

Soundslides Plus: Just the Basics

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at the University of Wisconsin—Milwaukee

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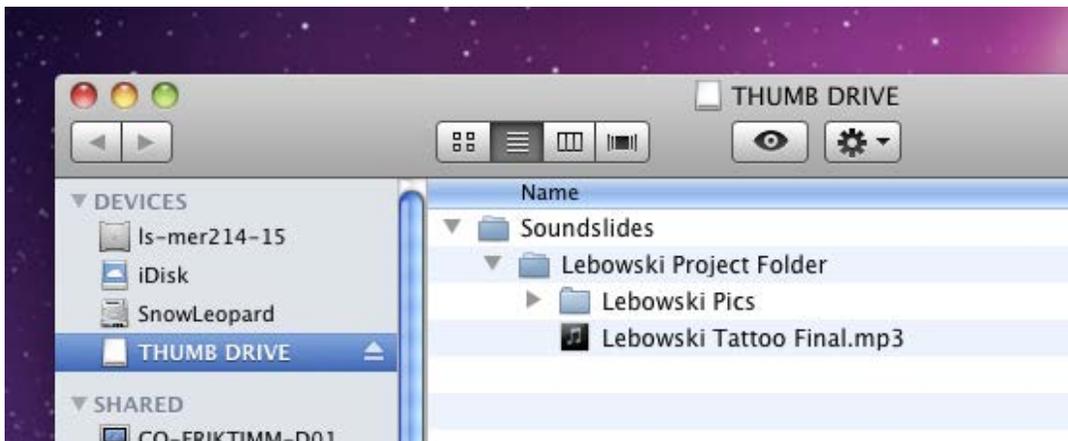
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Preparing photos and audio

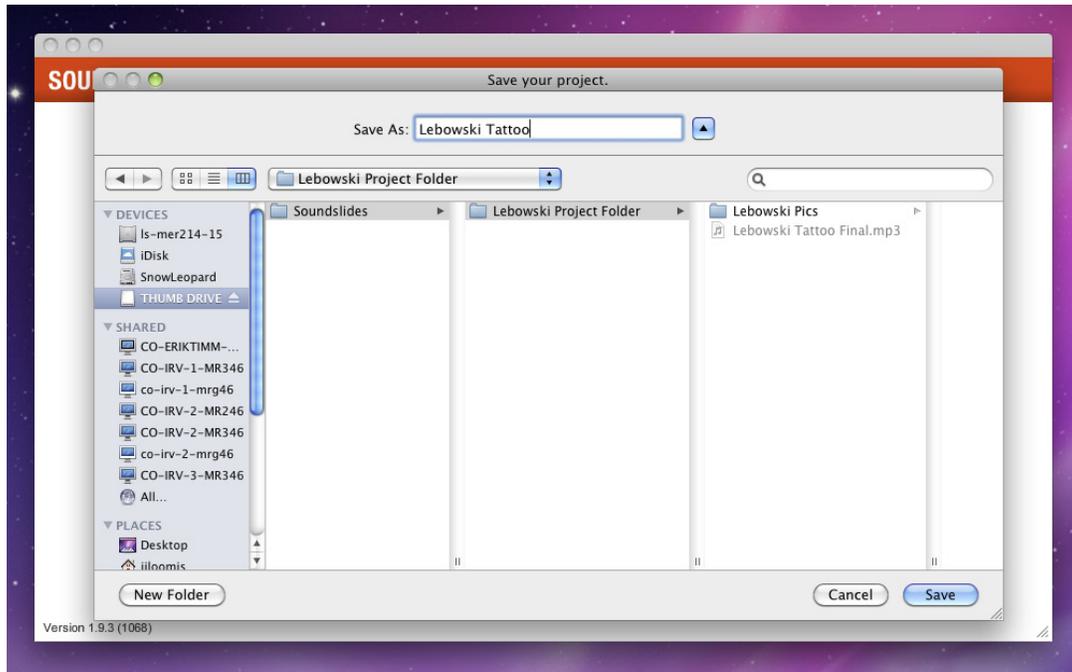
Before starting a Soundslides project, you'll need to make sure your pictures and audio file (if you're using one) are edited, organized and ready to go. Soundslides is a great timeline-based program, but it is not an editing program (like PhotoShop, iPhoto or Adobe Audition.) Therefore, you'll need to make sure all photo editing (color balance, cropping, etc.) is applied before importing to Soundslides. Likewise, your sound file will need to be edited, mixed and exported as an .mp3 before you can bring it into Soundslides.

Creating a project folder

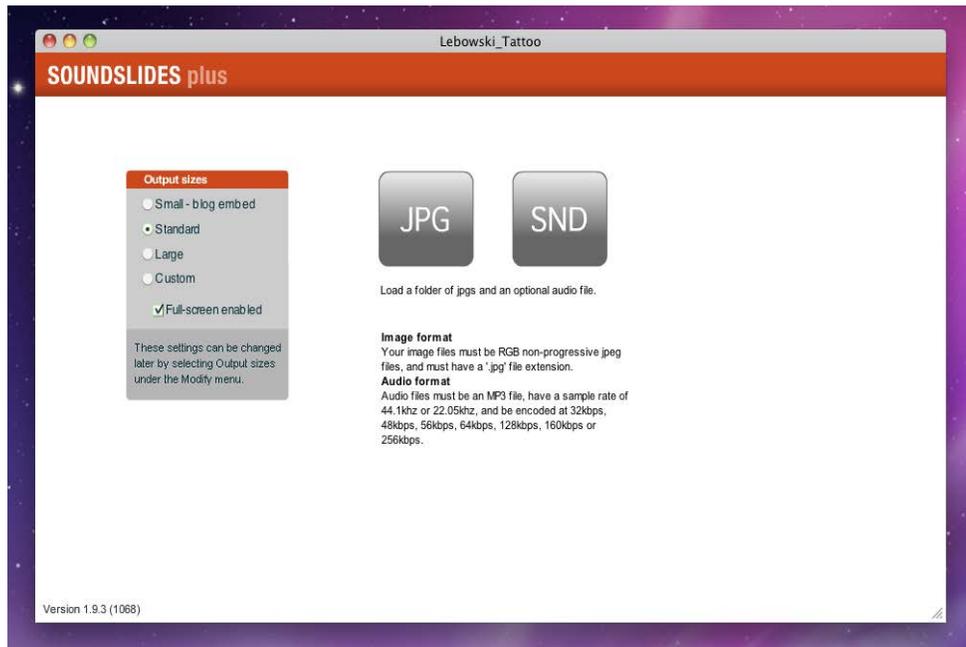


Prior to opening Soundslides, create a project folder on your thumb drive. To do this, control-click (hold down the "Ctrl" key and left-mouse click) anywhere you'd like to create a folder. Be sure to name it something relevant. Because you never want to save materials locally to a lab computer, move all .jpg pictures and your .mp3 file (if you're using one) into this project folder. Soundslides is a project-based program, so you must always keep all contents of this folder together. NEVER delete anything from this folder or move it to another location.

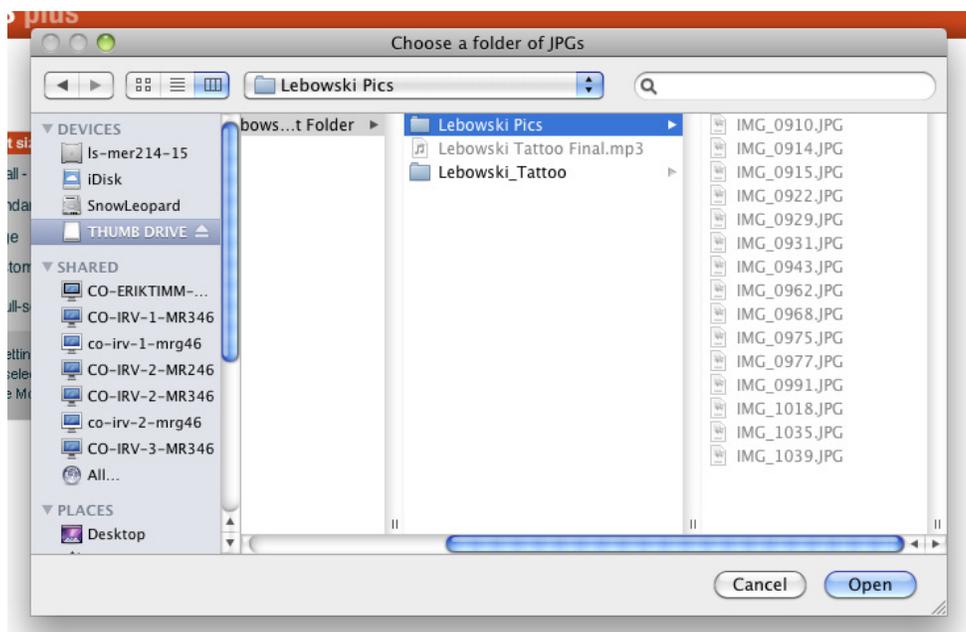
Opening Soundslides, saving your project, importing photos & audio



To open Soundslides, go to **Applications** on your Mac and choose—you guessed it—Soundslides Plus. Since you'll be creating a brand new project, click **New**. A **Save As** dialog box will appear. Give your project a name. Important: You **MUST** save your project to the project folder on your thumb drive. If you do not save your project to the project folder on your thumb drive, there is a high likelihood that you will lose all of your work. Click **Save**.



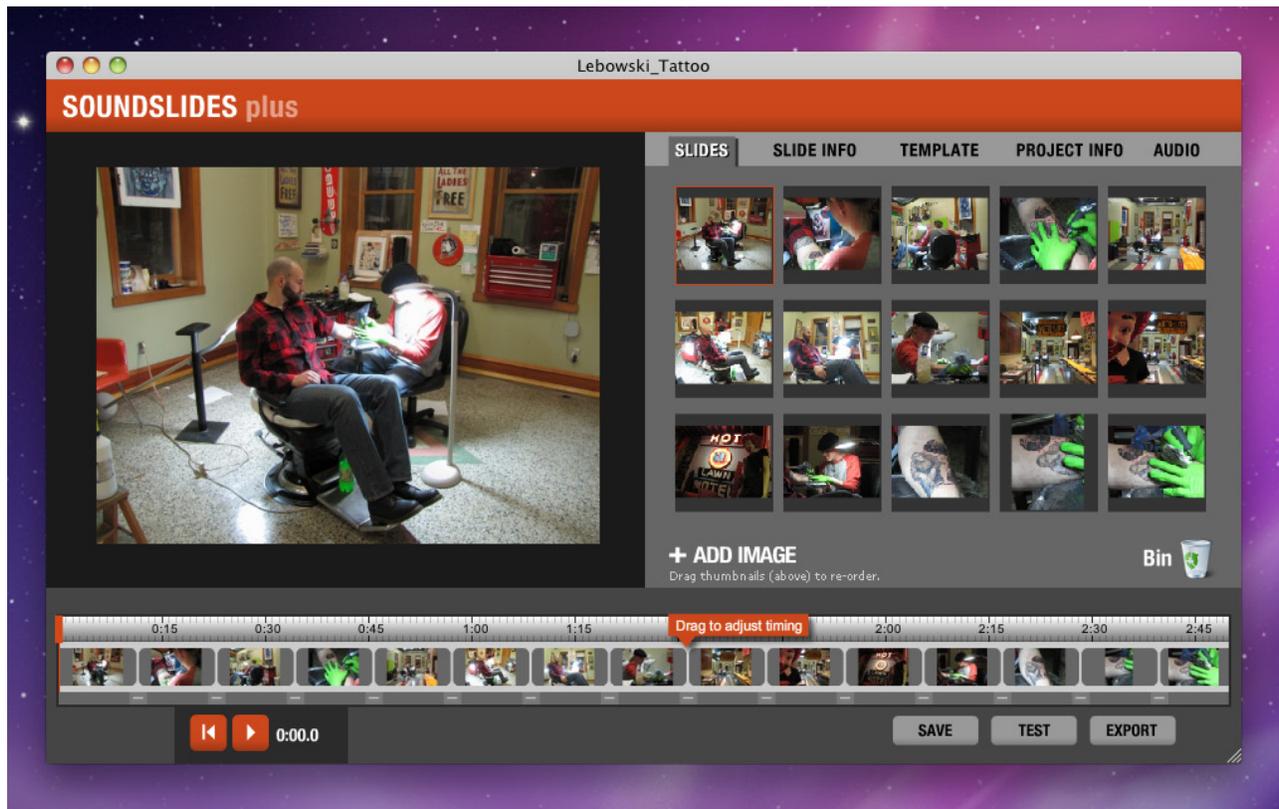
You will be prompted with another dialog box. Leave the Output size set to **Standard** with **Full-screen enabled** checked. Click the **JPG** button to import your pictures into Soundslides (note the format restrictions). Navigate to and select the project folder on your thumb drive. Soundslides will automatically find and import all .jpg files within this folder. Click **Open**.



If you are using an audio component with your project, click the “SND” button (note the format restrictions). Navigate to and select your .mp3 in the project folder on your thumb drive.

If during the course of creating your Soundslides project, you find that you need to replace your audio, you can do so using the Audio tab. Click the “Import Audio” button. Navigate to and select the new version of your .mp3. Click “Open.” You can also remove your audio component entirely by clicking the “Discard Audio” button.

Slides tab: re-arranging and adding images



All of your pictures will appear as slides distributed across the timeline at the bottom of the window. Press the **Play** button in the timeline area to get a sense of what your slide show will look like in the default format.

To change the order of your pictures, click and drag the thumbnails on the right. If there are any pictures you don't want included in your slide show, simply click and drag them into the Soundslides recycling bin.

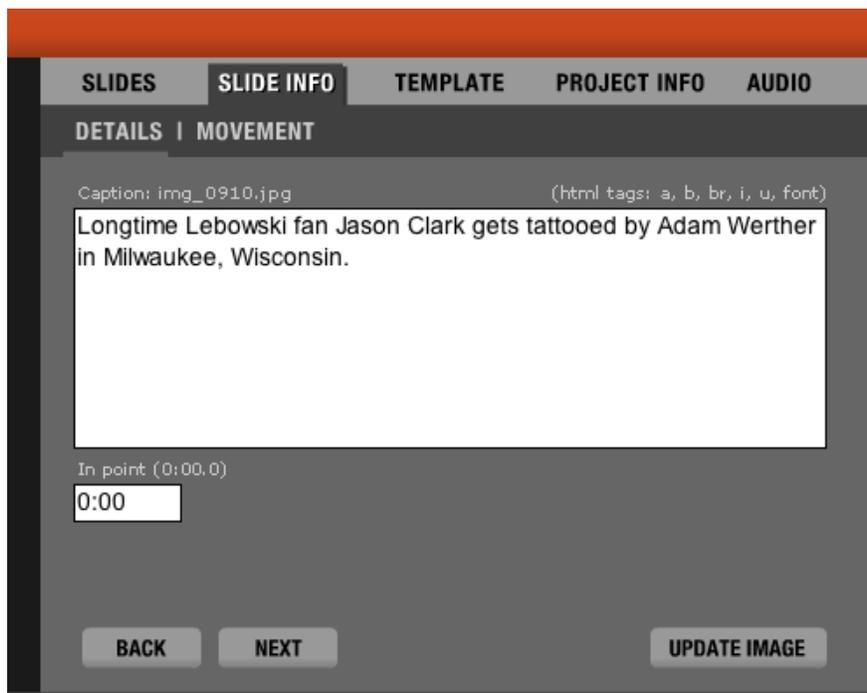
By default, the duration of your slides will be distributed evenly across the timeline. To change the duration of a slide, click and drag the area between slides in the timeline. Click and drag the playhead to cue up a specific point in the timeline before clicking **Play** to check your changes.

If you find you need add an image to your project, click the **Add Image** button. Navigate to and select your image. Click **Open**. The image will be added to your project as well as your project folder.

Click **Save** when you have finished making your changes.

To preview your project, click **Test**.

Slide Info tab: adding captions & transitions, replacing images



If you use the **Test** button to preview your project in a browser, you'll see which aspects of your slideshow you'd like to change.

To enter a caption for a particular slide, make sure your play head is positioned over that slide in the timeline. Then, enter the text you would like to use in the **Caption** area. To create a caption for another slide, move the playhead accordingly (or hit the **Back** or **Next** buttons) and repeat the process.

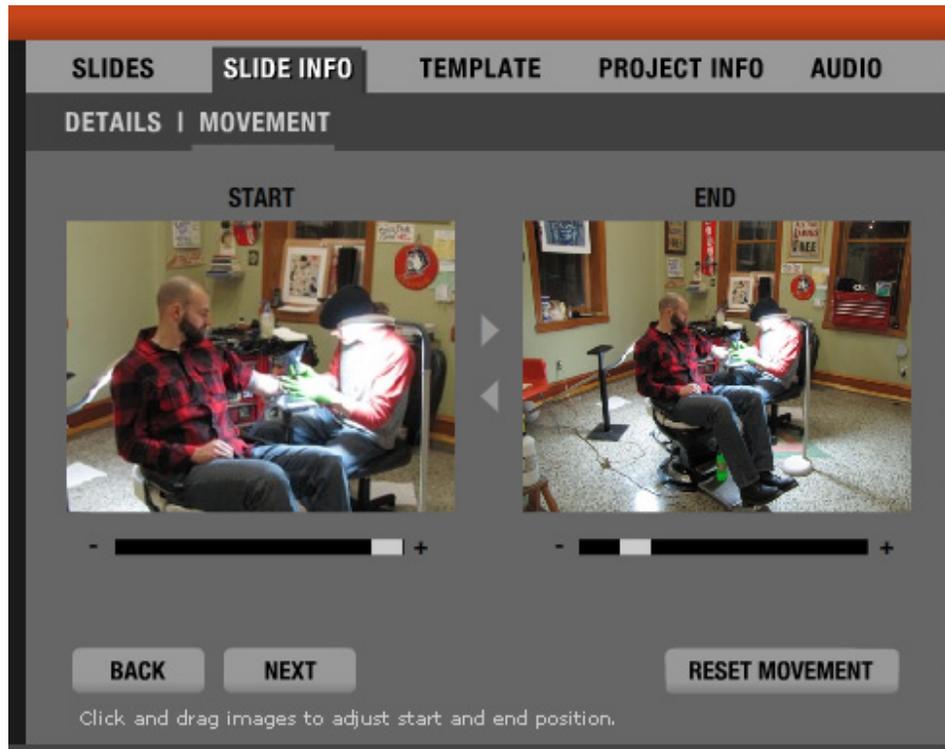
If you need to change a slide without disturbing the duration of your timeline, position the playhead over the slide you would like to change and click **Update Image**. Navigate to and select the picture you would like to use in place of the existing picture.

Movement sub-tab: adding effects

Clicking the **Movement** sub-tab will allow you to apply a “Ken Burns” effect to your slides. Position your playhead over the slide you would like to change in the timeline. In the **Start** window, use the slider to set the beginning size of your slide. You can also position the mouse pointer over the picture in the start window and reposition it as you see fit. Use the slider in the **End** box to set a finishing size for your slide. Likewise, you may want to click and drag the image to reposition it if need be.

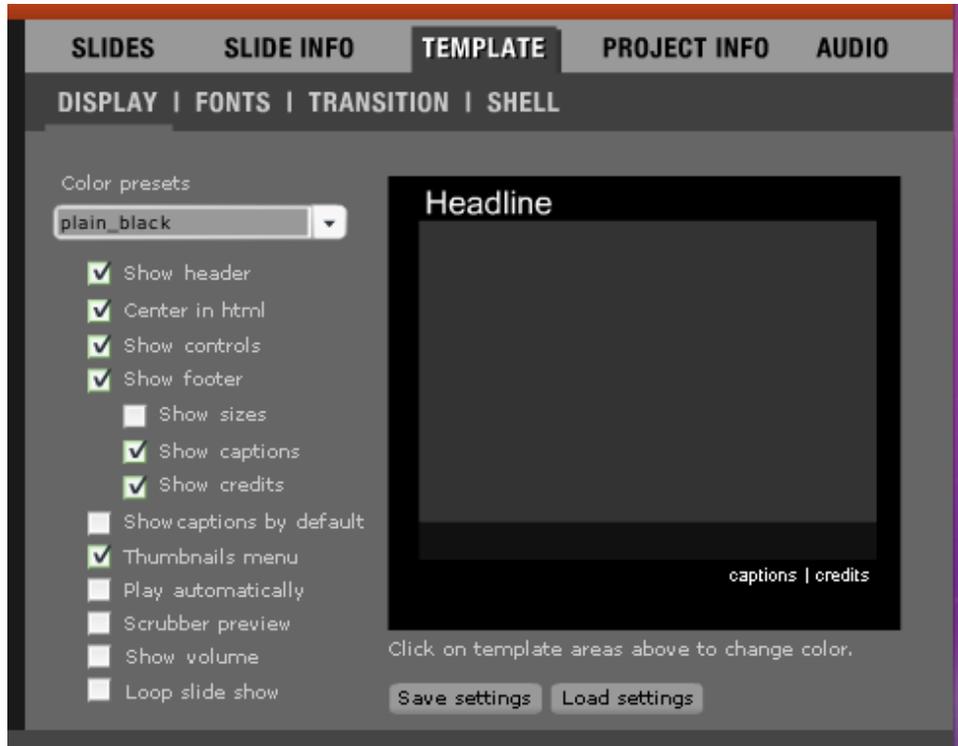
Click **Save** when you have finished making your changes.

To preview your project in a browser, click **Test**.



Template tab: color schemes, fonts, customizing

The **Template** tab allows you to change the overall look and feel of your project. It allows you to change color schemes, fonts, text positioning and slide transitions—among other things. Essentially, this is the tab to use to make your project more sophisticated. While you can watch your changes as you make them in the **Display** area, your best bet will be to using the **Save** and **Test** buttons as often as possible to preview.

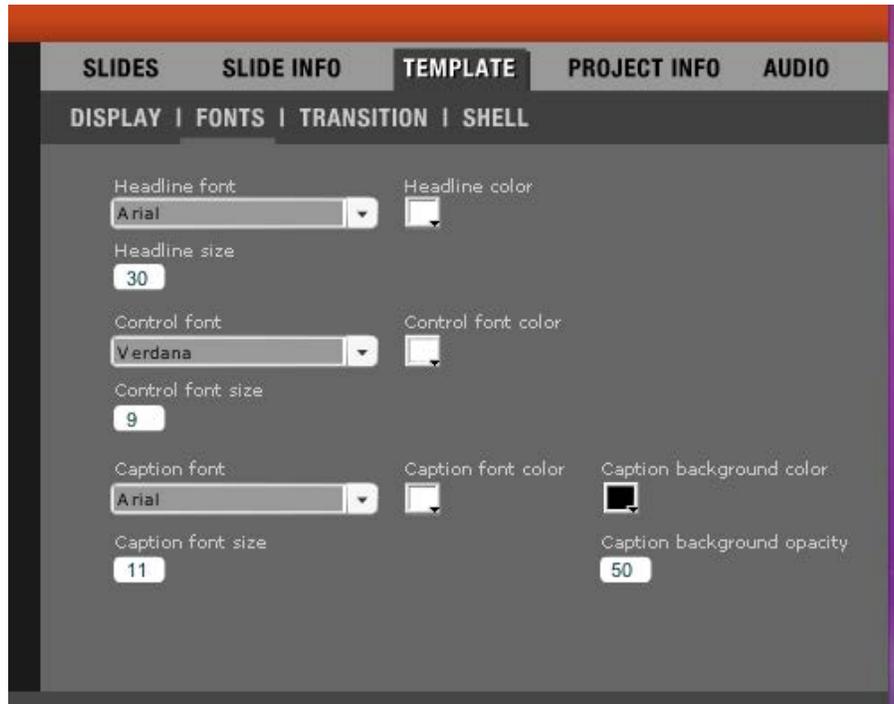


* Display

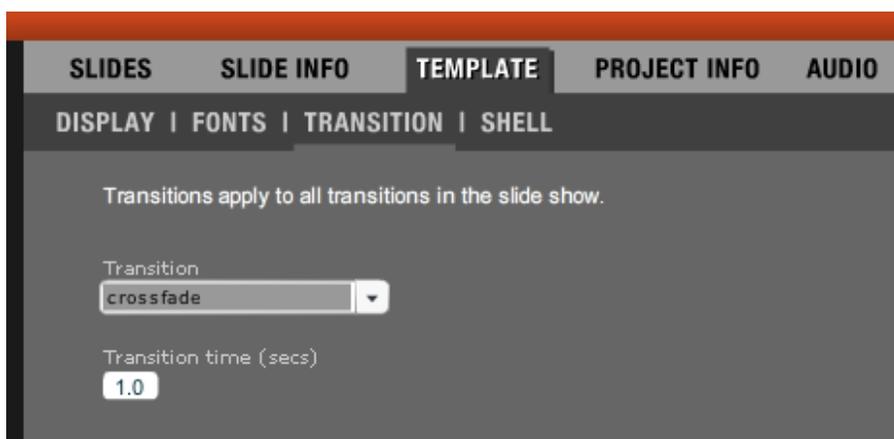
Use the **Color preset** drop-down box to choose a new base color for your layout. You can click individual elements in the preview area to further customize the color scheme as well. Use the check boxes to turn certain aspects of the slideshow template on or off (you may not have included captions, for example).

* Fonts

The **Fonts** sub-tab allows you to tweak the fonts in your project. Select your desired font from the drop down lists just as you would in a word processing program. You can also change the color and size. Note that you may want to refrain from expanding the font size too much, as doing so could cause your project to look ridiculous.

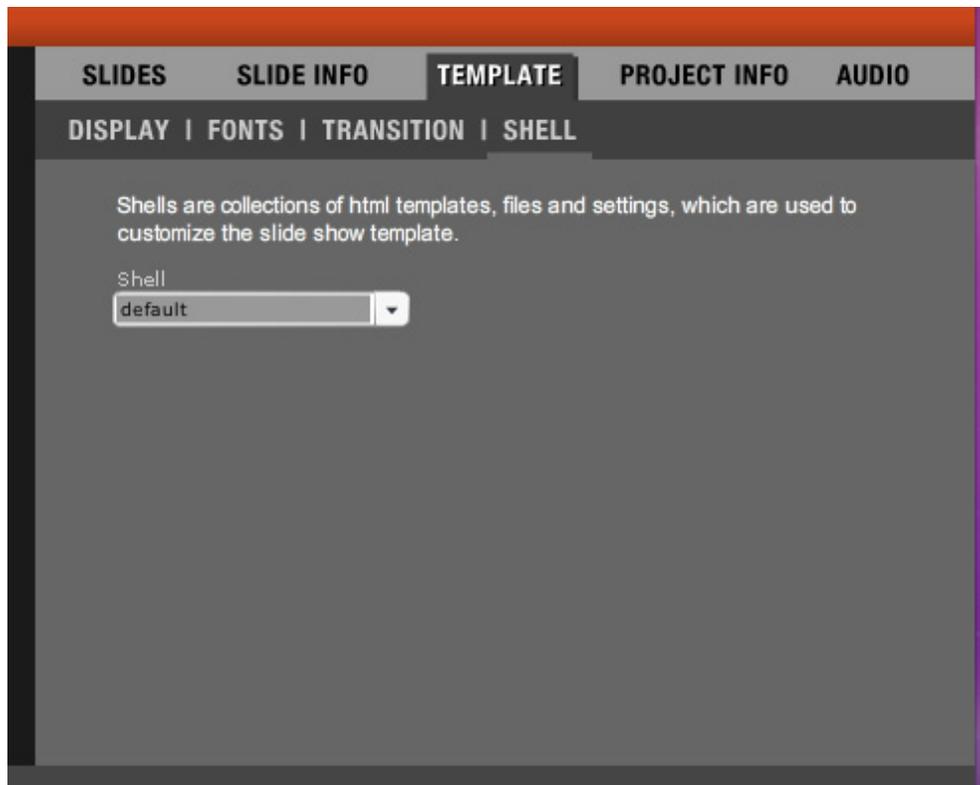


* Transition



Use the **Transition** drop-down list to change the transition between slides. Position the playhead over the slide onto which you would like to apply the transition, then choose the transition and time duration. Note that a transition symbol will appear in between the slides to which you are applying the transition. Double click this transition symbol to make any changes you see fit.

* Shells

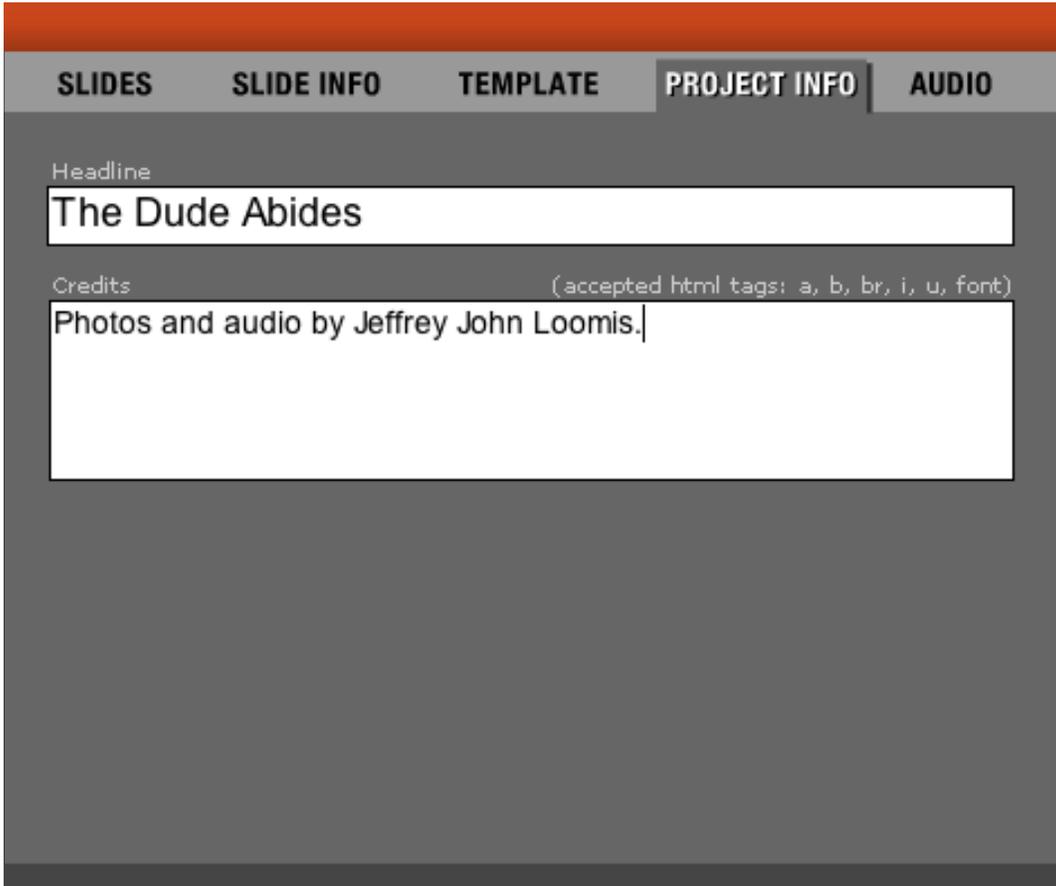


Shells are prefabricated templates made by other folks. You can of course use them, or start out with one and tweak it.

* Saving your own template

If you've created a template you'd like to use again on future projects, click the **Display** sub-tab. Click the **Save settings** button. Give your setting a name and location. Your settings will be save as an .xml file that can be loaded again later by clicking the **Load settings** button.

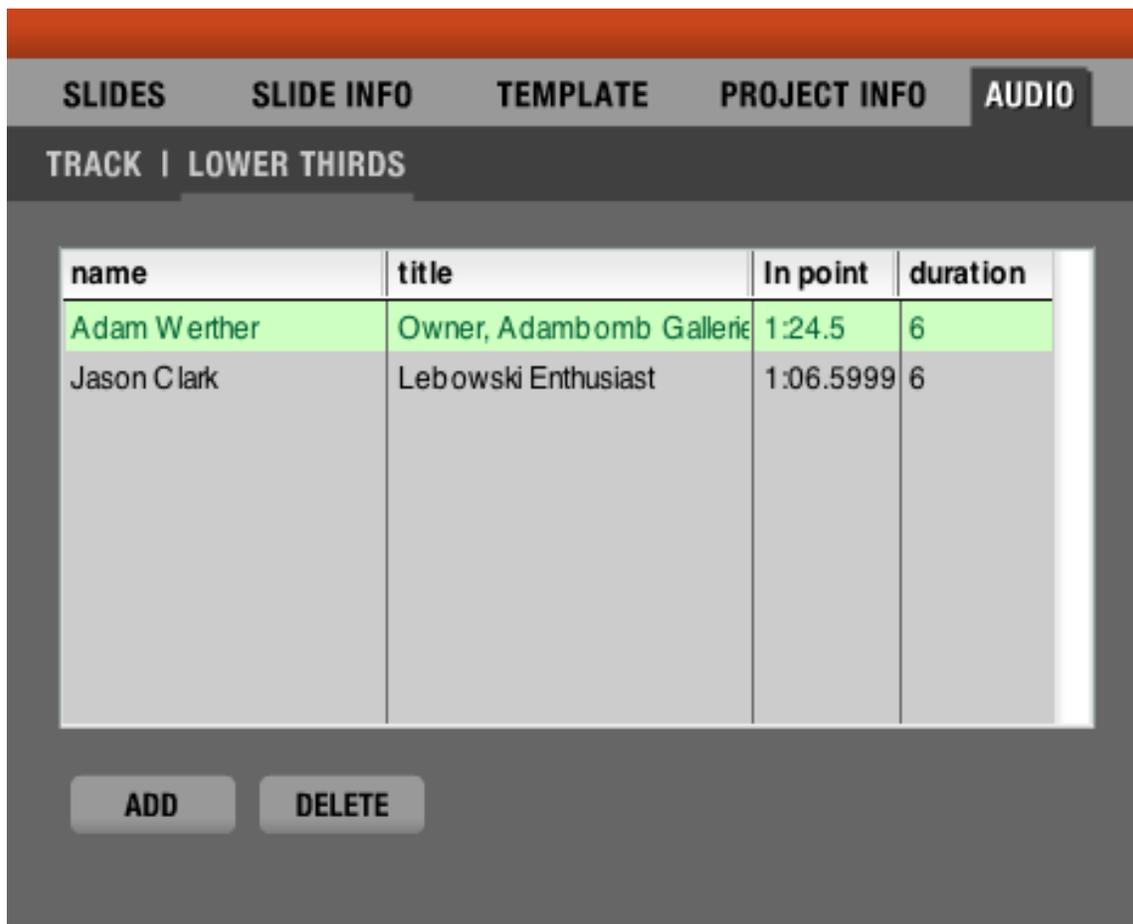
Project Info: headline & credits



The image shows a screenshot of a presentation software interface. At the top, there is a navigation bar with five tabs: SLIDES, SLIDE INFO, TEMPLATE, PROJECT INFO, and AUDIO. The PROJECT INFO tab is currently selected and highlighted. Below the navigation bar, there are two text input fields. The first field is labeled "Headline" and contains the text "The Dude Abides". The second field is labeled "Credits" and contains the text "Photos and audio by Jeffrey John Loomis." To the right of the "Credits" label, there is a small note in parentheses: "(accepted html tags: a, b, br, i, u, font)".

Use the **Project Info** tab to create your headline and add credits to your project. For more info on how to craft a headline, consult your course instructor. You should credit yourself and anyone else who has contributed to your project. If you do not wish to include credits, be sure to go to **Template** then **Display** and deselect **Show credits**.

Lower thirds: adding words to identify a voice or add info



name	title	In point	duration
Adam Werther	Owner, Adambomb Gallerie	1:24.5	6
Jason Clark	Lebowski Enthusiast	1:06.5999	6

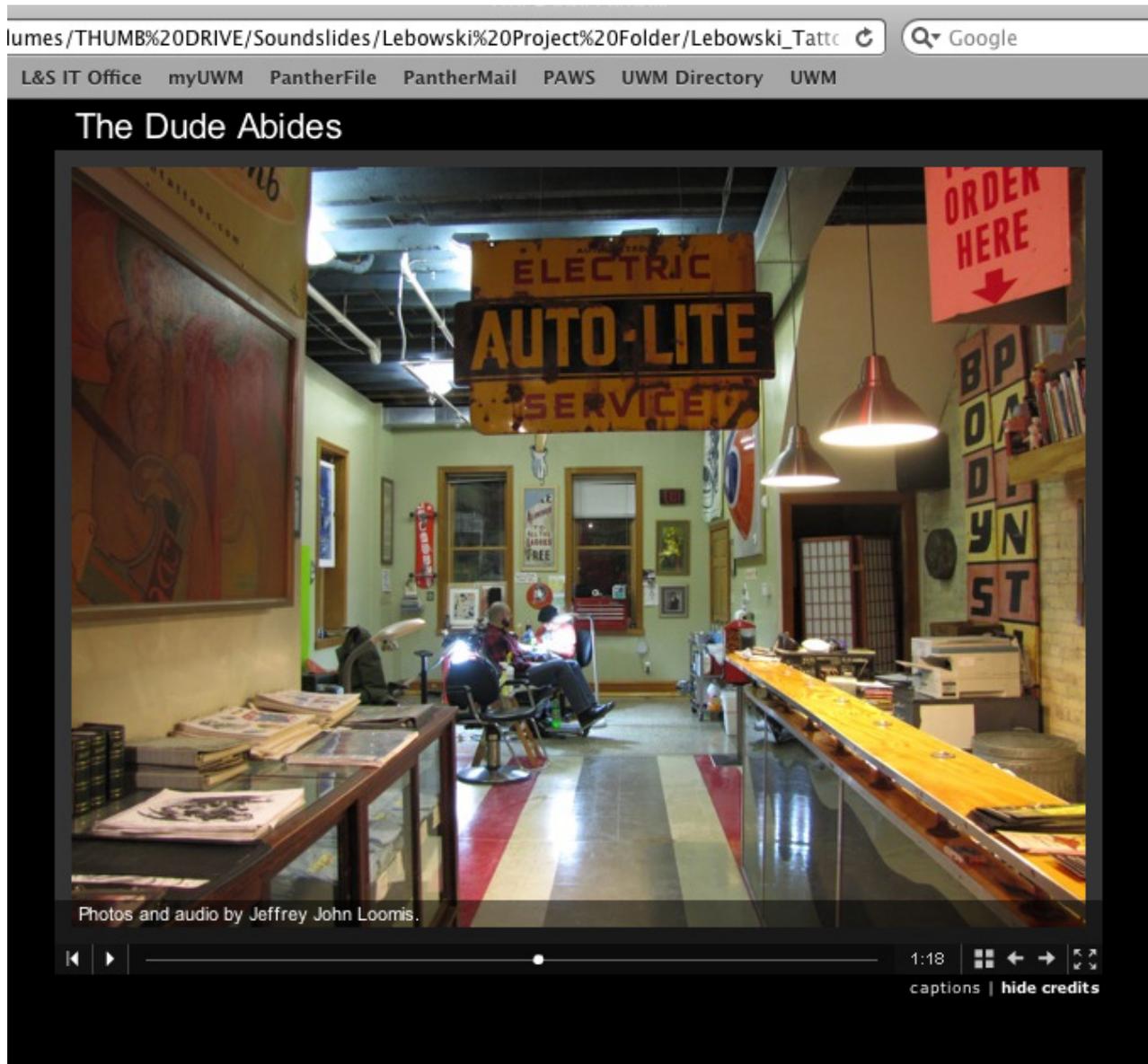
ADD DELETE

If you have included an audio piece in your Soundslides project, you can add **Lower Thirds** to your timeline. This feature uses graphic words on the screen to let viewers know which individual in your pictures is speaking. Example: “Tanya Johnson | zookeeper.”

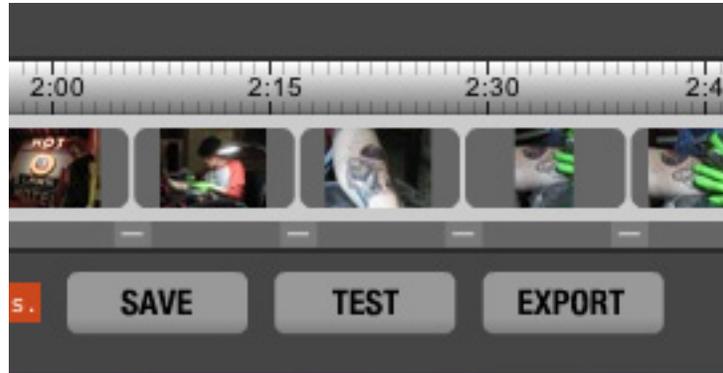
Position your playhead at the point in the timeline where you would like the **Lower Third** to appear. Click the **Add** button to type your lower third, and tweak the duration (six seconds is the default setting). If you don’t like a **Lower Third**, simply select it and hit the **Delete** button.

Exporting the finished product: formatting for the web

After you've finished creating your Soundslides project, you'll need to export it. First, hit the **Test** button to preview your project in a browser. Watch the entire project from start to finish. Pay attention to every detail. If anything is misspelled or out of place, return to your Soundslides project and make changes. It's better to catch mistakes now vs. when your project is online and viewers are pointing out problems.



As you've been working with Soundslides, you've actually been working with a "project-based" program. Your project looks great in Soundslides, and even better when you **Test** it in the browser. However, it is useless to end users in this "project-based" program form. You will need to export your project to create something you can actually put on the web or give to a client.



To export your project, simply click the **Export** button. SoundSlides will display a “Making slideshow window” as it gathers and processes all of the material in your project folder. When it’s finished, a **publish_to_web** folder will appear on your screen. This folder actually resides in your project folder. It contains everything you’ll need to put your project online. You don’t have to know what any these files or folder actually do, but you absolutely need to keep all of these files together in the **publish_to_web** folder.

