Rough script for Proshow workshop for BPS members   4 Nov. 2018
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<u>Basics</u>
1. Install Proshow Gold on your laptop. Latest version is 9.0.3793; license is good for one year of free updates after purchase. Don't need Proshow Producer.
a. **Download the searchable pdf file of the Proshow Gold manual from the Photodex web site. This is the best way to answer questions.**
b. First read the file "01-Tips for making excellent Shows for Showcase.pdf".
c. Then read slideshow information on BPS web site for how to make great slide shows (John Wilson's check list, Paul Sparrow's articles, BPS "Guidelines for Creating A-V Shows for Showcase").
d. See Photodex web site for tutorials on using Proshow

R- Before using laptop for demo, change mouse settings to show "mouse tracks" and mouse click to show "ripples" around the clicked object.

2. Use 15 photos as a demo for creating a simple, 1-minute show.
a. Choose your very best photos, have story/mood, etc.
b. File size of each photo should NOT be smaller than 1400x1050 (the BPS projector's native resolution, which is a 4:3 aspect ratio). However, photo files <u>can be</u> larger than that and have different aspect ratio -- they just won't fill the entire screen.
 Show how to:
c. Order and renumber photos logically in one folder; use Windows Explorer.

d. Load Proshow. Choose blank show, 4:3 ratio for projector. Load photos.
    -- Notice green checks on thumbnails, which show number of times each photo is used in your show.

e. Resize panes in Proshow as desired by dragging on their edges.

f. Make changes to as many default settings as desired by going to EDIT --> PREFERENCES. For example, --> Appearance --> Slide List (in first box at the top) --> Title for unnamed slides--> choose "Use name of top layer". That will display each photo's file name in the film strip at the bottom of the Proshow window.
    --(e.g., default to 4:3 aspect ratio, 1400x1050)

g. Insert <u>silent black</u> slides <u>at the start and end</u> of your show/ Each black blank slide should last at least 3 and preferably 4 or 5 seconds. See BPS web site.

h. Note duration of slides and transitions; suggest 3 to 5 secs duration, 1-2 secs of transition; gives total of ~ 40 to 50 slides for a 4 minute show.

i. Just drag and drop slides in different locations in the film strip to change their sequence.

j. Add new slides to the show and delete unwanted ones, again by dragging a dropping and using the delete key.

k. Choose simple transitions. Note that there is a long wait when transitions are loaded the first time you use Proshow).

l. To zoom in/out, start with SLIDE OPTIONS (double click or right click on a slide)
     -- See LAYERS --> EFFECTS tab
     -- <u>Careful to check whether you're making changes to "Starting position" or "Ending position"</u>
     -- Change amount of zoom (value greater than 100 zooms <u>in</u> on photo)
     -- Don't zoom too much in a short time (creates "jumpy" motion); 105% example

m. Pan across a photo, etc. (modify X, Y coordinates for starting and ending frames).
     -- Ex. slide 1, pan across using STARTING setting of pan=25x0, zoom=150, and ENDING setting of -25x0, zoom=150.

__Frequently SAVE YOUR SHOW while you are working on it.__

3. How to load in music track
A. From your CD, iTunes, or other music file already downloaded to your computer
- Click on MUSIC SPEAKER icon in the top menu bar
- Click on "+ add" on the left next to "soundtrack"
- Find music file on your computer (*.ogg, *.mp3, ... format).

B. From Proshow's built-in royalty-free music tracks
- Click on MUSIC LIBRARY icon in the top menu bar
- Click on desired category (unfortunately, cannot combine categories)

C. Broadly applicable adjustments to music
- Right click on the music track and choose "Manage sound tracks" to adjust starting point and ending point of music track.

- Offset start of music from black blank slide at start of show (for example, use +4 seconds)

- Fade the music track in and out, again by right clicking on the music track and choosing "Edit fades and timing".

4. Change duration <u>of slides</u> as desired, but keep most about same duration.

- Change duration <u>of transitions between slides</u>. First time you click on a transition, it takes a long time to load them. In most situations, keep most of the durations for each slide roughly the same throughout the show. these.

- Sometimes durations of slides can be adjusted according to the rhythm of the music

SAVE YOUR SHOW again.

5. Add titles/captions to opening and ending slides
- In SLIDE OPTIONS, click + "Add caption"; change color, font, ...

6. Preview the show in the preview window or full screen while watching the timing of slides to identify changes that need to be made.
- Modify duration of some slides and/or type of transitions

7. "Publish" the show as an EXE file and run it.
a. In MENUS tab:
    -- Create a menu, which will only appear on projectionist's laptop screen and will NOT be visible to the audience.
    -- Insert simple title for menu.
    -- Ensure aspect ratio is 4:3 (Older TVs).

b. In SHOWS tab:
    -- Choose thumbnail photo. This will only be visible to the projectionist, not the audience.
    -- Uncheck "Include Intro Show", which is Proshow's advertising "splashscreen". We turn that off because the audience does not need to see it.

c. In OPTIONS tab:
    Under PLAYBACK STARTUP heading:
        -- Window size 1400 x 1050
        -- Check FULL SCREEN box (starts playback full screen)
    Under Quality heading:
        -- Leave Image quality as 85%
        -- Set Software fallback to 1400 x 1050

    Under ON-SCREEN CONTROLS heading:
        -- Uncheck "Show controls" to DISABLE on-screen playback control bar.
        Again, we turn that off because it will distract from the content of your show.
        The audience does not need to see it.

8. Note different types of files produced by Proshow
- *.exe
- *.psh, *.pxc, *.poh -click on psh to start a previously made show, or FILE->Open recent
- *.bak, *.b01, *.b02, etc.

a. AVOID renaming folders or moving photo, music, and sound files to a different folder while making a show or after making one; if you do, Proshow's pointers to them won't work after that.

b. If you accidentally make that mistake, Proshow's dialog box to help you find them.

c. TOOLS --> COLLECT SHOW FILES to gather all files in one place

SAVE YOUR SHOW files onto a separate USB drive.

Seek external feedback on your draft show to help improve it!

Extras
A. Insert a sound track (such as the roar of thunder, splash of a waterfall).
- SLIDE OPTIONS -->Slide sounds near top left --> browse in box at top right for sound file with *.wav, *.mp3, or ... format
- Right click on slide while in SLIDE SOUNDS tab to adjust starting time for that sound track, its fade-in and fade-out timing, etc.

B. Insert a video clip.
- Use Proshow's "Folder list" on middle-left side to locate the video file.

- Drag and drop that video file into the slide list to create a new slide.

- Use SLIDE OPTIONS --> Layers list -->Layer settings tab --> Video clip settings

C. Use Proshow's pre-set show templates for show styles like Marie uses.
- WIZARD in top menu bar

- Choose theme (pre-defined styles of slides [durations, motion, etc.] and types of transitions)

- Add photos, titles/captions, music, etc. when asked by the WIZARD menus.

- However, if use Proshow's pre-defined styles, I'm not sure how to add black blank slide at start and end of show.