

The Wondershare PowerPoint to WMV conversion tool is a quick and easy way of placing a PowerPoint presentation on the Envisage system. Although PowerPoints can be saved in HTML format and then shown on the Envisage system, there are limitations with animation and slide transitions and the process of getting the PowerPoint on to Envisage is a rather detailed.

Wondershare overcomes these limitations and allows most of the features, animations and slide transitions within PowerPoint to be used. The PowerPoint is converted by Wondershare to a WMV format, which Envisage can automatically import in to the Media Scheduler.

## Initial Setup

After installing the Wondershare program, the following initial settings should be performed.

1. Open the Wondershare program from the desktop shortcut.
2. Click the 'Settings' button.
3. On the Properties tab, in the Video section:
  - a. Click the drop-down box next to Resolution and select 'Customize'
  - b. Change the Width to 800 using the up/down arrows and the Height to 600.
  - c. Change the Quality to High
4. Click OK to return to the Getting Started screen

By default, the WMV files created are stored under 'My Documents' in the 'PPT to WMV' folder, as shown in the Output Folder box.

## Converting a PowerPoint Presentation to WMV Format

1. Your PowerPoint should be set up with automatic timings so it runs end to end without the need to click to advance slides etc.
2. Open Wondershare from the desktop icon.
3. Click the Import button at the top of the screen.
4. Browse to the location of your PowerPoint presentation
5. Double click the PowerPoint to add it to the Import list
6. You can import up to 12 PowerPoint presentations at once – these will all be created in to separate WMV files.
7. Click the Start button to begin the conversion. The duration of the conversion process will be dependent upon presentation content and duration but usually takes around 10 minutes to complete.
8. As the conversion process finishes, you will see a conversion result box similar to the one on the right. Click on the blue link in the Output Folder section. This will open up a window showing the new WMV files.
9. Copy the WMV file(s) in to the Envisage Media folder on the Envisage server (there should be a desktop shortcut to this location).
10. Open the Envisage Admin module and then the Media Scheduler.
11. Click the Grouping button – the new files should appear in the ungrouped folder.
12. Sequence and Schedule the new media item as required (refer to Media Scheduler instructions if necessary)

