

# **Using Microsoft Producer for PowerPoint to Record Accounting Lectures**

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## Introduction

This project began as an attempt to help nontraditional students who had to miss class for work or family reasons to keep up with the course material.

I wanted to re-create for them as closely as possible what I had actually shown students in the classroom that day, and post it onto our Blackboard site for them to see when they had time. I was lucky enough to have a "smart" classroom with a built-in computer and a ceiling projector, but this application could be run on any computer and any projector.

### The Program Itself

Microsoft Producer for PowerPoint is a free download from Microsoft.com (download information is attached), but it can be used with any program you happen to be using. Once you open the program and go through about 14 "clicks" it's ready to record whatever you have on your screen, as well as your voice explaining what's on your screen.

### Application to Introductory Accounting Classes

I have found 2 basic uses for the program here; 1) to record video-audio capture of handouts or examples I have set up introducing or explaining the principles of a chapter, and more importantly 2) walking through Excel problem solutions with students while explaining each step through the audio recording.

In this later application, I can use several special visual tools:

1. The Drawing toolbar can be used to make circles and arrows to point to related parts of a solution.
2. Color can be used to highlight certain portions of a problem differently. For example, a student suggested highlighting income statement accounts differently than balance sheet accounts on a worksheet solution.
3. Students can be shown the formulas used to calculate numbers in a solution. Also, if the source of a number isn't shown, it can be typed in live in a blank area of the spreadsheet with an arrow pointing to where the result is located.

## **The Demonstration**

The handout you have has two parts:

The first part is the instructions on how to download Producer to your computer. I have included screen shots of each step, but toward the end of the download your screens may show differently depending on your computer system. The screens, however, are generally explanatory at that point.

The second part is the step-by-step instructions with screen shots on how to record a basic lecture. Hopefully I'll be able to walk through these steps and show you how it easy it is. At the end, I'll play a short demonstration of an actual lecture I have recorded, and answer any questions you might have.

## STEPS TO DOWNLOAD PRODUCER:

1. Click on the link below or go to Microsoft.com→downloads→ then enter "office" and "producer" in the search boxes at the top, and hit "go".

<http://www.microsoft.com/downloads/details.aspx?FamilyID=1b3c76d5-fc75-4f99-94bc-784919468e73&DisplayLang=en>

2. Set the download drop-down menu to choose your internet connection.

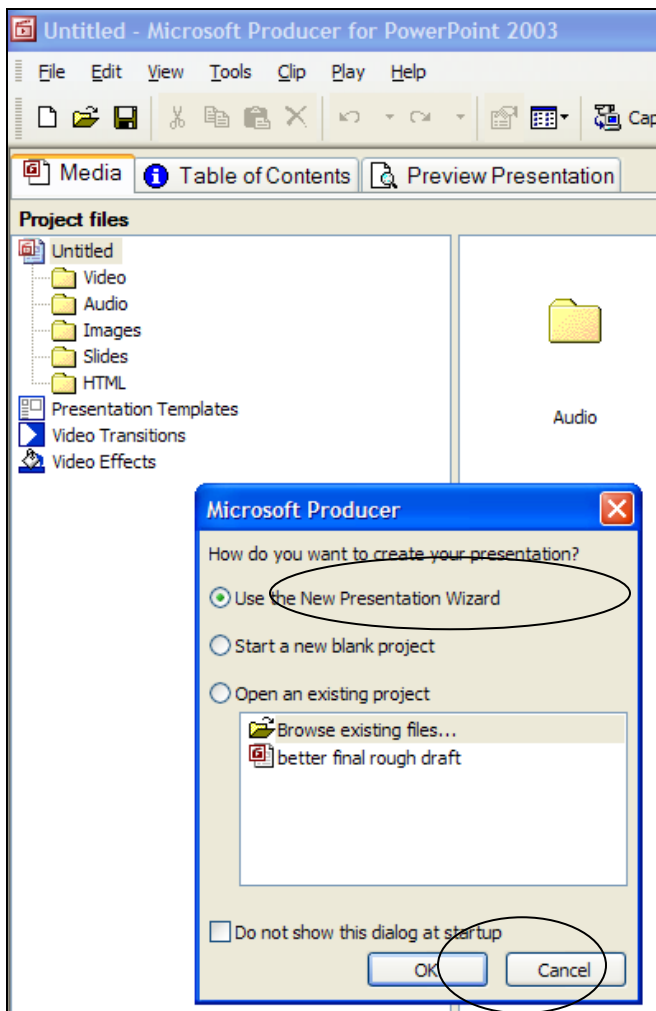
3. Hit "continue"

The screenshot shows the Microsoft download page for "PowerPoint 2003 Add-in: Producer for PowerPoint 2003". At the top, there is a search bar with "Office" and "producer" entered, and a "Go" button. Below the search bar, the product name is displayed. A "Brief Description" section follows, explaining the software's purpose. Under "On This Page", there are links for "Quick Details", "System Requirements", "Related Resources", "Overview", "Instructions", and "What Others Are Downloading". A yellow banner with a "Continue" button and "Validation Required" text is prominent. Below this, a message states that the download is available to customers running genuine Microsoft Office and that clicking "Continue" begins Office validation. The "Quick Details" section provides file information: File Name (msprod2.exe), Version (1), Date Published (7/20/2004), Language (English), Download Size (46.6 MB), and Estimated Download Time (9 min) for DSL/Cable (768K). A "2" is circled next to the download time, and a "3" is circled next to the "Continue" button.

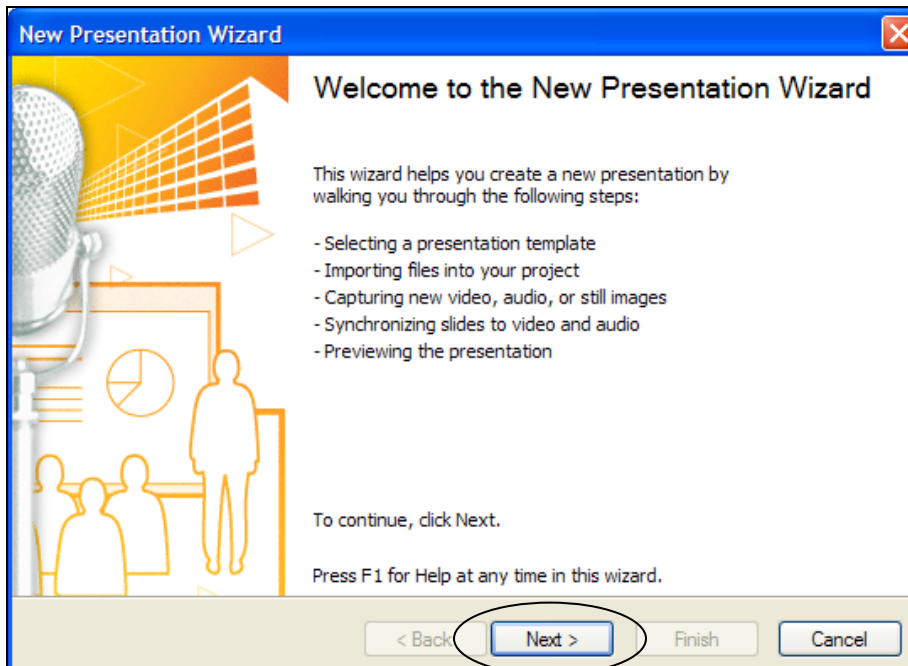
There may be several "validation" menus to follow before download begins. Otherwise just follow the download instructions.

## TO RUN PRODUCER AND SET UP A BASIC VIDEO-SCREEN CAPTURE OF A LECTURE

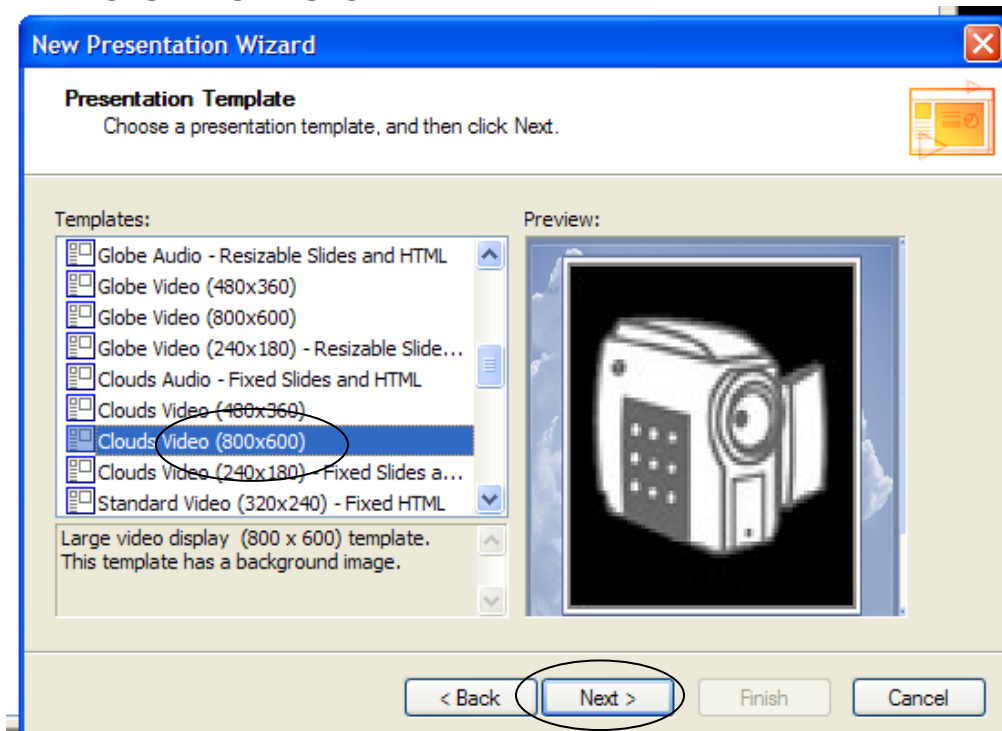
1. Open Producer and the following screen will appear
2. Choose "Use the New Presentation Wizard" and hit "OK".



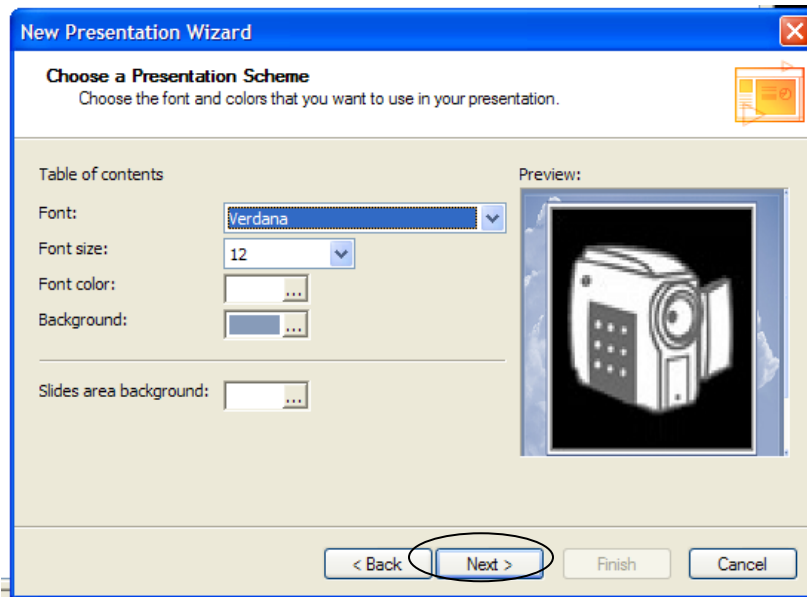
**3. At the screen below that appears, just hit "Next".**



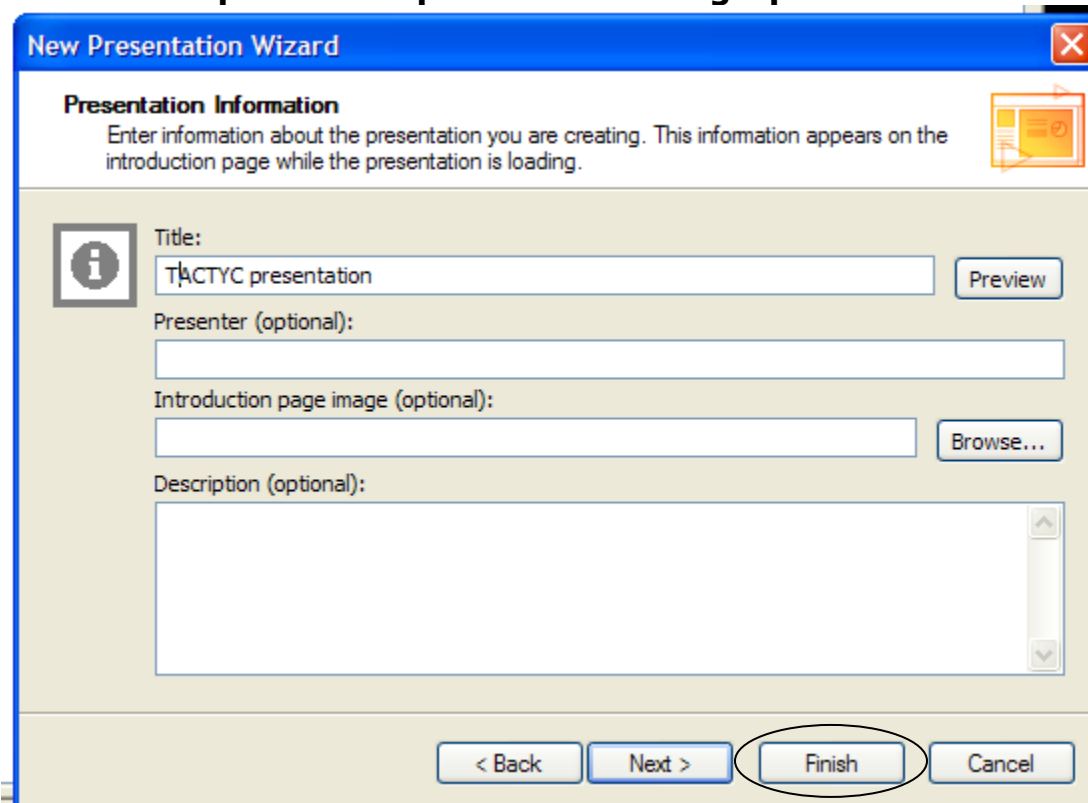
**4. At the screen below that appears choose any presentation template that will give you a large (800 x 600) screen then hit "Next".**



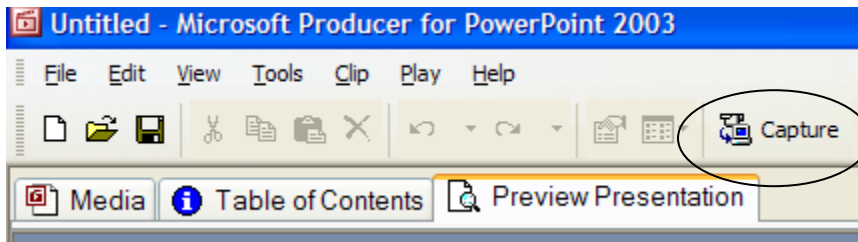
**5. At the screen below just hit 'Next'**



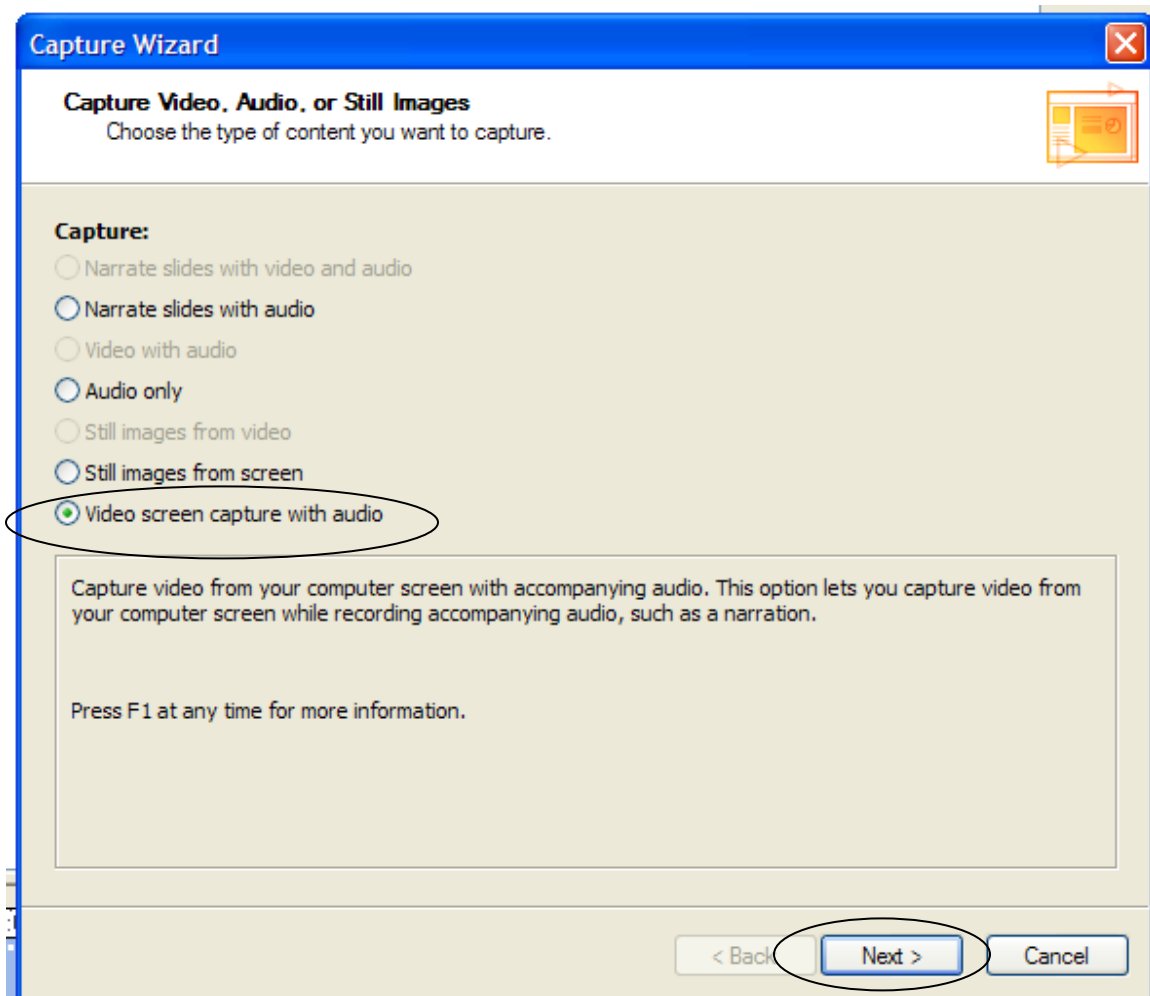
**6. At the screen below just enter a title for your presentation and hit "Finish". The "Next" here only leads to screens to choose a path for imported slides or graphics.**



**7. The next screen will be the main screen for creating a presentation. Just hit the "Capture" button to start the actual capture setup for your presentation.**



**8. On the next screen choose "Video screen capture with audio" and hit "Next".**

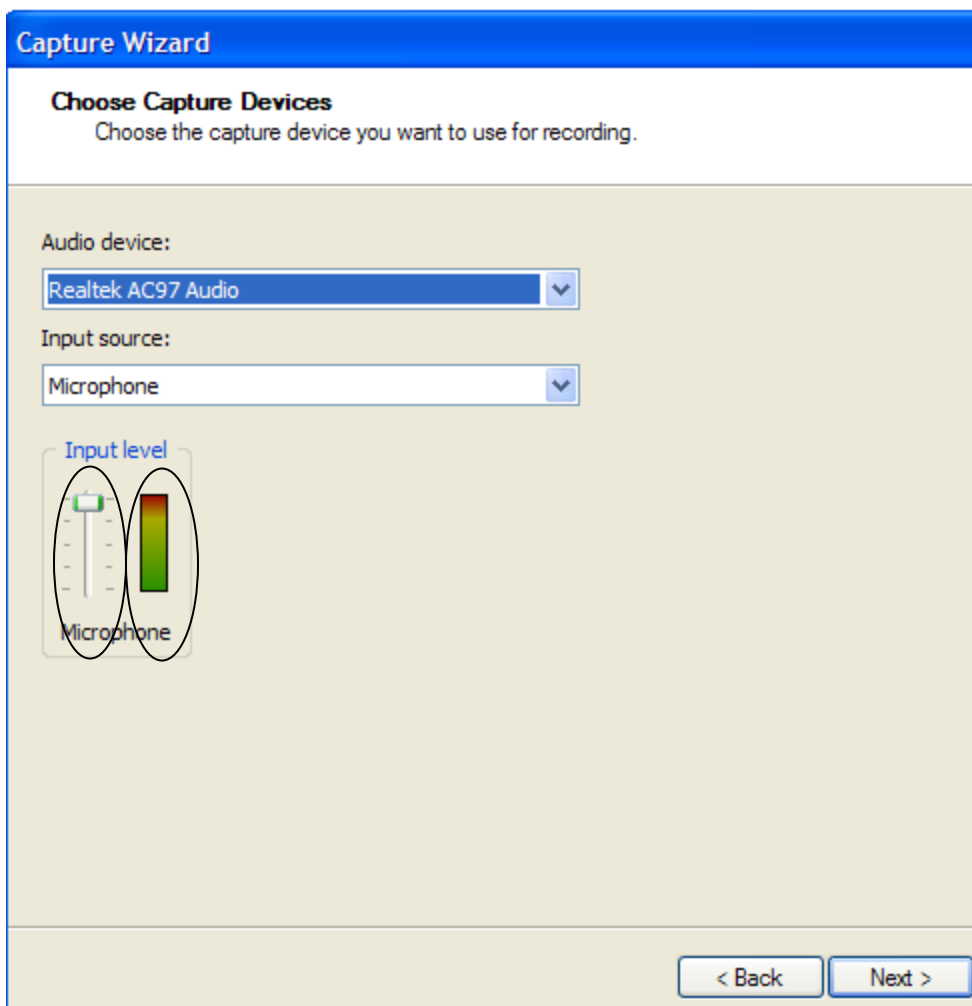


9. On this next screen check to see that your microphone is working. If you speak into your microphone you should see a jump in the level meter (vertical bar green to red below).

My experience has been to set the input level as high as looks reasonable, and still test it by capturing a short audio segment you can play back. The meter alone won't ensure that the sound you get is the sound you want!

**Troubleshooting:** If there's no sound response to your microphone you can check whether the microphone is plugged into the standard microphone jack. The microphone can be run through a USB port if that port is properly configured. This might make classroom use much easier, but might require a call to IT.

Click "Next" if everything appears to be working.

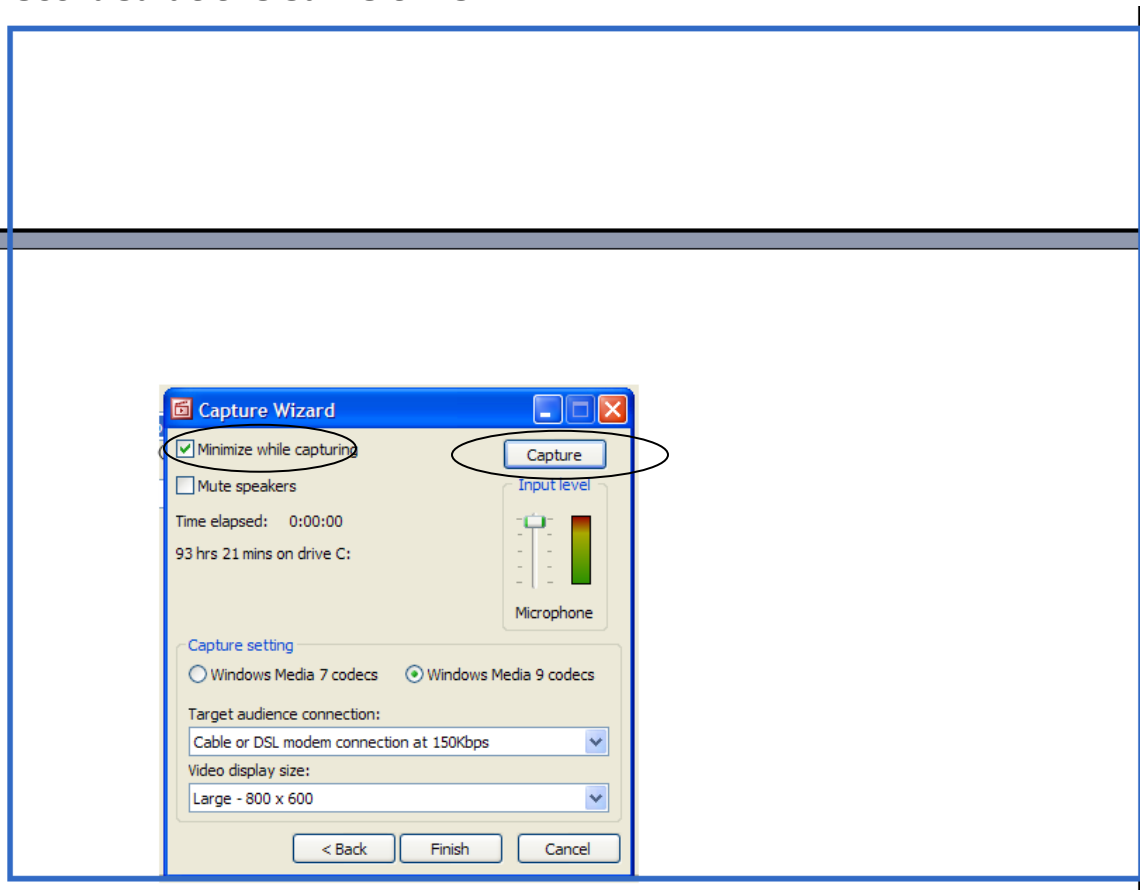


**10. Click on the check box for “Minimize while capturing so that Producer itself won’t be a part of your video capture.**

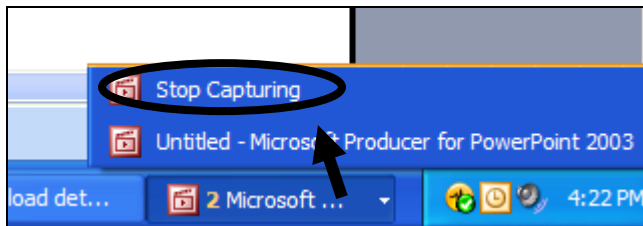
**11. The “Blue Box” you will now see on your screen will be the actual video capture area. The box can be moved by clicking and dragging the edge, but a 90% solution first is to resize your presentation screen (can be any program—Excel, Word, PowerPoint or others), using the “restore” window**

**button.** 

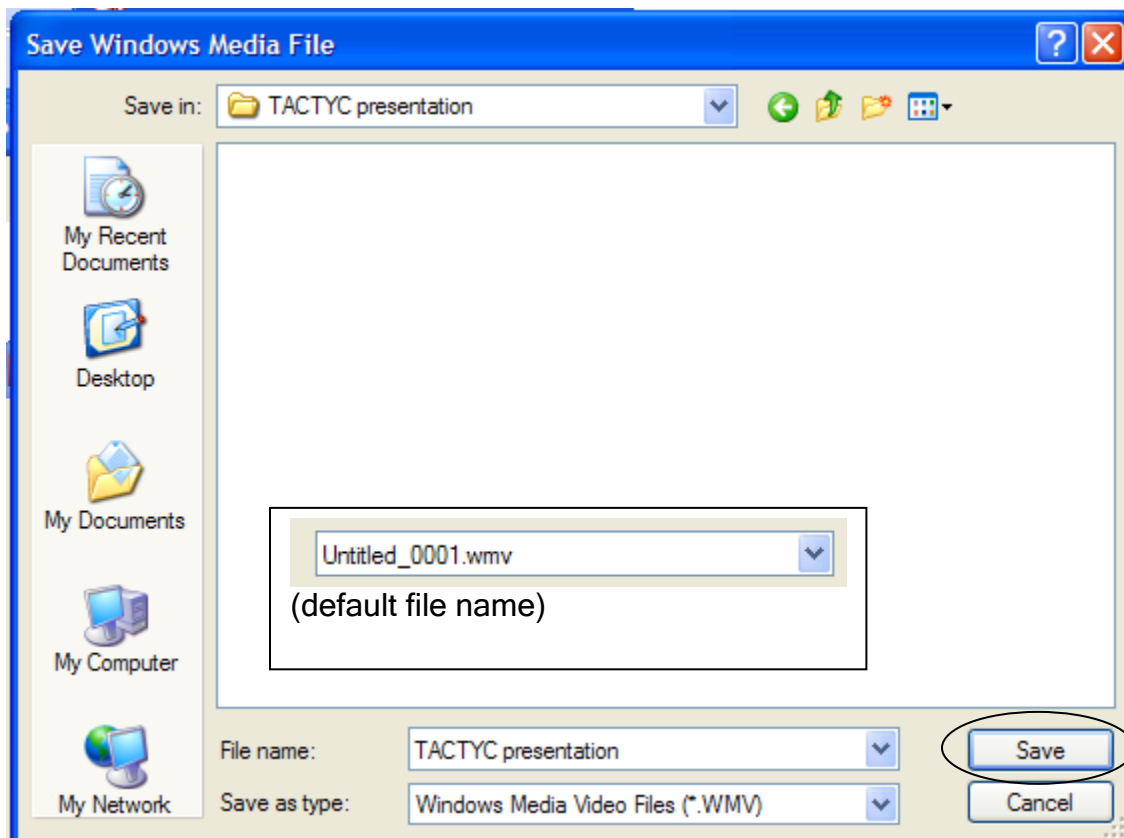
**12. Once your presentation screen and blue box match, the next step will be to actually begin the video/audio capture by hitting the “Capture” button. At this point you should see only your presentation screen. As you speak, it will be recorded, and as you point, highlight or write on the screen, that will be recorded at the same time.**



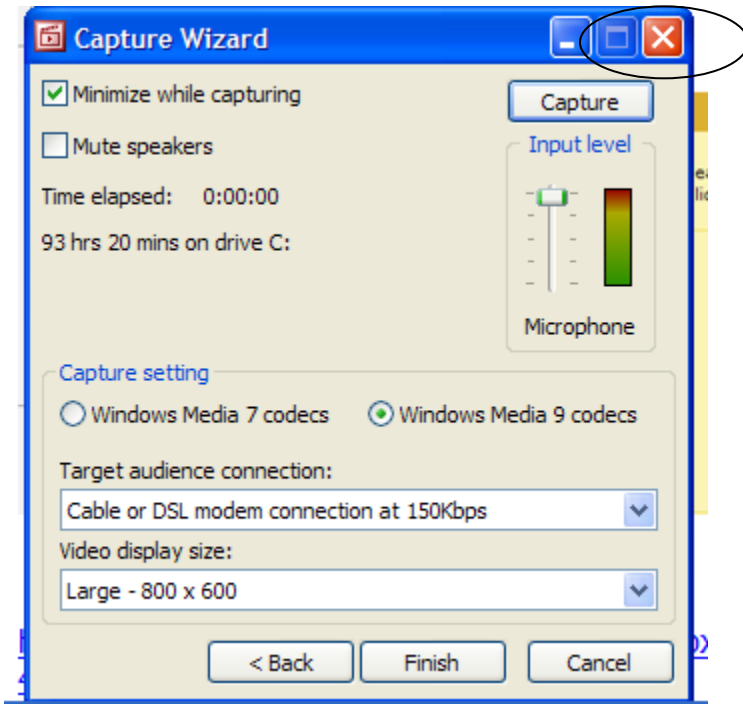
**13. When you are finished with your presentation, click on the Producer icon which will be in the taskbar at the bottom and choose "stop capturing".**



**14. At the next screen, enter a name for your presentation and hit "save".**



**15. Close the Capture Wizard.**



**16. You're now at the main screen for Producer. You can preview your presentation (shown on screen below) or you can just close the program.**

