

# Using Soundslides

## Preparing your media files

### Image files

Image files must be RGB jpeg files, and must have a ".jpg" file extension. Images must not be Progressive JPGs. Soundslides can import any image size, and will resize the images to fit the size of the final slide show automatically. **For the web, it's best to use photos with a horizontal orientation.**

After selecting your images, prepare and save them into the "slideshow" sub-folder in the reporter's slug folder:

1. Open the photos in Photoshop
2. Adjust colour, etc.
3. Crop the photo to 640px in width and 480px in height
4. Choose **File** menu > **Save for Web** to save your photo as a JPG
5. Import all images into Soundslides

### Audio files

Audio files must be a 16bit mp3 file with a sample rate of 44100 Hz. See the Editing Audio with Audacity Guide for instructions on how to prepare your audio file.

## Creating a new project

To create a new project:

1. Launch Soundslides
2. Click the NEW button
3. Save the file as slug-slideshow in the "slideshow" sub-folder in the reporter's slug folder

## Importing your files

After creating your new project, you will be presented with the media import screen.



## Importing JPGs

Click the JPG button and select your JPG images from the "slideshow" sub-folder. Soundslides will then load and import the image files.

*Creating a slide show without audio*

*Soundslides Plus can create "click-through" slide shows without audio. After importing your image files, click on "Skip Audio" to proceed to the editing interface bypassing the audio import.*

## Importing Audio

Click the SND button and load your audio file.

After importing your images and audio, Soundslides will proceed to the main editing interface.



### !!!!!!!!!!!! Setting custom size before importing !!!!!!!!!!!!!

Soundslides is not limited to the default size. You may choose to adjust your image dimensions before importing your images.

To change the size:

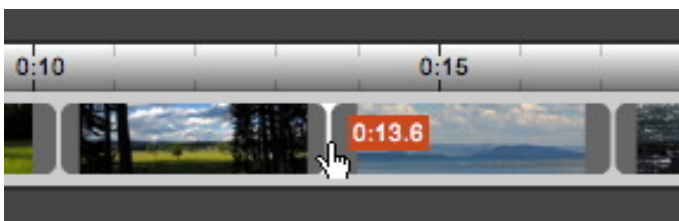
1. Click on the "Custom slide show" radio button
2. Change the image width and height to your desired dimensions. For Capital News Online, use 640 for width and 480 for height.

## Adjusting timing

There are three main methods for adjusting the timing of your images in Soundslides; slider timing, in-point timing and drag and drop timing.

### Slider timing

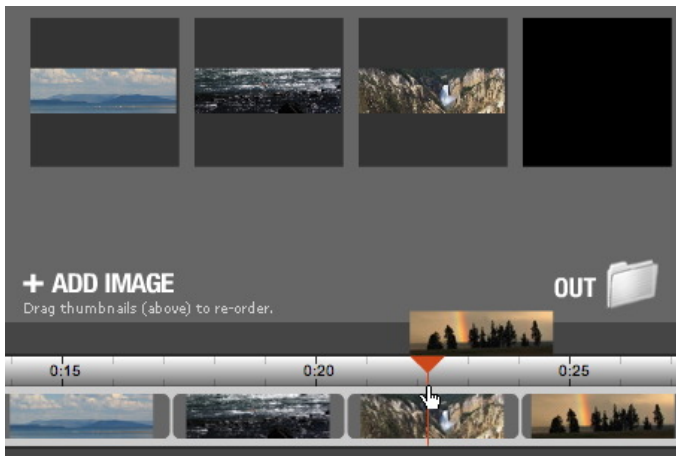
Slider editing is the most common method of editing. Simply click and drag the slide markers in between an image to adjust the duration of the two images. Adjusting one slide marker adjusts the duration of the previous image AND the beginning mark of the current image.





## In-Point timing

You can enter the point in time that you would like an image to appear. While the "Slide info" tab selected, type the time into the "In point" text field.



## Drag and drop timing

Drag and drop timing only affects one image at a time and is extremely useful when adding an image to an existing slide show. With the SLIDES tab selected, click and drag the image from main thumbnail to the timeline and drop it into place.

[Click here for a video demonstration of drag and drop timing](#)

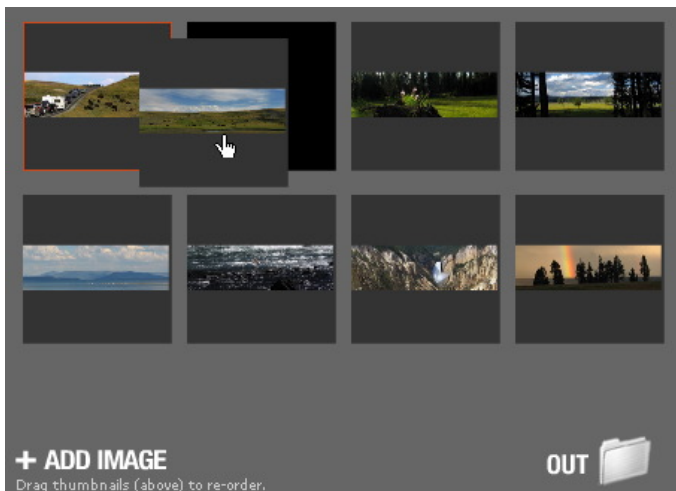
## Reset timing

If you'd like to spread the image out evenly across the timeline, you can also choose Spread images evenly from the Timeline menu.

## Overall slide show length

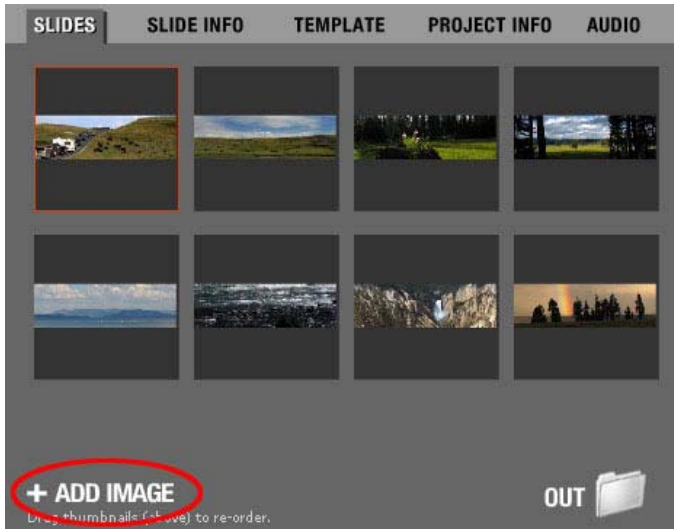
The length of a slide show is determined by the length of the audio file.

## Editing image order



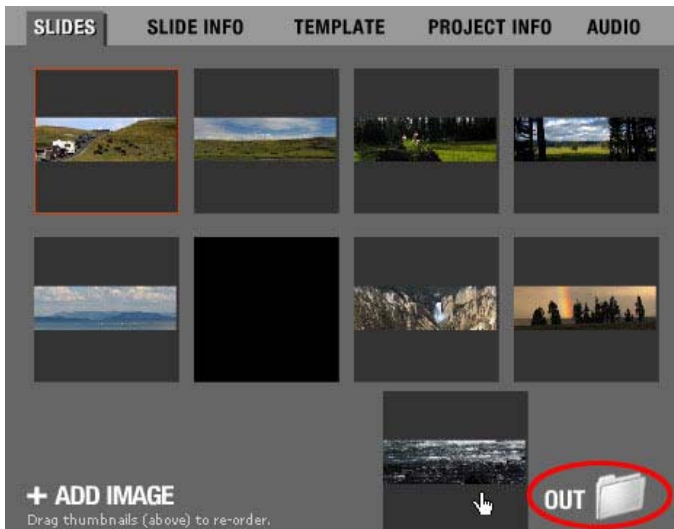
Images can be re-ordered by clicking and dragging the thumbnails under the "SLIDES" tab.

## Adding, removing, replacing images



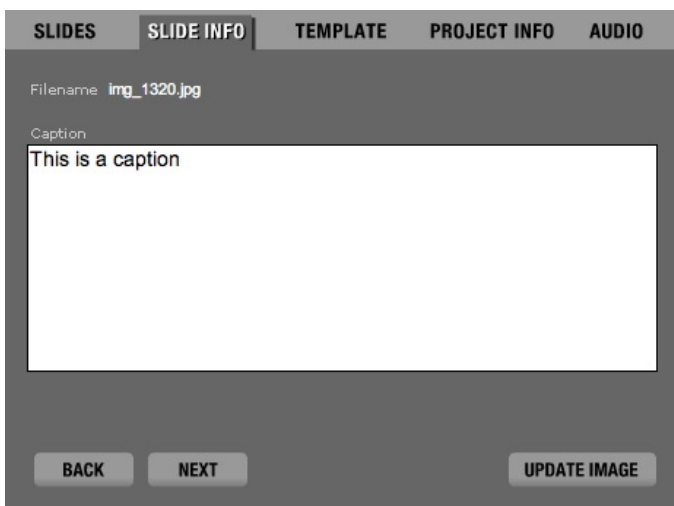
### Adding an image

To add an image to an existing slide show, select the SLIDES tab and click ADD IMAGE. SoundSlides will then import the image and place it at the end of the timeline.



### Removing an image

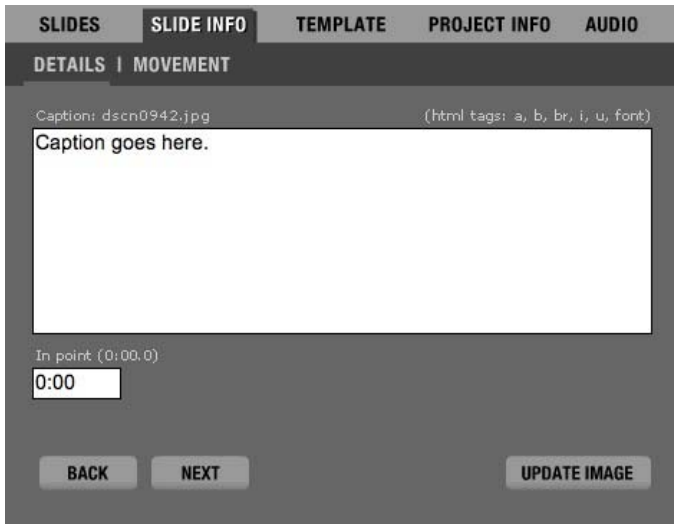
To remove or delete an image, select the SLIDES tab and click and drag the thumbnail to the OUT folder (out bin). To return the image to the edit after moving it to the OUT folder, click the OUT folder and select the image to return.



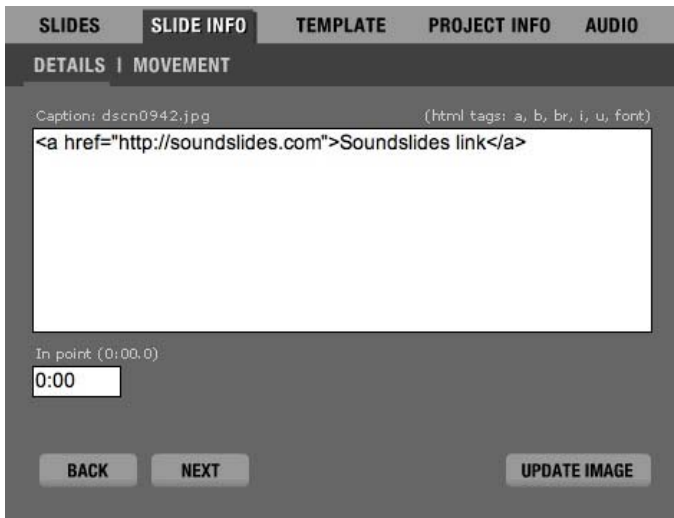
### Replacing an image

To replace or update an image without affecting the image's timing, select the SLIDE INFO tab, click on the UPDATE IMAGE button and select the new JPG file. SoundSlides will then import the new image and place it in position. (Don't forget to correctly edit and size the new photo in Photoshop first!)

## Adding captions



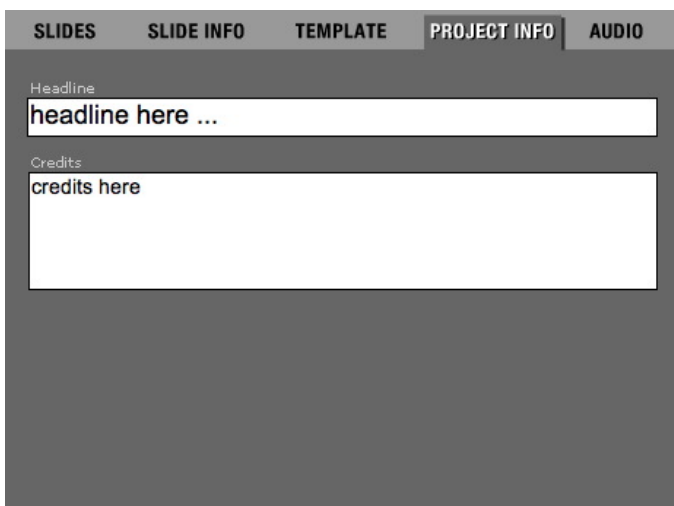
To edit after import, click on the SLIDE INFO tab and edit the caption information. You can use the BACK and NEXT buttons to quickly move from image to image.



### HTML support

HTML captions are supported. Available tags include a, b, br, i, u, font.

## Adding headlines and credits



There are two metadata options available in Soundslides; Headline and Credits.

To edit the Headline or Credits, select the PROJECT INFO tab and type in the textfields.

## Creating a super (Lower thirds)



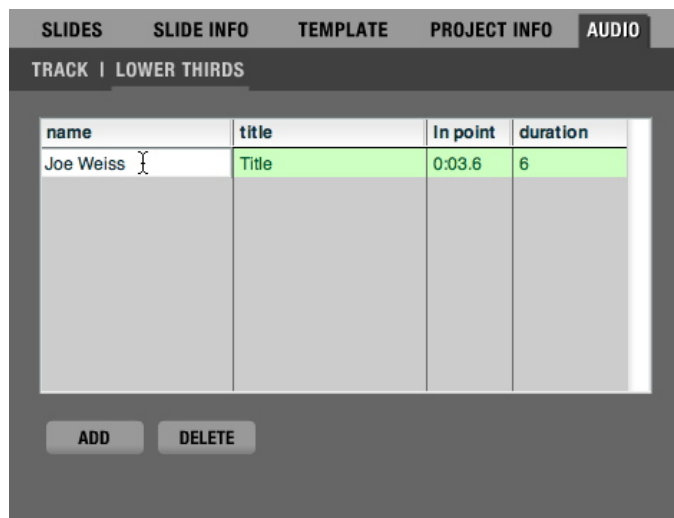
In the television industry (especially in North America), lower thirds refers to graphics that take up the lower area of the screen, though not necessarily the entire lower third portion of the screen as the name suggests. Lower thirds are often called "supers" in the U.S. and "name straps" in the U.K.

Typically, lower thirds in audio slide shows are used to quickly identify the person speaking in the audio.

### Creating a lower third

To create a lower third, click on the **Audio** tab, then click on **Lower thirds**.

Click the **ADD** button to create a lower third instance.



You can then click on the **name** and **title** fields to edit the text.

The **In point** is the timeline position (in seconds) when the lower third first appears. The **duration** is the amount of time (in seconds) that the lower third appears.

### Deleting a lower third instance

To add another lower third, click the **ADD** button again and another instance will be added to the list.

To remove a lower third instance, click the lower third in the listing to highlight, then click the **DELETE** button.

## Setting display options

### Show header (check)

Checkbox controls whether the headline header are is displayed or not.

### Center in html (check)

Checking this box will center the Soundslides player in the resulting HTML file.

### Show footer (check)

Checking this box displays the footer including the Size, Credits and Captions links.

### Show sizes (uncheck)

Checking this checkbox will display the large and small link options in the default sized Soundslides player.

### Show captions (check)

Checking this checkbox will display the caption link in the footer.

### Show credits (check)

Checking this checkbox will display the caption link in the footer.

### Show captions by default (check)

Checking this checkbox enables the captions to display by default.

### Scrubber preview (check)

Checking this checkbox enables the scrubber thumbnail previews.

### Play automatically (check)

Checking this checkbox will set the Soundslides player to start playing automatically after the Soundslides preloads enough of the images and audio to play.

### Volume control (check)

Checking this checkbox enables the volume control in the Soundslides player.

### Loop slide show (uncheck)

Checking this check box will set the slide show to loop.

## Sideshowes w/o Audio

Click the "Enable silent play" check box to use this feature under the TEMPLATE tab.

## Setting font options

The Font tab allows you to set the display fonts for the Soundslides player.

The Headline, Control and Caption fonts can be controlled. Soundslides uses common "web-safe" fonts including:

- **Arial (use this for Capital News)**
- Verdana
- Times New Roman
- Georgia
- Courier New

## Setting transition options

### Transition tab

The transition tab controls the transition and transition time.

Transition settings affect every transition in the slide show.

There are three transition choices.

- **Crossfade**
- Fade out/Fade in
- Straight cut

You can also control the duration of the transition from 0.1 to 9.9 seconds.

The default is **1 second**.

## Exporting for web publishing

When you hit the **EXPORT** button in Soundslides, the application compiles all the files necessary to publish your slideshow and copies those files into a folder named "publish\_to\_web". Soundslides then opens that folder for you.

As the name implies, the "publish\_to\_web" is the folder that you need to copy to your web server.

A Soundslides slide show is not just one single SWF file. It is actually a collection of files and folders.

Here's a few explanations of the publishing process, from a various publishing perspectives.

**Someone else will be uploading the files to the server.**

So you've got Soundslides open, and you've edited your project.

Hit EXPORT.

This will open a folder. You should see:

- 400\_300 (a folder of jpgs)
- 600\_450 (a folder of jpgs)
- audio\_hi.mp3
- audio\_lo.mp3
- index.html
- small.html (absent if using “custom” size)
- soundslide.txt
- soundslider.swf

This folder is named *publish\_to\_web* and that's what you need to give to the web folks. To get to the actual folder, look in your main project folder.