

# Microsoft Producer presentations: how to make them

(or, at least, how I make them)

## First of all:

Download and install Microsoft Producer for PowerPoint 2003 – go to:

<http://www.microsoft.com/office/powerpoint/producer/prodinfo/default.mspx>

## Step 1: Slides

1.1. Select an existing PowerPoint presentation and modify as necessary (or make a new one). “De-animate” any custom-animated slides: copy and paste the slide the required number of times (you paste one copy per set of custom-animations); remove all previously animated text and/or images from the original slide, then remove all but the next set of animated text and/or images from the first copy, and so on – the last slide in the sequence contains everything.

● *Actually Microsoft Producer for PowerPoint 2003 can accept animated slides. But when you come to synchronize your presentation (Step 4.5) it is quite confusing (well, to me anyway) to know what’s going on, so I prefer to prepare de-animated slides as described above.*

1.2. Click on ‘File’ and ‘Save as’. In the pop-up box name the file, and from the drop-down menu under ‘Save as type’ select ‘JPEG File Interchange Format’; click ‘Save’, then ‘Every Slide’. These are then saved in a folder (the location of which you need to note).

## Step 2: Transcripts

2.1. In Microsoft Word type in the name of your Microsoft Producer presentation, then make a three-column table with the number of rows equal to the number of slides in your presentation (i.e., the number of jpeg images in the folder created in Step 1.2). Adjust the column widths approximately as follows:

<b>1.</b>		
<b>2.</b>		

2.2. Type the slide number in the left-hand column and then insert the appropriate slide in each row in the centre column (slide 1 in row 1, etc.). Reduce the size of each slide as soon as you’ve inserted it, so that its width is slightly less than the width of your centre column.

2.3. With all the slides inserted, look at the first slide and decide what you wish to say about it on the audio track; then type in your text in the right-hand column – i.e., you are starting to write the transcript of your presentation. Do this for all the slides, then read aloud what you have written and make any necessary adjustments – you are actually writing spoken English

(or whatever language) and this is different from (and less formal than) normal written English.

2.3. Now prepare an ‘audio transcript’: copy and paste the Word file of the transcript you’ve just prepared; open the copy and then (i) select the left-hand and centre columns and then, by clicking on ‘Table’ at the top of the screen, delete them; and (ii) select the table, click on ‘Table’ again, and convert the single-column table (which contains the text for each slide) to text. Adjust the resulting text so that the text for each slide is one paragraph and separate paragraphs by two line spaces. No paragraph should be allowed to go over from one page to the next (to avoid paper rustling noises in Step 3.1).

### Step 3: Audio recording

3.1. For best results record your transcript (using the audio transcript prepared in Step 2.3) in a soundproof recording studio. Record the text for one slide at a time; repeat this if you’ve made a mistake or there’s been some extraneous noise input (for example, stomach rumbles!). The sound recordist will then edit your presentation together in a single .wav file and give it to you on a CD or similar. You then download the audio file to your PC and rename the file appropriately.

### Step 4: Putting the Microsoft Producer presentation together

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#### Before you start disable mouse click sounds, as follows:

*To disable mouse click sounds in Windows XP*

Disabling mouse click sounds prevents the audible clicks from being played back as you move from one slide to the next when you are synchronizing or narrating your slides with audio and video. If you disable the mouse click sounds, the mouse clicks will not be heard in your final published presentation.

1. If Microsoft Producer is installed on the Windows XP operating system, in Control Panel, click **Sounds, Speech, and Audio Devices**, and then click **Change the sound scheme**.
2. In the **Sounds and Audio Devices Properties** dialog box, click the **Sounds** tab if it is not already selected.
3. In **Program Events**, click **Start Navigation**.
4. In the **Sounds** box, click **(None)**, and then click **OK**.

[From Microsoft Producer Help]

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4.1. Open Microsoft Producer; click on ‘Table of Contents’ and complete.

4.2. Click on ‘Presentation Templates’ and select one (I use ‘Global Audio – Resizable Slides and HTML’; see Note 1 below); drag it to the Template timeline in the timeline box at the bottom (to see the Template timeline click the bottom left-hand arrow).

4.3. Click on ‘Audio’, then double click on ‘Import Audio’ and then double click on the .wav file prepared in Step 3.1; then drag it to the Audio 2 timeline.

4.4. Click on 'Images', then double click on 'Import Images'; select all your selected images and double click 'Open' to import them all; then drag them one-by-one *in the correct numerical sequence* to the Slide timeline (be careful: they're imported not as 1, 2, 3, etc., but as 1, 10, 11, ..., 19, 2, 20, 21, etc.).

4.5. Double click on 'Synchronize'; start the audio file by clicking on the 'Play' icon (▶); follow what you're saying on the printout of the presentation transcript and click 'Next slide' at the correct times; at the end of the audio file (i.e., at end of the spoken text for the last slide) click 'Finish'.

- *During synchronization the slide you see is the slide you hear yourself talking about.*

4.6. Double click 'Publish' and click 'Next' on each prompt, then on 'Finish'; close Microsoft Producer, then save and name the file.

4.7. Your Microsoft Producer presentation will be saved in a new folder in My Documents called 'Microsoft Producer files' as 'xxxxxxx\_published' where 'xxxxxxx' is the name of your presentation (check this: if this is not your first Microsoft Producer presentation it might be saved as 'yyyyyyyyy\_published' where 'yyyyyyyyy' is the name of the first presentation you've made; if this is the case, simply rename 'yyyyyyyyy\_published' as xxxxxxxx\_published).

4.8. Check your presentation by double clicking on 'xxxxxxx\_published', then on the HTM file. This will start the presentation (you may get a notice that 'active content' is blocked; click on the message and then on 'Allow blocked content', then on 'Yes' in the new box that will appear).

4.9. Create a new folder in My Documents called, for example, 'Microsoft Producer presentations', then within this folder create a new folder called 'xxxxxxx' and then move 'xxxxxxx\_published' to this folder (which should also contain all the other files/folders for this presentation – your original PowerPoint presentation, the folder containing the jpeg's of each de-animated PowerPoint slide and the audio .wav file, together with the transcripts (.doc and .pdf) and the audio-transcript).

4.10. If you wish, publish your presentation (the 'xxxxxxx\_published' folder and transcript (.pdf) on the Internet. The link to start the presentation must be to the .htm file within the 'xxxxxxx\_published' folder.

4.11. If you wish, create a zipped file of 'xxxxxxx\_published'.

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*You're unlikely to do everything correctly at first, but with practice it's all quite straightforward.*

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**Note 1:** you can personalize the template by adding your institutional logo, for example, or your name (or both). To do this (the way I do it), open My Computer, then your C Drive, then Program Files, then 'Microsoft Producer 2'. Double click '1033', then 'Templates', then 'style2audioslideshtml'. Copy the .jpg file 'style2videoheader' to My Documents, open

with Paint Shop Pro (or equivalent) and add in your logo and/or name. Then replace the original 'style2videoheader' file in the style2audioslideshtml folder with the modified one.

The original 'style2videoheader' jpeg is:



and I modified it to:



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*Duncan Mara, August 2006*