

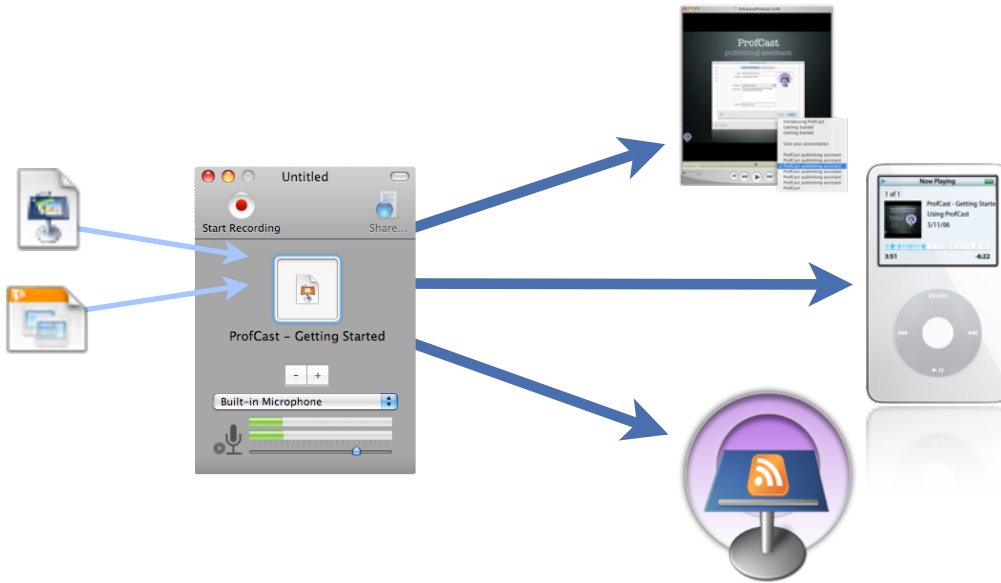
ProfCast

Getting Started Guide



Presentation Recording Made Easy!

ProfCast is a versatile, powerful, yet very simple to use tool for recording presentations including PowerPoint and/or Keynote slides for creating enhanced podcasts. ProfCast provides a low cost solution for recording and distributing lectures, special events, and presentations as podcasts. ProfCast offers an integrated workflow that makes creating, recording, and publishing podcasts easy. It's as simple as Launch, Load, and Lecture!



ProfCast provides live presentation recording, synchronization of slides with audio, Keynote and PowerPoint support, RSS generation, and publishing support. All elements of your presentation, including slide timings, bullet point builds, and voice narration, are recorded. ProfCast allows you to record your presentation as you give it, using either Apple's Keynote or Microsoft PowerPoint! ProfCast also helps you publish your recorded presentation as an enhanced podcast, complete with RSS.

ProfCast is the perfect solution for professionals and educators looking to provide more flexible, richer media to supplement traditional pedagogical tools such as books, course packs, or notes.

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New in 2.2

- **Leopard Compatible** - Now compatible with Apple's latest operating system OS X 10.5.



- **iLife 08 Compatible** Now compatible with Apple's latest iLife suite, iLife '08. Including Garagband 4.0 and iWeb 2.0.



- **iWork 08 Compatible** Now compatible with Apple's latest version of Keynote as part of iWork'08.



- **New meta data engine** We started from the ground up, with a new meta data engine that handles meta data, chapters and advanced media file creation.



- **Better audio controls** Adjust the audio input levels and other settings from within ProfCast to provide easier access. Now control audio for each recording, at the document!



- **URL Formatting** Not only can you embed web links in your final product, now you can control the color, font and size of the link!



- **Podcast Manager** Added much better meta data handling to the Podcast Manager. Now it reads meta-data from files that you add to it.



Step by Step - Recording & publishing your first podcast with ProfCast

In this guide we are going to walk you through the process of recording and publishing your first presentation / podcast using ProfCast. This guide we will

- 1 Use ProfCast to load presentation files and prepare a presentation for recording.
- 2 Use the ProfCast Sharing Panel to select a method of sharing our recording, add ID3 tags to our file and send it to the ProfCast Podcast Manager.
- 3 Use the ProfCast Podcast Manager to add the recording to a podcast series, describe our recording and finally, publish the recording and RSS files online.
- 4 Finally, we will save the ProfCast Document. ProfCast documents hold the raw materials for encoding your recording for publication or future editing.

What you'll need

- **Macintosh Computer** -

PowerPC G4 667MHz or greater or Intel CoreDuo Mac

- 128 MB RAM (Recommended: 512 MB RAM or greater)
- 500 MB hard drive space



- **ProfCast** - ProfCast software is available at <http://www.profcast.com>.



- **Microphone** - You can use your computer's built in microphone, a plug in usb or firewire microphone, a wireless lavalier or any audio input that brings sound into your computer..



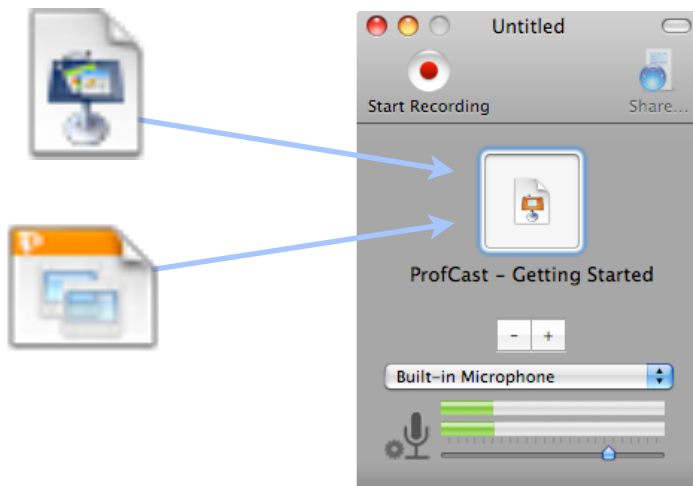
- **Keynote or PowerPoint** - Keynote 2.0 or later OR Microsoft PowerPoint 2004 or later.

Recording a Presentation

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Simply launch ProfCast, add the presentation that you want to deliver, and press the "Start Recording" button. Then give your presentation the way you normally would. When you are finished with the presentation, simply end it, click the "Pause Recording" button, and click the "Share...". ProfCast will present you with several options to help you share your recording.

1. Launch ProfCast
2. Drag the presentations that you want to give onto the ProfCast presentation well. **ProfCast will launch the presentation software you will need in the background.



3. Select the audio device and recording level that you will be using to give your presentation.
 - You can click on the microphone icon to adjust more audio settings for this recording.
4. When you are ready to start presenting simply click the "Start Recording" button. **ProfCast will bring the presentation software to the front and you can start giving your presentation.
5. When you have finished your presentation, simply click the "Done" button in the semi-transparent window over your presentation software or "Pause Recording" button on the recorder window.. You are now ready to share your recording.
6. Click the "Share..." button.

Sharing (publishing) the Recording

ProfCast gives you many options for how you can share your recording. If you haven't already, click on the "Share..." button from the ProfCast recorder window. Then select the method that you would like to use to share your file. The different options for sharing are:

Podcast Manager: Export the file in the format that you select. The resulting file is sent to the Podcast Manager for publishing. The Podcast Manager is the central repository for your ProfCast podcasts. You can use the Podcast Manager to edit and publish your podcast series, and the episodes associated with each podcast series.

QuickTime: Save your recorded presentation as a media file in the format that you select (without generating the accompanying RSS file).

GarageBand: Export the audio and slide transitions (including images) and create a new GarageBand podcast project for editing.

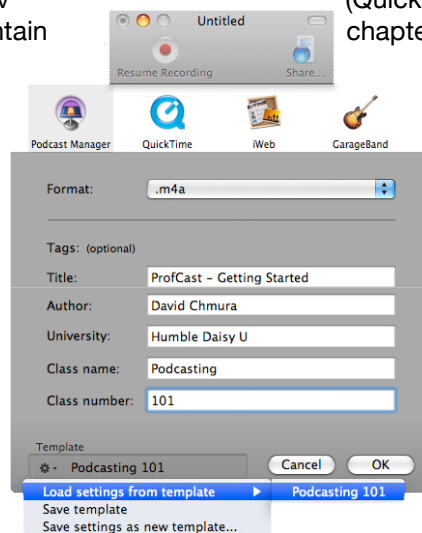
iWeb: Export the file in the format that you select. The resulting file is sent to iWeb for publishing.

Template: Use a predefined or user defined template to share your recording.

Each share to option (except for GarageBand) gives you the option to export as a .m4a (enhanced audio files), .m4b (audio book format) or .mov (QuickTime movie format). All of these options are made up of audio files which contain slides from your presentation.

Select how you would like to share your recording.

Save selection (including ID3 Tags) as a template for future use.



Select the file format that you wish to use.

Edit ID3 Tags (meta data) to embed in media file. (optional)

ID3 Tags (and iTunes U)

What Is Metadata? ProfCast supports the ability to include metadata in your shared recordings. Metadata is information about information. For example, your recorded audio file contains audio information. The name of the author (who created the file), the length of the file, title of the file, description, and so on, are examples of metadata a file might contain.

Apple's iTunes U relies on metadata embedded in files for many of its functions.

Metadata has several uses:

- Both the iTunes and iPod user interface utilize metadata heavily. Metadata enables more robust searching, sorting and categorizing of your media files.

- Metadata makes it easier for your audience to discover the content they are looking for without having to listen to the files first.

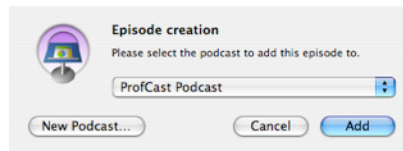
Some metadata is entered into the RSS (Really Simple Syndication) files that you publish to the server. However, you can also embed some metadata into the media file itself. Many applications (including iTunes) can display and use this metadata for cataloging and search functions. Metadata that is added to file formats that support it stay with the file, even when that file is moved to other machines or devices.

Podcast Manager

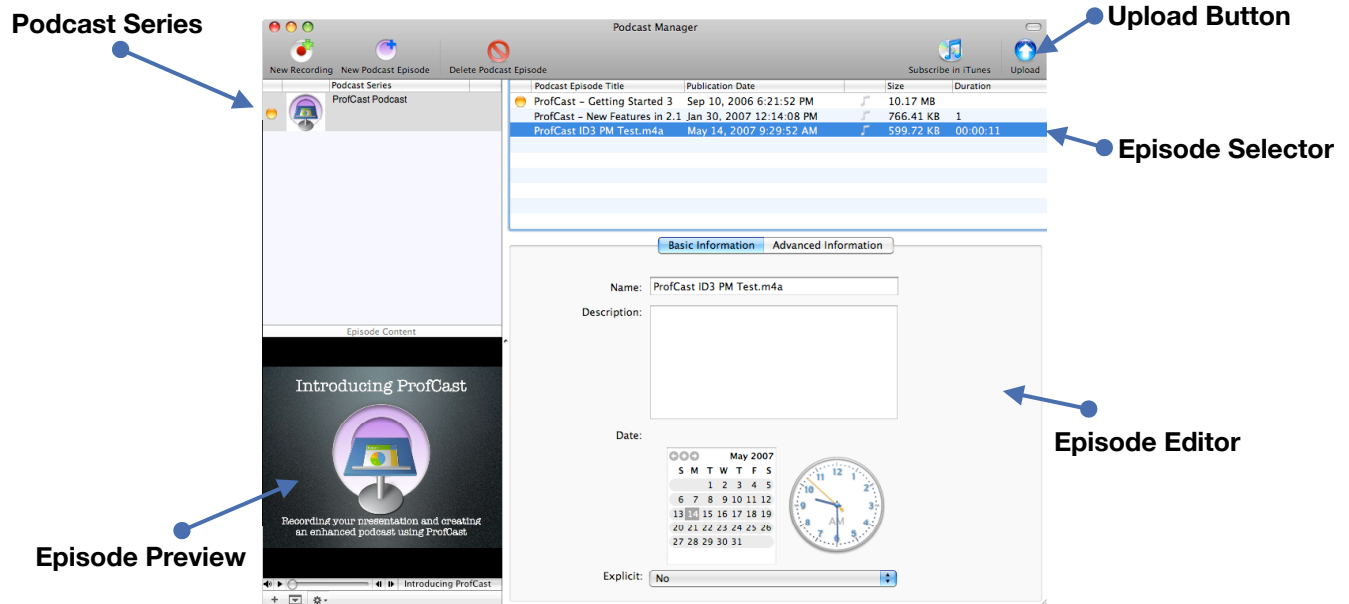
The Podcast Manager is the central repository for managing and publishing your podcasts. You can use the Podcast Manager to edit and publish your podcast series, and the episodes associated with each podcast series. ProfCast generates well formed RSS (Really Simple Syndication) for you based on the information you provide in the podcast manager.

To publish using the ProfCast Podcast Manager:

1. Select "Podcast Manager" from the sharing options pane.
2. Chose which podcast series to add the recording to. *(NOTE: If this is your first time using the ProfCast Podcast Manager, you will be prompted to create a podcast series.)*



3. Select the episode that you just added using the episode selector.
4. Edit the items in both the "Basic Information" and "Advanced Information" tabs.
5. Click on the "Upload" button to publish your podcast.



The Podcast Manager will generate and publish RSS files (needed to create a podcast). You can add any media (even files not recorded with ProfCast) to your podcast by simply dragging the file onto the episode selector well (this will create a new episode for the media file) From the podcast manager you can publish to various servers including FTP, SFTP, .Mac WebDAV or even a local folder. (*Information on setting up a podcast series and configuring your server options is available online at http://profcast.com/support/preferences_servers.php)

Podcast Project Documents

ProfCast Project Documents are self-contained and portable documents that hold the raw materials for encoding your recording for publication or future editing. This includes the original slide presentation (Keynote or Powerpoint), your audio recording, the data describing where you were in your slide presentation at a given point in the audio file, etc... In short, everything that ProfCast needs to produce your media file. ProfCast Documents also store the exported slides (from your presentation file(s)) so that users only need to export their slides one time.



When you close ProfCast you will be prompted to save the ProfCast document. You can save a ProfCast document at any time during the process, even before sharing your recording. This allows for great flexibility in how you use ProfCast.

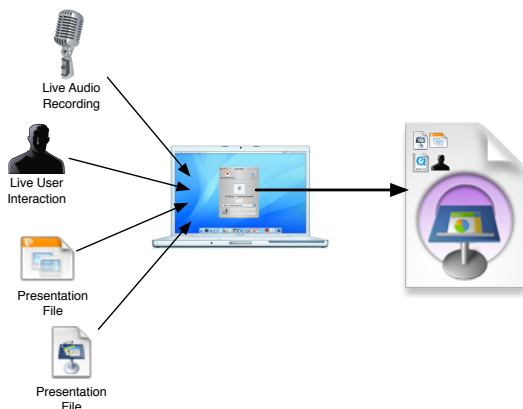
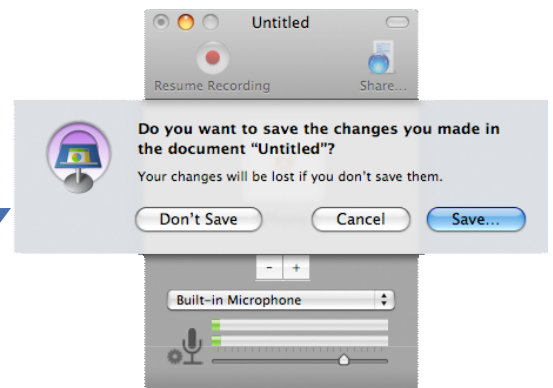
For example, you can use ProfCast documents to create pre-loaded presentations that you can load in ProfCast at the time of the presentation.

You can also save the ProfCast document immediately after giving a presentation to process and share later. You can even send the ProfCast document to another machine for processing and publication. When you pair this functionality with the built in AppleScript support provided in ProfCast, the possibilities are limitless!

To save a ProfCast Document:

1. Select "Save" from the file menu (closing the ProfCast window will also prompt the user to save)
2. Click the "Save" button

ProfCast Document Save Dialog



ProfCast Documents are special package files that provide an archive of your ProfCast recording. The package file includes a copy of the original presentation(s), the audio recording and a special transcript of the presentation.

Users can use the archived package to re-export to different formats, or to save their recordings for processing at a later time.