

## Using Impatica for PowerPoint

Impatica for PowerPoint takes your presentation and formats it for Web delivery, while easily retaining animations and audio. The resulting files require no plug-in and run fast, even on slow modems. Impatica does require a java-enabled browser; however, a java-enabled browser is required for WebCT anyway.

This document's aim is to present the best way to add narration to the original PowerPoint presentation, how to use the Impatica program to "translate" your presentation, and how to upload the finished presentation into your WebCT course. It is assumed that you are already familiar with the PowerPoint program and know how to create a presentation with animations.

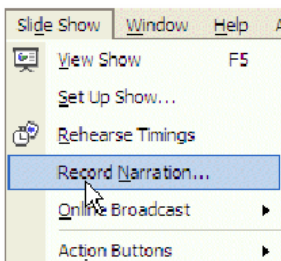
### About Recording Narration

The easiest option for creating narration with PowerPoint is to use the "Record Narration" option through the Slide Show menu inside PowerPoint.

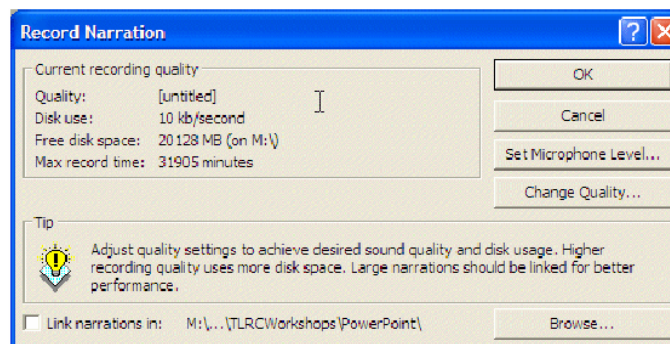
The extra equipment you may need are a microphone and set of speakers if you want to listen to your saved recordings.

### Recording Narration in the PowerPoint Program

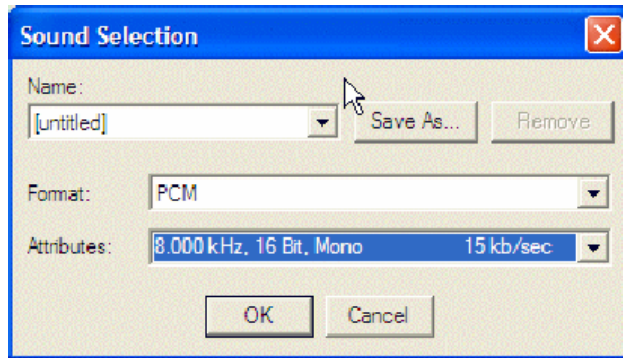
This option allows you to record the narration for your completed presentation. You will sit down and record the narration for the presentation as you move through your slides. PowerPoint will then save the narration and the timing for the slide transitions at the same time. *It is highly recommended that you use a script to record your narration.*



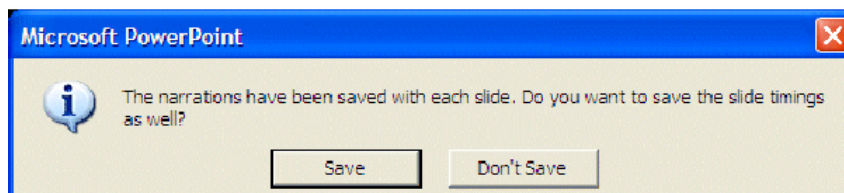
1. Open your PowerPoint presentation
2. Go to the **Slide Show** menu and choose **Record Narration** (See above). The Record Narration box shown below should appear.



3. Click the **Set Microphone Level** button so the recorder can determine your recording volume level. Talk into your microphone until the recording bar has adjusted to the correct level (the green level is the desired setting and it will automatically adjust after speaking into the microphone for a few seconds). Then Click **OK**.
4. Click the **Change Quality** button from the Record Narration Window. Impatica suggests that you change the quality of the sound recording to meet their specifications. The **Format** should remain at PCM. Select the down arrow beside the **Attributes** setting and select **8,000 kHz, 16 bit, Mono, and 15 kb/sec**. Click **OK**.



5. Move through the presentation by clicking your mouse or using your space bar to move from slide to slide; and say your narration into the microphone. **Be sure to pause between each slide so that your words do not get cut off**. When you reach the end of the presentation, right click on your mouse and select **Pause Narration**. Right click again and select **End Show**. PowerPoint will tell you that your narrations have been saved with each slide and ask you if you want to save the slide timings as well. (See example below) Click **Save**.




The only drawback to recording your narration this way is that there is an icon on each slide that shows that there is a recorded sound file attached to the slide. This is usually in the bottom right corner of the slide and is hardly noticeable. Be sure NOT to delete this icon unless you need to re-record your narration for an individual slide!



slide. This  
record

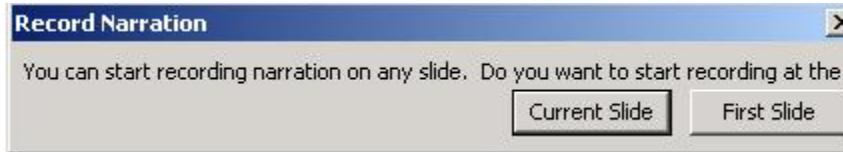
### How to Re-Record Narration for an Individual Slide

First you will need to click on the slide that needs to be re-recorded. Click on the sound file icon on the bottom right corner of the slide.  Click on the delete key on your keyboard to delete the sound file.

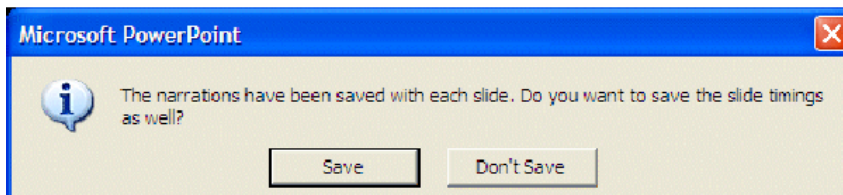
Follow steps 2, 3, and 4 above for **Recording Narration in the PowerPoint Program**. **Please note: Every time you record narration, you will need to Set Microphone**

**Level and Change Quality settings as described above.**

Once you have set the microphone level and quality settings (steps 3 and 4), click on **OK**. PowerPoint will then ask you if you want to start recording at the current slide or first slide. See below. Click on **Current slide**.



Begin recording. After you have finished recording the individual slide, right click on your mouse and select **Pause Narration**. Right Click on your mouse again and select **End Show**. PowerPoint will tell you that your narrations have been saved with each slide and ask you if you want to save the slide timings as well. Click **Save**.

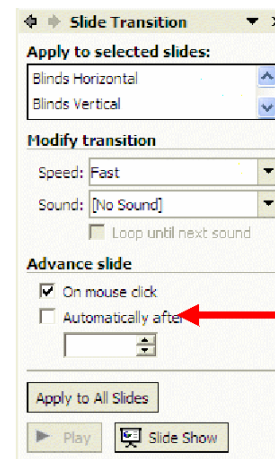


### **Adding Sound to a Slide Transition**

With your PowerPoint presentation open in front of you, make sure the **Task Pane** is open at the right of the screen (**View** menu and choose **Task Pane**). Click the down pointing arrow in the Task Pane title bar to see a list of the available panes. Choose the **Slide Transition** Task Pane.

Set your slide transition (if any) at the top of the task pane. Impatica can support all of the following transitions:

- None
- Blinds Horizontal and Vertical
- Box In and Box Out
- Checkerboard
- Cover Up, Down, Left, and Right
- Cut
- Dissolve
- Random Bars Horizontal and Vertical
- Split Horizontal In, Horizontal Out, Vertical In, and Vertical Out
- Comb, Fade, Circle Diamond, Plus, Wedge, Wheel
- Wipe Left, Right, Up, and Down Zoom



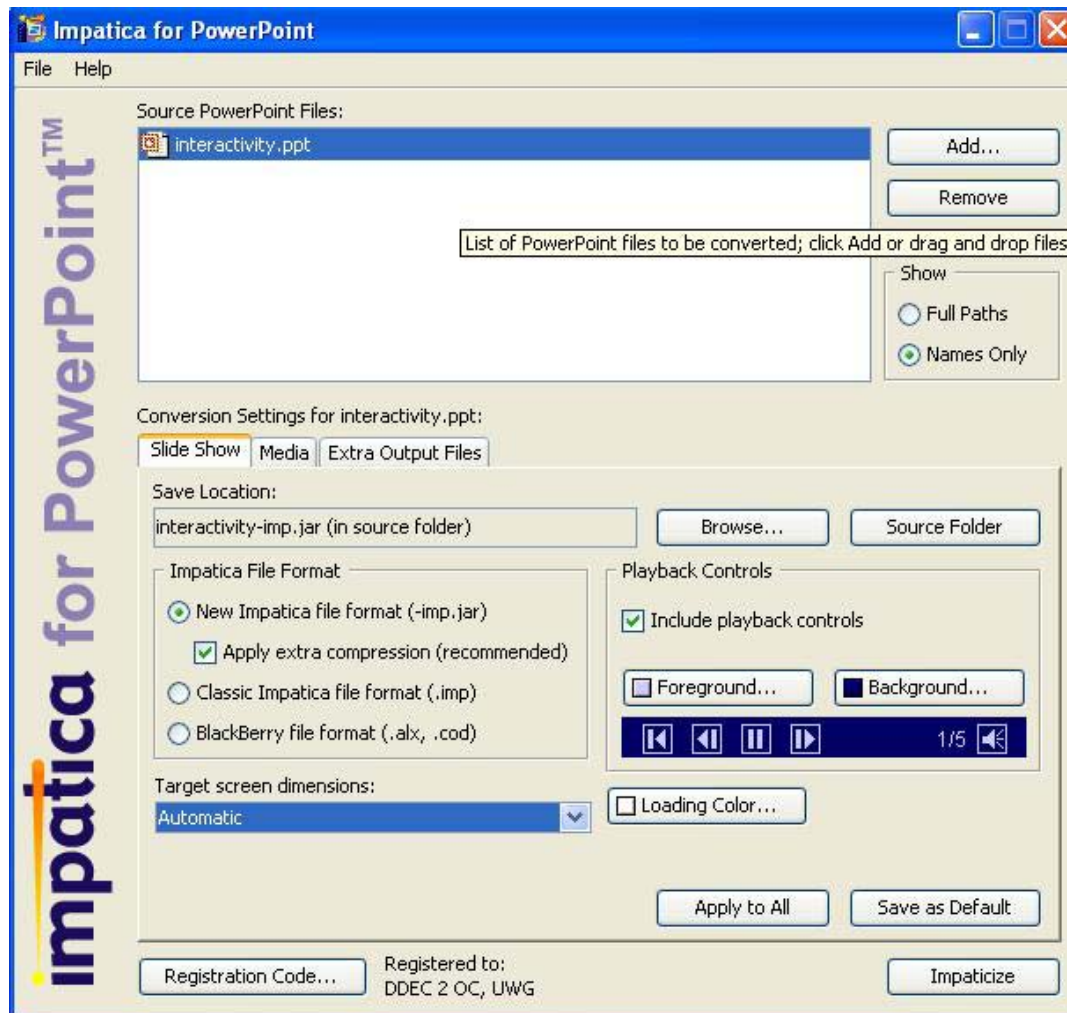
Any other transitions added to slides may have unexpected results.

The last step is to save and close your presentation with the new transition sounds and settings.

## Using the Impatica Program (Version 3.3.3)

Impatica takes your completed presentation and “translates” it into a version that can be delivered on the Web. If you need to make changes to the Web delivered presentation, you will go back and edit the original PowerPoint presentation and then have Impatica translate it again.

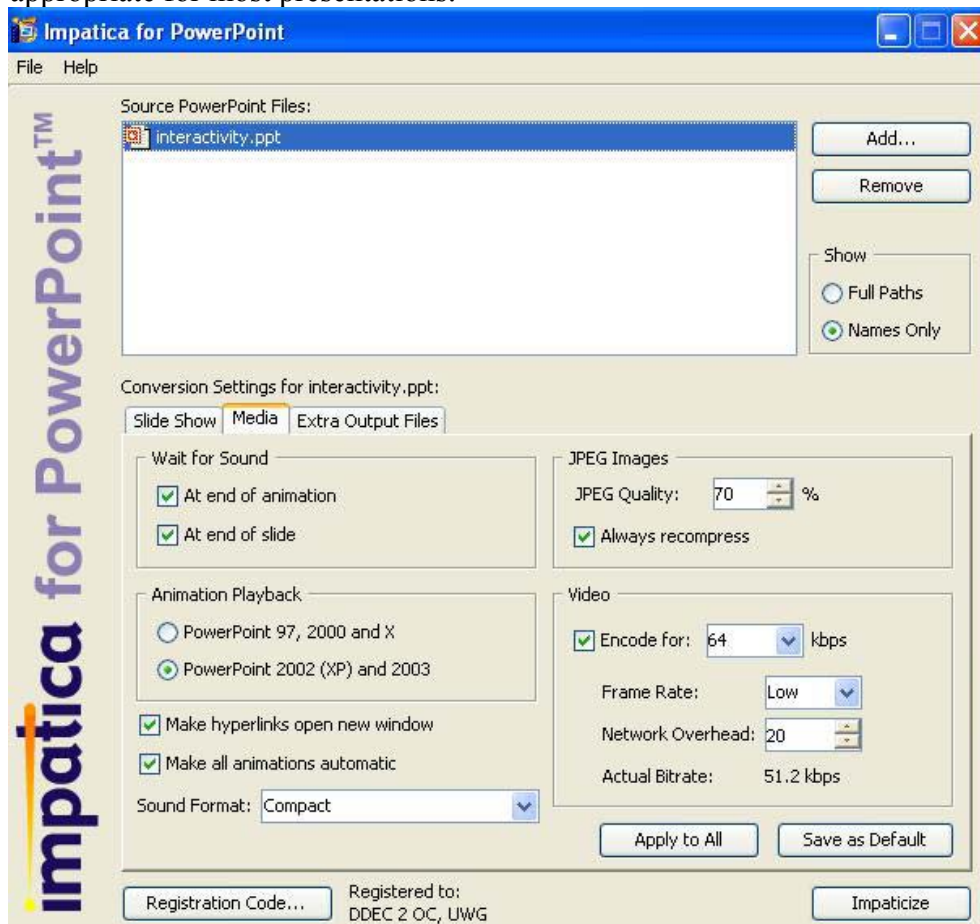
Begin by opening the Impatica program. Your screen should look like the graphic below:



There are a number of conversion settings that you can select and these options are grouped and presented on three tabs: **Slide Show**, **Media** and **Extra Output Files**.

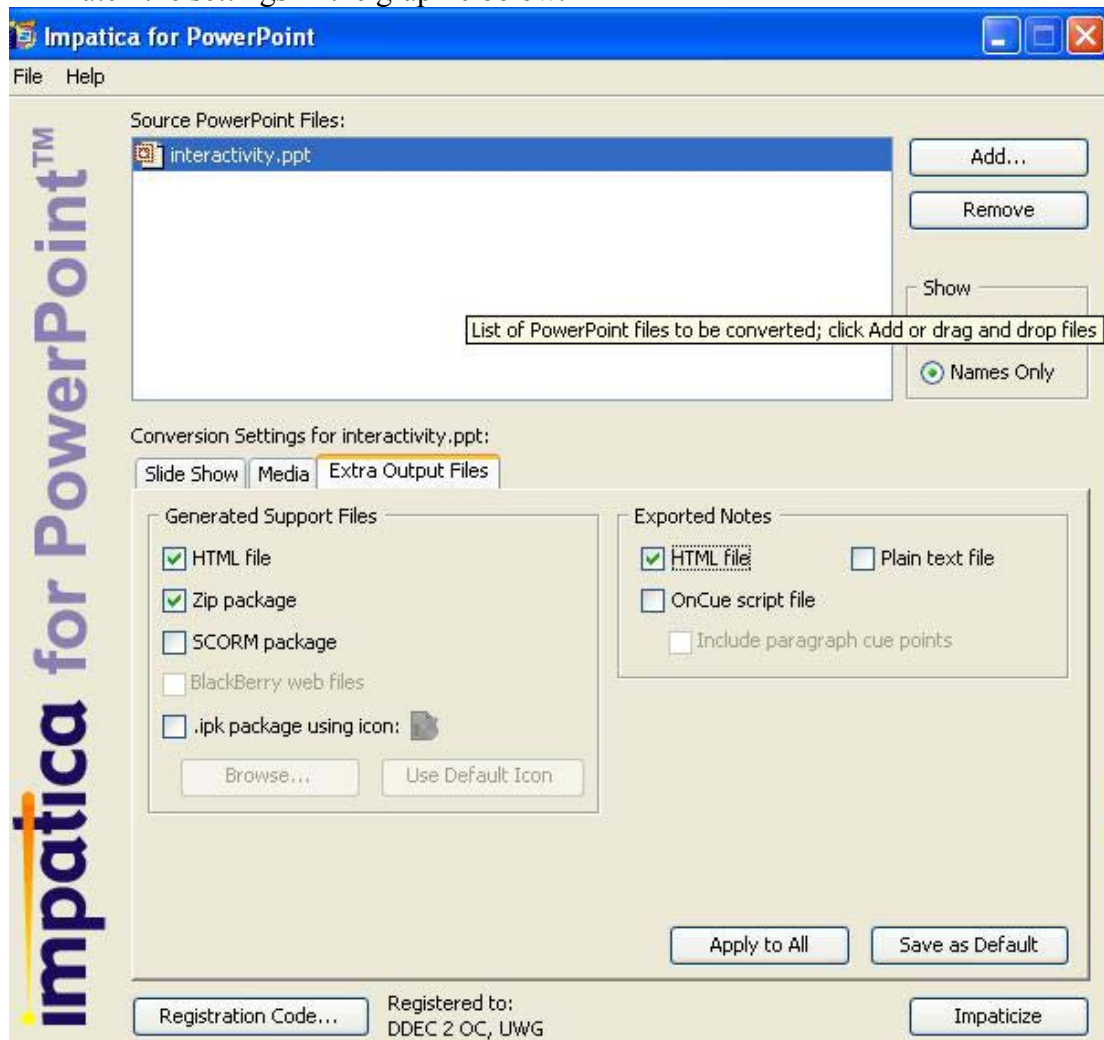
1. When opening the Impatica program, by default you are on the **Slide Show** tab. The first step is to add the PowerPoint file that you want to Impaticize. Click the **Add** button at the top right of the screen, and then **browse** to where your file is saved. By default Impatica saves the files it generates back to the original file location. It would be a good idea to create a folder for each presentation. Then all of the generated files could go into that folder. You can specify a different save location by clicking the “**Browse**” button located to the right of the “**Save location**” option and save it somewhere else on your computer.
  - The default settings as seen above in the graphic will be appropriate for most

- presentations. However, you will want to choose whether **Playback Controls** appear below the presentation. Selecting this option causes Impatica to include a strip of buttons to the impaticized presentation that will allow the viewer to control the playback of your presentation. If you have these controls under your presentation, the viewer can pause the presentation and move backward and forward through the screens. Otherwise, viewers have no control over the presentation and may have to watch the whole thing when they want to see only certain parts. **Playback Controls are Recommended.**
- Next, specify in which format you would like to save the impaticized presentation. The new Impatica File Format (-imp.jar) is **highly recommended**. This format is a package that contains the impaticized presentation and the Impatica player applet. Since the file includes both of these components, it can be distributed as a stand-alone file, for example as an **e-mail attachment**. The presentation will play automatically when the file is double-clicked. Please note: Playback of the presentation as a stand-alone file requires that a java run-time environment such as the Sun Java run-time environment, be installed on the viewing computer.
  - Make sure the “**Target Screen Dimensions**” is set to “**Automatic.**” When this is selected, your impaticized presentation will maintain the dimensions of the original PowerPoint presentation.
2. **Media.** Select the “**Media**” tab. The default settings shown below in the graphic will be appropriate for most presentations.



- Make sure you select each of the settings shown in the graphic above except for the “**Animation Playback**” option. You will need to select the version that is based on your particular version of PowerPoint. If you are not sure which version of PowerPoint is on your computer, open up PowerPoint and from the menu bar, click on “**Help.**” Then select “**About Microsoft PowerPoint.**” This will tell you what version of PowerPoint you have.

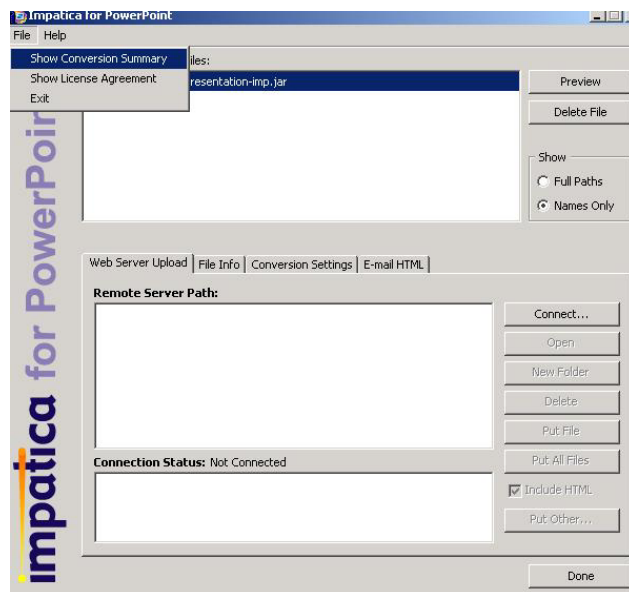
3. **Extra Output Files.** Select the “**Extra Output Files**” tab. The default settings shown below will be appropriate for most presentations. Make sure your settings match the settings in the graphic below.



- **Exported Notes Option.** If your PowerPoint presentation has notes typed in the notes section of your PowerPoint file, you may want to check the “**HTML file**” option as seen in the graphic above under “**Exported Notes.**” When this option is selected, Impatica for PowerPoint will extract text from the Notes section of the PowerPoint presentation, and present this text formatted in an HTML page. The HTML file will be saved in the same folder as the corresponding Impatica File. This HTML file can be uploaded to your WebCT class along with the Impatica presentation so that your students can print out the notes to go along with your presentation. If you did not type notes in your PowerPoint presentation, do not

check this option and go on to the next step.

4. The last step is to **Impaticize** your presentation. Click the **Impaticize** button at the bottom right corner (see graphic above). Impatica will then generate the files it needs for the online presentation. The conversion progress screen will appear showing the progress as it's impaticized. This may take a few minutes. Once it has impaticized, click the **Preview** button at the top of the screen to see what your presentation looks and sounds like. If any problems occurred with the conversion, a conversion summary will appear automatically after the conversion. To view the conversion summary, in the **File menu**, choose **Show Conversion Summary**. The conversion summary will appear, displaying the results of the conversion. See below example.



5. If you like the results, click the **Done** button at the bottom right of the screen. **Do not forget to click the Done button.** If you don't like the results, click the **Delete File** button at the top right of the screen. Click the **Done** button to return to the original Impatica screen.

### WebCT 4.1 Upload Instructions

1. Login to your WebCT course
2. Make sure your WebCT course is in Designer View by clicking on the "Designers Options" tab from the homepage. Click on the **Control Panel**. Click on **Manage Files**.
3. Under "**Options:Files**" located to the right of your screen, select **Upload**.
4. Click the **Browse** button. Choose the Zip file (this is the zip file that contains your impatica presentation) to upload.
5. Choose the **Destination** folder (usually the *My Files* folder or you can create specific folders for each presentation).

6. Click **Upload**.
7. Select the uploaded zip file from your list of files.
8. Select **Unzip** from the **Options:Files Menu** to the right of your screen. Select the destination folder where you want the file to unzip (you may want to keep it in the same folder as the original zip file) and then click on **Unzip** again.
9. You will now see the individual files listed in your selected folder along with the Zip file (ImPlayer333.jar, filename-imp.jar, and filename.html).
10. If Impatica extracted text from the Notes section of your PowerPoint presentation, the HTML file was saved in the same folder as your corresponding Impatica File but not in the zip folder with your other three files. Therefore, you will also need to upload this HTML file. If you did not select this option when impaticizing your presentation, then skip down to number 11.
  - Make sure your WebCT course is in Designer View by clicking on the “Designer Options” tab. Click on the **Control Panel**. Click on **Manage Files**
  - Under “**Options:Files**” located to the right of your screen, select **Upload**.
  - Click the **Browse** button. Go to the folder where your impatica files are saved. Pick the “**filename-notes.html**” to upload.
  - Choose the **Destination** folder (usually the *My Files* folder or you can create specific folders for each presentation). It is recommended that you put this file in the same folder with your other three impatica files.
  - Click Upload.
11. If you have only one Impatica file and no “Notes” file, then follow these instructions for adding a “Single Page.” If you have a “Notes” file also, then skip down to number 12 and follow the directions for adding an “Organizer Page.”
  - Instructions for Adding a “Single Page.” Go to the page where you want the icon to appear for this presentation (such as the “HomePage”). Make sure you are in “Designer View.” On the right side of your screen, Under “**Options:Links**” select **Add Page or Tool**.
  - In the **Pages** section, select **Single Page**.
  - Complete the information on the screen. See example below.

**Control Panel** View **Designer Options**

[- Designer Links -] Homepage > Add Page or Tool > **Add Single Page**

**Add Single Page**

1. Enter a title for this item:
2. Enter the information for the Single Page.
 

Page filename:  

Open in:  New browser window  Same browser window

Show navigation buttons
3. Decide where to show the link to this item.
 

On the *Course Menu*, visible on all pages. Link will appear as text.

On an *Organizer Page*:

Link shows item title

Link shows icon (select below)

Use default icon  Use custom icon

Choose icon:
4. Add this item to your course.

- Beside **Page Filename**, click on the **Browse** button and click the radio button beside the HTML file that was unzipped above (filename.html).
- Click on the **Add Selected** button at the bottom of the screen.
- It is highly recommended that you choose for the page to **Open in a New Browser Window**.
- Select any remaining settings that you desire for the page.
- Click the **Add** button at the bottom of the screen.
- Your new Impaticized presentation link should now appear on your course page.

## 12. Instructions For Adding an “Organizer Page.”

- Go to the HomePage. Make sure you are in “Designer View.” On the right side of your screen, Under “**Options:Links**” select **Add Page or Tool**.
- In the **Pages** section, select **Organizer Page**.
- Complete information on the screen. See Example Graphic below.

The screenshot shows the WebCT interface for adding an organizer page. The top navigation bar includes 'myWebCT', 'Resume Course', 'Course Map', 'Check Browser', 'Log Out', and 'Help'. The main header displays 'Distance Learning Certificate Program 13 (June-Dec 2004)'. The 'Control Panel' shows 'Designer Options' selected. The breadcrumb trail is 'Homepage > Add Page or Tool > Add Organizer Page'.

**Add Organizer Page**

1. Enter a title for this item:
2. Decide where to show the link to this item.
  - On the *Course Menu*, visible on all pages. Link will appear as text.
  - On an *Organizer Page*:
  - Link shows item title
  - Link shows icon (select below)
    - Use default icon
    - Use custom icon
3. Add this item to your course.

At the bottom, there are 'Add' and 'Cancel' buttons.

- Click the “Add” button at the bottom left of the screen.
- Your new ‘Icon’ should now appear on your Course “Homepage.” Make sure you are in “Designer Options” and click on your new organizer page icon.

## 13. After clicking on the organizer page icon, on the right side of your screen, Under “**Options:Links**” select **Add Page or Tool**.

- In the **Pages** section, select **Single Page**.
- Complete the information on the screen. See example below.

myWebCT Resume Course Course Map Check Browser Log Out Help

Distance Learning Certificate Program 13 (June-Dec 2004)

Control Panel View Designer Options

- Designer Links - Homepage > Impatica Presentation > Add Page or Tool > **Add Single Page**

### Add Single Page

- Enter a title for this item:
- Enter the information for the Single Page.
 

Page filename:

Open in:  New browser window  Same browser window

Show navigation buttons
- Decide where to show the link to this item.
 

On the *Course Menu*, visible on all pages. Link will appear as text.

On an *Organizer Page*:

Link shows item title

Link shows icon (select below)

Use default icon

Use custom icon

Choose icon:
- Add this item to your course.

- Beside **Page Filename**, click on the **Browse** button and click the radio button beside the HTML file that was unzipped above (filename.html).
- Click on the **Add Selected** button at the bottom of the screen.
- It is highly recommended that you choose for the page to **Open in a New Browser Window**.
- Select any remaining settings that you desire for the page. Make sure to check the box under #3 above in the graphic for "On and Organizer page:" This is where you want the single page to show up.
- Click the **Add** button at the bottom of the screen.
- Your new Impaticized presentation link should now appear on your organizer page.

14. Add your Notes file to the organizer page. Follow the instructions above for adding a single page. The only difference is that you will browse for your notes file (filename-notes.html). Both files (the impaticized presentation and the notes file) should now appear on your organizer page.