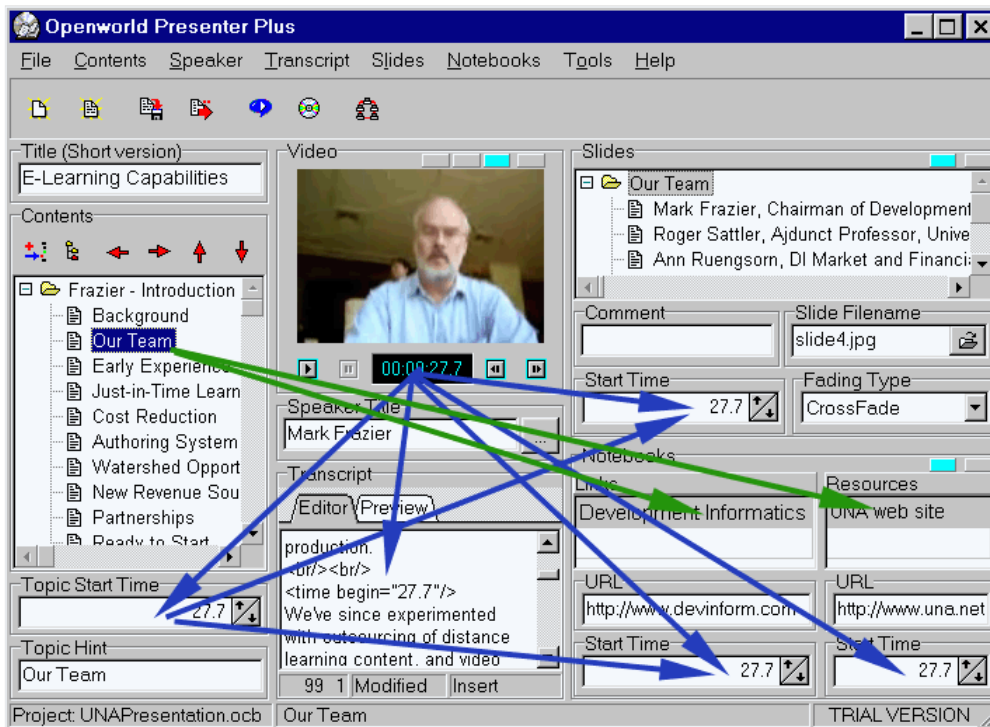


# Welcome to Openworld Learning

Your source of breakthrough solutions for creating high quality, rich media presentations.



## OPENWORLD PRESENTER

### USER'S GUIDE

*Openworld Presenter makes life easier for presentation authors as well as viewers. Your development costs and time in creating rich media content can be dramatically reduced.*

*And, when you're ready to publish, our authoring tool provides you with innovative, one-stop global CD-ROM distribution and web hosting solutions -- as well as opportunities to earn royalties.*

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## **Screen Layout Wizard Options**

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## Introducing Openworld Presenter™

### Welcome to Openworld Presenter™

#### Overview

**Openworld Presenter™** enables easy creation of multimedia presentations and e-learning courses. It lets you rapidly combine video, transcripts, and slides in an intuitive way.

A key advantage of Openworld Presenter over other multimedia authoring tools is its support for topic navigation menus. This is a very useful feature especially when creating and viewing long presentations and courses. This feature is enabled when you are using Openworld Presentation Player™ to play your presentations.

When creating presentations with Openworld Presenter, you'll also enjoy a further advantage—the ability to engage specialists around the world who are ready to help with tasks such as preparing transcripts, adding graphics, or translating content as you may desire.

These elements make it possible to create rich media presentations at unrivalled time and cost savings. Click [here](#) to look at a presentation typical screenshot and learn more about the key elements of presentations.

#### Other software you should install

Openworld Presenter is designed to work with other widely-used programs.

Openworld Presenter uses RealMedia™ format files for video and SMIL format for the whole presentation. You will need to install on your computer the free RealPlayer Basic™ from RealNetworks.

We recommend also that you install another free software tool, Realproducer Basic, to convert video files that you may have in other formats (such as **AVI**, **MPEG** or **ASF**) into **RealMedia™** format. Both of the above RealNetworks programs are included on the CD-ROM version of Openworld Presenter Plus.

To convert MPEG files within the Openworld Presenter program, you must also have Microsoft® DirectX™ v. 6.0 or higher (v. 8.0 is recommended) installed on your computer. You must have MS Direct-X v. 8.0 or above and Windows Media Player v.7.0 or above to convert **ASF** files. You can confirm that you have the right version by clicking [here](#).

We also recommend that you install Microsoft® Powerpoint 2000™ or higher as a companion program to assist in slides production. Openworld Presenter Plus™ can send instructions to Powerpoint to automatically generate draft slides associated with the topics you have included in your work. The resulting Powerpoint file can also be used for further graphic and other polishing as you prepare your final slide set.

## Presentation Information

**Presentation Information** dialog box is a part of Preferences dialog box. It appears when you start a new Openworld Presenter project.

**Dialog box contains these parts:**

**Presentation**

**Title** - this is your presentation or e-learning course title. It is stored in a special file and will generate the first slide seen in your presentation..

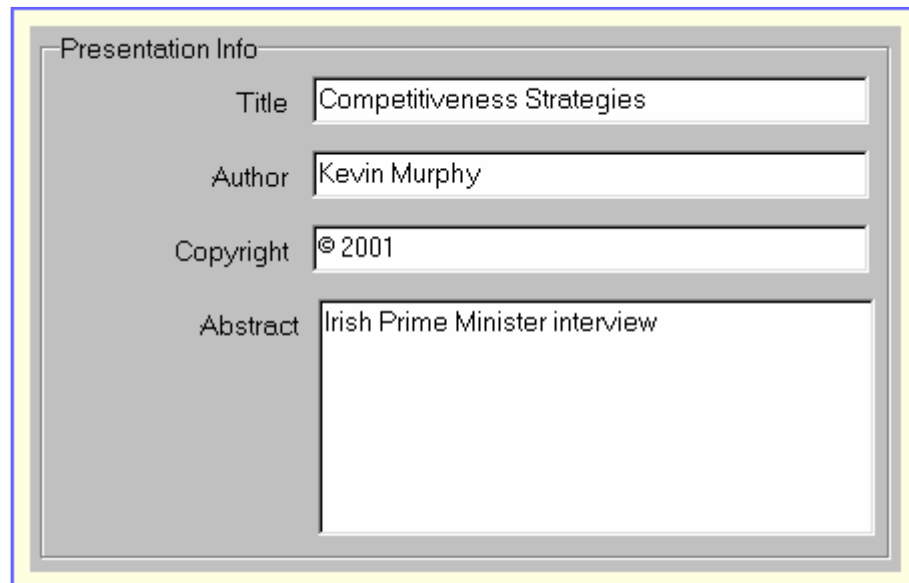
**Presentation Author** - this the author name, which will also appear on the first slide.

**Copyright** – this is your presentation's copyright information (if applicable).

**Abstract** - a short abstract (few lines) can also be provided here if you wish. It can help others understand your presentation focus.

All the information above will be seen by your users who select the „Presentation Info“ menu item in Openworld Presentation Player (or who do so after opening the presentation in Realplayer).

After you've filled in all the fields, you should define your presentation type.



The image shows a screenshot of the 'Presentation Info' dialog box. It has a title bar at the top that says 'Presentation Info'. Below the title bar, there are four labeled input fields:

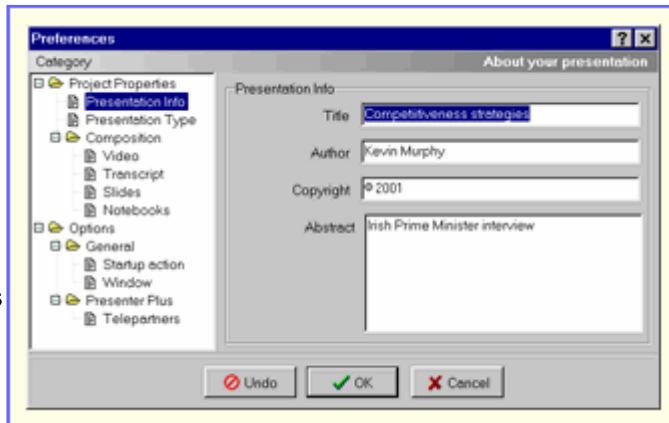
- Title:** A text box containing the text 'Competitiveness Strategies'.
- Author:** A text box containing the text 'Kevin Murphy'.
- Copyright:** A text box containing the text '© 2001'.
- Abstract:** A larger text box containing the text 'Irish Prime Minister interview'.

## Preferences

**Preferences** dialog lets you change aspects of your project. You can go to information and options in each aspect by selecting the Category heading in the left side.

The only essential items to input are on the „Presentation Info“ section. Openworld Presenter will use default settings for the other aspects unless you wish to change them.

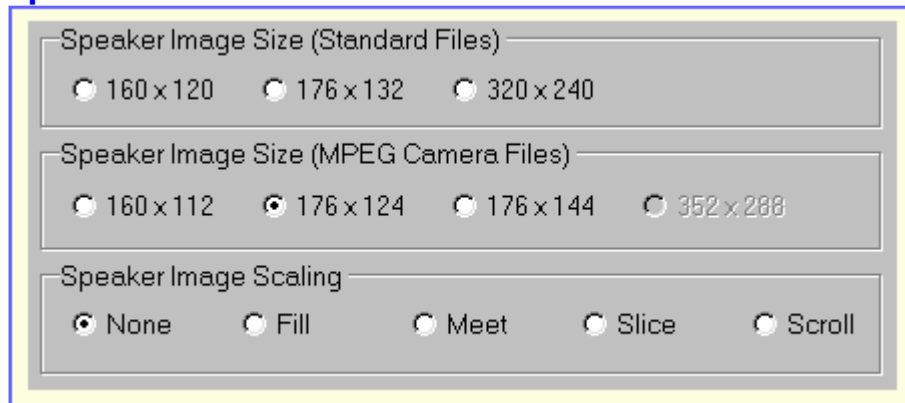
Once you've finished making all of your changes, press the OK button to save. You can clear mistakes you have made at any point by pressing the Undo button. Press the Cancel button to quit from the dialog. You will then exit without saving any changes.



## Speaker Properties

**Speaker Properties** is part of Preferences Dialog Box. It defines how the speaker will appear in your presentation.

### Speaker Window Features:



**Speaker Image Size Selector** – allows you to select your video width and height to show the video in your presentation properly. Note that some consumer video cameras that use MPEG format save files in non-standard dimensions (e.g. 160 x 112 pixels for Sony Cybershot in small size video mode). Usually you don't need to change anything here, if you have chosen a right screen layout. The only case when you'll need to touch this page is when you have a video file with a non-standard frame dimensions. Then you should select what will be the scaling method of your video for the target frame size defined by the screen layout just chosen.

**Speaker Image Scaling Selector** - controls the video scaling method when the presentation is played. Five options are available here:

**None („hidden“)** - Keep the clip at its encoded size, and place it in the region's upper-left corner. If the clip is smaller than the region, this control fills remaining space with the region's background color. If the clip is larger than the region, crop out the area that does not fit.

**Fill** - Scale the clip so that it fills the region exactly. Image distortion occurs if the encoded clip and playback region have different height/width ratios.

**Meet** - Place the clip at the region's upper-left corner. Scale the clip and preserve its height/width ratio until one dimension is equal to the region's size and the other dimension is within the region's boundaries. Fill empty space with the region's background color.

**Slice** - Place the clip at the region's upper-left corner. Scale the clip and preserve its height/width ratio until one dimension is equal to the region's size and the other dimension overflows the region's boundaries. Crop the overflow.

**Scroll** - Place the clip at the region's upper-left corner. Display the clip as its normal size, adding horizontal or vertical scroll bars if the clip extends beyond the region's boundaries. (RealPlayers earlier than RealPlayer 8 display clips as the default „hidden“ instead.)

### When you use already prepared Realmedia video files:

You should know the original picture dimensions values if you are using already prepared RealMedia files. You should set the Openworld Presenter Preferences-Video settings to ensure that there will be no speaker image distortions when playing the presentation.

The table below shows some possible video sizes based on your original video file picture dimensions.

Source Video Size	Target Video Size
<i>Standard Video Files</i>	
160 x 120	160 x 120, 176 x 132
176 x 144	176 x 144
<i>MPEG Camera Files</i>	
160 x 112	160 x 112, 176 x 124

### When you use Media File Encoder to produce a new Realmedia video file:

The Media File Encoder will show the original file picture dimensions in the status bar. You should choose proper target picture dimensions to avoid image distortions during encoding. See the table above for details.

## Transcript Properties

**Transcript Properties** is a part of Preferences Dialog box. This page defines the way the speech transcript will appear in your presentation.

### Transcript Features:

**Width** - width of the transcript window in pixels (defined by screen layout).

**Height** - height of the transcript window in pixels (defined by screen layout).

**Duration** - transcript duration (in seconds) usually equals to the video duration.

**Minimal bandwidth** - the minimal bitrate at which the transcript will still be deliverable. This setting can be left at default levels to ensure smoothly delivered presentations

via CD-ROMs and LANs. On the other hand, audiences relying upon Internet delivery with streaming video will likely require a lower bandwidth setting.

**Scroll Rate** - (Plus version only) this value is measured in pixels per second and shows how fast the text in the transcript window will be scrolled. Changing of this value helps to achieve better transcript synchronization with the video. For best results, use a scrollrate under 30. (Best values are 25, 20, 10, 8, 5, 4, 2, and 1.) For rates faster than 30, use multiples of 20 or 25, such as 40, 50, 60, 75, 80, and so on. For more information about how to synchronize transcript with video see [Transcript Editor description](#).

**Font Name** - transcript font name.

**Font Size** - transcript font size as measured in relative units. See [RealText Authoring Guide](#) for details.

**Text Color** - transcript text color.

**Background Color** - Transcript window background color.

**Link color** - hyperlinks color in transcript.

**Use Real Transcript Colors** - when checked, this control sets the [Transcript Editor](#) work area with the colors (text and background) as defined in this dialog. Otherwise, the Transcript Editor uses default colors (black text on a white background).

**Autoscroll Transcript** - when checked, this scrolls transcript text in the [Transcript Editor](#) while the video is playing. The synchronization is not normally exact, because it doesn't take

The image shows a screenshot of the 'Transcript Properties' dialog box. It is organized into three main sections:

- Window:** Contains five spinners for adjusting: Width (150), Height (249), Duration (10.0), Minimal bandwidth (4000), and Scroll rate (10 pixels/s).
- Text Attributes:** Contains five dropdown menus for: Font name (Arial), Font size (2), Text color (Black), Background color (Silver), and Link color (Blue).
- Options:** Contains two checkboxes: 'Disable Transcript' (unchecked) and 'Autoscroll Transcript' (checked).

into account the pauses in the live speech. Still, this function helps to scroll the transcript to a point near to the accurate position. (You must have the entire speech typed in the Transcript Editor to achieve more or less good results in this way).

## Slide Properties

### Slide

**Properties** is a part of Preferences Dialog box. This page defines how slides will appear in your presentation.

### Slides Features:

**Width** - width of the transcript window in pixels (defined by screen layout).

Section	Property	Value
Window	Width	375
	Height	280
	Duration	50.0
	Preroll	10.0
	Minimal bandwidth	28000
Slide Attributes	Default slide duration	5.0
	Default slide transition time	1.0
	Final slide fadeout time	5.0
	Default file extension	.jpg
	Frame Rate (fps)	10
<input type="radio"/> Static Slides <input checked="" type="radio"/> FLASH Movies <input checked="" type="checkbox"/> Create Continious Movie		

**Height** - height of the transcript window in pixels (defined by screen layout).

**Duration** - transcript duration (in seconds) usually equals to the video duration.

**Preroll** - this value defines how much of the image stream (measured in seconds) will be loaded before the presentation starts. This preroll setting is not an issue for locally delivered (CD-ROM and LAN) presentations, but can affect performance in presentations delivered via the Internet. The longer the Preroll, the longer the wait for the viewer to see the Slides – but the less risk that the Slides display will be significantly affected by Internet congestion.

**Minimal bandwidth** – this is the minimal bitrate with which synchronized slides will still be deliverable. This value matters for online (Internet) delivery over low-speed connections.

**Default Slide Duration** - this value (measured in seconds) will be automatically added to the time of the previous slide's appearance, and the sum will be assigned as the start time for the next slide. After you've assigned all of the contents topics for your presentation, you may change each slide's time of appearance order to fully synchronize the slides appearance with the video playback.

**Default Slide Transition Time** - this value defines the slide "fadeout" time. I.e. how fast new slide will update the previous one. See the [Slide Editor description](#) for the possible transition options.

**Final Slide Fadeout Time** - this value defines how long the final slide fadeout period will be.

**Default File Extension** - this is the default file extension of your Slides graphic files. By default, all the slides assumed to have the same extension (the same file type). It is recommended to keep to the same file type for smoother streaming. You may change both filename and extension (file type) for each slide by using [Slides Editor](#).

**Frame Rate** - a frame rate of target SWF movie (is available only when a continuous SWF movie is generated).

**Static Slides/Flash Movies Selector** - allows to choose whether a bitmap images or Flash animations will be used as slides. Additional elements, allowing to setup animation properties, appear in the Slide Editor when you choose a Flash option.

**Create Continuous Movie** - allows to create a continuous SWF movie using a static pictures (in JPEG or PNG formats only) and other SWF movies as „animated slides“. All these parts will be concatenated into one continuous SWF movie with the frame rate defined in Frame Rate edit box.

## Notebook Properties

**Notebooks Properties** is a part of Preferences Dialog box. This page defines the appearance of notebooks in your presentation.

### Notebooks Features:

**Width** - width of each notebook window in pixels (defined by screen layout).

**Height** - height of each notebook window in pixels (defined by screen layout).

**Duration** - notebook links total duration (in seconds); usually equals video duration.

**Default Link Duration** - this value (measured in seconds) will be automatically added to the time of the previous link's appearance, and the sum will be assigned as the start time for the next link. After you've assigned all of the contents topics for your presentation, you may change each link's time of appearance order to fully synchronize their appearance with the video playback.

**Minimal bandwidth** - this is the minimal bitrate with which synchronized Notebook links will still be deliverable. This value matters for online (Internet) delivery over low-speed connections.

**Font Name** - notebook text font name.

**Font Size** - notebook text font size measured in relative units. See RealText Authoring Guide for details.

**Text Color** - notebook text color.

**Background Color** - notebook window background color.

**Link color** - hyperlinks color in the notebook.

**Left Notebook Title** - the title appearing above the left notebook. Default value is „Links“.

**Right Notebook Title** - the title appearing above the right notebook. Default value is „Resources“.

## Toolbar

**Toolbar contains the most useful functions and references.** (click on elements of the picture at right to learn more about these buttons).



**New Project** - creates a new Openworld Presenter project (launches the Preferences dialog). [More...](#)

**Open Project** - opens earlier saved Openworld Presenter project file (saved as \*.OCB file)

**Save Project** - stores the current project as \*.OCB file.

**Export Presentation** - creates a presentation (creates SMIL, RT, RP, etc. files). [More...](#)

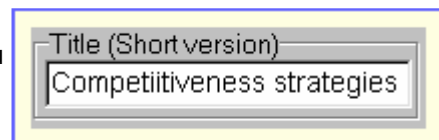
**Play Presentation** - launches the built-in Presentation Player and loads the previously exported presentation into the Player. Presentation starts immediately. [More...](#)

**Create CD Image** - Creates the CD image, i.e. files set ready for CD production. You may assign the directory where this image has been created, as a source for any CD replication software. [More...](#)

**Telepartners Forum** - **(Plus version only)** allows you to find specialists and automated online services that can assist your presentation development. Also contains links for one-stop publishing your presentation to CD's and to the web.

## Title Editor

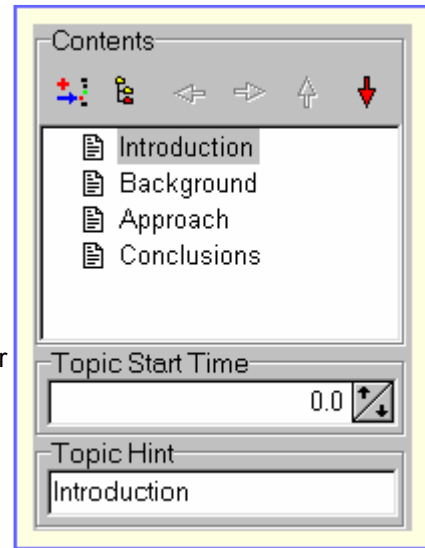
**Presentation title - short version** appears above the presentation Contents topic menu (tree menu) when you play an [advanced presentation](#) in [Openworld Presentation Player™](#). This text is normally autogenerated when a Presentation is saved and exported. It is recommended to use one or two short words in the short Presentation Title so that it can be fully in view.



## Contents Editor

**Contents editor** makes it possible to create multilevel topic headings in Openworld Presenter Plus presentations. The Contents Editor also simplifies creation of Slides in both Presenter Plus and Presenter Basic projects. It is recommended therefore to start each new presentation with Contents topic creation.

As you create Contents topics, you'll see that Openworld Presenter is automatically creating associated Slides with matching titles and time values. Setting the correct start times for each contents topic can be done stopping the video player when discussion of a new topic begins. After entering the name of the new topic (and thereby generating the associated slide), the time value can be assigned immediately by dragging and dropping the time value in the paused video into the topic menu time field.



### Contents Editor Elements:

**Toolbar** consists of the following buttons:

**Insert Item** - inserts a new contents topic after the current topic.

**Add Child Item** - adds a subtopic to the current topic.

**Move Item Left** - moves an item left (changes its parent item)

**Move Item Right** - moves an item right (makes it to be a subitem)

**Move Item Up** - moves item one step up.

**Move Item Down** - moves an item one step down.

**TreeMenu Editor** - lets you edit a multilevel Contents topic "Tree Menu." You can add a contents item simply by typing the title and pressing the Enter key. A new Contents item will be created automatically. Press Esc key to delete the new (empty) contents item automatically from the screen. Another option is to right click on the selected item and to edit accordingly.

**Topic Start Time Editor** - lets you select a topic start time. This time will be automatically assigned to the first slide or hyperlink associated with this topic. You can set this time either by direct input or by dragging and dropping the time value of the paused video. This last way is more accurate and faster.

**Topic Hint** - will appear in the Openworld Presentation Player™ when you play an advanced presentation. The topic hints become visible in Openworld Presentation Player when the cursor moves over a given topic in the Content topics menu. The hint may be more longer than the topic title. Usually a hint is an extended explanation of a topic title.

**See Also:** [Presentation.Type](#)

## Video Browser

**Video browser** lets you move through a streaming video (and audio) presentation very quickly and easily. The Normal and Full Control options as noted below let you play and pause a speaker so that you can create associated Contents topics and slides, and assign them the proper start times. Times are assigned by pausing the video, selecting the current video time value (shown in the position meter), and drag-and-dropping this time value into any time-related field in the Openworld Presenter interface.

**Video Browser can be set to display in one of the next four states** (see picture right):

**Minimized Video** - minimizes video box (no video is visible)

**Normal Video** - only the video box is visible.

**Normal Control** - both video box and control buttons and position meter are visible.

**There are four control buttons here:**

*Play* - starts a video playback

*Pause* - pauses a video playback

*Fast Forward* - starts fast (5x) speed movement of the current video position without a playback.

*Rewind* - starts fast (5x) speed movement of the current video position without a playback.

**Full Control** - video position slider is visible. You can change the current video position by moving the slider.

**See Also:** [Video Properties](#)

## Speakers Editor

**Speakers editor** lets you insert different speaker titles in presentations that have multiple speakers. This capability is available in Openworld Presenter Plus™ -- . Openworld Presenter Basic™ supports only one speaker title per presentation.

**To input a speaker's title, you do the following:**



Play a video and pause it at the moment the new speaker appears on the screen.

Type the new speaker title in the Speaker Title editbox. (Before doing this, please remove—with the Backspace or Delete key—any previous speaker title if one is already visible.)

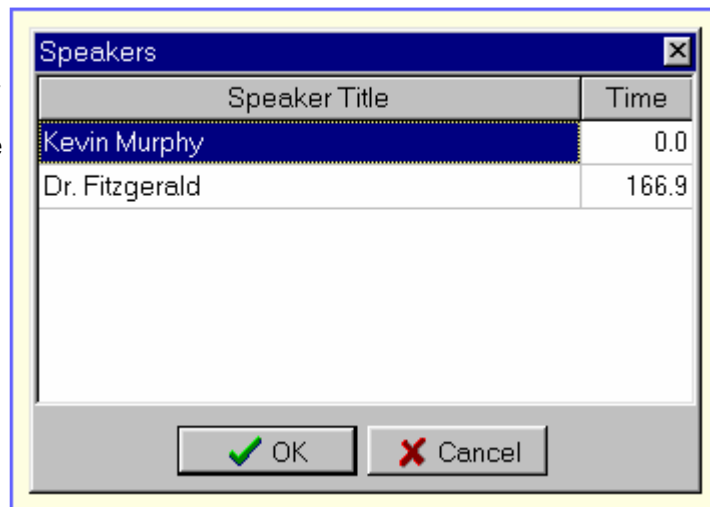
Resume the video play until the speaker changes on the screen.

Repeat the earlier actions above.

It is recommended do not return the video back until you have assigned all the speakers for a whole presentation. This will prevent any need for later setting times for insertion/deletion of speaker titles. You may edit, if necessary, the speakers titles list by pressing on the *Browse...* button to the right of the Speaker Title editbox.

**Speaker Titles dialog box**

appears when you press *Browse...* button. It contains two-column grid with the speaker titles in left column and their time of appearance on the right. You can manually edit both the titles and the time values as you like. You may also add new or remove speakers from this list. Press OK button to save the changes, or the Cancel button to discard the changes.



## Transcript Editor

**Transcript editor** lets you load and edit the speech transcript that scrolls in synchronization to the video speaker's presentation.

The Transcript Editor consists of the two parts: the Editor itself (native text editor) and a Preview where you can see the transcript preview in a form essentially identical to what will appear in the Openworld Presentation Player.

### Entering and Editing Text: Basic Functions

If the transcript area is blank and you have an existing Notepad or RealText file (.txt or .rt format) transcript that you would like to import, you can bring it into the Transcript Editor simply by right-clicking on the blank space. You will then be prompted to browse to and import the transcript file. (Another way to import an existing transcript is by going to the program menu and selecting: Transcript-Load Transcript...).

You can also create a new transcript within Openworld Presenter directly by selecting the Editor tab and inserting your cursor into the area for text entry while playing the video file that you want to transcribe. You can start video play by clicking on the right arrow button in the video frame directly above the transcript, and pausing it as needed to type what you have just heard.

Transcript Editor also lets you insert special formatting at any point in the transcript. You can do so by a **right-click** on the chosen point (or on selected words) and by then choosing from among formatting options (boldface, italic, hyperlink, etc) that pop up.

Alternatively, you can use the following control key shortcuts to make changes to any transcript text that you have selected:

**Bold** (*Ctrl+Shift+B*) - wraps the text with `<b>..</b>` tag to set text style to bold.

**Italic** (*Ctrl+Shift+I*) - wraps the text with `<i>..</i>` tag to set text style to italic.

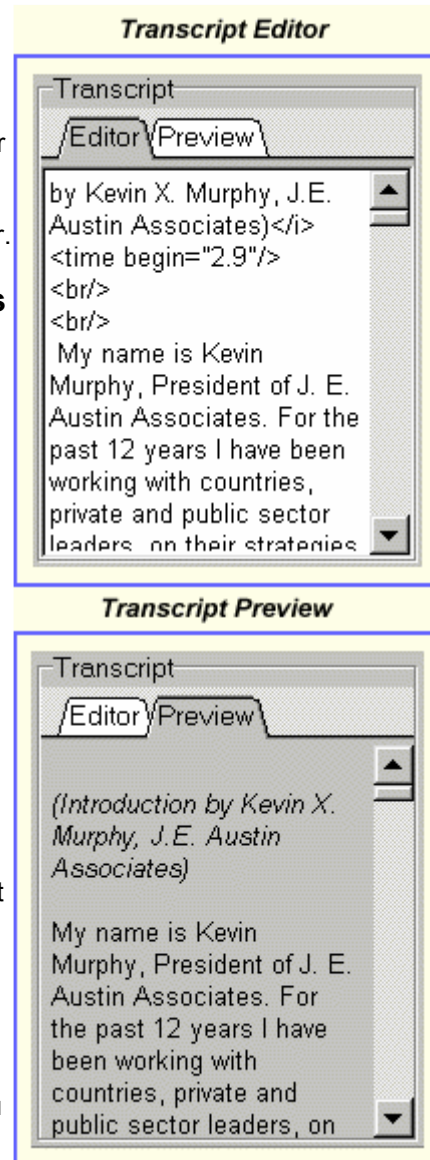
**Underline** (*Ctrl+Shift+U*) - wraps the text with `<u>..</u>` tag to set text style to underline

**New line** (*Ctrl+Shift+N*) - inserts `<br/>` tag to make line.break.

**Hyperlink** (*Ctrl+Shift+H*) - wraps the text with `<a>..</a>` tag to assign a hyperlink to the text.

### Advanced Functions: Synchronizing long presentations

In long (15 minutes or greater presentations), you may find problems of „time drift“ where the scrolling transcript moves increasingly out of step with the video speaker's comments as the presentation plays. These problems are normally the result of fluctuations in the pace of the speaker's talking (words/minute) at different parts of the presentation.



The first step in correcting time drift is to determine the overall extent of the problem. This can be done by launching the presentation in Openworld Presentation Player, and slowly moving the slider bar at the bottom until it reaches the final part of the presentation. Look to see the position of the slider bar at the exact point where the video segment reaches its end.

Assuming the slider bar has not yet reached to its own endpoint, you will be able to visually estimate the extent of the time drift problem (e.g. 5 percent, 10 percent, 20 percent). This estimate will help in taking one or more of the corrective actions below.

Note that you can easily see the effect of your changes at any point within Openworld Presenter by saving, exporting, and then launching Openworld Presentation Player by pressing on the [blue Toolbar icon](#) (Realplayer icon).

## Easy positioning in a long video

One of the advanced functions of Transcript Editor is the ability to quickly scroll a video into some position near to current transcript position. For example, you've found where a new content topic starts in the transcript. Now you'd like to create this content topic. But how to set its time value? It is easy! You simply set a cursor to the position found in transcript, then choose „**Scroll Video To Cursor**“ in a popup menu of the Transcript Editor (or simply press **Ctrl+Shift+S** keys combination) and video will be scrolled to some position near to your transcript position. Of course, this method is rough, but it still allows to find what you need in a long video files. You can use [Video Browser](#) controls for fine tuning of the video position.

### **Compensating for small synchronization problems (when „time drift“ is less than 10 percent)**

**Inserting paragraph spacing** (by right clicking in the transcript field). Small time drift problems can be normally corrected by inserting spaces between paragraphs at intervals throughout the transcript (note that the „Enter“ key will not produce visible line breaks or paragraph spacing when the transcript actually plays).

**Changing the width of the transcript field** (using [Screen Layout Wizard](#)). This is a good way to „fine tune“ time drift and synchronization problems. The default width of the scrolling Transcript field in Openworld Presentation Player depends on the video width. This can be safely increased or decreased by up to 5 -10 pixels (maximum 5 - 7 percent width change), resulting in a corresponding speedup or slowdown of the visible text shown in the scrolling transcript area.

### **Compensating for large „time drift“ problems (when „time drift“ >10 percent)**

**Inserting Time Markers** (via a right-click or by a *Ctrl+Shift+T* keyboard shortcut) **(Plus version only)**. This function is ideal for long presentations, but you will need to insert time markers every one or two minutes—ideally, during speech pauses or subtopics—in order to work well. The Time Markers break the original full transcript into smaller parts, at each place where you insert a `<time/>` tag, resulting in a transcript that is well-synchronized with the video. Each part will start just at the time position indicated in the `<time/>` tag attribute. This value is set by default to the current video position (to get this time value, pause the video and press **Ctrl+Shift+T** keys combination, or use the right-click popup menu. Openworld Presenter Plus will export a multi-part transcript when you export your presentation.

**Scroll Rate Adjustment** **(Plus version only)** This feature allows to change the scroll rate of transcript individually for each transcript part selected by a time marker. When you insert a

time marker **rate=value** option appears inside the time marker tag together with the starting time option. The default value for this rate option is taken from your project preferences ([Transcript Properties](#) page). You can manually change this option's value using the transcript editor. Simply delete the default value and type a new one. Please refer to suggested (optimal) values set described in [Transcript Properties](#) section.

**Zero Scroll Rate (Plus version only)** Openworld Presenter Plus also lets you set the scroll rate to zero value. This option will produce a generic (static text) window instead of scrolling text one. You can use this option in the cases when speaker makes a long pauses in the speech. Then current transcript portion (between two consequent time markers, first of which has this attribute set) will remain on the screen permanently during all the time set by these time markers.

**Changing the font** (in File-Preferences-Transcript menu). Changing from Arial to the more condensed Times Roman can result in an approximate 25 percent time drift compensation in long presentations.

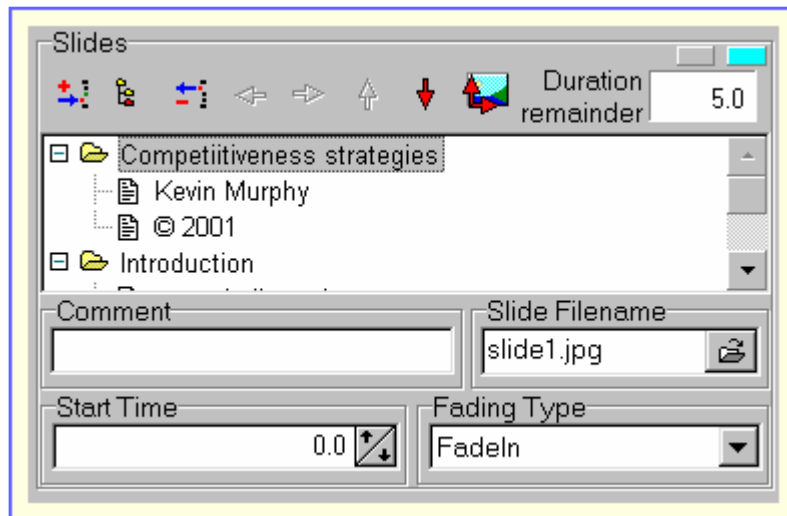
**Changing the size of the typeface** (in File-Preferences-Transcript menu). Changing from the large default size „2“ to the smaller size „1“ can also compensate for major time drift problems. Typically, this will yield a 35-45 percent reduction in the duration of a scrolling transcript display.

**See Also:** [Transcript Properties](#)

## Slides Editor

**Slides Editor** lets you rapidly create slides to accompany the video remarks by a speaker in your presentation. The Slides Editor enables you to generate new bullet-point slides, and/or to use existing slides from a Powerpoint presentation you may already have prepared.

### Understanding Fields in the Slides Editor



The following are descriptions of the fields in the Slides Editor frame:

**Slide Editor TreeView Field** is the area for entering text into the sequenced set of slides in your presentation. It is the scrolling field in center of the Slides Editor frame. Each primary item in the tree view is a slide. Each subitem is a slide bullet/subbullet. You need to insert bullets if you are planning to generate slides in the manner described in the [„Creating a New Set of Slides“](#) below. Then you'll can create a real slides set in the Powerpoint. If you are instead planning to import an existing set of Powerpoint slides (see [„Using an Existing Set of Powerpoint Slides“](#) below), you can simply leave the automatically-created slide titles as placeholders.

**Duration Remainder Field** shows the time remaining between last slide's display within a Contents topic, and the time when the next Content topic in the presentation is set to begin. Each contents topic should start with a new slide. If desired, however, a slide associated with a previous topic can „spill over“ into a new topic. This can be done by increasing the duration of display of this slide so that it continues into the subsequent topic. Note that the total time a slide remains in view is may be changed by the default slide duration value (see [File-Preferences-Slides](#) tab) when you add each new slide into the topic.

**Comment** is the field for entering requests (adding clip art, photos, diagrams, etc.) to improve the basic slides that you created with Openworld Presenter Plus™. This feature makes it easier to get good help from coworkers who are assisting you on the project, or to engage new talent via the Telepartners™ forum.

**Start Time** is the field containing the minute:second time values that determine when a slide will appear on the screen. You can use Drag&Drop from the video position box or from any other time-related field in Openworld Presenter™.

**Fading Type** - the slide fading field sets the visual transition effect for changing from one slide to another. The following are the fading types available in Openworld Presenter :

**FadeIn** - slide appears by brightness increasing from darkness.

**FadeOut** - slide disappears by brightness decreasing to the darkness

**CrossFade** - new slide updates the previous slide by “dissolving” into it.

Please refer to [RealPix Authoring Guide](#) for more information.

**Animation Duration** - (is available only when Flash Movies option is chosen in [Slide Properties](#) dialog) sets an animation duration for a particular slide. You can set this option to make a slide to repeat itself some predefined number of times.

A special case is when you've chosen to create a continuous SWF movie. In this case you can use this option to choose whether to apply a fading effect to your JPEG/PNG slides or not. The fading effect will appear if you'll set the animation time more or equal to the default slide transition time value, set in your project preferences (Slides Properties page). And the slide will appear immediately in the SWF movie the case if this value is set to some non-zero value, but less than the default slide transition time value.

Please note that you cannot use a zero value in this case, as zero value means to animate the slide until the next slide appears, so the real value may occur to be greater than the default slide transition time value.

## Using Toolbar Shortcuts (optional)

The **Slides Editor Toolbar** has the following functions:

**Insert Item** - inserts new slide bullet/subbullet (peer tree item)

**Add Child Item** - adds a subitem to currently selected item.

**Delete Item** - deletes currently selected item

**Move Item Left** - moves item left (changes its parent item).

**Move Item Right** - moves item right (changes its parent item).

**Move Item Up** - moves item one step up among peer items.

**Move Item Down** - moves item one step down among peer items.

**Slide Placement** - opens a dialog where you can adjust the slide appearance coordinates inside the slides region. This dialog is very similar to Screen Layout Wizard dialog. This option is applicable to both static slides and graphics used to generate continuous SWF file, but not to SWF files, used as slides.

## See Also:

## Creating a New Set of Slides

## Using an Existing Set of Slides

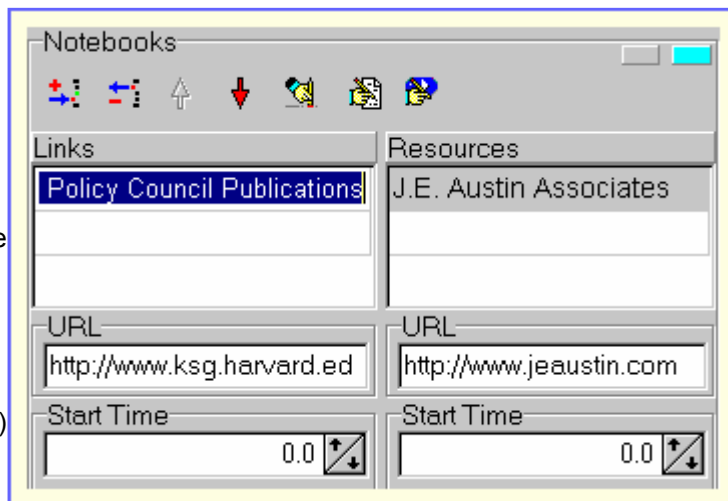
Slides Properties

## Notebooks Editor

**Notebooks Editor** lets you insert hyperlinks to web pages, documents, or internal topics as you feel may be useful to viewers during the course of the presentation.

There are two work areas in the Notebooks Editor—one for the left-side, and one for the right-side notebooks.

The default titles for these notebooks are „Links“ (left-side) and „Resources“ (right-side). You can change these notebook titles and other properties by going to the File-Preferences menu and using controls in the Notebooks tab.



## Creating and editing Notebook Links

Within each notebook, the Notebook Editor lets you input items by typing in their names (in the Title List), inserting their hyperlink destinations (in the URL section), and setting their associated Start Times (the time when you would like an item to become visible to viewers).

**Title List:** You can input or edit the link name here. Press Enter when you are finished, and

the edit focus will be automatically advanced into the URL edit box (Hyperlink destination) immediately below . This automatic advancing action occurs with newly created links only.

**URL edit box (Hyperlink destination):** This area defines where the link should jump to. In most cases, you may want to keep the default prefix of `http://` in this edit box and then simply type in the URL of an external web site, such as [www.openworld.com](http://www.openworld.com). You can also clear the `http://` prefix and instead enter an `ftp://` destination, if you want a link to send the user to a site for downloading files. Or you can clear the prefix and put in an internal hyperlink that points to another topic within your presentation. In this case you can insert this RealText™ tag: `<command:seek(xx.yy)/>`. The `xx.yy` values in this tag should refer to the starting time in minutes:seconds of the target topic that you want to jump to. There is a very quick and easy way to set the correct topic starting time. All you need is to select the target topic name (located in the Contents frame) and drag-and-drop it—using the **right** mouse button—into the URL edit box. The topic starting time will then automatically appear in `seek()` attributes.

**„Start time“ edit box:** The Start Time edit box defines when this link will appear on the screen. You can define this manually by typing the value in edit box. A better way is to use drag-and-drop. You can drop the value from ANY time-related field in the program window. This can be the time field value of the active speaker's video (when paused), the time field value of a selected content topic, or the time field value of any slide that is in view.

**Note:** *We recommend that you enter hyperlink items in the Notebooks from top to bottom in the chronological sequence in which you would them to appear, as there is no means to remove individual links from the notebook. The “Insert Separator” command clears an entire notebook's contents at a given point of time. After inserting this Separator, however, you can re-enter Notebook items/links so that the ones you would like to keep visible remain in view.*

## Using Toolbar Shortcuts (optional)

Both notebooks have a common toolbar, which lets you speed up creation of items in a Notebook. All of the toolbar functions relate to the currently active notebook editor (left or right side). A Notebook becomes active when the user places the cursor into the left or right notebook. Toolbar functions are disabled if none of the notebooks is active.

**Toolbar functions** (left to right):

**Insert Link** - inserts a link after currently selected.

**Remove Link** - removes currently selected link from the Notebook's link list.

**Move Up** - moves currently selected link one step up.

**Move Down** - moves currently selected link one step down.

**Insert Separator** - inserts a `<clear/>` RealText™ tag which erases the notebook's content from display at a chosen time. You should insert it whenever you want to have a „blank slate“ to enter new items in a Notebook. (This Separator tag is only visible when you are authoring a presentation in Openworld Presenter—it will not be visible when your presentation is played).

Again, please note that the separator erases all Notebook items before the time assigned to it. You must enter (or re-enter) all the links you wish to see continuing on the screen just after separator. By placing the separator at the top of the link list in a notebook, you can clear the notebook's area. You should insert all your Notebook hyperlinks in the chronological order to

avoid links disappearing or appearing at a wrong moment in time.

**Insert RealText™ tag - (Plus version only)** insert any custom RealText™ tag. This can be useful when you wish to use some advanced RealText™ features such as text special aligning and positioning. See [RealText Authoring Guide](#) for more information on RealText™ standard where a lot of RealText™ tips&tricks can be found.

**Insert RealPlayer™ command - (Plus version only)** inserts any custom RealPlayer command like seeking for a special presentation position, opening a new player window, etc. See [Embedded RealPlayer Guide](#) for more information on RealPlayer ActiveX control commands.

**See Also:** [Notebooks Properties](#)

**Main Menu** contains all the basic commands and information to create Openworld Presenter presentations

***More...***

### **Toolbar**

contains a button for the quick launch of the most useful Openworld Presenter functions

***More...***

### **Presentation Title (short version)**

appears above the Contents topics menu; visible in Openworld Presentation Player™

***More...***

### **Contents Editor**

lets you create a multi-level topic navigation menu for your presentations. It makes it simple to navigate long e-learning courses.

***More...***

### **Video Browser**

allows you to synchronize all other presentation elements with the video file

playback.

[More...](#)

### **Speaker Title Editor**

allows you to insert a speaker title below the video frame. Especially useful for multi-speaker presentations (interviews, discussions, etc.)

[More...](#)

### **Transcript Editor**

lets you edit a speech transcript. Openworld Presenter Plus™ Has an additional tools to ensure transcript synchronization with the video playback.

[More...](#)

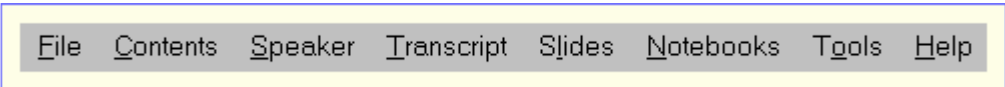
### **Slides Editor**

allows you to add slides (either created by Openworld Presenter, or imported from elsewhere) to your presentation.

[More...](#)

## **Main Menu**

The main menu of the Openworld Presenter authoring program has the following basic categories (please click on the graphic below to see further information):



File Contents Speaker Transcript Slides Notebooks Tools Help

**File** - contains general functions for authoring presentations, such as New, Open, Save, Export, Play, etc. This menu also contains the Preferences menu item which opens Presentation Preferences dialog box. Here you will have full overall control of your project.  
[More...](#)

**Contents** - contains all the functions for naming topics and subtopics within your presentation. The Contents menu let you create an outline style (expandable/collapsible) system for topic headings. (This outline-style method of organizing your presentation is also sometimes referred to as a „Tree Menu“.) You can find here all you need for creating topics and subtopics, including creation/deletion, movement, changes in level, etc. [More...](#)

**Speaker** - contains all general functions for video file loading/unloading and playing. It also contains volume control (increasing/decreasing) functions. [More...](#)

**Transcript** - contains all you need for quick and easy transcript editing. You can change text attributes (bold/Italic/Underline), insert paragraph breaks and hyperlinks. And if the scrolling transcript starts to get out of pace with the video that is playing, you can insert a special „Time Marker“ tag to resolve the problem. [More...](#)

**Slides** - provides a slides „canvas“ to create slides. This menu lets you adjust the contents of the text file which will be used for slides creation (Openworld Presenter Plus automatically passes this file to Powerpoint 2000 or higher for creation of the actual slides). In this menu, you can also define when each slide will appear and disappear and control the visual effects used in transitions between slides. The menu also lets you bring in bitmaps simply by selecting the slide's file name in the dialog box. This is handy when you desire to add one or more slides from an existing set of slides to a new Openworld Presenter presentation. [More...](#)

**Notebooks** - contains useful hyperlinks to either another presentation topic (internal hyperlink) or to external URL. You can assign when these links will appear by setting the link's time of initial appearance, as well as when they disappear by inserting a Separator marker to clear preceding notebook hyperlines. In the Openworld Presenter Plus version, this menu also lets you insert any custom Realplayer command as a link. [More...](#)

**Tools** - (Plus version only) contains useful advanced features such as:

**Slides Producer** to convert the slide text files from Openworld Presenter into graphic slides (this requires MS Powerpoint 2000 to be installed on your machine)

**Video Encoder** to convert many types of video files into .rm (Realmedia) streaming format (this requires RealProducer Basic/Plus installed), to take an audio file from your video source files, to enable creation of transcripts by specialists of your choosing or by certain Speech-To-Text programs

**Virtual Narrator Creator** to transform a photo or other bitmap image into an animated „talking head“ that narrates your presentation (requires TXT or WAV file inputs, and installation of Reallusion's Crazytalk on your machine)

**Telepartners** to send work to specialized human and automated online service providers

**Publisher** to access a web page with our one-stop CD-ROM publishing and web hosting solutions.

All of the above tools let you create professional class presentations. [More...](#)

**Help** - opens this help file, and contains useful Internet links and reference to Openworld's Telepartners home page (where you can find specialized service providers to help in your authoring of presentations. [More...](#)

## Openworld Presenter Homepage

At the [Openworld Presenter homepage](#), you'll find additional information on a full range of tools and support services available. All are designed to help you create outstanding presentations at exceptional cost savings.

Among the resources you'll find are:

Frequently Asked Questions

Sample Presentations

[Openworld Learning Forums](#) where you can ask questions online and interact with other users

Telepartners links to global specialists in transcription, translation, and graphics

Options for publishing your presentations to CD-ROM and the web

Customer service and technical support

We also welcome your comments and questions to [presenter@openworld.com](mailto:presenter@openworld.com).

## How to Purchase Openworld Presenter™

Openworld Presenter™ can be purchased either using an on-line shop available at [Openworld Presenter homepage](#) or by e-mail to address [presenter@openworld.com](mailto:presenter@openworld.com)

## What is on the CD-ROM

**If you have purchased Openworld Presenter on CD-ROM**, please insert it into your computer and open your CD-ROM with Windows Explorer (to do so, right-click on the „Start“ menu and choose „Explore“).

Your CD-ROM will be opened automatically if the „Autorun“ option is set in your CD drive preferences. In this case, the index.htm file (CD cover) will be loaded automatically into your Internet Explorer. It will help you to navigate across the CD and let you install the software included quickly and easily.

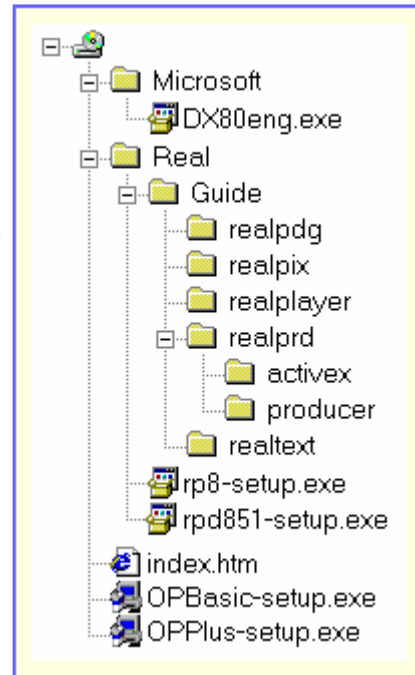
You'll find the following file and directory structure on the CD-ROM (see picture at right):

The **Root** directory contains these files:

***index.htm*** - CD cover (readme) file which is opened automatically.

***OPPLus-setup.exe*** - Openworld Presenter Plus™ setup program

***OPBasic-setup.exe*** - Openworld Presenter Basic™ setup program



The **Real** directory contains these files:

***rp8-setup.exe*** - RealPlayer Basic™ version 8.0 setup program

***rpd851-setup.exe*** - RealProducer Basic™ version 8.51 setup program

The **Real\Guide** directory contains these files (all in HTML format, please open ***index.html*** from the particular subdirectory to open each guide ):

*realpdg (subdirectory) - RealSystem™ Production Guide*  
*realpix (subdirectory) - RealPix™ Authoring Guide*  
*realplayer (subdirectory) - Embedded RealPlayer™ Extended Functionality Guide*  
*realprd\producer (subdirectory) - RealProducer Basic™ User Guide*  
*realprd\activex (subdirectory) - RealProducer™ ActiveX™ Control Developer Guide.*  
*realtext (subdirectory) - RealText™ Authoring Guide*

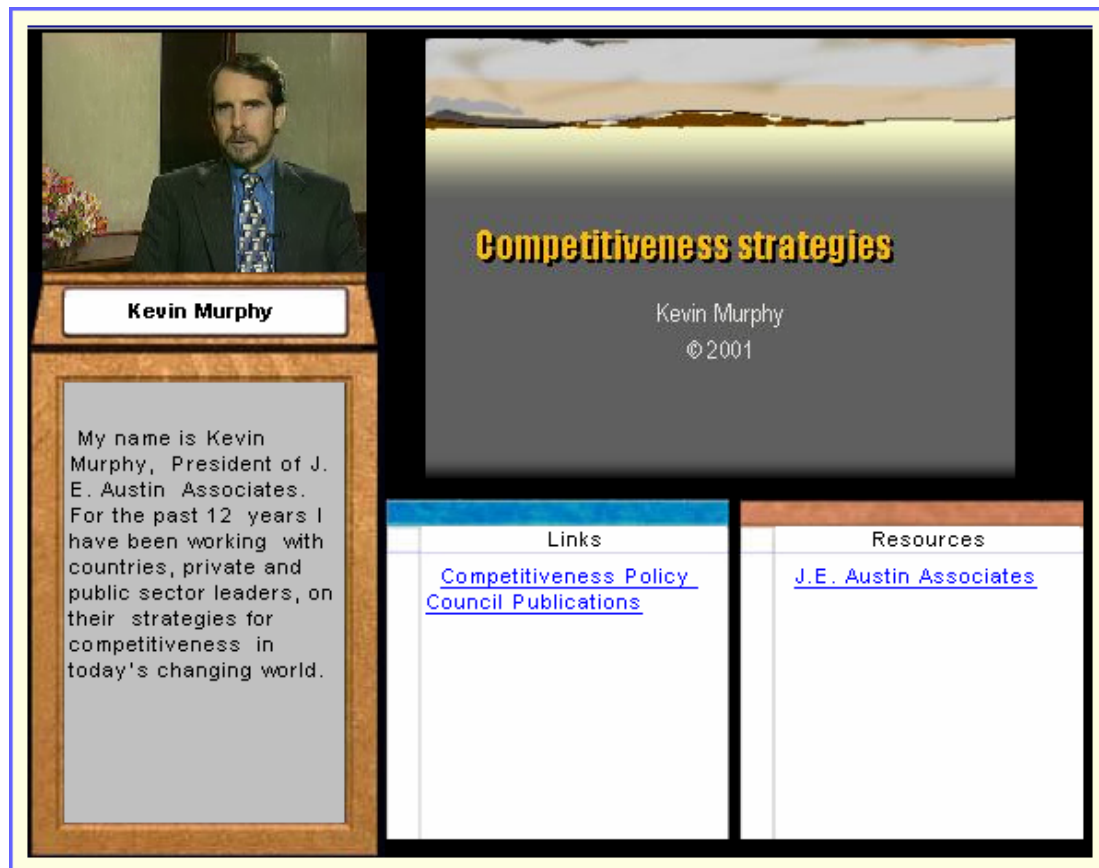
The **Microsoft** directory contains these files:

**dx80eng.exe** - Microsoft® DirectX™ version 8.0 setup program

## What is a Presentation?

**A typical Openworld Presenter™ presentation appears below...**

(click on any part of the image where you see dashed rectangles to learn more about each element of a presentation and what it does)



### Speaker Image Area

has a **RealMedia™** stream.

**More...**

### ***Speaker Title Area***

has a **RealText™** stream.

**More...**

### ***Speech Transcript Area***

has a **RealText™** stream.

**More...**

### ***Slides Display Area***

has a **RealPix™** stream.

**More...**

### ***Left Notebook Title Area***

has a **RealText™** stream.

**More...**

### ***Left Notebook Body Area***

has a **RealText™** stream.

**More...**

### ***Right Notebook Title Area***

has a **RealText™** stream.

**More...**

### ***Right Notebook Body Area***

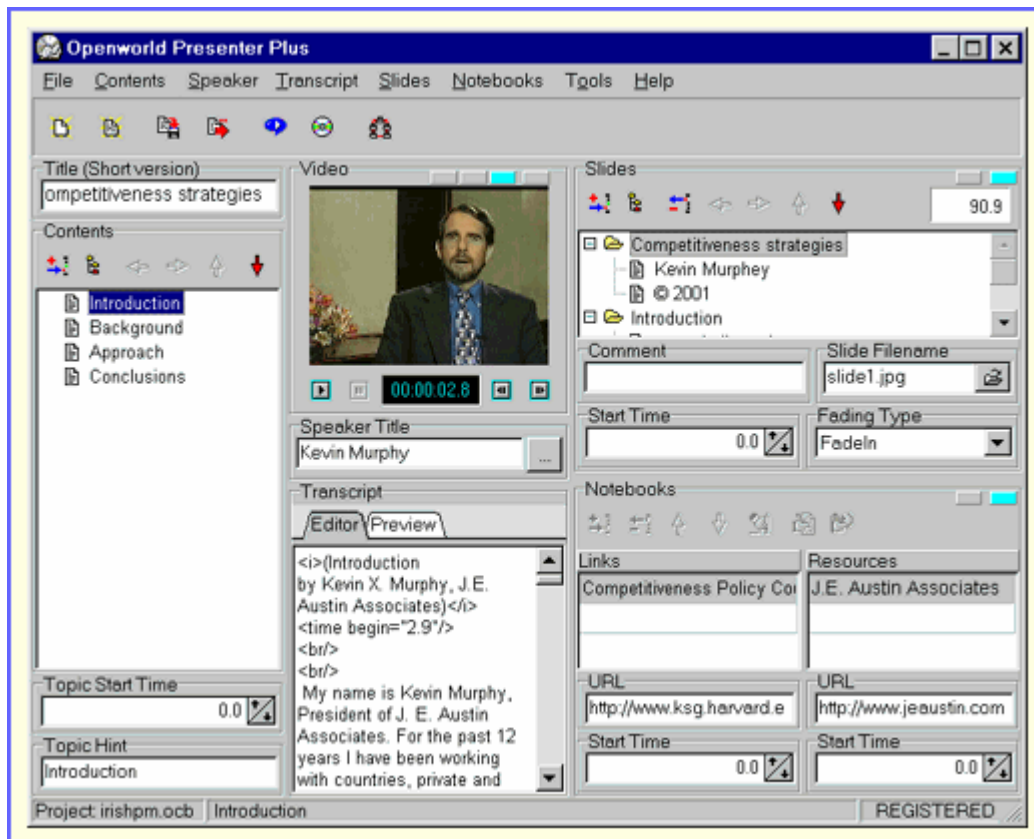
has a **RealText™** stream.

[More...](#)

## Overview of the Openworld Presenter authoring interface

*The authoring program interface mirrors the appearance of the final presentation you will create.*

(Click on any part of the interface below to get a sense of what it does, or to access more detailed help information about you see).



## Presentation Type

*Presentation Type* is a part of Preferences Dialog box. It is a very important dialog box, as it defines how your future presentation will look and where it will be launched from.

*Presentation Type Selector* defines the presentation type. There are several types of

Openworld Presenter presentations:

Simple Presentation (a presentation without a treemenu, playable in RealPlayer). This is the easiest presentation type to author, and is the only option in Openworld Presenter Basic™ version. You can define whether your future users can launch this presentation in the RealPlayer itself or they will have to use Openworld Presentation Player with your custom logos/advertising materials. They can use RealPlayer if you choose „Play In RealPlayer“ option.

Advanced Presentation (Plus version only) a presentation with a “tree menu” for efficient topic navigation. This presentation cannot be launched in RealPlayer. Only Openworld Presentation Player™ can launch it.

Online Presentation (Plus version only) - a presentation prepared for online streaming through a RealServer™ or a web server. It must be delivered by a server – it cannot be launched or played through Openworld Presentation Player or RealPlayer. If you wish to test how your presentation looks before uploading to a server, it is recommended to first export the presentation as an Advanced presentation, then open it in Openworld Presentation Player™ and then (once it has taken final form) to export it as Online Presentation.

Pay-Per-Use Presentation (for online presentations only) - this checkbox allows authors to create Pay-Per-Use presentations that can be streamed using Openworld Learning online tools.

**Presentation URL** (for online presentation type only) - here you must specify the URL where your presentation will be run from. The default value is the Openworld Learning website. Also you can specify a local file as URL (starting from **file://** prefix) in order to test your presentation locally until you'll haven't it uploaded. After you've selected a local URL (like you can see at screenshot) you can press **PLay Presentation** button and your HTML page just generated will be opened in your default webbrowser. You must enable Java support in your webbrowser to view this page. Of course you must export your presentation in order to have this HTML page generated.

**Presentation HTML page locator** - please specify where to save the HTML page generated while the presentation is exported. Default value is HTML subdirectory of your presentation

directory. Also you can specify some remote drive as this location. This is very useful in the case when you have a LAN access to your webserver directories.

**Presentation Storage Locator** defines where your presentation will be exported to. This path is a root path for presentation, as each presentation has some subfolders where different file types are stored.

After you've chosen your presentation type you may press OK button in the Preferences dialog and start creating the presentation contents.

## File Submenu

The File submenu contains all basic operations useful in Openworld Presenter project creation, opening, saving and export of presentations.

### Submenu Items:

**New Project** - creates a new Openworld Presenter project. [More...](#)

**Presentation Wizard** - clears the current project (if exists) and runs [Presentation Wizard](#).

**Open Project** - opens a previously-saved Openworld Presenter project.

**Reopen...** - lets the author find the most recently-saved projects, and quickly re-open them.

**Save Project** - saves the active Openworld Presenter Project, without exiting the Project authoring session. Note: the Project file you save contains (editable) information that Openworld Presenter later uses to build your final presentation when „Export Presentation“ is selected.

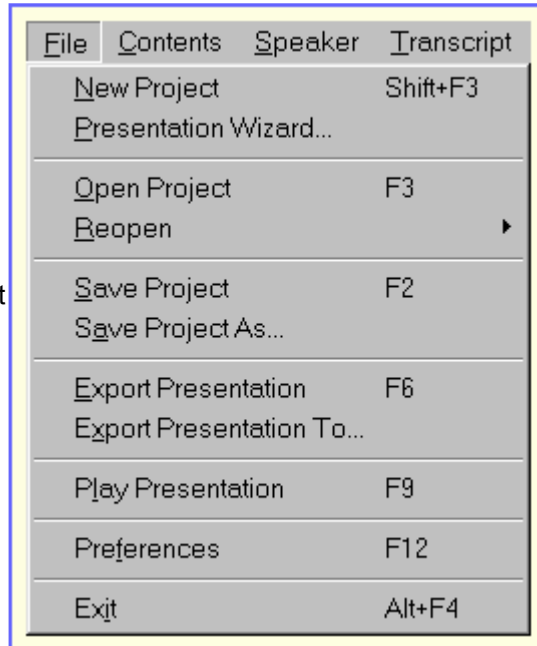
**Save Project As** - saves the active Openworld Presenter project with a different filename from the one you had been using.

**Export Presentation** - creates a presentation that can be previewed from within the Openworld Presenter authoring tool, or opened directly by the free Openworld Presentation Player. [More...](#)

**Play Presentation** - launches internal Presentation Player from within the Openworld Presenter authoring tool. This function mirrors what you will see when opening the exported presentation in the standalone [Openworld Presentation Player™](#), which is included into the distribution package and freely downloadable by anyone from [Openworld Presenter website](#).

**Preferences** - opens a [Project Preferences](#) dialog. Here you can control a wide range of parameters in authoring your presentation, including the size of the video frame, the size and speed of the scrolling transcript, the names of your Notebooks, and so forth. [More...](#)

**Exit** - terminates Openworld Presenter™ application.



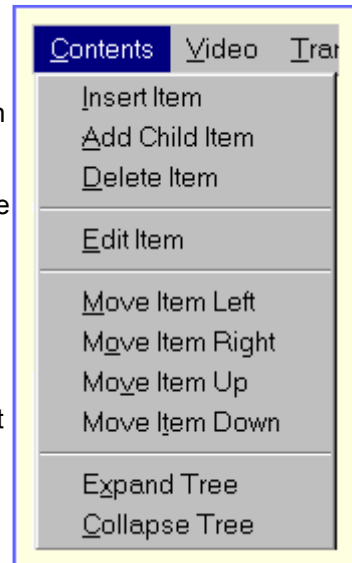
## Contents Submenu

The Contents submenu contains all functions needed for creation of topics and subtopics in your presentation.

The Contents submenu lets you create and change the topics in a „tree menu“ navigation system that lets you rapidly organize and build a presentation. Any topic created with the Contents submenu will automatically create a corresponding slide with the same title as well. Authors must include items in the Contents menu when authoring their presentations.

If you are using the free Openworld Presenter Basic authoring tool, your topic tree menu will be visible as long as you are in the authoring mode. Exporting your work as a „Basic“ presentation, however, will result in a presentation that does not have a visible Contents (topic) tree menu.

Authors using Openworld Presenter Plus™ ([downloadable here!](#)) can export „Advanced“ presentations. These have Contents tree menus that remain visible, letting all users navigate freely among topics.



Functions:

Insert Item - inserts a Contents tree menu item before the one that is currently selected.

Add Child Item - adds a child (lower-level) item as an indented subitem below the currently selected item.

Delete Item - deletes a currently selected item and all of its subitems.

Edit Item - opens a text editor for changing letters or words within the currently selected item.

Move Item Left - decreases item's nesting level (it moves an item to the left, to a higher level in the topic hierarchy)

Move Item Right - increases item's nesting level (it moves an item to the right, to a lower level in the topic hierarchy).

Move Item Up - switches the position of the currently selected item with that of the item immediately above (including subitems).

Move Item Down - switches the position of the currently selected item with that of the item immediately below (including subitems).

Expand Tree - shows all subitems for all tree menu items.

Collapse Tree - hides all subitems for all items.

**See Also:** [Contents Editor](#).

## Speaker Submenu

The *Speaker submenu* contains all functions that affect the launching and playing of speaker files in the Video frame.

Functions:

**Load Single Video** - loads a video file (in RealMedia™ or MPEG format) of the presentation speaker into the project.

**Load Multiple Video/Audio** - opens an Video Import dialog which allows you to combine the videotrack using several video and/or audio files in various formats.

**Unload video** - closes the video file.

**Delete Video** - closes the video file and erases it from disk.

**Play** - starts video playback.

**Pause** - stops video playback.

**Stop** - stops the playback and resets the video to the beginning.

**Fast Forward** - advances movement through the video at five times normal speed (without playback).

**Rewind** - goes backward through the video at five times normal speed (without playback).

**Volume / Increase Volume** - increases audio volume by 10% of its maximum value.

**Volume / Decrease Volume** - decreases audio volume by 10% of its maximum value.

See Also: Video Browser.



## Transcript Submenu

The *Transcript submenu* contains all basic functions for transcript editing.

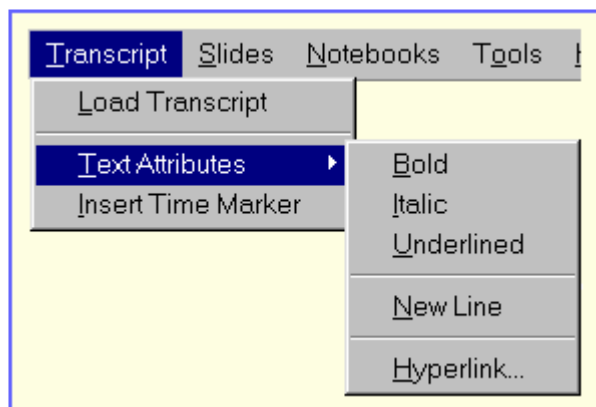
Functions:

**Load Transcript** - loads a transcript into the project.

**Text Attributes** - changes text attributes for the selected text portion:

***Bold*** - changes a text typeface to bold.

***Italic*** - changes a text typeface to italics.



**Underline** - changes a text typeface to underline

**New Line** - inserts line break

**Hyperlink** - assigns a hyperlink to the text.

**Insert Time Marker (Plus version only)** - inserts current video position value at current cursor position. It is used for better transcript scrolling synchronization with the video. Using this command, the transcript is broken into segments at the time the presentation is exported. Each transcript segment has a time position synchronized to the corresponding part of the video. It is best if you can insert time marker at points where the speaker naturally pauses in his or her speech (e.g. between paragraphs).

**See Also:** [Transcript Editor](#)

## Slides Submenu

The Slides submenu contains all slide creation-related functions (click [here](#) for more information on how to add slides to your presentation).

Functions:

Load Slides - opens Slide Import dialog where you can choose which slides to use in a presentation. [More...](#)

Insert Item - inserts a slide bullet after the currently selected item.

Add Child Item - adds a sub-bullet to the currently selected item.

Delete Item - deletes the currently selected item and all of its subitems.

Edit Item - opens a text editor to change letters or words in a selected item.

Move Item Left - decreases an item's nesting level (it moves an item to the left, to a higher level in the topic hierarchy)

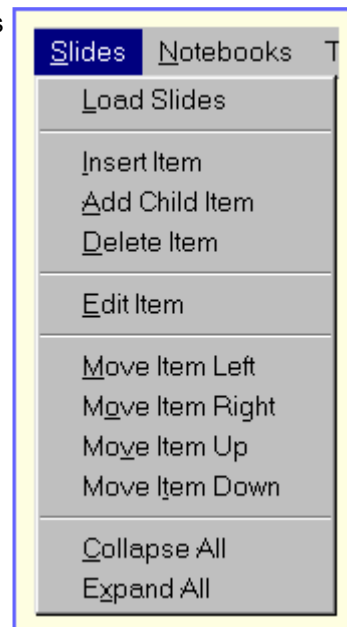
Move Item Right - increases an item's nesting level (it moves an item to the right, to a lower level in the topic hierarchy)

Move Item Up - switches the position of the currently selected item with that of the item immediately above (including subitems).

Move Item Down - switches the position of the currently selected item with that of the item immediately below (including subitems).

Expand Tree - shows all subitems for all items.

Collapse Tree - hides all subitems for all items.



**See Also:** [Slide Editor](#)

## Notebooks Submenu

**Notebooks submenu contains all functions for insertion and deletion of hyperlinks.** All menu items produce actions in the notebook where the author has inserted the cursor.

### Functions:

**Insert Item** - inserts a hyperlink after the currently selected item.

**Delete Item** - deletes currently selected item.

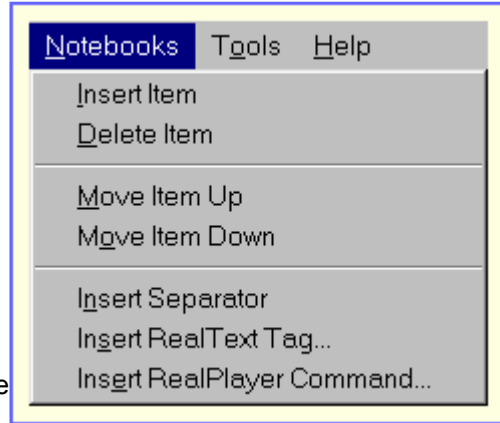
**Move Item Up** - moves currently selected item one step up.

**Move Item Down** - moves currently selected item one step down.

**Insert Separator** - inserts a <clear/> RealText™ tag which erases completely the notebook window. This tag will not be visible in the notebook when the presentation is playing. It is not possible to clear only part of a notebook's items (the whole notebook will be cleared every time). The time value associated with this tag indicates when the erasure will be made. Usually (by default) all the links are created with the times of hyperlink appearance increasing as one moves from the top to bottom of the list. Hence, it is a good idea to place the separator at the top of the link list. You must put in new links (or re-enter some of the earlier links, if you wish to keep them in view) just below this separator tag, with the same or greater time value as the separator tag.

**Insert RealText™ tag** - (Plus version only) insert any custom RealText™ tag. This can be useful when you wish to use advanced RealText™ features such as special text aligning and positioning. See [RealText Authoring Guide](#) for more information on RealText™ standards, capabilities, and formatting techniques.

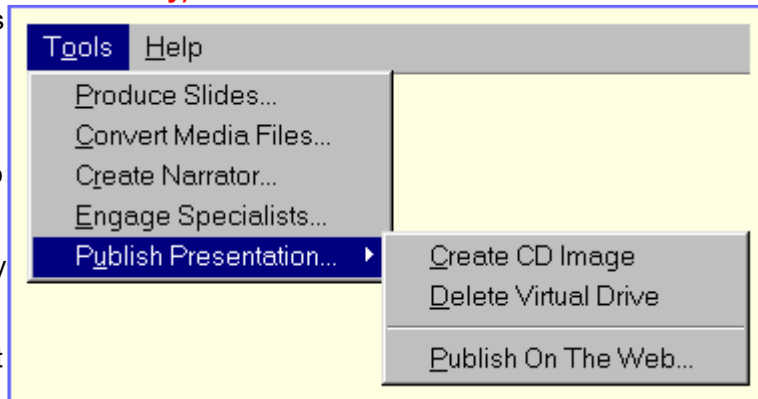
**Insert RealPlayer™ command** - (Plus version only) inserts any custom RealPlayer command like seeking for a special presentation position, opening a new player window, etc. See [Embedded RealPlayer Guide](#) for more information on RealPlayer ActiveX control commands.



**See Also:** [Notebooks Editor](#)

## Tools Submenu (Plus version only)

The *Tools submenu* contains advanced features to speed the tasks of creating rich media presentations. It allows authors to create slides almost immediately, to convert common types of video files into OP-compliant Realmedia format, to simplify creation of transcripts, and even to include speakers based on still photos brought to „life“ via the Reallusion® CrazyTalk™ animation utility, available as a companion to Openworld Presenter Plus™.



### Functions:

**Produce Slides** - opens Slide Producer dialog, which will launch Microsoft Powerpoint in the background and generate graphic slides from text you have already input in the Openworld Presenter slide canvas. You can choose suitable layouts and styles for your slides using Powerpoint templates. Requires MS Powerpoint 2000 or higher to be installed on your PC. [More...](#)

**Convert Media Files** - opens the Video Encoder dialog, which allows conversion of AVI and MPEG Files into RealMedia™ formats using the free RealNetworks® RealProducer™ installed on your PC. [More...](#)

**Create Narrator** - opens CrazyTalk Producer dialog, which lets you create video files from still images using the Reallusion® CrazyTalk™ utility. This enables authors to create compact RealMedia™ files that stream well in Openworld Presentation Player.

**Engage Specialists** - to send work to specialized human and automated online service providers.

**Create CD Image** - opens CD Image Creator dialog. This is a „one stop“ way to create a full set of files that can be copied and then distributed via CD-ROM. [More...](#)

**Delete Virtual Drive** - removes (detaches) a virtual drive, created in the [CD Image Creator](#) dialog.

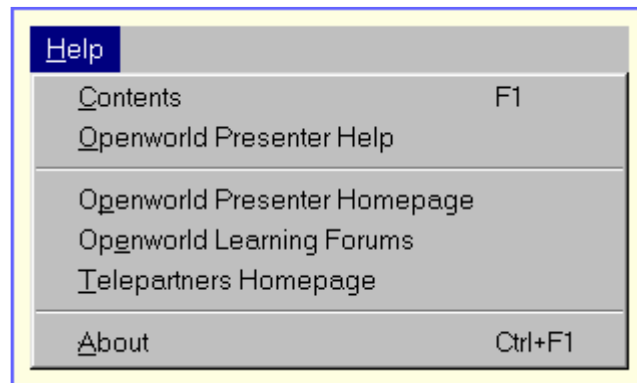
All of the above tools let you create professional class presentations. [More...](#)

**Publish Presentation** - to access a web page with one-stop Openworld Presenter CD-ROM publishing and web hosting solutions.

## Help Submenu

The Help submenu opens the Help file you are reading now. It also provides links to the Openworld Presenter™ home page on the web, and to the Telepartners forum where registered Openworld Presenter users may access a range of resources for authoring and distributing their presentations.

Functions:



Contents - opens the contents page for the Openworld Presenter Help file (including the information you are now reading).

Help - opens the Openworld Presenter Help file on the first page („Introducing Openworld Presenter“).

Openworld Presenter Homepage - opens the Openworld Presenter home page in your web browser.

Telepartners Homepage – opens the Telepartners home page in your web browser, where you can engage affordable specialists to assist you in authoring projects, and you can find solutions for publishing your completed work on the web or via CD-ROM.

About - opens the About dialog, showing current Openworld Presenter release number, owner name, etc.

## Slide Producer

*Slide Producer* creates Powerpoint-generated slides almost effortlessly after you have built the topic outline (Contents) for a presentation. Slide Producer creates draft bitmap slides from these Contents topics. The draft slides can be viewed immediately in Openworld Presenter. The program also automatically generates actual Powerpoint files that can be edited and improved graphically when you wish to create finished presentation slides. For this feature to work, you will need to have Microsoft Powerpoint running on your PC alongside Openworld Presenter.

### Slide Producer Features:

**Template Selector** - lets you choose a Powerpoint template from several graphic options. The chosen template will be applied to your slides immediately.



**Slide Browser** - is an embedded Powerpoint slide viewer. It shows your slides just as they look in Powerpoint.

**Slide Selector** - lets you browse each of your slides as they look with the current template you have chosen. SlideProducer applies a Cover Layout template to the first slide, and the associated Body Layout template to all subsequent slides. If you have Powerpoint installed on your computer, you can change the slides layout and make any other changes you want within Powerpoint after you've exported your slides in Slide Producer. This is because Slide Producer creates actual Powerpoint presentations (.PPT files) along with the preview images of your slides that display in Openworld Presenter. You can find the Powerpoint file in the pix\ subdirectory of your project storage directory.

**Export Button** - causes slide generation in Powerpoint. Produced slides will be saved on your hard disk drive into the pix\ subdirectory of your project storage directory.

**Cancel Button** - closes Slide Producer window.

## Media File Encoder

*Media File Encoder* lets you convert your existing video/audio files in AVI, MPEG, MP3 and ASF formats into RealMedia format -- the foundation for synchronized presentation delivery by Openworld Presenter and Openworld Presentation Player. Media File Encoder requires *RealProducer Basic* (or Plus) to be installed on your PC. You must have *MS DirectX™ v.6.0* or above (v. 8.0 or above is recommended) in order to have MPEG conversion possibility. Also you must install *Microsoft Windows Media Player v.8.0* or above in order to be able to use ASF files as inputs for Media File Encoder.

### Media File Encoder Features:

**Video Browser** - is an embedded RealProducer window that displays the encoding process. You can see a progress meter below the RealProducer window showing the status of the encoding operations.

**Input Video File Selector** - lets you assign the file for encoding.

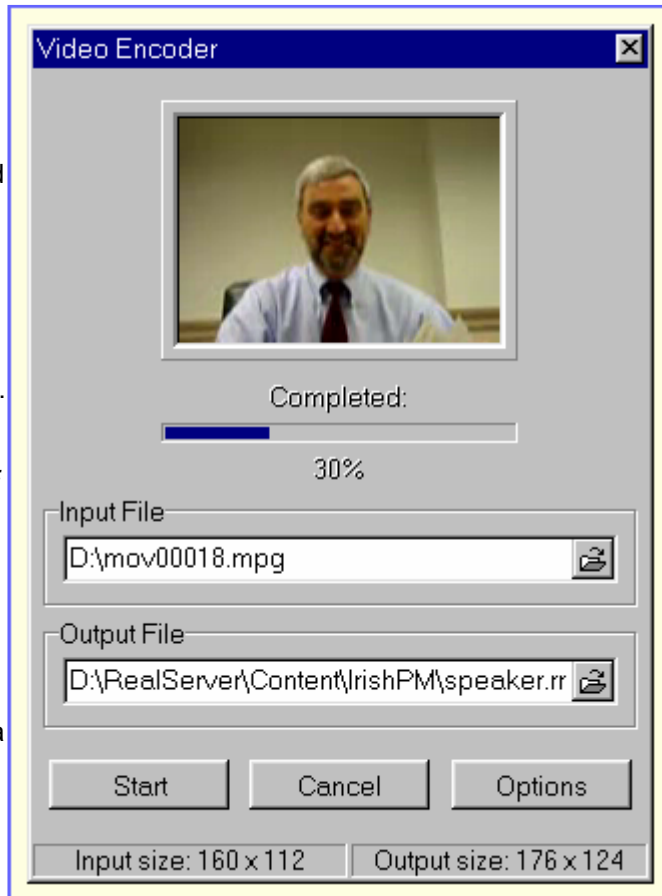
**Output File Selector** - lets you choose where to place the resulting file.

**Start Button** - starts the encoding process.

**Cancel Button** - stops the encoding process.

**Status Bar** - shows the input file picture size (after the file is selected, but before the encoding is started) and target file picture size, which is defined in your [Project Preferences](#) dialog. You must remember to choose the proper target picture size, depending on what source video you have. See [Video Properties description](#) for details.

**Options Dialog** - lets you to choose input and output files formats and parameters. See [Media File Encoder Options](#) for details.



## CD Image Producer

*CD Image Producer* lets you store your completed presentation at a root level (for example, C:\ or D:\) on your hard disk drive. This mirrors the root directory structure of a CD-ROM, which is where users will launch Openworld Presentation Player to play your presentation. The CD Image Producer lets you create this „CD image“ (directory structure) in order to test your presentation before you burn it onto an actual CD. This CD image always must be created at the drive root - not in any subdirectory. Notwithstanding this constraints, the CD Image Producer has tools to help if you don't have an existing hard disk drive partition or removable drive. You can create, in these situations, a “logical drive” that acts like a partition and enables you to easily create CD-ROMs.

### CD Image Producer Features:

**Drive Selector** - lets you choose between creating the CD image

on a) an existing „physical“ drive (a hard disk drive partition, a removable drive, or a remote drive on a Local Area Network) to create the CD image, or b) on a virtual logical drive that can be newly created on any of your physical hard disk drive subdirectories. In the latter case, you must specify the actual subdirectory to be used on your hard disk drive.

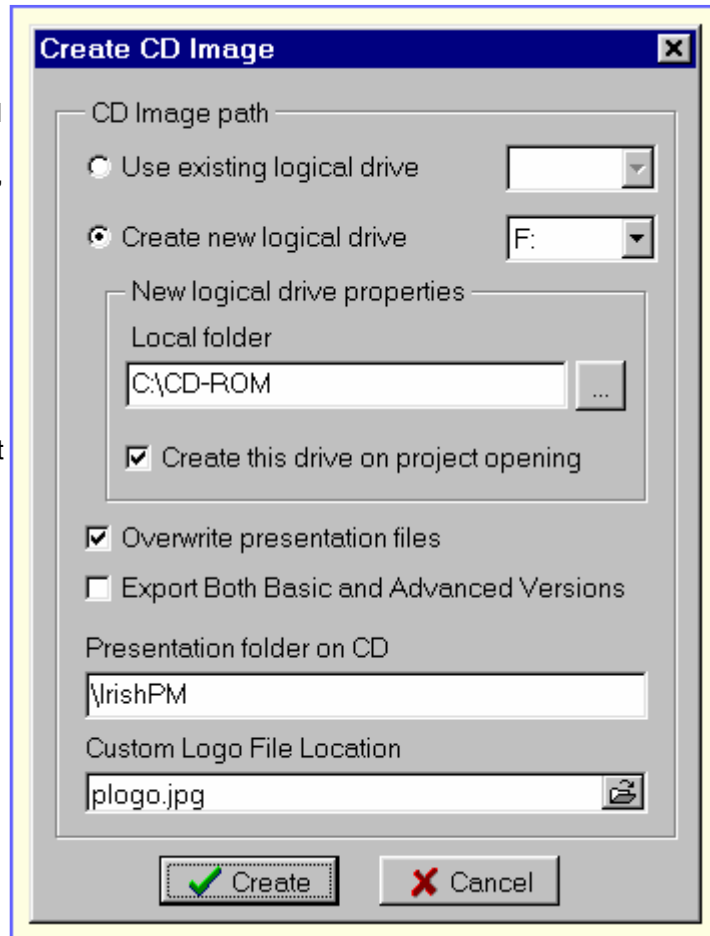
**Folder Selector** - is used only when you've chosen to create a new virtual drive. See preceding paragraph for details.

**AutoCreate CheckBox** - when checked, this causes the selected folder (see above) to be mapped as a virtual or logical drive when you open your Openworld Presenter project. This is useful feature, as it allows you to map several physical directories for different presentations.

**Overwrite CheckBox** – prevents over-writing of large presentation files (such as video files) each time you create the image. This is a useful timesaver when you only need to update and edit slides, transcript and other relatively small components of a presentation.

**Advanced And Basic checkbox** - when checked exports both advanced and basic presentation formats, therefore your users will can open a presentation in both RealPlayer and Openworld player.

**Presentation Folder Editbox** - allows you to select the particular subdirectory (only in the root directory of your CD image drive) where current presentation will be stored. This feature is useful when placing several presentations on the same CD. You may assign an individual



directory for each of your presentations while keeping common files (such as Openworld Presentation Player) in one shared location.

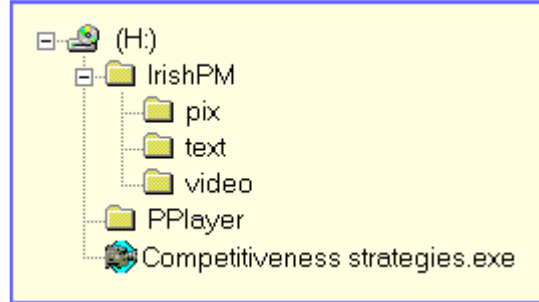
**Custom Logo Locator** - allows to choose a custom logo for your presentation when it will be opened in Openworld Player. Custom logo will allow you to show your company/organization logotype and let users to visit your homepage by mouse click on your custom logo. It is an additional service offered by Openworld Learning, LLC, to certificate your custom logo for usage with your presentations. Visit [Openworld Presenter Order](#) webpage for more information.

## What you'll have after Image Creation:

An example of your CD image directory structure is shown here.

### Directories are:

**IrishPM (Presentation example name) directory** - stores your presentation as it was defined above in CD Image Producer dialog. This directory contains few subdirectories with particular files for your presentation.



**PPlayer directory** – contains the Openworld Presentation Player™ application which will be launched when your user clicks on your presentation. Also you can place custom logos/skins (JPEG files) which will be loaded into Openworld Presentation Player on its startup. You can get your own logo/skin by purchasing them in Openworld Learning. You can do that online visiting Openworld Presenter homepage at <http://presenter.openworld.com>. See [Openworld Presentation Player™ manual](#) for more information.

**Root directory** - contains a small EXE file with your presentation title. When clicked, it will launch Openworld Presentation Player from the PPlayer\ subdirectory, providing it with a presentation filename (.OPF or .OPP file) as a parameter. As a result, your users will see just an executable file at the CD-ROM root – the file to click on for launching the presentation.

## How to Autorun Your Presentation

You may wish to add an AUTORUN.INF file to your CD-ROM root directory to let users play your presentation automatically as CD-ROM is inserted into CD-drive. A sample AUTORUN.INF file example is shown below.

```
[autorun]
```

```
open="Competitiveness Strategies.exe"
```

You can assign only one presentation for autolaunching, although your CD-ROM may contain several presentations.

In this case you can (for example) create a HTML page containing links to corresponding Presentation EXE's and include this HTML page into your AUTORUN.INF file. An AUTORUN.INF file example of this is shown below.

```
[autorun]
```

```
open=index.htm
```

## How to change the logos for your presentation

You can put your own logo onto your presentations. These logos fit in the left-hand upper corner of the Openworld Presentation Player frame. A default logo comes with Openworld Presenter Plus. It appears when you've installed the authoring program, created your presentation, and run it in Openworld Presentation Player.

There are two types of logos: logos for a Simple presentation and logos for an Advanced presentation. The Simple presentation logo sample is located in PPlayer\BasicLogo subdirectory, the Advanced presentation logo sample is located at PPlayer\AdvancedLogo subdirectory. (Note: Advanced presentations are created with Openworld Presenter Plus™ version only.)

## Here are few steps to add your own logo to your presentation...

1. Create the logo with any picture (bitmap) editor like **PhotoShop™** which can save images in the **JPEG** file format.
2. Use Openworld Presenter LogoUpgrader service to register your personal logo.
3. Export your presentation (if you have not done this yet).
4. Use Custom Logo Locator field, described above, to assign your custom logo.
5. Create CD Image for your presentation using the description above.

Once you've done this, the Openworld Presentation Player default logos will appear briefly during player startup in instances where Openworld Presentation Player is launched by the autorunning technique described above. But this logo will be updated with your personalized logos as soon as your presentation will be loaded.

## New Project Manual Startup

*You can start a new Openworld Presenter project manually (not using a Wizard) using the steps below.*

### Step 1 - Opening a New Project

You can open a new project either by choosing File/New Presentation menu choice or clicking on the New.. toolbar button. A Preferences dialog will appear with the Presentation Information page opened.

### Step 2 - Presentation Information Data Filling

Here you should define your future presentation heading data such as title, author, etc. (Title is the only mandatory field to input). See Presentation Information page description for more information.

### Step 3 - Presentation Type Definition

It is very important to define your presentation type correctly. You can set this by selecting Presentation Type page in the Preferences dialog. Select Simple Presentation if you wish to create a presentation without a navigation menu. Select Advanced Presentation if you wish to see a navigation menu. Select Online Presentation if you are planning to deliver your presentation over Internet using HTTP or RealServer. (*Click [here](#) for more information on*

*Online Presentation hosting, and on pay-per-view revenue opportunities.)*

#### Step 4 - Presentation Storage Path Definition

Presentation Type page also includes Presentation Storage Locator. You must define where your presentation will be saved on your hard drive or in the LAN. By default the folder name is the same as your presentation title assigned at the Presentation Information page. But you can change this title if you wish.

#### Step 5 - Video Size Definition

It is important to choose a correct video frame size that corresponds to your source video file dimensions (width and height). This will avoid video image distortion and sluggish playback speed. Use Video Properties page of the Preferences dialog box to choose the right option.

#### Step 6 - Video File Association

It is important to associate a video file with your presentation. This enables viewers to enjoy a rich media experience, and navigate smoothly through an Openworld Presenter presentation. In an ideal case, you will already have a prepared RealMedia (RM) file that can be imported. Please select the desired RM file in this case through the "Video-Load Video" menu. The video file will be copied into the video\ subdirectory. If your video is in another format (e.g. AVI or MPEG), Openworld Presenter will offer to automatically convert it into the RealMedia format, as long as you have first installed a free program called Realproducer Basic (from [www.realnetworks.com](http://www.realnetworks.com)). The Tools-Convert Media menu in Openworld Presenter will then launch the Video Encoder and convert the AVI or MPEG video file into a RM file. This file should be called "Speaker.rm". It will be placed by default in the video\ subdirectory of your presentation storage directory.

#### **Step 7 - Presentation Title (short version) Assignment**

You can give a short title or name to your presentation by using Presentation Title Editor. It is very useful to do this if you are creating an Advanced Presentation. This title will appear above the Contents menu in the Openworld Presentation Player, or as the top-level item in a tree menu on a web page if you deliver your presentation over the Internet.

#### **Step 8 - Content Creation**

Creating a table of Contents (topics) is vital for your presentation. The fastest and best way to do this is to enter the topic names directly into the Contents frame, typing topics and hitting "return" after completing each topic name. You can rapidly generate topics for an entire presentation this way. (You can change, resequence, or indent/outdent the topic names if needed with the Contents menu or the small toolbar icons near the top of the Contents frame.) Once you have generated the Contents, you can next assign the correct time settings for each Contents topic so that it will match up with what the video speaker is saying. This can be done by going back to the start of the presentation, starting the video play, and stopping it when the speaker begins to talk about a new topic. Then you can select the time value from within the paused video frame, and drag-and-drop it onto the Contents frame time field that is associated with the new (selected) Contents topic name. See Contents Editor description for more information.

#### **Step 9- Slides Definition**

After you've created your presentation's Contents (topics), you can add slides and notebook hyperlinks. If you already have slide bitmap files prepared in JPEG, PNG, or GIF format, it is

recommended to use Load Slides Dialog to add them into the presentation. Another option is to create your bitmap files from within Microsoft Powerpoint, by using the slides canvas. See Slide Editor for details.

Once a slide bitmap file has been associated with a particular Contents topic, it cannot be easily reassigned other than by deletion/insertion. Each topic may contain as many slides as its duration allows. It is important to note that each slide must have some minimal duration to let viewers see and understand it.

The default duration for slides, accordingly, is 5 seconds. The Duration Remainder in the Slides frame shows how much time remains available to add additional slides for a given Contents topic. You cannot add new slides after this value becomes less or equal to the default slide duration value.

Using Video Browser, you can set for each slide the time it should appear (and disappear) in a presentation. Pause the video at any position where you believe a new slide should appear. Then drag and drop the time value from the video position meter into the active Slide's time input field.

Other features of the Slides pane are controls over the transition effect to be used between slides, controls over the naming of individual slide bitmaps, and the ability to assign a comment associated to the slides. Comments are stored in the actual Powerpoint presentation file that is generated automatically – along with Slide bitmaps—when you use Slide Producer. Your comments make it easier for graphic artists and editors of your choosing (e.g. through Telepartners Forum) to work on your draft Powerpoint slides and put it into polished form for your review and approval. See Slide Editor description for more information.

#### **Step 10 - Notebook Hyperlinks Definition.**

Each notebook may show several time-sensitive hyperlinks simultaneously. Simply pause the video play when you would like to a hyperlink appear. Then type into one of the notebooks the name of the link, hit return, and then type in the associated URL (either a web address or a FTP address) that you wish to make visible at a given point in your presentation. These hyperlinks will remain in view until the “Notebooks-Insert Separator” menu item is chosen. This action will delete all of the items previously visible in that notebook from that point onward. You can then create entries for additional links (or repeat some of your earlier links, if you wish them to remain in view as the talk continues). Please remember that all the links that are entered at any time must follow each other sequentially – the most recent items listed must have the same or greater start value in time as do others visible above them in the Notebook. See Notebook Editor description for more information.

## **Technical Support**

**You may contact the Openworld Presenter™ development team**

using our email address: [presenter@openworld.com](mailto:presenter@openworld.com)

You can also visit Openworld Learning Forums to ask questions online and find solutions that have worked for others.

**Our global team is open for questions every day.**

## Presentation Export

*You may export your presentation once you've created at least one item in the Contents area. Simply choose File-Export in the Openworld Presenter menu.*

*This enables you to check the appearance of any of your works-in-progress. You can launch the exported presentation from within Openworld Presenter by clicking on the blue "Play" Toolbar button.*

### Openworld Presenter will then export a presentation with the following:

1. **SMIL file.** This is a "behind-the-scenes" multimedia integration script that synchronizes all of the presentation parts for playback by Openworld Presentation Player™ (or RealPlayer™).
2. **Video (RealMedia™) file.** This is the streaming video (and audio) file containing the speaker's remarks.
3. **Transcript (RealText™) file.** This text file consists of a transcript that scrolls as the speaker talks. It can be in English or other languages input into the Transcript frame of the authoring workspace.
4. **Slide sequence (RealPix™) file.** This file reflects the sequencing and time values assigned for Slide bitmap files.
5. **Notebook Links (RealText™) files.** This file holds the hyperlink contents of the "left-hand" and "right-hand" notebooks, along with time values indicating when the hyperlinks should appear during a presentation.

All of the above files are placed into storage directory of the active presentation, which was defined in Presentation Type page of the Preferences dialog.

When you export your presentation, it will be saved just before the export process begins. The saved project file is located in same the presentation directory where the exported presentation is found.

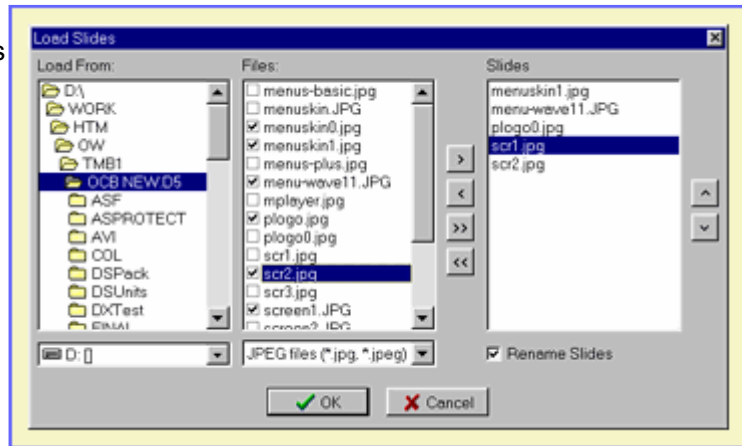
After you've exported your presentation, you may open it within Openworld Presenter authoring tool by clicking on **Play toolbar** button marked with RealPlayer™ logo, or by choosing File-Play Presentation.

You may also view the exported presentation in the standalone Openworld Presentation Player™ (for viewing Advanced presentations that include Contents menus) or in RealPlayer™ directly (for viewing Simple presentations without Contents menus).

## Load Slides Dialog

**Load Slides Dialog** lets you place previously-created slides into your presentation. The Load Slides dialog makes simple the task of bringing in bitmaps, whether the files are in JPG, PNG and GIF format.

**Your task here is to place some files into Slides Clipboard listbox (a box at right side). All files in the clipboard are considered as shown in the sequence they appear from top to bottom.**



It is very important to place these slides inside the **pix\** subdirectory of your current presentation directory. This directory was automatically created when you originally named and saved your current presentation. You can check to see your current presentation's directory name in the File-Preferences-Presentation Type menu.

### Main Dialog Parts.

**Source Drive Selector** - lets you choose the logical drive (either an actual drive, or a drive partition) where the source bitmap files are located.

**Source Directory Selector** - lets you browse to the specific directory on the logical drive where your source slide bitmap files are stored.

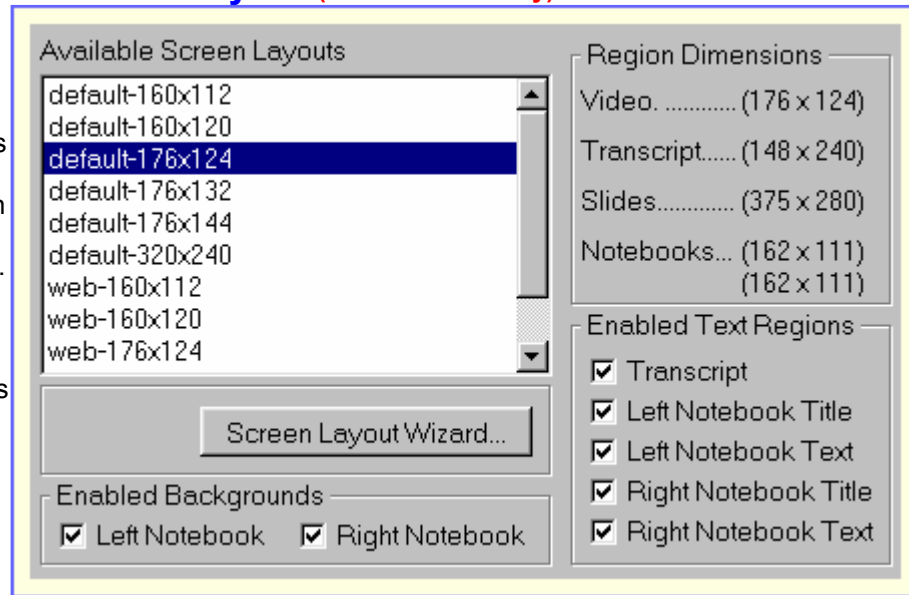
**Source File Listbox** - shows the graphic files of the chosen format (JPG, PNG and GIF formats available) stored in the current source directory. Each line has a checkbox, so you can select some slides one-by-one and move them as group into the Selected Slides listbox. Also a popup menu is available which lets you select all of the visible files, deselect them, and/or preview individual images. Images can be previewed by right-clicking on the file name.

**Selected Slides Listbox** - stores all your chosen slides. These slides will be moved into a presentation directory once you've pressed the "OK" button. You can change the slide sequence either by right-clicking or through a popup menu. The slide sequence is important for the renaming function (see below).

**Rename Slides checkbox** - this automatically re-sequences your selected slides after they are placed into the presentation directory. Slide names will be changed to standard „slide1“, „slide2“, etc. sequence. This feature enables your presentation to accept new slide bitmaps in a form that will fit well with any existing slide bitmaps you may already have in your pix\ subdirectory.

## Presentation Screen Layout **(Plus version only)**

**Presentation Screen Layout** is a part of the Preferences Dialog Box. This page defines available screen layouts in the Layouts\layouts.ini file. It is also possible to make specific screen elements either visible or invisible within your preferred screen layout, using controls described below.



### Main Features:

**Screen Layout Selector** - selects the current layout from some basic choices available. We recommend that you use one of these standard layouts, though you can create your own one. You can easily customize the size and position of various elements in the layout using [Screen Layout Wizard](#). Press **Screen Layout Wizard** button to launch it.

**Region Dimensions Indicator** - shows each of main region's dimension in the current layout.

**Enabled Text Regions** - lets you select what particular text regions will be visible in the presentation. All regions that are listed in the layouts.ini file (and that have a height greater than zero pixels) can be either selected or deselected here. Particularly this lets you hide the transcript from view. This is useful in presentations where you do not want or need to have a scrolling transcript appear. You can always add the transcript later, and de-select this option then to make it visible. (Note: the same option exists in the File-Preferences-Transcript menu.)

**Enabled Backgrounds** - lets you select what particular background (graphic) regions will be included in the presentation. Two regions can be changed here. They are the left and right notebook backgrounds.

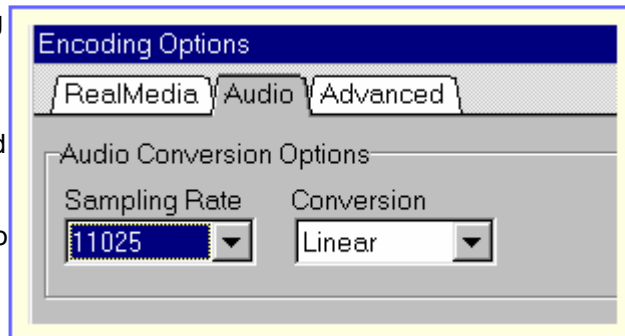
## RealMedia Options

**Your presentation will use Realmedia format files (video and audio). You can convert many kinds of source files into Realmedia format. Click on any area of the image to learn more about what each option does.**



## Audio Options

You will see this dialog when generating a WAV (audio) file from AVI, MPEG, MP3 or ASF video files. You must choose a proper sampling rate for your WAV file to work with leading automated transcription products, such as Dragon Naturally Speaking or IBM ViaVoice. We recommend either 11.025 kHz mono 16 bit for Dragon, or 22.05 kHz for Via Voice.



If you do not have these programs on your computer, you can forward the WAV files that you create to Openworld Learning's automated online transcription services. Please use 22.05 kHz settings and select the "Send to...Autoconvert" tab option to launch an upload to [services.openworld.com](http://services.openworld.com).

### Main Features:

Sampling Rate Selector - sets a target sampling rate in WAV file.

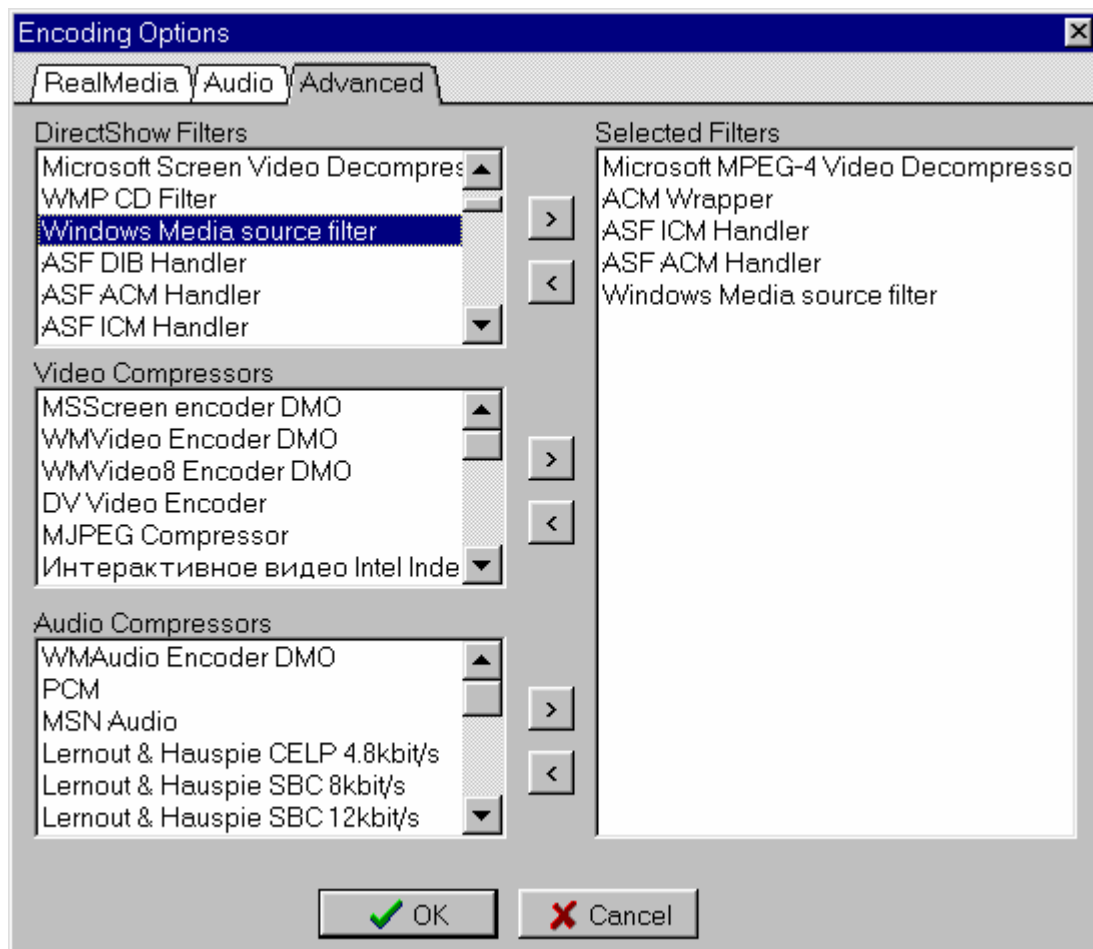
Resampling Method - defines the mathematical method of interpolation used when target

sampling data are calculated.

## Advanced Options

**You will see this dialog when you convert ASF, MPEG-4 or other files supported by MS DirectShow™ filters. This page may help you when (if) your particular file has been encoded using some special codecs combination. You should have experience in DirectShow to build your custom DirectShow filter using this page.**

**Look at the dialog shown below. Click on any image part to learn more about what each option does.**



This part defines the target  
RealMedia video display dimensions.

This area lets you define characteristics of  
your target RealMedia clips.

This part defines target RealMedia file

streaming options. You can produce both single-rate and multi-rate clips. Multi-rate clips are recommended when some users will be viewing your file via LAN or CD-ROM, and others via low-bandwidth Internet links.

This part defines your target RealMedia file format.

You can select what channels (video/audio) your clip will contain. Also you can set the desired sound and video quality. The higher quality settings will produce longer files.

**For advanced users only.**

This listbox contains **MS DirectShow™** filters available in your system. These filters are used for streaming of **ASF** and other media files.

**For advanced users only.**

This listbox contains Video codecs, available in your system. They are used for decompressing **MPEG** and other files.

**For advanced users only.**

This listbox contains audio codecs, available in your system. They are used for decompressing **MPEG, MP3**, etc. files.

**For advanced users only.**

This listbox contains chosen **DirectShow™** filters. You must choose the filters in the exact sequence they will be used for particular file format streaming. You can use **MS GraphEdit™** program to build a proper filters list and to set the correct filtering sequence.

### ***Notebooks Editor***

lets you create a hyperlinks either to your presentation parts or to an Internet sites.

***More...***

## **Creating a New Set of Slides**

You will see that Openworld Presenter generates new „placeholder“ slides whose titles

automatically match those of the Content topics you have previously created (see [Content help here](#)). This creates a foundation for rapid creation of a complete set of slides to accompany your presentation.

You can enter or edit text for slides in the Slides editing area (the [Slide Editor Tree View](#)) by placing your cursor into the slide title (if you wish to change the title that has been automatically created) or into the first bullet item under the slide title. If you wish to type in text for more than one bullet item on a slide, simply hit the Enter key after you have finished a line, and the cursor will advance to the next bullet item for further text entry.

The „[Comments](#)“ field lets you leave a note regarding improvements you would like to see for any slide to be made in programs other than Openworld Presenter. For example, you may want to include a comment such as „add related photo“ or „insert sales trend chart“ as a reminder for yourself or colleagues who are working with you on the presentation.

All slides created by Openworld Presenter can be easily exported to become actual Powerpoint slides, assuming you have Powerpoint 2000 or higher installed on your computer. To do so, select „[Tools - Produce Slides](#)“ in the Openworld Presenter menu and wait for a Powerpoint options dialog to appear. You can then select a background style for your slides. Openworld Presenter will cause the Powerpoint file to be created.

This Powerpoint presentation can be modified outside of Openworld Presenter to add graphics or other enhancements in accord with your Comments for the final presentation. Many graphic artists around the world will be interested in a chance to bid on the opportunity to help you in these tasks (to request their help, go to Telepartners).

In the meanwhile, Openworld Presenter will allow you to *immediately* preview draft slides featuring your bullet point text material and the Powerpoint style you have chosen (see „[Previewing Your Bullet Point Slides](#)“).

You may wish to make further changes after seeing these preview slides. This can be done by returning to the Slides Editor Tree View, and then again [exporting](#), and producing preview slides. You also have another option: bringing in one or more slides from an existing Powerpoint presentation as described below.

**See Also:** [Slides Properties](#)

## Using an Existing Set of Slides

The only thing you have to do to use an existing slides saved as **GIF**, **JPG** or **PNG** image files is to enumerate them in the [Slide Editor Tree View](#) above. In other words you must specify what slide and when must appear in your presentation and assign the filename for it.

The most comprehensive way is to use [Load Slides Dialog](#). Then you'll can select what particular slides will you use in your presentation as easy as by mouse click. All of your slides will be renamed to suit to the topics sequence in your presentation. So, you'll don't need to assign a filename for each of your slides manually - all of them will be assigned automatically as soon as you'll add a new slide placeholder into your presentation.

You can reassign the filename for each of your slides by choosing the file in Browse dialog. Browse dialog appears when you press the yellow folder button at right side of filename editor input field.

Also you have to choose the fading type for each slide. The fading default value is „FadeIn“ for the very first slide in the presentation and „CrossFade“ for the other slides.

**See Also:** [Slides Properties](#)

## Using Presentation Wizard

You can get a quick start using a **Presentation Wizard** Tool. Please choose **File/Presentation Wizard** menu topic to launch it. **Presentation Wizard** will follow you through a quick and easy 11 steps startup sequence. Let's consider what these steps are:

### Step 1 of 11. Welcome page - simply click Next button.

**Step 2 of 11. Presentation Cover Page** - please enter your presentation data such as title, author name and copyright data.

**Step 3 of 11. Presentation Abstract page** - you can assign a short abstract (not more than 255 symbols) for your presentation. Your future users will can read this abstract when your presentation will be opened in RealPlayer.

**Step 4 of 11. Presentation Type** - please choose what will be your presentation type. Please refer to [Presentation types](#) description for more information.

**Step 5 of 11. Presentation Location** - please select a folder name where your presentation will be stored. Default folder name is formed from presentation title assigned in step 1. You can change it either manually or using folder choice dialog. Please click „Browse“ button to launch it.

**Step 6 of 11. Presentation Screen Layout** - please choose a screen layout suitable for your presentation. Screen layout defines all main presentation parts (like video, slides, transcript, etc.) placement. It is very important to choose a screen layout suitable for your already existing video and slides format. You can use [Screen Layout Wizard](#) to instantly browse and modify already existing screen layouts or to create a new one. Press „**Screen Layout Wizard**“ button below the layout list to launch it.

**Step 7 of 11. Video Properties** - Usually you don't need to change anything here, if you have chosen a right screen layout. The only case when you'll need to touch this page is when you have a video file with a non-standard frame dimensions. Then you should select what will be the scaling method of your video for the target frame size defined by the screen layout just chosen. Please refer to [Video Properties](#) description for more information.

**Step 8 of 11. Video File Association** - you can choose a video file for your presentation here. You can use either single or combined video file. In the last case you can use a special [Video Import Dialog](#) which allows you to combine several video/audio files to create such „combined“ video track.

**Step 9 of 11. Transcript Import** - please choose a speech transcript file if you have it. Transcript will be automatically loaded into [Transcript Editor](#) window.

**Step 10 of 11. Slides Import** - In the case if you already have prepared slides (in any graphic format like **JPG**, **PNG**, **GIF** or **SWF**) you can use a special [Slide Import Dialog](#) which allows you easily choose slides for your presentation and choose slides appearing order. It is very useful to rename (automatically) all your chosen slides to a „standard“ filenames like „Slide1“, „Slide2“, etc. Doing that you'll can insert a slide into your presentation automatically just when you'll create a new content topic. You'll need to choose slide filename manually in the case if your slides will have some „non-standard“ filenames.

**Step 11 of 11. - Finished!** - simply press „Finish“ button to quit from the Wizard. Also you can get more help on what to do now (after Wizard is finished) pressing „Help“ button. **We recommed you to read this for a better understanding!**

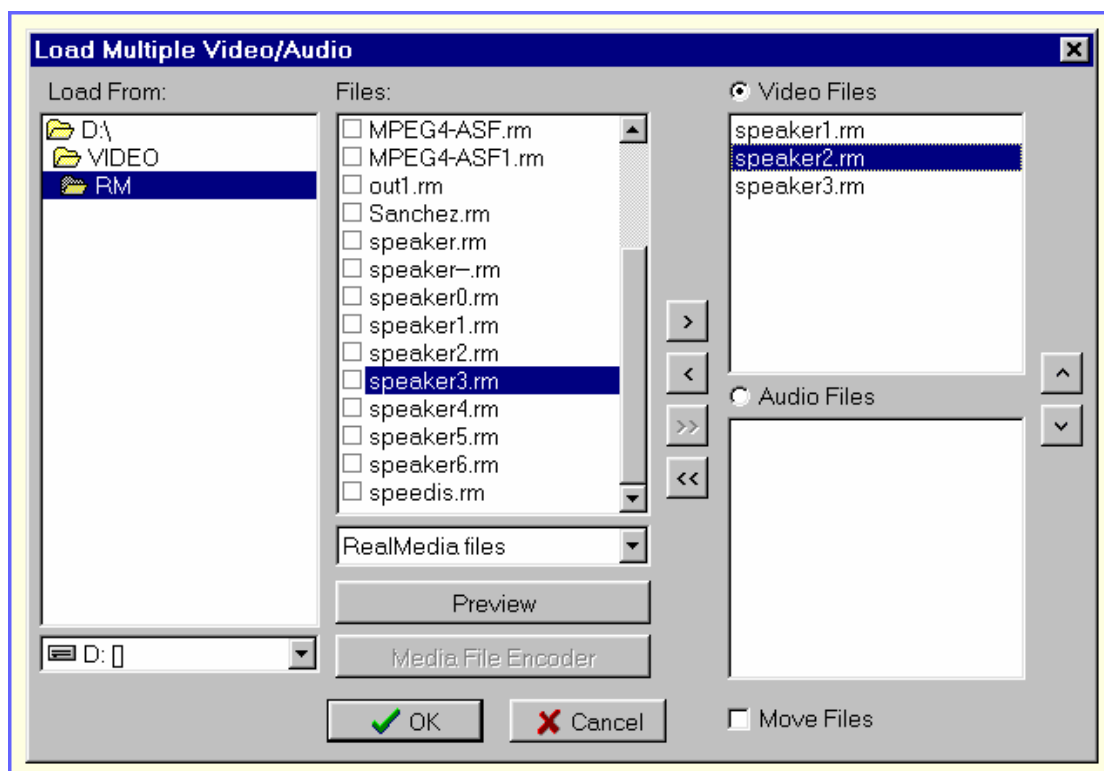
## What to do after Presentation Wizard is finished

*You've just finished a Presentation Wizard. Now you can create your presentation informative part itself. Your action sequence should be like the next:*

- **Content Creation** - please use [Content Editor](#) to create a tree-shaped content for your presentation. All other presentation parts like slides and hyperlinks are associated just with particular content topics, so you definitely must create a content (more or less rough) first of all.
- **Slides Association** - now you can associate slides with your just created content topics. One slide reference is created automatically each time you add new content topic. But you are free to add as many slides as you need as the timeline allows. Please use [Slide Editor](#) to assign slides for your presentation.
- **Hyperlinks Association** - hyperlinks can be added to your presentation as easy as slides. All you need is to select a content topic in which hyperlink will appear, type hyperlink title, URL and set its appearance time value. Please use [Notebooks Editor](#) to do all that.
- **Transcript Synchronisation** - it is very important to synchronize transcript scrolling with a video playing. It is especially important to do that for a long presentations. You can use [Transcript Editor](#) to format your transcript, set a puses in it and even set a synchronizing **time markers** allowing to achive a high quality transcript synchronization. Please refer to [Transcript Editor](#) description for more information.

## Video Import Dialog

**Video Import dialog** lets you to combine several video/audio files to create a videotrack for your presentation. For example it is useful if you wish to concatenate a different lectures recorded separately. You don't need to use a video editing software! Just use this dialog and it will create all you need in a seconds!



Your task here is to place some files into Video and/or Audio clipboard listboxes (two boxes at right side). All files in each of clipboards are considered as concatenated in the sequence they appear from top to bottom. Clipboards are considered as played in parallel.

## Main Dialog Parts:

**Drives Selector** - selects a drive to load from.

**Directories Selector** - selects a directory to load from.

**Files Selector** - you can select a single file or use a left-side checkboxes to select multiple files (by double-click on a filename or by selecting a checkbox) in order to copy several files to Video or Audio files clipboard.

**File Type selector** - allows to choose a file type filter to work with. When you choose a „Convertible Files“ type, a Media File Encoder“ button is activated and you can convert your media file into **RealMedia™** format instantly.

**Preview** - opens your Windows default player for the media file type chosen.

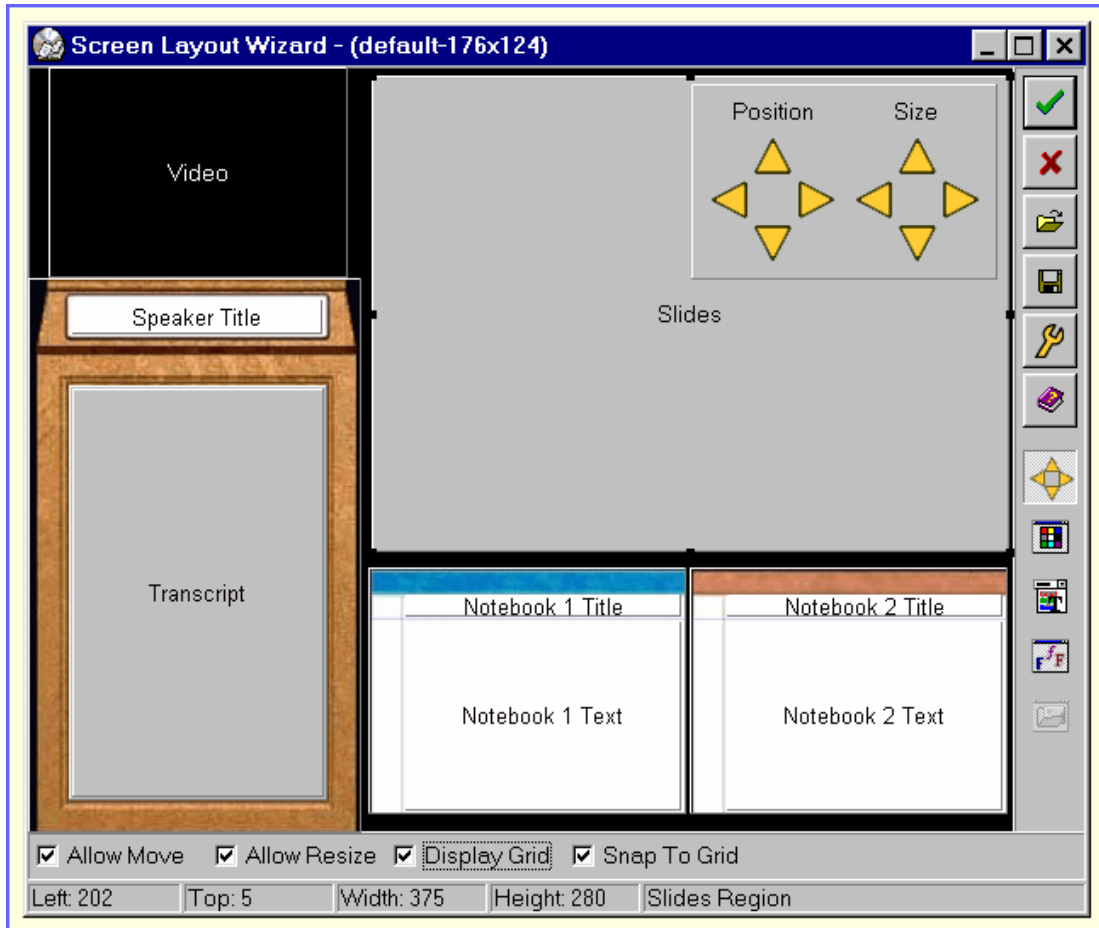
**Media File Encoder** - opens Media File Encoder and loads a media file chosen into it.

**Video File Clipboard** - please use a small buttons with „>“, „<“, „>>“, „<<“ signs to move the files selected to/from Video clipboard. You must select „Video Files“ radiobutton for that.

**Audio File Clipboard** - please use a small buttons with „>“, „<“, „>>“, „<<“ signs to move the files selected to/from Audio clipboard. You must select „Audio Files“ radiobutton for that.

## Screen Layout Wizard

**Screen Layout Wizard helps you easily customize your presentation screen layout.**



## Main parts:

**Main Editor Window** - contains all your presentation regions which can be moved and resized in order to achieve a screen layout required. You can select a region required by mouse single click then you can drag it or resize (by dragging a small bounding box) manually or using a region sizer (see below). You can enable/disable each region using Options dialog.

**Editor Options** (left to right):

**Allow Move** - allows to move or freezes selected region upper left corner

**Allow Resize** - allows to change or freezes the selected region size

**Display Grid** - shows or hides a snapping grid showing default step to change size/position

**Snap To Grid** - allows to change regions size/position only by a default step defined in Options

Toolbar Functions (top to bottom):

**Exit Saving Changes** - saves current layout into a file and closes the Wizard

Exit Discarding Changes - closes the Wizard

**Open Layout** - opens a saved layout file

**Save Layout** - saves current editor window into a layout file

## Options - opens Wizard Options dialog

**Help** - shows this help topic

**Toolbar Options** (top to bottom):

**Region Sizer** - allows to move size region selected by mouse click

**Background Color Selector** - changes a region background color

**Text Color Selector** - changes a text region (like transcript) text color

**Text Font Selector** - changes a text region (like transcript) font size and/or style

**Background Image Selector** - changes some regions (like Video Background) background image

## Screen Layout Wizard Options

**Screen Layout Wizard Options** dialog lets you to choose what particular regions to show on your presentation screen. Also you can define total screen size and snapping grid step.

### Main Parts:

**Screen Size Selector** - changes your presentation entire screen size in both dimensions

**Grid Options Selector** - changes a snapping grid default step value

**Regions Selector** - enables each of available screen regions. Only enabled regions will be shown.

**Screen Layout Wizard Options**

General

Screen Size X: 580      Grid Size X: 5

Screen Size Y: 450      Grid Size Y: 5

Regions

Video Background       Notebook 1 Background

Video       Notebook 1 Caption

Podium       Notebook 1 Text

Speaker Title       Notebook 2 Background

Transcript Background       Notebook 2 Caption

Transcript       Notebook 2 Text

Slides

Custom Buttons

Play Button       Pause Button       Stop Button

OK Cancel

**Custom Buttons Selector** - you can enable a custom control buttons like Play/Pause/Stop which will control presentation playback. Especially useful for a web-based presentations.

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