

# *Impatica for PowerPoint Mac Version 3.0*



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## *Impatica for PowerPoint (Mac)*

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Before you begin narrating your PowerPoint presentation, make sure you have the following hardware/software/accessories to narrate your PowerPoint Presentation.

- ✓ Mac OS X 10.1.5 or later;
- ✓ Microsoft PowerPoint X, 97, 2000 and 2002 (XP) file formats.
- ✓ 40 MB available disk space
- ✓ 800 x 600 screen resolution
- ✓ 16-bit color
- ✓ Impatica for PowerPoint, Mac Version 3.0
- ✓ External microphone
- ✓ Driver for the microphone (if necessary)

## Narrating Your PowerPoint Presentation

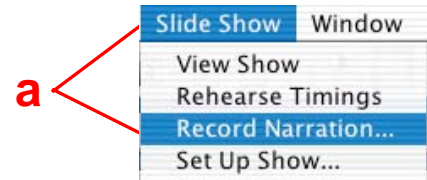


### Before narrating your presentation:



- Create a PowerPoint presentation as you would normally, including text transitions, slide transitions, and custom animations.
- Save your presentation.
- Plug in a microphone into your computer.
- If needed, install any necessary drivers for your microphone.
- Use the notes feature to write a script.
- Practice narrating your presentation.

- a. Click on the first slide of your presentation. With your completed PowerPoint Presentation open, under the **Slide Show** menu, select **Record Narration**. A **Record Narration** dialogue box will appear.



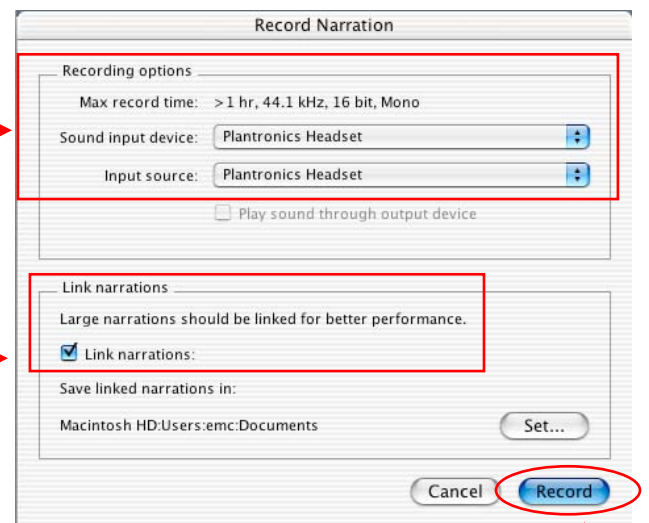
- b. When the **Record Narration** dialogue box appears, you will need to specify what type of recording device you are using. Click on the drop down menu next to **Sound input device** and select your device.

b →

- c. Click on the **Link narrations** check box.

c →

- d. Click on the **Record** button only when you are ready to begin narrating your presentation. *Once you click on the Record button, your presentation will automatically launch and begin recording.*

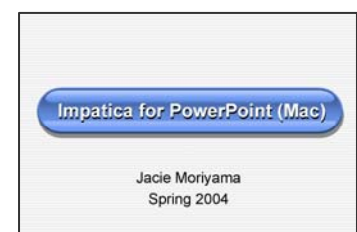


d



Before narrating your presentation, it is a good idea to check the audio settings of your computer.

- e. When the slide show begins, begin speaking into the microphone. As you speak, you will need to advance each transition/slide manually by clicking on the enter key on your keyboard. When you are finished narrating your presentation, press the **escape** key on your keyboard.



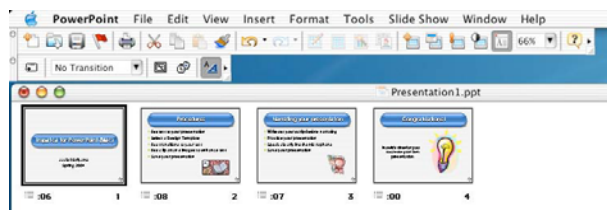
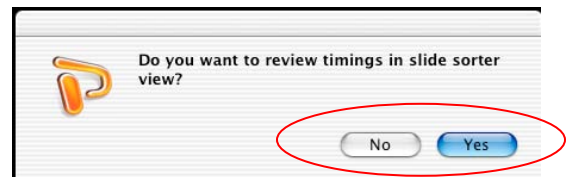


**IMPORTANT:** You will need to press the enter key after you narrate the last slide. If you do not press the enter key, your narration for that slide will not be recorded.

f. Once you have stopped the narration process by pressing the escape key, this dialogue box will appear. Select **Yes** to save the slide timing so your presentation will be self running.



g. If you want to review your narrated PowerPoint Presentation in the slide sorter view, then click the **OK** button, otherwise, click the No button..

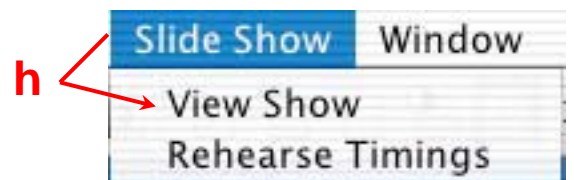


← Slide Sorter view



← This speaker icon (located on the bottom right hand corner) indicates that there is sound connected to the slide

h. To view your slide show complete with narration, click on the **Slide Show** menu and click on **View Show**.

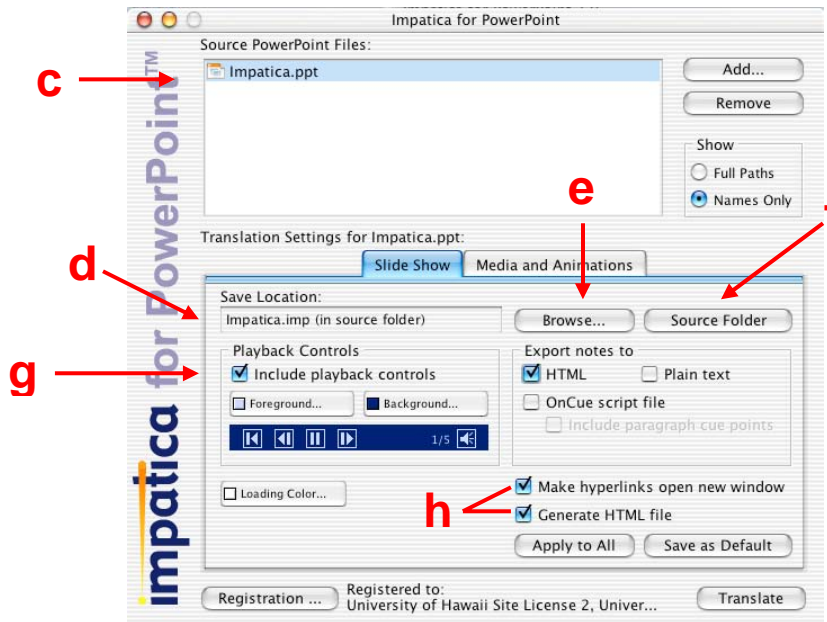


**It is a good idea to save your work frequently!**



## Impaticizing Your PowerPoint Presentation

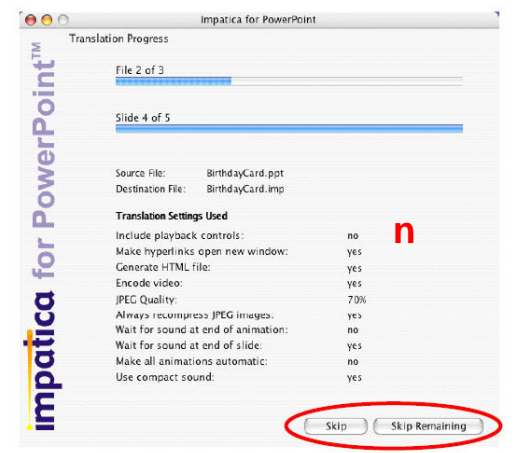
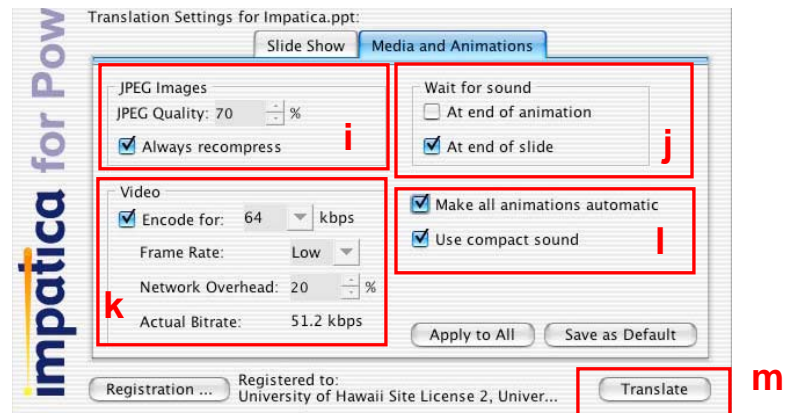
- a. Double-click on the Impatica icon to start the application.



- b. The Impatica interface will appear after a few seconds.
- c. To add a PowerPoint file to be Impaticized, either click & drag your file into the **Source PowerPoint Files** window, or click on the **Add** button to search your desktop.
- d. By default, the **Save Location** of the Impaticized file will be in the same folder or location that the source file is in. It is a good idea to place your presentation into a folder if you plan to upload it to WebCT later.
- e. If you would like to save your Impaticized files elsewhere, click on the **Browse** button to specify the location.
- f. If your PowerPoint presentation to be saved to its source folder, click on the **Source Folder** button.
- g. Click on the **Include playback controls** checkbox.
- h. Make sure the “**Make hyperlinks open new window**” and “**Generate HTML files**” boxes are checked.

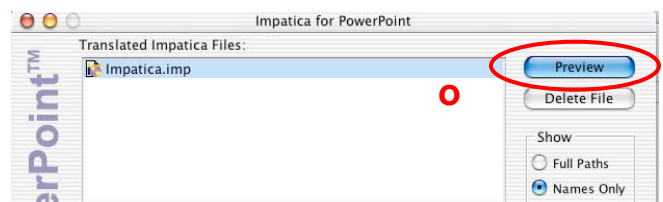
Under the **Media and Animations** tab:

- i. **JPEG quality** under JPEG Images should be **70 percent**.
- j. Under **Wait for Sound, At end of animation** should be selected.
- k. Under the Video option, **the encode rate should be 64 kbps, Frame Rate is Low, and Network Overhead is 20 percent**.
- l. Finally, check the option for **Make all animations automatic** and **Use compact sound**.
- m. When you are finished, click on the **Translate** button.
- n. During the translation process, you will see this dialogue box. During this time, you will have the option of skipping slides by clicking on the **Skip** button, or stopping the Impatica process at anytime by clicking on the **Skip Remaining** button.



**NOTE:** It may take a few moments for the PowerPoint presentation to translate.

- o. When the translation process is finished, click on the **Preview** button to view your Impaticized file. Your presentation will open up into a new browser window.



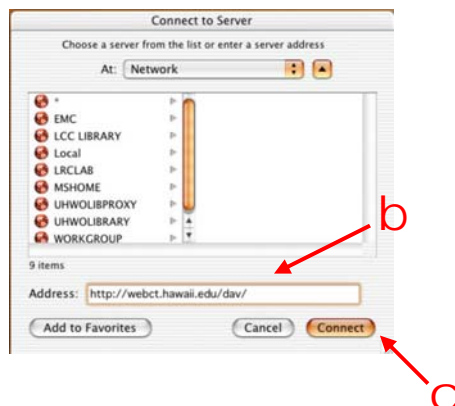
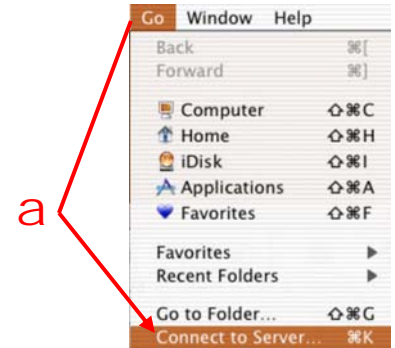
**Note:** If you re-Impaticize a PowerPoint file, as long as the file name is the same, Impatica will automatically write over your file. Impatica will **not** display a warning message.



## Uploading Your Impatica Presentation to WebCT

In order to link your presentation to your WebCT course, you will need to upload the files. An easy way to upload these files all at one time is to create a WebDAV folder. This will allow you to drag and drop the files into your WebCT directory. Luckily, OS X already comes equipped with a function that will allow you to easily create this WebDAV folder! Let's begin.

- a. Close all application and folder windows. Click on the **Go** menu on your Operating System menu bar (at the top of your screen) and select **Connect to Server**.



- b. When the **Connect to Server** dialogue box appears, type in the URL of the WebCT server in the address line.
- c. Click on the **Connect** button when finished.

### The URL for the Production/Instructional Server:

[http://webct.hawaii.edu/dav/LEE3A<course\\_CRN>200430](http://webct.hawaii.edu/dav/LEE3A<course_CRN>200430)

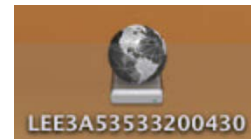
Example: <http://webct.hawaii.edu/dav/LEE3A5555200430>

- d. A WebDAV File System Security Notice dialogue box will appear. Click on the **Continue** button to continue.



- e. When the login dialogue box appears, you will need to log in using the same login name and password that you would normally use to access your WebCT course and UH email. Click on the **OK** button when you are finished.

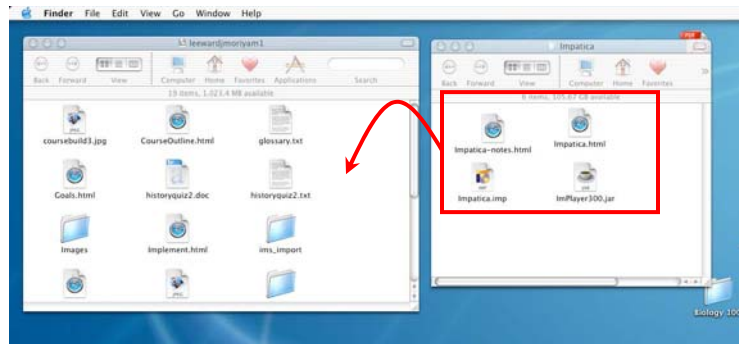
- f. When you see an icon of a Globe on your desktop, you have successfully created a WebDAV folder. Double-click on the icon to open the folder.



- g. You will need to transfer four files to the WebCT server:
- ✓ HTML file
  - ✓ Impatica player
  - ✓ IMP file
  - ✓ Notes file



- h. Open both your WebDAV folder and the folder containing your Impaticized files and align them side by side. Drag and drop your Impaticized files into your Web folder.



When all of your files have been placed into the WebDAV folder, go ahead and log into your course. You can post your presentation by either by adding the **HTML file** to your Content Module or as a new page.



You can also link an Impaticized presentation to a regular web page. Just make sure that you keep all of your files together when you upload to the server.

## Resizing Your Impaticized Canvas

If you find that your PowerPoint canvas is too large to fit into the WebCT window after you've Impaticized your presentation, you may want to resize your slide show. With your original PowerPoint file open:



- a. Go under the **File** menu, and select **Page Set Up**.
- b. When the dialogue box appears, change the **Width** to 7.5" and the **Height** to 5.6" (You will also notice that under **Slide sized for** setting, the option will change to Custom.)
- c. Click the **OK** button.
- d. Save your file, impaticize your presentation, and upload the files back to the server.