

---

# 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**

---

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

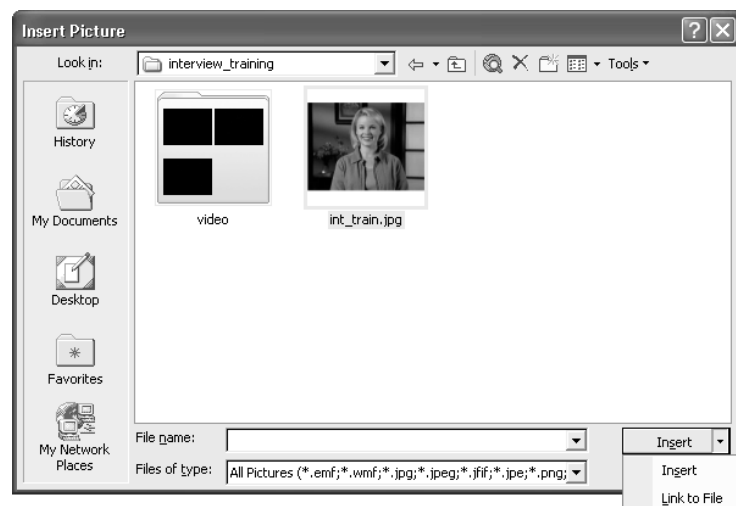
timings, the slides in the contents pane of the Media tab will have the new slide timings. The slides on the timeline, however, will not have the timings.

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

---

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.

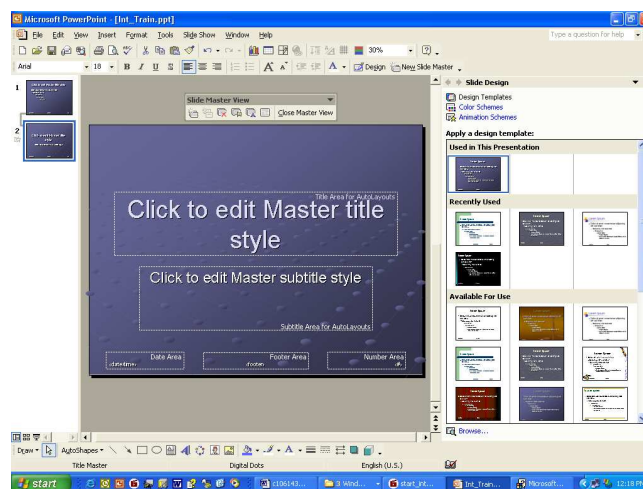
If you are editing the sample project, choose the PowerPoint presentation Int\_train.ppt in the Slides folder.

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

---

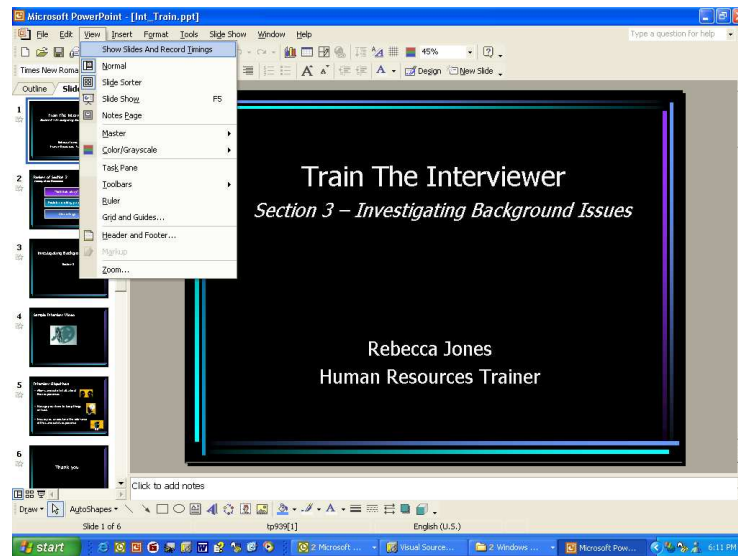
The Producer PowerPoint add-in program is a feature that is added into PowerPoint 2002 when you install Producer. The add-in can help you quickly synchronize recorded video and audio (or audio only) with a slide show or presentation. To use the Producer add-in program to record timings during a live 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.



**Figure 5-3** Starting the Microsoft Producer PowerPoint add-in program.

## Working with Slide Timings

One advantage of the Producer PowerPoint add-in program is that the presenter can change to any slide at any time, and the slide timings are recorded to reflect those changes. For example, if a presenter is giving a live presentation and he or she is speaking about the fifth slide, but someone in the audience asks a question about the third slide, the presenter can go back in the slide show to display the third slide. When the presenter does this, PowerPoint records slide timings for both the first and second times the third slide was shown. When you add the entire presentation to the Slide track of the timeline, the third slide is added twice on the Slide track, in the same sequence and timing as the live presentation.

Slide animations are only shown the first time the slide is displayed during the slide show. Therefore, when you add the slides to the timeline in Producer, any slide animations are only shown the first time the slide appears on the timeline. The second time the slide with animations is displayed, the entire slide is displayed without playing back the slide animations. If you want the animations to appear the second time the slide is shown, you need to delete the second instance of the slide on the timeline and then add the original slide from the contents pane to the timeline again.

If you use the Rehearse Timings feature in PowerPoint to record slide timings and you go back and forth during the presentation, PowerPoint only records the last time the slide appears for the slide timing. If you use this feature and the presenter goes back and forth in the slideshow when giving the live presentation, the slide that was shown multiple times would only be added once to the timeline with timings for the last time the slide was shown in the presentation. Therefore, if you use Rehearse Timings, you will need to rearrange your slides on the timeline in Producer if you want to synchronize the slides with the audio and video recorded during the live presentation.

When working with slides that you have timed with the add-in program and then imported into Producer, avoid editing the slides. Because the slide timings are recorded and then synchronized with the captured audio and video, any changes you make to the slides can disrupt the timing so that the slides are no longer synchronized with the video.

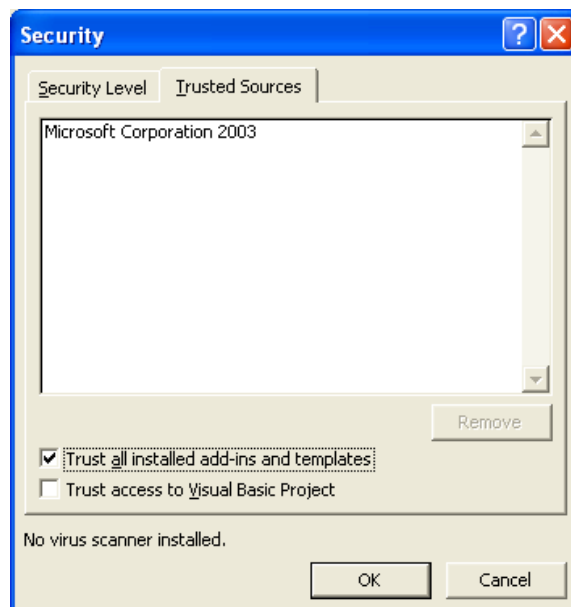
and audio. For example, if you have a PowerPoint presentation timed with the add-in program and the video and audio, but you decide to add a new bulleted item in your slide, the timing for the entire presentation could be disrupted. In this situation, you may have to resynchronize your slides with the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

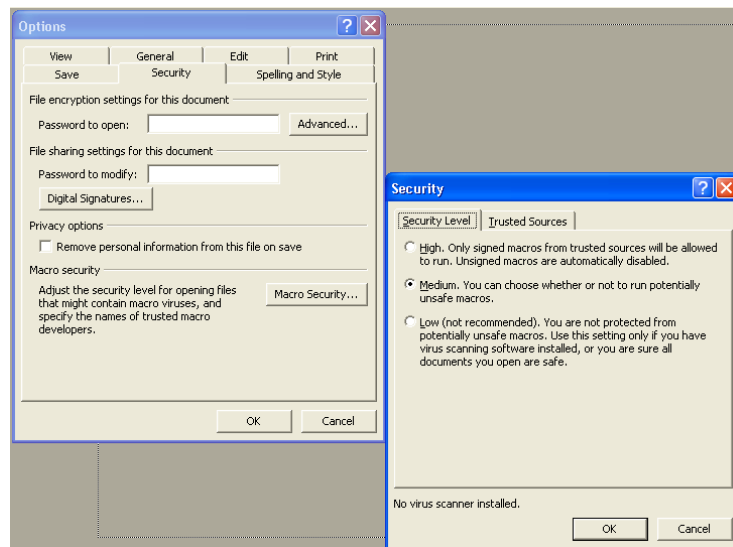
The security settings in PowerPoint appear in the Security dialog box. You need to find the right balance when making security level choices, so you can work comfortably with PowerPoint while maintaining adequate security. For example, if your PowerPoint security settings were set as shown in Figure 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

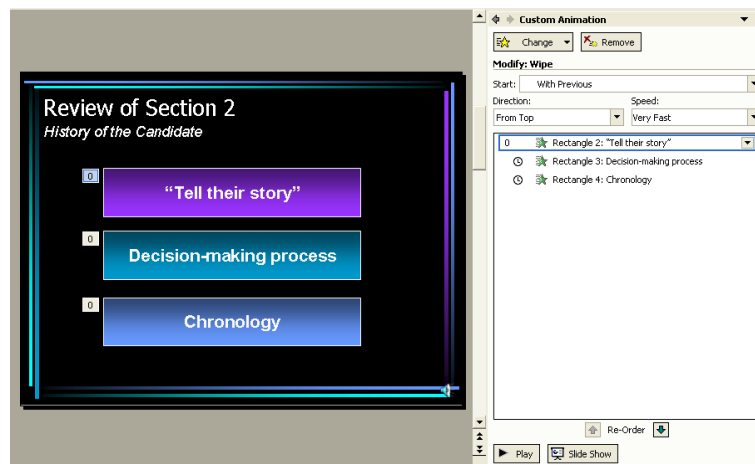
File menu in PowerPoint, click Web Page Preview). If the slide displays correctly in this preview, it should display correctly in your final Producer presentation.

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.



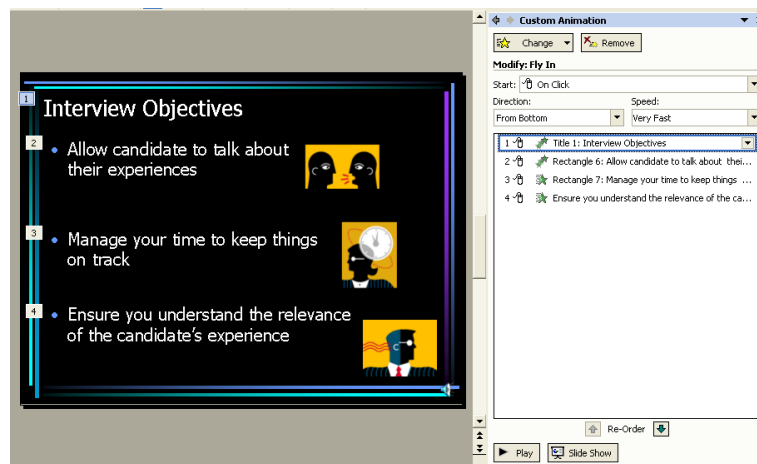
**Figure 5-7** A PowerPoint slide with time-based animations.

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.

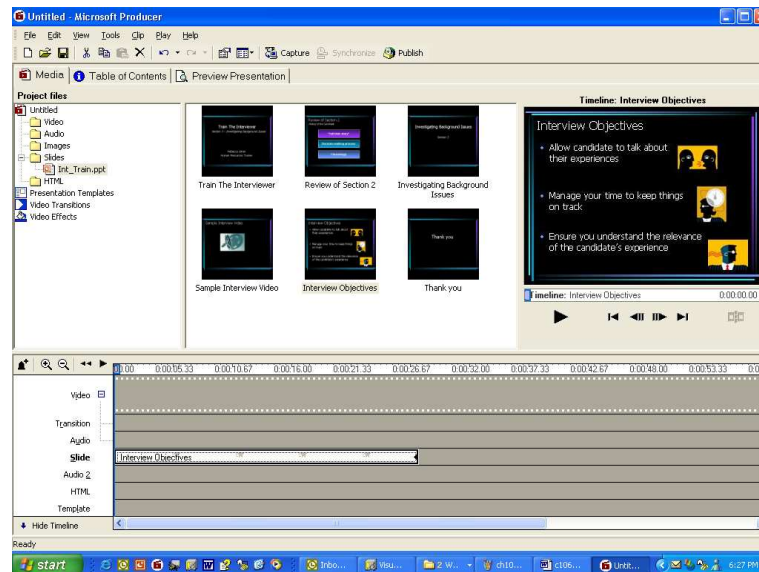
You can set the timing for slides with on-click slides animations in several ways:

- 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

---

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.