

PowerPoint and Multimedia

By Jim Gordon
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Your Requests

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



Agenda

Introductions

Hyperlinks
Copyright
Images
Audio
Video

Output

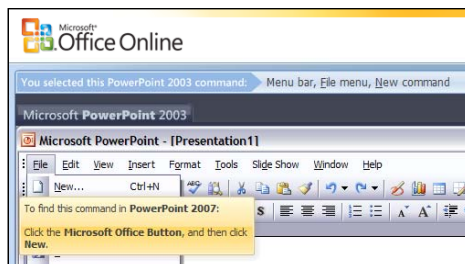
UBlearns
Web
Printing
Discs
2 Breaks!
1hr & 2hr



Moving from 2003 to 2007

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

<http://office.microsoft.com/en-us/powerpoint/HA101490761033.aspx?pid=CH100668131033>

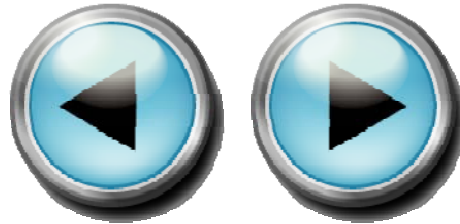


Hyperlinks

Within Presentation

Action Settings
Insert > Hyperlink

External Links



View > Master > Slide Master

Copyright Regulations



Copyright regulations should always be considered when using someone else's work
<http://ublib.buffalo.edu/libraries/copyright/>

Fair Use

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



Not Fair Use - Using enough to prevent a sale

If you think - *"I'm doing this so my students do not have buy it"* then it is **not** fair use

Probably Not Ok - presentation to the public

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

Accessibility

Federal and state laws mandate that the content of all media created by government institutions be accessible to everyone regardless of disability

<http://www.oft.state.ny.us/policy/s04-001>



Pictures

Sources:

The Library
Digital Juice
Scan Pictures
Files
Web Pages
Clip Art
Collections
[Ubdigit](#)



Almost all common picture types are supported

Be aware of file sizes

Use a picture editor (e.g. Photoshop) to scale pictures

72 to 150 dpi for web and on screen presentations

150 dpi and up for printing and enlarging

Inserting a Picture

Drawing toolbar

[Insert Picture button](#)



Avoid copy & paste/cut and paste

Causes display problems in PPT for
Windows

This problem was resolved in PowerPoint 2007 & 2008

Do copy and paste within PowerPoint to
re-use pictures

All objects are in layers - newest on top

Hands-On

Insert Lots of Pictures

Windows PowerPoint

Insert > Pictures > New Slide Show

[Image Importer Wizard](#) Add-In (3rd Party)

<http://skp.mvps.org/iwfeat.htm>

Macintosh PowerPoint



[InsertPicture](#) Add-In (3rd Party)

<http://www.agentjim.com/MVP/PowerPoint/ppt2004.htm>

35mm Negatives and Slides

Convert to digital format at the DLC

Digital Library Center

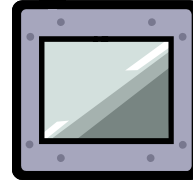
South Campus, B2 Abbott

North Campus, 212 Capen

Share Pictures

UBdigit

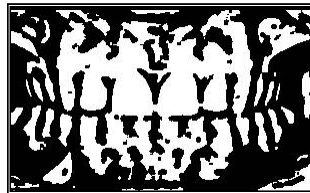
<http://ubdigit.buffalo.edu/>



Picture Effects

Select a picture

Picture toolbar > Effects (Macintosh only)



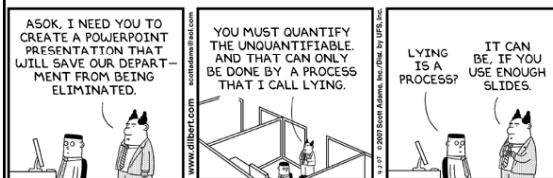
Embed vs Link

Embed

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

Link

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



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Discussion

Pictures
5 Minute Break



Templates

Thousands of free templates are available

Library, Indezine, Microsoft On Line

Make your own

Use Slide and Notes Master

File > Save As Template

Hands On

Sound File Types

It makes a difference

.WAV files are the only kind that PowerPoint
thinks of as “sound” files

All other types are considered “movie” files

Size Matters

2003
Tools
Options
General

2004
PowerPoint
Preferences
General

2007
Office Button
PowerPoint Options
Advanced
- Save

Link sounds with file size greater than KB

WAV files 10 mb or larger will be linked, always

Sounds

Make a sound that plays when you click on a
picture or shape

Action settings example

Narration (entire Slide Show)

SlideShow

Sets 1

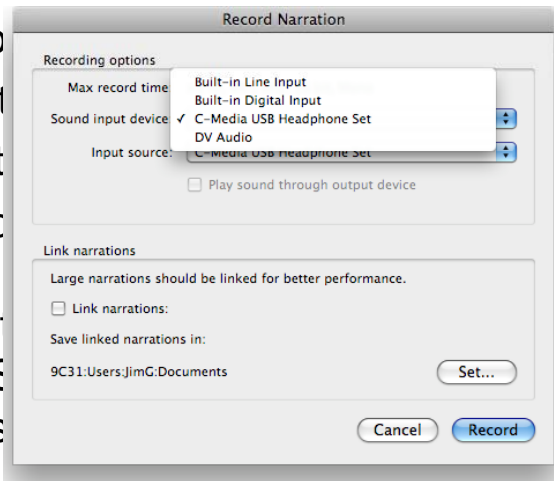
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Narration (single slide)

Insert > M

Narration

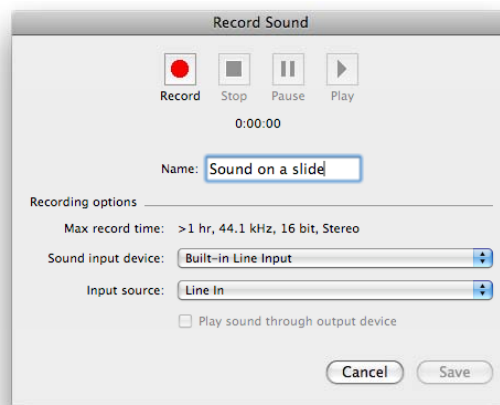
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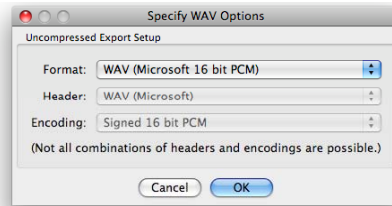
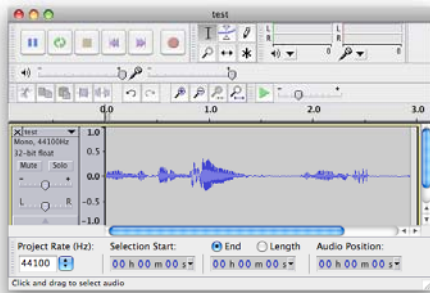


External Audio -Sound Editor



Free! <http://audacity.sourceforge.net/>

Export > Options > uncompressed WAV



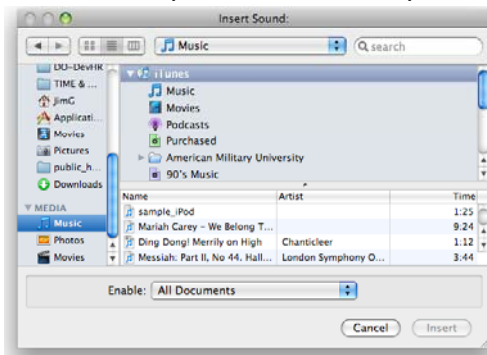
Add Music

Insert > Sound > From File (WAV format)

Insert > ClipArt

Insert > Movie > From File (MP3, others)

Music Folder =



Play Music Through Presentation

<http://pptfaq.com/FAQ00047.htm>

Different instructions for various versions of PowerPoint

Discussion

Sounds

5 Minute Break



Video

Ink on paper can make great books or boring tomes

It's not the technology that matters

- it's the presentation

PowerPoint has wide capabilities

When was the last time you were PowerPointed
to death?



YouTube to PowerPoint

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

Step #1 Save the video

Step #2 Convert the video to wmv format

Step #3 Insert into PowerPoint

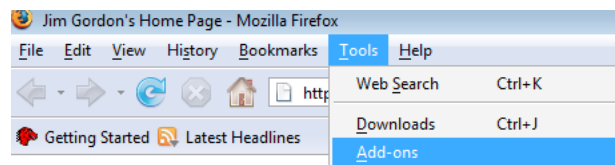
Step #1 Save a Video

Microsoft Windows:

Use FireFox web browser

Tools > Add-ons

Get Extensions



Install a capture add-on

Search for YouTube

Lots of add-ons!

Search for Fast Video Download

Click Add to FireFox



Click Install Now

Click Restart FireFox

Capture a short video

Go to this URL

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

Click the Fast Video Add-on button

Save the file



Step #2 Convert the file to WMV

3rd party application required

Export to WMV

Do not use sound compression

Use medium quality

<http://fileconverter.org/>

Free. Slow as molasses. Low quality output

http://www.applian.com/replay-converter/index_flv.php

\$30 and has a free trial

http://www.dvd-ppt-slideshow.com/ppt_to_dvd/

\$80 and has a free trial

http://www.geovid.com/Presentation_to_Video_Converter/

\$100, no free trial

<http://www.sameshow.com/powerpoint-to-video.html>

\$50 and has free trial

Sorenson Squeeze at Teaching and Learning Center

Mac Users

Install Tooble (free)

tooble

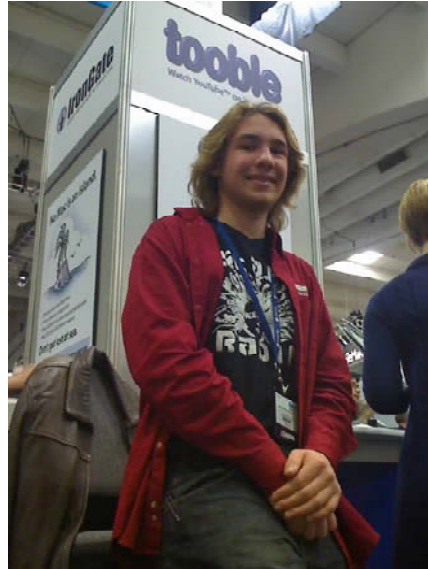
<http://www.tooble.tv/>

Downloads YouTube videos to Movies folder

Converts to standard MPEG (QuickTime)

Adds videos to iTunes (optional)

Tooble's creator



The Conversion Problem

YouTube videos are in Adobe Flash format
and have an FLV extension

Tooble saves videos with an MPEG
extension

PowerPoint uses AVI and **WMV** for
cross-platform compatibility

Converting Media Types

Audio

Audacity



Video

Apple QuickTime

Sorenson Squeeze

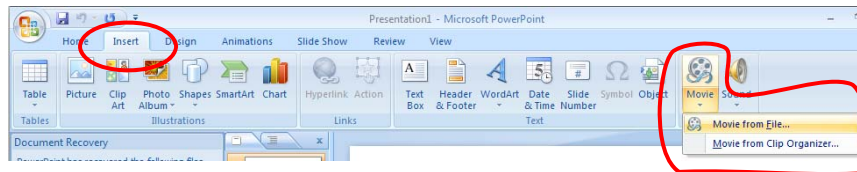
Windows Media Player and many others



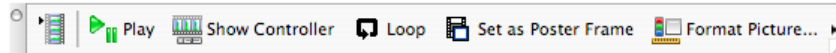
High end PC and Mac hardware & software is available for you to use at the TLC both North and South Campus

Step #3 Insert into PowerPoint

In PPT use Insert > Movie > From File



Step #3 - Macintosh



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

Avoid “Talking Heads”



Use audio if your video is just someone talking

Use text if voice does not add value to the experience

Remember compliance with disabilities rules

Other Movies

Commercial DVDs can be converted to **WMV**

Use equipment in the TLC

Can use “ripper” software



OK to use at least 10% of content in a course for Fair Use

Distributing Multimedia PPT

Be conscious of linked items

Be conscious of overall file sizes

Email is probably not an option

Good options:

Burn to CD or DVD (TLC, ITS, Kinko's)

iChat Theater, AIM, Yahoo, MSN, etc

Mac or Windows File Sharing



Avoiding Linking Problems

Mac

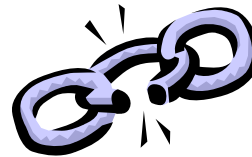
File > Save As > PowerPoint Package

Windows PowerPoint 2007

Office button > Publish > Package for CD

Windows PowerPoint 2003

Next slide



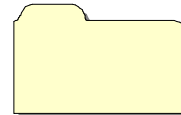
Windows PPT 2003 Media

Before creating any links the presentation must be saved to a presentation folder

Media files must be in the same folder as the presentation .ppt file

At the same directory level

Not in a subdirectory



All media files must be present before making links to them

Insert > Movie or Sound > From File

After Linking...

If a media file name is changed the link will break

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

If the directory structure is changed the link may break



Output Considerations

Presentation Content

Simple: Text and Pictures
Sounds and movies

Delivery methods

UB*learns*
Disc
Kiosk

File types

User experience

Audience

UB affiliates

All have PowerPoint

Outside UB

Free PowerPoint Player
OpenOffice

Edit ability

View only?

Simple Presentation via Web

Use *UBlearns*

Distribute the PowerPoint file (.pps)

Course in *UBlearns* Example:

Control Panel > Content Area > Add Item

Content


Files can be attached to the above information. Click **Browse** to select the file to attach and specify a name for the link to this file.

Attach local file Example Presentation.ppt

Name of Link to File

Special Action

Students see:

 **Example PowerPoint**
[Click here to download Example Presentation](#) (399.5 Kb)

PPT with Linked MultiMedia via *UBlearns*

Remember the Package Folder?

Zip the folder then distribute the Zip file

Windows: Use Winzip

Macintosh: Right-click folder > Compress

Content

Files can be attached to the above information. Click **Browse** to select the file to attach and specify a name for the link to this file.

Attach local file Example Presentation.zip

Name of Link to File

Special Action

Large PowerPoint Files 10mb+

Put media files into UB's Streaming Server

<http://stream.buffalo.edu>

Instead of File > Insert or insert via Movie toolbar,
use web hyperlinks to the server

Or distribute the presentation via CD or DVD

Free duplication at ETC (DIY, N & S Campus)

Nominal fee at UB Micro (Drop-off service, UB
Commons)

Nominal fee at ITS (Drop-off service, 24 Capen
and)

UBlearns Best Practice

Cope with students who
print presentations

Recommendation: Also
distribute a grayscale
PDF version of
handout or slide notes
of presentation

Prints faster

Cuts down on queue
times

To make [grayscale](#) PDF

Microsoft Windows

File > Print > Handouts

Select PDF printer

Requires [3rd party software](#)
such as Adobe Acrobat,
shareware or freeware

Apple Macintosh

File > Print > Handouts

PDF

Compress PDF

Instructional video examples

Student created digital storytelling ([Miller](#))

Student review course lectures ([Piech](#))

Braille Note online tutorial ([Beaver](#))

Tour of virtual environments ([UB 2020 flyover](#))

Discussion



MultiMedia Sources

Health Sciences Library (basement)

Arts & Sciences Library (2nd floor capen)

Blockbuster, Netflix, etc.

Public Libraries

Make your own (or have students make them)

Video and still cameras are available for loan at the TLC

PowerPoint Links

PowerPoint Magician

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

Microsoft Free Stuff

<http://office.microsoft.com/home/office.aspx?>

Microsoft Macintosh

http://www.microsoft.com/mac/products/powerpoint2008/default.mspx#/themes_templates/

PowerPointed

<http://www.powerpointed.com/>

Indezine Magazine

<http://www.indezine.com/>

Awesome

<http://www.powerpoint-graphics.com/index.htm>

FAQ

<http://www.rdpslides.com/pptfaq/>

Workbench

<http://www.powerpointworkbench.com/>

OfficeOne

<http://officerone.tripod.com/index.html>

Answers

<http://www.powerpointanswers.com/>

MVP

<http://www.mvps.org/skp/>

Evaluation Forms

Please fill out an evaluation form
Thank you for attending

