

Microsoft Producer 2003 Training Guide

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What Is Microsoft Producer 2003?

Producer 2003 is an add-on to PowerPoint 2003. Its primary use is to integrate audio narration, video clips, and text notes into a PowerPoint slide show. The finished product from Producer can be viewed in a Web browser.

Where Can I Get Producer?

Producer is free to download from
<http://www.microsoft.com/office/powerpoint/producer/>

You can install and run Producer 2003 on your computer with Windows 2000 or XP operating system, and with PowerPoint installed.

What Can I Do with Producer?

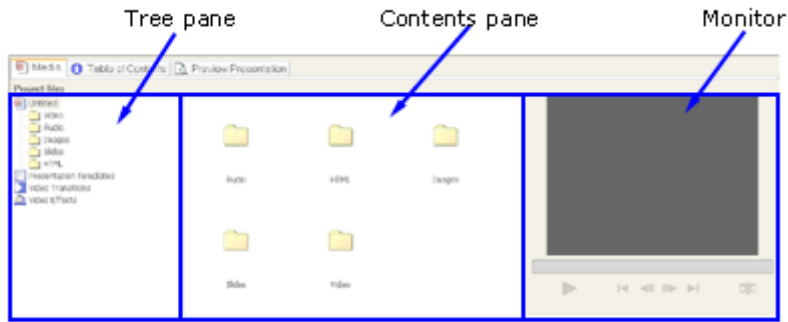
Producer 2003 is a standalone application that lets you take your PowerPoint slides and synchronize them with audio and video. This can be audio and video that you have already recorded on your computer or new audio and video content that you record in Producer. Furthermore, you can add still images and HTML files to your presentation. Working with Producer 2003, you can create a variety of presentation based on your specific needs.

Application Interface

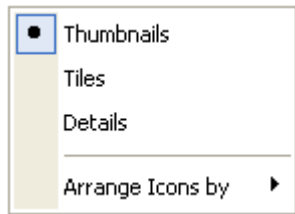
When you open Producer, you can view your project by selecting one of the three tabs:

- *Media*
- *Table of Contents*
- *Preview Presentation*

Media: The Media view has three panels: Project Files, Table of Contents, and Preview Presentation.



- Project Files: a tree directory listing media files, video effects, and video transitions.
- Contents Pane: displays all of the digital media files, slides, and HTML files that can be added to the timeline of your current project. You can view the files as Thumbnails, Tiles, or with Details.

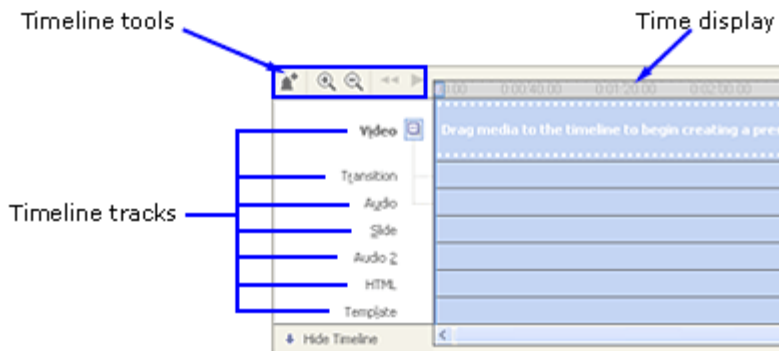


- Monitor: After you have added files to the timeline, you can preview the contents in the monitor. You can preview any video, audio, images, video transitions, or video effects that appear in the timeline for your current project; however, to see slides or HTML files you must preview your entire presentation by using the **Preview Presentation** tab.

Table of Contents: The table of contents appears in your final published presentation. By including a table of contents, your audience can see an overview of the basic information contained in your presentation while any accompanying audio and video plays in the presentation

Preview Presentation: The Preview Presentation has navigation buttons that let you play or pause the presentation, move to the previous or next table of contents entry, rewind or fast-forward.

Timeline: At the bottom of the screen is the timeline. You can drag files from your file list and drop it on the timeline. You can move any files back and forth on the timeline. When you move a file on the timeline, a vertical line (play head) indicates when that specific file will begin to play.



Importing Files (Audio, Video, PowerPoint Slides, Images, HTML)

1. To import your existing files, select **Import** from the **File** menu, find the files to import. You can hold the Shift key and then select multiple files.
2. Click **Open** to import.

Using Capture Wizard

The Capture Wizard enables you to capture screen and audio content. As an example of using the Capture Wizard, we will add audio narration to a PowerPoint presentation, while simultaneously synchronizing the audio to the slide transitions.

To complete this procedure you must have a microphone connected to your computer.

1. To click the imported sample file: **Int_Train.ppt**, drag the file to the Slide tracks of the timeline. Or in the tree pane of the Media tab, right-click the file **Int_Train.ppt** and then click **Add to Timeline**.
2. To start the Capture Wizard, on the Tools menu, click **Capture**. The first page Capture Wizard appears with several different capture options.
3. Click **Narrate slide with audio**, and then click **Next**.
4. Set your audio capture setting based on your audience and delivery method, or simply use the default settings. Or you can select Windows Media 9 codecs to enable the best under Windows Media technology.
5. In the **Audio device** box, click the microphone you are using, and then set your input level by speaking in a normal voice.
6. To begin capturing audio to your computer, click **Capture**, and then click **Next Slide** or **Next Effect** to advance the slide animation or slide and synchronized the audio with slides as you speak.
7. To stop capturing audio when are finished the narrating the slides, click **Stop**, in the **File name** box, type **Status_Narration**, and click **Save**.

8. To close the Capture Wizard, click **Finish**.

The audio file you captured is imported into the current project, placed on the timeline synchronized with the slides. Producer 2003 switches to the Preview Presentation tab so that you can preview your presentation.

Using Synchronize Wizard

In this procedure, you will synchronize the **Int_train.wmv** video file with PowerPoint slides.

1. Click **Int_train_begin.wmv** and drag the file to the Video track of the timeline.
2. In the tree pane, under Slides folder, click **Int_train.ppt**.
3. In the content pane, press and hold the CTRL key, and then select the first three slides. Drag these slides to the Slides track of the timeline.
4. To begin the process of synchronizing the slides to the video, on the **Tools** menu, click **Synchronize**.
5. To preview the current slide times, in the **Synchronize Slides** dialog box, click the **Preview slide timing**. And then click **Play** to start the video. The video plays back and the current slide timings are displayed.
6. When you are ready to set your own slide timings and synchronize the PowerPoint slides to video, click **Set slide timing**, and then click **Play** to start the video
7. To set the slide timings, click the **Next Slide** button when want to slides to change. When slide timings are complete, click **Finish**. If you are not satisfied with your slide timings, repeat this step.

Editing Video

In this procedure, you will edit the **Sample_Interview.wmv** video file. Two methods are used to edit video files. One is to create clips automatically by using the Split Control in the Preview Pane; the other is to create clips manually by using menu commands to specify In and Out points to produce smaller video clips.

1. Select **Sample_Interview.wmv** and right click on the thumbnail of the clip in the center pane and choose the **Create Clips**.
2. In the content pane, press and hold the CTRL key, and then select the first three slides. Drag these slides to the Slides track of the timeline.
3. Click the **Play** in the preview pane to start the video.
4. While your vide clip is playing, press the **Spilt** control, the button to the far right of the controls beneath your video preview in the preview pane.
5. Right click the video segment on your timeline where a split was inserted, and select **Delete** to delete the unwanted segments from your edit.

6. Then click and drag all clips on the timeline over to the left ensuring that the first clips starts at time 0, and that all clips are contiguous to complete your video edit.
7. To edit your video manually, you can also use menu commands to set the In and Out points of clips on your timeline. Click the **Play** to play the clip.
8. Click the **Pause** to stop the current clip so that you can insert an edit where you would like the new clip to start.
9. Then, select **Set Start Trim Point** on the clip menu.
10. Click the **Play** to continue playing the clip, and at the point you want the clip to end, select **Set End Trim Point** from the clip menu. Editing video this way automatically removes the excess video at the start and ends of the video clip you are editing,

To create additional clips from the same original video file, drag the original clip back onto the timeline at a different place, and the repeat the same process.

Adding Video Effects

In this procedure, you will add a video effect to the sample video named Int_tain_begin.wmv.

1. To make sure to clear the timeline by clicking **Clear Timeline** on the **Edit** menu.
2. Select **Int_tain_begin.wmv** and drag it to the Video track of the timeline
3. To view the set of available video effects, you can either click **Video Effects** in the left tree pane or click **Video Effects** on the **Tools** menu. Producer 2003 displays sample thumbnails, which are each labeled with the name of an effect
4. To preview an effect, click the effect to select it, and then click the **Play** button to preview it in the monitor.
5. Click the **Grayscale** video effect and then drag it onto the video clip. **Int_begin.wmv**. A paint can icon appears on the clip, indicating that an effect is associated with the clip
6. On the monitor, click **Play** to see the resulting video effect.

Adding Video Transition

In this procedure, you will add a transition between the sample videos Int_train_begin.wmv and Sample_Interview.wmv.

1. To make sure to clear the timeline by clicking **Clear Timeline** on the **Edit** menu.
2. In the tree pane of the **Media** tab, click the **Video** folder, Drag **Int_tain_begin.wmv** to the Vido track on the timeline, and then drag **Sample_Interview.wmv** so it appears after Int_train_begin.wmv.
3. To view the set of available video transitions, you can either click **Video Transitions** in the left tree pane or click **Video Transitions** on the **Tools** menu. Producer 2003 displays the available transitions with the names of the transitions.

4. To preview a transition, click the transition to select it, and then click the **Play** button to preview it in the monitor.
5. Click **Wheel, 4 Spokes** video transition and then drag it to the timeline and drop it between the two video clips.
6. On the monitor, click **Play** to see the resulting video transition.

Customizing with Templates

In this procedure, you will add templates between the sample videos Int_train_begin.wmv and Sample_Interview.wmv.

1. On the **Tools** menu, click **Presentation Templates**. Or you click **Presentation Templates** in the left tree pane.
2. Drag the templates **Standard Video(240 x 180)- Resizable Slides** to the Template track of the timeline
3. To adjust the duration of the templates, drag the end of the presentation template, so it ends before the last slide on the timeline.
4. In the contents pane where the templates are displayed, drag **Organizational Video (240 x 180) – Resizable Slides and HTML** to the template track of the timeline, to the right of the first template.
5. To view the template change in the presentation, click the **Preview Presentation** tab, and then click **Play**.

Publishing a Presentation

1. On the **File** menu, click **Publish Presentation**.
2. On the first page of the Publish Wizard, click **My Computer** and then click **Next**.
3. In the **File name** box, type a name for the presentation, and then in the **Publish files** to box, type the full path to the folder for the presentation or click **Browser** to locate the location on your computer hard disk.
4. On the **Presentation Information** page, you can type new information or edit existing presentation information, which appears on the introduction page of the presentation.
5. On the publish Setting page, do one of the following:
 - If the settings fit your intended audience, click **Use suggested settings** (recommended)
 - If the settings do not fit your intended audience, click **Choose publish settings for different audiences**, and then select the appropriate settings on the **Custom Publish Settings** page.
6. To begin publishing your presentation, on the **Publish Your Presentation** page, click **Next**.
7. You can view the presentation from the **Presentation Preview** page, or click **Finish** to exit the Publish Wizard.

After you publish your project, you can import it to your homepage site or course site or link it to your WebCT courses.

References:

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<http://www.microsoft.com/education/?ID=EdGuideProducer>
2. Producer for PowerPoint 2002 Evaluation Guide
<http://www.microsoft.com/education/EdGuideProducer.aspx>
3. Producer 2003 Demos and Samples
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4. Producer 2003 Tutorials
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6. Presentation Tutorials on 123powerpoint.com
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