

How to process transparencies

Michaela Marx, DESY, Hamburg, Germany

JACoW Team Meeting, November 2023, HsinChu, Taiwan

Processing slides

... means producing PDF files of transparencies

The aim of the slides processing editor is to produce JACoW compliant PDF files of the presentations for inclusion in the proceedings.

You do not have to edit the type setting or layout, but you still have to make sure of the following:

- **all fonts must be embedded**
- **all missing characters should be fixed**
- **slides should be free of overlapping issues**
- **multimedia content (videos, animated gifs) should be embedded**

Contents of this talk

- Documentation (JACoW wiki) and Prerequisites
- **SPMS environment (download/upload)**
- Processing PDF slides (check and fix missing fonts)
- **Processing PowerPoint slides (how to fix overlaps)**
- how to convert slides to PDF
- extracting media files from a PowerPoint presentation
- **embedding videos and animations in PDF files**
- trouble-shooting and answering questions



Processing slides: Documentation

Processing slides: Documentation

- ▶ Guidelines, tutorials and instructions are available on the JACoW-Wiki pages:

The screenshot displays the JACoW.org website interface. At the top, the logo 'JACoW.org' is prominent. Below it is a navigation bar with links for Home, Proceedings, Authors, Organizers / Editors (highlighted with a red box), JACoW Team, About, and Contacts. A search icon is also present.

The main content area is divided into two columns. The left column contains a sidebar menu with categories: Organizers/Editors (with sub-links 'About this Section (home)' and 'SiteMap'), Hosting a JACoW Conference (with sub-links 'Why Publish on JACoW?' and 'Running a JACoW Conference' highlighted with a red box), SPMS (with sub-link 'SPMS Installation and Use'), All Things IT (with sub-link 'Hardware, Software, Scripts, etc.'), Tutorials & Presentations (with sub-links 'By Topic' and 'By Meeting'), and Help (with sub-links 'Contact Experts (By Subject)', 'Regional SPMS Support Centres', and 'JACoW Team Slack Channel').

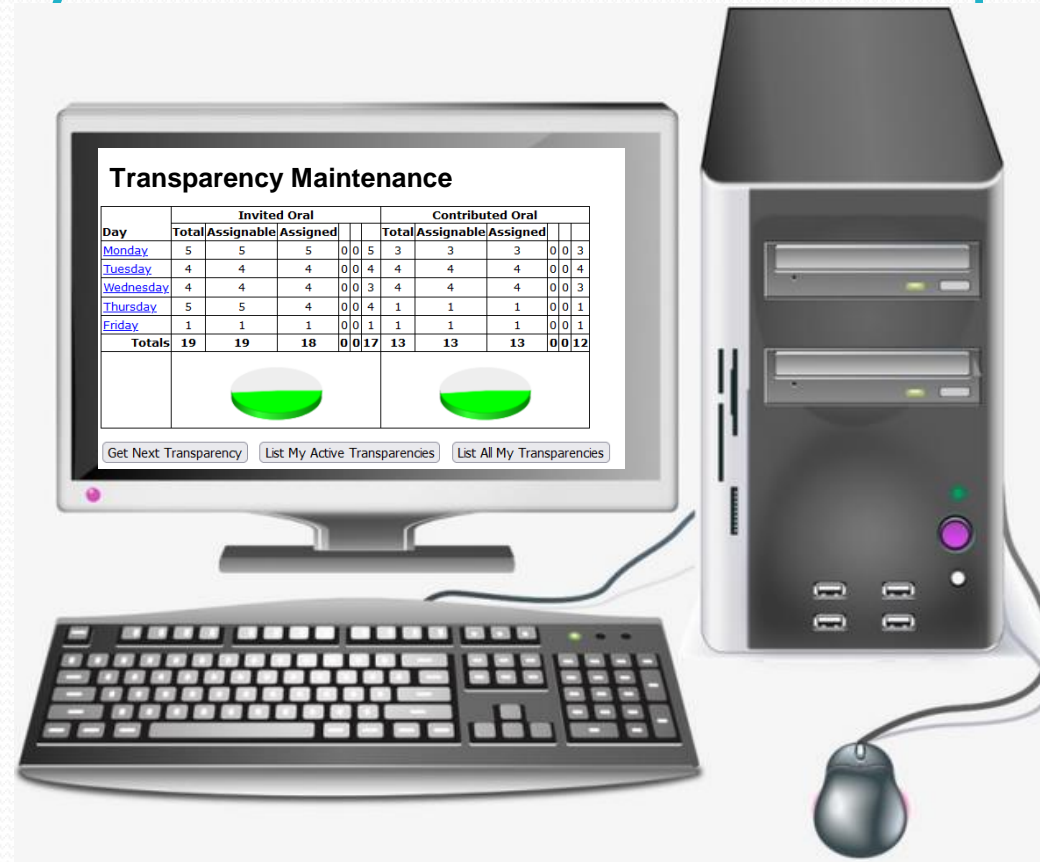
The right column features two main sections. The first is 'Running a JACoW Conference' with a sub-section 'Overviews, Roles, Staffing, and Timelines' containing a list of links: 'General Overview of Running a JACoW Member Conference', 'Organizing IPACs (and other JACoW Events) with SPMS: an On-Going Saga ...', 'List of Roles and Responsibilities During a Large Conference', 'Running & Staffing Your Proceedings Office & Other Important Roles', 'General Timelines, When and Who Does What', 'Scaling for Conference Size', and 'Life Cycle of JACoW Tools, SPMS Instance, and Publication to JACoW.org'. Below this is a sub-section 'Detailed Instructions, Guidelines, and Recommendations' with links: 'Information for Your Conference Website', 'Setting up the Proceedings Office: Ergonomics and Logistics', 'Running the Proceedings Office and the Overall Processing of Papers' (highlighted with a red box), and 'Registration through SPMS'. A red arrow points from this link to the right-hand section.

The second section is 'Running the Editing Office and the Overall Processing of Papers'. It includes a 'Contact' line for Volker Schaa (GSI Helmholtzzentrum für Schwerionenforschung GmbH) and a paragraph stating that the page provides information about overall management of the proceedings office during a conference. Below this is a list of links: 'Workflow in Conference Proceedings Offices: For Editors', 'Conference Website Dynamic Data Inclusions Conference Tools And Information Screens', 'Setting SPMS Parameters for Editing and QA', 'Paper Processing', 'Slide Processing' (highlighted with a red box), 'Cross-Checking Authors & Titles', 'Author Reception', and 'Pre-Press Publication'.

- ▶ <https://www.jacow.org/JTM2016/ProcessingTransparenciesEmbeddingAnimations>

Processing slides: Prerequisites

How to prepare your workstation in the proceedings office




The conference organizer is responsible for the PC set-up, but for processing slides some extra work is required.

Processing slides: Prerequisites

What to do before you start

- ▶ **install video transcoders and other useful software products (Handbrake, Virtual Dub, Convertio)**
 - ▶ **install Lightshot (tool for making screenshots)**
 - ▶ **install PPspliT (PowerPoint Add-in)**
 - ▶ **modify PowerPoint print options: print slides in High Quality**
 - ▶ **install Macintosh Fonts on a Windows PC**
 - ▶ **install the latest JACoW.joboptions file (needed for Acrobat distiller and Adobe PDF printer), JACoW-12.joboptions, November'23**
- ▶ **Prerequisites are available in detail on the JACoW-wiki pages:**
<https://www.jacow.org/JTM2016/ProcessingTransparenciesEmbeddingAnimations>

Processing Transparencies & Embedding Animations

Processing Transparencies - What to do before you start, updated by Michaela Marx (November 2023), [Prerequisites - What to do before you start](#) 



Processing slides:
The presentations management
in the JACoW-SPMS

Processing slides: SPMS privileges

In the SPMS (Scientific Program Management System)

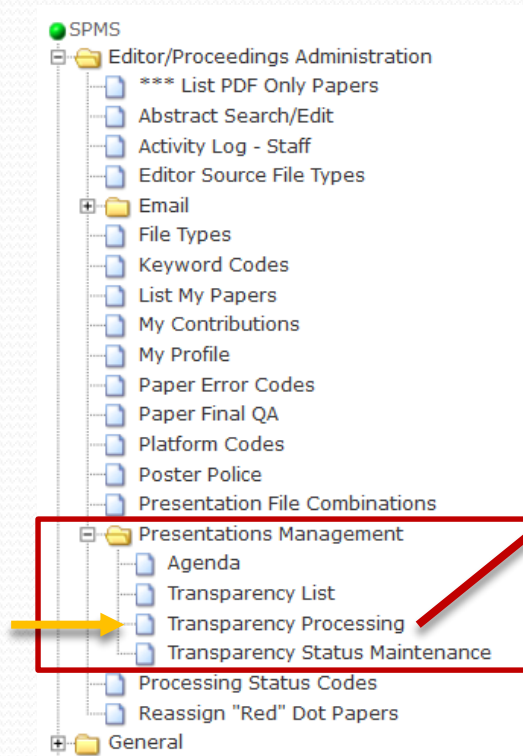
- the conference administrator needs to setup the access privileges for slide editors
- after login to the SPMS, check the boxes named ‘**Transparency Editor**’ and ‘**Transparency Processing**’

Please select the privileges you want enabled

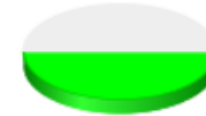
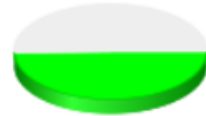
- Conference Administrator
- Conference Editor
- Editor QA
- Transparency Editor ←
- Transparency Processing ←

Processing slides: the SPMS environment

SPMS



Day	Invited Oral						Contributed Oral					
	Total	Assignable	Assigned	●	●	●	Total	Assignable	Assigned	●	●	●
Sunday	1	0	1	0	0	0	0	0	0	0	0	0
Monday	6	6	6	0	0	6	18	18	18	0	0	18
Tuesday	12	12	12	0	0	12	18	18	18	0	0	18
Wednesday	21	19	19	0	0	19	12	12	12	0	0	12
Thursday	20	19	19	0	0	19	0	0	0	0	0	0
Friday	10	10	10	0	0	10	0	0	0	0	0	0
Totals	70	66	67	0	0	66	48	48	48	0	0	48



Get Next Transparency

List My Active Transparencies

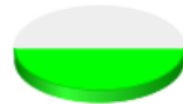
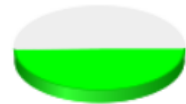
List All My Transparencies

Note: slides should only be processed after the talk has been given to make sure that it is the final version without last minute changes.

Processing Slides: the SPMS environment

▶ select a day to download the slides

Day	Invited Oral						Contributed Oral					
	Total	Assignable	Assigned	●	●	●	Total	Assignable	Assigned	●	●	●
Sunday	1	0	1	●	●	●	0	0	0	●	●	●
Monday	6	6	6	●	●	●	18	18	18	●	●	●
Tuesday	12	12	12	●	●	●	18	18	18	●	●	●
Wednesday	21	19	19	●	●	●	12	12	12	●	●	●
Thursday	20	19	19	●	●	●	0	0	0	●	●	●
Friday	10	10	10	●	●	●	0	0	0	●	●	●
Totals	70	66	67	●	●	●	48	48	48	●	●	●



Get Next Transparency

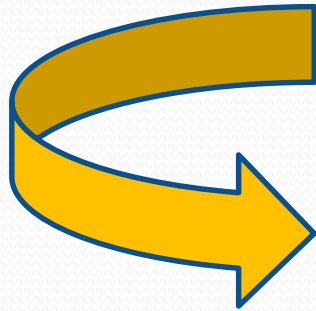
List My Active Transparencies

List All My Transparencies

Paper ID	Time	Set Status	Upload	Download	Log
SUWSM1	Sunday, 19:00	? <input type="button" value="Set Status"/>	Upload	Download	<ul style="list-style-type: none"> ✔ Email: [08-MAY-15 17:34 (Europe/Berlin)] IPAC'15: Publication of the Pre-press Proceedings ✔ Email: [05-MAY-15 12:19 (Europe/Berlin)] IPAC15: Microphone information for speakers ✔ Transparency Reassigned [Michaela Marx 04-MAY-15 16:26 (Europe/Berlin)] ✔ Transparency Assigned [Michaela Marx 04-MAY-15 16:26 (Europe/Berlin)] ✔ Email: [23-APR-15 15:38 (Europe/Berlin)] IPAC15: Reminder of contribution upload deadline ✔ Abstract Owner Changed [Todd Satogata 21-APR-15 22:26 (Europe/Berlin)] ✔ Abstract Initial QA Performed [Todd Satogata 21-APR-15 22:26 (Europe/Berlin)] ✔ Abstract Created [Todd Satogata 21-APR-15 22:26 (Europe/Berlin)]

Processing Slides: download screen

The download screen shows all files which have already been uploaded to the database by the author or by an editor.



Download files for MOXAMH01

Download a ZIP file with ALL the < last > files.

PPT - 'PPT' files

	Filename	Version	
Get this ->	MOXAMH01_TALK.PPT	< last > - Sun May 23 17:14:26 2010	log

PS - PostScript files

	Filename	Version	
Get this ->	MOXAMH01.PS	< last > - Sun May 23 13:07:22 2010	log

PDF - Portable Document Format files

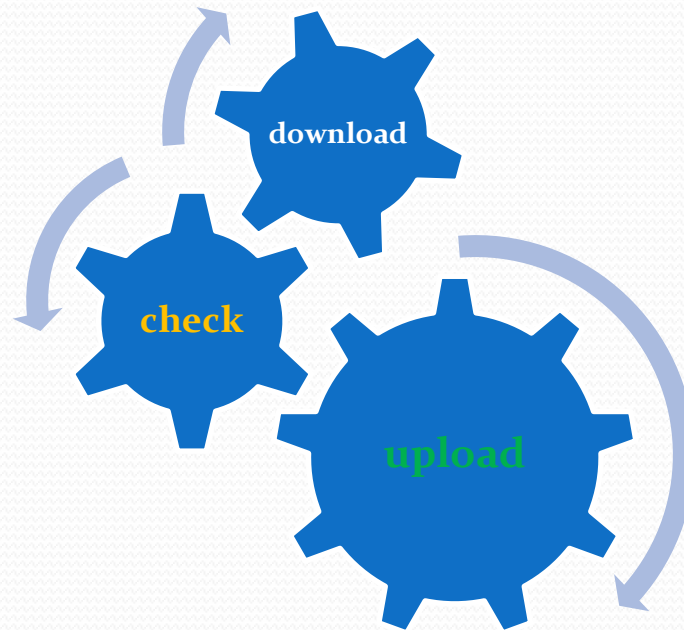
	Filename	Version	
Get this ->	MOXAMH01_TALK.PDF	< last > - Mon May 24 10:23:33 2010	log
Get this ->	MOXAMH01.PDF	< last > - Sun May 23 13:07:35 2010	log

DOC - Microsoft Word documents

	Filename	Version	
Get this ->	MOXAMH01.doc	< last > - Thu May 20 16:34:53 2010	log

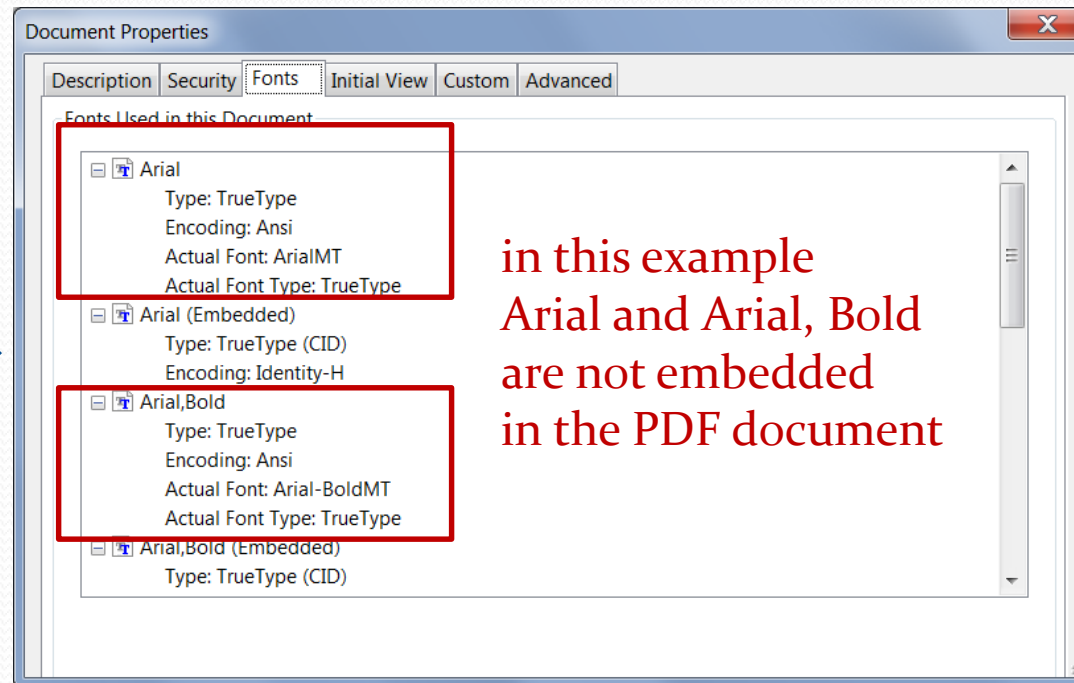
- ▶ talks are named *_TALK.PPT, *_TALK.PPTX, *_TALK.PDF, *_TALK.ODP
ODP = open document presentation (Open Office)

Processing Slides: Slides in PDF format



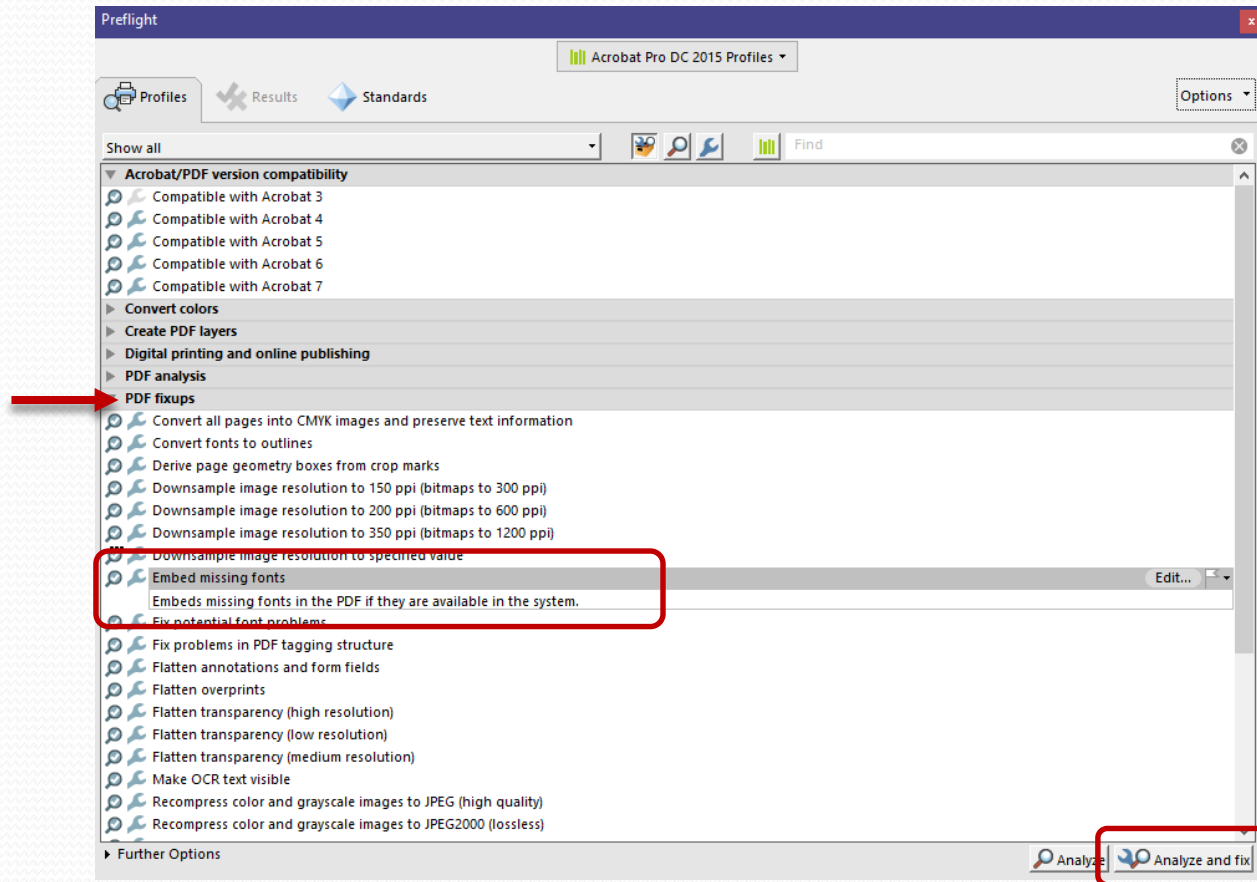
Processing PDF Slides

- ▶ If the author uploaded a PDF slides file ... great 😊
- ▶ download the PDF slides file, **do a visual inspection** and check for missing fonts in **Acrobat Pro** with **CTRL-d**



Processing PDF slides: how to embed missing fonts

- ▶ **in Acrobat Pro (example is version 2017)** do **SHIFT-CTRL-X**
- ▶ look under PDF fixups for 'Embed missing fonts' and click the 'Analyze and fix' button



- ▶ **save the PDF file, upload it to the database, leave a comment – and you are done 😊**

Processing slides: how to upload a slides file in the SPMS

► click the **Upload** button and select file type 'Transparencies'

Paper ID	Time	Set Status	Upload	Download	Log
WEOA01	Wednesday, 21:50	? Set Status	Upload	Download	<ul style="list-style-type: none">• Email: [02-NOV-21 03:22 (Europe/Berlin)] Pre-Press proceeding is updated.• Email: [28-SEP-21 08:17 (Europe/Berlin)] Final confirmation of the submitted paper• Email: [28-SEP-21 06:59 (Europe/Berlin)] Please upload slides.• File Removed [Volker RW Schaa 23-SEP-21 15:45 (Europe/Berlin)] IBIC2021_SiqiLi_record.mp4• File Uploaded [Volker RW Schaa 23-SEP-21 12:49 (Europe/Berlin)] WEOA01_talk.mp4• Transparency Assigned [Michaela Marx 15-SEP-21 15:27 (Europe/Berlin)]

Abstract: WEOA01 Attosecond Pulse Diagnostics at the LCLS XLEAP

Paper ID WEOA01
Presentation Type Invited Oral
Program Session WEOA -- Longitudinal Diagnostics and Synchronization
09/15/2021 2150 -- 2330
Hall A
Capacity: 500

File Type
Platform
File to Upload
Comments (Optional)
[Back To Your Abstract List](#)

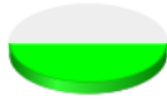
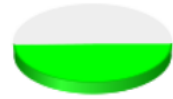
File Name	File Type
WEOA01_talk.mp4	Talk Movie

[move](#)

Processing slides: status and comments

- ▶ after the upload, set the processing status (red or green), and leave a comment

Day	Invited Oral						Contributed Oral					
	Total	Assignable	Assigned	●	●	●	Total	Assignable	Assigned	●	●	●
Sunday	1	0	1	0	0	0	0	0	0	0	0	0
Monday	6	6	6	0	0	6	18	18	18	0	0	18
Tuesday	12	12	12	0	0	12	18	18	18	0	0	18
Wednesday	21	19	19	0	0	19	12	12	12	0	0	12
Thursday	20	19	19	0	0	19	0	0	0	0	0	0
Friday	10	10	10	0	0	10	0	0	0	0	0	0
Totals	70	66	67	0	0	66	48	48	48	0	0	48



Paper ID	Time	Set Status	Upload	Download	Log
SUWSM1	Sunday, 19:00	<input type="button" value="?"/> <input type="button" value="Red"/> <input type="button" value="Yellow"/> <input type="button" value="Green"/>	Upload	Download	<ul style="list-style-type: none"> ✔ Email: [08-MAY-15 17:34 (Europe/Berlin)] IPAC'15: Publication of the Pre-press Proceedings ✔ Email: [05-MAY-15 12:19 (Europe/Berlin)] IPAC15: Microphone information for speakers ✔ Transparency Reassigned [Michaela Marx 04-MAY-15 16:26 (Europe/Berlin)] ✔ Transparency Assigned [Michaela Marx 04-MAY-15 16:26 (Europe/Berlin)] ✔ Email: [23-APR-15 15:38 (Europe/Berlin)] IPAC15: Reminder of contribution upload deadline ✔ Abstract Owner Changed [Todd Satogata 21-APR-15 22:26 (Europe/Berlin)] ✔ Abstract Initial QA Performed [Todd Satogata 21-APR-15 22:26 (Europe/Berlin)] ✔ Abstract Created [Todd Satogata 21-APR-15 22:26 (Europe/Berlin)]

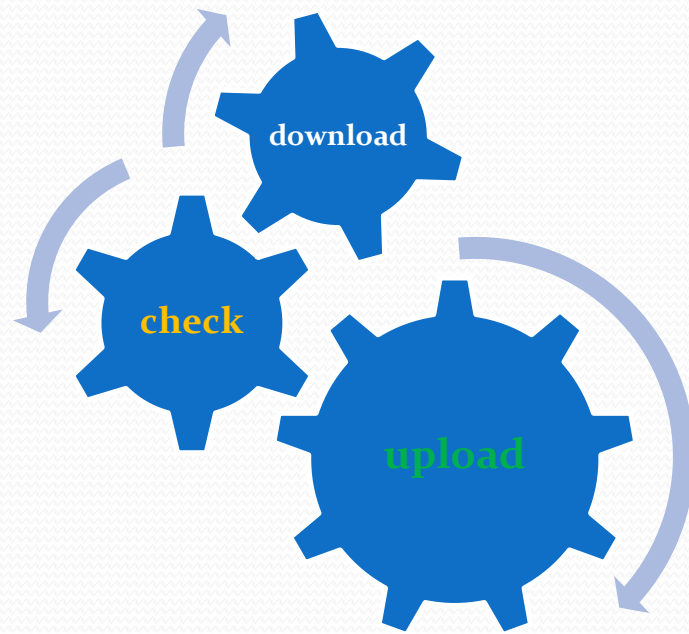
- ▶ **GREEN: Perfect!** Leave a nice comment and you are done 😊

- ▶ **RED: There is a problem and further action is required!**

Describe the problem in the comment field –

an email with your comment will be send by the SPMS to the speaker

Processing Slides: PowerPoint slides



Now the challenge: processing PowerPoint slides

If the author uploaded PPT (PowerPoint) slides only ...

- ▶ download the PPT slides file, **start the slide show (press F5) for a visual inspection** and check for:
 - 👁 overlapping images or text
 - 👁 bad or missing characters
 - 👁 animations and embedded videos
 - 👁 the slides format (4:3, widescreen or whatever)
- ▶ in case everything looks fine, convert the PPT slides to PDF and upload them to the database
- ▶ in case you detect overlaps or animations some extra work is needed before the slides can be converted to PDF

Processing slides: Fixing overlaps with PPspliT



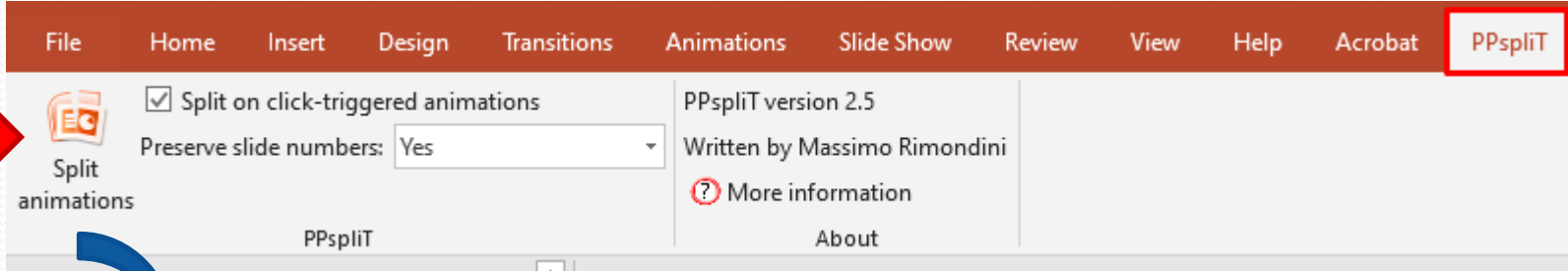
Fixing overlaps using PPspliT

- ▶ the PowerPoint Add-in named PPspliT is used to separate overlapping content
- ▶ the installation of the Add-in is described in the Prerequisites on the JACoW Wiki pages:
<https://www.jacow.org/JTM2016/ProcessingTransparenciesEmbeddingAnimations>

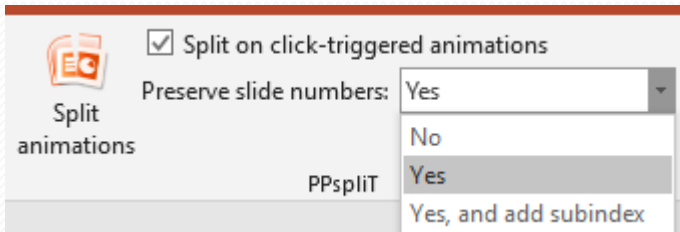
Processing Transparencies & Embedding Animations

Processing Transparencies - What to do before you start, updated by Michaela Marx (November 2023), [Prerequisites - What to do before you start](#)

- ▶ after the add-in has been installed PowerPoint offers a new tab named PPspliT. To run the add-in select the slides where you want to split the overlapping content and hit the Split animations button on the left.



The screenshot shows the PowerPoint ribbon with the PPspliT tab selected. The ribbon includes File, Home, Insert, Design, Transitions, Animations, Slide Show, Review, View, Help, Acrobat, and PPspliT. The PPspliT tab contains a 'Split animations' button with a red arrow pointing to it. To the right of the button are settings: 'Split on click-triggered animations' (checked), 'Preserve slide numbers: Yes', 'PPspliT version 2.5', 'Written by Massimo Rimondini', and a 'More information' link.



The close-up shows the 'Preserve slide numbers' dropdown menu with options: 'Yes', 'No', 'Yes', and 'Yes, and add subindex'. A blue arrow points from the 'Yes' option in the main ribbon to this close-up.

- ▶ slide numbers should be preserved!

Processing slides:

How to convert PowerPoint slides to PDF?



Processing slides: how to convert PPT to PDF

There are different ways to convert PPT slides to PDF – but there is **only one way recommended:**

- ▶ print the slides to the Adobe PDF printer
- ▶ only this way makes sure to embed all fonts
- ▶ **Exception:** Use **Save As type PDF** when printing to Adobe PDF failed, e.g. when images look strange or colors have changed

Print the slides to the Adobe PDF printer for conversion to PDF

Print

Copies: 1

Printer

Adobe PDF Ready

Printer Properties

Settings

Print All Slides
Print entire presentation

Slides:

Full Page Slides
Print 1 slide per page

Collated
1,2,3 1,2,3 1,2,3

Color

Edit Header & Footer

Printer Properties

- ▶ select the **JACoW-12 options**
- ▶ choose the correct Adobe PDF Page Size based on the slides format

Adobe PDF Document Properties

Layout Paper/Quality Adobe PDF Settings

Adobe PDF Conversion Settings

Setup for JACoW - paper size, embed all fonts, compression, Acrobat 7 compatibility.

Default Settings: JACoW-12 Edit...

Adobe PDF Security: None Edit...

Adobe PDF Output Folder: Prompt for Adobe PDF filename Browse...

Adobe PDF Page Size: On-Screen Show (widescreen) Add...

Replace Existing PDF: Always

View Adobe PDF results

Add document information

Rely on system fonts only; do not use document fonts uncheck here

Delete log files for successful jobs

OK Cancel

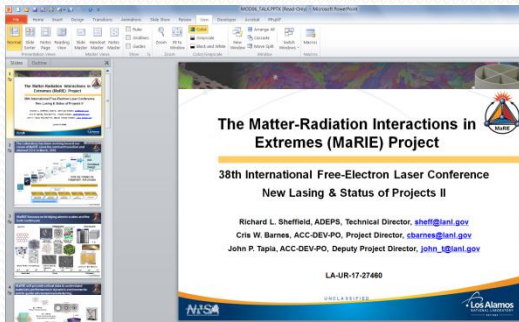
- ▶ the **JACoW-12 options** make sure that all fonts will be embedded 
- ▶ for the **widescreen format** select **On-Screen Show (widescreen)** from the list of available page sizes



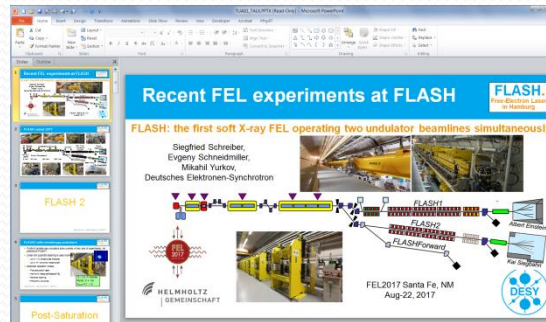
Processing slides: How to adjust the slides format

Processing slides: different formats

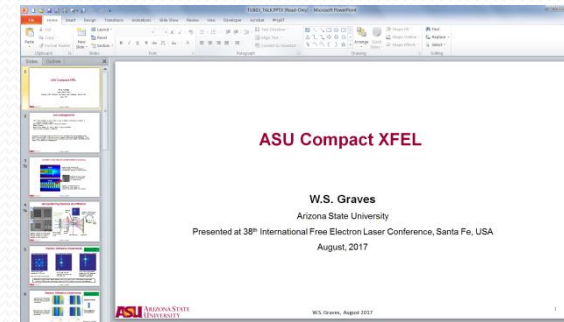
Standard (4:3)



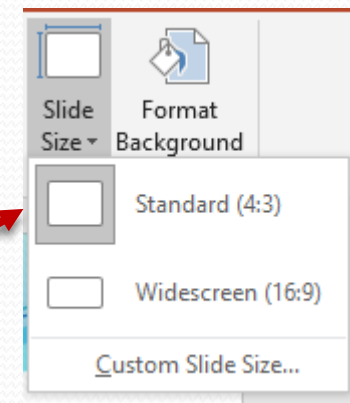
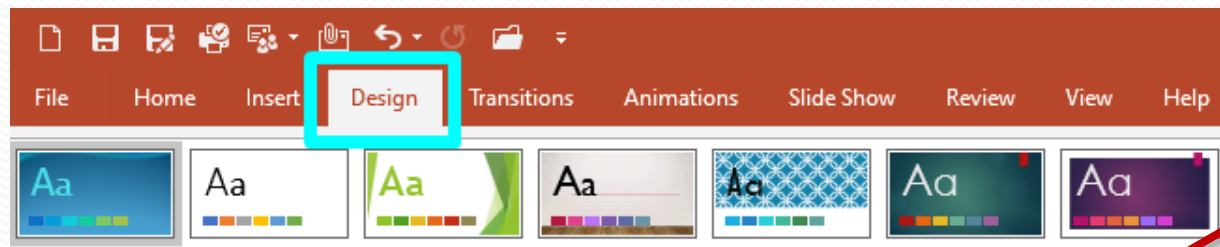
Widescreen (16:9)



Custom Slide Size



► to check the format → select Design → Slide Size



► the slide size is highlighted in grey, if not, click on **Custom Slide Size** to get the size

Processing slides: how to deal with different formats

- ▶ look at the JACoW-Wiki pages for further instructions:

<https://www.jacow.org/JTM2016/ProcessingTransparenciesEmbeddingAnimations>

The screenshot shows the JACoW.org website. The main navigation bar includes links for Home, Proceedings, Authors, Organizers / Editors (highlighted with a red box), JACoW Team, About, and Contacts. A search icon is also present. On the left sidebar, the 'Organizers/Editors' section is expanded, with 'Running a JACoW Conference' highlighted in a red box. The main content area features a section titled 'Preparing for Tutorial' with a list of tools and instructions, including Powerpoint, Acrobat Pro, Handbrake, Virtual Dub, Cam Studio, PPsplit, and Adobe Flash Player. Below this is a section for 'Processing Transparencies & Embedding Animations' with a link to 'How to deal with different slide formats, Instructions' (updated by Michaela Marx in November 2023), which is pointed to by a red arrow. A thumbs-up icon is located at the bottom right of the page.

Home Proceedings Authors **Organizers / Editors** JACoW Team About Contacts

Organizers/Editors
About this Section (home)
SiteMap

Hosting a JACoW Conference
Why Publish on JACoW?
Running a JACoW Conference

SPMS
SPMS Installation and Use

All Things IT
Hardware, Software, Scripts, etc.

Tutorials & Presentations
By Topic
By Meeting

Help
Contact Experts (By Subject)
Regional SPMS Support Centres
JACoW Team Slack Channel

Preparing for Tutorial

Kick-off Notes [Pre-Tutorial Notes 2022](#) Acknowledgements to *Michaela Marx (DESY)* michaela.marx@desy.de presented by *David Button (ANSTO)* david.button@ansto.gov.au

- Powerpoint installed
- Acrobat Pro installed [Attach.config.docx](#)
- Handbrake (video transcoder to convert avi and wmv files to MPEG-4) <https://handbrake.fr/downloads.php>
- Virtual Dub (free video capture/video processing utility) <https://sourceforge.net/projects/virtualdub/>
- Cam Studio <https://camstudio.org/>
- PPsplit <http://www.maxonthenet.altervista.org/ppsplit.php> zip file password is: "ppsplit" [Github](#)
- Adobe Flash Player **NO LONGER SUPPORTED!!**

Other useful tools

- VLC Player (free cross-platform multimedia player) <https://sourceforge.net/projects/vlc/>
- Lightshot (to take customizable screenshots) <https://app.prtscr.com/en/index.html>

Processing Transparencies & Embedding Animations

Processing Transparencies - What to do before you start, updated by Michaela Marx (November 2023), [Prerequisites - What to do before you start](#)

How to deal with different slide formats, [Instructions](#) (updated by Michaela Marx in November 2023)



Processing slides: File upload in the SPMS

SPMS File upload: upload both, pdf and split slides

- ▶ save the new PPT file with split objects as **Filename_TALK_split.pptx**
- ▶ convert the PPT slides to PDF and save as **Filename_TALK.pdf**
- ▶ upload both files to the database

Paper ID	Time	Set Status	Upload	Download	Log
SUWSM1	Sunday, 19:00	? Set Status	Upload	Download	<ul style="list-style-type: none">✦ Email: [08-MAY-15 17:34 (Europe/Berlin)] IPAC'15: Publication of the Pre-press Proceedings✦ Email: [05-MAY-15 12:19 (Europe/Berlin)] IPAC15: Microphone information for speakers✦ Transparency Reassigned [Michaela Marx 04-MAY-15 16:26 (Europe/Berlin)]✦ Transparency Assigned [Michaela Marx 04-MAY-15 16:26 (Europe/Berlin)]✦ Email: [23-APR-15 15:38 (Europe/Berlin)] IPAC15: Reminder of contribution upload deadline✦ Abstract Owner Changed [Todd Satogata 21-APR-15 22:26 (Europe/Berlin)]✦ Abstract Initial QA Performed [Todd Satogata 21-APR-15 22:26 (Europe/Berlin)]✦ Abstract Created [Todd Satogata 21-APR-15 22:26 (Europe/Berlin)]

SRF 2015 File Upload

Abstract: TUA02 Commissioning of the SRF Linac for ARIEL
Paper ID TUA02
Presentation Type Invited Oral
TUA -- Facilities II
Program Session 09/15/2015 0800 -- 1010
Sea to Sky Ballroom A

File Type

Platform

File to Upload

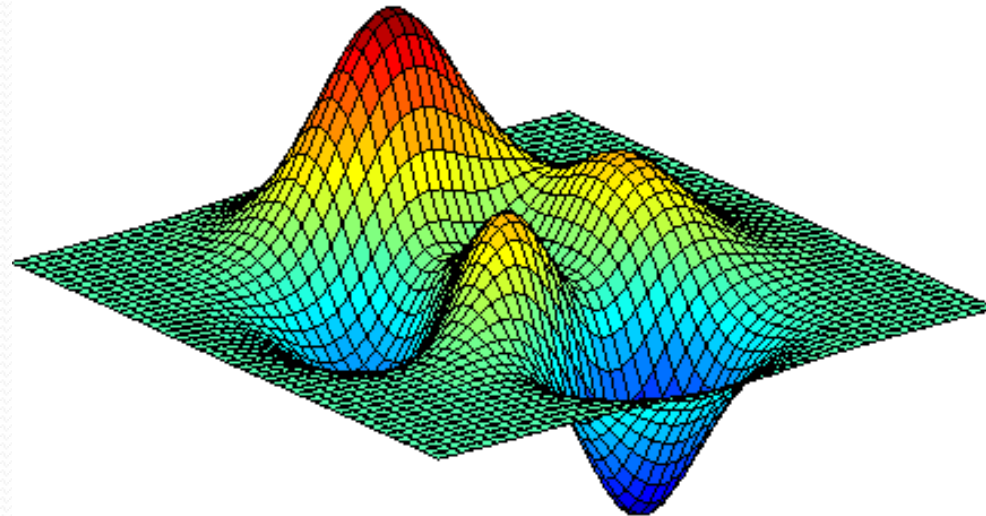
Comments (Optional)

Other Supporting Files
Portable Document Format or Post Script
Poster
Source File (MS Word, Open Document or LaTeX)
Talk Movies
Transparencies

for uploading the split slides
select **Other Supporting Files**
as File Type

for uploading the PDF slides file
select **Transparencies**

Processing slides: Embedding videos and animated gifs in PDF files



Embedding videos and animations in PDF files

If the PowerPoint presentation contains videos or animated gifs ...

- ▶ extract the media files
- ▶ transform video files (*.avi) to **MPEG-4** (*.mp4) which is the supported Acrobat video format
- ▶ transform animated gifs to **MPEG-4** directly with **Convertio**
- ▶ **convert the PPT slides to PDF by printing to Adobe PDF**



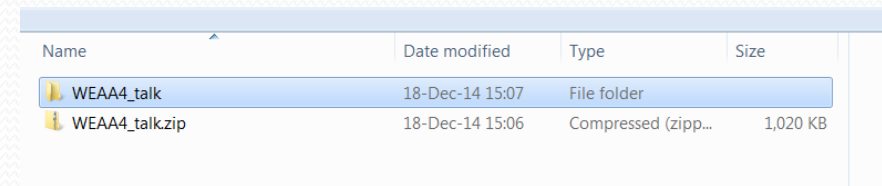
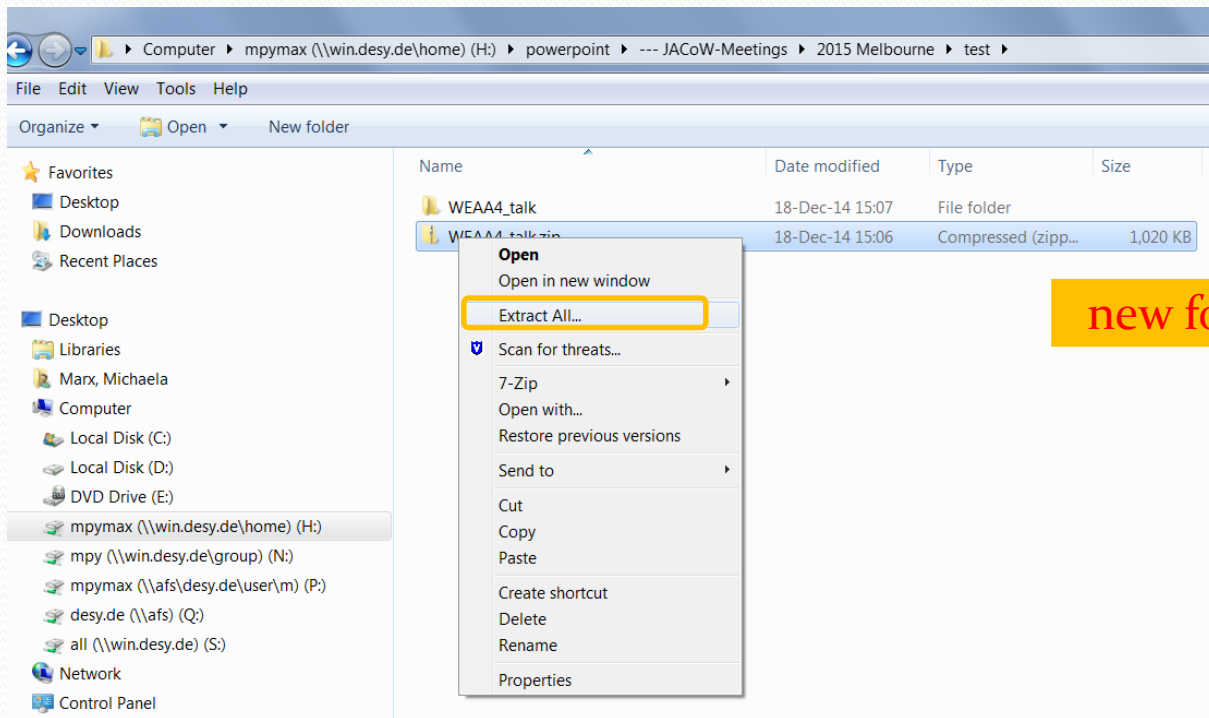
- ▶ **after all these steps**, open the PDF slides file and embed the videos and animations

Processing slides: How to extract media files like videos and animated gifs from PowerPoint



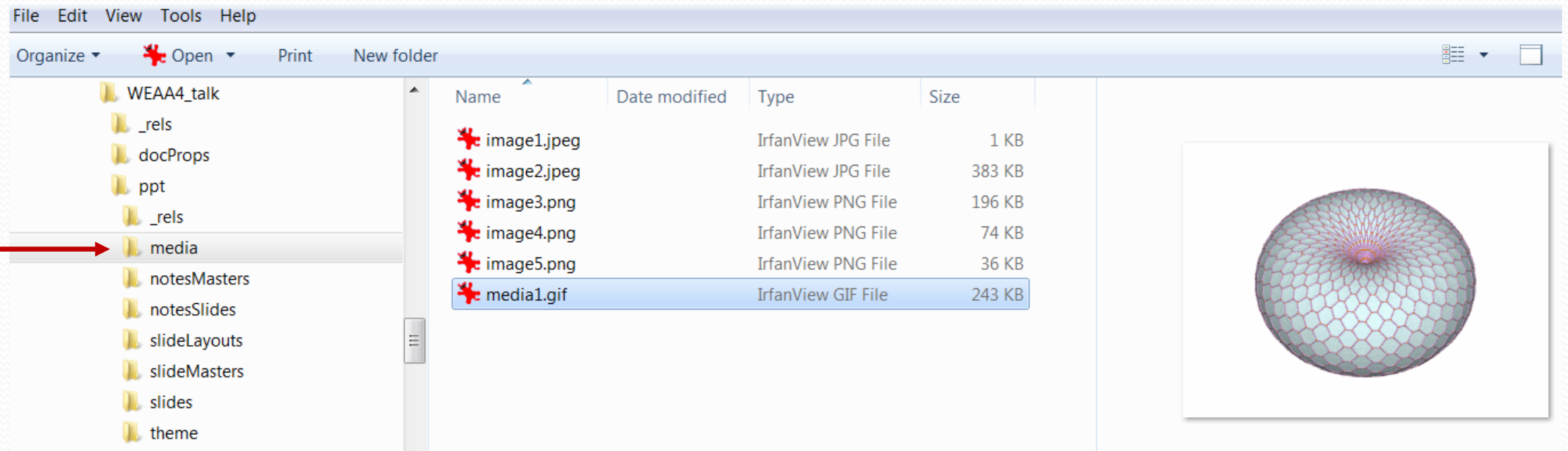
How to extract Media Files from PowerPoint Presentations

- In PowerPoint go to **File** and click **Save As**. Make sure you choose the .pptx format
- Go to the directory where you saved the presentation and rename the .pptx file to .zip
- Use an archive extractor tool, e.g. 7-zip, WinZip or (easier) just do a right-mouse-click to extract the .zip file contents



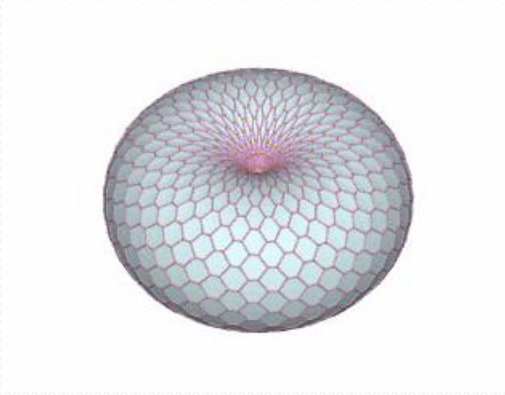
How to extract Media Files from PowerPoint Presentations

- All images, videos and animated gifs are saved in a subfolder named **media**:



- ▶ these media files (.gif, .avi, .wmv or whatever) must be converted to mpeg-4 for embedding in the PDF file
- ▶ **Note:** to reduce the size of extracted mpeg-4 files just use Handbrake and convert from mpeg-4 to mpeg-4 ☺

animated gifs

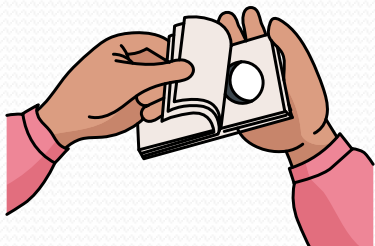


Example

Reference:

<http://visualizingmath.tumblr.com/post/52743559077/a-torus-consists-of-a-central-axis-with-a-vortex>

- an animated gif is a type of gif image that can be animated by combining several images into a single file, like a flip-book



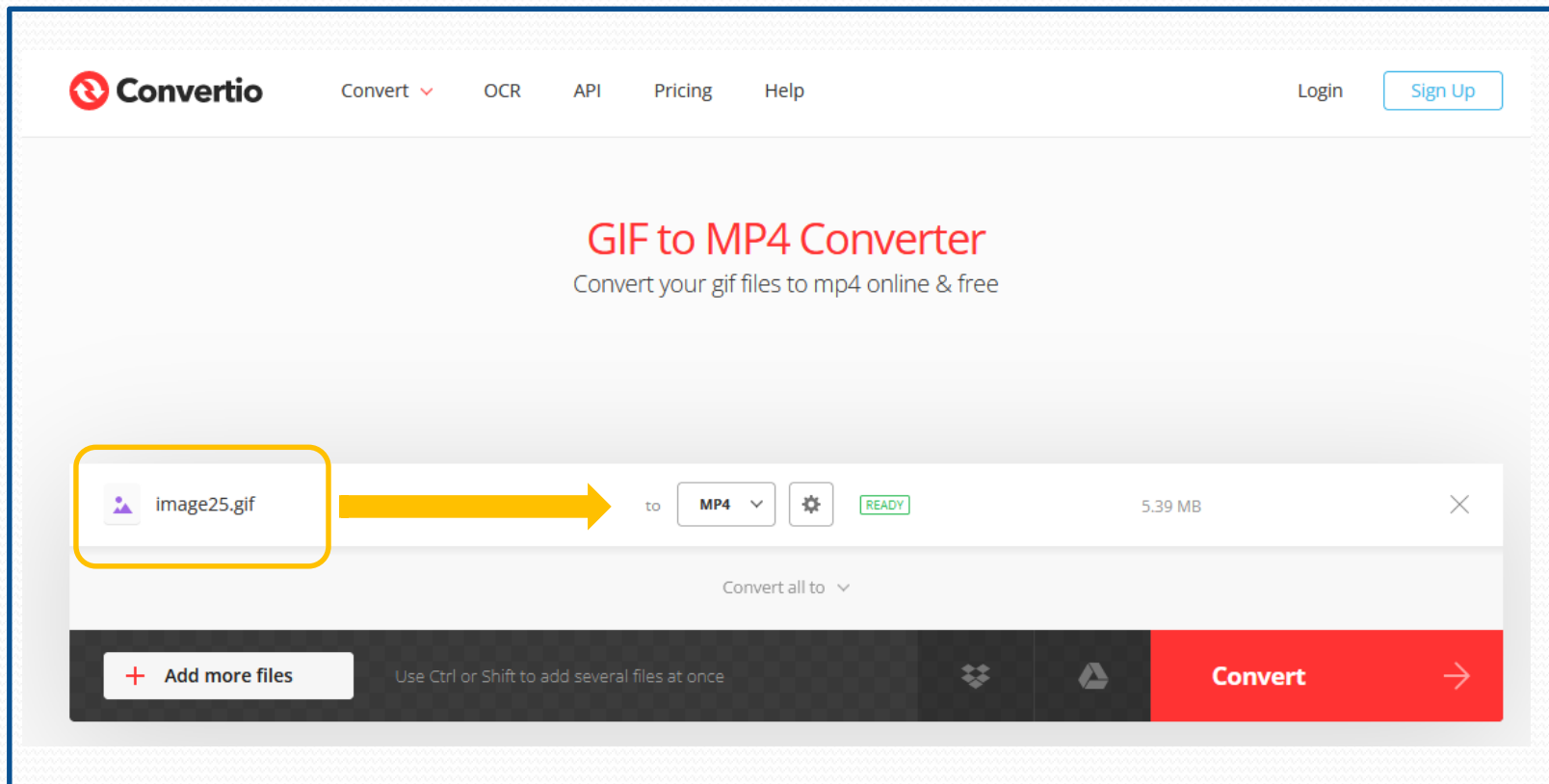
Transforming animated gifs to mp4 using Convertio

 **Convertio** is a powerful file converter

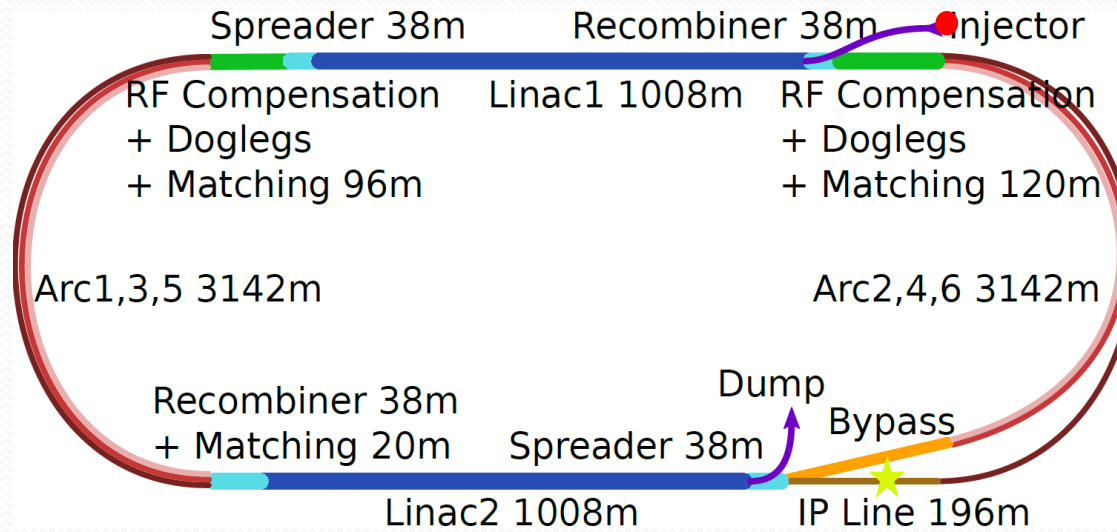
▶ converts animated gifs directly to mp4 online & free through the web browser

<https://convertio.co/gif-mp4/>

▶ faster then using VirtualDub and Handbrake (which takes two steps to convert from gif to mp4)



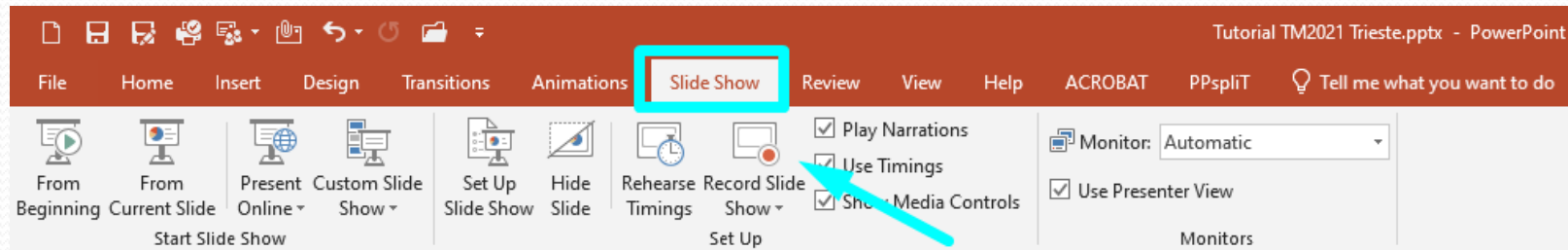
Processing slides: How to deal with motion path animations



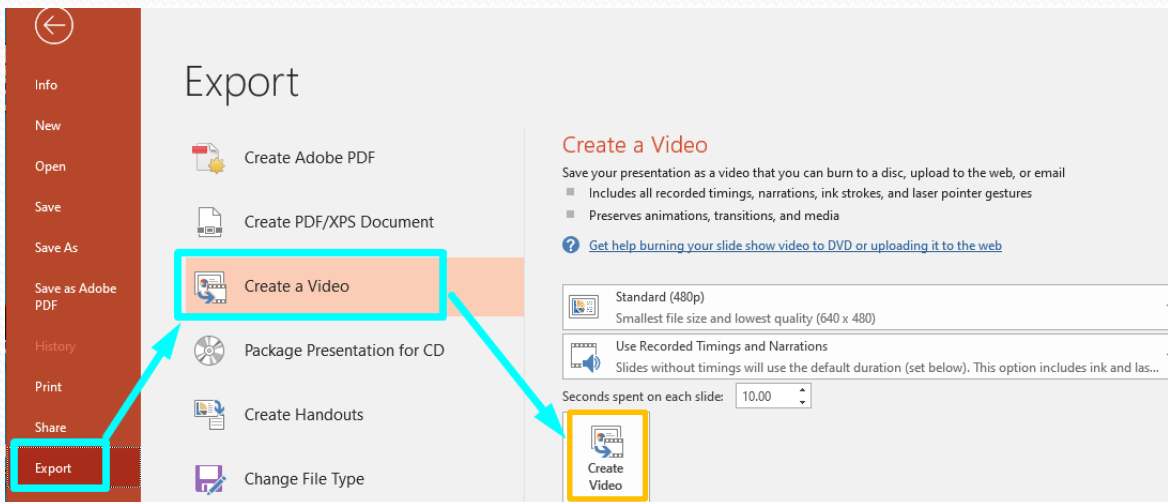
Motion Path Animations


- ▶ motion path animations are a very special visual gimmick in PowerPoint presentations
- ▶ for embedding in PDF files they can be recorded and saved as a video file

▶ PowerPoint can record a slide show



▶ After the slide has been recorded, click on File/Export and select 'Create a Video'. Save as type MPEG-4 video and embed the video in the PDF file.

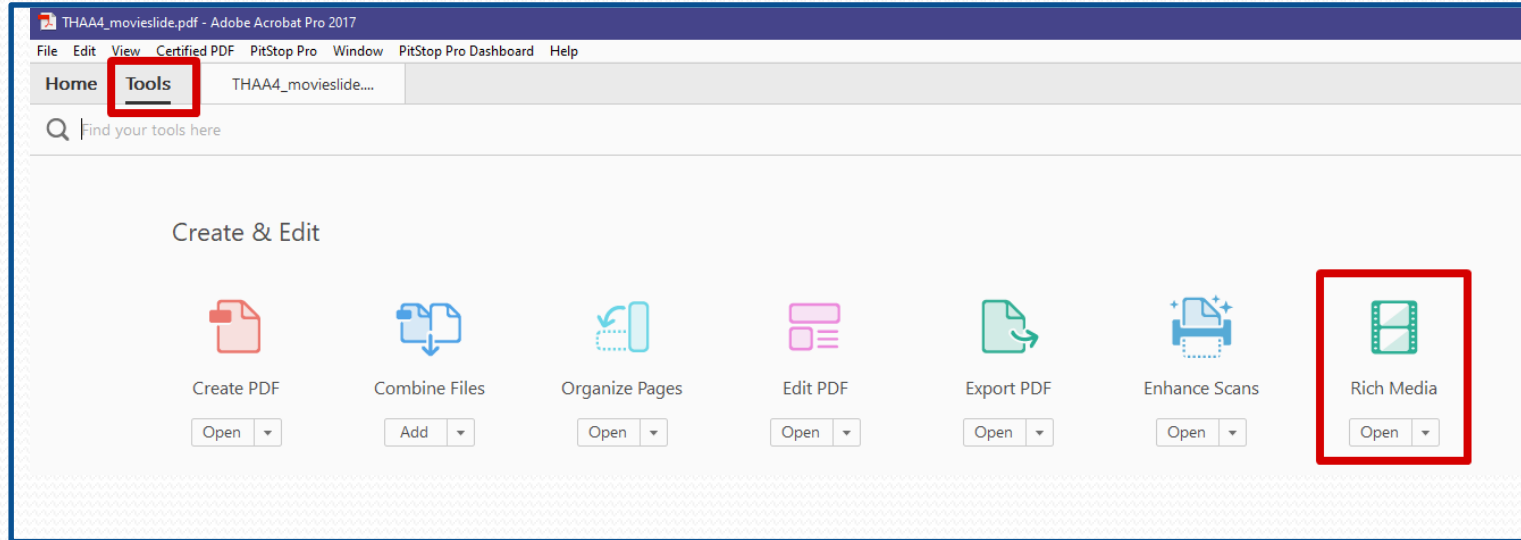




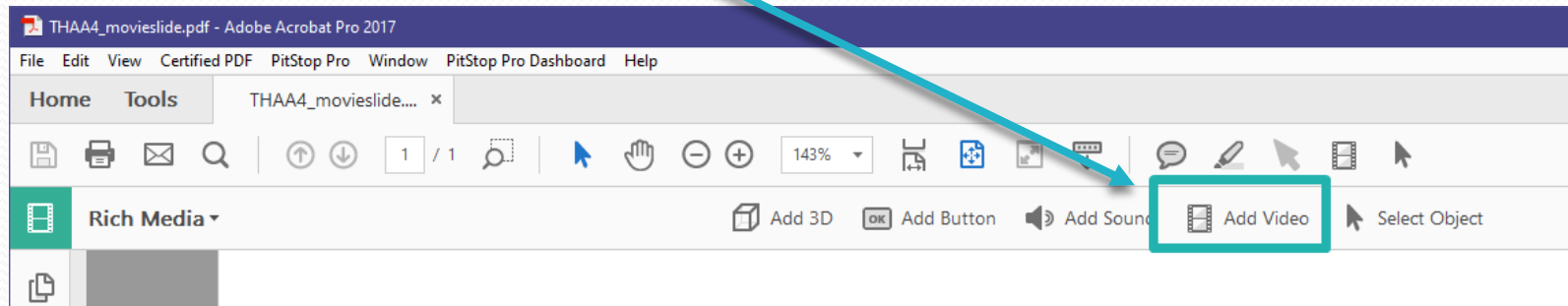
Processing slides: How to insert mpeg-4 videos in PDF documents

How to insert videos in PDF documents

- ▶ in **Acrobat Pro** click on **Tools** and select **Rich Media**

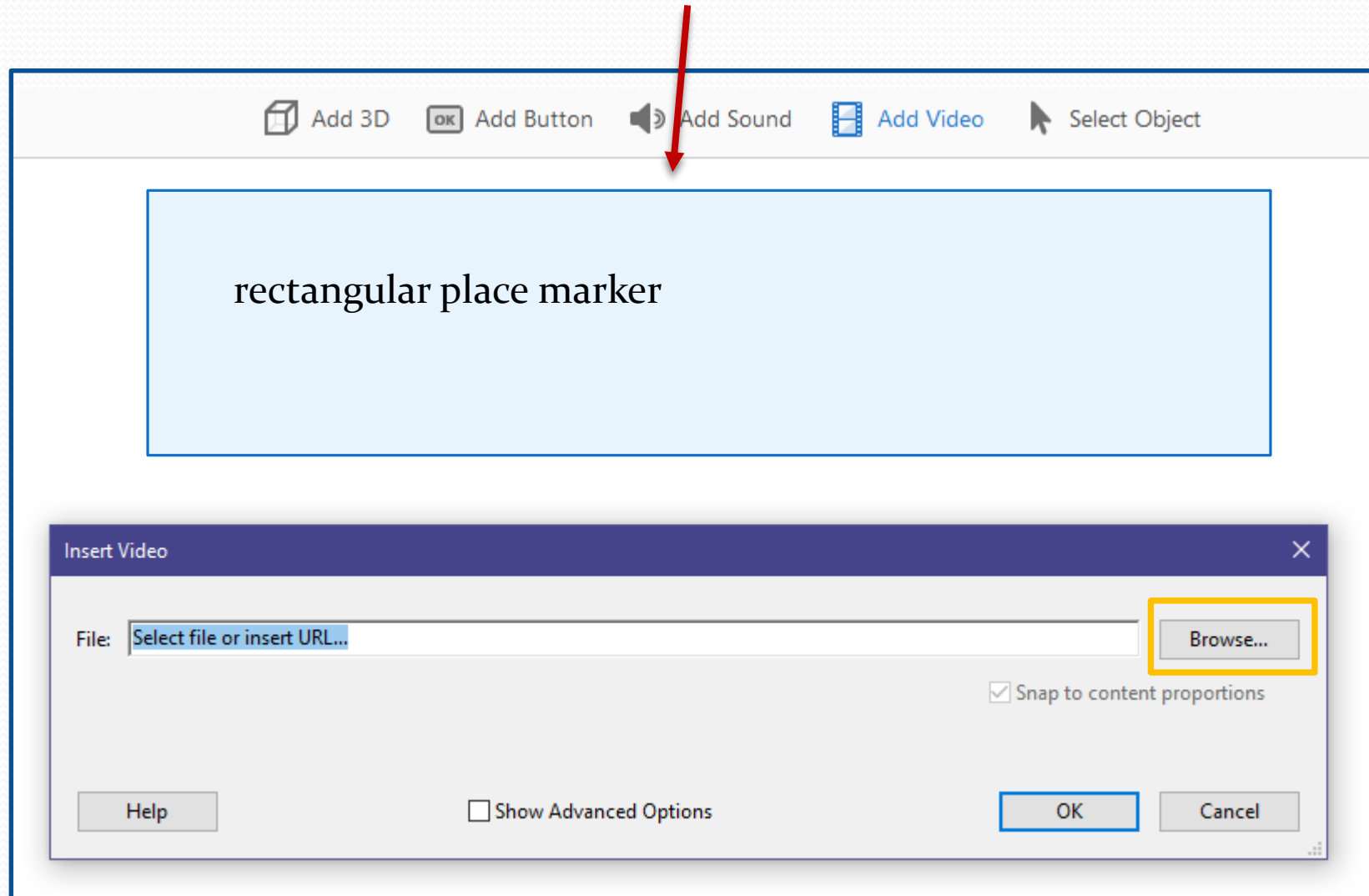


- ▶ click on 'Add Video'

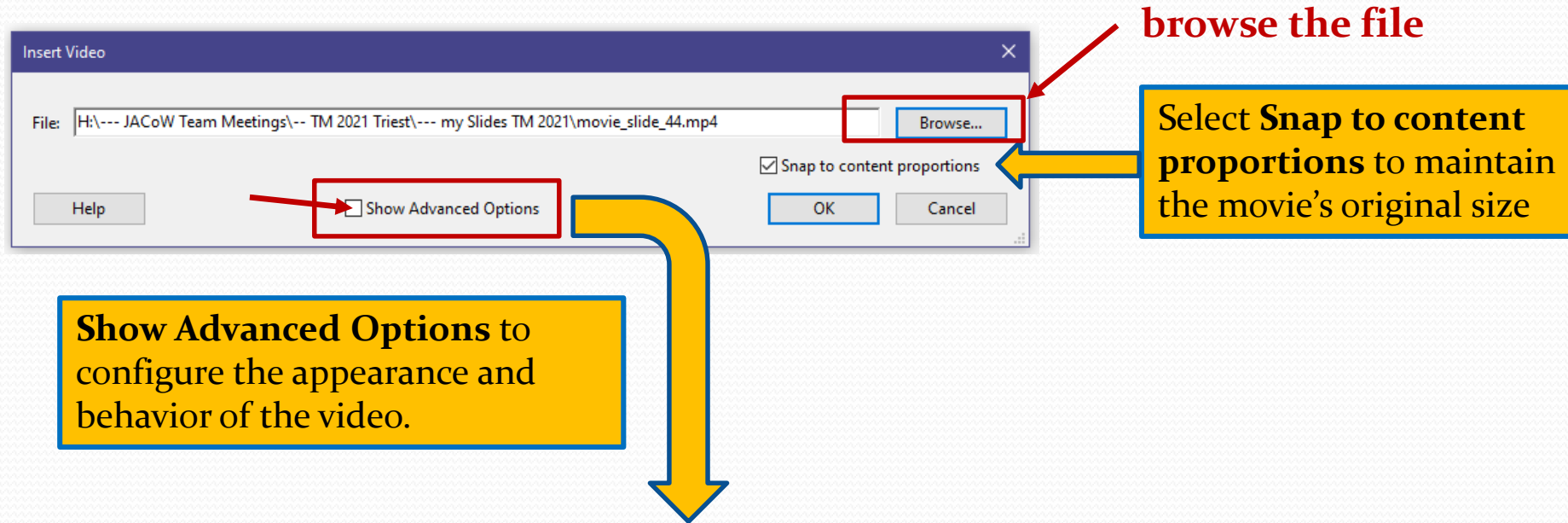


How to insert videos in PDF documents

- ▶ draw a **place marker** on the PDF slide or double-click the page to open the 'Insert Video' dialog box

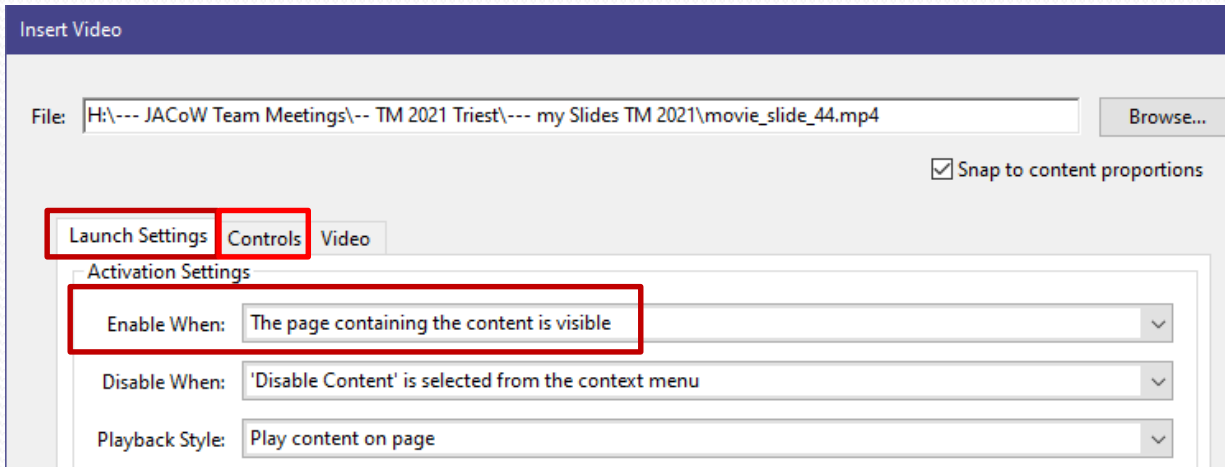


How to insert videos in PDF documents



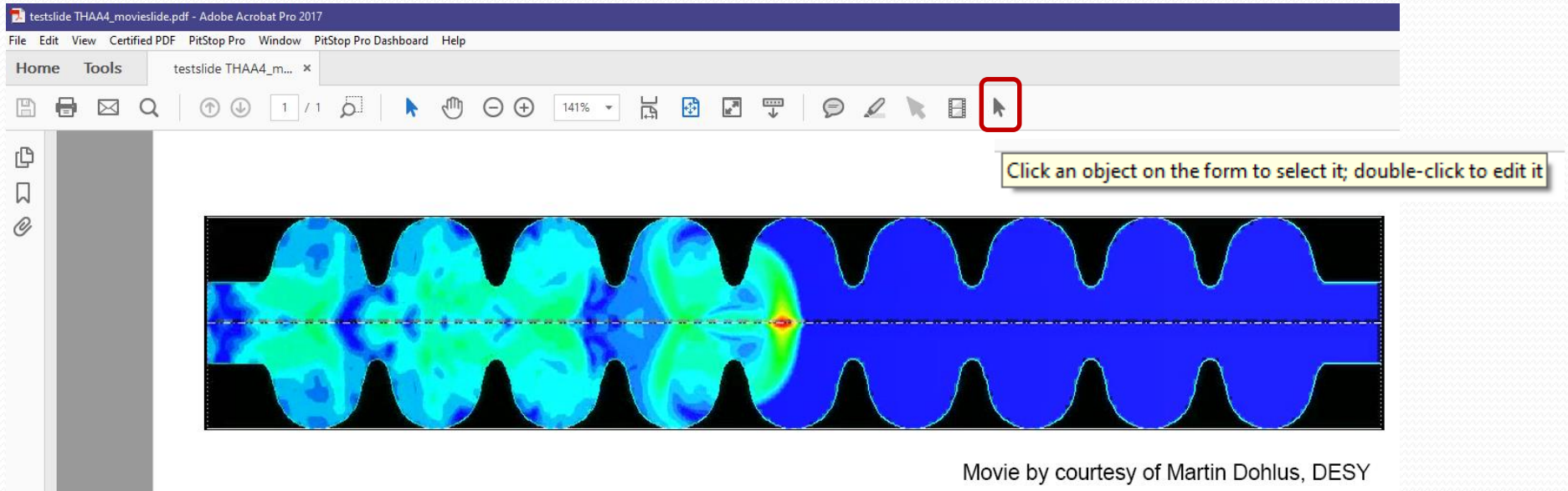
The screenshot shows the 'Insert Video' dialog box. A red box highlights the 'Browse...' button, with a red arrow pointing to it and the text 'browse the file'. Another red box highlights the 'Show Advanced Options' checkbox, with a red arrow pointing to it. A yellow box on the right contains the text 'Select Snap to content proportions to maintain the movie's original size', with a yellow arrow pointing to the 'Snap to content proportions' checkbox. A large yellow arrow points from the 'Show Advanced Options' area down to the next screenshot.

Show Advanced Options to configure the appearance and behavior of the video.



The screenshot shows the 'Insert Video' dialog box with the 'Advanced Options' section expanded. The 'Launch Settings' tab is selected, and the 'Controls' sub-tab is active. A red box highlights the 'Enable When' dropdown menu, which is set to 'The page containing the content is visible'. Other options include 'Disable When' set to ''Disable Content' is selected from the context menu' and 'Playback Style' set to 'Play content on page'.

Modify videos in PDF documents



► to modify the **position** or the **size** of the video use the **Select Object tool**



Processing Slides: Trouble-Shooting

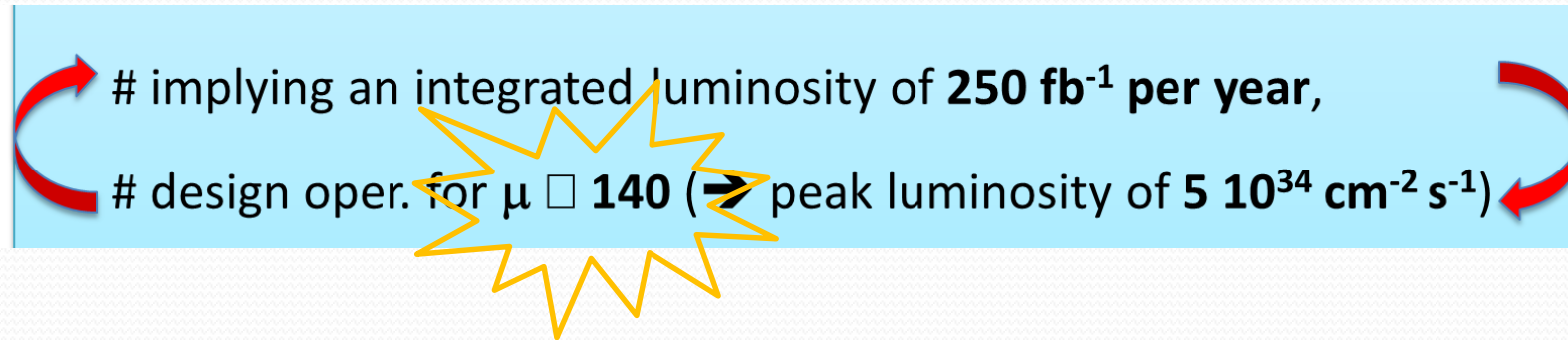


Processing Slides: Trouble-Shooting Missing characters



Example: PPT slide containing text, symbols and numbers

- ▶ when running PowerPoint, not embedded characters appear as a blank box  which is a placeholder for a missing font - **quite hard to detect!**



- ▶ when you are not sure how to fix it, **set status to RED** and contact the author. The missing character in this example was a **less than or equal sign!**



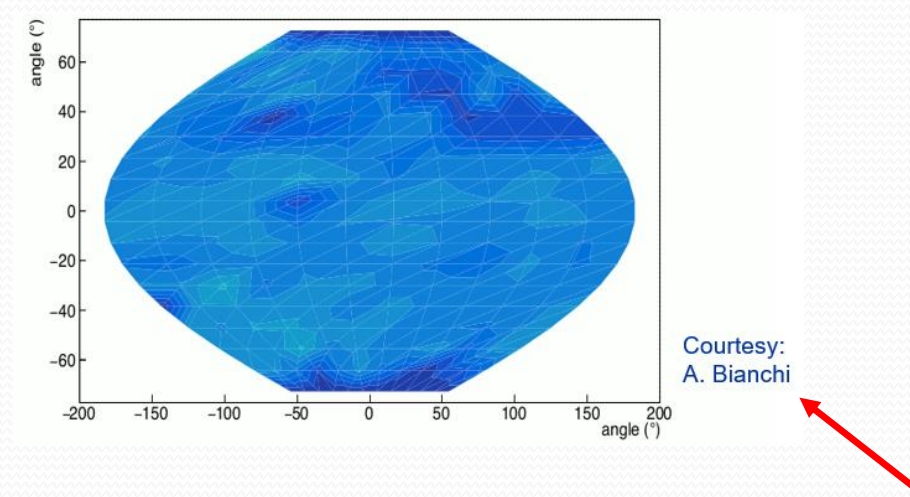
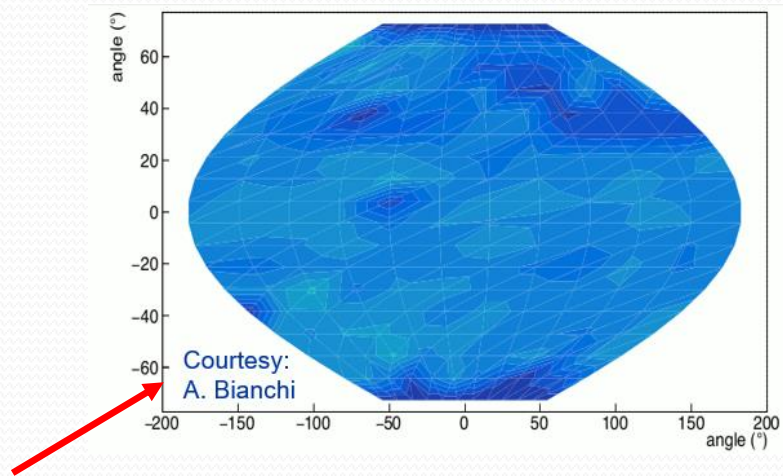
for $\mu \leq 140$



Processing slides: Trouble-Shooting
Shapes or captions covering videos

Example: Shapes or captions covering videos

- ▶ it could happen that captions or shapes on a PPT slide are covering the video – they are not part of the video and will disappear after the conversion to PDF
- ▶ to fix this issue just move the text box before conversion from PPT to PDF



- ▶ in this example the text box covering the animation has been moved to the right side

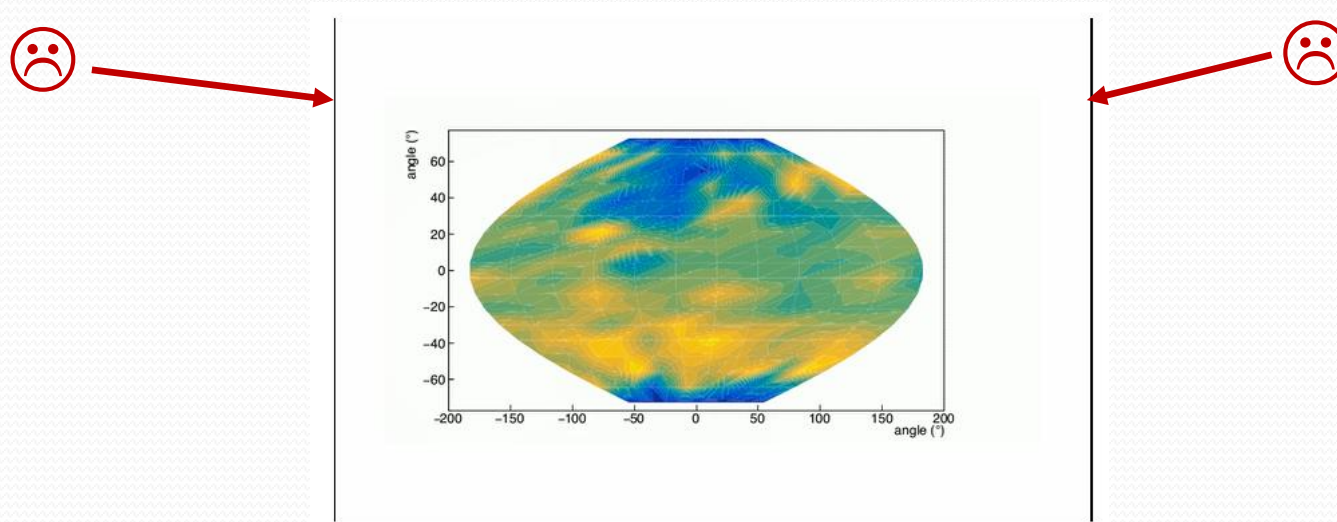
Example taken from A. Bianchi et al, “Temperature Mapping on a Niobium-Coated Copper Superconducting Radio-Frequency Cavity”, arXiv:2305.09597 [physics.acc-ph], 2023



Processing slides: Trouble-Shooting
Embedded video in a PDF document
appears with a fragmented black frame

Example: Black lines around an embedded video

- ▶ after a video has been embedded in the PDF file you see black lines surrounding the video ... **this is a bug in Acrobat** - Adobe is not able or not willing to fix it ☹️
- ▶ try to get rid of the lines by changing the size of the video – sometimes it works, sometimes not



Example taken from A. Bianchi et al, “Temperature Mapping on a Niobium-Coated Copper Superconducting Radio-Frequency Cavity”, arXiv:2305.09597 [physics.acc-ph], 2023

Thank you
for your attention 😊