

Helius Presenter Instructions for Students

****Formerly known as PointeCast Publisher. The iSchool is phasing out this product as a provided piece of software ****

Helius Presenter (*formerly PointeCast Publisher*) is a plug-in menu for Microsoft PowerPoint that allows you to synchronize audio, flash video and slides for on-line presentations. This document provides step-by-step instructions for creating a basic presentation with PowerPoint slides and audio. There are also instructions for putting it on the web for others to view.

Table of Contents

1. Preparing to work with Helius Presenter	2
1.1. Download the correct software.	2
1.2. Verify your UW NetID options.	3
1.3. Prepare your PowerPoint presentation.	3
2. Establish Presentation Organization and Settings	4
2.1. Organize Table of Contents.	4
2.2. Set Presentation Properties.	6
3. Recording and publishing(converting) your presentation	8
3.1. Record Audio for each slide	8
3.2. Import Audio	11
3.3. Edit Audio.	11
3.4. Set Options.	13
3.5. Publish (convert) your presentation.....	13
4. Upload Presentation to UW Server	14
Tips on recording, editing, and publishing with Helius Presenter.....	14
<i>System Requirements</i>	14
<i>Using a microphone</i>	14
<i>Preparation and practice</i>	14
<i>Group presentations</i>	15
<i>Editing audio</i>	15
<i>Editing your PowerPoint slides</i>	16
<i>Do I have to record the whole thing at once?</i>	16
<i>Working on several different computers or networks</i>	16
<i>Alternatives to running your presentation on Dante or Homer</i>	16

1. Preparing to work with Helius Presenter

Before you create your recorded presentation, you need to:

- Check the system requirements
[<http://www.pointecast.com/products/system-requirements.html>]
- Prepare your PowerPoint presentation
- Acquire a microphone

1.1. Download the correct software.

Online MLIS Students:

- Download the *appropriate* trial version of Helius Presenter from the iPrep blog:
<https://courses.washington.edu/mlisprep/virtualworkshops/files/hlpub483524.exe>
- Request a product code from the iSchool via email.
 - **NOTE!!** There are limited codes for student use. When the iSchool runs out, students will need to purchase their own version or explore other products for creation of student presentations. See the iPrep blog for more information:

<https://courses.washington.edu/mlisprep/blog/presenting-in-an-online-course/>

Prior to activation, the plugin is restricted in three ways:

- Published presentations will contain a Helius watermark.
- The player logo and background color cannot be changed.
- After 15 days, Helius Presenter features will no longer be accessible from the PowerPoint menu. Once you activate, all will appear again.

To activate your copy of Helius Presenter:

1. Download the trial of software found on iPrep. After you have the trial installed and can see the menu in PowerPoint, go to Step 2.
2. On the **PowerPoint** toolbar (under Add-Ins in PPT 2007), click **Helius Presenter**.
3. Click **Activate Product...** A bullet will appear next to **Activate Product**.
4. Click **Next**. A bullet will appear next to **Internet**.
5. Click **Next**.
6. Enter the activation code you received via email from the iSchool.
7. Click **Next**.
8. Click **Finish**. Your copy of Helius Presenter is activated.

Use of this product will last for the duration of your time in the program only. After you graduate or discontinue courses with the Online MLIS program you will be asked to deactivate the product.

Residential (Day) MLIS Students:

Helius Presenter is available on computers in the iSchool for the 2009/2010 school year. Open PowerPoint and look for the Helius Presenter menu.

1.2. Verify your UW NetID options.

Your presentation will be played via the Web from your **UW Web Space**. Before you can do this, you first need to activate Web Publishing services.

If you took part in any of the Network Resources Workshops here at the iSchool, you have already done this. Skip to **1.3. Prepare your PowerPoint presentation.**

- If you did not, follow the instructions below to see if these services are activated. If they are not, activate them.

1.2.1. Go to **<http://uwnetid.washington.edu>**, log in with your student UW NetID, and select the **Turn services on or off** link. See below.

[Your UW NetID settings](#)

[Change UW Email forwarding](#)

[Change MyUW.net forwarding](#)

Turn services on or off >

[Request other services](#)

[Change your password](#)

[Set up your secret questions](#)

1.2.2. Verify that the web publishing services are "on".

Are you UW staff?

If you work for the university (as a staff member) then you need to make sure that your **Student Web Publishing** service is "on."

Are you a student only?

If you are only a student (NOT a staff member) then you need to make sure that your **Web Publishing** services are "on."

IF YOU SEE THAT YOU HAVE BOTH OPTIONS, even though you are now just a student (former staff), then choose to activate **Student Web Publishing** services.

1.2.3. If **Web Publishing** services are off, click the checkbox next to the requested service. To finish, click **Continue >** and on the next screen, agree to the UW policy for using web and media services by clicking **Finish**.

1.3. Prepare your PowerPoint presentation.

1.3.1. Create a folder. This folder will hold all the raw presentation materials: PowerPoint slides, audio assets (a folder of .wav files), and your locally published work.

1.3.2. Create your PowerPoint slides (or locate the set of slides that you plan to use). Put them in the folder you just created. The header/title of each slide should be unique, because they appear to the user in a "table of contents" list. If they are unique, the user can better navigate the presentation.

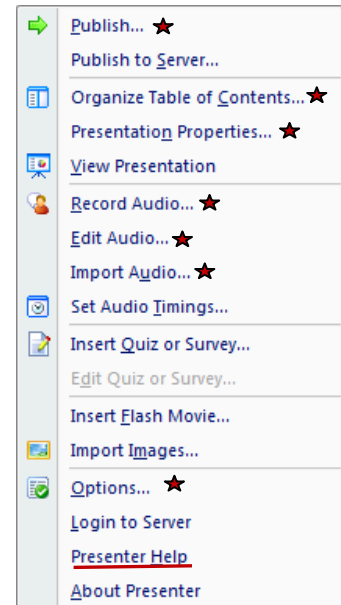
2. Establish presentation organization and settings

To create a presentation, you will organize your slides, record/narrate audio for each slide, save your presentation, publish your presentation to your local computer and then upload it to your UW web space.

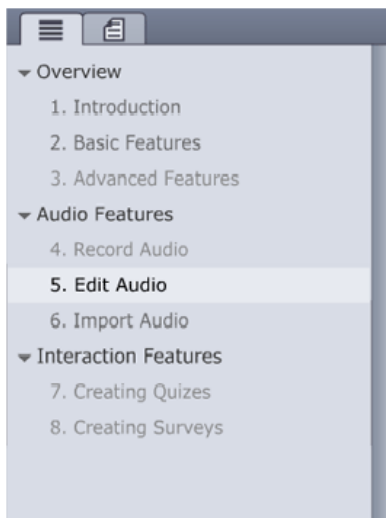
The menu as it appears in PowerPoint is shown to the right → with a star next to all features covered in this set of directions.

- In PPT 2007 the menu is found in the Add-Ins tab.
- In PPT 2003 it is one of the main text menus.

This set of directions covers basic presentation setup and narration with some explanation of the edit and import audio features. For any other tasks not covered in this section, go to the **Presenter Help** menu option.



2.1. Organize Table of Contents.



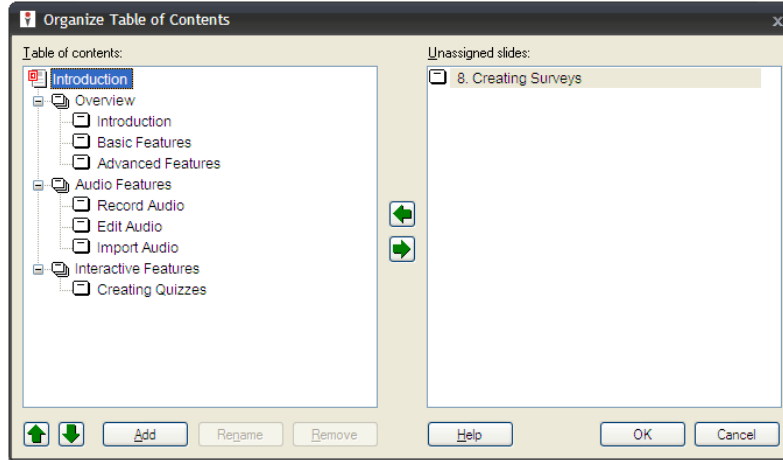
You can create a hierarchical organization for your slides, grouping related slides under topics within the table of contents for easier viewing.

After grouping slides by topics, the slide list in a converted(published) file might look like this ←

To create a hierarchical organization for your slides within the table of contents:

1. Create your slides.
2. On the **Helius Presenter** menu, click **Organize Table of Contents**.
3. Create your topics. (Note: This process is explained below.)
4. Move the slides under the appropriate topics. (Note: This process is explained below.)
5. Click **OK** to save your changes.
(Note: Any slides not assigned to a section will not appear in your converted, or published, presentation.)

An example of a table of contents with sections and slides



Note: To expand or collapse the topics within the table of contents, right-click on any of the topics or slides under Table of Contents, and click **Expand all sections** or **Collapse all sections**.

To create topics for the table of contents:

1. On the **Helius** menu, click **Organize Table of Contents**.
2. Under **Table of contents**, click the topic under which you want the new topic to appear. If there is no topic within the table of contents, follow step 3.
3. Click **Add**. (Or you can simply right-click on the topic and click **Add section**.) A new topic, labeled **New Section**, will be added to the table of contents.
4. Type in the name of the new topic.
5. Repeat steps 2 through 4 for each topic you want to add.
6. Before you can save the new topics, you will be prompted to move slides under each of them. To do this, follow the steps below.

To move slides under topics:

1. Under **Table of contents**, click the topic under which you want to move a slide.
2. Under **Unassigned slides**, click the slide you want to move under the selected topic. To assign multiple slides to a topic, hold down the **Ctrl** key while clicking the slides.
3. Click the left-pointing arrow to insert the slide(s) under the selected topic.
4. Repeat steps 1 through 4 for each slide you want to move.
5. Click **OK** to save your changes. (Note: Any slides not assigned to a topic will not appear in your converted, or published, presentation.)

Note: You can also place slides under topics by clicking on the slides and then dragging and dropping them onto the appropriate topics.

To change the order in which topics or slides appear in the table of contents:

1. On the **Helius** menu, click **Organize Table of Contents**.
2. Under **Table of contents**, click the topic or slide whose order you want to change.
3. Click the up or down arrow until the topic or slide has been moved to the desired position.

4. Repeat steps 2 and 3 for each topic or slide whose order you want to change.
5. Click **OK** to save your changes.

To rename topics or slides:

1. On the **Helius** menu, click **Organize Table of Contents**.
2. Under **Table of contents**, click the topic or slide you want to rename. (Or simply right-click on the topic or slide you want to rename, and click **Rename section** or **Rename slide**; skip to step 4.)
3. Click **Rename**.
4. Type in the name of the new topic or slide.
5. Repeat steps 2 through 4 for each slide you want to remove.
6. Click **OK** to save your changes.

Note: By default, Helius Presenter uses the slide titles from PowerPoint to generate a table of contents in converted presentations. Renaming a slide using **Organize Table of Contents**, under the **Helius** menu, does not change the slide title in PowerPoint; it only changes the slide name that appears in the table of contents in converted presentations. This allows you to give the slide a name that is different from what actually appears on the slide.

To remove topics or slides from the table of contents:

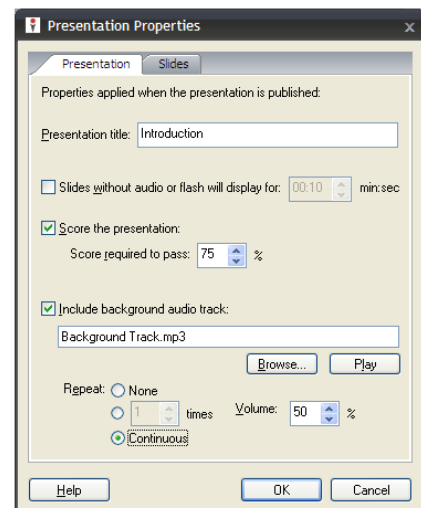
1. On the **Helius** menu, click **Organize Table of Contents**.
2. Under **Table of contents**, click the topic or slide you want to remove. (Or simply right-click on the topic or slide you want to remove, and click **Remove section** or **Remove slide**; skip to step 4. Note: You can remove all the topics at once by right-clicking on the first item in the table of contents and clicking **Remove all sections**.)
3. Click **Remove**, or click the right-pointing arrow to remove a slide from a topic and return it to **Unassigned slides**. (Note: Any slides that appear under a topic you remove will revert to the **Unassigned slides** list.)
4. Repeat steps 2 and 3 for each topic or slide you want to remove.
5. Click **OK** to save your changes.

2.2. Set Presentation Properties.

From the **Presentation Properties** dialog box in Helius Presenter, you can adjust settings that apply to the entire presentation.

To change the title of the published presentation:

1. On the **Helius** menu, click **Presentation Properties**.
2. Under the **Presentation** tab, in the **Presentation title** field, type in the new name.
3. Click **OK** to save your changes.



To choose how long the slides without audio will display:

1. On the **Helius** menu, click **Presentation Properties**.
2. Choose how long the slides without audio will be displayed in the presentation.
 - To have all the slides without audio advance automatically after a specified amount of time, make sure the box next to **Slides without audio will display for** is checked (this box is unchecked by default), and select an amount of time in the **minute:second** field.
 - To require the viewer to manually advance certain slides without audio, make sure the box next to **Slides without audio will display for** is unchecked, and then under the **Slides** tab, make sure the boxes next to the slides you want advanced manually are not checked. For those slides, the viewer will push the **Play** button to advance to the next slide.
 - To have only certain slides without audio advance automatically, make sure the box next to **Slides without audio will display for** is unchecked, and then under the **Slides** tab, make sure the boxes next to the slides you want to advance automatically are checked. Those slides will display, by default, for 10 seconds.
3. Click **OK** to save your changes.

Note: Slides with audio will display for the duration of the audio file associated with the slide. Also, if you cannot check or uncheck the box next to a slide under the **Slides** tab, this is because the slide has no audio and you have selected to have slides without audio advance automatically after a specified amount of time.

To add a background audio track that will play across all slides:

1. On the **Helius** menu, click **Presentation Properties**.
2. Under the **Presentation** tab, check the box next to **Include background audio track**.
3. Click **Browse** to search for the audio file that you would like to use.
4. Select how many times you would like the audio file to play by choosing an option next to **Repeat**.
 - To have the audio play just once, select **None**.
 - To have the audio play a specified number of times, enter the desired number.
 - To have the audio continually repeat, select **Continuous**.
5. In the box next to **Volume**, enter the how loud you would like the background audio to play relative to the narration track.

3. Recording and publishing(converting) your presentation

3.1. Record Audio for each slide

The audio recorder in Helius Presenter allows you to record narration for your presentation. When you record audio, Helius Presenter saves the audio files inside a newly created folder within the file folder containing your PowerPoint presentation.

About audio quality

Audio quality is directly proportional to the size of the audio file: the better the quality, the larger the audio file. Therefore, you must choose the best balance of quality and size to suit your needs by adjusting the audio input and output settings.

Audio quality is determined by the following settings:

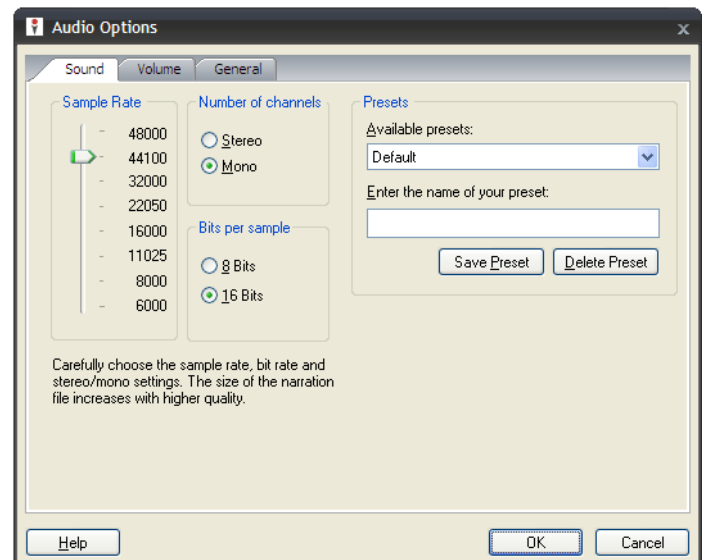
- **Sample rate** Represents the number of samples that are used to make one second of sound. For example, 44100 Hz means that 44100 samples will be used to produce one second of sound. If the sample rate is higher, the quality of the sound is better because the sound is richer (has more data per second). The higher the sample rate, the larger the resulting file.
- **Channels** Audio files can have one or two channels. Mono has one channel; stereo has two channels. Audio files that use stereo are twice as large as those that use mono.
- **Bits per sample** Represents the number of bits per one sample. You can set this value to 8 bits (1 byte) or 16 bits (2 bytes). For better sound quality, use 16 bits per sample. This setting will affect the size of the file; for instance, a file with 16 bits per sample will be twice as large as a file with 8 bits per sample.

Sound quality options

The range of sound quality within your presentation, as well as the PowerPoint file size, will be determined by the audio input settings you select. If you input high-quality sound, the PowerPoint file will be larger, but you will be able to output any sound quality that meets your needs.

To adjust the quality of recorded audio:

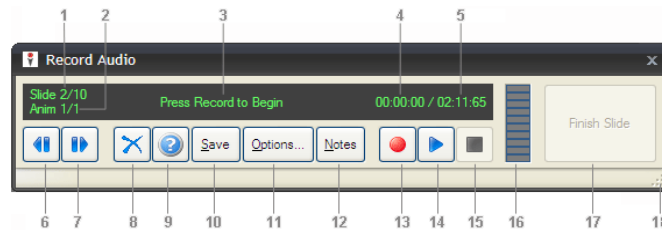
1. On the **Helius** menu, click **Record Audio**.
2. On the audio recorder, click **Options**.
3. On the **Audio Options** dialog box, under the **Sound** tab, adjust the sample rate, channel, and bit rate settings. (Note: The default values for these settings are as follows: sample rate, 44100; bit rate, 16; and channel, mono. Any audio that is recorded using the audio recorder will have these default settings, unless you change the settings.)
4. (Optional) To save the current audio quality settings for future use, you can create a preset. To do this, in the **Enter the name of your preset** field, type in the name, and click **Save Preset**. Then when you are ready to use this preset, prior to recording audio, select your custom preset from the **Available presets** field, and click



OK. To delete a custom preset, select the preset from the **Available presets** field, click **Delete Preset**, and then click **Yes**.

5. Click **OK** to save your changes.

To record audio, on the Helius menu, click **Record Audio**. Below is an explanation of the audio recorder features.



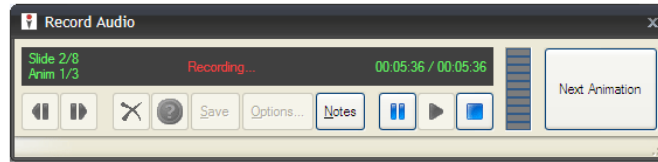
1. **Slide counter:** Displays the number of the slide currently displayed / number of slides in the presentation.
2. **Animation counter:** Displays the number of the next animation to be triggered / total number of animations in the current slide. The total number of animations in the current slide will reflect 'on click' animations only, and will always be one higher than the number of 'click' animations you see in PowerPoint because Helius Presenter considers the end of the slide to be an animation.
3. **Status indicator:** Displays the current status for the audio recorder (i.e., **Recording, Playing, Paused, Press Record to Begin**).
4. **Position:** Displays the current position within the recording in a minutes:seconds:milliseconds format.
5. **Total slide recording time:** Displays the duration of the recording for the current slide in a minutes:seconds:milliseconds format.
6. **Previous-slide button:** Moves you to the previous slide.
7. **Next-slide button:** Moves you to the next slide.
8. **Delete button:** Removes the audio file that is associated with the current slide.
9. **Help button:** Displays help for the audio recorder.
10. **Save button:** Saves the changes you have made since the last time you saved or opened the audio recorder.
11. **Options button:** Allows you to set options for **sound quality, volume, and recording mode** (slide-by-slide or continuous).
12. **Notes button:** Displays speaker notes for the current slide. This pulls the notes directly from your PowerPoint document.
13. **Record button:** Begins recording for the current slide. This button is labeled **Pause** during recording.
14. **Play button:** Begins playback so you can review the audio you have already recorded. This button is labeled **Pause** during playback.
15. **Stop button:** Stops recording or playback.
16. **Recording level:** Displays the strength of your audio signal when recording.
17. **Next Animation/Slide button:** Allows you to trigger the next animation or advance to the next slide during recording. This button remains inactive until you begin recording. While recording, the text on the button will change as you reach the end of the animations, the end of a slide, or the end of a presentation.
18. **Window resize:** Allows you to resize the audio recorder when you have notes that extend beyond the viewable notes window.

Warning: Recorded narration overwrites all existing audio on the selected slide, including imported audio; therefore, make sure you want to replace all the audio for that slide before recording narration.

To record a narration:

1. In PowerPoint, select the first slide for which you want to record audio.

2. On the **Helius** menu, click **Record Audio**. (Note: You will be prompted to save your presentation before continuing.)
3. On the **audio recorder**, click **Options** to make any desired adjustments to the **sound quality, volume, or recording mode**.
4. If you have slide notes from PowerPoint that you want to view while recording the narration, click **Notes**.
5. Click the red **Record** button to start recording. The status indicator will display **Recording** in red to indicate that recording is in progress.

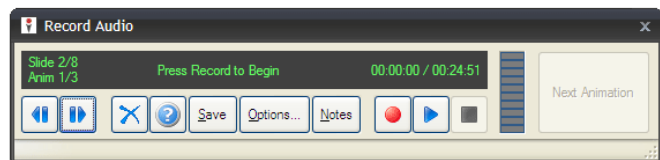


6. If the current slide contains animations, you can click **Next Animation/Slide** to trigger animations at the appropriate time during the recording. However, it is often easier to focus on the recording and then to adjust the animation timings later using the **Set Audio Timings** feature.
7. If you are recording in slide-by-slide mode, you will need to click **Record** each time you move to the next slide; click the previous-slide and next-slide buttons to move between slides. In continuous mode, you can simply continue clicking **Next Animation/Slide** as you speak, until you reach the end of your presentation.
8. To stop recording, click **Stop**.
9. To save all the changes you have made since the last time you saved or opened the audio recorder, click **Save**.
10. After recording audio, you can **preview** your slide show with narration.
11. You can also edit your narration later, from the **Edit Narrations** dialog box. From this dialog box you can cut, copy, delete, and record over segments, as well as insert silence.

Note: Narrations are converted to Flash as streaming sounds. Since Flash limits the number of frames that can be put into a SWF file, audio files (including narrations) that are longer than 11 minutes will not stream. You can avoid this problem by creating slides with narrations fewer than 11 minutes long or by splitting your longer slides into several shorter slides. Be sure to monitor the **total slide recording time** for each slide.

To preview the results of recorded narrations:

1. In PowerPoint, select the slide whose narration you want to preview.
2. On the **Helius** menu, click **Record Audio**. (Note: If you have made changes to the presentation that you have not saved, you will be prompted to save your presentation before continuing.)
3. On the **audio recorder**, click **Play**. When playback begins, the PowerPoint slideshow will appear in the background. The display window of the audio recorder will show the current slide and time. When a slideshow is playing, the **Play** button becomes a **Pause** button. Press **Pause** at any time to pause the playback. Also, you can start playback from any point within the presentation by selecting the desired slide using the previous and next slide buttons.
4. If you have made any changes to the narration, click **Save**.
5. When you are satisfied with the narration, click the **X** in the upper right corner of the dialog box to close the audio recorder.



3.2. Importing Audio.

Helius Presenter allows you to import externally recorded **.wav** or **.mp3** audio files into your PowerPoint presentation. This feature is especially useful for importing recordings from live events and or audio recorded in another piece of software (such as [linked narrations in PowerPoint](https://courses.washington.edu/mlisprep/blog/wp-admin/files/NarratedPPT/NarratePowerPoint_separatefiles.pdf): https://courses.washington.edu/mlisprep/blog/wp-admin/files/NarratedPPT/NarratePowerPoint_separatefiles.pdf).

Helius Presenter allows you to import one audio file at a time or several audio files all at once. You can then assign individual audio files to specific slides.

Warning: Imported audio overwrites all existing audio on the selected slide; therefore, make sure you want to replace all the audio for that slide before importing audio.

To import one audio file at a time:

1. On the **Helius** menu, click **Import Audio**.
2. Click **Browse** to locate the audio file you want to import.
3. Using the browse window, find and select the file to be imported, and then click **Open**.
4. Click on the name of the audio file. Then, using the up and down arrow buttons, move the audio file until it is associated with the correct slide.
5. Continue assigning audio files to slides by repeating steps 2 through 4 above.
6. After you have assigned all the audio files, click **Finish**, and then follow the yes/no prompts to finish importing the audio files.

To import multiple audio files at once:

1. On the **Helius** menu, click **Import Audio**.
2. Click **Browse** to locate the audio files you want to import. (**Note:** The audio files should all be in the same folder on your computer.)
3. Using the browse window, find and select the files to be imported by holding down the **Ctrl** key and clicking on the file names, and then click **Open**.
4. To change which slide an audio file is associated with, click on the name of the audio file. Then, using the up and down arrow buttons, move the audio file until it is associated with the correct slide. Continue until all of the audio files are associated with the correct slides.
5. Click **Finish**, and then follow the yes/no prompts to finish importing the audio files.

Note: If you import audio files into the presentation and then decide to import additional audio files at a later time, the original files will not appear next to the slides to which they are attached in the Import Audio dialog box, though those files are still part of the presentation.

Also, when importing multiple audio files at once, it is helpful to label them numerically or alphabetically in the order they will be played (for example, Slide01.wav, Slide02.wav, and so on) so that you will not have to manually associate audio files with slides.

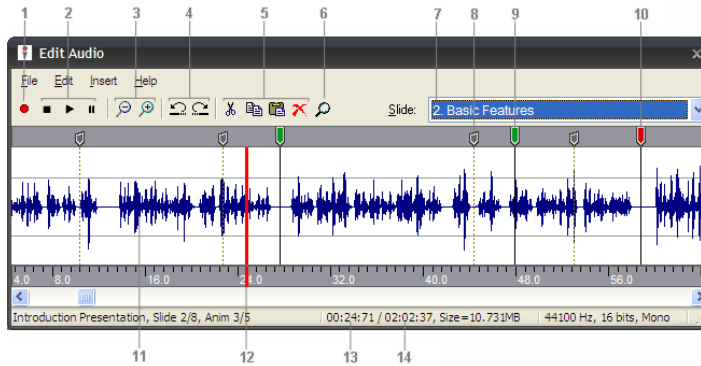
3.3. Edit Audio.

Overview of the audio editor

After you have recorded or imported audio into your presentation, you can use the audio editor to make changes to the audio. The audio editor gives you a visual representation of your audio and allows you to perform the following functions:

- Graphically view the audio, slide transitions, and animations for your entire presentation.
- Cut, copy, paste, and delete segments of audio.

To edit audio, on the **Helius** menu, click **Edit Audio**. Next is an explanation of the audio editor features.



1. **Record button:** Allows you to record over the audio for the current slide.
2. **Playback controls:** The **Play**, **Pause**, and **Stop** buttons allow you to review previously recorded audio. Playback begins from the current cursor position.
3. **Zoom out/in buttons:** Allow you to zoom out from and in on the waveform. Zooming out allows you to see more of the audio at one time. Zooming in allows you to see more detail on the audio.
4. **Undo/Redo buttons:** Allow you to undo or redo changes that you have made since the last time you selected the **File** menu and then **Save Presentation**.
5. **Edit buttons:** Allow you to **cut**, **copy**, **paste**, and **delete** sections of audio.
6. **Magnify button:** Allows you to magnify any portion of the waveform. To do this, click on the magnify button, and then click on the location you want to magnify.
7. **Slide selector:** Allows you to quickly move the cursor to the slide that you select from the dropdown.
8. **Animation marker:** Represents an 'on click' animation. Scroll over the marker to see which animation it represents. The position of the marker on the waveform is representative of when the animation will be triggered. Markers in the same position appear to be stacked. You can adjust the **animation timing**.
9. **Slide marker (Automatic transition):** Represents a slide transition. You can move a marker to the left or right, as far as the next marker. A green slide marker indicates that once this slide is finished playing, the presentation will automatically advance to the next slide. (To change the transition type, right-click on the marker, and select **Automatic transition**. You can also change this setting for all slides at once from the Presentation Properties dialog box, under the **Slides** tab.)
10. **Slide marker (Manual transition):** Represents a slide transition. You can move a marker to the left or right, as far as the next marker. A red slide marker indicates that once this slide is finished playing, the presentation will not advance automatically to the next slide.
11. **Audio waveform:** Waveform is a visual representation of your audio.
12. **Cursor:** Shows your current position within the audio. To move the cursor, simply click any place in the waveform.
13. **Presentation duration:** Displays the audio duration of the entire presentation in minute:second:millisecond format.

Delete, cut, copy, and paste options

Once you have recorded or imported audio, Helius Presenter allows you to delete, cut, copy, and paste segments of that audio.

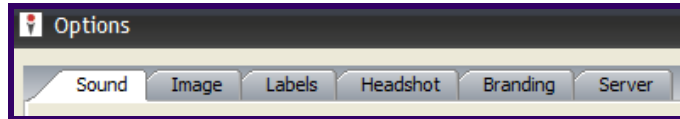
To edit segments of audio:

1. On the **Helius** menu, click **Edit Audio**.
2. Select a portion of audio to edit. To do this, click at the starting position (do not click on a marker, as this will only move the position of a slide or animation), and hold down the mouse button while you drag your pointer to the ending position. The selection will now be gray.

3. Click the desired button from the **toolbar** (cut, copy, or delete) to perform that function; or right-click on the selection to bring up these options. If you cut or copy a selection, you can then paste it at the current position of the cursor in the waveform.
4. Click **File**, and then click **Save presentation** to save your changes.

3.4. Set Options.

Options are the default publishing settings for presentations. Each tab is defined below and the suggested setting, if any, is listed.

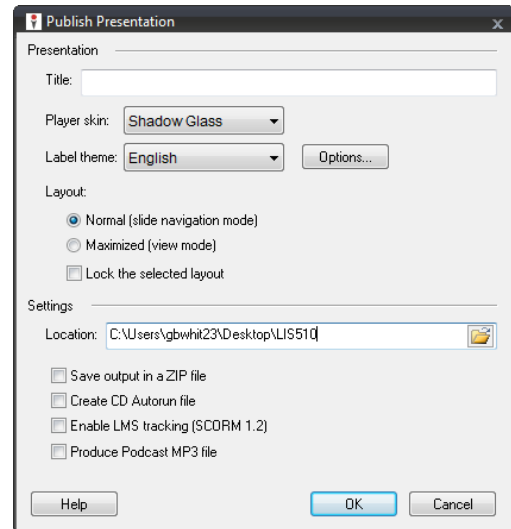


- Sound:* Output quality of audio -- *32 Kbps, Mono*
- Image:* Output quality of image -- *Medium, Convert to JPEG*
- Labels:* Allows customization of labels in Flash player -- *keep default*
- Headshot:* Add presenter image and bio
- Branding:* Logo and custom background
- Server:* Not used (no Helius server)

3.5. Publish (convert) your presentation.

To publish a presentation to your local computer:

1. On the **Helius** menu, click **Publish**. If you have made changes to the presentation that you have not saved, you will be prompted to save your presentation before continuing. Save your presentation.
2. In the **Presentation Title** field, enter a title for your presentation so you can easily identify it.
3. In the **Player skin** field, select the skin in which you want the presentation to display.
4. From the **Label Theme** field, select the player labels that you would like apply to this presentation. You can create a new **Label Theme** by clicking the **Options** button.
5. Under **Layout**, select whether you want the presentation to display with a normal layout (with a table of contents) or with a maximized layout (without a table of contents).
6. Under **Settings** choose where you want the converted content to be placed.
 - If you wish to have a separate MP3 of your presentation audio generated, check the **Produce Podcast MP3 file**
7. Click **OK**. Helius Presenter now opens a conversion status page.
8. When the conversion is complete, click **View Presentation**.
9. After viewing the presentation to make sure everything converted as you intended, you can upload the folder with the converted contents to your UW web space.



4. Upload presentation to your UW server space

The iSchool does not run a Helius server for presentations. However, once you publish locally, you can use the SSH SFTP client and upload the published presentation folder to your web space on Dante.

Once you have published your presentation on your local computer, do the following to put it on the web:

1. Use the SSH SFTP client (part of the UWICK kit) and log in to your Dante account.
2. Click on the public_html folder to enter the web space of your account.
3. Upload the entire folder that contains your published presentation to the public_html space. This folder will have the same name as your presentation title.
NOTE: You can rename the folder before or after you upload to simplify the url.
4. Open a browser and navigate to your web space to view the published content. The url will follow this pattern:
 - <http://students.washington.edu/>
 - **YourUWNetID/**
 - **FolderName/**
 - start.html

The entire URL will look similar to this, but with your id and folder name:
<http://students.washington.edu/YourUWNetID/FolderName/start.html>

Tips on recording, editing, and publishing with Helius

System Requirements

For you to create and publish a presentation, you should be running Windows 2000 or later (Windows XP is preferred), MS PowerPoint 2002 or later, Flash 7.0 or later. See the full set of system requirements here:

<http://www.pointecast.com/products/system-requirements.html>

Using a microphone

If you plan to stand up and/or move around as your record, you will want to use a head mic (a microphone attached to headphones). If you record while sitting at the computer, either a head mic or desktop mic will work. Before you narrate, make sure the microphone is properly connected. Position the microphone so that it's not too close to your mouth and aimed a little off to the side of your face. This keeps your breath from directly hitting the microphone while you talk.

Preparation and practice

From an instructor:

"Give yourself a good 1-2 hour block of time to do the first one – record about 3 minutes and then play around with your files and software, get a feel for the machine. Practice saving PPT, working with the Helius menu. Listen to the presentation playback; get a sense of what the others will hear. Listen to the pace of your voice, and the rising and falling inflections. Adjust your microphone settings if it's too tinny. (You should be hitting the yellow, but not the red; this works well for me.) Don't wait until you've done an entire presentation before listening to it. I usually take about 4-5 starts before I'm happy with the

opening. I'll record for about 1-2 minutes, then stop and begin again. It's a warm-up – it gets the mind and voice working together. Once I've recorded about 5 minutes worth, then for good or ill, that take is going be the one. Important tip: Plan out your ending!!! Look at the final slide and decide on your closing words! Write them down if necessary - you want a good strong close."

Group presentations

How should a group use Helius for a presentation? If you all wish to use the same set of slides and create a single presentation, you will need to coordinate your recording of audio so that either a) one person can import the files for each slide from various group members OR b) you record, then pass on the presentation materials to the next group member for completion of their segment.

Whenever you first record audio using the Helius menu and save the work, a folder is created to hold the .wav files of your audio for each slide:

Name	Date modified	Type	Size
grace_assets	8/24/2007 8:23 AM	File Folder	
grace.ppt	8/24/2007 8:39 AM	Microsoft Office P...	1,531 KB

The folder is named using the name of the PPT file and adding _assets to the name. Inside is an audio file for each slide that you record. The number of the audio file corresponds to the slide number recorded. So, wither you zip up and send along the PPT file and the assets to the next person, or you simply send the audio for one person to add to the presentation, the number of the file should alert them as to the slide where the audio should be synced:

Name	Artists	Album	#	Genre
grace_001.wav				
grace_003.wav				
grace_006.wav				

In the above image, you can tell that I have recorded audio that goes with slides 1, 3 and 6 of a 7 slide presentation. The next person to work with these files would need to be careful to just record audio on slides 2, 4, 5 and 7. Or, if the audio files alone are sent to a group member who has a copy of the slides, then they will know to import the audio files to slides 1, 3 and 7.

***THIS ASSUMES THAT YOU MAKE NO CHANGES TO THE SLIDES FROM THE TIME THE RECORDINGS TAKE PLACE TO THE TIME THAT YOU ADD YOUR OWN OR IMPORT!** It's a bit trickier if you start making changes to slide organization after the fact.*

The last person to add or import audio to the presentation can also send a "final" raw copy of the materials back to the group partners. Choose just one published version and location to submit to your class as a URL.

Narrating

Try not to speak when changing a slide. That way, if someone navigates to different parts of your presentation, they won't catch you in the middle of a sentence when they click on a different slide. If you need to edit your audio, it's easier to do so if there is silence during the slide transitions.

Editing audio

You can edit an audio track anywhere and edit a small portion of a slide, a full slide or multiple slides. See the **Edit Audio** section of the instructions for more details.

Editing your PowerPoint slides

You can edit your PowerPoint slides before and after you record audio that is connected with a particular slide. If you add a new slide in to the deck and record audio with that slide, your audio files will be renumbered to accommodate the new content and you can publish or republish with ease.

Do I have to record the whole thing at once?

No, you do not. The default setting for recording audio using Helius is to record one slide at a time. You can save what you have done at any point and come back to it later. If you wish to record slide after slide in one sitting, you simply adjust the record options to allow recording of multiple slides at a time.

Working on several different computers or networks

Helius is a plugin and is seen as an Add-In menu in PPT. Once you start using the menu options to record audio, etc. and you save your work, a folder with the "assets" related to your presentation is created. In order to work on other computers you will need to make sure you have:

- The PPT file
- The Assets folder and all contents
- The Helius Presenter software installed

Because Helius is a licensed product, the only places you will be able to work on the file aside from your home computer, are the iSchool labs or a group members computer who also has the software installed.

You can transport all files in use from one computer to another by:

- putting them on a flash key / USB key
- aipping (compressing) the files and uploading them to a server that you or others can access
- zipping the files and emailing them
 - NOTE: the audio files are very large and even a 5 minute presentation can be 20 MB in size.

Alternatives to running your presentation on Dante or Homer

Do I HAVE to post my presentation on Dante? Actually, no – you don't. You can post your presentation on any web server to which you have access. You may need to work with the server host on issues of presentation size, etc. allowed on their server space.

Last updated on 25 August, 2009 by Grace Whiteaker.