Tutorial

Editing Slides and Embedding Videos for Newcomers

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JACoW Team Meeting 2015
Contribution WEPS4C01
Padova, Italy

Tutorial Overview

- Documentation
- SPMS environment (download/upload)
- Processing PDF slides (font embedding)
- Processing PowerPoint slides
- Useful Tools: the Split-Animations-Macro
- how to convert to PDF (different ways)
- Examples, Tips & Tricks, Curiosities
- how to embed videos and animated gifs
- Statistics
- Questions?
- Conclusion

Documentation: where to find the slides processing manual?

- Overview
  - Scientific Programme & Proceedings
- SPMS Installation & Setup
  - About SPMS
  - Installing SPMS
  - Overall Database Administration
  - Scientific Program Administration
  - Registration Module Administration
  - Data Extracts, Reports, & Statistics
- Your Conference Website
  - Boilerplate Text for Your Website
- Setting Up for the Conference
  - The Proceedings Office
  - Oral Presentation Management
  - Poster Session Management
- During the Conference
  - Proceedings Production
    - List PDF Only Papers
    - Abstract Search/Edit
    - Activity Log - Staff
    - List My Papers
    - My Contributions
    - My Profile
    - Processing Papers
    - Processing Talks

Guidelines for Processing Talks

A written manual can be downloaded here. [Version 3.0 from June 2012.]

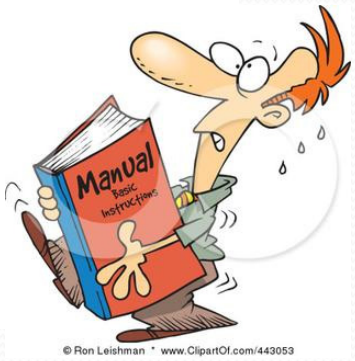
The manual gives a detailed description of how to process conference slides to make them ready for publishing. The main goal of processing slides is to convert the presented PowerPoint slides to portable data format (PDF) for inclusion in proceedings.

How to embed movies in pdf files - slides presented at the JACoW team meeting 2012 in Valencia.
The corresponding paper named "Update on Transparency Processing" can be downloaded here.

Transparency Processing Management - slides presented at the JACoW team meeting 2010 at Brookhaven National Laboratory.

Downloads

Split animations add-in for MS PowerPoint



Contents of the Manual

- the working environment in the SPMS
- the upload/download procedure
- the different ways to convert PPT files to PDF (including special Save Options for document resolution, font embedding etc)
- the split animations macro

Processing transparencies - a step-by-step guide

This manual gives a detailed description of how to process conference slides to make them ready for publishing. The main goal of processing transparencies is to convert the presented PowerPoint slides to the portable data format PDF.

It is assumed that an SPMS instance has been set up before you start processing the transparencies. All screen shots and examples in this manual are taken from previous conferences and workshops.

Slides are an additional element presented in the JACoW conference proceedings They have been published since 2005 on the JACoW web site.

Contents

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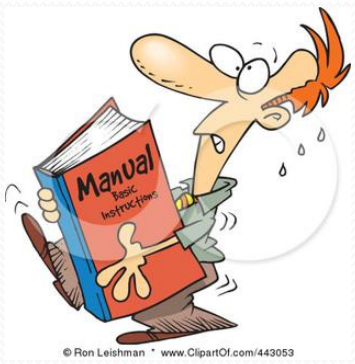
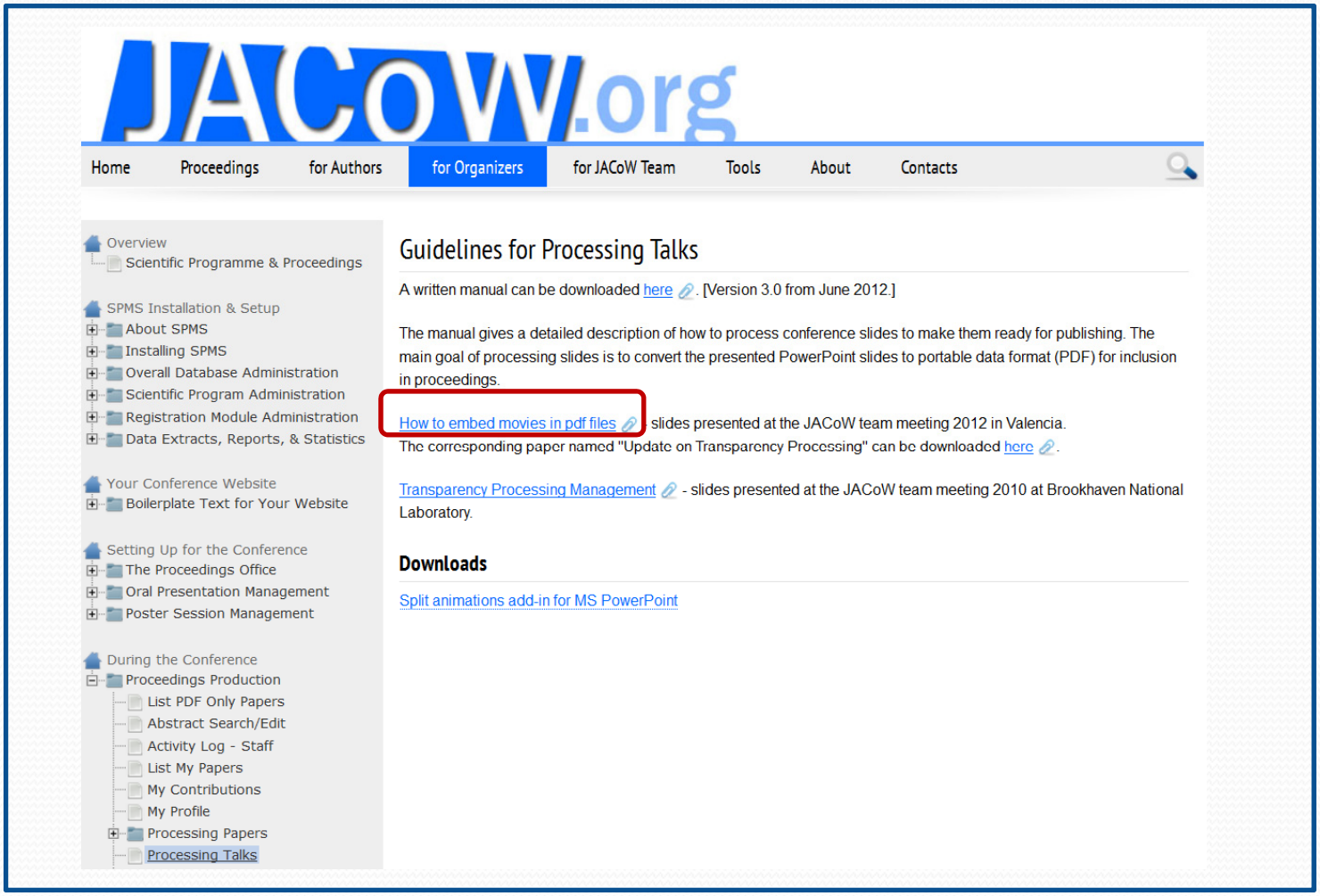
Version 3.0, June 2012



Not part of the manual, but available as well …

- **How to embed videos in pdf files**



Tutorial

- Tutorial presented at the last Team Meeting in Melbourne by David Button in January 2015

WEPS2R31 Parallel Session 7b: Editing Slides and Embedding Videos (1 of 2 presentations)
Speaker: David Taylor Button - Australian Nuclear Science and Technology Organisation
Transparencies: WEPS2R31_TALK.PPTX (Intel PC); Transparencies: WEPS2R31_TALK.PDF (Intel PC);

WEAA4 Processing of Transparencies and Videos
Speaker: David Taylor Button - Australian Nuclear Science and Technology Organisation
Transparencies: WEAA4_TALK.PDF (Intel PC); Transparencies: WEAA4_TALK.PPTX (Intel PC);

- find the slides at

http://spms.kek.jp/pls/jacowtm2014/agenda.full

Documentation: Proceedings of the past Team Meetings

http://www.jacow.org/index.php?n=Team.PreviousTMAndWorkshops

Editing Slides – how to start

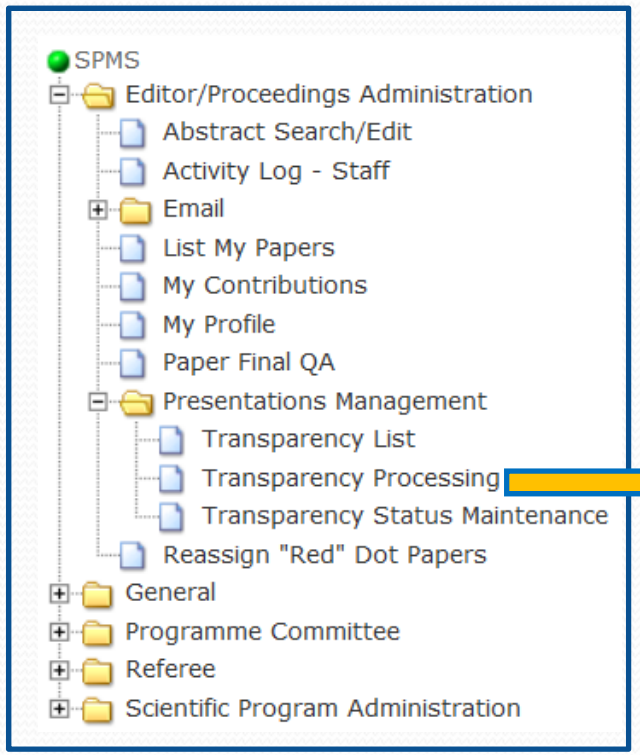
Editing Slides: the SPMS environment

- the conference administrator needs to setup the access privileges first
- Login to the SPMS and check the boxes 'Presentations Management', 'Transparency Editor' and 'Transparency Manager'
- Note: Names could be different – its up to the conference admin

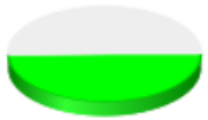
Editing Slides: the SPMS environment

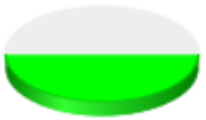
SPMS

Editor/Proc. Admin ▶ Presentations Management ▶ Transparency Processing



Day	Invited Oral						Contributed Oral					
	Total	Assignable	Assigned				Total	Assignable	Assigned			
Sunday	1	0	1	0	0	0	0	0	0	0	0	0
Monday	6	6	6	0	0	6	18	18	18	0	0	18
Tuesday	12	12	12	0	0	12	18	18	18	0	0	18
Wednesday	21	19	19	0	0	19	12	12	12	0	0	12
Thursday	20	19	19	0	0	19	0	0	0	0	0	0
Friday	10	10	10	0	0	10	0	0	0	0	0	0
Totals	**70**	**66**	**67**	**0**	**0**	**66**	**48**	**48**	**48**	**0**	**0**	**48**



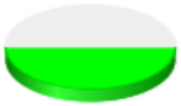


Get Next Transparency | List My Active Transparencies | List All My Transparencies

Editing Slides: the SPMS environment

- select a day to download the slides

Day	Invited Oral						Contributed Oral					
	Total	Assignable	Assigned				Total	Assignable	Assigned			
Sunday	1	0	1	0	0	0	0	0	0	0	0	0
Monday	6	6	6	0	0	6	18	18	18	0	0	18
Tuesday	12	12	12	0	0	12	18	18	18	0	0	18
Wednesday	21	19	19	0	0	19	12	12	12	0	0	12
Thursday	20	19	19	0	0	19	0	0	0	0	0	0
Friday	10	10	10	0	0	10	0	0	0	0	0	0
Totals	**70**	**66**	**67**	**0**	**0**	**66**	**48**	**48**	**48**	**0**	**0**	**48**



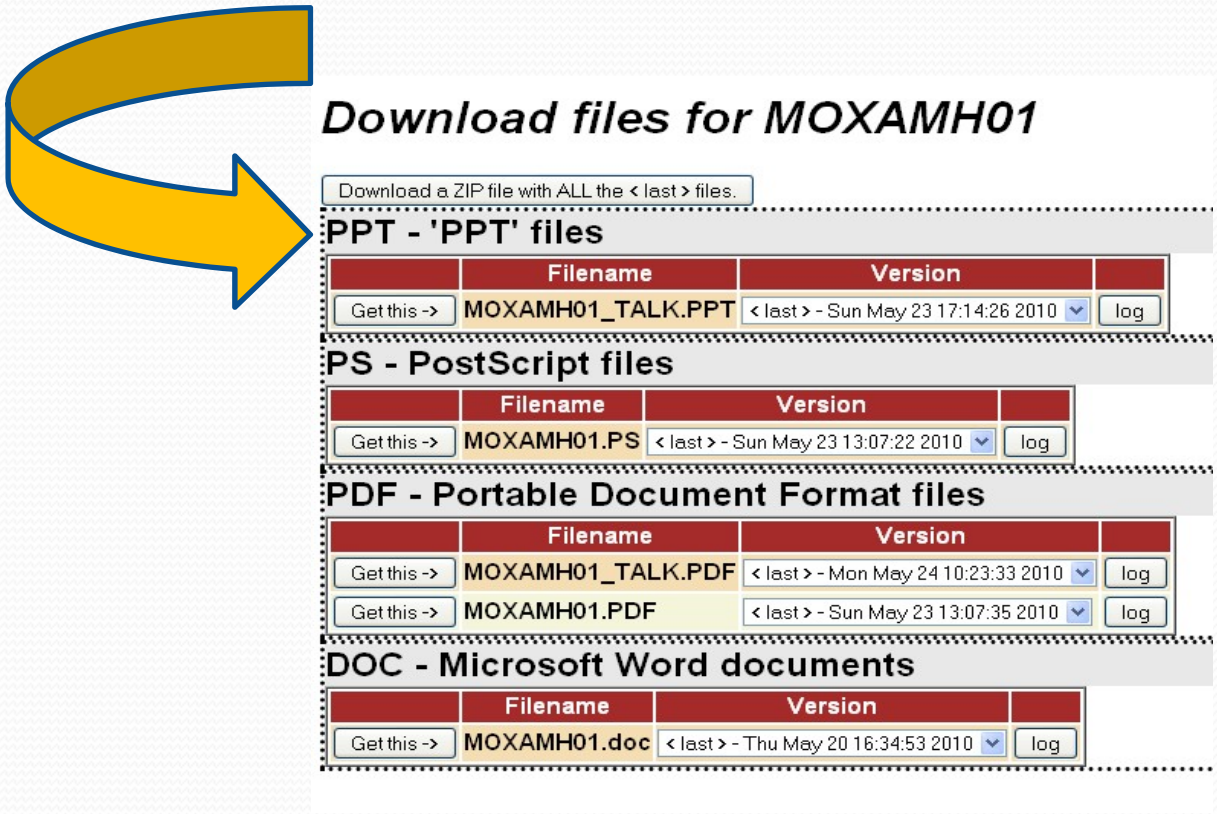
Get Next Transparency | List My Active Transparencies | List All My Transparencies

Paper ID	Time	Set Status	Upload	Download	Log
SUWSM1	Sunday, 19:00	? Set Status	Upload	Download	**Email:** [08-MAY-15 17:34 (Europe/Berlin)] IPAC'15: Publication of the Pre-press Proceedings **Email:** [05-MAY-15 12:19 (Europe/Berlin)] IPAC15: Microphone information for speakers **Transparency Reassigned** [Michaela Marx 04-MAY-15 16:26 (Europe/Berlin)] **Transparency Assigned** [Michaela Marx 04-MAY-15 16:26 (Europe/Berlin)] **Email:** [23-APR-15 15:38 (Europe/Berlin)] IPAC15: Reminder of contribution upload deadline **Abstract Owner Changed** [Todd Satogata 21-APR-15 22:26 (Europe/Berlin)] **Abstract Initial QA Performed** [Todd Satogata 21-APR-15 22:26 (Europe/Berlin)] **Abstract Created** [Todd Satogata 21-APR-15 22:26 (Europe/Berlin)]

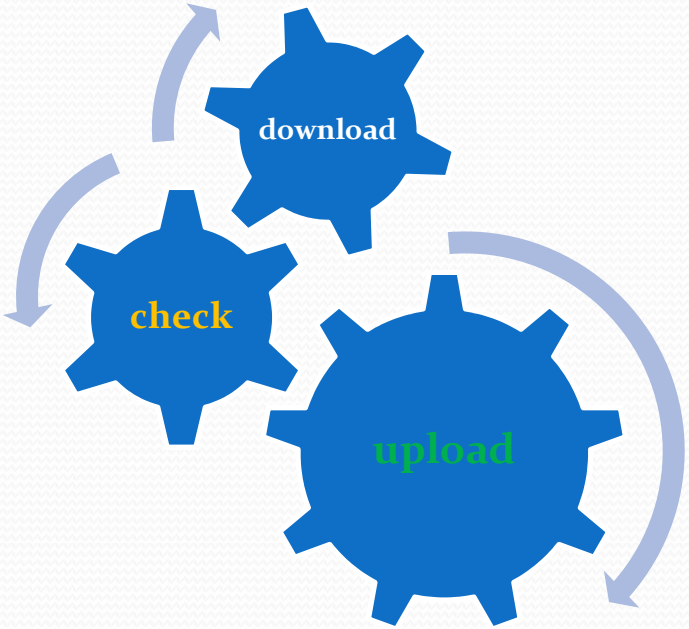
Editing Slides – download screen

The download screen shows all files which have already been uploaded to the database by the author or by an editor.

- Search for the talk: Talks are named *_TALK.PPT, *_TALK.PPTX, *_TALK.PDF, *_TALK.ODP



Processing PDF slides



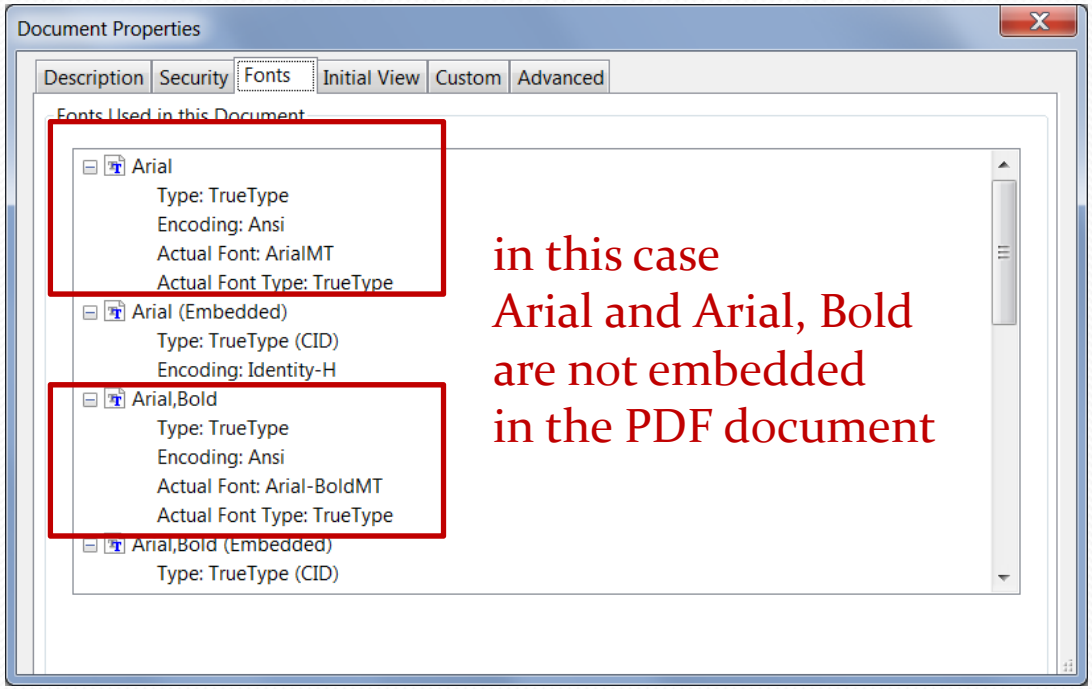
Processing PDF Slides

- If the author uploaded a PDF slides file …

… great ☺

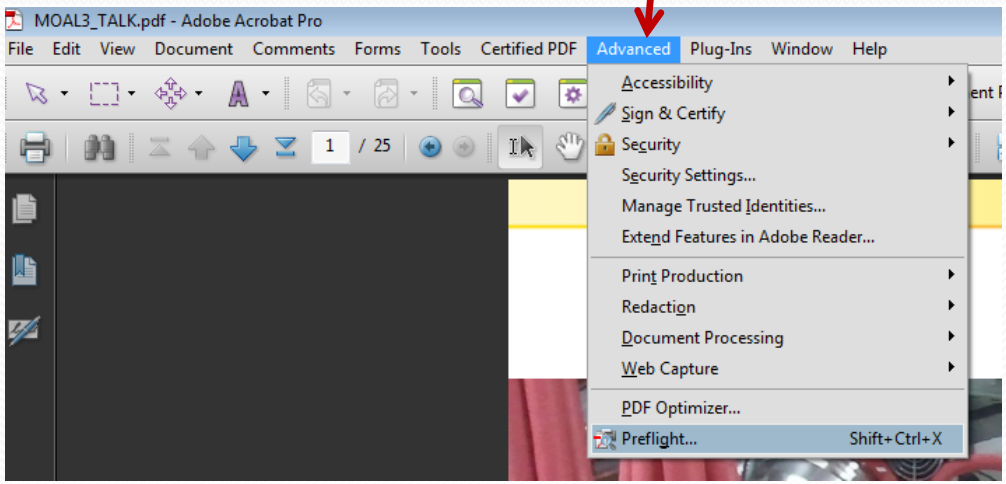
- download the PDF slides file and check for missing fonts with **CTRL-D**

CTRL-D

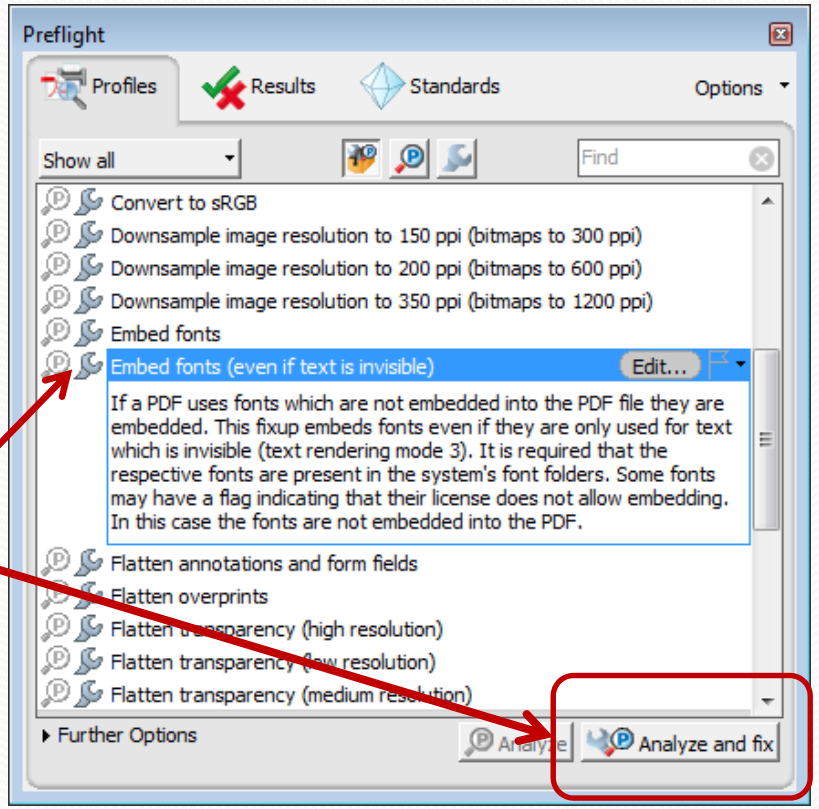


Editing Slides – how to embed missing fonts in PDF slides

- **in Acrobat 9** click on **Advanced** ▶ **Preflight** or do **SHFT-CTRL-X**

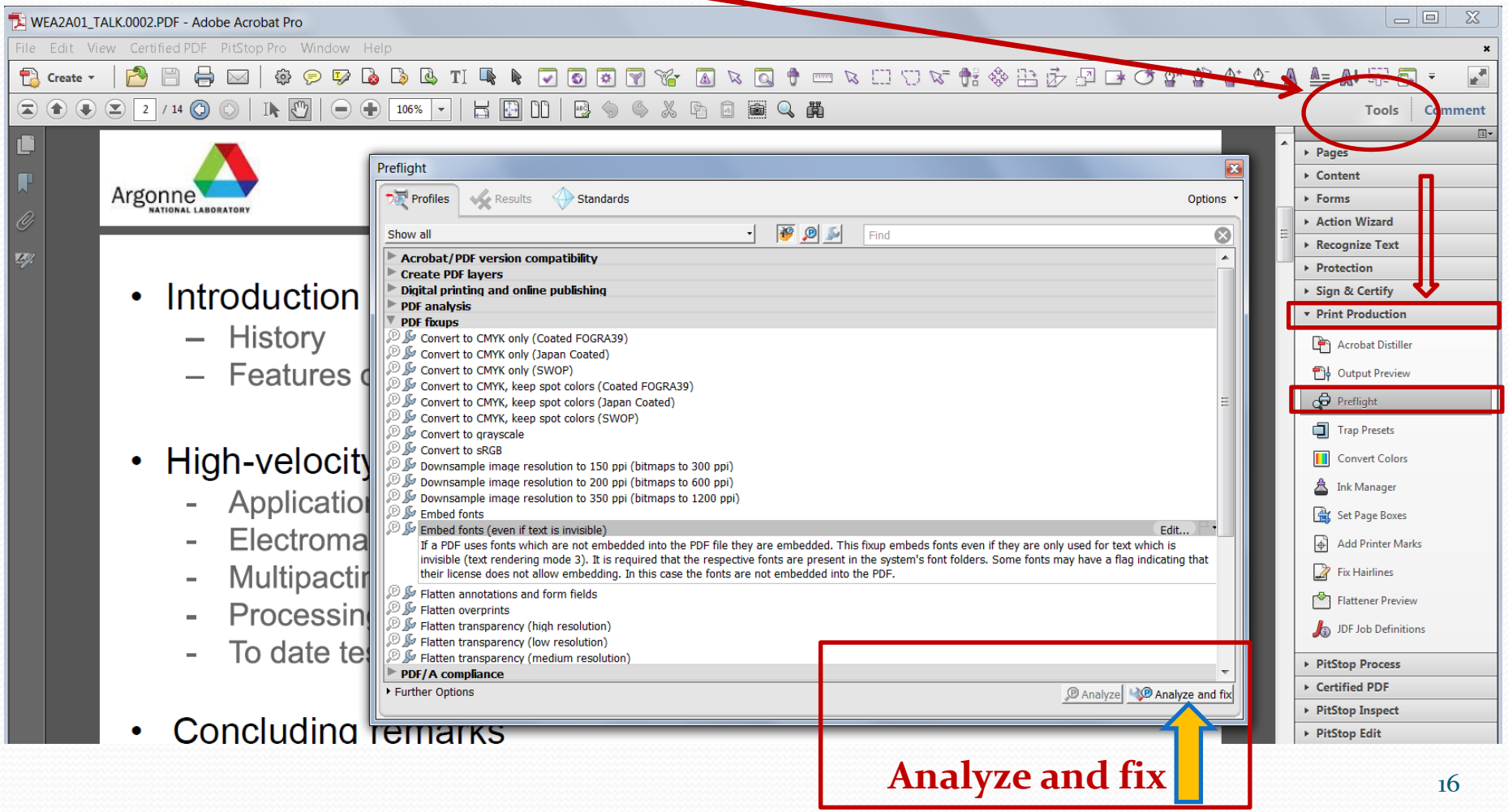


- Look under PDF fixups for '**Embed font (even if text is invisible)**' and click the '**Analyze and fix**' button.



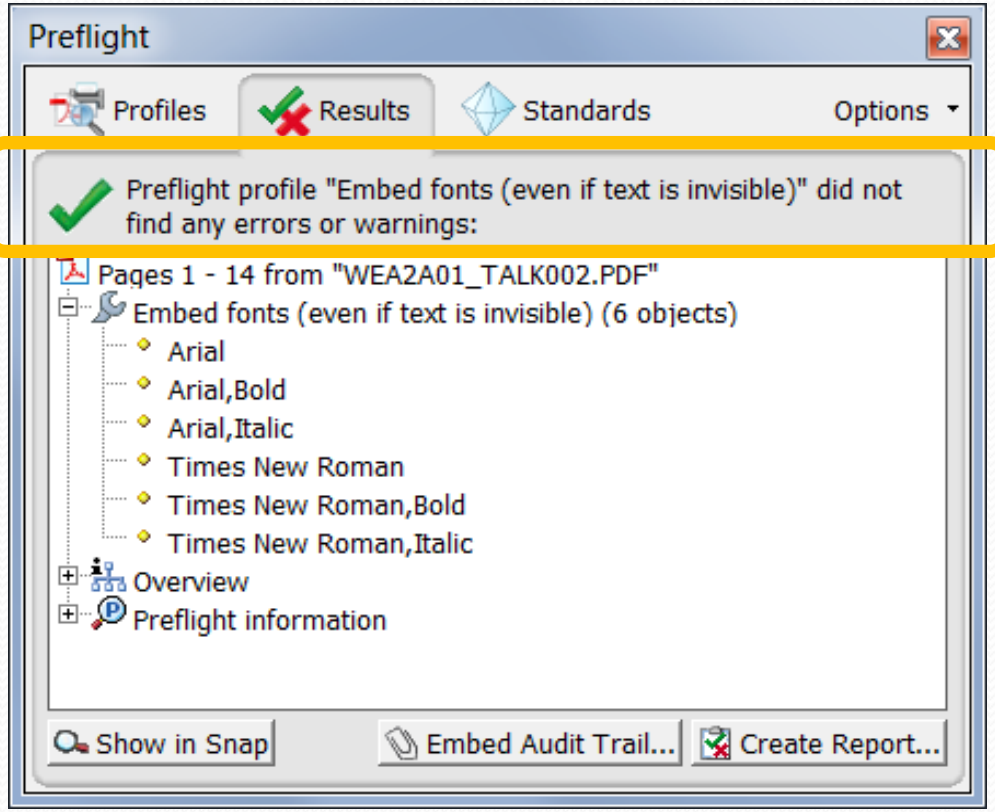
Editing Slides – how to embed missing fonts in PDF slides

▶ **in Acrobat X** click on **Tools** ▶ **Print Production** ▶ **Preflight** (**SHFT-CTRL-X**)



Editing Slides – how to embed missing fonts in PDF slides

- the preflight tool will tell you how many objects have been embedded



- **save the new PDF file, upload it to the database – and you are done ☺**

Editing Slides – how to upload a slides file in the SPMS

- set the status first (red, yellow or green), then click on **Upload**

Day	Invited Oral						Contributed Oral					
	Total	Assignable	Assigned				Total	Assignable	Assigned			
Sunday	1	0	1	0	0	0	0	0	0	0	0	0
Monday	6	6	6	0	0	6	18	18	18	0	0	18
Tuesday	12	12	12	0	0	12	18	18	18	0	0	18
Wednesday	21	19	19	0	0	19	12	12	12	0	0	12
Thursday	20	19	19	0	0	19	0	0	0	0	0	0
Friday	10	10	10	0	0	10	0	0	0	0	0	0
Totals	**70**	**66**	**67**	**0**	**0**	**66**	**48**	**48**	**48**	**0**	**0**	**48**

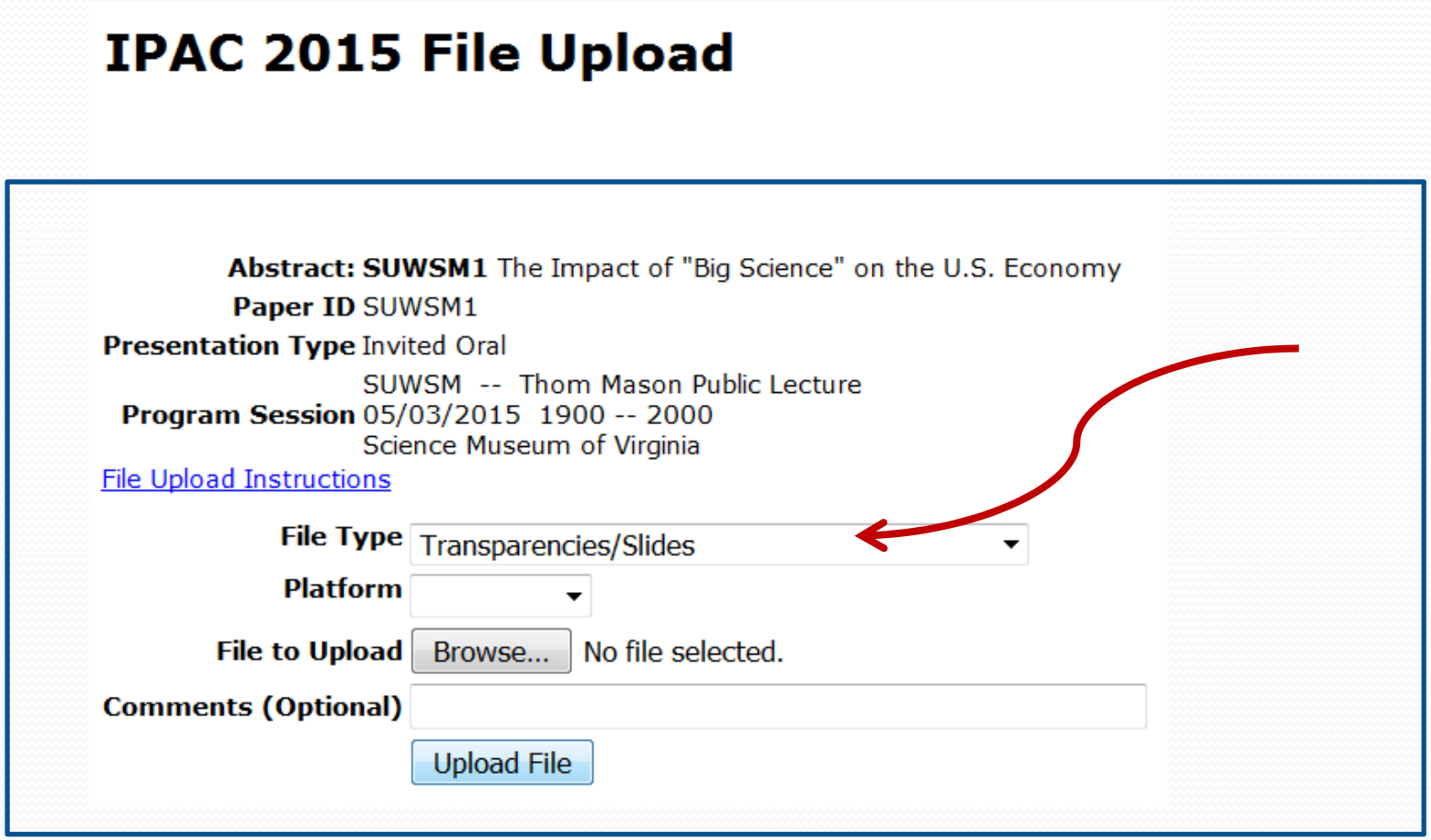
Get Next Transparency | List My Active Transparencies | List All My Transparencies

Paper ID	Time	Set Status	Upload	Download	Log
SUWSM1	Sunday, 19:00	?	Upload	Download	**Email:** [08-MAY-15 17:34 (Europe/Berlin)] IPAC'15: Publication of the Pre-press Proceedings **Email:** [05-MAY-15 12:19 (Europe/Berlin)] IPAC15: Microphone information for speakers **Transparency Reassigned** [Michaela Marx 04-MAY-15 16:26 (Europe/Berlin)] **Transparency Assigned** [Michaela Marx 04-MAY-15 16:26 (Europe/Berlin)] **Email:** [23-APR-15 15:38 (Europe/Berlin)] IPAC15: Reminder of contribution upload deadline **Abstract Owner Changed** [Todd Satogata 21-APR-15 22:26 (Europe/Berlin)] **Abstract Initial QA Performed** [Todd Satogata 21-APR-15 22:26 (Europe/Berlin)] **Abstract Created** [Todd Satogata 21-APR-15 22:26 (Europe/Berlin)]

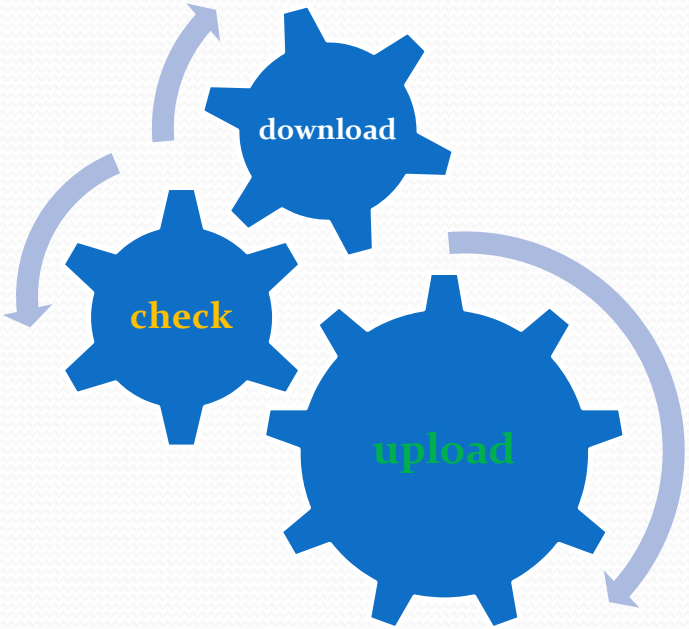
? (selected)
Red
Yellow
Green

Editing Slides – how to upload a slides file in the SPMS

- select File Type **Transparencies/Slides**, then click the **Upload File** button



Processing PowerPoint slides



Now the challenge: Processing PPT slides

- If the author uploaded PPT (PowerPoint) slides only …

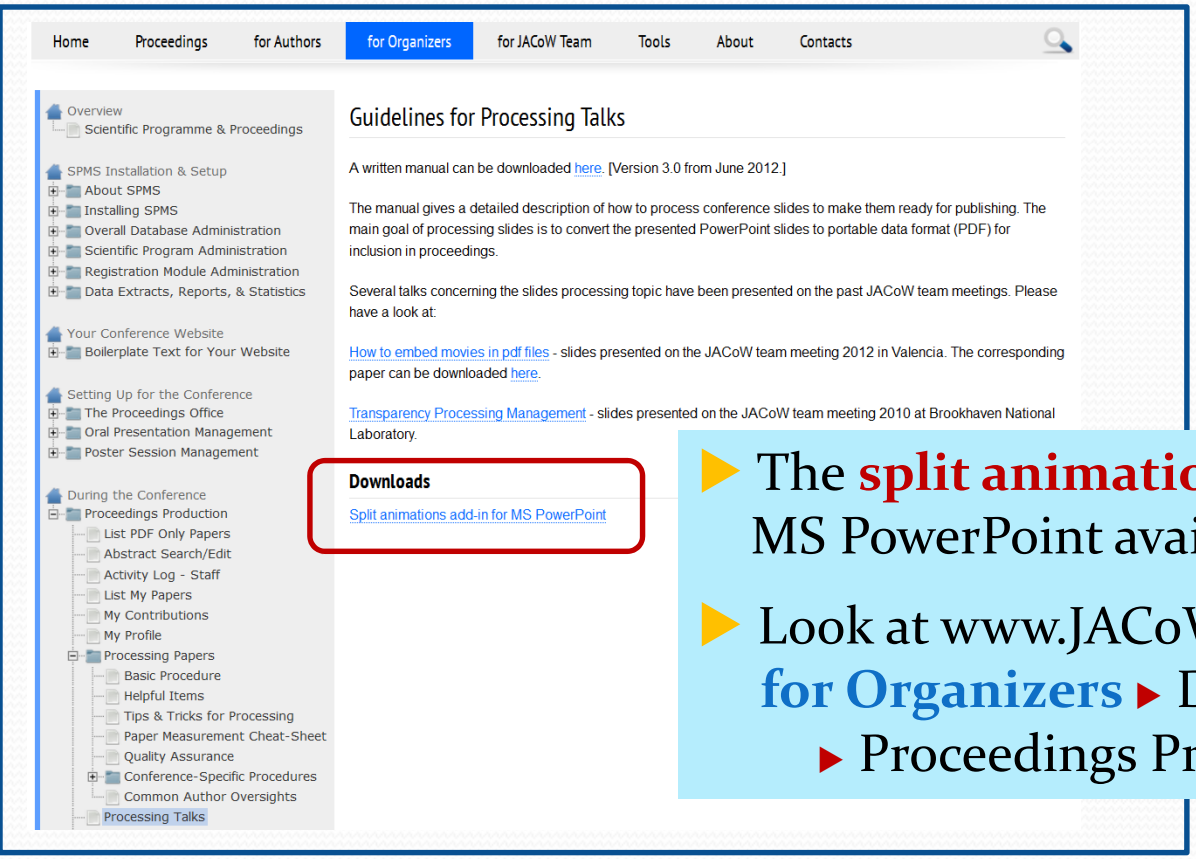
… great ☹

- download the PPT slides file, start the slide show (press F5) and check for:
  - overlapping contents
  - bad or missing characters
  - animated gifs
  - embedded videos
  - custom path animations
  - …
- In case everything looks fine convert the PPT slides to PDF and upload them to the database.
- In case you detect overlaps or animations some extra work is needed before the slides can be converted to PDF.

Processing PPT slides - overlapping objects

In case you detect overlaps you need to …

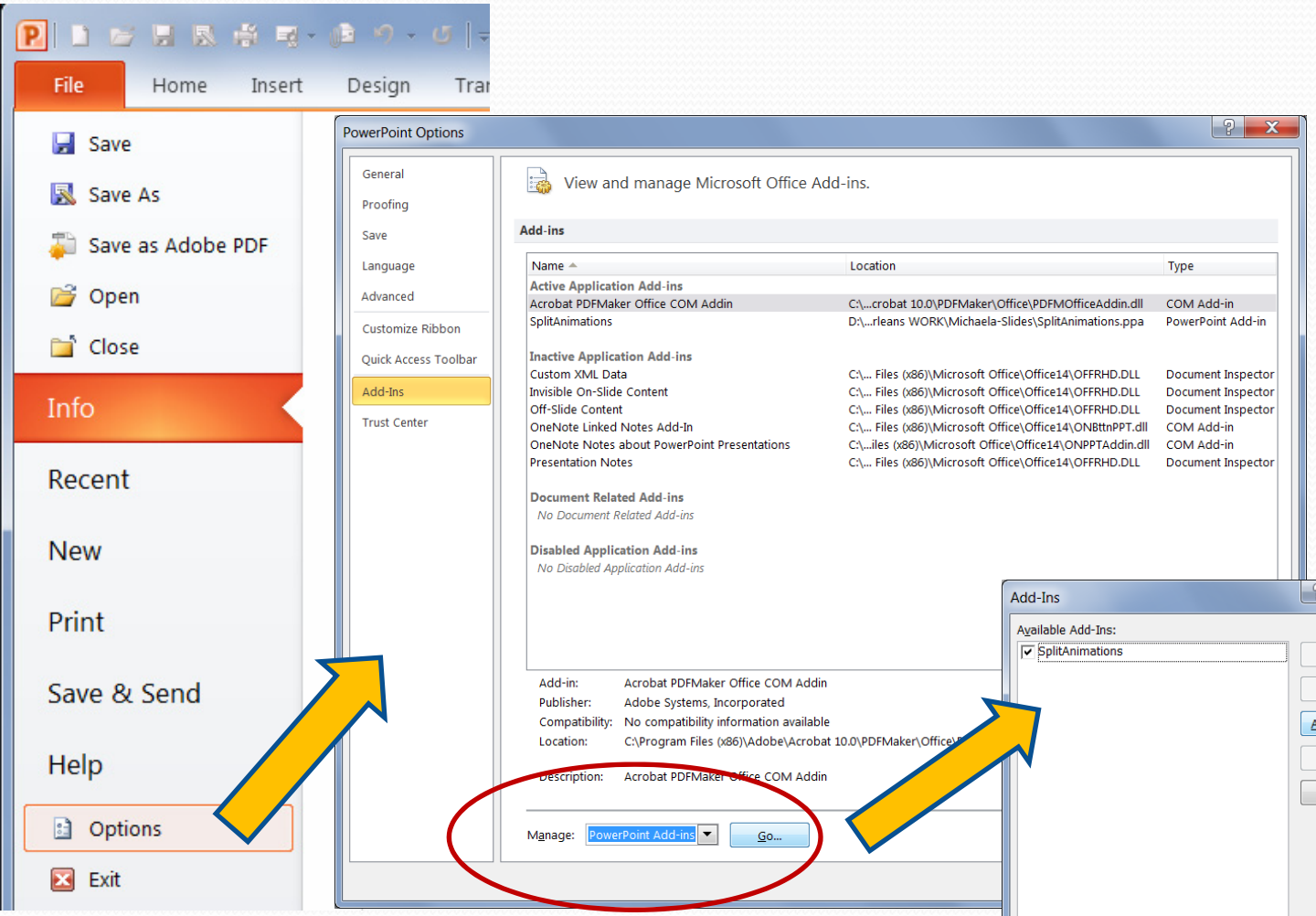
- separate the overlaps manually, which works fine if only a few or simple overlaps occur
- separate the overlaps by running the **split animations macro**



- The **split animations macro** is an Add-In for MS PowerPoint available on the JACoW website
- Look at www.JACoW.org/ **for Organizers** ▸ During the conference ▸ Proceedings Production ▸ Processing Talks

Editing Slides: how to install the split animations macro

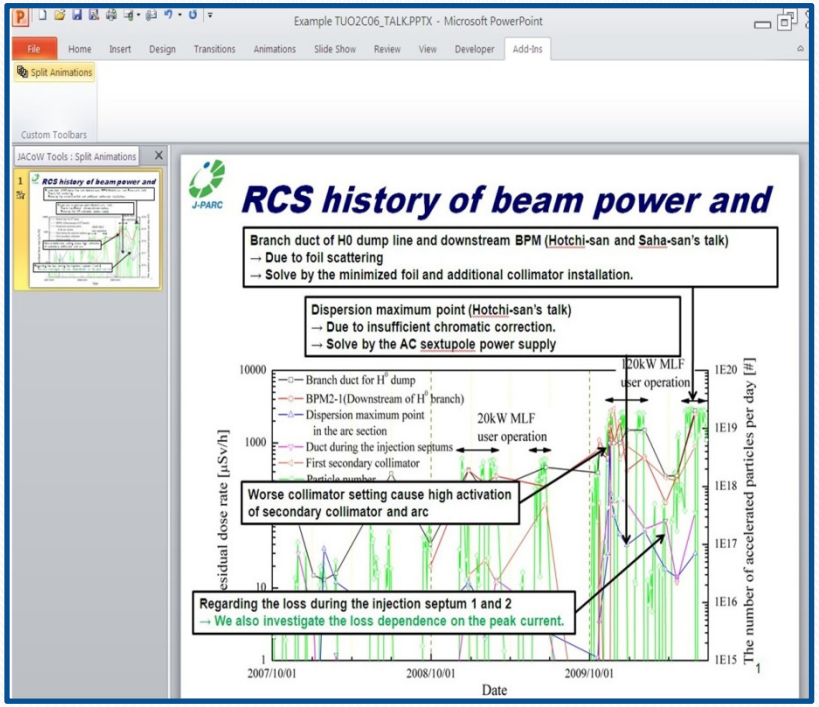
File ▸ Options ▸ Add-Ins ▸ Manage … select PowerPoint Add-in and Go …

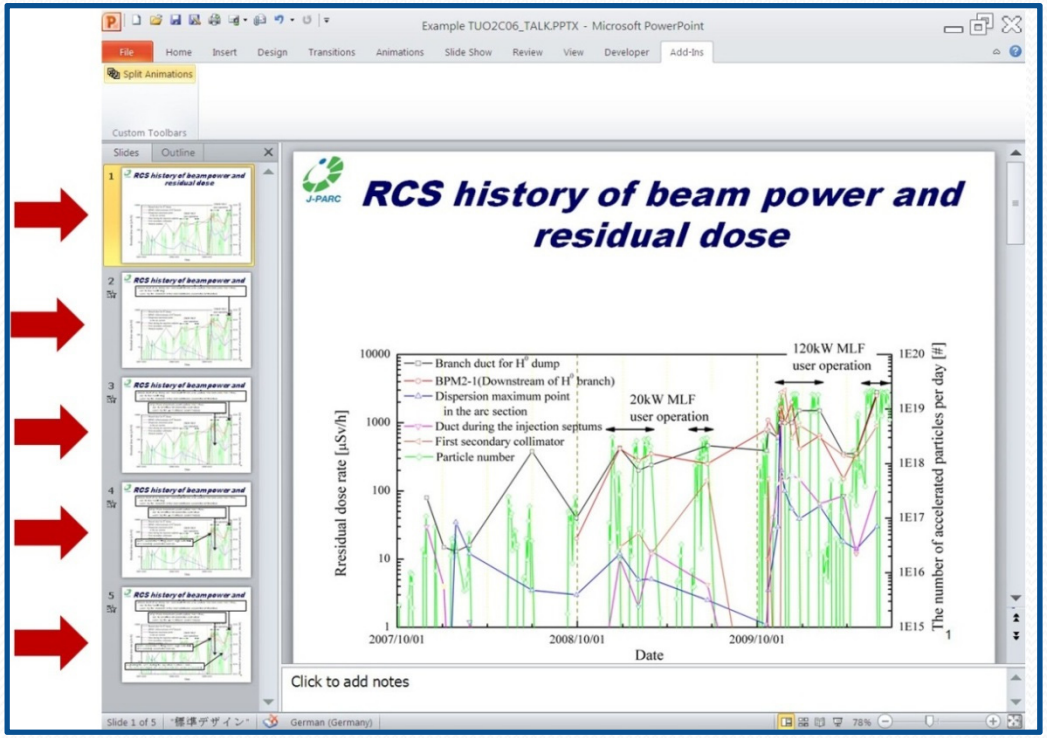


▸ Click Add New… and browse for a file named **SplitAnimations.ppa**

Editing Slides: how to use the split animations macro

- after the macro has been installed a new tab named 'Add-ins' appears on the PowerPoint menu



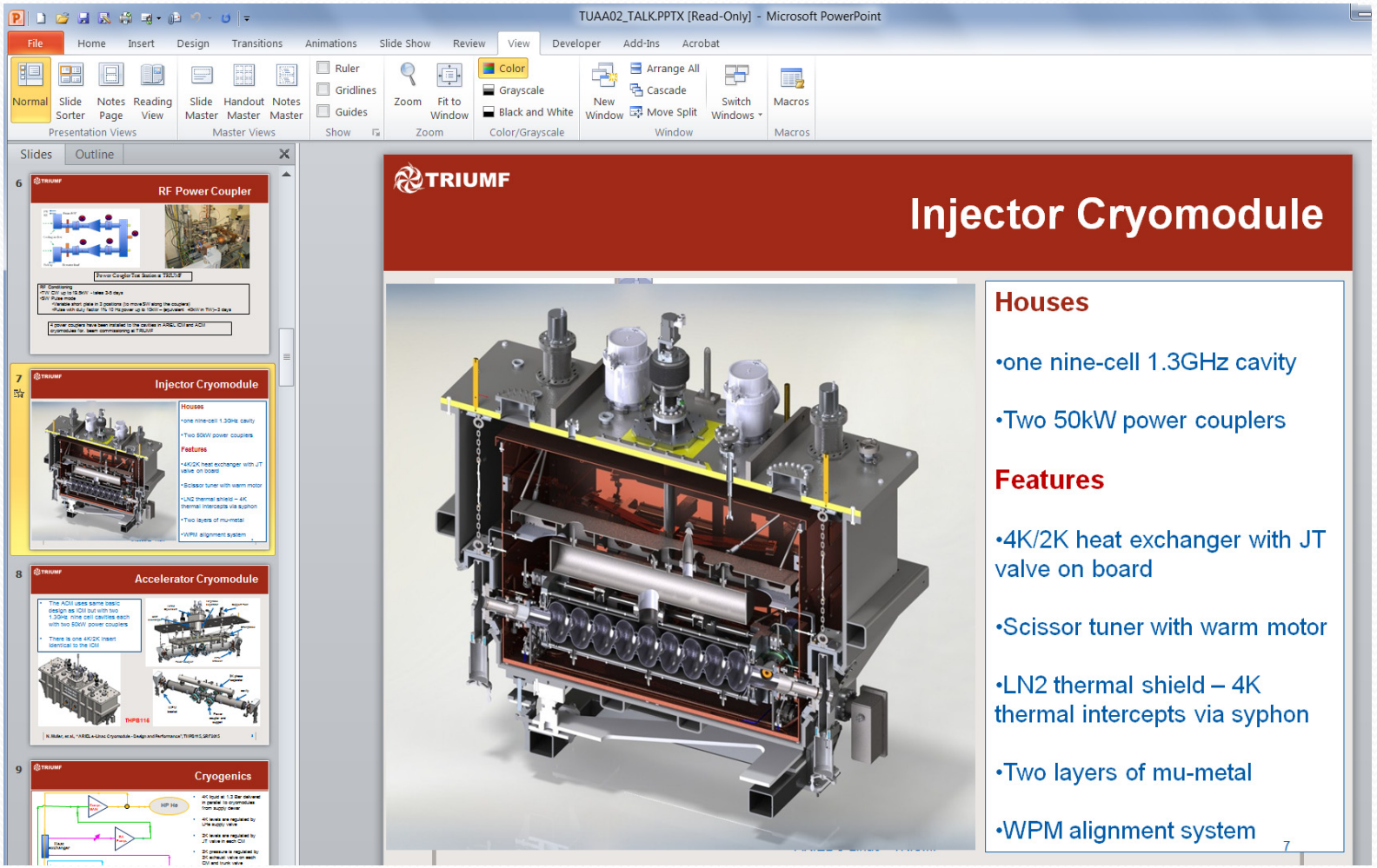


- **in this example the macro separated the overlaps and split one slide into five**

How to fix simple overlaps manually?

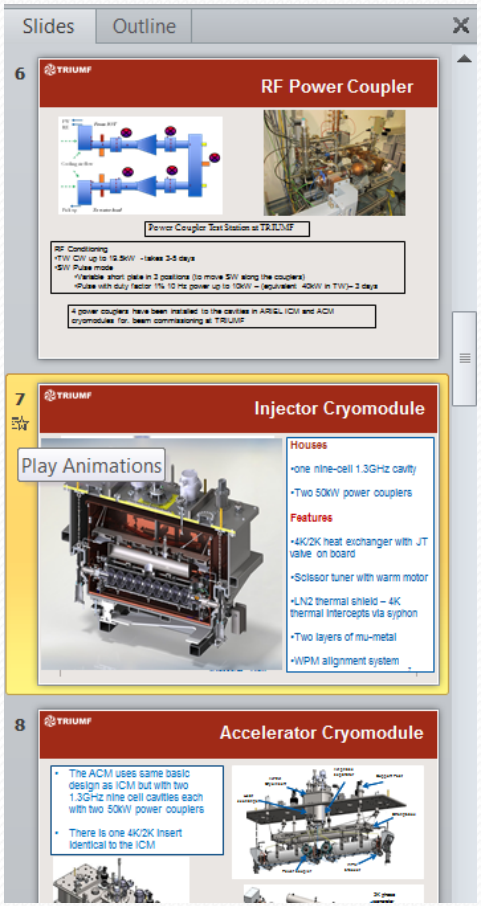
How to fix simple overlaps manually?

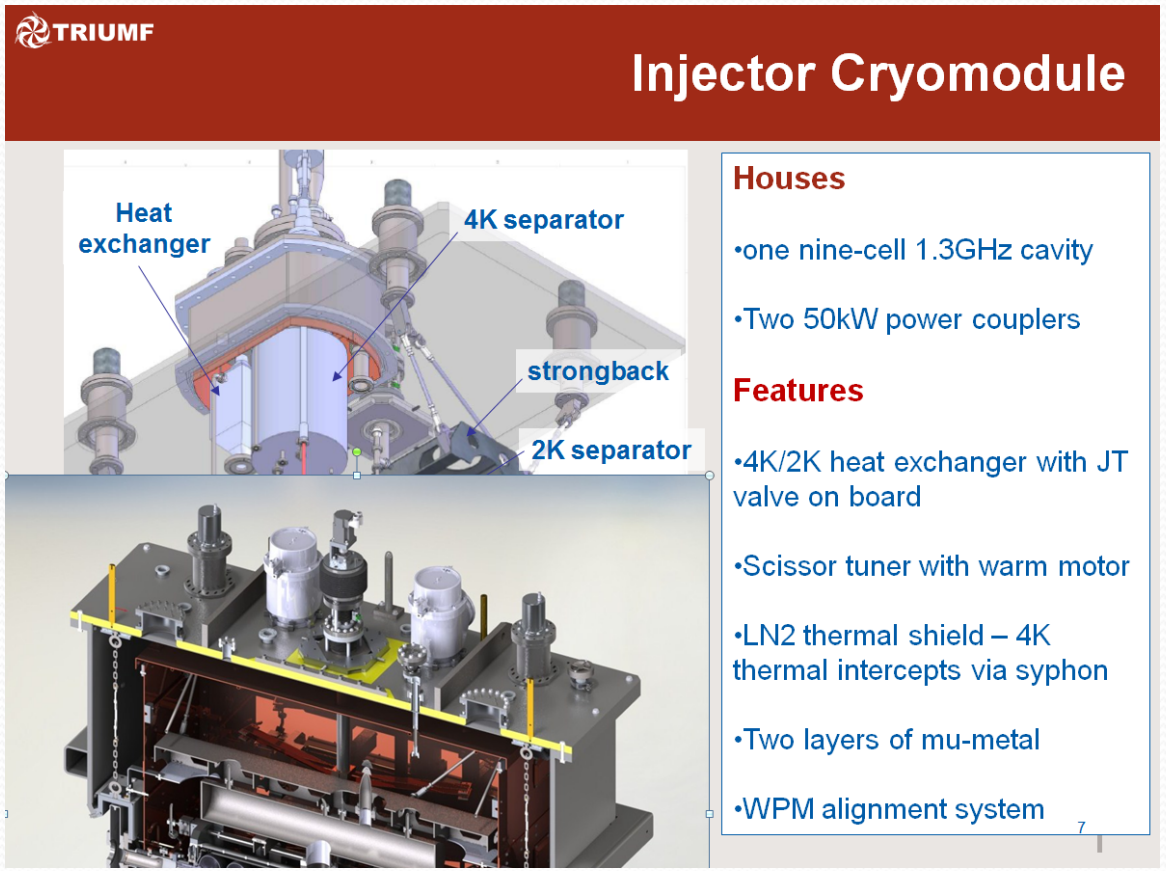
- slides containing overlaps or animations are indicated with a star symbol



How to fix simple overlaps manually?

- click on that little star icon to **Play the Animations**





- **you see an image covering another image**

How to fix simple overlaps manually?

- copy the slide (CTRL-C, CTRL-V), remove the overlapping image from the original slide, leave the overlap on the copy and your are done ☺

File upload

- save the new PPT file with split animations as **Filename_TALK_split.pptx**
- convert the PPT slides to PDF and save as **Filename_TALK.pdf**
- upload both files to the database

Paper ID	Time	Set Status	Upload	Download	Log
SUWSM1	Sunday, 19:00	? Set Status	Upload	Download	**Email:** [08-MAY-15 17:34 (Europe/Berlin)] IPAC'15: Publication of the Pre-press Proceedings **Email:** [05-MAY-15 12:19 (Europe/Berlin)] IPAC15: Microphone information for speakers **Transparency Reassigned** [Michaela Marx 04-MAY-15 16:26 (Europe/Berlin)] **Transparency Assigned** [Michaela Marx 04-MAY-15 16:26 (Europe/Berlin)] **Email:** [23-APR-15 15:38 (Europe/Berlin)] IPAC15: Reminder of contribution upload deadline **Abstract Owner Changed** [Todd Satogata 21-APR-15 22:26 (Europe/Berlin)] **Abstract Initial QA Performed** [Todd Satogata 21-APR-15 22:26 (Europe/Berlin)] **Abstract Created** [Todd Satogata 21-APR-15 22:26 (Europe/Berlin)]

SRF 2015 File Upload

Abstract: TUAA02 Commissioning of the SRF Linac for ARIEL
Paper ID TUAA02
Presentation Type Invited Oral
Program Session TUAA -- Facilities II 09/15/2015 0800 -- 1010 Sea to Sky Ballroom A
File Type
Platform
File to Upload
Comments (Optional)

- Other Supporting Files
- Portable Document Format or Post Script
- Poster
- Source File (MS Word, Open Document or LaTeX)
- Talk Movies
- Transparencies

for uploading the split slides
select **Other Supporting Files**
for the File Type

for uploading the PDF slides file
select **Transparencies**

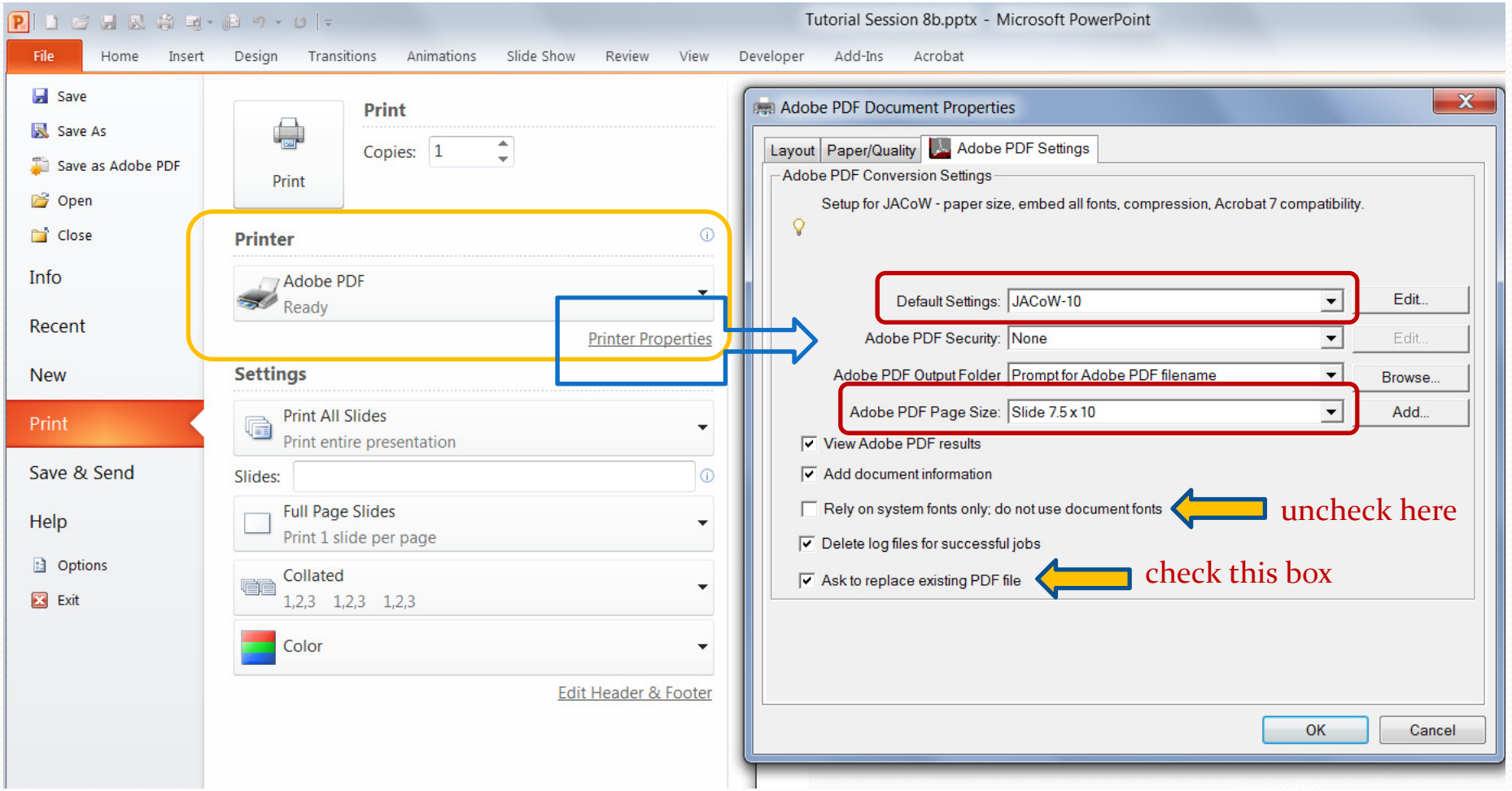
How to convert PPT to PDF?

Editing Slides: how to convert PPT to PDF

There are different ways to convert the PPT slides to PDF:

- print the slides to the Adobe PDF printer
- save as type PDF directly from PowerPoint
- create PDF using Acrobat PDFMaker
- print to JACoW postscript printer and distill

Convert PPT to PDF: **Print to Adobe PDF**

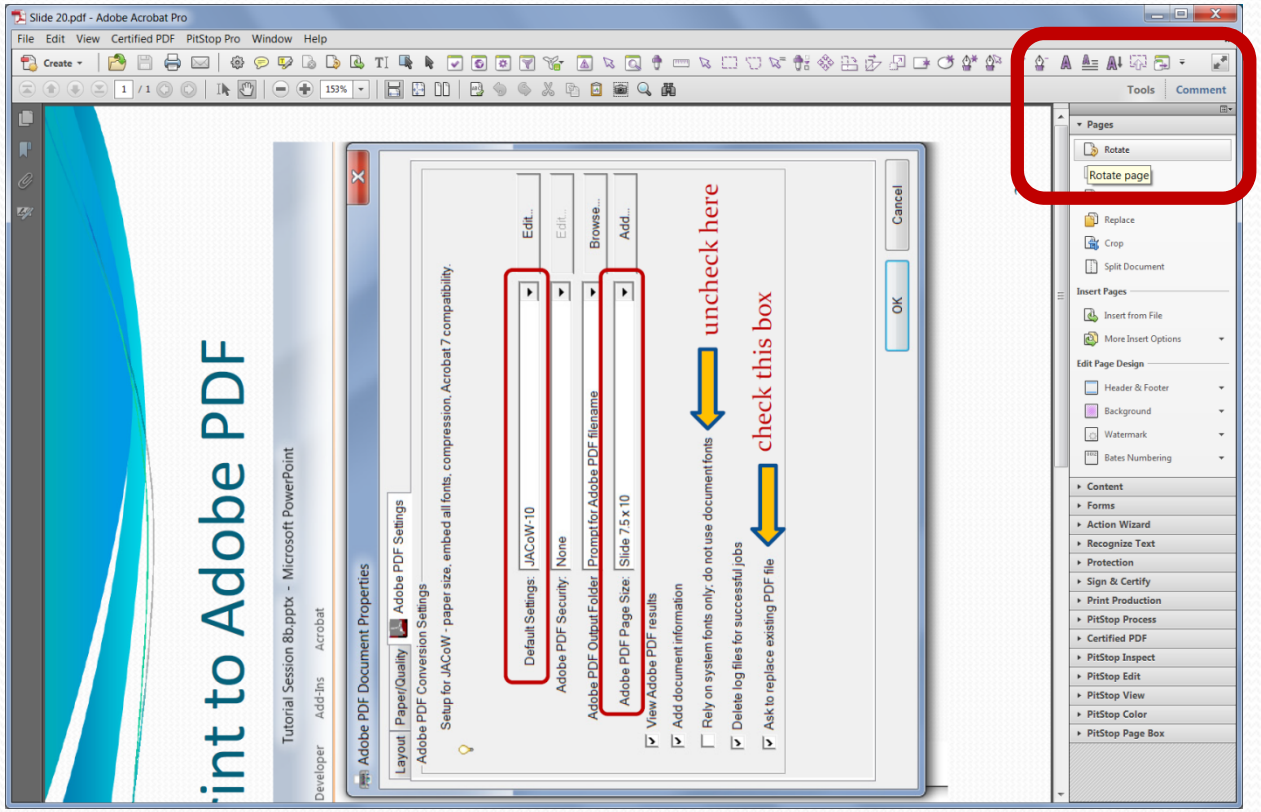


- the **JACoW-10 options** make sure that all fonts will be embedded

Convert PPT to PDF: **Print to Adobe PDF**

After conversion the page orientation needs to be corrected!

- Click on **Tools** ▶ **Pages** ▶ **Rotate** to rotate all pages clockwise

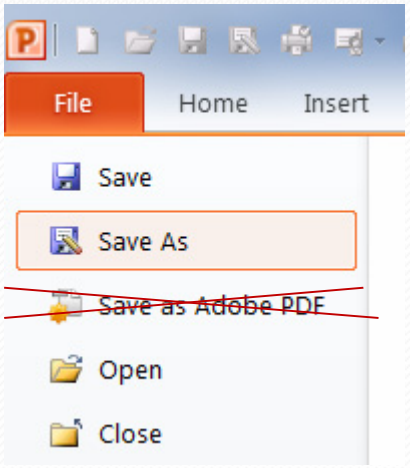


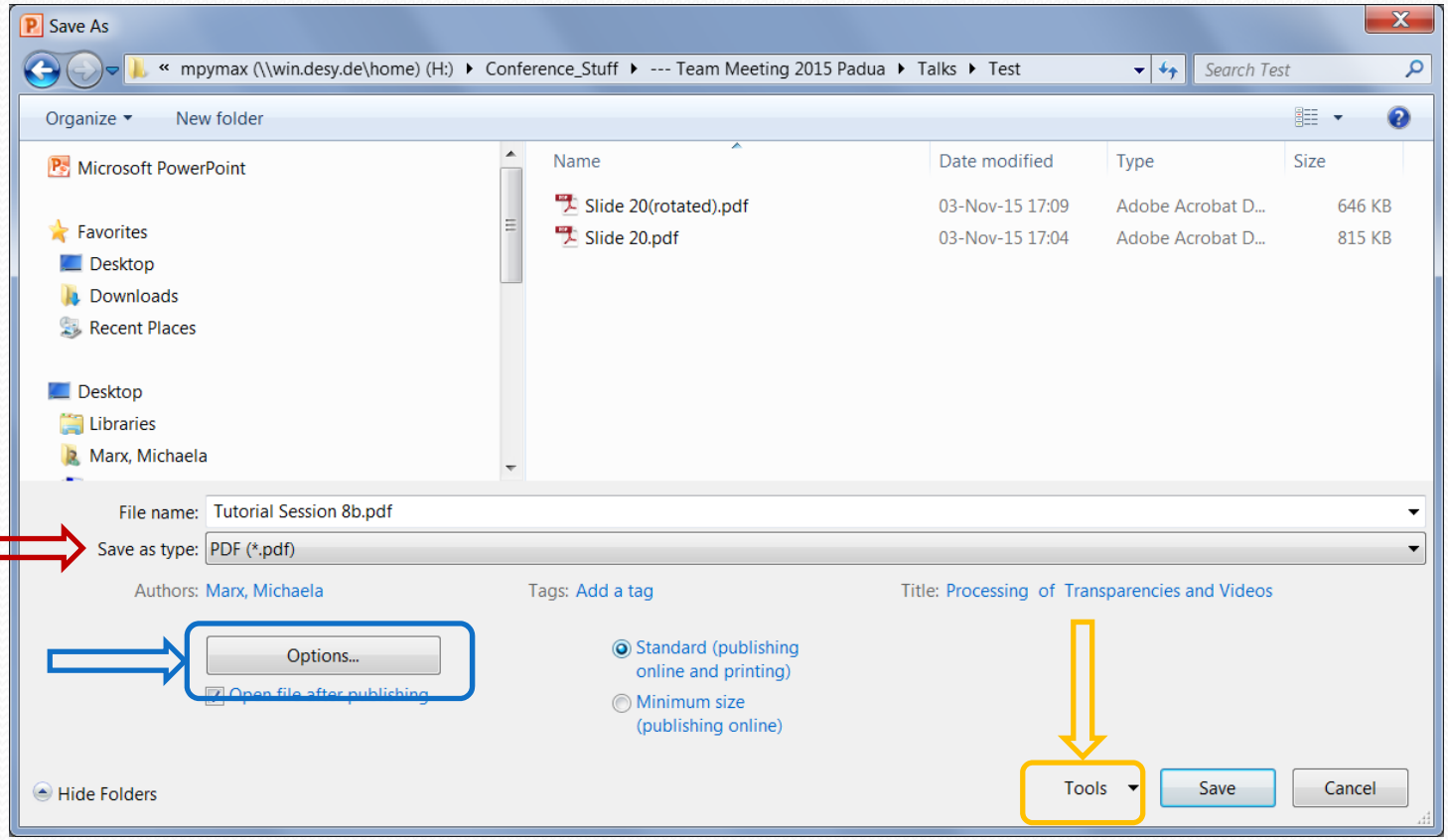
- save the new PDF file, check the fonts and upload the slides to the database

A second way to convert PPT to PDF:
Save as type PDF with special options

Convert PPT to PDF: **Save as type PDF**

- click on **File** ▶ **Save As** and save as type PDF

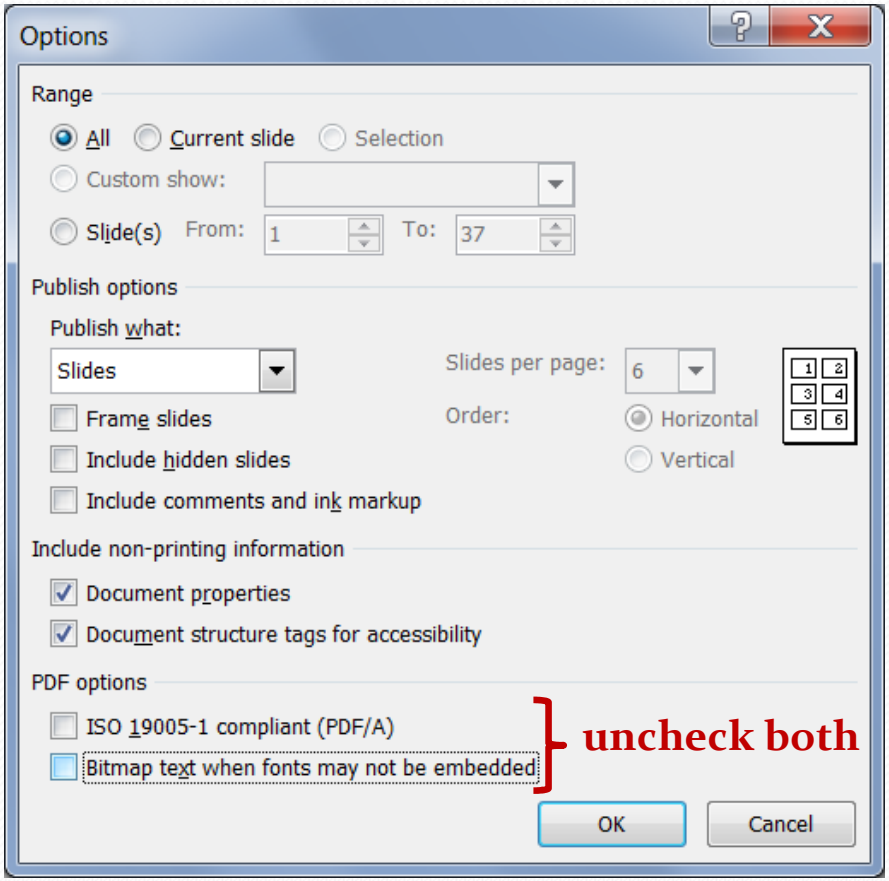




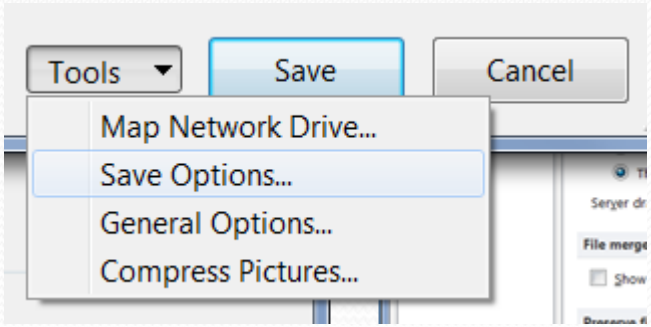
- **before you save the file** click on **Options** and **Tools** to embed the fonts and to compress pictures to document resolution

Convert PPT to PDF: **Save as type PDF** options

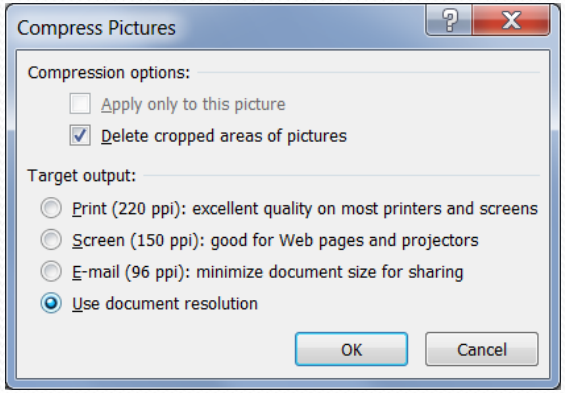
PDF Options:



Tools ▶ Save Options... to embed the fonts



Tools ▶ Compress Pictures... to use document resolution

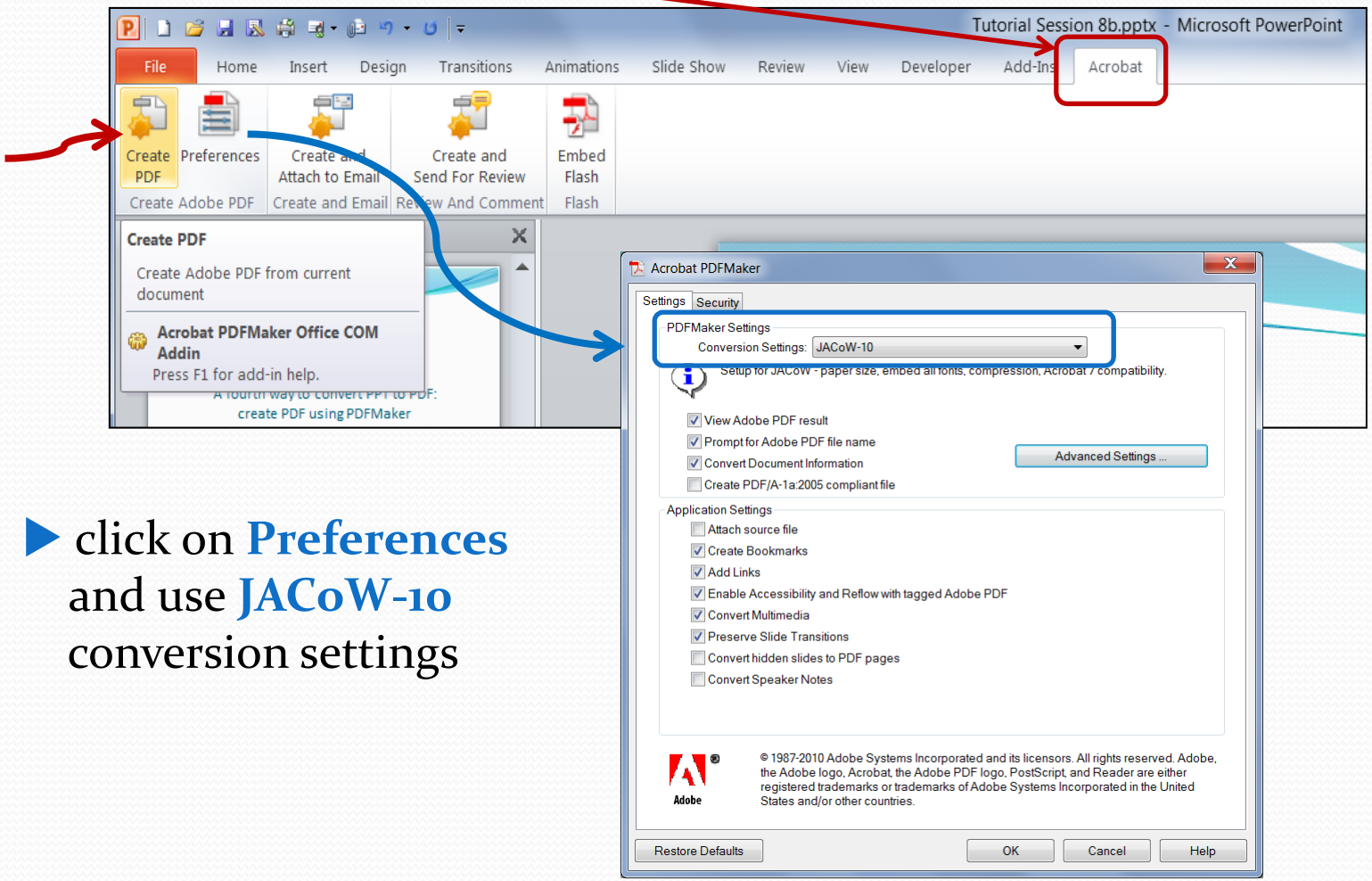


Note: Options cannot be saved ☹

A third way to convert PPT to PDF: create PDF using PDFMaker

Convert PPT to PDF: using Acrobat PDFMaker

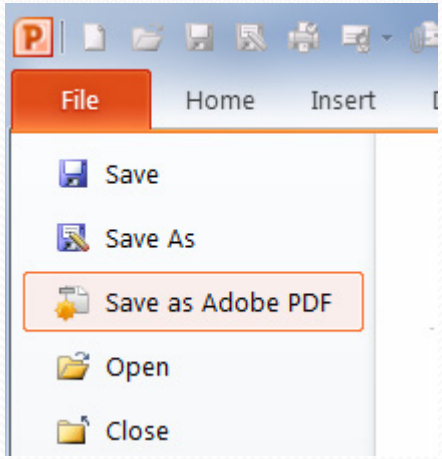
- choose the **Acrobat tab** from the PowerPoint ribbon and click on **Create PDF**



- click on **Preferences** and use **JACoW-10** conversion settings

Convert PPT to PDF: using Acrobat PDFMaker

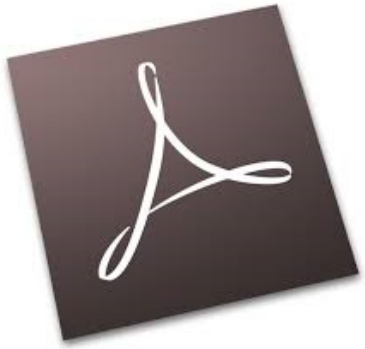
- **Save as Adobe PDF** from the File menu uses PDFMaker as well, **but you cannot select the JACoW-10** conversion settings!!!



- **not recommened to use!**

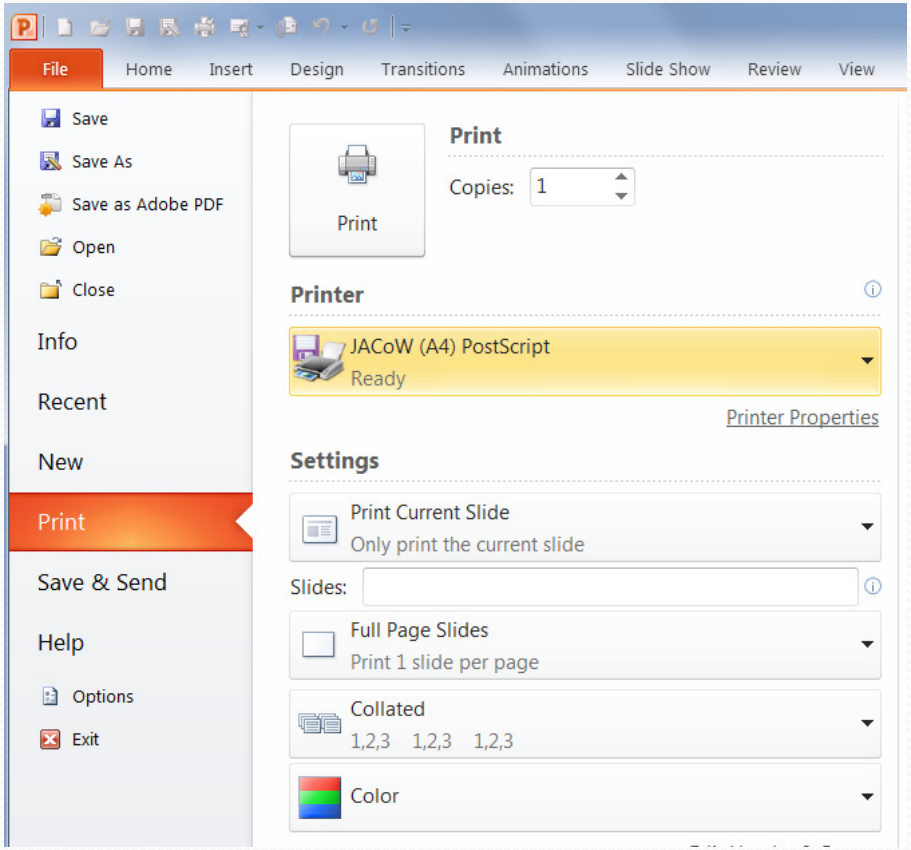
A different way to convert PPT to PDF: print to JACoW postscript printer and distill

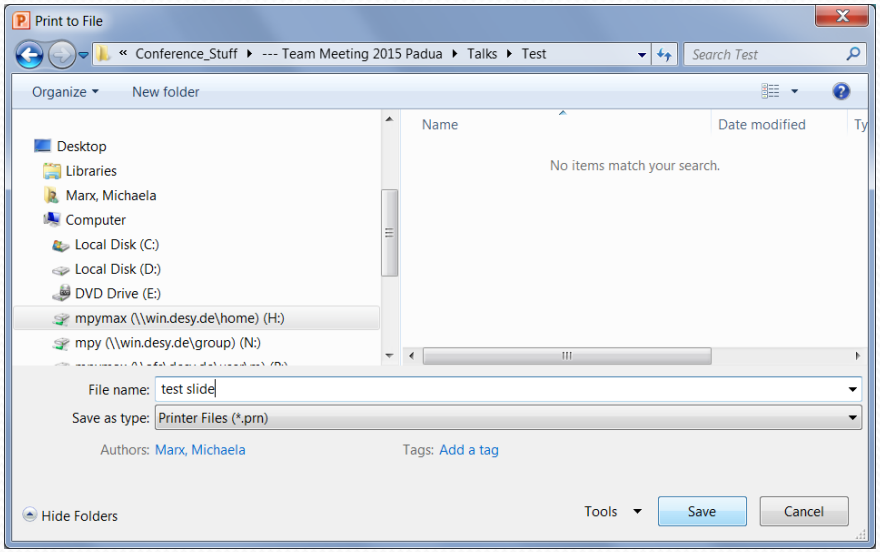
&



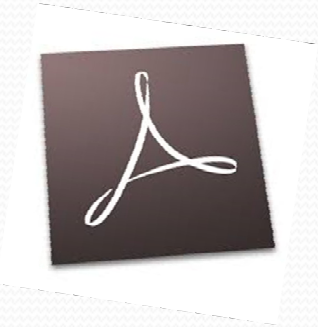
- The **Print to Adobe PDF** and **Print to PostScript (file) and Distill** methods of PDF generation are functionally the same – both are using the Distiller!
- this way of conversion PPT slides to PDF is obsolete!

Convert PPT to PDF: print to JACoW postscript printer and distill





- rename file ***.prn** to ***.ps** and distill to PDF



- the JACoW PostScript printer is available for A4 and US Letter format and should be installed on each PC in the proceedings office

Convert PPT to PDF: which way is the best?

Editing Slides: **Print to Adobe PDF** vs **Save as PDF**

- printing to Adobe PDF uses the distiller (with JACoW-10 job options to select)
- saving to Adobe PDF uses the translator

Major differences:

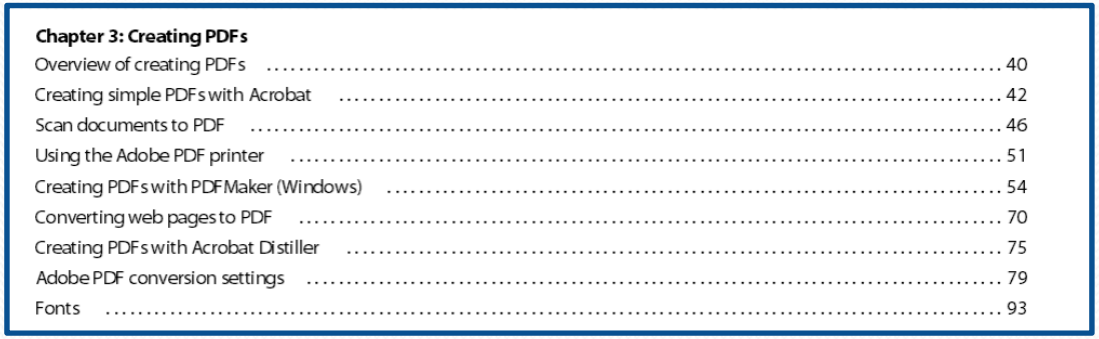
- hyperlinks (won't 'print' to a PDF file)
- color correction
- layers
- rasterizing

} see example

- font embedding!!!

- **Print to Adobe PDF** is the recommended choice – fonts will be embedded

For more details please see the official Adobe help pages - Chapter 3: Creating PDFs
http://help.adobe.com/en_US/acrobat/X/pro/using/acrobat_X_pro_help.pdf



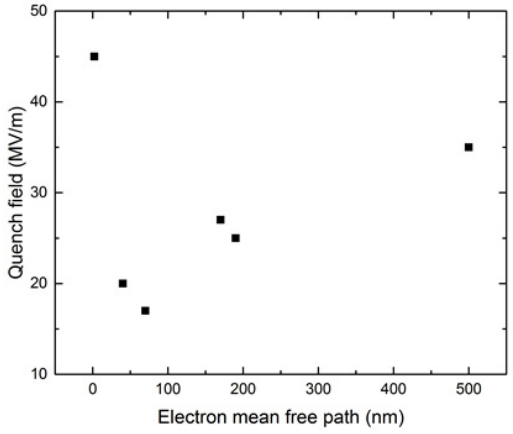
Chapter 3: Creating PDFs

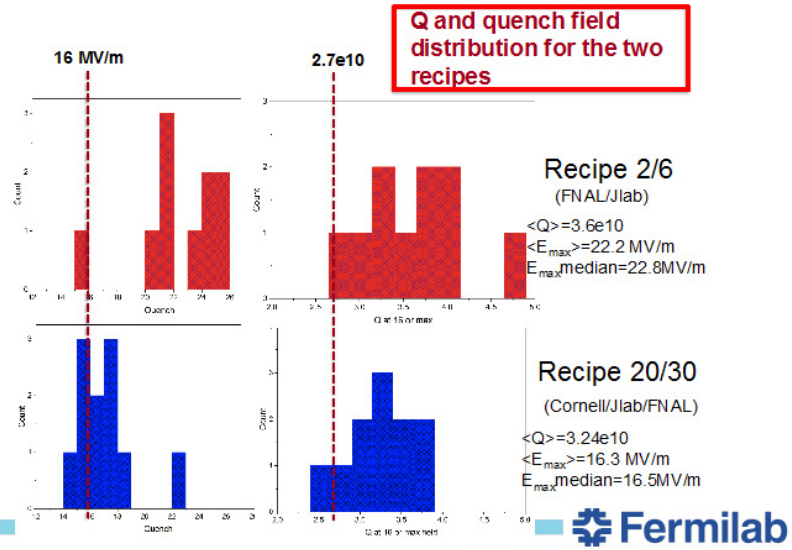
Examples, Tips & Tricks and Curiosities

Example: PPT slide containing text and images

Recipe optimization: quench fields

- Light doping yields to higher quench field than heavy doping
- For same length of the doping step, quench field decreases with subsequent 'anneal' time (why?)
- For same recipe, quench fields are worse in nine cell than single cell cavities
- Quench fields are not sparse, they always 'cluster' around a value – different N doping levels produce different quench barriers
- More severe quench limitation > ~200 ppm concentration
- There is a trend – similar to the BCS minimum – for quench fields vs mean free path

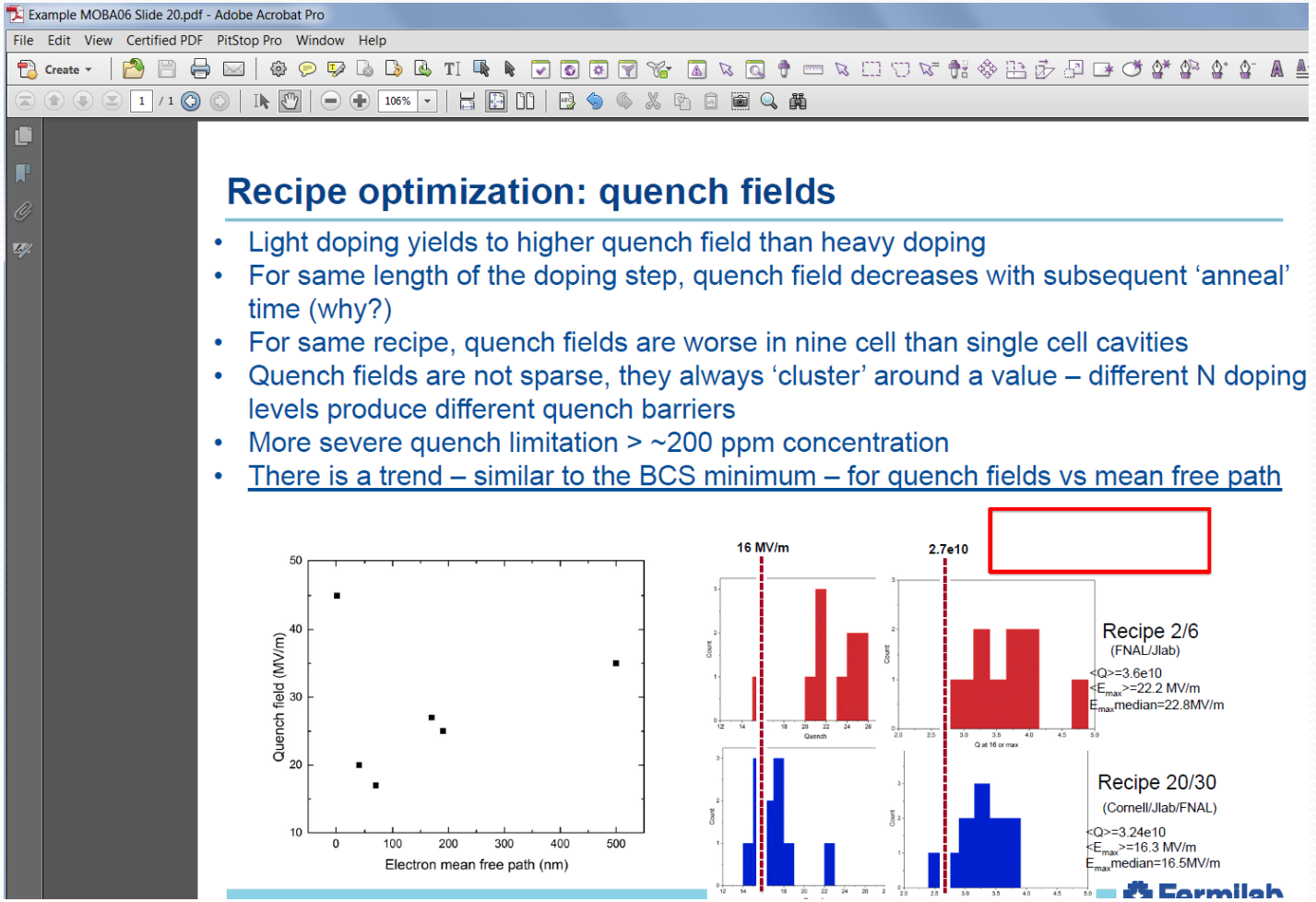




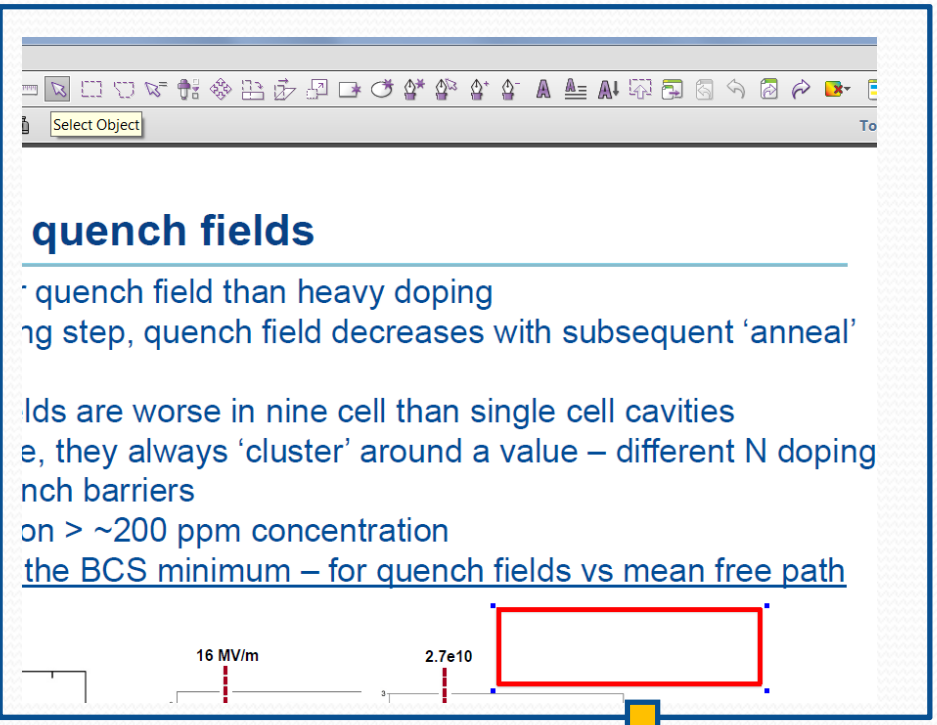
Fermilab

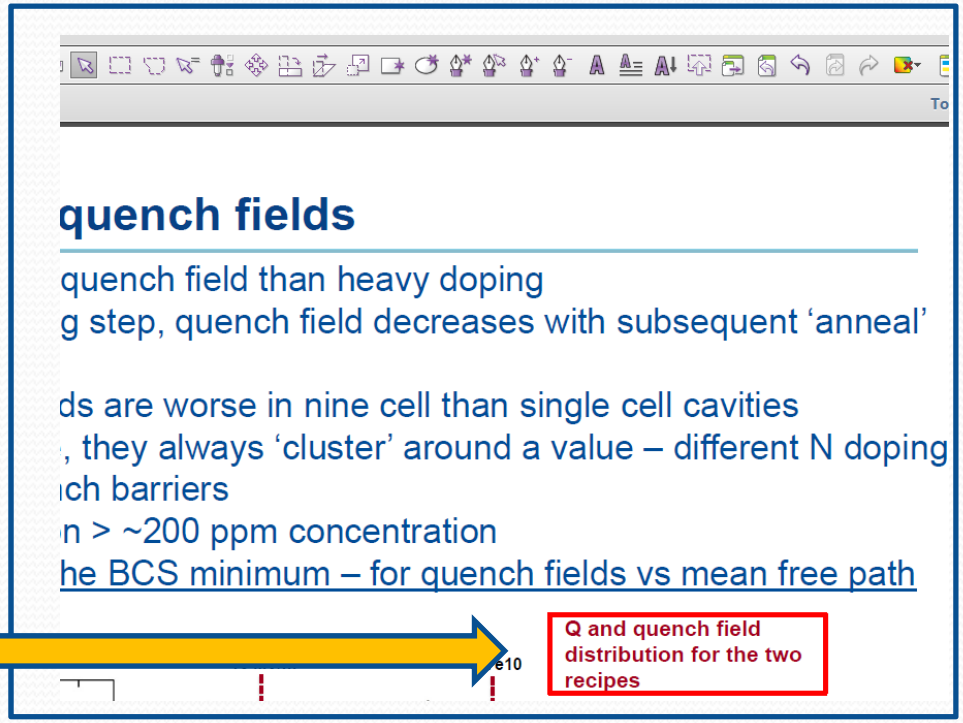
Example: PPT slide containing text and images converted to PDF

- after conversion with **Print to Adobe PDF** the text in the box disappeared



Example: PPT slide converted to PDF

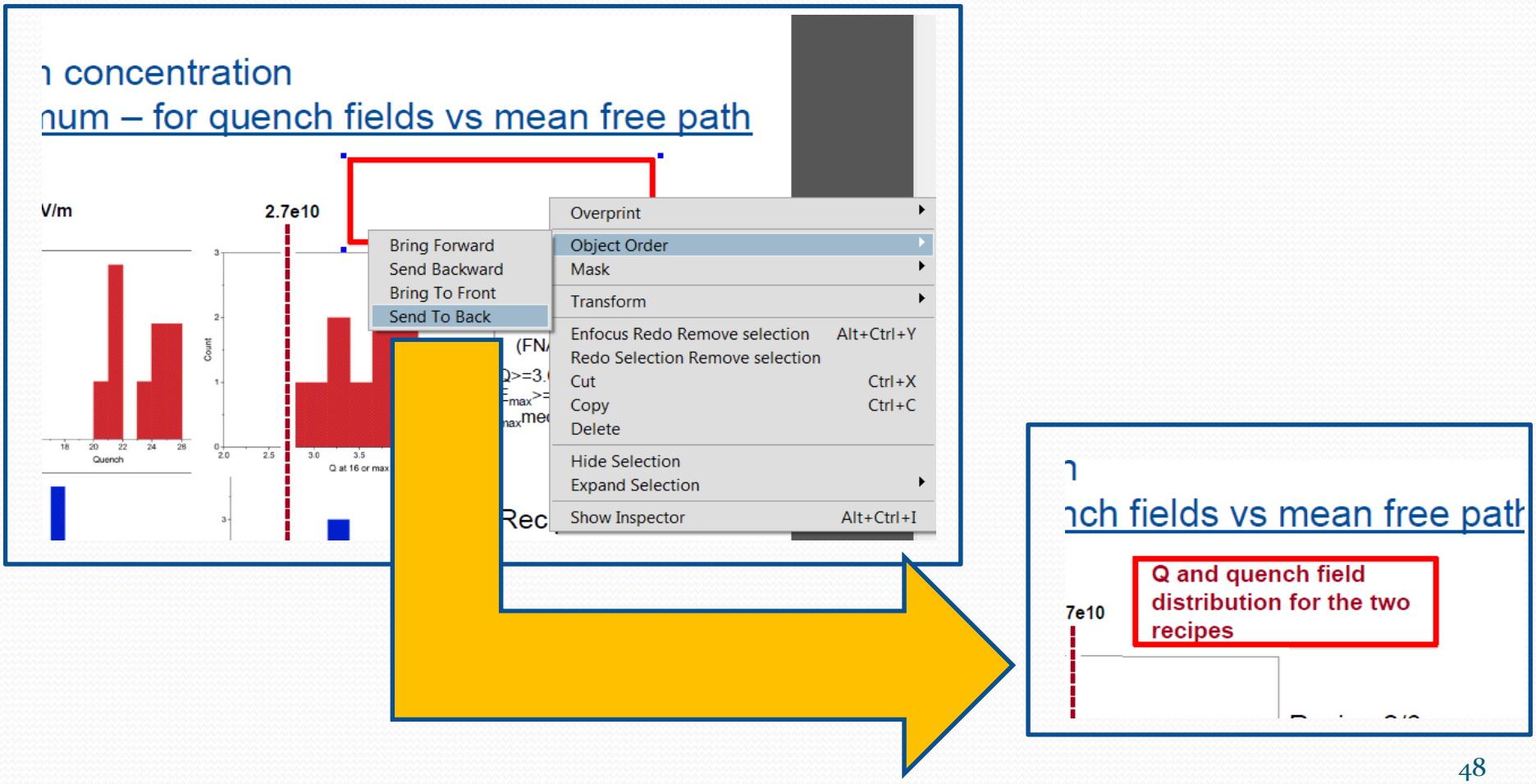




- it turned out that the box was not empty but just hidden by a white area.
  The problem could be fixed with PitStop.
  The blue dots on the left figure indicate that the white area has been selected and removed in a next step.

Example: PPT slide converted to PDF

- use PitStop to select the white area, **do a right-mouse click** and change the object order - in this case **Send To Back**



Differences

Print to Adobe PDF

vs

Save as PDF

Differences **Print to Adobe PDF** vs **Save as PDF**

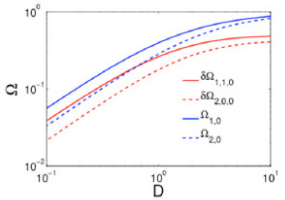
Print to Adobe PDF

onal Theory of Space-Ch
Interactions

Analysis of space-charge interactions in terms of plasma-waves

$$\left(\frac{1}{D^2}\nabla_\perp^2 - 1\right) E_z = -\int E_z(\vec{X}')\Pi(\vec{X},\vec{X}')d^2\vec{X}'$$

$$\Pi(\vec{X},\vec{X}') = \int_{-\infty}^{0} \frac{Te^{-\frac{(K_\gamma T)^2}{2} - i\Omega T} e^{-\left(\vec{X}^2+\vec{X}'^2-2\vec{X}\cdot\vec{X}'\cos K_\beta T\right)\frac{(1+iK_\delta T)}{2\sin^2 K_\beta T}}}{2\pi \sin^2 K_\beta T} dT.$$



Suppression of higher order modes from betatron motion

Save as PDF

onal Theory of Space-Charge
Interactions

Analysis of space-charge interactions in terms of plasma-waves

$$\left(\frac{1}{D^2}\nabla_\perp^2 - 1\right) E_z = -\int E_z(\vec{X}')\Pi(\vec{X},\vec{X}')d^2\vec{X}'$$

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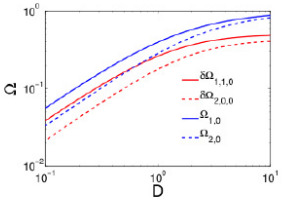

Suppression of higher order modes from betatron motion

original PPT slide

onal Theory of Space-Charge
Interactions

Analysis of space-charge interactions in terms of plasma-waves

$$\left(\frac{1}{D^2}\nabla_\perp^2 - 1\right) E_z = -\int E_z(\vec{X}')\Pi(\vec{X},\vec{X}')d^2\vec{X}'$$

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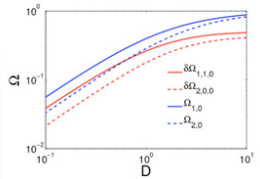
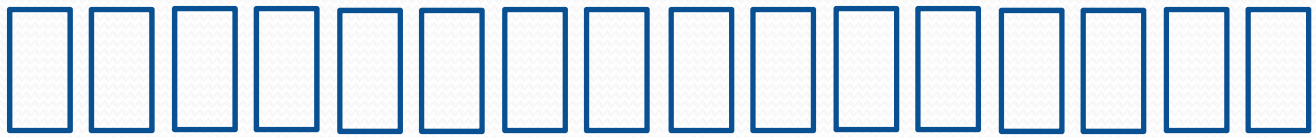


Suppression of higher order modes from betatron motion

Missing Characters



Example: PPT slide containing text, symbols and numbers

- **running the PowerPoint slide show a character appears as a blank box □ which is a placeholder for a missing font**

implying an integrated luminosity of **250 fb^{-1} per year**,

design oper. for μ □ **140** (➔ peak luminosity of **5 10^{34} cm^{-2} s^{-1}**)

- **original ppt slide shows a delta symbol which is incorrect as well!**

Prepare machine for operation beyond 2025 and up to **2035**

Devise beam parameters and operation scenarios for:

enabling at total integrated luminosity of **3000 fb^{-1}**

implying an integrated luminosity of **250 fb^{-1} per year**,

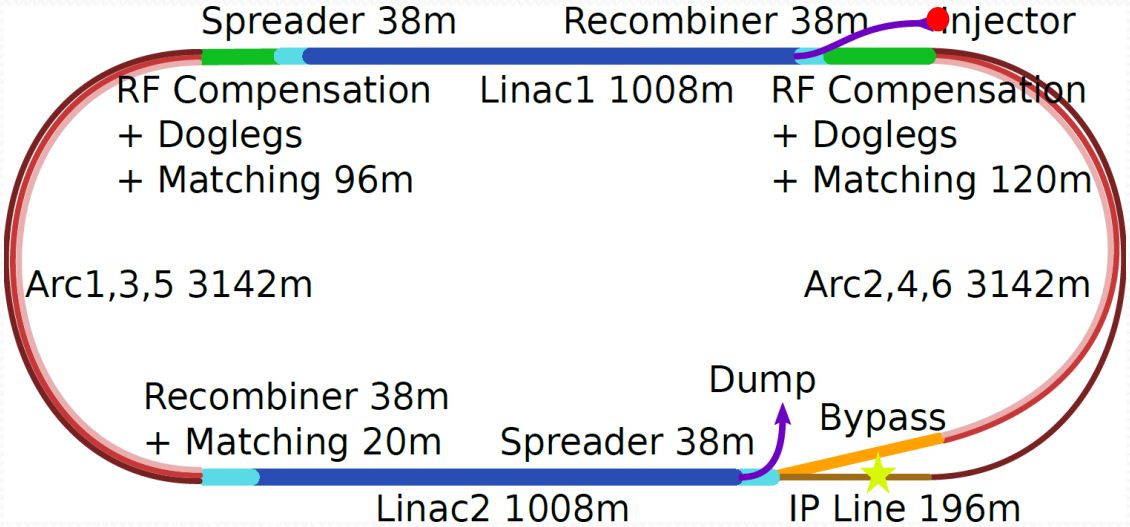
design oper. for μ δ **140** (➔ peak luminosity of **5 10^{34} cm^{-2} s^{-1}**)

> Ten times the luminosity reach of first 10 years of LHC operation!!

- **after contacting the author the bad character has been replaced!**

for μ ≤ 140

Example: Custom Path Animations



Example: Custom Path Animation

Custom path animations are a very special visual gimmick:

- they cannot be split to separate the overlaps
- they cannot be converted into a video format
- therefore they cannot be embedded in the PDF slides file?

... there is a trick how to deal with them... (Raphael is the expert)

- You need two monitors - one is to run the PPT presentation, the second monitor is to record the animation as a movie. The movie can be embedded in the PDF slides file.

- **It's a procedure just to mention but not easy enough for a quick demonstration in this talk**

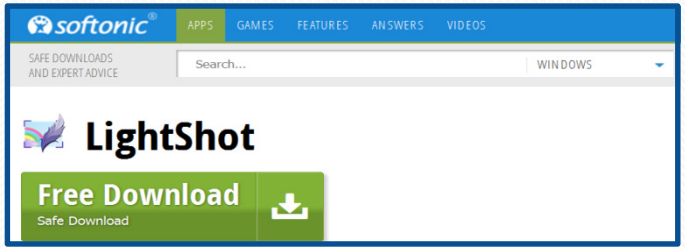
For processing slides I would recommend

- to leave the custom path animation as it is
- **Print to Adobe PDF** generates a screenshot from the animation which is in the most cases a good placeholder
- the author get's a comment that his fancy animation couln't be embedded in the PDF slides file

Separate overlapping objects using Lightshot

Separating overlaps using Lightshot

- Lightshot is a capture tool which allows you to take photographs of your screen
- helpful to separate objects if overlaps are really confusing
- just run the PowerPoint slide show, make a picture of each slide and print it. Then fix the overlaps manually.



available for free at http://lightshot.en.softonic.com/

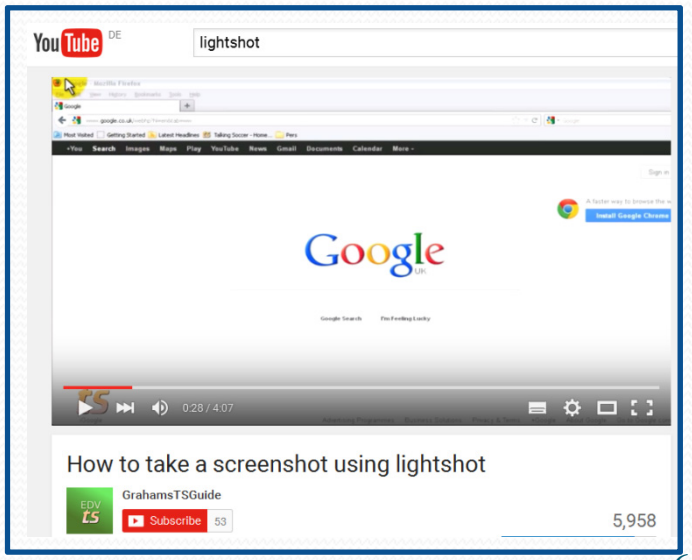
YouTube **Tutorials :**

- how to take a screenshot using lightshot

https://www.youtube.com/watch?v=39uSmIboDck

- Lightshot - Taking Screenshots beyond a browser

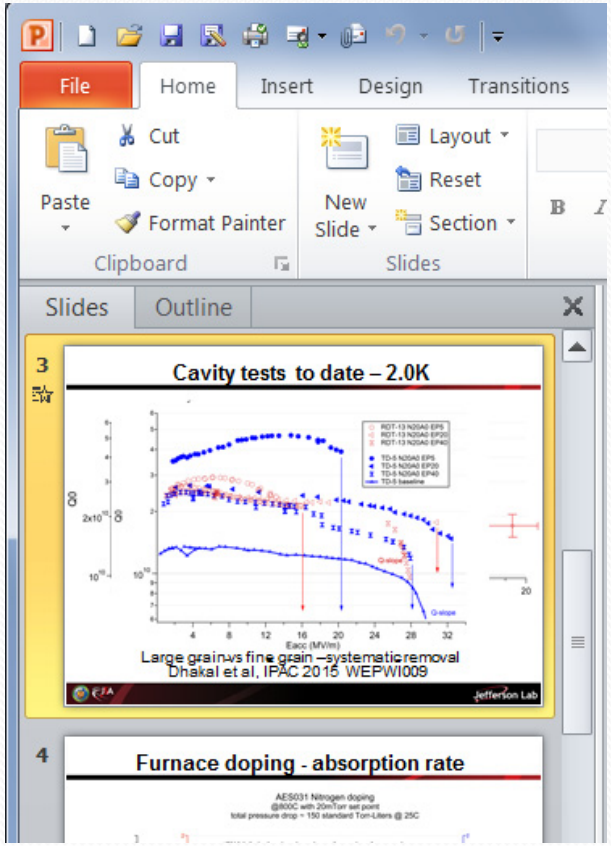
https://youtu.be/L824FVv6Gws

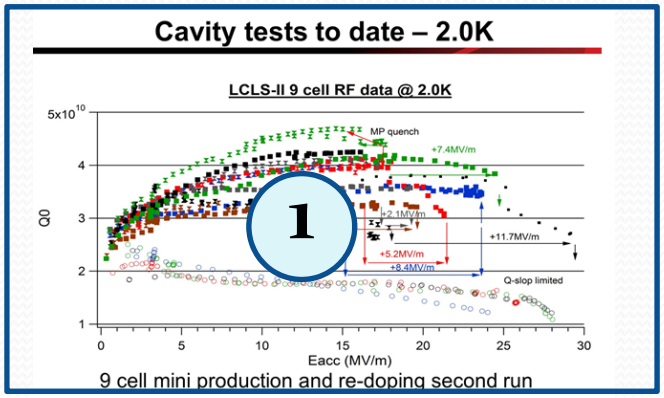


Editing Slides: separating overlaps using Lightshot

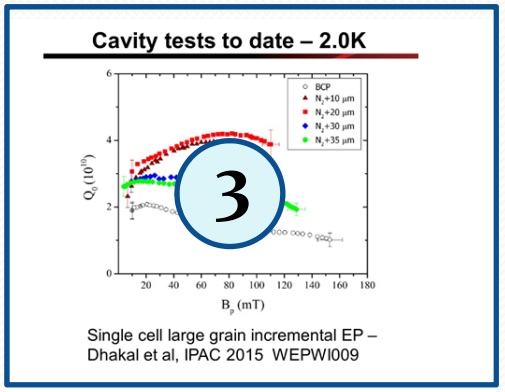
Example: slide containing 4 overlapping images – split animations macro failed ☹

- run the PPT slide show (press F5) and make screenshots of each single slide
- copy and paste the screenshots to PowerPoint and print, then fix the overlaps manually

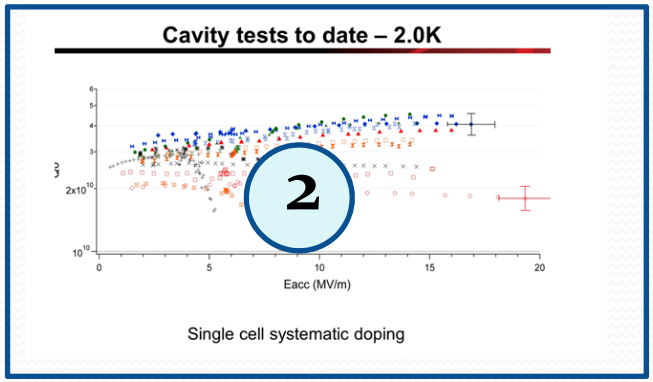




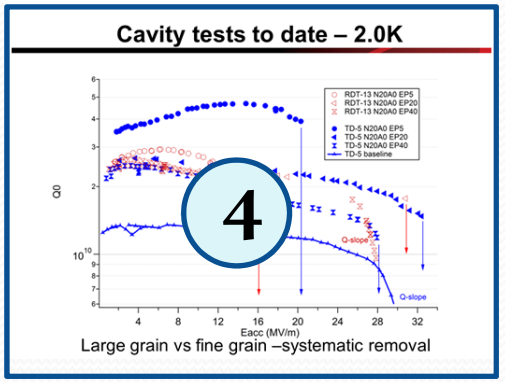
9 cell mini production and re-doping second run



Single cell large grain incremental EP –
Dhakal et al, IPAC 2015 WEPWI009

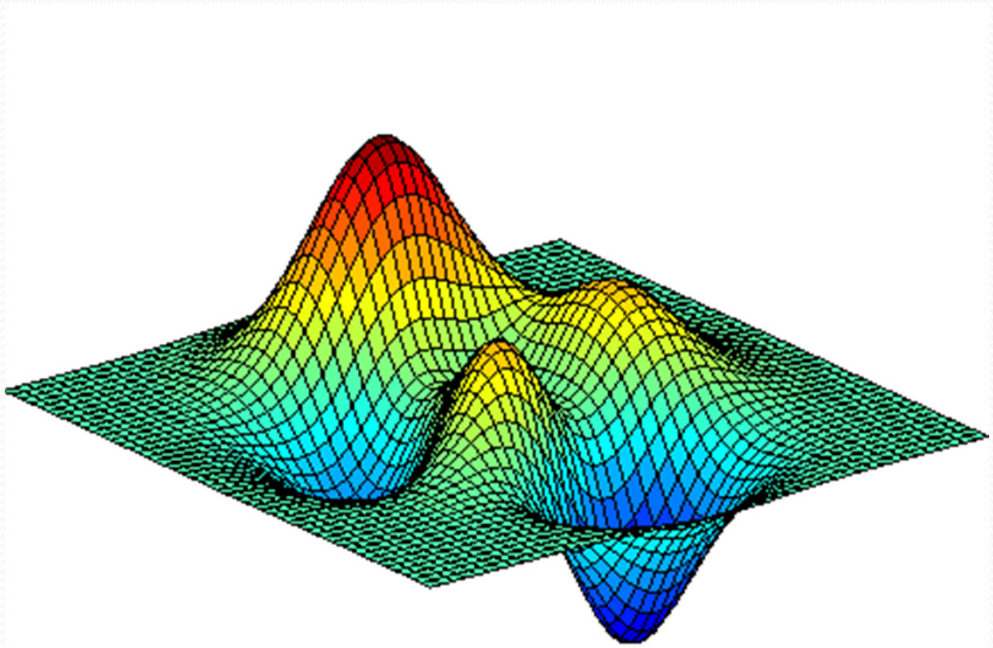


Single cell systematic doping



Large grain vs fine grain –systematic removal

Embedding videos and animated gifs in PDF files



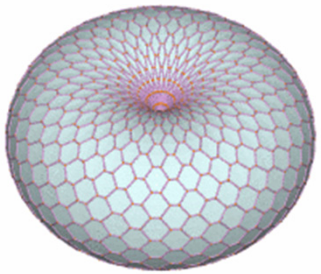
Embedding videos in PDF files – general information

- Adobe Reader 9 and later support the following video formats:
  - ▶ Flash® and MPEG-4
- Not supported video formats like **avi** or **wmv** files need to be converted
  - ▶A free converter tool is HandBrake

- HandBrake is a video transcoder, available for Mac OS, Linux and Windows
- Web page and user manual: http://handbrake.fr/downloads.php

Embedding animated gifs - what is an animated gif?

- An animated gif is a type of gif image that can be animated by combining several images into a single gif file



Example of an animated gif

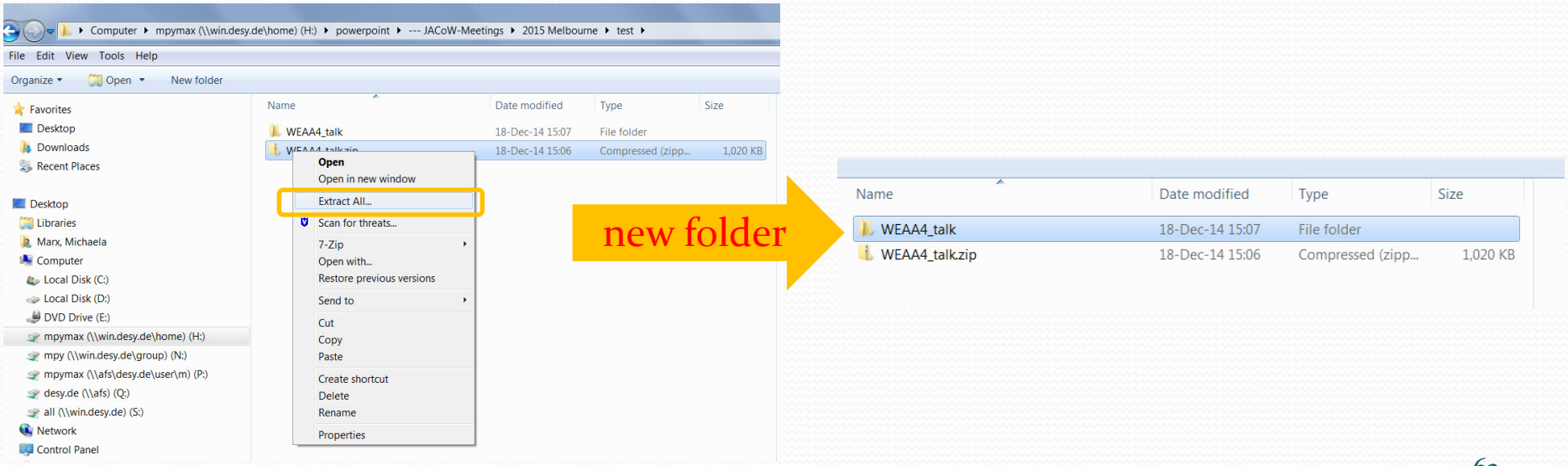
Reference:
http://visualizingmath.tumblr.com/post/52743559077/a-torus-consists-of-a-central-axis-with-a-vortex

- Animated gifs must be converted twice before they can be embedded in a PDF document: from gif to AVI in a first step and in a second step from AVI to MPEG-4

- The good question is how to extract media files like videos and animated gifs from PowerPoint?

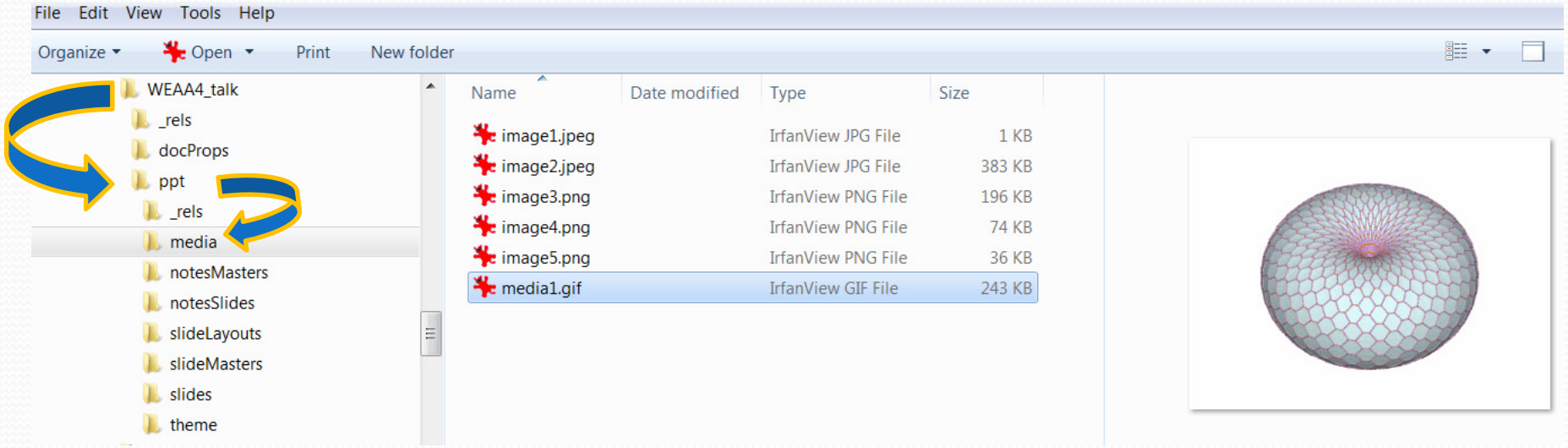
How to extract Media Files from PowerPoint Presentations

- From PowerPoint go to **File** and click **Save As**. Make sure you choose the .pptx format
- Go to the directory where you saved the presentation and rename the .pptx file to .zip
- Use an archive extractor tool, e.g. 7-zip, WinZip or (easier) just do a right-mouse-click to extract the .zip file contents



How to extract Media Files from PowerPoint Presentations

- All images, videos and animated gifs are saved in a subfolder named **media**:

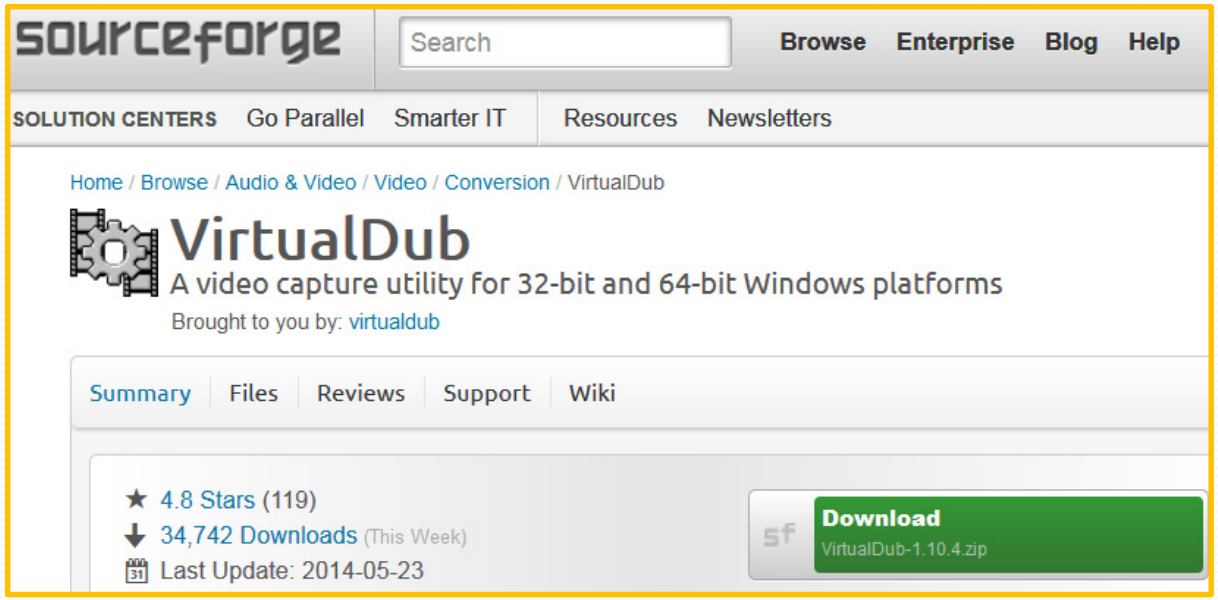


How to convert animated gifs (to MPEG-4)

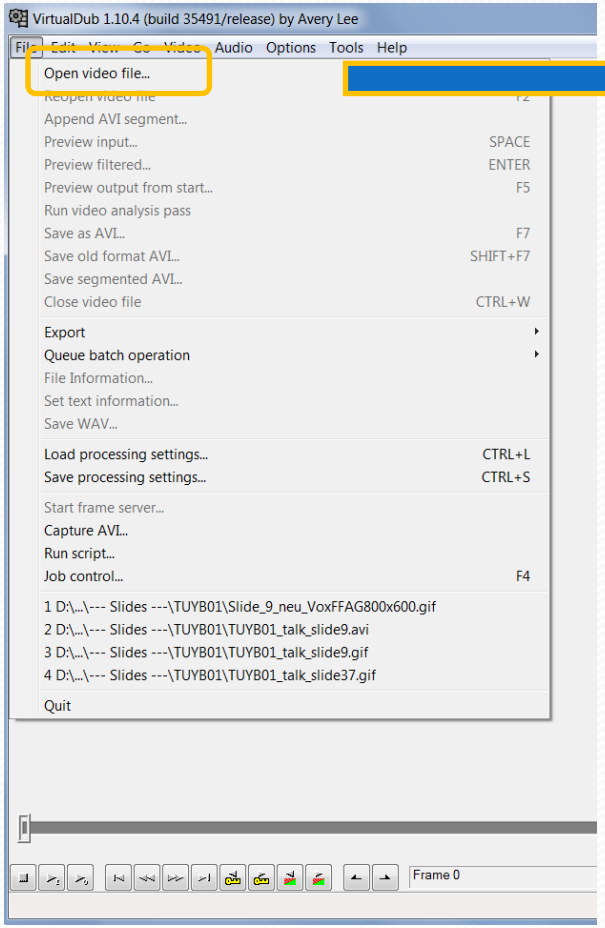
- Animated gifs must be converted **from gif to AVI** in a first step (and in a second step **from AVI to MPEG-4**)
- Software tools are:

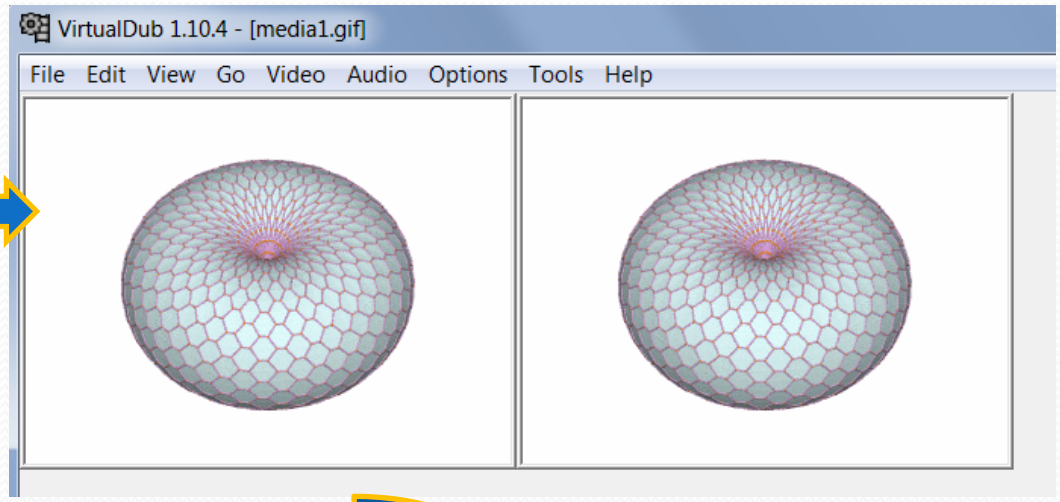
  Virtual Dub, (or Media Coder X64) and finally Handbreak
- Download Virtual Dub from

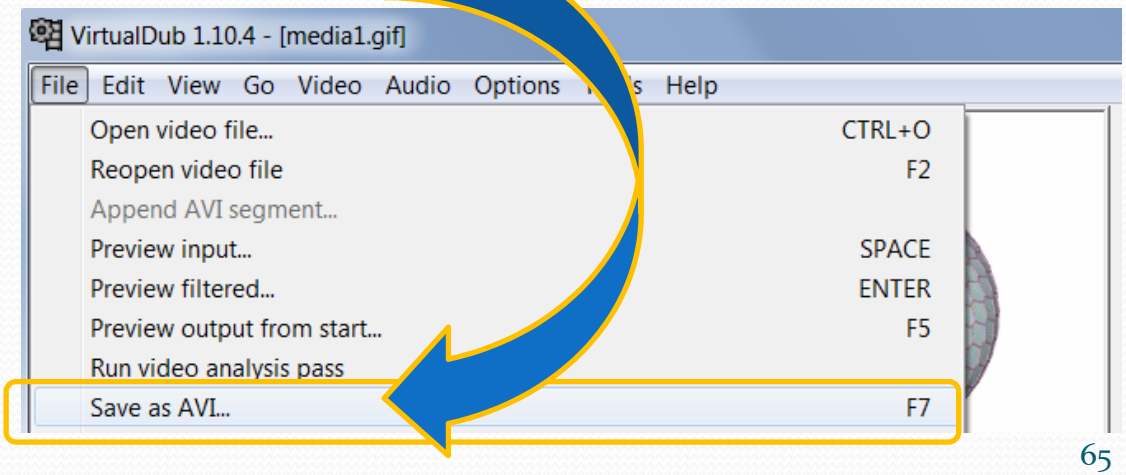
  http://sourceforge.net/projects/virtualdub/



How to convert animated gifs with Virtual Dub





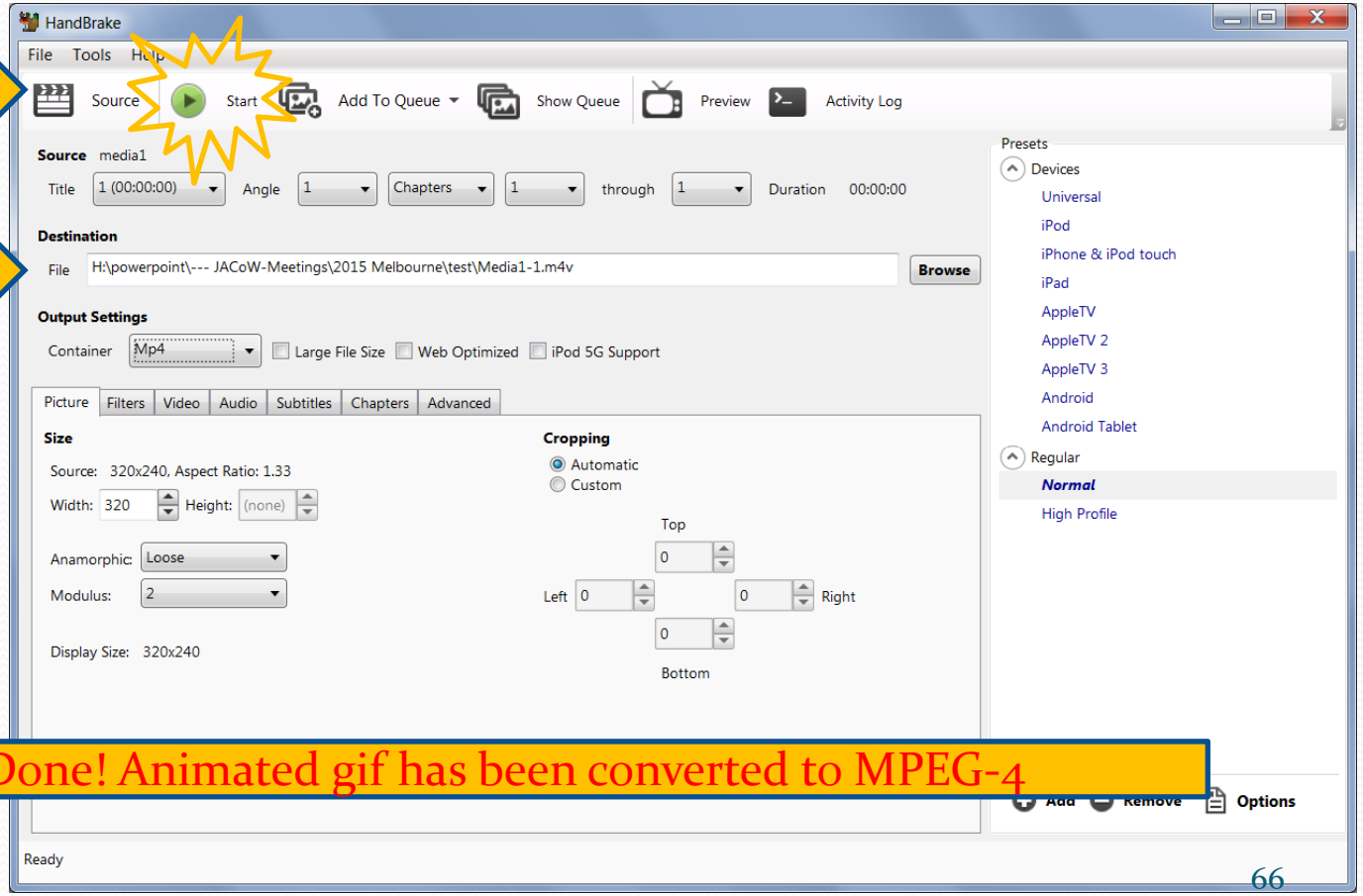


How to convert animated gifs (to MPEG-4)

- In a second step convert the AVI file to MPEG-4 by using Handbreak

open AVI file

give destination folder



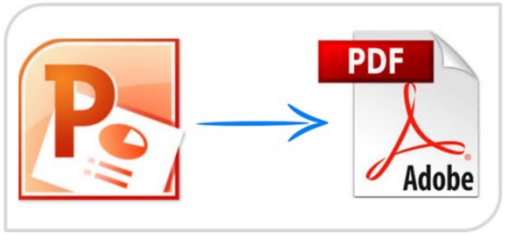
Done! Animated gif has been converted to MPEG-4

How to insert videos in PDF documents

If the PowerPoint presentation contains videos or animated gifs extract the media files first by 'unzipping' the PPT slides file.

To unzip save as *.pptx and rename to *.zip, then **do a right-mouse click** on the file and select **Extract All…**

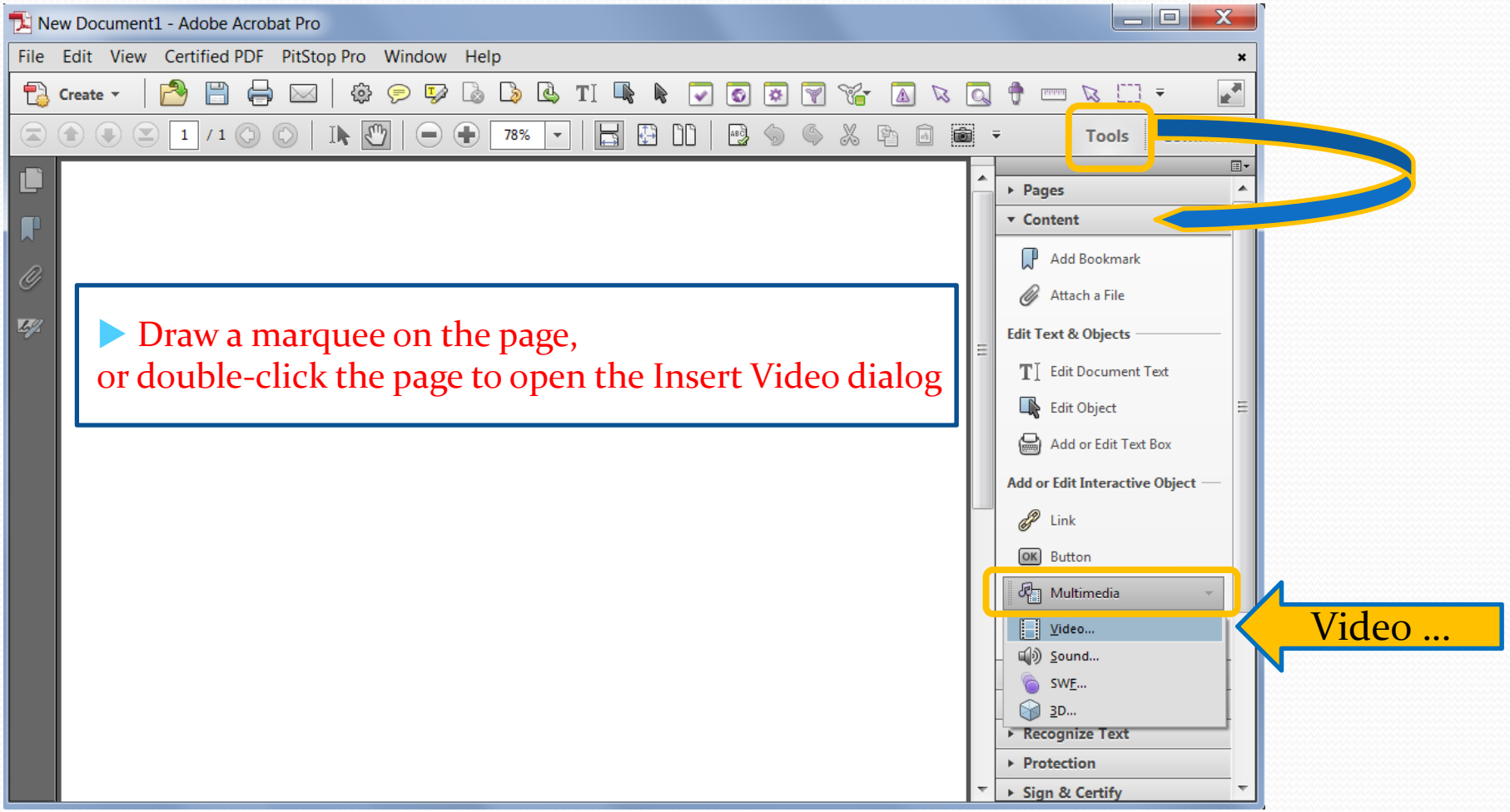
- transform the video files (*.avi) **to MPEG-4** (*.mp4)
- transform animated gifs **from gif to AVI** and **from AVI to MPEG-4**
- **convert the PPT slides to PDF by printing to Adobe PDF**



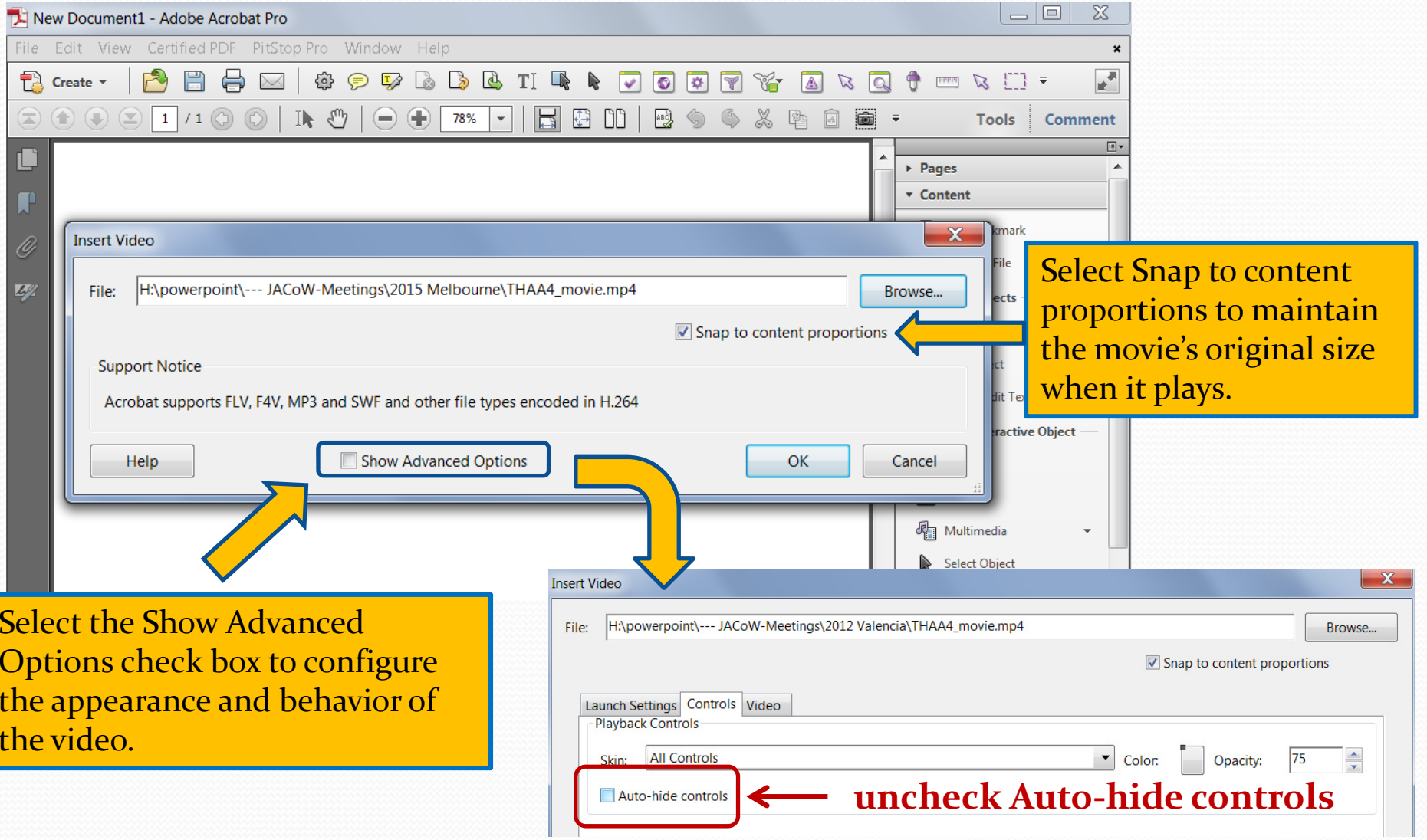
- open the PDF slides file and embed the videos or animated gifs as shown on the next slides ☺

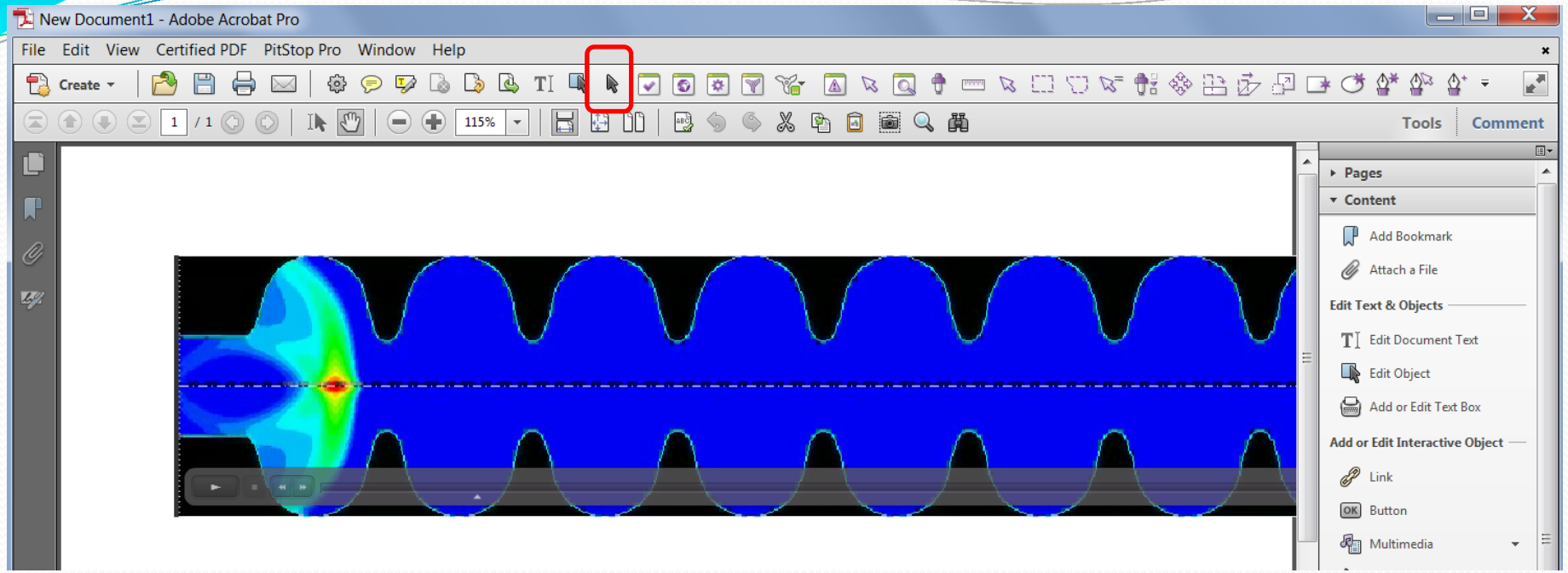
How to insert videos in PDF documents

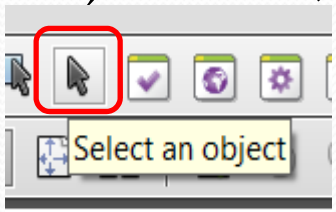
- in Acrobat X click on Tools > Content > Multimedia > Video …



How to insert videos in PDF documents





- If you want to make adjustments, click the movie with the Select Object tool  to activate the frame;

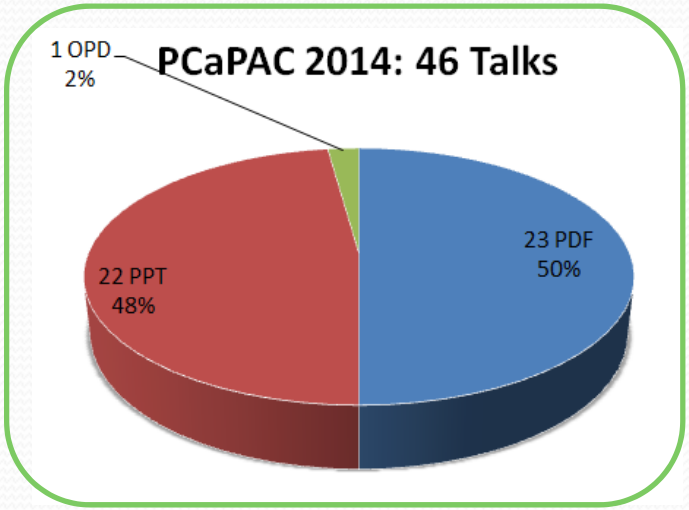
drag the movie to reposition it on the page, or drag a handle to resize the movie's play area.

Statistics

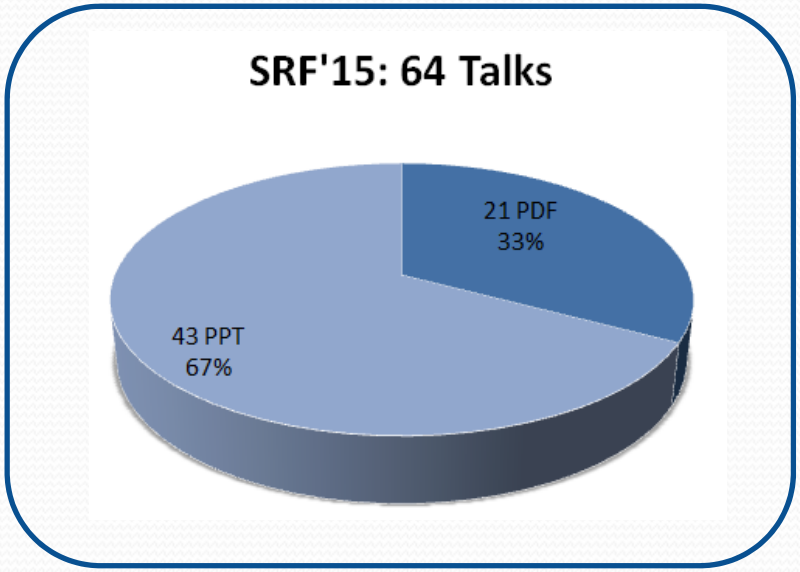
PPT vs PDF slides

Statistics: PPT vs PDF

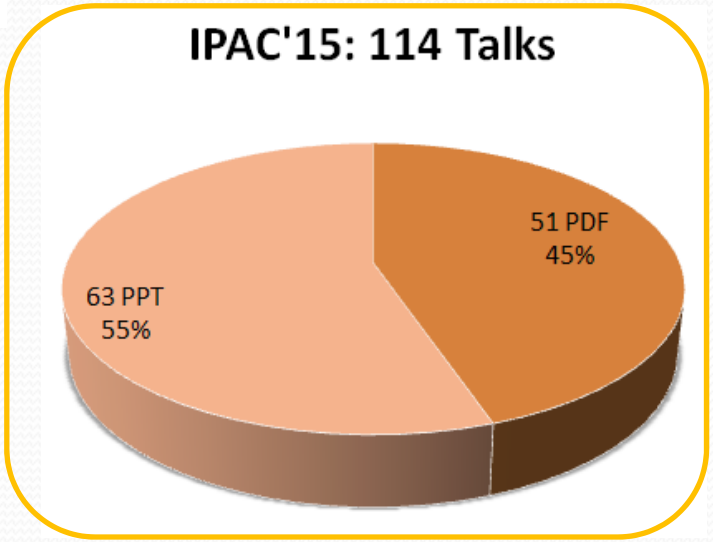
small conference



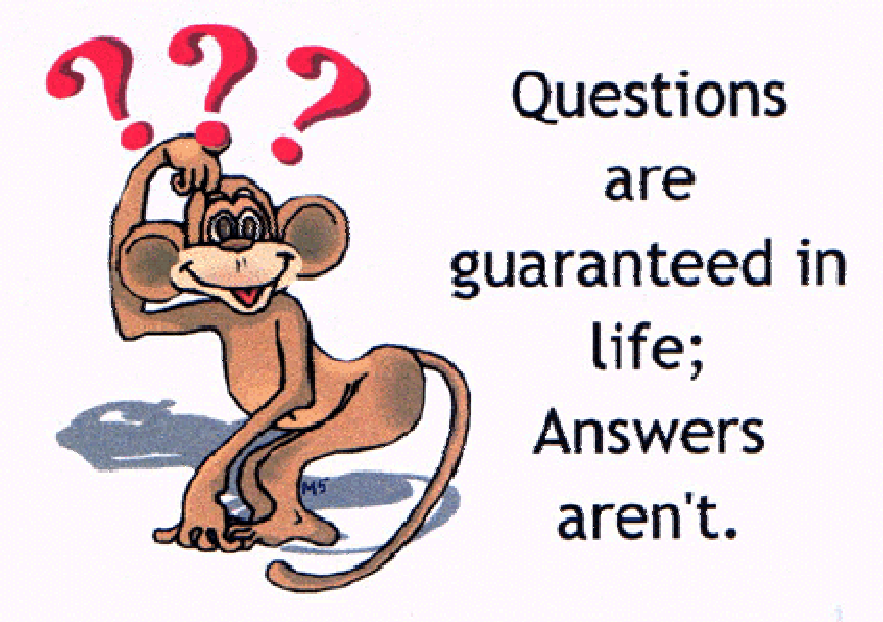
midsize conference



big conference



Questions?



Conclusion

- the procedure is always the same:
  download PPT slides – convert to PDF – upload PDF slides
- in detail: separate overlapping contents, search for bad fonts, embed videos and animations
- time-consuming job, especially for embedded movies and animated gifs, because they need to be converted
- the good thing: it's an easy task AND there is a manual and additional documentation ☺

"Now THAT'S a presentation! Great delivery, great graphics, and he moonwalks from the room."

Thank you ☺