

Instructions for Multimedia Presentations (Movies/Pictures)

Fast loading of presentations in PowerPoint and guaranteed playback of content is our goal. To that end, we are providing you with the following step-by-step instructions on how to compress pictures embedded in PowerPoint, link video and movie files in PowerPoint, and prepare files for submission to CPIAC.

1.0 COMPRESSING PICTURES EMBEDDED IN POWERPOINT

Note: For questions related to picture resolution and PowerPoint, we refer the reader to an excellent article written by Steve Rindsberg, a Microsoft MVP (Most Valuable Professional), *What resolution should I make my images for PowerPoint slide shows?*

<http://office.microsoft.com/en-us/powerpoint/HA011163551033.aspx>.

We recommend reading and following the instructions laid out in another article by Steve Rindsberg, *Reduce the size of your PowerPoint files*, found here: <http://office.microsoft.com/en-us/powerpoint/HA011168821033.aspx>. Within this article are excellent detailed instructions for compressing images, hence we quote the subsection titled “Watch out for oversize image files”:

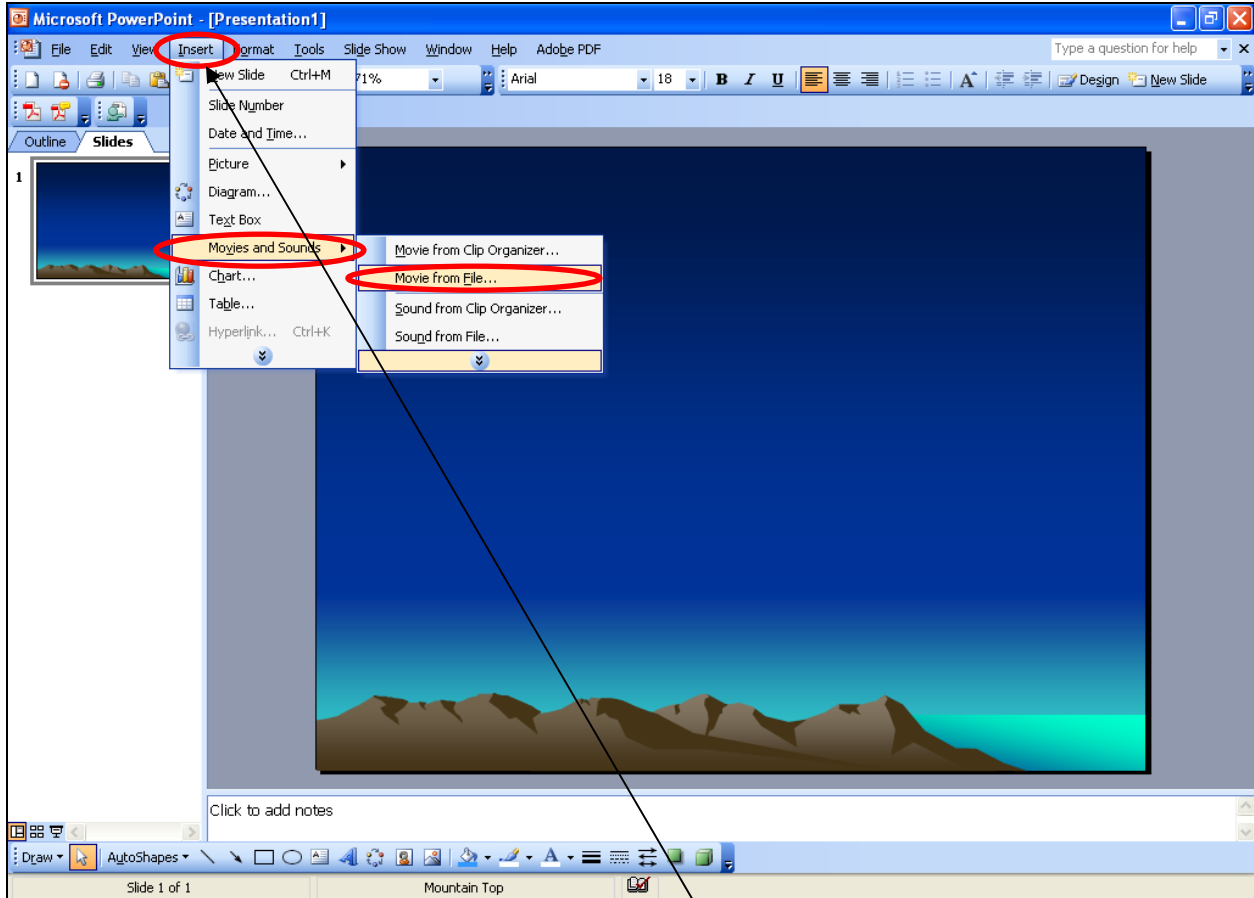
PowerPoint 2003 and later can compress images and remove unneeded data:

1. Right-click the picture, and then click **Format Picture** on the shortcut menu.
2. In the **Format** dialog box, click the **Picture** tab, and then click **Compress**.
3. Under **Apply to**, do one of the following:
 - To compress just the current picture, click **Selected pictures**.
 - To compress all the pictures in your presentation, click **All pictures in document**.
4. Under **Change resolution**, do one of the following:
 - If your presentation will be used for a screen show, click **Web/Screen**.
 - If you plan to distribute your presentation as printed pages, click **Print**.
5. Under **Options**, select the **Compress pictures** check box and the **Delete cropped areas of pictures** check box.
6. Click **OK**.
7. If prompted, click **Apply** in the **Compress Pictures** dialog box.
PowerPoint compresses the picture or pictures for you automatically.”

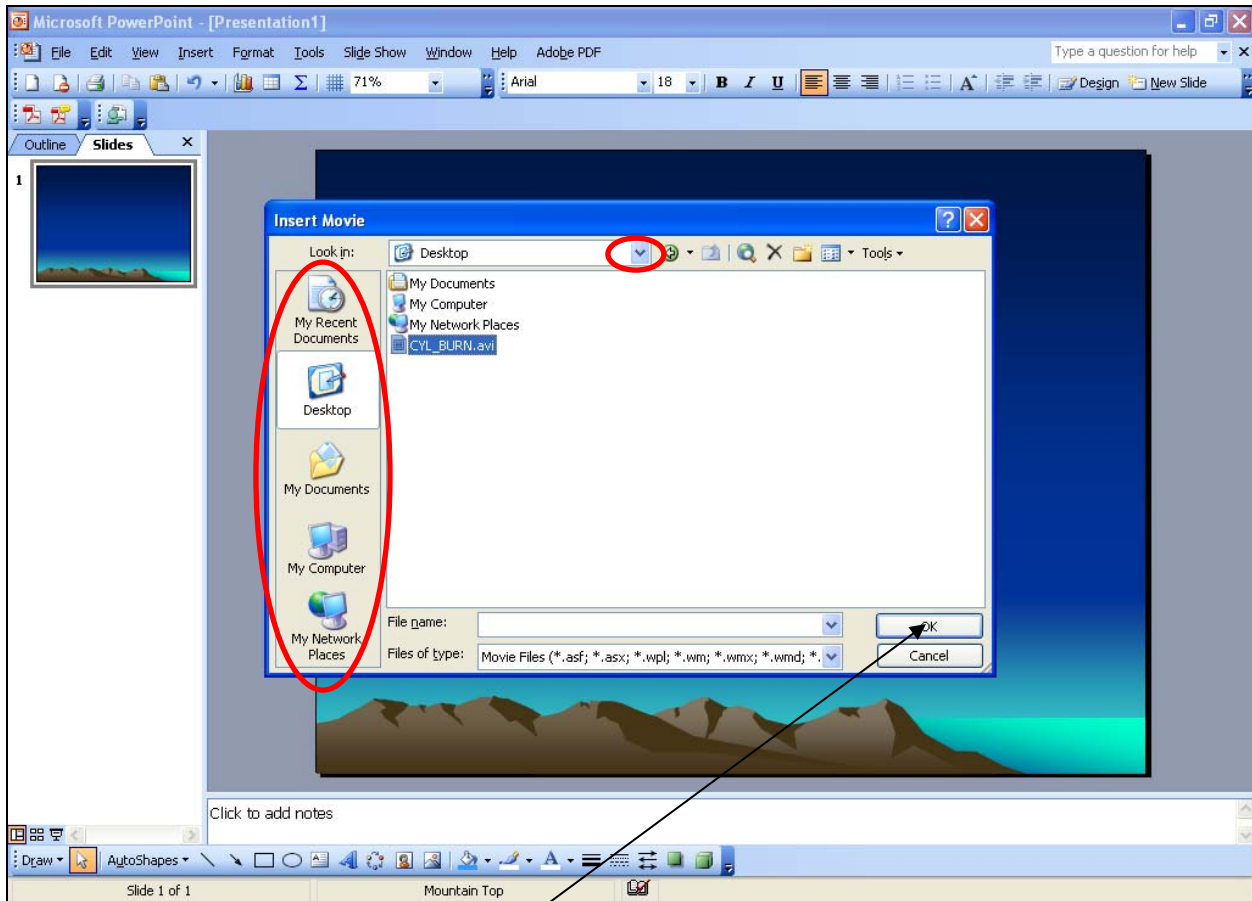
2.0 LINKING VIDEO/MOVIE FILES IN POWERPOINT

Once your video files are in Xvid format (see later sections for guides), you can insert them into slides in PowerPoint.

Open PowerPoint to your presentation. Pictured is an example view in PowerPoint 2003.

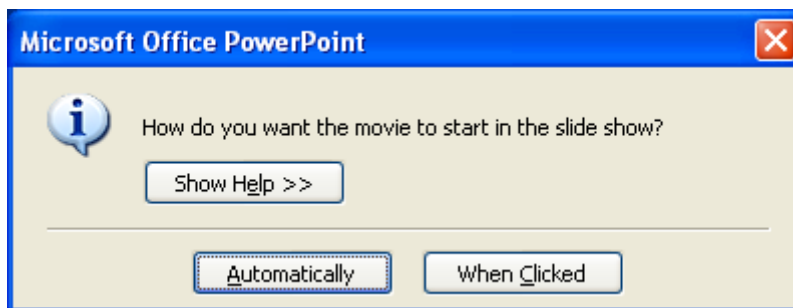


Choose the slide to add a video to (left-hand pane), then click Insert, Movies and Sounds, and Movie from file.

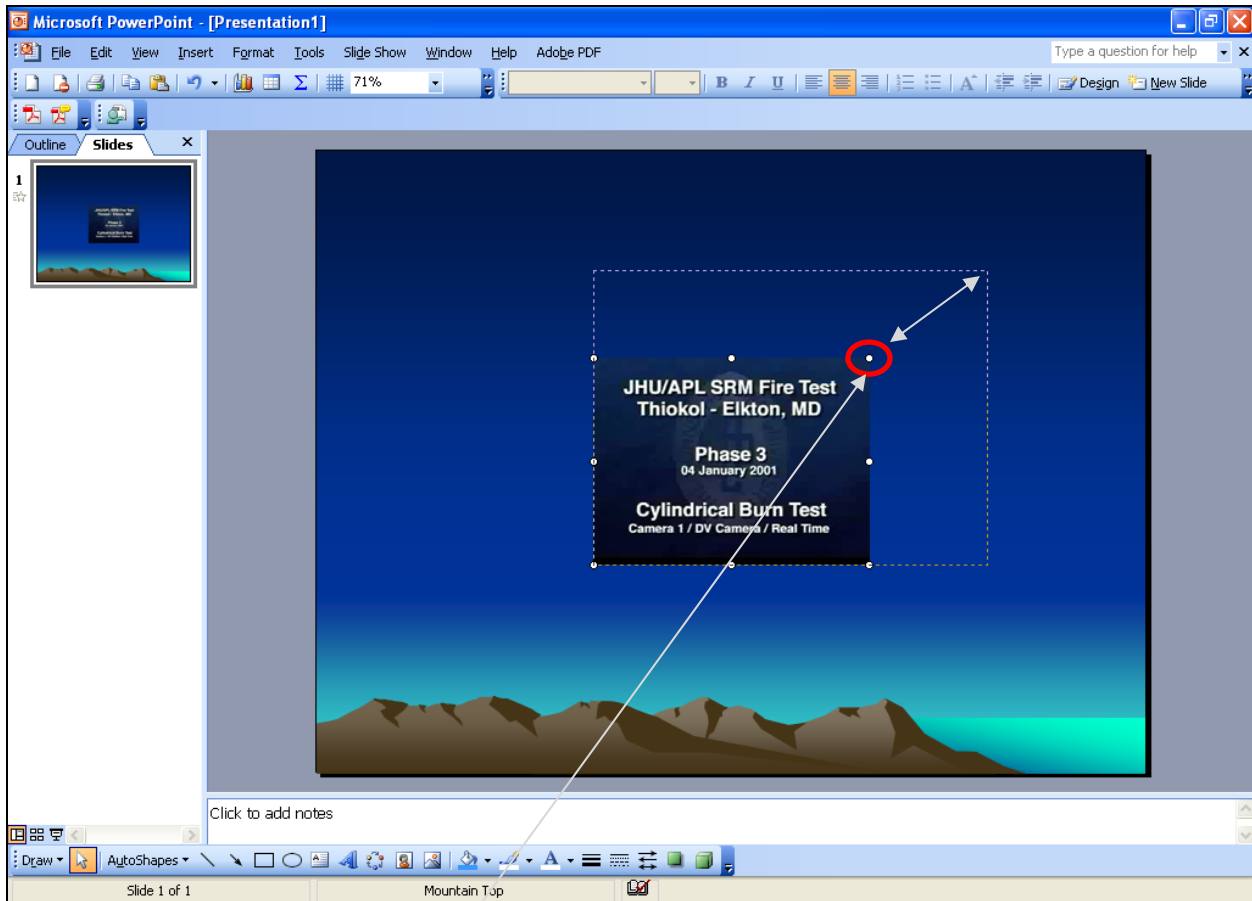


Locate the movie file by using the buttons along the left (My Recent Documents, Desktop, My Documents, etc.) or use the drop-down arrow. You will need to look through folders, then select the file (left-click on it once) and click OK.

The video is inserted, and you are asked how you would like the video to play.



Select Automatically for your video to begin playing once the slide loads, or When Clicked if you would like to start the video yourself. To start it yourself, you would left-click on the video, once, in Slideshow mode.



Resize the video by clicking on a corner (left-click and hold button) and dragging the edge until the desired size is reached. Keep in mind that the larger you make it, the grainier the video will become.

You can position the video by either dragging it with the mouse (left-click and hold button, move to desired location, release button) or by using the arrow keys on your keyboard (some laptops don't have arrow keys).

Test the playback by pressing F5 on the keyboard to enter Slideshow mode, then advance to the slide with the video on it. If you set it for automatic playback, it should play; otherwise, click on it to start the video playing.

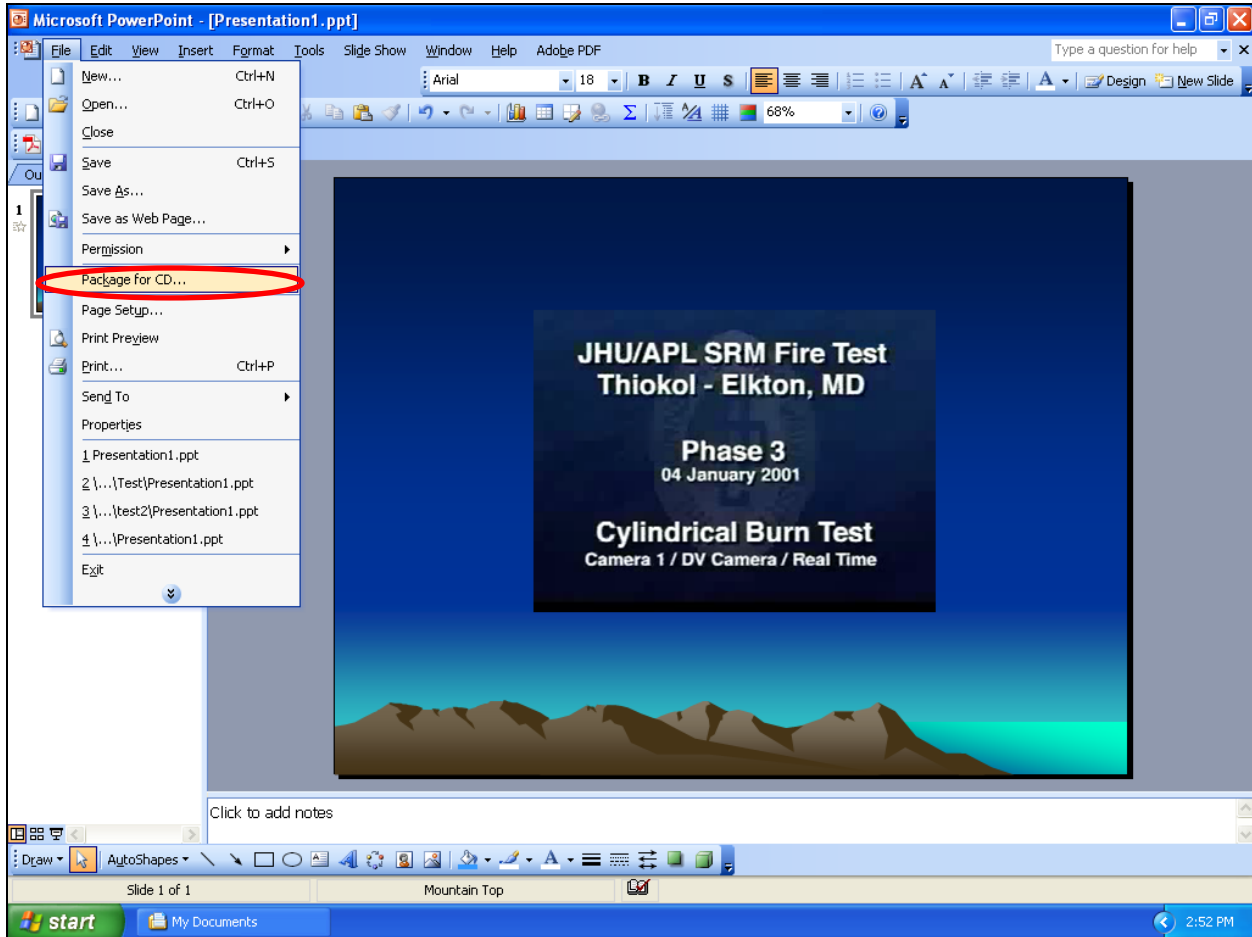
That's all there is to it! Remember to save your file when you're finished. If you need to have a control bar in order to pause the video and advance manually (as is the case with a fast video or simulation), refer to the next immediate section.

Note: Don't forget that we've only linked to the file on your hard drive. We still need to get the video files and other files in the presentation packaged together for submission. This process is covered in section 3.0, *Preparing Presentation Files for Submission*.

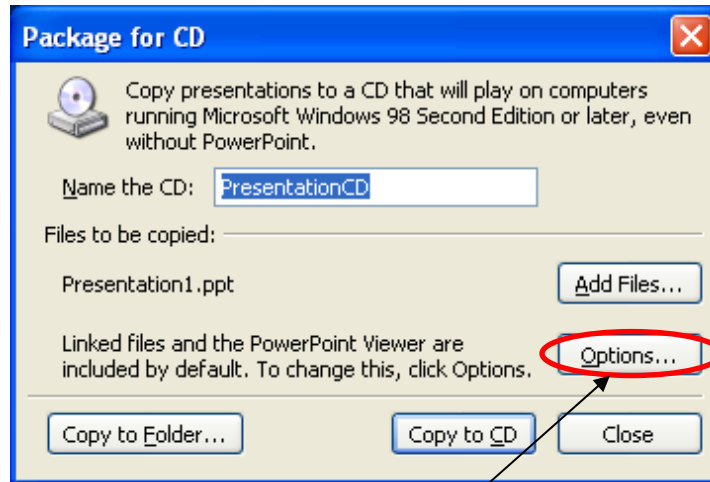
3.0 PREPARING PRESENTATION FILES FOR SUBMISSION

3.0.1 Package for CD

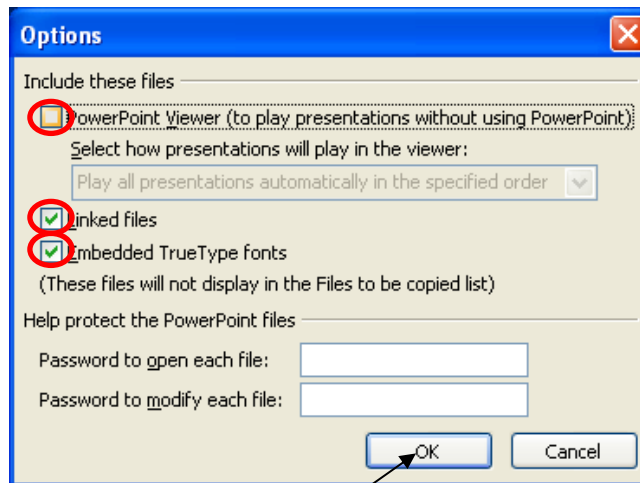
PowerPoint 2003 comes with a very useful feature called Package for CD. The Package for CD tool moves all the files associated with a PowerPoint presentation onto a CD—or alternatively, a folder, which is what we will be using—and creates links directly to those files, eliminating the old link that pointed to your C: or network drive.



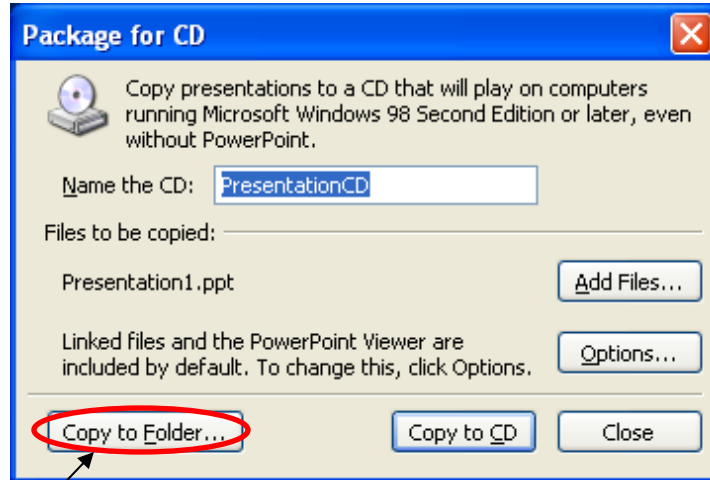
With your presentation open in PowerPoint, click on File, then Package for CD.



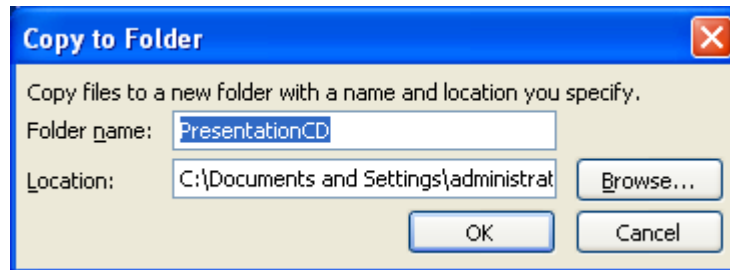
The Package for CD dialog window appears. Click on Options....



Uncheck the PowerPoint Viewer checkbox. Verify that Linked files and Embedded TrueType fonts are checked. **Do not enter a password.** Click OK.



Now click on Copy to Folder...

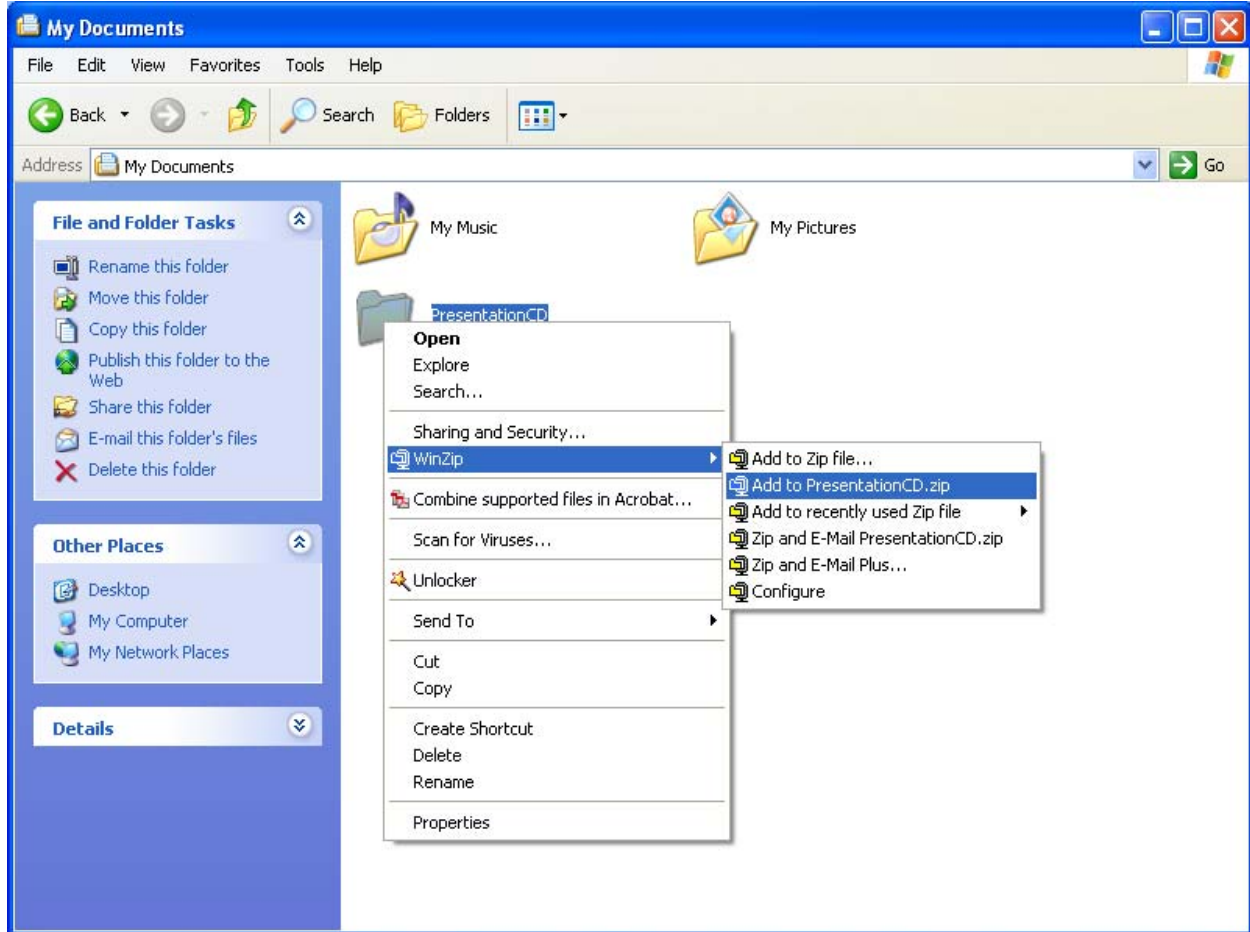


Press the backspace or delete key on your keyboard, then name the folder according to your tracking number, which you should have received via e-mail at the time you submitted your paper/abstract/manuscript.

Change the destination for this new folder by clicking Browse and choosing a location. Or just accept the default location (My Documents) by clicking on OK. The Package for CD tool will copy the files, fix the links and close. Close PowerPoint. We are now ready to Zip the files for easier submission.

3.0.2 Compress the Presentation Files with WinZip

In this section we will compress the folder containing all of your presentation files and end up with a single file to submit. Go to the location where you placed the folder with your presentation files (from Package for CD).



If you have the latest version of WinZip, you can right-click on the folder and be able to make a .zip file of it fairly easily. Simply right-click, go to WinZip, then Add to [YourFile].zip. (YourFile is just an example; your view will actually have the name of your folder).

After the compression is finished, you will have a single .zip file. Submit this file using instructions contained in **Appendix G, Paper and Presentation Submission Process: Uploading JANNAF Papers and Presentations to CPIAC's Secure Web Site**. These instructions are also available on the JANNAF Web site at www.jannaf.org. Once your file is uploaded, you are good to go!