

SOFTWARE GUIDE

VIDEO PROJECTS	Technical Problems	Fix
PhotoStory 3 Creates a "video" story from still pictures. Can add narration, music, video effects, motion, transitions, and text.	<p>File size limit: Program becomes "corrupted" after reaching running length over 5 minutes.</p> <p>When using the Add Text feature in PS3, text can only be placed over a picture.</p>	<p>Save project often, if it is longer than 5 minutes, work in shorter sections no longer than 5 minutes each, exporting each section as a windows media video then combine the separate videos into one video using windows movie maker.</p> <p>"Text-Only" images can be created as slides in PPT or other "paint" program then saved as image file.</p>
	Technical Problems	Fix
Powerpoint Can be used to create simple to extremely complex presentations that mimic many effects available in NLE software like WMM or i-Movie.	<p>If an "Animation Scheme" is applied to the presentation, then narration is recorded onto the slides, all timings for narration will be out of sync or the narration will be completely cut off.</p>	<p>Only use "Custom Animations". Never use "Animation Schemes" when adding audio.</p>
	<p>Default Narration Audio Recording quality setting in Powerpoint distorts the sound of the voice.</p>	<p>Change audio quality from 11 kHz, 8 bit to 11.x kHz, 16 bit for better voice quality.</p>
	<p>Unless careful to organize content correctly, links to external audio, video and documents will be broken when moved between computers or to portable media like CD-Rs or Jump Drives.</p>	<p>Make sure that PPT document and all "linked" media and documents are in same folder BEFORE creating hyperlinks.</p> <p>Use "Package for CD" feature (on PC only)</p>
	<p>Embedded video limited to Windows Media Video (WMV) or "compressed" AVIs on PC, Quicktime (.MOV) on MAC.</p> <p>Most digital still cameras that can record "movies", won't work in PPT.</p>	<p>Convert video format to required format for PC or MAC platform using 3rd party software.</p>

SOFTWARE GUIDE

VIDEO PROJECTS (Continued)	Technical Problems	Fix
Windows Movie Maker Create a video (WMV format) from captured video clips, still pictures, audio files. Add text, effects and transitions.	XP and Vista versions of WMM are not compatible. WMM projects created on Vista OS. But, exported "Windows Media Video" movies will play on either OS. "Collections" not saved with project file	Stick to one computer for all editing.
	May lose file "link" path when moving WMM projects and video clips between workstations. Media with broken link paths appear as Red X'd objects.	Can re-link red "X'd" out clips on timeline using "Browse for Missing File". Again, sticking to one computer for all editing avoids this problem.
	Sometimes, for no apparent reason, media files or the project itself becomes corrupted and can't be opened. This is especially true with long video projects or projects with lots of video effects added to clips.	No fix except starting over using original media files. Rule of thumb, save project often and save using multiple file names. Avoid using too many video effects.
	Only "overlay" allowed is text. Can't insert pictures or "cover video" over original video.	Can "copy" and "paste" audio track from video clip into narration/music track then replace "video track" with pictures or other video.

SOFTWARE GUIDE

AUDIO PROJECTS	Technical Problems	Fix
Audacity Multi-Track Audio Recording and Editing software Freeware from http://audacity.sourceforge.net/ that students can download and install on their personal computers. Fairly easy to use "if" student reads /follows tutorials	Different versions of Audacity not backwards compatible.	Must use same or later version of Audacity. Students can use "AUDACITY PORTABLE" ver 1.2.6. available at: http://portableapps.com/apps/music_video/audacity_portable to run Audacity program from a Jump Drive.
	Can't open and use WMA format audio files in Audacity. This is format for many Digital Voice Recorders, like many Olympus DVR models.	Use "free" Jodix WMA to MP3 converter to convert format. Download free converter from: http://jodix.com
	Extremely large amount of disk space required while the project is open. Student may run out of space if trying to use a smaller Jump Drive to hold their open project while working on it.	Students should save the "Project" to the Computer's hard drive while working on the project. After "closing" the Audacity project, move it to a Jump Drive since the size of the project will be reduced.
	Students don't always know the difference between the "Project" file and the exported audio file (saved as .wav or .mp3 format). Sometimes turn in a project files instead of the mixed audio file.	Make sure students understand the difference between project files and the exported audio files they are to submit.
	Students only save the "Project" file. Then can't reopen their project to continue editing because audio files are missing.	Must keep both the project and the related project files folder to reopen a project.
	Audio files (like music) that have been trimmed in the project cannot be restored to their original length.	No fix except starting over using original file. PS: Must have "original" audio file saved!

SOFTWARE GUIDE

WEB PROJECTS General Information	Should provide students with instruction concerning web file and folder structure and relative paths that affect the use of pictures, media and linked documents. Should have all students try to login to server early in semester. Not all students are automatically given server access privileges and the IT helpdesk staff are the only people who can fix this problem. Best to provide the helpdesk with a list of all students names and email addresses who can't login to server.	
	Technical Problems	Fix
Powerpoint Can create a fully functional PPT presentation with custom animation, audio and video clips that work on the web and playback within a browser. Just create PPT presentation then upload it and all "linked" media/documents to the server.	If not organized properly during creation and insertion of "linked" media (audio and video) and documents, then links won't work after uploading to server.	Make sure that PPT document and all "linked" media and documents are in same folder BEFORE creating hyperlinks. Then, either upload the entire folder or the entire contents of the folder to the server keeping in mind that the URL to the PPT will be affected by which method is used. Students will need to be shown how to connect and upload to server space and how the URL is affected by how they place the documents on the server.
Microsoft Word Creates a "no frills" website Fairly easy to create basic web pages or sites as long as students understand how to organize their website.	Can't use "format" pictures or drag pictures to position them on a page. Pictures and text blocks positioned this way will not appear in the same position when viewed in a browser.	Can only use left, center or right justification to position text blocks or pictures on a page. Must create tables and cells to control placement of text and pictures on the page. But again, tables themselves can only use left, center or right justification for placement on the page. Create one table to hold EVERYTHING! Students using multiple tables end up dragging them to position them. This doesn't work for the same reason that they can't drag text blocks or pictures.

SOFTWARE GUIDE

<p>Microsoft Word (Continued)</p> <p>Part of Microsoft Office. Available in all campus labs but some compatability issues between 2003 and 2007.</p> <p>Most students already know the basic tools for creating word documents. Creating web pages is just as easy but there are page layout limitations. When saving as a web page, Word automatically creates a folder associated to the web page that holds copies of all the pictures used on that page.</p>	<p>Students often don't upload all the pages, associated folders and linked documents or media to the server or upload them to the wrong location or into a different relative path on the server.</p> <p>Students capitalize the filename, index.htm, typically used for a homepage naming it Index.htm. Index.htm (with a capital I) won't automatically open unless typed into URL with capital letter.</p>	<p>Provide a diagram showing website folder/file structure.</p> <p>Have students start by creating a folder called "website". Then, have them place all documents and media files into the same folder. Finally, have them create and save "temporary place holder" pages into that folder before creating navigation links between pages or links to documents or media on their website.</p> <p>When uploading, they can just upload the contents of the "website" folder and not the folder itself if they will only have one website on their personal server space. If they have multiple websites, they should upload the folder and include the folder name in the URL</p> <p>Always use lowercase for all filenames. Avoid using non-alpha/numeric characters or spaces in filenames.</p> <p>Can be hard to fix. Must open "bad" Index.htm file, save it with another filename, delete the original Index.htm file and associated folder, then open and resave renamed document as index.htm (with lower case i).</p>
---	--	--

SOFTWARE GUIDE

MICROSOFT PUBLISHER	Technical Problems	Fix
<p>Create a website from web templates</p> <p>Part of Microsoft Office Professional. Available in all labs.</p> <p>Easy to follow directions for creating a new print document or website using design templates.</p> <p>Easy select and replace to change text or pictures.</p> <p>Automatically creates, names and updates navigation menus as pages are created, added and deleted.</p>	<p>Most students have MS Office Basic and Publisher isn't part of "package".</p> <p>Hyperlinks to "external" documents or media files don't work properly without "editing" them. Hyperlink paths to external documents or media are different for home page vs all other pages on publisher website.</p> <p>Built in "Web Preview" works for everything except links to "external" documents. Must open the "index.htm" file to check links to "external" documents in IE.</p> <p>Students get confused about the difference between the "Publisher" document used to create and edit the webpages, the "website" files and folder that is created when using "Publish to the Web" and the actual "uploading" of 'Published' websites to the server.</p>	<p>Students can download free trial version of Publisher 2007 from Microsoft... good for 60 days. No "trial" version available for MACs. MAC users can use i-Web instead of Publisher.</p> <p>Must "edit" path of hyperlink after creating it. This is relatively complicated if students don't understand how hyperlinks work based on relative paths between the hyperlink and the linked files.</p> <p>Can open the home page from the Published Website directly into a browser to test links to external documents.</p> <p>Faculty should explain what each document is and what they are used for as well as showing and explaining the file structure of a website and how they relate between the local "published" site and the uploaded site to the server.</p>

SOFTWARE GUIDE

<p>Microsoft Frontpage</p> <p>Full featured WYSIWYG web site authoring software Currently available in all labs running Office 2003. Not available in labs with Office 2007.</p> <p>Can create rollover buttons within softare without using 3rd party image editing tools.</p> <p>Automatically creates navigation menu/links between webpages.</p>	<p>Relatively easy but also VERY EASY to make mistakes that make pages unviewable or resulting in broken navigation links.</p> <p>Some features, like forms, aren't supported on Kent Personal Server.</p> <p>Often problems if don't follow direction EXACTLY, especially if using navigation menu "webbots" or "shared border" webbots.</p>	<p>Often, no fix once webbot features are corrupted. Must rebuild site from scratch.</p>
<p>Dreamweaver</p> <p>Full featured WYSIWYG web site authoring software</p> <p>One of the top rated web development packages available today.</p>	<p>Not available in ET or most labs on campus. Only available in select "departmental" run labs and in the SMS.</p> <p>Very steep learning curve. Not for the faint of heart. Difficult to learn and might need to learn 3rd party software, like Photoshop or Fireworks, to create interactive elements.</p> <p>Few automated features, like creating navigation menus. Must create navigation links from "scratch".</p>	