



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

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

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.

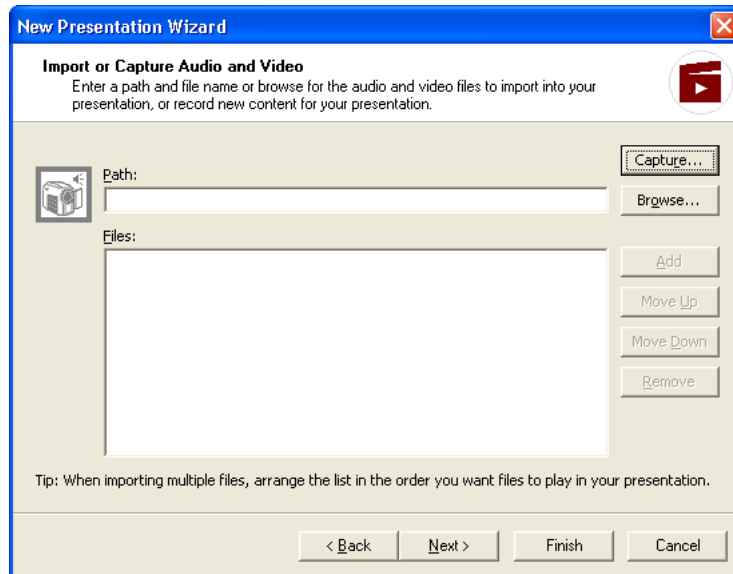


Figure 4-1 Starting the Capture Wizard in the New Presentation Wizard.

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.

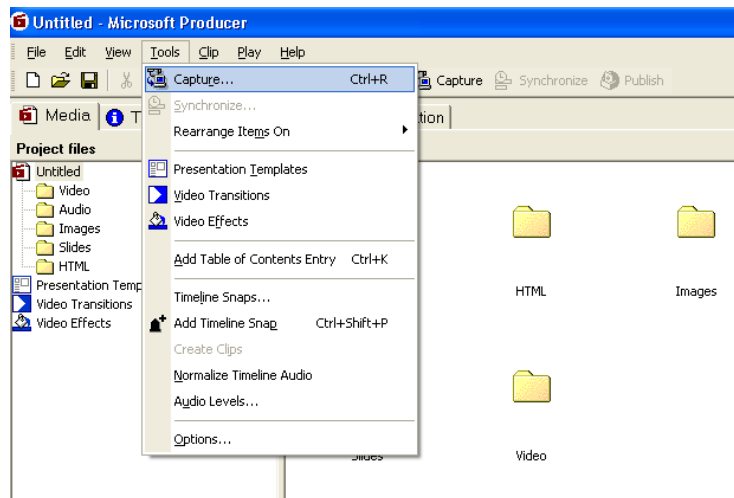


Figure 4-2 Starting the Capture Wizard from the Capture command on the Tools menu.

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

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.

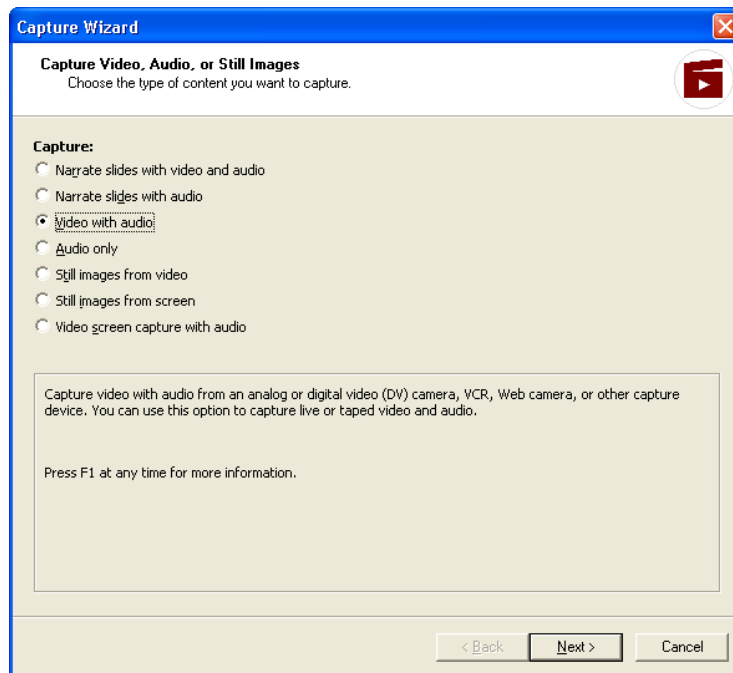


Figure 4-3 The first page of the Capture Wizard.

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.

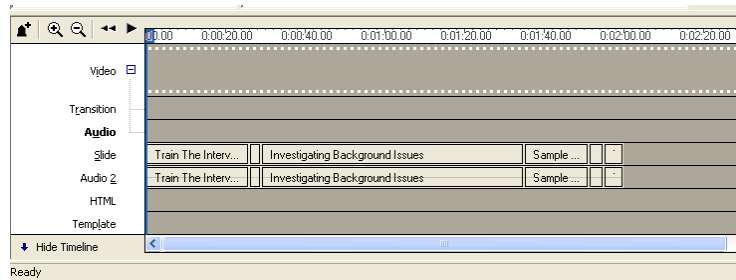


Figure 4-4 An audio track used to narrate slides.

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.

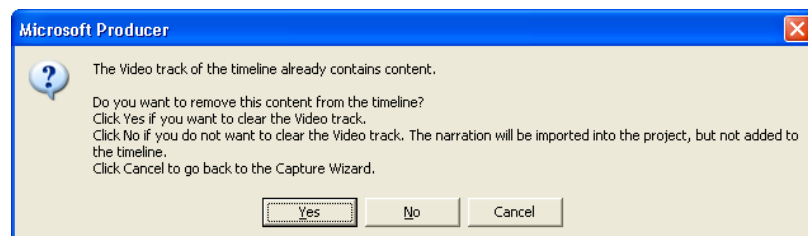


Figure 4-5 This dialog box appears if video is already on the Video track.

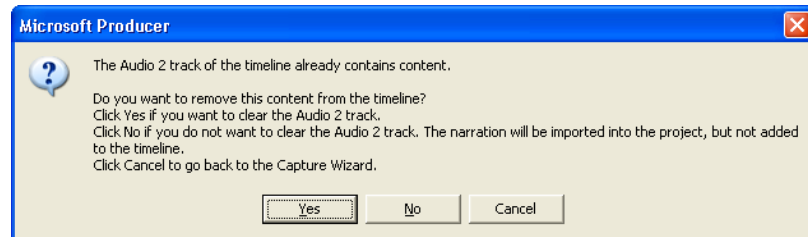


Figure 4-6 This dialog box appears if audio is already on the Audio 2 track.

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.

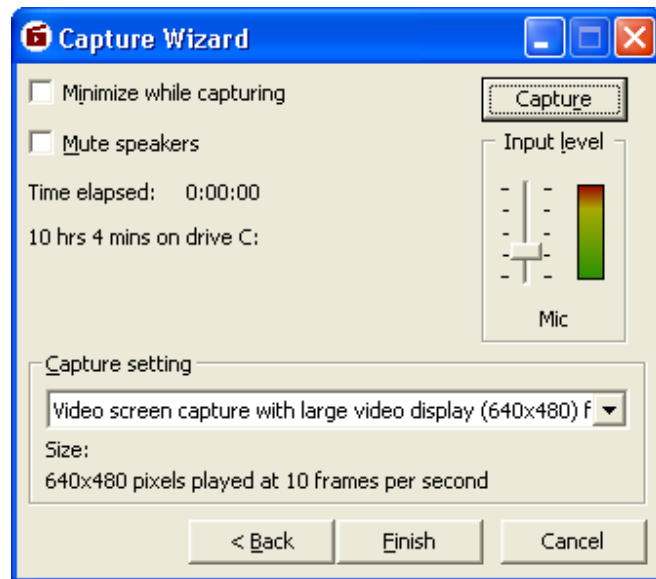


Figure 4-8 Capturing video from your computer screen.

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 you 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

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.