

WebCT

.....WEBCT MULTIMEDIA WORKSHOP

Overview

"Beware of computer programmers that carry screwdrivers." - Leonard Brandwein.

This workshop is intended to give you a brief overview of creating and using multimedia files. Multimedia files may include text, spoken audio, music, images, animation and video, and many of these can be used in your WebCT course.

After completing this module you will be able to:

- ❖ Understand What Instructional Services Can Provide
- ❖ Understand Multimedia Files
- ❖ Convert Power Point Files to PDF Format
- ❖ Convert Power Point Files to HTML Format
- ❖ Understand Copyright Issues

Understanding what instructional services can provide

Instructional Services can provide a variety of services in the area of multimedia formatting. A few are listed below:

- ❖ Assistance with creating video and audio presentations.
- ❖ Creating small video and audio clips for your class.
- ❖ Copying material and designing the media into interactive Powerpoint files, PDF or various formats.
- ❖ Creating Flash animation and specialized graphics for your course.

Understanding Multimedia Files

The world of multimedia as it pertains to the Internet and computers, is a fast changing area. There are many players and decidedly many options to choose from when downloading video and audio files. We have compiled a list of file types and their extensions so that you will have a better understanding of what these files are and how to use them in your WebCT course.

Video Files

- ❖ **.avi** - Audio Video Interleaved. AVI is a Microsoft multimedia file format, similar to MPEG and QuickTime, used by Video for Windows. In AVI, audio and video elements are interleaved (stored in alternate segments) in the file.
- ❖ **.mov** - Movie - QuickTime.
- ❖ **.mpg** - MPEG encoded file. This file is an MPEG movie, and can be played with QuickTime or Windows Media Player.
- ❖ **.wmv** – Windows Media Video (This is the most commonly used video format in WebCT at Colorado State University).
- ❖ **.rm** – Real Media file.
- ❖ **.aiff** - Audio Interchange File Format. An uncompressed sound format developed by Apple Computer for storing high-quality sampled audio and musical instrument information. It can be played on PC and Mac, using QuickTime or Sound Player.

Audio Files

- ❖ **.wav** - A digitized audio file format for Microsoft Windows that stores sound as waveforms. It has ".wav" as the filename extension. A .wav file is easy to create with most Windows operating systems.
- ❖ **.wma** – Windows Media Audio files.
- ❖ **.mp3** - MP3 stands for Motion Picture Experts Group, Audio Layer 3; this is a popular download format for music. MP3 compression can produce CD-quality music in a format that can be quickly transferred from machine to machine, played on any MP3 player or on any computer system that is running MP3 player software, such as Nullsoft Winamp, RealPlayer or Windows Media Player.
- ❖ Graphic Files
- ❖ **.ai** - Adobe Illustrator Document - Vector format.
- ❖ **.eps** - Encapsulated PostScript format. Keeps image details in vector format for use in Illustrator or PhotoShop.
- ❖ **.psd** - Photoshop Document. Used with PhotoShop while editing the image. Tends to be a large file - not intended for use on the Web.
- ❖ **.pdf** - The file extension for a Portable Document Format file. Portable Document Format was designed by Adobe Systems, Inc. In order to view a .pdf file the user will need Adobe Acrobat Reader, a freeware product available for download via the Web.
- ❖ **.gif** - Graphics Interchange Format. A format used for displaying bitmap images on World Wide Web pages, usually called a "gif" because .gif is the filename extension. These files use lossless compression and can have up to 256 colors. JPEG and GIF are commonly used for images on the Web; JPEG is considered best for photos and GIF for other graphic images. This format is used when creating a graphic that only contains text and is also used for graphic animations (animated .gifs).
- ❖ **.jpg** - file extension for JPEG (Joint Photographic Experts Group). A file stored in

JPEG format. JPEG, an ISO/ITU standard for storing images with high compression capability, uses a discrete cosine transform that can achieve compression rates of 100:1 (significant loss of data from original) and 20:1 (minimal loss). C-Cube Microsystems introduced the first JPEG chip. This format is mainly used when saving a photographic image in detailed multicolor.

- ❖ **.tif** - TIFF graphics file (filename extension). Compressed image file.
- ❖ **.bmp** - Bitmap. Very compressed.
- ❖ **.png** - 1. Portable Network Graphics bitmap (filename extension). 2. Paint Shop Pro Browser (filename extension).
- ❖ **.pct** - PC Paint. Generally not a file extension that you will use for most useful media output.

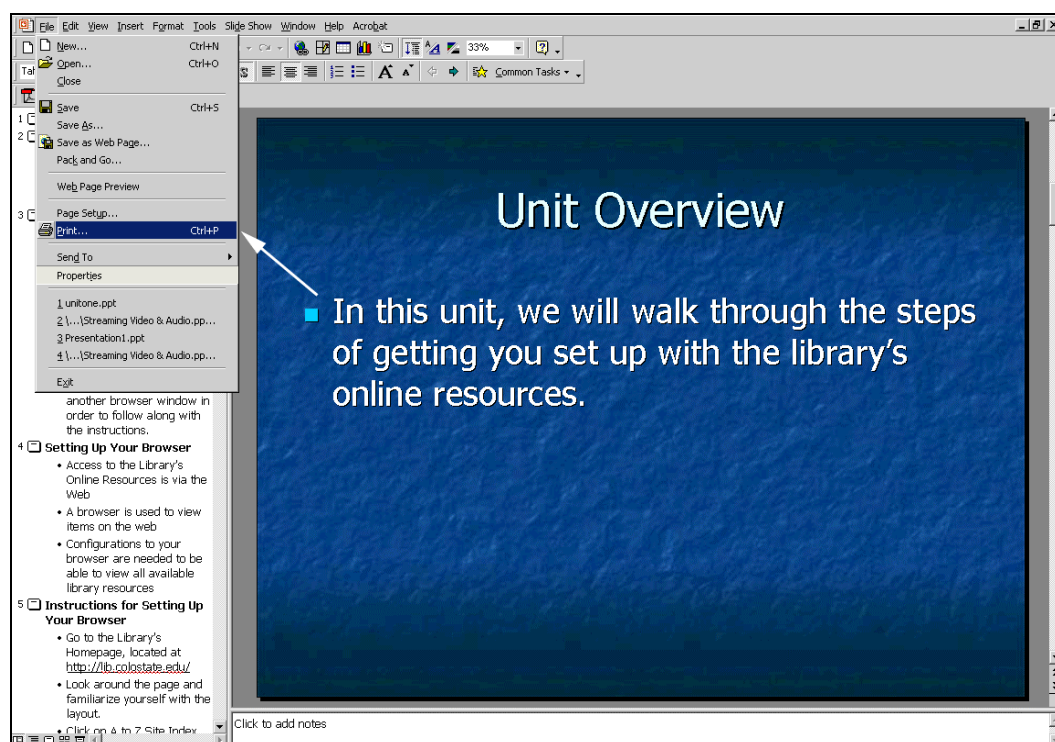
Converting Power Point to PDF Format

In the interest of making your large PowerPoint presentations easy to access, you might consider converting them to PDF or HTML format. Converting these files can reduce the size and make it easier for users to access.

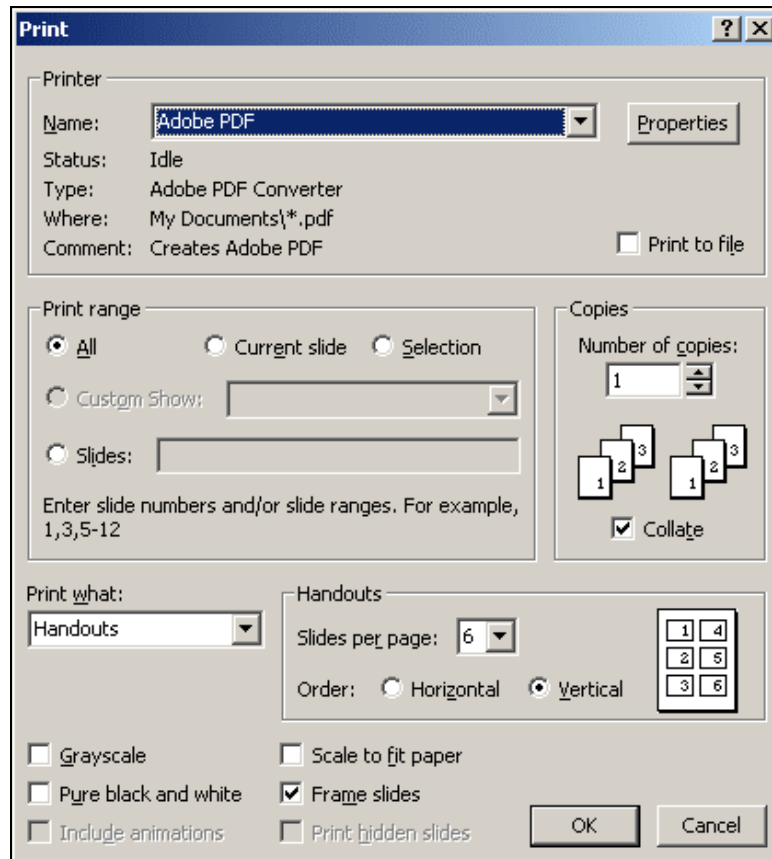
One way to accomplish this is to install Acrobat Distiller. Distiller converts PostScript language into Portable Document Format (PDF), which is the native format of the Adobe Acrobat. If you do not have Adobe Distiller installed, there is a University-wide license that you can acquire through the Software Cellar or through your department's computer administrator.

To create a PDF file, do the following:

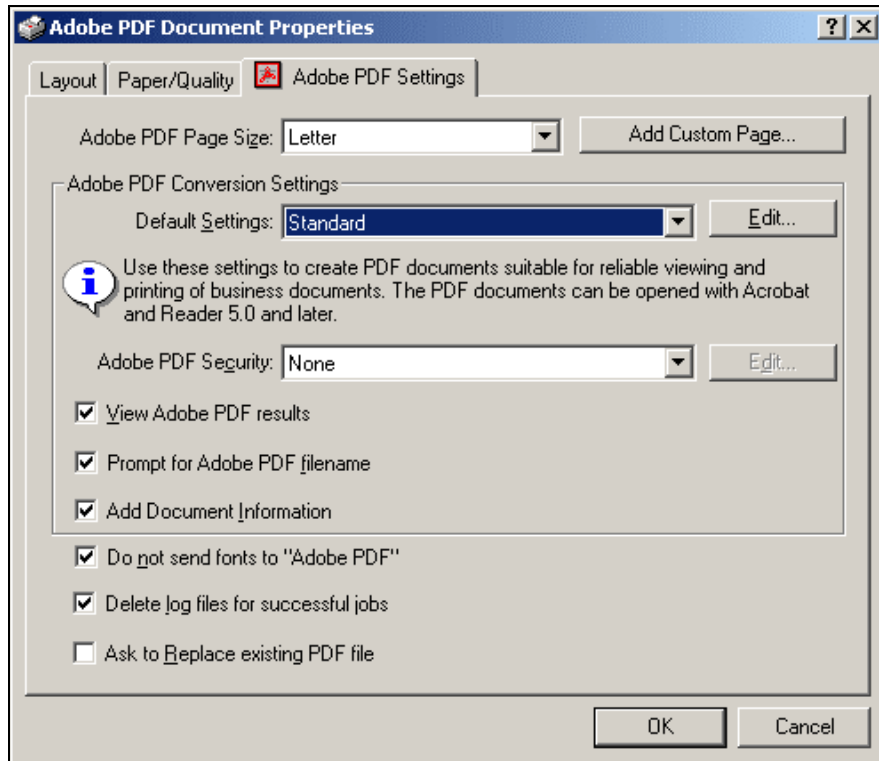
1. Save your file as a ppt.



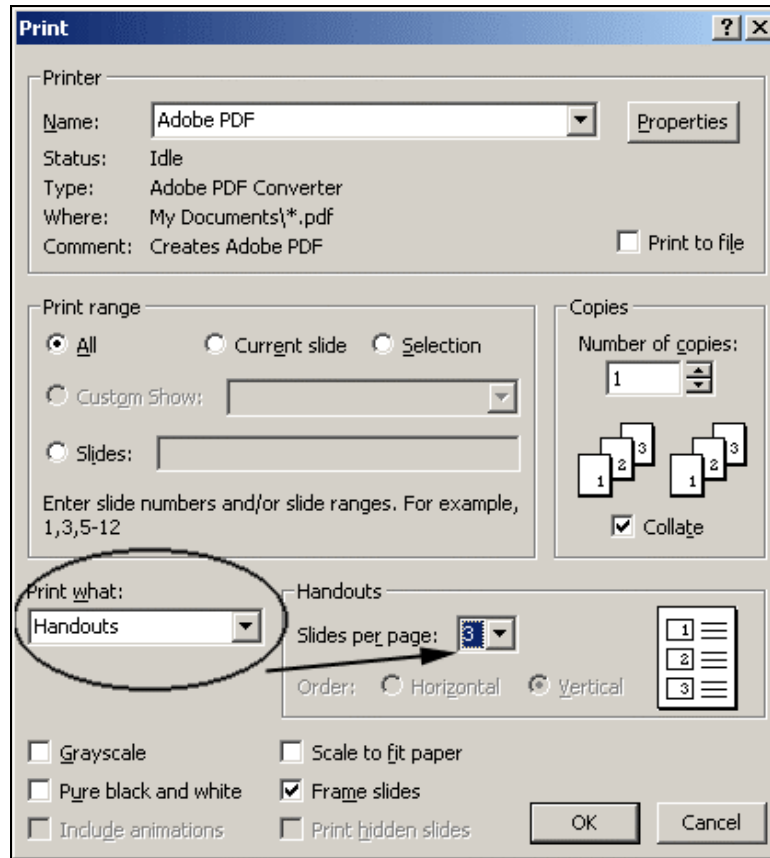
2. Go to **File > Print**. The print screen appears:



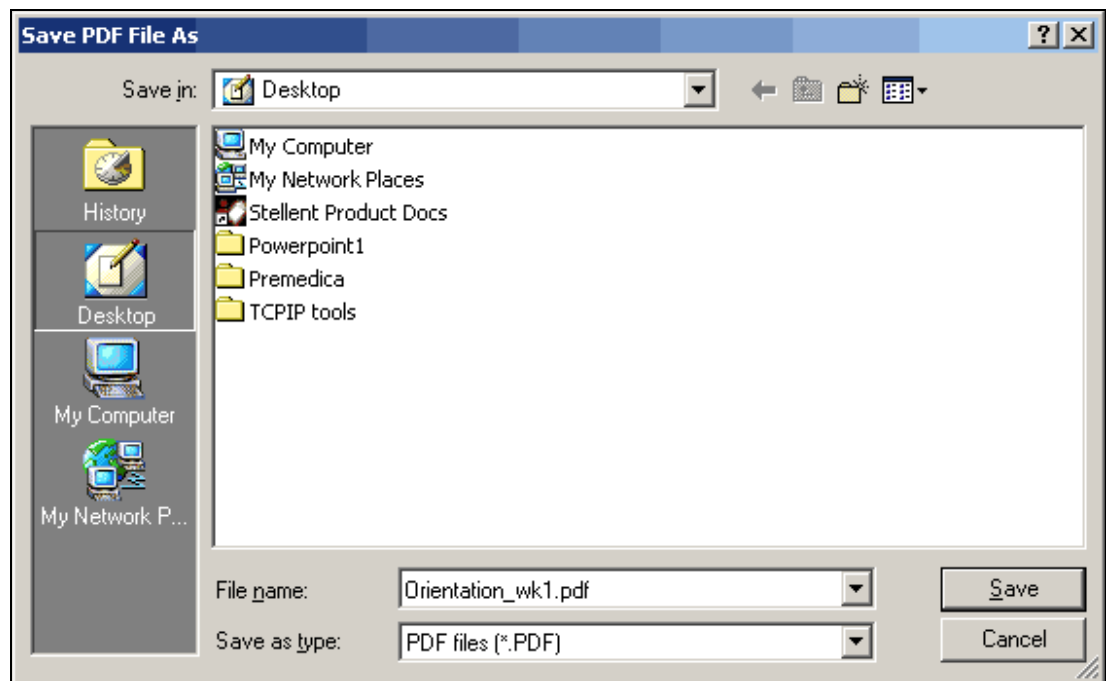
3. Select **Acrobat Distiller** at the print option.
4. Click the **Properties** tab on the on the Print screen. The Acrobat Distiller Document Properties screen appears:



- ❖ Select the Adobe PDF Page Size.
- ❖ Under Adobe PDF Conversion Settings, select the best option to save the colors and styles of the PDF file. You also have the ability to convert the PDF file to a smaller file and keep the integrity of the original PowerPoint presentation.
- ❖ On this screen you also have the option to select the Adobe PDF Security that might be helpful if you want to restrict your students from printing the document.
- ❖ Navigate back to the main Print screen and at the bottom select the **Handout** option and select the Slides per page option if you would like to allow the students to print this format for note taking.



5. Click **OK**. The Save PDF File As screen appears:



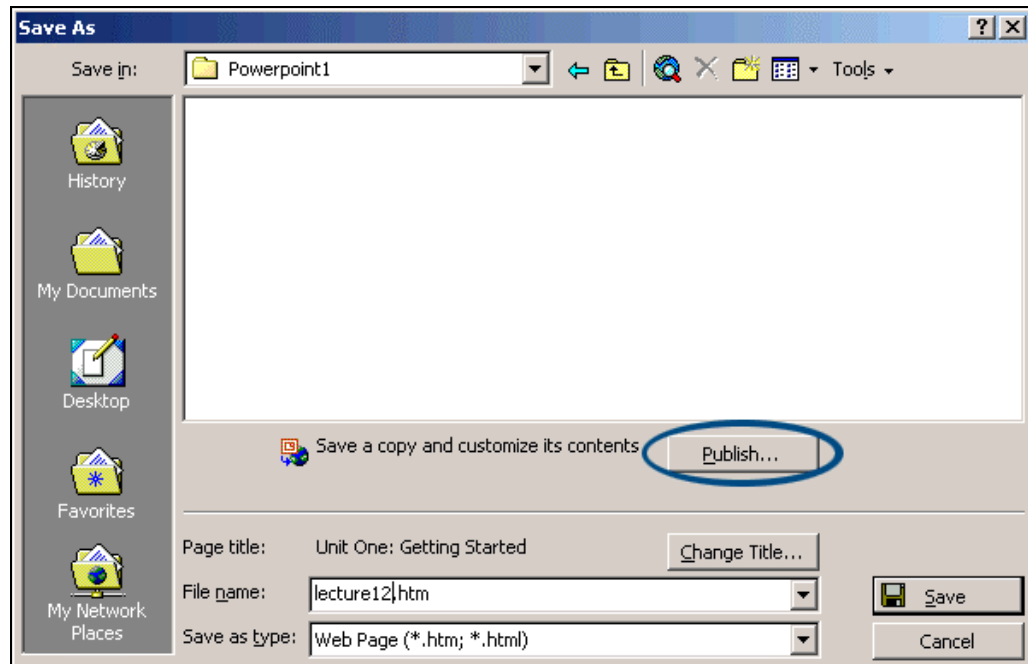
6. Save your file to your local drive. If you selected to preview the PDF it will be displayed in Adobe Acrobat Reader.

Converting Power Point to HTML Format

You can also convert your Powerpoint file to HTML format. By converting your Powerpoint to this format you can reduce the file size and also keep the image quality the same at the Powerpoint file.

To save your Powerpoint as a web page, do the following:

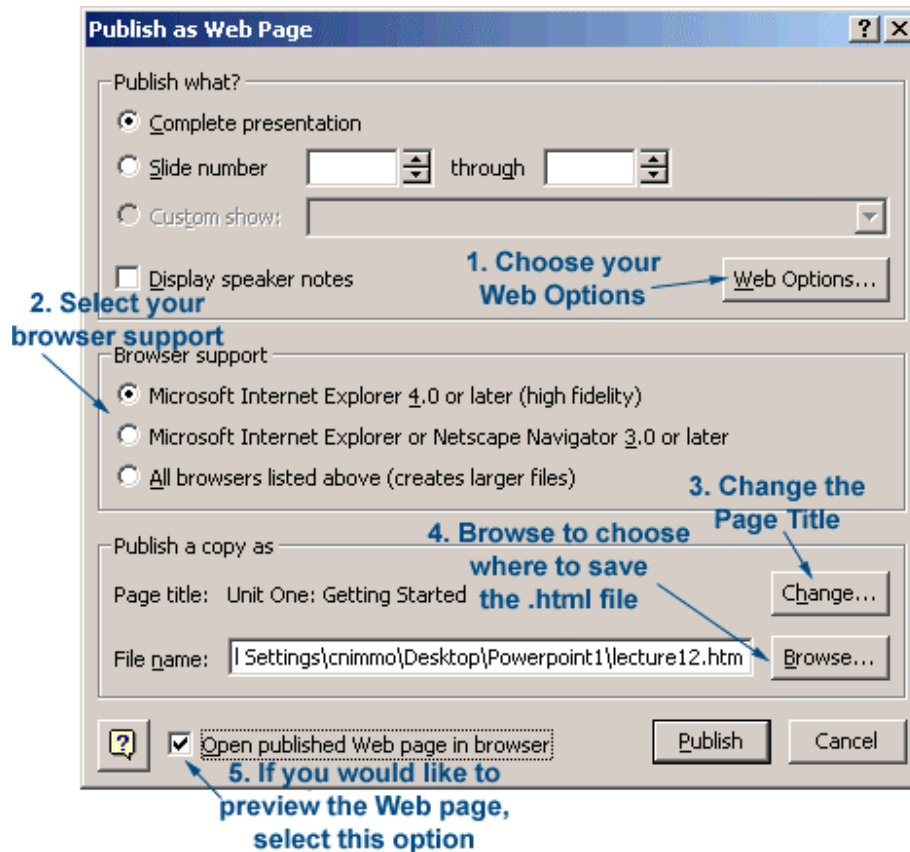
1. Open the Powerpoint file that you would like to convert in the Powerpoint program.
2. Select **File > Save as Web page**. The Save As screen appears:



3. Enter a file name for your presentation.

Note: If you have any illegal characters in the filename of your Powerpoint presentation (i.e. ,/*\$^%\$#@!), your presentation will not be viewable in a web browser.

4. After you have entered a file name, click the **Publish** button. The Publish as Web Page screen appears:

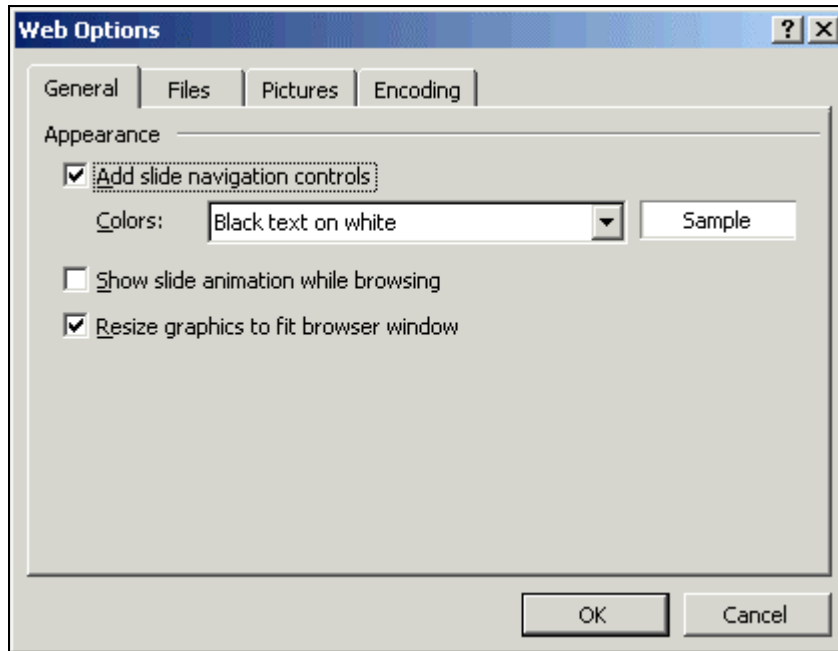


Selecting the Web Options

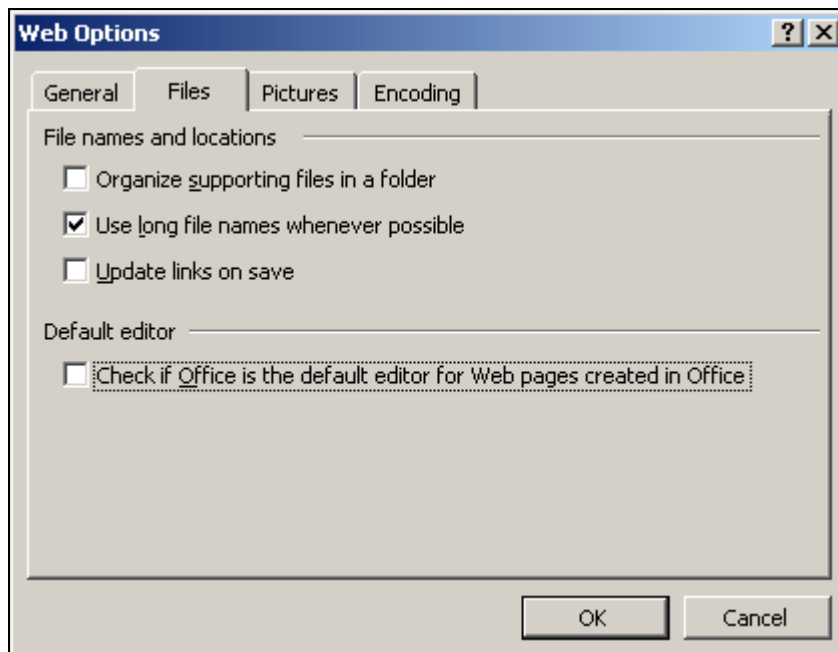
Select your Web Options, and then select the browser options and file directory.

To accomplish this, following the steps below:

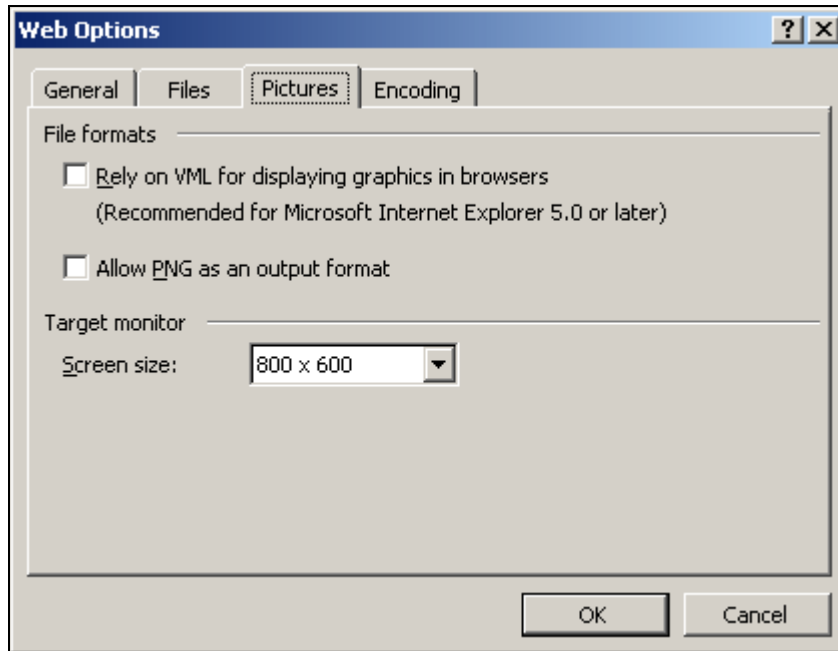
1. Select the **Web Options** button to choose your appearance, files, and target monitor.
The Web Options screen is displayed:



2. On the General tab, make sure that “Resize graphics to fit browser window” is checked on this screen.
3. If you would like to insert the navigation controls option on your presentation, select the **Add slide navigation controls**.
4. Click on the Files tab, the Files screen appears:



5. Make sure that **Use long filenames whenever possible** is the only thing checked on this screen.
6. Click the Pictures tab, the Pictures screen appears:



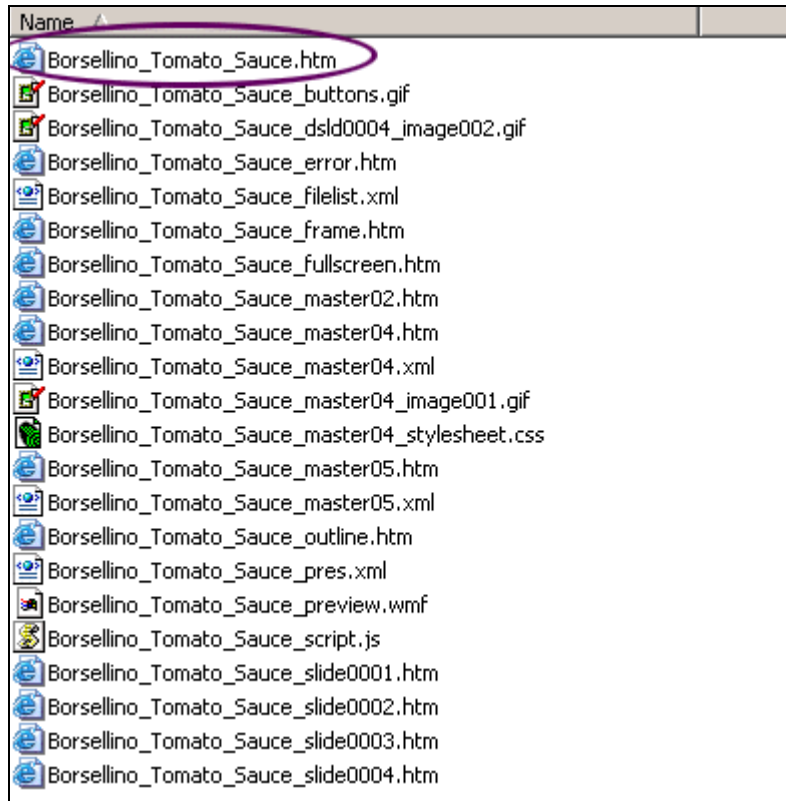
7. Make sure that both check boxes are unset and that the Screen Size is 800 X 600.
8. Click **OK**.

You will be taken back to the Publish screen. You will then need to select the rest of the Publishing options.

9. Under Browser Support, make sure you select either the **Microsoft Internet Explorer** or **Netscape Navigator 3.0 or later** option.
10. Select the **Change** button under “Publish as Web page” to set your Page Title.
11. Click the **Browse** button to save the new files on your computer.

Note: When the PowerPoint presentation is saved as HTML, it creates multiple files (between 20 and 80 depending on how long your presentation is). Make sure to save the presentation to an empty folder.

12. Check **Open published Web page in browser**, if you would like to preview the web page as soon as it has been created.
13. Click the **Publish** button on the Publish As Web Page screen. The Powerpoint program will create the HTML files in the folder you previously specified.
14. Open the directory that the files are saved in. It will look similar to the screen shot below.



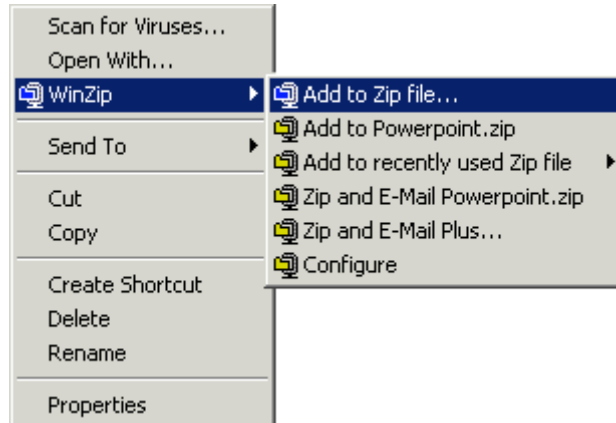
Note: If you have selected the **Open published Web page in browser** in the Publish as Web Page screen, you will be able to see the file that is the calling up the HTML pages. Usually, it will be the main .htm file.

Zipping Your Files to Upload to WebCT

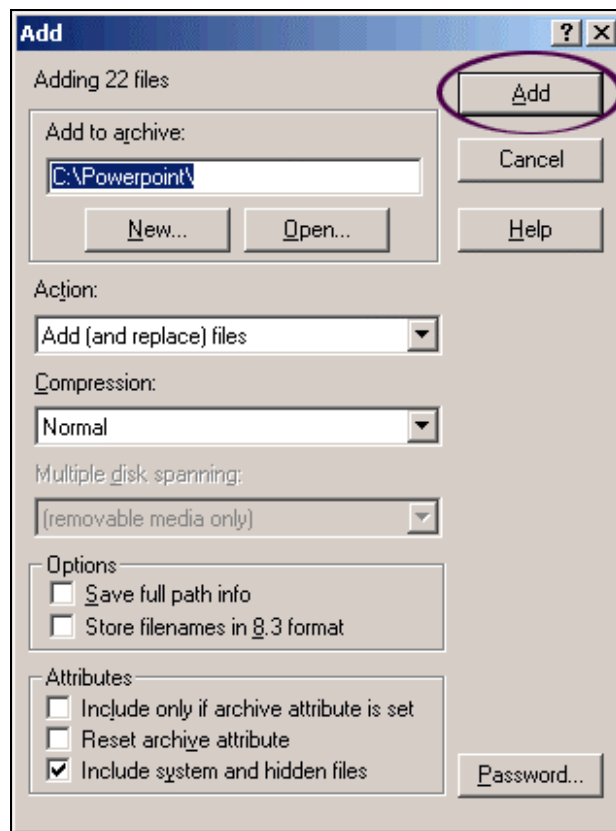
You will now need to upload these files into WebCT. The easiest way to get these files into WebCT is to zip them into one file. To accomplish this, you need to have some compression or zipping software like Winzip (www.winzip.com) installed. A free evaluation download is available from the web site above. Below is a demonstration of how this is accomplished with WinZip.

To zip the files, do the following:

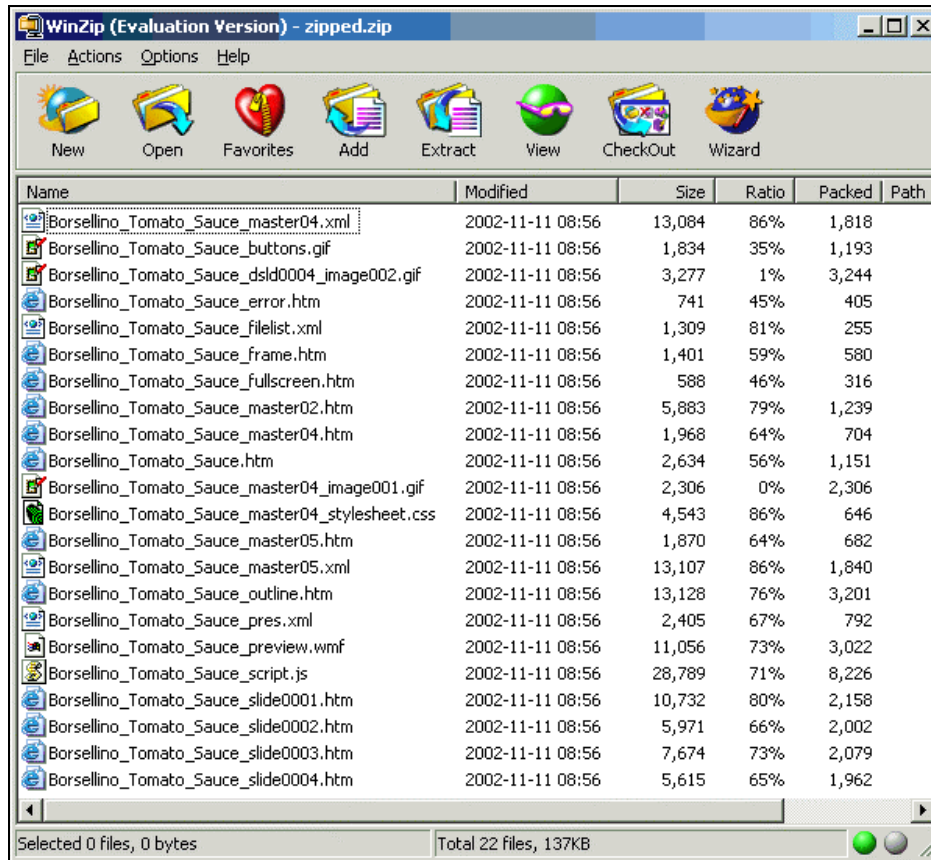
1. After WinZip is installed, go the folder where the Powerpoint presentation is saved.
2. Highlight the files in the folder.
3. Click with the right mouse button over the files and the menu will appear:



4. Select **Add to Zip**, and click the left mouse button. The add screen appears:



5. Enter a name for your zip file by typing it at the end of the archive path.
6. Click **Add**.
7. The files are zipped and you should see a screen similar to the one shown below:



8. You can close the window by clicking the **X** in the upper right hand corner of the screen.
9. You can go back and take a look in the folder where you saved your html files. You should see a .zip file in the directory. This file contains a compressed version of the files in your folder that you will need to upload into WebCT.

Uploading the Presentation into WebCT

To upload the presentation into WebCT, do the following:

1. Click **Control Panel** button in the top left-hand area of the WebCT page.
2. Select the **Manage Files** option under the Basic Control Panel. The Manage Files screen appears:

Test Course
View Designer Options

Homepage > Basic Control Panel > Manage Files

Folders and Files
Click on a folder below to view its files.
Display this file information: Size Date Time

Name	Size (bytes)	Date	Time
<input type="checkbox"/> My-Files			
<input type="checkbox"/> Chapter1.ppt	513024	June 6, 2003	9:44am
<input type="checkbox"/> chinese.jpg	28729	December 2, 2003	9:37am
<input type="checkbox"/> class_Nov18.csv	154	November 18, 2003	8:58am
<input type="checkbox"/> mobydick_question.doc	20480	June 6, 2003	8:49am
<input type="checkbox"/> mysteryrock1.jpg	11850	June 6, 2003	8:49am
<input type="checkbox"/> mysteryrock2.jpg	8996	June 6, 2003	8:49am
<input type="checkbox"/> mysteryrock3.jpg	15489	June 6, 2003	8:49am
<input type="checkbox"/> syllabus1.html	3216	June 6, 2003	9:38am
<input type="checkbox"/> tectonic.html	2211	June 6, 2003	8:49am
<input type="checkbox"/> van10m.jpg	33424	June 6, 2003	8:49am
<input type="checkbox"/> chat			
<input type="checkbox"/> PowerPointFiles			
<input type="checkbox"/> student_pres			
<input type="checkbox"/> whiteboard			

Actions
 indicates a selection is required from the main frame.
 indicates multiple selections are allowed.

Options: Files

Options: Folders

3. You will want to create a new folder in WebCT for each of your Powerpoint presentations since the conversion process creates multiple files.
4. Under **Options:folder**, select **Create folder**. The following screen will appear:

Test Course
View Designer Options

Homepage > Basic Control Panel > Manage Files > **Create Folder**

Create Folder

Create a folder named:

Within the folder:

5. After naming your folder, create **Create**. You are now ready to upload the presentation.
6. Under **Options:File**, select **Upload**.
7. Select the **Destination folder** and click **Browse** to locate the .zip file we created earlier.

Test Course
View Designer Options

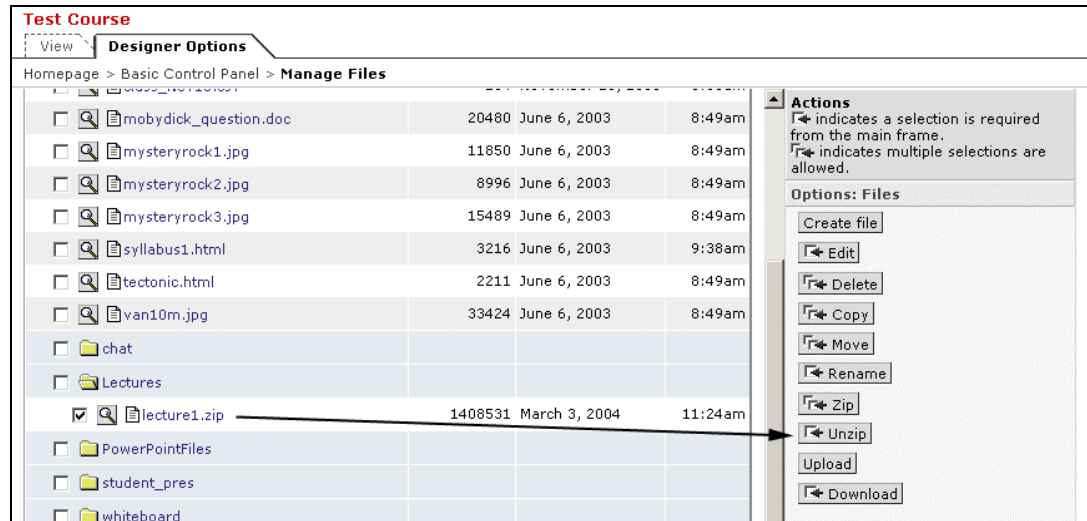
Homepage > Basic Control Panel > Manage Files > **Upload File**

Upload File
Note: Depending on the file size and network connection, this process may take several minutes.

Filename:

Destination folder:

8. Click **Upload**.
9. After a few seconds the .zip file will be uploaded into the directory that you selected.
10. Navigate to this directory in WebCT and place a check mark next to the file.
11. After adding the check mark next to the .zip file, navigate to the top to the Manage Files area and under the file option select **Upzip**.



12. Click **Go**. You will be prompted to select where you want the .html files to be stored.
13. After selecting the destination folder of your files, click **Unzip**.

Note: If you have any illegal characters in the filename of your PowerPoint presentation (.,/ & ^ % \$ # @ !) you will get an error message when you try to upload a file with any illegal characters or spaces.

Understanding Copyright Issues and Regulations

Copyright material is gauged on individual basis and depends on the following criteria:

- ❖ Intent of use.
- ❖ How much of the media is actually used.
- ❖ Immediacy factor.
- ❖ Effect it will have on the market.

Note: Anything Instructional Services develops is the property of Instructional Services. If you do have time to get permission to use specific material you will need to do so. We are not the final authority on the rules and regulations, but if you have specific questions about copyright issues please call Christina Nimmo, Instructional Services (491-3731).