

RealPresenter™ Plug-in

for use with Microsoft® PowerPoint® 97

User's Guide

Version 5.0

RealNetworks, Inc.

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Introducing the RealPresenter Plug-in

RealPresenter Plug-in for use with Microsoft PowerPoint 97 allows you to quickly convert your PowerPoint 97 presentations into RealMedia™ files. Your presentation becomes a streaming slide show that can be published to a Web page, placed on a RealServer or Web server, or sent via e-mail.

Your presentation can then be viewed—with a RealPlayer—by anyone who does not own PowerPoint 97.

About this Guide

This guide is divided into four sections. A brief summary of each section follows:

Introducing the RealPresenter Plug-in -describes the plug-in and contains an overview of this document.

Installing RealPresenter -gives instructions for installing the product and details requirements needed to run the plug-in.

Preparing Your PowerPoint Presentation -describes how to set up your presentation to work effectively with the RealPresenter Plug-in.

Converting to RealMedia -shows you how to create a streaming RealMedia file from your PowerPoint presentation.

Publishing to the Internet -shows you how to publish your RealMedia file to a Web page, upload the Web page to a server, and send the file via e-mail.

Installing RealPresenter

This section describes how to install the RealPresenter Plug-in. You can install from a CD-ROM, or you can download the installation program from the RealNetworks Web site.

Before you install the plug-in, make sure your system conforms to the following requirements.

System Requirements

The following table outlines the basic system requirements, in addition to Microsoft PowerPoint 97, needed to use the RealPresenter Plug-in.

Requirement	Minimum	Recommended
CPU	486/66 DX®	Pentium® 120
RAM	8 MB	16 MB
Hard Disk space (software)	4 MB	
Hard Disk space (data)	500 MB	1 GB
Color Display	16-bit	24-bit (TrueColor)
Sound Card	16-bit sound card or better	
Microphone	any Windows-compatible microphone, if recording narration	

Installing the Plug-in

Follow these instructions to install the RealPresenter Plug-in.

To download and install from the RealNetworks Web site:

1. After purchasing the product online, click the **Save to Disk** button and specify a temporary directory for the installation program. Note where you saved it.
2. In File Manager or Explorer, double-click the installation icon in the temporary directory to activate the automated installation process.

To install the setup program from CD-ROM:

1. Insert the CD-ROM into the drive.
2. Follow the prompts.

To complete the installation of the RealPresenter Plug-in:

1. Close any other applications that may be open, and click **Next**.
2. To accept the terms and conditions for installing the RealPresenter Plug-in, click **Accept**.
3. Enter your name, company or organization name, and e-mail address. Then click **Next**.
4. Select an Internet Service Provider that hosts your Web pages. If your provider is not listed, select **Any Standard Web Server**. Then click **Next**.
5. To install RealPresenter into the default directory, click **Next**. If you wish to install RealPresenter into a different location, click **Browse** and select the installation directory.
6. Click **Finish** to begin the installation.
7. When the installation is complete, click **OK**.

For more information

For more information about any of the topics in this Help file, refer to the *RealAudio and RealVideo Content Creation Guide*, available for download at the RealNetworks Web site at <http://www.real.com>.

Preparing Your PowerPoint Presentation

The first thing you need before you can use the RealPresenter Plug-in is a PowerPoint presentation. The presentation may include any number of slides, each of which may contain text, graphics, charts, and so on. However, animations and slide transitions will not convert to RealMedia. Refer to the Microsoft PowerPoint 97 online Help for information on creating an effective presentation.

If you are converting a PowerPoint® 95 presentation, you should save it as a PowerPoint 97 presentation file before you modify it. Also, make sure PowerPoint 97 is installed with all converters and filters.

This section describes the steps you need to take before you convert your presentation into a RealMedia presentation. You will learn how to adjust the size of your PowerPoint Presentation, how to create a running narration for each slide, and how to test the sound.

Adjusting the Size of Your Presentation

The slide size of your PowerPoint presentation determines the pixel size of your converted RealMedia presentation. The size of your fonts can also affect the final size of the RealMedia presentation. A smaller RealMedia presentation will have less pre-buffer time. That is, your viewers will not have to wait as long to view your RealMedia presentation.

To change the size of your PowerPoint slides, choose **Page Setup** from the **File** menu. To change the size of your system fonts, use the Windows Control Panel.

The following chart shows how large your final RealMedia presentation will be using a variety of PowerPoint slide and font sizes.

Slides Sized for	Font Size	RealMedia Size (in pixels)
On-screen Show Letter Paper or Overhead	Small	480 x 350
	Large	600 x 450
A4 Paper	Small	510 x 350
	Large	640 x 350
35mm Slides	Small	530 x 350
	Large	670 x 450
Banner	Small	385 x 50
	Large	465 x 50
Custom 15 in. x 10 in.	Small	720 x 480
Custom 12 in. x 8 in.	Large	720 x 480
Custom 1 in. x 1 in.	Small or Large	50 x 50

Narrating Your Presentation

Microsoft PowerPoint 97 allows you to record a narration for your slides. With this feature, you can create a running dialog for each slide that can then be converted to a RealMedia file. For more information, see the PowerPoint 97 online Help.

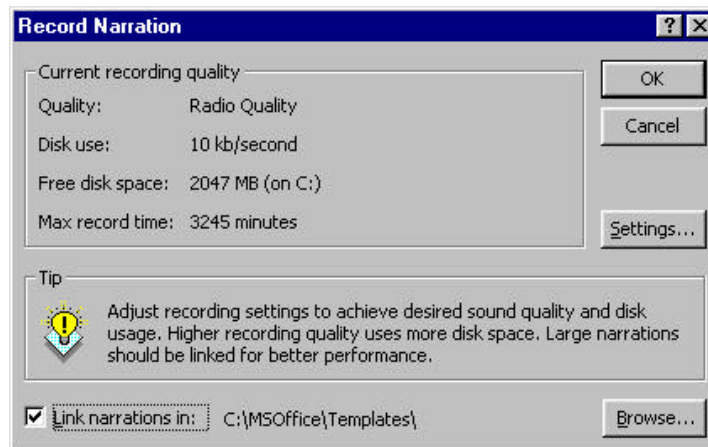
If you want narration for each slide, you must follow these instructions before you convert your slides into a RealMedia file.

Note: Before you begin, check your microphone to make sure it is connected and the recording levels are set properly.

To narrate your PowerPoint Presentation:

1. Open your PowerPoint 97 file.
2. From PowerPoint, choose **Record Narration** from the Slide Show menu.

The Record Narration dialog box opens.



3. Change the Recording Quality options by clicking the **Settings** button, adjusting the settings, and clicking **OK**.

The **Radio Quality** setting sounds less clear than the **CD Quality** setting, but doesn't require as much disk storage space.

4. Select the **Link narrations in:** option.

This option must be selected in order to add your narration to your final RealMedia presentation.

5. Click **OK** to begin recording.

The first slide in your presentation appears.

6. Begin speaking into the microphone, and click anywhere to advance to the next slide.
7. Continue speaking and advancing throughout your presentation.
8. When you are finished with all of the slides, click **Yes** when asked if you want to save the slide timings.
9. Click **Yes** to review the timings.

PowerPoint shows your presentation in Slide Show mode, with the number of seconds for each slide listed.

Testing Your Presentation

Before you convert your PowerPoint presentation to RealMedia, it is a good idea to test the final, narrated presentation. Follow this procedure to make sure the narration and slide timings are to your satisfaction.

To test the narration and timing:

1. Choose **View** from the **Slide Show** menu.

Your narrated presentation opens and begins playing. Listen to the narration and make sure it sounds fine. Also check the length of time each slide appears on the screen. Try to leave a few seconds of silence between slides. A common mistake when recording narration is to rush through each slide.
2. If you need to re-record the narration, simply follow the steps for recording a narration again.
3. If you are dissatisfied with the narration for only one particular slide, do the following:
 - a) Select **Slide Sorter** from the **View** menu.
 - b) Select and cut (CTRL+X) the slide you want to change.
 - c) Open a new, empty presentation.

- d) Paste (CTRL+V) the slide into the presentation.
- e) Record the new narration.
- f) Select and cut the slide, and paste it into your original PowerPoint presentation.

Converting to RealMedia

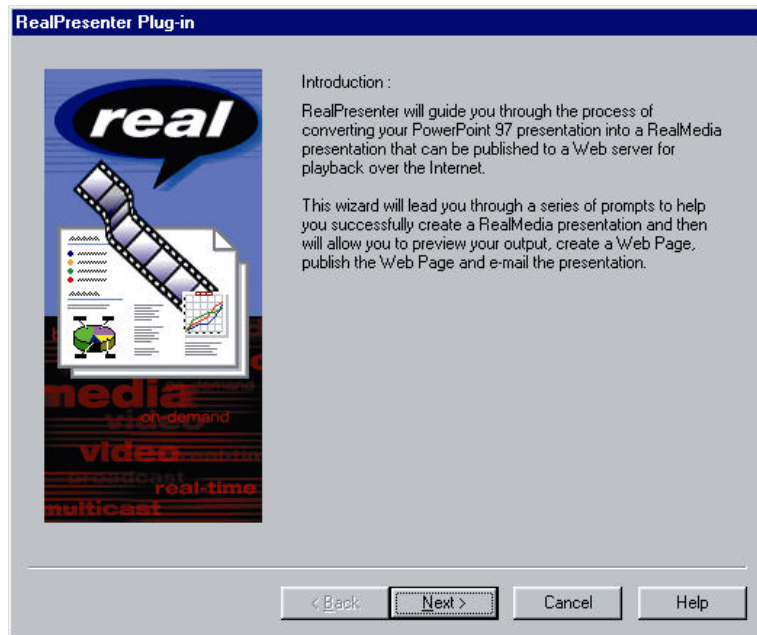
Once you have prepared your PowerPoint 97 presentation, you can use the RealPresenter Plug-in to convert it into a RealMedia presentation. The RealPresenter Plug-in guides you step-by-step through the RealMedia conversion process with a simple wizard. You can convert either narrated or unnarrated PowerPoint 97 presentations.

This section walks you through the RealPresenter Plug-in wizard.

To convert your PowerPoint 97 presentation to a RealMedia presentation:

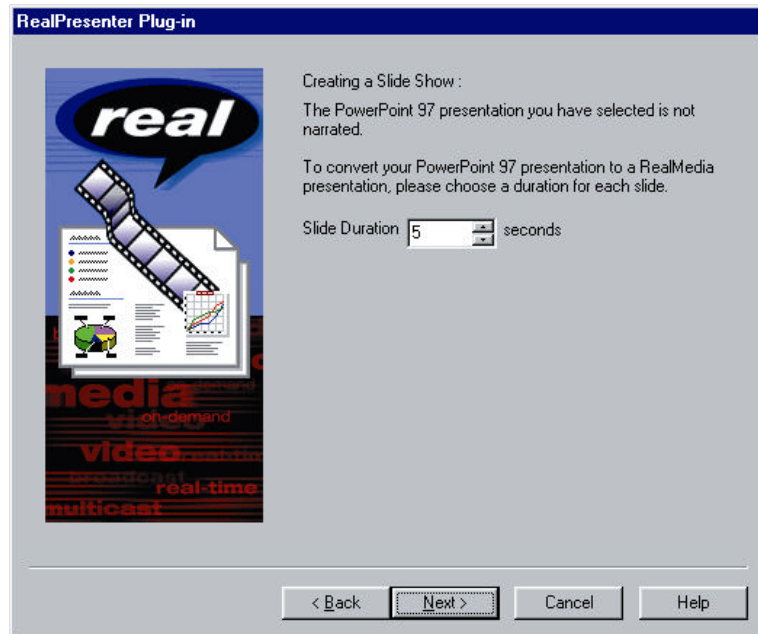
1. Open your PowerPoint 97 presentation.
2. From PowerPoint, choose **Publish to RealMedia** from the Tools menu.

The RealPresenter Plug-in opens.



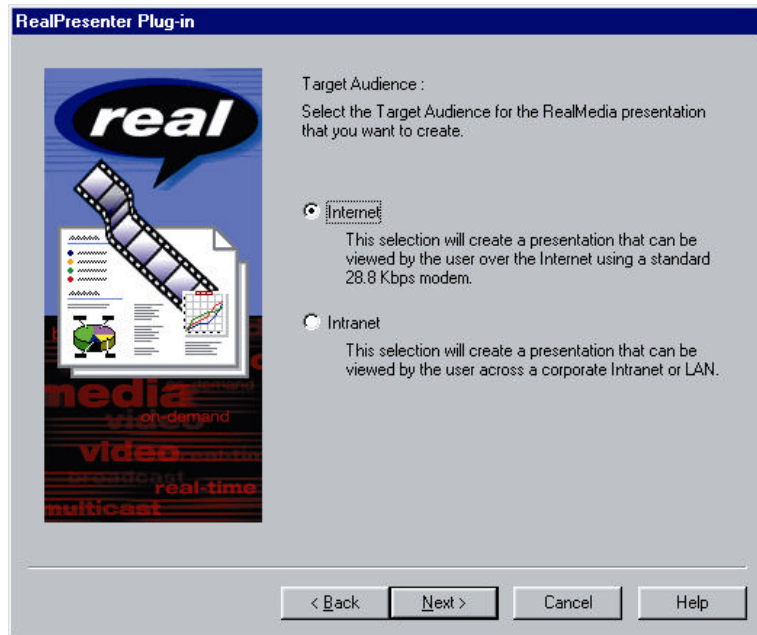
3. Click **Next** to begin.

If you haven't narrated your presentation, the Creating a Slide Show page opens. Here, you set the amount of time each slide will be displayed. The default is five seconds.



4. Enter the **Slide Duration**, and click **Next**.

The Target Audience page opens.



5. Select a **Target Audience**:

- **Internet** - people who connect to the internet via a modem. The RealMedia presentation is recorded using a 5 Kbps Voice audio codec and a 11 Kbps video bitrate, for a 16 Kbps approximate total bitrate.
- **Intranet** - people connected via a LAN. The RealMedia presentation is recorded using a 16 Kbps Voice Wideband audio codec and a 84 Kbps video bitrate, for a 100 Kbps approximate total bitrate.

6. Click **Next**.

The Output File page opens.



7. Enter a directory and filename for the RealMedia presentation presentation.

The default name is the name of the PowerPoint 97 file name with a .RM extension.

8. Click **Next**.

The RealMedia Presentation Information page opens. This information will appear in the RealPlayer™ whenever the clip is played.

RealPresenter Plug-in

RealMedia Presentation Information :

Edit the Title, Author, and Copyright information for the RealMedia presentation that you want to create.

Title :
myfile

Author :
me

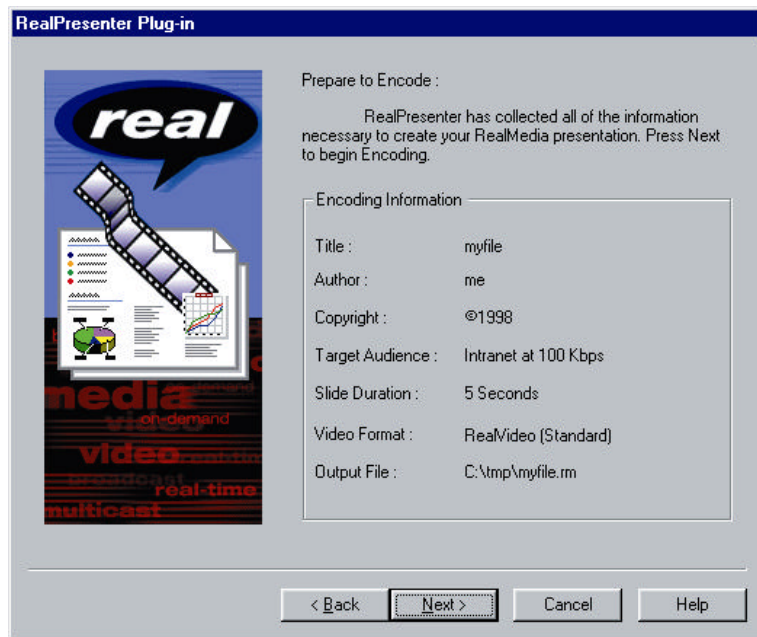
Copyright :
©1998

< Back Next > Cancel Help

9. Enter a Title, Author, and Copyright date for your clip, and click **Next**.

The default title is the name of the PowerPoint 97 presentation file. The default author is what you entered during the RealPresenter Plug-in installation. The default copyright is the current year.

The Prepare to Encode page opens.



10. Review the information listed. If you want to change any settings, click **Back** to go to the appropriate page. If everything is fine, click **Next**.

The RealPresenter Plug-in converts your presentation into a RealMedia presentation. When the conversion is complete, the Conversion Results page opens.



11. Click the **Play** button to view your new RealMedia presentation.

You must have a RealPlayer installed to view the file. If you do not have a RealPlayer, you can view the file at a later time; note the file location and name.

12. You may now:

- e-mail the RealMedia presentation
- create a Web page with the RealMedia file
- publish a Web page to a RealServer™ or Web server

See the next section, 'Publishing to the Internet,' for more information about using these features.

Publishing to the Internet

Along with its powerful RealMedia recording features, the RealPresenter Plug-in allows you to publish your streaming content to the Internet. You can:

- automatically create a RealMedia-enabled Web page
- upload a Web page to either a standard HTTP Web server or a RealNetworks RealServer
- send RealMedia files via e-mail

Creating Web pages

With the RealPresenter Plug-in, you can automatically create a Web page that contains your RealMedia presentation and plays through any Web browser.

The wizard leads you through a series of prompts to help you create the Web page and choose how it will stream your RealMedia presentation: either with a RealPlayer in a separate window, or with a RealPlayer embedded within the page. The wizard then allows you to preview the finished page with your Web browser and RealPlayer.

To create a Web page with a Pop-up RealPlayer:

1. Click the **Create Web Page** button.

The Web Page Wizard opens.

2. Click **Next** to begin the Wizard.
3. Select a file name.

The name of the last RealMedia presentation created by RealPresenter appears by default. Click the **Browse** button to locate another RealMedia presentation.

4. Click **Next**.

The Playback Method page appears.

5. Choose **Pop-Up Player** and click **Next**.

The Web Page Caption page opens.

6. Enter the caption name. This name will appear in the Web page as a link to the Pop-up RealPlayer. Click **Next**.

The Web Page Filename page opens.

7. Enter the name and directory of the Web page you want to create and click **Next**.

Note: avoid saving your files into your computer's temporary directory (such as C:\TEMP).

The Web page is created in the specified directory, with an associated metafile containing information about your RealMedia presentation.

8. If you wish to preview your Web page with a browser, click **OK** on the Results page.

You must have RealPlayer installed to view your page properly.

9. When preview is completed, click **Finish**.

To create a Web page with an embedded RealPlayer:

1. Click the **Create Web Page** button.

The Web Page Wizard opens.

2. Click **Next** to begin the Wizard.

3. Select a file name.

The name of the last RealMedia presentation created by the RealPresenter Plug-in appears by default. Click the **Browse** button to locate another RealMedia presentation.

4. Click **Next**.

The Playback Method page appears.

5. Click **Embedded RealPlayer** and click **Next**.

The Player Control Layout page appears. In this page, you can decide what components of the RealPlayer to embed within the Web page.

6. Choose a layout from the available templates.

A preview of the selected layout appears.

7. Select **Auto Start** if you wish the RealMedia presentation to play automatically when the Web page is displayed.

8. Click **Next**.

The Web Page Caption page appears. This name will appear as a title for the embedded RealPlayer controls.

9. Enter a caption name and select either **Place Caption Above Embedded Player** button or **Place Caption Below Embedded Player**.

10. Click **Next**.

The Filename page appears.

11. Enter the name and directory of the Web page you want to create and click **Next**.

Note: avoid saving your files into your computer's temporary directory (such as C:\TEMP).

The Web page is created in the specified directory, with an associated metafile containing information about your media file.

12. If you wish to preview your Web page with a browser, click **Preview** on the Results page.

You must have RealPlayer installed to view your page properly.

13. When preview is completed, click **Finish**.

Note: Keep in mind that the Web pages you create with the Web Page Wizard will initially point to RealMedia presentations located on your local hard drive. When you upload your pages to a remote Web server, these local file references will automatically be updated. You should avoid making manual changes to any HTML files created by the wizard. Alterations to these files or any file references contained in the associated .ram/.rpm metafile may cause errors when publishing Web pages to a remote server.

About metafiles

A metafile connects a Web page to one or more RealAudio or RealVideo clips located on a remote server. The function of a metafile is to point to the location where your media file actually resides and is required for your file to stream, rather than simply download and play. Typically, a metafile is located on a server and contains the URL where the RealAudio or RealVideo clips can be found.

Metafiles created by the RealPresenter Plug-in reside on your local hard drive and point to files on your local file system. When you publish your files to a server, the metafiles are automatically updated to include information about the server where your media files are sent.

Publishing your files to a server

Another primary feature of the RealPresenter Plug-in is the Publish to Server Wizard. This wizard allows you to publish your RealAudio and RealVideo-enabled Web page to a remote server. The server can be either a RealNetworks RealServer or a standard HTTP Web server.

The wizard leads you through a series of prompts to help you specify the type of server and the directory where you will upload your page. You can also specify the name of the Web server and the URL path where your Web page will be located. The wizard then allows you to preview the finished page.

Remember that when you upload your Web pages to a remote server, RealPresenter automatically updates your Web page and .ram/.rpm metafile to point to the appropriate server addresses, directories and files.

To avoid confusion during the publishing process, two worksheets have been provided for you: one for simple HTTP streaming and the other for streaming your media files from a RealServer. You should complete the appropriate worksheet before you begin.

Publishing a file to stream from a standard HTTP Web server

If you are using a standard HTTP Web server to stream RealAudio or RealVideo, you should obtain the following information from your system administrator or ISP. For simple HTTP streaming, your Web page and media file will be copied to the same location.

Worksheet 1: Publishing to an HTTP server

1. **File Server:** Name or IP address of the file server where your Web page will be uploaded. For example: *ftp.server.com*.

2. **Directory:** Name of the directory on the file server where your Web page will be uploaded. For example, if the personal directory assigned to you by your system administrator is *htmlpages*, enter HTMLPAGES as the directory name. This may be left blank.

3. **Web Server:** Name or IP address of the Web server users will use to locate your Web page. For example, if the full URL users will use is *http://www.server.com/htmlpages/file.htm*, enter WWW.SERVER.COM as the Web server name.

4. **URL Path:** The URL path on the Web server that users will use to locate your Web page. For example, if the full URL is *http://www.server.com/htmlpages/file.htm*, enter HTMLPAGES as the URL path.

The following publishing instructions (both standard HTTP Web server and RealServer) are for users who selected the **Generic - No Defaults** setting when installing RealPresenter. Otherwise, if you selected a specific Internet Service Provider during installation, you should follow the simple steps provided by the Publish to Server Wizard. You may choose a service provider from the publishing wizard other than what was chosen during installation.

To publish a file to stream directly from a standard HTTP Web server:

1. Click the **Publish Web Page** button.

The Publishing Wizard opens.

2. Click **Next** to begin.

3. Enter the name of the file you wish to publish and click **Next**.

The Publishing Profile page opens.

4. Choose an Internet Service Provider from the list or select **Generic - No Defaults** if your Service Provider is not listed, and click **Next**.

The Streaming Method page opens.

5. Click **Stream media clip from a standard Web server** and click **Next**.

The FTP Server Information page opens.

6. Type in the name or IP address of the FTP server where you are uploading your files and the directory on the FTP server where your page will be sent. Then type in your user name and password, and click **Next**.

The Web Page URL page opens.

7. Type in the name or IP address of the Web server and URL directory that users will use to locate your page on the Internet.

8. Click **Next**.

The Upload Progress page appears.

9. Click **Next** to begin uploading your files.

Your files automatically upload to your Web server. If any errors occur while uploading your files, you will receive an error message describing the problem and potential solutions.

10. Click **View Now!** to view your published Web page.
11. Click **E-Mail URL** to send the Web page location to others using your e-mail application.
12. Click **Finish** when you are done viewing your published Web page.

Publishing a file to stream directly from a RealServer

If you are using a RealServer to stream RealAudio or RealVideo, you will need to obtain the following information from your system administration or ISP. Please note that for streaming from a RealServer your Web page will be copied to a standard HTTP Web server, while your RealMedia file may be copied to a separate RealServer.

Worksheet 2: Publishing to a RealServer

1. **File Server:** Name or IP address of the file server where your Web page will be uploaded. For example: *ftp.server.com*.

2. **Directory:** Name of the directory on the file server where your Web page will be uploaded. For example, if the personal directory assigned to you by your system administrator is *htmlpages*, enter HTMLPAGES as the directory name. This may be left blank.

3. **RealServer:** Name or IP address of the RealServer where your encoded media file will be uploaded. For example: *ftp.server.com*.

4. **Media Directory:** Name of the media directory on the RealServer where your RealMedia file will be uploaded. For example, if the media directory assigned to you by your system administrator is *myvideo*, you would enter MYVIDEO as the directory name.

5. **RealServer Location:** Name or IP address of the RealServer that users will use to locate your media file. For example, if the full URL users will use to locate your media file on the Internet is *pnm://pnm.server.com/myvideo/file.rm* you would enter PNM.SERVER.COM as the RealServer name.

6. **URL Path:** The URL path on the RealServer that users will use to locate your media file. For example if the full URL that users will use to locate your media file is *pnm://pnm.server.com/myvideo/file.rm* you would enter MYVIDEO as the URL path.

To publish a file to stream directly from a RealNetworks RealServer:

1. Click the **Publish Web Page** button.
The Publishing Wizard opens.
2. Click **Next** to begin.
3. Enter the name of the file you wish to publish and click **Next**.
The Publishing Profile page opens.
4. Choose an Internet Service Provider from the list or select **Any RealNetworks RealServer** if your Service Provider is not listed, and click **Next**.
The Streaming Method page opens.
5. Click **Stream media clip from a RealServer** and click **Next**.
The FTP Server Information page opens.
6. Type in the name or IP address of the FTP server where you are uploading your files and the directory on the FTP server where your page will be sent. Then type in your user name and password, and click **Next**.
The Web Page URL page opens.
7. Type in the name or IP address of the Web server and URL directory that users will use to locate your page on the Internet, and click **Next**.
The RealServer Information page opens.
8. Enter the name or IP address of the RealServer where your media file will be sent. Enter the directory where your media file will be sent, plus your user name and password, and click **Next**.
The Media Clip URL page opens.
9. Type in the name or IP address of the RealServer and URL directory that users will use to locate your media file on the Internet.
10. Click **Next** to begin uploading your files.

Your files automatically upload to your Web server. If any errors occur while uploading your files, you will receive an error message describing the problem and potential solutions.

11. Click **View Now!** to view your published Web page.
13. Click **E-Mail URL** to send the Web page location to others using your e-mail application.
12. Click **Finish** when you are done viewing your published Web page.

Sending your files via e-mail

This section describes how you can send your RealMedia presentations to other people using your default e-mail application. Your recipients must have the RealPlayer installed on their machine in order to play the file.

Your e-mail application must be configured to work with the RealPresenter Plug-in. Refer to the online Help for more information.

To send your RealMedia presentation via e-mail:

1. Click the **E-Mail Clip** button.
The Select RealMedia File dialog box opens.
2. Browse for the file you want to send, select it, and click on **Open**.
A new e-mail message opens with the RealMedia file attached.
3. Specify a recipient, type in a subject, and add any other text, as you would for a regular e-mail.
4. Send the e-mail.