

Tutorial on Processing Slides and Embedding Animations

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JACoW Team Meeting, Dec. 2021, Trieste, Italy

Processing slides

... means producing PDF files of transparencies

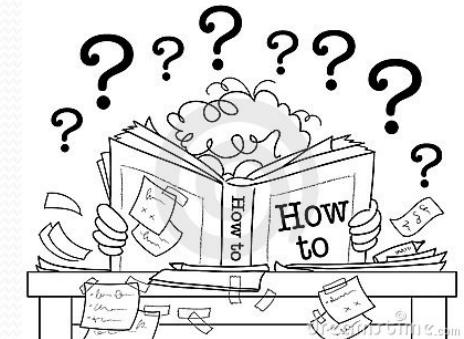
The aim of the Presentation Processing Editor is to produce JACoW compliant PDF files of the presentations for inclusion in the proceedings.

You do not have to edit the type setting or layout, but you still have to make sure of the following:

- All Fonts Must be Embedded
- All Missing Characters Should be Fixed
- Slides Should be Free of Overlapping Issues
- Movie Animations Content Should be Embedded

Contents of this Tutorial

- Documentation (JACoW wiki)
- SPMS environment (download/upload)
- Prerequisites: what to do before you start
- Processing PDF slides (check and fix missing fonts)
- Processing PowerPoint slides (fix overlaps)
- how to convert slides to PDF
- Tips & Tricks (extracting media files, trouble-shooting)
- embedding videos and animations
- Statistics (ppt vs. pdf files)
- answering questions



Processing slides: Documentation

Processing slides: Documentation

- Guidelines and a manual are available on the JACoW-Wiki pages:
<https://www.jacow.org/JTM2016/ProcessingTransparenciesEmbeddingAnimations>
- the wiki page will be updated regularly



The screenshot shows the JACoW.org homepage with a navigation bar at the top. The 'Organizers / Editors' link is highlighted with a red border. The main content area displays a section titled 'Processing Transparencies & Embedding Animations' with a presentation summary from the 2019 team meeting.

JACoW.org

Home Proceedings Authors Organizers / Editors JACoW Team About Contacts

Organizers/Editors
About this Section (home)
SiteMap

Hosting a JACoW Conference
Why Publish on JACoW?
Running a JACoW Conference

SPMS
SPMS Installation and Use

All Things IT
Hardware, Software, Scripts, etc.

[Processing Transparencies & Embedding Animations](#)

Processing Transparencies - What to do before you start, updated by Michaela Marx (April 2021), [What to do before you start](#)

Presented at JACoW 2019 Team Meeting, Santos, Brazil, 2-6 December 2019

Processing Transparencies and Embedding Animations, presented by Jan Chrin, [Processsing Transparancies and Embedding Animations 2019TM.pptx](#)

[Processsing Transparancies and Embedding Animations 2019TM.pdf](#)

Presented at JACoW 2018 Team Meeting, iThemba Labs, South Africa, 3-7 December 2018

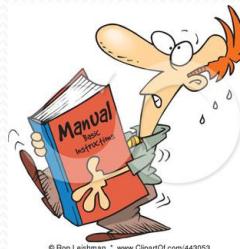
Update to Processing Transparencies, presented by Jan Chrin on behalf of Michaela Marx, [Update on Processing Slides \(TM2018\).pptx](#)

Contact: Michaela Marx (DESY) michaela.marx@desy.de

Processing slides: Manual

Link: www.jacow.org/uploads/Editors/Slides_Processing_Manual_V4

Contents of the slides processing manual



- the working environment in the SPMS
- the upload/download procedure
- the different ways to convert PPT files to PDF
- the split animations add-in for PowerPoint

Processing transparencies - a step-by-step guide

Version 4.0, September 2016

This manual gives a detailed description of how to process conference slides to make them ready for publishing. The main goal of processing transparencies is to convert the presented PowerPoint slides to the portable data format PDF.

It is assumed that an SPMS instance has been set up before you start processing the transparencies. All screen shots and examples in this manual are taken from previous conferences and workshops.

Slides are an additional element presented in the JACoW conference proceedings. They have been published since 2005 on the JACoW web site.

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Processing slides: The presentations management in the JACoW-SPMS

Processing slides: SPMS privileges

In the SPMS (Scientific Program Management System)

- the conference administrator needs to setup the access privileges for you
- after login to the SPMS, check the boxes named ‘Transparency Editor’ and ‘Transparency Processing’

Please select the privileges you want enabled

Conference Administrator
 Conference Editor
 Editor QA
 Transparency Editor ←
 Transparency Processing ←

Processing slides: the SPMS environment

SPMS

Editor/Proc. Admin ► Presentations Management ► Transparency Processing

- SPMS
- Editor/Proceedings Administration
 - *** List PDF Only Papers
 - Abstract Search/Edit
 - Activity Log - Staff
 - Editor Source File Types
- + Email
 - File Types
 - Keyword Codes
 - List My Papers
 - My Contributions
 - My Profile
 - Paper Error Codes
 - Paper Final QA
 - Platform Codes
 - Poster Police
 - Presentation File Combinations
- + Presentations Management
 - Agenda
 - Transparency List
 - Transparency Processing**
 - Transparency Status Maintenance
- Processing Status Codes
- Reassign "Red" Dot Papers
- + General

Day	Invited Oral				Contributed Oral							
	Total	Assignable	Assigned	●	○	■	Total	Assignable	Assigned	●	○	■
Sunday	1	0	1	0	0	0	0	0	0	0	0	0
Monday	6	6	6	0	0	6	18	18	18	0	0	18
Tuesday	12	12	12	0	0	12	18	18	18	0	0	18
Wednesday	21	19	19	0	0	19	12	12	12	0	0	12
Thursday	20	19	19	0	0	19	0	0	0	0	0	0
Friday	10	10	10	0	0	10	0	0	0	0	0	0
Totals	70	66	67	0	0	66	48	48	48	0	0	48

Get Next Transparency

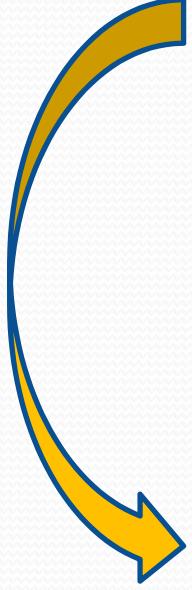
List My Active Transparencies

List All My Transparencies

Note: slides should only be processed after the talk has been given to make sure that it is the final version without last minute changes.

Processing Slides: the SPMS environment

- select a day to download the slides



Day	Invited Oral			Contributed Oral		
	Total	Assignable	Assigned	Total	Assignable	Assigned
Sunday	1	0	1	0 0 0	0	0
Monday	6	6	6	0 0 6	18	18
Tuesday	12	12	12	0 0 12	18	18
Wednesday	21	19	19	0 0 19	12	12
Thursday	20	19	19	0 0 19	0	0
Friday	10	10	10	0 0 10	0	0
Totals	70	66	67	0 0 66	48	48



Get Next Transparency

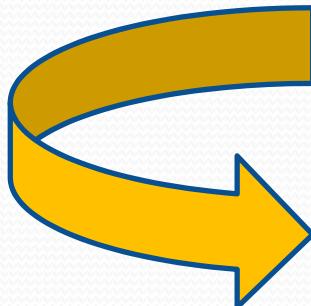
List My Active Transparencies

List All My Transparencies

Paper ID	Time	Set Status	Upload	Download	Log
SUWSM1	Sunday, 19:00	? Set Status	Upload	Download	 <ul style="list-style-type: none">◆ Email: [08-MAY-15 17:34 (Europe/Berlin)] IPAC'15: Publication of the Pre-press Proceedings◆ Email: [05-MAY-15 12:19 (Europe/Berlin)] IPAC15: Microphone information for speakers◆ Transparency Reassigned [Michaela Marx 04-MAY-15 16:26 (Europe/Berlin)]◆ Transparency Assigned [Michaela Marx 04-MAY-15 16:26 (Europe/Berlin)]◆ Email: [23-APR-15 15:38 (Europe/Berlin)] IPAC15: Reminder of contribution upload deadline◆ Abstract Owner Changed [Todd Satogata 21-APR-15 22:26 (Europe/Berlin)]◆ Abstract Initial QA Performed [Todd Satogata 21-APR-15 22:26 (Europe/Berlin)]◆ Abstract Created [Todd Satogata 21-APR-15 22:26 (Europe/Berlin)]

Processing Slides: download screen

The download screen shows all files which have already been uploaded to the database by the author or by an editor.



Download files for MOXAMH01

Download a ZIP file with ALL the < last > files.

PPT - 'PPT' files

	Filename	Version	
Get this ->	MOXAMH01_TALK.PPT	< last > - Sun May 23 17:14:26 2010	log

PS - PostScript files

	Filename	Version	
Get this ->	MOXAMH01.PS	< last > - Sun May 23 13:07:22 2010	log

PDF - Portable Document Format files

	Filename	Version	
Get this ->	MOXAMH01_TALK.PDF	< last > - Mon May 24 10:23:33 2010	log
Get this ->	MOXAMH01.PDF	< last > - Sun May 23 13:07:35 2010	log

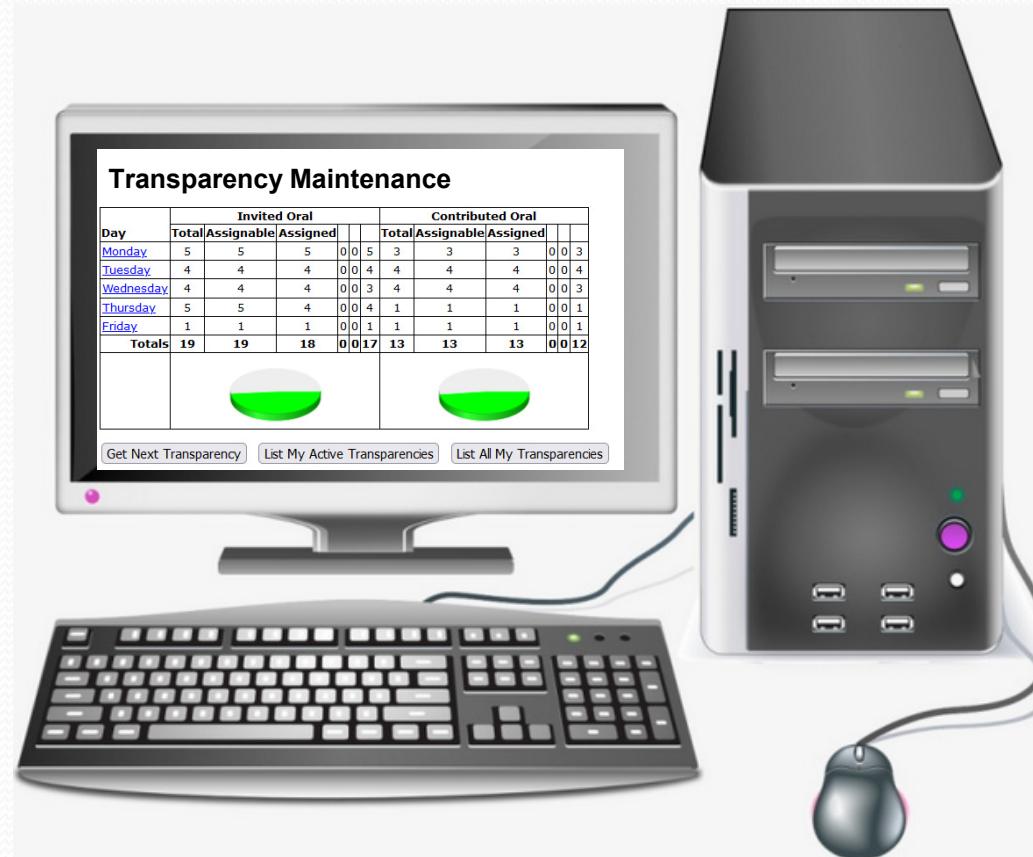
DOC - Microsoft Word documents

	Filename	Version	
Get this ->	MOXAMH01.doc	< last > - Thu May 20 16:34:53 2010	log

- talks are named ***_TALK.PPT**, ***_TALK.PPTX**, ***_TALK.PDF**, ***_TALK.ODP**
ODP = open document presentation (Open Office)

Processing slides: Prerequisites

Preparing your workstation in the proceedings office



The conference organizer is responsible for the PC set-up, but for processing slides some extra work is required.

Processing PowerPoint slides: Prerequisites

What to do before you start

- ▶ install video transcoders (**Handbrake & Virtual Dub**)
- ▶ install Lightshot (tool for making screenshots)
- ▶ install PPsplicT (PowerPoint Add-in)
- ▶ modify PowerPoint print options: print slides in High Quality
- ▶ install Macintosh Fonts on a Windows PC



Prerequisites are available in detail on the JACoW-wiki pages:
<https://www.jacow.org/JTM2016/ProcessingTransparenciesEmbeddingAnimations>

Processing Transparencies & Embedding Animations

Processing Transparencies - What to do before you start, updated by Michaela Marx (April 2021), [What to do before you start](#) ↗

Presented at JACoW 2019 Team Meeting, Santos, Brazil, 2-6 December 2019

Processing PowerPoint slides: Prerequisites

Software you need: Video transcoders and a screen capture tool



Virtual Dub



VLC media player



- ▶ **Handbrake** - video transcoder to convert video files (avi, wmv etc) to MPEG-4
<https://handbrake.fr/downloads.php>

- ▶ **Virtual Dub** (free video processing software to convert animated gifs to avi)
<https://sourceforge.net/projects/virtualdub/>

- ▶ ~~Adobe Flash Player~~



Adobe stopped the support for the Flash Player – web browsers are able to play videos as well

other useful tools

- ▶ **VLC Player** (free cross-platform multimedia player)
<https://sourceforge.net/projects/vlc/>

- ▶ **Lightshot** (to take customizable screenshots)
<https://app.prntscr.com/en/index.html>

Processing PowerPoint slides: Prerequisites

PPspliT – A Split Animations Add-In for PowerPoint

- ▶ useful tool to separate overlapping objects in PowerPoint (PPT) transparencies
- ▶ Download the PPsplitT installer from Massimo Rimondini's web page:
<http://www.maxonthenet.altervista.org/ppsplt.php>
and use the supplied password “ppsplt” to unzip the file
- ▶ After the add-in has been installed, PowerPoint offers a new tab named PPspliT.
To run the add-in just click the Split animations button on the left.



- ▶ the PPspliT Add-In is available on the JACoW website as well:

<https://www.jacow.org/JTM2016/ProcessingTransparenciesEmbeddingAnimations>

Processing PowerPoint slides: Prerequisites

► Enable High quality print option



The screenshot shows the 'PowerPoint Options' dialog box. On the left, the 'File' tab is selected, and the 'Info' section is highlighted. A blue arrow points from the 'Info' section towards the 'Advanced' button in the center-left pane. The 'Advanced' button is highlighted with a yellow box. A red arrow points from the 'Print' section towards the 'High quality' checkbox, which is checked. The 'Print' section also includes other options like 'Print in background', 'Print TrueType fonts as graphics', 'Print inserted objects at printer resolution', and 'Align transparent graphics at printer resolution'. A red box highlights the 'High quality' checkbox with the text 'check here' next to it.

PowerPoint Options

File Home Insert

Save Save As Save as Adobe PDF Open Close

Info

Recent New Print Save & Send Help

Options

Exit

General Proofing Save Language Advanced

Customize Ribbon Quick Access Toolbar Add-Ins Trust Center

Show vertical ruler

Disable hardware graphics acceleration

Open all documents using this view The view saved in the file

Show menu on right mouse click

Show popup toolbar

Prompt to keep ink annotations when exiting

End with black slide

Print

Print in background

Print TrueType fonts as graphics

Print inserted objects at printer resolution

High quality

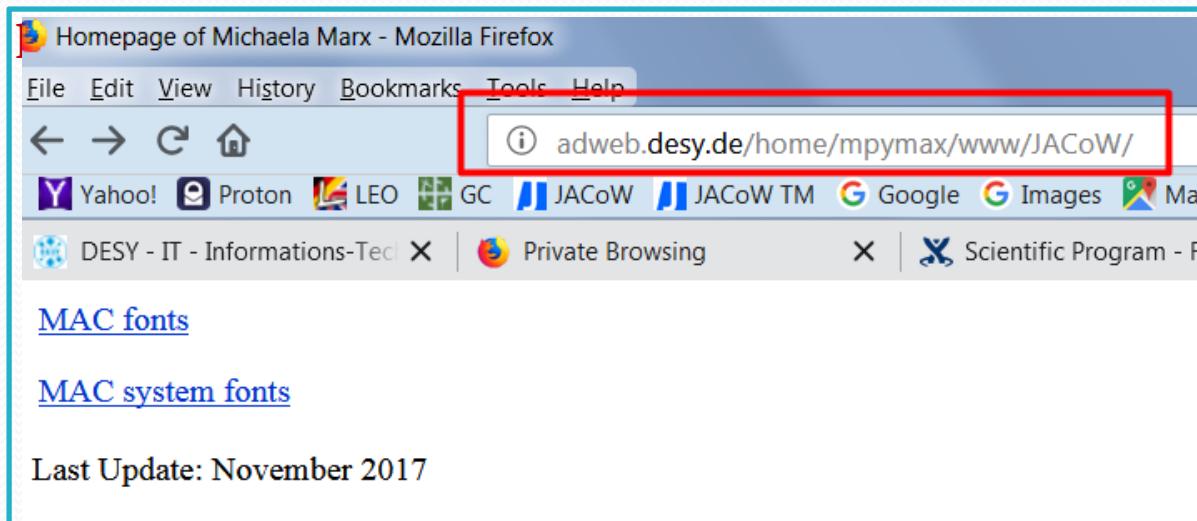
Align transparent graphics at printer resolution

When printing this document: TUMPA06_TALK.PPTX [Read-Only]

Processing PowerPoint slides: Prerequisites

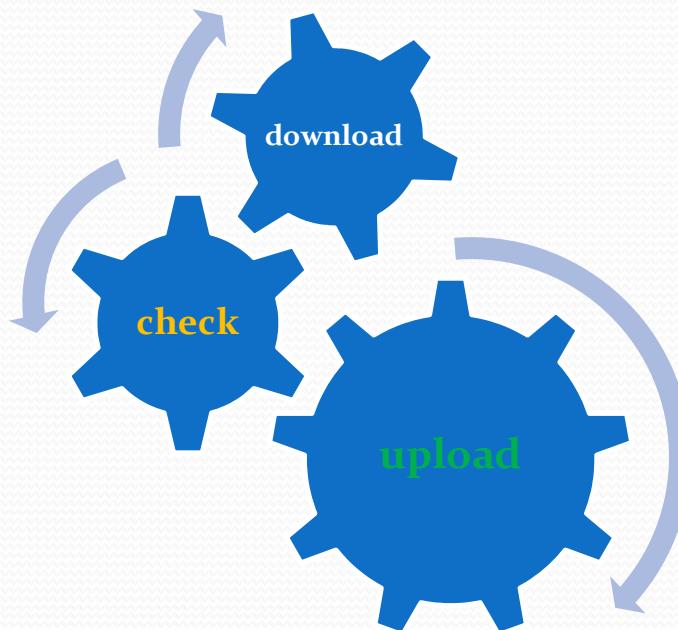
Install Macintosh fonts on a Windows PC

- MAC fonts are typically not installed on a Windows PC in the proceedings office, but necessary for processing Macintosh slides on a Windows PC
- the transparency editor needs to install the MAC fonts by himself, **destination folder is C:\Windows\fonts**
- MAC fonts can be downloaded from **my web page**



- download both zip files and do a right-mouse-click to extract the files
- select all font files and do a **right-mouse-click to install** the fonts

Processing Slides: Slides in PDF format

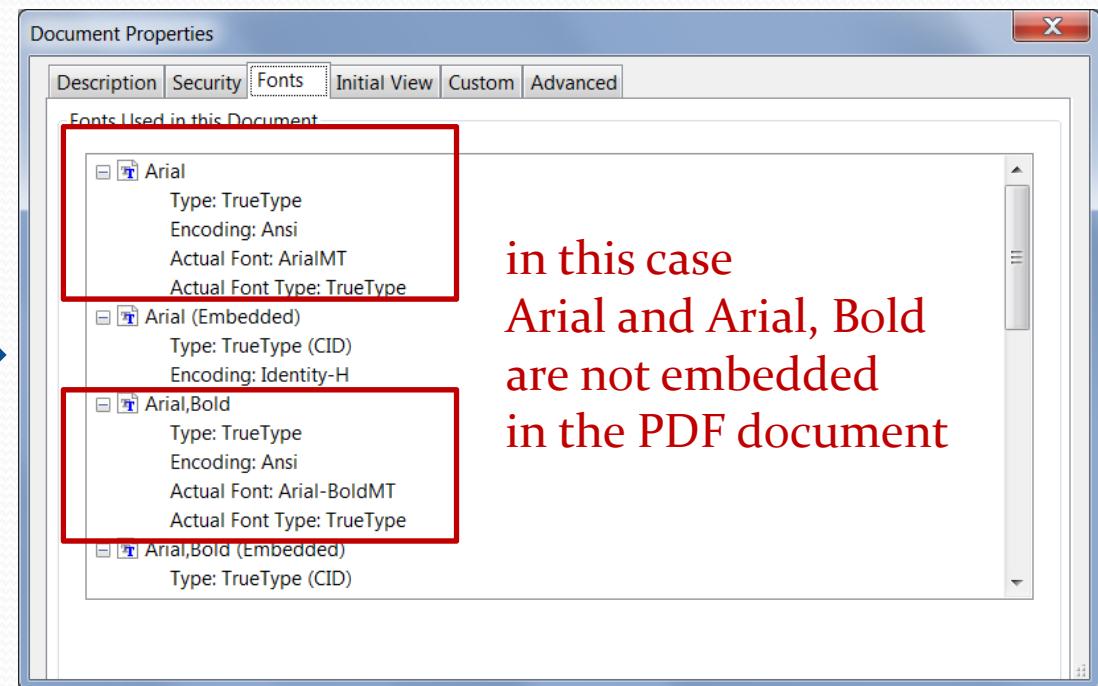


Processing PDF Slides

- ▶ If the author uploaded a PDF slides file ...
... great ☺
- ▶ download the PDF slides file, **do a visual inspection** and check for missing fonts in Acrobat Pro with **CTRL-D**



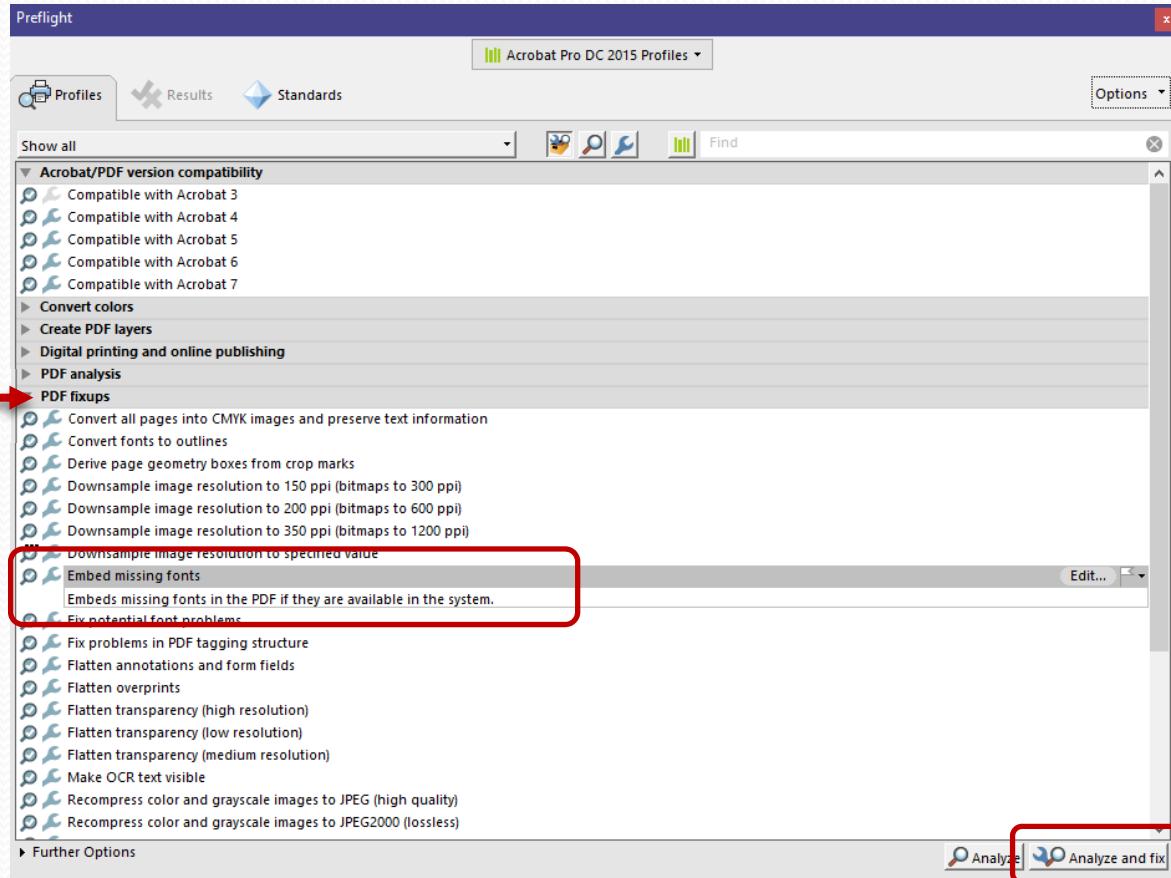
CTRL-D



Processing PDF slides: how to embed missing fonts

► in Acrobat Pro (example is version 2017) do **SHFT-CTRL-X**

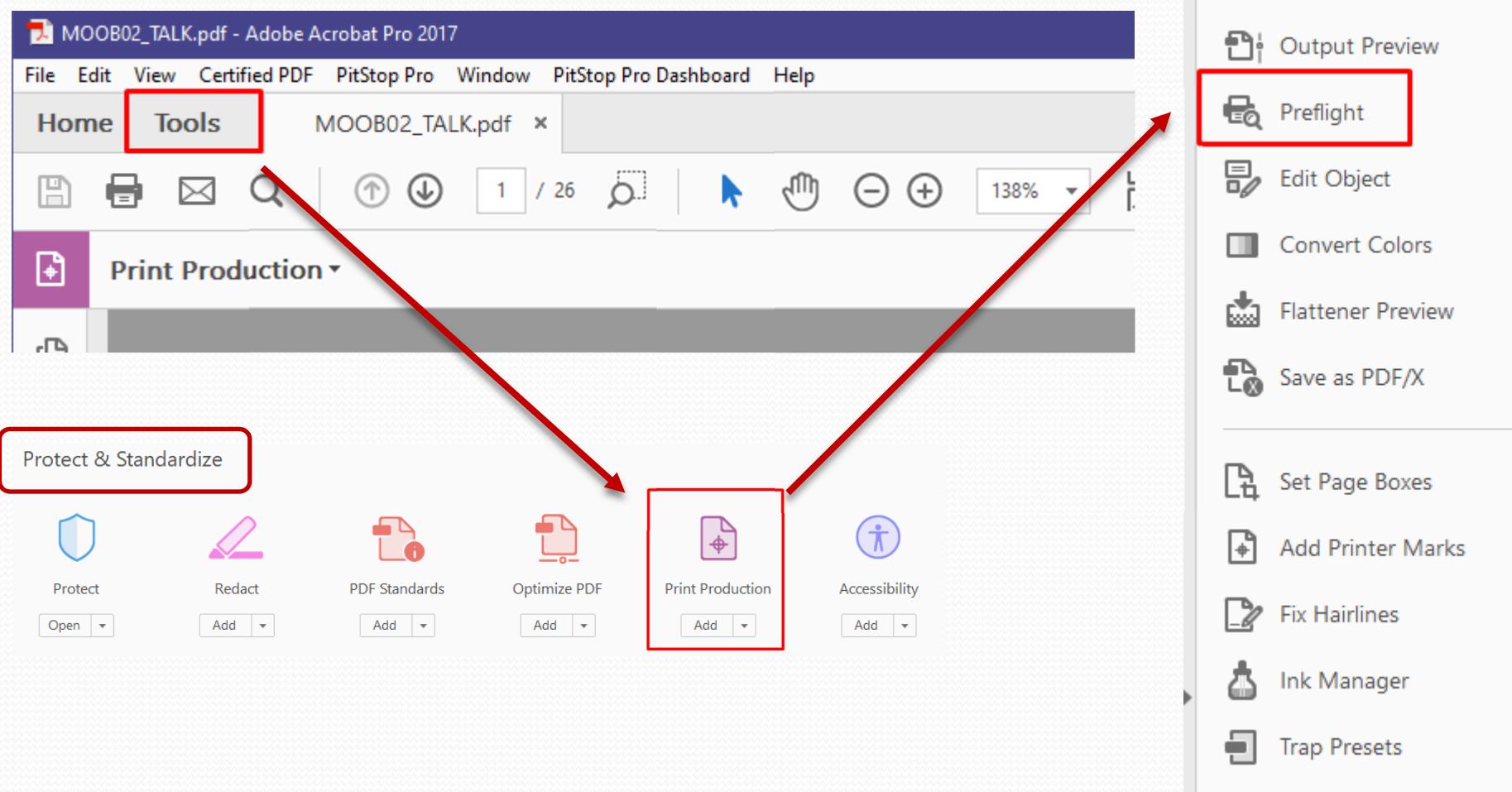
and look under PDF fixups for ‘Embed missing fonts’.
Click the ‘Analyze and fix’ button and you are done ☺.



Processing PDF slides: how to embed missing fonts

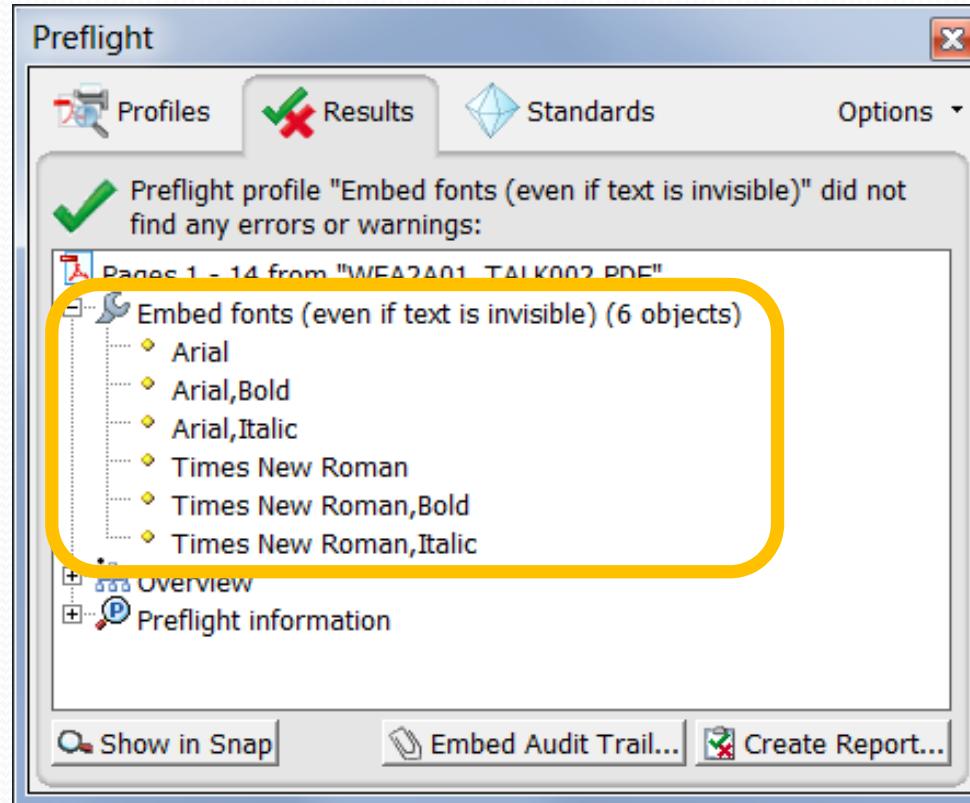
alternative way, but does the same job:

► click on Tools ► Print Production ► Preflight (SHIFT-CTRL-X)



Processing PDF slides: how to embed missing fonts

- ▶ the preflight tool results in a list of fonts which have been embedded



- ▶ save the PDF file, upload it to the database, leave a comment – and you are done 😊

Processing slides: how to upload a slides file in the SPMS

- click the **Upload** button and select file type ‘Transparencies’

Paper ID	Time	Set Status	Upload	Download	Log
WEOA01	Wednesday, 21:50	? Set Status	Upload	Download	<ul style="list-style-type: none">• Email: [02-NOV-21 03:22 (Europe/Berlin)] Pre-Press proceeding is updated.• Email: [28-SEP-21 08:17 (Europe/Berlin)] Final confirmation of the submitted paper• Email: [28-SEP-21 06:59 (Europe/Berlin)] Please upload slides.• File Removed [Volker RW Schaa 23-SEP-21 15:45 (Europe/Berlin)] IBIC2021_SiqiLi_record.mp4• File Uploaded [Volker RW Schaa 23-SEP-21 12:49 (Europe/Berlin)] WEOA01_talk.mp4• Transparency Assigned [Michaela Marx 15-SEP-21 15:27 (Europe/Berlin)]

Abstract: WEOA01 Attosecond Pulse Diagnostics at the LCLS XLEAP

Paper ID WEOA01
Presentation Type Invited Oral
Program Session WEOA -- Longitudinal Diagnostics and Synchronization
09/15/2021 2150 -- 2330
Hall A
Capacity: 500

File Type

Platform

File to Upload

Comments (Optional)

[Back To Your Abstract List](#)

File Name	File Type
WEOA01_talk.mp4	Talk

File Type

Other Supporting Files
Portable Document Format or PostScript
Poster
Source File (MS Word, Open Document or LaTeX)
Talk Movies
Transparencies

move

Processing slides: status and comments

- after the upload, set the processing status (red or green), and leave a comment

Day	Invited Oral				Contributed Oral							
	Total	Assignable	Assigned	Red	Yellow	Green	Total	Assignable	Assigned	Red	Yellow	Green
Sunday	1	0	1	0	0	0	0	0	0	0	0	0
Monday	6	6	6	0	0	6	18	18	18	0	0	18
Tuesday	12	12	12	0	0	12	18	18	18	0	0	18
Wednesday	21	19	19	0	0	19	12	12	12	0	0	12
Thursday	20	19	19	0	0	19	0	0	0	0	0	0
Friday	10	10	10	0	0	10	0	0	0	0	0	0
Totals	70	66	67	0	0	66	48	48	48	0	0	48



[Get Next Transparency](#) [List My Active Transparencies](#) [List All My Transparencies](#)

Paper ID	Time	Set Status	Upload	Download	Log
SUWSM1	Sunday, 19:00	<input type="button" value="?"/> <input type="button" value="?"/> <input checked="" type="button" value="S"/> Red Yellow Green	Upload	Download	Email: [08-MAY-15 17:34 (Europe/Berlin)] IPAC'15: Publication of the Pre-press Proceedings Email: [05-MAY-15 12:19 (Europe/Berlin)] IPAC15: Microphone information for speakers Transparency Reassigned [Michaela Marx 04-MAY-15 16:26 (Europe/Berlin)] Transparency Assigned [Michaela Marx 04-MAY-15 16:26 (Europe/Berlin)] Email: [23-APR-15 15:38 (Europe/Berlin)] IPAC15: Reminder of contribution upload deadline Abstract Owner Changed [Todd Satogata 21-APR-15 22:26 (Europe/Berlin)] Abstract Initial QA Performed [Todd Satogata 21-APR-15 22:26 (Europe/Berlin)] Abstract Created [Todd Satogata 21-APR-15 22:26 (Europe/Berlin)]

- GREEN: Perfect! Leave a nice comment and you are done 😊

- RED: There is a problem and further action is required!

Describe the problem in the comment field –

an email with your comment will be send by the SPMS to the speaker

Processing slides: status and comments

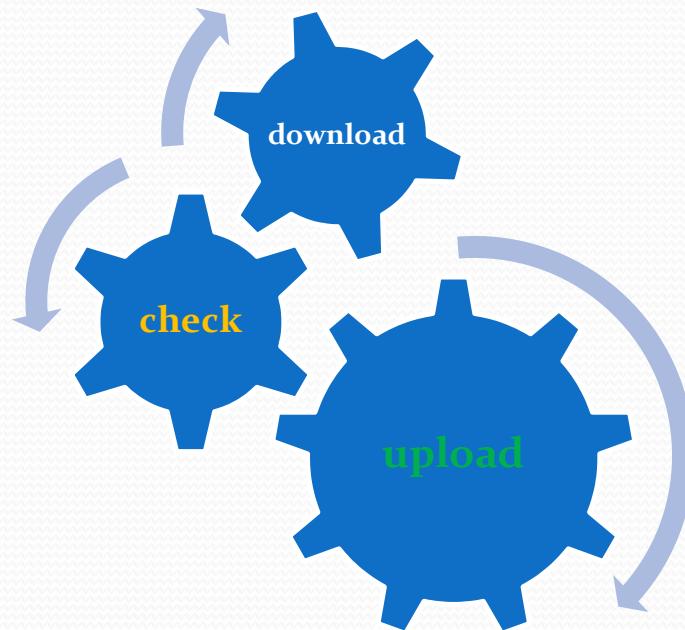
some example comments when status is green

- ▶ Your PowerPoint slides were successfully converted to PDF for publication on JACoW. Overlapping objects on several slides have been separated. Please download the PDF slides file (papercode_TALK.pdf) and check. **In case of trouble please reply to [email address]**. Thank you.
- ▶ The uploaded PDF slides were checked. Missing fonts have been embedded. Please download your slides and check. **In case of trouble just send an email to [email address]**. Thank you.
- ▶ The uploaded PDF slides have been checked - talk looks perfect. Thank you.

some examples comments when status is red

- ▶ A bad character has been detected on slide #13 which displays as an empty box. Please fix and resubmit the slides. Thank you.
- ▶ A character is missing on slide #5. Please come to the proceedings office to see the slides editor.

Processing Slides: PowerPoint slides



Now the challenge: Processing PPT slides

If the author uploaded PPT (PowerPoint) slides only ...

- ▶ download the PPT slides file, **start the slide show (press F5) for a visual inspection** and check for:
 - 👁 overlapping images or text
 - 👁 bad or missing characters
 - 👁 animations and embedded videos
 - 👁 the slides format (4:3, widescreen or whatever)
- ▶ In case everything looks fine, convert the PPT slides to PDF and upload them to the database.
- ▶ In case you detect overlaps or animations some extra work is needed before the slides can be converted to PDF.

Processing Slides: extra work

How to fix overlaps



Simple overlaps can be separated manually

- slides containing overlaps or animations are indicated with a star symbol 

File Home Insert Design Transitions Animations Slide Show Review View Developer Add-Ins Acrobat

Normal Slide Sorter Notes Page Reading View Master Handout Master Notes Master Presentation Views Master Views

Ruler Gridlines Guides Show Zoom Fit to Window Color Grayscale Black and White Color/Grayscale New Window Cascade Move Split Window Switch Windows Macros Macros

Slides Outline 6 TRIUMF RF Power Coupler

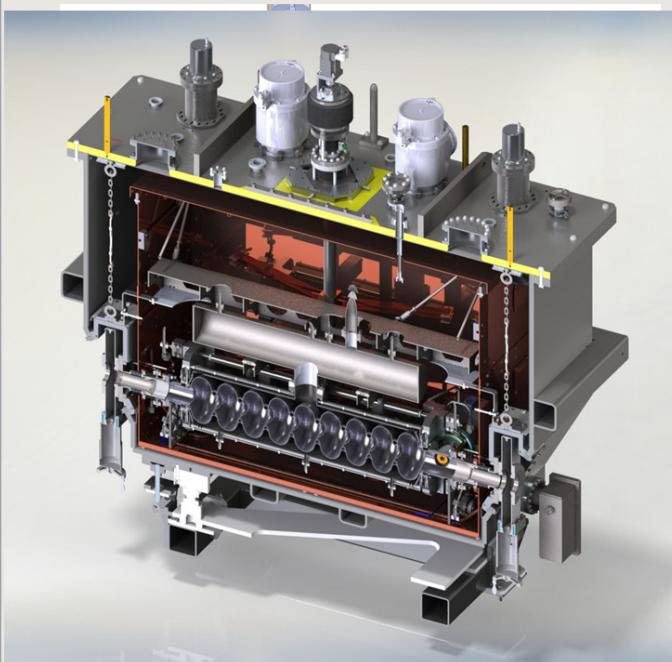
7 TRIUMF Injector Cryomodule

8 TRIUMF Accelerator Cryomodule

9 TRIUMF Cryogenics

TUA02_TALK.PPTX [Read-Only] - Microsoft PowerPoint

Injector Cryomodule



Houses

- one nine-cell 1.3GHz cavity
- Two 50kW power couplers

Features

- 4K/2K heat exchanger with JT valve on board
- Scissor tuner with warm motor
- LN2 thermal shield – 4K thermal intercepts via syphon
- Two layers of mu-metal
- WPM alignment system

7

How to fix simple overlaps manually?

► click on that little star icon to **Play the Animations**

6 RF Power Coupler

RF Conditioning
• 40W CW up to 15.5kW - takes 3-5 days
• 40W Pulse
• Average short pulse in 2 positions (to move 5W along the coupler)
• Pulse with duty factor 1% 10 Hz power up to 10kW - (equivalent 40kW in TW) - 3 days

4 power couplers have been installed to the cavities in ARTEL ICM and ACM cryomodules for beam commissioning at TRIUMF

7 Injector Cryomodule

Play Animations

Houses
• one nine-cell 1.3GHz cavity
• Two 50kW power couplers

Features
• 4K/2K heat exchanger with JT valve on board
• Scissor tuner with warm motor
• LN₂ thermal shield – 4K thermal intercepts via siphon
• Two layers of mu-metal
• WPM alignment system

8 Accelerator Cryomodule

The ACM uses same basic design as ICM but with two 1.3GHz nine cell cavities each with two 50kW power couplers

There is one 4K/2K Insert identical to the ICM

TRIUMF

Injector Cryomodule

Heat exchanger

4K separator

strongback

2K separator

Houses

- one nine-cell 1.3GHz cavity
- Two 50kW power couplers

Features

- 4K/2K heat exchanger with JT valve on board
- Scissor tuner with warm motor
- LN₂ thermal shield – 4K thermal intercepts via siphon
- Two layers of mu-metal
- WPM alignment system

► you see an image covering another image

How to fix simple overlaps manually?

- ▶ copy the slide to get the same slide twice
- ▶ remove the overlapping image from the original slide
- ▶ leave the overlap on the copy and your are done 😊

Slides Outline

6

RF Power Coupler

RF Conditioning
• RF CW up to 13.5kW - takes ~2 days
• RF pulsed
• Remove short pipe in 2 sections (to move SW along the coupler)
• Pulse with 100% RF power, 1.7ms pulse width, 0.100s repetition, 400W in TWT - 2 days

4 power couplers have been installed in the cavities in ARIEL (CH) and ADM (proton beam commissioning at TRIUMF)

7

Injector Cryomodule

Features

- 4K2K heat exchanger with JT valve on board
- Scissor tuner with warm motor
- LN₂ thermal shield - 4K thermal intercepts via ephon
- Two layers of mu-metal
- VIM alignment system

8

Injector Cryomodule

Features

- 4K2K heat exchanger with JT valve on board
- Scissor tuner with warm motor
- LN₂ thermal shield - 4K thermal intercepts via ephon
- Two layers of mu-metal
- VIM alignment system

9

Accelerator Cryomodule

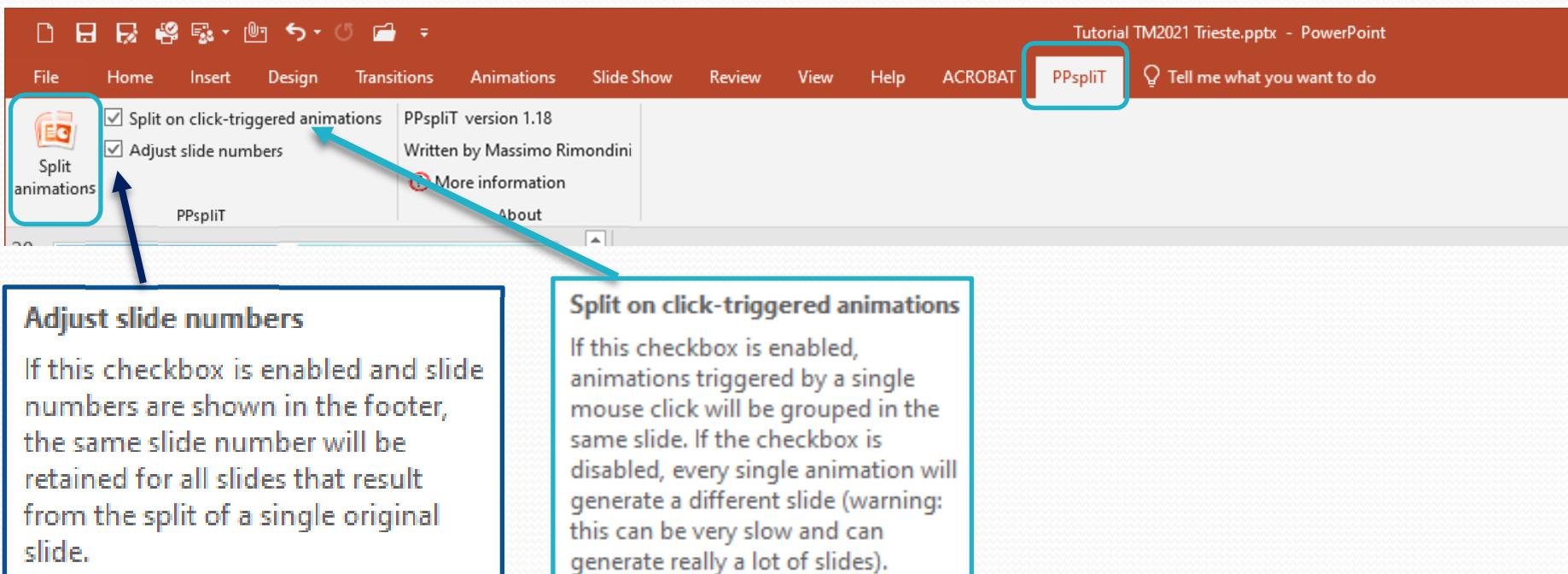
The ACM used same basic design as IC but with two 1.3GHz nine-cell cavities each

Processing Slides: fixing overlaps with PPsplit



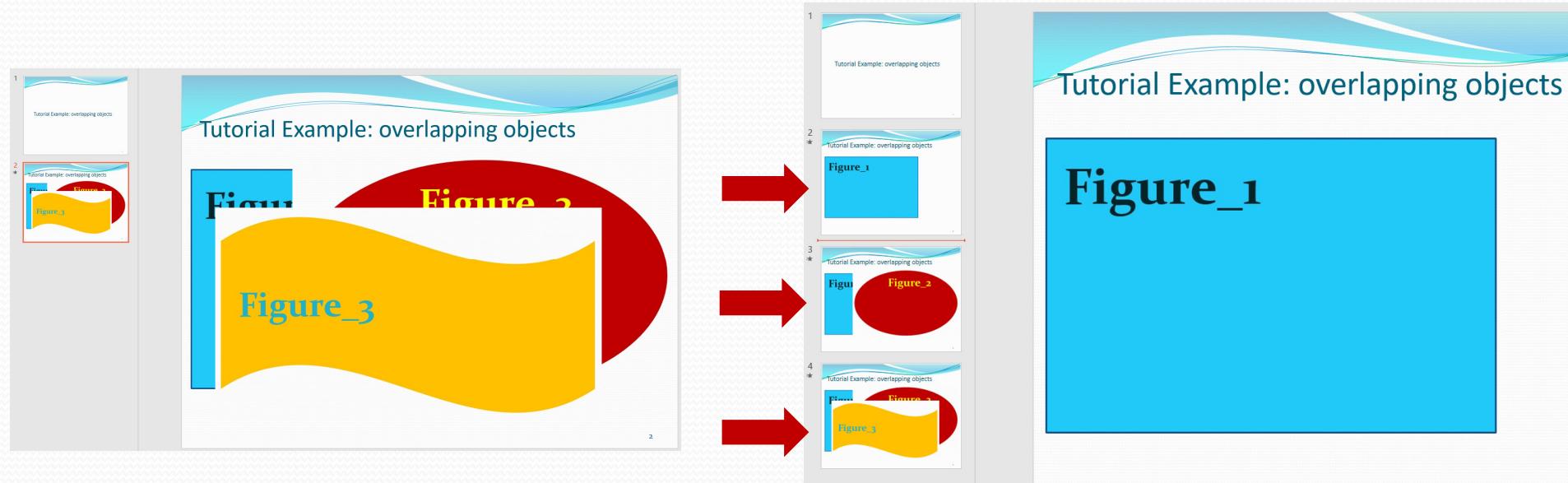
Second way: Fix overlaps using PPsplicT

- ▶ the PowerPoint Add-in named PPsplicT is used for slides where the amount of overlapping contents is confusing or far too much
- ▶ you can select just one slide, a range of slides or all slides



- ▶ use default settings (leave the checkboxes as they are)

Fix overlaps using PPsplit: Example



► in this example the macro separated the overlaps and split one slide into three

► save the split slides as <filename>_TALK_split.pptx
and do not forget to upload it to the SPMS as well as the converted PDF file

Processing Slides: How to convert PowerPoint slides to PDF?



Processing Slides: how to convert PPT to PDF

There are different ways to convert the PPT slides to PDF – but there is **only one way recommended:**

- ▶ print the slides to the Adobe PDF printer
- ▶ only this way makes sure to embed all fonts

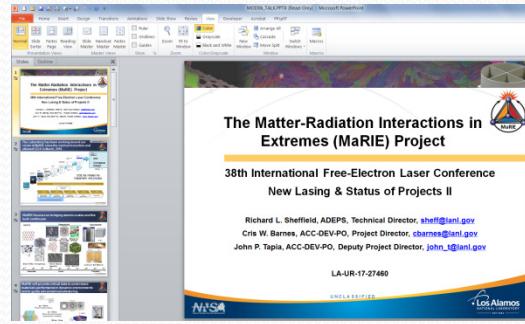
Not recommended:

- ▶ save as type PDF directly from PowerPoint
- ▶ create PDF using Acrobat PDFMaker

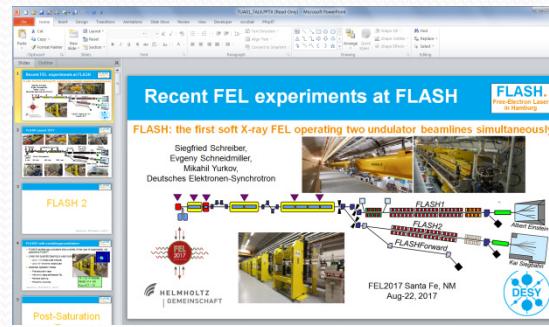
Processing Slides: How to adjust the slides format

Processing slides: different formats

Standard (4:3)



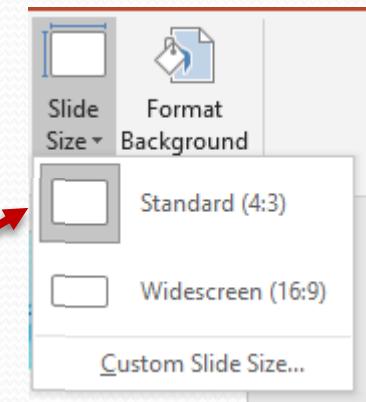
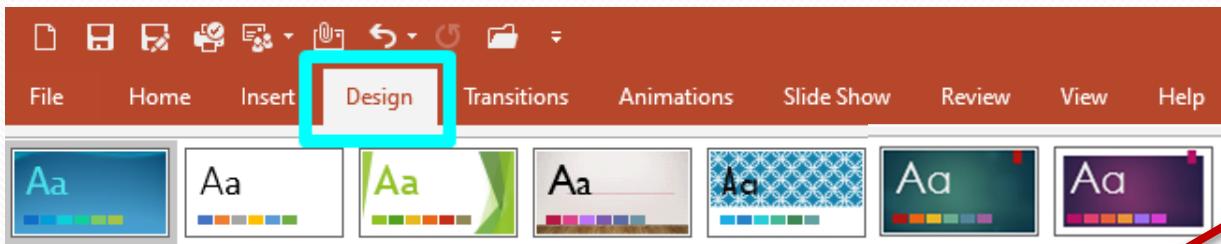
Widescreen (16:9)



Custom Slide Size



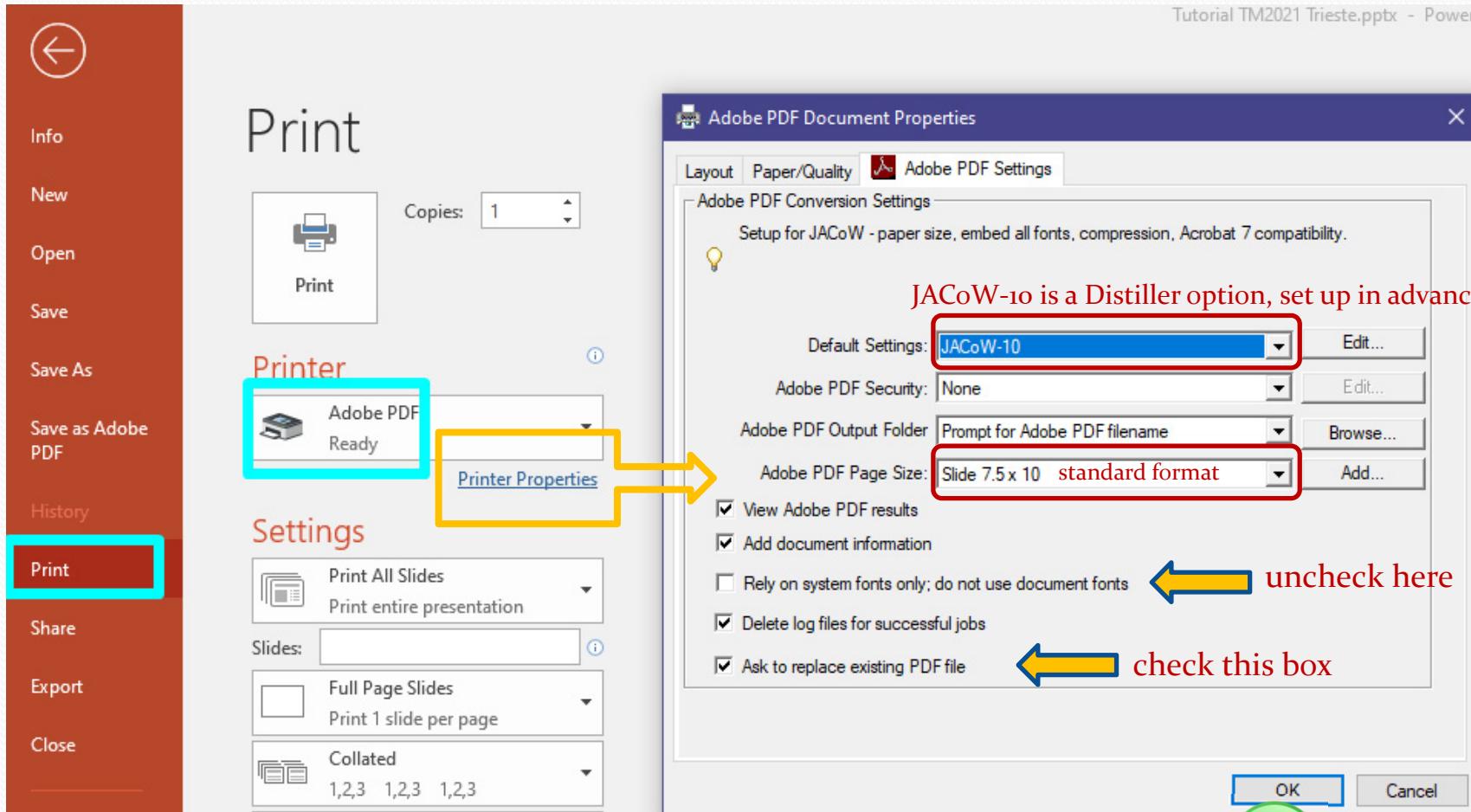
► to check the format → select Design → Slide Size



► the slide size is highlighted in grey,
if not, click on **Custom Slide Size** to
get the size

Processing slides: Standard format (4:3)

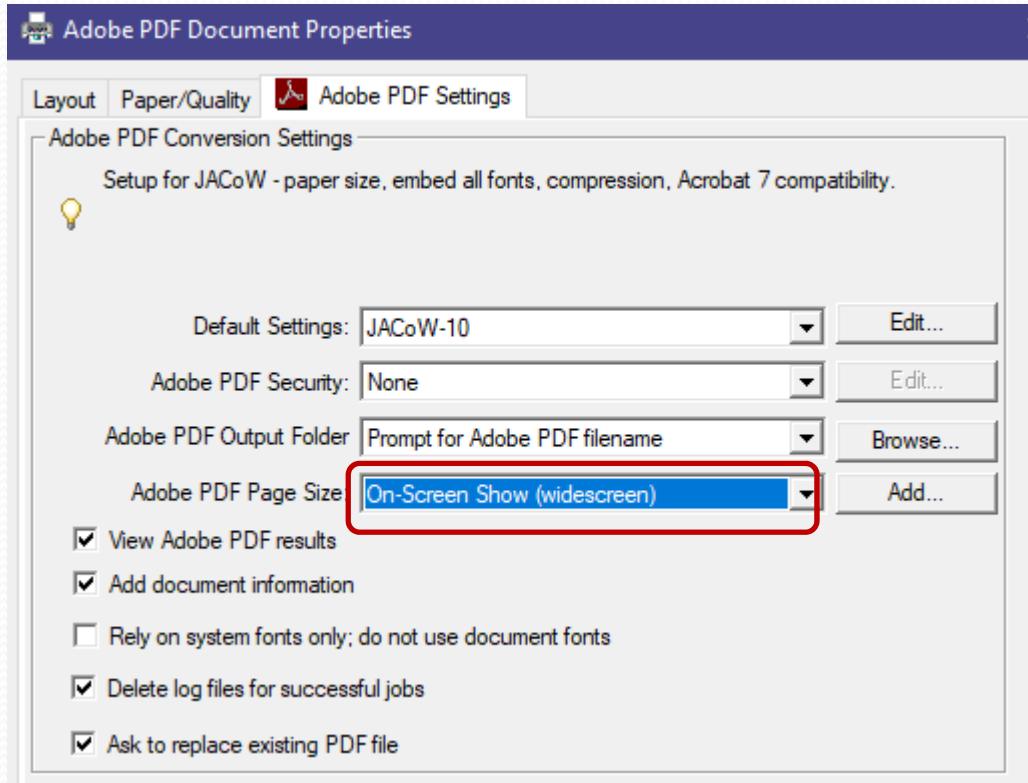
- ▶ Print the slides to the Adobe PDF printer and modify Printer Properties:



- ▶ the **JACoW-10 options** make sure that all fonts will be embedded
- ▶ for the **standard format** select **Slide 7.5 x 10** from the list of available page sizes

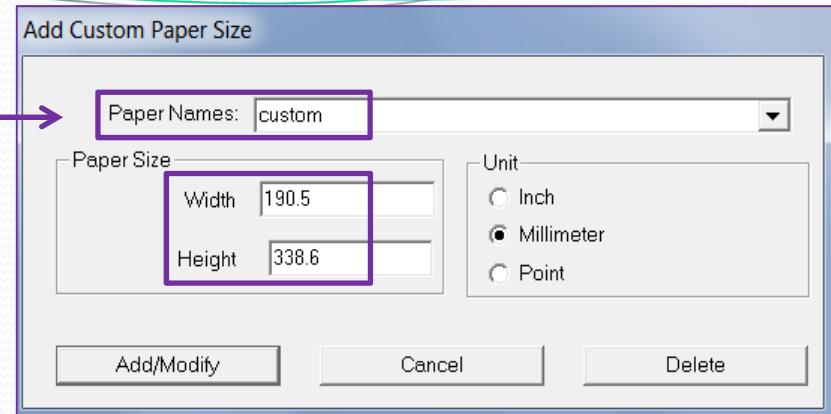
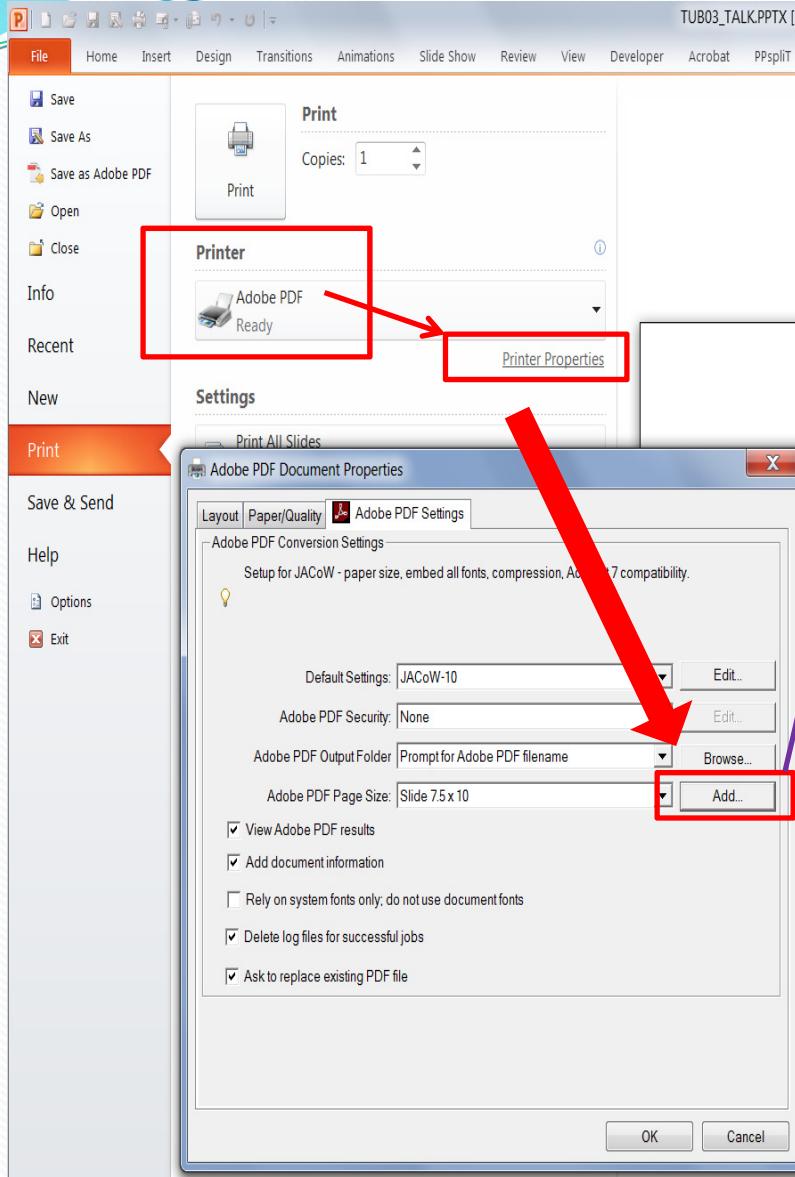


Processing slides: Widescreen format (16:9)

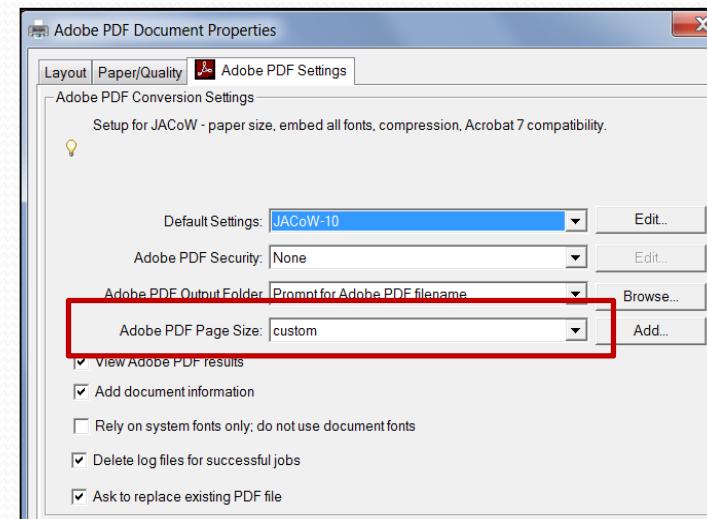


- ▶ choose **On-Screen Show (widescreen)** from the list of available page sizes to convert slides in widescreen format

Processing slides: Custom format



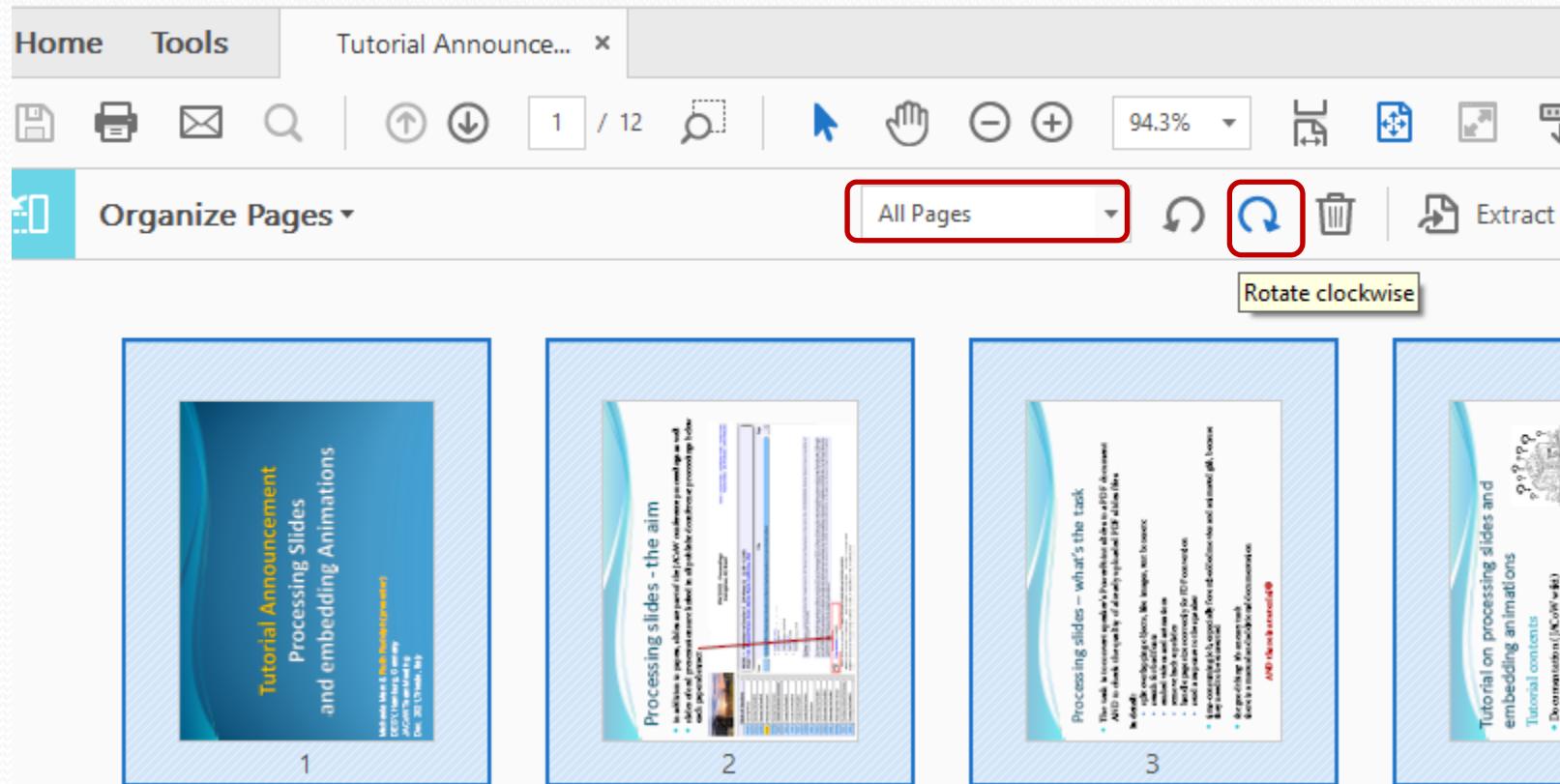
- ▶ Give the new PDF page size a name, e.g. “custom” and take over the size values for width and height **the other way round**, which means width will be height and height will be width...
- ▶ select “custom” for the page size to print the slides



Convert PPT to PDF: Organize pages

After conversion to PDF, the page orientation needs to be corrected in Acrobat Pro!

► Click on **Tools** ► **Organize Pages** ► choose first **All pages**, then rotate clockwise



► save the PDF file, check the fonts and upload the slides to the database

Processing Slides: File upload in the SPMS

SPMS File upload: upload both, pdf and split slides

- ▶ save the new PPT file with split objects as **Filename_TALK_split.pptx**
- ▶ convert the PPT slides to PDF and save as **Filename_TALK.pdf**
- ▶ upload both files to the database

Paper ID	Time	Set Status	Upload	Download	Log
SUWSM1	Sunday, 19:00	? Set Status	Upload	Download	<ul style="list-style-type: none">◆ Email: [08-MAY-15 17:34 (Europe/Berlin)] IPAC'15: Publication of the Pre-press Proceedings◆ Email: [05-MAY-15 12:19 (Europe/Berlin)] IPAC15: Microphone information for speakers◆ Transparency Reassigned [Michaela Marx 04-MAY-15 16:26 (Europe/Berlin)]◆ Transparency Assigned [Michaela Marx 04-MAY-15 16:26 (Europe/Berlin)]◆ Email: [23-APR-15 15:38 (Europe/Berlin)] IPAC15: Reminder of contribution upload deadline◆ Abstract Owner Changed [Todd Satogata 21-APR-15 22:26 (Europe/Berlin)]◆ Abstract Initial QA Performed [Todd Satogata 21-APR-15 22:26 (Europe/Berlin)]◆ Abstract Created [Todd Satogata 21-APR-15 22:26 (Europe/Berlin)]

SRF 2015 File Upload

Abstract: TUAA02 Commissioning of the SRF Linac for ARIEL
Paper ID TUAA02
Presentation Type Invited Oral
TUAA -- Facilities II
Program Session 09/15/2015 0800 -- 1010
Sea to Sky Ballroom A

File Type:

Platform: Other Supporting Files

File to Upload: Portable Document Format or Post Script
Poster
Source File (MS Word, Open Document or LaTeX)
Talk Movies
Transparencies

Comments (Optional)

for uploading the split slides
select **Other Supporting Files**
as File Type

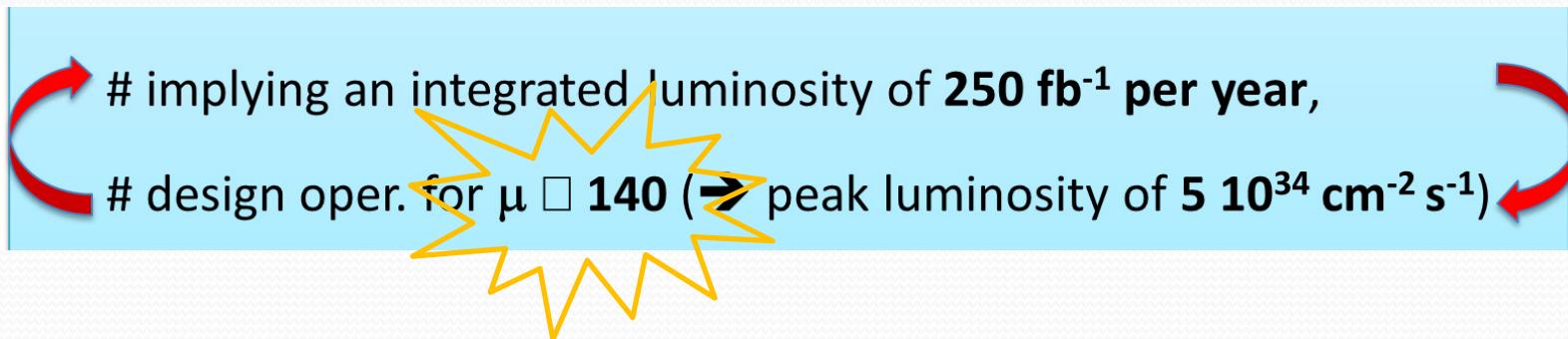
for uploading the PDF slides file
select **Transparencies**

Processing Slides: trouble-shooting Missing characters



Example: PPT slide containing text, symbols and numbers

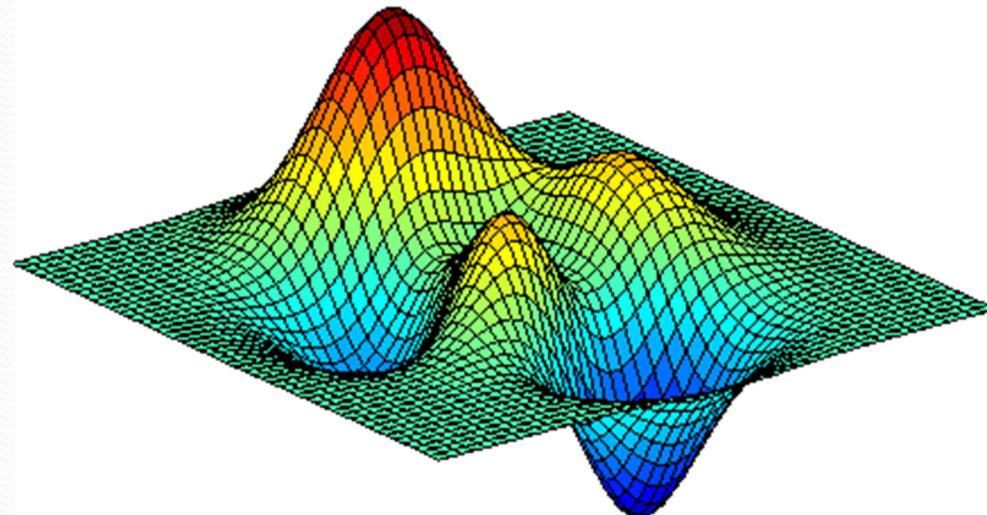
- ▶ when running PowerPoint, not embedded characters appear as a blank box which is a placeholder for a missing font □ - quite hard to detect!



- ▶ when you are not sure how to fix it, set status to RED and contact the author. The missing character in this example was a less than or equal sign!

for $\mu \leq 140$

Processing Slides: Embedding videos and animated gifs in PDF files



Embedding videos and animations in PDF files

If the PowerPoint presentation contains videos or animated gifs ...

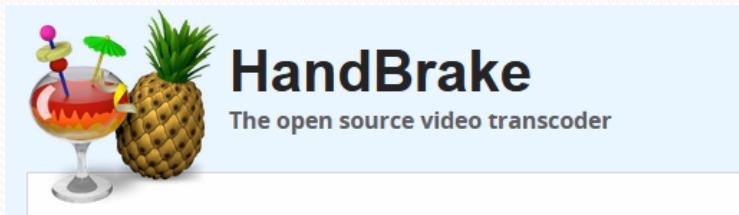
- ▶ extract the media files
- ▶ transform video files (*.avi) to **MPEG-4** (*.mp4)
- ▶ transform animated gifs from gif to AVI and from AVI to **MPEG-4**
- ▶ **convert the PPT slides to PDF by printing to Adobe PDF**



- ▶ **after all these steps,** open the PDF slides file and embed the videos and animations

Embedding videos and animations in PDF files

- ▶ Adobe Acrobat supports the **MPEG-4** video format
- ▶ not supported video formats like **avi** or **wmv** files need to be converted
- ▶ free converter tools are **HandBrake** and **Virtual Dub**



web page and user manual:
<http://handbrake.fr/downloads.php>



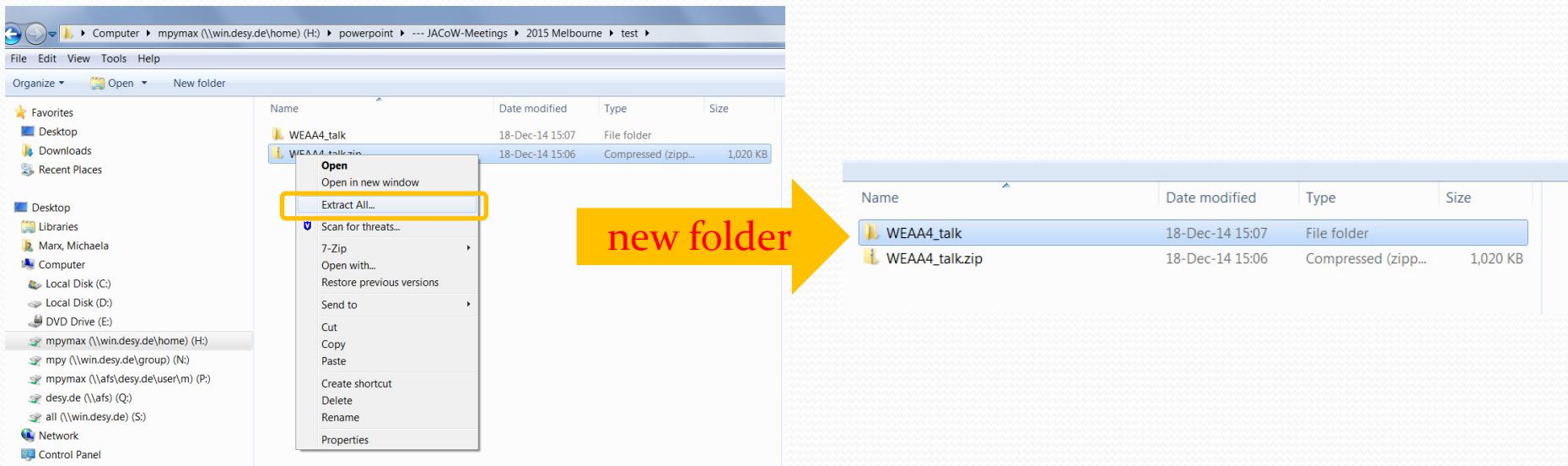
download Virtual Dub from
<http://sourceforge.net/projects/virtualdub/>

Processing Slides: How to extract media files like videos and animated gifs from PowerPoint



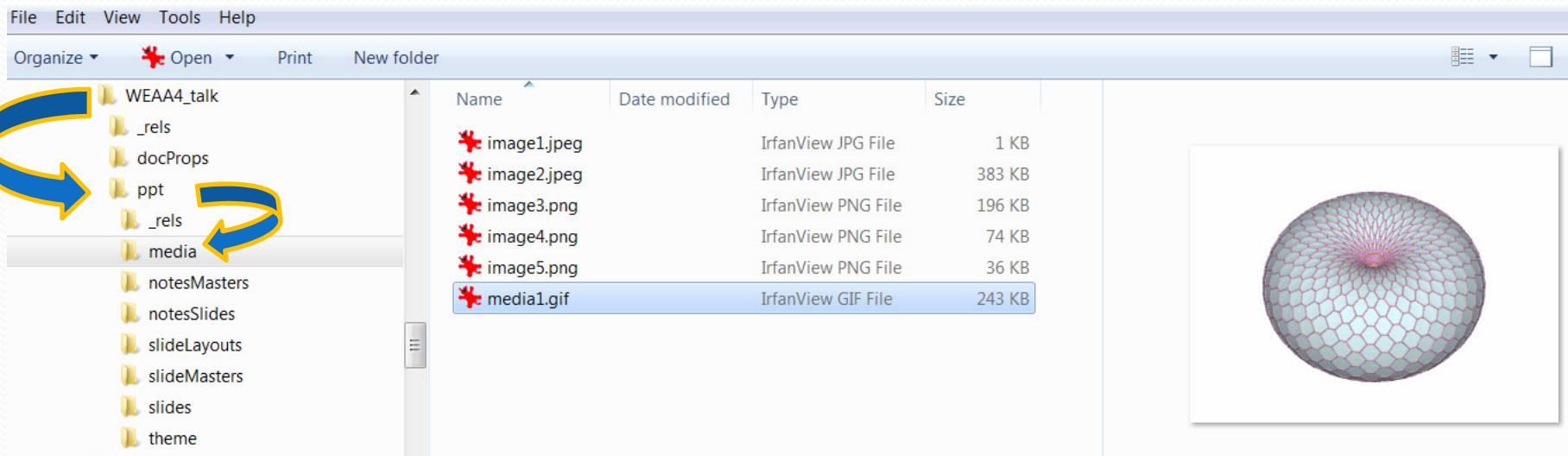
How to extract Media Files from PowerPoint Presentations

- In PowerPoint go to **File** and click **Save As**. Make sure you choose the **.pptx** format
- Go to the directory where you saved the presentation and rename the **.pptx** file to **.zip**
- Use an archive extractor tool, e.g. 7-zip, WinZip or (easier) just do a right-mouse-click to extract the **.zip** file contents



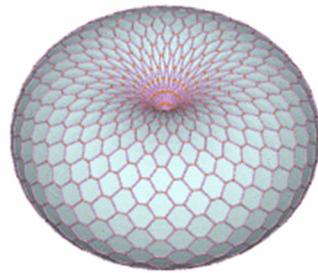
How to extract Media Files from PowerPoint Presentations

- All images, videos and animated gifs are saved in a subfolder named **media**:



- ▶ these media files (.gif, .avi, .wmv or whatever) must be converted to mpeg-4 for embedding in the PDF file
- ▶ **Note:** to reduce the size of extracted mpeg-4 files just use Handbrake and convert from mpeg-4 to mpeg-4 ☺

animated gifs

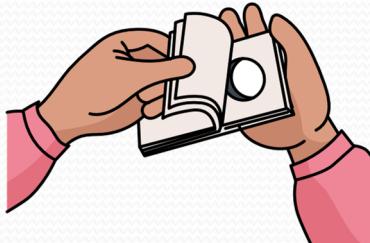


Example

Reference:

<http://visualizingmath.tumblr.com/post/52743559077/a-torus-consists-of-a-central-axis-with-a-vortex>

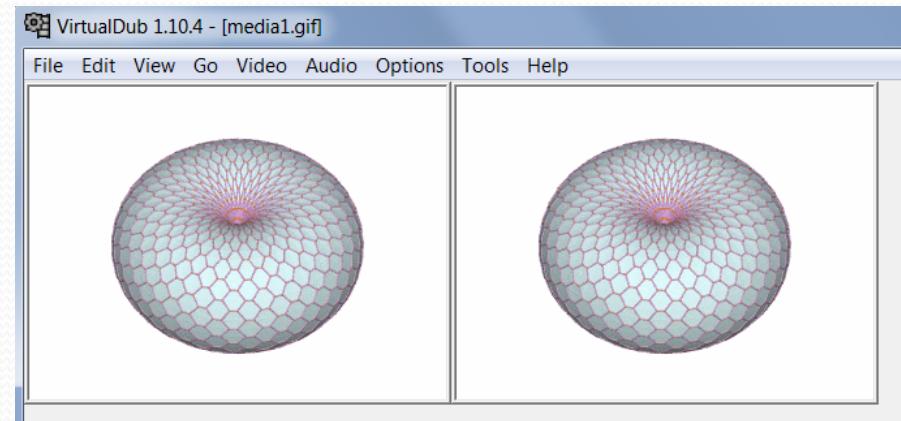
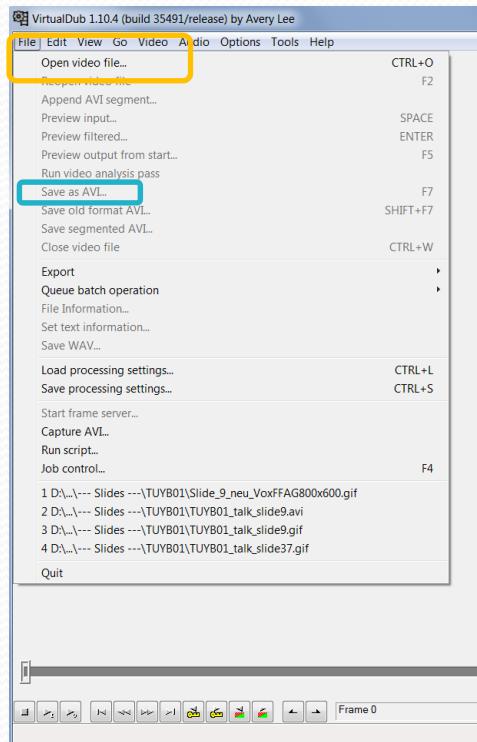
- an animated gif is a type of gif image that can be animated by combining several images into a single file, like a flip-book



Transforming animated gifs (from gif to avi)

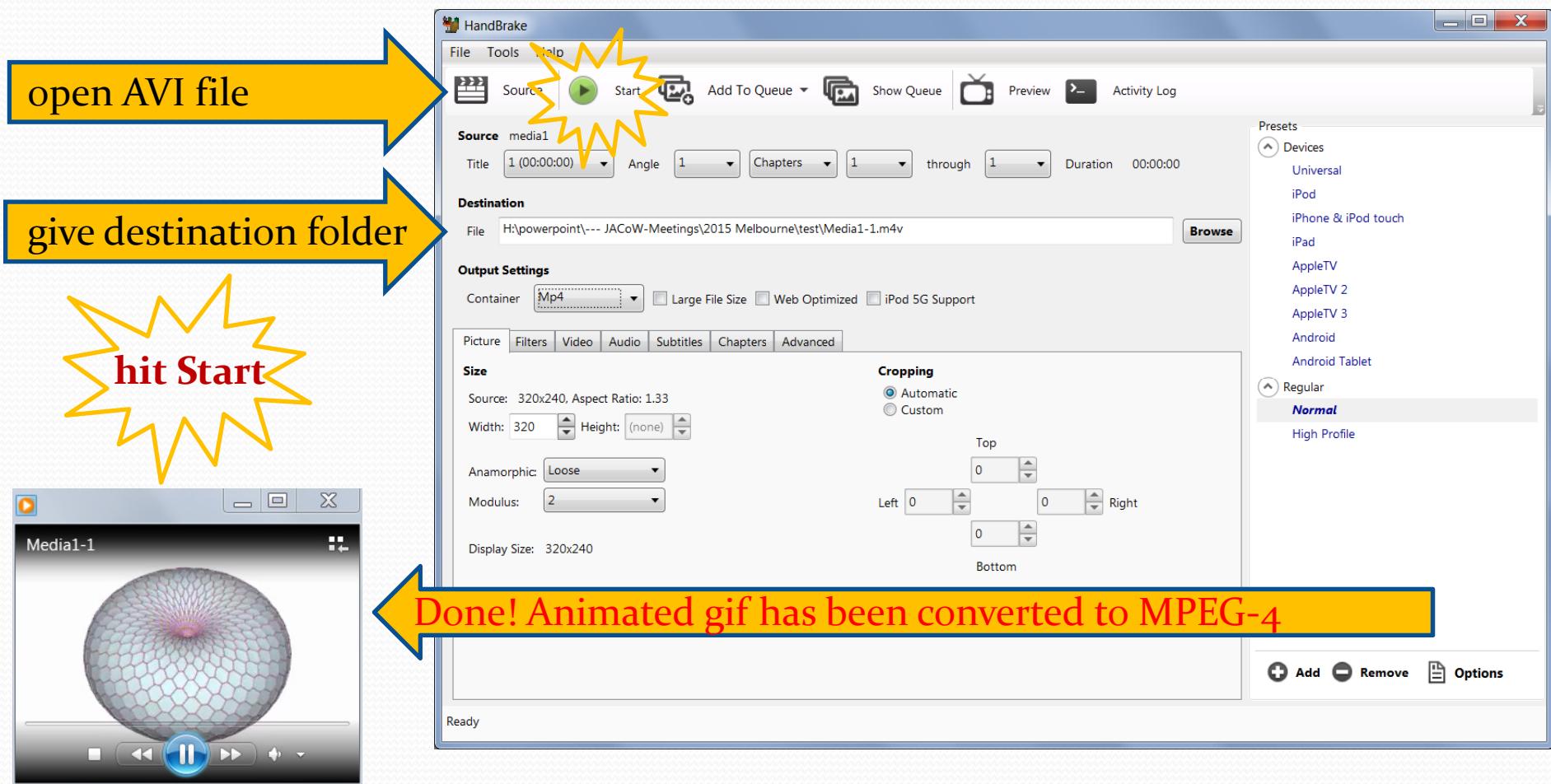
Animated gifs **must be converted twice** before they can be embedded in a PDF document: **from gif to AVI** in a first step **using Virtual Dub** and in a second step **from AVI to MPEG-4** using **Handbrake**

- ▶ open the *.gif file in Virtual Dub and save it as type AVI ☺

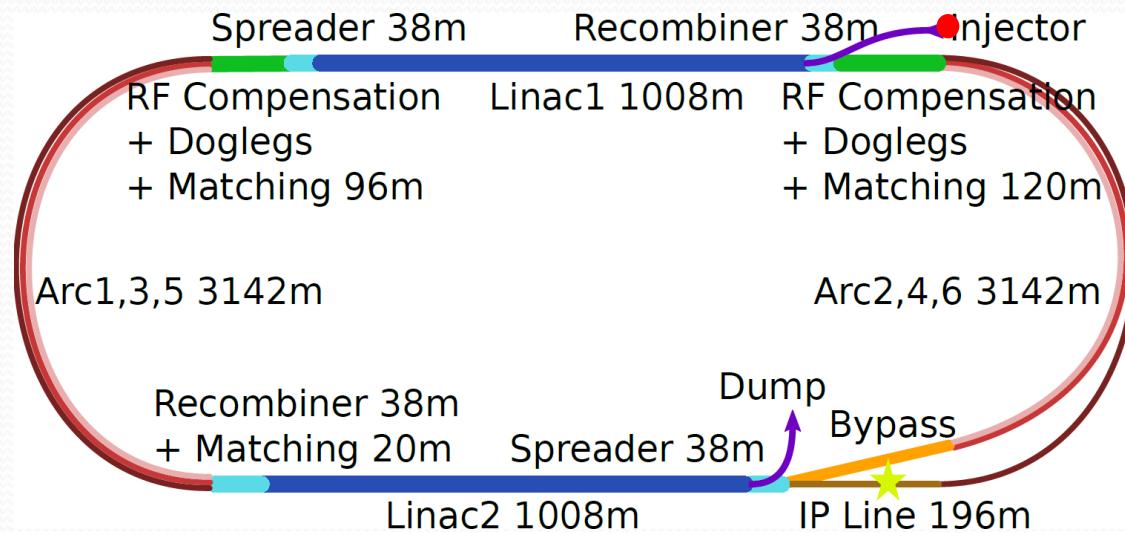


Transforming animated gifs (from avi to mpeg-4)

- in a second step convert the AVI file to MPEG-4 by **using Handbrake**



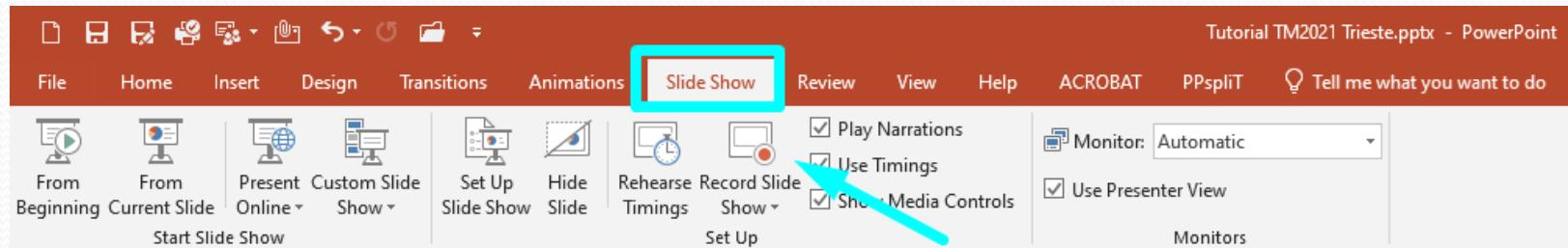
Processing slides: How to deal with motion path animations



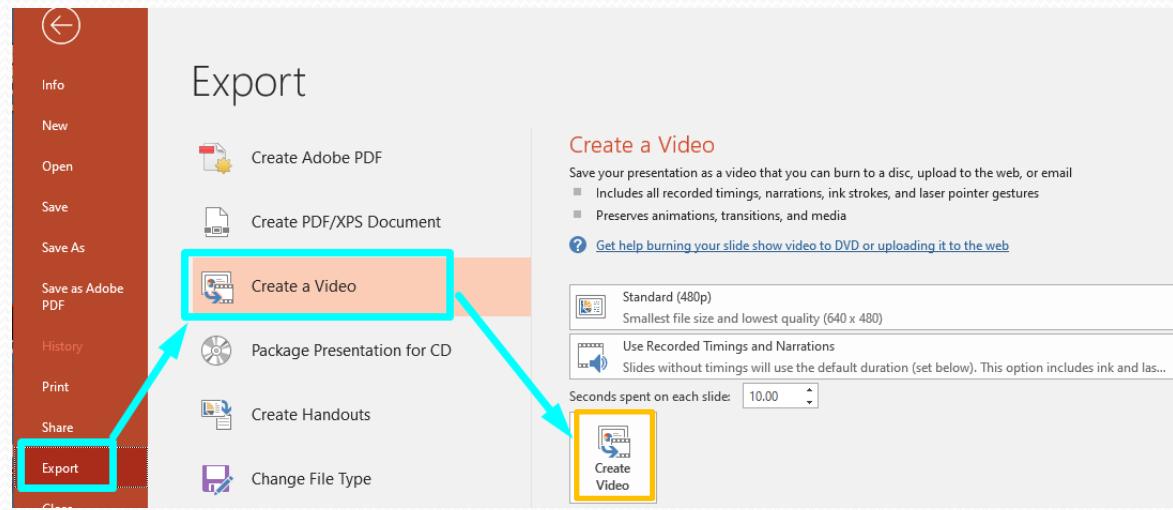
Motion Path Animations

- motion path animations are a very special visual gimmick in PowerPoint presentations
- for embedding in PDF files they must be recorded and saved as a video file

PowerPoint
can record
a slide show



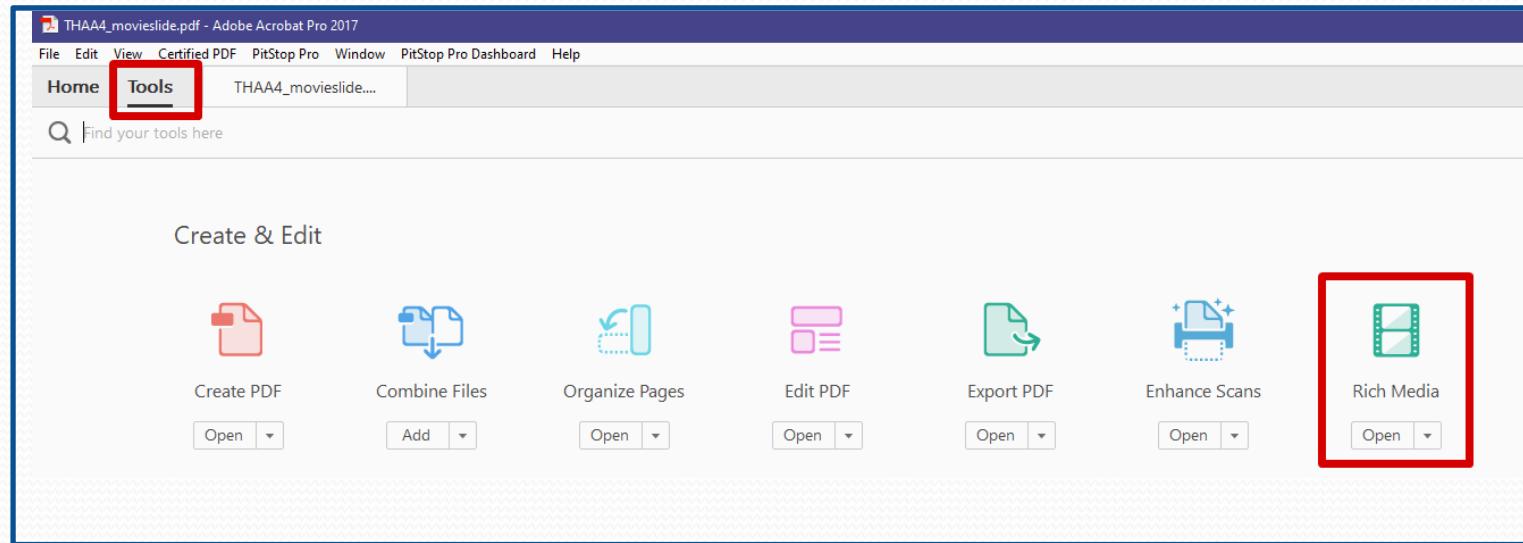
- Separate the movie slide, start and record the slide show, click on File/Export and select 'Create a Video'. Hit the button 'Create Video' and save as type MPEG-4 video.



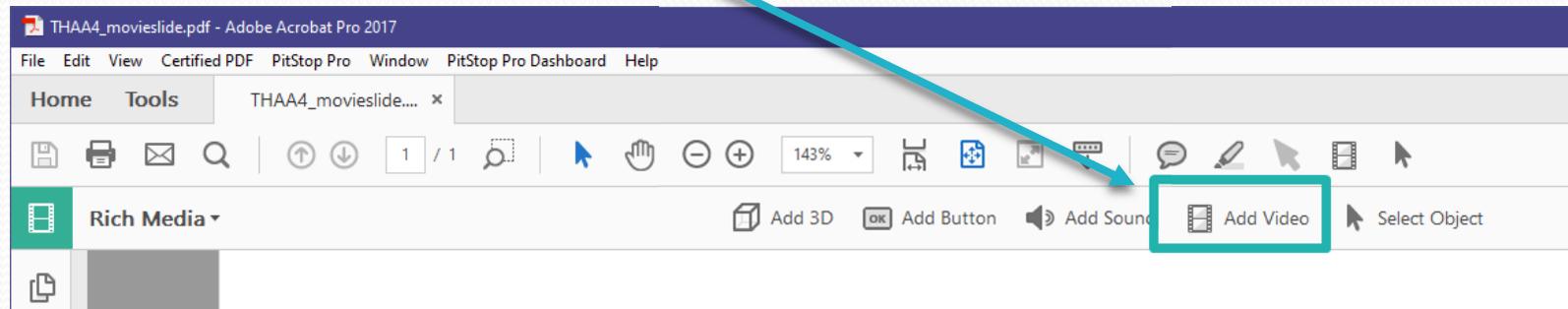
Processing Slides: How to insert mpeg-4 videos in PDF documents

How to insert videos in PDF documents

► in Acrobat Pro click on Tools and select Rich Media



► click on 'Add Video'



How to insert videos in PDF documents

- ▶ draw a **place marker** on the PDF slide or double-click the page to open the 'Insert Video' dialog box

The image shows a screenshot of a PDF editor interface. At the top, there is a toolbar with several icons: 'Add 3D', 'Add Button', 'Add Sound', 'Add Video' (which is highlighted with a red arrow pointing down to it), and 'Select Object'. Below the toolbar is a large, light blue rectangular area labeled 'rectangular place marker'. Below this area is an 'Insert Video' dialog box. The dialog box has a dark purple header bar with the text 'Insert Video' and a close button 'X'. The main body of the dialog box contains a 'File:' label followed by a text input field with the placeholder 'Select file or insert URL...', a 'Browse...' button (which is highlighted with a yellow box), and a checked checkbox 'Snap to content proportions'. At the bottom of the dialog box are four buttons: 'Help', 'Show Advanced Options' (with an unchecked checkbox), 'OK' (with a blue border), and 'Cancel'.

rectangular place marker

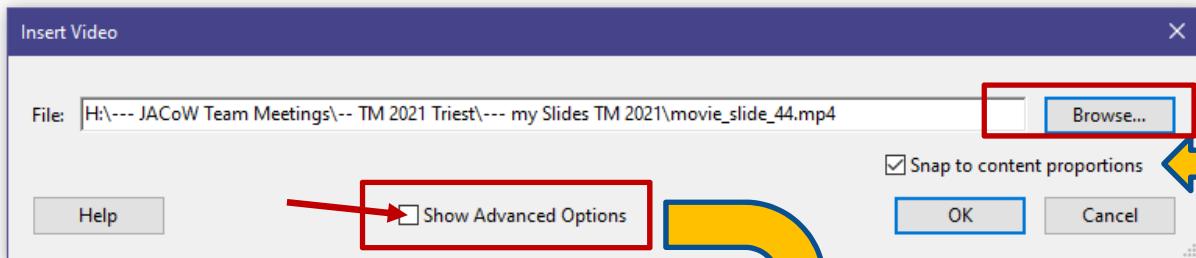
Insert Video

File: Select file or insert URL...

Snap to content proportions

Help Show Advanced Options OK Cancel

How to insert videos in PDF documents



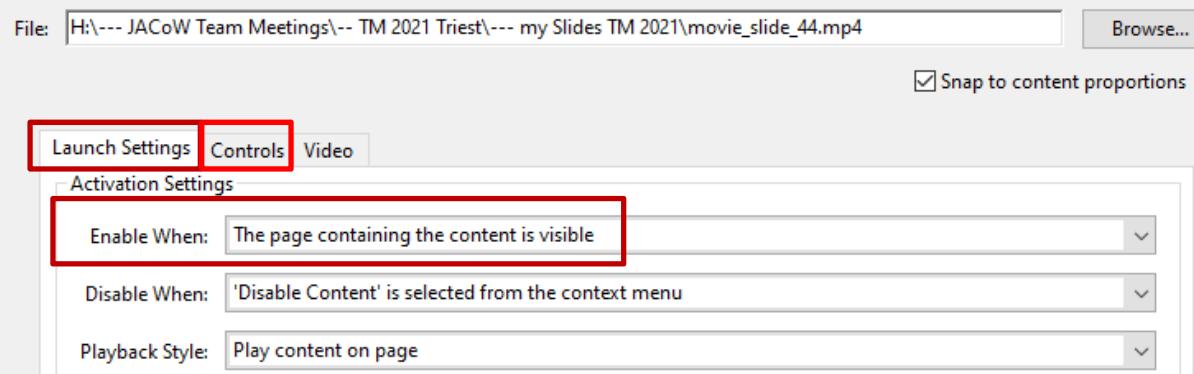
browse the file

Select **Snap to content proportions** to maintain the movie's original size

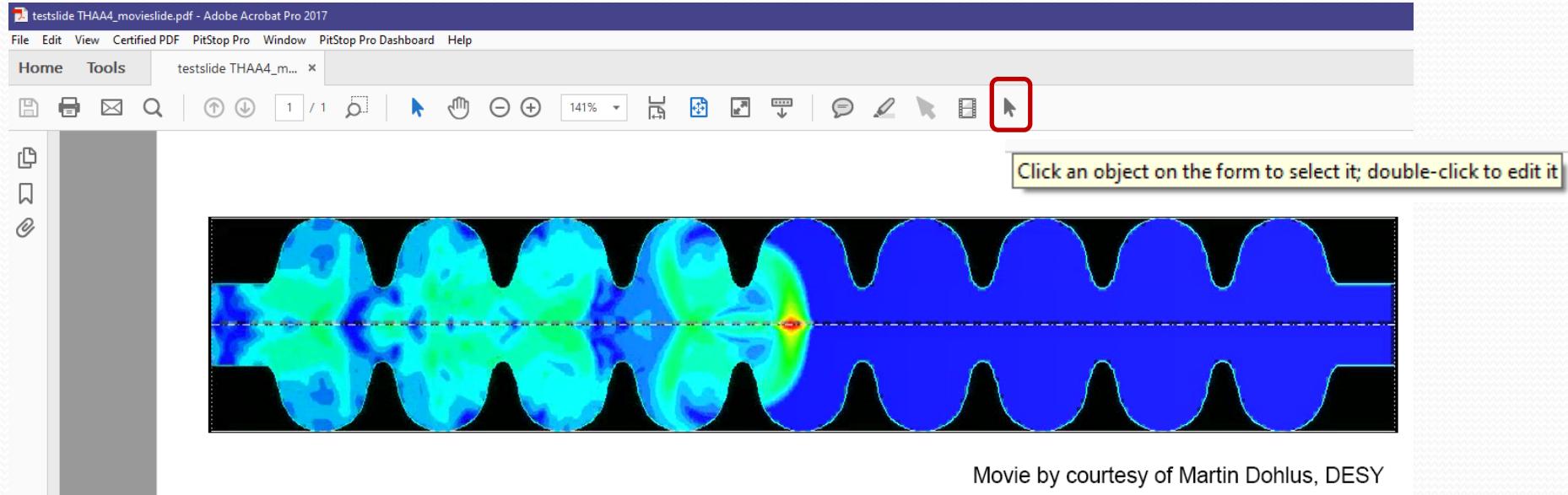
Show Advanced Options to configure the appearance and behavior of the video.



Insert Video



Modify videos in PDF documents



► to modify the **position** or the **size** of the video use the **Select Object tool**



Statistics

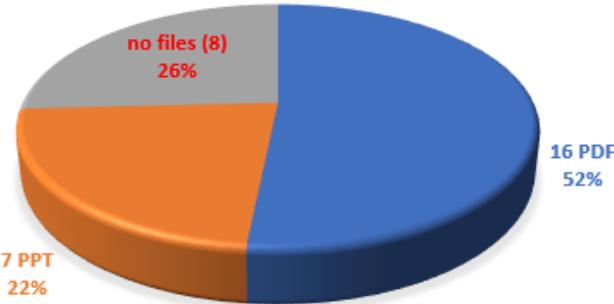
PPT vs PDF slides



Statistics: PPT vs PDF

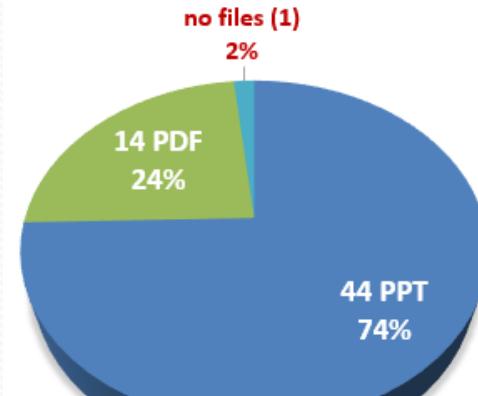
small conference

IBIC'21: 31 TALKS



midsize conference

FEL'19: 59 Talks

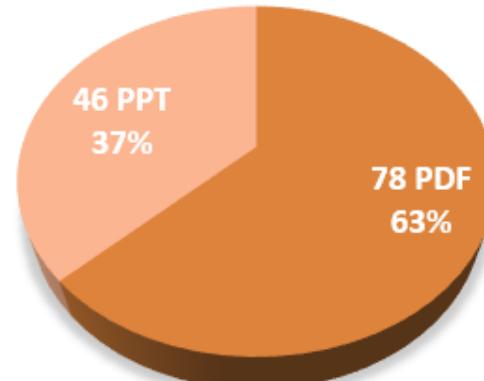


IBIC'21 was a virtual conference.
Speakers uploaded their
presentations as prerecorded
mp4 files, additionally to their
transparencies.

- ▶ instruct the speakers about the type of slides you want
- ▶ PDF is less effort

big conference

IPAC'18: 124 Talks





Questions?

Thank you for your attention



In case you need help please contact me ☺
michaela.marx@desy.de