

Basic Instructions for making a Digital Audio - Visual to .exe stage using Windows.

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Preamble: I realize that there are many, many ways of making a digital AV to .exe stage for playing on a Computer and or Data Projector, but new interested people like to know how and where to start.

The following instructions are for people who wish to learn the process in the cheapest possible way. These instructions are for the Presentation software packages Pictures to Exe <http://www.wnsoft.com> and Adobe Photoshop (LE, Elements or 7.0) These are the packages that are use in England and the Continent for competition purposes. The APS AV Division recommends these processes for new people attempting digital A.V.'s. As an exhibitor, I use the following process, which is successful.

These instructions are for people who

- Capture and download images from their digital cameras
- Scan their slides by a dedicated scanner or flat top scanner into their computer.
- Send images from a CD ROM to "my Pictures"

In all cases the DOWNLOADED images must be saved, named and numbered - personal good file management is essential.

1. Cropping, Basic "tweaking", Images sizing and Saving in Photoshop.

1. After scanning you will find the scanned image ready for manipulation. The BLACK borders around the image needs to be eliminated.
2. If not already, go to tool bar and select marquee, top left, Then starting at the top left of the image draw a rectangle around the image, inside the black borders, whilst holding down the mouse left button.

3. Then go to **IMAGE** - click **Crop** and it will do it. No black border.
4. **GOTO IMAGE** > **Image size** > unclick **Constant properties** > resolution to **72 dpi** and change pixels width to **1024 X 768** > **OK**. The Image on the screen will go small.
5. **File** > **Save as** {in **My Pictures** and make a new folder if starting off a new project. Name folder then **File Name**and number eg **TWF 04** > **psd file format** > **Save Yes, OK**. It is important to save in this format and not **JPEG**.
6. Then **DELETE** small image by clicking **X**.
7. **DO THE SAME PROCESS FOR** any others remaining. Note some scanners have the scans on top of one another in the window.
8. When all 4 are completed do another 4.

2. Making a Black Image?

1. To do this I use **Photoshop 7.0**.
2. **File** > **New**, you will see a 'Blank" window.
3. Press **D**. then press **Alt + backspace** and the window will go black.
4. Then resize it at **Resolution 72 dpi** and **1024 X 768 pixels** and save it (**psd format**) with the images you are going to use in the **AV**.
5. Suggest you name the 2 slides as **A "XXX"** and **Z "XXX"** where **XXX** is your identification symbol.

3. Making a Title Slide.

1. Select the slide you want to have the title **FADE** in and out on.
2. Now make 2 more copies. I do it in **Photoshop**. Although it can be done in pictures to **.exe**. I name the 3 slides **"xxx" +; "xxx" ++; "xxx" +++**.
3. It is the middle one you put the title on.
4. I use **Photoshop** to write my title on the middle slide. **WHY?** because I can be as creative as I want it to be. Positioning is no problem at all.
5. Save your 3 images as **psd files**.

4. Using Photoshop or equivalent to creatively improve your digital images.

1. Open Photoshop, and then File > Open and select image.
2. Image > Adjustments > Levels - learn to understand the histograms. If unsure use Hue & Saturation. Etc if needed. Any manipulation is done here.
3. Whatever you do, make sure you improve the quality of the image. If you are completely satisfied with the final image, then you may like to Sharpen the image. Some use Unsharped filter with a threshold 0
4. Then **SAVE AS.....** or **Save for Web** (window comes up)
If **Save for Web** (check right hand box under Optimize Settings - Unnamed, JPEG (in a box) - MAXIMIUM (in a box); QUALITY (80 in a box) & alter to give a file between 200-300Kb; Progressive blur 0; Check image size is 1024 X768, 100%; Leave constraint proportions clicked; Then click OK and click off image, **Save > no.**
5. Do this for ALL images that you are going to use in the Audio-Visual. It is a "big" task giving plenty of practice.
6. When ALL completed and satisfied all the images to be ready for the Presentation software Pictures to Exe. must be saved to a JPEG format. Do this at the end. It also helps you to review your images at the same time.

5. Using a sound editing package to place in the Pictures to EXE. software.

This will be given in another segment. Initial recommendation is the Free Software package - "Audacity" - a free audio editor. This can be obtained off the Internet.

6. WnSoft Inc. "PICTURES To EXE".

Some basic instructions of the Presentation Software.

When the Images and the Audio is to your satisfaction then

1. double Click on the PTE icon. The MAIN window will open up which has two sections. Note what they are. The left hand side is where the images are to be collected and the right hand side is where the pictures are added to make the PTE slide show.
2. FILE > New.....
3. Open up Image file on left hand side. (you get them from where you placed them after the manipulation. Eg My Documents or My Pictures
4. Have a look at the list - Do you have 2 black slides? - Intro and end. If not make sure they are in the sequence before and end. On the top of the list on the right hand side you will see a "T", then a list then a little square with an arrow. Click on this to see them all. (a great innovation with the latest version - looks like a slide box - move the slider up or down to see details.
5. TRANSFER images to slide list (R.H. Side) by highlight (click) and press enter. OR Project > Actions on File List > Add all pictures to Slide List. (note - black slides at beginning and end). A wonderful process.
6. After you are pleased with your placement and reviewed in the "preview window". - check image size as you go through them. They can be checked on the top right.
7. Now >PROJECT OPTIONS > new window with 7 tab options.
8. >Main TAB
 - a. create slide show { .EXE}
 - b. close after last slide
 - c. display each slide for 4 secs
9. > ADVANCED TAB
 - a. - change " hide mouse cursor during show"
10. > EFFECTS TAB
 - a. (click) far right button with 2 squares
 - b. (click) fade in /fade out
 - c. EFFECT DURATION (will say 1500ms - initially make it 4000)
11. --- MESSAGE TAB (don't worry about this)
12. > SCREEN TAB
 - a. Fit to screen (enlarge image to fit to screen)
13. > "MUSIC" TAB

- a. ✓ Play Background music, then click - ADD button and FIND Sounds/Music sequence made in audio editor (you will have your own folder) or your sound editor .
 - b. When you reach the file it will automatically input it into the "window" as a file after highlighting.
 - c. Click - "show music duration" button eg 8min -19secs above it.
14. Go back to "MAIN" TAB
- a. ✓ Synchronize slideshow to music duration
 - b. click Customize Synchronization "button"

"WOW." - not expected

15. - new large window "Customize Synchronization" time line occurs
- a. Will show no. of slides in bottom left eg "X" and music duration. (X is the no. Of slides)
 - b. ✓ Automatic synchronization (slides for equal amount of time)
 - c. CLICK - Timed points "button" > Add arranged points (will see on time line ALL the "X" slides arranged equally and with slide on display for 4 secs).
 - d. Click WAVE Form and watch your "blue" sound wave come up below the time line.
16. ROUGH TRY by
- a. Either 1. click OK and shows thumbnail in top right
 - b. Or 2. click OK (X2) and come back out to main PTE window and then click preview to the Full screen (ESC to stop)
17. REASSESS your transitions and timing rate. "all in the creativity".
18. Pressing "play" will start up the background audio file and a moving pointer shows you where you are in the time line. Each time you "click" the "New Transition" button, the next slide in the sequence is introduced at a specific point in the time line. When finished, you can edit the timeline afterwards to correct any errors you made.
19. If you want to
- a. change the slide time – take pointer to) over no. image) & drag to the position.
 - b. "Customize a slide" click on image number and go to "customize slide" and details will come up in window

- c. CLICK – on the appropriate TAB and alter it e.g. effects of transition – type in dissolve time.
- 20. SO it is the “tweaking” of the sequence that is done (i.e. Precise timing adjustments)

I find that this is the best way of editing the sequence to suit ones creativity of the art of the Audio Visual.

Note; Transition or dissolve timing should not be greater than the time between the slides or you will find the slides “hang” or miss Or Loop.

- 21. When you have previewed it to you satisfaction then it is time to make the Exe. File.
- 22. GOTO the main window of PTE and on the bottom left you will see a CREATE button. When you are ready CLICK. After a few seconds you will hear a click.
- 23. A “SAVE AS” window will come up (you will see the name of the AV you gave it and underneath you will see it as a exe. file. Save and it will go to My Documents.
- 24. Will see an icon – “which is blue with music notes on it”.

ALL DONE. – double click and.....

- 25. Then can go through the process of “burning” it to CD ROM

The smile is on your face!!!