

TLC Producer Workshop Checklist**Hands-on steps for choosing a template:**

- 1. Plan: Use a template that highlights the video.
- 2. Select Presentation Templates.
- 3. Choose the Standard Video (480 x 320) - Fixed Slides (left) template and drag it to the Template track on the timeline.
- 4. To change the color, select Presentation Scheme from the Edit menu.
- 5. Use double red arrows to adjust the timing of the back end of the template.

Hands-on steps for trimming a video clip:

- 6. Drag the campus1.wmv video clip to the Video track on the Timeline.
- 7. If necessary, click on the "plus" sign to view the associated Audio track and Transitions track.
- 8. Preview this video clip in the Monitor window on the right side of your screen.
- 9. Right click on this audio block on the timeline and select Mute.
- 10. Playing the clip in the Monitor window up to the point at which we want to end it. Pause the video at this point and select Set End Trim Point in the Clip menu.
- 11. Right click on this video segment on the timeline and choose Fade In.
- 12. Preview the result in the Monitor window and SAVE your work.

Hands-on steps for transitioning from one video clip to another:

- 13. Drag the josh-arrives.wmv video clip to the Video track behind the first video clip.
- 14. Select Video Transitions in the Tree Pane. The Contents Pane will display an array of transition options. Click on one and you can preview it in the Monitor window on the right.
- 15. Drag a transition onto the Transition Track where the two video segments meet.
- 16A. You can increase the length of the transition by clicking on its block and using the double red arrows to expand or contract its size.
- 16B. An alternative (which I prefer) is to click on the block representing the second video clip on the timeline and drag it so that it overlaps the first video clip.
- 17. Preview and Save (often)!

Hands-on steps for removing footage from the middle of a video clip:

- 18. Play the josh-arrives.wmv video clip in the Monitor window. Mute the audio.
- 19. Remove about 15 seconds worth of video showing Josh climbing the library steps. Play the video clip again and, at the point in time at which you want to cut the clip, click on the Pause button and then click the Split icon in the lower right corner of the window.
- 20. Continue playing the video clip and, at the point in time at which you want to resume the clip (end the cut), click Pause again and Split again. Note that the timeline now shows that the original clip has been cut into three pieces.
- 21. Right click on the middle piece and Delete it from the timeline.
- 22. Use the mouse button to shift the last video piece to follow the first piece.
- 23. Add a transition between these two clips.
- 24. Save and Preview.

Hands-on steps for adding background music:

- 25. Drag the fanfare.mp3 audio clip onto the Audio 2 track of the timeline.
- 26. Right click on this video file and check its Properties to determine how long it is.
- 27. With this duration in mind, play the audio using the Play arrow in the Monitor window. Determine what part of it you wish to use (probably the opening horns).
- 28. We use the same technique for setting the starting and ending trim points of the audio clip as we did for our video clip. Play the audio clip to the point at which you want your background music to begin. Then Pause it and select Set Start Trim Point in the Clip menu.
- 29. Continue playing the audio clip for the length of time needed (about 20 seconds), then Pause and select Set End Trim Point in the Clip menu.
- 30. Drag the audio clip across the Audio track to beneath the first video clip.
- 31. Preview the result in the Monitor window.

Hands-on steps for narrating (capturing audio):

- 32. Practice reading out loud the short script provided for this workshop (i.e., the first two sections of the LoftPresentation_Script.doc). Time your narration to about 30 seconds.
- 33. Click on Capture on the top tool bar in Producer. A dialogue box appears.
- 34. Select Audio only and then click on Next.

- 35. Select Windows Media 9 codecs and Optimize compression. Then Next.
- 36. Practice talking into your microphone to set the volume level such that your voice causes the Input level to rise to the upper green and yellow area without reaching the red.
- 37. Click Next. When you are ready, click on Capture to start recording.
- 38. Type in the file name to be practice1.wma. Save it to your presentation folder.
- 39. Import this new audio file into your Producer project. Double click to listen to it.
- 40. Drag the audio file to the Audio 2 track on the timeline beneath the video clip.
- 41. Save and Preview.

Hands-on steps for normalizing or combining audio levels:

- 42. Select the Audio 2 track by clicking on it. Choose Normalize Timeline Audio.
- 43. As an alternative, right click on each of the library audio clips on the main Audio track and then uncheck the Mute option. We have now allowed their sound to play.
- 44. In the Tools menu, select Audio Levels. Move the pointer so that the Audio 2 track is louder than the main Audio track. Save and Preview.
- 45. Producer limitations mean that the Audio 2 track will be louder than the Audio track throughout the Producer presentation. Once again Mute the library Audio clips and reset the Audio Levels of the two tracks to be equal. We just can't have everything!

Hands-on steps for adding an image or photograph to our presentation:

- 46. Select an image such as tutoring.jpg and drag that image to the Slide track.
- 47. Save and Preview by selecting the Preview Presentation tab and Hide Timeline.
- 48. We can also place photographs and other images on the Video track interspersing them with videos as desired. Try adding tutoring.jpg to the Video track. Then undo.
- 49. We cannot edit the photographs directly in Producer but must open them within image editing software (such as Photoshop Elements).

Hands-on steps for adding and editing PowerPoint slides:

- 50. Open the LoftPromo.ppt file to view the individual slides in the Contents window.
- 51. Choose LoftPromo_Slide5. Right click on the slide and select Edit Slide.
- 52. Delete all the text except "The Loft is located on the second floor of the library".

Highlight this text to enlarge it to 36 point size. Save as LoftPromo_Slide5A.

- 53. Now drag it onto the Slide track behind tutoring.jpg.
- 54. Use the double red arrows to modify its duration so it exactly matches the end of our video clips. Save and Preview.
- 55. Right click on LoftPromo_Slide14. Select Edit Slide.
- 56. Right click on the photograph and save it as Photograph14.jpg.

Hands-on steps for incorporating a narrated PowerPoint slide show in Producer:

- 57. Drag the 23-second intro2.wma audio file onto the Audio 2 track of the timeline.
- 58. Drag LoftPromo_Slide4 and LoftPromo_Slide7 onto the Slide track above intro2.wma on the Audio 2 track. Drag the Photograph14.jpg file onto the Video track. Finally, use the red double arrows to adjust the tracks to end at the same point.
- 59. Save and Preview to see how these pieces fit together.
- 60. Use the red double arrows to align the end of our current template to match the end of the library video segment (before the slides, audio and photograph we just added).
- 61. Choose Presentation Templates in the Tree Pane. Select the Standard Video (320 x 240) - Resizable Slides template so that the video is now in the smaller left side screen.
- 62. Drag this template to the Template track adjust its length.
- 63. Save and use the Presentation Preview to determine any necessary modifications.

Hands-on steps for adding active web pages to our presentation:

- 64. Click and drag the Standard Audio - Resizable HTML template to the timeline.
- 65. Drag online_resources.wma audio file onto the Audio 2 track on the timeline. Drag the loft-grammar.html and the loft-email.html web pages to the HTML track.
- 66. You cannot have empty spots on the HTML track. You can use a blank web page (such as blank.html) or simply start the first HTML web page at the beginning of the track. 67. Preview the presentation using the Monitor window and adjust the timing of the web pages to match the narration by, of course, using those double red arrows.
- 68. Finally, Save and Preview using the Preview Presentation tab.