

# Quickshow Client SETUP and Show Building INSTRUCTIONS

Please print this document. Have it available to assist with these tasks:

INITIAL Client Software download  
Account Log On  
PC configuration  
Creating Quickshows  
Using the *Show Building Sequence List*



This document contains several important suggestions that will greatly reduce show building time. After building a show, this document can assist with sending email, building personalized web pages.

## INITIAL Client Software DOWNLOAD:

### 1. DOWNLOAD AND SETUP JAVA

The Quickshow software runs on your PC or MAC inside the JAVA virtual machine.



#### **Download and install JAVA,**

go to your server's web page, and select the download option on the top panel.

Select the big (1) button to download and update JAVA on your computer and answer all the questions, allowing the download and

setup to complete. Depending upon your PC, you may have to re-boot

MAC users can directly access Apple web site and download and certify their Tiger OS JAVA via:

<http://www.apple.com/macosx/features/java/>



### **DOWNLOAD AND SETUP QUICKSHOW CLIENT SOFTWARE**

Again, web surf to:  
<http://www.quickshow.com> or your server page and select the download software option.

Click the (2) button, which will complete the download and installation. JAVA VM will start and 14 meg-byte Quickshow application file will download automatically.

**IMPORTANT:** As you complete the download, you will be asked to accept programs and certificates from OTDMedia. Answer YES to save.

Note: When asked you should accept to load a desktop icon and a program group, **sometimes** the Quickshow install

program may be running on top of the question. Please move the install program panel, and answer the desktop icon question. Failure to find and answer this question will result in no desktop icon and no program group. No big deal. Temporarily you will be required to start the program manually or from the Quickshow web page. Fix instructions HOW TO BUILD A ICON on your DESKTOP and in the PROGRAM GROUP are included at the bottom of this document---. Regular server account customers will not have a server selection, and the icon choice is under system supervisor control.

## Account Log On:


**This section describes the initial client log – on after download of the client software. If you have not downloaded the software, please go up to the previous step.**

You will see the initial login panel.

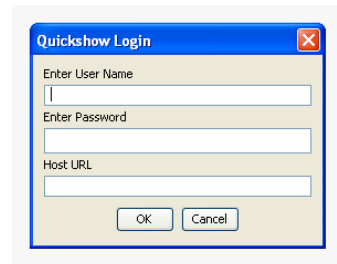
There are three information fields that must be completed to log in.

**Enter your user name on the first line,**

**Enter your password on the second line**

 **Enter your server name quickshow.com or otdmedia.com or your server name on the third line.**

(if you see options to select other servers from a HOST URL list, please ignore these and type your correct server name!)



After the first log in, you can simply select OK as your login and password information has been saved on your PC and will be displayed each time you run the software.

## PC configuration:

### **CLIENT SOFTWARE / SETUP TAB.**

There are three panels (sections) to the client program setup tab.

The left panel identifies YOU, the middle panel sets your show building environment, and the right panel configures your email information for both PC based email and server based email.

#### **(left panel on the setup page)**

user id = *<user-id>* you may confirm your user id is automatically typed

password = *is hidden*

#### **(middle panel on the setup page configures your show building info.)**

After several processes (show build, email build, etc.) you are asked if you would like to download the file. Select the default location.

Select the number of tabs you want to see. If your account and server has been configured to display a limited number of tabs, the unlock code will provide you full control. See your Quickshow account rep.

Audio can be converted and encoded at several quality levels. The default is 64KBS. Change this to 32KBS and your shows will be much smaller sized.

Select the timeline length.

When loading images, there are two primary format ratios 4:3 and 16:9.

4:3 equates to 640x480 ratio and various others like 320x240 etc.

16:9 is sometimes called High Definition as it is the rectangular format of HD TV.

If you edit your images you probably want to edit to HD.

Most camera's format is 4:3

Select the image format

Background Color is currently white and the selection is disabled.



#### **(right panel sets up user identify)**

Note: If you do not set up email information you will not be able to send Quickshow emails.

Sender's Real Name = This is the name displayed on your email

Include your reply to e-mail address

#### **pc mail :**

requires four pieces of information....

reply to: your local PC email address, i.e. same as above return address.

sending server: this is the simple Mail transfer protocol server that the email program will be send to. Typically this a sure ISP such as smtp.verizon.net or smtp.comcast.net or mail.your\_ISP.com

(look in your Outlook or other email client software, and this is the same information used there.

Your e-mail password.



In the upper left-hand corner push the save changes button.

## **BUILD an ICON on your DESKTOP and in the PROGRAM GROUP.**

On a PC, go to bottom left corner of your screen, push Start, select Settings, and then select your control panel.

Find the JAVA program group.

Click on JAVA and you should see a panel with "general, update, java, security and advanced" tabbed screen.

under the General tab, click Settings (which will pop up a Temporary Files Settings panel)

click the center button (View Applications)

The Quickshow Manager application will be displayed, -- single left click to highlight the Quickshow Manager and RIGHT click to display the options. Select the Install Shortcuts option. When you release the button you will have an icon on your desktop AND a Quickshow Manager under the Start / Programs panel

## Creating Quickshows

To run Quickshow, double click on your coffee cup desktop icon.

### **How to build a Show..**

Decide if you want someone to help you, if you want to build your shows by yourself (or with co-working help)

or

if you want a professional build your first few shows for you.

#### *The Do It Yourself Track:*

Start by building a simple show,  
A Show with pictures only

Then  
A Show with pictures, and an image transition or two....

Then  
A Show with pictures, and an image transition or two....  
and background music

Then  
A Show with pictures, image transition, background music and text

Then  
A Show with pictures, image transitions, narrative

Then  
A Show with pictures, image transitions, narrative and background music.

More Information about Do It Yourself:

#### [Show with pictures only—](#)

This is known as a quiet show and should take less than 5 minutes to create. The sequence is to gather your pictures, start the Quickshow client software, drag and drop the pictures to the Local Drop Panel (bottom half of the screen), move the icon images from the drop panel, arrange them in sequence on the timeline (changing the timing of individual images as desired) and push the save button.

#### [Show with Image transition and background music](#)

Image transition is accomplished by right clicking on the image, choose Element Properties. The display box will allow you to select either in-transition, out-transition or (rarely used) both.

We recommend using out transitions. Each image should be slid about a second or two under the previous image. The idea is to display the next image under the previous image. With a transition out, as the displayed image is faded / masked / zoomed out, the underlying image will become visible. It's easy. Takes about 10 seconds per image.

[Show with pictures, image transition, background music and text](#)

Ask Quickshow for a few sample back music tracks. These will be loaded into your account. Click assets and select the music, drag and drop the background music onto the time line. Text is added by selecting the ABC or XYZ text button. Type your text. Push the save button

[Show with pictures, image transitions, narrative](#)

Read your script and record your narrative (using free Audacity software). Don't worry about mistakes, just edit them out. Export as wav format file, drag and drop the wav file to the Local Drop Panel. Add to the Quickshow audio timeline. IMPORTANT: The secret is to write down the beginning and ending time of each sentence or paragraph. Arrange your pictures to begin and end

with each spoken section. Push the save button.

[Show with pictures, image transitions, narrative and background music.](#)

Continue the several steps you've already mastered. Record your narrative.

IMPORTANT: The secret is to write down the beginning and ending time of each sentence or paragraph. Arrange your pictures to begin and end with each spoken section. Drag and drop your selected background music onto the Audacity timeline, arrange, greatly reduce the music volume level, export as wav format file, drag and drop the wav file to the Local Drop Panel. Push the save button.

## *The Professional Development Track:*

Many people prefer to get a quick-start by having their first few shows developed for them. Professional shows are the easy and convenient way to get started fast. If you already have access to a creative person this is usually the best first-step.

During training Quickshow staff will create several shows for you as you watch, and assist you as you build your first shows.

On-Line Show Building Training information is available at [www.quickshow.com/support](http://www.quickshow.com/support)

# Build a Professional Looking QUICKSHOW, Using the *Show Building Sequence List*

The following pages describe the sequence steps and how to get started and BUILD a Quickshow, how to preview and then edit your Quickshow, how to select a template, merge your show inside your selected template, how to save and preview the new files, and how to send rich media emails. See the several pages following for a more complete explanation of each of the Sequence List steps.

This symbol suggest that you  
✍ = print or write down this information

decide on your message

write a script ✍

print script (use paper for  
recording filenames and  
notes)

start audacity or your audio  
recording program

record script, edit audio

add music and set volumes



**note audio timing  
write down the time at the  
beginning of each sentence.**



save Audacity project file (for  
future edits) ✍

export as <name>.wav file ✍

select pictures

start image editor program

edit pictures to selected show  
dimension

save each picture file ✍

start Quickshow

select setup tab and set properties  
if different

select timeline tab

drag / place image files to bottom  
panel

drag / place sound file to bottom  
panel (expect 30 second  
delay)

move images to timeline and  
arrange,

add transitions

move sound to timeline and  
arrange

add text, change text font, size  
change text location / action

save show ✍

view your show and edit

resave show ✍

select merge tab

select template(s)

answer template questions

save email / web file (.html) ✍

select e-mail sending service

answer email questions

send email

## decide on your message

Foremost among all steps is to decide on your goal. A show's message should be direct and not too complex. DO NOT try to sell all features NOR cram everything into one message. Quickshow is all about building multiple messages that complete a story. As example, if you are afraid that you cannot keep their attention --- perhaps your customers all surf the Internet excluding houses or mortgage companies and your initial reaction is that your show has to explain all the advantages of the house you are selling---- STOP. Build a simple show that gets their attention and causes the desired result --- A PHONE CALL. No script is needed. Your message is simple.

## write a script ✍

A script keeps your show on target / on task. A script should be less than one page long and stay on message. There is a natural tendency to explain details and expand on features. For a summary show talk about features. That your mortgage service provides these features. THEN build an additional show to describe the feature and its benefits and uses. Multiple shows are better than a single show. Explain details in locations where your customer is looking for detail information. IF you need to explain complex sequences of information, use with the Quickshow SEQUENCER template to link together multiple shows.

## print your script (✍ = yes use a sheet of paper!)

I cannot over emphasize the advantages to my simple brain of having a sheet of paper to write notes on. If you have only one computer screen, the sheet of paper is like having an additional screen! NOTE: if you are in the multimedia creating game, seriously, it's time for a second monitor.

## start audacity or your audio recording program

Go to our web site for information about obtaining a free copy of Audacity and then visit [audacity.sourceforge.net](http://audacity.sourceforge.net) and other location on the Internet for really great information about this full featured – easy to use recording and editing program. I use Audacity all the time and get by with only 5 keys: The red record button, the black square stop recording button, the mouse to select an area, the space bar to start and stop play back, the delete key to erase a bad recording section where I flubbed the script, the F1 key to select and the F5 key to move recorded sections along the timeline. Also, be aware that there are some really neat features for changing pitch and pace.

## record script, edit audio

So, the panic sets in. By now you have gone to Best Buy, Frys, Target or Radio Shack and made the decision about a headset. My favorite headset is the cheapest. More expensive headsets have better earpieces – they even come with two. I never use the ear cover (never even plug them in) and there price difference is totally with the ear piece. Cheaper the mic better!

Plug it in to the red or pink colored mic input jack.

Start Audacity and create your test recording. Something is always wrong or needs adjusting, so do a test recording and fix whatever.

Push the Audacity red button, take your eyes off the computer, place your eyes firmly on the script and read the script. Slowly. With JOY.

After making a vocal flub, aka a mistake, pause for 2 or 3 seconds and start the sentence again. There is no problem with audio mistakes as they are all deleted.

You only need one good take for each sentence. The rest go bye-bye.  
Select all your edited message and adjust the volume level.

## add music and set volume levels

Here comes the most obvious of all information: Music is recorded loud. The human voice is not. Background music is low volume level and best heard in the background.

So, select your background music. Quickshow has a free selection you can start with. Buy your own sounds for about \$1 a track. Contact your Quickshow rep for more advice about where to get royalty free inexpensive background music.

Use Audacity to reduce background music volume levels by – 18Db

Listen and adjust volume levels to your taste.



## note audio timing

for each sentence, write down the timing in minutes and seconds on your printed script.

In Audacity you can push the space bar to stop and start. Play through your entire message, stopping the playback whenever the message gets ahead of your writing down the timing. Note the timing of each sentence and paragraph so that placing images at the appropriate time takes only second to accomplish

## save Audacity project file (for future edits)

If you think you EVER will want to open your recording and edit it, save a copy in the audacity file format. This will allow all the details to be saved and available—including backing out mistakes.

## export as <name>.wav file

When you've got the foreground audio message and be background music volume levels set right, go the file tab and export your audio as a .wav file format. Note the directory and write the file name on the script paper.

## select pictures

This is both the easy part and the creative part. Since you have previously selected either a 4:3 or a 16:9 show size format in the setup page, get ready to drag and drop your images into the Local Drop Panel.

## start image editor program

### edit pictures to selected show dimension

### save each picture file

Choose and use a image editor program to add text explanations to your images, to edit and format and improve your raw photos and to create collages of images.

We recommend that you select and use the most convenient and comfortable image editor program. There are many free programs and services. There are many many very inexpensive, easy to learn and fast to use image editor programs. There are many expensive and complex programs. Choose your poison. I use a very inexpensive program that is very fast and convenient. Why pay a lot for a time wasting, hard to learn, complex program?



## start Quickshow

Go to the web page, click the download bar, and button #2 will start the program. Or, click on your blue, triple right facing Quickshow icon. Don't yet have a short-cut or Quickshow icon? See the **PC configuration** section for instructions.

## select setup tab and set properties if different

See the **PC configuration** section for instructions if you need to make changes. Once you are identified and set up RARELY will you need to visit the setup tab.

## select timeline tab

It's the second tab from the left. Almost every process in Quickshow is a left to right operation. The timeline tab exposes the top half timeline and the bottom half Local Drop Panel.

## drag / place image files to Local Drop / bottom panel

(expect about 2 seconds delay per image)

## drag / place sound file to Local Drop / bottom panel

(expect up to a 30 second delay for large audio files) Use your mouse and drag and drop your sound file and all of your images to the bottom panel a.k.a. the Local (as on your PC) Drop (drag and drop) Panel (duhhh), or select the image icon and drill down your file structure to locate your files.

## move images to timeline and arrange

I like to place the first image all the way to the left at zero seconds. Timing for each image is automatically set for 10 seconds. I then reduce the first image's time by selecting it. The border changes color. Mouse over the right edge (at 10 seconds) and reduce the image length for affect.

Then, add the second image and slice the image beginning underneath the first image. The image is slid until the right edge is at the image's ENDING time. Each image is added and slid under until the right edge is at the ending time.



*Any image that needs to end at a later timing, is selected and the edge is extended – the image started at 10 seconds duration but either edge can be moved to extend (or reduce) the display time.*

is then

## add image transitions

## move sound to timeline and arrange

You've already done all the work to the sound file. Quickshow does not audio edit or change the volume level or audio files. Use Audacity--- or your own selected audio recorder and editing program.

## add text, change text font, size

There are two text lines. You can use either line, or both lines at any time. There is no difference between the ABC and XYZ text lines. To add text, select your text button, and type in your text. We recommend a short text message. Push OKAY

and the text item will appear in the Local Drop Panel. Drag and drop the text item to the corresponding text line ABC to ABC etc and move the to you want it to appear.

## change text location / action

After placing text on the timeline, left click, the text block will change to an orange color, then right click and from the fly-out menu choose Element Properties. There are four areas to choose Properties. In the left bottom is the Transform (size) area. Select a percentage growth or leave text at 100%. I typically change to 125 or 150 or 200 and then click the Constrain box so the (y) height and (s) width stay proportional.

At the bottom, select text color.

Along the right edge select the Effect. We have a web page where you can preview text Effects.

Choose the font. Due to the weird look of moving kerned typestyles, we use only mono-spaced fonts.

Using the upper left panel as an APPROXIMATE guide, adjust the text location. Do not expect exact text placement. If your show requires a lot of text, we recommend adding text to an image and saving a second copy and using image transitions.

## save show

Push the preview button to view the show again or the Continue button to close the panel.

## view show and edit

Push the preview button to view the show. The preview button causes a wrapped up show to pop up and play. A wrapped up show includes the control wrapper so you can pause and play the show, back it up and examine its performance.

While the preview panel is paused, as required, go back to the timeline and adjust the timing of images and text to more closely match the audio message.

## resave show

After making image changes, Push the show save button, and give your show a name if desired. The pop up will give your new show a Db number. Select the preview button to again view the show or the Continue button to close the panel.

## select merge tab

Quickshow provides the MERGE feature – a unique ability, a tremendous time saver and a technology cut-through.

The merge tab allows you to quickly create emails, mini-web pages, and personal web pages. All accomplished without the bother and confusion of time, technology and complexity.

A Quickshow email is a rich media file format.

Your rich media email contains your email message and all the images and web features that are designed into it. The template asks for your message, and then automatically places the message inside a colorful, attention grabbing email.

The email points to a personal mini-web page. This is not a normal, average, run of the mill web page. There is only one way to get to your special purpose email, and that is to receive the email and click the link. There no other way to get to your message because your company's web page does not have a link to your

email or your message.

## select template(s)

You can find templates at two locations--- in your directory and in the Global directory.

Each template has features and questions designed into it that result in creating BOTH an email and a web page.

It is your job to select the template that provides the desired look and feel and purpose.

## answer template questions

Answer the template's questions and it place your email message in the email and your show inside the web page.

There are many similar questions within templates. They include:

What is your email message?

What show do you want to play?

If the show is located in another directory, what server, directory and show number?

What color background for the email and web page?

Any buttons required—to link to remote web pages?

Any hot links during the show play to remote web pages?

Answer the questions, selecting default options speeds this process, and at the bottom select the left button to SAVE the email. You will be asked to name the email. You can provide a name or description as you desire. Push the OK button to

close the panel.

Push the OK button to close the panel.

## save email / web file (.html)

### select e-mail sending service

Quickshow provides for both a personal computer email service and a server email service.

To send from your PC, you gotta first create an email file during the Merge and download it to your PC--- this is a simple process: In the Merge tab, simply select Save Local and complete the file save process. Quickshow will transfer the email file to your PC.

With an email file saved on your PC, you can send it using your email software or inside Quickshow. The email file is a full rich media HTML file that points to your web page.

## answer email questions

The email questions include the TO email address and the subject field. If you arrived at this tab from the Merge tab your HTML email file information has automatically been included.

If you need to select a different email file, push the button and select the file. Push the OK button to close the panel.. Quickshow operates like all other email programs but exposes different features. We work with saved files. As you merge a template with a show, add a message and complete the email and web page (that the email point to) your completed work must be saved as a file. This is just like other email

programs--- except Quickshow refers to the Database number and / or the name you provide. Most other email programs refer to the FROM and SUBJECT information.

### send email

Push the send email button, receive the positive acknowledgement, clear the pop-up and return to Merge tab to change your message and send another email, or proceed to your next task.

## Using shows in business