beginning a new project and editing it.

The Media tab is divided into three different panes: the tree pane, contents pane, and monitor. Figure 2-6 shows the different parts of the Media tab.



**Figure 2-6** The Media tab.

## The Tree Pane

The tree pane displays the different types of digital media files you can work with in Producer. When you import or record new content, the file for the recorded content is automatically stored in the appropriate folder according to its file type.

In the tree pane, the top five folders are specific to the current project. They only contain files that have been imported or recorded for the current project. Each of these folders can contain the file types described in Table 2-2.

**Table 2-2** Project-specific tree pane folders.

---

<b>Folder</b>	<b>Description</b>
Video	Contains video files with .asf, .avi, .m1v, .mp2, .mp2v, .mpe, .mpeg, .mpg, .mpv2, .wm, or .wmv file name extensions.
Audio	Contains audio files with .aif, .aifc, .aiff, .asf, .au, .mp2, .mp3, .mpa, .snd, .wav, or .wma file name extensions.
Images	Contains still image files with .bmp, .dib, .emf, .gif, .jfif, .jpe, .jpeg, .jpg, .png, .tif, .tiff, or .wmf file name extensions.
Slides	Contains PowerPoint presentations with .ppt or .pps file name extensions. This folder also contains PowerPoint slides that were saved as a Web page with an .htm file name extension in PowerPoint and then imported into Producer.
HTML	Contains HTML files with .htm or .html file name extensions.

---

The folders below the top five folders are default folders that always have the same contents, regardless of project. These folders, described in Table 2-3, appear by default in all Producer projects.

**Table 2-3** Default tree pane folders.

---

<b>Folder</b>	<b>Description</b>
Presentation Templates	This folder contains templates for use in your project. The templates define the layout and view for the duration they appear in the timeline and in your presentation.
Video Transitions	This folder contains video transitions that you can add between two video clips or still images on the timeline.
Video Effects	This folder contains different video effects that you can add to a video or still image in the timeline.

---

## The Contents Pane

The contents pane shows the contents of the folder that is currently selected in the tree pane. When a folder is selected, all the files that are stored in that tree pane folder appear in this area of the Media tab. The main purpose of the contents pane is to let you see all the available files you can use for your project. Because the folders are divided by the types of data they contain, you can quickly find the particular file, video transition, or video effect that you want to use in your project.

## The Monitor

The monitor lets you play individual video files, audio files, and transitions from the contents pane, and it also displays individual still images, slides, HTML files, video effects, and presentation templates. It provides a way for you to see or hear an individual file. In the monitor, you can also preview parts of your project.

Below the monitor is a series of monitor buttons. These buttons function just like the buttons on a VCR. They let you navigate through individual files on the timeline or in the contents pane, or you can navigate through all of the files on the timeline for your current project.

To preview individual files or all of the timeline contents, you can use the monitor buttons as an alternative to the menu commands. Both accomplish the same task. However, using the monitor buttons is often quicker than using the menu commands. Table 2-4 describes the monitor buttons and their corresponding menu commands.

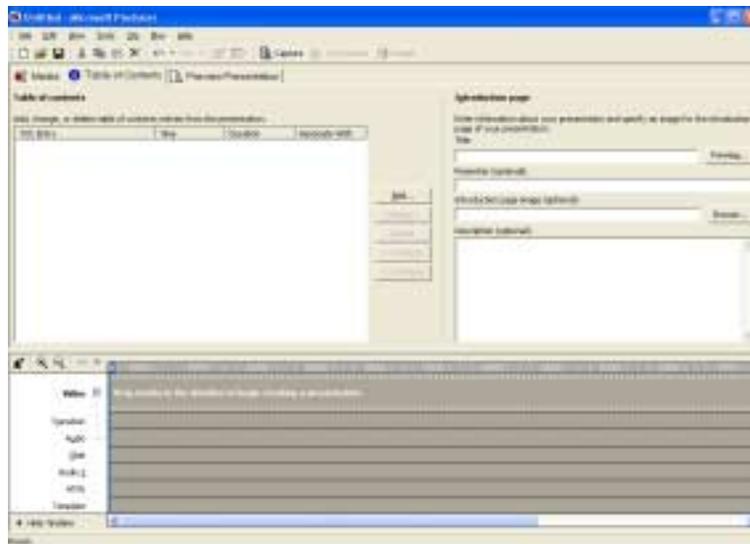
**Table 2-4** Monitor buttons and their menu command equivalents.

Button	Button name	Corresponding menu command
	Play	On the Play menu, click Play.
	Back	On the Play menu, click Back.
	Previous Frame	On the Play menu, click Previous Frame.
	Next Frame	On the Play menu, click Next Frame.
	Forward	On the Play menu, click Forward.
	Split	On the Clip menu, click Split.

## The Table Of Contents Tab

While working on your project, you might need to edit the table of contents for the final published presentation, as well as the introduction page for your presentation. Use the Table Of Contents tab to add, edit, delete, or adjust entries in your table of contents. By changing these entries, you can specify how you want your table of contents to appear in your presentation. Figure 2-7 shows the Table Of Contents tab.

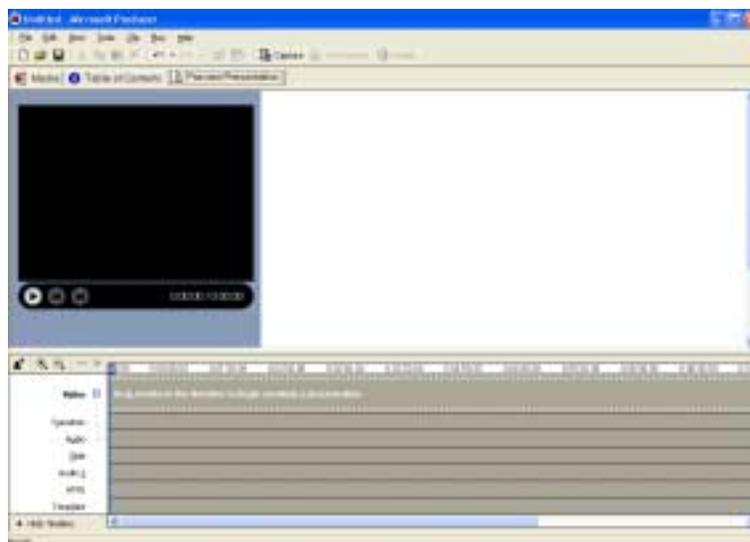
In addition to editing your table of contents, you can also make changes to the introduction page of your final published presentation. This is the page that is displayed before your audience begins to play your presentation.



**Figure 2-7** The Table Of Contents tab.

## The Preview Presentation Tab

While working with your project, it is easy to get a sneak preview of what your final presentation will look like by using the Preview Presentation tab. This tab lets you see your final presentation as it would appear if you published it. Figure 2-8 shows the Preview Presentation tab.



**Figure 2-8** The Preview Presentation tab.

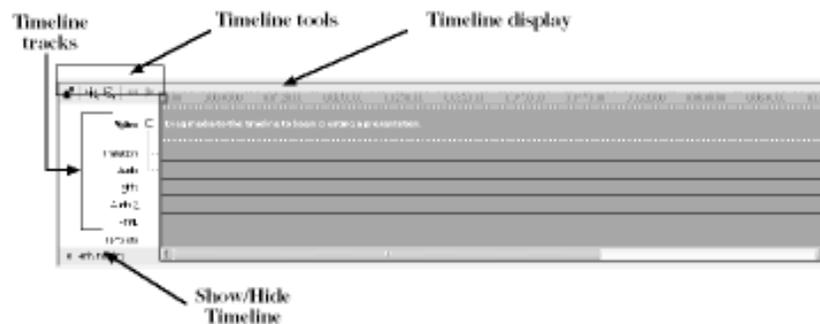
Unlike previewing your project in the Media tab, previewing your presentation in the Preview Presentation tab lets you see all of the elements in your presentation. Because you can see all of the digital media files you have added to the timeline, you get a complete idea of how all the different files within your project would play in the final, published presentation.

## Using the Timeline

The timeline provides the main space for you to work on your projects. It's the canvas for creating your presentation. You can see a chronological listing of all the digital media files that have been added to the timeline and how they all work together to form the complete presentation.

The timeline is divided into multiple parts: the timeline toolbar, the timeline display, and the timeline tracks. Each part plays a valuable role when working on your project in Producer.

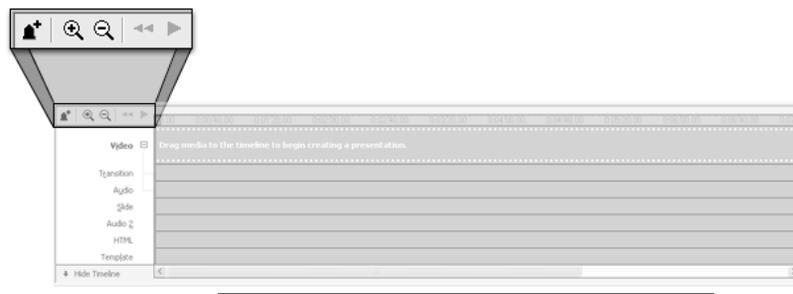
Figure 2-9 shows the different elements of the timeline.



**Figure 2-9** The different elements of the timeline.

## The Timeline Tools

Much like the toolbar in Producer, the timeline tools provide an alternative to using the menu commands. Using the tools lets you add timeline snaps, zoom in on the timeline, zoom out on the timeline, or rewind and play the timeline. Figure 2-10 shows the timeline tools in Producer.



**Figure 2-10** The timeline tools.

Table 2-5 describes the menu equivalent of each tool on the timeline.

**Table 2-5** Timeline tools and corresponding menu commands.

	<b>Tool</b>	<b>Corresponding menu command</b>
	Add Timeline Snaps	On the Tools menu, click Add Timeline Snap.
	Zoom Timeline In	On the View menu, click Zoom Timeline In.
	Zoom Timeline Out	On the View menu, click Zoom Timeline Out.
	Rewind The Timeline	On the Play menu, click Rewind.
	Play The Timeline	On the Play menu, click Play Timeline.

## The Timeline Display

The timeline display is the key to timing the digital media files that appear on the timeline. On the timeline, time is displayed in the form hours:minutes:seconds (H:MM:SS) by default. By using the timeline display, you can determine how long a file on the timeline will play, or how long your entire presentation will play when published.

If you want to increase the time intervals displayed on the timeline, you can click Zoom Timeline Out to see a more general overview of your project. However, if you want to see the timeline in more precise time, you can click Zoom Timeline In.

## The Timeline Tracks

While working on a project in Producer, you will most likely be working with a variety of different digital media files. To help keep the files separate from one another, the different types of digital media files, video transitions, video effects, and presentation templates are displayed on different tracks in the timeline.

By keeping these elements on the different tracks, you can quickly see what has been added to the timeline to see how it fits into the timing and appearance of your overall project. The names of the added files appear on the timeline in the individual tracks to help you manage what files appear in your project.

In Producer, the following tracks appear in the timeline.

- **Video Track** Any video files or still images that you add to the timeline are displayed on the Video track of the timeline. If you decide to add video effects to one or many different files on this track, a small icon of a paint bucket appears on the track to indicate that a video effect has been added to that file in the timeline.

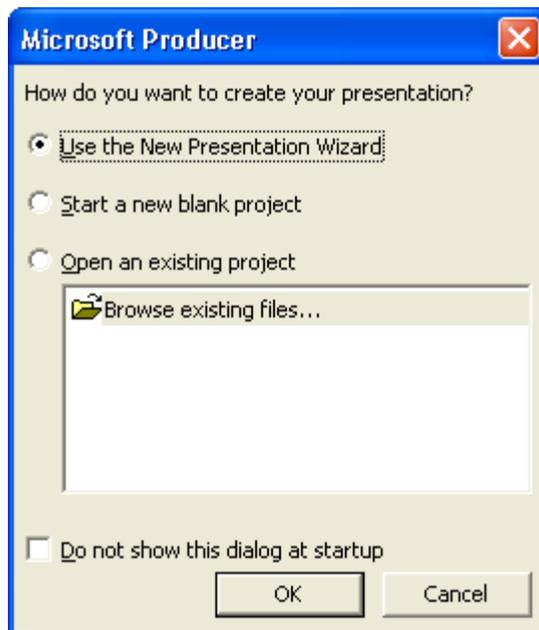
In Producer, you can expand the Video track by double-clicking the small plus sign or by pressing Ctrl+Shift+V. When you expand the Video track, you can then see the Transition and Audio tracks.

- **Transition Track** If you expand the Video track, you can see the Transition track (and the Audio track, discussed next). The Transition track lets you see any video transitions that have been added between two video or image files on the timeline. When you add a video transition, you can see how long the transition will play in your final presentation by looking at the shaded region of the Transition track.
- **Audio Track** Like the Transition track, the Audio track can only be seen after the Video track has been expanded. This track displays the corresponding audio for any video that appears on the Video track.
- **Slide Track** If you have imported any PowerPoint slides into your presentation and added them to the timeline, they will appear on the Slide track.
- **Audio 2 Track** Within your presentations, chances are you will be working with different audio files that can contain music or dialog, such as a narration of your presentation. Any added audio files are displayed on the Audio 2 track of the timeline.
- **HTML Track** Another way of effectively conveying your message in your presentation is by adding HTML files that contain pertinent information about the topic to your presentation. When you add any HTML files to the timeline, the files are displayed on the HTML track.
- **Template Track** The Template track displays any presentation templates that you have added to the timeline. The templates determine the layout of your presentation—how different elements of the presentation display in a viewer’s Web browser.

# Chapter 3: Starting a New Presentation

Now that you're familiar with the Producer interface, you're ready to create your own presentation. The first step is to start Producer and begin your new project. You will see a dialog box like the one in Figure 3-1.

The method you use to begin your project is up to you. When you first start using Producer, you might find it helpful to use the New Presentation Wizard because it walks you through the process of starting a new presentation step-by-step. However, as you become more experienced with Producer, you might want to begin your presentation by starting with a new, blank project.



**Figure 3-1** The dialog box that appears when you first start Producer.

In this chapter, you will first create a new project using the New Presentation Wizard. Then later in the chapter, you will see how to build a project from scratch by starting with a new blank project.

## **Using the New Presentation Wizard**

---

The New Presentation Wizard helps you start a new presentation by walking you through the following steps. By going through the New Presentation Wizard, you can quickly create a new project, which you can later publish as a presentation.

While working in the New Presentation Wizard, you can click Cancel at any time. When you click Cancel, the wizard ends and any steps you completed to that point will be discarded.

On the other hand, you may decide that you want to complete a few steps in the wizard and then continue creating your project on your own. You can do this by clicking Finish at any time in the wizard. If you click Finish, any steps you have completed up to that point will be applied to your project. For example, let's say you completed both the Choose A Presentation Scheme page and the Presentation Information page in the New Presentation Wizard, and then clicked Finish. In this situation, the presentation template you chose would be added to the timeline, and the font and colors would be selected for your presentation. You would then need to import digital media files and add them to the timeline outside of the wizard in order to continue creating your presentation, just as you would if you were starting with a new blank project.

The New Presentation Wizard proceeds as follows. You can complete each of the following steps on the individual pages of the wizard:

1. Read the introduction page that briefly outlines the steps and pages of the New Presentation Wizard.
2. Choose a presentation template for the presentation you are creating.
3. Choose a presentation scheme for the presentation.
4. Enter information about your presentation.
5. Choose a PowerPoint presentation or individual still images that you want to include in your presentation.
6. Choose existing audio and video files that you want to include in your presentation, or capture new content using Producer.
7. Specify whether you want to synchronize your slides and still images with the selected audio and video immediately after completing the wizard.
8. Complete the wizard so the selected content is imported into the current project and added to the timeline.

## Choosing a Presentation Template

The Presentation Template page of the New Presentation Wizard lets you choose which presentation template you want to apply to the current project. The presentation template you choose determines the layout and appearance of the content in your presentation, as well as which items are displayed. For example, if you plan on using slides and still images for a presentation that contains audio without video, you would choose an audio presentation template that displays slides and still images, such as one of the following presentation templates that are installed with Producer:

- Clouds Audio – Fixed Slides and HTML
- Globe Audio – Resizable Slides and HTML
- Organizational Audio – Resizable Slides and HTML
- Standard Audio – Resizable Slides

Even if you have only completed the audio portion of your presentation, you could choose any one of these presentation templates and then import and add HTML files or Web links at a later time.

Many times, your presentations will also contain video with accompanying audio. In these instances, you would choose a presentation template that displays slides and still images, as well as video (with accompanying audio), such as one of these templates:

- Clouds Video (240x180) – Fixed Slides and HTML
- Globe Video (240x180) – Fixed Slides and HTML
- Organizational Video (240x180) – Resizable Slides and HTML
- Standard Video (320x240) – Resizable Slides and HTML

The numbers in parentheses describe the size of the video display area, in pixels, in the presentation template. The particular presentation template you choose depends on the display size of the video you want to playback in the presentation template.

All of the templates just described are part of the predefined set of templates that are installed with Producer. You can add to this set by creating your own custom templates. When you copy the new templates into the default template folder, they will appear in the contents pane and you can add them to your project.

The presentation template you choose is applied for the current project and added to the timeline after you click Finish in the New Presentation Wizard. If you later decide you want to change the template or use multiple templates in your presentation, you can easily do so at any time by adding them to the timeline.

## Understanding Presentation Template Styles

By using different presentation templates, you can change the look and feel of your presentation. When choosing a presentation template, it is helpful to understand the basic presentation template styles and what they contain.

The following list describes the presentation templates installed with Producer and briefly explains the appearance of each style:

- **Standard.** The Standard template style contains solid colors without background images. This lets you display solid colors in your presentation. For example, you could create a color scheme that is compatible with that of your organization, logo, or campaign.
- **Clouds.** The Clouds template style contains one large background image. Audio and video content is displayed on the right side in these templates. If slides or HTML are displayed in a presentation with a Cloud template, the slides and HTML do not resize, meaning that if the window is resized, the slides and HTML remain the same, fixed size.
- **Globe.** The Globe template style displays a background image and a header image at the top of the page. This presentation template style often contains small, tiled images in the presentation background.
- **Organizational.** The Organizational template style contains one large background image. If slides or HTML are displayed in a presentation with an Organizational template, the slides and HTML resize. Therefore, if the window is resized, the slides and HTML also resize.

## ***Step-by-Step: Selecting a Presentation Template***

To choose a presentation template:

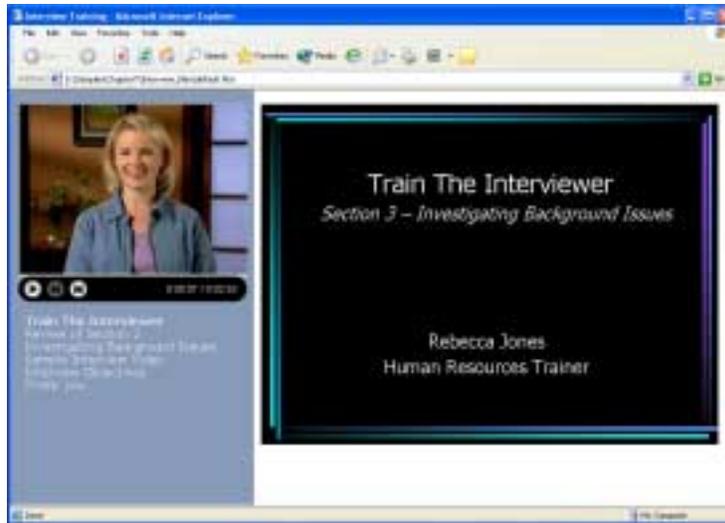
1. Click the name of the template in the Templates list box.
2. Click Next to proceed to the Choose A Presentation Scheme page.

## **Choosing a Presentation Scheme**

The Choose A Presentation Scheme page of the New Presentation Wizard lets you choose the font and colors to use in your presentation. By choosing a scheme for your presentation, you can select which font, font size, font color, and background colors you want to use in your presentation.

In Producer, you will notice that you can accomplish the same task in different ways. This is the case when choosing a presentation scheme. The information that you specify on this page of the wizard can also be selected through the Presentation Scheme dialog box. Therefore, if you create your presentation through the New Presentation Wizard and then later decide you want to change the selected colors or font, you can do so without going through the New Presentation Wizard again.

When choosing a presentation scheme, you can change the appearance and colors for the table of contents and the slides area of your final published presentation. Figure 3-2 shows which parts of your final presentation are affected by the choices you make when selecting options for the presentation scheme.



**Figure 3-2** A published presentation showing the table of contents and slides area.

### Selecting the Font and Colors for the Table of Contents

The table of contents provides an outline or guide to your presentation. It lets your users see a list of topics that are covered in your presentation. The topics are clickable links that the audience can use to navigate through your presentation. Therefore, if an individual watching your presentation in his or her Web browser wanted to watch a specific part of the presentation, he or she could do so by clicking the corresponding table of contents entry.

The fonts that you can select for table of contents entries consist of a list of fonts that will display properly in most Web browsers. These are fonts that are common and are likely to be installed on your audience's computers. This is important because your audience must have the selected font installed on their computers in order to see the font in their Web browsers when they watch your published presentation. In addition to specifying the font for the table of contents, you can select the font size (which determines how large or small the font will appear in the table of contents area of your presentation) and the font color.

After selecting the font, font size, and font color for entries in the table of contents, you will also want to specify a background color for the table of contents. When choosing a background color, keep in mind the importance of color and contrast. For example, if you selected a lighter font color for the table of contents, you should choose a background color that contrasts with the table of contents text color. If you choose two colors that are similar and do not provide sufficient contrast, the table of contents entries will be difficult to see in your presentation.

### Selecting the Background Color

The Slides Area Background setting determines which color is displayed in the area behind your slides. When choosing this color, consider the color used in your PowerPoint slides, as well as the color you selected for the table of contents. This will help you choose a background color that is suitable for your presentation.

When choosing background colors, consider what look you want for your presentation. For example, your organization might have a standard set of colors that are used in corporate communications or on the company's Web site. You can choose colors to

give your presentations a uniform look and feel or to associate that presentation with your company's colors and logos.

For example, your organization might use a specific shade of blue. If you know the color's RGB value, which is a standard for specifying colors, you could click the Define Custom Color button, type the RGB values in the Red, Green, and Blue boxes of the Color dialog box, and then add the color to the list of custom colors. This allows you to choose the exact shade or color that is used throughout other corporate communications and use it in your presentation. This custom color would be available in the current presentation as well as in future presentations. You could select this custom color for other parts of your presentation as well, such as the font color or background color for the table of contents.

## **Differences Between Templates and Schemes**

The presentation scheme determines the font and colors that can be used by the presentation template or templates you choose. If you apply one of the Standard templates to your presentation, the font, font size, and colors you choose will display in your presentation. However, if you apply one of the presentation templates which contain background images, such as the Clouds, Globe, or Organizational templates, the font and colors that display are determined by the presentation template itself rather than by the font and colors you select for the presentation scheme.

After completing the New Presentation Wizard, you can apply one or more additional templates to the timeline. This allows you to switch presentation templates throughout the presentation. This feature is helpful because you may want your presentation scheme colors and fonts to appear during some parts of your presentation, but not during other parts. By switching presentation templates and styles, you can dynamically change the appearance of your presentation as your audience watches it in their Web browsers.

## ***Step-by-Step: Selecting a Presentation Scheme***

To choose a presentation scheme:

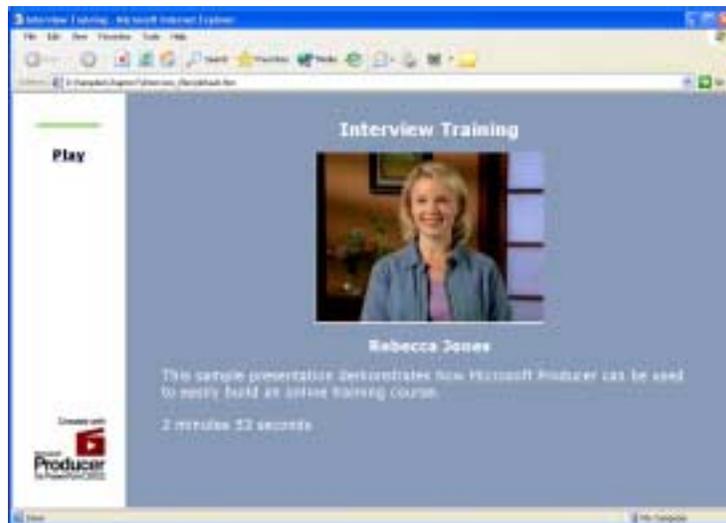
1. Select the font name from the Font drop-down list. These fonts are listed because they can be viewed in a Web browser, and they are most likely already installed on your audience's computers.
2. Select the font size from the Font Size list for the table of contents entries in your presentation. The font size is specified in points.
3. Click Font Color to choose a color from the Color dialog box. You can instead click Define Custom Color, enter values in the Red, Green, and Blue boxes for the color, click Add To Custom Colors, and then click OK to choose the new custom color.
4. Click Background to choose or define a background color.
5. Click Slides Area Background to choose or define a color for the background.
6. Click Next to proceed to the Presentation Information page.

## Entering Information About Your Presentation

It may be helpful to provide your audience with information prior to them viewing your presentation. To effectively communicate the purpose and other pertinent background information about your presentation, Producer creates an introduction page. Figure 3-3 shows an example.

The introduction page is useful because it can help to set your audience's expectations and to state the goal or purpose for the presentation. For example, if you are creating a presentation that discusses quarterly corporate earnings, you could provide this information on the introduction page along with information about the presenter. Furthermore, you can display an image, such as a corporate logo.

The presentation information is optional. However, by taking a few minutes to complete this page, you can convey important details to your audience that can help to increase the overall effectiveness of your presentation. This information displays on the introduction page in the viewer's Web browser while your presentation is loading. By clicking Preview in the wizard you can see what the introduction page will look like to the viewer. That way, you can make any necessary adjustments before you complete the New Presentation Wizard.



**Figure 3-3** The introduction page for a published presentation.

### **Step-by-Step: Entering Presentation Information**

To specify the information for the introduction page:

1. In the Title box, type a descriptive title for your presentation. This title should describe the main point or purpose of your presentation. Specifying a title is not required, but strongly recommended.
2. In the Presenter (Optional) box, type the presenter (or presenters) name.
3. In the Introduction Page Image (Optional) box, enter the path and file name for the image you want to appear on the introduction page. Or click

Browse to find the still image, which can be located on your computer, on a shared network location, on a CD, and so on.

4. In the Description (Optional) box, type a brief description for your presentation. This description should briefly describe the presentation or provide background information about the presentation.
5. Click Next to proceed to the Import Slides and Still Images page.

## Using PowerPoint Slides or Still Images

The Import Slides and Still Images page lets you choose which PowerPoint presentations or still images you want to include in your presentation. These are the slides and still images that you synchronize with audio and video content.

You can choose the slides or still images from a variety of locations. The slides, PowerPoint presentations, or still images can be located on your local computer, on a shared network location, on a CD, or on another type of storage device, such as a CompactFlash card for a digital camera.

The following file types can be imported in this page of the wizard. These file types include PowerPoint presentations and still image files with the following file name extensions:

- **PowerPoint presentations.** .ppt and .pps
- **Still image files.** .bmp, .dib, .emf, .gif, .jfif, .jpe, .jpeg, .jpg, .png, .tif, .tiff, .wmf

Producer lets you import these file types, as well as a wider variety of other digital media file types. A complete list of all supported file types is discussed later in this chapter.

When you are selecting your PowerPoint presentations or still images, you may already know the order in which you would like these slides and still images to be added on the timeline. If so, you can quickly organize the slides or still images you select in this page of the wizard. After completing the New Presentation Wizard, the slides and still images are added to the timeline in the order that they appear in the Files box.

You can save time by arranging the slides and still images in the order that you think you want them to appear. If you already know the path and file name of the slides or still image you want to add, you can type it in the Path box, and then click Add. To change the position of a file in the Files box, simply click the file and use the Move Up and Move Down buttons. If you change your mind about including a particular file, you can use the Remove button to delete the file from the list. If you decide you want to reorder the slides or still images after completing the wizard, you can easily do so at any time by rearranging them on the timeline.

## **Step-by-Step: Importing Slides and Still Images**

To add slides and still images to your presentation:

1. If you know the path and file name of the still image or PowerPoint slide or presentation that you want to import, type that location, and then click Add.
2. If you want to locate and select the PowerPoint slide or presentation or still images, click Browse, locate the slides and still images you want to import into your current presentation, and then click Open.
3. To select multiple PowerPoint presentations and/or still images, you can press the Ctrl key and click multiple still images and PowerPoint presentations to include in your Producer presentation.
4. After selecting multiple files, click Move Up or Move Down to specify the order that the slides and still images should be added to the timeline.
5. To remove an item from the list of files to be imported, click Remove.
6. Click Next to proceed to the Import or Capture Audio And Video page.

## **Choosing Audio and Video for Your Presentation**

If you want to include audio or video content in your presentation, the Import or Capture Audio and Video page lets you specify these digital media files. If you included PowerPoint slides or still images on the previous page, the audio and video files you choose will usually relate to those slides and still images.

The audio and video you want to use in your presentation may be on your computer already. If the audio and video has been saved as digital media files, you can choose the files you want to use. Like slides and still images, these files may be located on your local computer, on a shared network location, or on a CD. On this page of the wizard, you can choose to import audio or video files with the following file name extensions:

- **Audio files.** .aif, .aifc, .aiff, .asf, .au, .mp2, .mp3, .mpa, .snd, .wav, .wma
- **Video files.** .asf, .avi, .m1v, .mp2, .mpe, .mpeg, .mpg, .mpv2, .wm, .wmv

If the audio and video content that you want to use for your presentation is not saved to your computer, network, or a CD, you can go from this page directly to the Capture Wizard in order to capture the video, audio, or still images you want to include in your presentation. For example, you may have recorded video with a camcorder, but not yet transferred it to your computer and saved it as a video file. In this situation, you can start the Capture Wizard to save this recorded video footage to your computer. The video, audio, or still images you capture and save are then added to the list of files that can be imported on the Import Or Capture Audio And Video page of the wizard.

If you plan to narrate slides with video or audio, continue working in the New Presentation Wizard. After you complete the wizard, you can start the Capture Wizard and narrate the slides.

Just as you can organize the slides and still images, you can also determine the order for the corresponding audio and video you want to synchronize with the slides. Therefore, when arranging the list of audio and video files to be imported, make sure that the order corresponds roughly to the order of the slides and still images you selected. You can then easily synchronize the different elements after completing the wizard.

## ***Step-by-Step: Importing or Capturing Audio and Video***

To add digital media files to your presentation:

1. If you have recorded audio or video that you want to capture on your computer, or if you want to capture live video, audio, or still images, click Capture to start the Capture Wizard.

On the main page of the Capture Wizard, you can choose which type of content you want to capture. After you capture the content and save it as a file, the Capture Wizard ends, and the video, audio, or still image is added to the list of files to be imported in the Import Or Capture Audio And Video page of the New Presentation Wizard.

Still images captured from the Import Or Capture Audio And Video page are added to the Video track of the timeline. This means that these images show in the video display area of the presentation template, not the slide display area.

2. If you know the path and file name of the audio or video file that you want to import, type that location in the Path box, and then click Add.
3. If you want to locate and select the individual audio or video files, click Browse, locate the audio or video file you want to import into your current presentation, and then click Open.

Video and audio content you select will be added to the Video and Audio 2 tracks, respectively, on the timeline after you have completed the wizard. You can later synchronize the slides or still images with the audio and video you select on this page of the wizard.

To select multiple audio and video files, you can press the Ctrl key and click each video or audio file that you want to include in your presentation. If the files appear contiguously, you can press the Shift key, click the first file in the list, and then click the last file in the list while still pressing the Shift key.

4. After selecting multiple files, click Move Up or Move Down to specify the order in which the audio and video will be added to the timeline.
5. To remove an audio or video file from the list of files to be imported select the file in the Files box, and then click Remove.

6. Click Next. Depending on the content you selected, you will either proceed to the Synchronize Presentation page or the Complete Presentation page.

## **Synchronizing Slides—Now or Later**

The Synchronize Presentation page lets you determine when you want to synchronize your slides. You can choose to synchronize your slides immediately after completing the New Presentation Wizard, or you can choose to synchronize your slides at a later time.

If you have captured live or taped audio and video to synchronize with your slides, and imported your slides and digital media files in the correct order, you will probably want to synchronize your slides immediately after completing the wizard. In this case, click Yes on the Synchronize Presentation page before proceeding.

There are times when you would not want to synchronize your slides with the audio and video content immediately after completing the New Presentation Wizard. For example, you might have used the Producer PowerPoint add-in program (which comes with Producer) to track slide timings when the original, “live” presentation was recorded. Since the slides were already synchronized, you would not need to synchronize them again.

As you work with the New Presentation Wizard, you may notice that this page does not appear in the following situations:

- No slides or still images are selected.
- No audio or video is selected.
- No audio, video, slides, or still images are selected.

If any of these situations are true, you will go directly to the last page of the New Presentation Wizard, which lets you complete the wizard.

## ***Step-by-Step: Choosing When to Perform Synchronization***

To specify whether to synchronize slides immediately or not:

1. If you want to synchronize your presentation immediately after the files are imported and the wizard has completed, click Yes.
2. If you do not want to synchronize your presentation immediately after the files are imported, click No.
3. Click Next to proceed to the Complete Presentation page.

## **Completing the Wizard**

The Complete Presentation page lets you finish the wizard and import the content you have selected to the presentation timeline. When you click Finish, any content you have selected and any information you have entered is then applied to the current project.

The content is then added to the appropriate track on the timeline. This lets you immediately begin editing your project.

If you chose to synchronize your slides with audio and video on the Synchronize Slides page of the New Presentation Wizard, the Synchronize Slides dialog box opens after you click Finish.

If you change your mind about the presentation you are creating and decide to start over, you can easily do so by clicking Cancel on this page or any other page of the New Presentation Wizard.

## **Step-by-Step: Completing the Wizard**

To finish creating your presentation:

- Click Finish to close the wizard and import the files you selected and create the presentation project, or click Cancel to end the wizard and discard your work.

After completing the New Presentation Wizard, one of the following will occur, depending on the choices you made in the wizard.

- If you click Finish and you chose to synchronize your presentation after completing the New Presentation Wizard, the selected files are imported into the current project and added to the timeline. In addition, the Synchronize Slides dialog box appears. You can then synchronize your slides and still images with the audio and/or video files you selected. After synchronizing your presentation, you can then preview it using the Preview Presentation tab.
- If you click Finish and you chose not to synchronize your presentation after completing the New Presentation Wizard, the files you selected are imported into the current project and added to the appropriate tracks on the timeline. The Preview Presentation tab is selected for you, and you can then preview your presentation.

## **Synchronizing Slides and Still Images**

You may already have many PowerPoint presentations or other types of still images that you have created. You may even have video or audio that accompanies these slides. You can use the synchronize slides feature in Producer to put these elements together. With this feature, you can synchronize your slides so a specific slide, slide animation, or still image corresponds to the correct part of your video or audio content. In order to do this, each slide or other still image must appear on the Slide track of the timeline. For the remainder of this section, the term “slide” will refer to all types of still images or slides on the timeline.

You can synchronize your slides with video or with audio only, depending on the type of content you choose, and the goal of your presentation. For instance, you might have a video recording of an instructor teaching a class (which naturally includes an audio track), or you might have only an audio narration without a video image. Regardless,

the process for synchronizing slides is basically the same. The main difference you will notice is that a video display appears when you are synchronizing with video.

### ***Step-by-Step: Synchronizing Slides with Video and Audio***

The following procedure describes the step-by-step process for synchronizing slides with video or with audio only. Whether you synchronize your slides after completing the New Presentation Wizard or later in the process of creating your presentation, the synchronize slides feature functions in the same way.

1. Open the Synchronize Slides dialog box. There are two ways to do this:
  - In the New Presentation Wizard, click Yes on the Synchronize Presentation page, and then click Finish to complete the wizard. The Synchronize Slides dialog box automatically opens after the files you selected are imported and added to the timeline.
  - On the Tools menu, click Synchronize to open the Synchronize Slides dialog box. The Synchronize command is only enabled when you have added content to both the Slide track and either the Audio 2 or Video track.
2. If you want to preview the current slide timings with the audio and video content, select Preview Slide Timing, and then click the Play button. This lets you see the slide timings as they currently appear on the timeline.

It is a good idea to preview the presentation and observe the current slide timings before making any changes, especially if you are unfamiliar with the content you are synchronizing. This lets you familiarize yourself with the content and see how the slides, still images, video, and audio work together. You may discover that you need to click Cancel in the Synchronize Slides dialog box so you can rearrange the order of the audio, video, slides, or still images you are synchronizing. No changes are made to the slide timing when you preview the current slide timing.

3. To begin synchronizing, select Set Slide Timing, and then click the Play button. The video or audio begins to play as the current slide or still image is displayed in the Slide window. From this point forward, Producer will record your actions in real time, so pay close attention to the progress of the presentation. When you want the presentation to move to the next slide, click Next Slide to set the slide timing.
4. If your slide contains slide animations, they are displayed in the Slide window. You can then click Next Effect to play the next slide animation or effect and to synchronize that animation or effect with the particular part of the audio or video.

Whether slide animations or slide transitions are displayed depends on the options that you set in Producer. If the options Disable Slide Transitions On Import or Disable Slide Animations On Import are selected when the PowerPoint presentation is imported into Producer, slide animations or slide transitions will not display when you are synchronizing slides, when you preview your presentation in Producer, or when the published presentation is viewed in a Web browser. Therefore, if those options are selected, the entire slide will be displayed in the Slide window

rather than a particular slide animation. Furthermore, slide transitions will not be displayed in your synchronized presentation.

5. If necessary, use the controls to navigate through the video or audio file. You can use these controls to skip ahead in the presentation, which might save time if you have slides that remain static for long periods. You can also rewind the presentation, but be careful—once you rewind past slide timings you've already set, the timing information is lost and you will have to redo the synchronization from that point forward.
6. After you have synchronized your slides and still images with video or audio, do one of the following:
  - Click Finish after you have completed synchronizing your presentation. The slide timings you set are then shown on the respective tracks on the timeline.
  - Click Cancel if you want to discard the slide timings you just set.

## **Starting a New, Empty Project**

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You can accomplish the same result by creating a presentation from a new blank project as you can by using the New Presentation Wizard. After you become familiar with working in Producer, you may decide that starting a presentation from a new blank project is quicker than working through the New Presentation Wizard. Although the New Presentation Wizard takes you through the process step-by-step, you may find that you prefer to create your presentation on your own.

At times, it may be helpful to start a new blank project, especially if you are unfamiliar with the slides, audio, video, HTML, or other digital media files you are working with. Using a new blank project allows you to import and preview slides, audio, or video before beginning to create your presentation. You can also easily edit and rearrange content on the timeline before synchronizing your presentation.

Table 3-1 shows the page of the New Presentation Wizard and the equivalent menu command you can select to accomplish the same step if you create your presentation starting with a new blank project instead.

**Table 3-1** Project Creation Commands.

<b>New Presentation Wizard page</b>	<b>Producer command</b>
Welcome To The New Presentation Wizard	None
Presentation Template	Choose a presentation template and then, on the Clip menu, click Add To Timeline.
Choose A Presentation Scheme	On the Edit menu, click Presentation Scheme.

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<b>New Presentation Wizard page</b>	<b>Producer command</b>
Presentation Information	On the Table Of Contents tab, enter the information in appropriate boxes in the Introduction Page area.
Import Slides And Still Images	On the File menu, click Import.
Import Or Capture Audio And Video	On the File menu, click Import. Or, on the Tools menu, click Capture.
Synchronize Presentation	On the Tools menu, click Synchronize.
Complete Presentation	None

### ***Step-by-Step: Starting a New Project***

The following steps will help you start a new presentation using a new blank project:

1. On the File menu, click New.
2. Import the individual digital media files you want to use in your presentation.
3. Add existing digital media files to the timeline or capture any new video, audio, or still images you want to include in your presentation.
4. Arrange any slides, still images, audio, video, or HTML content on the timeline.
5. Synchronize your presentation.

### **Importing Digital Media Files**

When creating a new presentation, the first step is to import existing digital media files into Producer. These digital media files can then be added to the timeline and arranged appropriately.

Producer supports a wide variety of digital media file formats. This helps to ensure that a majority of your existing digital media files can be used in your presentation. The following is a list of digital media file types and file formats that can be imported into Producer and used in your presentations:

- Audio files. .aif, .aifc, .aiff, .asf, .au, .mp2, .mp3, .mpa, .snd, .wav, .wma
- HTML files. .htm, .html

- Image files. .bmp, .dib, .emf, .gif, .jfif, .jpe, .jpeg, .jpg, .png, .tif, .tiff, .wmf
- PowerPoint files. .pps, .ppt
- Video files. .asf, .avi, .m1v, .mp2, .mpe, .mpeg, .mpg, .mpv2, .wm, .wmv

Producer keeps your digital media files organized by storing them in folders according to file type. This makes it easy to find your captured or imported video files, audio files, PowerPoint presentations, HTML files, and other digital media files when you are creating your presentation. These folders appear in the Media tab of Producer.

When you import a file into Producer, the source file remains unchanged in its original location. You can edit the original source file outside of Producer and any changes you make to the source file will be reflected in the file shown in your current project. On the other hand, any editing you perform in Producer does not change the source file. To ensure that Producer can locate all the necessary files for a project, it is strongly recommended that you do not rename, move, or delete the original source files.

Producer lets you set many options to customize Producer for your own use. These options relate to different aspects of creating a presentation in Producer. One of these customizable aspects involves importing digital media files. The following sections discuss the different options associated with importing files into Producer.

### **Importing PowerPoint Presentations**

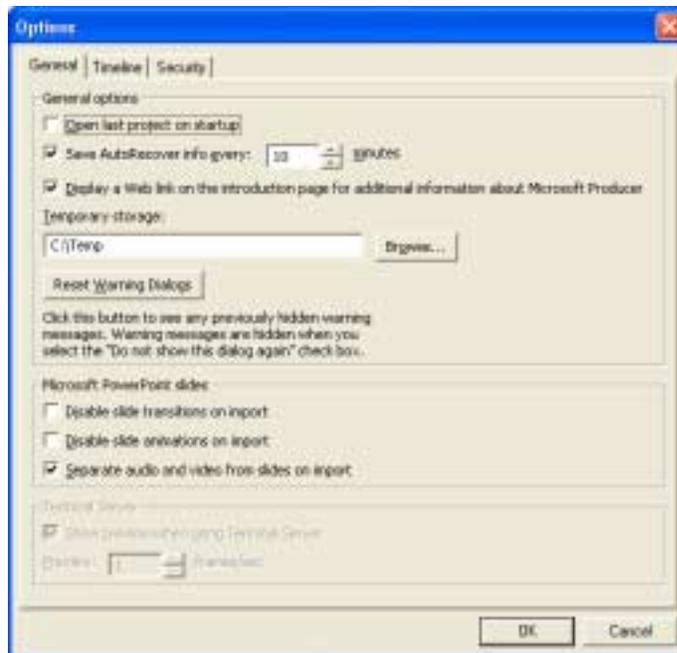
Your PowerPoint presentations may include slide animations and slide transitions. You can add these types of effects when creating the original PowerPoint presentation. In Producer, you can specify whether you want PowerPoint slide animations or slide transitions to be displayed.

Whether slide animations or transitions are displayed in Producer depends on whether the Disable Slide Animations On Import and Disable Slide Transitions On Import check boxes on the General tab of the Options dialog box are selected when the PowerPoint presentation is imported. This is true whether you import slides by using the Import command or the New Presentation Wizard.

For example, if the Disable Slide Animations On Import check box is selected when you import your PowerPoint presentation, slide animations in this presentation will not display in Producer or in your final Producer presentation. If you later decide that you want the slide animations to display, you need to re-import the PowerPoint presentation into Producer after clearing the Disable Slide Animations On Import check box. This is true for slide transitions as well.

You can also choose whether any audio and video that is already added to your PowerPoint presentation is separated from the slides when the PowerPoint presentation is imported. This option can be set using the Separate Audio And Video From Slides On Import check box on the General tab of the Options dialog box. For example, you might have already incorporated audio and video into your PowerPoint presentation. If so, you may want to separate audio and video when you import the PowerPoint presentation into Producer so you can use the audio and video in other parts of your presentation.

By default, when a PowerPoint presentation is imported, slide animations and transitions are displayed and audio and video in the PowerPoint presentation is separated from the slides. The default settings for importing PowerPoint slides are shown in Figure 3-4.



**Figure 3-4** Settings for importing a PowerPoint presentation.

### **Step-by-Step: Setting PowerPoint Import Options**

The following procedure describes the step-by-step process for setting the import options for PowerPoint slides. For these settings to take effect, they must be configured before the PowerPoint presentation is imported into Producer.

1. On the Tools menu, click Options, and then select the General tab.
2. In the Microsoft PowerPoint Slides area, do one or more of the following based on the settings you want:
  - If you do not want slide transitions to display and play back in Producer, select the Disable Slide Transitions On Import check box.
  - If you do not want slide animations to display and play back in Producer, select the Disable Slide Animations On Import check box.
  - For example, if you selected this check box, imported the slides, and then synchronized your slides to audio and video you imported, the entire slide will be displayed at once, rather than each individual slide animation.
  - If you want video and audio to be separated from your slides when a PowerPoint presentation is imported into Producer, select the Separate Audio And Video From Slides On Import check box. When the slides are imported, the separated audio and video files are imported and added to the Audio and Video folders that display in the Media tab in Producer.

3. Click OK to close the Options dialog box and save the new settings.

## **Importing Audio and Video**

Producer lets you import a variety of audio and video files for use in your presentations. When importing video files, you can choose to have the file separated into smaller, more manageable clips. For example, if you had a video file that was 30 minutes long, but you only wanted to use a three-minute portion of the file, you could select the Create Clips For Video Files check box in the Import File dialog box, and then import the selected video file. The file would then be broken down into smaller clips, so you could more easily find the particular portion of the video that you want to use in your presentation. How the video files are separated into smaller clips depends on the type of video file that you select.

## ***Step-by-Step: Importing Digital Media Files into Producer***

The following procedure describes the step-by-step process for importing existing digital media files into Producer. You can import files regardless of whether you are creating a presentation with a new blank project or you have already started a presentation using the New Presentation Wizard and need to import additional digital media files.

1. On the File menu, click Import.
2. Locate and select the digital media files you want to import. These files can include still images, video, audio, HTML files, and PowerPoint presentations.

You can import multiple digital media files at one time. To do this, press the Ctrl key, and then click each file you want to import into your current project. If multiple files are listed contiguously in the Import File dialog box, you can press the Shift key, click the first file you want to import, and then click the last file in the list that you want to import.

3. Do one of the following:
  - Select the Create Clips For Video Files check box if you want any video files you select to be separated in to smaller clips using clip detection. Remember, the original file is not changed in any way.
  - Clear the Create Clips For Video Files check box if you do not want any selected video files to be separated into clips.

If you later decide that you want the video file to be separated into clips, you can do so after the files are imported by choosing the Create Clips command from the Tools menu. Likewise, if this check box is selected and you later decide you want the clips to appear as one file, you can combine the clips.

4. Click Open to import the selected digital media files into Producer.

When the files are imported into Producer, they are automatically added to the appropriate folder in the project. For example, still images are added and stored in the Images folder, video files are stored in the Video folder, and so forth.

## **Saving Your Project**

After you start a presentation using the New Presentation Wizard or a new blank project, you will want to save the project. A project is made up of all the files you have imported and captured in Producer. This includes any audio, video, or still images you have imported or captured in Producer, as well as any HTML files or PowerPoint presentations you have imported.

The arrangement of these items on the timeline is also saved in your project. Therefore, you can later open the project and then continue editing from where you left off when you last saved your project. A Producer project file has an .MSProducer file name extension.

After completing your project, you are then ready to publish the project as a presentation. This is the presentation that your audience will watch in their Web browsers on their computers. You can publish the presentation to a variety of locations, including an internal intranet site, a shared network location, a Web site, an e-service provider's Web site, or a recordable or rewriteable CD.

## **Saving Project Archives—Pack And Go**

With time constraints in the working environment, things are always changing. Even after you publish the project as a presentation, you might need to make changes later on. For example, you might create and publish a presentation containing marketing information for a product line that you know you will change several times a year.

So that you do not have to create the entire presentation again, you might want to *pack* the project, meaning that all the source files and the actual Producer project file are stored in one file—a Producer project archive with an .MSProducerZ file name extension. This way, when the updated information is available, you can simply insert the new information and then publish the presentation again without starting from the beginning.

Packing a project to create a project archive is helpful because it lets you put all the necessary source files in one file. When you import source files, such as video, audio, still images, and so forth, Producer links to the source files in their original locations. Unfortunately, if the original source file is moved, renamed, or deleted, the link in the project file is broken—Producer will not be able to locate the files. As you can probably see, this could be a problem if you need to move your project from one computer to another or if you think you will need to make changes to the project later on. By packing your project, you can avoid this potential problem.

After you pack a project, you can then open the packed project archive on another computer. Copies of all of the associated source files are also unpacked to the folder or location you specify, along with the Producer project file.

This feature can be especially useful for those who spend a lot of time traveling. For example, you might start a presentation on a computer in your office, where you import files located on your office computer or a network location into your project, but you do not have the time to complete the project and publish it in while you are in your office. You could take the CD that contains the packed project archive and then unpack it on another computer, such as on a laptop computer. This allows you to work on your project while you are on the road without having to worry about broken links from source files that were originally located on a network or on your office computer.

### ***Step-by-Step: Packing and Unpacking a Project Archive***

The following procedure describes the step-by-step process for packing a Producer project archive. These first steps describe how to create a project archive.

1. On the File menu, click Save Project. If you have not saved the project yet, type a project name in the File Name box, and then click Save.
2. On the File menu, click Pack And Go.

The About Pack And Go page appears and provides information about using Pack And Go to create a project archive.

3. On the About Pack And Go page, click Continue.
4. In the Pack Project As dialog box, click the location where you want your project archive to be saved.

When choosing the location for your project archive, choose a location that has enough available disk space. Depending on the source files and contents of your project, the project archive file can become quite large.

5. In the File Name box, type a new name for the archive or accept the default project archive name (which is the same name as the Producer project file). Click Save to create the project archive.

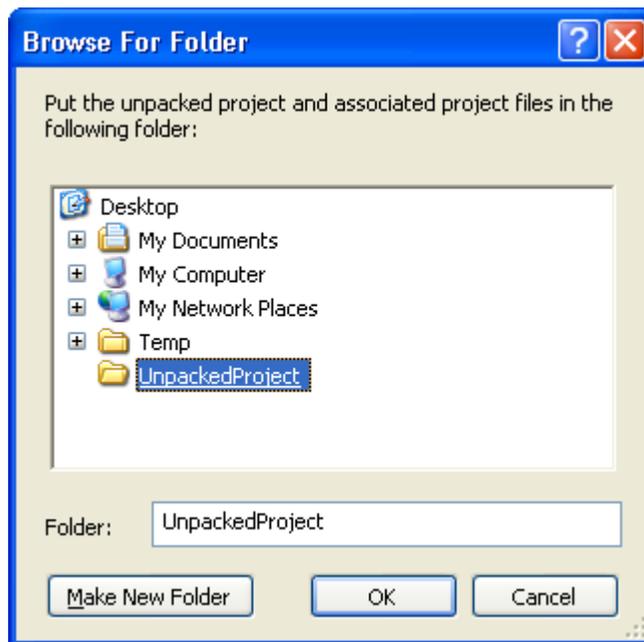
The time it takes for the project archive to be created depends on the size of the project and the source files used in the project. For example, if you have longer video or audio files in your project, the time it takes to create the project archive will be greater than if you had shorter video and audio files. Furthermore, your connection speed to a corporate network can also play a role if some of your source files are located on the network. A project archive cannot exceed 2 gigabytes (GB) in file size.

This second set of steps describes how to unpack the project archive.

1. On the File menu, click Open, and locate the project archive file. Click Open.

The project archive can be saved on a shared network location, on your local computer, on a recordable or rewriteable CD, or on a compressed media disk.

2. In the Browse For Folder dialog box, locate the folder to which you want your project file and the associated project files to be unpacked, or click Make New Folder to create a new folder. Figure 3-5 shows an example of selecting a location to unpack a project.

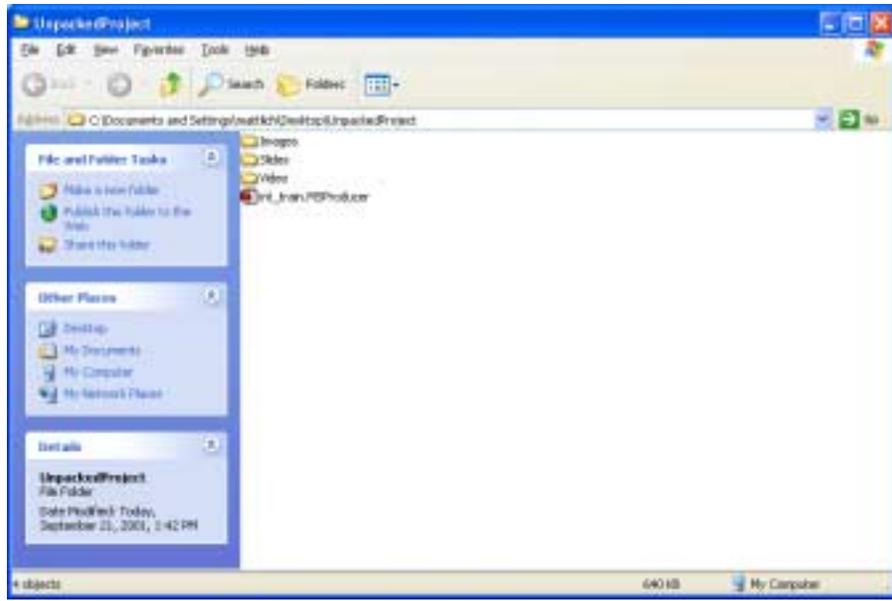


**Figure 3-5** Selecting the folder where the project files will be stored.

3. Click OK to begin unpacking the project archive.

The time it takes for the project to be unpacked depends, as before, on the size of the files in the project.

The files are unpacked to separate subfolders based on the file types in the project. For example, Figure 3-6 shows the resulting project and folders created for a sample interview training presentation.



**Figure 3-6** The folders created for unpacked project files.

# Chapter 4: Capture Video, Audio, and Still Images

Using the Capture Wizard, you can record audio, video, and still images from a variety of sources to your computer. This process is often referred to as *capturing* content. The video sources from which you can capture content range from the mouse actions on your computer screen to audio and video recorded on tape or captured live in Producer.

After you connect your video source, such as a video camera, Web camera, or VCR, to a capture device on your computer, you are ready to start capturing video, audio, or still images to your computer using Producer. When you capture content to your computer, the video, audio, and still images are transferred from the specified source and then stored as a digital file on your computer.

The Capture Wizard can be used for the wide variety of video, audio, or still images you may want to include in your presentations. The Capture Wizard walks you through the step-by-step process of capturing content to your computer for use in a presentation. The process the wizard walks you through changes depending on the capture option you choose on the first page of the Capture Wizard.

## **Before You Begin Capturing Content**

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Whether you are using the Capture Wizard to record content live or from a tape, you can take certain steps to maximize the quality of content you capture in Microsoft Producer. The following tips can also help you work more quickly and efficiently when capturing content in Producer.

## **Closing Unused Programs**

Quitting unused programs can help preserve system resources on your computer. Capturing video and audio on your computer requires that you have the necessary computing power and available system resources. Quitting unused, open programs can help free up valuable resources, such as RAM and video memory.

Furthermore, quitting unused programs that are not part of the video, audio, or still images you want to capture can make the content you capture more effective. For example, if you are capturing still images or video from your computer screen, your audience sees what is on the computer screen. This means that any icons, open programs, or even sensitive data on your computer screen could be captured and seen in the video or still images. By taking a few seconds to quit any unused programs, you can avoid these problems and save yourself a lot of time when you edit the captured video and audio.

## **Closing Other Video-related Programs**

Many current capture devices come with accompanying software that you can use with the capture device. Before starting the Capture Wizard, make sure that these programs are closed. This precaution helps to avoid errors within the Capture Wizard.

Producer cannot capture video and audio if another program is using the device. For example, if you have a Web camera and a standalone program that lets you record from the Web camera, the program is using the video device even if you are only viewing the video and not recording it. Therefore, you cannot use the Web camera to capture video in Producer until the standalone program is closed and the device is no longer in use. This applies to other capture devices or recording devices, such as a digital or analog video camera, microphone, or TV tuner card you may have attached to your computer.

## **Preparing the Office**

If you are recording in an office and it is feasible, try to avoid events that could interrupt you if you are recording content live into Producer. Place a note on the door informing people that you are recording. This may help to avoid interruptions. Other occurrences can interrupt your recording, such as a ringing phone or sounds from your computer. Avoiding these interruptions or distractions can help you work more quickly, so you can avoid unnecessary retakes when you are recording your video and audio into Producer.

## **Making Sure Capture Devices Are Working Properly**

As discussed earlier in this book, there are many different devices you can use to capture video and audio in Producer. Make sure that these devices are connected and working properly before you start capturing video. By ensuring that the capture and recording devices, such as a Web camera, analog camera, or DV camera, are working properly, you can avoid issues that could arise during the capturing process.

## **Checking Network Permissions**

After capturing any video, audio, or still images in Producer, you will be required to save the captured digital media file. If you are working on a corporate network and you plan to save the captured digital media files on a shared network location, make sure you have sufficient network permission to save and view the file from the shared location.

A good way to do this is to open My Network Places, add the shared network location, and make sure you can open that location and save files to it. This way, when you want to save your captured content in one central location, you can then simply save the files to that shared network location. Of course, you will probably want to save the files to a location on your hard disk as well. Saving files on your local hard disk can prevent performance issues that you may encounter when editing the project where the files are stored on a shared network location. Network traffic can interfere with performance when you are editing a project and later publishing it as a presentation.

When creating a project in Producer, it is a good idea to keep the Producer project (which has an .MSProducer file name extension) and the associated source files in one location. This can help you keep your projects better organized.

## **Starting the Capture Wizard**

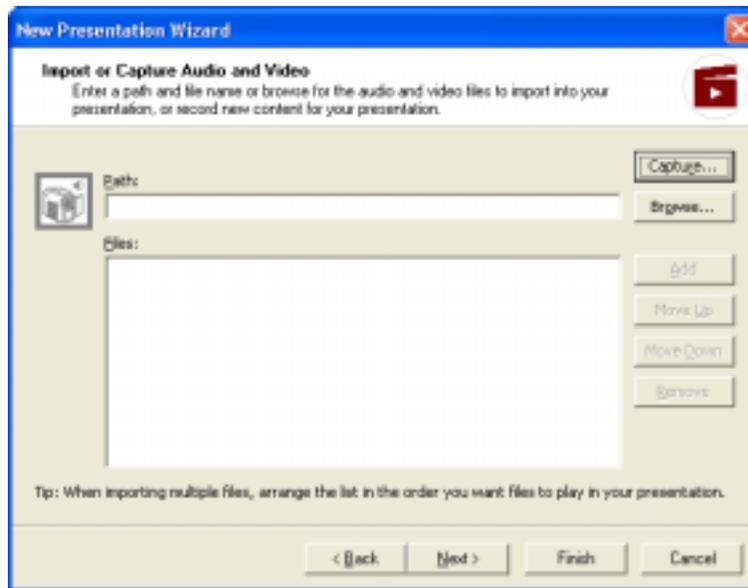
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You can begin capturing video, audio, or still images in Producer by first starting the Capture Wizard. You can access this wizard in two different places in Producer: through the New Presentation Wizard or through the Tools menu. Each way offers its own advantages.

### **Starting the Capture Wizard through the New Presentation Wizard**

The Capture Wizard can be started from within the New Presentation Wizard if you click Capture on the Import Or Capture Audio And Video page. This option lets you capture new content to your computer while you are creating a new project through the New Presentation Wizard. Therefore, if you have existing audio and video files that you want to import into the new project but you also want to capture new content, you can do both while creating a new presentation through the wizard.

Figure 4-1 shows the page in the New Presentation Wizard from which you can start the Capture Wizard.



**Figure 4-1** Starting the Capture Wizard in the New Presentation Wizard.

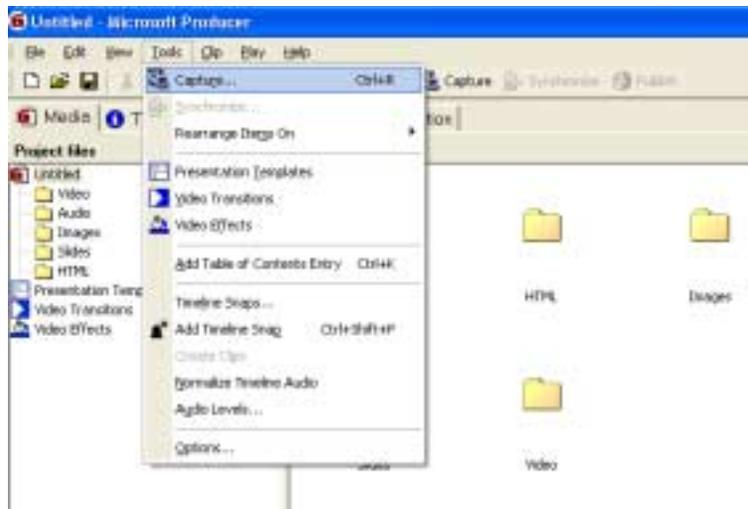
The main benefit of using the Capture Wizard through the New Presentation Wizard is that you can start and create a project by using the New Presentation Wizard, regardless of whether the audio, video, and still images are already stored on your computer. As mentioned in the previous chapter, when you complete the New Presentation Wizard, all the content you capture or select is automatically imported into the current project and added to the timeline. You can then immediately start editing the contents on the timeline to continue working on your new project.

This is not true when you start and use the Capture Wizard by clicking Capture on the Tools menu. The video you capture is imported into the current project, but it is not automatically added to the timeline unless you narrate slides with video or audio. Therefore, you must add any other video, audio, or still images to the timeline before you can begin using them in your project.

## Starting the Capture Wizard Through the Tools Menu

The Capture Wizard can also be started by clicking Capture on the Tools menu. This launches the same Capture Wizard that is launched through the New Presentation Wizard. However, if you choose to create a new project without using the New Presentation Wizard, this is the method you must use to capture video, audio, or still images to use in your project. As you become more familiar with Producer, you may find that you can begin to create a new project more quickly on your own rather than by using the New Presentation Wizard.

Figure 4-2 shows how you can start the Capture Wizard by using the Capture command on the Tools menu.



**Figure 4-2** Starting the Capture Wizard from the Capture command on the Tools menu.

Starting the Capture Wizard from the Tools menu enables you to capture new content to your computer for an existing project. For example, you may be editing a project on the timeline and realize that you need to capture additional content to complete the presentation. Instead of having to start your project over (which is what you would have to do if you wanted to use the New Presentation Wizard), you could start the Capture Wizard and then capture the desired content for your project. You would then need to add the new content to the timeline. Except for when you narrate slides with video or audio, captured content is not automatically added to the timeline as it is when you capture audio, video, or still images through the Capture Wizard in the New Presentation Wizard.

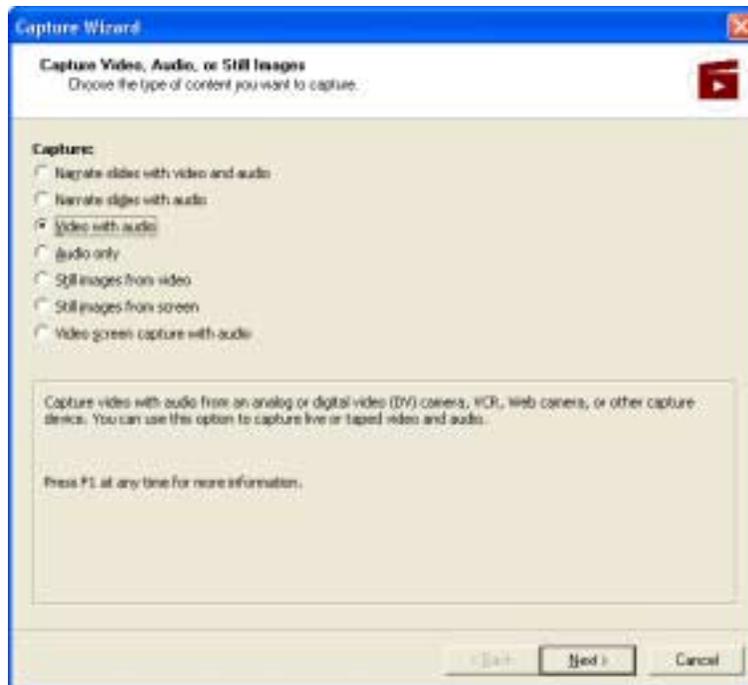
## Using the Capture Wizard

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The capture option you choose depends on the type of content you want to capture and use in your presentation. Your presentations will often contain a variety of recordings. The capturing options are based on the different types of presentations you can create in Producer and the content you need for each.

To help you determine which capture option to use, a brief description of the selected capture option appears in the Description area on the Capture Video, Audio, Or Still Images page of the Capture Wizard.

Figure 4-3 shows the first page of the Capture Wizard. This page appears whether you start the Capture Wizard through the New Presentation Wizard or through the Capture command on the Tools menu.



**Figure 4-3** The first page of the Capture Wizard.

As you use the different capture options, you will notice that several pages within the Capture Wizard are repeated, often with only slight differences. This helps make the capturing process simpler because many of the same tasks apply regardless of the capture option you choose. This occurs for common tasks you perform when capturing, such as choosing your capture settings, choosing capture devices, and capturing the actual video and audio to your computer.

Most likely, you will use the Capture Wizard more than once while creating a presentation. For example, you may need to first capture audio and video from a Web camera using the Video With Audio option. You may then need to capture still images from your computer screen.

After you save a captured file, you can then capture more content by using the Back button on the Capture Wizard to go back to the Capture Video, Audio, Or Still Images page and selecting the appropriate capture option.

On the first page of the Capture Wizard, some capture options may be shaded and cannot be selected. This occurs if you do not have the capture device that is necessary for that specific type of capture. For example, if you do not have a video recording device installed on your computer, the capture options which include video, such as Narrate Slides With Video And Audio, Video With Audio, and Still Images From Video are shaded and cannot be selected. These options may also appear shaded if you have a capture device attached to your computer, but it is not detected by Producer.

The following sections include detailed information about the different capture options you can choose in the Capture Wizard. These sections are organized by the different types of content you can capture. In each of the sections about capture options, you will find the following:

- Information about the capture options.
- Brief usage scenarios that provide examples of how the captured content could be used in different types of presentations.
- Detailed information about the specific page of the wizard with which audio, video, or still images are captured.
- Step-by-step procedures for using the Capture Wizard to capture the specified type of content.

## **Narrating Slides with Video and Audio**

Producer lets you narrate your slides with audio and video or with audio only, depending on the type of content you want to include in your presentation. When you narrate slides, the narration content is separated into clips that correspond to the individual slides.

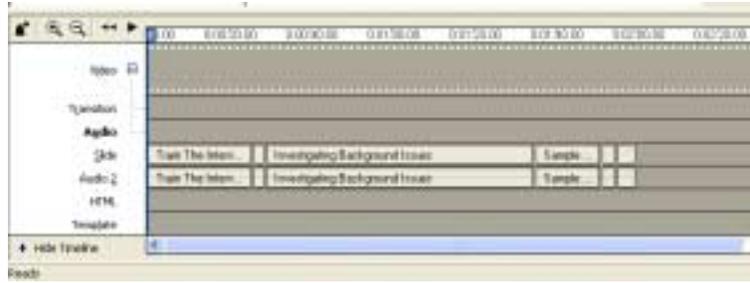
To use either the Narrate Slides With Video And Audio or Narrate Slides With Audio capture options, you must first import the slides or still images and add them to the Slide track on the timeline.

The video and audio you capture to narrate the slides is synchronized with either the entire slide or an individual slide animation or transition that appears within the slide. You can synchronize the audio and video with the entire slide—without animations or transitions—by clearing the slide animations and transitions check boxes in the General tab of the Options dialog box before importing the PowerPoint presentation.

If you capture video with audio for a narration, your captured file is saved as a Windows Media Video (WMV) file with a .wmv file name extension. If you capture audio only for the narration, then your captured file is saved as a Windows Media Audio (WMA) file with a .wma file name extension. Video clips and their associated audio clips appear on the Video and Audio tracks above the corresponding slide or still image on the Slide track. Likewise, if you narrate your slides with audio only, the corresponding audio clips appear below the slide on the Audio 2 track of the timeline.

If you later decide that you need to rearrange the order of the slides, audio, or video on the timeline, you can quickly determine where you need to move the corresponding video, audio, or slides so that all the different elements remain synchronized after they are moved.

Figure 4-4 shows how the audio of a speaker's voice that is narrating slides is separated into pieces of audio that correspond to the slides.



**Figure 4-4** An audio track used to narrate slides.

You can capture audio and video content for narration purposes from a variety of capture and recording devices, such as a Web camera, analog or DV camera, standalone microphone, or VCR. While you are capturing the content, it can be synchronized with the slides on the timeline.

One example of when you might choose this capture option is distance learning, which is becoming more prevalent at many universities. Often, the presenter has a set of PowerPoint slides that he or she uses to conduct and teach the class. The presenter may decide to record video or audio of the presentation. The instructor, or presenter, could then quickly create an on-demand presentation of the class and synchronize the audio or video with any PowerPoint slides used during the original class.

Therefore, if any students were absent or unable to attend the class, they could play the on-demand presentation of the class they missed. Students who were at the class, but wanted to hear the lecture (or parts of the lecture) again could also play back the presentation to review the class.

In addition to distance learning, corporations could create online training courses. The process is the same; you could capture video of a training session, and then use the video and audio to narrate the slides. This enables employees to watch the online training from their desktop computers at any time.

### ***Step-by-Step: Narrating Slides with Audio and Video***

The following procedure describes the step-by-step process for narrating slides with video and audio.

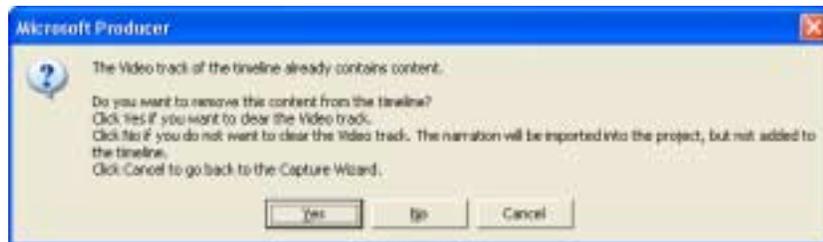
In the steps below, narrating slides with both video and audio or with audio only are explained simultaneously, because they follow the same basic steps in the wizard. The only difference is that video is not captured (and, therefore, not displayed) if you choose the audio-only option.

1. Import and add the slides or still images you want to narrate to the Slide track on the timeline.
2. Depending on the capture device you have connected to your computer and the content you are capturing with your slides, do one of the following:
  - If you are using a DV camera or analog camera to narrate slides from previously taped video and audio, turn on the device and switch the camera to the playback mode (usually labeled VCR or VTR).

- If you are using a VCR to capture video and audio from tape, make sure the VCR is on.
  - If you are using a DV camera, analog camera, or Web camera to capture live video or audio, turn on the device and switch the DV or analog camera to the correct position to record live video.
  - If you are using a standalone microphone to capture live audio, make sure the microphone is connected to your computer. The input jack is usually labeled “Microphone” or “Mic.”
3. On the Tools menu, click Capture.
  4. On the Capture Video, Audio, Or Still Images page of the Capture Wizard, choose one of the following capture options, and then click Next:
    - Click Narrate Slides With Video And Audio if you want to narrate your slides with both video and audio.
    - Click the Narrate Slides With Audio option if you want to narrate your slides with audio only.

If you are using a DV camera and are narrating slides, the audio is not played back on your computer. Therefore, make sure the volume on the camera is set high enough that you can hear the audio to properly narrate and synchronize the audio with the slides.

5. If video or audio already appears on the timeline, one of the dialog boxes shown in Figures 4-5 and 4-6 appears. Do one of the following:
  - Click Yes if you want to clear the Video track (or Audio EPSrack, if you captured audio only). The narration you capture will then be added to the appropriate track of the timeline after completing the wizard.
  - Click No if you do not want to clear the Video track (or Audio 2 track). The narration will be imported into the project, but it will not be added to the timeline.
  - Click Cancel to return to the Capture Video, Audio, Or Still Images page of the Capture Wizard.



**Figure 4-5** This dialog box appears if video is already on the Video track.



**Figure 4-6** This dialog box appears if audio is already on the Audio 2 track.

6. The next page depends on whether you chose to capture video or just audio. The two different pages that can appear are as follows. After you choose the capture setting, click Next.
  - If you chose to narrate your slides with video and audio, the Capture Video And Audio page appears, and you can choose capture settings for capturing video with audio.

You should choose your capture settings based on the type of video you are capturing and the connection rate that your audience will most likely use to watch your final presentation. For example, if your presentation contains a stationary speaker—a “talking head” video, or someone standing at a podium—and you plan to use a presentation template with a small video display (240x180), you could choose the Typical capture setting.

If you are unsure about the presentation template you will use, choose a capture setting that displays the video at a larger display size. If you later choose a presentation template that has a smaller display size, the video will still display correctly. Guidelines for choosing capture settings are discussed later in this chapter.

- If you chose to narrate your slides with audio only, the Capture Audio page appears, and you can choose capture settings for recording audio only.

Like choosing the capture setting for video, you should choose your audio capture settings based on the type of audio you are capturing and the connection rate that your audience will most likely use to watch your final presentation.

For example, if your presentation contains a speaker who is talking, and you plan to use an audio-only presentation template, you could choose the Typical capture setting. This lets you capture audio that is well-suited for voice and mixed audio. Again, guidelines for choosing capture settings are discussed later in this chapter.

7. The options available on the Choose Capture Devices page depend on whether you chose to narrate slides with video or with audio only. The options also depend on the types of capture devices that are connected to your computer.

Whether a separate input source for video can be selected depends on the type of video capture device you are using and its software drivers. Details about video capture devices and the combination of video and audio sources you can select are discussed later in this chapter. Click Next after you have selected and configured your capture devices.

8. Choose the appropriate options in the Capture Wizard as follows before capturing the video or audio to narrate your slides.

- Select or clear the Show Preview check box. This check box only appears if you have chosen to narrate your slides with video and audio.

To preserve your computer's system resources when capturing video and audio, it is recommended that you clear the Show Preview check box. This can help improve the overall quality of the video and audio that is captured. Many DV or analog cameras have built-in LCD panels and speakers that let you see the video and hear the audio you are capturing. You can use the LCD panel and built-in speaker to preview the content instead.

- Select the Mute Speakers check box if you are capturing live video and audio. Muting the speakers prevents audio from being played back on the speakers, which can distract from the audio you are capturing for your narration.
- Move the Input Level slider up or down to increase or decrease the volume of the captured audio.

When adjusting the Input Level slider, try to avoid reaching the red levels while you are recording. You can test the volume by speaking into the audio device and seeing how the levels move up or down on the Input Level meter. If the meter reaches the red levels when recording, the captured audio will be unclear and distorted. Try to avoid low volume levels as well (readings on the lower third of the meter) because the volume of the captured audio may be too low and difficult to hear.

If you are using a DV camera for capturing, the Input Level slider does not appear.

- Click Previous Slide or Next Slide until the first slide you want to narrate appears in the Slide window.

9. Depending on whether you are capturing live or taped audio and video to narrate your slides, do one of the following:

- If you are capturing taped video or audio, make sure the playback device is set to the playback mode (often labeled VTR or VCR on a camera), cue the tape to the part you want to capture, and then press the play button.
- If you are using a DV camera connected to an IEEE 1394 port, you can use the Digital Video Camera controls to locate the section of video and audio on the tape that you want to capture to narrate your slides. When you click Capture, the tape plays back automatically.
- If you are capturing live video, focus the camera on the subject you want to capture.

10. Click Capture to begin capturing video or audio.

As you narrate your slides, click Next Slide to go to the next slide on the timeline after you have finished narrating the slide currently displayed in the Slide window.

If your slides contain animations, click Next Effect when you have narrated the current part of the slide and you want to move to and narrate the following animation.

After you have finished narrating your slides, click Stop. If you are capturing taped video or audio from an analog camera or VCR, press the stop button on your camera or VCR as well.

If you are using a DV camera, the tape will stop playing back automatically when you press the Stop button in the Capture Wizard.

11. In the File Name box, type the name for the captured Windows Media file. Click Save, and then click Finish.

The narration will be saved as a WMV file if you captured video, or it will be saved as a WMA file if you captured audio only.

12. After you complete the Capture Wizard, video and audio is separated into clips and added to the timeline. The video or audio clips have the same names as the slides they narrate. Click Finish to end the Capture Wizard.

Clips are added to the project as follows:

- If you narrated slides with video, the captured video file is separated into clips and added to the Video track on the timeline.
- If you narrated slides with audio only, the captured audio file is separated into clips on the timeline and added to the Audio 2 track.
- If you had video and audio content on the timeline before you captured the audio or video narration, and you did not choose to clear the timeline when prompted by the wizard, the audio and video is imported into the current project, but it is not added to the timeline.
- If you captured video, it is separated into clips that have the same names as the slides they narrate, and then stored in the Video folder.
- If you captured audio only, the audio file is stored in the Audio folder. To match the slides with the audio narration, add the audio file to the Audio 2 track of the timeline so that it starts at the same point as the first slide that was narrated.

## **Capturing Video and Audio**

Choosing the Video With Audio capture option lets you record live or taped video and audio to your computer. The video sources you can record from include a Web camera, DV camera, analog video camera, or an analog or digital VCR. The video sources you can choose depend on the capture devices installed on your computer.

Choosing the Audio Only capture option lets you record live or taped audio to your computer. You can capture from audio-only sources, such as a microphone, or you can capture audio from a video source.

The video you capture is stored on your computer as a WMV file. When you finish the Capture Wizard, the saved WMV file is automatically imported into your current project. It is stored in the Video folder on the Media tab.

If you choose Audio Only, the audio you capture is stored on your computer as a WMA file. The saved WMA file is automatically imported into your current project. It is stored in the Audio folder on the Media tab.

### ***Step-by-Step: Capturing Video or Audio***

The following procedure describes the step-by-step process for capturing video or audio. These two options follow the same basic steps in the wizard.

1. Depending on the capture device you have connected to your computer and the content you are capturing, do one of the following:
  - If you are using a DV camera or analog camera, turn on the device and switch the camera to the playback mode (usually labeled VCR or VTR).
  - If you are using a VCR, make sure the VCR is on.
  - If you are using a DV camera, analog camera, or Web camera to capture live video or audio, turn on the device and switch the DV and analog camera to the correct mode to record live video.
  - If you are using a standalone microphone to capture audio, make sure the microphone is plugged into the appropriate line on your computer, usually labeled "Microphone" or "Mic."
2. Do one of the following to start the Capture Wizard:
  - On the Import or Capture Audio And Video page of the New Presentation Wizard, click Capture.
  - On the Tools menu, click Capture.
3. On the Capture Video, Audio, Or Still Images page of the Capture Wizard, choose one of the following capture options, and then click Next:
  - Click Video With Audio if you want to capture video with audio.

- Click Audio Only if you want to capture audio only. You can use this option to capture only the audio portion of a video source, if necessary.
4. The next page depends on whether you chose to capture audio and video or audio only. The two different pages that can appear are as follows. After you choose the capture setting, click Next.

- If you chose to capture video, the Capture Video And Audio page appears, and you can choose capture settings for capturing video with audio. You should choose your capture settings based on the type of video you are capturing and the connection rate that your audience will most likely use to watch your final presentation.

For example, if your presentation contains high-motion video, you plan to use a presentation template with a large video display (480x360), and your audience will watch your presentation over a LAN or broadband connection, you might click More Choices, and then select the Large Video Display (480x360) For Delivery At 300 Kbps capture setting. Guidelines for choosing capture settings are discussed later in this chapter.

- If you chose to capture audio only, the Capture Audio page appears, and you can choose capture settings for capturing audio only. As with video, choose your audio capture settings based on the type of audio you are capturing and the connection rate that your audience will most likely use to watch your final presentation.

For example, if you plan to use an audio-only presentation template and your audience will most likely watch your final presentation over a LAN or broadband connection, you could then click More Choices and select the High Quality Audio For Delivery At 128 Kbps capture setting. Guidelines for choosing capture settings are discussed later in this chapter.

5. The Choose Capture Devices page depends on whether you chose to capture video or audio and the types of capture devices you have connected to your computer.

Whether a separate input source for video can be selected depends on the type of video capture device you are using and its software driver. Details about video capture devices and the combination of video and audio sources you can select are discussed later in this chapter.

Click Next after you have selected and configured your capture devices.

6. Choose the appropriate options in the Capture Wizard as follows before capturing your audio and video or audio only:

- To preserve system resources when capturing video and audio, clear the Show Preview check box. This can help preserve valuable system resources and can help to improve the overall quality of the video and audio that is captured. Many DV or analog cameras have built-in LCD panels and speakers that you can use to preview the content.
- Select the Mute Speakers check box if you are capturing live audio. Muting the speakers prevents the audio from being played back on

your computer's speakers, which can distract from audio you are capturing.

- Move the Input Level slider up or down to increase or decrease the volume of the captured audio.

When adjusting the Input Level slider, try to minimize the volume sensitivity so that the recording levels do not go into the red. You can test the volume by speaking into the audio device and seeing how the levels move up or down on the Input Level meter.

If you are using a DV camera for capturing, the Input Level slider does not appear.

- Select the Capture Time Limit check box to set the amount of capturing time. After the time limit expires, capturing stops automatically.
- Select the Create Clips check box if you want your video to be separated into clips after you save the WMV file and it is imported into the current project.

7. Depending on whether you are capturing live or taped audio and video, do one of the following:

- If you are capturing taped video or audio, make sure the device is set to the playback mode (often labeled VTR or VCR on a camera), cue the tape to the part you want to capture, and then press the play button.
- If you are using a DV camera connected to an IEEE 1394 port, you can use the Digital Video Camera controls to locate the section of the video and audio that you want to capture. The tape begins playing automatically when you click the Capture button.
- If you are capturing live video or audio, focus the camera on the person or thing you want to record.
- If you are capturing live audio from a standalone microphone, make sure the microphone is attached properly.

8. Click Capture to begin capturing.

9. After you have finished capturing video or audio, click Stop. If you are capturing taped video or audio from an analog camera or VCR, press the stop button on your playback device as well. If you are capturing from a DV camera, the tape stops playing automatically.

If you selected the Capture Time Limit check box, capturing stops automatically once the time limit has expired. Therefore, you do not need to click Stop. However, you can click Stop to end capturing at any time.

10. In the File Name box, type a name for the captured Windows Media file. Click Save, and then click Finish to complete the Capture Wizard.

The file will be saved as a WMV file if you captured video, or as a WMA file if you captured audio only.

After you complete the Capture Wizard, the video and audio is imported into the current project. If you captured video with audio, the video is stored in the Video folder. If you captured audio only, the audio is stored in the Audio folder.

## **Capturing Still Images from Video**

With taped or live video, you may have some individual shots that illustrate the point or message you are trying to convey to your audience. For these shots, you can capture a still image from a video source to use in your presentation. You may also find that you want to capture still images from your video and narrate them along with your slides. The Capture Wizard enables you to capture these still images from a video source.

Still images are saved as JPEG image files with a .jpg file name extension. Because the still images are captured as JPEGs, you can edit them in most image editing programs.

### ***Step-by-Step: Capturing Still Images***

The following procedure describes the step-by-step process for capturing still images from video.

1. Depending on the capture devices you have connected to your computer and the content you are capturing, do one of the following:
  - If you are using a DV camera or analog video camera to capture still images from taped video, turn on the device and switch the camera to the playback mode (usually labeled VCR or VTR).
  - If you are using a VCR to capture still images from tape, make sure the VCR is on.
  - If you are using a DV camera, analog camera, or Web camera to capture still images from live video, turn on the device and switch it to the correct position to record live video and audio.
2. Do one of the following to start the Capture Wizard:
  - On the Import Or Capture Audio And Video page of the New Presentation Wizard, click Capture.
  - On the Tools menu, click Capture.
3. On the Capture Video, Audio, Or Still Images page, click Still Images From Video, then click Next.
4. The Choose Capture Devices page appears, and you can select the capture device (and the appropriate input source, if available) to use. Click Next after you have selected and configured your capture devices.

5. Depending on whether you are capturing still images from live or taped video, do one of the following:
  - If you are capturing still images from taped video, make sure the playback device is set to the correct playback mode (often labeled VTR or VCR on a video camera), cue the tape to the part you want to capture, and then press the play button. Press the pause button on the camera when you see the frame you want to capture as a still image.
  - If you are using a DV camera connected to an IEEE 1394 port, you can use the Digital Video Camera controls to locate the frame of the taped video that you want to capture, and then click Pause.
  - If you are capturing live video, focus the camera on the subject you want to capture in a still image.
6. Click Browse to select the location to which you want to save your captured still image. The path and file name for the saved image is displayed in the File Name box.

The default name for the first image you capture is Picture\_0001.jpg and the second image you capture is saved as Picture\_0002.jpg, and so forth. However, you can replace the prefix of the file name, Picture, with any name you want to help you find and organize your still images.
7. For each still image you want to capture, click Capture Image.
8. Click Finish to complete the Capture Wizard. The captured still images are imported into the current project and stored in the Images folder.

## Capturing Images from Your Computer Screen

Still images you capture from your computer screen are saved as Portable Network Graphics (PNG) files with a .png file name extension. PNG files are bit-mapped images that are well-suited to display images that have similar blocks of color. This is often the case with different parts of the Microsoft Windows operating system, such as dialog boxes, title bars, menu bars, and so forth.

This capture option can be used for software-related presentations ranging from software training to marketing a new software application. The following list provides some brief examples of how you could use still images captured from your computer screen in your presentations.

- **Software training.** During software training, the instructor shows different features of a program. The training presentation might even contain “tutorials” that students can use to learn the program. In your Producer presentation, you could include a screen shot of the correct settings in a dialog box for successful completion of the task, or some other appropriate user interface item.
- **Marketing new software.** Screen shots are often used when new software is being sold or marketed. Think about some new software you may have purchased or seen advertised on the Web. Many times the packaging or advertising has some screen shots to show the user interface. You can use

Producer to capture these types of still images to show a new product and the basic elements of the user interface.

- **Introducing a new or revised Web site.** You can capture screen shots of a Web site as it displays in a Web browser. This is useful if you have a new Web site or intranet site that you want to introduce to potential users. You can take screen shots of the Web site and explain what its features are used for.

## Step-by-Step: Capturing Screen Images

The following procedure describes the step-by-step process for capturing still images from your computer screen.

1. Do one of the following to start the Capture Wizard:
  - On the Import or Capture Audio and Video page of the New Presentation Wizard, click Capture.
  - On the Tools menu, click Capture.
2. On the Capture Video, Audio, or Still Images page, select Still images from screen. Click Next.
3. Do one of the following in the Capture Wizard:
  - To capture an image of an area of the screen, click Select Region. Your cursor changes to look like crosshairs. Use the crosshairs to click and drag a box to specify the area of the screen you want to capture.
  - Drag the Capture icon over the area of the screen you want to capture as shown in Figure 4-7. You can resize the capture window to adjust the area you want to capture.



**Figure 4-7** Selecting the Capture icon in the Capture Wizard.

When you select an area of the screen by using the Capture icon, individual elements in the screen are selected in a rectangular box. For example, if you wanted to capture an image of a toolbar, drag the icon

on the toolbar you want to capture and drop it on the toolbar. If you wanted to capture the entire window of a software application, drag the icon over the title bar of the application window and drop it.

- Type the screen coordinates of the area you want to capture. Enter the top-left corner coordinates in the Top Left Corner boxes, and then type the width and height of the area you want to capture in the Width X Height boxes. Click Apply to select the specified area of the screen.
4. Click Capture Image to capture the selected area of the screen. When you click Capture Image, the Capture Wizard dialog box is minimized so it is not included in the image.
  5. In the File Name box, type a name for the captured image, and then click Save. The captured image is saved as a PNG file and then imported into the current project and stored in the Images folder.
  6. You can repeat steps 3 through 6 to capture and save additional images from your computer screen. Click Finish to complete the wizard.

## **Capturing Video from Your Computer Screen**

Screen capture videos let you show your audience what is occurring on your computer screen. This enables you to demonstrate tasks on a computer that would be difficult to describe solely with words and text.

You can use the following types of capture devices to capture the audio:

- Standalone microphone
- Web camera with a built-in microphone
- Analog video camera

A DV camera cannot be used to capture audio when you are capturing video from your computer screen.

The video screen capture is saved as a WMV file. Like other video you capture in Producer, the video screen captures are added to the current project.

This capture option is often used for software-related presentations ranging from training to marketing. The following list provides some brief examples of how you could use video screen captures with audio in your presentations.

### **Tips for Successful Video Screen Captures**

When capturing video from your computer screen using Producer, keeping a few simple guidelines in mind can increase the effectiveness and the quality of the video you capture.

- **Quit unused applications.** Each open software application uses system resources. Just as when you capture video or audio from a capture device, you should close any unnecessary software applications that are not part of your video screen capture.
- **Hide bitmap images when possible.** Bitmap images, such as images that might appear on the desktop, may not appear optimally in a video screen capture. This occurs because there is a reduced number of colors that can be captured and displayed properly in a video screen capture. You can avoid this issue by setting your desktop background to a solid color.
- **Avoid unnecessary mouse movements.** Unnecessary or quick mouse movements may not be displayed correctly in your video screen capture due to the low number of frames per second (fps) that are captured (approximately 5 to 10 fps; other video is captured at 15 or 30 fps). Objects move more smoothly and with greater clarity when video is captured at a higher number of frames per second. Therefore, as you move an object during a video screen capture, the object may display unevenly if it is moved quickly. When you type or select check boxes or option buttons, do these actions slowly to improve the overall quality of the video screen capture.
- **Match the video display size with the appropriate presentation template.** As mentioned earlier in this chapter, you can improve the quality of the video in your presentation by applying a presentation template that displays video at the size it was captured. This is especially true when working with video screen captures.

### ***Step-by-Step: Capturing Video from Your Computer Screen***

The following procedure describes the step-by-step process for capturing video from your computer screen.

1. Do one of the following to start the Capture Wizard:
  - On the Import Or Capture Audio And Video page of the New Presentation Wizard, click Capture.
  - On the Tools menu, click Capture.
2. On the Capture Video, Audio, Or Still Images page, click Video screen capture with audio. Click Next.
3. On the Choose Capture Devices page, select the audio capture device (and input line if necessary) to use for capturing the audio with your video screen capture. Drag the Input Level slider up or down to increase or decrease the recording volume level. Click Next to continue.

For example, if you have a microphone attached to your sound card, you would select the sound card as the Audio Device and select Microphone as the Input Source.

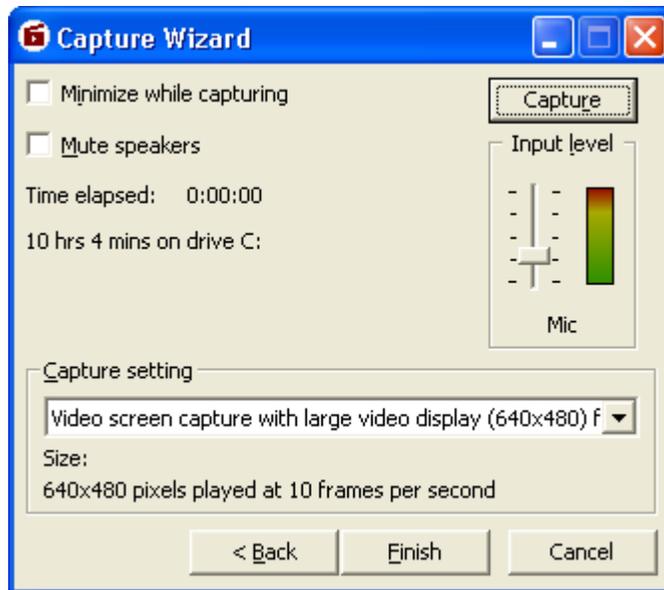
Note that audio from a DV camera cannot be used when capturing video from your computer screen. Therefore, if you have a DV camera connected to your computer, it will not be displayed in the Audio Device box.

4. In the Capture Wizard dialog box (shown in Figure 4-8), do the following:
  - Select the Minimize While Capturing check box if you want the dialog box to minimize to an icon on the taskbar while you are capturing your video screen. This prevents the dialog box from appearing in the video you capture.
  - Select the Mute Speakers check box if you are capturing audio with your screen capture. Muting the speakers prevents audio from being played back on the speakers, which can distract from the audio you are capturing.
  - Drag the Input Level slider up or down to increase or decrease the volume of the captured audio.
  - In the Capture Setting box, select the capture setting that best matches the display size of the area of the screen you want to capture and the connection rate your audience will most likely use to watch your presentation.

The capture area is shown as a square on your computer screen, and the size changes based on the capture setting you select. The area of the computer screen is a fixed size based on the capture setting you selected. Therefore, the width and height are also size based on the current capture setting.

5. Drag the box so it appears on the area of the screen you want to capture, and then click Capture.

If you selected the Minimize While Capturing check box, the dialog box appears as an icon on the taskbar and the rectangle that shows the selected area does not appear. If this check box is cleared, the Capture Wizard dialog box will appear in your screen capture if it appears in the selected area.



**Figure 4-8** Capturing video from your computer screen.

6. Perform the actions on your computer that you want to record for your video screen capture. If sound capture equipment is available, you can narrate the screen capture and your narration is saved as the audio portion of the screen capture video file.
7. After you have completed your screen capture, do one of the following:
  - If you selected the Minimize While Capturing check box, click the Stop Capturing icon on the taskbar to stop capturing.
  - If the Minimize While Capturing check box was cleared, click Stop to stop capturing.
8. In the File Name box, type a file name for your video screen capture, and then click Save. Click Finish to complete the Capture Wizard.

The video screen capture is imported into your current project, and it is stored in the Video folder for the current project.

## **Understanding Capture Settings**

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As you proceed through the Capture Wizard, you are prompted to select the capture settings for video and audio. This step occurs when you select any one of the following capture options on the first page of the Capture Wizard:

- Narrate Slides With Video And Audio
- Narrate Slides With Audio
- Video With Audio

- Audio Only
- Video Screen Capture With Audio

The quality of the video in your final presentation depends on the quality of the video and audio you capture. Because of this, selecting appropriate video and audio capture settings is important. The options in Producer affect the following aspects of the video and sound you capture:

- The number of video frames per second.
- The video bit rate, which is the speed at which the pieces of video, called *bits*, transfer in your video.
- The quality of the audio.
- The audio bit rate, which is the speed at which the audio transfers.
- The quality of the video and audio when the audience plays your final, published presentation.

For example, you can choose to capture video at different bit rates by using different capture settings—even though the settings use the same video display size. The number of frames per second that are captured at a higher capture setting (such as Medium Video Display (320x240) For Local Playback) is greater than the number of frames per second that are captured at one of the lower capture settings with the same display size (for example, Medium Video Display (320x240) For Delivery At 300 Kbps).

The higher capture setting (Medium Video Display (320x240) For Local Playback) captures 30 fps, whereas the lower capture setting (Medium Video Display (320x240) For Delivery At 300 Kbps) only captures 15 fps. In general, as you increase the number of frames per second, motion in your video is displayed more smoothly. However, more frames per second also increases the size of the video file. Audio quality is greater when you use the higher capture setting because the audio bits transfer at a higher rate than they do with the lower capture setting.

The quality of the video and audio in your final published presentation directly depends on the quality of the original captured video and audio. As a general rule, it is always better to choose a higher capture setting when you capture the original audio and video. If you choose to capture at a lower capture setting, and you then publish your final presentation at a higher capture setting, the quality of the video and audio in your published presentation will not increase. If you then wanted to increase the quality of the video and audio in your published presentation, you would have to recapture the content at a higher capture setting, add it to the appropriate place on the timeline, and then publish your presentation again at a higher capture setting. This is especially important to remember if you need to publish your presentation audiences that may connect at different rates in order to play back your presentation.

For all profiles, you will notice that the information in the wizard changes if you choose to record video with audio or audio only. For example:

- **Best used for.** This information provides examples and suggestions for the type of capture that is best-suited for the selected setting. This information includes the recommended audience connection rate.

- **Size.** This setting identifies the display size and the number of frames per second for the selected video and audio capture setting. This setting is not displayed when you choose to capture audio only.

## **Considerations for Choosing Capture Settings**

The following are some questions you should consider, along with guidelines to help you choose the appropriate capture setting in Producer.

### **What Kind of Content Are You Capturing?**

If you are capturing high-motion video, you would probably want to use a capture setting that has a higher bit rate, such as one of the profiles that are designed for delivery at 300 Kbps or for local playback, rather than a capture setting designed for delivery at 100 Kbps. If you use a lower capture setting, the movement of the objects might appear uneven and jerky because there is not enough video information being captured to accurately display the rapid movement. In addition, any audio captured with the video will sound better if you select the capture setting with a higher bit rate. The display size you choose depends on how you want to use the video in your presentation.

Conversely, if you have video that does not contain some movement or variable noises such as a recording of a person sitting and talking, but you want the video to display at a smaller display size, you can probably safely use the Typical capture setting.

### **Which Presentation Templates Are Used in Your Presentation?**

Producer includes different templates that provide a variety of display sizes for video in your final published presentation. The display size is based on the template or templates that are applied to the presentation. Choose a presentation template that has the same or similar display size as the captured video, so the video does not appear stretched and distorted in the published presentation.

For example, if you capture video using the Small Video Display (240x180) For Delivery At 300 Kbps capture setting, which has a display size of 240 pixels by 180 pixels, and you apply a presentation template that displays video at 640 pixels by 480 pixels, the video you captured would not be displayed correctly. The descriptions of the presentation templates include the size of the video display for the given template.

### **What Is the Connection Speed Viewers Will Use?**

The connection speed used by your audience plays an important role in choosing the capture settings for your video and audio. If you capture video with a large display size and high bit rate, and then publish it at a higher quality setting, your audience will experience a long wait while your video and audio download. If your presentation is streamed and your audience has slower connection rates, the video and audio may be interrupted due to buffering.

# Chapter 5: Microsoft PowerPoint Presentations in Producer

An important part of creating rich-media presentations in Producer includes incorporating existing PowerPoint presentations into your Producer presentations. This lets you use your existing PowerPoint presentations in another way—to synchronize your PowerPoint slides with audio, video, HTML files, still images, and presentation templates in order to create one dynamic presentation. In other words, Producer is a tool that helps you get even more out of your PowerPoint slides.

## **Using PowerPoint to Edit Slides in Producer**

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As you are working with imported slides in Producer, you may need to edit them for use in your presentation. The types of changes you may need to make can range from correcting a small typing mistake to adding a whole new slide. You might also need to redesign slides to work with the other elements in your presentation.

If you discover that you need to make changes while you are working with the slides in Producer, you can edit your slides by opening them in PowerPoint. You can make any necessary changes, and then save your revised slides. When you go back to Producer, the edited PowerPoint presentation is automatically re-imported into Producer with the changes you made.

You can also open and edit a selected slide by using the Edit Slide command on the Edit menu in Producer, which is available only when a PowerPoint presentation or individual slide is selected.

Producer lets you open and edit your slides, whether they are saved and imported as a PowerPoint presentation with a .ppt file name extension or saved as a Web page with an .htm file name extension in PowerPoint. PowerPoint presentations are stored in the Slides folder on the Media tab in Producer. Producer retains information about the slides so you can edit them in PowerPoint regardless of whether they were saved as a PowerPoint presentation or a Web page.

Producer does not enable you to directly edit a PowerPoint Show with a .pps file name extension. If you want to edit a PowerPoint Show in PowerPoint after it has been imported into Producer, do the following:

1. Delete the show from the Producer project.
2. Change the file's .pps file name extension to a .ppt file name extension.
3. Import the PowerPoint presentation again.

You can then edit the presentation in Producer using PowerPoint.

Note that performing these steps removes all timing and synchronization between the slides and other elements on the timeline. When the slides are imported again, Producer will use either the PowerPoint timings (if they have been specified) or the default timing for PowerPoint slides.

## **When to Edit Slides**

It's best to edit your slides before adding them to the timeline. If you edit the slides after they have been added to the timeline, the types of edits you make determine whether the slides are updated on the timeline automatically.

For example, if you added your slides to the timeline in Producer, and then decided that you wanted to change the slide design, you could choose the slide and then click Edit Slide on the Edit menu. After you applied the new design for the overall presentation, saved your changes in PowerPoint, and then went back to Producer, the slides would be re-imported automatically. The revised slides would appear in both the contents pane of the Media tab and on the timeline.

Other changes are not updated on slides that have already been added to the Slide track of the timeline. For example, if the slides have associated slide timings when they are imported into Producer and you change any slide timings in PowerPoint, the slides in the contents pane will contain the new slide timings. However, any slides that have been placed on the timeline will not have the new slide timings and will display in your presentation for the amount of time specified by the original slide timings. If you want the slides to display with the new slide timings, you would have to delete the slides from the timeline, and then add the revised slides to the timeline so the new timings would be applied to your presentation.

If you import slides that do not have any slide timings, and then add the slides to the timeline, the slides display for the default amount of time specified by the Microsoft PowerPoint Slide option on the Timeline tab of the Options dialog box. If you later add

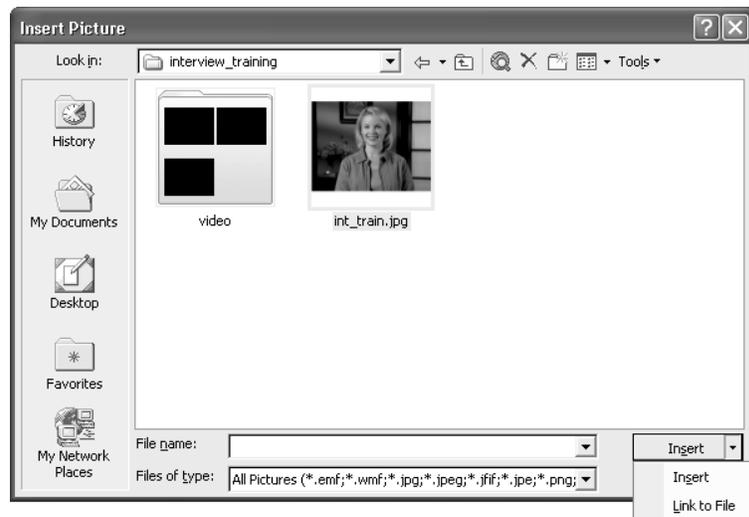
timings, the slides in the contents pane of the Media tab will have the new slide timings. The slides on the timeline, however, will not have the timings.

As a general rule, editing your slides before they appear on the timeline can help you work more effectively in Producer. This prevents you from redoing work you have already done, such as synchronizing slides with audio or video you have already incorporated into your presentation.

## Inserting Images in Slides

Many of your PowerPoint slides will contain images. When working with slides that you are going to use in Producer presentations, make sure you insert the image in the slide. To insert an image in PowerPoint, on the Insert menu, point to Picture, click From File, and then choose the image you want to insert. The dialog box shown in Figure 5-1 appears.

In the dialog box shown in Figure 5-1, make sure you select Insert to embed the image in the actual PowerPoint slide. If you click Link To File rather than Insert, the image will not display in your Producer presentation because the link will be broken. However, if you click Insert and embed the image into the slide, the image will be correctly displayed in your final Producer presentation.



**Figure 5-1** Inserting an image in PowerPoint 2002.

## Editing Imported Slides in PowerPoint

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The following procedure describes the step-by-step process for editing slides that have already been imported into Producer. A sample presentation was created using the following step-by-step instructions. You can watch this presentation by opening the file \Samples\Chapter 10\EditedInterview.htm on the companion CD.

You can follow the steps below to edit your own PowerPoint slides and Producer project, or you can edit the sample project archive that is included on the companion CD.

## ***Step-by-Step: Opening the Sample Project Archive***

The following steps explain how to open the sample Producer project archive found on the companion CD. You can unpack this project archive to your own computer to begin editing the sample project—this is another use for packing a Producer project.

1. Insert the companion CD in the CD-ROM drive of your computer.
2. In Producer, on the File menu, click Open.
3. In the Open Project dialog box, select your CD-ROM drive, and then select the Producer project archive named Start\_int\_train.MSProducerZ. Click Open.

The project archive is located in the \StepByStep\Chapter10\ folder on the companion CD.

4. In the Browse For Folder dialog box, select a folder where you want the unpacked project to be stored. Click OK to unpack the project archive to the selected location.

This project archive contains the digital media files that have already been imported into the current project, as well as a project file you can use.

## ***Step-by-Step: Editing Imported Slides in PowerPoint***

This procedure describes the steps required for editing slides in PowerPoint that have already been imported into a Producer presentation.

1. On the View menu, click Preview Presentation Tab. Click Play to begin playing the presentation so you can see how the slides are displayed.

To increase system performance and to see more of the presentation elements, you can hide the timeline. To hide the timeline, click the Hide Timeline button below the timeline. After previewing your presentation, click the Show Timeline button to display the timeline again.

2. On the View menu, click Media Tab. This is the tab you can use to edit slides that have been imported into the current project.
3. In the tree pane, in the Slides folder, select the PowerPoint presentation you want to edit.

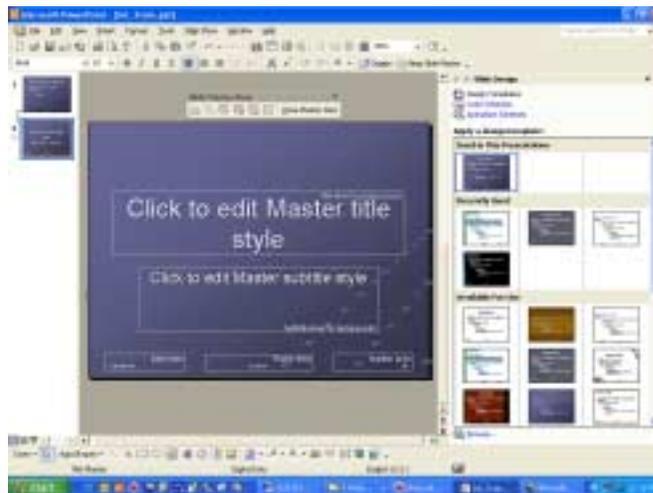
If you are editing the sample project, choose the PowerPoint presentation Int\_train.ppt in the Slides folder.

4. On the Edit menu, click Edit Slide. PowerPoint automatically starts and the presentation you selected to edit opens.

You can also select the PowerPoint slides you want to edit on the contents pane or the timeline. When you click the Edit Slide command with a slide that is selected in the contents pane or on the timeline, PowerPoint

automatically opens, and the slide you chose to edit is selected. You can then edit your slides using PowerPoint.

5. If you are editing the slides from your own presentation, make the necessary edits in PowerPoint. However, if you are editing the PowerPoint presentation from the sample project, do the following steps:
  - On the View menu, point to Master, and then click Slide Master. The slide master stores information about the colors, fonts, font sizes, and the positioning of elements in your slides.
  - On the Format menu, click Slide Design. This lets you change the slide design template that is used for your PowerPoint presentation.
  - In the Slide Design task pane, choose a new design for the PowerPoint presentation. In the final sample presentation, the design named Digital Dots.pot is used.
  - On the Slide Master View toolbar, click Close Master View to see the changes that are applied to all the slides.
  - You will notice that the first slide, Train The Interviewer, displays incorrectly. This is because this slide is based on the Title Master slide rather than the Slide Master itself. To correct the title slide, on the View menu, point to Master, and then click Slide Master. Select the Title Master slide, shown in Figure 5-2. The Title Master slide is displayed.



**Figure 5-2** The selected Title Master for the Digital Dots.pot slide design.

Click Title Area For AutoLayouts, and move the box near the top of the slide. You can drag the box with your mouse or press the Up Arrow on the keyboard to move the box up.

- On the Slide Master View toolbar, click Close Master View to see the change for the title slide.
6. On the File menu, click Save to save the changes to the PowerPoint presentation. Your changes will appear in the PowerPoint presentation that is already imported into Producer.

7. Do one of the following to go back to Producer:

- Hold down the Alt key and press Tab until the Producer icon is selected, and then release the Alt key.
- Click the Producer button on the taskbar.

The updated PowerPoint presentation is re-imported automatically, and the changes you made to your slides appear in the PowerPoint slides in Producer. The changes are made to the slides in the contents pane and on the timeline.

As noted earlier in the chapter, if you make changes to the slide timings in PowerPoint, the updated slide timings will appear for the slides in the contents pane. However, the timings for slides on the timeline will not be updated.

## **Using the Producer PowerPoint Add-in**

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The Producer PowerPoint add-in program is a feature that is added into PowerPoint 2002 when you install Producer. The add-in can help you quickly synchronize recorded video and audio (or audio only) with a slide show or presentation. To use the Producer add-in program to record timings during a live presentation, in PowerPoint, on the View menu, click Show Slides And Record Timings. The presentation automatically goes into the Slide Show view, where slides are displayed full screen and timing begins (see Figure 5-3).

For example, you can use a video camera to record video and audio of a speaker giving a presentation with a PowerPoint slide show. After the presentation, you can capture the video and audio to your computer by using Producer, and then add the PowerPoint presentation to the timeline.

If the speaker used the Producer PowerPoint add-in program when giving the presentation, slide timings are recorded with the presentation in PowerPoint. When you add the presentation to the timeline, the slide timings are applied, making it easy to synchronize the slides with the video track. All you have to do is align the first slide with the beginning of the video and the rest of the slides shift to synchronize with the video.

When the presenter advances to the next slide or animation, PowerPoint automatically records the slide timing. The presenter does not need to do anything different from the normal process of displaying a slide show. After the presentation is completed and the slide show ends, the presenter only needs to save the PowerPoint presentation, and the new slide timings will be saved with the PowerPoint slides.

When you record the video and audio of the presentation, the camera should be focused on the presenter rather than on the slides. This lets the online audience see the presenter, including all of the gestures he or she makes while discussing the topic at hand. You can easily add the slides to the Slide track, just as you would in any other presentation created in Producer.



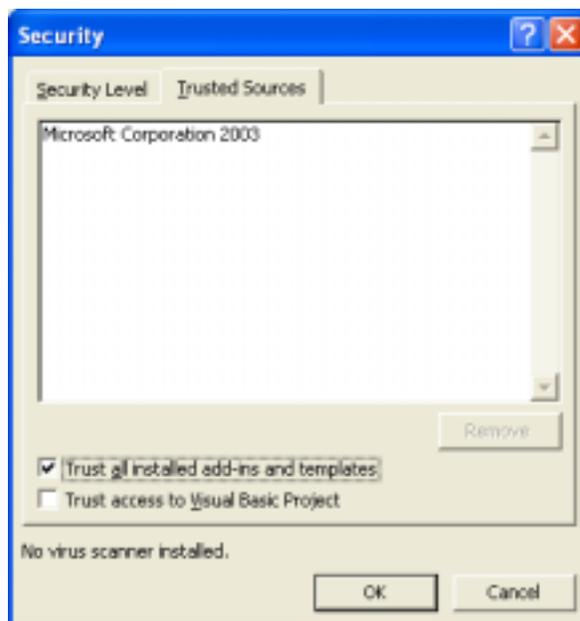
and audio. For example, if you have a PowerPoint presentation timed with the add-in program and the video and audio, but you decide to add a new bulleted item in your slide, the timing for the entire presentation could be disrupted. In this situation, you may have to resynchronize your slides with the video and audio.

## Understanding Add-in Security Issues

The Producer PowerPoint add-in program is automatically installed with Producer. Therefore, if you can run Producer, the PowerPoint add-in program is already installed on your computer. However, to see the Show Slides And Record Timings command on the View menu of PowerPoint, which is the command to start and use the add-in program, the security settings in PowerPoint must be set to allow the add-in program to run. If you do not see this command on the View menu, adjust your security settings to use the add-in.

The security settings in PowerPoint appear in the Security dialog box. You need to find the right balance when making security level choices, so you can work comfortably with PowerPoint while maintaining adequate security. For example, if your PowerPoint security settings were set as shown in Figure 5-4, you could use the add-in program as well as any other add-ins and installed templates in PowerPoint.

You could increase your security level by making the security settings for macros more restrictive, allowing you to choose on an individual basis which add-in programs (which contain macros) you want to allow in PowerPoint. You can change these settings in the Security dialog box on the Security Level tab, which you can find by clicking the Macro Security button on the Security tab of the Options dialog box. Figure 5-5 shows the Security dialog box in relation to the Options dialog box.



**Figure 5-4** Security settings to trust all installed add-ins and templates.

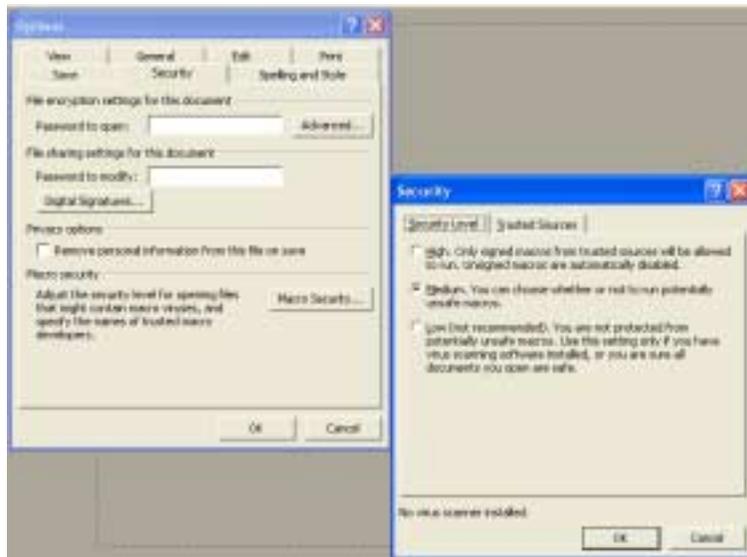


Figure 5-5 The Security dialog box.

If the Trust All Installed Add-Ins And Templates check box is not selected, Microsoft Corporation is not listed as a trusted source, and the security settings shown in Figure 5-5 are applied, then a warning dialog box will appear each time you want to use the PowerPoint add-in. This warning will ask whether you want to enable the add-in program (see Figure 5-6). If this occurs, click Enable Macros to use the Microsoft Producer PowerPoint add-in program.



Figure 5-6 Warning message for the Microsoft Producer PowerPoint add-in program.

## Using Slide Animations and Transitions

You can add animations and transitions to your PowerPoint presentations. Animations let you add movement to particular parts of a slide, such as text. A slide transition determines how the slides will change from the current slide to the next slide in your presentation.

Not all animations and transitions that you can use in PowerPoint will appear in your Producer presentations. Therefore, when creating slides that you plan to use in Producer presentations, it is a good idea to periodically preview your slides as a Web page (on the

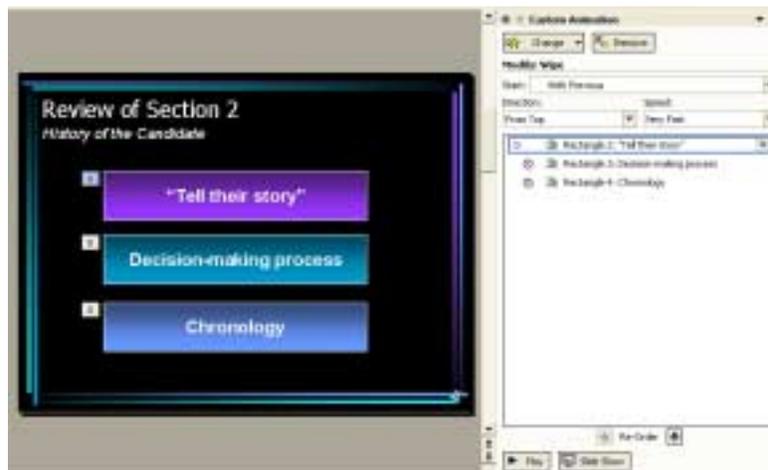
File menu in PowerPoint, click Web Page Preview). If the slide displays correctly in this preview, it should display correctly in your final Producer presentation.

Whether or not slide animations and slide transitions are shown in Microsoft Producer is determined when the PowerPoint presentation is imported into the current project. If the Disable slide transitions on import or the Disable slide animations on import settings are selected, slide transitions and slide animations are not displayed in your presentation. Though animations and transitions can add visual interest to your slide show, you can improve the playback quality of a Producer presentation by limiting their use.

In PowerPoint, you add two main types of animations: time-based animations and on-click animations. The type of animation that is applied to the slide in PowerPoint determines how the slide is displayed in your Producer presentation.

## Using Time-Based Animations

Time-based animations are slide effects such as custom slide animations, which occur with or after a specific event in the slide. These types of time-based animations are displayed in the Custom Animation task pane in PowerPoint with either a small icon of a clock next to the applied animation or no icon at all as shown in Figure 5-7. These animations have start values of With Previous or After Previous. Animations that start With Previous do not have an icon, whereas animations that start After Previous feature the small clock icon.



**Figure 5-7** A PowerPoint slide with time-based animations.

When slides that have time-based animations are used in a Producer presentation, the effects are not controlled by Producer. The time-based animations occur according to the settings applied in PowerPoint, including the speed at which they play and the direction from which they appear, such as From Top, From Bottom, and so forth.

You can see how these effects are displayed when you add the slides to the timeline and then preview the presentation in the Preview Presentation tab. When you are synchronizing these types of slides with video or audio, either through the slide narration options in the Capture Wizard or the Synchronize Slides dialog box, the animations occur automatically. You will be able to see the animations and synchronize the narration or other digital media with them appropriately.

## Using On-Click Animations

On-click animations are slide effects, such as custom slide animations, that occur after a mouse click. Figure 5-8 shows an example of a slide with an on-click animation. These types of animations are displayed in the Custom Animation task pane with a small icon of a mouse. These animations have the start value of On Click.



**Figure 5-8** A PowerPoint slide with on-click animations.

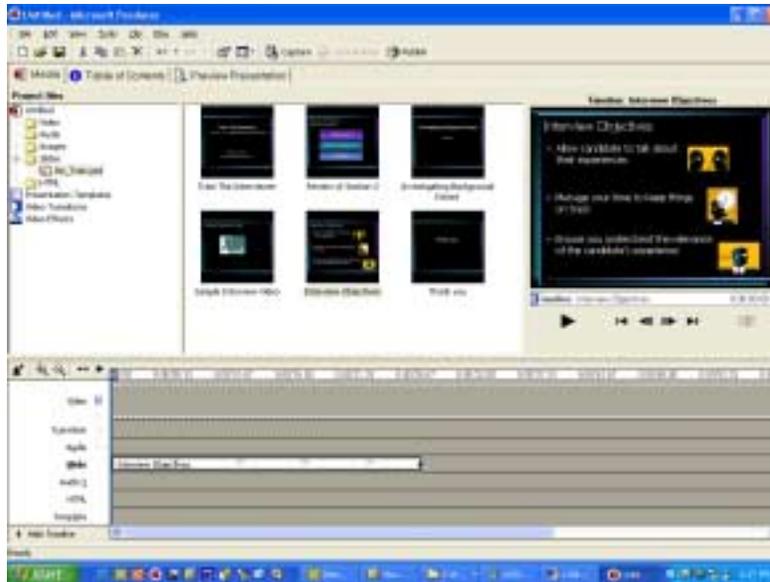
You can set the timing for slides with on-click slides animations in several ways:

- Using the Rehearse Timings command on the Slide Show menu in PowerPoint.
- Using the Record Narration command on the Slide Show menu in PowerPoint.
- Using the Producer PowerPoint add-in program.
- Using the Narrate slides with video and audio or Narrate slides with audio capturing options in the Capture Wizard in Producer.
- Using the Synchronize Slides dialog box in Producer.

On-click animations let you control when the slide animation or slide transition appears. Therefore, when you set the slide timings in PowerPoint or Producer, the timings of the slide, animations, and transitions are determined by when the presenter clicks the mouse to go to the next slide event.

When a slide with an on-click animation is added to the Slide track of the timeline, the slide is displayed with small stars, as shown in Figure 5-9. Each star indicates an individual on-click effect and when it appears in the slide.

If the slide timings for on-click animations are not set in PowerPoint, or if the effects are not synchronized with audio or video in Producer, the animations are evenly spaced during the duration of the slide when it is added to the Slide track. Furthermore, if a slide is trimmed, the slide animations move so they are still evenly spaced during the duration of the slide on the timeline. However, the timings of these slide animations are not changed if you increase the amount of time the slide displays in your presentation.



**Figure 5-9** A slide that contains four on-click slide effects.

After you add slide timings to your PowerPoint slides and import them into your Producer project, you should limit the number of changes you make to your slides so that you do not need to resynchronize your slides. For example, if you add slide timings and then later delete a slide on the timeline that is already synchronized with audio and video, you would need to resynchronize your slides with the video and audio so that the changes you made are reflected in your final presentation.

## Viewing Slide Animations in Producer

As mentioned earlier in this book, you can preview your Producer presentations using either the Media tab or the Preview Presentation tab. The preview format of your presentation and what is displayed in the preview is determined by the tab in which you are previewing. Previewing in the Media tab lets you see individual digital media files in your presentation, whereas previewing in the Preview Presentation tab lets you see a preview of your entire presentation as it will appear when published. When previewing slides in Producer, the type of preview is also determined by the tab in which you are previewing the slides. Previewing a slide in the Media tab only displays a static image of the slide—any added slide effects are not displayed, regardless of whether you are previewing the slide from the Slides folder or from the timeline.

When you play a presentation from the beginning in the Preview Presentation tab, slides are displayed dynamically, with slide effects and transitions. If you select an individual slide and play it back from the beginning in the Preview Presentation tab, any slide transitions and animations are also displayed. Slide animations and transitions are not displayed if you start the slide preview when the playback indicator is not positioned at the beginning of the slide.

Moving forward or backward in an individual slide is also possible. In this situation, if you skip past a slide effect, the resulting text or object of the effect is still shown in the slide and the next slide effect will still be displayed.

## **Video and Audio in PowerPoint Slides**

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Your PowerPoint slides may already contain audio and video content. For example, audio and video might be embedded in the slide, or a narration might already be added to the slide through the Record Narration feature in PowerPoint. If you are creating PowerPoint slides that you plan to use in a Producer presentation, you should add the audio and video in Producer rather than in PowerPoint.

When you import slides that contain video and audio, you can choose to have the audio and video separated from the slides. You can do this by selecting the Separate Video And Audio From Slides On Import check box in the Options dialog box. This lets you add the video and audio separately in your presentation, so you can edit it or add it to other parts of your presentation. The separated audio and video are imported and added to the Audio or Video folders in the project, respectively, with the name of the PowerPoint presentation added to the file name. If this check box is not selected, the video and audio remain in the slide.

Other than WAV audio files, any audio and video you insert in your PowerPoint slides are inserted as links in your slides. If you choose not to separate the video and audio from your slides, the links are maintained in your PowerPoint slides. However, if you publish your presentation, these links will not be updated. Therefore, if the audio or video you inserted in your PowerPoint slide is only located on your local machine, it will not be displayed or played back during the presentation. If you choose to add video and audio to your slides using PowerPoint, make sure the audio and video files are linked and inserted from a location that your audience has access to, such as a Web site or shared network location.

The easiest way to use audio and video in your PowerPoint slides is to have the audio and video separated on import and then to add it to the correct location on the timeline, so it plays with the appropriate slide. This ensures that your audio and video will be played back correctly in your final published Producer presentation.

If you choose not to have the audio and video separated from the slides, they will play as specified in PowerPoint. If you inserted a video or audio file and specified that you wanted it to play automatically in your slides, it will play automatically in your Producer presentation when the slide displays.

When working with video and audio in your slides, be aware of possible issues that can arise. For example, if you inserted an audio or video file in your PowerPoint slide, and the audio or video plays for one minute, but the slide only displays in your presentation for 20 seconds, the audio or video will be cut off after 20 seconds. Therefore, if slide timings were not already added when you imported the slides, you would need to lengthen the duration that the slide appears on the timeline in order to play back the entire digital media file.

# Chapter 6: Publishing Your Presentation

Up to this point, your focus has been on creating the presentation. You've arranged your digital media on the timeline, and refined the look and feel of your presentation. Now you probably can't wait to show it to someone else. You might have already had a colleague or two look over your shoulder and watch your masterpiece in the Preview Presentation tab. But how can you show your work to people outside of your school?

To get your presentation to its intended audience, you use some means of distribution. In Producer this is called *publishing*. Publishing your presentation means making it available to your audience, and it involves roughly four steps:

- Choosing the distribution medium
- Packaging the contents of your presentation for the selected distribution medium
- Creating the final product
- Delivering the presentation to your audience

Producer includes a feature called the Publish Wizard, which makes it easy to package your finished presentation and make it available for viewing from a CD, a shared network location, a corporate intranet, or the Internet. The Publish Wizard guides you through a series of steps in which you provide information about how and where you would like to publish your presentation, automatically creates all the files necessary for viewing it, and copies each file to the appropriate destination.

When the publishing process is complete, other people can view your presentation as a Web page by using Internet Explorer 5.0 (or later). The Web page that the viewer sees contains all the elements you included in your presentation, and the finished product looks just like what you saw in the Preview Presentation tab when you were creating the presentation. Your audience is not required to have Producer or PowerPoint installed to play a published presentation.

## Understanding the Publishing Process

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Before you jump into publishing your presentation, it is helpful to understand some of the concepts you'll encounter during the publishing process. This includes learning about the files published by Producer, information about servers, publishing profiles, and e-service providers.

### Files Published by Producer

When Producer publishes your presentation, it works with data files. There are three basic types of files that Producer deals with in the publishing process:

- Files that you supply. These are files that contain content that you've created, such as HTML pages or PowerPoint slides.
- Files that Producer creates from files that you supply. These are Windows Media files that Producer encodes by combining the audio and video clips that you placed on the timeline.
- Files that Producer creates from scratch. These are files that Producer generates dynamically based on the requirements of your presentation.

Once Producer assembles all the files necessary to create your presentation, it copies them to one or more destinations. Where it copies your files depends upon the information you supply in the Publish Wizard. In most cases, Producer copies all the files to the same destination folder; in certain cases, Producer copies the digital media files to a separate destination folder. The list of files that Producer publishes varies depending upon the presentation. You will have an opportunity to view a list of files to be published when you use the Publish Wizard.

Producer Help contains detailed information about the file name extension and purpose of each file type used by Producer.

One very effective way to deliver your presentation to an audience is over a computer network, such as the Internet or a corporate intranet. Producer makes it easy to do this by handling many of the details for you. In order to make your presentation available for delivery over a network, you publish your content to a computer called a server.

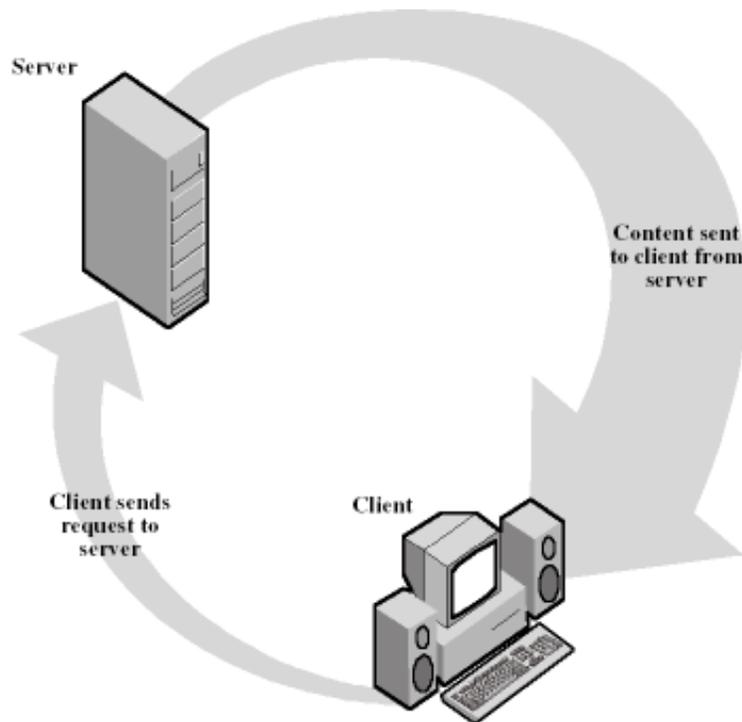
### Understanding Servers

While it is beyond the scope of this book to instruct you in the art and science of server administration, there are some things you should know about the servers that host your Producer presentations.

#### What Is a Server, and Why Do You Need One?

A *server* is a computer, connected to a network or the Internet, that stores data that can be accessed by other computers on demand. A computer (or the software) that accesses data stored on a server is called a *client*. A *Web server* is a particular kind of server that is specifically designed to deliver content using the standards and protocols of the World

Wide Web. The browser software that retrieves and displays a Web page is the Web server's client.



**Figure 6-1** The client and Web server relationship.

The terms client and server refer to the relationship between the computers on the network. There is no reason a particular computer can't act as a Web server one moment and as a client the next. In fact, a computer can act as both client and server simultaneously.

When you publish your Producer presentation using the My Network Places or Web Server options (which will be explained later in this chapter), Producer copies the presentation files to the server computer. When someone wants to view the presentation, he or she must use Internet Explorer as the client software. The server delivers the data that comprises your presentation when the client requests it.

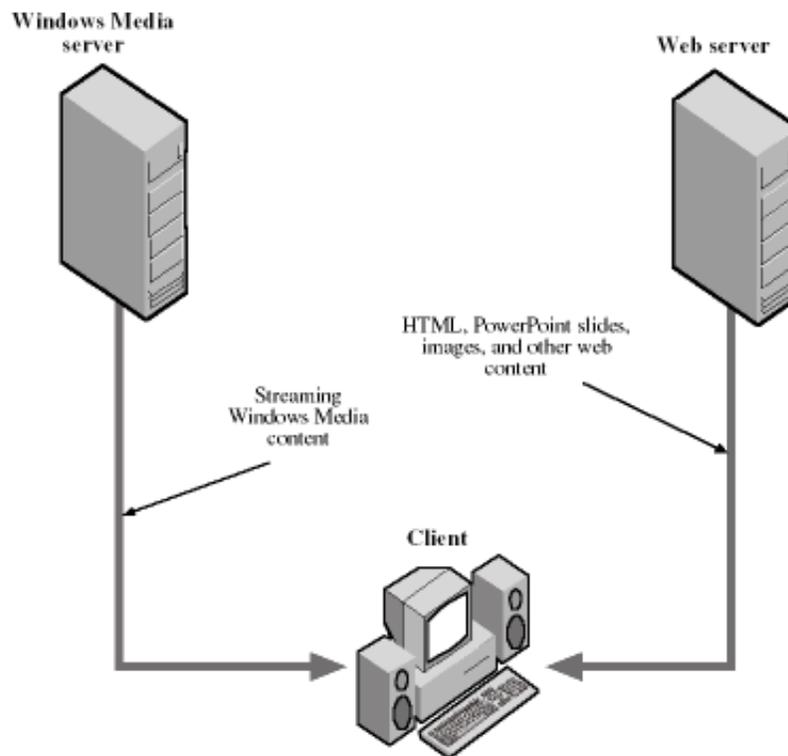
### **What Kind of Server Do You Need?**

Producer can publish presentations to Web servers that support the Web-based Distributed Authoring and Versioning (WebDAV) protocol, such as Microsoft Internet Information Server (IIS). WebDAV is a set of extensions to the HTTP protocol that are controlled by the Internet Engineering Task Force (IETF) WebDAV Working Group. In order for Producer to publish your presentation directly to a WebDAV server, the server location must be configured to allow your computer to read files from it and copy files to it. This is called *read and write* access. You can find out more about WebDAV at the Web site <http://www.webdav.org>.

## What Is the Difference Between Downloading and Streaming?

To view your presentation from a network, digital media is delivered over the network to client computers. When a server delivers a digital media file to a client computer, it can transfer the content in one of two ways:

- The content can be copied to a new file created on the client. This process is called *downloading*. When enough of the file is copied to the client to reasonably assure smooth playback, the player can begin playing the content.
- The content can display immediately as it is delivered to the client. This process is called *streaming*. In practice, Windows Media Player creates a temporary storage area, called a *buffer*, to hold a portion of the streaming content. When enough data has accumulated in the buffer, the player begins to play the stream. This allows the player to play back the content smoothly.



**Figure 6-2** The client, Web server, and Windows Media server relationship.

## What Is a Windows Media Server?

A Windows Media server is a computer on which Windows Media Services has been installed. Windows Media Services is software that is specifically designed to deliver Windows Media content across a network or the Internet. Windows Media Services is included with each installation of Microsoft Windows 2000 Server and newer Windows server operating systems.

You have a choice of using a Windows Media server or a Web server to deliver the Windows Media files that are part of your presentation. If you choose to use a Windows Media server, it takes on the job of streaming the digital media files, while the Web server continues to perform the rest of the functions required to play back the presentation. There are several things to consider when deciding whether to use a Windows Media server to deliver your Producer Windows Media files:

- There are important differences between the way a Windows Media server delivers digital media and the way a Web server does the job. A Web server attempts to deliver the greatest amount of content in the shortest possible time. This works great for Web pages, but is not the preferred method for streaming digital audio and video.
- Windows Media server attempts to deliver data in real time, as it is needed. It can use feedback from the client to determine network conditions and adjust the timing of data delivery to make the most efficient use of the network bandwidth. If you expect that viewers will attempt to connect to your presentation on a busy network, a Windows Media server can make better use of the network resources than a Web server can.
- If a Web server delivers your presentation to a client computer that has only Windows Media Player 6-4 installed, the viewer will have to wait for any Windows Media files to finish downloading to the local hard drive before watching the presentation. Depending on the length of your presentation, this can be very time-consuming. If your Windows Media files are streamed from a Windows Media server, the content will begin to play after a short buffering delay. In this case, the Windows Media server provides a far better user experience.
- Windows Media servers can use a special communication protocol—the User Datagram Protocol (UDP)—to greatly improve streaming performance. UDP allows for fast, high-priority data transmission, and uses a more intelligent data-rate management system than protocols used by Web servers. This means that content delivered from a Web server is more likely to be interrupted by periods of silence than content streamed from a Windows Media server.
- Windows Media servers can deliver better audio and video quality than Web servers. The constant communication between Windows Media Player and the Windows Media server allows the server to continually fine-tune the delivery of the streaming content. For example, if the network suddenly becomes congested, the Windows Media server might lower the video frame rate in order to allow the audio quality to remain high.

In fact, the only reason not to use a Windows Media server to stream your presentation on an intranet or the Internet is that you don't have access to the Windows Media Services software. If your infrastructure simply doesn't allow you to use a Windows Media server, then a Web server will do the job.

### **How Do I Publish to a Windows Media Server?**

Publishing using a Windows Media server requires that you supply more information in the Publish Wizard than publishing to just a Web server.

Windows Media Services uses the concept of *publishing points*. Basically, a publishing point is a name that you assign to the location of your content on the server. The client uses this name to access the content, rather than the physical location.

For detailed information about Windows Media Services, configuring your Windows Media server, and using publishing points, see Windows Media Services Help. For a complete overview of Windows Media and streaming technologies, see the book *Inside Windows Media* (Que, 1999).

## Selecting a Publishing Profile

When Producer creates the files for your published presentation, it encodes the content you have placed on the timeline into output files. During this process, Producer examines each item on the Video, Audio, and Audio 2 tracks to determine its type (audio, video, or screen capture). Producer then appropriately combines and compresses the content into one or more Windows Media files. There are two main advantages to this process. First, combining content makes playback easier since several items of content can be streamed from the same file. Second, Windows Media files occupy much less space than uncompressed audio and video content on a hard drive.

A *profile* is a related group of settings that tell Producer which *codec* to use to create a Windows Media file for your published presentation. (A *codec* is the software that determines how to compress or decompress a Windows Media file.) When you use the Publish Wizard to publish your presentation, you choose one or more publishing profiles from a list. Producer only includes in this list profiles that are compatible with the content on the timeline. The name of each profile in the list describes the intended use of the profile. Typically this will include two pieces of information:

- The type of connection for which the profile is intended, such as local playback (playback from the viewer's computer) or target audience playback (playback from a network server or the Internet).
- The *bit rate* at which the resulting Windows Media file will play.

Bit rate refers to the speed at which the Windows Media content transfers between the source (which could be a server computer, a CD, or a local hard drive) and the player, in this case a Windows Media Player ActiveX control embedded in a Web page created by Producer. Bit rate is measured in kilobits per second (Kbps). The bit rate value relates directly to the playback quality: the lower the bit rate, the lower the perceived quality; the higher the bit rate, the better the perceived quality.

A typical profile name in Producer might look like this: For Target Audience Playback At 300 Kbps.

The Publish Wizard displays a Published Size value for each profile, as well as the total size required for all selected profiles, so you can estimate how much hard drive storage space your presentation requires.

You'll need to decide which profiles to choose, depending on several factors. The following sections cover questions you should ask yourself when selecting profiles. Once your presentation is published, test the playback using the appropriate connection and computer hardware and see what happens. You can always go back and try publishing with different profiles until you get the results you want.

## **How Will My Audience View the Presentation?**

You'll need to know some details about how viewers are connected to the network or the Internet, or whether viewers will be downloading the presentation to their local computers. The important term here is *bandwidth*, the capacity of the user's computer and network connection to transfer data. If viewers are receiving your presentation through a dial-up connection to the Internet, the bandwidth of the connection will typically be low, perhaps up to 56 Kbps. On the other hand, if viewers have a CD that contains your presentation, the available bandwidth is restricted only by the internal transfer rate of the CD-ROM drive, which is typically very high—much higher, in fact, than the highest profile bit rate available in Producer.

You'll want to try to match the profile bit rate to the anticipated bit rate at which your audience will connect to the presentation. If you can't make a direct match, you should use the next lower profile bit rate. Forcing viewers to stream content at a higher bit rate than their connection bandwidth allows will result in a poor playback experience.

## **What Playback Quality Does the Presentation Require?**

Remember that the lower the bit rate, the lower the perceived quality during playback. You may want to set a minimum connection speed requirement for viewers to help keep the quality of your presentation high.

## **How Much Storage Space Is Available on the Server?**

As the bit rate and playback quality of a Windows Media file increase, so does the amount of hard disk space needed to store the file. You may have storage constraints that dictate which and how many profiles you select.

## **How Does My Video or Screen Capture Fit into the Presentation Template?**

You can choose from a wide variety of interesting presentation templates in Producer, or even create your own. You'll notice when choosing a template that many are designed to display at a particular video image size, for example 640x480 pixels.

When you choose to apply a profile in the Publish Wizard to a presentation that contains video or screen captures, the associated bit rate and codec are designed to display at a particular image size for optimal viewing. However, when the viewer plays back the presentation, the image size will change to match the size specified by the template. This means that a low bit rate video, for instance, may not look very good if the image expands beyond its intended viewing size. Conversely, shrinking the size of a very high bit rate video display might be a waste of bandwidth and storage space since the increased quality of the image might not be obvious.

## **How Many Different Profiles Should I Use?**

You don't have to publish using only one profile. How many you choose will depend on how you answered the previous questions. If your audience might connect to your presentation in more than one manner—both dial-up and corporate network, for instance—then you may want to use two profiles.

On the other hand, each profile adds additional information to the published presentation, which takes up additional hard disk space. If you want to publish using five different profiles for a variety of bandwidth compatibility options, you might find you

don't have sufficient hard drive space available on the server. Also, keep in mind that each additional profile adds to the amount of time it takes to publish your presentation. You should start out by publishing with only as many profiles as you require to get the job done.

## **Publishing with E-services**

In Producer, an *e-service* is a publishing solution that customizes and simplifies the publishing process. Producer exposes an object model to programmers, which they can use to change the way the Publish Wizard works.

When you choose to publish with an e-service, you'll be presented in the Publish Wizard with a custom user interface that was designed by the e-service author. This may look and operate very differently from the default Publish Wizard. Typically, an e-service will be designed to allow you to choose publishing options (such as profiles or server addresses) that are compatible with the hosting services offered by the e-service provider. This may hide some of the details of the publishing process from you, making the publishing process much simpler and friendlier.

You can use e-services from several sources, such as:

- A third-party company that charges a fee for hosting your presentations on its Web server.
- Your company's own internal e-services, if available.
- An e-service you design.

The Producer for PowerPoint 2002 Software Development Kit (SDK) is included with each installation of Producer. The SDK contains details about how to create Producer e-services, including an object model reference, a programming guide, and sample code. The Producer SDK can be viewed by double-clicking the file named ProdSDK.chm, which is located in the subfolder named Shared where you installed Producer on your hard disk.

## **Adding an E-service to the Publish Wizard**

To use an e-service, you must first add the e-service to the Publish Wizard. There are several ways to do this; you should follow the directions given by the e-service provider.

Typically, you will navigate through a series of Web pages that display when you click Learn More on the first page of the Publish Wizard, or run a file with a .reg file name extension, called a registry file. In either case, the e-service details are added to the registry on your computer, and the e-service becomes accessible during your next Producer session. You may have to close Producer, start a new session, and click OK in a dialog box to grant permission to use the new e-service.

Once an e-service has been added successfully, the e-service name will appear as an option in the Web Server list on the first page of the Publish Wizard. When you select the e-service in the list and click Next, the e-service's custom interface appears. Each e-service is different, so take the time to familiarize yourself with the individual details.

## Configuring Security Settings for E-services

Producer allows you to change the default security settings for e-service publishing. Producer determines whether you can publish your presentations to an e-service provider based on the settings on the Security tab in the Options dialog box. (To display the Options dialog box, click Options on the Tools menu.) The e-service options for publishing map directly to the security settings for Internet Explorer.

You can use these settings to prevent an e-service provider from sending or publishing files to your local computer, or publishing files to the local intranet or Internet, if the e-service is not hosted in the specified security zone. For example, to prevent an Internet-based e-service from publishing files to your local computer, in the drop-down list labeled Allow An E-Service To Publish Files To My Local Computer Only If The E-Service Is Hosted In The Following Security Zone select My Local Computer, Local Intranet. For more information about security settings in Producer, see the Microsoft Producer Help.

Publishing by using the Web Server option in the Publish Wizard is discussed later in this chapter.

## Using the Publish Wizard

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When you click Publish on the Producer toolbar, or choose Publish Presentation from the File menu, the Publish Wizard is displayed. The first page of the wizard allows you to select one of three choices that represent three types of publishing destinations.

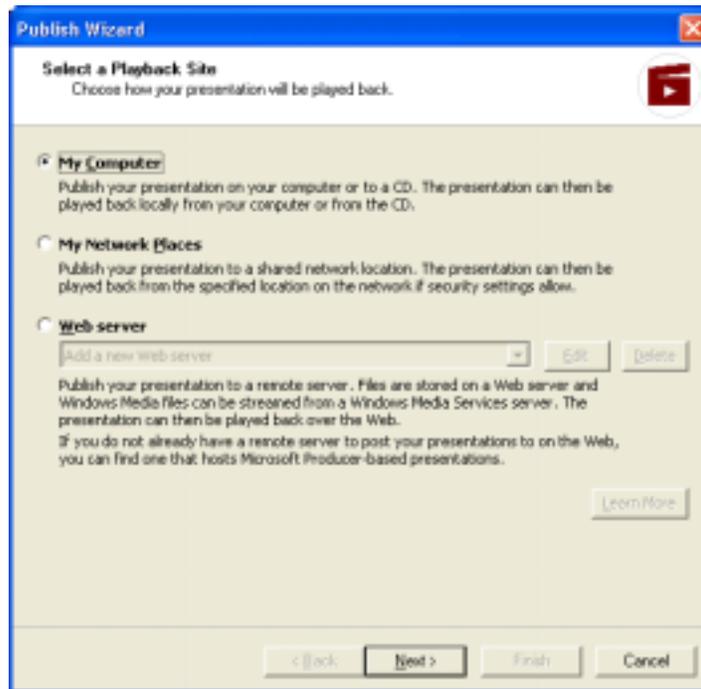
- **My Computer.** Select this option if you want to publish your presentation to a folder on your local computer or to a recordable or rewritable CD drive. If you publish to your hard drive, you'll be able to watch the presentation on your computer in Internet Explorer. If the folder you publish to is shared on a network, other users with permission to access the shared folder will be able to see your presentation as well. If you publish to a CD, your presentation becomes portable and can be viewed on any computer that meets the system requirements for presentation playback and also has the appropriate CD drive for the recorded media.
- **My Network Places.** Select this option if you want to publish your presentation to a network location, such as a shared folder on a corporate network server. Using this option is identical to publishing using the My Computer option, except clicking Browse on the Publishing Destination page opens a file dialog box that allows you to browse only network locations.
- **Web server.** Select this option if you want to publish your presentation to a remote server, such as an Internet site. You should also use this choice if you want your Windows Media files to be streamed from Windows Media server, if you want to publish to a Web server you have used previously, or if you want to publish your presentation using an e-service.

## Publishing to My Computer

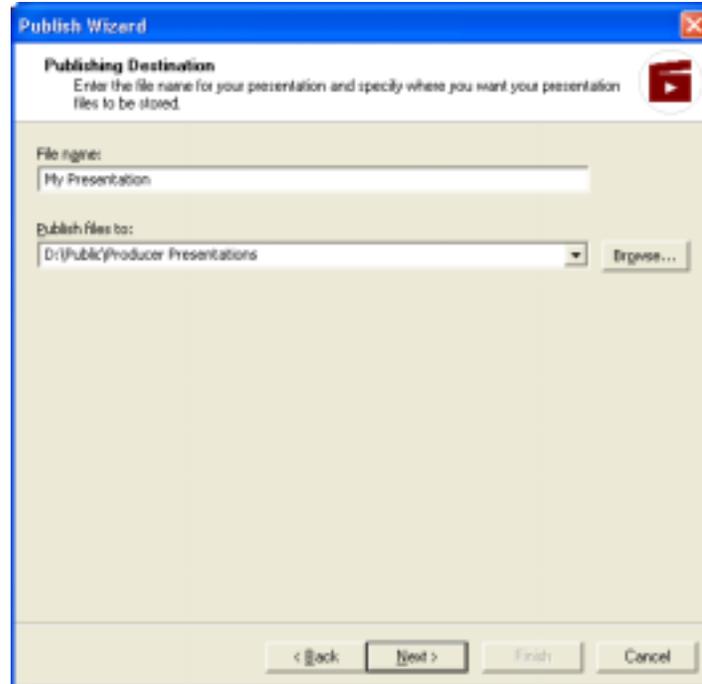
The easiest way to get a feel for the Publish Wizard is to use it to publish your presentation to your hard drive on the same computer you use to run Producer. The following steps will guide you through the process:

1. Start Producer and open your presentation.
2. Click Publish on the toolbar. The Publish Wizard appears as shown in Figure 6-3. Click My Computer.

Click Next to proceed to the Publishing Destination page, shown in Figure 6-4.



**Figure 6-3** The first page of the Publish Wizard.



**Figure 6-4** The Publishing Destination page.

3. Type a name for your presentation in the File Name box. The wizard provides the project name by default.
4. In the Publish Files To Box, enter the location of a folder to which Producer can publish your presentation. Alternatively, click Browse and use the Browse For Folder dialog box to select a folder. Over time, as you use different folder locations, Producer will add the paths to the drop-down list so you can easily reuse file paths in the future.

Click Next to proceed to the Presentation Information page, shown in Figure 6-5. If a presentation with the same name exists in the publishing folder, Producer will ask you for permission to overwrite it.

5. In the Title box, type a title for your presentation. The title will appear on the introduction page and the title bar of the presentation playback window.

You can also provide the name of the presenter, a path to an image, and a description. All this information will be added to the introduction page when the presentation is published and will be visible to the viewer. If you have already entered the information for your project in the Table Of Contents tab, it will appear on this page, and you can skip this step.

Click Next to proceed to the Playback Quality page, shown in Figure 6-6.

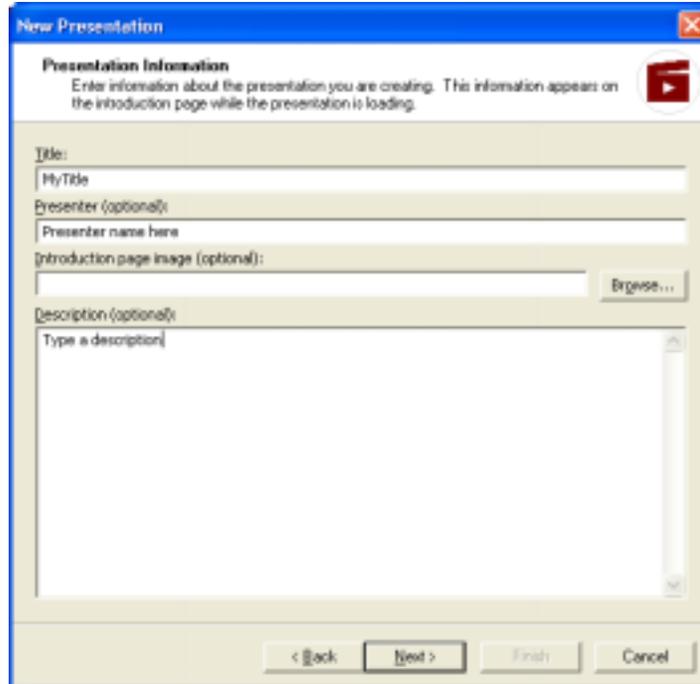


Figure 6-5 The Presentation Information page.

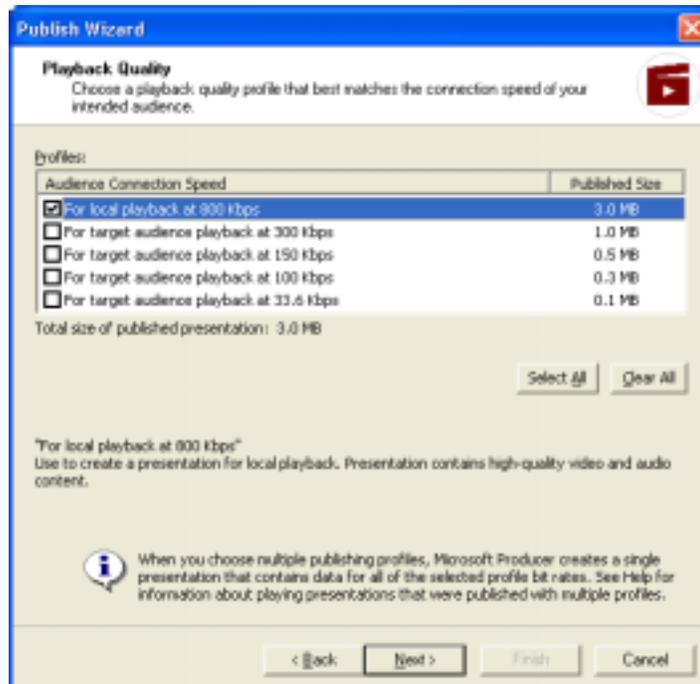
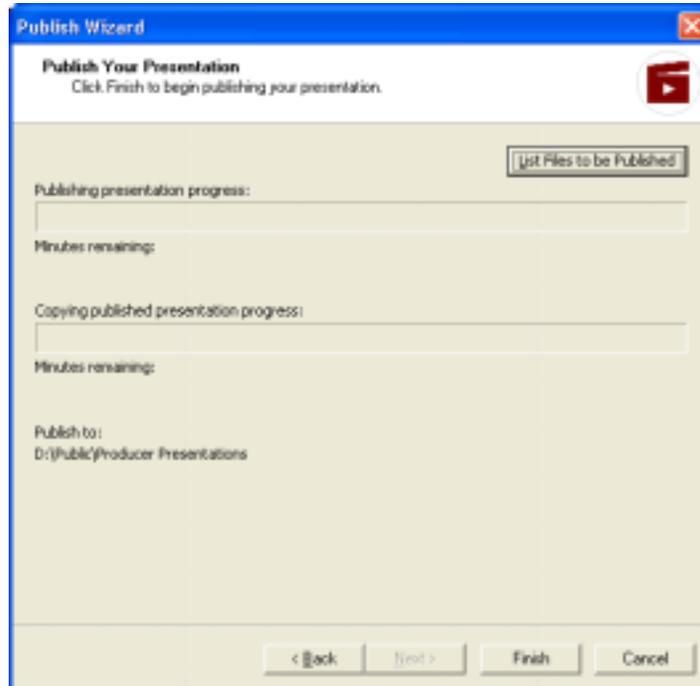


Figure 6-6 The Playback Quality page.

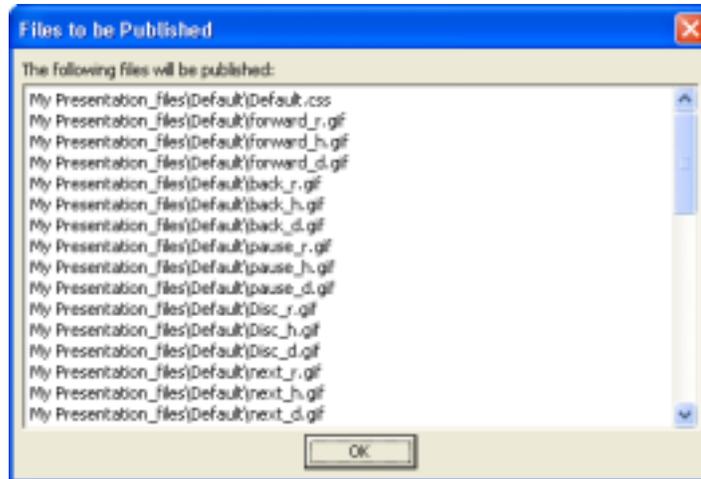
6. Select at least one playback quality profile. The Publish Wizard will offer you only profiles that are appropriate for the type of content in your presentation. Since you're publishing to your local computer, make sure only one local playback profile is selected for now.

Click Next to proceed to the Publish Your Presentation page, shown in Figure 6-7.



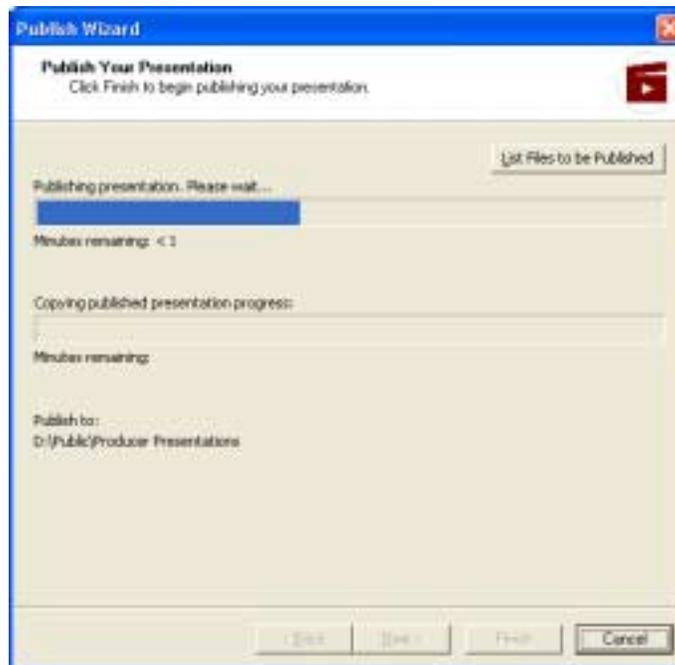
**Figure 6-7** The Publish Your Presentation page.

7. If you're the curious type, click List Files To Be Published. A separate window opens that displays the name of each file that Producer creates and copies to the publishing destination folder. It will look something like Figure 6-8, though the file names will be different. Click OK when you are ready to continue.



**Figure 6-8** The listing of files to be published in your presentation.

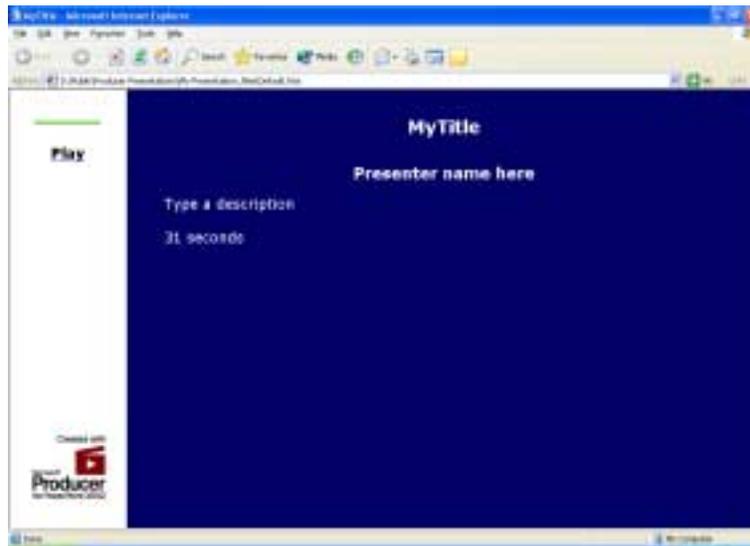
8. Read the Publish To path, which is displayed near the bottom of the Publish Your Presentation page, and verify that it is correct. If you want to make any changes, now is the time to click Back.
9. Click Finish. You'll see a dialog box like the one shown in Figure 6-9. The two progress bars near the top and middle of the page display the current condition of the publishing process, and the Publish Wizard also displays the estimated time remaining until completion.



**Figure 6-9** Progress is reported as Producer publishes your presentation.

When the publishing process is complete, the Publish Wizard allows you to preview your presentation. Click Yes in the window that asks, “Would you like to view your published presentation?” The introduction page for your presentation opens in a separate Internet

Explorer window, like that shown in Figure 6-10. Click Play to view your published presentation.



**Figure 6-10** The presentation's introduction page displayed in Internet Explorer.

When you've finished watching your masterpiece, close the Internet Explorer window. Click Close to exit the Publish Wizard.

Congratulations! You've published your first Producer presentation. You can view the presentation again at any time. Simply use Windows Explorer to browse to the folder you specified in the Publish Files To Box in the Publish Wizard, and then locate the HTML file that has the name you provided in the File Name box. Double-click the file to open it, and your introduction page will appear in the browser window.

## **Publishing to a CD**

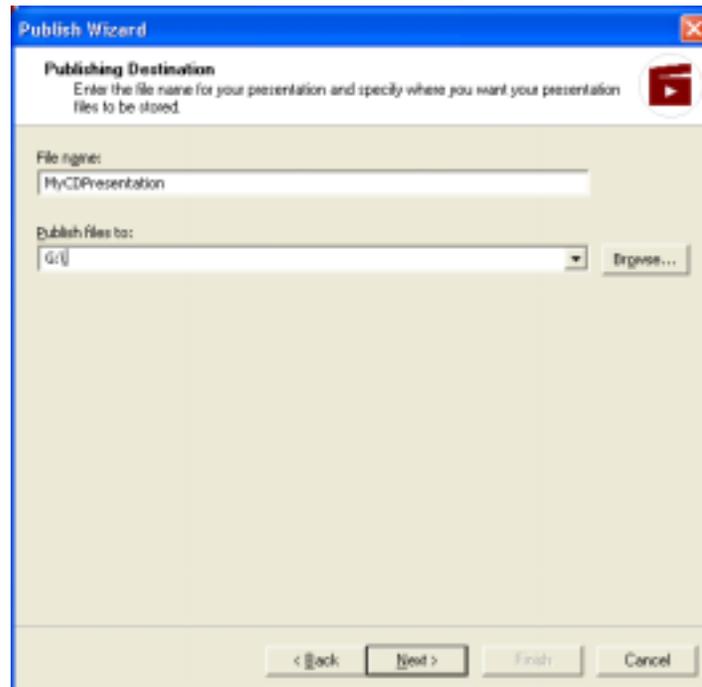
Publishing your Producer presentation to a recordable CD has several advantages. First, the presentation can be viewed on a computer that isn't connected to a network or the Internet. As long as the computer meets the minimum system requirements for playback and has a CD drive capable of reading the CD, the presentation will play.

Second, you can publish multiple presentations on the same CD. This is useful if, for instance, you have a series of lectures you'd like to offer as a package. You can also hand out your CDs at a trade show, sell them through the mail or at a retail store, or provide them as classroom materials.

If you are using the Windows XP operating system and have a recordable or rewritable CD drive, the Publish Wizard makes publishing to a CD easy. You can follow these steps to make a Producer presentation CD:

1. Start Producer and open your presentation.
2. Click Publish on the toolbar. The Publish Wizard appears. If it isn't already selected, click My Computer.

Click Next to proceed to the Publishing Destination page.



**Figure 6-11** Specifying the location of a recordable CD drive.

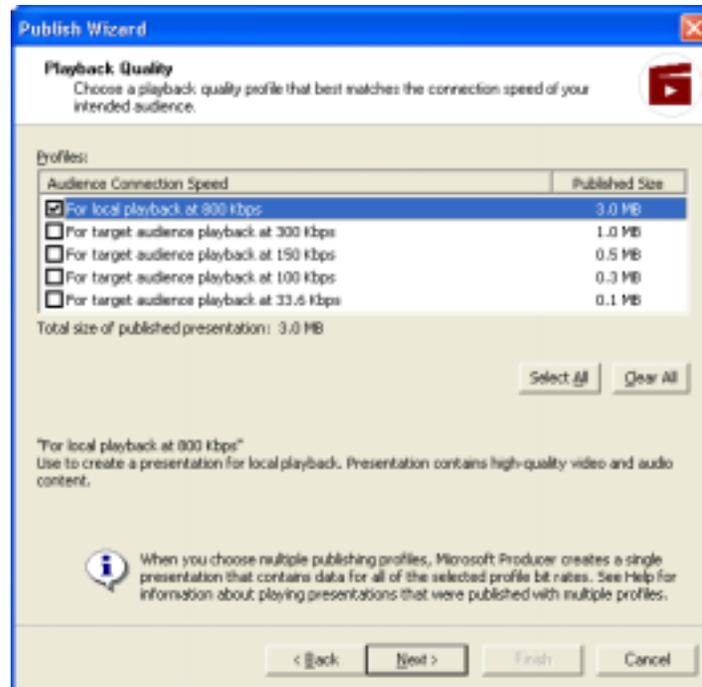
3. Type a name for your presentation in the File Name box. The wizard provides the project name by default.
4. In the Publish Files To box, type the drive letter that corresponds to your recordable CD drive, such as G:\, as shown in Figure 6-11. Alternatively, click Browse and use the Browse For Folder dialog box to select the drive.

Click Next to proceed to the Presentation Information page.

5. In the Title box, type a title for your presentation.

Optionally, provide the name of the presenter, a path to an image, and a description. All these will be added to the introduction page when the presentation is published and will be visible to the viewer.

Click Next to proceed to the Playback Quality page.



**Figure 6-12** Selecting a local playback profile.

6. Select at least one playback quality profile, as shown in Figure 6-12. The Publish Wizard will offer you only profiles that are appropriate for the type of content in your presentation. For now, since you're publishing to a CD, select a local playback profile to get the best quality.

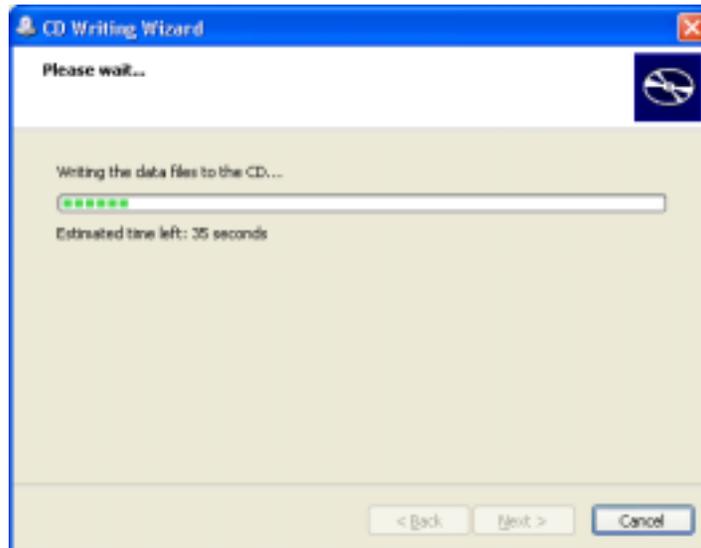
Click Next to proceed to the Publish Your Presentation page.

7. Click List Files To Be Published if you want to see the file name of each file that Producer creates and copies to the publishing destination folder. Click OK to continue.
8. Read the Publish To path, which is displayed near the bottom of the Publish Your Presentation page, and verify that it displays the drive letter specifier of your recordable CD drive.
9. Click Finish. The two progress bars near the top and middle of the page display the current condition of the publishing process, and the Publish Wizard also displays the estimated time remaining until completion.
10. When the publishing process is complete, the Windows XP CD Writing Wizard appears automatically, as shown in Figure 6-13. Type the name you want to give to the CD. The wizard offers the current date as the default name.



**Figure 6-13** Creating a presentation CD in Windows XP.

11. Insert a recordable CD in the drive you specified in the Publish Wizard. Click Next to write the files to the CD. The operation progress will be shown in a dialog box like the one in Figure 6-14.



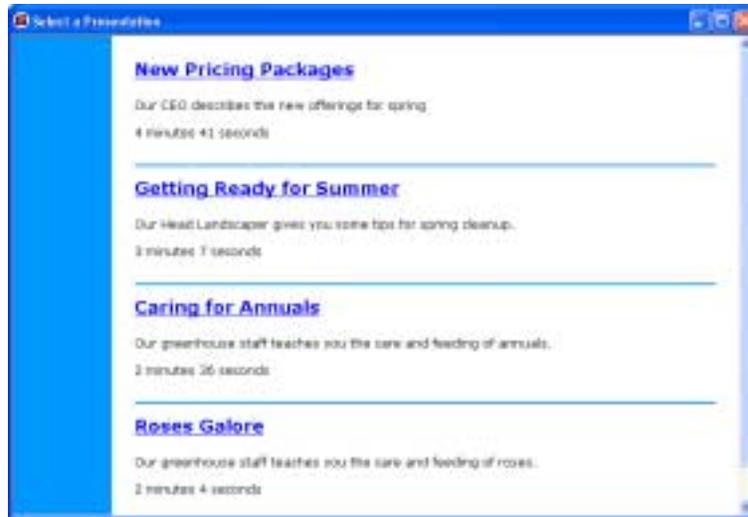
**Figure 6-14** Writing files to the CD.

12. When the CD writing completes, click Finish to exit the CD Writing Wizard. Click Close to exit the Publish Wizard.

You can repeat this process as many times as you like using the same recordable CD, as long as there is sufficient space on the disc to contain your next presentation. If you choose to do this, you should be certain to give each presentation a unique title in the Title box in the Publish Wizard.

When the viewer places a CD containing one presentation into a CD drive, the presentation automatically displays the introduction page. When the viewer places a CD

containing more than one presentation into a CD drive, Windows automatically opens a Web page titled Select A Presentation, which acts as a main menu for the Producer content on the disc. Here, the viewer will see a list of all the presentations available on the CD. Each title appears as a link, which the viewer can click to open the introduction page for that presentation in a separate Internet Explorer window.



**Figure 6-15** The Select A Presentation page.

It's worth noting that the Windows CD AutoPlay feature can be disabled by the user, and the details of how to enable or disable this feature vary depending on the version of the operating system. When Producer creates a CD, it includes in the root directory a file named `autorun.inf`, which is a text file that Windows reads to determine what to do when a CD is inserted into the drive. The `autorun.inf` file that Producer includes on a CD points Windows to the file named `scan.hta`, which is the HTML application file that displays the Select A Presentation Web page. This means that the Producer presentation CD can be run manually by double clicking the `scan.hta` file in Windows Explorer, or by clicking Run on the Start menu and typing the path and file name—for example, `E:\scan.hta`. You might want to tell users of your CD about this alternate way to start your Producer presentations, just in case the AutoPlay feature is not enabled on the user's computer.

### **Creating a Presentation CD Without Using the Publish Wizard**

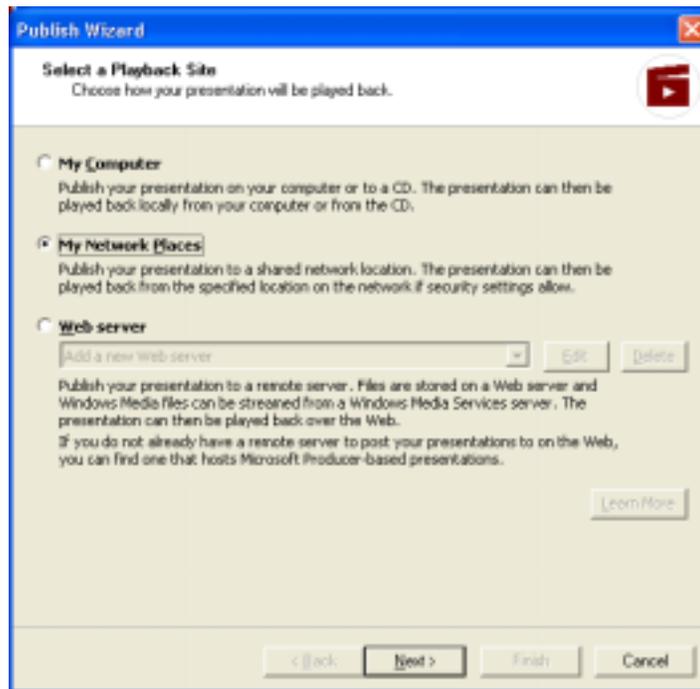
It is possible to copy your presentations to a CD manually. You might want to do this if you are using an operating system other than Windows XP, or if you want to change the published files before creating the CD. The following steps describe the process:

1. Create one temporary folder on your local computer to contain all the presentations you'd like to copy to the CD.
2. Publish each presentation to the temporary folder using the My Computer option.
3. Use your favorite CD writing software to copy all the files and subfolders from your temporary folder to the CD. Be certain not to copy the temporary folder itself, otherwise AutoPlay will not work and viewers will have to open the folder manually to view the presentations.

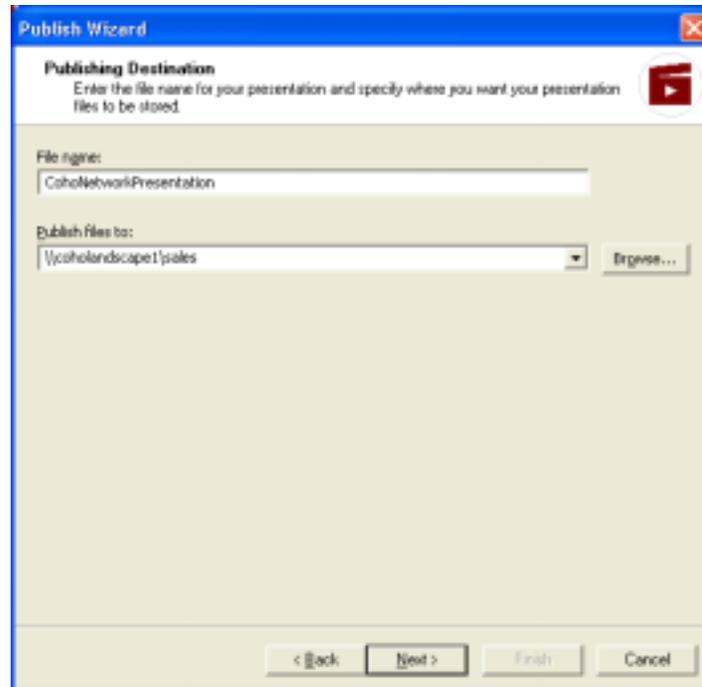
## Publishing to My Network Places

Publishing to a folder on your corporate network is a great way to make your presentation available to a large audience. This is especially useful for corporate training seminars, meetings, and any other presentation that should reach a specific audience. The following steps will guide you through using the Publish Wizard to publish your presentation to a network folder:

1. Start Producer and open your presentation.
2. Click Publish on the toolbar. The Publish Wizard appears. If it isn't already selected, click My Network Places as shown in Figure 6-16. Click Next to proceed to the Publishing Destination page.



**Figure 6-16** Using the My Network Places option.

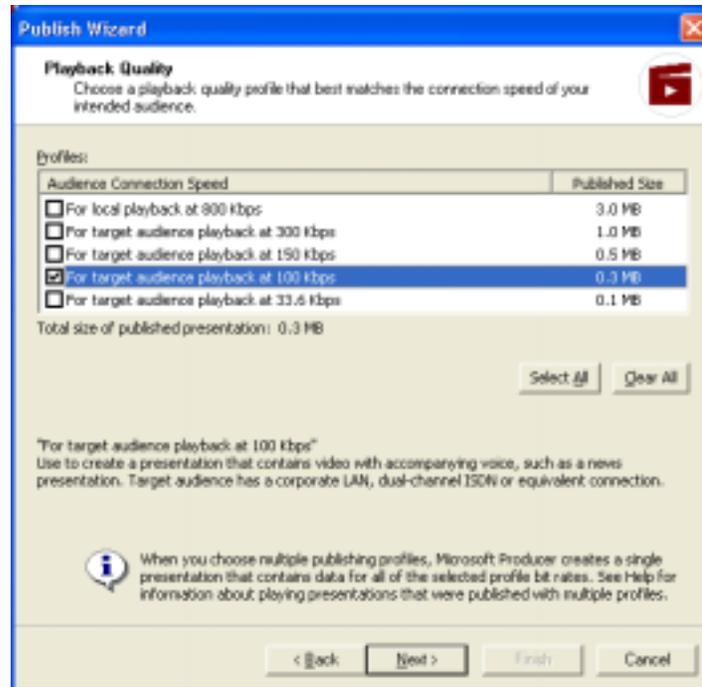


**Figure 6-17** Publishing files to a network location.

3. Type a name for your presentation in the File name box. The wizard provides the project name by default.
4. In the Publish Files To Box, type a path to a shared network folder to which Producer can publish your presentation. An example is shown in Figure 6-17. Alternatively, click Browse and use the Browse For Folder dialog box to select a folder.
5. Click Next to proceed to the Presentation Information page. The Publish Wizard will prompt you for permission to overwrite a presentation with the same name, if one exists. If the Publish Wizard cannot find the network path you specified, a warning message displays and you cannot proceed.
6. In the Title box, type a title for your presentation.

Optionally, provide the name of the presenter, a path to an image, and a description. All these will be added to the introduction page when the presentation is published and will be visible to the viewer.

Click Next to proceed to the Playback Quality page.



**Figure 6-18** Selecting a profile for network playback.

7. Select at least one playback quality profile. The Publish Wizard will offer you only profiles that are appropriate for the type of content in your presentation. Since you're publishing to a network, click a profile that uses a medium bit rate, such as For Target Audience Playback At 100Kbps. Figure 6-18 shows an example.

Click Next to proceed to the Publish Your Presentation page.

8. If you want, click List Files To Be Published. A separate window opens that displays the file name of each file that Producer creates and copies to the publishing destination folder. Click OK to continue.
9. Read the Publish To path, which is displayed near the bottom of the Publish Your Presentation page, and verify that it is correct.
10. Click Finish. The two progress bars near the top and middle of the page display the current condition of the publishing process, and the Publish Wizard also displays the estimated time remaining until completion.
11. When the publishing process is complete, the Publish Wizard allows you to preview your presentation. Click Yes in the window that asks, "Would you like to view your published presentation?" Be sure to pay attention to the speed at which the presentation loads and plays from this point on, since you might want to make changes based on the performance you observe.

12. The introduction page for your presentation will open in a separate Internet Explorer window.

Click Play to view your published presentation. When you've finished watching your masterpiece, close the Internet Explorer window.

13. Click Close to exit the Publish Wizard.

As you can see, the process in the Publish Wizard to publish your presentation to a network location is exactly like publishing to My Computer. If you select the My Network Places option on the first page of the wizard, all the subsequent pages will look just like what you've seen before when publishing to your local hard drive. There are, however, a number of considerations you should be aware of when publishing to a network:

- The network folder to which you publish must have sharing or Web sharing enabled.
- You must have read and write access permissions for the shared folder in order to publish. You may need to contact your network administrator to request these permissions.
- The viewer must have read access permission for the shared folder that contains the presentation files.
- If you've never worked with network file paths, you'll have to learn to use the Universal Naming Convention (UNC). This means that the path you'll provide in the Publish Files To box in the Publish Wizard will take the form of `\\YourServerName\YourSharedFolderName\YourPath`. If you're working with a remote server, you may need your network administrator to provide you with the correct path to your publishing folder. Of course, you can also click Browse on the Publishing Destination page of the Publish Wizard and use the Browse For Folder dialog box to browse to the correct folder.
- All your presentation files will be copied to the shared folder, which means that anyone with read access permission will be able to examine or copy the individual files, and anyone with write access permission will be able to alter or delete them.
- When people play your presentation from a shared network folder, any associated files are downloaded to a folder on their computers. This includes Windows Media files, which can be quite large depending on the length of your presentation and the playback quality profile you selected when you published the presentation. If the presentation is large, you may want to tell your audience about the possibility of a delay when you send them the link to the presentation.

The Web page that plays your presentation will begin playback when a sufficient portion of the Windows Media files has been downloaded. On a congested or slower network this might result in a noticeable delay to the viewer, so you should carefully test your presentation after you publish it. If necessary, use lower bit rate playback quality profiles. You might also want to consider setting up a Windows Media server so your Windows Media content can be streamed instead of downloaded.

## **Publishing to a Web Server**

The Web Server option offers the maximum flexibility and control over the Producer publishing process. This option allows you to publish your presentation Web files and Windows Media files to separate locations, which is important if you want to publish to a Windows Media server. You will also use the Web Server option if you choose to use an e-service for your publishing needs.

You can specify a discussion server address to enable viewers of your presentation to ask questions or provide comments. You can also provide user name and password information for logging into a secure server.

You can choose the Web Server option in the Publish Wizard to accomplish any of the following tasks:

- Adding a new Web server
- Using an existing Web server
- Editing a Web server
- Deleting a Web server
- Learning more about publishing

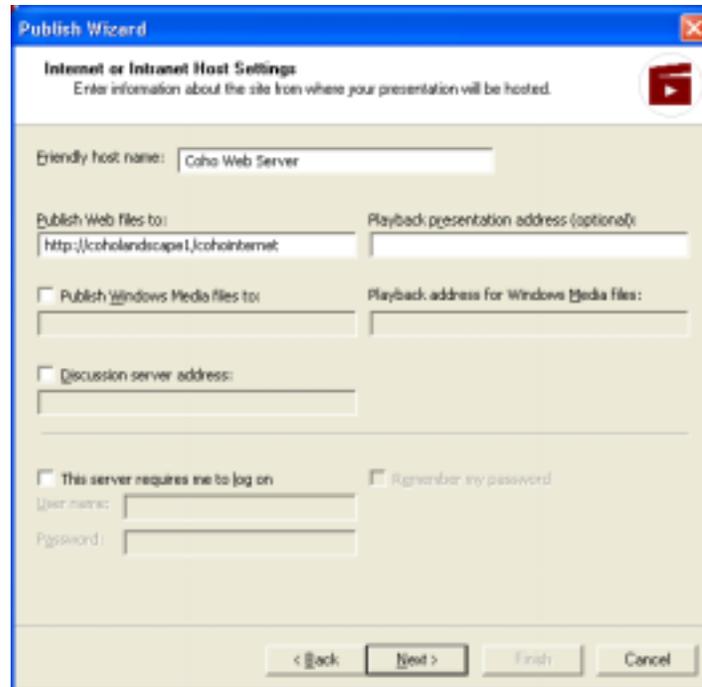
The following sections describe these options.

### **Adding a New Web Server**

You can provide the details about the server to which you want to publish, and give a friendly name to that server. The friendly name is added to the Web Server drop-down list in the Publish Wizard, and the publishing details are saved. When you want to publish to the server in the future, you don't have to type all the information into the Publish Wizard again.

The following steps will guide you through the process of adding a new Web server in the Producer Publish Wizard:

1. Start Producer and open your presentation.
2. Click Publish on the toolbar. The Publish Wizard appears. If it isn't already selected, click Web Server.
3. In the Web Server drop-down list, choose Add a new Web server. Click Next to proceed to the Internet Or Intranet Host Settings page, which is shown in Figure 6-19.



**Figure 6-19** The Internet Or Intranet Host Settings page.

4. In the Friendly Host Name box, type the name you want to give this Web server. Make it something descriptive so you can remember the purpose of this server. Also, make sure you use a unique name for each Web server. For example, you might call this server Marketing Department Meetings, or something equally descriptive.
5. In the Publish Web Files To box, type the URL or UNC address of the server to which you want to publish your presentation Web files, for example:

http://yourserver/yourpath

Optionally, type a URL in the Playback Presentation Address (Optional) box, if the URL used to view the presentation differs from the one you typed in the Publish Web Files To box. The presentation address is the address that Producer will use if you choose to preview the presentation at the end of the publishing process, and is only relevant for that purpose. For example, you might publish your files to a network location using a UNC address, but the folder to which you publish your files might be the home directory for a Web site. In this case, you'd type the URL of the Web site in the Playback Presentation Address (Optional) box.

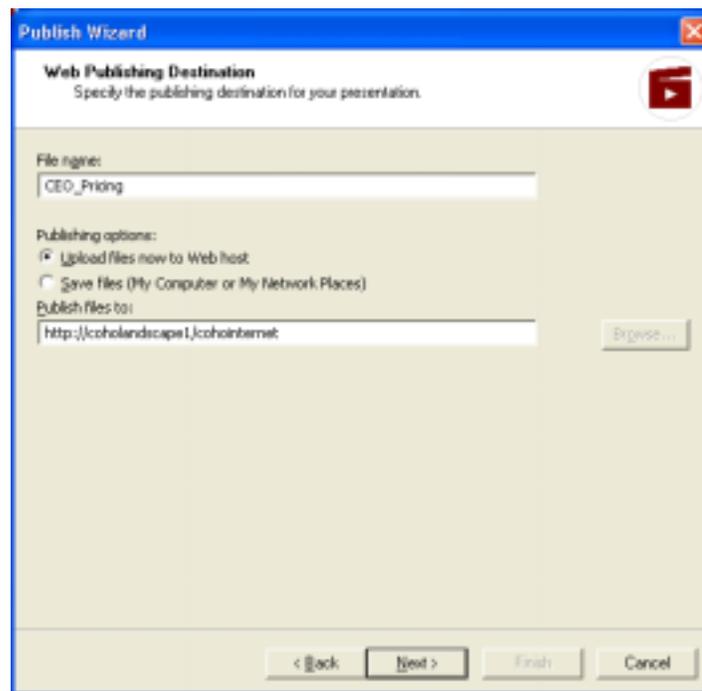
6. If you are publishing to a Windows Media server, click the Publish Windows Media Files To check box. Type the URL of the path to which you'd like the Publish Wizard to copy your Windows Media files. For example, if the location of the streaming server has the alias MarketingDept, you would type  
http://WMServer/MarketingDept.

In the Playback Address For Windows Media Files box, type the URL of the publishing point from which your Windows Media files will be streamed. Windows Media servers require the mms protocol. For example, the URL of the

MarketingDept publishing point would probably be something like  
mms://WMServer/MarketingDept.

7. If you want to provide a Web discussion server by using Office Server Extensions or SharePoint Portal Server, click the Discussion Server Address check box and type the URL of the discussion server.
8. If the server to which you are publishing requires you to log on, click the check box labeled This Server Requires Me To Log On. Enter the appropriate logon information in the User name and Password boxes. Click the check box labeled Remember My Password if you would like Producer to save this information for this Web server.

Click Next to proceed to the Web Publishing Destination page, which is shown in Figure 6-20.



**Figure 6-20** The Web Publishing Destination page.

9. Type a name for your presentation in the File Name box. The wizard provides the project name by default.
10. If it isn't already selected, click Upload Files Now To Web Host. Verify that the correct path is displayed in the Publish Files To box.

Click Next to proceed to the Presentation Information page.

11. In the Title box, type a title for your presentation.

Optionally, provide the name of the presenter, a path to an image, and a description. All these will be added to the introduction page when the presentation is published and will be visible to the viewer.

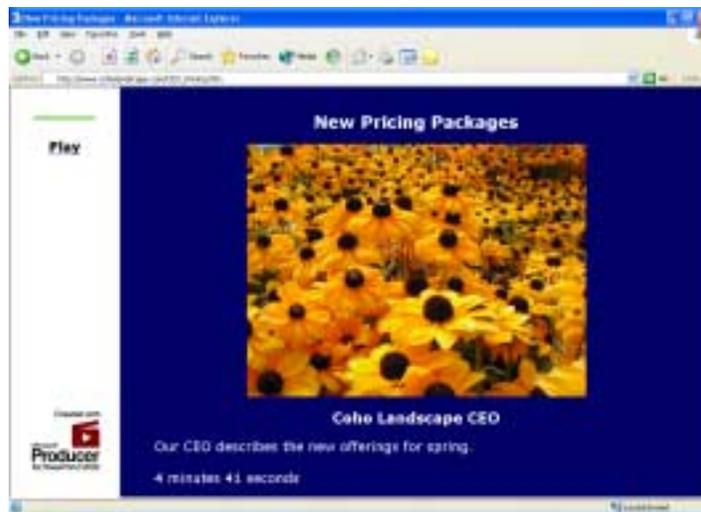
Click Next to proceed to the Playback Quality page.

12. Select at least one playback quality profile. The Publish Wizard will offer you only profiles that are appropriate for the type of content in your presentation. Since you're publishing for the Web, make sure one profile is checked that uses a low bit rate, such as For Target Audience Playback At 33.6Kbps.

Click Next to proceed to the Publish Your Presentation page.

13. If you're the curious type, click List Files To Be Published. A separate window opens that displays the file name of each file that Producer creates and/or copies to the publishing destination folder. Click OK when your curiosity has been satisfied.
14. Read the Publish To path, which is displayed near the bottom of the Publish Your Presentation page, and verify that it is correct. If you want to make any changes, now is the time to click Back.
15. Click Finish. The two progress bars near the top and middle of the page display the current condition of the publishing process, and the Publish Wizard also displays the estimated time remaining until completion.
16. When the publishing process is complete, the Publish Wizard allows you to preview your presentation. Click Yes in the window that asks, "Would you like to view your published presentation?" Be sure to pay attention to the speed at which the presentation loads and plays from this point forward, since you might want to make changes based on the performance you observe.

The introduction page for your presentation will open in a separate Internet Explorer window.



**Figure 6-21** The presentation's introduction page displayed in Internet Explorer.

Click Play to view your published presentation. When you have finished watching, close the Internet Explorer window. Then click Close to exit the Publish Wizard.