

Creating Synchronised Slides to Talking Head Video: Windows Media® format

This document assumes familiarity with creating and using Microsoft® PowerPoint® presentations. Creating video content that is synchronised with a PowerPoint® slide presentation is now as easy as creating the slides themselves. This guide goes through the necessary steps involved in producing a video presentation that plays back using the Windows Media Player®.

The main products to use are Microsoft Producer for PowerPoint 2003 and the Windows Media Player®. These products are free and are either already installed with Windows® or can be downloaded from the following locations:

- Microsoft Producer for PowerPoint 2003:
<http://www.microsoft.com/office/powerpoint/producer/prodinfo/default.mspx>
- Windows Media Player®
<http://www.microsoft.com/downloads/details.aspx?FamilyID=e0175119-9a5b-44c3-b1de-9b2a9aa6cff6&displaylang=en>

In order to sync video to a presentation, both elements must first be created. For video, use either Windows Movie Maker (Windows XP) or Windows Media® Encoder. Please refer to the document *Encoding Video Using Microsoft® Windows Media® Encoder V.9* for guidance on capturing and editing the source video. Once both the PowerPoint® slide show and the video have been created, proceed to the next step.

Launch the Microsoft Producer for PowerPoint 2003 software (henceforth referred to as 'Producer').

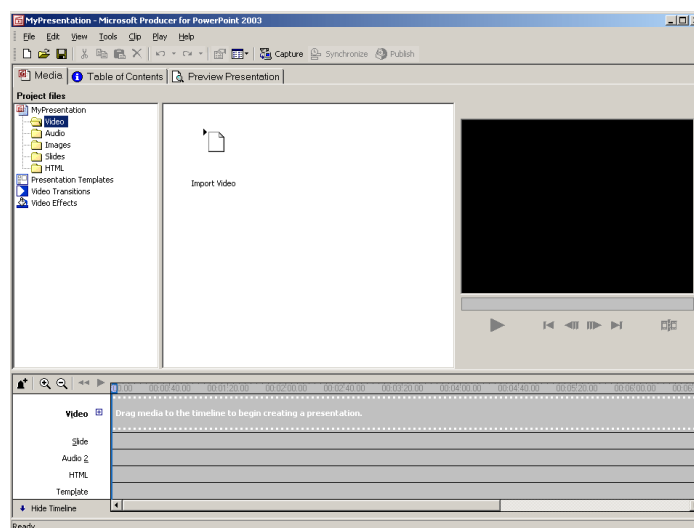


Figure 1. Launching the application.

By default, Producer opens ready with a blank presentation (Figure 1). Save this presentation using a name like 'MyPresentation' by going to **File>Save Project**.

ADDING THE VIDEO FILES

First, import the video. On the left of the screen where it reads 'MyPresentation', click on the folder called 'video'. A shortcut to **Import Video** should appear in the middle area. Double click this shortcut. A prompt appears to find a file to import. Acceptable file types are Windows

Media Video (.wmv) and Audio Video Interleave (.avi). Click **Open** and the selected file will appear in the middle area (Figure 2).

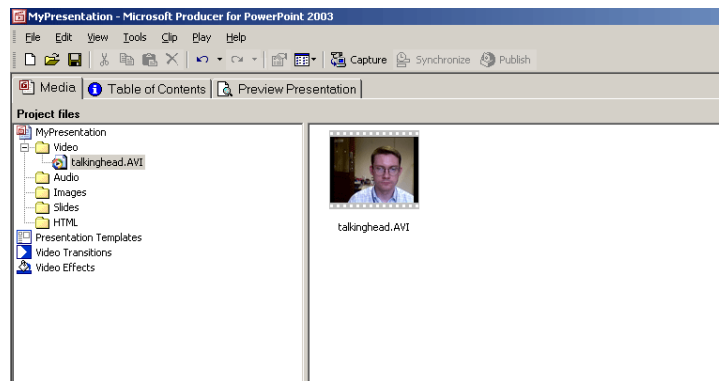


Figure 2. Locating the video file.

To add the video file to the presentation, drag it from the middle area to the video timeline – the grey area at the bottom of the screen (Figure 3).



Figure 3. Dragging the video file to the video timeline.

Adding the PowerPoint® slides is as easy as adding the video. Click on the 'Slides' folder on the left, click on the shortcut to 'Import Slides', locate the PowerPoint® document and click **Open**. The slides will appear in the middle area. Click and drag each slide to the Slide timeline.

- **Tip:** all of the slides can be added at once. Select one of the slides in the middle area, then go to **Edit>Select All**. With all slides selected, drag them to the Slide timeline.

The timeline should now look something like Figure 4, with both the video and slides placed on the timeline:

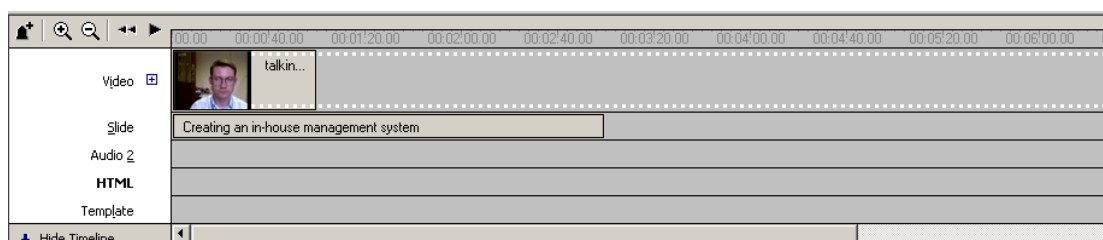


Figure 4. The video timeline.

EDITING THE PRESENTATION

The length of the video clips can be reduced, or slides that are not required for the presentation can be removed.

- **Removing elements.** To remove a slide or video clip, simply click on it on the timeline and press the delete button on the keyboard.
- **Making elements play longer or shorter.** Select either a slide or video clip on the timeline and hover the mouse over either the left or right side of the element. A double-ended red coloured arrow appears (Figure 5). Either shorten or lengthen the selected element by clicking and dragging when the arrow appears.

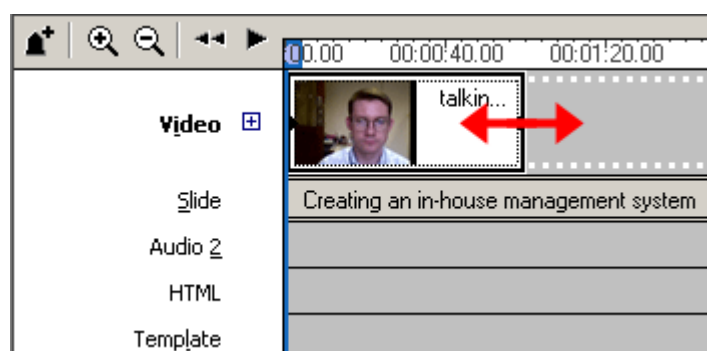


Figure 5. Adjusting the length of individual elements.

One thing to remember is that video clips cannot be made *longer* than they are already. To do that would require re-encoding the video again, including more content.

PREVIEWING AND PUBLISHING THE PRESENTATION

Before publishing a presentation, use the preview facility in Producer to check for errors. Just under the Producer toolbar there are three tabs named 'Media', 'Table of Contents' and 'Preview Presentation'. Click on the 'Preview Presentation' tab (Figure 6) to see how the presentation is going to look when it is published.

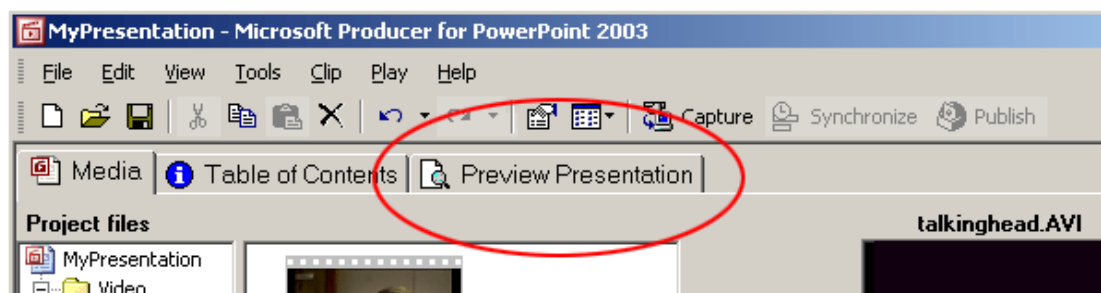


Figure 6. Previewing the presentation.

When the presentation is satisfactory and ready to be published, click **File>Publish Presentation**. When prompted, choose the 'Location', 'File Name' and 'Descriptive Information'.

Publication options

Depending on the intended use and audience for the presentation, a publishing environment for the presentation must be specified. It can be published locally to your own computer, across the network using a location from My Network Places in Windows®, or to a web or streaming media server. Please refer to the guide *Encoding Video Using Microsoft® Windows Media® Encoder V.9* for more information on specifying audiences.

To publish to a web server, it is necessary to know the web address and path of the area. Contact the video network administrator if unsure of any of this information.

The simplest method of publication is to pick 'My Computer', fill in the name of the presentation and specify a location, then accept the suggested publication settings and click **Next** to publish.

The last stage in the process presents a list of links to enable the launch of the presentation in a preferred browser: Internet Explorer (Mac® and Windows®) or Netscape Navigator®.

Viewing the presentation

Following publication, a web page named **MyPresentation.htm** and a folder called **MyPresentation_files**, containing all the elements needed for the presentation, can be found in the folder location that was specified in the publication process.

To view the presentation, double-click the file **MyPresentation.htm**. It will open in a browser window as in Figure 7.

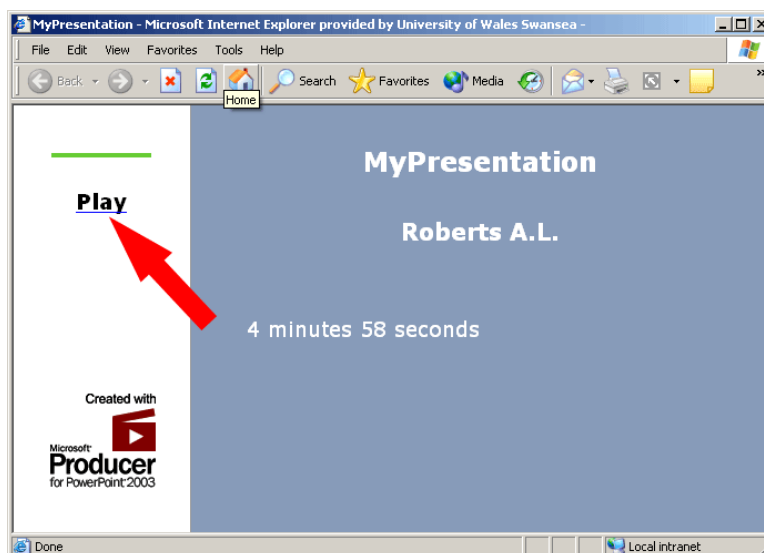


Figure 7. Viewing the presentation.

Click on the **Play** link on the left hand side of the window to launch the presentation. Under the video window are buttons for 'Stop', 'Start', 'Fast-Forward' or 'Rewind'. It is also possible to skip forward using the links below the video window. These links correspond to each slide that was inserted in the presentation and effectively form chapter points (Figure 8).

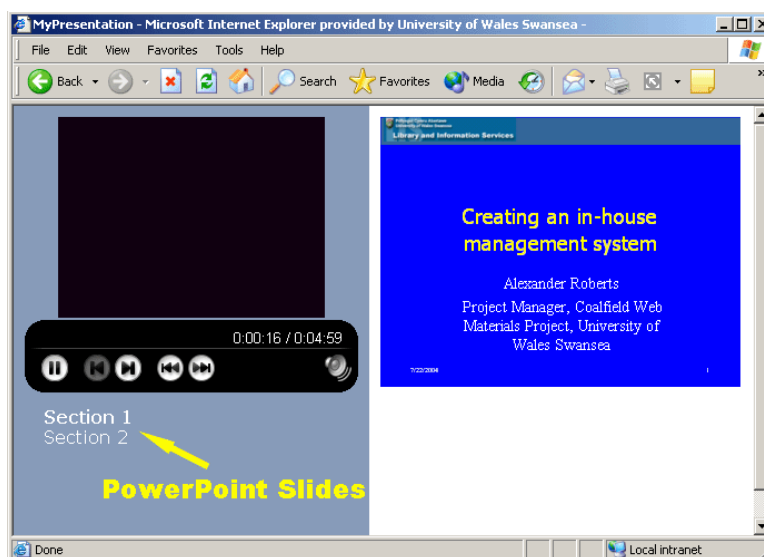


Figure 8. Navigation between chapter points.

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- Netscape Navigator is a registered trademark of Netscape.