

MS Producer

Creating Learning Modules for
Online and On-Campus
Delivery

<http://faculty.seattlecolleges.com/jkent/workshops/producer/>

Workshop Agenda

- Configuring MS Producer
- Importing media into MS Producer
- MS Producer overview
- Creating and editing a MS Producer project
- Making a “Table of Contents”
- Publishing project

Configuring MS Producer

Tools → Options → Timeline

The screenshot shows the Microsoft Producer for PowerPoint 2003 interface. The Tools menu is open, and the Options... option is highlighted. The Options dialog box is also open, showing the Timeline tab. The Timeline default durations section is visible, with a text box indicating that the default duration should be changed to 20 seconds or less.

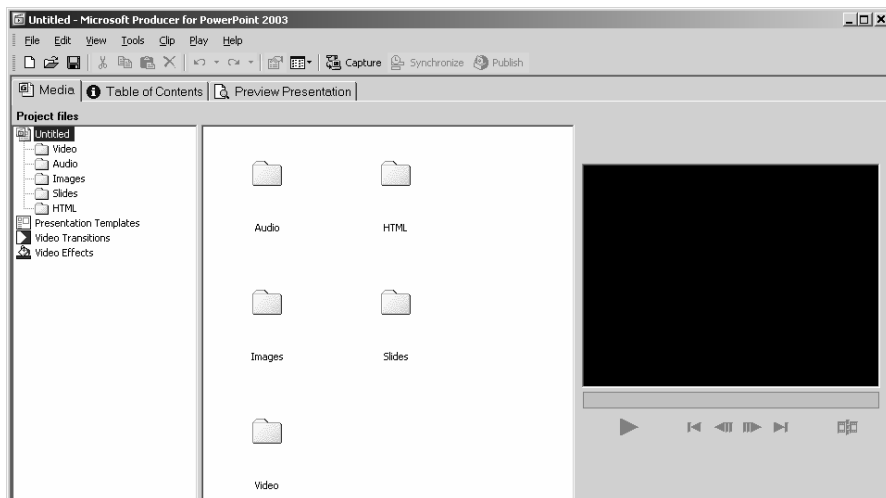
Item	Duration (seconds)
Microsoft PowerPoint slides:	20
Images on Slide track:	20
Images on Video track:	5
HTML files on HTML track:	20
Video transitions:	2
Presentation templates:	30

Change “Timeline default durations” to 20 seconds or less.

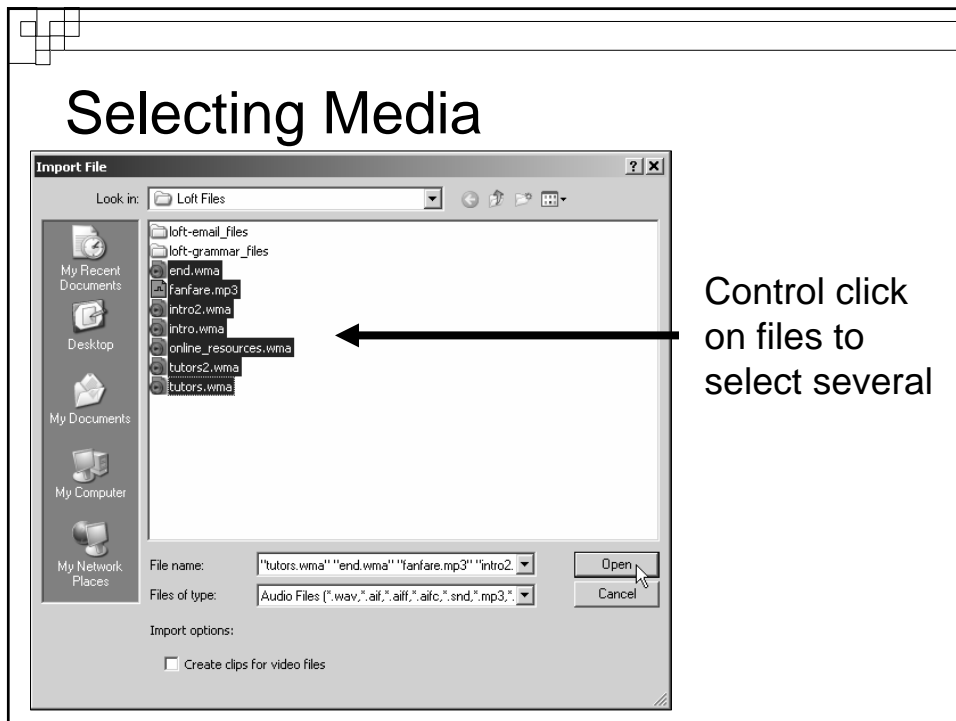
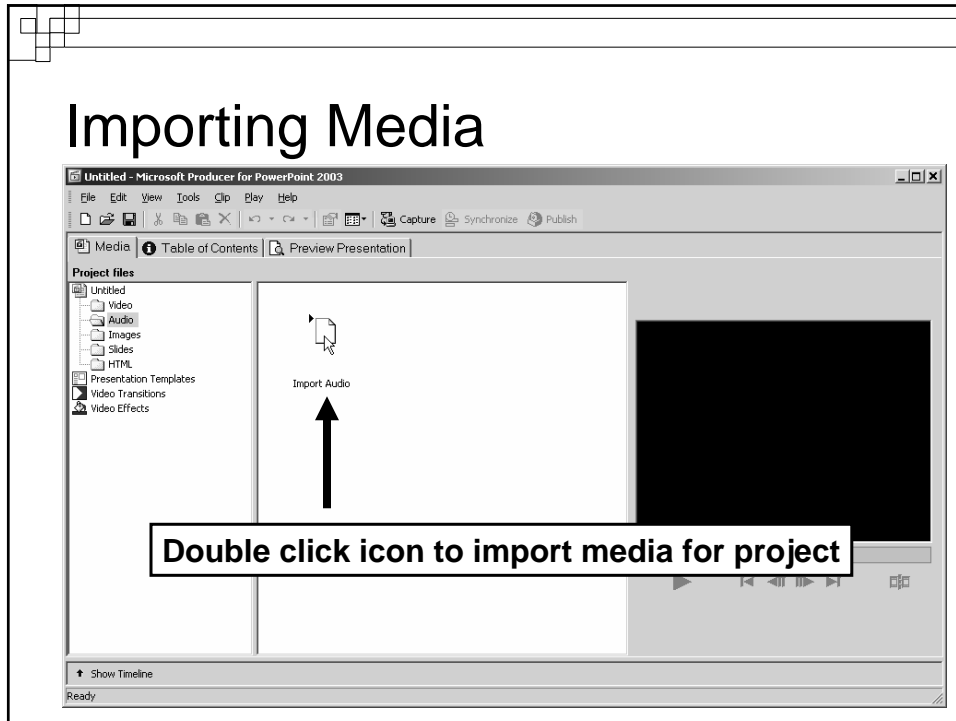
Importing Media

- media includes
 - audio files (music/narration/etc.)
 - HTML files (web pages)
 - images (pictures)
 - PowerPoint slides
 - video
- see next slide

Media Folders

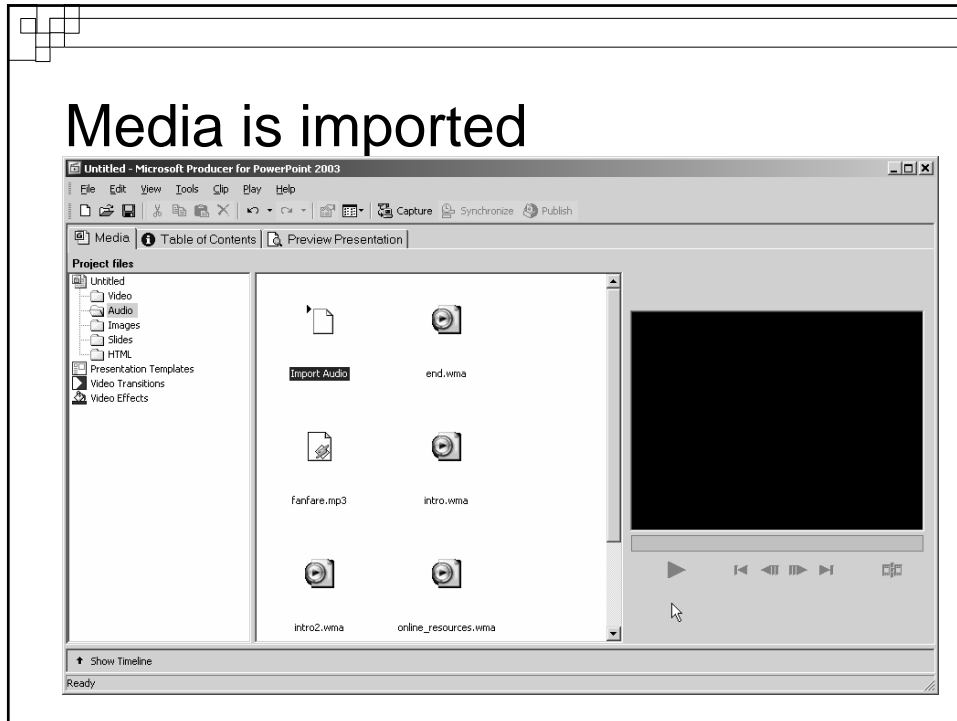


Double click a folder to open it then import files to project

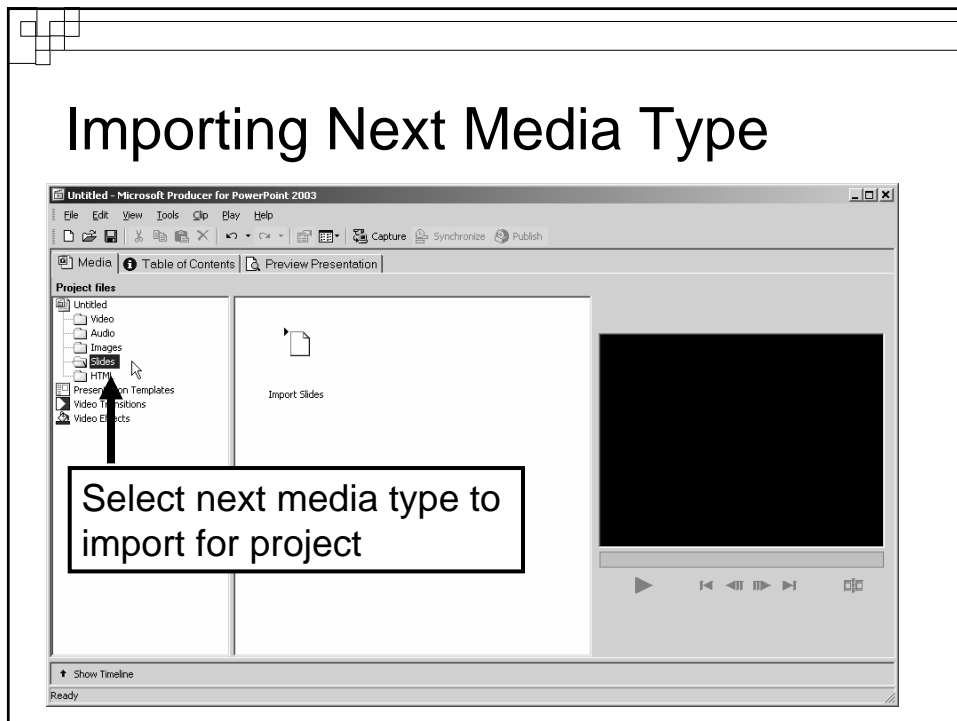


MS Producer Introduction

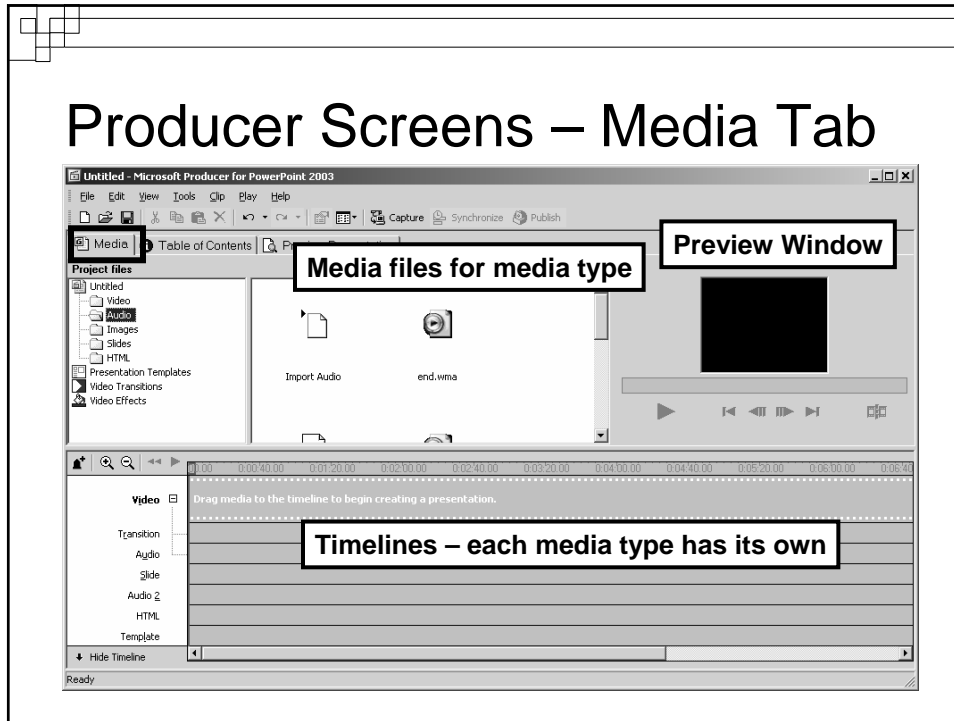
Media is imported



Importing Next Media Type



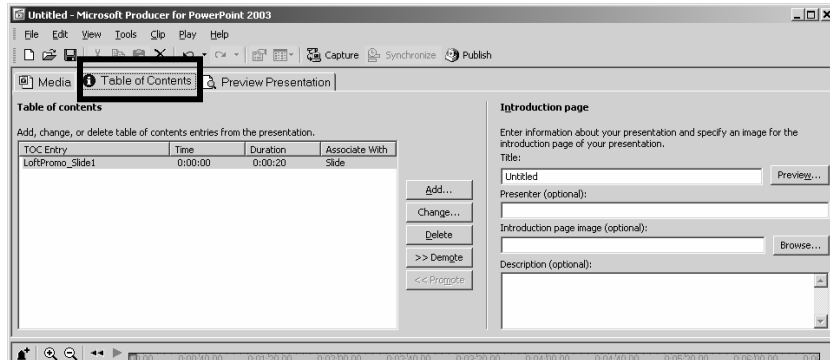
Producer Screens – Media Tab



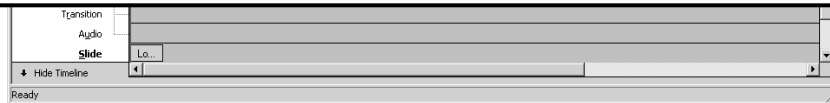
Producer Screens – Preview Tab



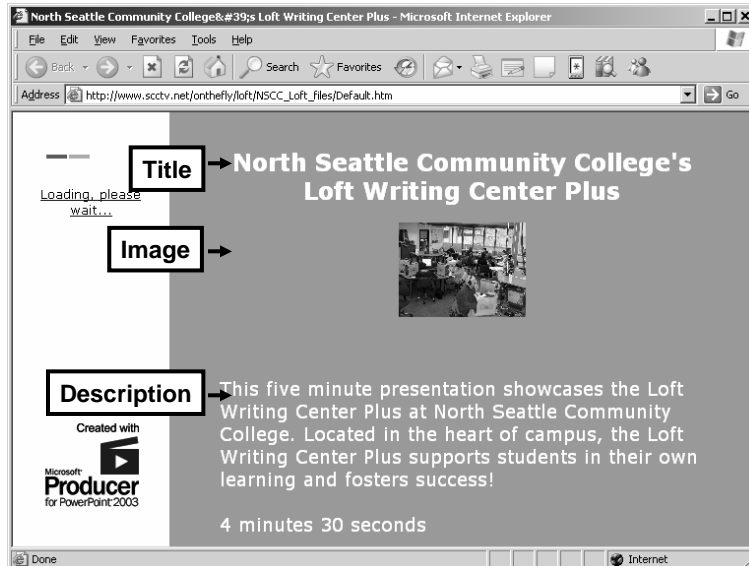
Producer Screens – Table of Contents Tab



Creates intro project screen and the project table of contents



Intro Project Screen



Project Table of Contents

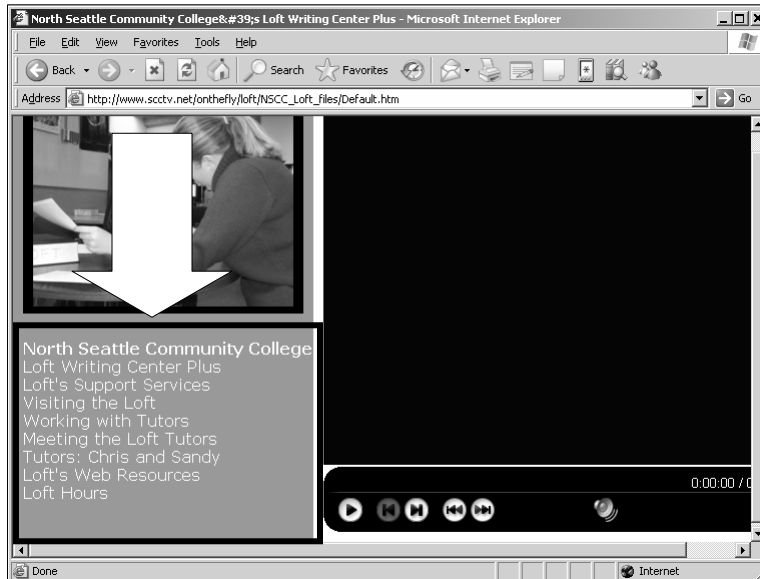


Table of Contents

- when project is finished, create Table of Contents and Intro screen
- slides become the table of contents
- intro screen needs
 - a good title
 - presenter name (optional but recommended)
 - image (for added interest while project loads)
 - description (to read while project loads)

Creating Table of Contents

Table of contents

Add, change, or delete table of contents entries from the presentation.

TOC Entry	Time	Duration	Associate With
LoftPromo_Slide1	0:00:00	0:01:07	Slide
LoftPromo_Slide2	0:01:07	0:00:22	Slide
LoftPromo_Slide3	0:01:29	0:00:20	Slide
LoftPromo_Slide6	0:01:49	0:00:16	Slide
LoftPromo_Slide11	0:02:05	0:00:20	Slide
LoftPromo_Slide9	0:02:25	0:00:10	Slide

Buttons: Add..., Change..., Delete, >> Demote, << Promote

Introduction page

Enter information about your presentation and specify an image for the introduction page of your presentation.

Title: Unlinked Preview...

Presenter (optional):

Introduction page image (optional): Browse...

Description (optional):

Begin with 1st slide – click to select then click the Change... button

Slide: LoftPromo_Slide1 | Lo... | Lo... | L... | Lo... | I

Add meaningful title

Table Of Contents Entry

Name: Introducing the Loft

Associate with: Timeline 0:00:00

Buttons: OK, Cancel

Titles Added

The screenshot shows the Microsoft Producer for PowerPoint 2003 interface. The 'Table of contents' pane on the left contains a table with the following data:

TOC Entry	Time	Duration	Associate With
Introducing the Loft	0:00:00	0:01:07	Slide
Loft Location	0:01:07	0:00:22	Slide
Meet the Tutors	0:01:29	0:00:20	Slide
Loft Hours	0:01:49	0:00:46	Slide

An arrow points to the 'Associate With' column. To the right, the 'Introduction page' configuration pane is visible, showing fields for Title, Presenter (Jean Kent), Introduction page image, and Description.

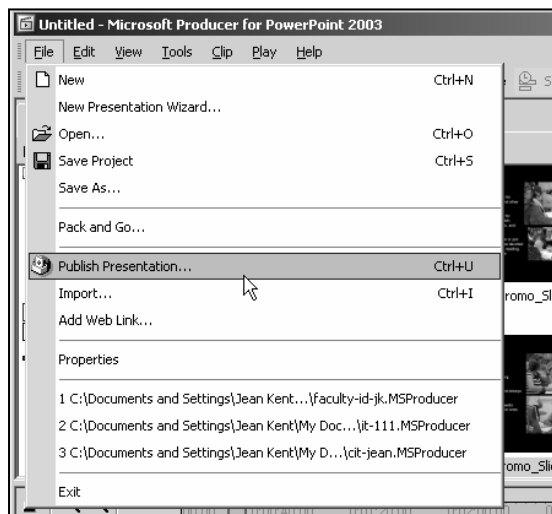
Intro Screen Information

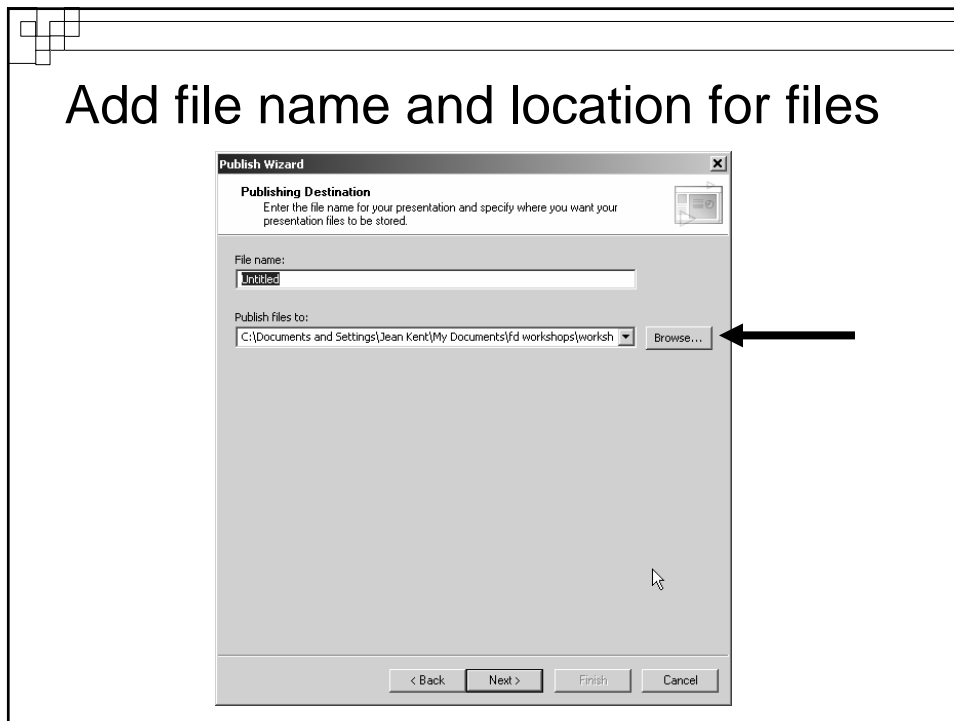
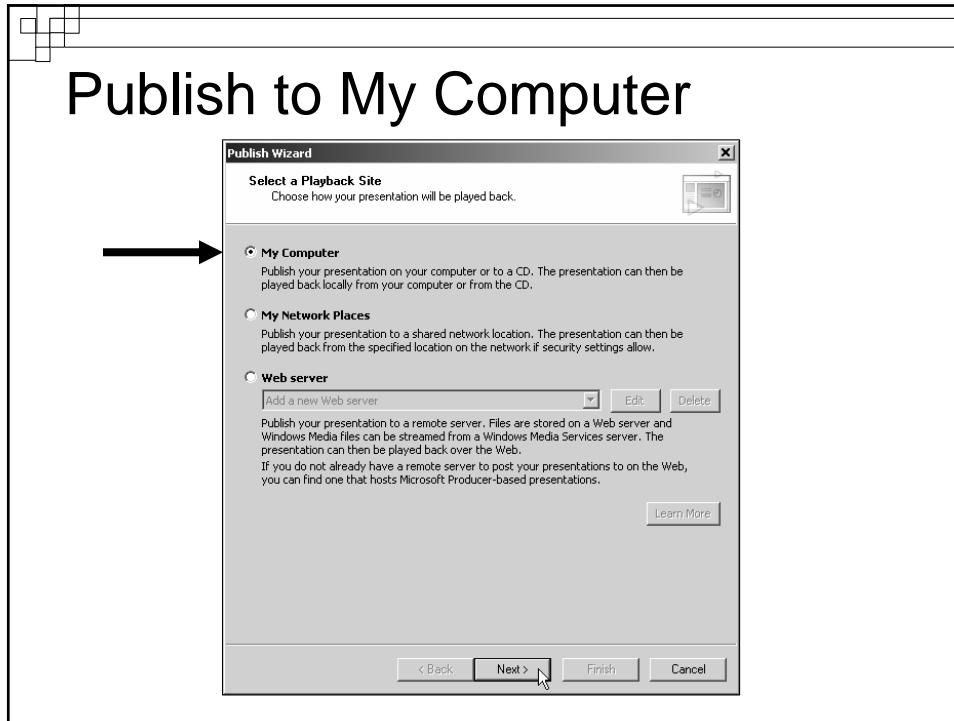
This screenshot is identical to the one above, but with a black rectangular box highlighting the 'Introduction page' configuration pane on the right side of the interface.

Publishing Project

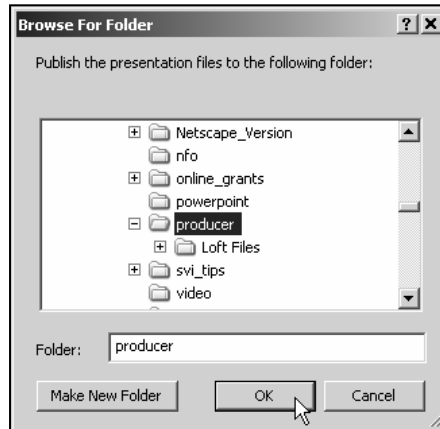
- supporting files created
 - html
 - xml
 - and others
- accept the defaults
- see next screens

File → Publish Presentation...





Select folder where files will go



Add title, etc. if not done already

