

# Tutorial

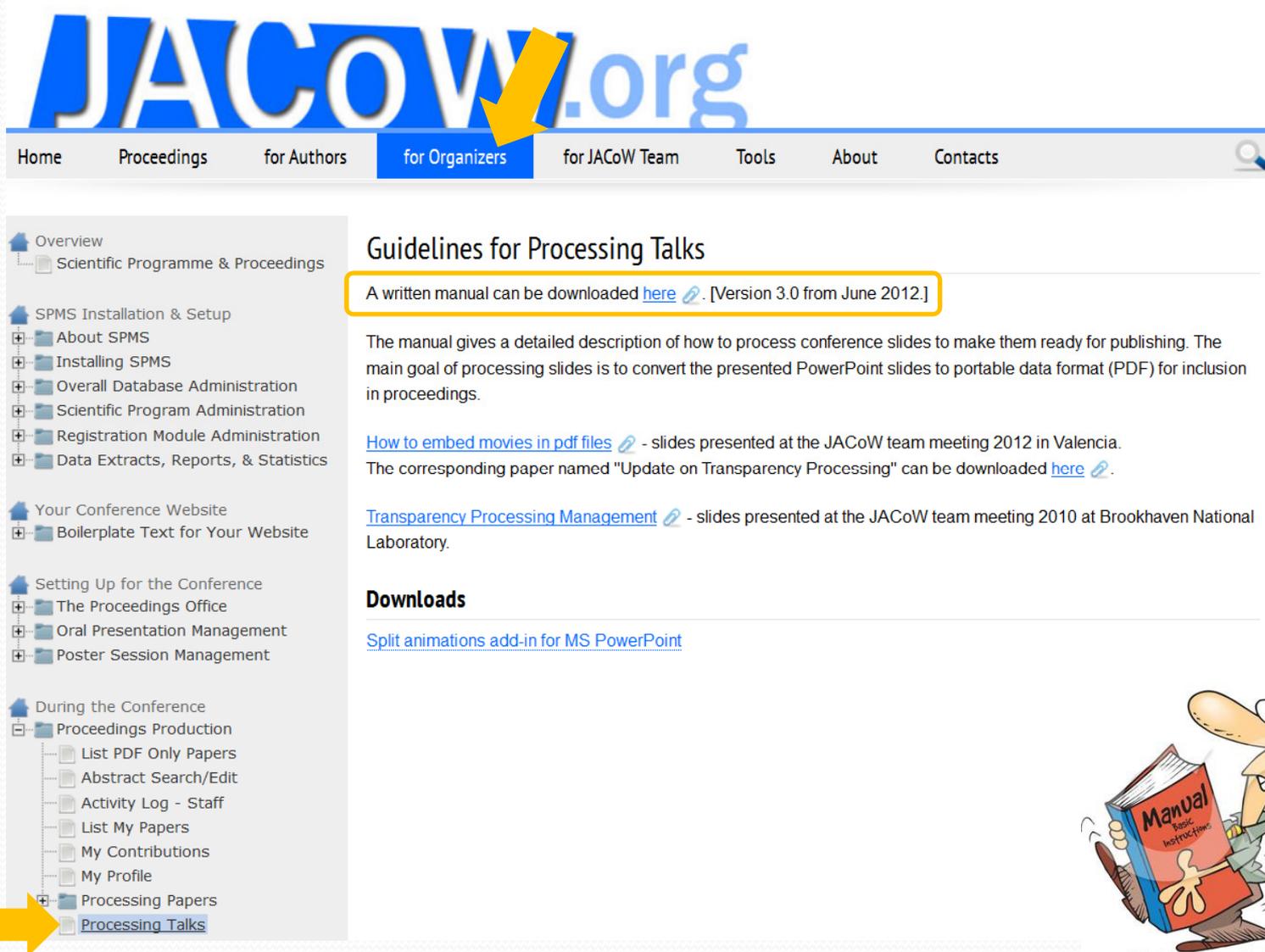
## Editing Slides and Embedding Videos for Newcomers

Michaela Marx, DESY, Hamburg, Germany  
JACoW Team Meeting 2015  
Contribution WEPS4Co1  
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?



**JACoW.org**

Home Proceedings for Authors **for Organizers** for JACoW Team Tools About Contacts

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.

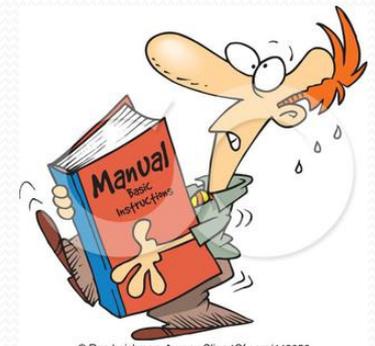
Slides are an additional element presented in the JACoW conference proceedings. They have been published since 2005 on the JACoW web site.

### Contents

1 - Step-by-step guide .....	page 2
2 - How to take over a slides file.....	page 10
3 - Processing slides: Unexpected error messages .....	page 11
4 - Examples of problems .....	page 13
5 - Remarks .....	page 16
Appendix A: The Split Animations add-in for PowerPoint .....	page 17

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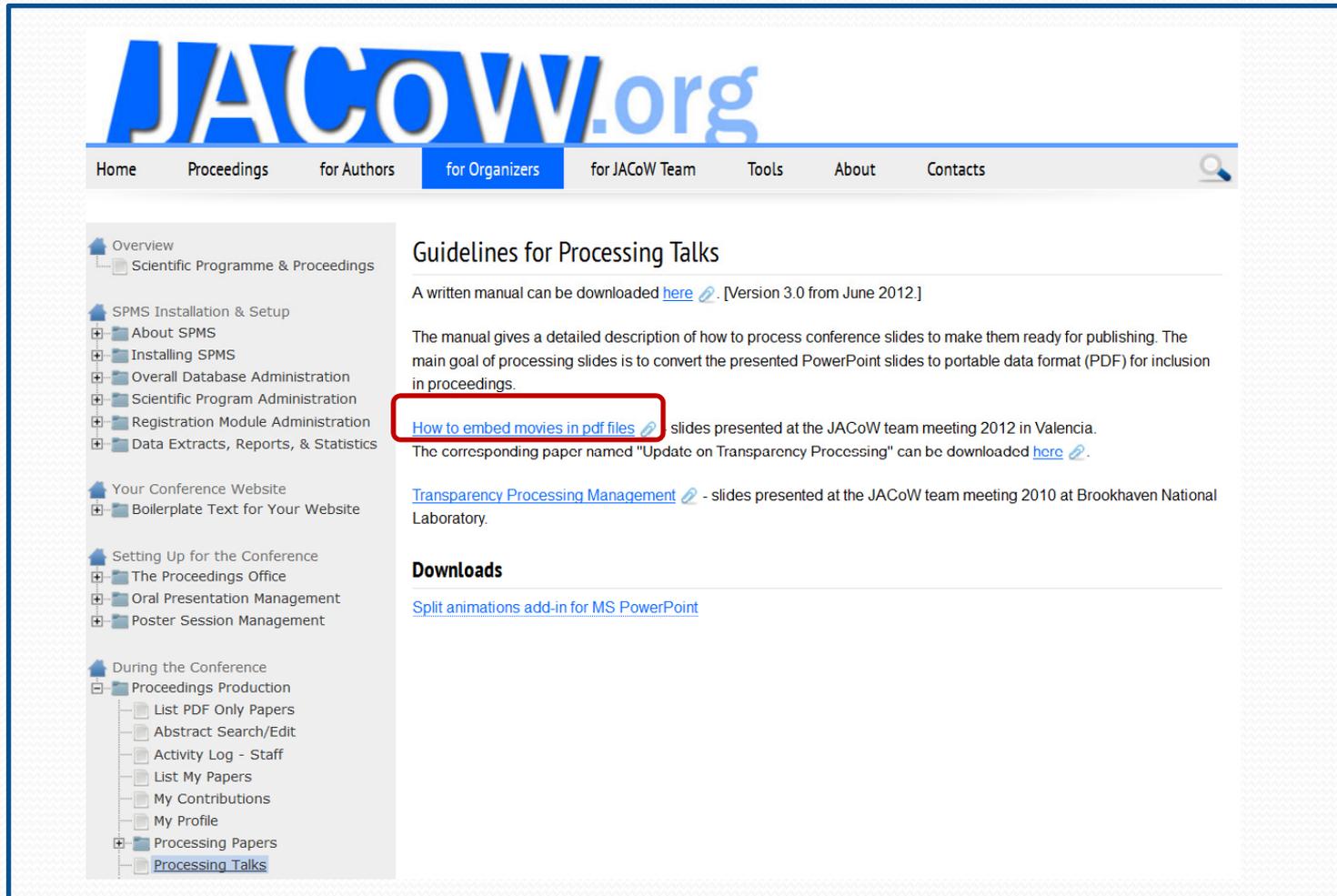
Version 3.0, June 2012



© Ron Leishman \* [www.ClipartOf.com/443053](http://www.ClipartOf.com/443053)

Not part of the manual, but available as well ...

## ► How to embed videos in pdf files



The screenshot shows the JACoW.org website. The main navigation bar includes links for Home, Proceedings, for Authors, for Organizers (highlighted), for JACoW Team, Tools, About, and Contacts. A search icon is located on the right. The left sidebar contains a tree view of the site's structure, with 'Processing Talks' selected under 'During the Conference'. The main content area is titled 'Guidelines for Processing Talks' and contains the following text:

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](#)

# 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>



The image shows a screenshot of the JACoW.org website. At the top, the logo "JACoW.org" is displayed in blue and white. Below the logo is a navigation bar with the following items: Home, Proceedings, for Authors, for Organizers, for JACoW Team (highlighted in blue), and Tools. A yellow arrow points to the "for JACoW Team" link. On the left side, there is a sidebar menu with the following sections: "for JACoW Team" (containing Team Members & Roles, Board of Directors, Stakeholders), "More" (containing Website Updates), "Projects" (containing Continued website development, Current activities (protected)), and "Meetings" (containing TM 2015 - Padova, Italy; TM 2014 - Melbourne, Australia; TM 2013 - Berkeley, CA, USA; TM 2012 - Valencia, Spain; Previous TM and Workshops (highlighted in blue); and Steering Committee Meetings and Notes). A yellow arrow points to the "Previous TM and Workshops" link. The main content area is titled "Team Meetings and Workshops" and contains a list of team meetings with their dates and associated documents:

- [IFIC Team Meeting](#), November 2012
  - [SPMS proceedings](#)
- [SINAP Team Meeting](#), November 2011
  - [SPMS proceedings](#)
- [BNL Team Meeting](#), November 2010
  - [SPMS proceedings](#)
- [DESY Team Meeting](#), November 2009
  - [InDiCo Programme](#)
- [KEK Team Meeting](#), November 2008
  - [InDiCo Programme](#)
  - [Notes of the Meeting](#) 
  - Photos of: [Christine](#), [Ivan](#), [Yong Ho](#)
- [Knoxville Team Meeting](#), October 2007
  - [Notes of the Meeting](#) 

# 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

**Please select the privileges you want enabled**

- Conference Editor
- Editor QA
- Presentations Management
- Transparency Editor
- Transparency Manager
- View SciProg Reports

# Editing Slides: the SPMS environment

## SPMS

 Editor/Proc. Admin 
  Presentations Management 
  Transparency Processing

- SPMS
  - [-] Editor/Proceedings Administration
    - Abstract Search/Edit
    - Activity Log - Staff
    - [+] Email
      - List My Papers
      - My Contributions
      - My Profile
      - Paper Final QA
    - [-] Presentations Management
      - Transparency List
      - Transparency Processing 
      - Transparency Status Maintenance
    - Reassign "Red" Dot Papers
  - [+] General
  - [+] Programme Committee
  - [+] Referee
  - [+] Scientific Program Administration

Day	Invited Oral						Contributed Oral					
	Total	Assignable	Assigned	●	●	●	Total	Assignable	Assigned	●	●	●
<a href="#">Sunday</a>	1	0	1	0	0	0	0	0	0	0	0	0
<a href="#">Monday</a>	6	6	6	0	0	6	18	18	18	0	0	18
<a href="#">Tuesday</a>	12	12	12	0	0	12	18	18	18	0	0	18
<a href="#">Wednesday</a>	21	19	19	0	0	19	12	12	12	0	0	12
<a href="#">Thursday</a>	20	19	19	0	0	19	0	0	0	0	0	0
<a href="#">Friday</a>	10	10	10	0	0	10	0	0	0	0	0	0
<b>Totals</b>	<b>70</b>	<b>66</b>	<b>67</b>	<b>0</b>	<b>0</b>	<b>66</b>	<b>48</b>	<b>48</b>	<b>48</b>	<b>0</b>	<b>0</b>	<b>48</b>




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	●	●	●
<a href="#">Sunday</a>	1	0	1	0	0	0	0	0	0	0	0	0
<a href="#">Monday</a>	6	6	6	0	0	6	18	18	18	0	0	18
<a href="#">Tuesday</a>	12	12	12	0	0	12	18	18	18	0	0	18
<a href="#">Wednesday</a>	21	19	19	0	0	19	12	12	12	0	0	12
<a href="#">Thursday</a>	20	19	19	0	0	19	0	0	0	0	0	0
<a href="#">Friday</a>	10	10	10	0	0	10	0	0	0	0	0	0
<b>Totals</b>	<b>70</b>	<b>66</b>	<b>67</b>	<b>0</b>	<b>0</b>	<b>66</b>	<b>48</b>	<b>48</b>	<b>48</b>	<b>0</b>	<b>0</b>	<b>48</b>



Get Next Transparency

List My Active Transparencies

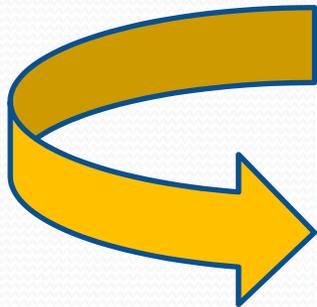
List All My Transparencies

Paper ID	Time	Set Status	Upload	Download	Log
SUWSM1	Sunday, 19:00	? <input type="button" value="Set Status"/>	<a href="#">Upload</a>	<a href="#">Download</a>	<ul style="list-style-type: none"> <li>✔ <b>Email:</b> [08-MAY-15 17:34 (Europe/Berlin)] <a href="#">IPAC'15: Publication of the Pre-press Proceedings</a></li> <li>✔ <b>Email:</b> [05-MAY-15 12:19 (Europe/Berlin)] <a href="#">IPAC15: Microphone information for speakers</a></li> <li>✔ <b>Transparency Reassigned</b> [Michaela Marx 04-MAY-15 16:26 (Europe/Berlin)]</li> <li>✔ <b>Transparency Assigned</b> [Michaela Marx 04-MAY-15 16:26 (Europe/Berlin)]</li> <li>✔ <b>Email:</b> [23-APR-15 15:38 (Europe/Berlin)] <a href="#">IPAC15: Reminder of contribution upload deadline</a></li> <li>✔ <b>Abstract Owner Changed</b> [Todd Satogata 21-APR-15 22:26 (Europe/Berlin)]</li> <li>✔ <b>Abstract Initial QA Performed</b> [Todd Satogata 21-APR-15 22:26 (Europe/Berlin)]</li> <li>✔ <b>Abstract Created</b> [Todd Satogata 21-APR-15 22:26 (Europe/Berlin)]</li> </ul>

# 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



## Download files for MOXAMH01

Download a ZIP file with ALL the < last > files.

### PPT - 'PPT' files

	Filename	Version	
Get this ->	MOXAMH01_TALK.PPT	< last > - Sun May 23 17:14:26 2010	log

### PS - PostScript files

	Filename	Version	
Get this ->	MOXAMH01.PS	< last > - Sun May 23 13:07:22 2010	log

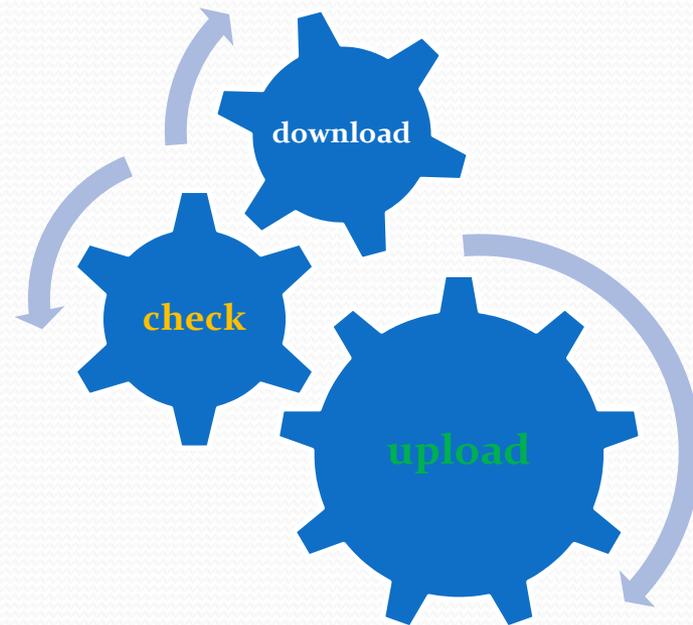
### PDF - Portable Document Format files

	Filename	Version	
Get this ->	MOXAMH01_TALK.PDF	< last > - Mon May 24 10:23:33 2010	log
Get this ->	MOXAMH01.PDF	< last > - Sun May 23 13:07:35 2010	log

### DOC - Microsoft Word documents

	Filename	Version	
Get this ->	MOXAMH01.doc	< last > - Thu May 20 16:34:53 2010	log

# Processing PDF slides

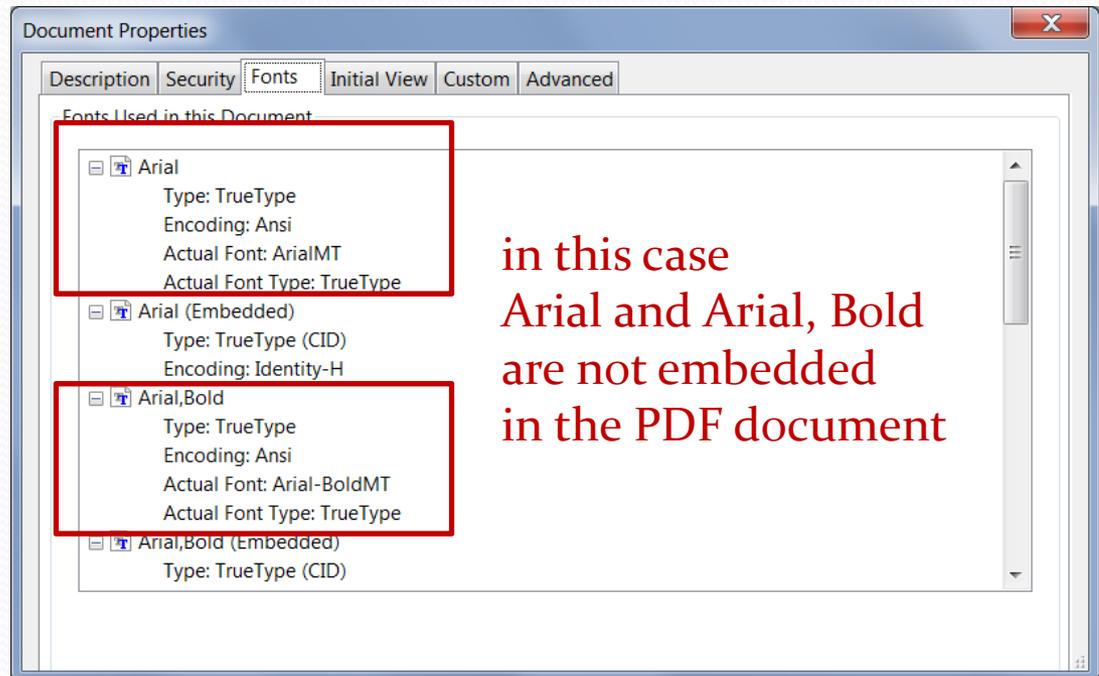


# Processing PDF Slides

▶ If the author uploaded a PDF slides file ...

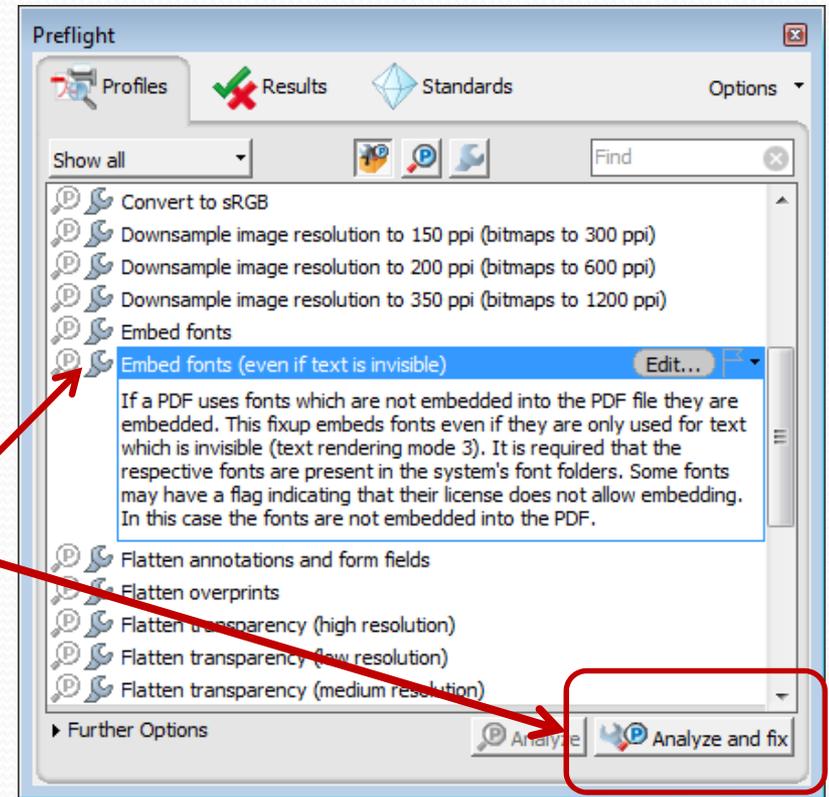
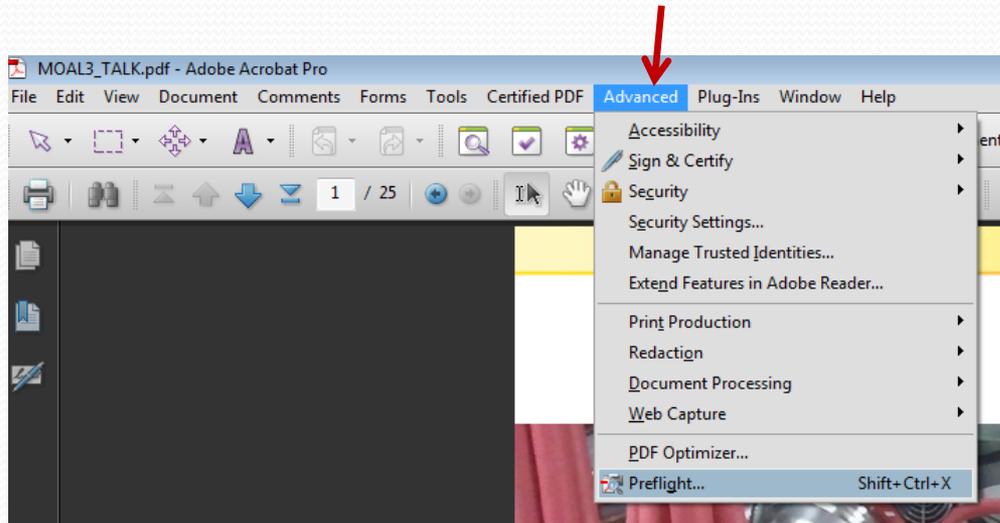
... great 😊

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



# Editing Slides – how to embed missing fonts in PDF slides

► **in Acrobat 9** click on **Advanced** ► **Preflight** or do **SHIFT-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** (**SHIFT-CTRL-X**)

The screenshot shows the Adobe Acrobat Pro interface. The main window displays a PDF slide with the Argonne National Laboratory logo and a bulleted list of content. The Preflight dialog box is open, showing various PDF analysis and fixup options. The 'Print Production' tool is selected in the Tools panel on the right. A red arrow points from the 'Tools' button in the top toolbar to the 'Print Production' tool in the Tools panel. A red box highlights the 'Print Production' tool, and a red box highlights the 'Analyze and fix' button in the Preflight dialog box. A yellow arrow points to the 'Analyze and fix' button.

**Tools** **Comment**

**Print Production**

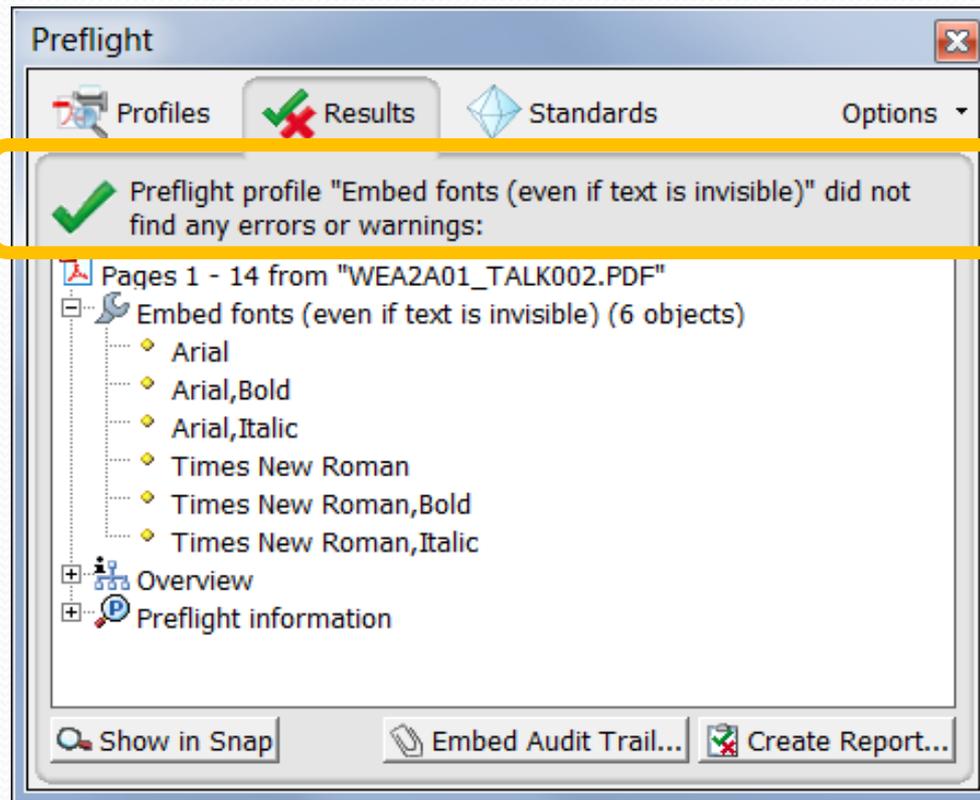
- Acrobat Distiller
- Output Preview
- Preflight**
- Trap Presets
- Convert Colors
- Ink Manager
- Set Page Boxes
- Add Printer Marks
- Fix Hairlines
- Flattener Preview
- JDF Job Definitions

**Analyze and fix**

- Introduction
  - History
  - Features
- High-velocity
  - Application
  - Electromagnetic
  - Multipacting
  - Processing
  - To date test
- Concluding remarks

# 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	●	●	●
<a href="#">Sunday</a>	1	0	1	0	0	0	0	0	0	0	0	0
<a href="#">Monday</a>	6	6	6	0	0	6	18	18	18	0	0	18
<a href="#">Tuesday</a>	12	12	12	0	0	12	18	18	18	0	0	18
<a href="#">Wednesday</a>	21	19	19	0	0	19	12	12	12	0	0	12
<a href="#">Thursday</a>	20	19	19	0	0	19	0	0	0	0	0	0
<a href="#">Friday</a>	10	10	10	0	0	10	0	0	0	0	0	0
<b>Totals</b>	<b>70</b>	<b>66</b>	<b>67</b>	<b>0</b>	<b>0</b>	<b>66</b>	<b>48</b>	<b>48</b>	<b>48</b>	<b>0</b>	<b>0</b>	<b>48</b>

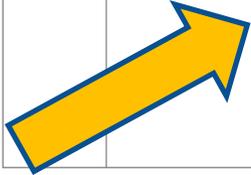


Get Next Transparency

List My Active Transparencys

List All My Transparencys

Paper ID	Time	Set Status	Upload	Download	Log
SUWSM1	Sunday, 19:00	<div style="border: 1px solid black; padding: 2px;"> <span>?</span> ▼           <ul style="list-style-type: none"> <li><span>?</span></li> <li>Red</li> <li>Yellow</li> <li>Green</li> </ul> </div>	<a href="#">Upload</a>	<a href="#">Download</a>	<ul style="list-style-type: none"> <li>✓ <b>Email:</b> [08-MAY-15 17:34 (Europe/Berlin)] <a href="#">IPAC'15: Publication of the Pre-press Proceedings</a></li> <li>✓ <b>Email:</b> [05-MAY-15 12:19 (Europe/Berlin)] <a href="#">IPAC15: Microphone information for speakers</a></li> <li>✓ <b>Transparency Reassigned</b> [Michaela Marx 04-MAY-15 16:26 (Europe/Berlin)]</li> <li>✓ <b>Transparency Assigned</b> [Michaela Marx 04-MAY-15 16:26 (Europe/Berlin)]</li> <li>✓ <b>Email:</b> [23-APR-15 15:38 (Europe/Berlin)] <a href="#">IPAC15: Reminder of contribution upload deadline</a></li> <li>✓ <b>Abstract Owner Changed</b> [Todd Satogata 21-APR-15 22:26 (Europe/Berlin)]</li> <li>✓ <b>Abstract Initial QA Performed</b> [Todd Satogata 21-APR-15 22:26 (Europe/Berlin)]</li> <li>✓ <b>Abstract Created</b> [Todd Satogata 21-APR-15 22:26 (Europe/Berlin)]</li> </ul>



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

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

## IPAC 2015 File Upload

**Abstract: SUWSM1** The Impact of "Big Science" on the U.S. Economy

**Paper ID** SUWSM1

**Presentation Type** Invited Oral

SUWSM -- Thom Mason Public Lecture

**Program Session** 05/03/2015 1900 -- 2000

Science Museum of Virginia

[File Upload Instructions](#)

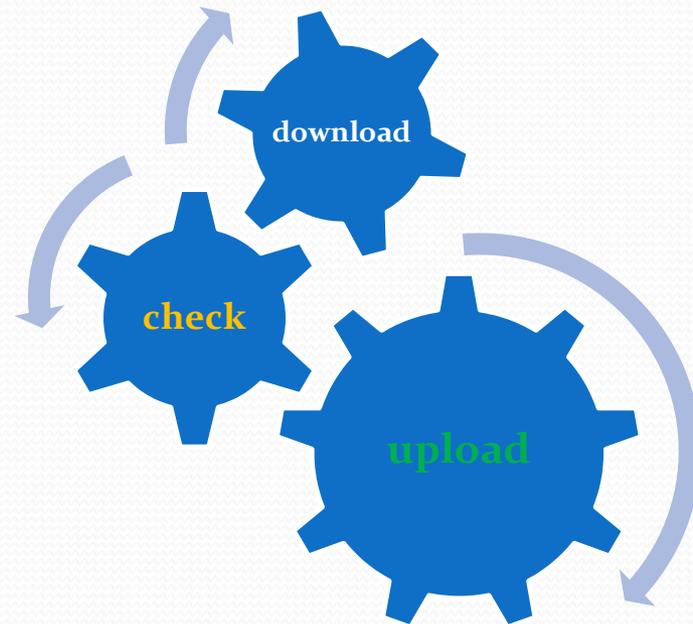
**File Type**

**Platform**

**File to Upload**  No file selected.

**Comments (Optional)**

# Processing PowerPoint slides



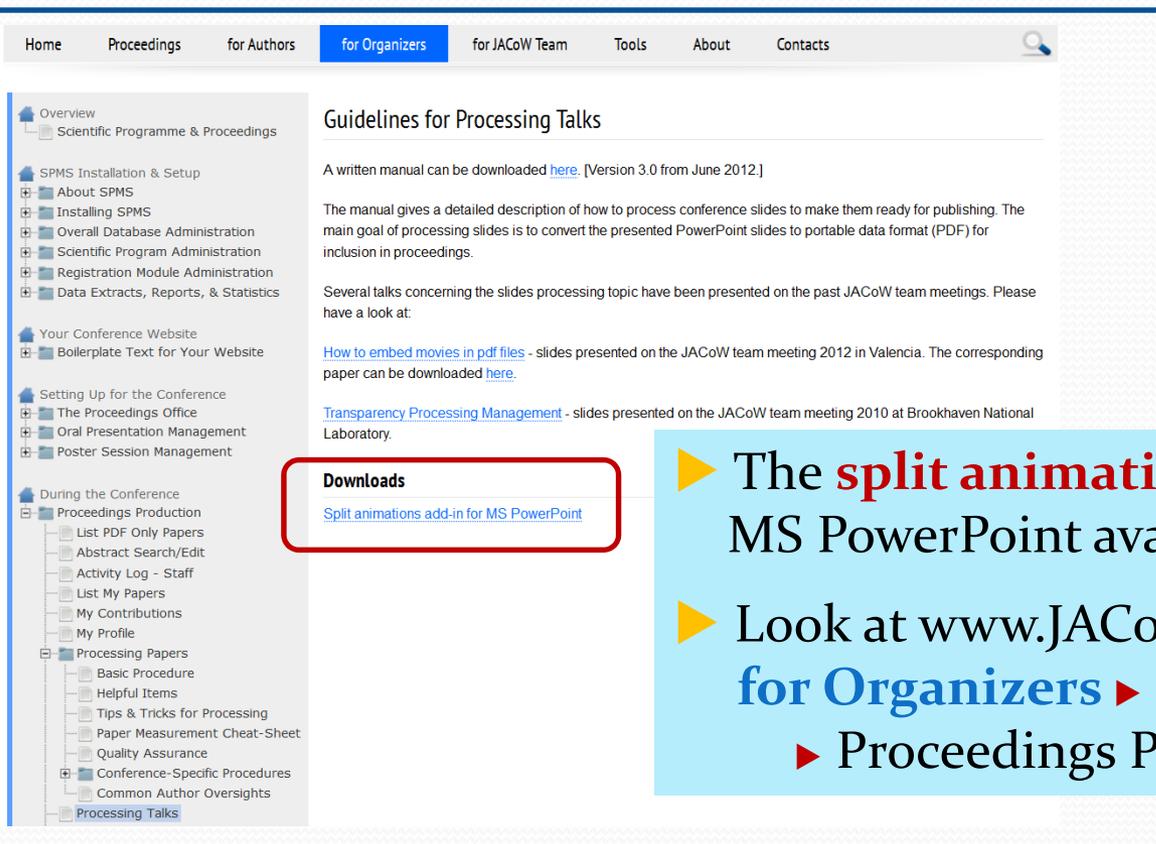
# Now the challenge: Processing PPT slides

- ▶ 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 screenshot shows the 'for Organizers' page on the JACoW website. The navigation menu includes Home, Proceedings, for Authors, for Organizers (selected), for JACoW Team, Tools, About, and Contacts. The main content area is titled 'Guidelines for Processing Talks' and contains several paragraphs of text and links. A red box highlights the 'Downloads' section, which contains the link 'Split animations add-in for MS PowerPoint'. The left sidebar contains a tree view of the website's structure, including sections like 'Overview', 'SPMS Installation & Setup', 'Your Conference Website', 'Setting Up for the Conference', and 'During the Conference'.

- ▶ The **split animations macro** is an Add-In for MS PowerPoint available on the JACoW website
- ▶ Look at [www.JACoW.org/](http://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 ...

PowerPoint Options

View and manage Microsoft Office Add-ins.

**Add-ins**

Name	Location	Type
<b>Active Application Add-ins</b>		
Acrobat PDFMaker Office COM Addin	C:\...crobat 10.0\PDFMaker\Office\PDFMOfficeAddin.dll	COM Add-in
SplitAnimations	D:\...rleans WORK\Michaela-Slides\SplitAnimations.ppa	PowerPoint Add-in
<b>Inactive Application Add-ins</b>		
Custom XML Data	C:\... Files (x86)\Microsoft Office\Office14\OFFRHD.DLL	Document Inspector
Invisible On-Slide Content	C:\... Files (x86)\Microsoft Office\Office14\OFFRHD.DLL	Document Inspector
Off-Slide Content	C:\... Files (x86)\Microsoft Office\Office14\OFFRHD.DLL	Document Inspector
OneNote Linked Notes Add-in	C:\... Files (x86)\Microsoft Office\Office14\ONBtmPPT.dll	COM Add-in
OneNote Notes about PowerPoint Presentations	C:\...iles (x86)\Microsoft Office\Office14\ONPPTAddin.dll	COM Add-in
Presentation Notes	C:\... Files (x86)\Microsoft Office\Office14\OFFRHD.DLL	Document Inspector
<b>Document Related Add-ins</b>		
No Document Related Add-ins		
<b>Disabled Application Add-ins</b>		
No Disabled Application Add-ins		

Add-in: Acrobat PDFMaker Office COM Addin  
Publisher: Adobe Systems, Incorporated  
Compatibility: No compatibility information available  
Location: C:\Program Files (x86)\Adobe\Acrobat 10.0\PDFMaker\Office\...

Description: Acrobat PDFMaker Office COM Addin

Manage: PowerPoint Add-ins Go...

**Add-Ins**

Available Add-Ins:

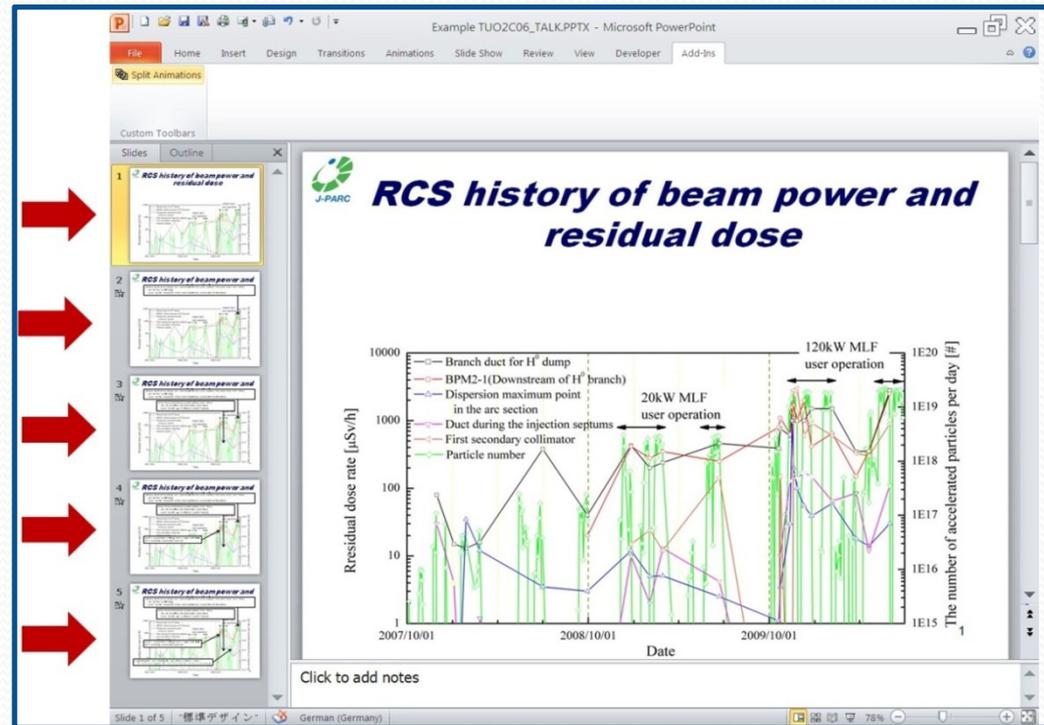
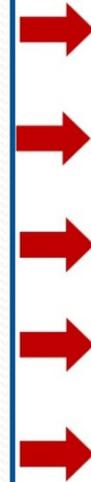
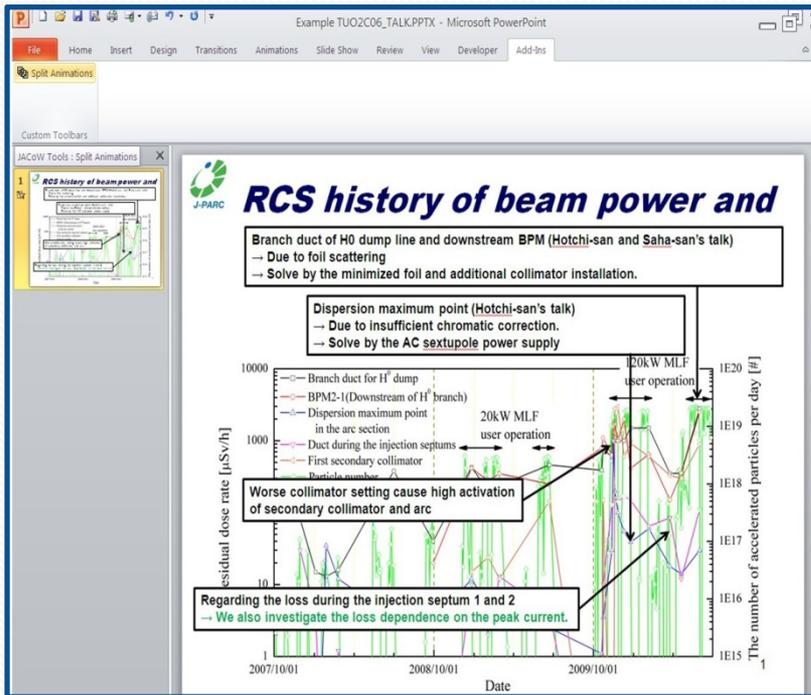
- SplitAnimations

Load  
Unload  
Add New...  
Remove  
Close

► 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



The screenshot shows a Microsoft PowerPoint presentation titled 'TUAA02\_TALK.PPTX [Read-Only]'. The 'View' tab is active, showing options like 'Color', 'Grayscale', 'Black and White', 'New Window', 'Arrange All', 'Cascade', 'Move Split', 'Switch Windows', and 'Macros'. The slide 'Injector Cryomodule' is selected in the 'Slides' pane, indicated by a yellow arrow. The slide content includes the TRIUMF logo, a 3D cutaway diagram of the cryomodule, and a list of features:

## Injector Cryomodule

**Houses**

- one nine-cell 1.3GHz cavity
- Two 50kW power couplers

**Features**

- 4K/2K heat exchanger with JT valve on board
- Scissor tuner with warm motor
- LN2 thermal shield – 4K thermal intercepts via syphon
- Two layers of mu-metal
- WPM alignment system

# How to fix simple overlaps manually?

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

Slides Outline

6 TRIUMF RF Power Coupler

7 TRIUMF Injector Cryomodule

8 TRIUMF Accelerator Cryomodule

TRIUMF

## Injector Cryomodule

Heat exchanger

4K separator

strongback

2K separator

### Houses

- one nine-cell 1.3GHz cavity
- Two 50kW power couplers

### Features

- 4K/2K heat exchanger with JT valve on board
- Scissor tuner with warm motor
- LN2 thermal shield – 4K thermal intercepts via syphon
- Two layers of mu-metal
- WPM alignment system

▶ 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 😊

The screenshot shows a Beamer presentation with three slides. Slide 6, 'RF Power Coupler', is partially obscured by slide 7, 'Injector Cryomodule'. Slide 7 is partially obscured by slide 8, 'Injector Cryomodule'. The overlapping areas are highlighted with yellow boxes. The text on the slides includes technical details about RF conditioning, pulse mode, and cryomodule features like heat exchangers, thermal shields, and alignment systems.



The screenshot shows the same Beamer presentation after manual editing. The overlapping content has been removed from the original slides, and the copy slides now display the full content without overlaps. Slide 6 is now fully visible, and slide 7 is also fully visible, with no overlapping content. The text on the slides remains the same as in the original presentation.

# 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	<ul style="list-style-type: none"><li>✔ Email: [08-MAY-15 17:34 (Europe/Berlin)] <a href="#">IPAC'15: Publication of the Pre-press Proceedings</a></li><li>✔ Email: [05-MAY-15 12:19 (Europe/Berlin)] <a href="#">IPAC15: Microphone information for speakers</a></li><li>✔ Transparency Reassigned [Michaela Marx 04-MAY-15 16:26 (Europe/Berlin)]</li><li>✔ Transparency Assigned [Michaela Marx 04-MAY-15 16:26 (Europe/Berlin)]</li><li>✔ Email: [23-APR-15 15:38 (Europe/Berlin)] <a href="#">IPAC15: Reminder of contribution upload deadline</a></li><li>✔ Abstract Owner Changed [Todd Satogata 21-APR-15 22:26 (Europe/Berlin)]</li><li>✔ Abstract Initial QA Performed [Todd Satogata 21-APR-15 22:26 (Europe/Berlin)]</li><li>✔ Abstract Created [Todd Satogata 21-APR-15 22:26 (Europe/Berlin)]</li></ul>



## SRF 2015 File Upload

**Abstract:** TUA02 Commissioning of the SRF Linac for ARIEL

**Paper ID** TUA02

**Presentation Type** Invited Oral

TUA -- Facilities II

**Program Session** 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 screenshot shows the Microsoft PowerPoint interface with the 'Print' task pane on the left and the 'Adobe PDF Document Properties' dialog box open on the right. The 'Print' task pane has a yellow box around the 'Printer' section, which lists 'Adobe PDF Ready' and a 'Printer Properties' link. A blue arrow points from this link to the 'Adobe PDF Document Properties' dialog. The dialog has three tabs: 'Layout', 'Paper/Quality', and 'Adobe PDF Settings'. The 'Adobe PDF Settings' tab is active and contains several options: 'Default Settings' is set to 'JACoW-10' (highlighted with a red box); 'Adobe PDF Security' is 'None'; 'Adobe PDF Output Folder' is 'Prompt for Adobe PDF filename'; 'Adobe PDF Page Size' is 'Slide 7.5 x 10' (highlighted with a red box); 'View Adobe PDF results' is checked; 'Add document information' is checked; 'Rely on system fonts only; do not use document fonts' is unchecked (with a yellow arrow pointing to it and the text 'uncheck here'); 'Delete log files for successful jobs' is checked; and 'Ask to replace existing PDF file' is checked (with a yellow arrow pointing to it and the text 'check this box'). The 'OK' and 'Cancel' buttons are at the bottom right of the dialog.

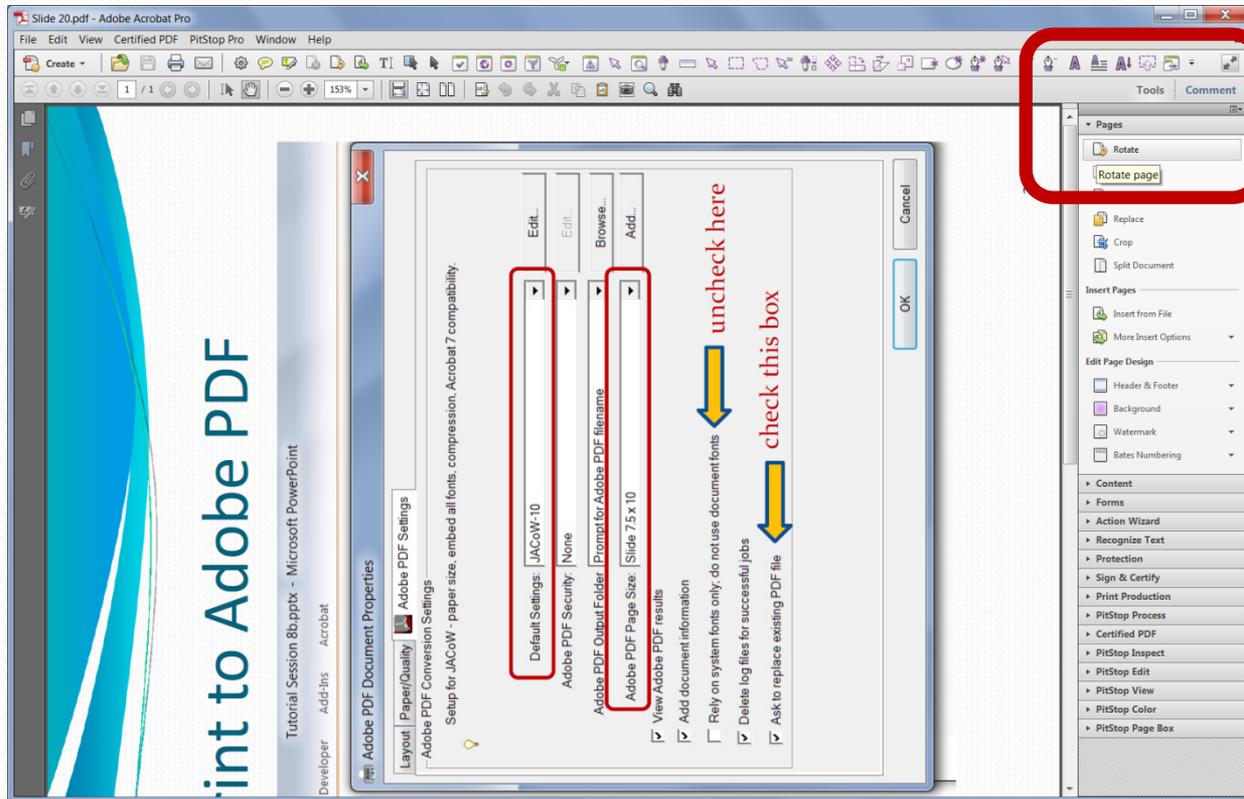
► the **JACoW-10 options** make sure that all fonts will be embedded



# 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



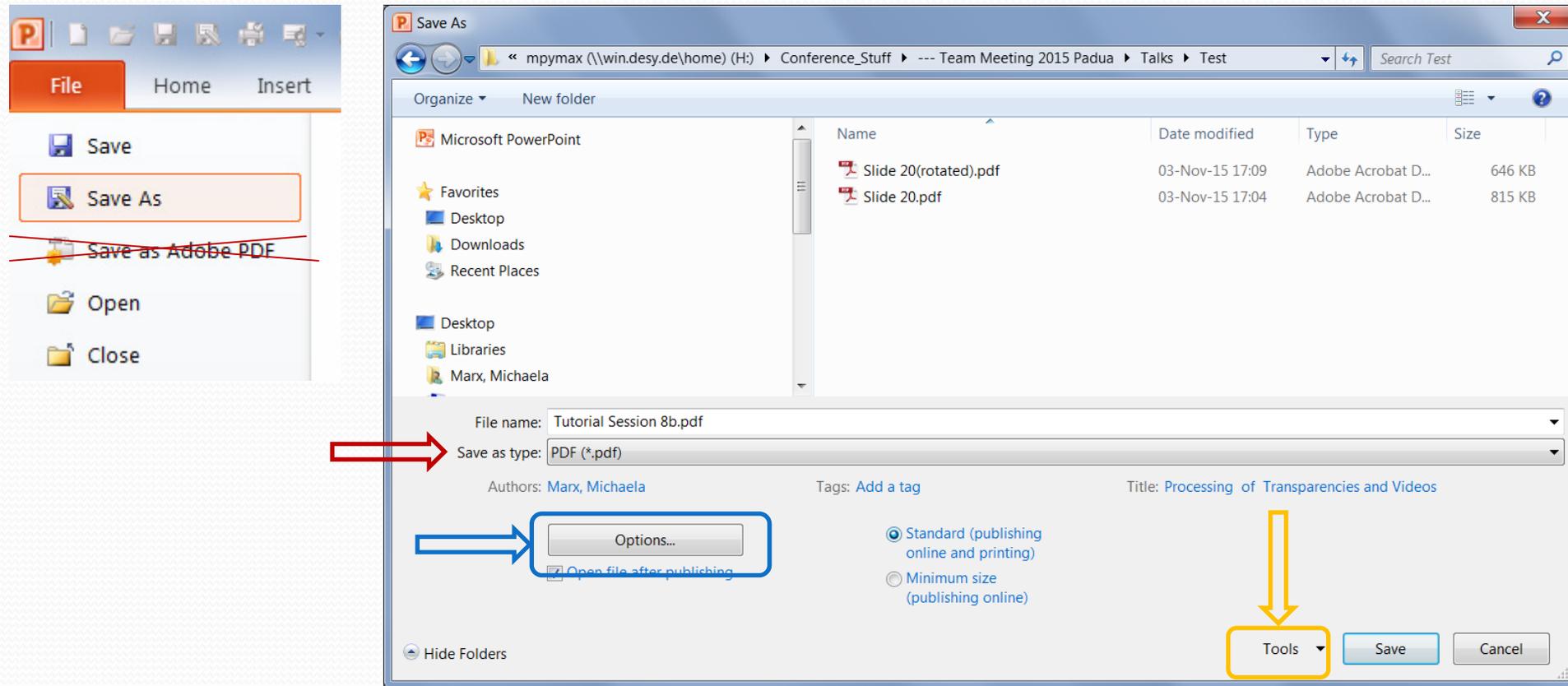
► save the new PDF file, check the fonts and upload the slides to the database



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

# Convert PPT to PDF: Save as type PDF

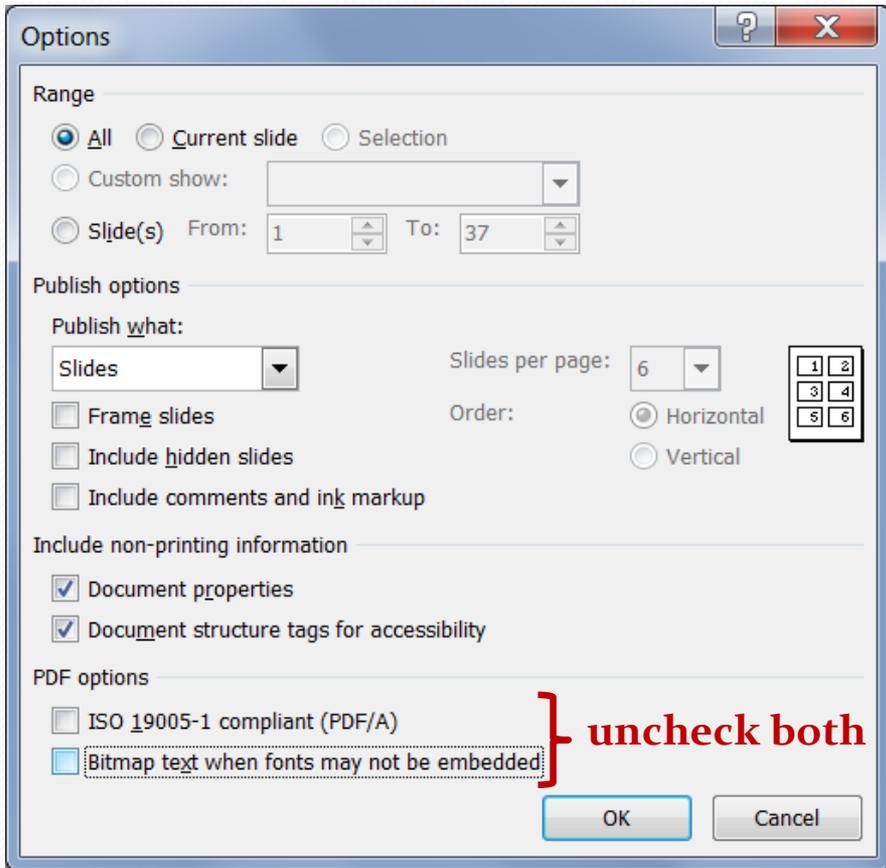
► click on **File** ► **Save As** and save as type PDF



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

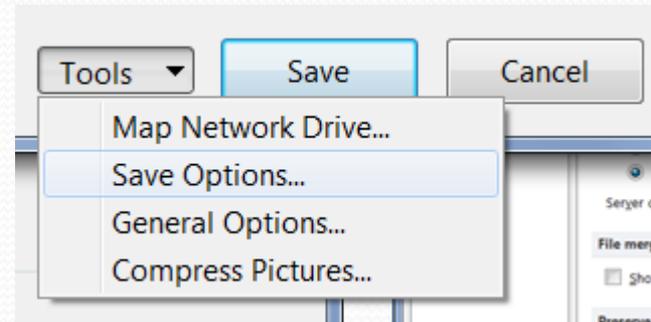
# Convert PPT to PDF: Save as type PDF options

## ► PDF Options:



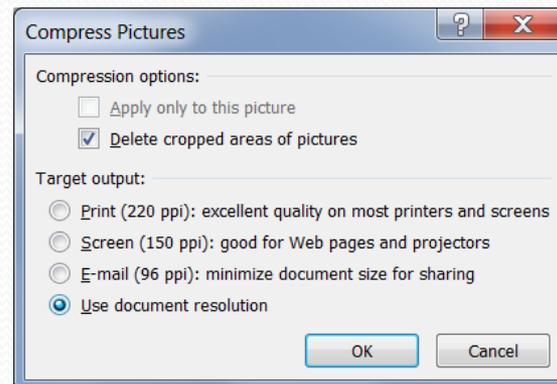
► Note: Options cannot be saved ☹

► Tools ► Save Options... to embed the fonts



- Embed fonts in the file ⓘ
- Embed only the characters used in the presentation (best for reducing file size)
  - Embed all characters (best for editing by other people)

► Tools ► Compress Pictures... to use document resolution

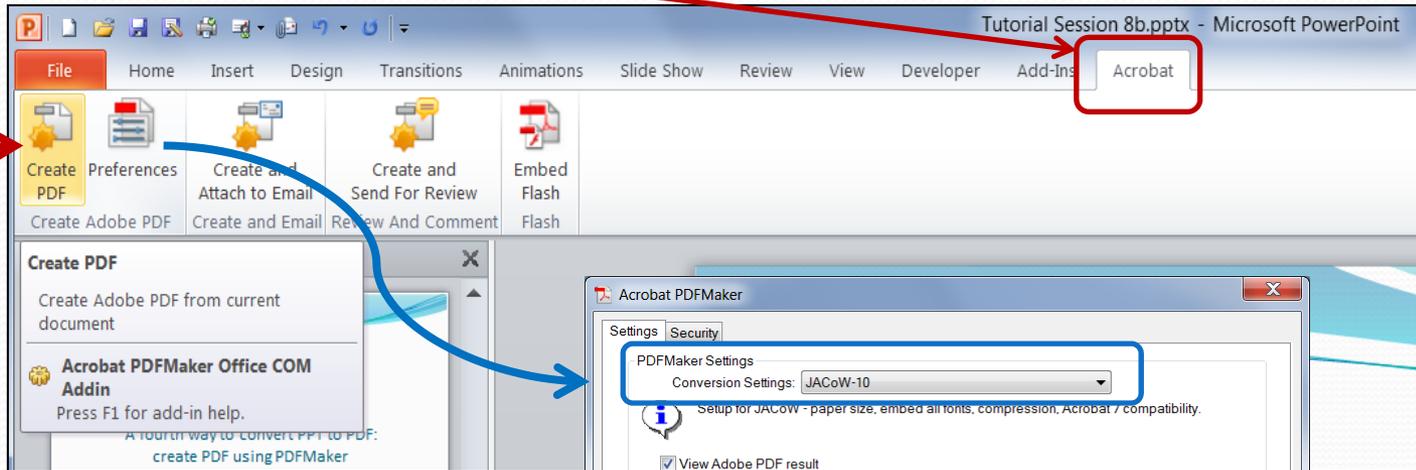




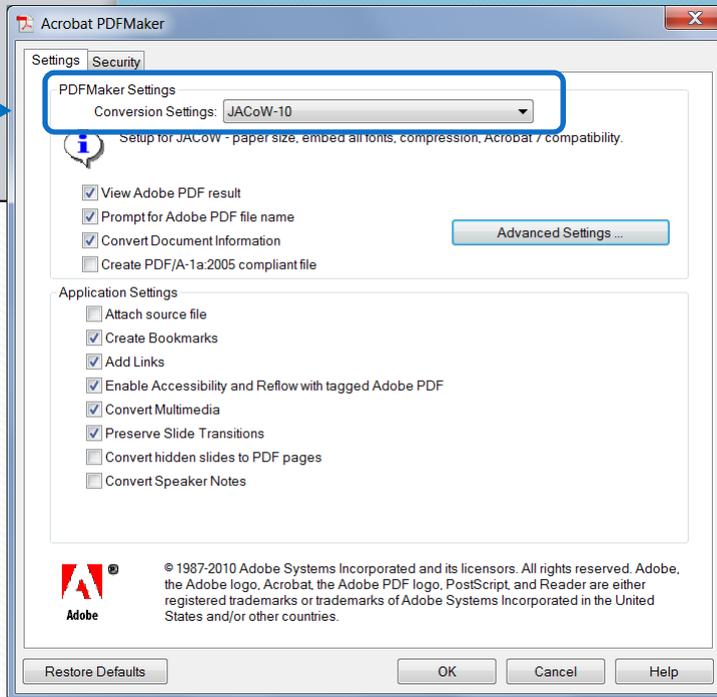
A third way to convert PPT to PDF:  
create PDF using PDFMaker

# Convert PPT to PDF: using Acrobat PDFMaker

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

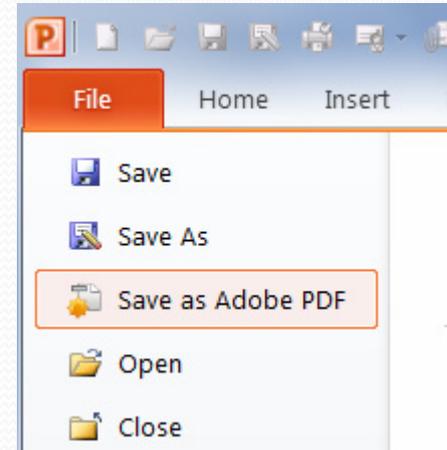


- ▶ click on **Preferences** and use **JACoW-10** conversion settings



# 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 recommended to use!**

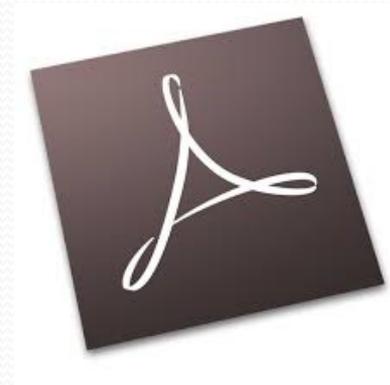


# A different way to convert PPT to PDF: print to JACoW postscript printer and distill



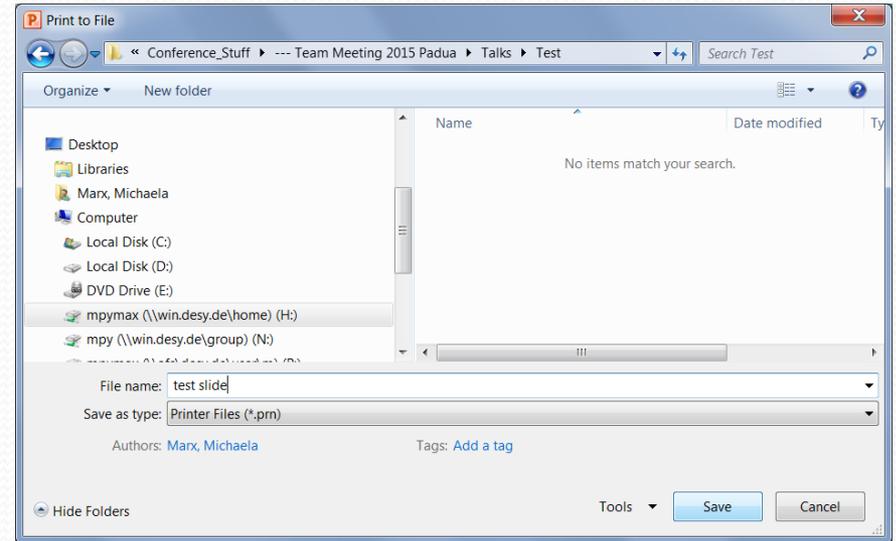
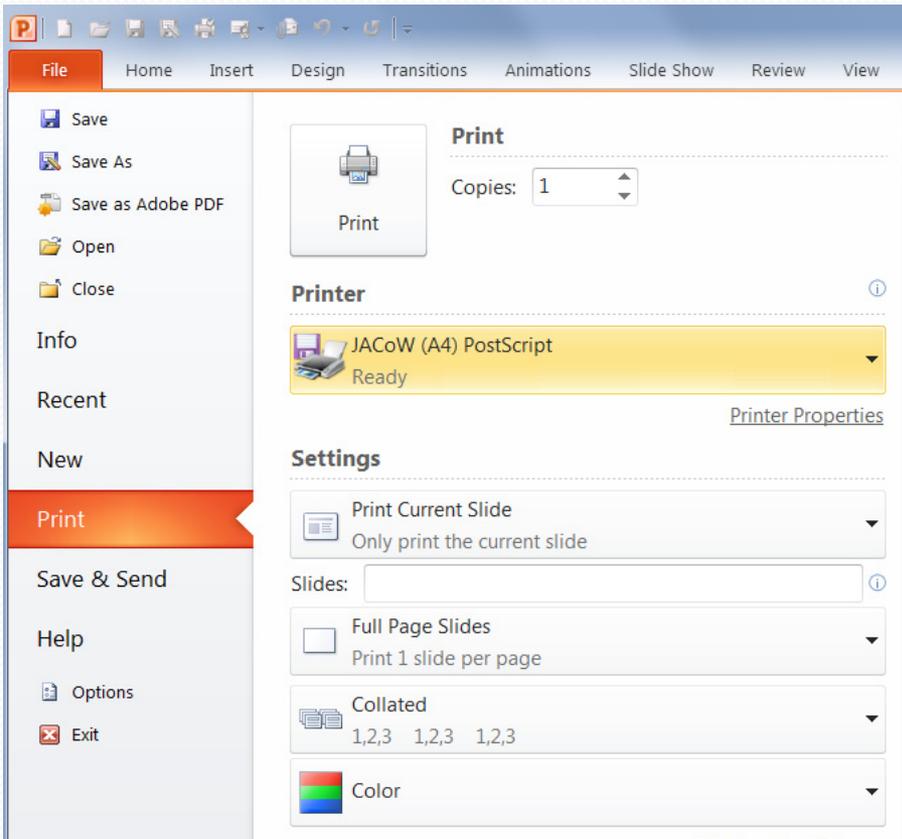
JACoW (Letter)  
PostScript

&

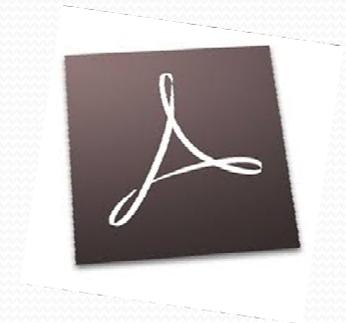


- ▶ The **Print to Adobe PDF** and **Print to PostScript (file)** and **Distill** methods of PDF generation **are functionally the same** – both are using the Distiller!
- ▶ **this way of conversion PPT slides to PDF is obsolete!**

# 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](http://help.adobe.com/en_US/acrobat/X/pro/using/acrobat_X_pro_help.pdf)

<b>Chapter 3: Creating PDFs</b>	
Overview of creating PDFs .....	40
Creating simple PDFs with Acrobat .....	42
Scan documents to PDF .....	46
Using the Adobe PDF printer .....	51
Creating PDFs with PDFMaker (Windows) .....	54
Converting web pages to PDF .....	70
Creating PDFs with Acrobat Distiller .....	75
Adobe PDF conversion settings .....	79
Fonts .....	93

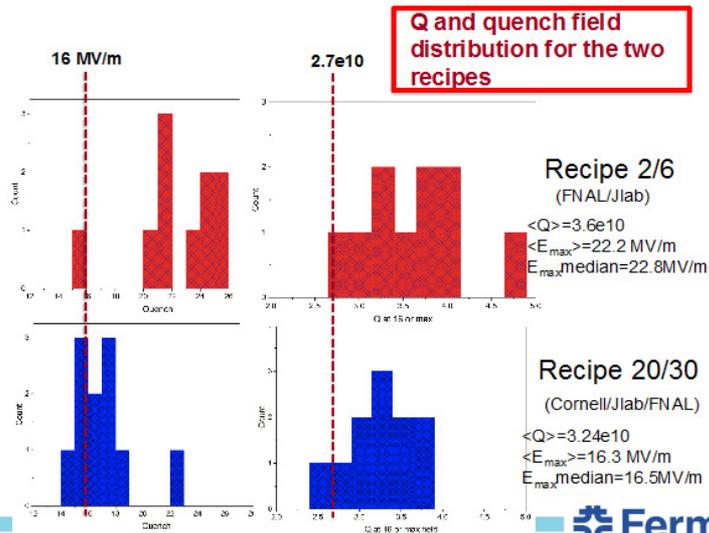
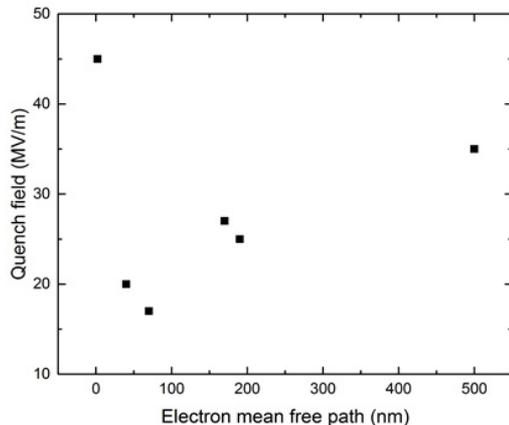


# Examples, Tips & Tricks and Curiosities

# 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



# Example: PPT slide containing text and images converted to PDF

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

Example MOBA06 Slide 20.pdf - Adobe Acrobat Pro

File Edit View Certified PDF PitStop Pro Window Help

Create [Icons]

1 / 1 106%

## Recipe optimization: quench fields

- Light doping yields to higher quench field than heavy doping
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Quench field (MV/m)

Electron mean free path (nm)

16 MV/m

2.7e10

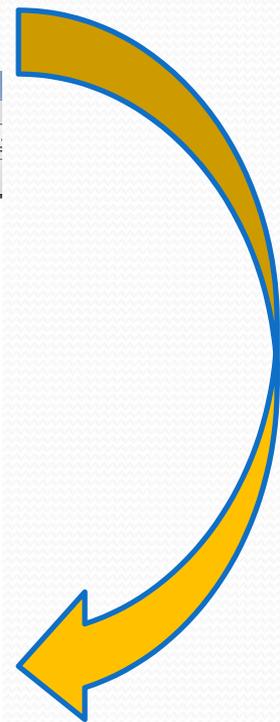
Recipe 2/6 (FNAL/Jlab)

- <Q>=3.6e10
- <E<sub>max</sub>>=22.2 MV/m
- E<sub>max</sub> median=22.8MV/m

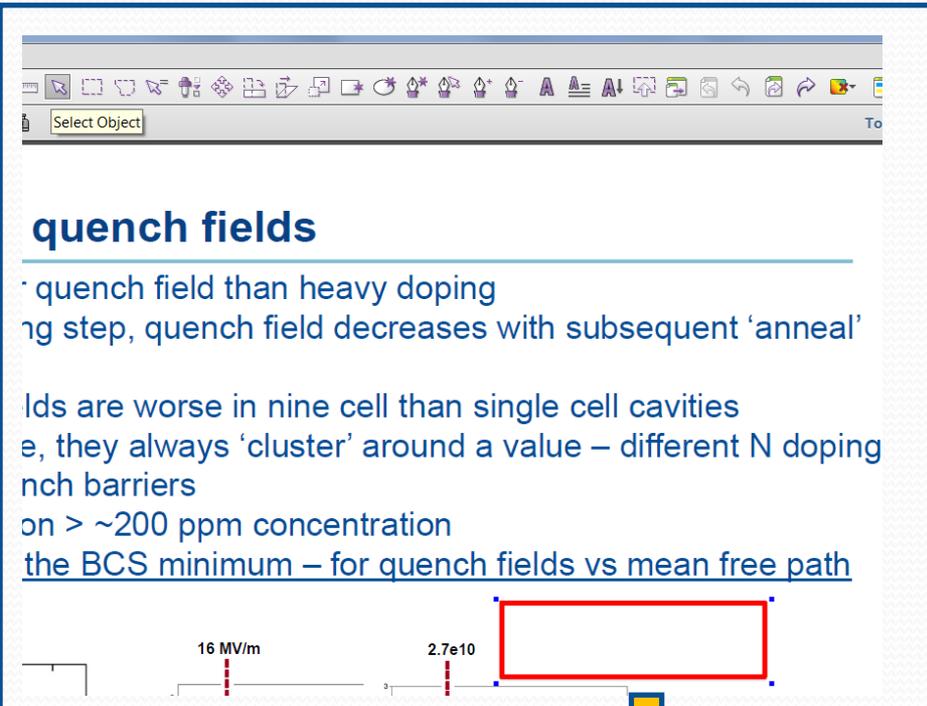
Recipe 20/30 (Cornell/Jlab/FNAL)

- <Q>=3.24e10
- <E<sub>max</sub>>=16.3 MV/m
- E<sub>max</sub> median=16.5MV/m

Fermilab



# Example: PPT slide converted to PDF



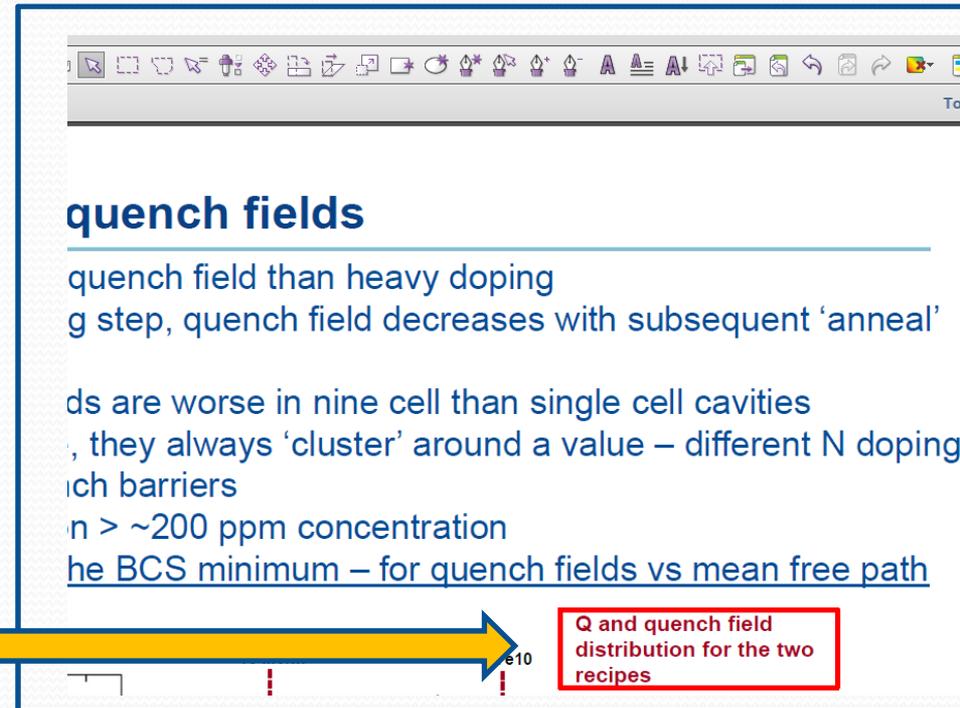
**quench fields**

- quench field than heavy doping
- ing step, quench field decreases with subsequent 'anneal'

Ids are worse in nine cell than single cell cavities  
e, they always 'cluster' around a value – different N doping  
nch barriers  
on > ~200 ppm concentration  
the BCS minimum – for quench fields vs mean free path



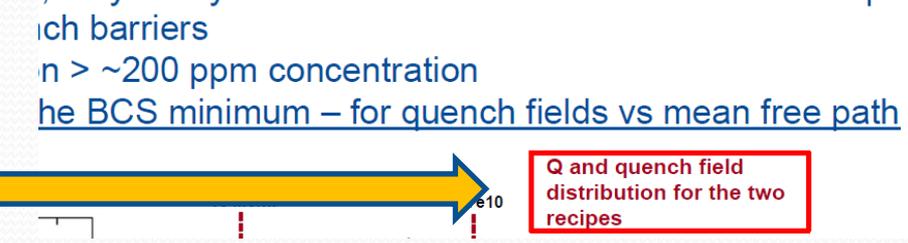
The graph shows two vertical dashed lines representing values: 16 MV/m and 2.7e10. A red rectangular box highlights a white area on the graph, which is the subject of the subsequent slide.



**quench fields**

- quench field than heavy doping
- ing step, quench field decreases with subsequent 'anneal'

Ids are worse in nine cell than single cell cavities  
, they always 'cluster' around a value – different N doping  
ch barriers  
n > ~200 ppm concentration  
the BCS minimum – for quench fields vs mean free path

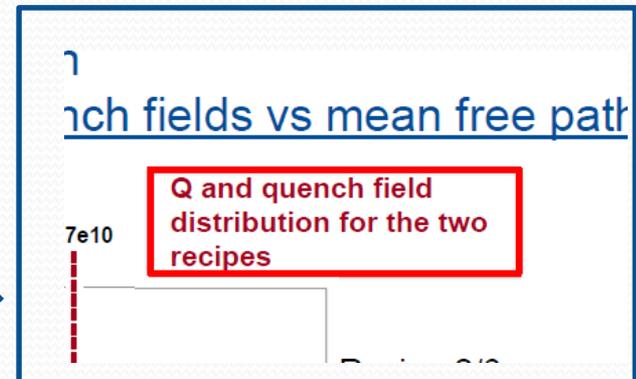
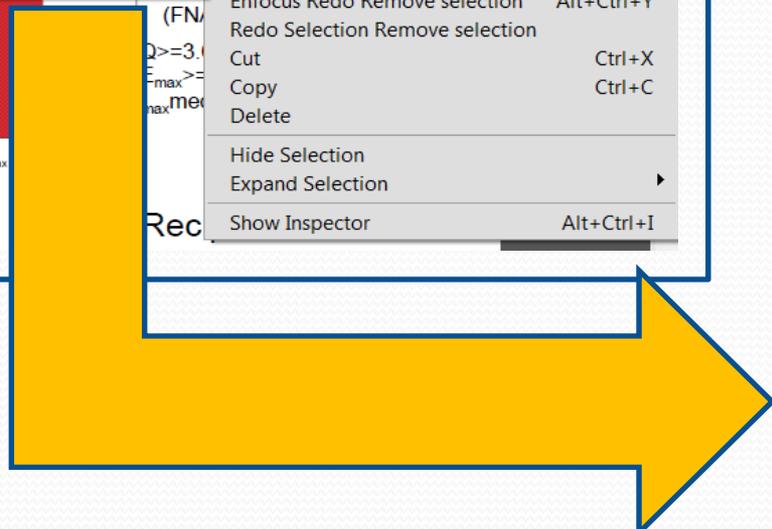
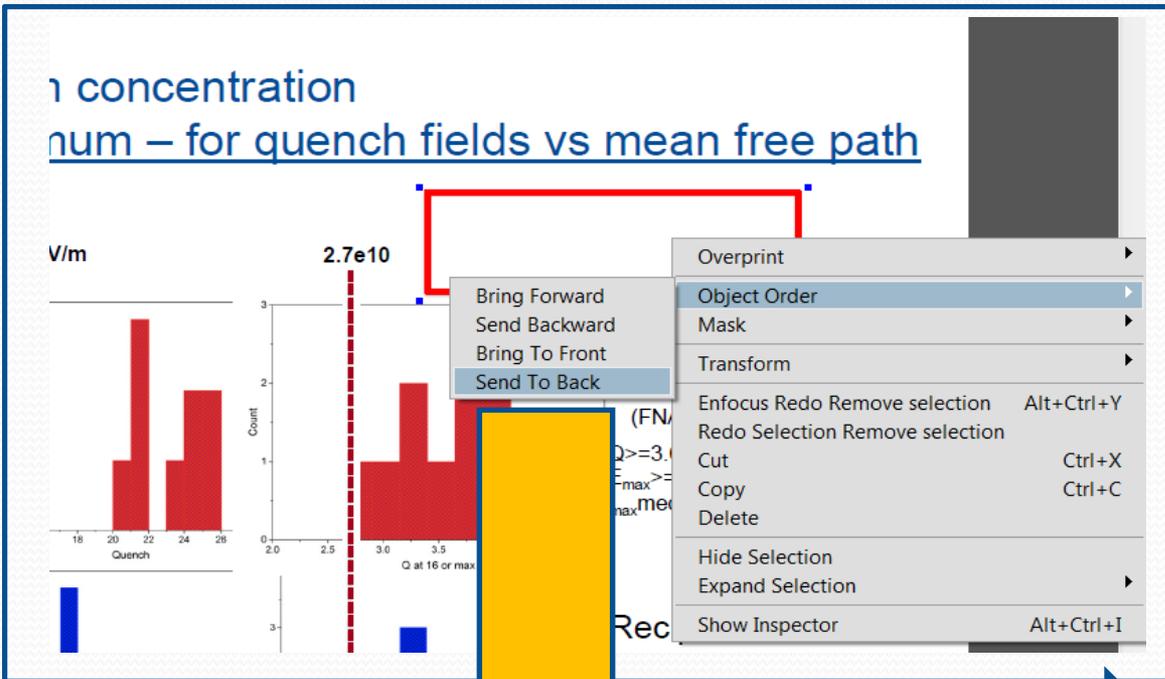


The graph shows two vertical dashed lines representing values: 16 MV/m and 2.7e10. A red rectangular box highlights a white area on the graph, which is the subject of the subsequent slide.

- ▶ 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

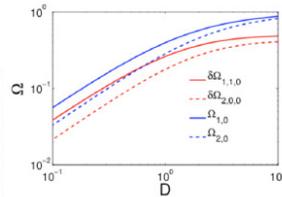
### Original Theory of Space-Charge Interactions



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

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

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



Suppression of higher order modes from betatron motion

## ► Save as PDF

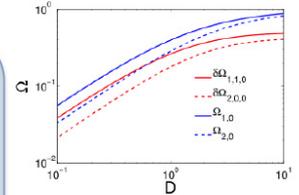
### Original Theory of Space-Charge Interactions



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

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



Suppression of higher order modes from betatron motion

## ► original PPT slide

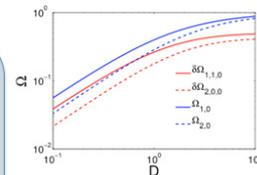
### Original Theory of Space-Charge Interactions



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

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

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



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<sup>-1</sup> per year**,  
# design oper. for  $\mu \leq 140$  ( $\Rightarrow$  peak luminosity of **5 10<sup>34</sup> cm<sup>-2</sup> s<sup>-1</sup>**)

▶ 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<sup>-1</sup>**

# implying an integrated luminosity of **250 fb<sup>-1</sup> per year**,

# design oper. for  $\mu \delta 140$  ( $\Rightarrow$  peak luminosity of **5 10<sup>34</sup> cm<sup>-2</sup> s<sup>-1</sup>**)

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

▶ after contacting the author the bad character has been replaced!



for  $\mu \leq 140$

# 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**

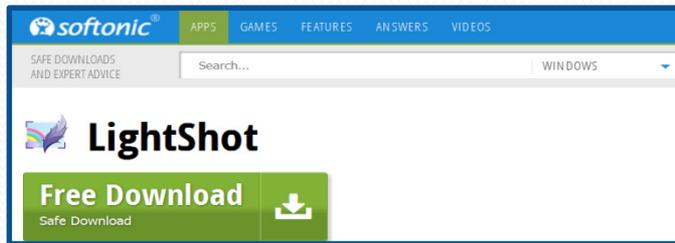
- ▶ to leave the custom path animation as it is
- ▶ **Print to Adobe PDF** generates a screenshot from the animation which is in the most cases a good placeholder
- ▶ the author get's a comment that his fancy animation couldn't be embedded in the PDF slides file



# Separate overlapping objects using Lightshot

# Separating overlaps using Lightshot

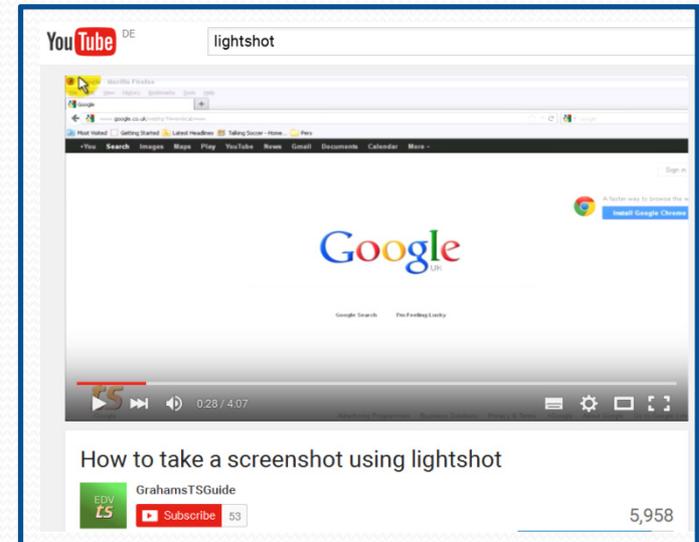
- ▶ Lightshot is a capture tool which allows you to take photographs of your screen
- ▶ helpful to separate objects if overlaps are really confusing
- ▶ just run the PowerPoint slide show, make a picture of each slide and print it. Then fix the overlaps manually.



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

## YouTube Tutorials :

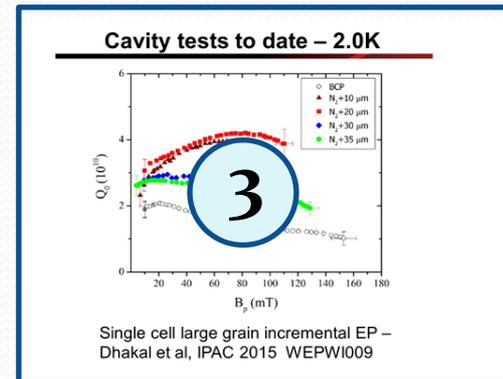
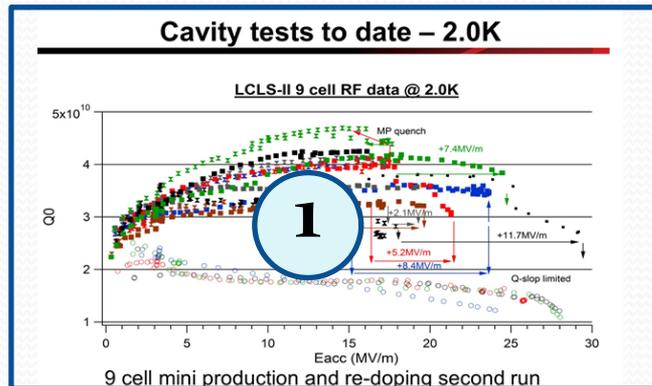
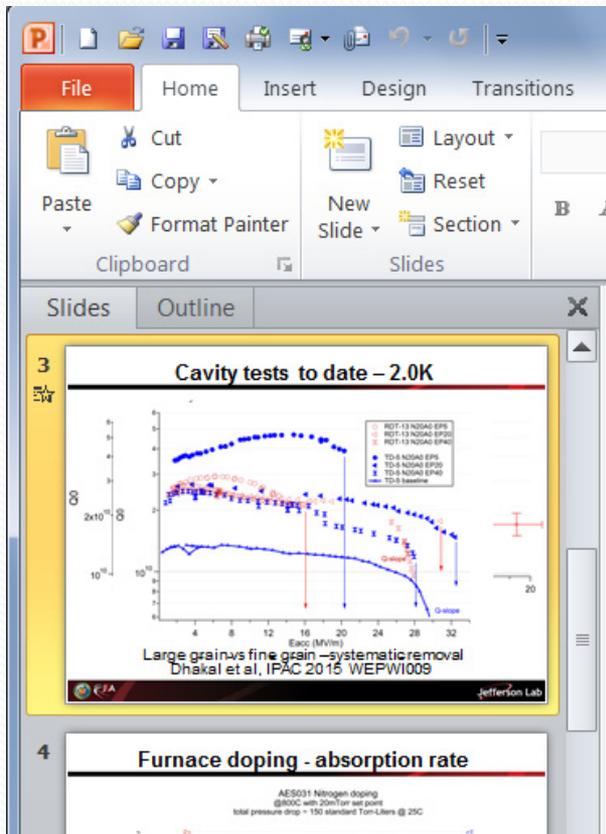
- ▶ how to take a screenshot using lightshot  
<https://www.youtube.com/watch?v=39uSmIboDck>
- ▶ Lightshot - Taking Screenshots beyond a browser  
<https://youtu.be/L824FVv6Gws>



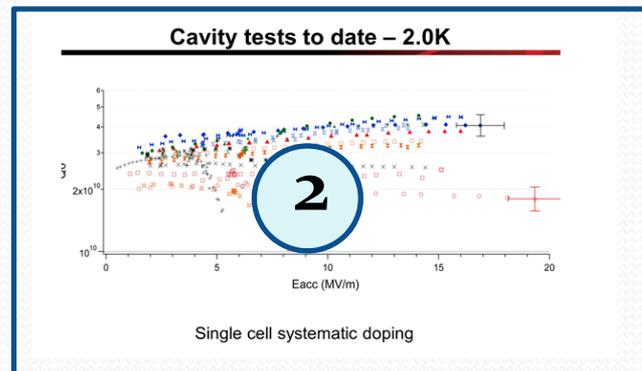
# Editing Slides: separating overlaps using Lightshot

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

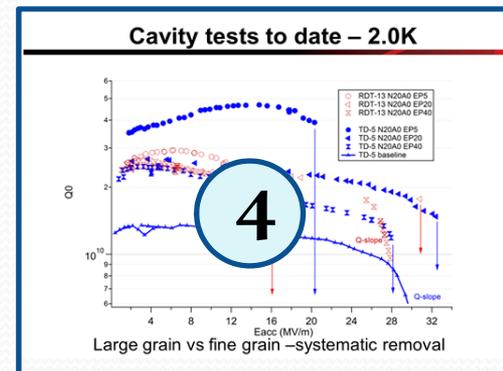
- ▶ run the PPT slide show (press F5) and make screenshots of each single slide
- ▶ copy and paste the screenshots to PowerPoint and print, then fix the overlaps manually



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

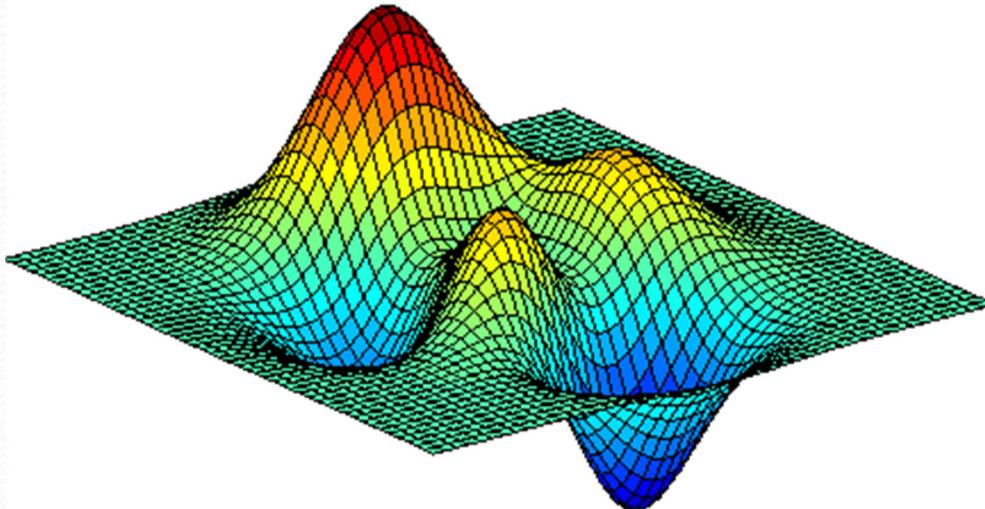


9 cell mini production and re-doping second run



Large grain vs fine grain –systematic removal

# Embedding videos and animated gifs in PDF files



# Embedding videos in PDF files – general information

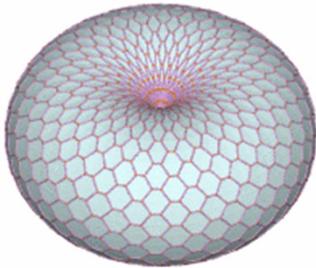
- Adobe Reader 9 and later support the following video formats:
  - ▶ **Flash<sup>®</sup> and MPEG-4**
- Not supported video formats like **avi** or **wmv** files need to be converted
  - ▶ **A free converter tool is HandBrake**



- 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>

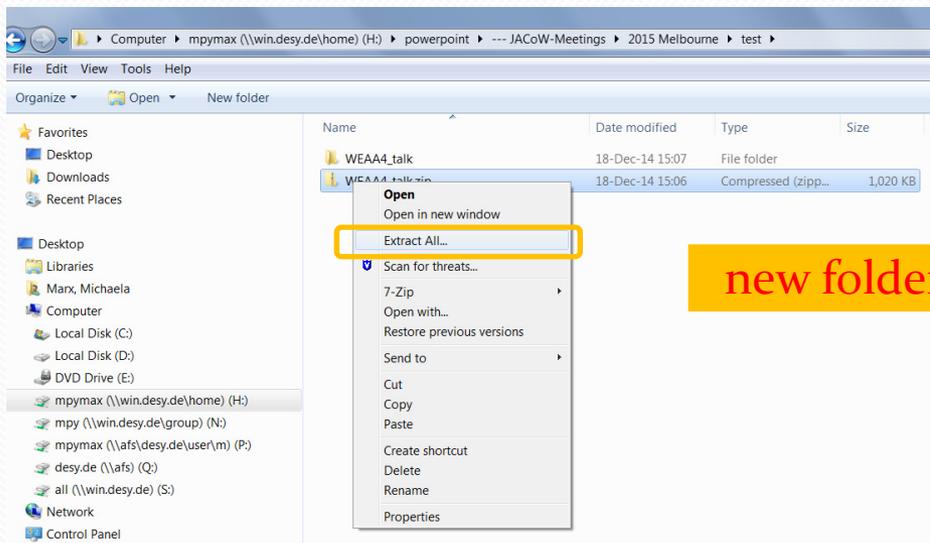
- Animated gifs must be converted twice before they can be embedded in a PDF document: from gif to AVI in a first step and in a second step from AVI to MPEG-4

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



# How to extract Media Files from PowerPoint Presentations

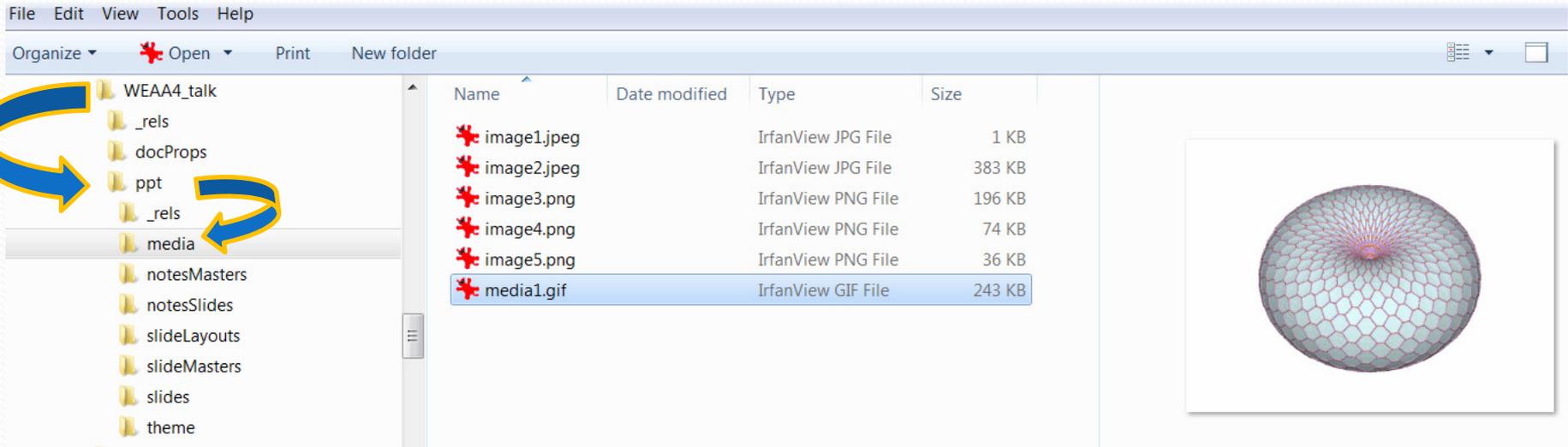
- From PowerPoint go to **File** and click **Save As**. Make sure you choose the .pptx format
- Go to the directory where you saved the presentation and rename the .pptx file to .zip
- Use an archive extractor tool, e.g. 7-zip, WinZip or (easier) just do a right-mouse-click to extract the .zip file contents



Name	Date modified	Type	Size
WEAA4_talk	18-Dec-14 15:07	File folder	
WEAA4_talk.zip	18-Dec-14 15:06	Compressed (zipp...	1,020 KB

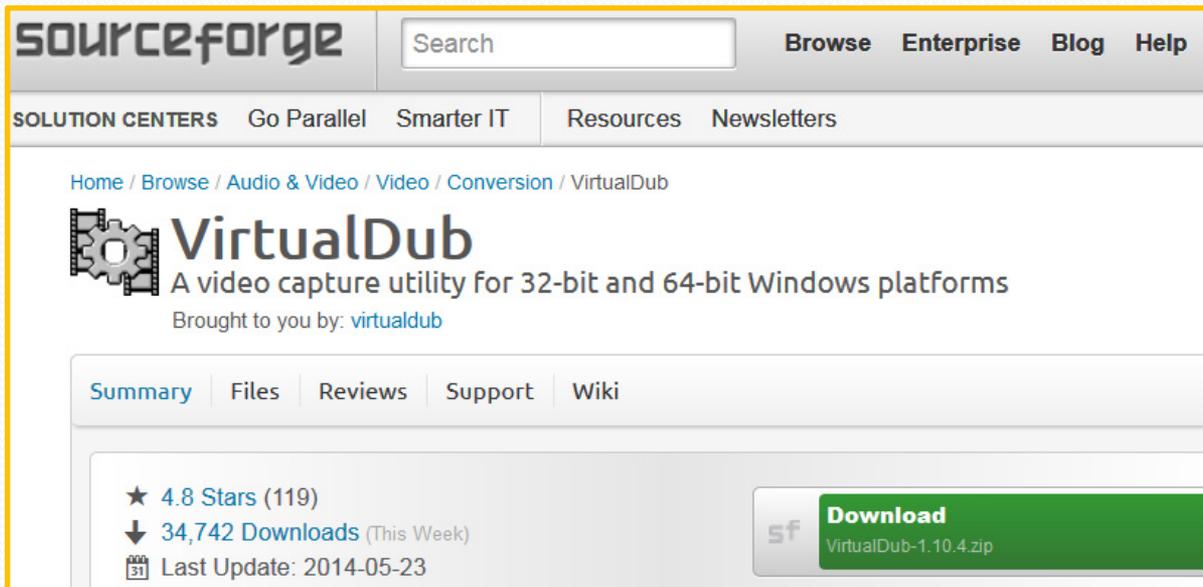
# How to extract Media Files from PowerPoint Presentations

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



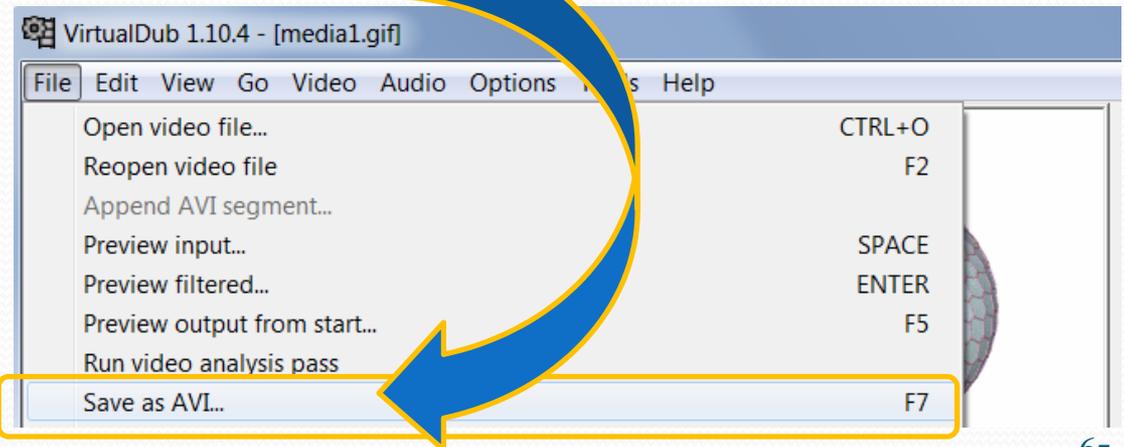
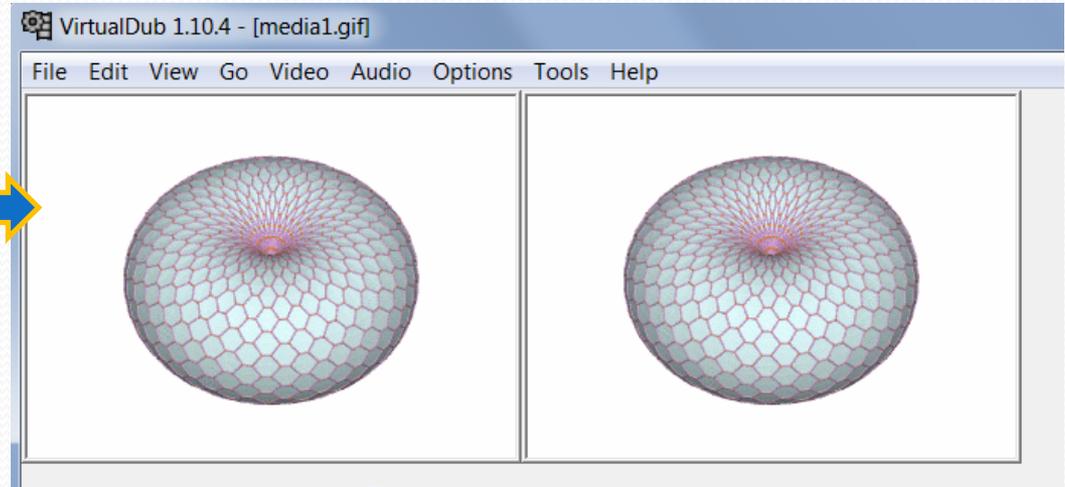
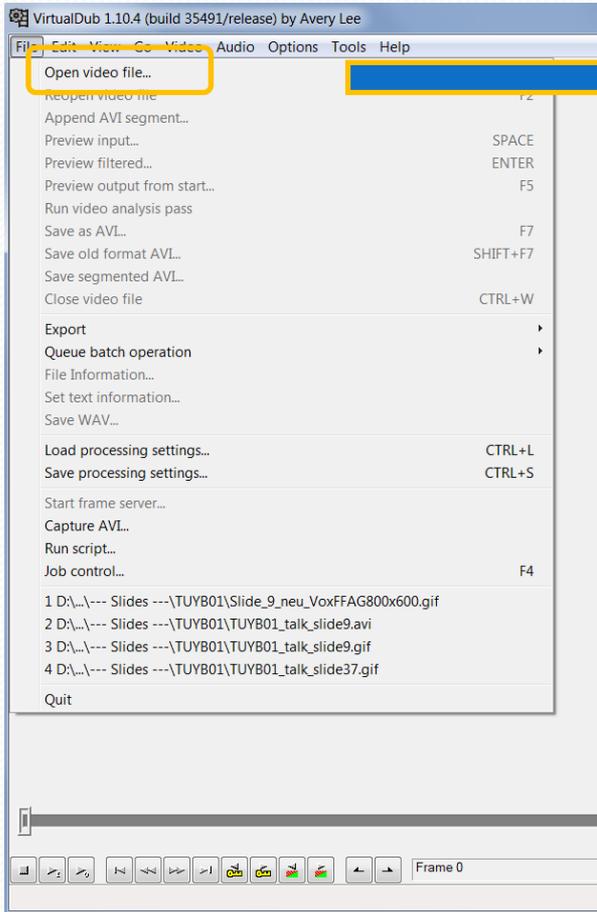
# How to convert animated gifs (to MPEG-4)

- 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/>



The screenshot shows the SourceForge project page for VirtualDub. The page header includes the SourceForge logo, a search bar, and navigation links for Browse, Enterprise, Blog, and Help. Below the header, there are links for SOLUTION CENTERS, Go Parallel, Smarter IT, Resources, and Newsletters. The main content area features a breadcrumb trail: Home / Browse / Audio & Video / Video / Conversion / VirtualDub. The VirtualDub logo is displayed, along with the text "A video capture utility for 32-bit and 64-bit Windows platforms" and "Brought to you by: virtualdub". Below this, there are tabs for Summary, Files, Reviews, Support, and Wiki. The Summary tab is selected, showing a star rating of 4.8 Stars (119), 34,742 Downloads (This Week), and a last update date of 2014-05-23. A green Download button is visible, labeled "Download" and "VirtualDub-1.10.4.zip".

# How to convert animated gifs with Virtual Dub

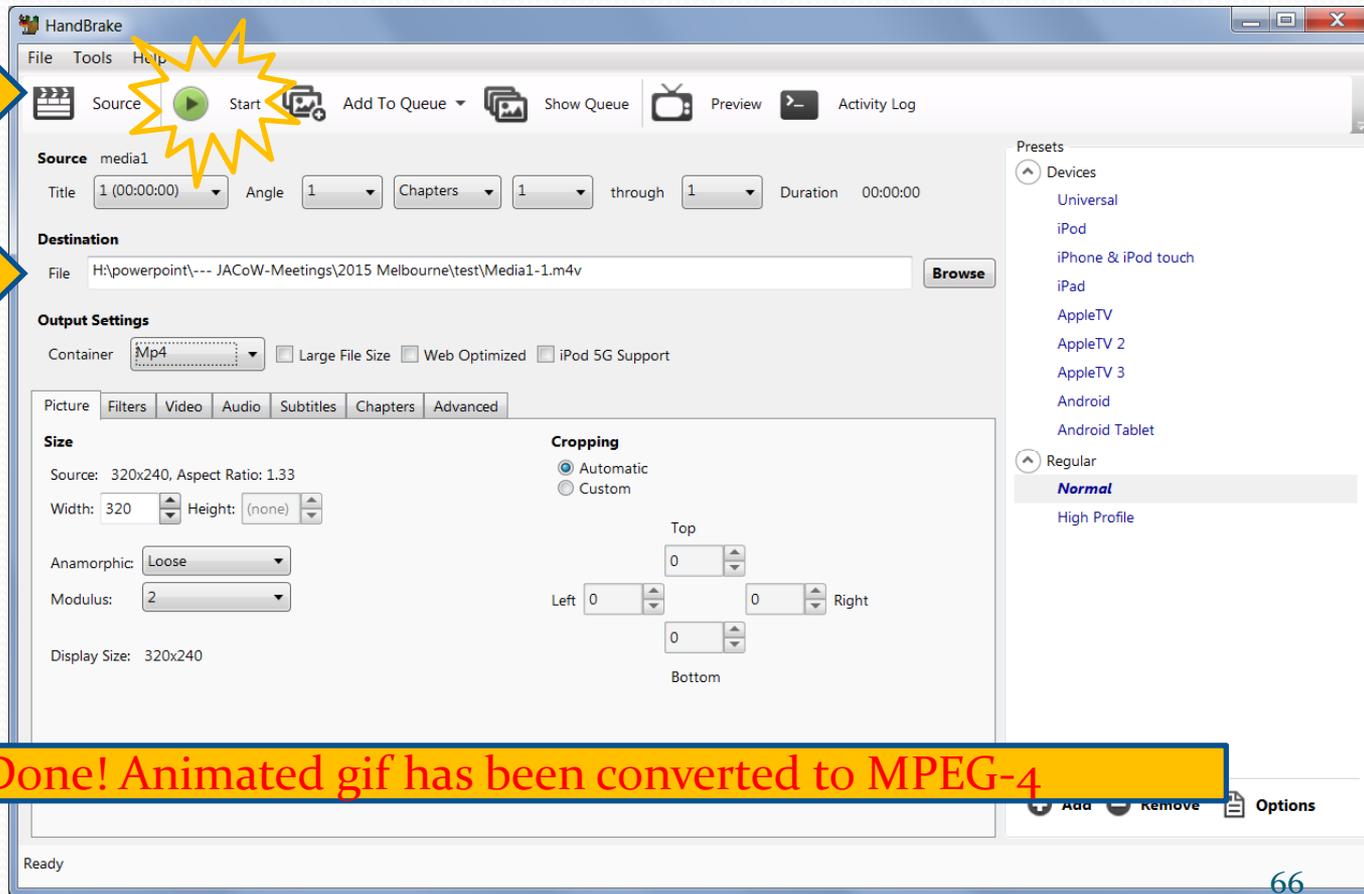


# How to convert animated gifs (to MPEG-4)

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

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...**

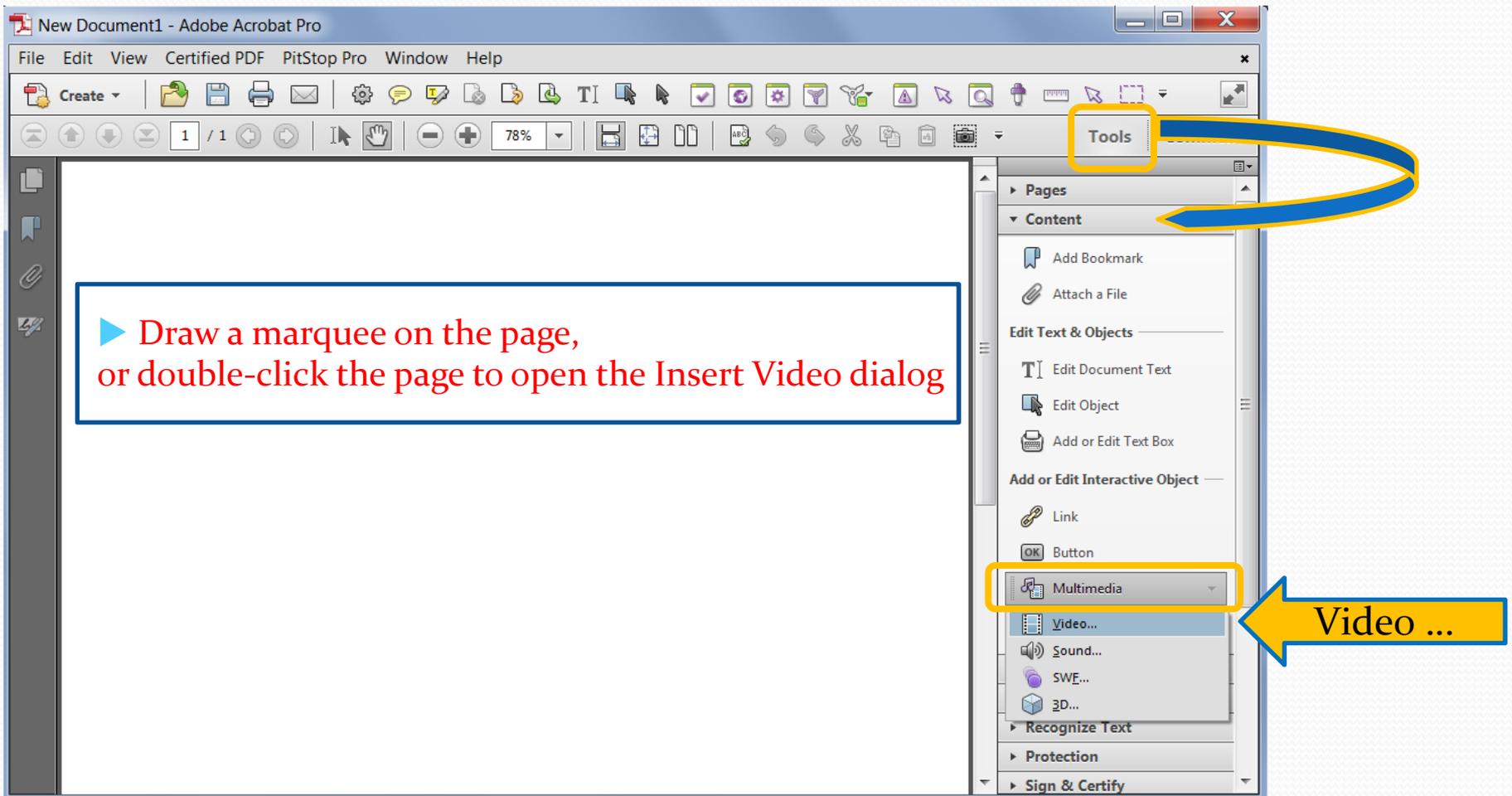
- ▶ transform the video files (\*.avi) **to MPEG-4** (\*.mp4)
- ▶ transform animated gifs **from gif to AVI** and **from AVI to MPEG-4**
- ▶ **convert the PPT slides to PDF by printing to Adobe PDF**



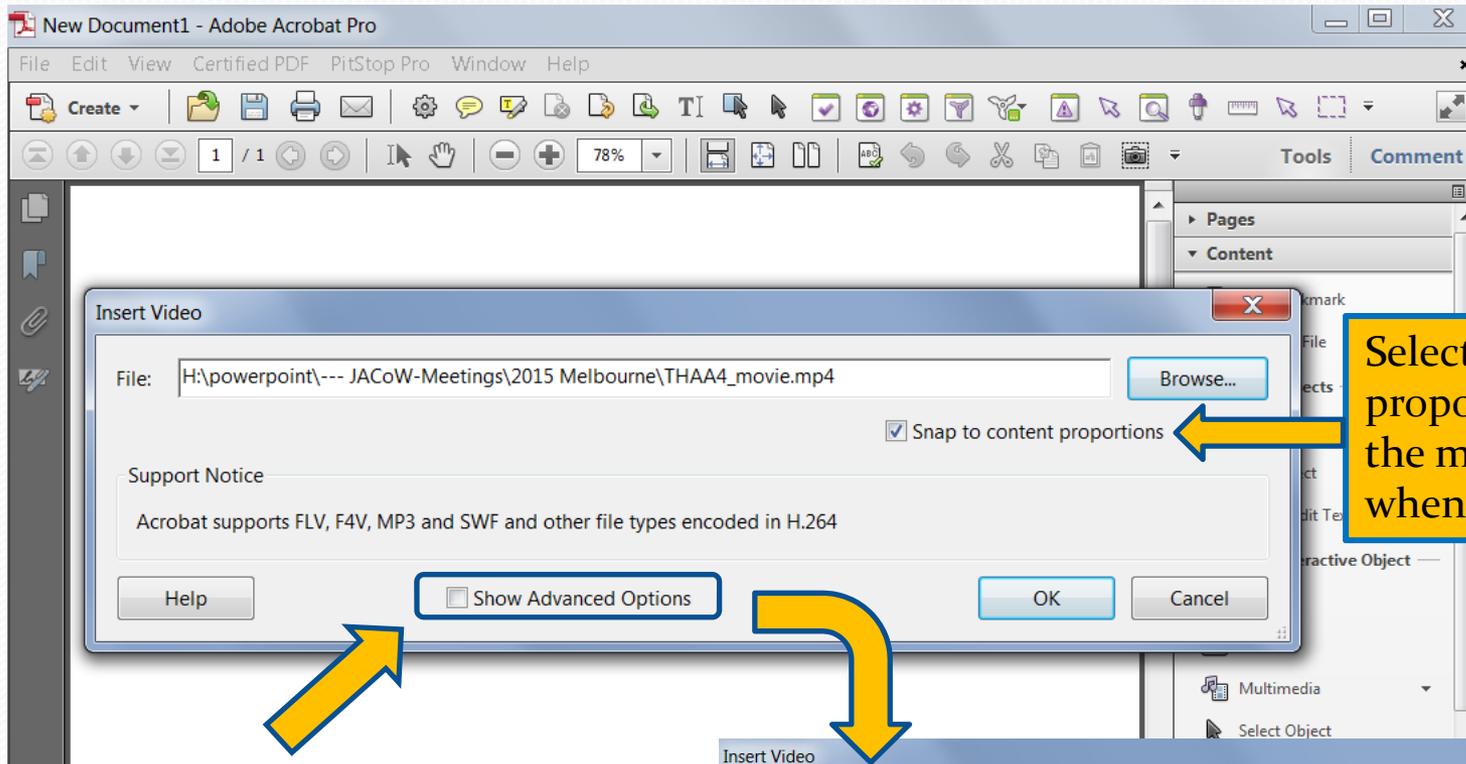
- ▶ open the PDF slides file and embed the videos or animated gifs as shown on the next slides 😊

# How to insert videos in PDF documents

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

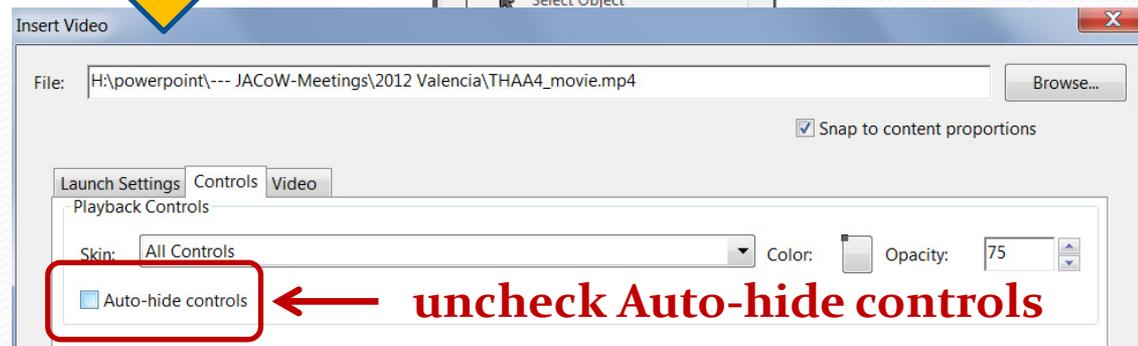


# How to insert videos in PDF documents

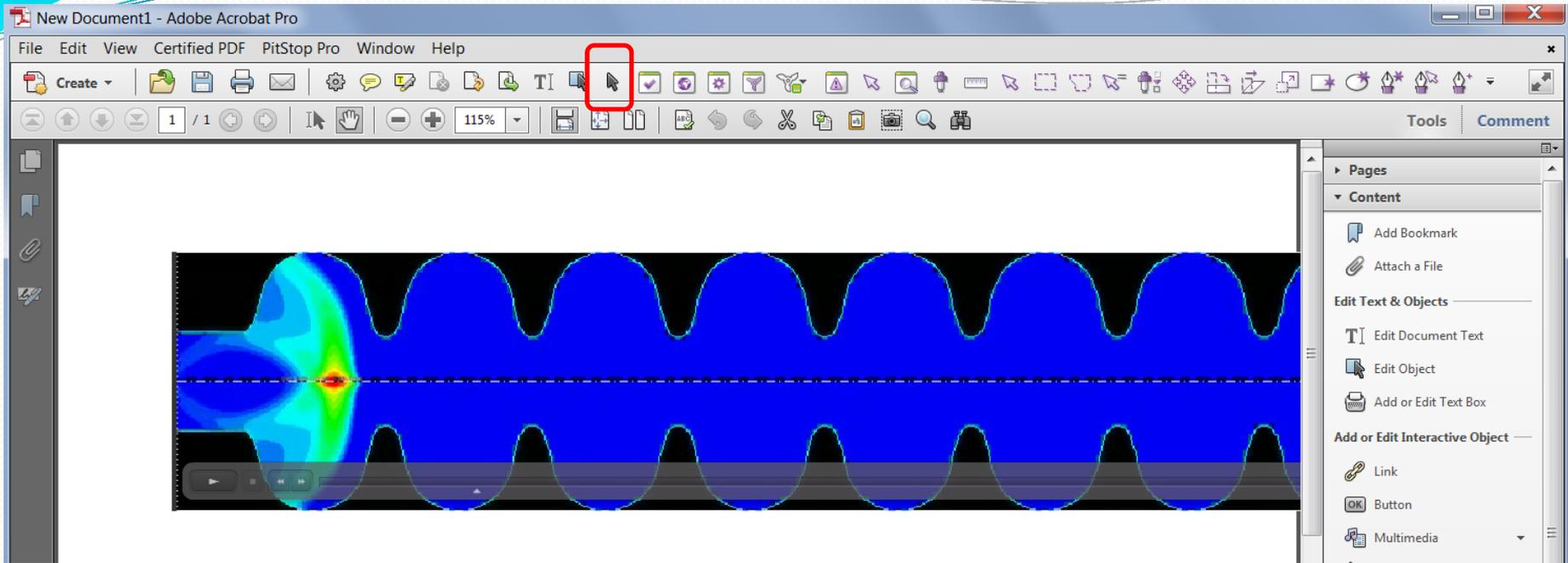


Select Snap to content proportions to maintain the movie's original size when it plays.

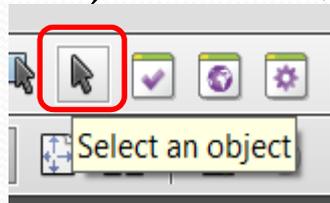
Select the Show Advanced Options check box to configure the appearance and behavior of the video.



← uncheck Auto-hide controls



- ▶ 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

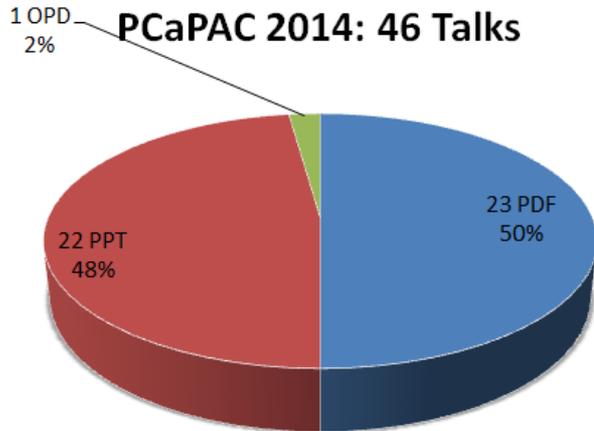
PPT vs PDF slides



# Statistics: PPT vs PDF

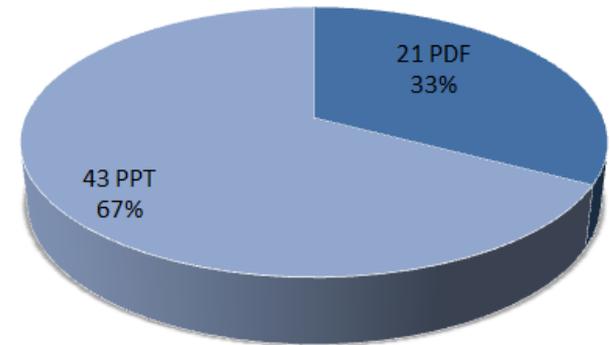
## small conference

PCaPAC 2014: 46 Talks



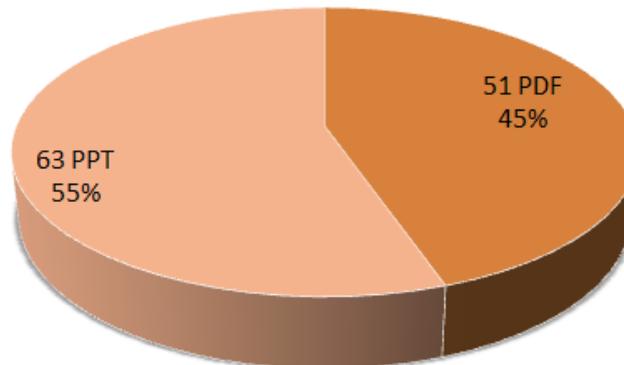
## midsize conference

SRF'15: 64 Talks

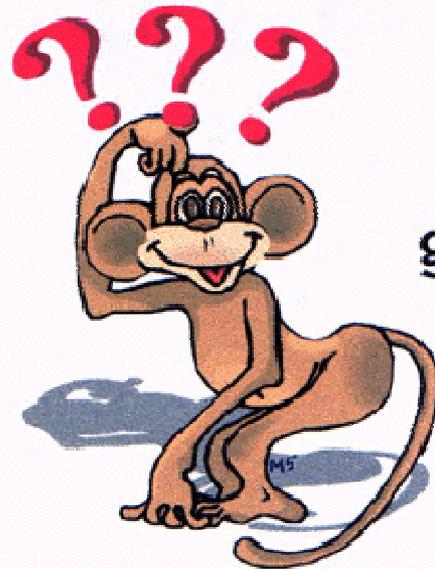


## big conference

IPAC'15: 114 Talks



# Questions?



Questions  
are  
guaranteed in  
life;  
Answers  
aren't.

# 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 😊



Thank you 😊

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