Impatica for PowerPoint

User's Manual

Mac OS X Edition

Version 4.0

Impatica Inc.

Legal Notices

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SECTION 1: INTRODUCTION

This User's Manual explains everything you need to know about using Impatica for PowerPoint to transform existing or newly developed Microsoft PowerPoint™ presentations for delivery over the Internet without plug-ins and at low bandwidth. It is not intended to teach you how to use PowerPoint. We presume that you already have adequate knowledge in that area.

Here is what it does cover:

- What Impatica for PowerPoint is, how to install it, how to run it, how it works and how to publish your content;

- A list of PowerPoint features that are supported by Impatica for PowerPoint, and those which are not. In some cases, we even provide suggestions for working around the unsupported PowerPoint features; and

- A collection of tips and tricks that we have found helpful for using Impatica for PowerPoint to convert PowerPoint presentations for web delivery, including some special guidance on using narration within your PowerPoint presentation.

What is Impatica for PowerPoint?

Impatica for PowerPoint is a software tool that allows Microsoft PowerPoint presentations to be played over the Internet or corporate intranets without plug-ins, at modem speeds as low as 28.8 kbps. More specifically, Impatica for PowerPoint is a standalone program, which runs on Macintosh

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OS X. Impatica for PowerPoint reads and interprets the PowerPoint file and produces a compressed file that can be streamed over the Internet, preserving the various multimedia elements, such as: text, graphic, audio, video, animation and interactivity.

PowerPoint file → **impatica** → **impatica file**

The new impaticized file can then be read by Impatica's Java player applet ("ImPlayer") and played in real time in a browser window while the file is streaming over the Internet.

Alternatively, the impaticized presentation can be generated as a self contained Java application file an "-imp.jar" file that can be played without need for a browser.

Once you have created the impaticized version of your presentation, it can be played from any HTML web page or from within an e-mail message. No special server side software is required.

*Caution: **To ensure faithful rendering of text fonts, the conversion process should be run on the same computer on which the PowerPoint presentation was created or, at least, should have all fonts that are used in the presentation installed on the system on which the conversion is being done.***

You may also choose to impaticize your presentation for delivery to BlackBerry, Sony Ericsson or Windows Mobile Pocket PC and Smartphone handhelds. Once it has been converted to the corresponding file format, your presentation can be loaded directly onto a mobile handheld. It can also be uploaded to a web server (BlackBerry only) so that the presentation can be loaded over-the-air from a link in a WML page or e-mail message.

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INSTALLING IMPATICA FOR POWERPOINT:

1. Installing Impatica for PowerPoint,
2. Uninstalling Impatica for PowerPoint.

This section will describe these steps in detail.

SECTION 2: INSTALLING AND UNINSTALLING IMPATICA FOR POWERPOINT

Installing Impatica for PowerPoint

Once the download of **Impatica-ppt.dmg** is complete, the file will automatically expand. An icon of a volume named **Impatica for PowerPoint 4.0** will be mounted on your desktop and a folder of the same name will open. If the folder does not open, simply double click the volume's icon.

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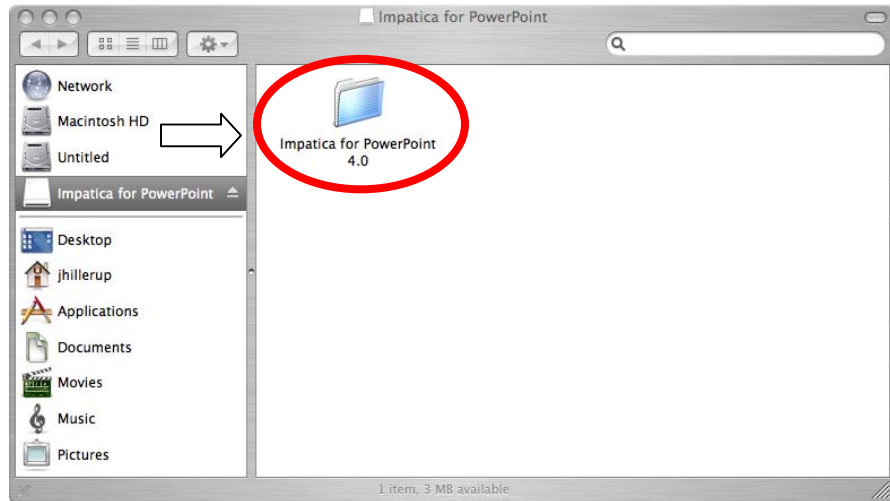
Click and drag the folder named **Impatica for PowerPoint 4.0** onto your hard drive to complete the installation. Your **Applications** folder is a convenient location for the folder.

For easy access to Impatica for PowerPoint, open the **Impatica for PowerPoint 4.0** folder and click and drag the application icon to your dock.

Uninstalling Impatica for PowerPoint

To uninstall Impatica for PowerPoint, navigate to your **Impatica for PowerPoint 4.0** folder. Click and drag the folder into the trash.

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SECTION 3: USING IMPATICA FOR POWERPOINT

Impatica for PowerPoint is a software program that reads Microsoft PowerPoint files and converts them into a compressed and web-friendly format.

Once converted, the impaticized presentations can be embedded into web pages for efficient and plug-in free delivery over the Internet or corporate intranets. Impatica for PowerPoint presentations can also be sent as e-mail messages to specific recipients.

Once you have installed Impatica for PowerPoint, you are ready to convert PowerPoint presentations for Internet delivery.

*Note: **PowerPoint 97, 2000, X, 2002 ("XP"), 2003, 2004 and 2007 files are supported. However, presentations saved as "PowerPoint 97-2000 & 95 presentation" and PowerPoint 98 for Macintosh files are not supported.***

Running Impatica for PowerPoint

To impaticize a PowerPoint presentation, launch Impatica for PowerPoint from your Start Menu or desktop icon.

Registering Your Copy of Impatica for PowerPoint

Each copy of Impatica for PowerPoint Version 4.0 must be registered as either an evaluation copy or a licensed copy before it can be used. The first time that you run Impatica for PowerPoint, you will be prompted to accept the software license agreement and to enter your registration information. Please note that you must use a Version 4.0 registration code. Registration codes issued for earlier versions of Impatica for PowerPoint are not valid for Version 4.0.

Evaluation copies of Impatica for PowerPoint are fully functional. The only restriction of an evaluation copy is that, on playback, a banner will appear on the content that reads: "Evaluation only www.impatica.com".

Note: It is important that you enter your Name, Organization and Registration Code exactly as they were provided to you, including spaces, case sensitivity and punctuation.

Copies that were previously registered as evaluation copies can be re-registered as licensed copies without re-installation. To change the registration information for your copy of Impatica for PowerPoint, click on the **Registration Code…** button.
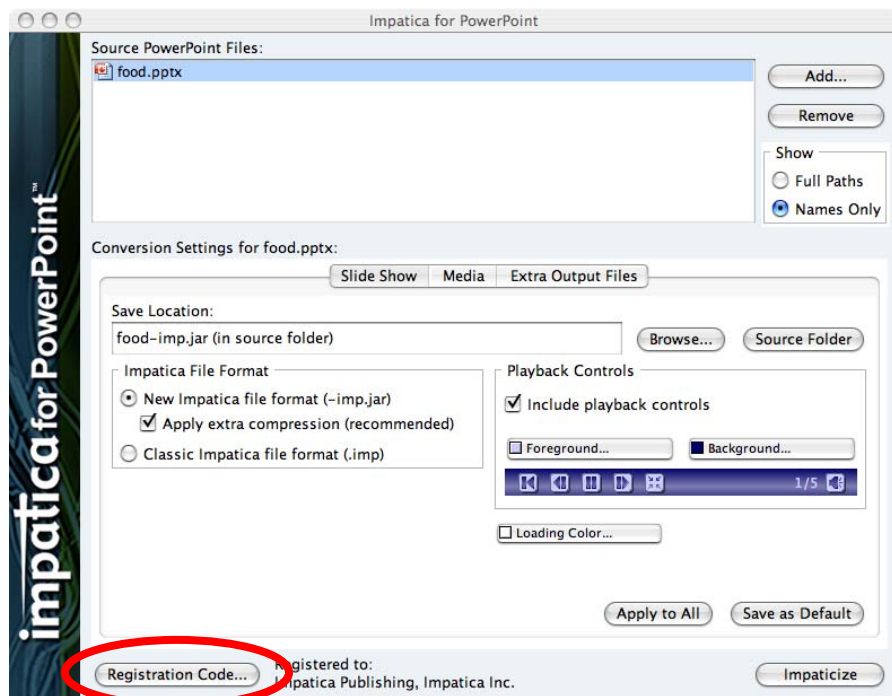
In the dialog box that appears, enter your Name, Organization and Registration Code exactly as they were provided to you, including spaces, case sensitivity and punctuation. Then click **OK**.

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Selecting the Edition for Internet or Mobile

Impatica for PowerPoint Version 4.0 offers the flexibility to output impaticized PowerPoint files for viewing on Java-enabled computers and on various mobile handhelds, including BlackBerry, Sony Ericsson and Windows Mobile Pocket PC and Smartphone. When output to a mobile handheld, you can also use Impatica ShowMate to project your presentation using the handheld, without the need for a laptop computer.

Before you impaticize your source PowerPoint files, you must select the proper view corresponding to the environment on which your presentations will be viewed. In the File menu, select Switch Views and choose one of the following:

- Full Edition – for viewing on Java-enabled computers;

- BlackBerry Edition– for viewing and projecting using a BlackBerry handheld; or

- Mobile Edition – for viewing and projecting using a Sony Ericsson or Windows Mobile handheld.

The default edition will be determined by the information that was used to produce your registration code.

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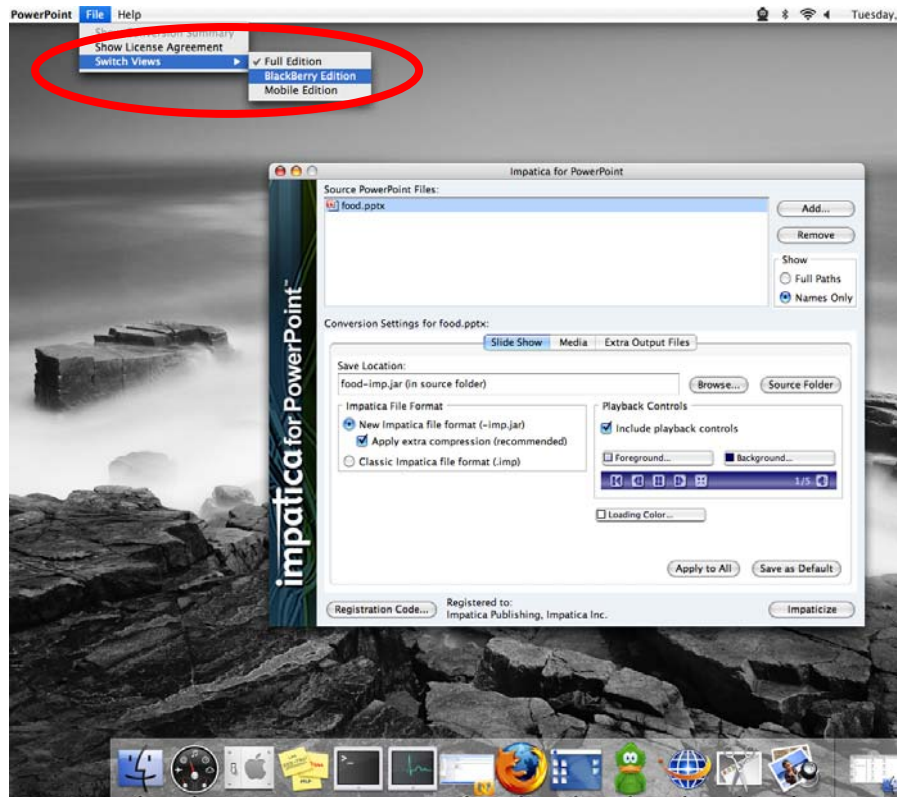
Selecting the Source Content Files for Conversion

The **Source PowerPoint Files** list displays the names of the files to be impaticized.

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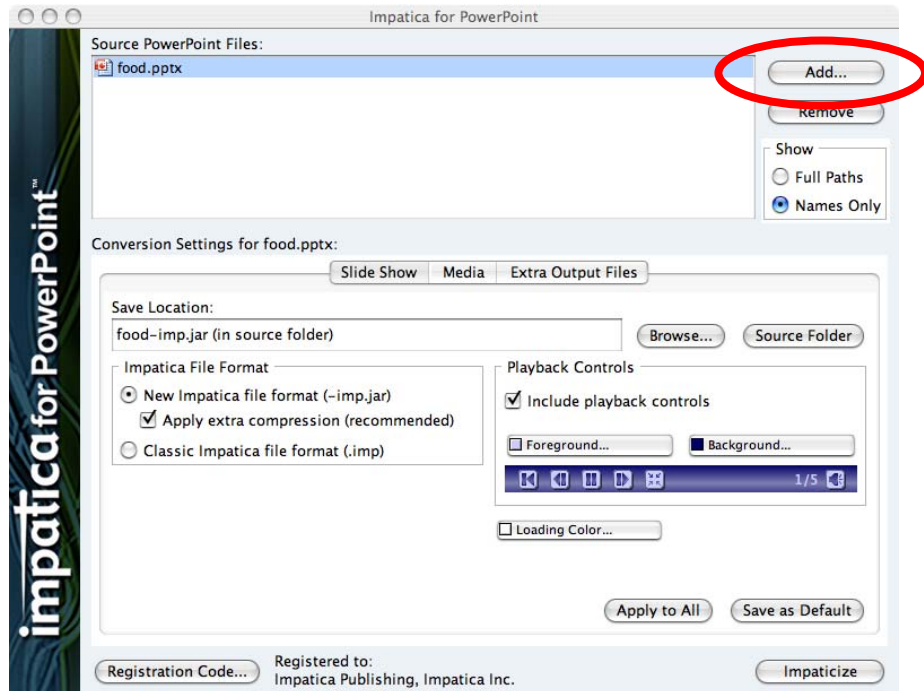
You can add as many PowerPoint files to the list as you wish. Simply click the **Add…** button or drag and drop files onto the **Source PowerPoint Files** list.

To remove files from the **Source PowerPoint Files** list, select the desired file and click the **Remove** button.

Conversion Settings

In addition to selecting all of the files you wish to impaticize, there are a number of conversion settings that you can select, depending on the edition selected using **Switch Views**.

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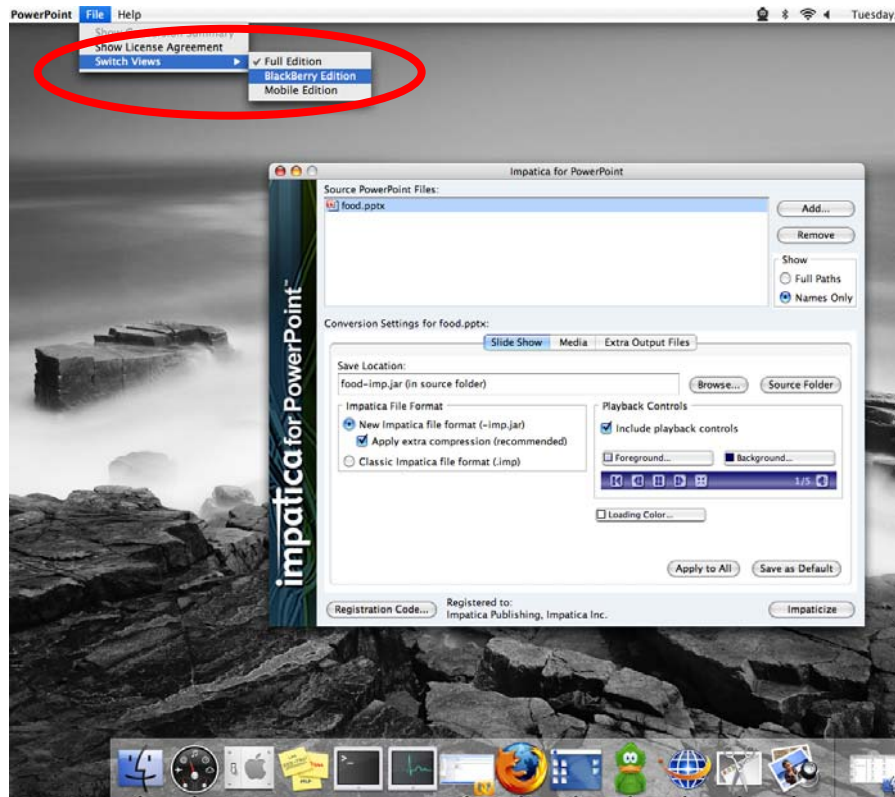
In the **Full Edition**, these options are grouped and presented on three tabs: **Slide Show**, **Media** and **Extra Output Files**. In the **BlackBerry** and **Mobile Editions**, these options are all available on a single screen, which is similar in content to the **Slide Show** tab in the **Full Edition**.

Any of these settings can be selected individually for each file being converted. Simply select the file from the **Source PowerPoint Files** list and apply the appropriate settings.

Each group of options includes **Apply to All** and **Save as Default** buttons. Click the **Apply to All** button to apply the settings on the current tab to all of the files displayed in the **Source PowerPoint Files** list. To create default settings, click the **Save as Default** button. Once saved as the defaults, the settings on the current tab will be applied to any additional files added to this batch of source files and will be the default settings for this tab when you run Impatica for PowerPoint in the future.

Full Edition

SLIDE SHOW

In the **Full Edition**, the **Slide Show** tab displays general options that pertain to the overall presentation and to the function of the Impatica for PowerPoint converter.

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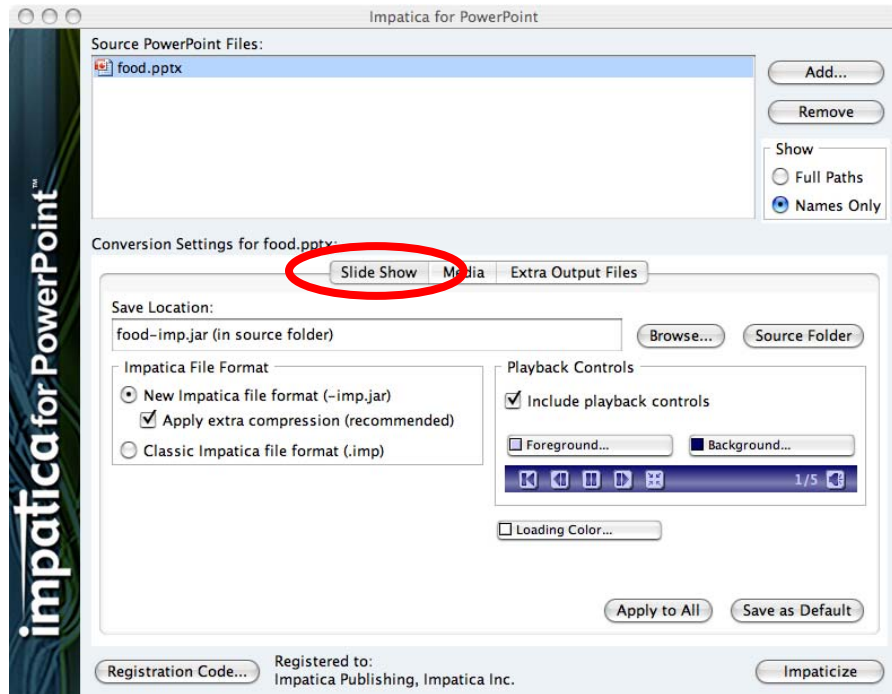
SAVE LOCATION

You can specify the location on your computer in which the resulting Impatica file will be saved.

To change the save location for a file, select the file in the **Source PowerPoint Files** list, then click the **Browse…** button.

To save the converted file in the same location as its source file (the original PowerPoint file), click the **Source Folder** button. This is the default save location.
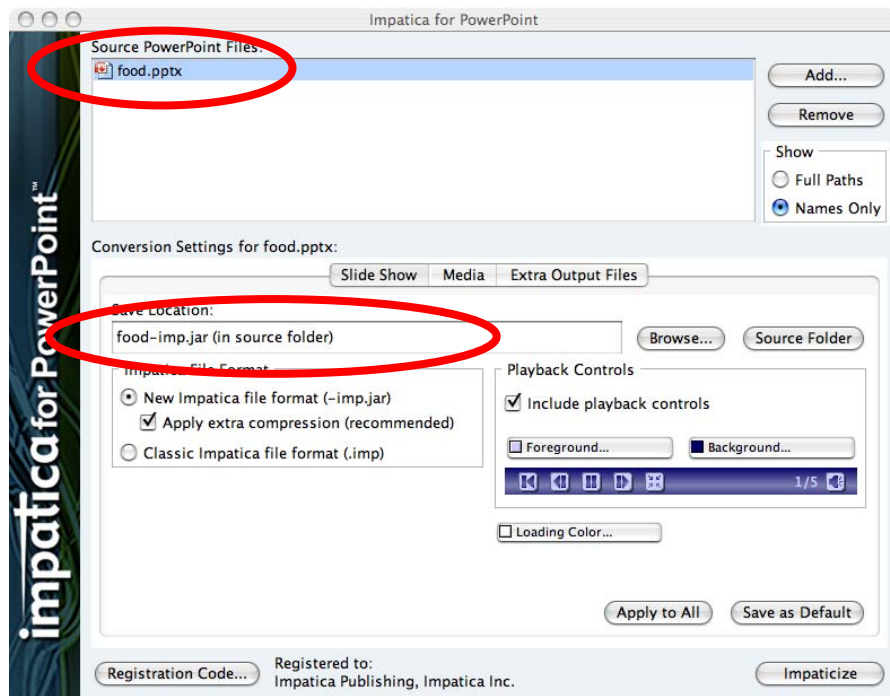
Note: *Impatica for PowerPoint does not prompt when overwriting an existing Impatica file, unless you specify the save location by clicking the "Browse…" button.*

IMPATICA FILE FORMAT

This option allows you to specify in which format you would like to save the impaticized presentation.

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New Impatica file format (-imp.jar)
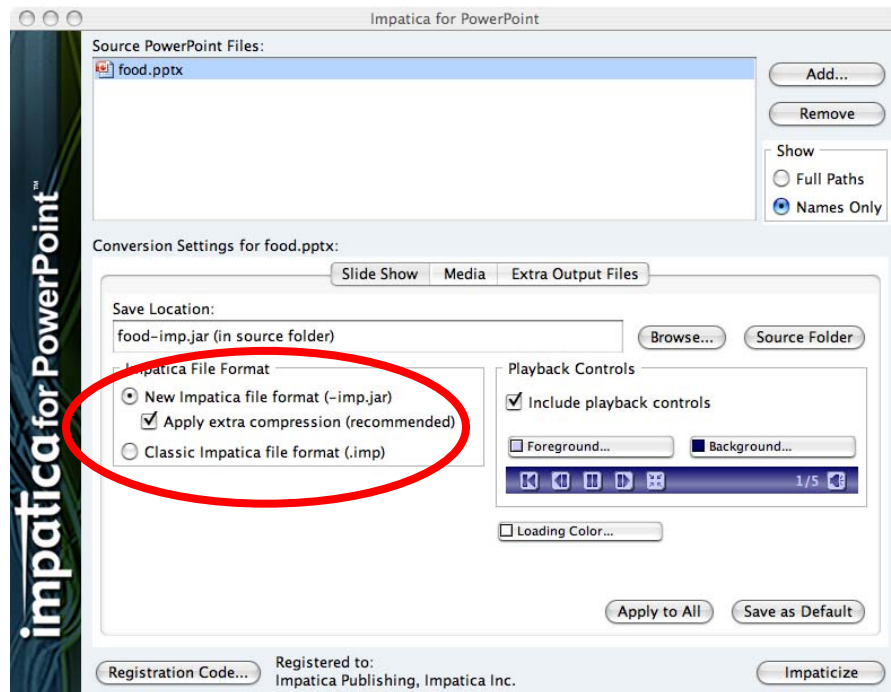
With this option selected, the impaticized presentation will be stored in a file with the extension "-imp.jar". This file will simply replace the classic Impatica file and will playback through an HTML page using the Impatica player applet.

The "-imp.jar" file is a package that contains the impaticized presentation and the Impatica player applet.

Since the file includes both of these components, it can be distributed as a stand-alone file, for example as an e-mail attachment. The presentation will play automatically when the file is double-clicked. Playback of the presentation as a stand-alone file requires that a Java run-time environment such as the Sun Java run-time environment, be installed on the viewing computer. The Sun Java run-time environment can be downloaded from: http://www.java.com/en/download/windows_ie.jsp. The Microsoft JVM is not supported for playback of the standalone file.

Playback of the presentation as a stand-alone file on a Macintosh is fully supported, as the Java run-time environment is an integral component of Mac OS X.

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Classic Impatica file format
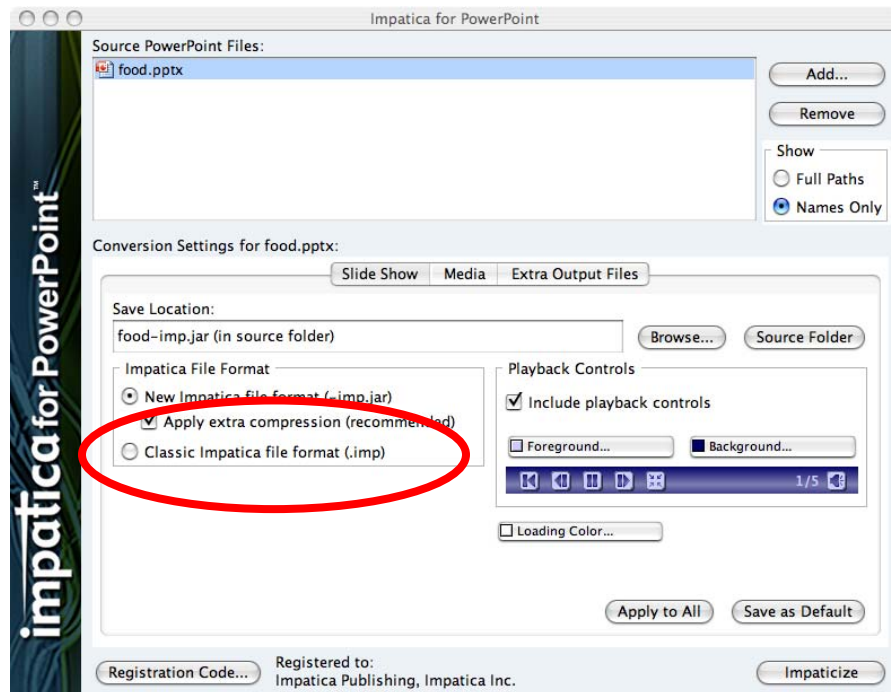
When this option is selected, the impaticized presentation will be an Impatica file with the extension ".imp", which is Impatica's classic format that has been used in previous versions of Impatica for PowerPoint.

INCLUDE PLAYBACK CONTROLS

Selecting this option causes Impatica for PowerPoint to include a strip of buttons at the bottom of the impaticized presentation that will allow the viewer to control the playback of your presentation. The controls consist of VCR-like buttons that allow the viewer of your presentation to (from left to right on the console): rewind the presentation (move to the first slide), move to the previous slide, pause/play the presentation, and move to the next slide. There is also a full-screen button just to the right of the VCR-like buttons and a mute button on the far right side of the playback controls.

Note: You must include playback controls if you wish your presentation to be able to be viewed in full screen mode.

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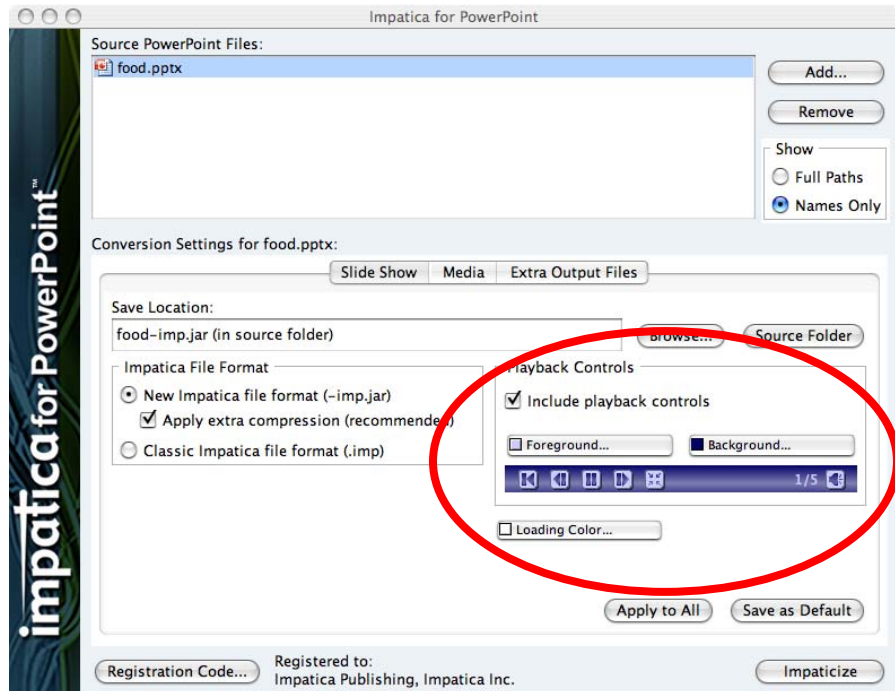
If this option is selected, you will be permitted to choose the **Foreground** (i.e., button) and **Background** colors for the playback controls. A preview of the button layout and color scheme is shown in the **Playback Controls** area.

When setting colors, you may select from the preset colors on the **Swatches** tab, or tailor your colors by modifying the values on the **HSB** (Hue, Saturation, Brightness) and **RGB** (Red, Green, Blue) tabs.

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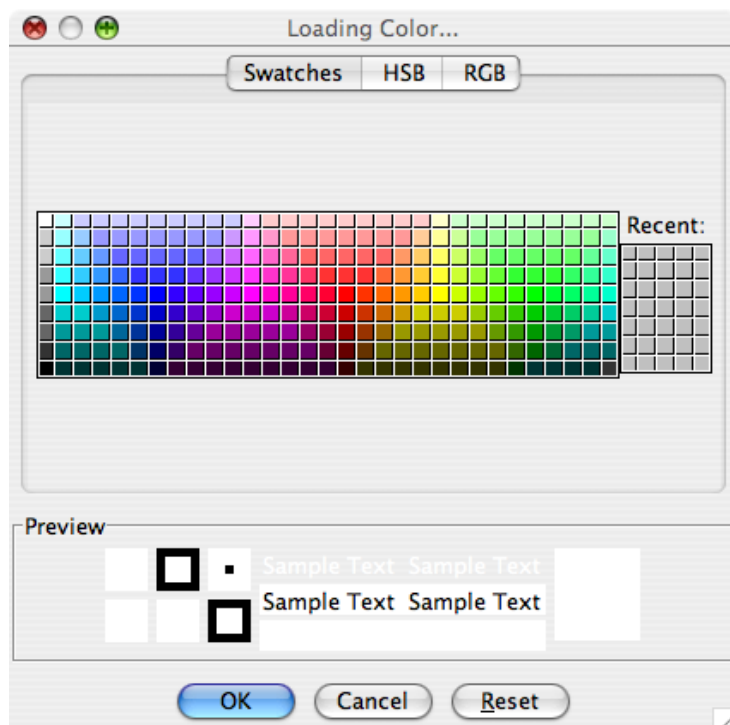
LOADING COLOR

During playback, while the Impatica player applet is loading the first segment of the presentation, a loading indicator will be shown in the presentation area. The loading indicator consists of two parts, as shown below: a colored background (1), and a spinning "pinwheel" (2).
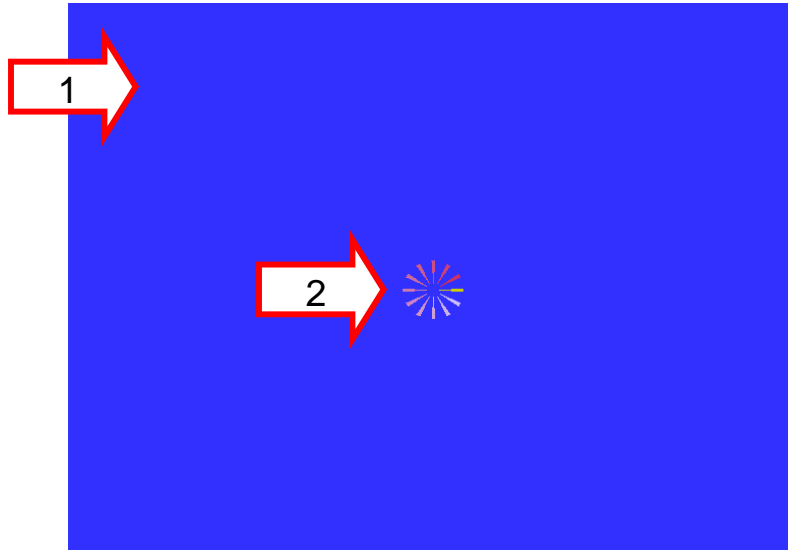
The **Loading Color**… button allows you to select the color of the colored background (1) portion of the loading indicator. The spinning "pinwheel" (2) will be automatically set to a color that is complementary to the background color.

The color selector panel is similar to the one presented for selecting the Foreground and Background colors for the Playback Controls.

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Media
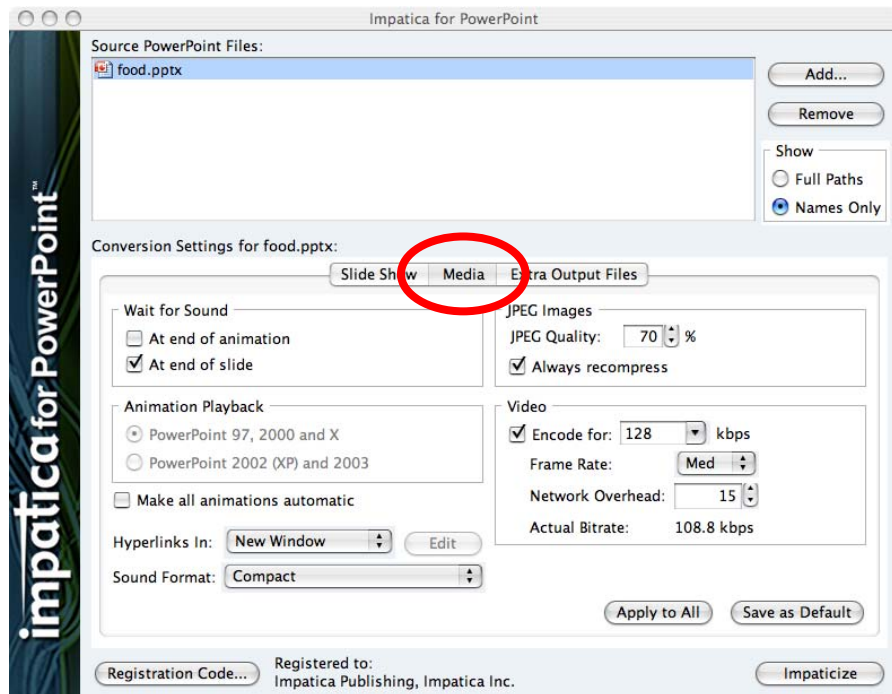
WAIT FOR SOUND

Impatica for PowerPoint's **Wait for Sound** options enable the precise synchronization of narration with the presentation. By waiting for the sound to complete before advancing to the next animation or the next slide, it is guaranteed that sound will not be cut-off and that the presentation will remain precisely synchronized across all receiving platforms.

At end of animation

With this option selected, presentation advancement will be delayed until the current animation's sound has been played to its entirety.

For presentations converted with animation playback set to PowerPoint 2002 (XP) and 2003 (see below), the presentation will wait for animations before a new animation started "after previous" or "on mouse click". Animations set to start "with previous" are considered to be a part of the same animation sequence as the preceding animation.

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At end of slide

Selecting this option causes slide transitions to be postponed until the current slide's transition sound has finished playing. This setting is highly recommended for most narrated presentations.

JPEG IMAGES
JPEG Quality

You can specify the quality to be applied to JPEG images. For most images, 70% quality will result in significant compression without a significant loss of quality.

Always Recompress

When this option is selected, Impatica for PowerPoint will automatically recompress all of the JPEG images in the presentation. If it is not selected, only those JPEG images that have been scaled or cropped within PowerPoint will be recompressed. Recompressing decreases the file size, but also degrades the quality of the image.

ANIMATION PLAYBACK
The **Animation Playback** options determine the timing and appearance of animations in the impaticized presentation. They allow you to specify which version of PowerPoint you wish to mimic.

PowerPoint 97, 2000 and X

With this option selected, the presentation will play as it would if the PowerPoint presentation was viewed in either PowerPoint 97, 2000 or X.

Timings of animations will match the timing of the playback in those versions of PowerPoint.

In this mode, animation effects new in PowerPoint 2002 ("XP") and 2003 will be ignored, as they would be upon playback in PowerPoint 97, 2000 or X.

PowerPoint 2002 ("XP") and 2003

Presentations impaticized with this option selected will exhibit the same timing as playback of the PowerPoint presentation in PowerPoint 2002 ("XP") or 2003.

Furthermore, animation effects that were new to PowerPoint 2002 ("XP") and 2003 will be maintained.

Note: If the presentation to be impaticized is a PowerPoint 2007 ".pptx" or ".ppsx" file, this option will automatically be selected and the radio buttons will be disabled to prohibit change. This setting is not required for PowerPoint 2007 files.

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VIDEO

Encode for:

Selecting this option directs Impatica for PowerPoint to convert any supported embedded videos found within the source PowerPoint presentation. A target speed must then be selected, and will be applied to all converted videos.

Note: The following options are available only if video encoding has been selected.
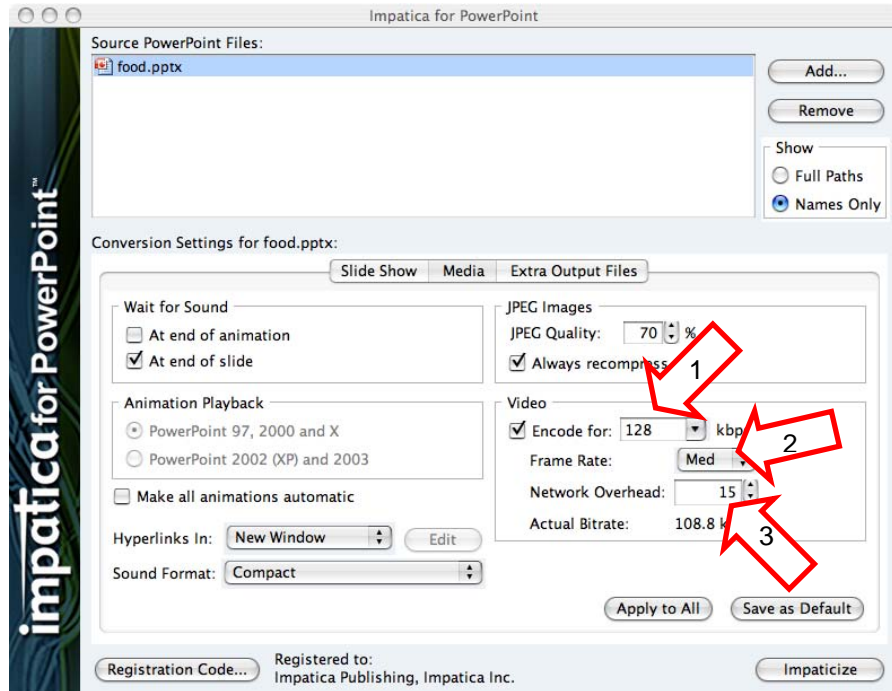
Encode for … kbps (1)

The **Encode for** setting refers to the expected or desired connection speed over which the Impaticized presentations are to be viewed. There are several pre-selected standard speeds - the "Still" option is included for very low bandwidth applications in which it may not be possible to achieve reasonable quality video. This option will convert the sound and first frame of the video. To set a custom target connection speed, simply type in the desired value.

Frame Rate (2)

The frame rates displayed in the **Frame Rate** box represent a range of values, from **1** to **File**. If the **File** option is selected**,** the frame rate used for conversion will be that of the original video file. The other rates presented are rough guidelines only, and will be mapped to specific values during impaticization.

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For example, selecting **Med** will cause Impatica for PowerPoint to select frame rates that are near the middle of the range of possible values for each video referenced in the source PowerPoint presentation.

Note: Only frame rates that are factors of the source are possible. For additional information, please refer to http://www.impatica.com/support/tips/tips-volume1-02.html.

Network Overhead % (3)

Your network overhead may vary depending on the type of network or device connection used. Default values of network overhead for Internet delivery will be displayed in the **Network Overhead (%)** box and may be altered accordingly. As a general rule, you may wish to start with the values as presented in the interface. The following table suggests network overhead settings for various output devices.

Output Target (kbps)/ Network/Device Type	Network Overhead (%)
Still	Not Applicable
56	20 - 25
64	20 - 25
128	15 - 20
256	10 - 15
LAN	5 - 10
CD-ROM/CD-R	0
Hard Disk	0

MAKE ALL ANIMATIONS AUTOMATIC

Selecting this option will cause Impatica for PowerPoint to override the animation on mouse click setting of PowerPoint. If this option is selected, all animations will occur automatically, without waiting for a mouse click.

This setting is useful for quickly publishing presentations designed for stand-up presentations, where a speaker is meant to advance the slides and animations for the audience. Simply selecting this option will eliminate the need to have the audience click for animations.

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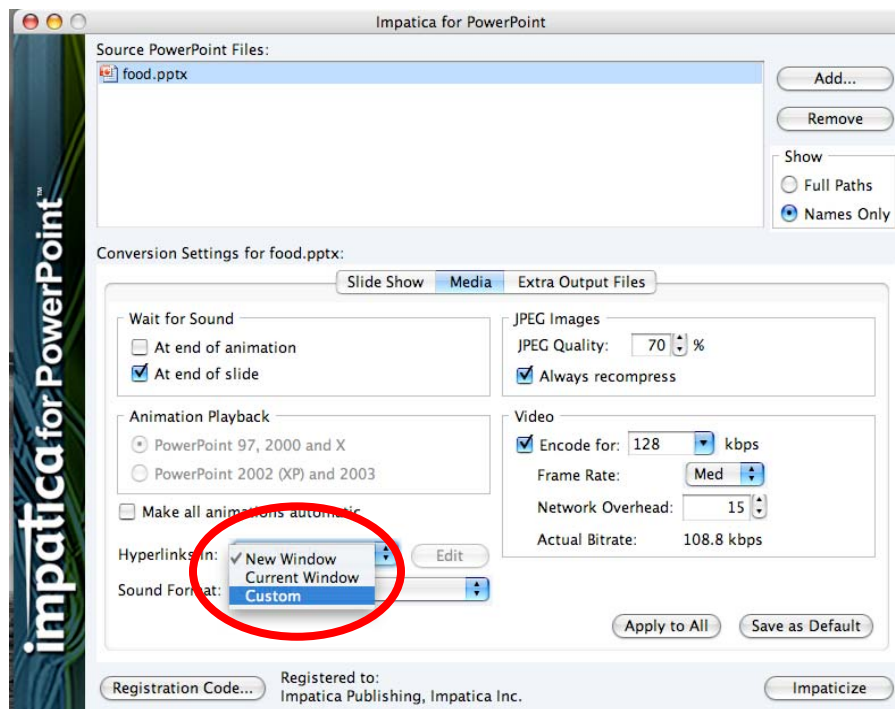
HYPERLINKS IN

New Window

If this option is selected, all hyperlinks to URLs will open a new browser window and display the desired page within the new window. Otherwise, the target URL will appear in the current browser window and replace its content, including the Impatica presentation.

It is highly recommended that this feature be selected when producing content for e-mail delivery. Some e-mail clients can only open hyperlinks that are specifically set to open within a new page.

Current Window

If this option is selected, the target URL will appear in the current browser window and replace its content, including the Impatica presentation.

Custom

If this option is selected, you can click the **Edit** button to display a dialog box that lists all of the hyperlinks to URLs that are contained within the presentation.

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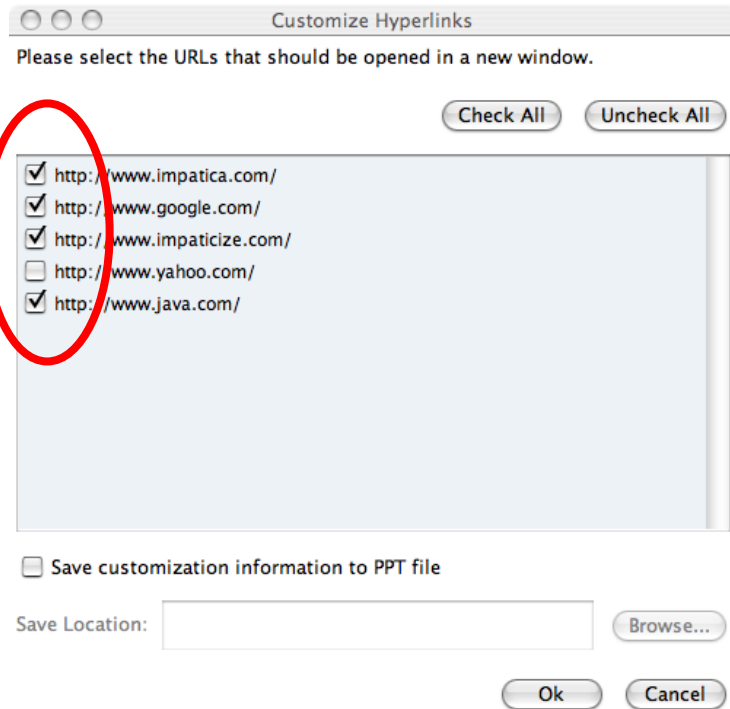
In this dialog box, you can select which hyperlinks are to open in a new window.

SOUND FORMAT

There are three available choices of sound formats:
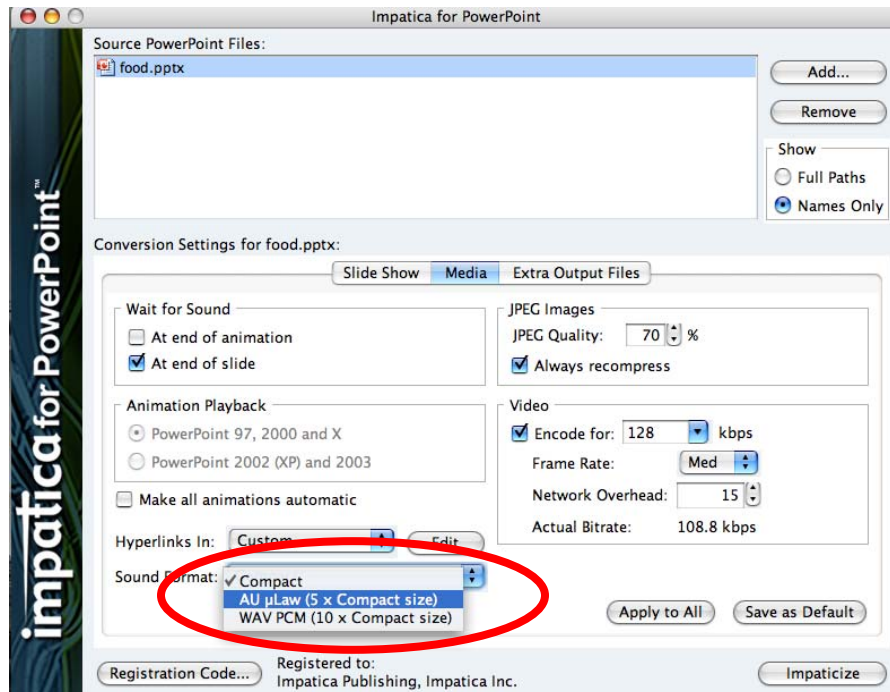
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Compact

When this option is selected, Impatica for PowerPoint will convert sound objects to Impatica's compact sound format, which is designed for streaming sound over the Internet. This will produce the smallest Impatica file.

AU µLaw (5 x Compact size)

When this choice is selected, sound will be converted using a larger, but higher quality sound format than that produced using the "Compact" sound setting. This choice would be most suitable within a controlled network where a sizeable bandwidth is always available to the end users.

WAV PCM (10 x Compact size)

When this option is selected, sound will be converted to the highest quality sound format, but with the largest file size. This would be appropriate when distributing content via CD-ROM or within a network with extremely high bandwidth.

Extra Output Files
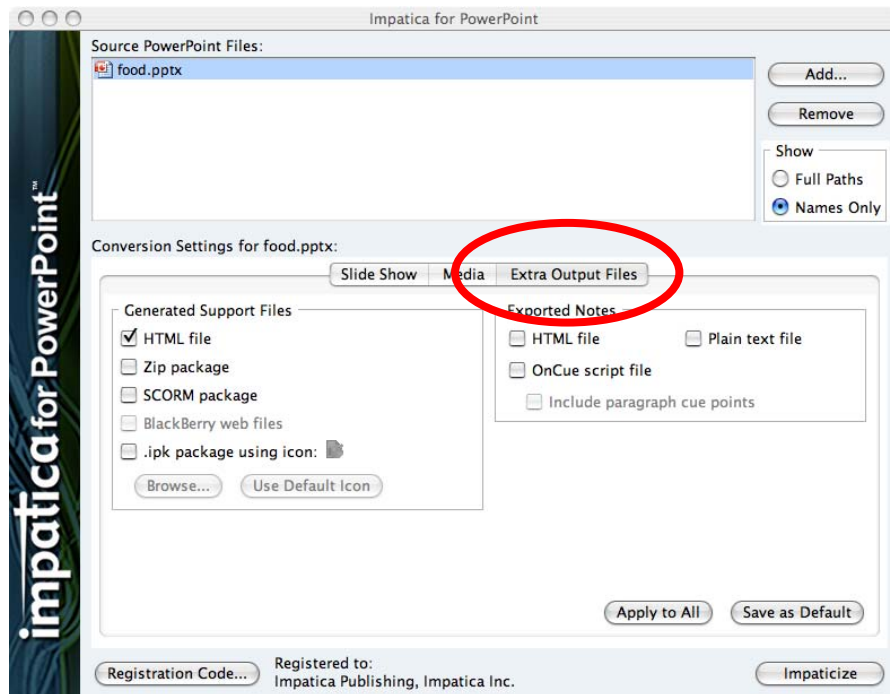
GENERATED SUPPORT FILES

HTML file

Selecting this option will cause Impatica for PowerPoint to create an HTML file that can be used to launch the impaticized file that was saved on your local drive. The HTML file will be saved in the **Save Location** specified on the **Slide Show** tab.

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Zip package

When this option is selected, Impatica for PowerPoint will create a zip package that contains the impaticized presentation, the Impatica player applet and an HTML page for launching the presentation. The ZIP file will be saved in the **Save Location** specified on the **Slide Show** tab.

Once this zip package has been created, it can be used to upload the presentation to a learning management system ("LMS"). For details on using impaticized presentations in an LMS, please refer to the tutorials section of the Impatica web site:
http://www.impatica.com/support/tutorials.html

SCORM package

Select this option to produce a SCORM conformant sharable content object. This package can be used within a SCORM conformant learning management system. The SCORM package will have the extension "-scorm.zip" and will be located in the **Save Location** specified on the **Slide Show** tab.

The package produced includes generic meta-data. To edit the meta-data, unzip the package using a tool such as WinZip, then open and edit the metadata.xml file using a text editor. Re-zip the package once the changes are complete.

When creating a SCORM package, the **Classic Impatica file format** is produced inside the SCORM package, regardless of the file format selected from the **Slide Show** tab. If the **New Impatica file format** had been selected in the **Slide Show** tab, a -imp.jar file will also be produced.

For more information about SCORM, please visit http://www.adlnet.org/

.ipk package

This option produces a file that is suitable for viewing on Sharp Zaurus handheld devices. The file will be saved in the **Save Location** specified on the **Slide Show** tab.

Impatica for PowerPoint enables you to select an icon that will be displayed when the .ipk file has been loaded onto the Sharp Zaurus. To select your own icon, click the Browse… button. The selected file must be a PNG image and should have dimensions equal to or less than 32 x 32 pixels. To use the default Impatica icon, click Use Default Icon.

EXPORTED NOTES
HTML file

When this option is selected, Impatica for PowerPoint will extract text from the Notes section of the PowerPoint presentation, and present this text formatted in an HTML page. The HTML file will be saved in the **Save Location** specified on the **Slide Show** tab.

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After conversion, using the "Put Other" functionality in the web server upload tab (see the ***Web Server Upload Tab: Uploading Files*** topic in ***Section 3: Using Impatica for PowerPoint***), this HTML file can be uploaded to your FTP server, and offered to your audience as an alternate way to convey the key points of your presentation in a convenient and easily viewed format that is also accessible to screen readers.

Plain text file

Much like the **Exported Notes: HTML file** option, selecting this option saves the extracted text from the Notes section of the PowerPoint presentation as a plain text file. The text file will be saved in the **Save Location** specified on the **Slide Show** tab.

This extracted text can now easily be entered into other applications, or uploaded to your FTP server using "Put Other" (see ***Web Server Upload Tab: Uploading Files*** topic in ***Section 3: Using Impatica for PowerPoint***) as an alternate format for distributing the information contained in your presentation.

OnCue script file

If this option is selected, Impatica for PowerPoint will extract text from the Notes section of your source PowerPoint file, and generate a tagged Impatica script file, for use in Impatica OnCue (visit www.impatica.com for more information on Impatica OnCue).

The Impatica script file will contain the Notes text, with tags inserted to denote slides and paragraphs, as extracted from the PowerPoint file. The first slide and all title slides will be set to top-level sections in the script file, while other slides will become subsections. These section markings in the script file will be used for synchronization of the Impatica OnCue presentation, and will be used to build a menu for navigation within the OnCue presentation (refer to the Impatica OnCue User's Manual for further information). If there is no text in the Notes, a skeleton script file is generated so that the synchronization can be maintained, but no text will appear in the scrolling text during the OnCue presentation playback.

The "Include paragraph cue points" checkbox is only enabled for selection if you have checked the "OnCue script file" box. Selecting "Include paragraph cue points" instructs Impatica for PowerPoint to include synchronization tags for every paragraph in the script file (as extracted from the Notes portion of the source PowerPoint file). If the box is left unchecked (but the OnCue script file box is checked), there will be no synchronization tags included with the paragraph tags in the generated script file. If you wish to mark some (but not all) paragraphs with synchronization tags, leave this box unchecked, and edit the OnCue script file manually to insert your synchronization tags. See the Impatica OnCue User's Manual for further information on using and editing Impatica script files.

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BlackBerry and Mobile Editions

The windows presented for the BlackBerry and Mobile Editions of Impatica for PowerPoint are almost identical, with only minor variations in terms of Save Location, JPEG Images and Generate web files.
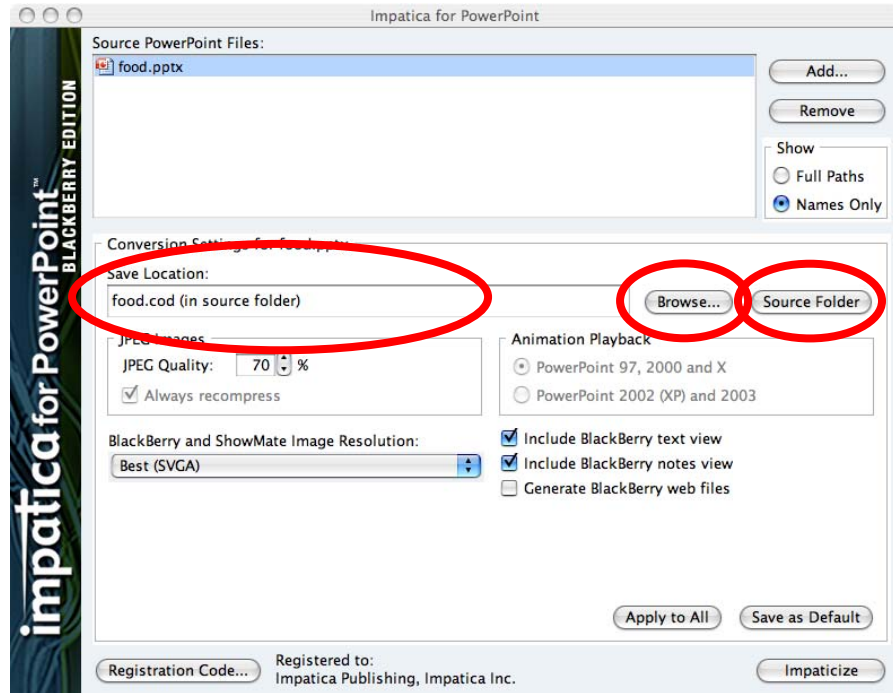
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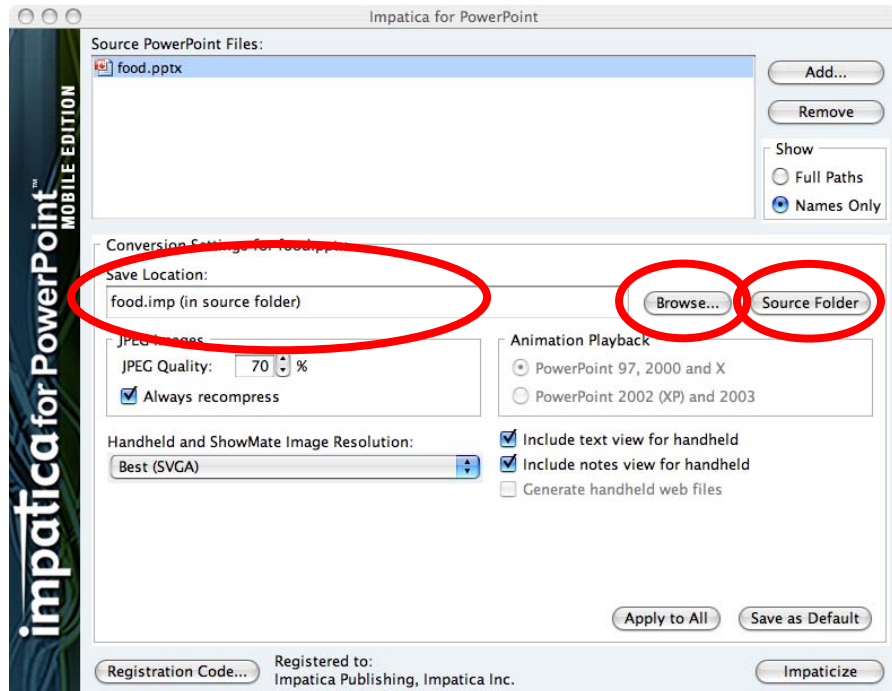
SAVE LOCATION

Use the save location setting to specify the location of the converted presentation. The impaticized presentation (.imp, .cod or .jad file) will be saved to the specified location.

- For **BlackBerry** handhelds, you may choose any save location on your computer, from which the converted file(s) can be uploaded to a web server and subsequently downloaded to your BlackBerry. Make certain that **Generate BlackBerry web files** has been selected.

- For **Sony Ericsson** handhelds, you may chose any save location on your computer, then once you have completed the conversion, you may transfer the converted presentation to your phone via USB or Bluetooth.

  Alternately, you may connect your phone to your Macintosh using the USB cable provided with your phone and, when prompted in the USB connection screen, select **File Transfer**. This will mount your phone as a drive that will appear in your **Finder application**. Then, specify the save location by clicking the **Browse** button and selecting your mounted phone in the where field. The converted presentation will automatically be saved to your phone.

- For **Windows Mobile Smartphone** and **Pocket PC** handhelds, you may chose any save location on your computer, then once you have completed the conversion, you may transfer the converted presentation to your phone via Bluetooth.

To change the save location for a file, select the file in the **Source PowerPoint Files** list, then click the **Browse…** button.

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To save the converted file in the same location as its source file, click the **Source Folder** button.

Note: Impatica for PowerPoint does not prompt when overwriting an existing Impatica file, unless you specify the save location by clicking the "Browse…" button.

JPEG IMAGES
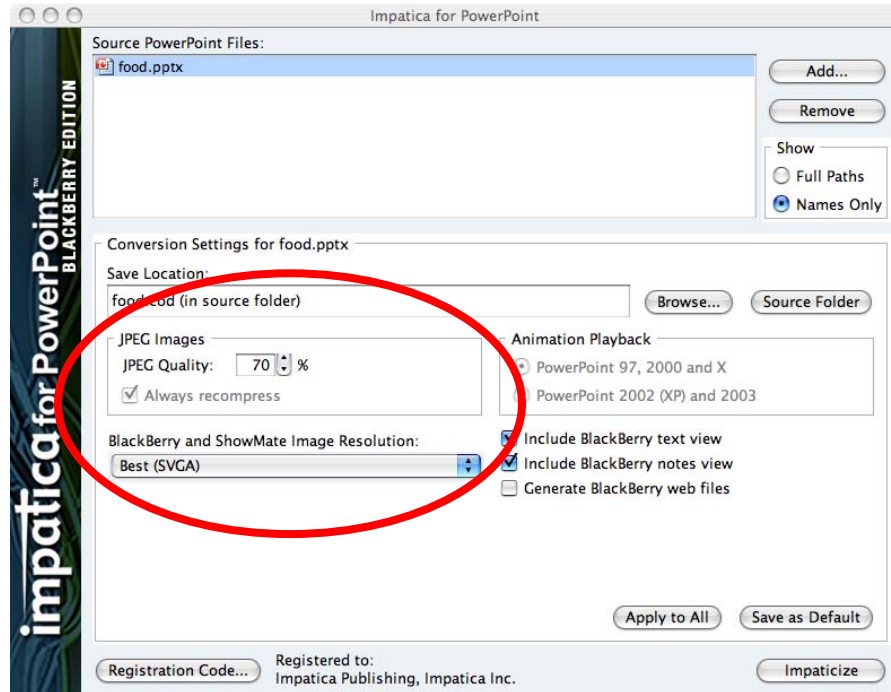
JPEG Quality

You can specify the quality to be applied to JPEG images. For most images, 70% quality will result in significant compression without a significant loss of quality.

Always Recompress

When this option is selected, Impatica for PowerPoint will automatically recompress all of the JPEG images in the presentation. If it is not selected, only those JPEG images that have been scaled or cropped within PowerPoint will be recompressed. Recompressing decreases the file size, but also degrades the quality of the image.

HANDHELD AND SHOWMATE IMAGE RESOLUTION

This setting determines the image resolution used when converting images in formats such as JPEG, GIF, PNG, BMP, WMF and EMF.

Best (SVGA): outputs full resolution images for display at 800 x 600 pixels, but creates the largest output file sizes. This setting is recommended for projecting with the ShowMate.

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Better (VGA): outputs full resolution images for display at 640 x 480 pixels. Use this setting when projecting with the ShowMate, but available memory on the handheld is low.

Good (QVGA): outputs full resolution images for display at 320 x 240 pixels and generates the smallest output file sizes. Use this setting when converting presentations for viewing on the handheld only.

ANIMATION PLAYBACK

The **Animation Playback** options determine the timing and appearance of animations in the impaticized presentation. They allow you to specify which version of PowerPoint you wish to mimic.

PowerPoint 97, 2000 and X

With this option selected, the presentation will play as it would if the PowerPoint presentation was viewed in either PowerPoint 97, 2000 or X.

Timings of animations will match the timing of the playback in those versions of PowerPoint.

In this mode, animation effects new in PowerPoint 2002 ("XP") and 2003 will be ignored, as they would be upon playback in PowerPoint 97, 2000 or X.

PowerPoint 2002 ("XP") and 2003

Presentations impaticized with this option selected will exhibit the same timing as playback of the PowerPoint presentation in PowerPoint 2002 ("XP") or 2003.

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Furthermore, animation effects that were new to PowerPoint 2002 ("XP") and 2003 will be maintained.

Note: If the presentation to be impaticized is a PowerPoint 2007 ".pptx" or ".ppsx" file, this option will automatically be selected and the radio buttons will be disabled to prohibit change. This setting is not required for PowerPoint 2007 files.

OPTIONAL OUTPUT FILES
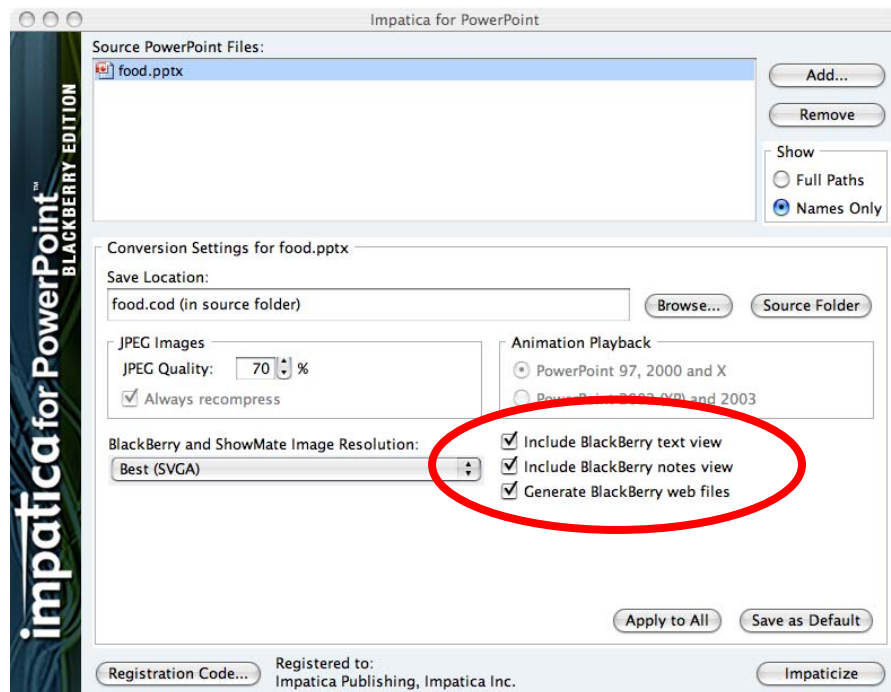
Include BlackBerry text view (BlackBerry Edition)

Include text view for handheld (Mobile Edition)

With this option selected, an unformatted copy of the slides' text will be included in the converted presentation. This text may be viewed while projecting the presentation. With this option deselected, the converted file size is reduced because the text for the slide text view is omitted.

Include BlackBerry notes view (BlackBerry Edition)

Include notes view for handheld (Mobile Edition)

With this option selected, an unformatted copy of the text of the presentation's notes will be included in the converted presentation. This enables viewing of the presentation notes while projecting the presentation. By deselecting this option, the converted file size may be reduced, however, the notes will not be available for viewing on the handheld.

Generate BlackBerry Web Files (BlackBerry Edition only):

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For BlackBerry handhelds only, you may select this option to generate a set of files (.cod, .jad and .wml) that will be stored in the specified **Save Location**. These files can be uploaded to a web server for over-the-air loading of your presentation.

Note: Use of audio and video in both the BlackBerry and Mobile Editions is not supported. If the source PowerPoint file contains these media, they will be omitted from the generated Impatica file.

Impaticizing Your Presentations

Once you have added all of the files that you wish to convert to the Source Files list and have set the desired conversion settings, click **Impaticize**.
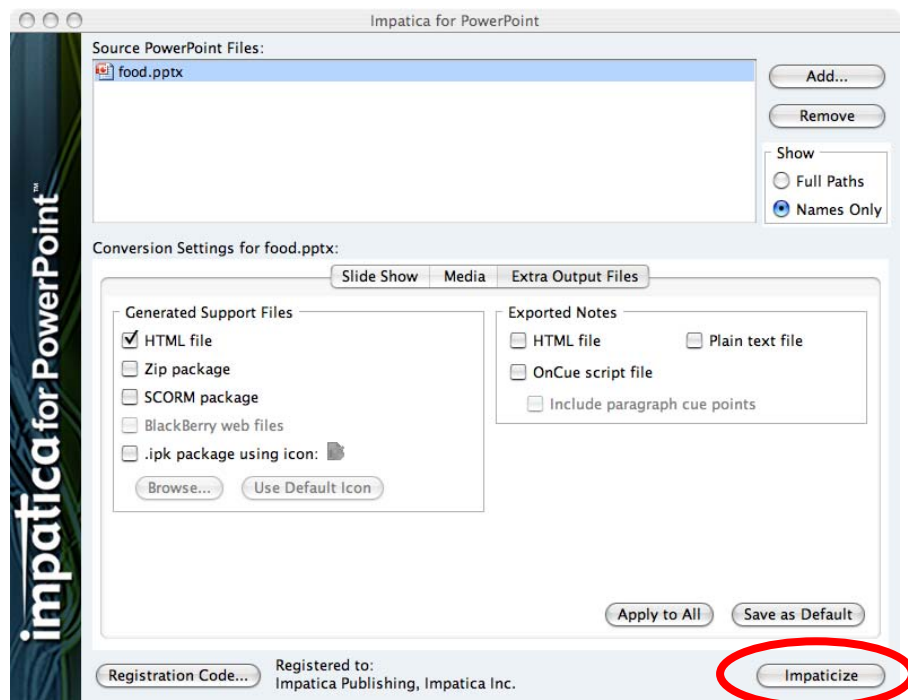
When you click the **Impaticize** button, the Conversion Progress screen will appear showing the progress as each presentation is impaticized. In some cases, it may take a few moments for progress to begin showing. Below the progress bars, the source and destination file names and conversion settings are displayed.

Encoding of embedded videos, if it is enabled, will be performed following the conversion of all of the slides in the source presentation. During the video encoding, the progress and description of each video file are displayed.

Note: Use of audio and video in both the BlackBerry and Mobile Editions is not supported. If the source PowerPoint file contains these media, they will be omitted from the generated Impatica file.

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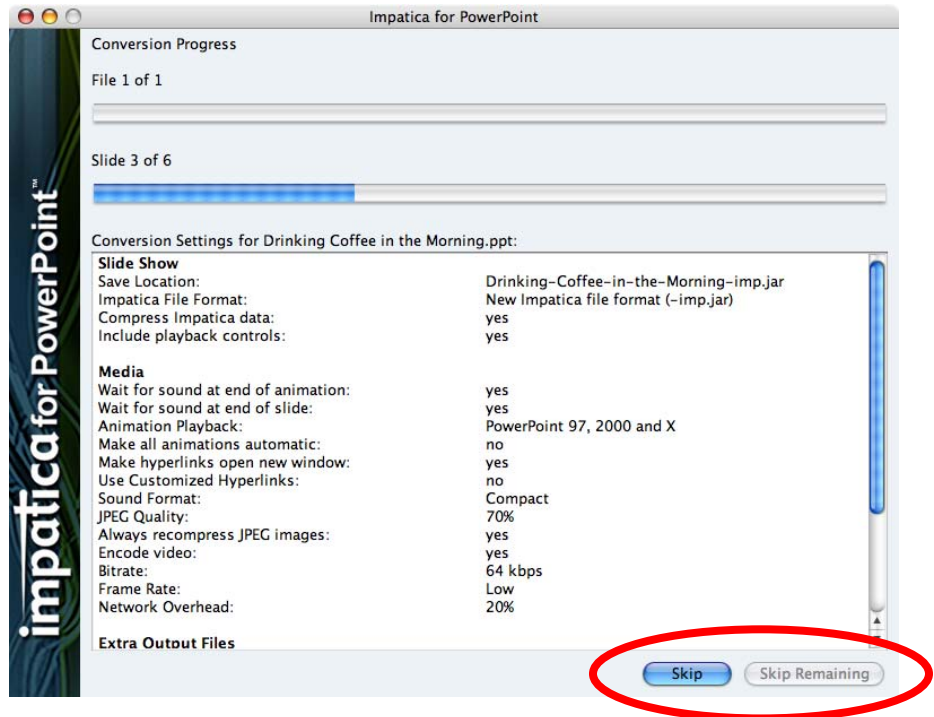
You can use the **Skip** or **Skip Remaining** buttons to interrupt the conversion process. **Skip** will stop the conversion of the current file, while **Skip Remaining** will halt conversion of the current file and all remaining files. In each case, any files that have already been impaticized are unaffected. When all files have been impaticized or skipped, a new panel will appear, presenting several options:

1. preview the impaticized presentations;
2. delete one or more converted files;
3. upload files to a web server;
4. view file information,
5. view the conversion settings used; and
6. view the HTML required for sending your presentation by e-mail.

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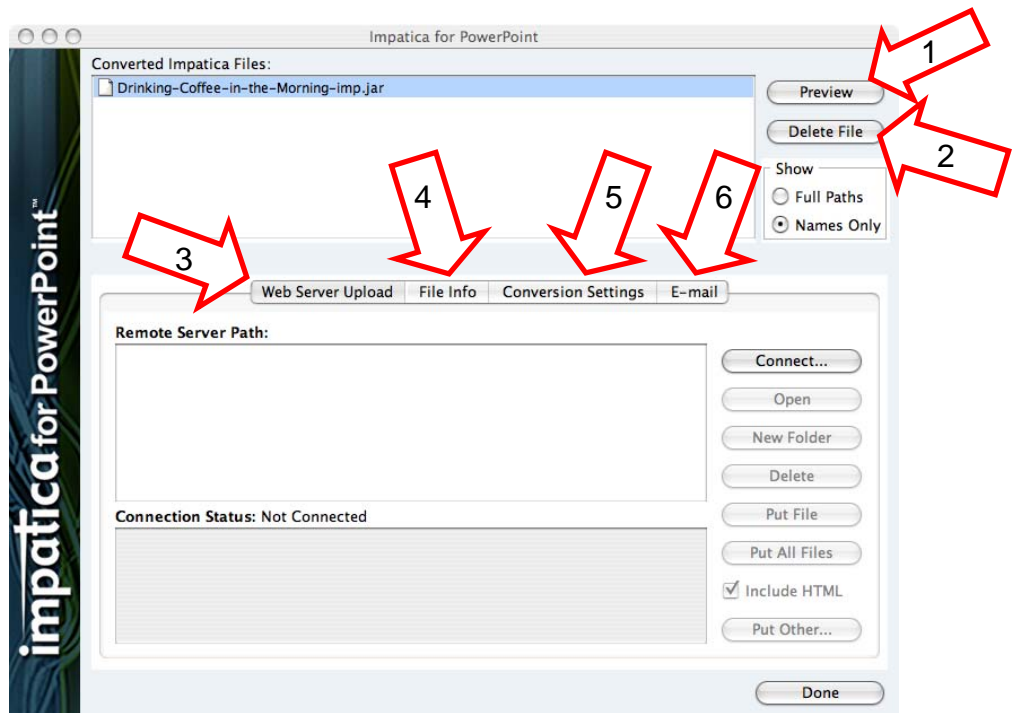
Preview

To view the Impaticized presentations simply click the **Preview** button. The default Macintosh browser will be launched and the selected Impatica file will be played.

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In the **BlackBerry** and **Mobile Editions**, the previewed presentation will be shown using Impatica's own viewer.
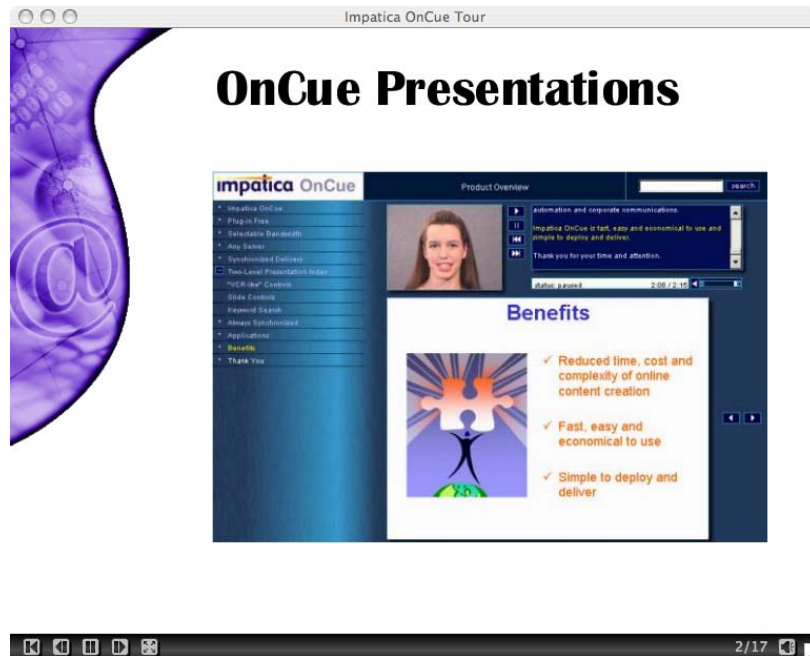
In either case, with Impatica for PowerPoint Version 4.0, the playback window is completely scalable and can be re-sized by stretching or shrinking the window.

Full screen playback may also be available depending on the playback environment. If your playback environment supports full screen display, the playback controls ribbon will include a full-screen button, as shown below. Simply click on the full-screen button and the playback window will expand to full screen.
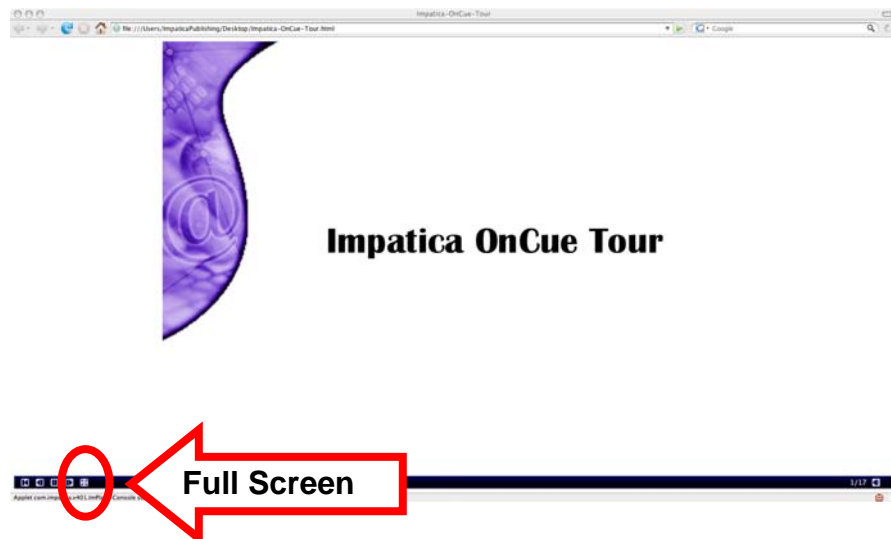
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Deleting Impatica Files

To delete any impaticized files, select the Impatica file you wish to delete and click the **Delete File** button. Any associated files, such as HTML files, will also be removed from your computer.

Conversion Summary

Impatica for PowerPoint produces a conversion summary to report the successes, warnings and problems encountered during conversion. The conversion summary will appear automatically after conversion if any warnings or problems occurred during conversion.

To view the conversion summary, in the **"File"** menu, choose "**Show Conversion Summary**".
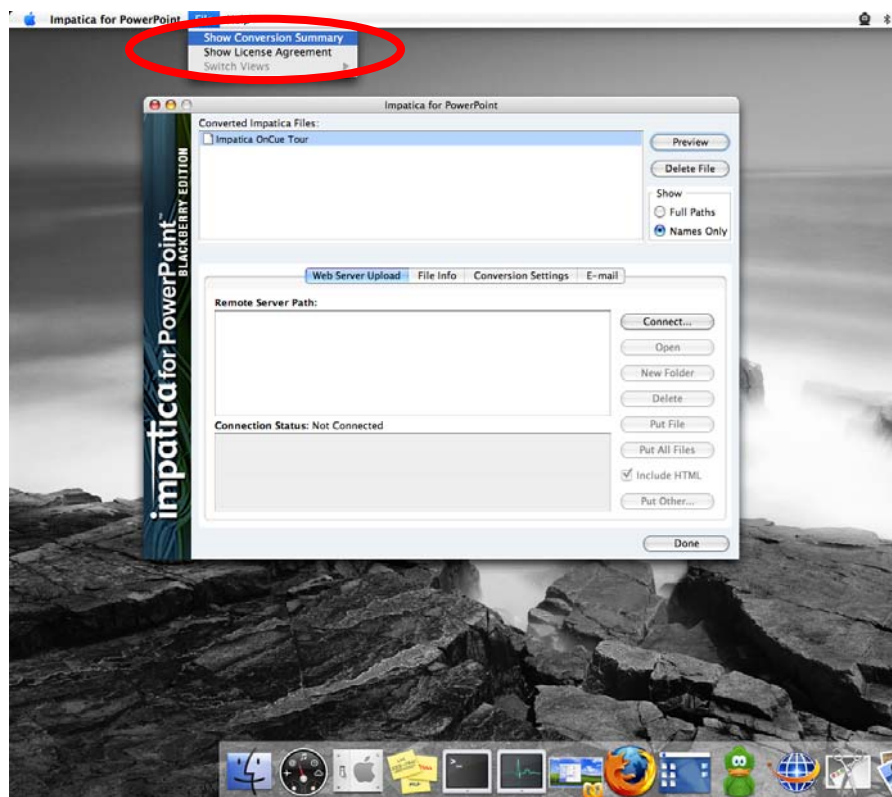
The conversion summary will appear, displaying the results of the conversion.

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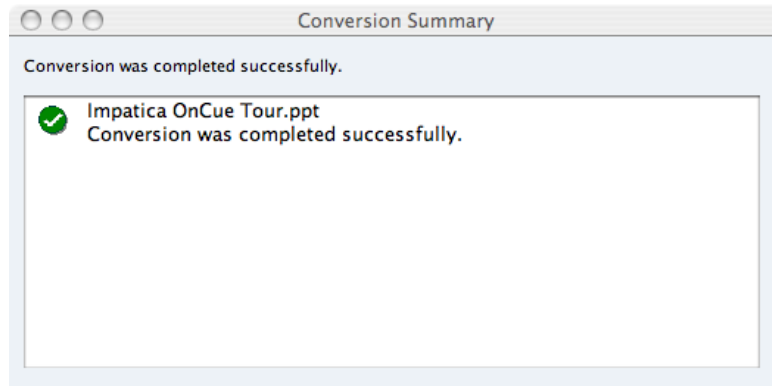
Log File

With Impatica for PowerPoint version 4.0, additional diagnostic information is available in the form of a log file. Examples of logged information are: unsupported objects, problems on specific slides, etc. The log file will be located in the same folder as the Impatica for PowerPoint preferences file. In Mac OS X, the preferences file is stored in:

~/Library/Preferences/Impatica/Impatica for PowerPoint/4/imp4ppt.prefs.
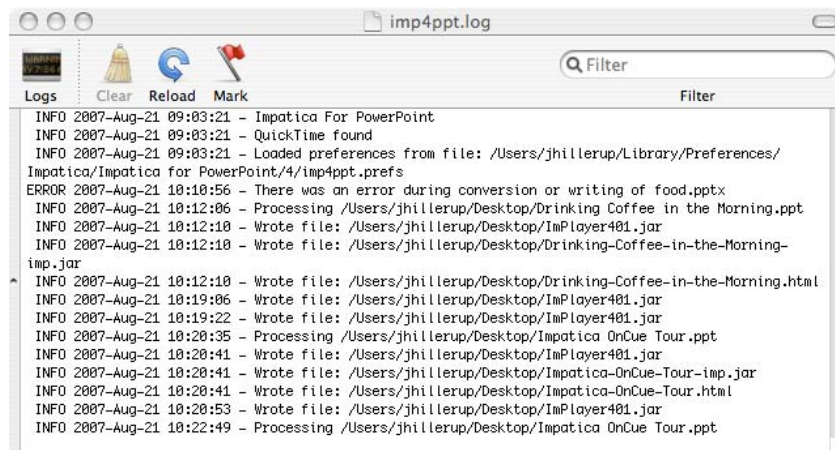
There are five logging levels: **FATAL, ERROR, WARN, INFO, AND DEBUG**. The default level is **INFO**, which includes log entries for all levels except **DEBUG**. To change the logging level from the default INFO level, enter this line in your Impatica for PowerPoint preferences file – imp4ppt.prefs – as shown below:

loglevel=<desired level> (e.g., loglevel=debug)

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```
○ ○ ○                    imp4ppt.prefs
#This is the Impatica for PowerPoint preferences file. Please do not modify it.
#Tue Aug 21 09:03:21 EDT 2007
loglevel=debug
useQQQQtimings=true
compressimpdata=true
autoupdate=true
regcode-v3=OGTV GQOY JLEE AKKQT
soundwaitslide=true
linknewwindow=true
lastupdate=1187643378359
regname-v3=Lawrence Cocard
impsoundformat=1
openlocation=/Users/jhillerup/Documents/Impatica/Maureen
windowbounds=376|204|788|613
jpegquality=70
destfolder=
translatevideo=true
useCustomizedLinks=false
outputformat=1
targetDimensions=0
soundwaitanimation=true
includehtml=true
bbViewModeText=true
autoanimationon=false
jpegrecompress=true
playbackcontrols=true
logohide=false
regorg-v3=Impatica
outtarget5=384|false|File|10
outtarget4=256|false|High|10
outtarget3=128|false|Med|15
playbackcontrolcolors=66|ccccff
outtarget2=64|true|Low|20
backgroundcolor=ffffff
outtarget1=56|false|Low|20
bbViewModeNotes=true
outtarget0=0|false|Still|0
```

Logging is provided for conversion of all PowerPoint files, but additional detail is provided for PowerPoint 2007 files.

The log file is overwritten each time Impatica for PowerPoint is launched.

Note: The logging level must be set before Impatica for PowerPoint is launched, as the preferences are read only when the program is launched.

Transferring Converted Presentations to Your Handheld

BLACKBERRY HANDHELDS

To transfer converted presentations to your BlackBerry handheld, you must first upload the converted files to a web server, as described below, and then, on your BlackBerry, launch the BlackBerry Browser and Go To the location on the web server where the files were uploaded. Select the .wml file and the converted presentation will be downloaded to you BlackBerry.

Note: Please ensure that Generate BlackBerry web files was checked prior to Impaticizing your presentation.

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SONY ERICSSON HANDHELDS

If you specified the phone (File transfer mode) in the Save Location, the files should already be on the mobile phone.

Otherwise, if you specified a folder on your hard drive, you can transfer the converted file to your Sony Ericsson device via USB or Bluetooth.

USB transfer

1. Connect your phone to your Mac using the USB cable provided with your phone and when prompted in the USB connection screen on your phone select File transfer.

2. Open a Finder window and you will see the phone mounted as a drive.

3. Copy the converted file (.imp) from your hard drive to the drive associated with your phone.

Bluetooth transfer

1. Ensure that Bluetooth is enabled on your phone

   - On your phone, go to your **Settings** > **Connectivity** > **Bluetooth options**.

   - Ensure that Bluetooth is **Turned on**.

   - Ensure that under **Visibility**, the **Show phone** option is checked.

2. Ensure that Bluetooth is enabled on your Mac

   - Under **System Preferences**, click on **Bluetooth**.

   - On the **Settings** tab, click **Turn Bluetooth On** if it is not already on.

   - Check the **Show Bluetooth status** in the menu bar option.

3. Set Up Bluetooth Device on your Mac

   - Click on the **Devices** tab, click **Set Up New Device** to run the **Bluetooth Setup Assistant**.

   - On the **Introduction** screen, click **Continue**.

   - On the **Select Device Type** screen check Mobile phone. Click **Continue**.

   - When your phone appears in the list of mobile phones, select it and click **Continue**.

   - On the **Gathering information about your device** screen, click **Continue**.

   - On your phone, select **Yes** to add to **My devices**.

   - Enter the passkey that appears on your Mac when prompted on your phone.

   - On your Mac, in the list of services you want to use with your mobile phone, you do not need to have any of the services selected. Click **Continue**.

   - On the **Conclusion** screen, click **Quit** to exit the Bluetooth Setup Assistant.

- You should see your phone listed under **Bluetooth Devices**.

4. Transfer the converted file to your phone

   - On the menu bar (See step 2) right-click on the Bluetooth icon.

   - Select **Send File**.

   - In the dialog box, browse to the converted file and select it. Click **Send**.

   - Select the phone from the list of **Bluetooth Devices**. Click **Send**.

   - On the phone, when prompted to **Accept** the incoming file, select **Yes**.

   - The file will be transferred to the phone.

WINDOWS MOBILE POCKET PC AND SMARTPHONES

From the Save Location you specified in the Conversion Settings, you may transfer the converted presentations to your Windows Mobile device via Bluetooth.

Bluetooth transfer

1. Ensure that Bluetooth is enabled on your phone

   - On your phone, go to your **Settings** > **Connections** > **Bluetooth** > **Bluetooth**.

   - Ensure that **Turned on Bluetooth** is checked.

   - Ensure that **Make this device visible to other devices** is checked.

2. Ensure that Bluetooth is enabled on your Mac

   - Under **System Preferences**, click on **Bluetooth**.

   - On the **Settings** tab, click **Turn Bluetooth On** if it is not already on.

   - Check the **Show Bluetooth status** in the menu bar option.

3. Set Up Bluetooth Device on your Mac

   - Click on the **Devices** tab, click **Set Up New Device** to run the **Bluetooth Setup Assistant**.

   - On the **Introduction** screen, click **Continue**.

   - On the **Select Device Type** screen check **Mobile phone**. Click **Continue**.

   - When your phone appears in the list of mobile phones, select it and click **Continue**.

   - On the **Gathering information about your device** screen, click **Continue**.

   - On your phone, select **Yes to Confirm** that you would like to add the device to your device list.

   - Enter the **passcode/passkey** that appears on your Mac when prompted on your phone. Click **Next**.

   - On your Mac, in the list of services click Continue.

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- On the **Conclusion** screen, click **Quit** to exit the **Bluetooth Setup Assistant**.

- On your phone, if prompted to confirm the **Display Name** for the new device. Click **Next**.

- On your phone, if applicable click **Done** on the **Services** screen.

4. Transfer the converted file to your phone

- On the menu bar (See step 2) right-click on the Bluetooth icon.

- Select **Send** File.

- In the dialog box, browse to the converted file and select it. Click **Send**.

- If a **File type not accepted** dialog appears on the Mac click **Send Anyway**.

- Select the phone from the list of **Bluetooth Devices**. Click **Send**.

- On the phone, when prompted to confirm that you want to **save** the file to your phone, select **Yes**.

- The file will be transferred to the **My Documents** folder on your phone.

Web Server Upload Tab

Establishing a Connection to Your Web Server

Before you can upload your Impatica files or applet to your FTP server, you must first establish a connection to the server. This may require some assistance from your technical support person.

Note: Web Server Upload is not available for the Mobile Edition.

Click on the **Connect** button on the **Web Server Upload** tab. The following dialog box will appear:

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The **Connect to Server** dialog box will present you with the information for your default account or for a new account if no accounts have been previously specified. From the Account menu, which can be accessed by clicking on the button at the right of the **Account Name** field, you can choose to create a new account, delete the current account, make the current account the default or choose a different account.

For each account, you must specify values for the following settings:

- FTP Server Name;
- FTP Port (Optional);
- FTP User Name;
- FTP Password;
- Web Documents Folder;
- Web Site Location;
- Connection Type;
- Upon connecting, ensure Impatica applet is on server; and
- Remember Password.

If you are uncertain about any of these values, please contact your web master or service provider for details.

The **FTP Server Name** is the domain name or numerical IP address of the FTP server to which you wish to upload the impaticized files, e.g., "ftp.yourserver.com".

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The **FTP Port** is an optional parameter that may be required due to the unique set-up of your FTP server. The default value is port 21. Normally, this field is left blank.

The **FTP User Name** and **FTP Password** are used to authenticate your identity when connecting to the FTP server.

The **Web Documents Folder** is the public folder on the FTP server that contains HTML and supporting files that are published to the web site. This field must contain the name of the folder or be left blank when the web documents folder coincides with the FTP home folder. The FTP home folder is the folder that is presented upon connecting to the FTP server.

The **Web Site Location** is the address (URL) for the web server (HTTP server). It is the address value you supply to a web browser to view the top page of your web site.

The **Connection Type** can be set to Active or Passive. Active is the default connection type that will be applicable to most FTP servers. In certain cases, especially with firewalls, you may have to use a passive connection. Generally, if an active connection fails, the protocol will automatically revert to passive.

The **Upon connecting, ensure Impatica applet is on server** setting specifies whether or not Impatica for PowerPoint should verify that the applet files exist on the FTP server. When this option is selected, the files will be automatically uploaded if they are not already on the server.

The **Remember Password** checkbox allows you to indicate either to save an encrypted version of your password with the other settings or to omit the password from saving.

If you make any changes to your accounts, you will be prompted to save changes upon clicking **Connect** or **Cancel**.

Navigating Through Files on Your Server

To open a folder on the server, select it from the list and click **Open**. Alternatively, you may double-click on the folder.

Creating a New Folder on Your Server

To create a new folder, first navigate to the appropriate location. Click the **New Folder** button. Enter the desired folder name and click **OK**.

Deleting a File or Folder From Your Server

To delete any file or folder from your server, simply select it and click **Delete**. If you choose to delete a folder, all of its contents must be deleted before deleting the folder itself.

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Uploading Files

To upload one or more Impatica files, you must first navigate to the appropriate location on your FTP server. To upload the HTML required to launch your presentation, ensure that the **Include HTML** checkbox had been selected in the **Extra Output Files** tab. To upload the currently selected Impatica file, simply click **Put File**. To upload the whole list of impaticized files, click **Put All Files**.
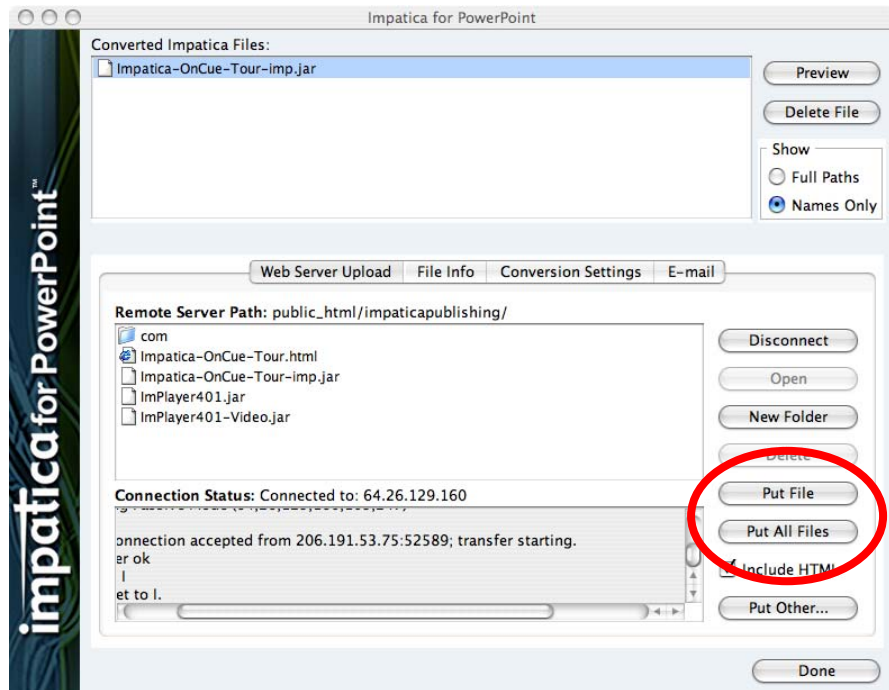
The **Put Other…** button can be used to upload any type of file, for example:

- Previously impaticized files

- Custom HTML

- PowerPoint notes that were converted to HTML or text during conversion

Simply click the **Put Other…** button and choose a file from the Open dialog box that appears.

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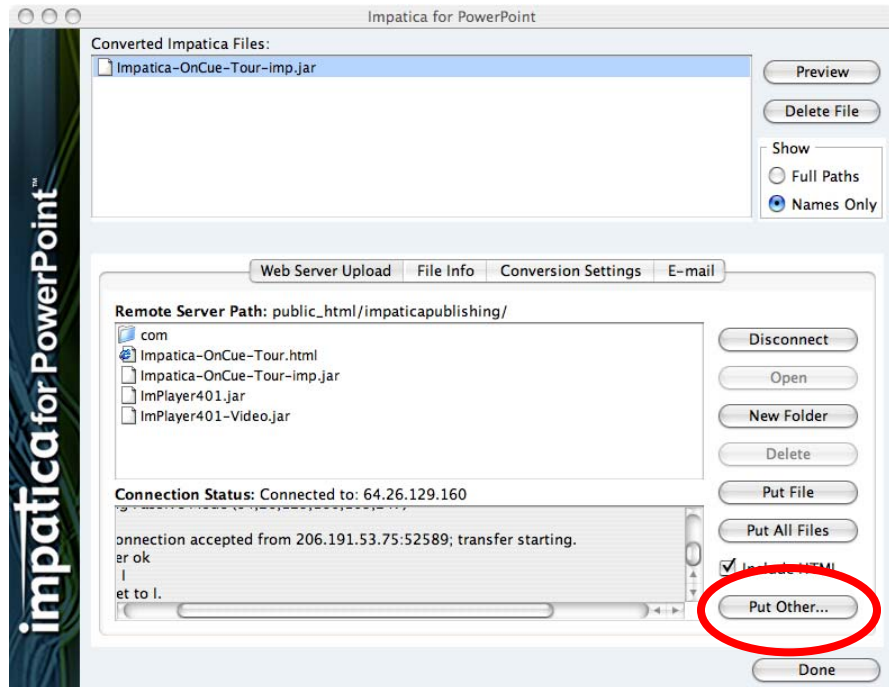
Previewing Files From Your Server

To view an Impatica file from your server, select the desired HTML file from the list of remote files. Click the **Open** button or double click on the HTML file. The HTML file will open in the default Macintosh browser. For any other file type, the following dialog box will open, showing the URL of the currently selected file.
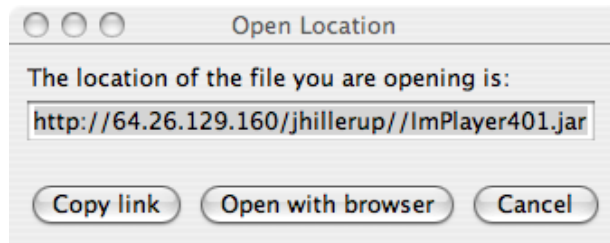
BLACKBERRY EDITION

If the presentation to be uploaded is in BlackBerry format, then three types of files will be uploaded: a .wml file, a .jad file, and one or more .cod files.

To view the presentation on a BlackBerry handheld, after the upload is complete, look in the **Remote Server** Path list and locate and open the folder with the same name as your presentation. Find the file with a **".wml"** file extension. Double-click this file to open a dialog box that will provide you with the complete link to this file.

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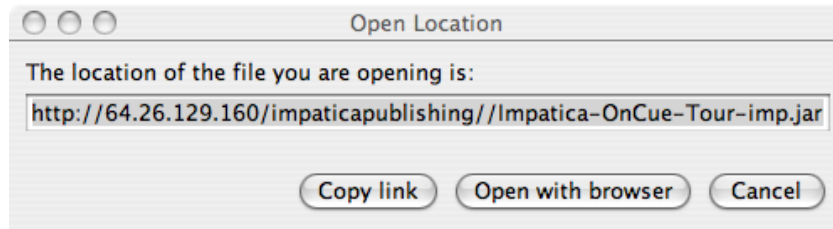
Once your presentation has been uploaded, e-mail text will automatically be generated in the *E-mail* tab. To quickly and easily send the download link to the BlackBerry, simply copy, paste and e-mail this text to your BlackBerry.

In preparation for delivery to BlackBerry handhelds, ensure that your server administrator has configured the MIME types on the server as follows:

> text/vnd.sun.j2me.app-descriptor .jad
> text/vnd.wap.wml .wml
> application/vnd.rim.cod .cod

MOBILE EDITION

Reminder: Web Server Upload is not available for the Mobile Edition.

Conversion Settings Tab

The **Conversion Settings** tab lists all of the options that were set for the creation of the currently selected converted Impatica file. To review the settings for a different file, select it from the **Converted Impatica Files** list while the **Conversion Settings** tab is visible.

This tab is particularly useful when impaticizing the same file with multiple sets of conversion settings. It helps identify which mix of settings best suit your needs.

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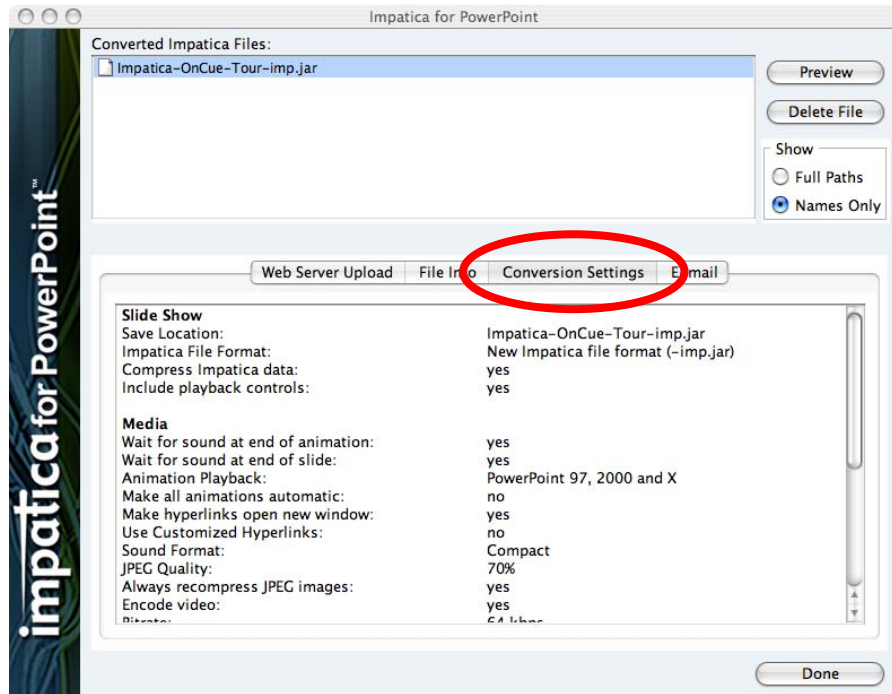
File Info Tab

The **File Info** tab provides you with information regarding the source PowerPoint file, and the resulting Impatica file. To view the information for a different file, select it from the converted files list while the **File Info** tab is visible.
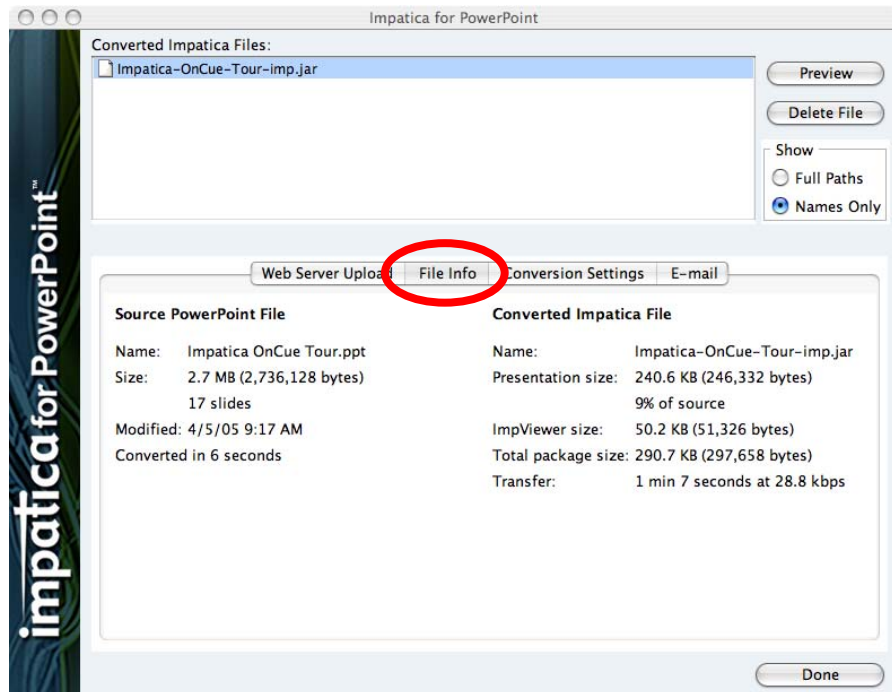
Source PowerPoint File

The name, size, and modification date of the source PowerPoint file are provided for identification and comparison with the resulting Impatica file. In addition, the total conversion time is listed.

Converted Impatica File

The information provided to describe the converted Impatica file depends upon the Impatica file format selected.

For a file converted in the new Impatica file format ("-imp.jar"), the following information is provided:

- The **Name** of the converted Impatica file;

- The **Presentation size** in kilobytes, bytes and as percentage of the source PowerPoint file, which indicates the size of the content portion of the package;

- The **ImpViewer size** in bytes, which indicates the applet portion of the file;

- The **Total package size** in bytes, which indicates the complete size of the "-imp.jar" file; and

- The **Transfer** time, which indicates the total time that it will require viewers of the presentation to obtain all of the presentation data over a dial-up modem. Use this value to gauge the performance of your presentation over slow connections. If the desired playback time is less than this transfer time, your viewers will experience some unplanned delay during the presentation. If this is the case, and some of your target audience has a slow connection, consider reworking the design of your presentation. See *Designing for Performance* topic in *Section 7: Tips and Tricks*.

For a file impaticized in the classic Impatica file format (".imp"), the following information is provided:

- The **Name** of the converted Impatica file;

- The **Presentation size** in kilobytes, bytes and as percentage of the source PowerPoint file, which indicates the size of the converted Impatica file; and

- The **Transfer** time, which indicates the total time that it will require viewers of the presentation to obtain all of the presentation data over a dial-up modem. Use this value to gauge the performance of your presentation over slow connections. If the desired playback time is less than this transfer time, your viewers will experience some unplanned delay during the presentation. If this is the case, and some of your target audience has a slow connection, consider reworking the design of your presentation. See the *Designing for Performance* topic in *Section 7: Tips and Tricks*.

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E-mail Tab

```
○ ○ ○                    Impatica for PowerPoint
Converted Impatica Files:
  Impatica-OnCue-Tour-imp.jar                          ( Preview )
                                                       ( Delete File )
                                                       ┌─ Show ─────┐
                                                       │ ○ Full Paths │
                                                       │ ● Names Only │
                                                       └────────────┘

       Web Server Upload   File Info   Conversion Settings   E-mail
  Message for e-mail
  <!DOCTYPE HTML PUBLIC "-//W3C//DTD HTML 4.01 Transitional//EN">
  <HTML>
    <HEAD>
     <BASE href="http://64.26.129.160/jhillerup/">
     <META http-equiv="Content-type" content="text/html;charset=utf-8">
     <META content="MSHTML 5.50.4207.2601" name=GENERATOR>
     <TITLE>Impatica-OnCue-Tour</TITLE>
    </HEAD>
    <BODY BGCOLOR = "#FFFFFF" onunload="window.focus()">
     <CENTER>
       <APPLET CODE = "com.impatica.v401.ImPlayerConsole.class"
         CODEBASE = "http://64.26.129.160/jhillerup/"
         ARCHIVE = "ImPlayer401.jar" WIDTH = "100%" HEIGHT = "100%">
         <PARAM NAME = "ARCHIVE" VALUE = "ImPlayer401.jar">

                                              ( Save... )  ( Copy )

                                                          ( Done )
```

When you use Impatica for PowerPoint to send your content by e-mail, the content is not embedded in the e-mail message, nor is it attached to it. Rather, the e-mail contains a few lines of HTML code that refer to your converted presentation. Upon uploading your file, this HTML code will be automatically generated by Impatica for PowerPoint.

To view the HTML required to e-mail your presentation, select the **E-mail** tab and choose the desired file from the list of converted files.

The e-mail HTML will only appear once the file has been uploaded (see the topic *Web Server Upload Tab* in *Section 3: Using Impatica for PowerPoint*.)

To copy the HTML required for e-mail to the clipboard, click the **Copy** button. You can now switch to the HTML editor portion of your e-mail client, if it exists, and paste the HTML.

Alternatively, you may wish to save the e-mail HTML as a text file. To do so, click the **Save…** button, choose an appropriate location and name and click **Save**.

BLACKBERRY EDITION

If the presentation was converted using the **BlackBerry Edition**, then the **E-mail** tab will look like this:

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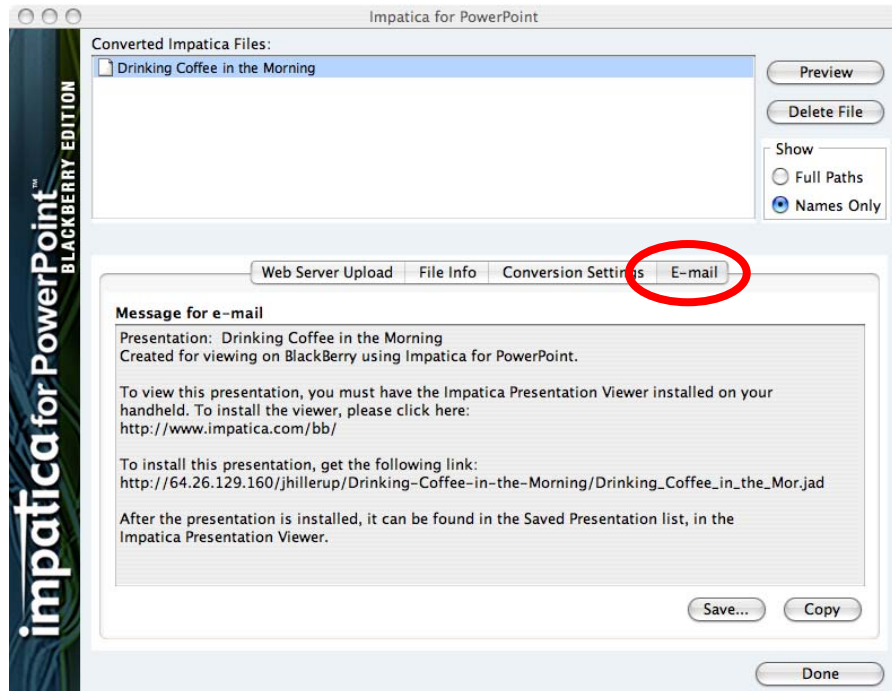
The text displayed in this case can be copied and pasted into your e-mail client as described previously. At this point, the e-mail can be sent to any BlackBerry device where the user can then navigate to the link contained in the e-mail and download the presentation to the Impatica Viewer on their handheld.

MOBILE EDITION

Reminder: Web Server Upload is not available for the Mobile Edition.

Attributes of the E-mail HTML

To ensure that your Impaticized presentation will be received and enjoyed by the widest possible audience, the e-mail HTML generated by Impatica for PowerPoint includes several nuances to address the following issues:

- Informing the recipients that the e-mail contains rich media content;
- Dealing with e-mail clients that cannot display rich media content.

NOTIFICATION OF RICH MEDIA CONTENT

The recipients of your rich streaming e-mail may not be expecting a narrated, animated message. To inform your viewers, Impatica for PowerPoint includes the message "This e-mail contains a rich media presentation."

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In addition, in your e-mail message editor, you may want to add text such as: "Please ensure that your sound is turned up and that you are online." This would help ensure that your viewers have the most complete experience possible.

LINK TO DISPLAY RICH MEDIA CONTENT

Also, some recipients' e-mail clients may not be able to display rich streaming e-mail messages within their e-mail window. To ensure that all of your recipients have access to the content, Impatica for PowerPoint adds a link to the content.

If the recipient's e-mail program cannot process the Java applet, the added link will be displayed in the recipient's e-mail window. When they click on the link, the Impaticized presentation will be displayed in their browser as it should have been displayed in their e-mail window.

Check for Updates

Impatica for PowerPoint has the ability to check the Impatica server for updates to the software. If a more recent version of the software is available, you will be presented with a dialog box and prompted to visit the update download page.

To manually check for updates, select the **Check for Update Now** option from the **Help** menu. When selected, the **Automatically Check for Updates** option checks for a newer version of the software every seven days.

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SECTION 4: SUPPORTED AND UNSUPPORTED FEATURES OF POWERPOINT

Overview

Impatica for PowerPoint supports a vast array of PowerPoint features and elements. The supported elements have been carefully selected to maximize functionality and flexibility while minimizing file and player size. As this document and your own experience will show, almost anything you can accomplish with PowerPoint can be implemented using the supported features.

This section of the User's Manual enumerates the PowerPoint features that are supported in Impatica for PowerPoint and those that are not.

For some of the more popular features that we do not yet support directly, we provide sample workarounds that are easy to use. These are documented in the section entitled ***Tips and Tricks***.

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File Formats

Supported

Impatica for PowerPoint supports PowerPoint X, 97, 2000, 2002 (XP), 2003, 2004 and 2007 file formats.

Not Supported

Impatica for PowerPoint does not support presentations saved as "PowerPoint 97-2000 & 95 Presentation" format.

Impatica for PowerPoint does not support PowerPoint 98 or PowerPoint 2001 for Macintosh file formats.

Slides

Page Setup

SUPPORTED

Impatica for PowerPoint will faithfully preserve any size and orientation of slides for your presentation. Impatica for PowerPoint will automatically generate the HTML to launch the correct size playback window. With Impatica for PowerPoint version 4,0, the playback window can be dynamically resized, up to and including full screen, maintaining the original aspect ratio.

NOT SUPPORTED

- None

Slide Masters

SUPPORTED

Impatica for PowerPoint will correctly impaticize slides that use or modify the master slide formats and attributes.

Specifically, Impatica for PowerPoint supports:

- Slide master

- Title master

- Backgrounds

- Graphics

- Placeholder formatting

- Footers

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- Animation (only for PowerPoint 2003 and earlier)
- Omit Master Slide graphics
- Multiple Masters

NOT SUPPORTED
- Master layouts using objects introduced in PowerPoint 2007

Backgrounds

SUPPORTED

Impatica for PowerPoint supports the following types of Backgrounds on individual and Master slides:

- Solid fills
- Gradient fills
- Pictures
- Textured fills
- Patterned fills

Selective omission of "background graphics from master" (as specified in the Background dialog box) is also supported by Impatica for PowerPoint.

NOT SUPPORTED
- Shade From Title gradient
- Tiling, zoom and mirror effects

Slide Design Templates

SUPPORTED

Impatica for PowerPoint supports all standard and custom slide design templates that utilize supported shapes, graphic objects and animation effects.

Most of the design templates distributed with PowerPoint X, 97, 2000, 2002 (XP), 2003 and 2004 are translated acceptably by Impatica for PowerPoint.

NOT SUPPORTED

The following design templates use some features that are currently unsupported by Impatica for PowerPoint:

- Eclipse
- Radial
- Teamwork

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- Sandstone

- Animation Effects on Master (PowerPoint 2007 only)

- Design themes that incorporate unsupported elements

Slide Layouts

SUPPORTED

Impatica for PowerPoint supports conversion of all Slide Layouts, but will not convert unsupported elements that have been inserted into the slide.

NOT SUPPORTED

- Slide layouts using objects introduced in PowerPoint 2007

Text

Text Types

SUPPORTED

Impatica for PowerPoint supports default text properties that are set within the Title and/or Slide Master, or by the default shape properties. The following text types are supported:

- Body (style set on Slide Master)

- Center title (style set on Title Master)

- Center body (style set on Title Master)

- Footers (style set on Slide Master)

- Half body (text used in a two-column slide)

- Quarter body (text used in a four-body slide)

- Text in a shape (including text boxes)

- Title (style set on Slide Master)

NOT SUPPORTED

- Custom TrueType fonts

Text Formatting

SUPPORTED

Impatica for PowerPoint will impaticize and faithfully render text with the following formatting attributes, whether these attributes are default attributes from Master slides or attributes that are set within individual slides:

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- Animated bullets (only for PowerPoint 2003 and earlier)

- Auto-numbered text

- Bold, italic and underline and their combinations

- Bullets with various fonts, sizes & color

- Shadow and embossed (only for PowerPoint 2003 and earlier)

- Center, left and right alignment

- Colors

- First line indent

- Fonts

- Font Sizes

- Hyperlinks

- Line spacing

- Margins

- Numbered lists

- Picture bullets (only for PowerPoint 2003 and earlier)

- Rotation of text (only for PowerPoint 2003 and earlier)

- Rotation of text within a rotated shape

- Special characters

- Space before & after paragraphs

- Super/sub script (only for PowerPoint 2003 and earlier)

- Tabs (only for PowerPoint 2003 and earlier)

- Text in AutoShapes and associated text box settings: text anchor point, internal margins, word wrap and resize AutoShapes to fit text

- Rotate text within AutoShapes by 90º (only for PowerPoint 2003 and earlier)

- Vertical and horizontal alignment in a shape

- WordArt (2D)

NOT SUPPORTED

The following text attributes are not supported by Impatica for PowerPoint:

- Picture bullets, rotation of text, super/sub script, tabs and rotate text within AutoShapes by 90º (PowerPoint 2007)

- Full justification, columns or distributed

- 3D shape and WordArt effects

Note: Although these features are not supported by Impatica for PowerPoint, most can still be used in your presentation if you convert the text to a "Picture" prior to conversion. Please see the topic

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Converting Unsupported Elements to Pictures in *Section 7: Tips and Tricks.*

Graphics

Formats

SUPPORTED

Impatica for PowerPoint supports the following graphics formats that can be inserted into your PowerPoint presentation:

- Charts and graphs (only for PowerPoint 2003 and earlier)

- Diagrams (only for PowerPoint 2003 and earlier)

- GIF

- JPG and JPEG

- Organization charts (only for PowerPoint 2003 and earlier)

- PICT (Mac ClipArt format)

- PNG

- Tables (only for PowerPoint 2003 and earlier)

- TIF

- WMF (Windows Clip Art)

NOT SUPPORTED

- Charts, graphs, organization charts and tables must be converted to pictures in PowerPoint 2007

Image Manipulation

SUPPORTED

Microsoft PowerPoint provides features for manipulating images (in the Format Picture dialog box) after they have been imported into a PowerPoint presentation.

Impatica for PowerPoint supports the following image manipulation features:

- Color adjustments (only for PowerPoint 2003 and earlier)

- Cropping

- Scaling

- Brightness and contrast control (only for PowerPoint 2003 and earlier)

- Image control (e.g. grayscale, black & white, etc.) (only for PowerPoint 2003 and earlier)

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NOT SUPPORTED

Impatica for PowerPoint does not support the following image manipulation features:

- Flip
- Rotation
- Transparent color
- Picture effects
- Recolor: Sepia, Dark variations and Light variations

Shapes

Shape Types

SUPPORTED

Impatica for PowerPoint supports conversion and rendering of:

- AutoShapes including More AutoShapes
- Free-hand polygons
- Connectors
- Lines
- WordArt (2D)

NOT SUPPORTED

- 3D WordArt
- SmartArt (PowerPoint 2007)

Shape Formatting

SUPPORTED

Impatica for PowerPoint supports the following shape formatting features and attributes:

- Alterations of most AutoShapes using the customization handle (yellow diamond) (limited support in PowerPoint 2007 files)
- Arrowheads
- Gradient, pattern, texture and picture fills (not on lines)
- Grouped shapes
- Horizontal & vertical flip
- Dashed lines
- Rotation

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- Scale

- Shadow effects (outer and perspective shadow only)

- Solid color fills

- Solid color outlines

- Transparency settings on fills

- Varying line thickness

NOT SUPPORTED

Impatica for PowerPoint does not support the following shape formatting features and attributes:

- Reflection

- Glow

- Soft edges

- Bevel

- Special PowerPoint 2007 graphics features:

  - Embedded Excel

  - SmartArt

  - Equation editor

- 3D effects

- Double and triple line styles

- Transparency in gradient fills

Although these features are not supported by Impatica for PowerPoint, they can still be used in your presentation if you convert the object to a "Picture" prior to impaticization. Please see the topic ***Converting Unsupported Elements to Pictures*** in ***Section 7: Tips and Tricks.***

Animation

Objects that can be Animated

SUPPORTED

Impatica for PowerPoint supports the conversion and playback of Animation Effects that are applied to the following types of objects:

- Supported videos inserted from file

- Any supported graphic format

- Any supported shape

- Groups of shapes

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- Text and shape as one object
- Text as a single block (all paragraphs at once)
- Text separated by paragraph levels (only for PowerPoint 2003 and earlier)
- Text separated by words or letters (only for PowerPoint 2003 and earlier)

NOT SUPPORTED

Impatica for PowerPoint does not support:

- Chart effects
- Animation of Media Objects

Animation Effects

SUPPORTED

Impatica for PowerPoint supports the following Custom Animation Effects that can be applied to any of the object types listed above:

- All PowerPoint 97, 2000 and X effects
- PowerPoint 2002 (XP) and 2003 motion paths
- PowerPoint 2002 (XP) and 2003 effects and 2007 effects that are common to earlier versions of PowerPoint:

Entrance			
Basic	**Subtle**	**Moderate**	**Exciting**
Appear	Expand	Ascend	Boomerang
Blinds - Horizontal	Fade	Compress	Bounce
Blinds - Vertical	Faded swivel	Descend	Credits
Box - In	Faded zoom	Ease in	Curve up
Box - Out		Grow & turn	Float
Crawl In		Rise up	Fold
Dissolve In		Spinner	Glide
Flash Once		Stretch across	Magnify
Fly In		Stretch from bottom	Pinwheel
Random Bars		Stretch from left	Sling
Split		Stretch from right	Spiral in
Wedge		Stretch from top	Swish
Wheel		Unfold	Swivel
Wipe		Zoom in	Thread
		Zoom out	Whip

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Emphasis (see Note below)			
Basic	**Subtle**	**Moderate**	**Exciting**
Change fill color	Color blend	Flicker	Blast
Change line color	Complementary	Teeter	Blink
Grow/shrink	color		
Spin	Complementary		
Transparency	color 2		
	Contrasting		
	color		
	Darken		
	Desaturate		
	Flash bulb		
	Lighten		
	Vertical		
	highlight		

Exit			
Basic	**Subtle**	**Moderate**	**Exciting**
Blinds	Contract	Ascend	Boomerang
Box	Fade	Collapse	Bounce
Circle	Faded swivel	Color typewriter	Credits
Crawl out	Faded zoom	Descend	Curve down
Diamond		Ease out	Float
Disappear		Grow & turn	Fold
Dissolve		Sink down	Glide
Flash once		Spinner	Magnify
Fly out		Stretchy	Pinwheel
Plus		Unfold	Sling
Random bars		Zoom	Spiral out
Split			Swish
Wedge			Swivel
Wheel			Thread
			Whip

NOTE: Emphasis effects that involve color change do not do not work properly if text is present.

NOT SUPPORTED

Impatica for PowerPoint does not support, but substitutes a similar effect for the following Animation Effects:

- Bold reveal

- Bold flash

- Change font size

- Change font style

- Change font

- Checkerboard

- Flip

- Grow with color

- Light Speed

- Peak in/out

- Random effects

- Strips

- Style emphasis

- Chart effects

- Rotation of images during animation

- Change font color

Animation Effect Options

SUPPORTED

Impatica for PowerPoint supports the following options for the animation effects listed above:

- Auto-reverse (only for PowerPoint 2003 and earlier)

- Delay

- Delay between words and letters (only for PowerPoint 2003 and earlier)

- Effects on individual paragraphs (only for PowerPoint 2003 and earlier)

- Hide after animation (only for PowerPoint 2003 and earlier)

- Inserted sound as animation

- Repeat set number of times

- Rewind (only for PowerPoint 2003 and earlier)

- Sound or stop sound with animation

- Speed (duration)

- Text in reverse order (only for PowerPoint 2003 and earlier)

- Text by word, letter (only for PowerPoint 2003 and earlier)

- Triggers: on click, after previous, with previous

NOT SUPPORTED

- Dim or change color after animation

- Hide on next mouse click

- Repeat until end of slide or until next click

- Smooth start and end

- Trigger by clicking another object

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Timing

SUPPORTED

Impatica for PowerPoint supports the conversion and playback of Animation Effects that are triggered both automatically and on mouse click. Specifically, the following timing settings are supported:

- Delay

- Speed (duration)

- Start on click

- Start after previous

- Start with previous

Also supported are animation timings that are established using the Rehearse Timings or Record Narration features.

NOT SUPPORTED

- Multimedia (Play) Settings for Media Objects:

- While playing (Impatica for PowerPoint optionally provides the playback console for these operations):

- Pause slide show

- Continue slide show

- Stop playing:

  - After current slide

  - After … slides

- Trigger: Start effect on click of another object

Media

SUPPORTED

Impatica for PowerPoint supports conversion and playback of:

- AVI and MOV movies inserted from file - Please refer to the *Video* topic in *Section 7: Tips and Tricks*. (all versions of PowerPoint)

- Linked or embedded MP3, WAV, AIFF and AU sounds – Please refer to the *Narration* topic in *Section 7: Tips and Tricks*. (all versions of PowerPoint)

- Most audio and video formats supported by both PowerPoint 2007 and QuickTime 6+ (PowerPoint 2007 files only)

- Recorded narration

- Sounds on slide transitions

- Sound on mouse click (i.e. as an action setting)

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- Sounds with animation effects

NOT SUPPORTED

Impatica for PowerPoint does not currently support:

- Multimedia (Play) Settings for Media Objects:
    - While playing (Impatica for PowerPoint optionally provides the playback console for these operations):
        - Pause slide show
        - Continue slide show
    - Stop playing:
        - After current slide
        - After … slides
- Sound and Movies inserted as Objects
- Play video on click
- Loop until stopped
- Playing movie across slides
- Apply picture style to video object
- Rewind movie after playing
- Hide during show
- Play full screen
- MPEG-1 video (all versions of PowerPoint)
- WMV video files

Action Settings and Hyperlinks

SUPPORTED

Impatica for PowerPoint supports the following Action Settings:

Action on Mouse Click:

- Hyperlink to next slide
- Hyperlink to previous slide
- Hyperlink to first slide
- Hyperlink to last slide
- Hyperlink to specific slide within the current presentation
- Hyperlink to other PowerPoint presentation (.imp file only)
- Hyperlink to URL
- Hyperlink to an e-mail address

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- Hyperlink to an Impatica (-imp.jar or .imp) file through "Other File"

- Hyperlink to other file

- Mouse pointer changing to hand when over a hyperlink

- Play Sound

NOT SUPPORTED

Note: Hyperlinks to other files, to URL, to e-mail address and to play sound will be ignored for presentations being projected using Impatica ShowMate.

Impatica for PowerPoint does not support the following Action Settings:

- Actions on mouse over

- Highlight button when clicked

- Hyperlink to last slide viewed

- Hyperlink to custom show

- Hyperlink to end show

- Object action

- Run program

- Run macro

Transitions

Transition Effects

SUPPORTED

Impatica for PowerPoint supports the conversion and playback of the following transition effects at user defined speeds:

- None (no transition)

- Blinds horizontal and vertical

- Box in and out

- Checkerboard

- Cover (all directions)

- Cut

- Cut through black

- Dissolve

- Fade (PowerPoint X)

- Random bars horizontal and vertical

- Split horizontal in, horizontal out, vertical in and vertical out

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- Uncover (all directions)

- Wipe left, right, up and down

- Comb horizontal and vertical

- Fade smoothly

- Fade through black

- Push (all directions)

- Circle

- Diamond

- Plus

- Wedge

- Wheel: 1, 2, 3, 4 and 8

NOT SUPPORTED

The transition effects that Impatica for PowerPoint does not support are all mapped to similar effects, as the list below indicates.

- News flash (mapped to Box Out)

- Random (mapped to Dissolve)

- Strips (mapped to Wipe)

Slide Advance

SUPPORTED

Impatica for PowerPoint supports the following Slide Advance settings:

- Automatically after … seconds

- Advance on mouse click (or keyboard spacebar)

- Both automatically and on mouse click

Note that the Impatica presentation must have focus in order for the keyboard event to take effect. To provide focus, click within the applet window.

NOT SUPPORTED

- Advance on keyboard spacebar, but not on mouse click

Sounds

SUPPORTED

Impatica for PowerPoint supports the conversion and playback of:

- No sound

- Stop previous sound

- Incidental sounds (e.g. applause, breaking glass, etc.)

- Other sound

For a more complete description of Impatica for PowerPoint's support for sound, please refer to the *Media* topic in *Section 4: Supported and Unsupported Features of PowerPoint* and to the *Narration* topic in *Section 7: Tips and Tricks.*

NOT SUPPORTED

Audio will be ignored for conversion in the BlackBerry and Mobile Editions.

Miscellaneous Features

SUPPORTED

- Color schemes

- Hidden slides

NOT SUPPORTED

Impatica for PowerPoint does not support the following miscellaneous features:

- Action items

- Agenda slide

- Custom shows

- Image map authoring tools and hot spots

- Meeting minders

- Visual Basic support

- All new features introduced in PowerPoint 2007. More complete support for these features will be provided in the next release of Impatica for PowerPoint

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SECTION 5: BUILDING A PRESENTATION FOR INTERNET DELIVERY

Overview

PowerPoint presentations that are converted using Impatica for PowerPoint will play consistently and reliably over the Internet, provided that they are designed or adapted to conform to the constraints of network delivery. This topic describes how to adapt PowerPoint presentations for efficient and reliable delivery.

Animation

The Impatica for PowerPoint player performs most animation effects and animation features that are supported by PowerPoint. (Please refer to the *Animation* topic in *Section 4: Supported and Unsupported Features of PowerPoint.*)

Navigation

The Impatica for PowerPoint player supports basic Action Settings for navigation between slides. Impatica for PowerPoint presently supports navigation within a presentation, between presentations and between

presentations and other web pages. Note the mouse pointer turns into a hand when passed over a hyperlink during playback of an Impatica file. (Please refer to the *Action Settings* topic in *Section 4: Supported and Unsupported Features of PowerPoint.*)

Navigating Between Slides

When an Impatica for PowerPoint presentation is played, the Impatica for PowerPoint player is normally streamed as part of the presentation unless the player is still in cache from playing a previous presentation. When playing multiple presentations, either in conjunction with one another or independently, you can avoid subsequent downloads of the player applet depending on how you set up your server's file system. Please refer to the *Internal and External Branching* topic in *Section 7: Tips and Tricks.*

The Impatica for PowerPoint player loads elements in a linear fashion. If a presentation jumps ahead to a later slide, all of the text, sound and graphic elements appearing on the skipped slides must be read before the target slide can be displayed. Therefore, navigation between slides of a single presentation must be designed very carefully to avoid delays between the source and destination of a branch.

Although Impatica for PowerPoint does support the Action Setting "Hyperlink to Last Slide" and "Slide…", use of these features is discouraged since the entire remainder of the presentation must stream in order for the last slide to be displayed.

The better alternative is to separate the presentation into multiple presentations and use the "Hyperlink to Other PowerPoint Presentation" feature to allow the user to navigate through blocks of slides. To find out more, refer to the *Internal and External Branching* topic in *Section 7: Tips and Tricks.*

For enhanced navigation capabilities, Impatica for PowerPoint optionally provides playback controls, which allow the viewer to navigate to the previous slide, next slide, beginning of the presentation, as well as to pause/play the presentation. See the topic *Conversion Settings: Full Edition* in *Section 3: Using Impatica for PowerPoint*, for details on how to enable playback controls.

Navigating Between Presentations

Impatica for PowerPoint supports hyperlinks to other PowerPoint presentations and to Impatica files. The ability to hyperlink to Impatica files allows for the integration of content created with Impatica for Director and Impatica for PowerPoint.

In each case, the target presentation must be impaticized independently of the presentation containing the hyperlink. When using the hyperlink to other PowerPoint presentation method, the target presentation must be impaticized with the default save name.

It is also necessary that relative paths be preserved. If presentation1.ppt contains a hyperlink to presentation2.ppt, the location of presentation2-

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imp.jar (or presentation2.imp) relative to presentation1-imp.jar (or presentation1.imp) must be the same as the location of presentation2.ppt relative to presentation1.ppt. The same is true of Impatica files to which a PowerPoint presentation hyperlinks.

Due to Java security features, applets have access only to the contents of the folder in which they are stored and its sub-folders. This is to prevent applets from navigating upwards through the contents of a server. The Impatica applet is no exception; therefore, it can only play Impatica files stored in the folder that contains it and that folder's subfolders.

```
folder0
    folder1
        folder2
```

Consider the example above. If the Impatica applet launched is in folder0, then Impatica files in folder0, folder1 and folder2 may be played. However, if the applet is launched from folder1, only content in folder1 and folder2 can be played.

When an Impatica file is viewed locally, either by clicking the **Preview** button in Impatica for PowerPoint or by launching the generated HTML, the Impatica applet that is launched is in the folder containing the desired Impatica file. Therefore, for local viewing, the first presentation launched must be at the top-most level of the files that hyperlink to each other.

Once the files are uploaded to the server, they all reference the same applet that must always be at the same level or above the Impatica files. Therefore, if the folder structure illustrated above is replicated on the server, all files contained in the folders may hyperlink to each other, regardless of their enclosing folders.

*Remember: **When uploading to the server, duplicate the folder structure containing the original PowerPoint and Impatica files.***

Navigating Between Presentations and URLs

Files converted with Impatica for PowerPoint can contain hyperlinks to URLs, including e-mail. When clicked, hyperlinks to web pages will either be opened within the current browser window, or in a new browser window (if you have selected the **Hyperlinks In: New window** option – see the topic *Conversion Settings: Full Edition* in *Section 3: Using Impatica for PowerPoint*). Hyperlinks to e-mail will launch the default e-mail client with the supplied information filled into a new message. Similarly, hyperlinks to news servers will use the default news client to display the specified newsgroup.

To create a hyperlink in PowerPoint, select the object, go to the **Slide Show** menu and choose **Action Settings**. On the **Mouse Click** tab, click the **Hyperlink To** radio button. Choose a place in the current document, another PowerPoint presentation or **URL** from the drop down list. To specify an e-mail address, in the URL field enter mailto**:** followed immediately by the e-mail address.

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Alternatively, hyperlinks to web pages, e-mail addresses and other documents can be specified by selecting the object then choosing **Hyperlink…** from the **Insert** menu.

To have hyperlinks open a URL in a new browser window, ensure that the "Hyperlinks In: New Window" conversion setting is selected when impaticizing. It is recommended that this setting be selected when converting presentations targeted for e-mail delivery, since some e-mail clients will open only those URLs that are designated to open in a new window.

Navigating Between Presentations and Other Files

Impatica for PowerPoint will preserve hyperlinks to other files specified with either an absolute or a relative path. The link to files other than Impatica files will be handled by the web browser or e-mail client in which the presentation is playing. Therefore, special care should be taken when using file types that cannot be handled by all browsers.

Narration

Impatica for PowerPoint will correctly read and format PowerPoint audio and convert and compress it to Impatica's streaming format (if the **Sound Format: Compact** option is selected). Note that Impatica for PowerPoint only supports PCM .wav and .aiff format audio in files created with PowerPoint X, 2003, 2004 and earlier. PowerPoint 2007 can contain audio files in any format that is supported by both PowerPoint and QuickTime 6+.

Keep in mind as well that any presentation translated in the BlackBerry or Mobile Editions will not contain any audio.

For details on sound features supported by Impatica for PowerPoint, refer to *Media* in *Section 4: Supported and Unsupported Features of PowerPoint*.

Sound Quality

Good quality audio delivery over the Internet depends to a large extent on the quality of the original sound clip. Please refer to *Narration* in *Section 7: Tips and Tricks.*

Depending on the equipment and recording environment, it may be possible to achieve acceptable results by recording narration using PowerPoint on your desktop computer. However, if the nature of your presentation or the characteristics of your intended audience warrants professional quality audio, you might consider using professional voice talent and a commercial recording studio.

In any case, it is recommended that the following audio settings be used when recording audio:

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- PCM format
- .wav or .aiff file type
- 8000 Hz
- 16 bit
- Monaural.

Controlling Sound

The current version of Impatica for PowerPoint supports sound effects and imported "Other Sound" on slide transitions. Animated sound, sound effects, and other sounds are also supported when added to animations.

Keyboard and Mouse Input

Keyboard and mouse behavior in an Impaticized presentation may be slightly different from original PowerPoint presentations.

Keyboard Input in an Applet

Keyboard input (spacebar only) during playback is recognized by the Impatica for PowerPoint player. In order to receive this input, the applet presentation area must have focus in order for the keyboard input to take effect. In other words, the user must click in the presentation before any keystrokes can be recognized.

Mouse Input in an Applet

The player applet is able to respond to clicks of the left mouse button only. It does not have the ability to respond to right-click or mouse-over events.

Path and File Names

By their very nature, Java applets are designed to run on any Java-enabled platform, including Windows, Macintosh, Unix, Linux, OS/2, set-top boxes and many of the emerging handheld devices. The Impatica for PowerPoint player applet can be launched and the associated Impatica content can be streamed from any HTTP server. No special streaming server software is required.

It is therefore important to specify pathnames and file names that are meaningful on your server platform(s). The following conventions should be followed for any reference to server pathnames:

- Do not use pathnames that begin with HTTP or FTP. Impatica for PowerPoint does not support such pathnames.

- Some servers, e.g., Unix, are case sensitive.

- Avoid using spaces, apostrophes, special characters and underscores in file and folder names. Some web browsers and e-mail programs

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have trouble handling them correctly. Use hyphens (dashes) instead. When generating filenames for Impatica files, Impatica for PowerPoint automatically substitutes hyphens in place of spaces and underscores.

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SECTION 6: PUBLISHING YOUR PRESENTATION FOR WEB DELIVERY

Overview

When you use Impatica for PowerPoint to convert a PowerPoint presentation for web delivery, the content in the PowerPoint (.ppt, .pps, .pptx or .ppsx) file is converted and reformatted into a corresponding Impatica (-imp.jar or .imp) file. To play this content over the Internet, a small Java applet player is invoked. The Java applet consists of a series of .class files. Class files are simply Java byte code programs that are executed (actually interpreted) by the Java Virtual Machine that is included in all Java enabled browsers or platforms. The player applet initiates the reading (streaming) of the .imp content and plays the presentation on the user's computer.

To play the Impaticized presentation over the Internet, an applet tag must be included in an HTML web page or within an e-mail message. (Alternately, the Impatica for PowerPoint player applet can be launched from within another applet.)

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Setting up the HTML to Play Your Presentation Content

Once you have converted your PowerPoint presentation to Impatica's streaming format, you are ready to play the content. There are three components involved in the playback of the Impatica for PowerPoint files:

- The content, namely the -imp.jar or .imp file that is created in the conversion process (if there are embedded videos that were encoded, there will also be one .imv file for each video file embedded in the source PowerPoint file);

- Impatica's player, comprising of a number of Java ".class" files that read, interpret and display your content during playback. As well, all of the class files are contained in a single compressed **jar** (Java ARchive) file, named ImPlayer400.jar, that provides faster performance when accessed by browsers such as Netscape Navigator and Internet Explorer, Version 4 and later;

- A few lines of HTML within a page of your web site or an e-mail message that tells the browser or e-mail client where to find the Java player and presentation files.

The process of engaging your viewers begins when they access a page on your web site or open an e-mail message that contains an HTML reference to Impatica content. Based on the location specified in the HTML, the browser or e-mail client downloads and launches the Java player applet in a process that is virtually invisible to your viewers. The player then opens the content file and begins to read, interpret and display your presentation.

If the generation of an HTML support file is selected in the conversion settings, Impatica for PowerPoint creates a sample HTML document containing the code required to play your content from your hard drive. For most applications, the HTML generated can be used without modification. The player applet will be added to the folder upon previewing the presentation from within Impatica for PowerPoint.

For content that is being uploaded to your web site, ensure that the **Include HTML** checkbox is selected upon uploading. This will automatically generate an HTML page capable of launching your online presentation. To include your Impaticized content within a custom web page, please refer to the *Adding Impatica Content to Your Web Site* topic in *Section 6: Publishing Your Presentation for Web Delivery.*

In order to playback the online content, there must be a copy of the player applet on your server. When connecting, select the checkbox **Upon connecting, ensure Impatica applet is on server**. This will guarantee that a copy of the Impatica Player, including both the **.class** and **.jar** files, exists in the necessary folder within the web documents folder. The converted content must be uploaded to the same location as the player files or to a sub-folder within that location.

For content that is to be distributed by e-mail you must first upload the content and ensure that the player is on your server. Next, simply copy the HTML provided in the E-Mail HTML tab of Impatica for PowerPoint into the

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body of the e-mail message. (Please refer to the topic *E-Mail Tab* in *Section 3: Using Impatica for PowerPoint.)*

Testing

As with all Internet delivered content, you should test the content extensively with as many browsers and/or e-mail programs as possible before you add your newly converted presentations to your live web site or broadcast them through e-mail.

You can do the testing in stages:

1. From your hard drive;
2. From your web server.

Testing From Your Local Hard Drive

As soon as the conversion process is complete, you can select a file from the list of Impatica files and click the **Preview** button. This will launch the default browser and play the converted presentation.

An alternative method of testing your impaticized presentation from your hard disk is to run it using the HTML document created during impaticization. If the **HTML file** checkbox was selected under **Generated Support Files** as a conversion setting, an HTML document was created and stored in the same folder as the impaticized presentation. Double click the HTML document. Doing so will launch your default browser and open the HTML page, thereby invoking the Impatica Player. It, in turn, will play your converted content.

Ideally, even this initial test should be repeated with as many different browsers as possible. To play the Impaticized presentation in other browsers, simply launch the browser you wish to test and select **Open** in the browser's File menu to open the local HTML document.

Testing From Your Web Server

Once you are satisfied with your converted presentation, you are ready to test playback from a web server. Impatica for PowerPoint makes it easy to upload your Impaticized presentations, Impatica's player and associated HTML documents to your web server. (Please refer to the *Web Server Upload Tab* topic in *Section 4: Using Impatica for PowerPoint*.)

Following the instructions provided in the topic *Running Impatica for PowerPoint* in *Section 3: Using Impatica for PowerPoint*, connect to your web server and upload your Impaticized presentations. If the **Include HTML** checkbox is selected upon upload, the associated HTML files will be uploaded automatically to the same location. To play your presentation, simply double-click on the corresponding HTML file (or alternately, select the HTML file and click **Open**). The Impaticized presentation will play in the default browser. Within your browser, select the web page location and copy it. Test this location from within other browsers.

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Adding Impatica Content to Your Web Site

After you have thoroughly and successfully tested your Impaticized presentation files (and the corresponding HTML) from your local hard drive and web server, you may wish to incorporate your presentation within an existing web page.

Your webmaster will normally perform this step.

Simply copy the <applet> portion of the HTML and insert it into the proper location within the desired web page.

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SECTION 7: TIPS AND TRICKS

This section contains a collection of topics that are intended to make it easier for you to create effective online presentations. The topics presented are merely suggestions that might be helpful in preparing a more effective presentation and should not be misconstrued as precise rules that must be followed in order to use Impatica for PowerPoint.

Designing for Performance

Impatica for PowerPoint converts PowerPoint files into a highly efficient file format for streaming delivery over the Internet or through e-mail. However, to take maximum advantage of this capability, it is important to design your PowerPoint presentation with performance in mind.

There are three important aspects to effective streaming performance:

1. Determine the bandwidth or Internet connection speed required to play your content. Use the transfer time provided in the File Info tab in Impatica for PowerPoint to gauge how well your file will playback. This measurement is the time that it will take for all of the data included in the presentation to reach the user's computer. If this time exceeds the desired playback time, expect delays on a slow-speed modem. For example, if the transfer time is three minutes and the presentation is designed to playback in two and a half minutes, a viewer using a 28.8 kbps modem will experience a total of thirty seconds in unplanned delays during the playback of the content.

2. Minimize the use of large multimedia objects, such as pictures and audio clips, within your presentation, especially at the beginning. Even

though the impaticized file will stream over the Internet as the content is being played, each individual component (picture, audio clip, etc.) must be received in its entirety before it can be played or displayed. As a result, large objects may cause un-natural delays during playback, especially if the overall presentation is at or close to the limit of the viewer's Internet connection speed.

This is especially true at the very beginning of the presentation. If your presentation uses a design template that includes large pictures as backgrounds for each of the Title Master and the Slide Master, these background images as well as the objects on the actual slides must be streamed before the slides can be displayed.

To ensure good performance, keep individual audio clips small, ideally less than 30 seconds and avoid using large pictures, especially at or near the beginning of the presentation.

3. Avoid using hyperlinks that jump ahead to the last slide, particularly early in the presentation. Because the impaticized file is streamed sequentially, all of the intervening slides must be read before the target slide can be displayed. If the hyperlink skips over several slides, there could be a noticeable delay before the target slide can be displayed. (See also *Internal and External Branching* in this section.)

4. Make creative use of interactivity. Interactivity can be used to stall the playback of the presentation while keeping the viewer engaged. The pause in the presentation will allow the stream of information received to get ahead of the demand for data.

For example, a presentation may begin with a slide that requires the user to click before advancing. The slide may remind users to turn up their speakers or it may pose a question. While the user is reading and responding to the slide, information such as sounds, graphics and text required for future slides is being collected. When the user progresses to future slides, the necessary data has likely already arrived; therefore, the probability that the user will have to wait is significantly reduced.

Selecting Slide Size

Note: With Impatica for PowerPoint 4.0, the playback window is completely scalable up to and including full-screen. Therefore, it is no longer necessary to change the size of your PowerPoint presentation to match a specific screen resolution. However, in the event that you wish to set a specific default playback window size, the following guidelines are pertinent.

With Impatica for PowerPoint Version 4, the HTML that gets generated has changed from Version 3 in that the size of the applet produced is now controlled by a percentage instead of an absolute height and width.

For example, with **Version 3**, a 6" x 4.5" slide size would have resulted in a java applet that was 432 x 348 pixels. The HTML created by Impatica for PowerPoint would have specified WIDTH = "432" HEIGHT = "348".

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With Impatica for PowerPoint **Version 4**, regardless of the size you specify in PowerPoint, the outputted HTML will always say WIDTH = "100%" HEIGHT = "100%".

If you're savvy enough with HTML, you could open the HTML file in Notepad and change the WIDTH and HEIGHT values to an absolute number instead of a percentage and the presentation should scale accordingly.

Impatica works with 72 pixels per inch. If you want your applet to match the size of your PowerPoint slide, simply change the WIDTH and HEIGHT values in the HTML to match your "Page Set-up" width and height settings from PowerPoint; e.g. using a standard PowerPoint slide dimension:

Width = 10"
Multiply this by 72 pixels per inch = 720

Height = 7.5"
Multiply this by 72 pixels per inch = 540

Adjust the width and height settings in the Impatica HTML file as described above to be 720 and 540 respectively.

Note: If you had selected Include Playback Controls, you must add 24 pixels to the HEIGHT to accommodate those controls.

When selecting the size of your presentation slides, keep in mind the target audience and the application of your presentation. Large slides may not fit entirely within a user's web browsing window if they are viewing at a low screen resolution. Here are some suggested slide sizes for target screen resolutions:

Target Screen Resolution	Slide Size
1024 x 768 pixels	10" x 7.5"
800 x 600 pixels	7.5" x 5.6"

The target application of the presentation may also influence the choice of slide size. For example, a slide size of 7" x 5.3" is recommended for use for presentations that are to be included in an e-mail message.

Impatica for PowerPoint uses the slide size specified in **Page Setup** in PowerPoint. To resize a presentation, simply specify a new size in the **Page Setup** dialog. PowerPoint will automatically resize all of the elements of the presentation to fit in the specified space.

Note: Impatica for PowerPoint uses 72 pixels per inch.

Reusing Objects

Impatica for PowerPoint checks for duplicate objects when creating the streaming media file. If exact duplicate objects are detected, the second

object is simply replaced by a reference to the first object. However if objects are merely similar, but not exact duplicates, the substitution cannot be made and both objects will be placed in the streaming media file.

Pictures and Other Large Images

Photographs and other true color graphics are especially large and can noticeably degrade online performance of your presentation. This is especially true if the pictures are at the beginning of the presentation. PowerPoint users who are unfamiliar with online delivery often make the mistake of using similar, but slightly different, JPEGs as backgrounds for both the Title Master and Slide Master. For standard sized slides, each JPEG would be approximately 300KB, even after compression. When viewed over a 28.8 modem connection, each JPEG would take almost two minutes to download. Because backgrounds placed on the slide masters usually appear at the beginning of the streaming file, this would cause a substantial delay in starting your presentation.

By using the same JPEG for both the Title Master and Slide Master, that portion of the Impatica file would be reduced by 50%. Even better, consider using a solid color background, or a background comprised of Autoshapes, for either or both of the Master slides.

Narration

Narration is a critical component of Internet or e-mail delivered PowerPoint presentations. Here are some suggestions to make your narration more engaging and effective.

- Be brief and to the point. Online viewers have a very short attention span and they are only a single click away from leaving. The narration for each slide should be no longer than one minute and preferably less than 30 seconds.

- Use a script. Even though you may be highly effective as a stand-up or impromptu presenter, your online presentation does not benefit from your presence and charisma. More importantly, you do not have the benefit of watching and gauging your audience's reaction and perhaps modifying your delivery accordingly.

- Edit and re-edit the script to produce the shortest possible way of delivering a clear, concise and focused message.

- Consider using a professional narrator and sound recording studio. This really depends on the objective of your presentation and on the intended audience. If, for example, you are using professionally prepared graphics, your presentation probably warrants professional narration. Try it yourself, review the results, and judge for yourself.

- Identify the author of the presentation. Often viewers like to know who is speaking to them. Consider including a picture of the author, even if it is not the narrator, of the presentation.

There are several methods of incorporating sound into a PowerPoint presentation that are supported by Impatica for PowerPoint (note: presentations translated in BlackBerry or Mobile editions will ignore any audio). For a rich media lesson on inserting sound, please visit the Tutorials section of our web site. Here are the steps to follow in PowerPoint for each of the three methods:

1. Add external "pre-recorded" audio file to your presentation.

    *   *Add sound to slide transitions (PowerPoint 2003 and earlier)*: From the **Slide Show** menu, choose **Slide Transition**. In the **Slide Transition** panel, ribbon or dialog box, click on the drop down box under the **Sounds** heading. Select **Other Sound**. The *Add Sound* (or **Choose a Sound)** dialog box will appear through which you can select the external sound file to be added to the slide transition for that slide. This is the method most highly recommended by Impatica.

    *   *Add sound to slide transitions (PowerPoint 2007)*: From the **Animations** menu, choose **Slide Transition**. In the **Slide Transition** panel, ribbon or dialog box, click on the drop down box under the **Transition Sounds** heading. Select **Other Sound**. The *Add Sound* (or **Choose a Sound)** dialog box will appear through which you can select the external sound file to be added to the slide transition for that slide. This is the method most highly recommended by Impatica.

    *   *Add sound to slide (PowerPoint 2003 and earlier)*: From the **Insert** menu, choose **Movies and Sounds**, and click on **Sound from File**. Select the audio file you wish to insert from the **Insert Sound** dialog box that appears. You will be prompted to select how you wish the sound to start. Select *"Automatically"*.

    *   *Add sound to slide (PowerPoint 2007)*: From the **Insert** menu, choose **Sounds**, and click on **Sound from File**. Select the audio file you wish to insert from the **Insert Sound** dialog box that appears. You will be prompted to select how you wish the sound to start. Select *"Automatically"*.

2. Record narration for the entire presentation. From the *Slide Show* menu, choose *Record Narration*. Click *Record* (click **OK** in PowerPoint 2007) to begin recording. Try using the *"Page Down"* key to advance slides, thereby avoiding the sound of the mouse click.

    A sound object icon will appear on the slide. You can opt to drag the icon off the slide if you do not want it to be visible.

3. Record audio for a specific slide. From the *Insert* menu, choose *Movies and Sounds* (or *Sounds* in PowerPoint 2007) then, in the sub menu, *Record Sound*.

4. You can also insert sound into your presentation by incorporating a pre-recorded sound file within an animated object. This is a useful tool for timing of narration with a specific slide event. Open the *Slide Show* menu (or **Animation** menu in PowerPoint 2007), and select *Custom Animation*. This will launch the *Custom Animation* setting panel on the right of the PowerPoint slide area. Select the first object that you

would like to animate, click the **Add Effect** button and choose an effect for the selected object from those available in the drop-down box.

Once you have chosen an effect, the animated object appears in the **Custom Animation** timeline area. Right-click the object you wish to add sound to and select the *"Effect Options"* menu item. This will launch the Effect Options dialog box for the effect that has been applied to the selected object. Select the *"Effect"* tab. Within the "Effect" tab, you will see a *"Sound:"* drop-down box, which will read *"[No Sound]"*. Click on the drop-down box and select *"Other Sound"* from the list. This will launch the *"Add Sound"* dialog box.

Video

Video can be an effective and powerful way to enhance your PowerPoint presentations. However, smooth delivery of video content over the Internet generally requires a bandwidth higher than that provided by dial-up connections.   Therefore, it is important to understand the capabilities of your target audience, and tailor your presentations accordingly. For example, consider offering multiple versions of your presentation(s), targeted to a variety of connection speeds.

Impatica for PowerPoint supports embedded videos, if they are added in the following manner (inserting movies as **Object** is currently not supported): from the PowerPoint **Insert** menu, choose **Movies and Sounds** (or **Movie** in PowerPoint 2007) then, in the sub menu, **Movie from File**. Videos will always play automatically once converted using Impatica for PowerPoint.

Synchronization and Timing

Impatica for PowerPoint will honor the slide timings specified in PowerPoint. However, when designing for the Web it is important to remember that different connection speeds yield different playback results.

To ensure the proper synchronization of narration with slides or animations, use the **Wait for Sound** conversion settings in Impatica for PowerPoint. Content converted using these settings will ensure that the current slide's or animation's sound has entirely played before advancing to the next slide or animation, regardless of the connection speed.

Internal and External Branching

Impatica for PowerPoint supports PowerPoint's Action Settings for branching to the next, previous, first, last or particular slide in the same presentation. It also supports jumping to another PowerPoint presentation or to a specific Impatica file identified through the Hyperlink to Other File option.

Although supported, branching to the last slide of a presentation is not recommended for slow speed delivery because the entire streaming file will have to be read before the last slide can be displayed. Similarly, the use of

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hyperlinks to a slide that is ahead in the presentation requires special attention. Such actions may cause the end user to experience delays, since the content for all of the slides between the slide containing the hyperlink and the target slide would have to be streamed before the action could take place. The use of hyperlinks to other presentations is the preferred approach.

Hyperlinks to Other Presentations

Impatica for PowerPoint supports hyperlinks to other presentations. There are two options for specifying another presentation: by choosing a PowerPoint file or by specifying an Impatica file.

Specifying a PowerPoint Presentation

Within PowerPoint, there are three ways of specifying a link to another PowerPoint presentation:

1. Right-click on the object, choose **Action Settings**, and click the **Hyperlink to** radio button, then pick **Other PowerPoint Presentation** and identify the desired presentation.

2. Right-click on the object, choose **Action Settings**, and click the **Hyperlink to** radio button, then pick **Other File** and select the PowerPoint file.

3. Right-click on the object, choose **Hyperlink**, click the **File** or **Web Page** button and select the PowerPoint file.

Note: When using the latter method, it is mandatory that the target presentation be translated in Impatica for PowerPoint using the default save name. Otherwise, the hyperlink in the Impaticized presentation will fail.

Specifying an Impatica File

To specify a hyperlink to an **Impatica** file from within PowerPoint, use one of the following methods:

• Right-click on the object, choose Action Settings, click the Hyperlink to radio button, then select Other File and choose the desired Impatica file.

• Right-click on the object, choose Hyperlink, click the File or Web Page button and choose the desired Impatica file. (PowerPoint 2000 and XP)

The hyperlink to the **Impatica** file will not have meaning when viewing the presentation in PowerPoint. However, this method allows you to specify an existing **Impatica** file without naming restrictions. It also allows hyperlinking between content created using Impatica for PowerPoint and Impatica for Director.

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Hyperlink Considerations

Regardless of the method used to specify a hyperlink to another presentation, there are a few issues to consider in order to ensure proper conversion and playback.

Firstly, the target presentation must be impaticized on its own. If the presentation has been identified as a PowerPoint presentation, it must be converted using the default save name.

Secondly, the relative locations of the Impatica files must match the relative locations of the PowerPoint presentation that contains the hyperlink and the target presentation. Java's extensive security allows applets to access files only within the same folder or its sub-folders. Therefore, Impatica files must be in the same folder as the Impatica player applet or sub-folders thereof. When previewing locally, the copy of the Impatica player applet (ImPlayer400.jar) that is launched is in the same folder as the first Impatica file played. Therefore, when viewing locally, the first presentation launched must be in the top-most folder. Any files hyperlinked to must also be within that folder or its sub-folders. Choosing to use a hierarchy of folders to store the presentations that hyperlink to each other requires the reconstruction of the hierarchy on the remote server and uploading of files into to the appropriate folders.

While these methods allow for extensive flexibility in the arrangement and naming of files, Impatica recommends a simple approach. Keep all PowerPoint source files that link to each other in the same folder. Impaticize with the default save name and with the source folder as the save location. When uploading, put all of the files into the same folder. This approach will simplify the process and minimize the risk of broken hyperlinks.

If, during the playback of an Impatica file, a hyperlink to a file is clicked and the Impatica applet is unable to find the specified file, a dialog box will appear notifying the user that the file could not be found.

Setting up the Web Server

Impatica's content is delivered from a standard HTTP web server using a Java player applet. As a result, any standard web server set-up will work just fine.

For performance reasons, it is good practice to use a single instance of the applet (.class files and/or .jar files). When a Java applet is invoked, the browser first checks to see if the player has already been loaded and is in cache; if so, it uses the cached copy of the player instead of downloading the player from the web server. As a result, the content plays almost instantaneously. However, the only way for the browser to ascertain that the required player is in cache is to compare the path names of the requested and cached players. Therefore, all references to impaticized content should point to a common codebase for the player files.

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Converting Unsupported Elements to Pictures

This release of Impatica for PowerPoint supports most of the text and graphics formats and features that are supported by PowerPoint. There are, however, a few formats and features that are not currently supported such as 3D effects, certain text and shape attributes and some graphic formats. In most cases, these unsupported formats can still be used within your Impaticized presentation with only a modest amount of additional effort.

All you have to do is to convert the unsupported element to a picture prior to conversion.

*Caution: **Make certain that you save a copy of your PowerPoint presentation prior to converting unsupported objects to pictures. Once the objects are converted, you will not be able to make any revisions to the original objects.***

Here are the steps:

1. Click on the object to select it.
2. From the Edit menu (or from the Clipboard section of the Home tab in PowerPoint 2007), choose Copy.
3. From the Edit Menu (or from the Clipboard section of the Home tab in PowerPoint 2007), choose Paste Special.
4. In the Paste Special dialog box, select Picture.
5. Reposition the new Picture on top of the original object.
6. Right click on the new picture to display the Shortcut Menu and choose **Order**. Select **Send to Back**. Even though the new picture in now "behind" the original object, it is still selected and visible.
7. Click elsewhere on the slide to de-select the new picture.
8. Click on the picture to select it. This time you will select the original object (the one on "top").
9. Press Delete.

Repeat this process for each unsupported text or graphics format that you wish to incorporate in your Impaticized presentation.

Then, impaticize your presentation in the normal manner.

Experiment with Conversion Settings

Impatica for PowerPoint allows you to add the same file to the list of source files. Use this feature to impaticize the same file with different sets of conversion settings. Be sure, though, to specify different save names for each instance. Once the conversion is complete, use the **Preview** button and **File Info** tab to determine which set of conversion settings yields the best results for your presentation.

Signed Applets and Full-Screen Mode

Impaticized PowerPoint presentations are played using an un-signed Java applet. In certain playback environments, playback in full-screen mode using an unsigned applet may display a security-warning banner at the bottom of the applet window. In some case, full-screen playback using an unsigned applet simply may not be possible.

To overcome these situations, Impatica for PowerPoint version 4.0 includes an optional signed version of the ImPlayer400.jar applet. The signed version of the applet can be found in the following location.

1. Select the Impatica for PowerPoint application in the Finder.

2. Right click on the application icon and choose "Show Package Contents"

3. Navigate to "Contents/Resources/version401"

4. The file "ImPlayer401.jar" is the signed version of the applet.

To utilize the signed applet, it is necessary to replace the standard, un-signed applet in the **Save As** file location form the impaticized presentation with the optional signed applet.

However, the presentation is played using the signed applet, a dialogue box (shown below) will appear asking the user to grant permission for the applet to be launched.
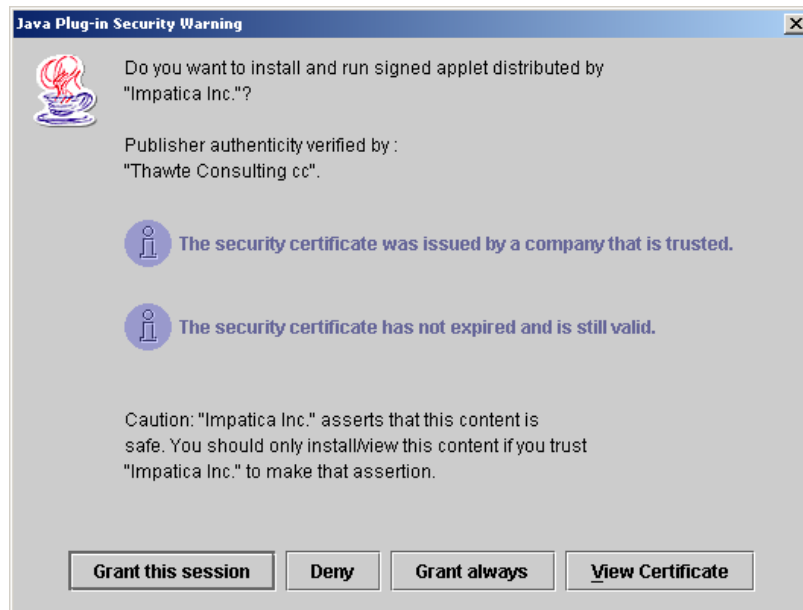
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SECTION 8: PRODUCT TECHNICAL SPECIFICATIONS

Supported Software

This version supports the following:

- Macintosh OS X version 10.4 or later (Intel or PPC); and

- Microsoft PowerPoint X, 97, 2000, 2002 (XP), 2003, 2004 and 2007 file formats.

For details on the features supported by Impatica for PowerPoint, refer to *Section 4: Supported and Unsupported Features of PowerPoint.*

System Requirements

Production:

- Macintosh OS X version 10.4 or later (Intel or PPC)

- 50 MB available disk space

- 800 x 600 screen resolution

- 16-bit color

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Hosting:

- Any HTTP web server

- No special server-side software

Playback:

- Any operating system with standard Java support such as Windows, Linux, Solaris, Mac OS, OS/2 and Symbian EPOC

- Any Java enabled browser, such as Internet Explorer 4+, Netscape Navigator 4+, Safari, Mozilla, and Opera 4+

- Any of the most commonly used e-mail programs such as Outlook 2000+, Outlook Express 5+, Netscape Messenger, Mozilla Mail, AOL Webmail, Lotus Notes R5 and Eudora 4.3+

- BlackBerry handheld with BlackBerry software 3.8 or later; or

- Sony Ericsson handheld with Java platform 5 or higher and Bluetooth; or

- Windows Mobile Smartphone or Pocket PC with Windows Mobile 2003 or later and Microsoft Bluetooth.

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