

Passage Express

Multimedia Presentation Software

User Manual

The Jefferson Project

Preface

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The Jefferson Project LLC

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Welcome to Passage Express.

Passage Express is an easy-to-use, one-stop publishing package specifically designed to help you organize your records into an eye-catching multimedia presentation.

Not only does Passage Express make it fun and easy to share and make presentations with others, it also preserves your invaluable data in pristine digital quality.

What is more, the receiving computer does not need Passage Express to run the presentation. A Windows computer can automatically open the files on your disc using the system's default programs. Passage Express can help generate enthusiasm for the information being presented with its vast presentation features.

Passage Express is intended for the average computer user, and goes to great lengths to ensure the highest quality and simplest operation possible. Even easier to use is the finished presentation – place the CD-ROM into your computer or slip the DVD video into your home entertainment center, sit back, and enjoy seeing your work come alive with each click of the mouse or remote control.

For Genealogists:

Biographies, voice recordings, photographs, and more. Most families interested in genealogy have collected items such as these and then some. But instead of being easily accessible, these materials lie untouched in storage boxes gathering dust and weathering the elements. Rummaging through each pile only provides another opportunity for ripping, wrinkling and other damage to occur.

What a tragedy to have such precious information so unavailable. Family histories deserve to be seen, read, heard, cherished and enjoyed. Now, thanks to Passage Express, this is possible as never before.

We invite you to read on and see how you can produce a Passage Presentation with ease and confidence.

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Chapter 1 System Requirements and Installation

Hardware and Software Requirements

Installation Trouble Shooting

Registering Passage Express

Welcome to Passage Express publishing software!

Use the procedures in this chapter to install your new software.

Hardware and Software Requirements

To use Passage Express, you need this equipment:

Minimum:

- IBM compatible 200 MHz Pentium computer.
- 128 MB RAM.
- 2x CD-ROM drive (double speed).
- 256-color SVGA monitor with a resolution of 800 x 600.
- Either Windows 98, 2000, NT 4.0 (with Service Pack 6a), or XP.
- Works with any printer supported by Windows.

Recommended:

- IBM compatible 350 MHz Pentium II computer.
- Windows 2000, NT4.0 (with Service Pack 6a), or XP.
- 256 RAM.
- CD and/or DVD burner.
- Internet Explorer 6.0.

Installation and/or Trouble Shooting

If you are upgrading from Family History CD refer to Appendix B.

System Requirements and Installation

Install Passage Express:

- Shut down all running programs.
- Insert the Passage Express CD-ROM in your computer's CD-ROM drive or Run the downloaded setup program.

NOTE: If installation does not start automatically, select Start in the taskbar, then click Run. Type: D:/PassageExpressSetup.exe (where "D" represents the CD-ROM drive letter on your computer), Click OK. The wizard guides you through the installation. Click next after each step.

- In the License Agreement window, read the standard license agreement. If you accept, click Next.
- The installation program begins copying files.
- The first time you run Passage Express, you are asked for your user name and license number. You received these by e-mail if you ordered online or inside the package if you purchased from another source.

Register Passage Express

You can use Passage Express up to 21 days without licensing. After 21 days, you must purchase a license to continue using Passage Express.

We encourage you to register early. Registration entitles you to many benefits including technical support and the ability to download online features.

Register at www.passageexpress.com.

You can also initiate registration by e-mailing The Jefferson Project at support@passageexpress.com.

What should I do if I can't find my license number?

If you are registered or purchased online, e-mail support@passageexpress.com to receive your license number.

Can I run the family history CD and Passage Express on the same computer?

Yes, as long as each version is installed in a different folder.

System Requirements and Installation

I received a replacement CD but can't find my original license number. What should I do?

Contact us. support@passageexpress.com.

When is it permitted to install Passage Express on more than one computer?

It is permitted to install Passage Express on more than one computer when the purchaser and household continue to be the only users who access the application. This does not violate the software license agreement.

What if I want to use Passage Express for Commercial Purposes?

Contact us for a business license. support@passageexpress.com.

I am using the Standard Version and want to upgrade to the Deluxe version. Do I need to download again or order a new disc?

No. You do not need to re-download or get a new disc. Just purchase the Deluxe license at www.passageexpress.com to receive a new license key.

1. On the main menu of Passage Express:
 - a. Click on Licensing located on the Help drop-down menu.
 - b. Key in the new license number over the old one.
 - c. Close the program.
 - d. Re-open the program. It now operates as the Deluxe version.

Chapter 2 Where to Begin

Project Purpose

Collect and Organize

Passage Express Main Menu

Determine the Purpose of your Project

What purpose are you using your Passage Presentation for?

- To distribute your family history information to relatives?
- To document a person's life?
- To share the family archive at a reunion?

Here are some examples of what Passage Express can create:

- Slideshow presentations with narration and background music.
- Paperless archive of all computer files.
- Family heirloom collection as CD or DVD-ROM of pictures, stories, and video to distribute to posterity.
- Family movies compiled on DVDs for TV viewing.
- Archive disc of all important documents and pictures included in an emergency kit in the event of an evacuation.
- Genealogy data to share with your relatives at a family reunion.
- Business catalog on CD/DVD.

Collect and Organize

Now gather all of the items that you want to include in your presentation – pictures, certificates, other documents, voice recordings, video clips, family histories, genealogy data – the list is endless! Transfer, scan, capture or otherwise copy your files into your computer. Now that your items are digital computer files it is time to start building your project!

Where to Begin

Sample Project

A sample project comes with your Passage Express software. You may open this project and see a quick view of the many possibilities.

Try opening the sample project. Now that you have opened a project, more options have appeared on the left side of this screen. A thumbnail of the Presentation Menu appears in the center of this screen.

Start New Project

Click **New** to start a new project or **Open** for an existing project. You are prompted to enter the title, author, and any notes about the project. Fill these in and click OK. This brings you to the Main Menu.

Open an Existing Project – Select Open to view a list of existing projects. Click on the project you would like to open and click Open. You are sent to the Main Menu.

Passage Express Main Menu



This menu gives you access to all of the options in Passage Express.

As you create your own menu for your project (or open an existing project), a small image of your menu displays on the right hand side of the main menu as shown above.

Step 1: Build Project.

This is the first step in building your project. Here you import, organize, and label the items that you wish to publish.

In the Project Builder, you can:

- Import any computer file.
- Scan directly.
- Edit pictures.
- Create slideshows.
- Create documents.
- Add titles, captions, Face Labels, narration and dates, to your pictures.
- Add narration to all items.
- Grab music from your audio CDs.
- Create picture collage images.
- Import multi-media files from selected genealogy software.
- Search your project.

Organize folders and sub-folders in the desired order. Add details to your files. When you feel that your project is assembled, organized, and labeled; you are ready for the next step within the Passage Presentation section. You will still be able to edit your project later.

Step 2: Design Menu.

This is your tool to create the menu screen that your recipients see when they put your disc in their computer. The disc will auto-run on Windows computers. All they need to know is how to point and click with the mouse. Use your creativity to make it a beautiful menu with buttons linked to your files. If you are not feeling too creative, you can make a quick and simple, yet attractive menu.

The functions available for you to assign to your buttons include:

- Open and browse the entire project.
- Open and browse a single folder.
- Open a single file.
- Music toggle – to turn on and off background music.
- Search – so your project can be searched for names etc.

Where to Begin

- Web site – to send them to a Web site of your choice.
- E-mail – to send an e-mail to a designated address.
- Exit – to exit the project.

Be sure to add a button with the function of ‘exit’ so that your recipients can exit your presentation.



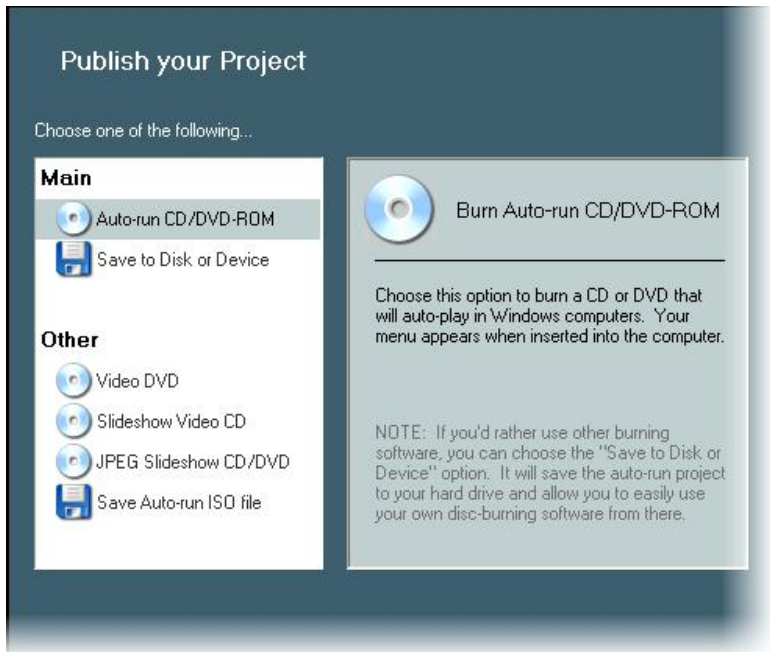
Step 3: Publish.

Publishing options include:

- Making an Auto-run CD/DVD-ROM for a Windows computer.
- Saving the project to a disc or device.
- Making a Video DVD for use on a DVD player for TV viewing. You must use a DVD disc and DVD burner.
- Burning JPEG pictures into a slideshow on CD/DVD playable in most DVD players.

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- Save the file as an ISO file in order to burn using other disc burning software. This is very helpful if your machine has compatibility issues with PE's burning software.
- Burn your project by placing a blank disc in your burner and selecting one (1) of the options and click **Burn**. It is now ready to distribute. Import the Auto-run CD/DVD versions onto any computer with Passage Express.



Test Project

This launches your project as if viewing it from the burned disc. It is beneficial to view your presentation before publishing. Click on the buttons and see where they take you. Does everything respond in the fashion that you envisioned? Are files in the correct order? If you see things that need adjusting, click on your menu screen exit button or press the ESC key if you forgot to add the exit button. This brings you back to the Main Menu of Passage Express. Enter Build Project again to continue editing your project or menu until you are satisfied.

Where to Begin

More Options

Click on the More Options link on the main menu. Passage Express offers the added ability to:

- Design and save matching disc labels as JPEG images.
- Import these images into your disc label printing software.
- Resize this image to match the disc label template.



- Make matching DVD menus.
- Search the project you are building for titles, captions and face labels.
- Import multiple multimedia files contained in a folder on your hard drive or in your genealogy file in one easy process.

Where to Begin

Descriptions of the Dropdown Menus found at the top of the Main Menu:

- File – Contains the same options that we have described on the main menu.
- Project – Allows you to change the details or search the project.
- Options – Choose settings or press F9.

Settings

This section gives you the opportunity to put settings in place while you build your projects.

- Settings – to have the last project worked on automatically open each time Passage Express is opened, show tips when Passage Express is first opened, and open the details window automatically each time you bring in a file. You also choose the video type and video burning method to use. This addresses the topic of the +R/-R issue. A DVD burner uses a different method of burning depending on whether you have loaded a blank DVD +R or -R. The default is set to “Auto” but you can override this by selecting either UDF or UDF/ISO. If it is set to “auto” it will do UDF/ISO if possible (which seems to be the most compatible with DVD players) or if you have a DVD-R then it switches to UDF. You may need to experiment using your own equipment.
- Size – the ability to adjust the project size gauge for CD-ROM, DVD-ROM, or other. This is simply a guideline. If you know you’re intending to create a CD-ROM, set this to CD-ROM size so it is easy to see when the disc is reaching maximum capacity. Adjust this to whatever size you like, or simply ignore it. Passage Express allows you to continue adding items to your project, even if you exceed your project’s set size.
- Auto Updates –When connected to the Internet, Passage Express automatically checks for software updates. An invitation to update appears on the screen. Updates include software fixes and enhancements. Occasionally updates add items to the Passage Library as well. (The Passage Library includes images, templates, and sounds to help you create

Where to Begin

stunning presentations.) You determine the frequency of update checks.

NOTE: A manual update option is accessed through the “Help” drop-down menu section at the top of the main menu window.

Connect to the Internet to successfully check for and download updates. Passage Express prompts you when it is necessary to close down Passage Express to complete the update process. Click on the Passage Express program, shut it down, and leave the updates window open and running. This happens when you are actually replacing the main Passage Express program with the update.

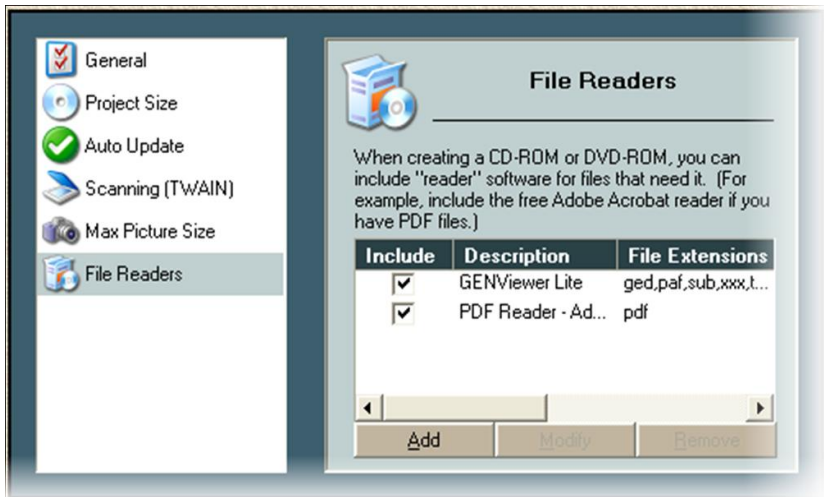
If a firewall is in place the first time CheckForUpdates.exe runs, it asks whether you want to allow it to connect to the Internet or block it. You must choose to unblock it for this feature to work correctly.

Scanning – scan images directly into Passage Express from the Project Builder. Select the scanner of choice, check to show device options when scanning, and allow for multiple images in one scan. This is also great for digital cameras as it detects all “TWAIN” devices, meaning when a digital camera is plugged directly into the computer (not just the memory card).

Max Picture size – You may wish to keep images from being too large. If you are bringing in very large, high-resolution images into your project, there are a number of reasons why you may want to size them down. Smaller images save storage space for your project. Effective slideshow movies burned to DVD or VCD do not need high-resolution images. Depending on the purpose of your project, you may not want to distribute your high-quality/high-resolution originals. Images downsize proportionally as width and height boundaries change. Viewing on a TV screen, 1000 x 1000 is adequate. Printing photos requires a larger pixel size for clarity. Check the downsize option at the bottom to automatically downsize images when added to your project. Downsizing images is also possible after an image has been added from the Project Builder. Photos added to Passage Express are copies of the original. Be careful to not leave this option selected unnecessarily.

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File Readers – offer the ability to add free readers/viewers for unique file types such as PDF, Word, Power Point, etc. This benefits those who may not already have the capability of reading particular file types on their computer. Create a handy reference library of free readers including descriptions and file extensions that it opens. Simply check the ones you wish to include with each particular project. Check the software manufacturer website to see if they offer a freely distributable file reader/viewer.



- At the time you attempt to burn your CD/DVD-ROM, it automatically scans your project to see what readers apply and adds necessary readers to the disc. If “use” is not checked, then it does not bother to add them.
- If the particular file reader needed already exists on the receiving computer, then everything is taken care of automatically as recipients attempt to open the different files in the Passage Presentation.
- If a necessary reader is detected on the CD-ROM or DVD-ROM, but not on the computer, the computer offers to install the reader on the hard drive.
- Find free readers at company websites offering readers for their particular file types. When downloading the reader to your library, click Save rather than ‘Run the installation.’ Save

Where to Begin

the installation program to your C: drive. Then open the Passage Express file reader option and import the installation file into your library. You are downloading an “installation file” when you add a reader to Passage Express. You should *not* add an ‘after installation’ exe file that may be found in the ‘Program Files’ folder.

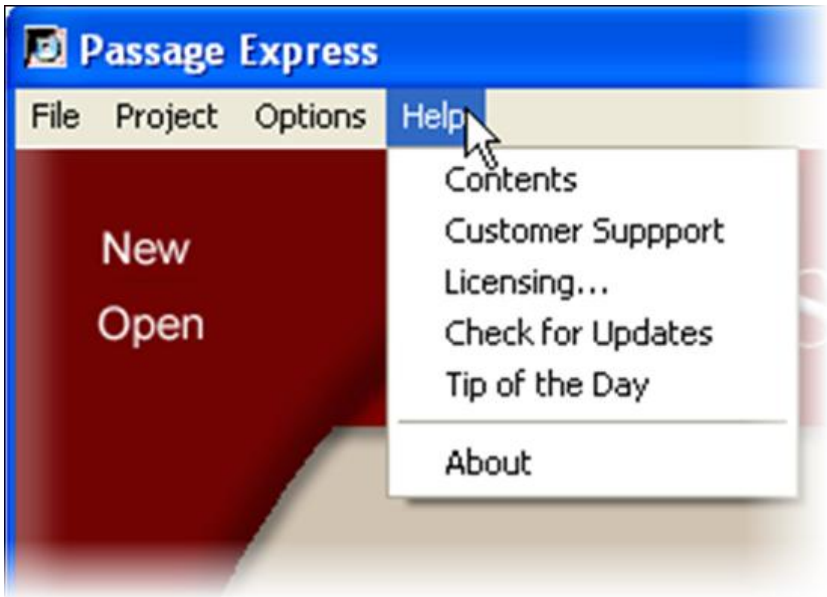
- GVLite© 1.10 by MudCreek Software, Inc. is a free file reader included with Passage Express. GENViewer Lite reads GEDCOM, PAF 3-5, TMG 4 (The Master Genealogist), Family Tree Maker, and Legacy 3-5 files. It displays basic information about these files without all the bells and whistles of each genealogy program. We appreciate MudCreek allowing us to use this in our software. They have some good genealogy software products that you may want to check out at www.mudcreeksoftware.com.

Help

Provides access to information about your software along with easy ways to receive answers to your questions.

- Contents – displays the Help menu.
- Customer Support – sends an e-mail to The Jefferson Project.
- Licensing – shows your license number and gives you options to change it.

Where to Begin



- Check for Updates – checks the Internet for updates that may have been posted by The Jefferson Project. Sometimes it is necessary to close Passage Express while it updates. If it tells you it couldn't finish, you know you must close PE. The update window remains until finished with the update process.
- Reopen Passage Express. The version number reflects your new update.
- Tip of the day – allows you to browse through tips.
- About – shows you what version you are running and who Passage Express is licensed to.

New

Selecting New allows you to create a new project. Give it a title, fill in the author, along with descriptive notes about the project. Click OK. Notes are descriptive details for your information only and are not added to your final project for viewing. Now select Build Project on the main menu and begin adding in your files.

Where to Begin

Open

This option gives you access to your projects:

- Open an existing project.
- Add or change project details.
- Start a new project.
- Delete a project.
- Duplicate a project.
- Import a project made with Passage Express.

Each project you start resides on your hard drive. Add to them at will and burn a copy of your project along the way to ensure you have a backup of your work. As long as your hard drive stays intact, your projects are safe until such time as you choose to delete them. If you have to reload your hard drive due to failure, import your projects back into Passage Express using the Import feature. (Refer to Reloading Your Project below).

You can also import projects made with Family History CD, our Version 1 of Passage Express. Relatives who also own Passage Express may want to collaborate with you. They can build a project in Passage Express, burn it and give you a CD of their project which you can import into your own Passage Express software and build upon. It becomes one of your projects.

Where to Begin



Reload Your Projects

If your hard drive becomes inoperable and is replaced, re-import projects from your Passage Express backup discs. For this reason, it is good to burn a CD or DVD occasionally as a backup copy of your work. Your project does not need to be finished to burn a CD. Your CDs or DVDs (DVD-ROM for computer, not video DVDs) can be imported using the import feature found on the “Open” window.

Projects Folder

In the top bar of the Projects window is a link to change the folder location. This gives you the option to save your projects in a folder other than the default. The default folder is C:\Program Files\Passage Express\Projects. We recommend using the default location so that it is easier to find your projects later. However, you have the option to change it if you wish.

Make a Video DVD

Create DVDs for TV viewing. Passage Express has the tools to create slideshow movies playable in a DVD player. This video DVD section assumes you have a DVD burner and you want to assemble from one to nine movies on your DVD. The finished DVD is not a DVD-ROM for computer nor is it interactive. This DVD is not able to present documents, only movie files. This disc is made for DVD players and if your computer reads DVD movie discs, then you can also view the movies on your computer.

A slideshow created with Slideshow Creator is convertible into a DVD movie file by clicking on the Movie tab in the Slideshow Creator. Select DVD movie, (MPEG is preferred). This step uses a lot of computer resources and requires time to generate. When completed, close your Project Builder and move to the step to design your DVD menu.

Where to Begin

Try converting home movie files into a DVD movie and display on TV. This process is explained in more detail in the chapter discussing Video DVD.

Design DVD Menu

From the main menu, choose More Options>Video DVD Menu. Design a menu from scratch or import and modify the Presentation Menu you may have already designed. A Video DVD must have a separate menu with button functions attached only to movie files. Assign one movie to each button on your menu (up to nine movies). There is no need to have an exit button. Give each button a number to interact with the remote control. Begin with number one and do not skip numbers. Save your changes. (On occasion, remote control arrows do not work well to navigate the menu). Save your changes and close the menu designer. Click “Yes” to prepare your Video DVD for burning. Return to the main menu.

Burn Video DVD

Select Publish>Video DVD. Place a blank DVD in your DVD burner and burn the presentation.

NOTE: Some DVD players do not recognize discs made in Passage Express. DVD manufacturers are working to make their DVD players more compatible as more consumers are creating their own DVDs.

Chapter 3 Step by Step Tutorial

What Do You Want to Create?

This chapter guides you through the steps to create the presentation of your choice. To answer questions on how to accomplish certain tasks, read the chapters devoted to that subject. It is recommended that you read through sections 1 and 2 of this chapter first. They contain information that will help with the other sections in this chapter.

What do you want to create?

- CD-ROM or DVD-ROM for computer.
- Slideshow movie with music and narrations on a CD or DVD playable in a DVD player.
- DVD of my home movies.
- Publish my Ancestral Quest, Family Tree Maker, Legacy, RootsMagic, Personal Historian or PAF multi-media files as CD or DVD-ROM.
- Collaborate with a Relative in making a project.
- Make a picture collage.
- Design a CD label.
- Make a JPEG slideshow playable in most DVD players.
- Burn your Presentation using other burning software.

I. CD-ROM/DVD-ROM with Sound for computer

Basic Steps (Refer to details of each below).

1. Begin a new project.
2. Select Build Project.
3. Create folders for the subjects you want to feature.
4. Add computer files into the folders, i.e., pictures, documents, sound, video, GEDCOM.
5. Add details to your files.

Step by Step Tutorial

6. Place your files in preferred order in your folder.
7. Add music.
8. Design Presentation Menu.
9. Test the presentation.
10. Publish to disc.

Steps:

1. Begin a New Project.
 - a. Open Passage Express, Click New on the main menu.
 - b. Type in a project title, author and details. (Author and Details optional.) Click OK.
2. Select Build Project.
3. Create Folders.
 - a. On left side of screen, click Add Folder.
 - b. Name the folder (example: Grandpa).
 - c. Create subfolder – on the left side of screen, click Add Folder and then use the arrow buttons located below to move the folder to the right so that it becomes a subfolder of the first folder. (example: make a folder for Grandpa with subfolders for his childhood, marriage, employment, etc.) The arrow buttons can also move the folder up or down.
4. Add computer files into the folders (photos, documents, audio, video, etc.).
 - a. Highlight a folder by clicking on it.
 - b. Click Add Item(s) on the right hand side of the screen. These items can be photos, audio, video or documents.
 - c. Select method for adding in files:
 - i. Browse for file – on the hard drive, CD, etc.
 - ii. Import folder – from the hard drive, CD, etc. (This will import a whole folder of items at once.)
 - iii. Scan Image – using your scanner. Set up your scanner under the Options drop down menu located at the top of the Main menu.

Step by Step Tutorial

5. Add Details to your Files, i.e., title, caption, narrative, date and Face Labels.
 - a. Each of these are optional but can do much to enhance project's professional appearance.
 - i. Double click on an item that you have added OR highlight the item and then click on Edit Item Details icon in the top toolbar.
 - ii. Change the title, type a caption, type a date, add a live narration about the file.
 1. Narrate by clicking on the red record button. Begin speaking into a computer microphone. When finished, click on the black stop button. (*Deluxe Version only*)
 - b. Edit a picture by clicking on Edit Image tab: auto-crop, brighten, colors, crop (manually), flip, grayscale, remove red-eye, resize, rotate, sharpen.
 - c. Add Face Labels to pictures by clicking on Face Labels tab. Hold the left mouse key down, drag a box over a face. Release the mouse key. Type in the name. Continue with other faces in the picture.
6. Place items in preferred order.
 - a. Select Sort Items in this Folder to arrange alphabetically OR use the up and down arrows to move a highlighted file in a preferred order.
7. Add Music (Optional).
 - a. Click Add Item>Sound/Music (found under the Standard Options in the lower right area of Project Builder).
 - i. Select Browse for file. Use this when you want to bring a music file into Passage Express from your hard drive, OR

Step by Step Tutorial

- ii. 'Grab' a track from a music CD (Take time to understand copyright issues with the music you have on CD). Place your music CD in your CD drive and grab the track you desire, OR
 - iii. Select From Sound Library. This music was prepared especially for Passage Express and is royalty free. Highlight a song and click OK.
 - b. Close Project Builder.
- 8. Design Presentation Menu.
 - a. Select Design Menu on the Main menu.
 - b. Design a menu by:
 - i. Choosing Start Fresh with a Blank Page. Here you can add pictures, text, shapes and buttons. Options for each item that you put into your menu appear along the lower toolbar when an item is highlighted on the menu screen. OR
 - ii. Choose 'Copy From':
 - 1. Another Project – Use if you have already built a project and want to use the same Presentation Menu.
 - 2. Template – Passage Express provides ready made templates. Edit pictures, text, and add in your own.
 - iii. Assign functions to the buttons.
 - 1. Highlight a button.
 - 2. Select Button Function in lower toolbar.
 - 3. Select function of choice.
 - 4. Always add a button with an 'exit' function.

Step by Step Tutorial

- iv. Add Background music by highlighting (clicking on) the background area of the menu to select it. Next select Sound/Music>Background Music. This is found in the lower toolbar. You may need to scroll the little menu window to find the option.
 - v. Add color to fill in the desktop behind the menu by clicking on the background. In the Background toolbar choose Appearance>Other Options>Fill Entire Screen behind menu. Click inside color box. Select color of choice, click OK.
 - c. Save Menu. Close Presentation Menu.
9. Test Presentation.
- a. Select Test Project. It runs the project showing exactly how the finished project appears. Open folders, files, and view them. If something needs changing, exit the presentation and open the Project Builder or Presentation Menu to edit. Once your project is satisfactory you are ready for the last step.
10. Burn project onto a CD or DVD using the #3 Publish button on the Main menu.
- a. Click on the Publish button, place a blank CD or DVD in CD or DVD writer. On this type of project, choose Auto-run CD/DVD ROM or Save to disk or device.

NOTE: At intervals, burn a CD-ROM or DVD-ROM for a backup copy of your project. You can import from the CD or DVD to restore your project in the case of a hard disk crash.

Even if you are not finished with your project, it is wise to make a CD or DVD of your project. Use the CD-ROM or DVD-ROM option, not Video DVD. (A Video DVD cannot restore your project.)

II. Slideshow movie with music and narrations on a CD or a DVD playable in a DVD player.

Deluxe Version Only

Step by Step Tutorial

NOTE: Making DVD movies can take more resources (computer and time) than you may think. Start with a small slideshow and movie to help you learn how to do it. Also, the DVD's and CD's created here work on most DVD players, but not all. Check out the compatibility with this small project.

Contents:

1. Begin a new project.
2. Select Build Project.
3. Create a folder for pictures.
4. Add pictures into the folder.
5. Add music files into a folder.
6. Click slideshow icon.
7. Add pictures to the slideshow.
8. Add music to the slideshow.
9. Customize slideshow.
10. Test the slideshow.
11. Make a DVD movie of the slideshow if burning to DVD.
Make a VCD or SVCD movie version if burning to CD.
12. Create DVD Menu (for DVD version only).
13. Burn to CD or DVD.

Steps:

1. Begin a New Project.
 - a. Open Passage Express. Click New to start a new Project.
 - b. Type a project title, author and any notes. Click OK.
2. Select Build Project.
3. Create a Folder for Pictures.
 - a. On the left side of the Project Builder window, click Add Folder.
 - b. Name the folder (example: My Photos).
4. Add Pictures into the Folder.
 - a. Click Add Item(s) on the right hand side of the screen.

Step by Step Tutorial

- b. Select method for adding pictures:
 - i. Browse for file – on the hard drive, CD, etc.
 - ii. Import folder – from the hard drive, CD, etc.
 - iii. Scan Image – using your scanner.
 - c. Add details to a file: title, caption, date, and/or narration. Change the title, type a caption, type a date, narrate about the file.
 - i. Narrate by clicking on the red circle. Begin to speak. When finished, click on the black square.
 - d. Edit: auto-crop, brighten, colors, crop (manually), flip, grayscale, remove red-eye, resize, rotate, and sharpen by clicking on Edit Image tab.
 - e. Add Face Labels by clicking on Face Labels tab. Holding the left mouse key down, drag a box over a face. Let go. Type in the name. Continue with other faces in the picture.
 - f. To put items in the preferred order, click Sort Items in this Folder (to arrange alphabetically) or use the up and down arrows to move a highlighted picture.
5. Add music files into a folder.
- a. Click 'Add Item' on right hand side of screen.
 - b. Click Sound/Music.
 - i. Click Browse for file. Use this when you have a music file on your hard drive that you want to bring into Passage Express. OR
 - ii. Click Grab Track from Audio CD (Be aware of copyright issues concerning your CD.) Place your music CD in your CD drive and grab the track you desire. OR
 - iii. Click From Sound Library. This music was prepared especially for Passage Express and is royalty free. Select a song and click OK.



Step by Step Tutorial

6. Click the slideshow icon along the top toolbar (You can also click Add item(s)>Create New Slideshow.

- a. Type in the title for the slideshow.

7. Add slides to the slideshow.

NOTE: Add photos or music items to your project by way of the Project Builder before you start work on a slideshow. Be sure to read the chapter on slideshows for more details.

- a. In the Slides portion of the screen click 'Add'.

- i. Click All Pictures In Project to bring all the pictures into your slideshow or add them one at a time.

- ii. Add a Text Slide if desired. Click Text Slide. This allows you to create slides with titles. Write the text. Customize text with font choices, font size, and font colors. Click up or down arrows to place slide in the desired position.

8. Add music to the slideshow.

- a. Click Add in the Music portion (upper right) of the screen.

- b. Click Add All Music Files in Project. Put them in the desired order by clicking on the arrows to the right.

9. Customize Slideshow.

- a. Add transitions to the slides if you plan to make a movie from your slideshow.

- i. In the 'Slides' window, click and slide the horizontal bar to the right to reveal the transitions.

- b. Click on the words Click Here to Select. It is found under 'Fade Simple'.

- c. Choose a transition>OK.

- d. Set the amount of time to display each slide.

- i. Highlight a slide.

- ii. Click on Modify.

- iii. Uncheck Use Slideshow Default.

Step by Step Tutorial

- iv. Increase or decrease the time for each slide by using the arrows or keying in the time by clicking on the duration icon.
- 10. Test the slideshow.
 - a. Click the Test Run tab in the lower right screen>click the green arrow.
 - i. Narrations are not heard in the test run, but the slide pauses for the length of the narration.
 - ii. Stop the test run and edit your slideshow until you are entirely pleased.
 - b. Save your slideshow.
- 11. Make a DVD movie of the slideshow.
 - a. Click the Movie tab in the lower right section of the screen.
 - b. Choose the movie type you want to make. VCD and SVCD burn to a CD and DVD burns to a DVD.
 - c. Maintain the MPEG setting.
 - d. Click Make a Movie. This step may require time to complete.
- 12. Design DVD Menu
 - a. Go to the Main menu of Passage Express. Under More Options click Video DVD Menu.
 - b. Design your own attractive DVD menu and assign a button for each movie. Load up to nine (9) movies on your DVD. Refer to the Presentation Menu Designer chapter for greater detail.
 - c. Assign a number to each button. This number interfaces with the remote.
 - d. Save your menu and Close.
 - e. Click 'Yes' to prepare your DVD menu for burning. This step makes the menu interact with the DVD player. The larger your project is, the more time required to complete this step.

Step by Step Tutorial

13. Burn Video DVD.

- a. Click Burn Video DVD within Video DVD section.
- b. Place a blank DVD in your burner and click Burn.

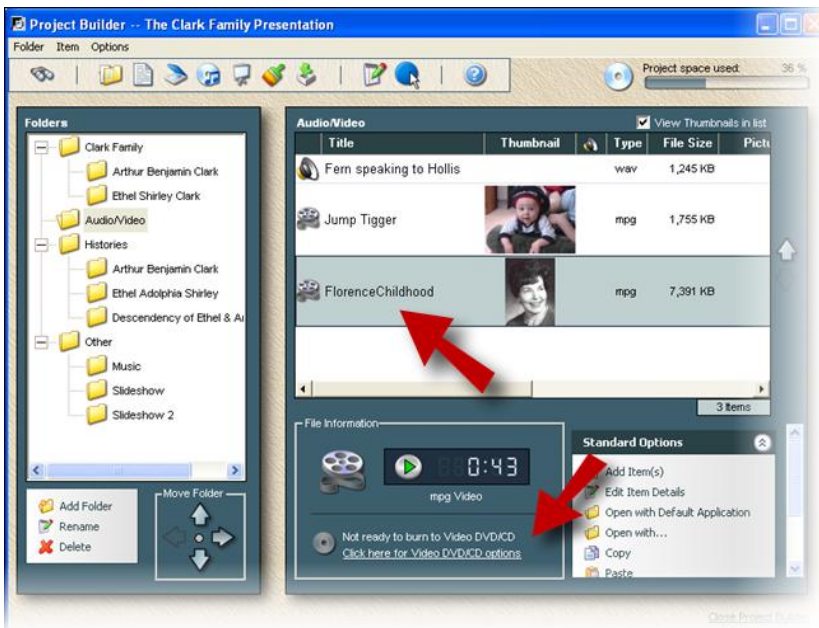
III. DVD of my Home Movies

You should have already completed the Getting Acquainted with Passage Express at the beginning of this chapter and be familiar with the steps contained there.

Convert within PE any movie to a VCD, SVCD or DVD.

Steps:

1. Convert your home movies to a digital file format of AVI or MPG.
2. Add these files to your computer hard drive.
3. Start a new project or open an existing project.
4. Make a folder or open your desired folder.
5. Add your movie files into the folder.
6. Right click on each of your movie files and select Video DVD/CD Options>Prepare for Video DVD.



Step by Step Tutorial

7. If creating a Video DVD, design a Video DVD menu. From main menu, select More Options>Video DVD Menu.
Note: VCD and SVCD movies do not require a menu. They will auto-run when the CD is placed in the DVD player.
8. Assign a button to your movie. Assign a number to the button beginning with number one. Save.
9. Click Publish>Video DVD>Next.
10. Click Yes to prepare Video DVD menu for burning.
11. Place blank DVD in burner. Click Burn.

IV. For Genealogists: Publish my Legacy, Family Tree Maker, RootsMagic, Ancestral Quest, Personal Historian or PAF multi-media files as a CD-ROM or DVD-ROM for computer

1. Begin a new project.
2. Select Build Project.
3. Select Import icon on top toolbar and follow instructions for the software which you use.
4. Adjust or enhance folders and files.
5. Make a slideshow with music (optional).
6. Design Presentation Menu.
7. Test Presentation.
8. Burn CD-ROM or DVD-ROM.

Steps:

1. Begin a new project.
2. Open Passage Express.
 - a. Click Start New Project.
 - b. Type a project title, author and any notes. Then click OK.

Step by Step Tutorial

3. Select Build Project.
4. Select Import.



- a. Import is located along the top toolbar.
 - i. Click Import>select the genealogy software that you use.
 - ii. Click on yellow folder.
 - iii. Browse for file.
 - iv. Select your genealogy file>Open.
5. Adjust or enhance folders and files.
 - a. Passage Express assigns a folder name automatically. You may rename a folder, any file, or add details. Add details to a file: title, caption, date, narration, Change the title, type a caption, type a date.
 - b. Narrate by clicking on the red record button. Begin speaking into your computer's microphone. When finished, click on the black stop button.
Deluxe Version Only
 - c. Edit: auto-crop, brighten, colors, crop (manually), flip, grayscale, remove red-, resize, rotate, sharpen by clicking on Edit Image tab.
 - d. Add Face Labels to pictures by clicking on Face Labels tab. Holding the left mouse key down, drag a box over a face. Let go. Type in the name. Continue with other faces in the picture.
 - e. To put items in the preferred order, click Sort Items in this Folder (to arrange alphabetically) or use the up and down arrow buttons to move a highlighted picture.

Step by Step Tutorial

6. Make a Slideshow with Music (Optional).

Deluxe Version Only

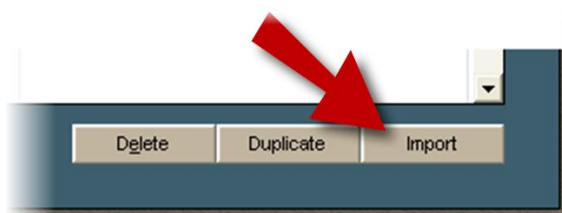
- a. Study steps in Section 2 entitled Slideshow movie with music and narrations on a CD or a DVD playable in a DVD player.

7. Design Presentation Menu.

- a. Select Design Menu.
- b. Design a menu:
 - i. Start Fresh with a Blank Page – Add pictures, text, shapes and buttons. Options for each item appear along the lower toolbar when an item is highlighted on the menu screen. OR
 - ii. Copy From:
 1. Another Project – Use this if you already built a project and want to use the same Presentation Menu.
 2. Template – Passage Express provides ready made templates. Change out the pictures or text and add in your own.
 - iii. Assign functions to the buttons.
 1. Highlight a button.
 2. Select Button Function in lower toolbar.
 3. Select function of choice.
 4. Always add a button with an exit function.
- c. Add Background music by highlighting the background. Select Sound/Music>Background Music. *Deluxe Version Only*
 - i. Add color to fill in the desktop behind the menu by clicking on the background. In Background toolbar at the bottom of the window, choose Appearance>Other Options>Fill Entire Screen behind menu. Click inside color box. Select color of choice, click OK.

Step by Step Tutorial

- d. Save Menu. Close Presentation Menu Designer.
8. Test Presentation.
 - a. Select Test Presentation on the main menu below the Publish button. It runs the project just as your end presentation runs. If something needs changing, exit the presentation and open the Project Builder or Presentation Menu to edit. Once your project is satisfactory you are ready for the last step.
9. Publish Project.
 - a. Select Publish.
 - b. Place blank CD or DVD in CD or DVD writer, select publishing option. *Some options are Deluxe version only.*



V. Collaborate with Others

Create a Passage Express presentation with combined files of yours and others.

- First person begins a project and publishes it as a CD or DVD-ROM.
- Give the disc to a second person who owns Passage Express.
- Second person imports the disc into his/her PE software.
 - Place the CD in his/her disc drive.
 - Click the exit button of the menu when the CD attempts to auto-run. Leave the disc in the drive.
 - Open Passage Express software.
 - Click Open>Import from the main menu. Passage Express offers to import the disc. Click Import.
 - Add files to the project.

Step by Step Tutorial

- Publish a CD/DVD-ROM of the newly enhanced project.
 - Give the disc to first person.
- First person imports the new project into their software and publishes as many copies as desired.

NOTE: There is not currently a way to merge two developed projects into one project. To collaborate, you must stop work on the project in order to allow the other person to enhance it on their computer.

VI. Make Picture collage



1. Start New Project or open existing project.
2. Select Build Project.
3. Add a Folder.
4. Click Image Designer icon at the top toolbar.
5. Add pictures, shapes, titles.
6. Save and Close Image designer.

NOTE: The image designer works the same as the Presentation Menu designer. For further information, refer to the documentation for Presentation Menu designer.

VII. Create a Matching CD label

Steps:

1. Open the desired project.
2. Select More Options>Design Disc Label.
3. Import Presentation Menu.
4. Resize the pictures and titles to fit inside the CD guide.
 - a. To resize: highlight an item and drag one corner to the center of the item. This sizes it smaller.

Step by Step Tutorial

- b. To resize text: highlight text and choose a smaller font size in the lower toolbar.
 - c. Save as a JPEG image to the hard drive.
 - d. Select the Save as Image icon in top toolbar.
5. Import this JPEG image into your CD label making software.
6. Resize the image to fill the CD label guide.
7. Print your CD label through your label printing software.



VIII. Make a JPEG slideshow playable in most DVD players

Steps:

1. For an existing Project:
 - a. Open an Existing Project.
 - b. Select Publish.
 - c. Click on Burn JPEG slideshow CD/DVD.
 - d. Burn disc.
2. For a new Project:
 - a. Begin a new project.
 - b. Select Build Project.
 - c. Create Folders.
 - d. Add JPEG images into the folders.
 - e. Select Publish.
 - f. Choose JPEG slideshow CD/DVD.
 - g. Burn disc.

Step by Step Tutorial

3. Begin a New Project.
 - a. Open Passage Express. Click Start New Project.
 - b. Type in a title for the project, author and details of the project>OK.
4. Select Build Project.
5. Create Folders.
 - a. On left side of screen, click Add Folder.
 - b. Name the folder (example: Grandpa).
 - c. Make more folders. You can make them as subfolders by using the arrow buttons at the lower left of the screen. (example: Childhood, marriage, employment, retirement).
6. Add JPEG files into the Folders.
 - a. Highlight a folder.
 - b. Click Add Item(s) on the right hand side of the screen.
 - c. Select method for adding in files:
 - i. Browse for file – on the hard drive.
 - ii. Import folder – from the hard drive.
 - iii. Scan Image – using your scanner.
7. Close Project Builder.
8. Burn disc.
 - a. Select Publish on the main menu.
 - b. Choose JPEG slideshow CD/DVD.
 - c. Place blank disc in disc writer, click Burn.

IX. Burn your Presentation using other burning software

Steps:

1. Open an existing project.
2. Select Publish.
3. Choose Save Auto-run Presentation to ISO File.
4. Click Next>Next.

Step by Step Tutorial

5. Click Create ISO. Click on the yellow folder to choose where to save it.
6. Open other disc burning software.
7. Click File>Record disc from image.
8. Browse for ISO file.
9. Highlight file, click Open.
10. Place blank disc in burner.
11. Click OK to burn.

Chapter 4 Project Builder

Organize Folders

Save Files Within Folders

Create Subfolders

Search for Files

Standard Options

Project Builder is the first step to building a project. This is where you organize and document all the information you want to include in your Passage Presentation – Just click on the Build Project button.



Project Builder

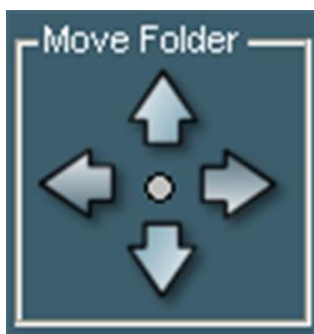
Project Builder gives you the opportunity to import and document files, add narrations and fun music; and organize everything into folders and subfolders. Build slideshow movies playable in computers or DVD players, and make beautiful picture collages to insert into your project.

This section explores the main engine of Passage Express and requires several chapters to cover its many convenient features. It is not necessary to use every feature when creating a beautiful, customized project. In fact, we suggest you keep it simple at first, then check out the extras as you progress.

Organize Files/Folders Effectively

Passage Express provides you with the tools to easily organize and document your files. You may have hundreds of files for your project so keeping everything organized is a must. An effective file management system begins with creating folders for your main categories. Add subfolders within main folders as needed to store all individual project files. The result is a nicely organized catalog.

For example, in a business project you might create subfolders of tax files, marketing leads, receipts, etc. For a family project you might create subfolders about an individual's childhood, youth, armed service, marriage, children, employment awards; and so on. Arrange your folders using the arrow keys in the lower left area. In Passage



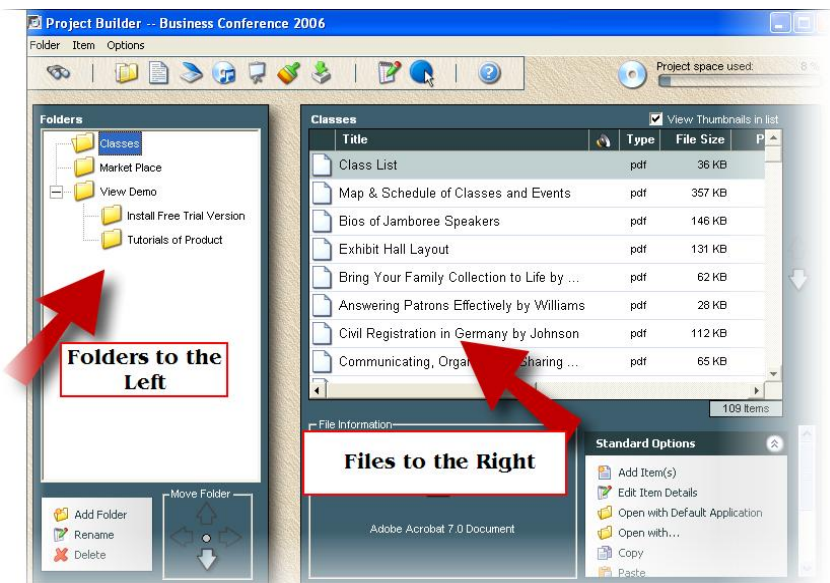
Express, it is not necessary to list folders alphabetically. This means you can name them whatever you want, and still have them in the order that makes the most sense

Project Builder

The Project Builder screen resembles Windows Explorer. Folders are on the left hand side, and folder contents (photos, documents, audio, video, etc.) are displayed on the right hand side.

Add Folders

Create a subfolder the same way as a main folder. Follow the instructions for adding a folder as explained in chapter 3. Move the subfolder underneath the folder you want it associated with and click on the right arrow to offset the folder to the right. Passage Express enables you to put any type of file into the same folder. A folder could be named, “January 2006” into which you would save all related files.



Project Builder

Save a File inside a Folder

Now that you have folders, you are ready to put files into your folders. Remember, you can add any file that can be found on your computer but it is recommended to use the more generic and universally readable/viewable file formats for your project.



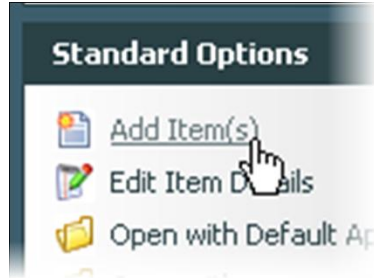
1. In order to add an item into your project:
 - a. Highlight a folder – The folder appears gray when highlighted.



- b. Click on Browse for File – to Add an icon along the top toolbar. Or
2. Select Add Item – located on the lower right hand side of the Project Builder screen.

Project Builder

The following options are available:



- Browse for file.
- Import folder.
- Create New Document.
- Scan Image.
- Create New Slideshow.
- Create New Passage Express Image.
- Sound/Music.

Once you have added your file, it appears in a section on the right-hand side of the screen. When photos are added, a thumbnail is displayed.

Each time a file is added to the project from the hard drive, Passage Express makes a copy of the file. The original remains in its original storage location on the hard drive. Files may be modified and saved within Passage Express. When saved, changes apply only to the file within Passage Express. The original file remains unchanged on the hard drive.

It is possible to add multiple files to Passage Express simultaneously. Use the Project Builder import feature to import a folder on the hard drive. Select multiple files in Windows Explorer and drag them into the Items Window in Passage Express. Now you can move on to the next step to organize files in the correct order.

Project Builder

Organize Files Within the Folder

Organize files within folders the same way you organized the files themselves. Arrange files with the Move Item arrows in the lower right hand corner



Standard Options

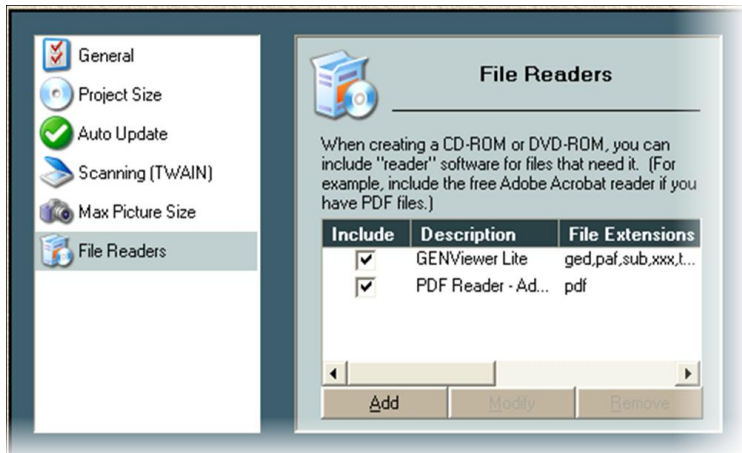
Clicking on Standard Options when a file is highlighted or right-clicking on the file brings up these additional editing options:

- Add Item(s) – add new items to the folder.
- Edit Item Details – a window to adjust the title, add a caption, narration, Face Labels or edit a picture.
- Open with Default Application – opens the file with your default editing program that you already have on your computer so you can edit the file and save the changes. These changes only apply in Passage Express.
- Open with – choose which program you would like to open the file with to edit/save.
- Copy – a file into another folder in PE or in another place on your hard drive.
- Paste – paste the file that you just copied.
- Delete – delete the highlighted file from the folder.
- Rename – rename the highlighted file.
- Sort Items in this Folder – sort the files alphabetically.
- Select All – highlight all the files in the folder.
- Update from Original File – restore a file back to the original. The original file must still be available in the same location on your hard drive.

Project Builder

Be aware of the kind of files you are loading into your project. If you plan to distribute discs of your presentation to others, consider whether files need special software to view it with. One way to make the file universal is to convert the file type to a generic form that is readable on all Windows computers. An example of this would be to convert a Word Perfect document into a Rich Text Format (.rtf). This file format is readable by any word processor.

A PC generally has players for video and music but you may have added special files that require a special viewer for them. If so, check into free viewers available on the Internet such as Adobe Acrobat for viewing PDF files. Passage Express has a section designated for free readers. Place these reader installations in the software and as you prepare to burn your discs, check which readers you would like burned onto the disc as well.



When it's finished, the disc is placed into another Windows computer to run, it detects if that computer needs one of the free readers to view your files. A message automatically appears inviting them to install the free reader. Then they are able to view all of your files freely. To add file readers to your Passage Express software

1. Open Passage Express.
2. Go to Options>Settings>File Readers.

For detailed instructions refer to Chapter 2, Where to Begin, File readers. Refer to Appendix C on Issues of Digital Publishing to help you understand the best file types to publish.

Project Builder

Details

1. Add detail information to your files by:
 - a. Selecting Edit Item Details icon. This is found in the upper toolbar or just below the Add Item button OR
 - b. Double click on the item itself to bring up the details window.

Details is a powerful feature of Passage Express making it possible to edit photos, and insert Face Labels, titles, captions, and dates in photos. Details also provides the ability to add sound or narratives to files and pictures for a file thumbnail. You can even record the GPS coordinates of a family home, a headstone, or town, etc.

Add Details to a Non-Photo File

This explanation is for file types other than pictures. The following chapter “Work with Pictures” discusses adding details to pictures.

Imagine loading a history of a grandfather into your project and being able to use a photo of him for the thumbnail and a recording of his voice for a narrative. These options are found in Add Item Details.

There are several ways to open the details screen of a file:

- Press Ctrl E.
- Right click on the file.
- Select Edit Item icon at the top toolbar.
- Select Edit Item Details in the lower right window under Standard options.
- The easiest is to double click on the item itself.

With the file Details screen open, change/add the following details:

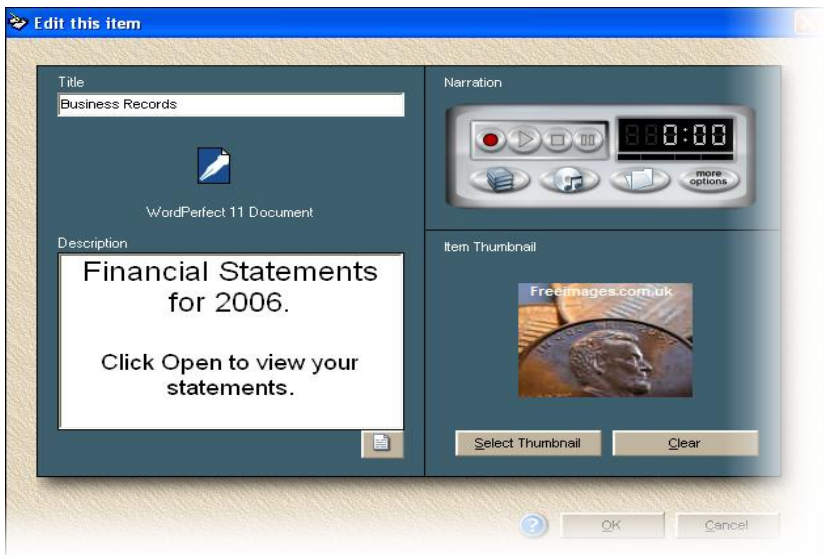
- Title – When a file is brought in from another source, it uses the original file name as a title. Now type in a more complete title. This only changes in Passage Express screens. The original file name is the same on the hard drive.
- Description – a description of this file. A good file description helps others quickly identify who this file is about. This shows in the Passage Presentation.

Project Builder

- A text editor icon – is on the lower right corner of the description box. This text editor has various options for the text e.g., font style, size, color, justification, bold, italicize, underline, and bullets.



- Narration –attach sound that will play when this file is opened. It can be a short sound, a narrative recording using a computer microphone, a song, etc. It automatically plays the sound when they open that file.
- Item Thumbnail – a photo may be chosen to help identify your file. Example: A photo thumbnail for a biography file.



Project Builder

- To set a thumbnail – Select a file to which you want to attach a thumbnail. Select Details>Select Thumbnail (button). Follow the on-screen instructions.
 - Right click on a photo in the project.
 - Left click “Set as thumbnail”.
 - Click OK.

To make the Details screen appear automatically as files are added to the project:

1. Select Options>Settings>General.
2. Check Open Details When Adding Items.

Toolbar

Search Your Project (Ctrl F)

Finds files of a given subject. Enter the word or phrase to search titles, captions, dates and Face Labels. Put quotation marks around each phrase and a space between each word in the phrase.

Include a search feature in your Passage Presentation so users can search the disc. This button function is described in Chapter 9, Menu designer.



Type of Item – allows you to narrow down the search.

Search – Click Search to begin the search. All items found appear in the window below. Select any item to go directly to that file in your Project Builder screen. Make sure the Project Builder window is visible.

Project Builder

NOTE: Because of the many varied types of documents, Passage Express cannot search for names and phrases inside of a document. Once a document is opened, users can perform word processor or Adobe Acrobat search commands.

Browse for file

‘Browse for file’ is a term used when searching for a particular file to be added to your project. When you find the file you want, highlight it and click open.



Create New Document

Create a document by typing, or using copy and paste to insert documents into this text editor. It automatically saves it as a Rich Text Format (rtf). If a document has pictures inserted, the pictures often copy and paste as well. This format is readable by any word processor.



1. Font – all fonts shown are the fonts you have on your particular computer.
2. Font size.
3. Color of font.
4. Justification.
5. Bold, Italicize, Underline.
6. Bullets.

Project Builder

Once the document is saved, Edit as needed. Here you can give the document a title, description, attach a thumbnail photo and sound. These show on the finished Passage Presentation.

Scan an Image



Scan original pictures and documents directly into Passage Express. There is only one copy within the Passage Express project. This will be the only copy on your hard drive. Within Passage Express you can title the file anything you want but it does not change the original numeric file name on your hard drive. After placing an item in the scanner, use one of these three methods to scan:

- Select the scanning icon at the top of the Project Builder screen
- Click Add Item>Scan Image
- Press Ctrl-I

The default scanner begins to scan with the option to name the file. To set your scanner as the default within Passage Express:

- Go to the main Passage Express menu screen.
- Select Options>Settings>Scanning.
- Select the Scanning device your computer recognizes. Most scanning software allows you to:
 - Select an option to show device options when scanning.
 - Allow for multiple images in one scan.
 - Save the file in a type that is compatible with Passage Express.

Project Builder

Common file types that are compatible with Passage Express are JPG, TIFF, BMP, GIF, PNG, PDF to name a few.

NOTE: The scanned file appears in the file window.
A thumbnail of the picture also appears in the Project Builder section.

Scanning the image at a high resolution (or taking a digital picture of the image at a high setting) helps create a digital image with a high pixel number. This is recommended when you have a small photo you may want to print in a much larger size. As the image is stretched larger, the pixels become more spread out and the image color becomes less dense.

Many people have had good success scanning a wallet size photo at 600 dpi (dots per inch).

An 8X10 image can be scanned at 200 dpi and still be a very large file.

A 4X6 standard size photo scans at 300 dpi. If it is a very precious picture that you may want to enlarge to a 14X20 poster then scan it at 1200 dpi.

Slides are scanned at 1200 or 2400 dpi.

Grab a Track from Audio CD

The grab a track from audio CD tool converts your music tracks to sound files playable in Passage Express. These audio files are used for background music for slideshows and/or the whole project. Refer to the Sound and Music chapter for further details.



Project Builder

Create a Slideshow

This opens the slideshow creator where you can create a new slideshow for viewing on the computer or DVD player. A subsequent chapter is devoted to the Slideshow Creator.



Image Designer

Create picture collages to use in the project as a separate file. It is great for making beautiful images for the slideshows. It is similar to the Presentation Menu Designer except that it does not have button options. Once you have designed your image, save it as a JPEG image to your hard drive which can then be e-mailed or printed. This is not a high resolution image for enlarging.



Import Folder

You may have many files already organized on your computer hard drive in folders and subfolders. You can import the whole folder including subfolders with the folder structure retained.



- Click Import folder.
- Click on the yellow folder icon on the right side of the screen.

Project Builder

- Browse for the desired folder. Click on the box to the side of a folder to reveal subfolders.
- Select the desired folder, click Open.
- Click OK,>Next>Finish>Close.

The folder and subfolders appear in the left hand side of the screen with all file contents inside. The folder is automatically named the same name as it is on the hard drive. You can rename these folders after they are added into Passage Express.

Chapter 5 Work With Pictures

Add Pictures

Add Details

Digital Photo Kiosk

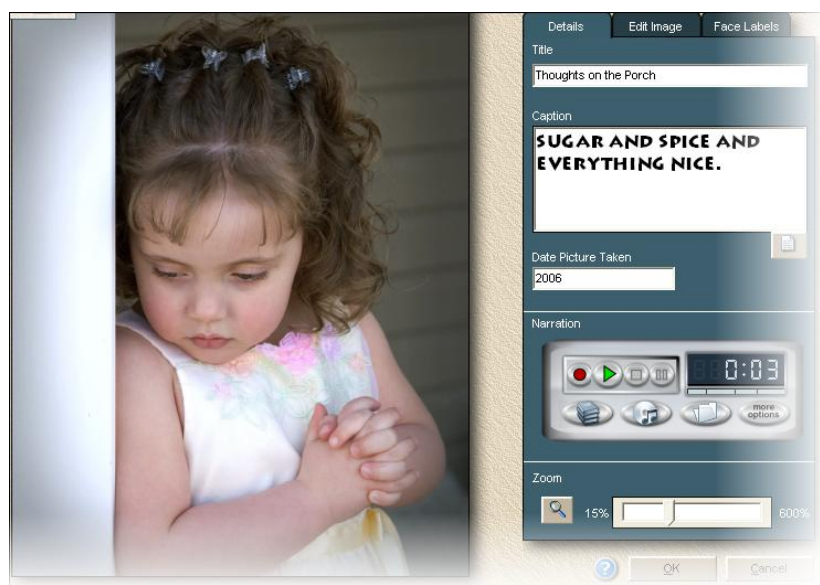
Thumbnails

Scanning Pictures

Editing Pictures

Face Labels

Add Pictures



Picture files have interesting possibilities. With Passage Express you can scan directly into your project, edit the picture, add Face Labels, captions (stories) about the photo, sounds and narratives. A picture is worth much more than a thousand words when it is labeled well.

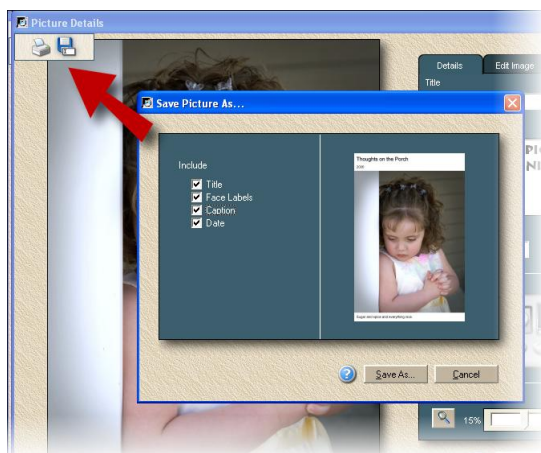
Work With Pictures

Image file types that are supported by Passage Express are JPG, TIFF, PNG, BMP, PCX and GIF to name a few.

Details

Details – is the feature that enables you to add details to your files. Highlight a picture file in Passage Express and Select Add Item Details, or just double click on the picture file. The following choices are optional.

1. Title – When a file is brought into PE, it shows the original title. If you choose to change the title, it is only changed in Passage Express screens. PE does not change the original file name on the hard drive of the computer.



2. Caption – It accepts over four pages of text. Use the document creator to customize the font, size, color. To view the caption, close Project Builder, create your menu, then select Test Project. This caption is viewable in the end presentation. Captions are viewed in a CD-ROM version of your project only unless you do a Save As as shown above. This creates a new image with title, date, Face Labels and caption displayed. This new image can be brought back into your project to add to your slideshows.

Work With Pictures

3. Date Picture Taken – Enter a date. This does not change the system date showing on the hard drive for the picture.
4. Auto Play Sound – is a sound that plays when this picture is opened. Add narratives or music here.
5. Zoom – magnifies the picture to help identify small details, an excellent tool for identifying faces for labeling.

Save Picture As

Select the 'Save As' icon in the upper left hand corner of the window to save the picture to another location. This feature allows you to save the picture with the title, Face Labels, caption and date all showing. This creates a new image of your picture which can be added back into the project.

Print.

Print the picture by choosing the printer icon in the upper left corner of the window. This feature allows you to print the picture with these items showing.

- Title.
- Face Labels.
- Caption.
- Date.

Select desired boxes and click Print. It prints landscape style 17.5 cm X 17 cm. when sending the command to your computer printer.

Make a print at a digital photo kiosk:

1. Choose Save As in the upper left hand corner of the screen.
2. Save the image to a device such as a jump drive, CD, etc.

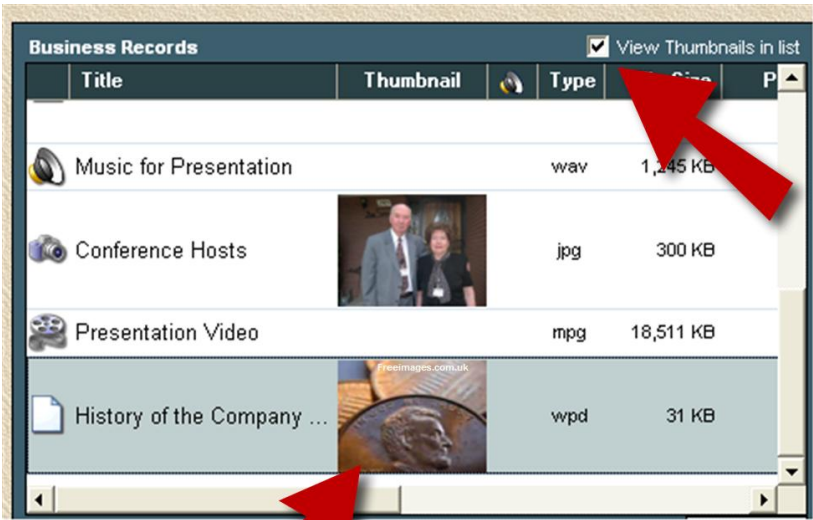
Take the device to a digital kiosk and order the size of reprint desired.

View File Thumbnails.

Attach a thumbnail picture to any file inside the Details window. Click the checkbox at the top right of the file window in the Project Builder to make thumbnails visible in the Project Builder. When checked, a thumbnail image of each file appears in the project builder.

Work With Pictures

When this box is unchecked, you can view seven files at a time.
When the box is checked, you can view three files with thumbnails at once.



TIP: A quick method for changing the title of a file is to click once on the name and begin typing to change the title of the file. Press Enter when finished. This shortcut bypasses having to click Details first to change the file title.



TIP: Right clicking on a file brings up an options menu identical to those in the Standard Options scrolling menu found in the lower right of the Project Builder.

Work With Pictures

Scan a Picture

Scan a picture into Passage Express using your default scanner. Learn the techniques of scanning by studying your scanning software.



1. Begin the scanning process by choosing one of the following:
 - a. Scanner icon at the top of the Project Builder screen.
 - b. Add Item(s)>Scan Image.
 - c. Press Ctrl-I.

The default scanner gives the option to name the file.

This file appears in the file window. If it is a picture file, a thumbnail of the picture also appears for easy identification. There are many picture file types compatible with Passage Express. JPEG, TIFF, BMP, GIF, PNG, PDF are just a few.

Scanning the image at a high resolution (or taking a digital picture of the image at a high setting) creates a digital image with a high pixel number. This is recommended when you have a small photo that you may want to print in a much larger size. As the image is stretched larger, the pixels become more spread out and the image becomes less dense with color.

Many people have had good success scanning a wallet size photo at 600 dpi (dots per inch).

An 8X10 image can be scanned at 200 dpi and still be a very large file.

A 4X6 standard size photo scans at 300 dpi. If it is a very precious picture that you may want to enlarge to a 14X20 poster then scan it at 1200 dpi.

Slides are scanned at 1200 or 2400 dpi.

Work With Pictures

Edit Pictures

Edit pictures within Passage Express any time. Once editing is accomplished the changes apply only to the picture within Passage Express and not to the original picture brought in from another source.



Editing features include Auto crop, Brightness/Contrast, Colors, Crop Manually, Flip, Grayscale, Remove red eye, Resize, Rotate, and Sharpen.

1. To open editing options highlight a picture file.
2. Select Edit Item Details icon>Edit Image tab.
3. Select feature of choice by clicking on the down arrow.
4. Adjust the photo using the tools provided. The sample window shows what the adjustments are doing.
5. Click Apply to make adjustment to the picture. Adjustments show on the screen in the picture to the left.
6. If you do not want to keep the change, click Undo.
7. Click OK when the desired effect is reached. The change becomes permanent.

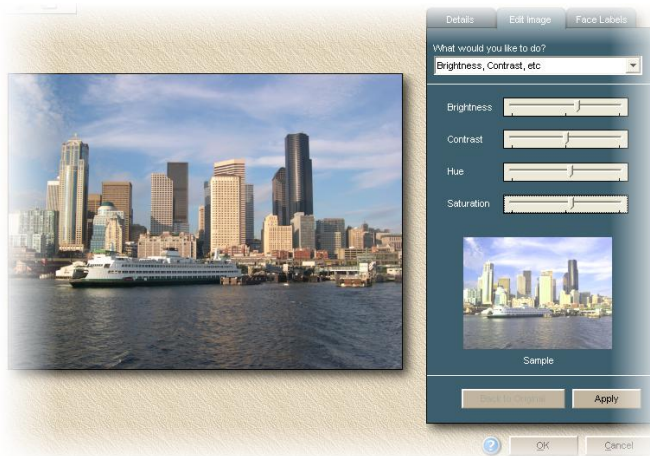
Work With Pictures

Auto Crop

Passage Express attempts to trim off empty space. This tool is effective with scanned pictures with extra white space around the border. In the sample view of the picture, you can see where it would trim the picture. Adjust the threshold of the trim by moving the slider.

Brightness, Contrast

Brightness, Contrast, Hue, and Saturation are options with an adjustment slider for each item. View changes in the sample window. When your changes are satisfactory click Apply>OK. The picture to the left now appears with the new changes.

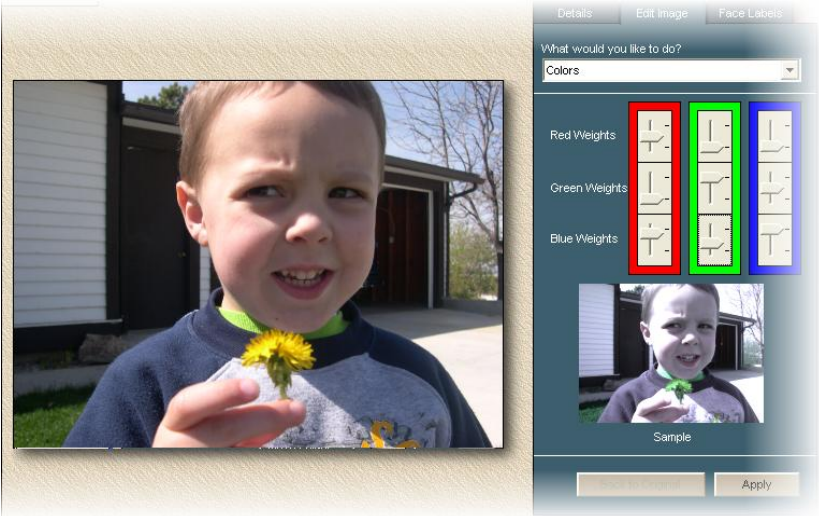


- **Brightness** – the brightness of a photo. Use to lighten or darken the image. A value of 0 displays the image at its original Brightness level.
- **Contrast** – the difference between light and dark areas of an image. Drag the slider to the right to increase contrast and make the image sharper. Drag it to the left to decrease it,
- **Hue** – the shade or tint of a color.
- **Saturation** – the purity of a hue. A hue with a saturation of 100% is vivid, fully saturated; a hue with a saturation of 0% is totally desaturated taking on a gray tone.

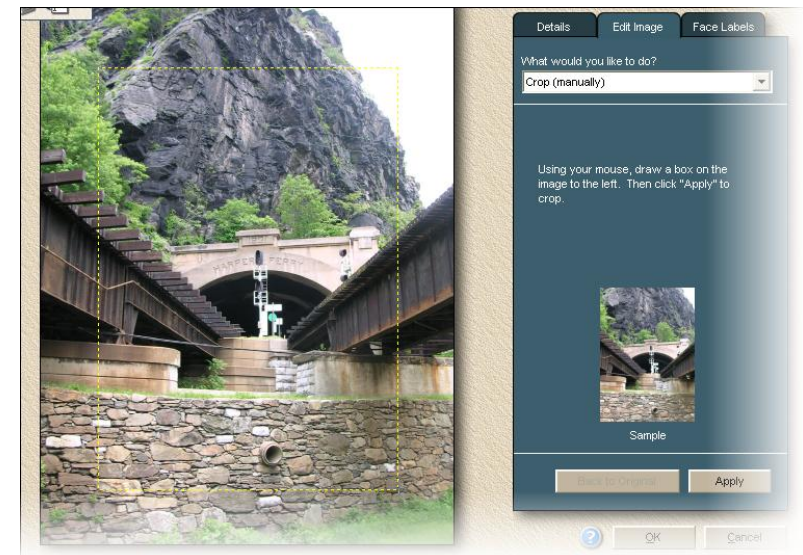
Work With Pictures

Colors

Passage Express has sliders for Red, Green and Blue color weights.



Crop, Manually



Work With Pictures

Define the crop area boundaries yourself. Using your mouse, click and drag a box around the area of the photo you want to keep. Click Apply. If you are pleased with the results in the picture on the left, Click OK. Otherwise, Click Undo. The image returns to the original view.

To create a box, hold down the left mouse key. Start at the upper left corner of the desired area and drag downward diagonally. A box is created. Release the mouse key when the box is satisfactory. Click Apply>OK.

Flip

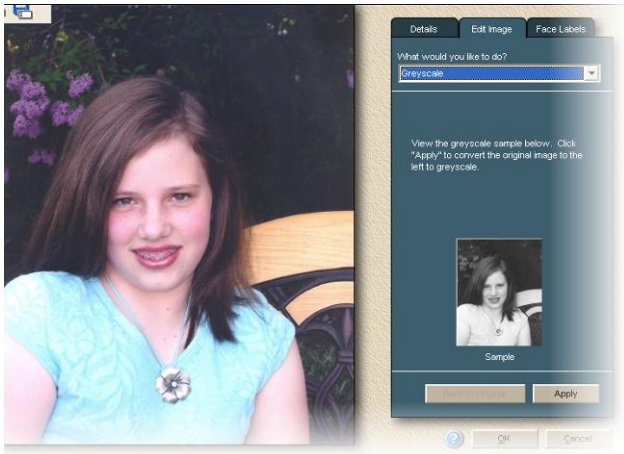
This command reverses the image vertically or horizontally.



Work With Pictures

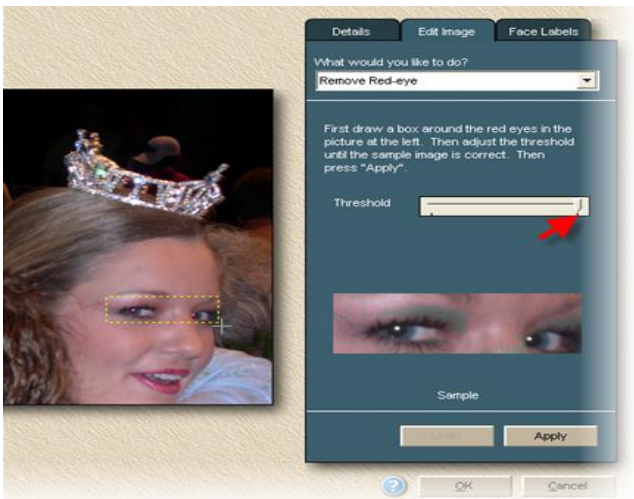
Grayscale

This command removes all color from a photo. Grayscale is shades of black and white and 254 possible shades of gray. It has the potential of a much richer look than simply black and white.



Remove Red Eye

This command allows you to remove red eye created with flash photography.

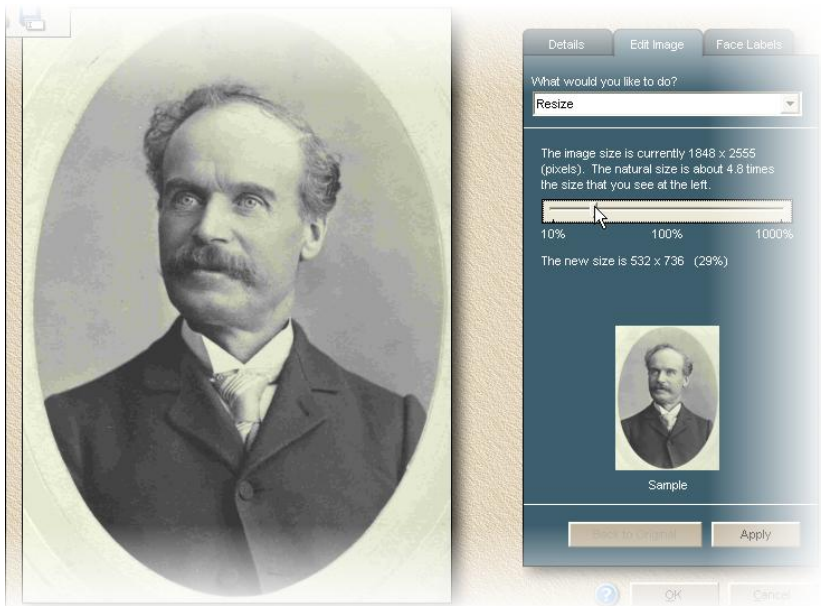


Work With Pictures

1. Click and drag a box around the red eyes in the image on the left of the screen.
2. Move the slider to the threshold of best quality which shows in the sample image.
3. Click Apply.

Resize

Changes the width and height of an image. It is often used to downsize an image for quicker computer loading time in slideshows. It tells you what the current image size is. Move the slider left to reduce image size. The image to the left reduces when apply is chosen.



Work With Pictures

Rotate

This command turns the image clockwise in 90 degree increments or any degree using the graduated scale. Once the rotation degree is achieved, click Apply.

Rotate 90 degrees through the Project Builder under Special Options at the far right of the window.



Tip: Highlight a picture thumbnail in the Project Builder and press Ctrl>Right Arrow to rotate 90 degrees right.

Sharpen

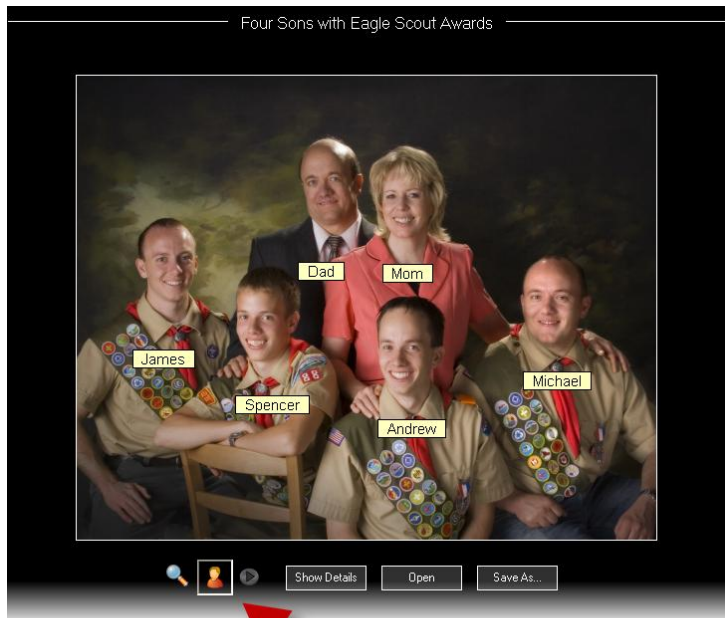
The sharpen command increases contrast between pixels, usually at the edges of objects. It lightens the light pixels and darkens the dark pixels in your image. A gradient is provided to choose whether to sharpen or decrease the sharpness.

Work With Pictures



Face Labels

Face Labels is one of the most exciting features of Passage Express.



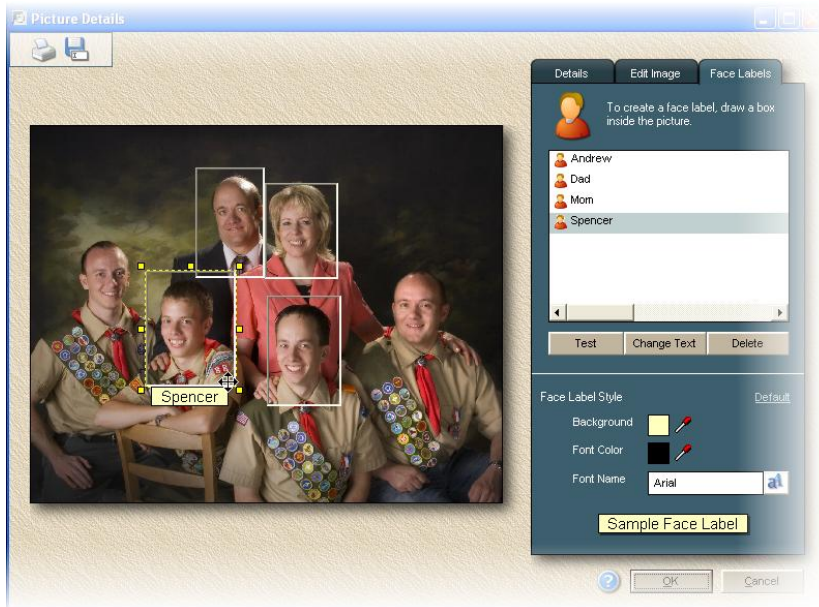
Work With Pictures

This feature allows you to identify any person or object in the picture so that a name, title, or caption appears underneath it when the mouse is placed over a designated spot. This way the caption can be devoted to detailing an interesting story behind the picture, rather than having to name everyone starting from left to right.

Passage Presentation alerts the user when a picture has Face Labels attached by lighting up the “person” icon. For the Face Labels to appear in the Passage Presentation, move the mouse pointer over the picture. Face Labels appear as the pointer hovers over the faces. Click on the ‘person’ icon to view all of the Face Labels at once.

Make Face Labels:

1. Go to the Project Builder window.
2. Highlight a picture.
3. Select Details.



4. Select Face Labels tab at the top of the window.

Work With Pictures

5. Create a box around a face by putting the mouse at the upper left corner of the face and while holding down the left mouse key, dragging the mouse diagonally. A box appears. Release the mouse key when the box is the desired size. It is usually best to have the box surround the whole face.

NOTE: The box will not be visible in the finished presentation. The label will appear underneath the bottom of the box.

6. Type the person's name and any other description you want. It can be brief or a whole sentence
7. Click OK.

A listing of names appears in the white window to the right to help keep track of who you have labeled.

Test

Click test to view the picture as if viewing in the finished Passage Presentation. The boxes disappear. Move the mouse pointer over faces to see Face Labels. Select Change Text to modify Face Labels. Delete or adjust the size of Face Label as desired.

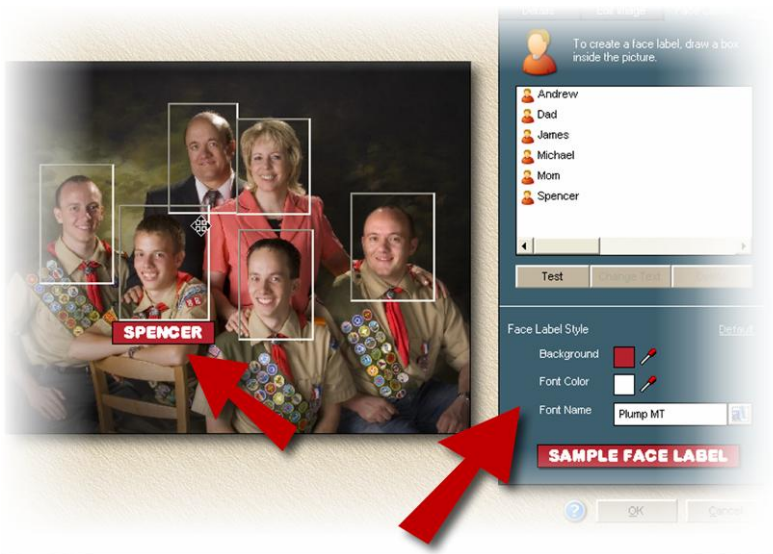
Change Face Label Style.

Use different fonts, font colors, and/or background colors for Face Labels.

Background

1. Click inside the font color box to view the color grid. Choose any color by clicking on it and choosing OK. OR
2. Select the dropper tool. Drag the tool over the grid to the left with the left mouse key held down and release when it is hovering over a color that you would like for the background. Repeat these steps to choose a different color if desired.
3. Test the change by moving the mouse pointer over the Face Label.

Work With Pictures



Font Color.

1. Click inside the font color box to view the color grid. Choose any color by clicking on it, then choosing OK. OR
2. Repeat the same process as with background color.
3. Move the mouse pointer over Face Label(s) to test changes.

Font Name.

- All font choices are actually stored on your computer. Arial is the default font, but you can change that font by clicking on the blue 'a' to the right of Font Name.
- The current font is highlighted in blue.

Default – Select this link to return Face Label font, color, and background color back to the PE default settings.

What if my images are in PDF format?

PDF images display in a Passage Presentation through Adobe Acrobat Reader. PDF images cannot be used for building slideshows because they are not recognized as an official image format. They are unique images to Adobe and viewable only by using Adobe software.

Work With Pictures

What if I want to add special effects to a picture or design a collage with text?

Refer to chapter 8, Image Designer.



Chapter 6 Sound and Music

Add Sounds

Add Music

Edit the Sound Library

Erase Sound and Music

Sound and music bring your presentation to life. Looking at pictures and scrolling through histories is interesting; however, music playing throughout a slideshow adds a captivating dimension.

This is a great way to capture a person's voice in a natural setting, getting their voice, inflections, and personality in one place. How about a baby's cry or cooing?

There are many ways to add sound and music to your presentation.

- Transfer audio recordings from cassette tapes and records into your computer using audio software or a voice recorder. Save recordings as files and import into your Passage Express project. Refer to Basics in Digital Publishing in the Appendix for more details.
- Download music to your hard drive from the Internet. These sound files should be saved as OGG, WMA, or WAV file types. If the file does not have the name of the song attached, you may be able to get album data from the Internet. Sometimes a firewall will attempt to block you from accessing that information. Click Allow if this happens.
- Grab the music from an audio CD using Passage Express.
- Select music or sounds from the Sound Library in Passage Express. These songs are royalty free and specifically made for Passage Express users. This music has all rights reserved. Recreating the music into other forms for commercial purposes is prohibited.

Sound and Music

- Narrate a picture by using a computer microphone. This sound is tied to that particular picture file. Get relatives to speak into the project; the old and the young.

Add Music to the Project

There are copyright issues when bringing music into the project from professionally produced CDs, even if you ‘own’ the music and are making it for private use. Purchasing music CDs gives the owner the right to listen to the music. When it is moved into a presentation for background music, it becomes a new creation called ‘Synchronization’.

To use the music in this way users must contact the artist directly or the distributor to gain permission for a synchronization license. If permission is granted, they may restrict how much you show your presentation and they may ask that you do not make copies of it.

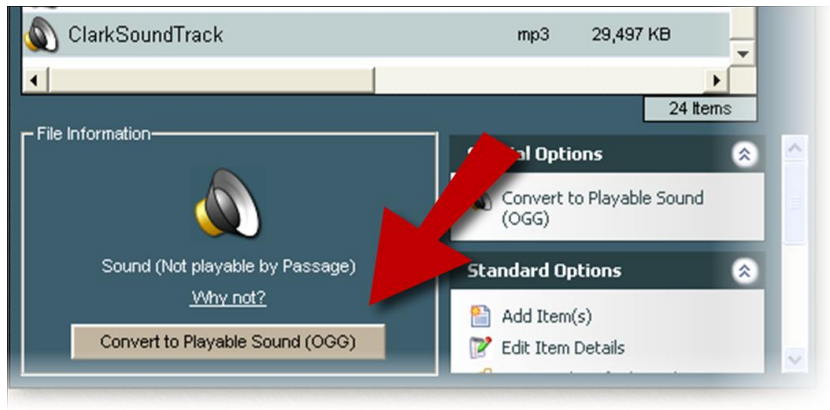
Classical music (90 years or older) may not have a copyright to the music, but when it is performed the artist owns that copyright. Hence, if you do not wish to bother with getting permission for using certain soundtracks, use the music provided in our Sound Library or download royalty free music from the Web. There are sites that allow you to use the music in any application after you have paid a small fee. <http://www.stockmusic.net/> is one example.

Music that you want to use as background music for your menu, slideshow, or single photo, etc., must be added to the project in the Project Builder first. It is then available for these other uses.

Browse for File

1. Add a folder to your project for music or select a folder that you have already created.
2. On the right hand side, click Add Item(s)>Browse for File.
3. Select audio file from your hard drive and Click Open.
4. The file is now in your folder.
5. Click Convert to Playable Sound in the file information window to convert the file to an OGG format.

Grab Track from Audio CD



Place an audio CD in your CD-ROM drive. Click the Grab a Track icon in the top toolbar in the Project Builder.



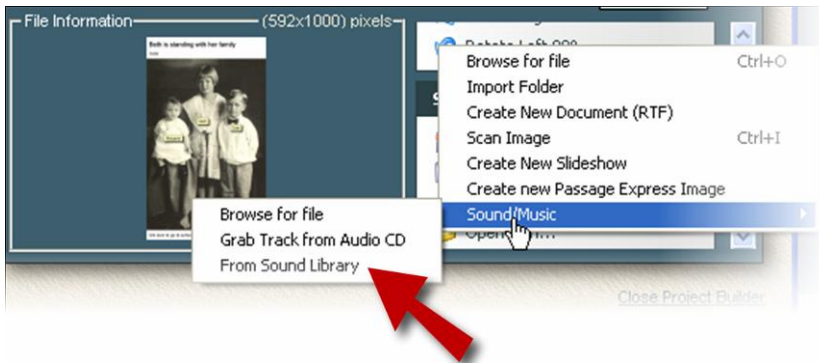
A list of the CD tracks appears on the screen. Highlight the desired track and click Grab. Passage Express converts the file into an OGG file which works very well in Passage Express.

Sound Library

1. Add a folder to your project for music or select a folder that you have already created.
2. On the right hand side, click Add Item(s)>Sound/Music>From Sound Library.

Sound and Music

3. Listen to the songs by clicking on the green triangle.
4. Highlight the preferred song and click OK. It becomes an item in that folder.



Adding Narration to a File

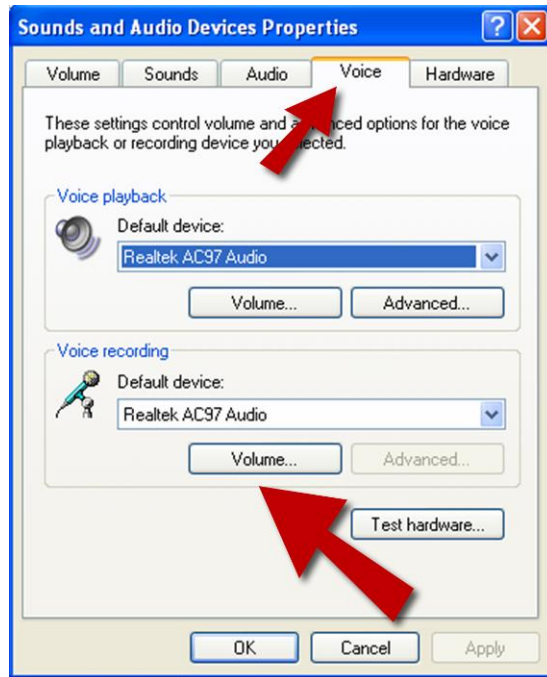
It is suggested that you do some tests before doing many narrations so that you can hear the balance of background music with your narration. If the narrator has a soft voice, you may want to use the music from the sound library as it is softer in volume than music grabbed from audio CDs.

You can also go into your computer settings and check the microphone booster. Access them by going to:

1. Start>Settings>Control Panel>Sounds & Audio Devices.
Double Click.



Sound and Music



2. Select Voice>Voice Recording>Volume. Moving the dials up increases the volume setting.
 - a. On some computers you can select Advanced>boost. This will increase the recording sound level even more.
3. To add a narration to an individual file such as a photo or document:
 - a. Open the Project Builder of your project.
 - b. Double click on the file you want to narrate. This opens up the Details screen.
 - c. Look for the Narration section. Click on the record button and begin to speak into your computer microphone. When you are finished, click on the stop button.
 - d. Click on play to listen to it. The clock to the right will show you how long the sound lasts.

Sound and Music

4. If you want to narrate over again, click on More Options to the right. Choose Erase Sound. It will be completely erased from the computer. You can find the erase feature under “more options” to the right.
5. Then click on record again and begin narrating.

Add Background Music to your Entire Project (CD/DVD-ROM or Video DVD)

This music plays when they place your CD in their computer and it begins to auto-run. You can put a music toggle button on your Presentation Menu so that your users can turn off the background music. If you choose not to add a music toggle button to your menu, your users can turn off the music once they click on a button to enter the project. They will find a Background Music toggle button in the lower left below the folders you created.

When a person wants to view a slideshow movie that you have created, they will need to turn off the background music first. Otherwise, there will be two sound tracks running at once.

1. To add music from the main Passage Express menu:
 - a. Select Design Menu.
 - b. Click inside the Background.
 - i. Now the background options appear along the lower toolbar.



- c. Select Sound/Music>Background music.
 - d. Choose from the Sound Library, Grabbing an Audio Track or Browsing for a file on your hard drive.
 - e. Test your music by clicking on the green triangle.
 - f. Save your menu.

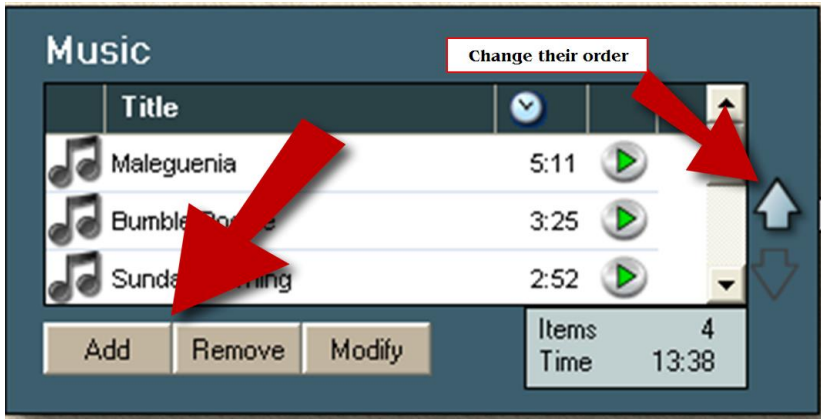
Add Background Music to a Slideshow

Refer to the next chapter for more detailed instructions. In the Project Builder, add all the music you plan to use for your slideshow. Making a folder specifically for the music is an easy way to do it:



1. Select the slideshow creator located at the top toolbar.
2. Add music from your project in the upper right Music Window. Adjust how long it plays by clicking on Modify. Adjust the order they play with the arrow buttons. If you want the same song to play continuously, add it again as a 2nd and 3rd song depending on how long your slideshow lasts.
3. Notice the time listing in the lower right of the music window and lower right of the slides window. You can adjust how much music you have in your slideshow to make it match the time for the pictures. The music does a 4 sec. fade out at the end of your slideshow so if you do not want the last slide or two to run in silence, add a few extra seconds of music more than the pictures.
4. Test your slideshow once your pictures and music are added. In the test you won't hear the music fade. It stops abruptly but will fade in the finished slideshow.

Sound and Music



Add Narration to a Slideshow

1. There are two ways to have narration run during a slideshow:
 - a. Narrate individual picture files in the Project Builder. You won't hear the narrations in the 'test run' of the slideshow creator but you can hear them when testing the finished project. The picture with the narration will pause until the narrative is finished and then move on to the next slide. Using this method you can have background music running also.
 - b. Record a continuous narrative using other software and make it into one sound file. It can then be added as music to the slideshow. It takes the place of background music. To have both features of narration and background music running together, you must use other software to overlay the two soundtracks and then to create one sound file to be added into the slideshow as background music.

Add Music or Sounds to the Sound Library

Add soundtracks, noises, even narrations to the sound library.

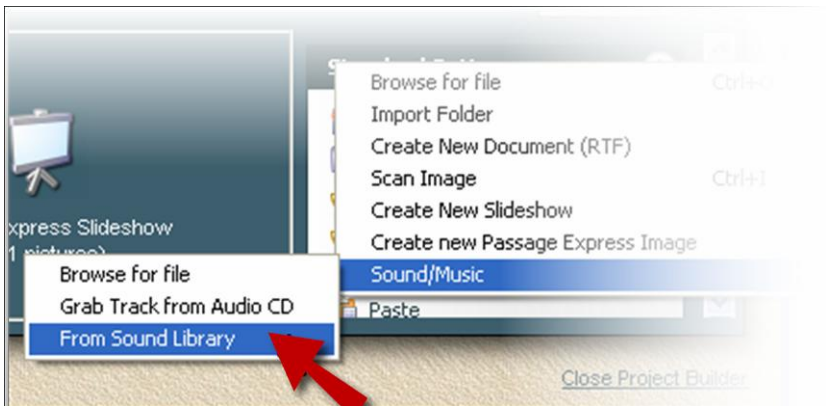
1. Adding a narration to the sound library is accomplished in the Project Builder by:

Sound and Music

- a. Double clicking on the file that has the desired narration attached.
 - b. Select More Options>Add this sound to Sound Library.
2. Adding a sound to the Sound Library: Follow the same steps as outlined in #1 only record a sound rather than a narration.

Edit the Sound Library:

It is possible to add narrations and music, delete, rename or move



sound within your Sound Library. Then they can be reused for other projects.

1. To access this feature enter the Project Builder. Select Add Item>Sound/Music>Sound Library.
2. Select Edit Library>OK. Passage Express automatically opens Windows Explorer to the folder that houses the Sound Library. Inside any folder you can delete, move or add files. Only music with an ogg extension will display when you are working in Passage Express.
3. To add an audio file to the Sound Library that has been grabbed in PE, copy the music file, and then paste it into the sound library using Windows Explorer as follows:
 - a. Right click on the individual audio file.
 - b. Select Copy.
 - c. Select Add Item>Sound>Sound Library.

Sound and Music

- d. Select Edit Library>OK. Windows Explorer opens to the Sounds folder.
- e. Navigate into the appropriate folder (Royalty Free Music or Sound Effects) in Windows Explorer.
- f. Right click inside the folder>Paste – The audio file is pasted into the Sound Library.
- g. Refresh the screen by closing the Sound Library and then opening it again.



Erase a sound attached to a file:

1. Double click on the file in Project Builder.
2. Select More Options>Erase Sound. OR
3. Click on the red Record button again. It will ask if you want to erase the old narration.

Erase background music in my presentation:

1. Open Presentation Menu or DVD Menu.
2. Click on the background area of the menu.
3. Select background music found in lower toolbar.
4. Select More Options>erase sound.

Use several songs for the background music of the Presentation:

You need to use audio software that can let you put several tracks into one soundtrack. Then you can add your soundtrack to the music library and draw from it at will.

Passage Express doesn't seem to recognize my MP3 or MP4 songs. What can I do?

This is correct. Even just converting an MP3 file to another format requires us and you to pay royalties. To avoid this issue, you need to convert your MP3 and MP4 files with other software. Roxio® does a great job. Convert it to OGG-Vorbis for the best quality. There are also some free downloadable conversion software applications.

Chapter 7 Build a Slideshow

Build a Slideshow

Add Pictures

Add Picture Collages

Arrange Pictures

Beginning Note: There are three types of slideshows

This chapter discusses how to create a custom slideshow where you decide what photos in your project to use, what music contained in your project to use for the background, how long each photo will display, special transitions, among other options.

This custom slideshow is made to be viewed on your computer (slideshow type 1) but can be processed and burned to DVD for a DVD player (slideshow type 2).

The third type of slideshow, is an impromptu slideshow, which is not discussed here. It is available automatically in any of your projects that contain photos. This impromptu slideshow option is one that an end user/viewer of your project will be able to use and control with no special preparations beforehand. In Passage Express you can build beautiful custom slideshows complete with timed background music and narrations. These can be published in a CD-ROM, DVD-ROM presentation for computer, or as a movie playable in a DVD player (burned onto a CD or a DVD).

Easily add text slides, pictures from your project, define the duration of each picture, and choose from over 90 different transitions for your DVD style movie.

Building a slideshow is accomplished after the picture and sound files have already been placed in folders within the Project Builder of Passage Express. Access them very easily in the slideshow creator.

Build a Slideshow

Any pictures having narrations attached to them can be heard during the slideshow, even if background music is running. Passage Express fades the background music while the narration begins to play and then the background music will become louder after the narration is finished. We recommend that you experiment a little first to see how loud you must talk into your microphone to make it well heard over background music.

We find that music grabbed from audio CDs tends to be louder than the music in the Sound Library of Passage Express. If you have someone do narrations that has a soft voice, you may want to choose music from the Sound Library for your background music. Experiment to find the right mix before spending many hours creating your slideshow.

We caution you to keep your slideshows around 150 pictures or less. These will last about 12 minutes if the slides are running at 5 seconds each. If you have a large project that you want to feature, consider making a few small slideshows rather than one big one. Converting the slideshow into a movie requires considerable generating power from your computer. The larger the slideshow, the more unwieldy it becomes. A movie file is very large and can quickly use up your computer's free disc space.

Some computers stall when generating huge movie files. Smaller slideshows are quicker to generate. They are also more pleasant to view because they are brief. You run the risk of boring your audience if your single movie goes too long.

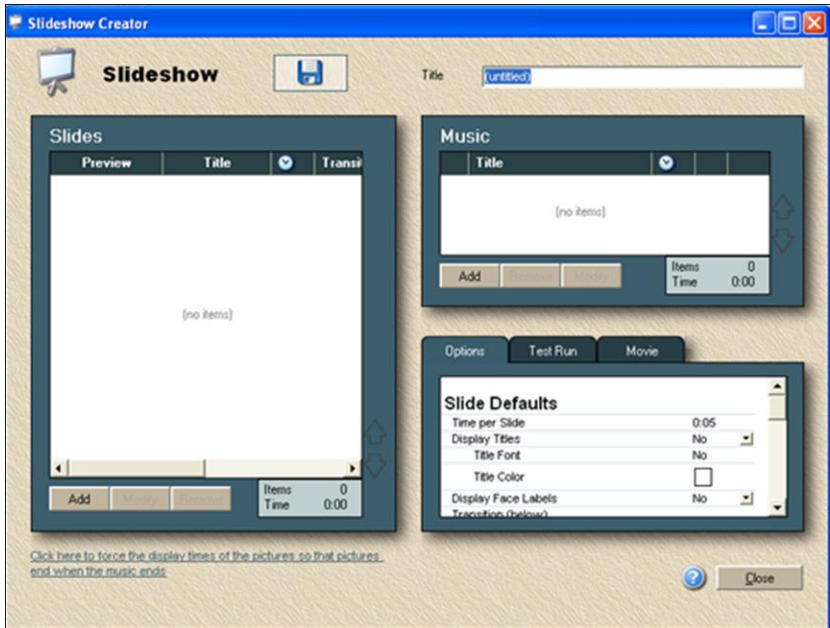
Build a Slideshow

To prepare for your slideshow, make sure that all the music and pictures are in your main project in folders, organized just how you want them. Once you begin making your slideshow, Passage Express will remember where your files are stored. The slideshow creator creates a link to those files in the Project Builder; therefore, your project size does not increase by making a slideshow. It will increase though, when you make your slideshow into a movie file.

1. In the Project Builder, there are two ways to begin building a slideshow:
 - a. Select Slideshow icon along the top toolbar. OR

Build a Slideshow

2. Click Add Item>Slideshow.
 - a. The Slideshow Creator window appears.
 - b. Give the slideshow a title.



Add Pictures

1. Clicking 'Add' in the Slides window gives you 4 options:
 - a. Add all the pictures in the project. This will automatically import all pictures in the project.
 - b. Select individual pictures. It will tell you to Right click on any picture. It will automatically place it in the slideshow in the order that you add them.
 - c. Select entire folder.
It instructs you to Right click on a folder and it will import all pictures within that folder, keeping their same order.
 - d. Add text slide.
These are great to announce the slideshow. New text slides can be inserted randomly throughout the slideshow.

Build a Slideshow

- A text slide window has the following options:
 - Typing the text.
 - Choosing the font.
 - Background color.
 - Font color.

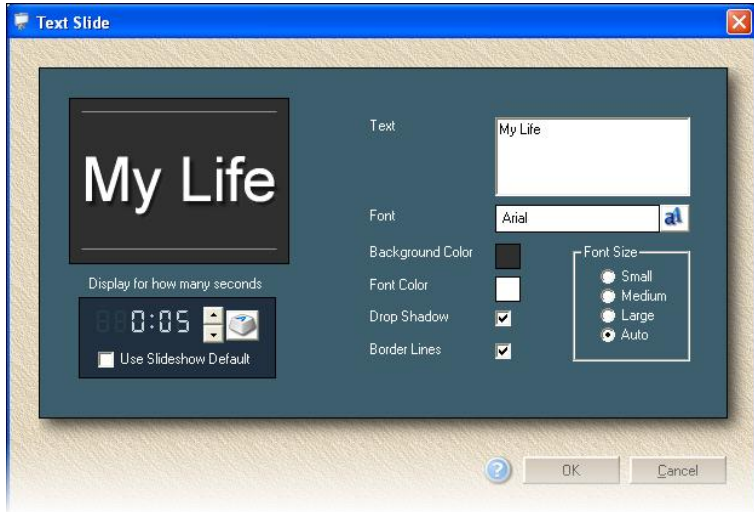


- Drop shadow.
- Border lines for the text.
- Font size.
- Amount of time the slide will display.

Build a Slideshow

- Use slideshow default. This means that the time the text slide displays will be consistent with the settings you have chosen for the slideshow as a whole. Read on to learn about the settings.

Text slides can be set to size automatically for the screen.



Add picture collages to your slideshow

You can create a picture collage, add a narration to it and add it to your slideshow as its own picture. Do this by selecting the Image Designer tool along the top toolbar. It looks like a paintbrush. The Image Designer is identical to the Presentation Menu designer except that it does not have buttons to add. Once you create your image, it becomes one of your items in your Project Builder. Whichever folder was open in your Project Builder when you selected this tool to create an image is where your collage can be found. You can click on “Edit Item Details” to further enhance it at a later time. When you are pleased with it, add it to your slideshow. For further information on making a collage, refer to chapter 8, Image Designer.

Arrange pictures in a certain order

Highlight a picture then move it up or down using the arrows to the right of the slide thumbnails.

Build a Slideshow

NOTE: If you want to move several pictures at once, you can do this by highlighting the top picture you want to move and, while holding down the shift key, highlight the lower picture. This will mark all the pictures in between. Now go to your keyboard. Hold down the Ctrl key and use the arrow keys. The pictures will move together.



Below the slides display is a light green section showing items and time. This tells how many items are in the slideshow and how much time it will require to run it. The timing can be altered by modifying the slides one by one or by choosing default automatic slideshow settings by clicking the Options tab in the lower right area of the Slideshow Creator window.

By clicking the save icon, you can save your work as you go.

Build a Slideshow

Transitions

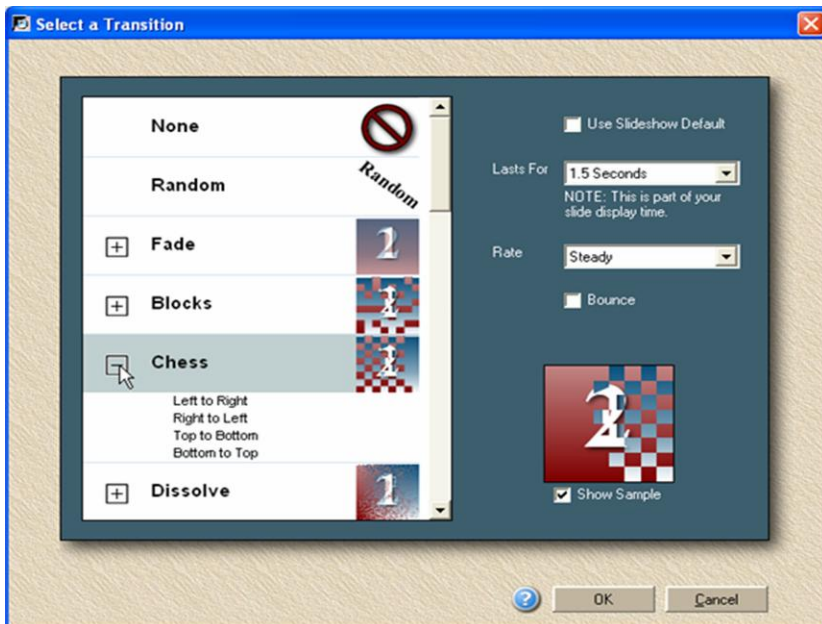
There are over 90 different transitions to choose from. Some of the transition types may increase generating time for creating the slideshow movie. These only function when you create a “Movie”.

1. To change the type of transition for a particular picture:
 - a. Highlight a picture in the “Slides” window.
 - b. Slide the horizontal bar of the “Slides” window to the right. You will see a sample fade and the words “Fade Simple” click on the link labeled, “(click here to select).” You will be able to view and choose from 99 types of transitions.



Build a Slideshow

2. Twenty categories of transitions display in the left window. Click on the '+' in the box to see the transitions within a category. Select a title and see the sample transition to the right. You can adjust the time and rate on this screen also.
3. Click OK. This transition will be linked to the highlighted picture.
 - a. Continue the process to custom-design different transitions throughout your slideshow.
 - b. Time for the transition is set at 1.5 seconds. This can be changed at will. It will affect the timing of your slideshow. You can type in the number of seconds you want the slide to display.
 - c. The rate can be steady (continuous) or speed up (makes the transition quickly) or slow down.
 - d. If the Show Sample box is checked, it will display the transition.
4. Default – You can set a default for the slideshow. It will only apply for that particular slideshow. This helps to keep it moving and lively. Choosing Random transitions simplifies the process.



Build a Slideshow

5. “Click here to force the display times of the pictures to end when the music ends” is a link underneath the slides window. It makes it easy for you to match the pictures to end when the music ends.
6. Custom transitions in your slideshow only display in a CD-ROM/DVD-ROM presentation if you have converted your slideshow into a movie. This is because the computer does not have the generating power to show smooth transitions full screen in real time. When your computer converts a slideshow to a movie, it takes the time up-front to make the transitions display smoothly and beautifully. They can then be viewed on the computer as a movie file with nice, smooth transitions.

Narrations

You can add narrations before beginning your slideshow or after you have started creating your slideshow. Even if you have already begun creating your slideshow, these new sound files will become a part of your slideshow because the slideshow creator is only ‘linking’ to the pictures that you have in the Project Builder. Therefore, any change you make to the picture in the Project Builder will be seen in the slideshow as well.

You can add narration to the photo while in the Project Builder or by double clicking the photo in the Slideshow Creator, then clicking the Edit Photo button.



From the Project Builder, double click on a picture that you want to narrate. Click record and begin speaking into your microphone which is connected to your computer. It will record your voice.

Build a Slideshow

Click stop when you are finished. This becomes a sound recording that is attached to that picture.

If you want your slideshow to flow smoothly you will want to keep your narrations brief. The slideshow will pause on the picture until your narration is complete. Then it will move on to the next picture. So, long narrations to individual pictures equates to long pauses in the slideshow narration.

When calculating how much music you need to add, Passage Express calculates the pictures (slides) according to their predetermined length showing in the display. The display does not show the length of the narration, however. You will need to add additional music to your slideshow to cover the extra length of the narrations.

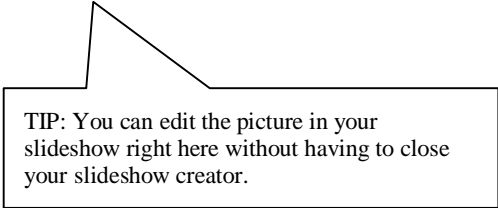
This will facilitate having music throughout the entire slideshow. When you do a test run, you will not hear the narration but the slide will pause for the time length of the narration before moving on to the next slide.

To test your slideshow fully and hear the narrations, refer to the Test Run section later in this chapter.

Modify Slides

This feature allows you to choose.

- Background color for a picture.
- Text color for the title.
- Time it will stay on the screen.
- Whether you want the Face Labels or title to show in the slideshow.
- Use slideshow default.
- Edit picture.

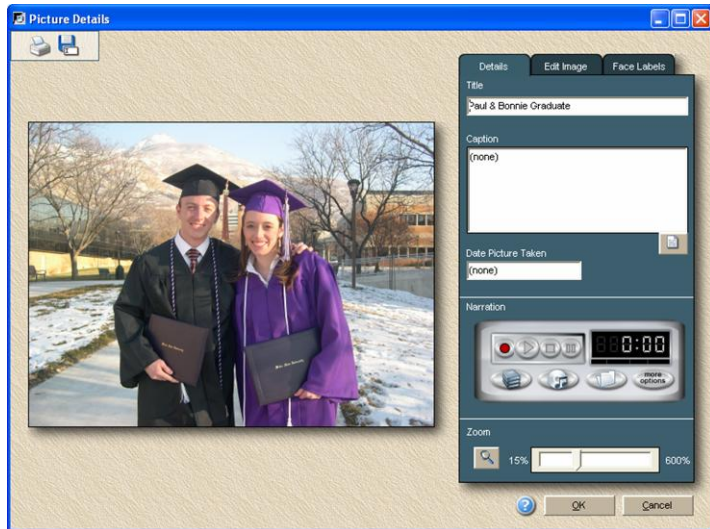


TIP: You can edit the picture in your slideshow right here without having to close your slideshow creator.

Build a Slideshow

Edit Picture

You may select this option to edit the picture. It will take you to the “Add Item Details” screen where you can change the title and Face Labels, add a caption, date, and narration to that one picture. This will change the photo as you see it in both the slideshow and the “Project Builder” screen.

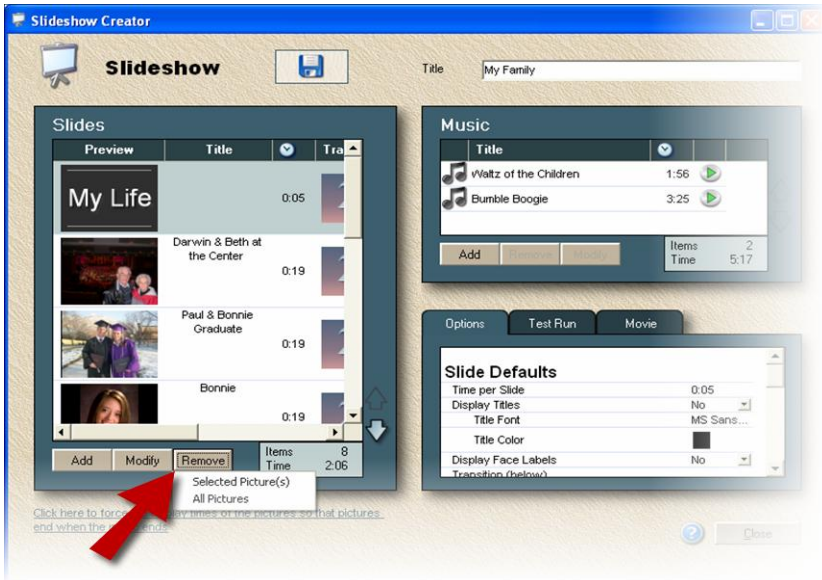


Remove Slide

This option allows you to remove selected slides or all the pictures in the slideshow but will not delete them from your main project.

This option is also useful if you wish to move the pictures in your main projects to different folders. Remove them from your slideshow first and then add them again after you have rearranged them in the Project Builder.

Build a Slideshow



Music

The music window allows you to add one or more soundtracks. These soundtracks must be loaded into the Project Builder first. An easy way to find them is by making a folder entitled 'Music.' Put all your music into that folder and then it is easy to find when you are building your slideshow. The slideshow creator will blend the music with 4 seconds of overlap into one continuous soundtrack.

NOTE: There are copyright issues when bringing music into the project from professionally produced CDs, even if you 'own' the music and are making it for private use. Purchasing music CDs gives the owner the right to listen to the music. When it is moved into a presentation for background music, it becomes a new creation called a 'Synchronization'.

To use the music in this way, the user must contact the artist directly or their distributor to gain permission for a synchronization license. If permission is granted, they may restrict how much you show your presentation and they may ask that you do not make copies of it.

Build a Slideshow

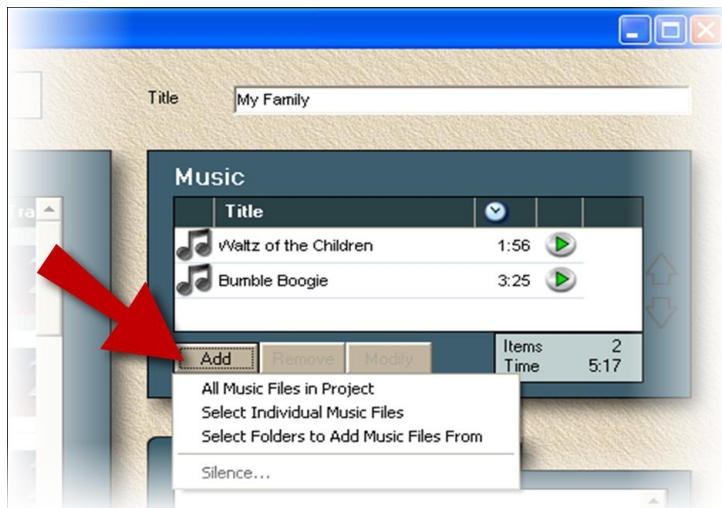
Classical music which is over 90 years old may not have a copyright to the music, but when it is performed, the artist owns that copyright. Hence, if you do not wish to bother with getting permission for using certain soundtracks, use the music provided in our Sound Library or download royalty free music from the Web. There are sites that will allow you to use the music in any application after you have paid a small fee.

<http://www.stockmusic.net/> is one example.

The music window has the following features:

- Displays soundtrack durations.
- Green play button plays the song when clicked.
- Black stop button stops the song when clicked.
- Displays number of music items.
- Displays how long the music will run.

Add Music



Click 'Add' in the Music window. It has 4 options:

Build a Slideshow

- Add music files in project. This will automatically import all music in the project.
- Select individual music files. It will tell you to Right click on any music file that you have added in the Project Builder. It will automatically place it in the slideshow music window.
- Select folders to add music from. It will instruct you to Right click on a folder and it will import all music within that folder.
- Silence. Insert seconds of silence between songs. Clicking the arrows to the right allows you to change the order of the songs.

You can set the music files not to play the complete song before going to the next one. This is a nice feature when you want to keep the slideshow interesting. Silence can also be added at the beginning and in between songs. You cannot adjust the volume of background music within the slideshow creator.

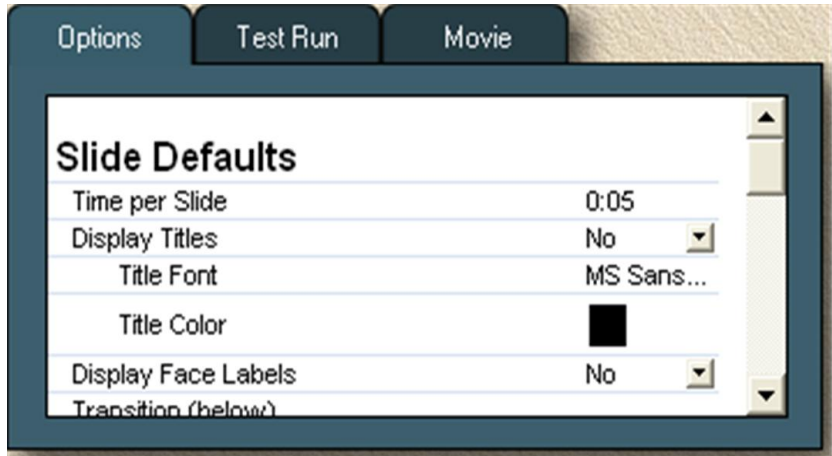


If you have an audio file (narration) that could last through several slides, you can use sound mixing software to mix your narration file with background music for another nice effect in your slideshow. Check the Internet for free and inexpensive sound editing software.

Build a Slideshow

Options

Allows you to choose slideshow defaults, meaning that each picture will use the same:



- time per slide.
- display titles, title font and title color.
- display face labels.
- transition.
- picture background color.
- have pictures run consecutive or in random order.
- auto repeat.

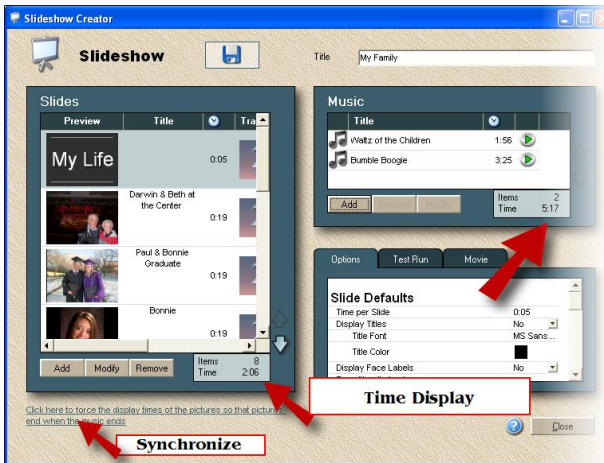
With sound the options are:

- play narrations (if available).
- fade between songs.
- fade music in at slideshow start.
- fade music out at slideshow end.

Build a Slideshow

Synchronizing the Slides to End with the Music

This is probably the trickiest part of building your slideshow. Underneath the slides window is a listing showing how many items are in the slideshow and a time display telling how long it will take to get through all of the slides. Underneath the music window is a similar listing.



The slideshow will end when the slides are finished. If the last song hasn't finished, it will gracefully fade out (if that option is selected under Options>Sound). There are several ways to get them to end exactly the same time or close to the same time. You can create quite an emotional effect.

1. Automatically synchronize the slides and the music by clicking on the link underneath the slides window. If you add more slides, it will undo this command. You can re-select the link to synchronize them again. Passage Express does not account for narration times. If you have narrations that last longer than the slide time, your music may run out early. The best way to find that out is to do a Test Run. It will not play the narration, but the slide will pause until the narration is complete before going on to the next slide. Meanwhile, you'll

Build a Slideshow

be able to hear the music playing and hear when the music finishes compared to when the slideshow finishes.

2. Shorten the time of the music by adjusting the music to play only the first part of a song(s).
3. Add intervals of silence to lengthen the music time.
4. Change the default time for each slide either longer or shorter.
5. Manually add or subtract time on individual slides or music.

Test Run



Test run allows you to view the slideshow in miniature, complete with background music but not narrations. Press the green play button to run the test. It will not show titles and Face Labels in the test. The time of the slideshow will display. A sound graph will show the intensity of the music. The test run can be stopped or paused at any time.

If the test run seems to ‘hang’ on one slide, it may be that you have a narration that lasts longer than the set time for the slide. If so, the slide will pause until the narration is complete. Long narrations can alter how long the slideshow truly is. Passage Express doesn’t calculate narrations into the time calculation of the pictures.

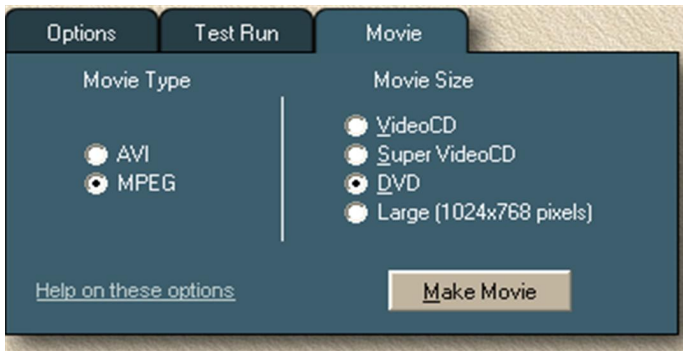
To do a more complete test of your slideshow without making it into a movie file or burning it on a disc, you can test it using the Test Project option in the main menu of Passage Express.

Build a Slideshow

- Design a simple Presentation Menu with two buttons for testing purposes, one with the function to open the entire project, and the other with the function to exit..
- Select Test Presentation.
- Select the slideshow and click Watch Slideshow. The music and narrations will play. The transitions will only play when the slideshow is converted into a movie.
- If the slideshow needs further editing, you can exit the test mode and bring up your slideshow in the Project Builder to further edit.
- Once you make a movie of your slideshow, you can always make another movie with your latest changes.

Movie

Movie is a feature that converts the slideshow into a movie file that will run in a DVD player or in the CD-ROM/DVD-ROM version for computer. It needs to be in this format for the transitions to be active.



It runs as it shows in the test run, only the narrations play and transitions can also be seen. Burn the movie. If you decide to change the slideshow, remake the movie and burn again.

Nothing is ever permanent except for the files burned onto the disc. If you are not completely satisfied when you view your creation from the disc, go into Passage Express, make your changes and burn your changes. When you select to erase the movie, it is only erasing the movie of the slideshow you have opened. It will not erase any other movies in your project.

Build a Slideshow

There are three ways that your slideshow can be published for TV viewing, Video CD (VCD), Super Video CD (SVCD), and DVD.

DVDs are the best quality and largest size, and VCDs are the lowest quality and smallest size. If you are creating a video DVD to be played in DVD players with a menu, the movies must be made into a DVD, (not VCD or SVCD) and burned to a DVD disc.

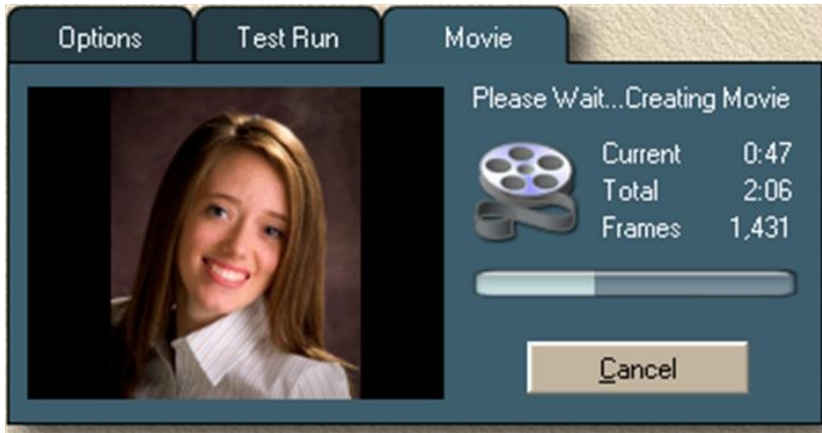
1. VCD – can hold 30 min. of slideshow movie. VCD is lower quality, but more compatible with DVD players. It is heavily compressed (mpg1) and pixel size is the smallest. It generates quickly on the computer. The pictures may have a slight distortion.
2. SVCD – is mpg2. It is not set for a regular TV setting. It is perfectly square and images can look slightly distorted on the TV at times. It is compatible with most DVD players.
3. DVD – is the same height but wider. It is slower to generate because a separate movie is generated for each slide. A typical processing time is 30 frames/sec. The pictures will not look distorted.

At the time you select the movie type/size (VCD/SVCD/DVD) you will also have the option of specifying AVI or MPEG. A link in the area gives you a little help in deciding which options to choose. There are a few information messages such as a reminder that AVI's cannot be directly burned to DVD-player-playable discs from Passage Express. An option to 'Save As' when the AVI movie is created allows you to save it to your hard drive and burn the file with different software.

- AVI's are super for viewing on the computer! Much better quality than MPEG, and not necessarily a bigger file.
- The "MPEG-4" AVI codec is needed to create AVIs. If it is not available on the computer, Passage Express will let you know and offer to start a download of the codec from Microsoft's Web site.

Build a Slideshow

Select one of these three options and click Make Movie. Depending on your computer's resources, it could be tied up in generating a 10-minute movie for possibly an hour or more and may use 200 MB of space. These movies require a lot of memory and a lot of computer resources to generate.



Once the movie is made it stays in your Passage Express project waiting for the command to burn it. Passage Express will only store this movie file in one form, so if you choose to publish it as a different movie file (such as a VCD rather than a SVCD) you will need to remake the movie. This step will overwrite the first movie.

1. There are five options to choose from after making a movie:
 - a. Burn to disc. Burn DVD movies using the Publish option on the main menu after you have designed your DVD menu.
 - b. Watch movie. Will launch it in your default movie viewer.
 - c. Create new movie. Creating a new movie will erase the one you just created.
 - d. Erase movie. Will erase the movie from your project.

Build a Slideshow

- e. Save movie file as – Allows you to save the file to a different location on your computer. This accommodates people who want to create a movie with Passage Express but want to burn it with other software. This will work for both MPEG and AVI movies. It is also valuable if you want to make a button in your Presentation Menu link directly to the movie file as a single item.



Edit Slideshow

When you save your slideshow, it will place it at the bottom of the folder that you choose. You can change its position in the folder by using the up and down arrow buttons to the right.

To edit your slideshow, double click on the slideshow file or highlight the slideshow file in the Project Builder and select Edit Item Details along the top toolbar. After editing, resave the slideshow.

Once a movie of the slideshow has been created, it stays in your project. If you publish your project as a CD-ROM or DVD-ROM for computer, it will automatically be a part of your presentation. Even if you make a DVD version of your movie, it will still display on a computer. If you have problems viewing the DVD movie on your computer using Windows Media Player, you may need to update your computer with the proper codec for movies.

Build a Slideshow

When burning your presentation, Passage Express gives you the option to either include or not include the slideshow movies that you have created. These movies can use up a lot of disc space. If your project is nearly full without the movie, the movie could push it over the limit. Passage Express has provided a way for you to not include the movies to free up the space.

Now that your slideshow is created, you can continue to make other slideshow movies. You can load up to nine movies onto a Video DVD for TV viewing. As a CD-ROM/DVD-ROM for computer, you can add as many movies as will fit on the disc.

Publish Your Slideshow

You can publish a slideshow to be viewed in several ways:

- As-is on a CD-ROM/DVD-ROM without making it into a movie file which means that it will be viewed as designed except that the transitions will be a standard gentle fade.
- As a movie on a CD-ROM/DVD-ROM for computer. Create your slideshow into a movie, burn the project with the slideshow movie on the disc. It can be viewed in the computer presentation as a movie.
- As a movie on a disc for TV viewing via a DVD player.

Steps:

1. Create your slideshow and convert it into a movie.
2. Burn to CD if you are burning a VCD or SVCD movie.
3. If burning to DVD make the slideshow into a DVD movie.
4. Design a DVD menu by choosing More Options>DVD menu.
 - a. Add a button on the menu and give it a function of linking to your DVD movie.
 - b. Assign a number to the button that will interact with the DVD remote control.
5. Save the menu design. It will ask you to Prepare the DVD menu. Click Yes. This step requires time to complete.
6. Choose Publish>Video DVD. It will read Prepare for burning (this step also requires time).
7. Place blank DVD in burner and click burn.

Build a Slideshow

Can I edit my Slideshow after I make it into a movie?

Yes. You can re-make your movie as many times as you wish.

Can I mix video footage in with my picture slideshow?

No. A video must be loaded into Passage Express as a separate file and viewed separately.

Can I adjust the volume level of the background music in Passage Express?

No. To get the right volume levels of the narration vs. music, do testing ahead of time and adjust how loudly the narrator should speak into the microphone, or adjust your microphone settings.

How can I test my slideshow for narrations without burning it first?

Use the Test Project function found on the main PE menu.

What if the music ends before the pictures are finished?

Either add another song, add the last song twice, or in your Options>Defaults sections, decrease the default time for each slide to show.

What if a narration lasts longer than the time setting for that particular slide?

The slide pauses until the narration is finished. This gives a false reading of how long your slideshow truly is as Passage Express does not calculate the length of narrations into its calculation of how long the slideshow is. So you must do a few test runs and see if your music runs out before the slides do and add more music to fill in if needed. Doing a test run inside the slideshow creator will show the true length of the slideshow although you will not hear the narrations.

How do I get the captions to display in the slideshow?

Passage Express does not offer to display captions in slideshow movies. However, you can create a new image of your picture with title, Face Labels, date and caption displayed by saving your picture as a new image. Save it as a new image to your hard drive and then add it to your project as a new item. It is ready to incorporate into

Build a Slideshow

your slideshow. Refer to Chapter 5, Work with Pictures for detailed instructions.

If you want your recipients to be able to read many captions, we recommend that you also make a CD-ROM version of your project. Then they can view all of these additions at their leisure in the interactive presentation on their computer.

Can I start a song in the middle rather than at the beginning for background music?

No.

Chapter 8 Image Designer

Image Designer

Left Toolbar

Picture

Appearance

Background

Layers

Editing

Passage Express' Image Designer is a powerful tool for creating picture collages. You can make it as artistic as your imagination will allow using the special features of glows, shapes, rotations, special borders, background sounds and more. The Image Designer has the same artistic options as the Presentation Menu designer, only it doesn't offer the option to add buttons to our collage.



Image Designer

The possibilities of this tool are amazing. These images will stay in your Project Builder as an item always available to be added to slideshows. They can also be saved as a JPEG images to be saved to your hard drive or memory disks. They can be e-mailed to friends and associates or posted on the Internet. A beautiful slideshow could be easily made using only images created in the Image Designer. They serve very well for computer and TV viewing. These images can also be printed but since they save as low resolution images, it is best to print them close to their natural size.



To open the Image Designer, select the Image Designer icon along the top toolbar of the Project Builder. The design you create will stay in the folder that was open at the time you clicked on the Image Designer icon.

- You can begin making an image collage with a blank page or by copying in a Presentation Menu or DVD menu from this or another project. Another option is to start with a Passage Express software template. Size options are:
 - 500 x 400 for a Presentation Menu.
 - 352 x 240 for a VCD slideshow movie.
 - 480 x 480 for a Super VCD slideshow movie.
 - 720 x 480 for DVD slideshow movies.
 - Other allows you to set the parameters.

You can always click and grab a corner of the background and drag it to any desired size.

Top Toolbar

Save – saves the image in the folder that was open when you selected the Image Designer icon.



Image Designer

Save Image As – saves the image as a JPEG to another location on your computer.



Export Image – exports the image as an Image Design file to your 'Template Library' within PE or 'To file' which is another location of your choice on your computer. It can be imported into another Passage Express project to be further edited using the Image Designer.



Import Image – Imports an image made with the Image Designer from another source for further editing. To import your own creations, make sure you first export them using the Export Image function. The Export Image functions will save the image as an Image Designer file that can be further edited.



Delete – Deletes a highlighted item on the screen.



Bring Selected Item to the Front – will bring a highlighted item to the foreground.



Image Designer

Send Selected Item to Back – will send a highlighted item to the background.



Show Grid – makes it easy to line up the objects. If you save your work as a jpeg with the grid on, the grid won't show in the picture.



Object list – It displays objects in the order that they were placed onto the screen. It can be turned on and off by clicking on it or by pressing F7. This tool is valuable when creating layered effects in your image. You can click on the objects in the list to highlight them in the designer window.



Show CD Label Guide – is useful if you are building a design to fit a CD label.



TIP: There is a feature designed specifically for designing CD labels outside of the Project Builder. You can find it on the main PE menu in More Options>Design Disc Label.

Image Designer

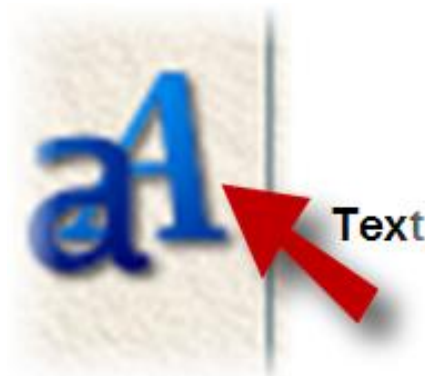
Lock – locks all items on the screen. This allows you to highlight an item without moving items inadvertently. Once the correct item is highlighted, you can undo the checkmark to move the highlighted item. You can also click on the items in the Object List to highlight them in the designer window.



Left Toolbar

Choose one of these icons to add items to your screen.

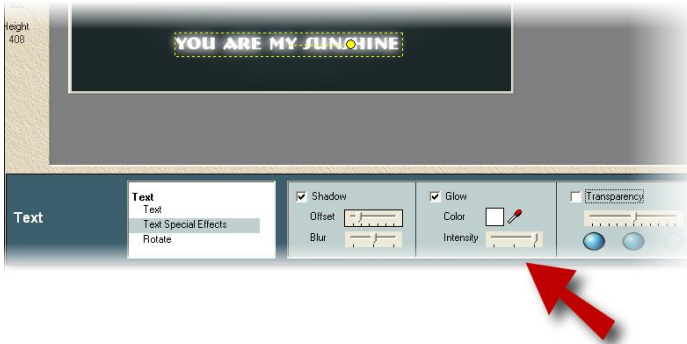
Text – Adds text to your Presentation Menu. A text box is automatically added to the center of your Presentation Menu. As you begin typing, the text shows on the screen.



While this new text is highlighted, options to enhance the text are available along the bottom toolbar of the screen. After enhancing text, move the text box to the desired location on your screen. The next time you add text in this project, it will repeat the last style, size, and color of font you chose. You can change these styles at will.

Image Designer

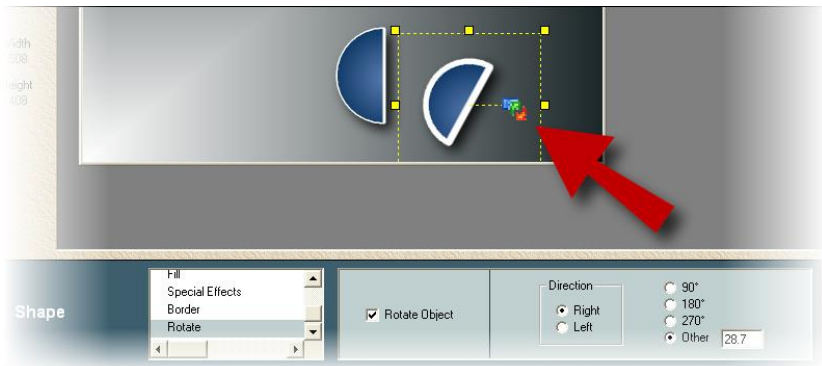
- Text fonts, size and colors.
- Special effects – shadows, glows and transparencies.
- Border – choose the color and width of the border.
- Rotate – can be accomplished two different ways.



- Select Rotate in the bottom toolbar window. It will give you options of specific degrees that you want it rotated.
- You can also 'Grab' the yellow circle in the center of the highlighted object and move it in a clockwise or counter clockwise direction.



Picture



Click this icon to add a picture to your screen.



- Find in Project – Passage Express takes you to the Project Builder where you can find the picture, Right click on it and choose to add it to your image.



- Image Library – access the library by clicking on the Picture icon>Image Library>Select a folder. Choose an image.

Image Designer

- You can also copy image files of your own into the subfolders of the image library as Backgrounds, Buttons, Edges and Objects. To add to your image library select Edit Library. This opens the Passage Express library Images folder in Windows Explorer. Place your image into the proper sub-folder within the Images folder.



- Browse for file – A Windows standard dialog box will appear, prompting you to find the file on your hard drive.

While the image is highlighted, options for adding enhancements to the image are available along the bottom toolbar. These images are expandable to fill the background and make a great backdrop to pictures.

Appearance

- Picture – Allows you to change the image that you selected or change its natural size.



Special Effects



Shadow – This will give the picture a 3-dimensional appearance with shadow underneath it. You can adjust how large you want the shadow to be and how sharp or blurred it will appear.

Glow – This will put a glow underneath the picture. You can set the glow color by clicking on the color inside the box and then choosing any color or color gradient. You can also drag the dropper up into the picture to 'grab' a color. When you release the left mouse key, the dropper will pick up whatever color it is resting on. This will become the new glow color. You can also adjust the intensity of the glow.

Transparency – check this box to adjust how transparent the picture looks on the screen.



Image Designer



Border – check the border checkbox to add a border around the picture. You can adjust the size of the border. Or you can remove the border and add a fancy edge e.g., heart shaped edge, old-fashioned edges, round and rectangular types.

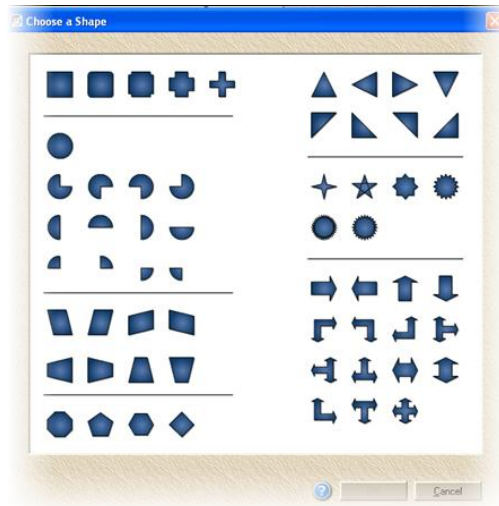


Rotate – these options allow you to rotate a picture to any degree to the left or right. Highlight the picture you want to rotate.

Image Designer

Select one of the pre-defined degrees of rotation or ‘grab’ the yellow stick in the middle of the picture by holding down the left mouse key and drag it in a circular motion. Release the mouse key when it is at the desired degree of rotation.

If you choose to resize after rotating it, Passage Express will ask you to un-rotate the picture first – just remove the checkmark in the rotate box.



Shape

- Shape – There are 59 shapes to choose from. Stretch square shapes to make into thin lines.



Image Designer

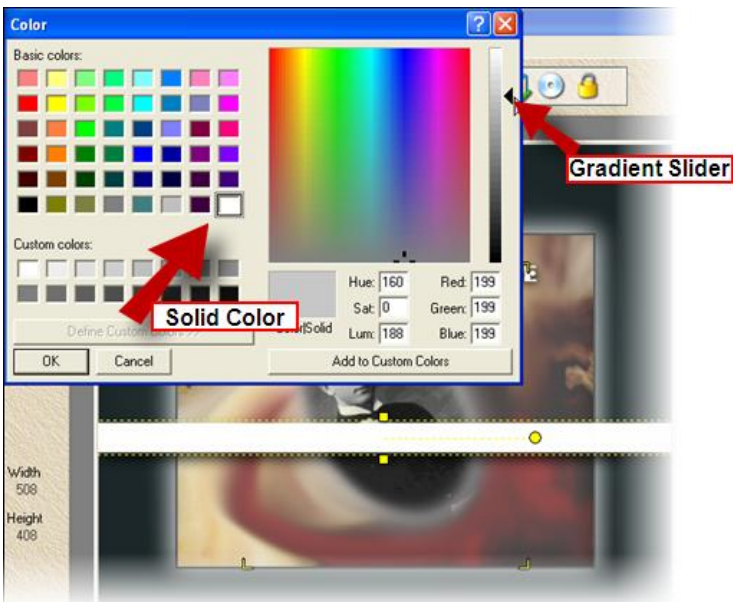
- When you select a shape for the second time, PE will give you the same shape and fill color that you selected the first time. If you want to change it to another shape or color, you can select Choose Shape at the bottom toolbar.
- As long as the shape is highlighted, the options along the bottom toolbar will apply to 'shape'.

The shape can be moved to any position on the screen.

- Fill – the color inside of the shape.

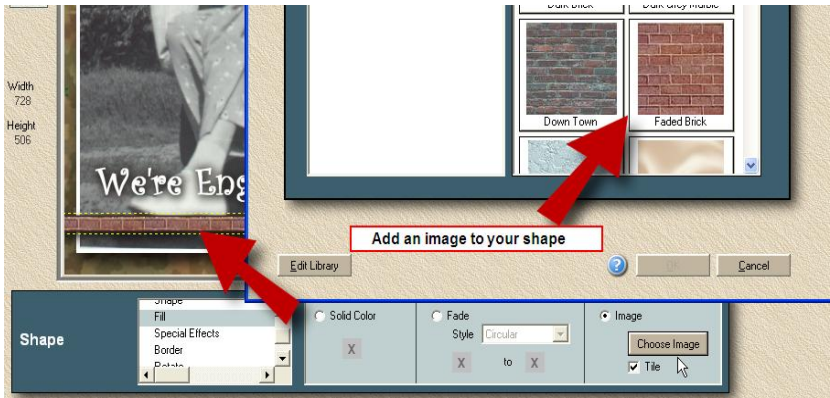


- Solid Color – You can choose a solid color by checking the solid color box. Change that color by clicking inside the color box and choosing another color on the color graph.

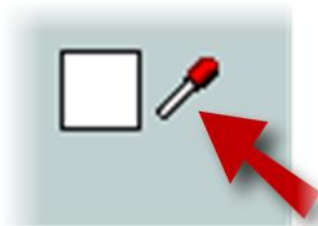


The gradient slider will give a different shade to the solid color that you have chosen. Slide it to the desired shade and click OK.

Image Designer



- Fade between two colors. You can click inside the color boxes to choose different colors to fade between. Click on the down arrow by the word 'Circular' to change the direction of the fade e.g., circular, horizontal, vertical, left top, left bottom, right top, right bottom. Clicking on the 'to' in between the two color boxes will swap colors.



Another way to choose colors in Passage Express is to use the dropper. You can drop it on any color on the screen and it will match that color for your highlighted item.

Image Designer



This dropper is found throughout Passage Express. Notice how the color box inside Solid Color also changed to the color that the dropper landed on.

- **Image** – Image Designer has a library of backgrounds and borders that you can add to your image. You can choose an image to fill the shape. There are 105 images to choose from. You can access these images by clicking on **Fill>Image>Choose Image**. This will bring you to the Image Library. Select an image. It will fill the shape. If it looks pixilated, click the **Tile** checkbox. Shapes make great backgrounds behind pictures.
- **Special Effects** – shadows, glows, and transparencies can be used for the shape. These will give it a three-dimensional appearance, or you can make the fill inside the shape different degrees of transparency on the screen. Read the section above under **Picture>Special Effects** to understand the directions for using these options.
- **Border** – the color of the border can be customized by altering the color inside the box and size of the border by moving the slider.
- **Rotate** – rotate by clicking on the yellow circle and holding down the left mouse key while moving the mouse in a circular direction. To return it to its original vertical position, uncheck the rotate box.

Image Designer

You can move the shape to the background by clicking on the Send Selected Item to Back option along the top toolbar.



Background

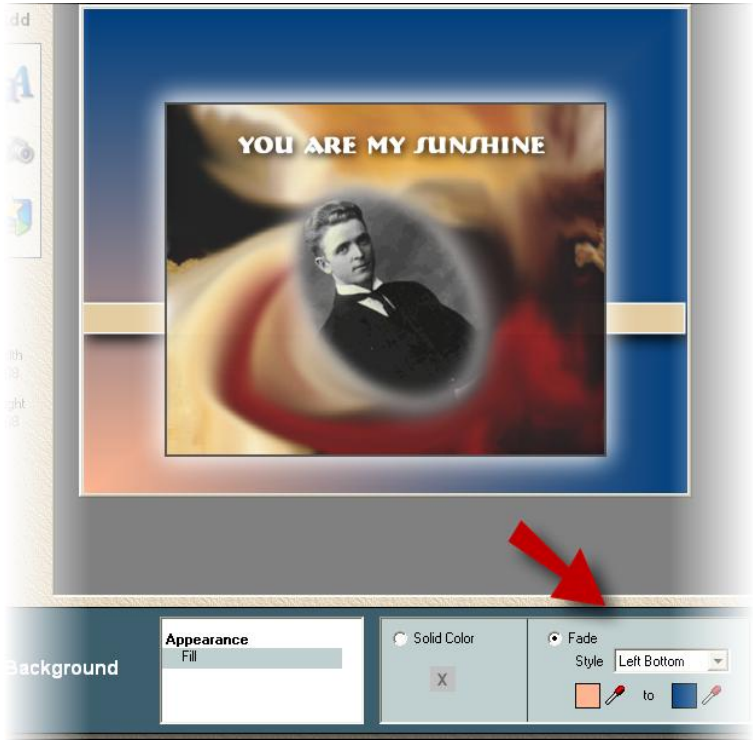
Click in the background area of the image to open background options in the bottom toolbar. Select a solid color, or try fading from one color to another color.



- Change the preset default colors by:
 - Clicking inside of the color box and selecting another color>OK. OR
 - Grab the dropper and drop it on another color on the screen.
 - If you want to change the fade direction, click on the word 'to' in between the two colors. Instead of fading from Color 1 to Color 2, it will fade from Color 2 to Color 1.

Expand an image from the image library to fill the background and add a nice artistic touch.

Image Designer



Work with Layers.

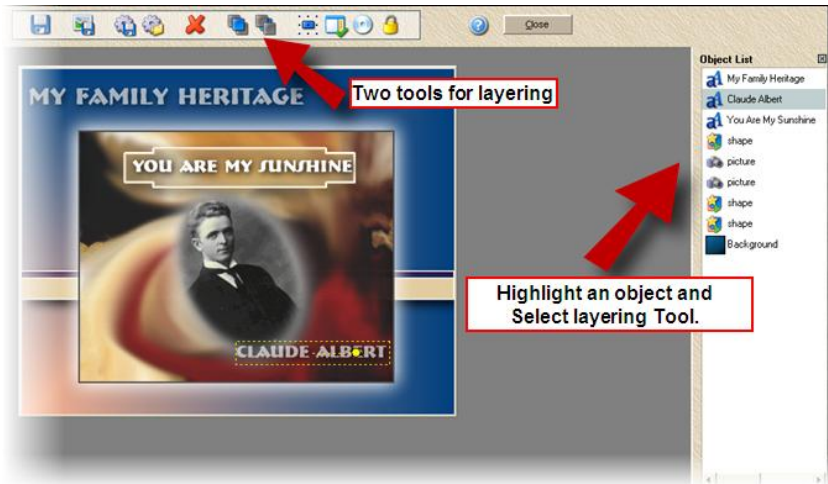
If you create an image with several layers, it can be challenging to get the objects to show in the correct layer. The object list to the right of the palette can be very useful for layering. If no object list is showing, press F7 or select Show Object List in the upper toolbar.



This illustration shows the two layering tools. One sends an item to the very back layer and the other tool sends an item to the very top layer. In this example there are three or four layers.

Image Designer

1. To get them in the correct order:
 - a. Highlight the object you want as the very back layer first and send it to the back using the Send Selected Item to Back icon. Highlight the object within the designer itself, but if it is hidden or difficult to select, highlight the object in the Object List to the right.



- b. Highlight the object you want to be the second layer and click the Send Selected Item to Front icon.
 - c. Highlight the object you want to be the third layer and click Send Selected Item to Front and so on.

Notice that the text “My Family Heritage” and “Claude Albert” is partially transparent for a special effect.

Once saved, your image becomes part of the folder you were in when you began the image design. Move it to another folder if desired.

You now have the option to label your image with a title, caption, date, Face Labels and/or record a narration. Double click on the thumbnail of your image in the Project Builder or highlight it and choose Edit Item Details to open the Edit Item Details Window. Now your image is ready to view in the finished presentation, as shown.

Image Designer



Edit your Image Design.

- Highlight the image in the Project Builder.
- Select Edit with Image Designer under Special Options at the far right-hand side of the screen.

Make enhancements and click Save.

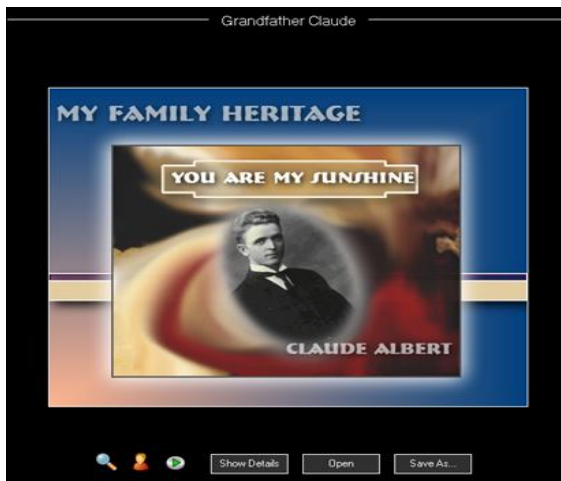
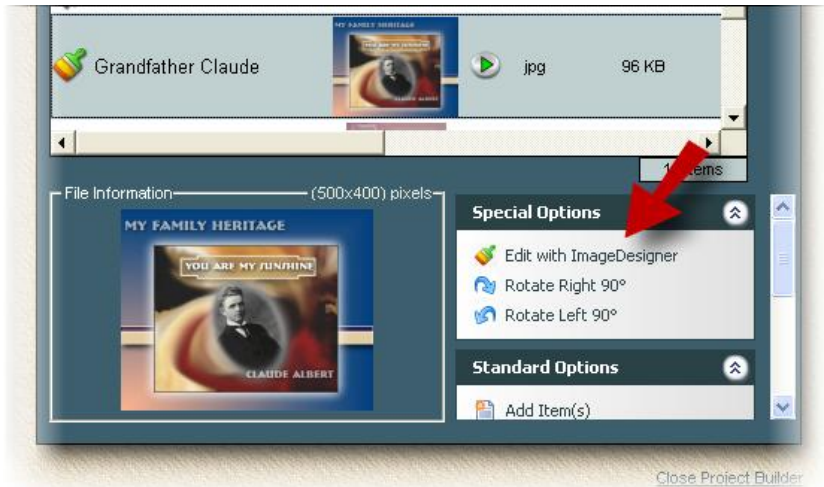


Image Designer

Adding the new Image to a Passage Express Slideshow.

Refer to chapter 7, Build Slideshows for detailed instructions on how to build a slideshow.



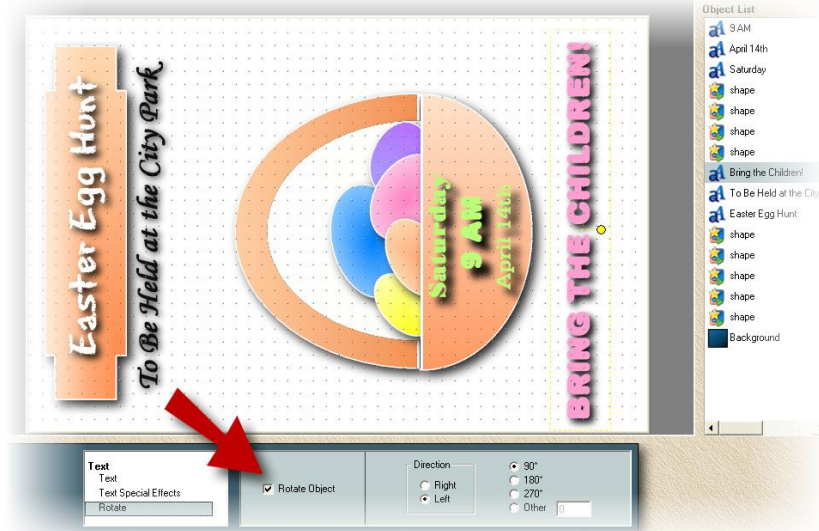
What if I want to use the Image Designer to help me create a flyer or an invitation?

Other software built for printing would be the preferred choice. Passage Express can be used for this purpose but realize that the image will not be as crisp of a printout since it saves at a lower resolution made for viewing.

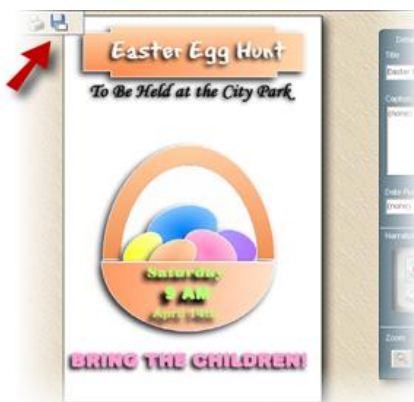
Instructions for printing on a 8 ½" x 11" sheet of paper.

- Begin an image using the largest dimensions. To save ink for printing, make the background color white.
- Rotate your items 90 degrees so that your image is lengthwise rather than horizontal.
- Click Grid icon to help align the objects.
- Save your image and close the Image Designer.
- Open Project Builder.
- Rotate it 90 degrees to make it upright by highlighting the image, then pressing Ctrl>right arrow.

Image Designer



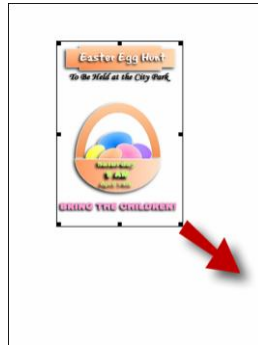
- Double click on the image or select Edit Item Details.
- Click Save As in the upper left hand corner. Save it to your hard drive.



- Open word processor. Start a new file. Place the cursor at the beginning of the page.
- Select Insert>Picture>From File. (May vary depending on the word processor you are using.)
- Browse for the image (file) and click Insert.

Image Designer

- Your image will be in the upper left hand corner of the page.
- Click inside the picture to highlight it.
- Drag the lower right hand corner diagonally to fill the page.



- Add a border in the word processor if desired.
- Print.



Chapter 9 Menu Designer

Main Toolbar

Left Toolbar

Image Library

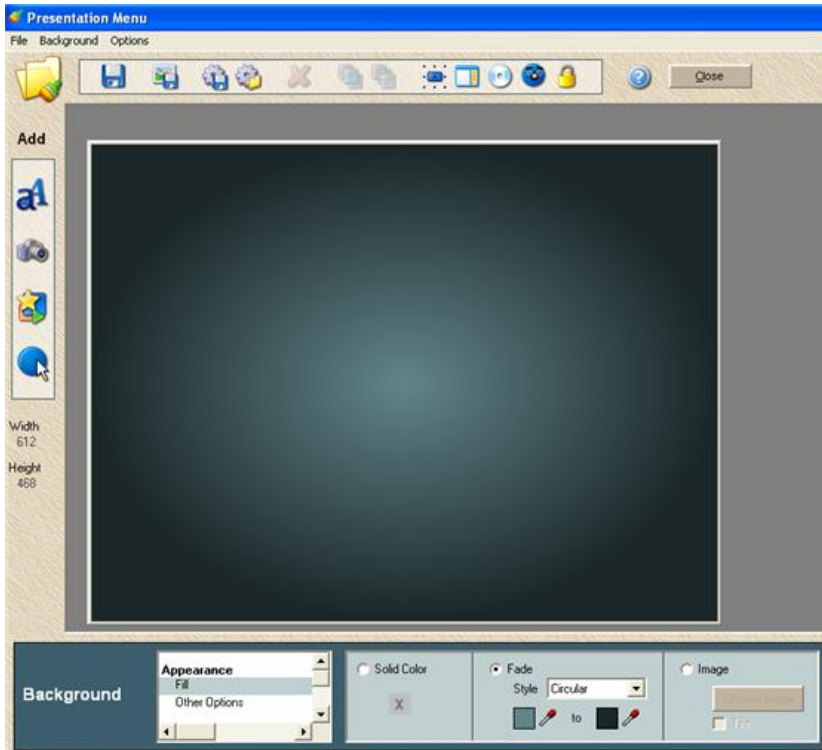
Matching Disc Label

Now that all of your files are organized in your project, you are ready to design your Presentation Menu. The Presentation Menu is the image which appears when the Passage Presentation CD-ROM or DVD-ROM is placed in any Windows computer. It becomes the interface between the user and your files. The presentation is an auto-run file CD-ROM or DVD-ROM presentation made for a computer. Recipients need only to click on the buttons you have provided. Even the 'computer challenged' should be able to run your Passage Presentation with minimal instruction.

To access the Designer, click Design Menu from the Passage Express main menu.



Menu Designer



Window Description.

The box bordered in white inside the main screen shows the area your Presentation Menu will fill on the final screen. You can increase or decrease the size by grabbing an edge or corner of this box and dragging it diagonally to the desired size. Dimensions of the Presentation Menu are shown underneath the left toolbar

Main Toolbar

Save – Click this icon to save the Presentation Menu. It will light up after you make some changes to the Presentation Menu. Saving the Presentation Menu locks in your latest changes and will show on the screen when you test your project.



Menu Designer

Save As Image – Click this icon to save the Presentation Menu as an image. You may wish to choose this feature when you want to e-mail your Presentation Menu to a friend, for example. Passage Express names it 'PresentationMenu.jpg' but you can give it any name you wish. Just remember to keep the .jpg at the end of the name. You can also save it to any folder on your hard drive.



Export Presentation Menu – Click this icon to save the Presentation Menu to the Template Library within your Passage Express software, or save the Presentation Menu to a file. If you have a relative who also owns Passage Express, you can e-mail this file to them and they can import it into their software to manipulate or enhance in a project that they are working on.



Import Presentation Menu – Click this icon to bring in a Presentation Menu from the Template library, from a file or from another project's Presentation Menu.



Menu Designer

Delete Selected Item – Highlight an item and then click this icon. It will delete it from the Presentation Menu.



Bring Selected Item to the Front – You can make a three-dimensional effect by overlapping pictures. This feature helps you control which pictures are in the foreground or in the background.



Send Selected Item to the Back – Continue with the three-dimensional effect by selecting a picture to move to the background.



Show Grid – also activated by pressing F6. This will place a grid layout on your screen. When moving objects around or resizing them with the grid on, they will ‘snap’ to the grid, which makes them easy to line up (i.e. a row of buttons). The grid will never show on the Passage Presentation, whether it is on or off when you save.



Menu Designer

Show CD Label Guide – also activated by choosing F7. This guide shows the size of a CD label compared to your Presentation Menu.



Hide the Buttons Temporarily – Click to hide or return the buttons to the screen.



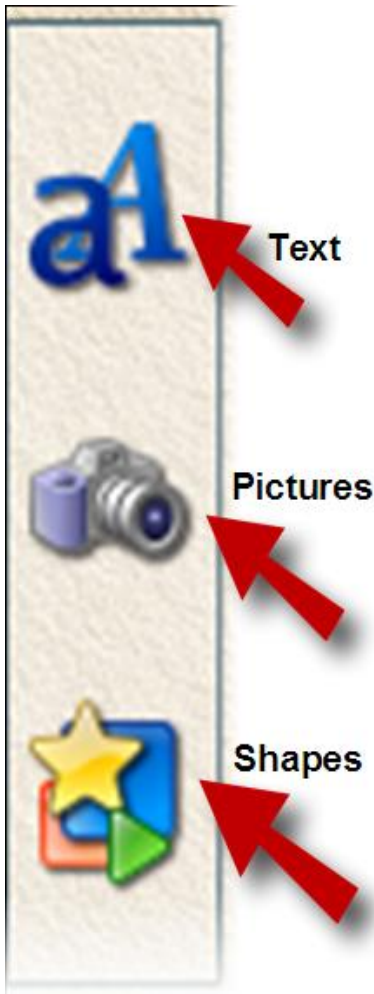
Lock – when checked, the lock will prevent anything on the screen from being moved. Then you can highlight an item on the screen without inadvertently moving one of the items. Now remove the lock by unchecking it and move that highlighted item to the desired position on the screen.



Menu Designer

Left Toolbar

Choose one of these icons to add items to your screen.



Text – adds text to your Presentation Menu. A text box will automatically be added to the center of your Presentation Menu. As you begin typing, the text will show on the screen.

While this new text is highlighted, options to enhance the text will be available along the bottom toolbar of the screen.

- Text fonts, size and colors.
- Special effects of shadows, glows and transparencies.
- Rotate.

Move the text box to the desired location on your Presentation Menu. The next time you add text in this project, it will remember the last style, size and color you chose. You can change your choices at will.

Pictures – Click this icon to add a picture.

Find in Project – Passage Express will take you to the Project Builder where you can find the picture. Right click on it and choose to add it to your Presentation Menu.

- Image Library – image library can be used to add images to your Presentation Menu. To add to the image library select Edit Library. This will open the Passage Express library folder in Windows Explorer. It is called Images. You can copy image files into the subfolders of Backgrounds for Buttons, Edges and Objects.



- Browse for file – A Windows standard dialog box will appear, prompting you to find the file on your hard drive.

While the picture is highlighted, options for adding enhancements to the picture are available along the bottom toolbar

Lower Tool Bar

Appearance

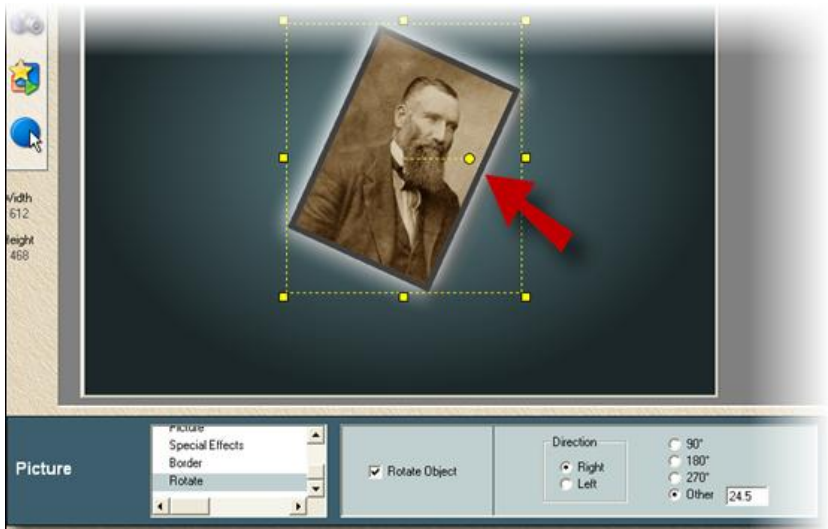
- Picture – Allows you to change the picture that you selected or change its natural size.
- Special Effects
 - Shadow – This will give the picture a 3-dimensional appearance with shadow underneath it. You can adjust how large you want the shadow to be and how sharp or blurred.
 - Glow – This will put a glow underneath the picture. You can set what color you want the glow to be by clicking on the color inside the box and then choosing any other color or gradient of a color.

Menu Designer

- Or you can drag the dropper up into the picture to 'grab' a color. When you release the left mouse key, the dropper will pick up whatever color it is resting on. This will become the new glow color. You can also adjust the intensity of the glow.
- Transparency – check this box to adjust how transparent the picture looks on the screen.



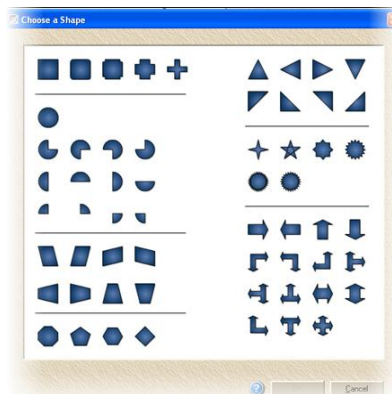
- Border – check the border box to add a border around the picture. You can adjust the size of the border and add a fancy edge to the picture e.g., heart shaped edge, old-fashioned edges, round and rectangular types.
- Rotate – allows you to rotate a picture to any degree to the left or right. Highlight the picture you want to rotate. Select one of the pre-defined degrees of rotation or 'grab' the yellow stick in the middle of the picture by holding down the left mouse key and drag it in a circular motion. Release the mouse key when it is at the desired degree of rotation. If you choose to resize it after it has been rotated, Passage Express will ask you to rotate the picture back to its original position first.



Shape

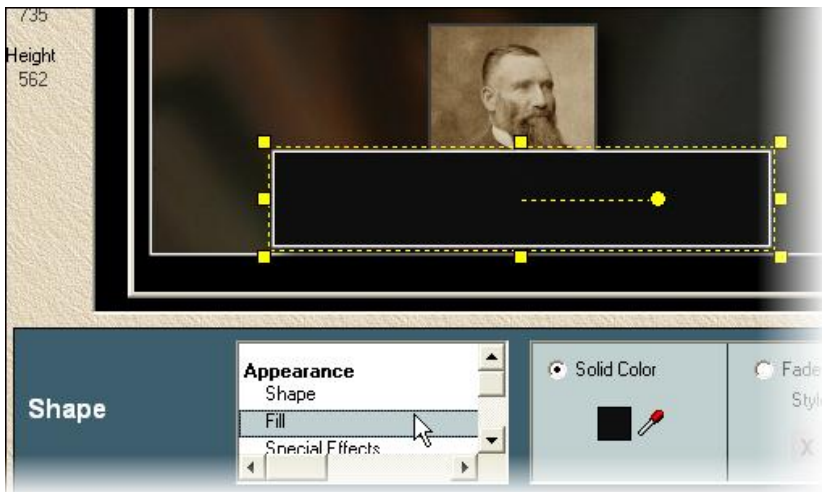
- Shape – There are 59 shapes to choose from. Stretch squares and other shapes to make into thin lines – use your imagination. When you select a shape for the second time, PE will give you the same shape and fill color that you selected the first time. To change an object into another shape or color, select Choose Shape at the bottom toolbar.
- As long as the shape is highlighted, the options along the bottom toolbar will apply to 'shape.'

The shape is movable to any position on the screen.



Menu Designer

- Fill – the color inside of the shape.
 - Solid Color – You can choose a solid color by checking the solid color box. Change that color by clicking inside the color box and choosing another color on the color graph. Or grab the dropper and rest it on a color inside your Presentation Menu. The fill color will become the color that the dropper is resting upon.
 - Fade between two colors – grab each color using the dropper or click inside the color box to choose a different color. There are 7 different directions the fade can go e.g. circular, horizontal, vertical, left top, left bottom, right top, right bottom. Clicking on the ‘to’ in between the two color boxes will swap colors.



- Image – You can choose an image to fill the shape. There are 105 images to choose from. Select an image. It will fill the shape. If it looks pixilated, click the Tile checkbox. Shapes make great backgrounds behind pictures.
- Special Effects – shadows, glows, and transparencies can be used for the shape. These will give it a 3 dimensional appearance, or you can make the fill inside the shape different degrees of transparency on the screen. Read the section above

Menu Designer

under Picture>Special Effects to understand the directions for using these options.

- Border – customize the border color by altering the color inside the box. Alter the border size by moving the slider.
- Rotate – rotate by clicking on the yellow circle and holding down the left mouse key while moving the mouse in a circular direction. To return it to its original vertical position, uncheck the rotate box.

Button

Buttons – Simplify navigating within your Passage Presentation by attaching files to Presentation menu buttons.



- To add a button – select the button icon. A button shape will appear with a yellow box around it, the rotate option and writing inside. With the button highlighted, the options along the bottom toolbar now become button options.
 - Options you select apply only to a highlighted button. When you add a second button, Passage Express matches your first selection.
 - Manually change options on buttons added after the first button. Passage Express always remembers the last changes you made to a button.
- Name a button – highlight the text, “enter text below.” As you type, the letters appear inside the button. If your title is too long for the button, you can stretch the button to fit or decrease the font size.

Menu Designer

Font can be chosen at the far bottom right. Click on the current font name and a font list will appear showing the different fonts as they appear onscreen. The font list displays all resident fonts on your computer. As you highlight a different font in the list, the text in the button automatically changes to this font. Other font options include bold, italics and underline. To select a different font color, click inside the color box or grab the dropper and drag it to a color within the Presentation Menu. The color of the text changes to the color the dropper is resting on.



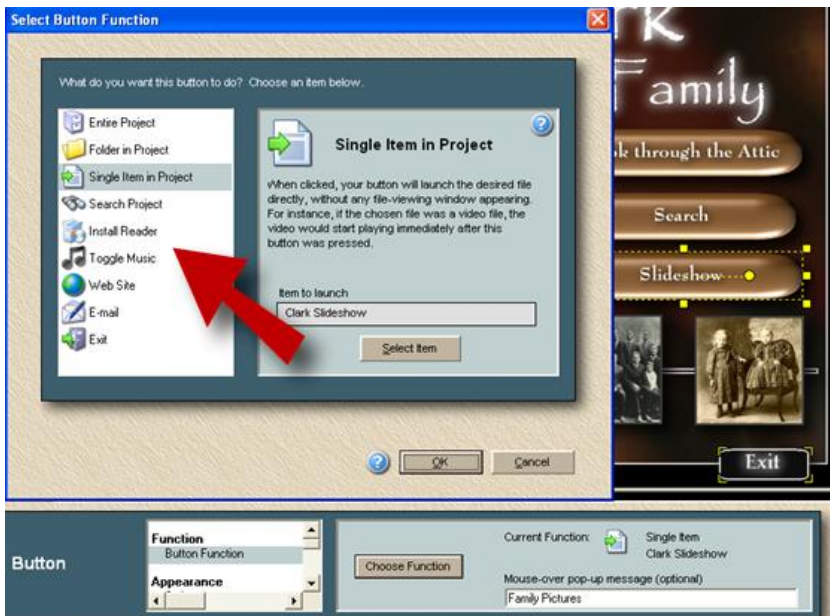
Move button(s) to any position on the Presentation Menu screen by clicking and dragging.

Function – assigns a function to the highlighted button. Function options include:

- Entire Project – opens to all the folders and files in the project for viewing.

Menu Designer

- Folder in Project – opens only one folder. This feature is an excellent choice for those wanting to highlight several branches of the family. One button can link to the folder of one branch of the family including any subfolders.
- Single Item in Project – opens a single file. For example, a video clip used as an introduction for the Passage Presentation, or an instruction document for navigating the presentation or linking to a slideshow.
- Search Project – searches titles, descriptions and Face Labels, within the presentation.
- Toggle Music – turns background music off and on.

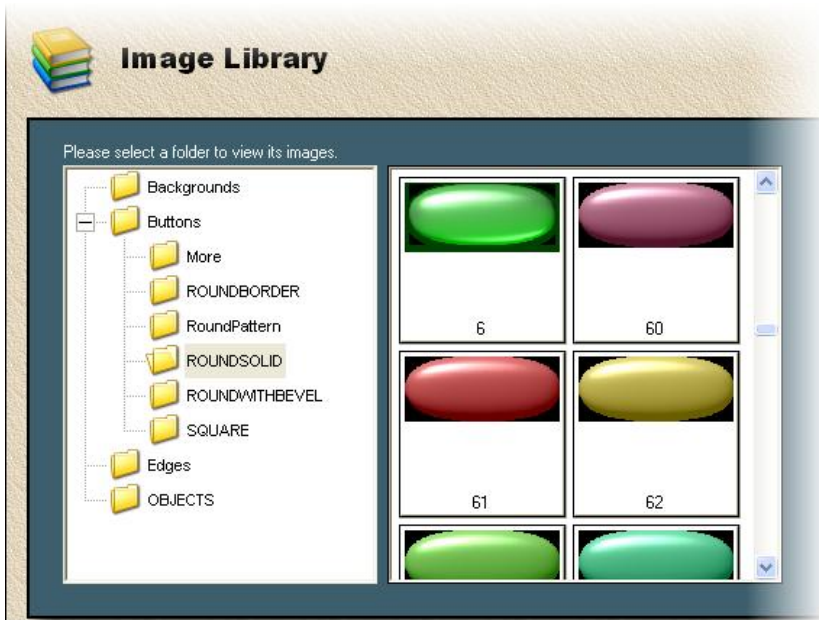


- Web site – goes directly to a Web site assuming there is an Internet connection during the Passage Presentation.
- E-mail – sends an e-mail to the address specified. User need only write the message and send it.
- Exit – this function exits the Passage Presentation. Every Presentation Menu needs an exit button except DVD menus.

Menu Designer

Style

- Image – Opens the image library which offers 17 button styles with a 3-dimensional appearance.



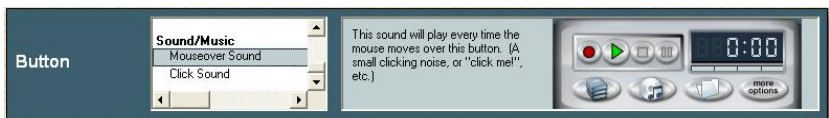
- Shape – allows you to highlight a button that you are pleased with and then click options to make the other buttons appear the same. You can also align buttons with the one that is selected.
- 'Link' style – buttons appear as text hyperlinks like those used on a Web page.
- Fill – color or design inside the button. Use Shape>Fill options.
- Special Effects – Use Shape>Special Effects.
- Border – Select color and size of button margin.
- Rotate – Use same technique as described above.

Text

- Text – options include text for the button, font style, font size, bold, italicized, underlined, and color.



- Special Effects – shadows, blurs, glows, transparencies all affect the look of the text within the button.
- Shadow – Create a gray shadow behind the text. Offset option allows you to increase or decrease the shadow size.
- Blur – text automatically has a highlight in the center of the text. The blur feature minimizes this highlight.
- Glow – allows you to select the color and glow size for text. The dropper feature is present.
- Transparency – a gradient gradually diminishes the transparency of the text until it is non-existent.



Menu Designer

Sound/Music

- Mouseover Sound – moving the mouse pointer over a button activates the sound.
- Click Sound – a sound heard when clicking a button.

The sound for either option can come from:

- Recording a sound using a computer microphone e.g., “Click Me! Click Me!”
- Choosing from the sound library.
- Grabbing an audio track from an audio CD.
- Other options include editing, erasing, and adding sounds to your sound library.

Sound Library

The sound library is a collection of sound files. Select the green play button to play a sound. Edit sound library files by choosing Edit Library. This option uses Windows Explorer to open the sounds storage folder within Passage Express where you can add or edit sound files. These new sound files become part of your Passage Express library.

NOTE: When adding sounds into the Windows Explorer folder, do not create new subfolders within that folder. The sound will not be found if they are loaded into a sub-folder.

Right clicking on a button opens these options:

- Select Function.
- Make all the buttons the same as this one.
- Align the buttons with this button.
- Center horizontal, vertical, both.
- Bring to front.
- Send to back.
- Delete.



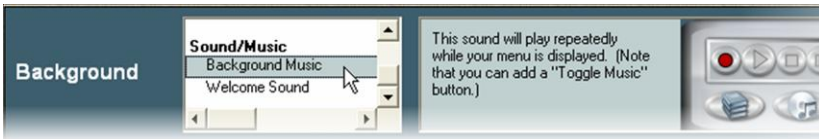
Background

When you select the background, options appear along the bottom screen that will apply only to the background.



Menu Designer

- Appearance.
 - Fill – the color for the background. It can be a solid color, a two-toned fade or an image. There are seven (7) types of fades which make it really fun to experiment. A dropper is provided to access colors inside of images which are on the Presentation Menu. In a short amount of time, you can have color backgrounds that compliment your images nicely. There is a nice library of images to choose from. If any image loaded appears ‘grainy’ or ‘digital’, you can check the tile box.
 - Behind Presentation Menu – this feature will allow you to choose a color to fill in the desktop behind the Presentation Menu. This will show on the finished presentation. Using the dropper can help you find a color that will match your project.
- Sound/Music.



- Background Music – you can add music to play while they browse your Presentation. It will play until a file is selected that also has music or sound in it like a video file. Then that sound will take over. A toggle button can be added to the Presentation Menu to allow the user to turn off the music while they browse. This music will auto repeat. To avoid repetitiveness, you can use some music mixing software to create a long sound track.
- Welcome Sound – you can record your voice saying something like, “Welcome to my project”, or little baby sounds, etc. This sound will auto play as soon as the Presentation appears on the screen and will not auto repeat.

Object List

The object list appears on the right side of the screen. The object list identifies all objects added buttons, photos, text, etc. to the Presentation Menu. This feature is useful when objects are hiding behind others in the Presentation Menu. If you cannot see an item, select it from the list. Or, search for it by moving your mouse pointer over the Presentation Menu designer and watching for hidden image borders to light up. Click inside the object to highlight it and bring it to the foreground using the Send to Front and Back icons along the top toolbar.



TIP: You may find that you want to move an item on your Presentation Menu ever so slightly. You can do this by highlighting the item and pressing the arrow keys on your keyboard. The item will move the direction you choose 1 pixel at a time. Pressing Ctrl and arrow keys will move them 10 pixels at a time.

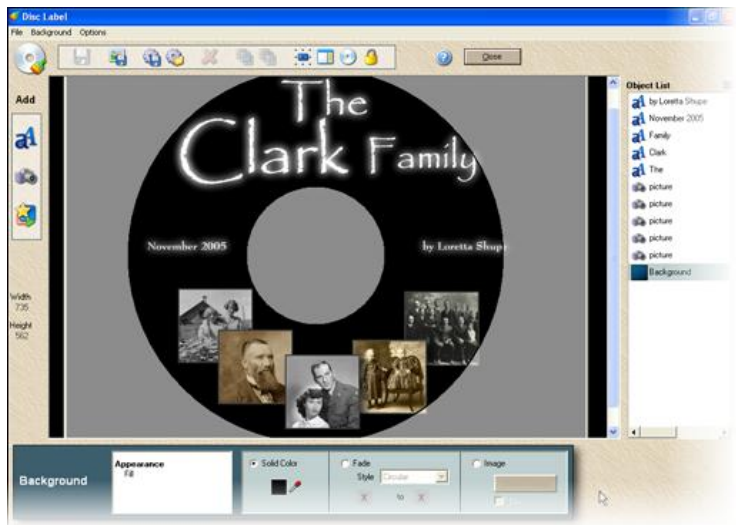
Matching Disc Label

You may want to design a label for your CD that matches your project. You can do this in Passage Express.

From the main menu, select More Options>Disc Label. You can copy in your Presentation Menu or start with a blank disc guide.

Menu Designer

You will see a screen similar to the Image Designer with a disc template overlaying the screen. Resize and realign objects to fit inside the template. When finished, save the image as a JPEG. Then import the image into your own label printing software and stretch the image to fill the entire template. You may want to leave out text on the Passage Express label and add the text using your label printing software. Print the label.



Chapter 10 Import

Ancestral Quest

Family Tree Maker

Legacy Family Tree

Personal Ancestral File (PAF)

Personal Historian (history writing software)

RootsMagic

Passage Express has the unique ability to extract pictures, sound and video from genealogy software files with just a few clicks of the mouse! This feature is a major break through for genealogists who have loaded these multi-media files in with their data and then wanted a nice way to publish them. Users of these four genealogy software applications: Legacy, Family Tree Maker, Ancestral Quest, Personal Ancestral File (PAF), RootsMagic, can now publish to CD-ROM/DVD-ROM all photos, sound clips and movie clips that are attached to their genealogy data without having to re-type the titles, captions and dates.

This is revolutionary. Until now genealogists could only share this portion of their work by demonstrating it from their own computer unless they were knowledgeable in how to reassign the links. Passage Express simplifies the process.

Passage Express makes separate folders for each person, and remembers the relationships by automatically making subfolders to show descendancy or ascendancy.

Import options are available to determine how the pictures, sounds and videos are organized.

Ancestral Quest, PAF users, and others, can now publish a whole genealogy file with the multi-media file links intact to CD-ROM or DVD-ROM.

Import



Once the files are brought into Passage Express, Face Labels can be added to pictures. The genealogist can design a beautiful presentation menu and they have a professional presentation of their life's work.

Ancestral Quest Import

Ancestral Quest uses a 'wizard' style interface that steps you through the options with Next and Back buttons.

1. Click Project Builder>Import>Ancestral Quest.
2. Click on the yellow folder and browse for your file.
3. Click Open.

Ancestral Quest Import Dialog Box.



1. What items would you like to import?
 - a. The AQ file itself – Brings in the genealogical data, not the multi-media files attached to them.
 - b. Multimedia files referenced in this file – A separate folder is created just for these files. This option is excellent for making slideshow presentations of just the multi-media files.
 - c. Both- the AQ file and the multimedia files.

When Selecting the first option, it imports the file and is done.

To import just the multimedia files:

1. Select this option>Next.
2. Three (3) options to select:
 - a. Everyone.
 - b. Select People from list.
 - c. Select one name and specify number of generations of ancestors and/or descendants.

Import

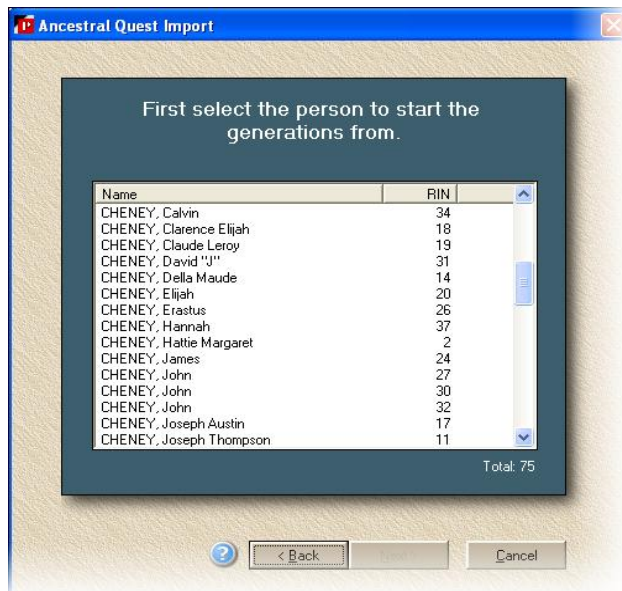


Select Individuals.

1. Everyone – Allows you to import the multi-media files of everyone in your AQ file.
 - a. Select what multimedia file types to import: pictures, sound and video.
 - b. Choose whether to put the files of each individual in their own folder or all in the same folder – If you choose to put each person in an individual folder inside the main AQ Import folder, each folder will be a sub-folder labeled with the individual's name.
2. Select people from list – Allows you to customize the import. Your project might be geared to one side of the family. This option enables you to choose which individuals you want to publish.
 - a. A list shows all names in the AQ file.
 - b. Sort the list alphabetically or by RIN number by clicking on Name or RIN.
 - c. Check each name you wish to import.

Import

- d. Click Next
 - e. Select items to import.
 - f. Select whether you want them all in one folder or a separate folder for each name.
 - g. Click Next.
 3. A preview list gives you information on:
 - a. Selected people with multi-media files.
 - b. Files found to be imported.
 - c. Files that could not be found.
 - d. Space left in your project.
 - e. Total space that the import uses.
 - f. Any problems found.
 - g. Click Next to do the import or Back to fix a problem, or Cancel.
 4. Select one person and specify number of generations of ancestors and/or descendants.



Import

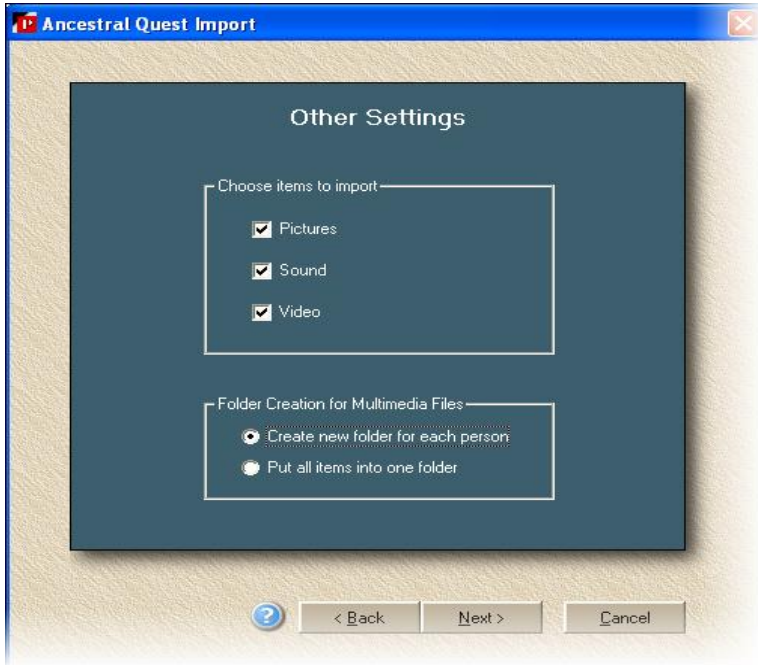
A list of every name appears in your AQ file. Sort by name or RIN number as described above.

1. Select a name>Next.
2. Select generations.
3. Select ancestors of this name by checking the box for All or a number of generations. Passage Express imports up to nine (9) generations.

You can select descendants of this name by checking All or Number of Generations.

1. Select to include spouses if desired.
2. Click Next.

The screenshot shows a software window titled "Ancestral Quest Import". Inside, there is a central panel titled "Choose generations" with a light blue background. At the top of this panel, it says "Selected Person: CHENEY, John". Below this, there are two main sections, each enclosed in a rounded rectangle. The first section is titled "Include Ancestors" and has a checked checkbox. It contains two radio buttons: "All" (which is selected) and "Number of generations" (which is unselected). Next to "Number of generations" is a small numeric input field containing the number "3". The second section is titled "Include Descendants" and also has a checked checkbox. It contains two radio buttons: "All" (unselected) and "Number of generations" (selected). Next to "Number of generations" is a small numeric input field containing the number "3". Below these radio buttons is a checked checkbox labeled "Include spouses of descendants". At the bottom of the dialog, there are four buttons: a help button with a question mark icon, a "< Back" button, a "Next >" button, and a "Cancel" button.



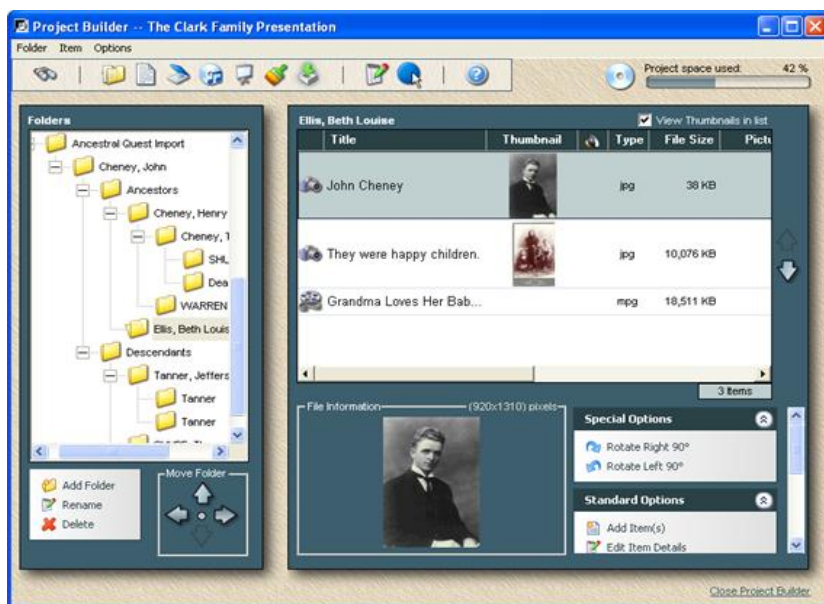
Other Settings.

1. Select items to import:
 - a. Photos.
 - b. Sound.
 - c. Video – Select folder options as described above.
2. Click Next – A Preview list shows you a report as described above.
3. Click Finish to complete the import.

Your Passage Project contains an AQ Import folder, with a subfolder of the selected name, and subfolders for ancestors and/or descendants. Passage Express remembers the relationship of the individuals linked to that name and places them correctly in the subfolder hierarchy. The finished folders appear in a pedigree chart fashion.

Import

1. Publish Files:
 - a. Both – Passage Express publishes your multimedia files in two places:
 - i. In folders by themselves.
 - ii. Preserved within the AQ file – When your relative opens the PAF file, they can view the pictures, sounds, and videos linked to the individuals.



1. Select Both>Next when asked “What items you’d like to import?”
2. Click to “preserve multimedia links within AQ.”
3. Click Next.
4. Preview gives you a report of:
 - a. Selected people with multi-media files found.
 - b. Imported files.
 - c. Files that could not be found.
 - d. Space left in your project.
 - e. Total space import takes.

Import

- f. Click Finish – Now view the multimedia files within the Passage Presentation and within the AQ file in the Passage Presentation. The folders are labeled as Ancestral Quest Import. Customize your folders by renaming them.

Files are now ready for publishing in your Passage Presentation.

Family Tree Maker Import (FTM Version Only)

There are two ways to import a Family Tree Maker file plus the pictures within the file:

1. Use the wizard from the main PE screen.
2. Or use the import feature within project builder.

Wizard interface for Importing FTM.



The wizard interface is so automated that you can create a complete project ready to burn in as little as 5 minutes.

Import

To begin:

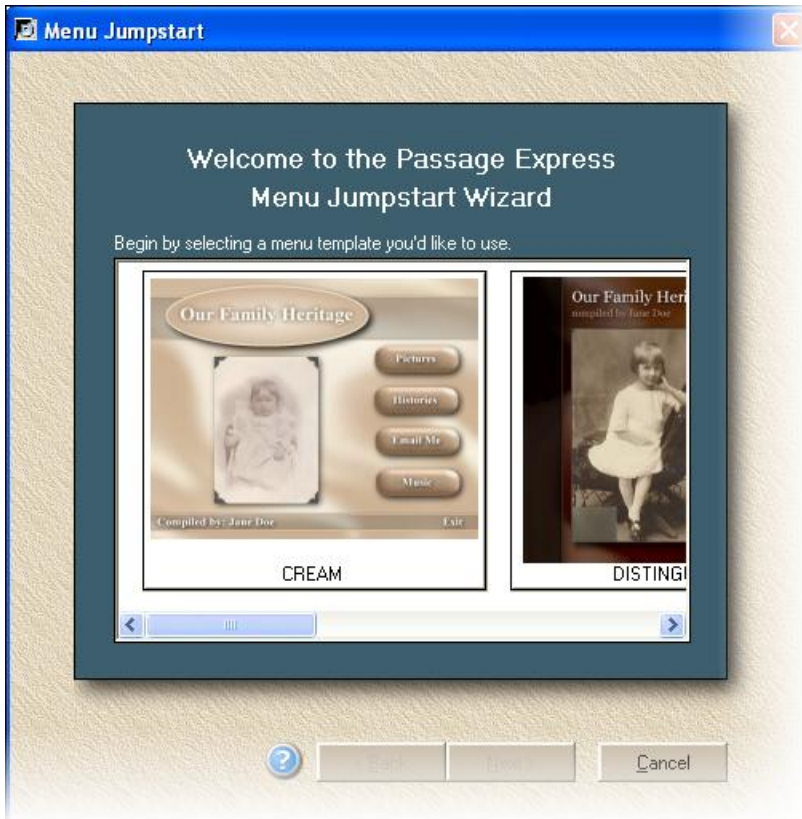
1. Click on the Family Tree Maker Import button on the main PE window.
 - a. Choose to import into your existing project or create a new project.
 - b. Enter the title, author and notes to your project.
2. Click on the yellow folder to browse your hard drive for your FTM file (file extension: FTW). Highlight the file.
 - a. Click next.



3. Choose whether to:
 - a. Import just the FTM file.
 - b. Extract scrapbook items.
 - c. Both.
 - d. Click Next.
4. Choose whether you want to import scrapbook items for everyone in the file, select individual(s) from a list in your file, or select one individual in your file along with ancestors and/or descendants.
 - a. Click Next.
5. Select the folder option of your choice.
 - a. 'Create a new folder for each individual' keeps them separate and easy to find.
 - b. Put them all together into one folder is another valid option.
 - c. Click Next.
6. Follow the prompts to import.
7. PE offers to jump start your project by giving you three templates to choose from for your Presentation Menu. Highlight the template of your choice.
 - a. Click Next.
 - b. A window offers to let you change your menu title and give credit to the compiler. These are displayed on the menu.
 - c. Make any changes and click Next.
8. PE shows you a listing of all of the scrapbook pictures in your FTM file. Select a picture to feature on the menu.
 - a. Click Next.
9. Check the appropriate boxes for any or all buttons you want for your menu.
 - a. Launch Family Tree Maker file – checkmark to create a button to launch your FTM file.
 - b. View Scrapbook – this button displays the picture folders you imported.

Import

- c. E-mail – type in an e-mail address that you wish your recipients to send an e-mail to. In the finished presentation, PE opens their default e-mail software and automatically inserts the e-mail address.
- d. Web site – type in the Web site URL. When selected in the finished presentation, the computer will open that Web site if they are connected to the Internet.
Example: www.johndoefamily.com
- e. Search – this button searches titles, captions, and face labels within the project and makes a listing of them. Highlight and click any of the listings to open.
- f. Click Finish twice.

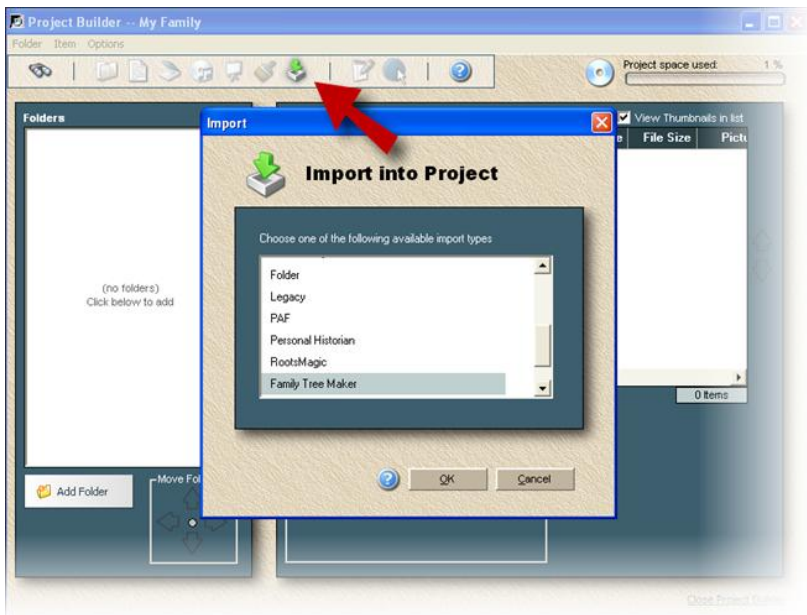


Import

10. Your menu is displayed in the Presentation Menu window – enhance the menu or save as is. Click Close>Save to complete your project. Once returned to the main Passage Express window, you can choose to enhance the project by selecting Build Project. Options include the addition of face labels in pictures, title changes, captions, dates; rearrange contents of or add more files to folders, etc., or move on to testing your presentation.
11. Select Publish>Auto-run CD/DVD-ROM. Click Next. Place a blank disc in your CD writer and click Burn.

You can also use the import feature from within the project builder.

1. Open a project or create a new project.
2. Click on Build Project.
3. Click on Import>Family Tree Maker.
4. Follow the steps outlined above beginning with step 2.

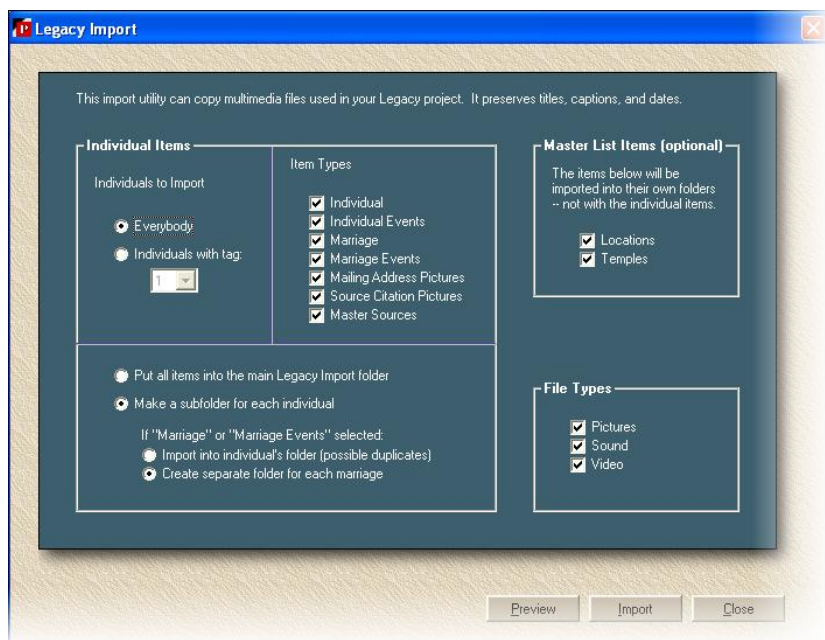


Import

Legacy Family Tree Import

Millennia's Legacy Family Tree allows users to attach pictures, sound, and videos to their genealogy data. Here is how Passage Express brings those files into your Passage Presentation.

1. Select Project Builder.
2. Select Import – A window appears asking you to select an import type.
3. Select Legacy – Browse for your Legacy .fdb file.
4. Select the desired file.



Legacy Import Dialog Box:

1. Individual Items.
 - a. Individuals to Import. – Everybody or Individuals with tags.
2. Item Types – Shows the places where multi-media files might be attached in your Legacy file.

Import

- a. Individual.
 - b. Individual Events.
 - c. Marriage.
 - d. Marriage Events.
 - e. Mailing Address Pictures.
 - f. Source Citation Pictures.
 - g. Master Sources.
3. There are two (2) display options for multi-media files.
 - a. Put all items into one Passage Express folder titled, “Legacy Import”. Rename this folder as desired.
 - b. Make a subfolder for each individual.
 - i. Import Marriage or Marriage Events into each individual’s folder with the possibility of duplicates.
 - ii. Create a separate folder for each marriage.
4. Master List Items (optional) – Choose these options if you desire a separate folder to be made for location files and LDS temple files.
 - a. locations.
 - b. Temples.
5. File Types – Check the file types you wish to import, i.e.
 - a. Pictures.
 - b. Sound.
 - c. Video.
6. Preview – Select this option to preview the import. A prompt appears telling you how much memory is used and how much memory remains in your Passage Project. It asks if you want to continue with the import.
 - a. Click “Yes” to import.
 - b. Click “No” to abort the import.
7. Import – Select import to move these items into your Passage Project. It lets you know when it is finished and the number of items imported.

Import

Personal Ancestral File (PAF) Import

The Passage Express PAF Import uses a ‘wizard’ style interface that steps you through the options with Next and Back buttons.

- 1. Click Project Builder>Import>PAF 5.
- 2. Browse for your PAF file.
- 3. Click Open.

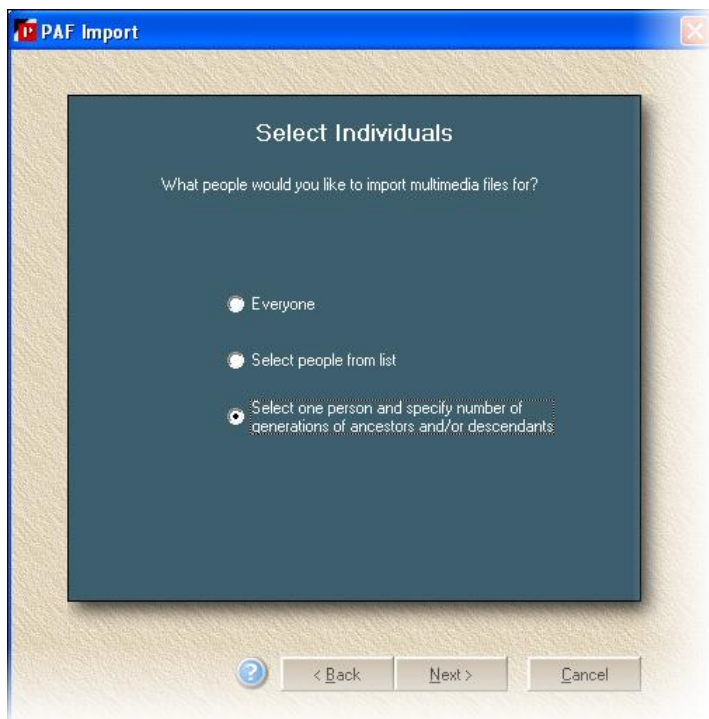


Personal Ancestral File Dialog Box.



Import

1. What items would you like to import?
 - a. The PAF file – Brings in the genealogical data, not the multi-media files attached to them.
 - b. Click Next – File Imports automatically into a folder named PAF Import. Rename folder as desired.
2. Multimedia files referenced in this file – A Separate folder is created for these files. This option is excellent for making slideshow presentations or just the multi-media files.
 - a. Select this option>Next.
 - b. Three (3) options to select:
 - i. Everyone.
 - ii. Select People from list.
 - iii. Select one name and specify number of generations of ancestors and/or descendants.



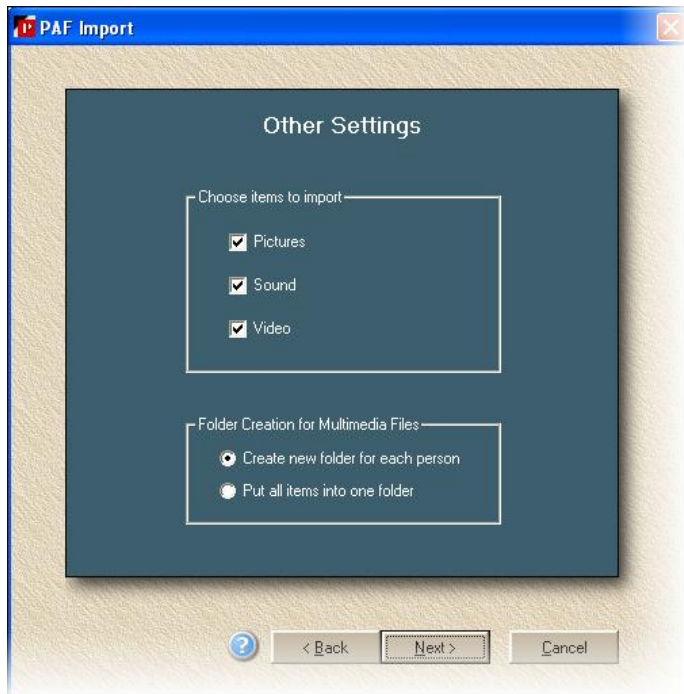
3. Both – Brings in the genealogy data and multi-media files.

Import

- a. Select Individuals.
 - b. Everyone – Allows you to import the multi-media files of everyone in your PAF file.
 - c. Select what files to import: pictures, sound and video.
 - d. Place people in individual folders or all in one folder – One main PAF Import folder houses all individual subfolders labeled with each person's name.
 - e. Select people from list – Allows you to customize the import. Your project might be geared to one side of the family. This option enables you to choose which individuals you want to publish.
 - f. A list shows all names in the PAF file. Sort alphabetically or by RIN number – click on Name or RIN.
 - g. Check each name you wish to import.
 - h. Click Next.
4. Select items to import.
- a. Select whether to store all files in one folder or in separate folders for each name.
 - b. Click Next.
 - c. A preview list appears with information on:
 - i. Selected people with multi-media files.
 - ii. Imported Files.
 - iii. Files that could not be found.
 - iv. Space left in your project.
 - v. Total space this import takes.
 - vi. Any problems found.
 - vii. Click Next to import, Back to fix a problem, or Cancel.
 - d. Select one name and specify the number of generations of ancestors and/or descendants
 - i. A list of names in your PAF file appears. Sort by name or RIN number as described above
 - ii. Select a name>Next

Import

- iii. Select generations
- iv. Select ancestors of this name by checking the box for All or Number of Generations. Passage Express imports up to nine (9) generations.
- v. Select descendants of this name by checking the box All or Number of Generations.
- vi. Select to include spouses if desired.
- vii. Click Next.



- e. Other Settings.
 - i. Select items to import:
 1. Photos.
 2. sound.
 3. video.
 4. Select folder options as described above.

Import

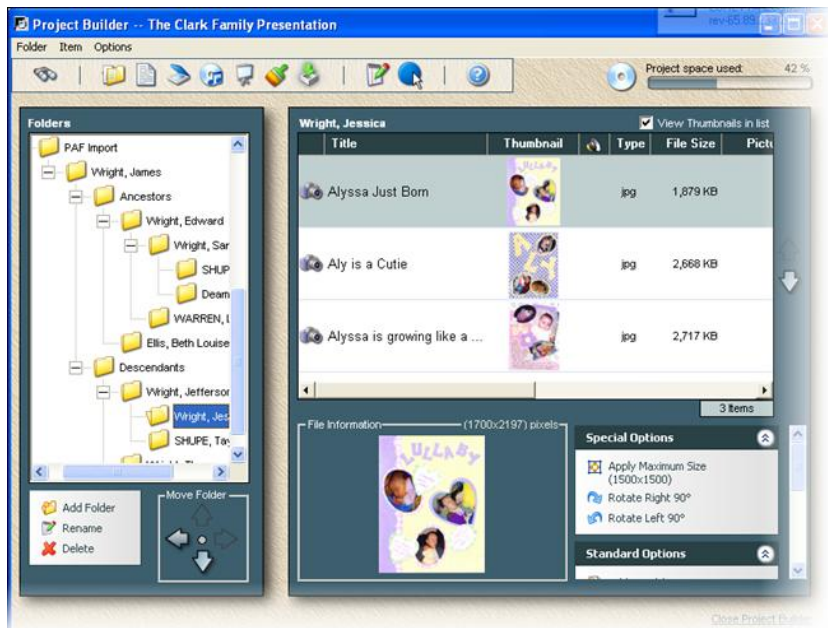
5. Click Next.
 - ii. A Preview list shows a report as described in above section.
- f. Click Finish to complete the import.
- g. A subfolder with the selected name, along with subfolders for ancestors and/or descendants, is stored in the PAF folder of your Passage Project. Passage Express remembers the relationship of featured individuals and places them correctly in the subfolder hierarchy. The finished folders appear in a pedigree chart fashion.
- h. Publish files:
 - i. Both – Passage Express publishes your multi-media files and PAF data file.
 - ii. Place photos, sound, and videos, in individual folders.
 - iii. Preserve them within the PAF file – When your relative opens the PAF file, they can view the pictures, sound, and video linked to each individual.
 - iv. Select Both>Next when asked “What items you’d like to import?”
 - v. Check to preserve multi-media links within PAF. Click Next.
- i. Preview will give you a report of:
 - i. Report of selected people with multi-media files.
 - ii. Imported Files.
 - iii. Files that could not be found.
 - iv. Space left in your project.
 - v. Total space this import uses.
- j. Click Finish to complete the import – You can now view them within the Passage Project and within the PAF file in the Passage Project. The folders are labeled PAF Import. Customize your folders by renaming as desired. Files are ready to publish in your Passage Presentation.

Import

NOTE: It is not necessary for the recipient to have PAF loaded to view the items imported through the “Multimedia” import described above. However, to get the full benefit from importing the “PAF File Itself”, the user should have PAF loaded on their computer. If PAF is not loaded on their computer, then GvLite.exe will open the PAF file and view the data only.

Personal Historian Import

1. Select Personal Historian to import.
2. Browse for your file.
3. Click import.
4. The pictures will import into one folder.

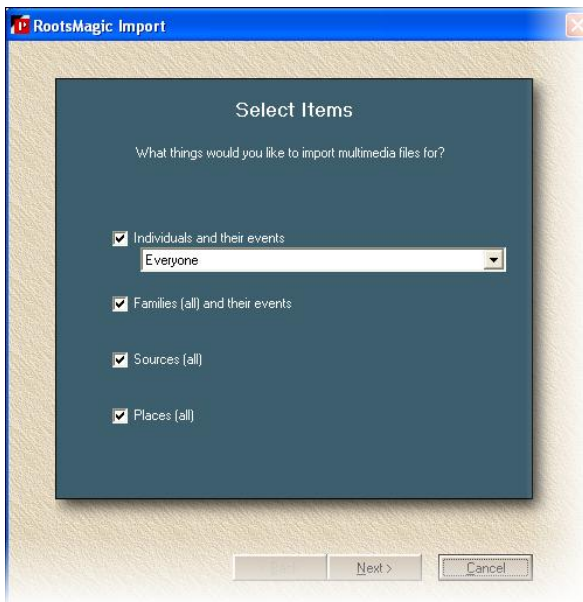


Import

RootsMagic Import

Passage Express makes it possible to publish multi-media sound, video, pictures, and document files. With just a few clicks of the mouse, these files are ready for viewing in your Passage Presentation. No longer do RootsMagic users need to use HTML or publish to PDF.

1. From the Passage Express main screen:
 - a. Select Project Builder>Import icon>RootsMagic.
 - b. Browse for RootsMagic file>Open.
 - c. Select Items>Next.
2. RootsMagic Import Dialog Box:



- a. Select Items.
 - i. Individuals and their events.
 1. Everyone.

Import

2. Select people from list – Choose only the names you want to publish. You can also hold down the shift key to click names in between or the Ctrl key to randomly mark names to be imported. They must have multi-media files attached to them.
- b. Select one person and specify ancestors/and or descendants. Check the beginning name. Select ancestors, descendant generations, or both. These must have multi-media files attached.
- c. Families and their events.
- d. Sources.
- e. Places.
2. Other Settings Dialog Box.



- a. Other Settings.
 - i. Other Settings>Next.
 - ii. Select items to import.
 - iii. Pictures, sound, video, documents.
 - iv. Folder creation for multi-media files.

Import

- v. Create new folder for each person/family.
 - vi. Put all items into one folder.
- b. Preview is a report of selected people with multi-media files found.
 - i. Files found to be imported.
 - ii. Files that could not be found.
 - iii. Space left in your project.
 - iv. Total space this import will take.
 - v. Click Finish. The import is finished.
 - vi. View in Passage Project.
 - vii. Click inside the RootsMagic folder to view your files. Customize your project by renaming it.
 - viii. Your import is ready for publishing.

Chapter 11 Video

Produce Video DVD

Create Slideshow Movie

Burn Video DVD

Creating a Video DVD in Passage Express is a rewarding project that will get the entire family interested in their heritage. Burn the presentations onto DVDs and play in DVD players for television viewing. Making slideshows complete with image collages, narrations, background music, and text slides, combine to make an exciting multimedia experience. Also, take digitized home movies and convert them to a DVD format and load onto your disc.

Depending on the amount of available disc memory, you can load up to nine (9) movies on a Video DVD in Passage Express.

Many older DVD players are not adapted to home-produced DVDs. Burning with +R DVDs seems to help in recognition, but your player may prefer -R DVDs. You may need to experiment with your hardware. If your DVD player does not recognize your DVD, know that there are DVD machines on the market for as little as \$30 capable of running DVDs made with Passage Express.

NOTE: The processes for creating a movie from your slideshows or from your home movies you have made with a digital camera can be very intensive for your computer. At times it may look as if the computer is stalled. Please be patient. Depending on the size of your project it could possibly take 10 minutes or more just in the 'preparing' stage.

There are three (3) basic steps to producing a Video DVD.

- Make slideshows in Passage Express and convert them to a DVD movie file AND/OR load digitized home movies and convert them to DVD format in Passage Express.

Video

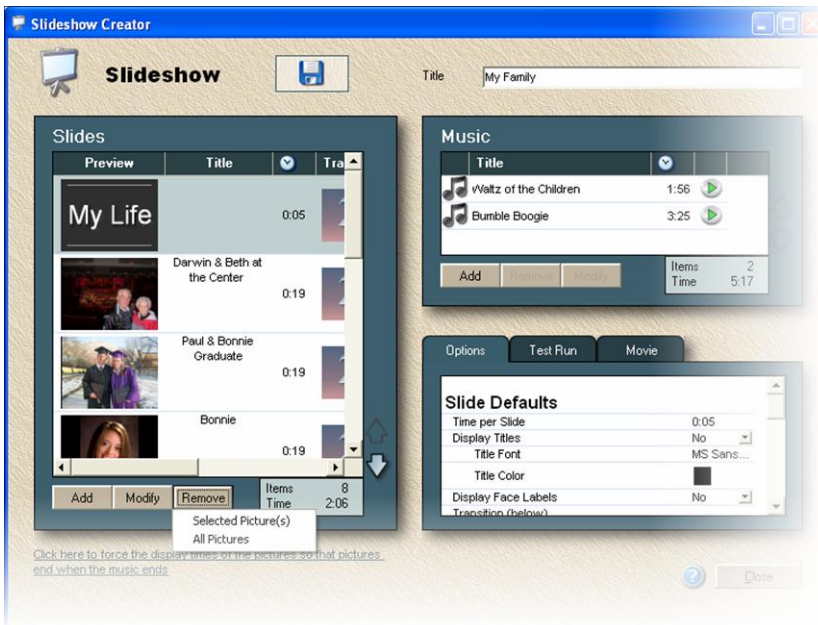
- Design your DVD menu.
- Burn the DVD.

Create a Slideshow Movie

Steps:

Make slideshows in Passage Express. Refer to Chapter 7, Building Slideshows.

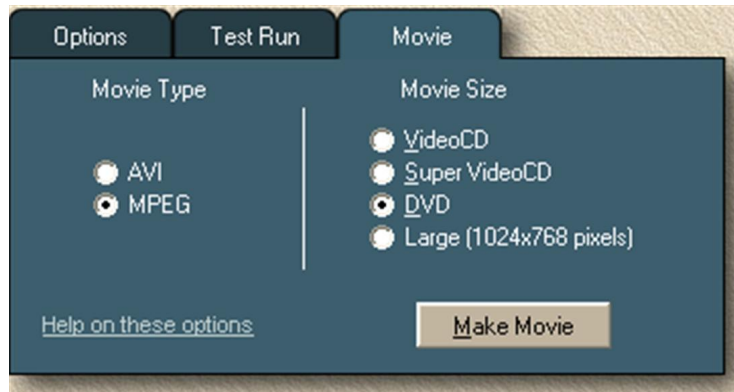
1. From the main menu:
 - a. Select Build Project>Slideshow creator icon to assemble your pictures into a slideshow.
2. Convert the slideshow to a DVD movie.



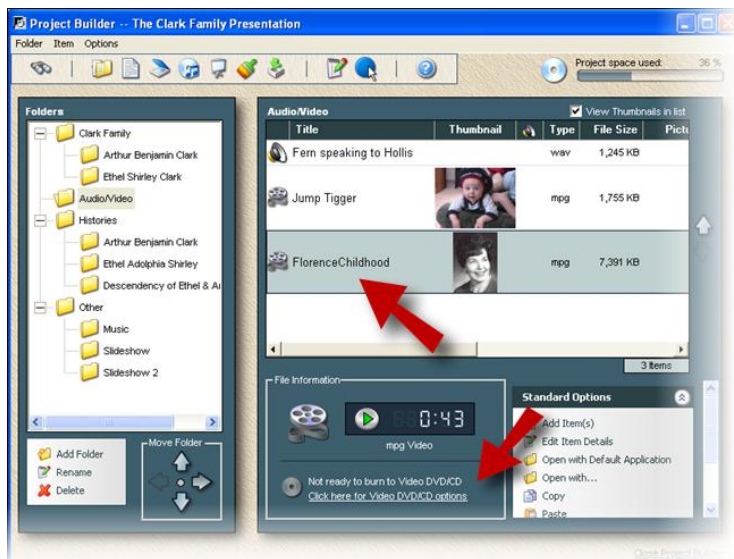
With digitized home movies, you must convert them to a DVD movie.

1. Right click on the movie in the Project Builder and select "Prepare for DVD."
2. Design your DVD Menu.
3. Close the Project Builder.

4. Select More Options>Video DVD Menu.
 - a. Design Menu – Import a menu already created in another project, import a menu from the template library, or start with a blank screen and build your own menu.



- b. Design a menu page similar to a Presentation Menu adding buttons for each movie. Link a button to a movie by right clicking on the button.
5. Click Function.
6. Select one movie from the list>OK.

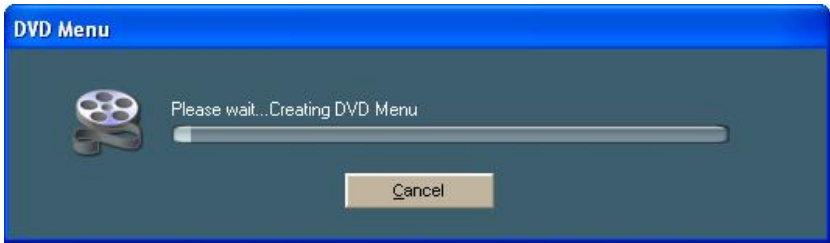


Video

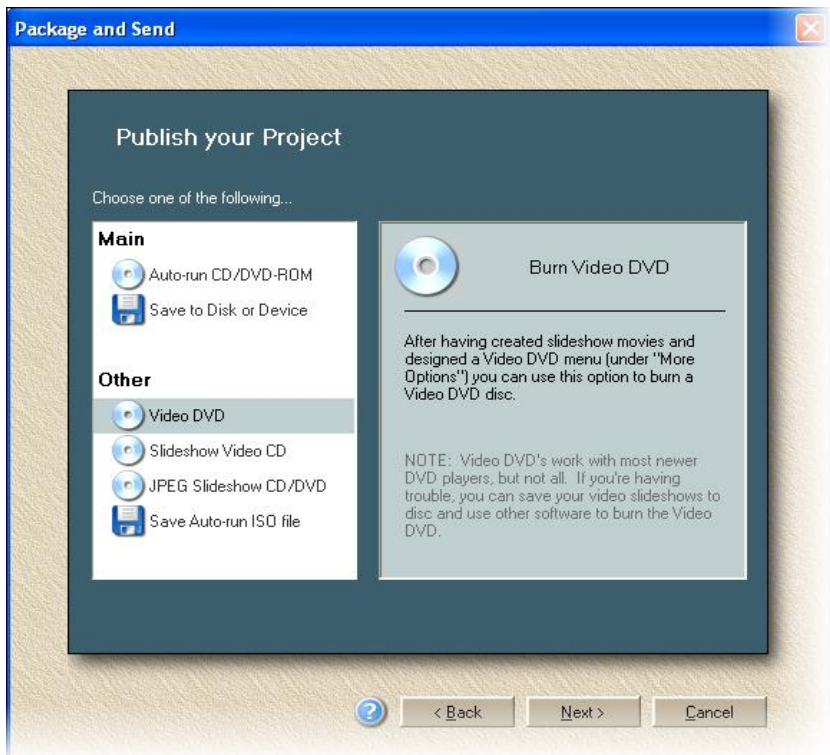
- a. Assign each button a number in the lower right hand section of the window. This number is the number to press on the DVD remote for this movie file.



7. Repeat steps i through iv until a button is assigned for each movie you intend to publish on this DVD. No exit button is necessary. Make sure the numbers assigned to each button begin with one (1) and end with the last movie. If a digit is missing in the sequence, Passage Express will not proceed with preparing your menu for publishing.
8. Save>Close.
 - a. PE asks if you want to prepare your DVD menu for burning. Click Yes.
 - b. This step is a complicated process for the computer. It is making the DVD menu interactive with DVD players. It may take a few minutes.

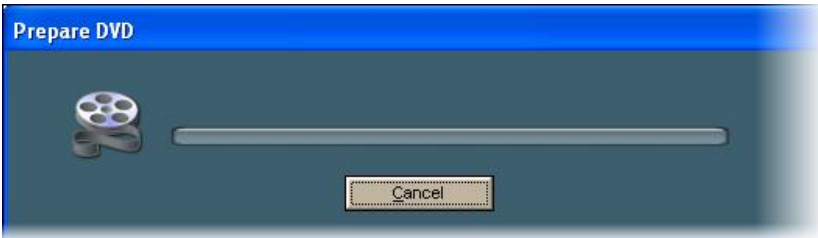


- c. After the DVD menu is created, you are returned to the main menu. Click Publish>Video DVD>Next.
9. Place a blank DVD in your DVD burner. +R is more widely recognized by DVD players. The computer goes through another involved process to prepare to burn. You may need to experiment to determine the disc type that works best with your hardware.

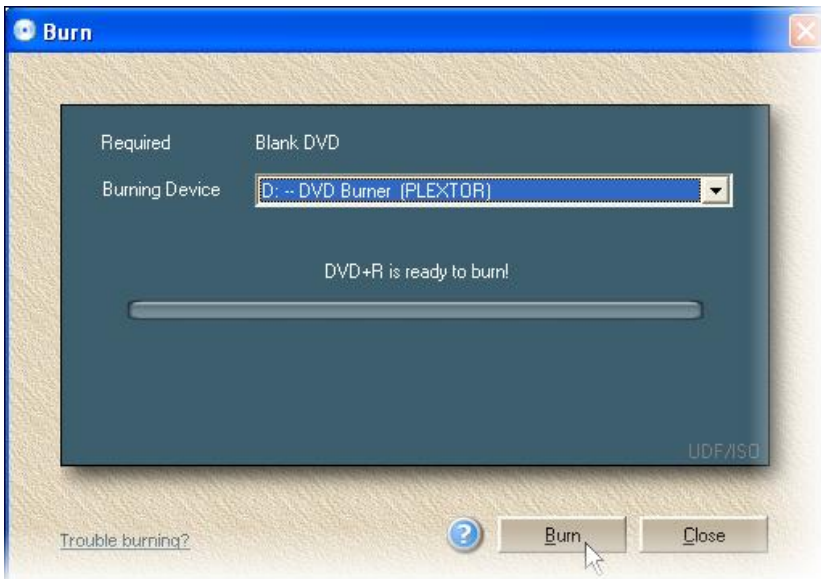


Video

10. Click Burn.
11. Your Passage Presentation is now playable in most DVD players.



Burn Your Video DVD



DVD burners use different methods of burning depending on the type of DVD, e.g. DVD+R or DVD -R.

Unmarked DVDs are -R.

The Passage Express default is set to “Auto” which means that it will determine automatically what type of DVD has been inserted.

“Auto” uses the UDF/ISO burning method if possible. This seems to be the most compatible with DVD players. A DVD-R switches to UDF. You can change this setting manually by selecting either UDF or UDF/ISO in the Passage Express Main Menu by selecting Settings then Preferences. You can experiment with the disc type and these settings to find the best combination for your burner and DVD player. The settings for these are found under the Options/Settings drop-down menu at the top of the main Passage Express window.

What if my menu insists that I have a button without a function assigned, when I know that I do?

Remove all of the buttons from your menu, click save and then add them in again assigning them a function and a number. Click Save.

Can a DVD movie be included in a CD-ROM version for computer?

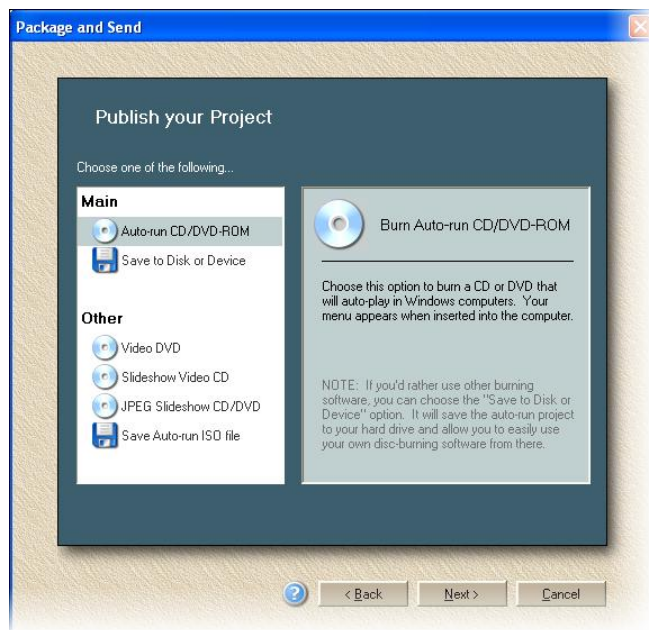
Yes, if there is enough memory on the disc.

Chapter 12 Publish

Publish an Interactive CD-ROM or DVD-ROM

Publish Slideshow and Video Movies

Passage Express is your one-stop, multi-media publishing center. Organize your files once, and have multiple publishing options. Publish interactive CD-ROMs, interactive DVD-ROMs, slideshow movies playable in most DVD players, video movies playable in most DVD players, and a JPEG CD/DVD.



Publish an interactive CD-ROM or DVD-ROM for computer

We suggest you always create a CD-ROM or DVD-ROM of your project as a backup should you need to restore it to your hard drive.

Publish

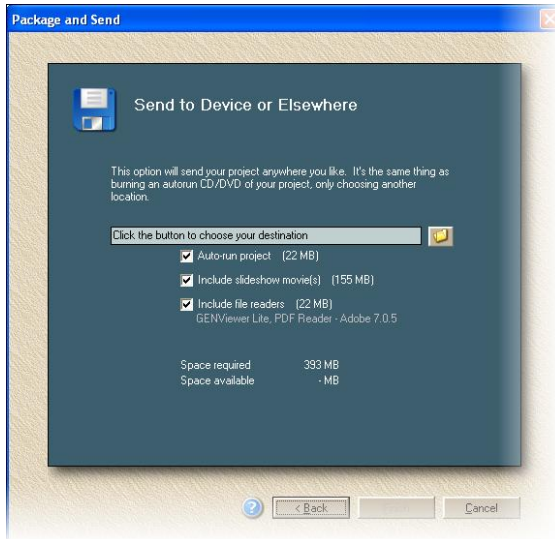
A Video DVD cannot be restored into your Passage Express as a project. Only a CD or DVD-ROM version of your project.

Send to Disc or Device

Storage devices for your project may include:

- USB flash memory such as a jump drive or memory stick.
- Another folder on your hard drive. This is useful for burning your project with your own CD burning software.

Create an empty folder on your disc or device into which you can place the project so that the various project files do not get intermingled with other files already present on the disc or device.



To initiate the auto-run presentation, double click on the RunMe.bat file that is part of the Passage Express project. It may look like this image below.



Publish Slideshow movies and Video movies

Passage Express offers four ways to publish a slideshow movie and a video movie. They are:

1. CD or DVD-ROM for computer viewing.
2. VCD.
3. SVCD.
4. Video DVD.

Video DVD is the preferred choice. Up to nine (9) slideshows movies can be published on one disc. Each movie has its own unique single digit number for the DVD remote control to select. In the event the arrows on the DVD player's remote control do not interact with the project, the number on the remote control can be pressed to view the movie

Video CD (VCD) – One slideshow movie burned onto a CD. This is the lowest quality movie (352 x 240 resolution). Claims are that the VCD works in more DVD players than SVCD. The movie will automatically begin running. Hence, there is no need for a menu.

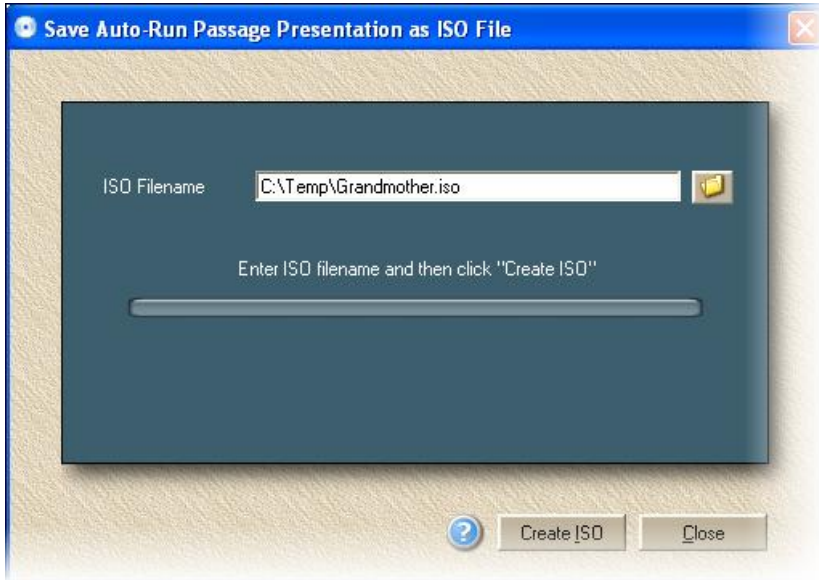
Super VCD (SVCD) – One slideshow movie burned onto a CD. This movie is higher resolution than VCD (480 x 480). You may want to choose the SVCD option unless your movie file is so large that it won't fit on a CD at the Super resolution. SVCDs also do not need a menu as they automatically begin running when placed in most DVD players. The SVCD stretches pictures to fit the TV screen horizontally. If your TV screen is not perfectly square, images may look distorted. For this reason, you may want to choose VCD instead.

JPEG CD is a CD or DVD containing pictures only and is playable in most DVD players. It is a collection of photos located in one folder, viewed one by one using the remote control to advance to the next picture. Although you may burn to a DVD, a CD is adequate with only 304 MB needed. Although viewable on a computer, it would not have the exciting features of a Presentation Menu, Face Labels, and captions which are not available on a JPEG CD.

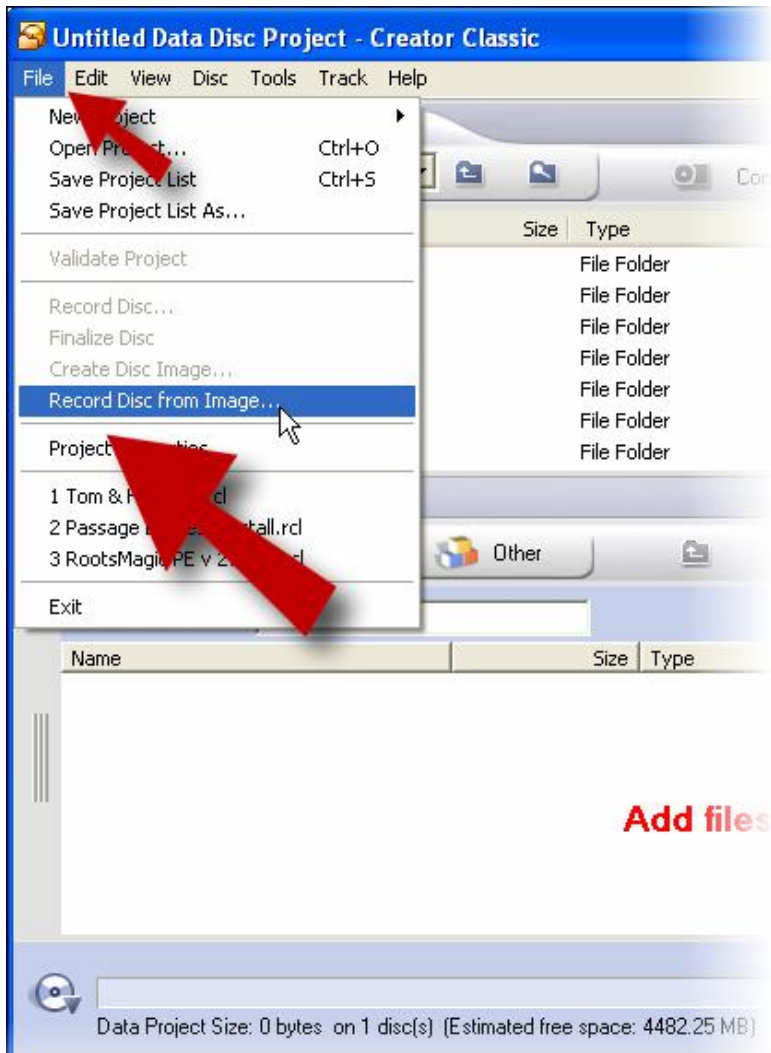
Publish

Save Auto-Run ISO file – Use this option to publish your project with other disc burning software outside of Passage Express. This is useful if your computer does not respond to the burn command inside of Passage Express. This will save the computer version of your project in ISO image format.

Once you save the project as an ISO file, open your other disc burning software.



Select File>ISO. Here is one example of burning an ISO file using another software.



This image demonstrates that to find your ISO file, open your alternate burning software, click on File>Record disc from image. This will send the whole file to be burned onto your blank disc.

Chapter 13 Share Your Passage Presentation

Collaborate

Start the Presentation

Navigate Through the Presentation

View Files

Search

Exit

Congratulations. You have successfully created a very affordable Passage Express Presentation for you to publish, yet will become a priceless gem for those who receive it. You are now ready to distribute your Passage Presentation.

Your presentation runs on Windows 98 computers and newer. It also runs on Apple computers with Virtual PC installed.

Collaborate with Others

With Passage Express you can collaborate with others to build your projects. You may have relatives who also own Passage Express who you want to collaborate with. They can build a project in Passage Express, burn it and then give you a CD of their project which you can then import into your own Passage Express software to build upon. These cooperative efforts make great discs for family reunions.

To start the CD-ROM/DVD-ROM Passage Presentation:

1. Insert the disc into a Windows computer or Apple computer with Virtual PC installed. After a short delay, the Presentation Menu appears in the middle of the screen. If for some reason the Passage Presentation does not auto-run, find the RunMe or RunMe.bat file on the disc.
2. Open My Computer.

Share Your Passage Presentation

3. Click on the disc drive to view files on the Passage Presentation disc.
4. Double click on RunMe or RunMe.bat to initiate the auto-run feature.

The Passage Presentation disc contains an advanced picture and file viewing system. Opening the CD for the first time requires an extra 30 seconds or so to install necessary files.

Navigate through your Passage Presentation



Depending on whether you selected them for your project, some features that may be seen or heard as the Passage Presentation appears on the screen are:

- Color filling in the background to hide their desktop.
- A button labeled "Instructions." This is optional. You can create a document with instructions on how to navigate the presentation and assign a button the function to open that single item. They will view these instructions by clicking on that button.
- Background music playing.
- Welcome sounds as either a voice recording or a digital sound.

Share Your Passage Presentation

- Sounds as they select buttons.
- Sounds as they move the mouse pointer over buttons.

View your Files

When the user selects a file to view, information concerning that file appears in the center of the screen:

- A thumbnail image of a picture of the person that this file is about.
- Hear a narration about this file.
- An icon describing the type of file it is such as a document, video, audio, etc. If the file type is a picture, this icon is not present. Instead, the picture itself fills the center of the screen.
- File name, filesize, and the date the file was digitized into the computer. This can be seen in the right side of the window.

Icons in the Presentation

The icons listed below will light up if their function applies to this file:



Share Your Passage Presentation

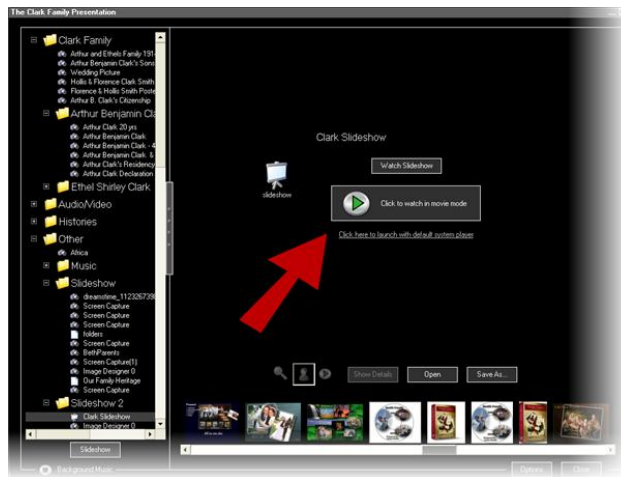
- Zoom – Zooms in on pictures. This opens a mini picture in the upper left corner of the screen. The user can move the zoom magnifier in the mini picture. As they move this box, a magnified image shows in the center of the screen. Zoom in or out by moving the bar located just below the zoom icon. Close the zoom by choosing the X in the upper right corner of the mini picture.
- Face Labels – shows all the Face Labels at once. Click again to remove Face Labels from the screen.
- Play – plays the narration attached to that file. This sound will auto-play when the file is chosen. Replay this sound as many times as desired by choosing this button.
- Show Details – shows the information entered in Details about this file such as dates, captions, GPS coordinates and the basic file data.
- Open Document – documents made with the Document Creator inside Passage Express open automatically. Other documents open with the default word processor if the file type of the document is in a generic form such as an RTF, WordPad, or Text. PDF documents open with Adobe Acrobat. Load a free version onto your Passage Project if you believe your users may not have Adobe Acrobat already on their computer. From the main PE window press F9 or select Options>Settings> File readers to install readers.
- Picture – opens in their default image editing software. Users can edit the picture and save these changes to their own hard drive. It will not make any changes to the picture on the disc.
- Sound – opens with their default media player.
- Video – open with their default media player.
- GEDCOM – opens with their default genealogy software or with the viewer that you installed.
- HTML – opens with their default Internet browser.

Functions you can build into your Passage Presentation:

- A button to view the Entire Passage Presentation.

Share Your Passage Presentation

- A button to view all of the folders in a Passage Presentation. A view screen shows all folders on the left. Click on a folder to see files contained in the folder. The file titles will drop below the folder with a thumbnail image to the left of each file to help identify if it is a document, video, audio, picture, etc. Any pictures within the folder show as thumbnails along the bottom of the screen. The user can select any file to view or any picture thumbnail along the bottom to view.
- A button to view One Folder of the Passage Presentation. This function is excellent for projects that focus on different branches of a family. Load all files of each branch of the family into separate folders with their respective subfolders. Assign a button to each family branch folder and label accordingly.
- Assign a button function to open a single item or file in the project, e.g., instructions, a video introduction, a sound introduction, a video clip of the featured person. Choosing this



button automatically opens the assigned file without showing any folders or asking to click Open.

Share Your Passage Presentation

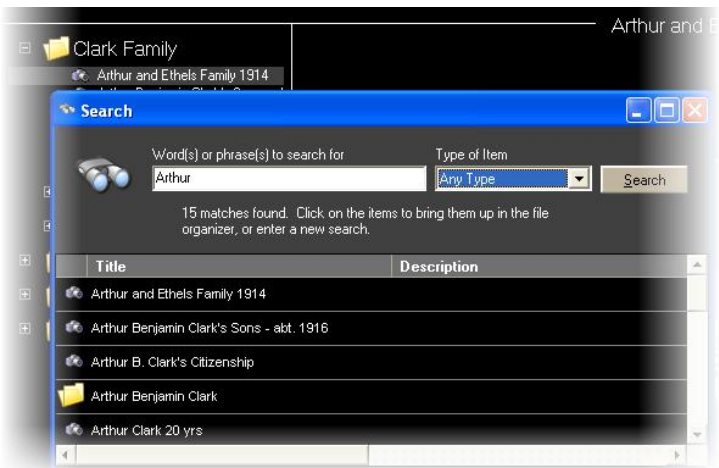
View a Slideshow

- Assign a button to open a particular slideshow. When chosen, the slideshow automatically begins. Users will hear any background music and narrations in the slideshow.
Customized transitions are not active in a slideshow viewed as a CD-ROM/DVD-ROM because the computer does not have the generating power to display them in real time. Transitions show when a slideshow movie is created on CD or DVD for playing on a DVD player.
- Manual slideshow controls appear at the bottom of the screen as the slideshow begins, then fade away. Activate manual play controls, (pause, stop, and exit) by bringing the mouse pointer to the bottom of the screen. The controls reappear and stay as long as the mouse is in this position.



Search your Passage Presentation

This option is wonderful for large presentations that focus on a large number of items or people. Users will have the option to search for key names that may be in the project.



Share Your Passage Presentation

Assign a button function “Search the Passage Presentation.” The user can type in a name or phrase and let the computer search the presentation for all references to that name. Phrases need quotes around them and a space between each word. Searches can include: folder names, file titles, descriptions, dates and Face Labels. The date field uses free form text so it cannot sort by date.

NOTE: Passage Express cannot search for names and phrases inside of a document. Once a document is opened, the user can search with a word processor or Adobe Acrobat search functions.

A window appears with all files that have the searched name or phrase. Click on the file name and Passage Express goes directly to that file.

Music Toggle

Enable turning background music on and off by assigning an on/off toggle function to a button.

Web site Link

Assign a Web link to a button. When clicked, the Passage Presentation goes directly to the Web site assigned provided the computer is logged on to the Internet while viewing the Passage Presentation.

E-mail

Clicking an e-mail button opens e-mail software and plugs in the e-mail address assigned to the button. The user need only write their message and click Send.

Exit

This function exits the Passage Presentation. Each project needs one or else they'll need to press Escape on their keyboard to exit your presentation. This button closes down the Passage Presentation.

Share Your Passage Presentation

Conclusion

Passage Express supplies many tools to make your family heritage collection come to life. You are free to explore your imagination and create an exciting presentation. You have created 'off site' backups each time you share your presentation. These discs fit easily in an emergency evacuation kit. This form of publishing provides answers to so many needs... time, cost, and accessibility. We invite you to tell others of Passage Express.

Chapter 14 Appendix A License Agreement

End User License Agreement

Manufacturer

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Should any term of these terms and conditions be declared void or unenforceable by any court of competent jurisdiction, such declaration shall have no effect on the remaining terms hereof.

If you do not agree to these conditions, you should not install this software.

The Manufacturer

The Jefferson Project.

431 East 2700 North, North Ogden, UT 84414.

E-mail: contactus@passageexpress.com

If this product was purchased in the United States, this Agreement is governed by the laws of the state of Utah; otherwise, local laws may apply.

Chapter 15 Appendix B Users of Earlier Versions of Passage Express, Family History CD

Install Software

Import From Old Versions

Uninstall Software

Install Passage Express

If you have an earlier version of Passage Express on your computer (Family History CD), Passage Express will install into a different folder (or directory) from the earlier version. Do not set it to the same folder intentionally.

Insert the Passage Express CD-ROM in the CD-ROM drive. The installation program starts automatically.

Follow the onscreen instructions to install.

For complete installation instructions, refer to Chapter 1, System requirements and installation.

Import Family History CD projects into Passage Express. (Recommended)

Burn to disc each FHCD project which you want to import into Passage Express.

Import a FHCD project from a disc

1. Open Passage Express.
2. Place your FHCD CD into your CD drive. It will attempt to auto-run. When the menu displays, click the Exit button on the menu but leave the disc in the drive.
3. Select Open on the main PE menu.

Appendix B Users of Earlier Versions of Passage Express, Family History CD

4. Click Import in the lower right of your screen. Passage Express detects the FHCD disc in the drive and asks if you want it copied. Click Yes.
5. Open the project and go into your Presentation Menu designer. Check to see that all buttons have a function. Assign functions where needed.

Passage Express has many more button functions than the Family History CD had. Even if you didn't make any changes, click save. You must re-save your Presentation Menu with Passage Express to complete the conversion process. You may have to 'slightly move an item on the menu to get the Save button to be operational. Passage Express will now recognize your imported project.

Import a Family History CD project located on your hard drive:

1. Make a CD of each of your Family History CD projects.
2. Open Passage Express.
3. At the main screen, click Open.
4. Click Import at the lower right of your screen.
5. Click on the yellow folder.
6. Browse to your projects by clicking on the boxes next to My Computer>C:>Program Files>Family History CD>Projects. Click OK.
 - a. Passage Express displays your projects located in the folder you selected. Click on the desired project and click Import.
 - b. Open the project and go in to your Presentation Menu designer.
 - c. Check to see that all buttons have a function.
 - d. Assign functions where needed.
 - e. You may rearrange files in the project to mix pictures, documents, audio, video, etc. into the same folder.

Appendix B Users of Earlier Versions of Passage Express, Family History CD

- f. Reassign functions to your buttons.
- g. Passage Express has many more button functions that Family History CD did not have.
- h. Even if all looks fine, save your Presentation Menu. You may have to 'slightly adjust' items on the menu to activate the Save button. You must save your Presentation Menu with Passage Express to complete the conversion process. Passage Express will now recognize your imported project.

Uninstall Passage Express

1. Open Windows Control Panel by choosing Start in the lower left corner of the screen, Select Settings/Control Panel.
2. Double-click Add/Remove Programs.
3. Select Passage Express. Select Remove.

NOTE: The uninstall will not delete any existing project. To delete all traces of Passage Express including your projects from your computer, delete the Passage Express folder in C:\Program files.

Chapter 16 Appendix C Basics of Digital Publishing

Shelf Life of CDs and DVDs

Browsing for Files

Document issues

Photo issues

Sound

Video

Genealogy issues

HTML

Publishing to the Internet

GPS and Genealogy

Congratulations! With digital publishing you're preserving history in a medium that is affordable, takes little space and is easy to re-create. Entering the world of digital preservation requires some basic knowledge. The more you know about the basics, the nicer your Passage Presentation will be. The following is general knowledge related to all digital publishing issues, not just related to Passage Express.

Shelf Life of CDs and DVDs

A lot has been said about how long data will stay on a CD or DVD. Some manufacturers claim their CDs have a shelf life of 100 years. Data restoration companies have seen CDs lose data within five years.

Appendix C Basics of Digital Publishing

Since compact discs (CDs) and digital video discs (DVDs) are fairly new in existence, the tests of longevity are purely speculative.

Nature's elements seem to be the biggest drawback for a long term shelf life. Protection from light, humidity and storing in an upright position have been said to help increase the shelf life dramatically.

National Archive Institutes still rely on magnetic tape as the most reliable archival medium. It has proven to have a 30-year shelf life. They recommend that the public not rely on the CD/DVDs for long term shelf life.

The process of writing to a disc involves a writing laser that "burns" the dye, which becomes dark, to represent a "1" while a "0" will be left blank. The reading laser uses this layer to distinguish 0's from 1's. If the dye fades, there's no difference; it is just a long string of nothing to the playback laser. Some manufacturers use a higher grade of dye which they claim does not fade as quickly. It is highly recommended that you research the different manufacturers to help determine which CD/DVDs you can trust. You may need to pay a higher price for them but none of them are cost prohibitive.

Manufacturers are working hard to find a more permanent solution.

Until then, compact discs are a great medium for sharing large amounts of data. You only have to assemble them once, and then, for pennies, you can make reproductions of them. Getting your Passage Presentations into many homes will serve as a safer archival strategy for you. Encourage those to whom you give your discs to save the files that are important to them onto their own hard drive. Meanwhile, you make a DVD gold master of the project and store it in a safe. Also keep your printed copies of pictures and histories tucked away as another archival medium.

We, the Jefferson Project, pledge our commitment to evolve with the advancement of digital publishing, offering 'state of the art' products to keep on the cutting edge of technology. Our mission is to make it easy, fun and exciting to bring the family heritage into the hearts of the upcoming generations.

Browse for Files

This is a term used to 'browse through the computer' for a file. The file may be in the My Documents folder, or a folder on the C: drive. It could be a file sitting on a 'thumb drive'. For those unfamiliar with the 'art of browsing' here are some tips.

Appendix C Basics of Digital Publishing

- When Browse for File is selected, a Microsoft window appears. At the top where it says “Look in:” is the name of the folder it is looking in now. If you need a different folder, click on the black down arrow on the right. Down drops a small map of all the drives of the computer.
- Continue to click or double click on folders until you find your file.
- Highlight the file you want to add and click Open; or double click on the file.
- The file is added to your Passage Express project.

To find a file by browsing, you must know where your files are saved. Often they are in My Documents as that is a default folder set up by Windows. If you did not specify another folder, it may be found in My Documents.

There is a ‘back door’ method to adding files. In Windows Explorer, Right click on a file and click “Send to Passage Express.”

Doing a Search of your computer is another method of locating files. Taking a class to understand Microsoft Windows would be most advantageous. It is imperative that you know how to find your files on your computer to be able to load them into Passage Express. The rising generation is also a great resource.

Document Issues

Passage Express is an organizing and presenting tool. The work of preparing documents to be loaded into your Passage Express project is accomplished right inside your Passage Express software. Using the document creator in the Project Builder, you can type in a fresh document or add one that is already created in another word processor. It saves them as an RTF file for publication. RTF will be viewable in any word processor.

Appendix C Basics of Digital Publishing

Document File Types

Each word processor has a file type unique to them. If you do not specify a file type, the word processor automatically uses the file type standard to that word processor. For example, Word saves documents with a '.doc' file extension. Word Perfect saves files with a '.wpd' file extension. If the document is left in that file type, then the receiving computer will need the same word processor to read the document.

It is possible to include free viewers with your Passage Presentation. Refer to Options tab in the main menu to learn how to gather free viewers to place in your project.

Preferred file types for documents are:

- PDF – portable document format developed by Adobe Systems (viewed with Adobe Acrobat reader).
- Rich Text Format.
- HTML.

When to use PDF

A PDF document is an image of the document with the purpose of locking in all the text and graphics so that they cannot be added to or changed (edited) without special software.

PDF is used when the author of the document wants it to remain just as they published it.

Caution: New software available on the Internet can convert a PDF into a Word file removing the author's encrypting passwords. The document can then be edited. Using PDF is no longer a guarantee that the document cannot be altered.

- PDF is an excellent choice for documents with photos imbedded into the text. Normally as photos are added to text, the file size of the document grows astronomically. Converting it to a PDF keeps its size manageable and easy to publish to CD/DVD, etc.
- PDF is a preferred file type at printing companies when publishing large histories.

Appendix C Basics of Digital Publishing

- Adobe Acrobat Reader can be installed on each Passage Presentation creation. Go to Options>Settings>File Readers to install file readers onto your project. If a person receives a Passage Presentation and does not have Adobe Acrobat Reader to view the PDF files, a message offering to load Adobe Acrobat onto their machine will appear.

Convert a document to a PDF file

- Adobe Acrobat software converts files to PDF. It is available at the Adobe Acrobat Web site.
- Freeware called Cute PDF is also available.

Convert a document using Cute PDF

1. Download the free software plus the converter. It installs in your printers folder.
2. Click Print.
3. Select the printer called Cute PDF.
 - a. Rather than printing the document, it converts the document to a PDF and saves it in the folder you specify.

When to use Rich Text Format (RTF)

- RTF is excellent for text documents with graphics that may be edited by others.

Convert a document to Rich Text using Microsoft Word

1. Select Save As.
2. Select the down arrow under File Type.
3. Select RTF.

When to use HTML

- HTML is the file type used for viewing on the Internet. It is viewed with a Web browser. It can publish to CD/DVD or devices for personal viewing as well as can be posted on a family Web site.

Appendix C Basics of Digital Publishing

Convert document to HTML using Microsoft Word

1. Select Save As.
2. Select the down arrow under File type.
3. Select HTML.

Convert document to HTML using Word Perfect

1. Select File.
2. Select Publish To.
3. Select HTML.

Photo Issues

Which File Format to Use?

Determining the appropriate file format can be a challenge. Much depends on the characteristics of the content you're capturing and the intended use of that content. Some formats compress the photo to reduce the file size. In the process they lose some image quality. The terms lossy or lossless formats refer to whether they lose image quality or not.

JPG Format

JPG (pronounced 'jay-peg') format is a good choice for publishing to CD/DVD. It is a lossy format.

JPG image files are usually smaller than other image file formats making them preferable for use over the Internet.. Because JPG files are automatically compressed every time they are saved, it's best to use images with a lot of colors and shades of colors. In order to compress the file, bits of data are deleted causing image degradation over time. When Passage Express saves your Presentation Menu, it automatically chooses the highest quality.

NOTE: JPGs progressively lose image quality if the same JPG photo is edited and saved multiple times. To prevent loss of picture quality, save the photo initially as a TIF for the best image quality and make a JPG copy for publishing.

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TIF File

TIF (pronounced ‘tiff’) does not compress each time it is saved making for a high quality image. It is a lossless format. DVDs hold six times more information than CDs. DVD drives are not as common as CD drives in computers. Take your audience into consideration when choosing your file storage medium.

TIF files are specifically used for print publishing purposes due to their high quality.

GIF Format

GIF (pronounced ‘jiff’) is for Web-based graphics. GIFs are compressed without image degradation and supports transparent color. Simpler graphics such as illustrations and cartoons work best with this format.

PNG Format

PNG (pronounced ‘peeng’) supports lossless compression of images at all color depths. PNGs work great in the Presentation Menu designer though this format may not yet be supported by all Web browsers.

BMP

BMP (pronounced ‘bit-map’) is the standard image file format used by Windows, and is widely supported by Windows applications. BMPs are not compressed thus creating an exact copy of the original. Files tend to be very large, of lesser quality, and unwieldy for Internet use.

Image Size

Each image is a combination of many tiny pixels. Each pixel is given a certain color or grayscale range. The depth of the color or grayscale will determine the brilliance of the image.

Scanning the image at a high resolution (or taking a digital picture of the image at a high setting) will help create a digital image with a high pixel number. This is recommended when you have a small photo that you may want to print in a much larger size. As the image

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is stretched larger, the pixels become more spread out and the image becomes less dense with color.

Many people have had good success scanning a wallet size photo at 600 dpi (dots per inch).

An 8X10 image can be scanned at 100 dpi and still be a very large file.

A 4X6 standard size photo scans well at 300 dpi. If it is a very precious picture that you may want to enlarge to a poster size, scan it at 1200 dpi.

Slides are scanned at 1200 or 2400 dpi.

For an archive of valuable heirloom images, save them as a TIF file. This will preserve their image quality the best. One problem arises when a person wants to publish these images on CD or DVD. These TIF images will fill up a CD rather quickly. A DVD can hold 6 times more information than a CD so it may be the medium of choice. The TIF files can be your master copies. As you move them into Passage Express for publishing you have the option to automatically resize them to a smaller scale. You could also keep the TIF file as your master but share them as a JPG image.

When planning to publish digitally, these large file sizes are not necessary for simple viewing on current television and computer screens. These screens have a limit of how many pixels to display, so a smaller image size still displays very well and leaves more room on your CD or DVD for more images.

Some DVD player or computer getting bogged down when attempting to display a large size image. In Passage Express, you can automate the file picture size not to exceed a certain size. This keeps them uniform for displaying in a slideshow and it will free up space on the CD. You can pull up this option by choosing Options>Settings>Max Picture Size from the main Passage Express window. This can also be done manually with any individual image in the Details>Edit>Resize window. Or Right click on the image and select “apply maximum size” from the Project Builder.

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Passage Express has the default maximum picture size set at 800 pixels by 800 pixels. It must be turned on. This is a good setting for viewing on monitors and television sets. The size standard can be altered by the user in the Settings of Passage Express to a different maximum picture size. It is important to know that when the box is marked, it will resize images as they are added. So you can turn it off for a while, add images, and then turn that feature on and add some more to be resized.

Sound

Audio cassette recordings can be converted to a digitized computer file. In digitized sound, the digital instructions tell the connected speakers, instant by instant, to oscillate or 'sound wave produce' in certain ways. The digitized sound is stored as files.

Convert an audio cassette to a digitized format

Converting an audio cassette tape to a digital file can be quite easy to accomplish with the use of a stereo, a computer, an audio cable to connect them and specialized audio recording software. A laptop is a good option if the stereo and computer are not very portable. Once the stereo and computer are set up, it's a simple process of pushing 'play' on the stereo to start the audio cassette tape running and clicking the 'record' button on the computer software. The music will be captured and converted to a digital file as it enters the computer through the audio cable

Set the computer up to the stereo

Guidelines for setting your computer up for stereo can be found on the web.

Record from cassette tape or records:

Guidelines for recording from cassette tape or vinyl records can be found on the web.

You'll need software to convert the analog music (your tape or record) into digital form to place on CD. You may find a free program on the web.

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You can do this one of two ways. You can record each side of the tape or record into one big file and break up the tracks later. Or, you can record each song or narration as individual files.

After you record a song or narration, stop the tape or record and hit the stop button in your software. Click File>Export as WAV. Name your song file. Continue until you have recorded each song from the tape or record.

Since there are silent spots and probably some pops and hisses, you'll want to clean up and edit the .WAV files. Audacity has a noise removal effect. It also allows you to edit unwanted breaks and more. If you want more creative audio effects and editing techniques, Audacity has online tutorials and a downloadable manual.

Once you have cleaned up all of your files, they're ready to burn to CD. Windows XP has built-in software that allows you to burn files onto a CD. Or, use the software that came with your CD burner.

Using headphones connected to the computer will facilitate in testing the recording for sound quality. Adjust settings and re-test until you feel satisfied with the recording. Then do a true recording to get the complete file.

Audio File Formats

Once the recording is finished, the software will offer to save it in a particular file format.

OGG

The preferred format for Passage Express is OGG. OGG has no royalty or other fees involved. Passage Express will convert both WMA and WAV files to the OGG format. In the Project Builder, select either the WMA or the WAV file, a button then appears below the item window labeled "Convert to OGG". Click this button to convert the file. Because of royalty issues, Passage Express cannot convert MP3 files within the software. A recommended product is FreeRIP, a freeware software that can easily convert MP3 files for use in Passage Express.

WMA

WMA stands for Windows Media Audio. Passage Express will convert these files directly to OGG as described above.

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WAV

WAV (pronounced ‘wave’) is a standard audio file format used mainly in Windows PCs. WAV files tend to be large and work well on CDs. These files can be converted to the OGG format within Passage Express as described above.

MP3 File

The MP3 format is a compression system for sound. The MP3 format helps reduce the number of bytes in a sound without hurting the quality. This ability has caused a revolution in the world of listening to music. Files can be downloaded from the Internet more quickly and enable users to store many more songs in much less hard drive space.

MP3 is a great compressed file format, however, there are royalty fees associated with every piece of software that is distributed that can play or record mp3 sound. Therefore, we do not support MP3's in Passage Presentations. MP3 files must be converted outside of the Passage Express software. If you do not already have a sound editing software, you may look forfreeware software that can convert an MP3 file to OGG. Just do a search on the Web.

Video

Movies can be imported into the computer for viewing in Passage Express. Using a digital video camera bypasses a conversion step of having to convert the movie into a digital file. Using software that comes with the digital video camera, it is possible to edit the footage and create some nice digital video files. Video files do take a lot of storage space. We recommend making brief video clips so that they keep the attention of the audience.

Passage Express can convert a movie file e.g. AVI, MPG, etc. to a movie playable in most DVD players.

Convert videotapes to digital video clips

Excellent information is available on the web or you can hire a professional.

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Genealogy Issues

Genealogy software programs (GSPs) typically have unique (proprietary) file structures requiring users to re-key data in order to use multiple programs. Fortunately, GEDCOM (short for GENEalogy Data COMMunication) is now available enabling necessary cross-platform flexibility.

- Passage Express includes free download software called “Gen Viewer Lite” produced by MudCreek Software, Inc. When a GEDCOM file is opened from the Passage Presentation, Gen Viewer Lite displays the data if needed. If genealogy files are in your project, Gen Viewer Lite is installed for the Passage Presentation.
- To share your data with someone who uses exactly the same genealogy program as yours, save the file with a file extension used by that program.
- To share your data with someone who does not use the same program, or if you are not certain what they are using, save your file as a GEDCOM file with a GED extension.

HTML

- HyperText Markup Language (HTML) is a computer language commonly used to create documents for publication on the Internet.
- Documents saved as HTML files are viewable in CD/DVD form or posted on the Web. Most HTML documents rely on outside files, images and sometimes “style sheets” that give it the colors, text type, etc.

GPS

- Global Positioning System (GPS) is a US military navigation tool available free of charge to anyone with a GPS receiver (GPSR).
- GPS works among 24 satellites 11,000 nautical miles out in space by sending signals back and forth to Earth. The orbit paths of these satellites signals to be received around the world at any time.

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- There are no usage fees. The only cost is the initial cost of the GPS receiver. They are about the size and weight of a cellphone. The price is continually dropping. They run on two AA batteries. GPSRs are easily obtained at electronic and sporting goods stores. Using them is quite easy to master when studying the instruction manual for the first time.

Genealogy Uses for GPS

Gravesite coordinates, cemeteries, historical homes, schools and landmarks. Even if these landmarks are torn down, GPS coordinates do not change. They help the genealogist feel secure of where the landmark once stood.

With Passage Express, you can key in these GPS coordinates into Face Labels, titles and captions. Succeeding generations can study your notations, follow your tracks, and see where these historical landmarks are or once stood.

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