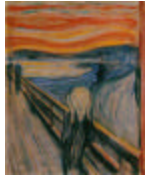


Using Microsoft Producer to Publish Narrated PowerPoint Presentations to the Web

It's
streaming
video



Not
screaming
video

CSTL Summer 2006
Technology Serving Learning Workshop
May 25, 2006
Steven J. Hoffman

Before we begin

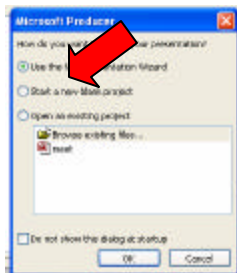
- Go ahead and install Microsoft Producer on your computer
- The install file should be on the desktop



You can download your own copy from:
[http://www.microsoft.com/office/powerpoint/
producer/prodinfo/default.mspx](http://www.microsoft.com/office/powerpoint/producer/prodinfo/default.mspx)

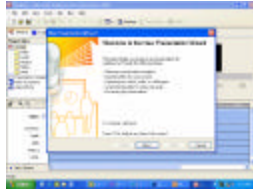
Step 1

- Open Microsoft Producer
- Choose wizard or new blank project



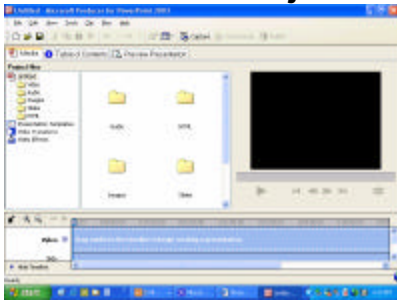
Wizard

- Choose a template (default)
- Choose font, size, and background
- Title, etc.
- Images to import
- Audio files to import
- Etc., etc., etc.



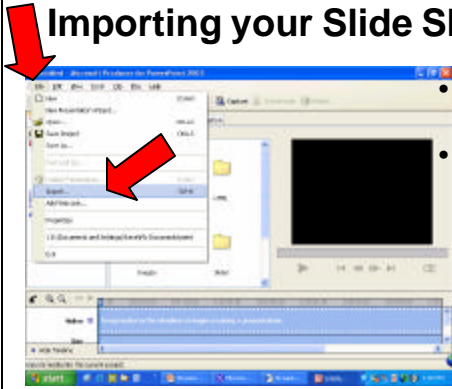
Note: I'm not really advanced enough to take advantage of the wizard, I need to do it myself step-by-step

New Blank Project



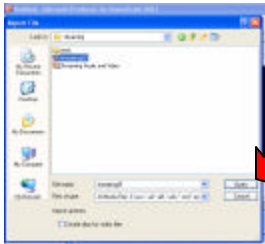
- You get the basic screen and you are ready to go

Importing your Slide Show



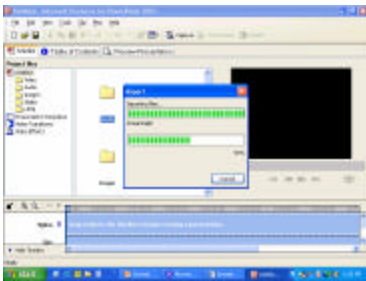
- Click "file"
- Choose "import"

Importing your Slide Show



- Browse around for your file
- Click "open"

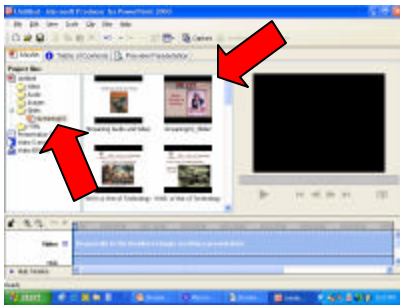
Importing your Slide Show



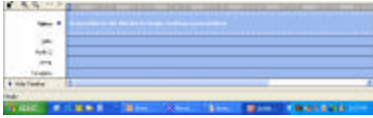
- An import dialogue box opens, and...

Importing your Slide Show

- Your slide show appears

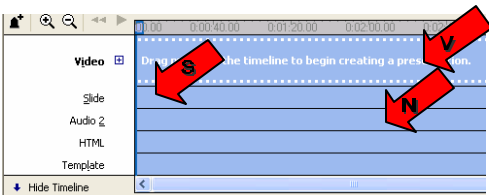


The Time Line



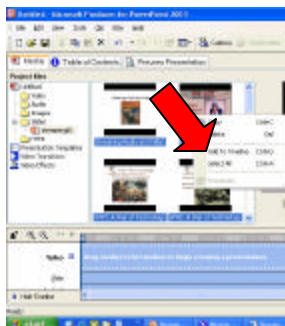
- Next thing we have to do is insert the PowerPoint show onto the timeline

The Time Line

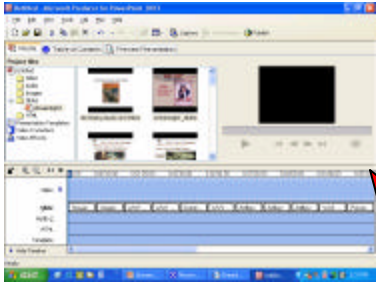


- PowerPoint slides go here
- The talking video goes here
- PowerPoint narration goes here

Adding Slide Show to Timeline



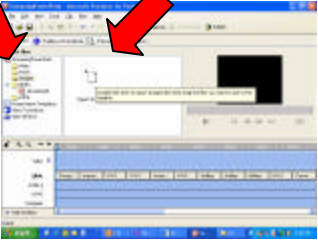
- Right click on a slide
- Choose "select all"
- Right click again
- Choose "add to timeline"



The screenshot shows a video editing software interface. At the bottom, there is a multi-track timeline. A red arrow points to a video clip that has been placed on the timeline. The clip is represented by a blue bar with a white playhead icon.

- The slides go into the timeline like so...

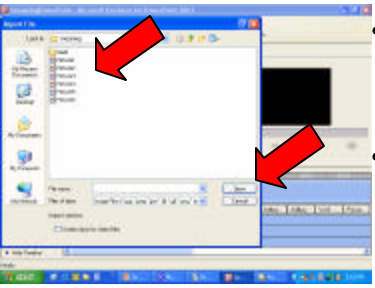
Add Image to Video Track



The screenshot shows the software interface with a file explorer window open. Two red arrows point to the 'Images' folder in the left pane and the 'Import Images' button in the main window.

- Click on image folder
- Double click on "import images"

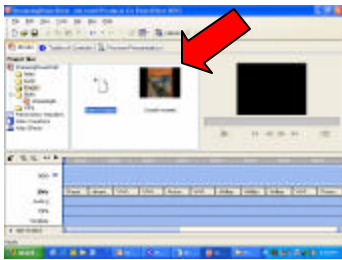
Add Image to Video Track



The screenshot shows the software interface with a file explorer window open. Two red arrows point to a selected image file in the main pane and the 'Open' button at the bottom right of the window.

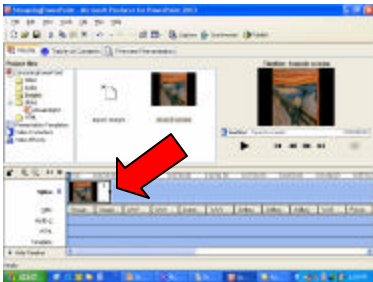
- Browse for the image you want to use, select it
- Click "open"

Add Image to Video Track



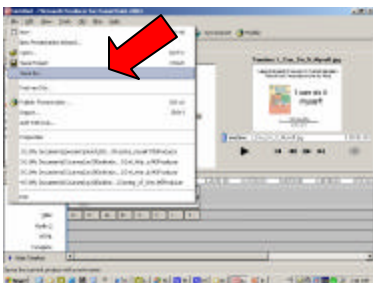
- Your image is added to the folder
- You will need to “drag & drop” to add it to the Video Track of the timeline

Add Image to Video Track



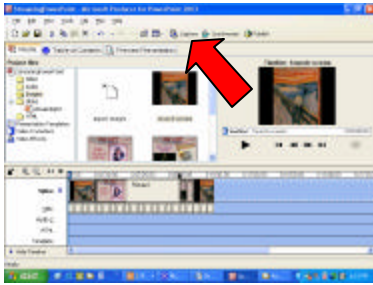
- Place cursor over right edge of image and drag to extend duration

Saving your Project



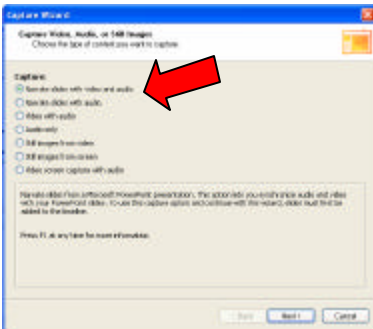
- This might be a good time to save your project

Capture PowerPoint Narration



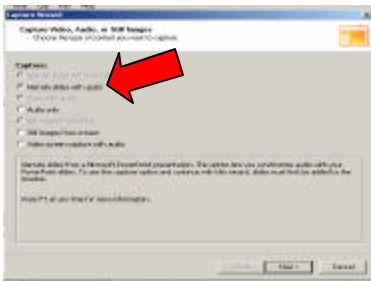
- Click on "Capture"

Capture PowerPoint Narration



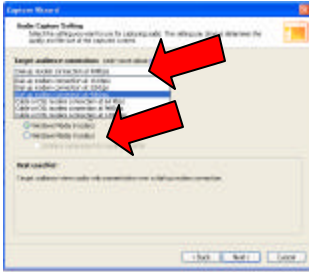
- Choose narration option

Capture PowerPoint Narration



- Without a video capture card, you will choose to narrate with audio

Capture PowerPoint Narration



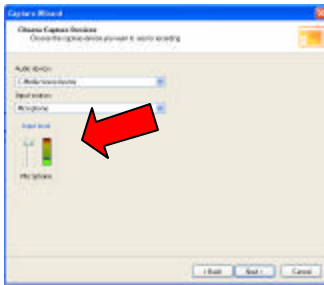
- Choose connection speed
- Choose codecs (9 = more options; 8 = more platforms)

Microsoft
Producer
For Microsoft Office PowerPoint 2003

Note from Help file:

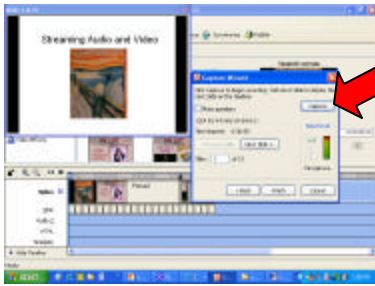
- **Recording quality.** Remember that the quality of the audio and video in your final presentation depends on the original recording. Therefore, when capturing your live or taped audio and video in Producer, it's a good idea to choose a higher capture setting. You can always save and publish your presentation at a lower capture setting.

Capture PowerPoint Narration



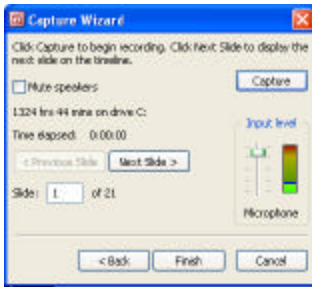
- Input sources
- Check microphone level

Capture PowerPoint Narration



Click on "capture" to begin

Capture PowerPoint Narration



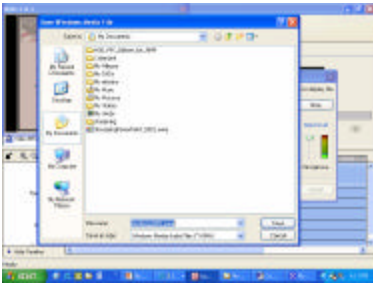
- Mute speakers
- Next Slide/ Next Effect

Capture PowerPoint Narration



- Click "Stop" to end narration

Capture PowerPoint Narration



- Save the narration as a wma file

Capture PowerPoint Narration



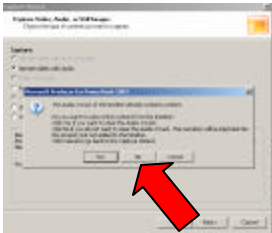
- Click finish

Capture PowerPoint Narration



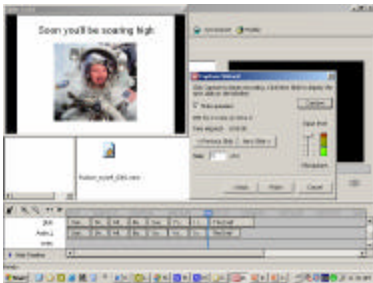
- If you know you've goofed up, you can re-record specific slides
- Click on "Previous Slide" to find the slide you wish to correct
- Click on Capture to begin process again

Editing Your Narration



- A dialogue box will tell you that a narration already exists, do you want to replace it
- Select “No”

Editing Your Narration



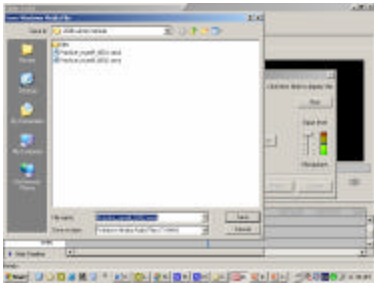
- Begin recording by selecting “capture”

Editing Your Narration



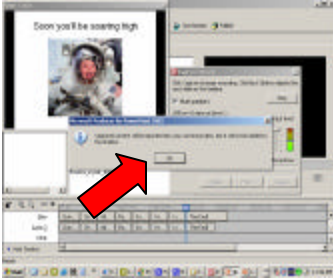
- Click “Stop” to end narration when you are done

Editing Your Narration



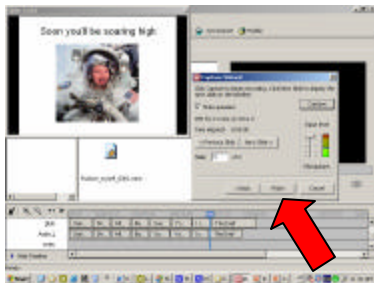
- Save the new narration as another wma file
- Give it a name that will make sense

Editing Your Narration



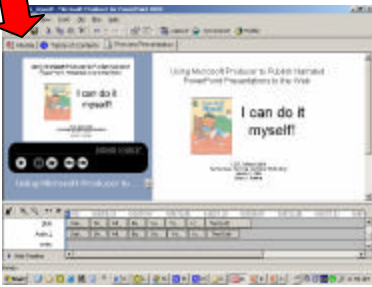
- When you save it, the new file is added to your project, but it doesn't replace your earlier narration
- Click 'OK'

Editing Your Narration



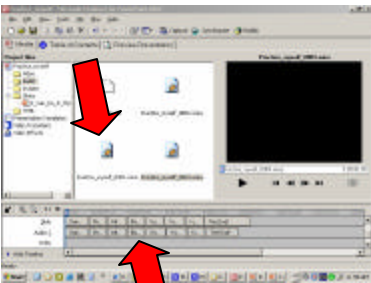
- If you really are finished, Click finish

Editing Your Narration



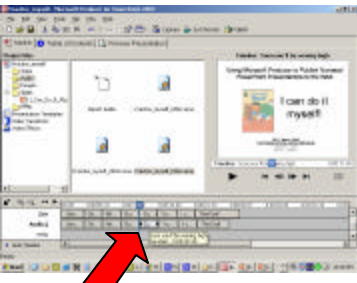
- Returns you to your project
- Click "Media" tab

Editing Your Narration



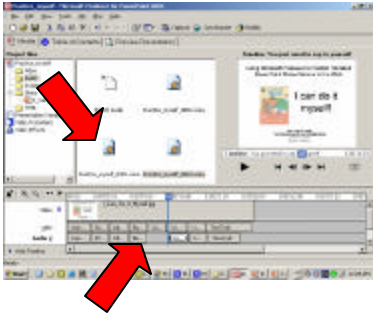
- Replace the "old" narration with the "new" file

Editing Your Narration



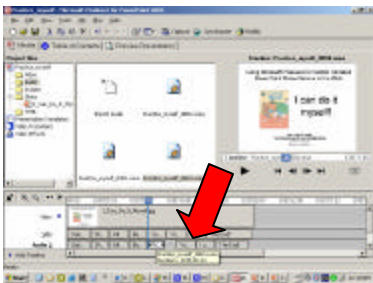
- Select the narration in the Audio 2 timeline you want to replace, and delete it

Editing Your Narration



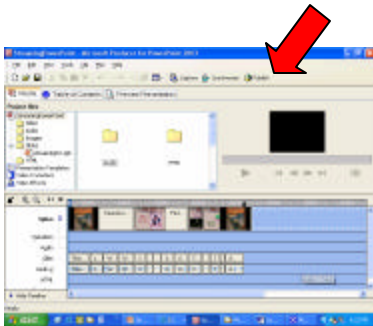
- It leaves a space
- Select new file and drag and drop into place

Editing Your Narration



- Grab the other files and move them into place

Publish your Presentation



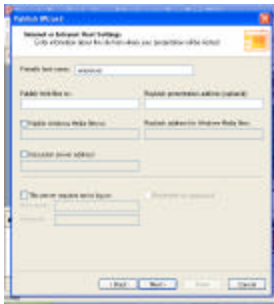
- Click "Publish"

Publish your Presentation



- Choose where you want to publish
- I recommend you choose "My Computer"

Publish your Presentation



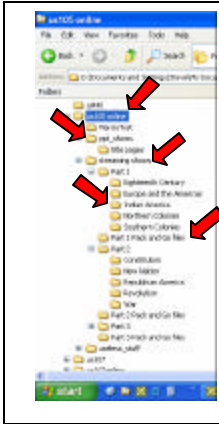
- If you choose to publish to the Internet, you need to fill in the correct server information

Save yourself a lot of trouble and don't do this

Publish your Presentation



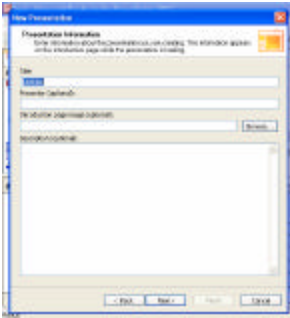
- choose location to save files



Saving your Files

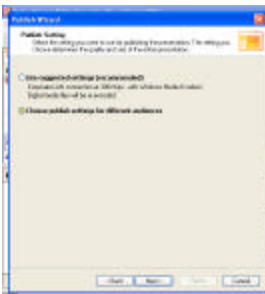
- Course Folder
- PowerPoint folder
- Streaming Folder
- Folder for each show
- Folder for “pack & go” files

Publish your Presentation



- Fill in title, presenter, etc.

Publish your Presentation



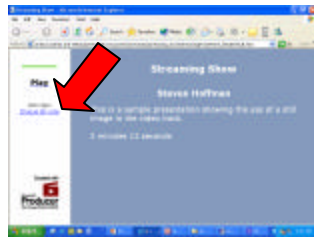
- Choose appropriate settings

Publish your Presentation



- You can choose more than one download speed

If you choose multiple download speeds, viewers will be able to choose the download speed at which they want to view the presentation



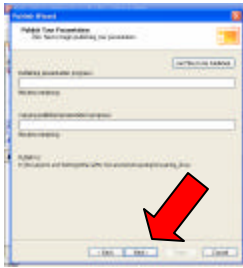
- Viewers can Click "Choose Bit Rate"

Publish your Presentation



- A dialogue box pops up offering the available choices

Publish your Presentation



- Click “next” to actually publish your presentation

Publish your Presentation



- Preview finished show in Internet Explorer for Windows, MAC, or Netscape
- Click “finish” to end

Good News/Bad News

Bad News:

- Until Microsoft improves the way Producer publishes files to the windows media server, it is kind of complicated to publish these to the CSTL Windows Media server



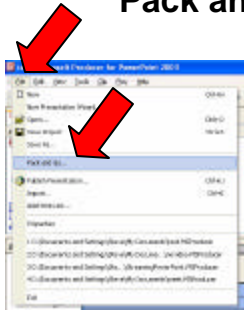
Good News/Bad News

Good News:

- There is an easy “work around” and so we don’t need Bill
- Plus, if you get stuck, the good people of CSTL will do it all for you!



Pack and Go



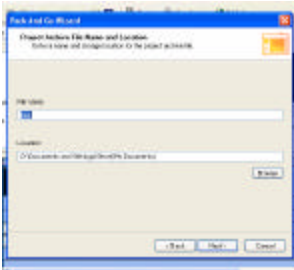
- Click on “file”
- Select “Pack and Go”

Pack and Go Wizard



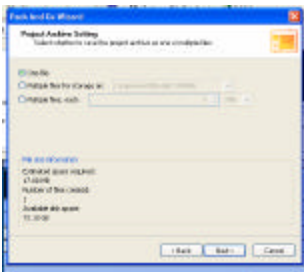
- Click on “next”

Pack and Go Wizard



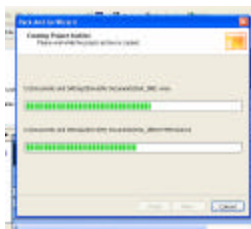
- Type in file name
- Type in location, or browse

Pack and Go Wizard



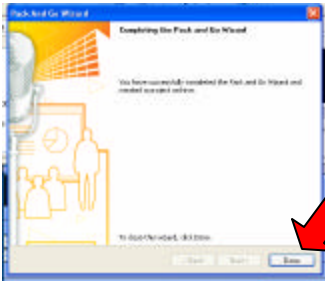
- Choose one file (unless you need to fit it on more than one disk)

Pack and Go Wizard



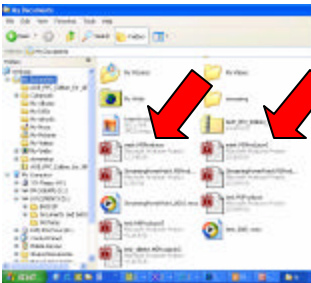
- The wizard performs its magic

Pack and Go Wizard



- Click "done"

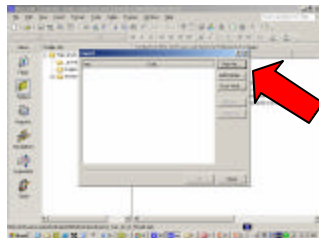
Pack and Go Wizard



- The wizard creates a .MSProducerZ file
- Bring that file to CSTL and they will publish it for you

Publishing it Yourself: Part I

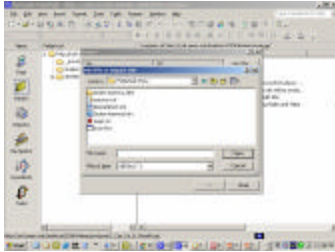
- Transfer all the files (except the .wmv files) to your web site
- I use the import function in FrontPage



Add File – Add Folder

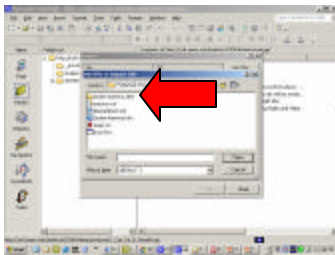
Importing in Frontpage

- First, import files
- Next, import folder
- Then, delete wmv file(s)



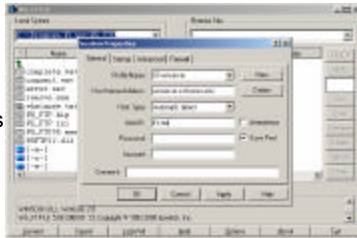
Deleting the wmv files

- The wmv files are inside this folder



Publishing it Yourself: Part II

- FTP wmv file(s) from your computer to the Windows Media Server



(wmserver.cstl.semo.edu)

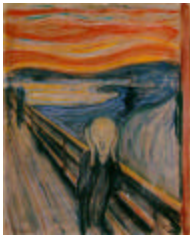
Publishing it Yourself: Part III

- Use Word Pad to Open and Change .asx files on your website so they point to the Windows Media Server

```
<ASX version = "3.0">
<!-- Producer-generated file -->
<ENTRY>
  <REF HREF = "0MM0.wmv"/>
</ENTRY>
</ASX>

<ASX version = "3.0">
<!-- Producer-generated file -->
<ENTRY>
  <REF HREF =
"mms://wmserver.cstl.semo.edu/hoffman/workshop/streaming_show/0MM0.wmv"/>
</ENTRY>
</ASX>
```

**That's all there is to it...
nothing to scream about**



The End
