PowerPoint and Multimedia

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Your Requests

• Improved presentations
• Learn how to create better lectures
• Enhance my presentations and learn new skills in using pictures, sounds and video!
• Expanding my PowerPoint abilities specifically with regard to sounds and movies
• Incorporate movie clips
• How to's of adding sound, etc.
• Integrating videos into the PowerPoint presentations
• Embedding video into ppt
• Combine some pictures to a small movie and embed to the PowerPoint presentation
Agenda

Introductions
- Hyperlinks
- Copyright
- Images
- Audio
- Video

Output
- UBlearns
- Web
- Printing
- Discs

2 Breaks!
- 1hr & 2hr

Moving from 2003 to 2007

- New interface layout
- New names for old
- Same features
- Interactive change-over tool

Hyperlinks

Within Presentation
Action Settings
Insert > Hyperlink

External Links

Copyright Regulations

Copyright regulations should always be considered when using someone else’s work
http://ublib.buffalo.edu/libraries/copyright/
Fair Use

OK in a face-to-face seated class
OK in UB learns (not a public web site)
OK to use external hyperlinks

Not Fair Use - Using enough to prevent a sale
If you think - “I’m doing this so my students do not have buy it” then it is not fair use

Probably Not Ok - presentation to the public

Fair use web sites: UB and Wikipedia
http://en.wikipedia.org/wiki/Fair_use

Accessibility

Federal and state laws mandate that the content of all media created by government institutions be accessible to everyone regardless of disability
http://www.oft.state.ny.us/policy/s04-001
Pictures

Sources:
The Library
Digital Juice
Scan Pictures
Files
Web Pages
Clip Art
Collections
Almost all common picture types are supported
Be aware of file sizes
Use a picture editor (e.g. Photoshop) to scale pictures
72 to 150 dpi for web and on screen presentations
150 dpi and up for printing and enlarging

Inserting a Picture

Drawing toolbar
Insert Picture button
Avoid copy & paste/cut and paste
Causes display problems in PPT for Windows
This problem was resolved in PowerPoint 2007 & 2008
Do copy and paste within PowerPoint to re-use pictures
All objects are in layers - newest on top
Hands-On

Insert Lots of Pictures

Windows PowerPoint
  Insert > Pictures > New Slide Show
  Image Importer Wizard Add-In (3rd Party)
  http://skp.mvps.org/iiwfeat.htm

Macintosh PowerPoint
  InsertPicture Add-In (3rd Party)
35mm Negatives and Slides

Convert to digital format at the DLC
Digital Library Center
South Campus, B2 Abbott
North Campus, 212 Capen

Share Pictures
UBdigit
http://ubdigit.buffalo.edu/

Picture Effects
Select a picture
Picture toolbar > Effects (Macintosh only)
Embed vs Link

**Embed**
- Incorporated into PowerPoint file
- Default for pictures
- Sounds - special case
- Video - never

**Link**
- File path is stored (not the thing itself)
- Option for pictures
- Sounds - special case
- Video - always

Discussion

Pictures
5 Minute Break
Templates

Thousands of free templates are available
Library, Indezine, Microsoft On Line
Make your own
Use Slide and Notes Master
File > Save As Template
Hands On

Sound File Types

It makes a difference
.WAV files are the only kind that PowerPoint thinks of as “sound” files
All other types are considered “movie” files
Size Matters

2003 Tools Options General
2004 PowerPoint Preferences General
2007 Office Button PowerPoint Options Advanced - Save

Link sounds with file size greater than 9999 KB

WAV files 10 mb or larger will be linked, always

Sounds

Make a sound that plays when you click on a picture or shape
Action settings example
Narration (entire Slide Show)

Sets the timing for the entire slide show
Creates a sound object on each slide
Choice of Linked or Embedded sounds

To adjust timings:
Use Slide Sorter View > Right-click > Slide Transition

Narration (single slide)

Insert > Movies & Sounds > Record Sound

Narration is embedded
Customize Menu > Record Sound
Default - Play when sound icon is clicked
Right-click > Custom Animation > Action >
Play > On click/With Previous/After Previous
Sound icon can be moved off the visible area
External Audio - Sound Editor


Export > Options > uncompressed WAV

Add Music

Insert > Sound > From File (WAV format)
Insert > ClipArt
Insert > Movie > From File (MP3, others)

Music Folder =
Play Music Through Presentation

http://pptfaq.com/FAQ00047.htm

Different instructions for various versions of PowerPoint

Discussion

Sounds
5 Minute Break
Video

Ink on paper can make great books or boring tomes
It’s not the technology that matters
 - it’s the presentation
PowerPoint has wide capabilities
When was the last time you were PowerPointed to death?

http://youtube.com/watch?v=Rp8dugDbf4w
YouTube to PowerPoint

YouTube videos are usually Adobe Flash .flv files and can not be saved directly with a right-click

Step #1 Save the video
Step #2 Convert the video to wmv format
Step #3 Insert into PowerPoint

Step #1 Save a Video

Microsoft Windows:
Use FireFox web browser
Tools > Add-ons
Get Extensions
Install a capture add-on

Search for **YouTube**

Lots of add-ons!

Search for **Fast Video Download**

Click Add to FireFox

[Image of Fast Video Download add-on]

Click Install Now

Click Restart FireFox

Capture a short video

Go to this URL

http://youtube.com/watch?v=pyLTqBARFt8

Click the Fast Video Add-on button

Save the file
Step #2 Convert the file to WMV

3rd party application required

Export to WMV
- Do not use sound compression
- Use medium quality

http://fileconverter.org/
   Free. Slow as molasses. Low quality output
   $30 and has a free trial
http://www.dvd-ppt-slideshow.com/ppt_to_dvd/
   $80 and has a free trial
http://www.geovid.com/Presentation_to_Video_Converter/
   $100, no free trial
http://www.sameshow.com/powerpoint-to-video.html
   $50 and has free trial

Sorenson Squeeze at Teaching and Learning Center

Mac Users

Install Tooble (free)

http://www.tooble.tv/

Downloads YouTube videos to Movies folder
Converts to standard MPEG (QuickTime)
Adds videos to iTunes (optional)
Tooble’s creator

The Conversion Problem

YouTube videos are in Adobe Flash format and have an FLV extension.
Tooble saves videos with an MPEG extension.
PowerPoint uses AVI and **WMV** for cross-platform compatibility.
Converting Media Types

Audio
Audacity

Video
Apple QuickTime
Sorenson Squeeze
Windows Media Player and many others

High end PC and Mac hardware & software is available for you to use at the TLC both North and South Campus

Step #3 Insert into PowerPoint

In PPT use Insert > Movie > From File
Step #3 - Macintosh

View > Toolbars > Movie
Click Insert Movie Button
Set other movie options

Avoid “Talking Heads”

Use audio if your video is just someone talking
Use text if voice does not add value to the experience
Remember compliance with disabilities rules
Other Movies

Commercial DVDs can be converted to **WMV**

Use equipment in the TLC
Can use “ripper” software
OK to use at least 10% of content in a course for Fair Use

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Distributing Multimedia PPT

Be conscious of linked items
Be conscious of overall file sizes
Email is probably not an option
Good options:
- Burn to CD or DVD (TLC, ITS, Kinko’s)
- iChat Theater, AIM, Yahoo, MSN, etc
- Mac or Windows File Sharing
Avoiding Linking Problems

Mac
File > Save As > PowerPoint Package

Windows PowerPoint 2007
Office button > Publish > Package for CD

Windows PowerPoint 2003
Next slide

Windows PPT 2003 Media

Before creating any links the presentation must be saved to a presentation folder
Media files must be in the same folder as the presentation .ppt file
At the same directory level
Not in a subdirectory
All media files must be present before making links to them

Insert > Movie or Sound > From File
After Linking…

If a media file name is changed the link will break

If a media file is moved to any other directory location the link will break

If the directory structure is changed the link may break

Output Considerations

Presentation Content
- Simple: Text and Pictures
- Sounds and movies

Audience
- UB affiliates
  - All have PowerPoint
- Outside UB
  - Free PowerPoint Player
  - OpenOffice

Delivery methods
- UBlearns
- Disc
- Kiosk

Edit ability
- View only?
Simple Presentation via Web

Use UBlearns

Distribute the PowerPoint file (.pps)

Course in UBlearns Example:

Control Panel > Content Area > Add Item

Students see:

PPT with Linked MultiMedia via UBlearns

Remember the Package Folder?

Zip the folder then distribute the Zip file

Windows: Use Winzip

Macintosh: Right-click folder > Compress
Large PowerPoint Files
10mb+

Put media files into UB’s Streaming Server
http://stream.buffalo.edu
Instead of File > Insert or insert via Movie toolbar, use web hyperlinks to the server

Or distribute the presentation via CD or DVD
Free duplication at ETC (DIY, N & S Campus)
Nominal fee at UB Micro (Drop-off service, UB Commons)
Nominal fee at ITS (Drop-off service, 24 Capen and )

UBlearns Best Practice

Cope with students who print presentations
Recommendation: Also distribute a grayscale PDF version of handout or slide notes of presentation
Prints faster
  Cuts down on queue times

To make grayscale PDF
  Microsoft Windows
    File > Print > Handouts
    Select PDF printer
    Requires 3rd party software such as Adobe Acrobat, shareware or freeware
  Apple Macintosh
    File > Print > Handouts
    PDF
    Compress PDF
Instructional video examples

Student created digital storytelling (Miller)
Student review course lectures (Piech)
Braille Note online tutorial (Beaver)
Tour of virtual environments (UB 2020 flyover)

Discussion
MultiMedia Sources

Health Sciences Library (basement)
Arts & Sciences Library (2nd floor capen)
Blockbuster, Netflix, etc.
Public Libraries
Make your own (or have students make them)
  Video and still cameras are available for loan at the TLC

PowerPoint Links

PowerPoint Magician
http://www.powerpointmagician.com/#_Articles_and_Tutorials

Microsoft Free Stuff
http://office.microsoft.com/home/office.aspx?

Microsoft Macintosh

PowerPointed
http://www.powerpointed.com/

Indezine Magazine
http://www.indezine.com/

Awesome
http://www.powerpoint-graphics.com/index.htm

FAQ
http://www.rdpslides.com/pptfaq/

Workbench
http://www.powerpointworkbench.com/

OfficeOne
http://officerone.tripod.com/index.html

Answers
http://www.powerpointanswers.com/

MVP
http://www.mvps.org/skp/
Evaluation Forms

Please fill out an evaluation form
Thank you for attending