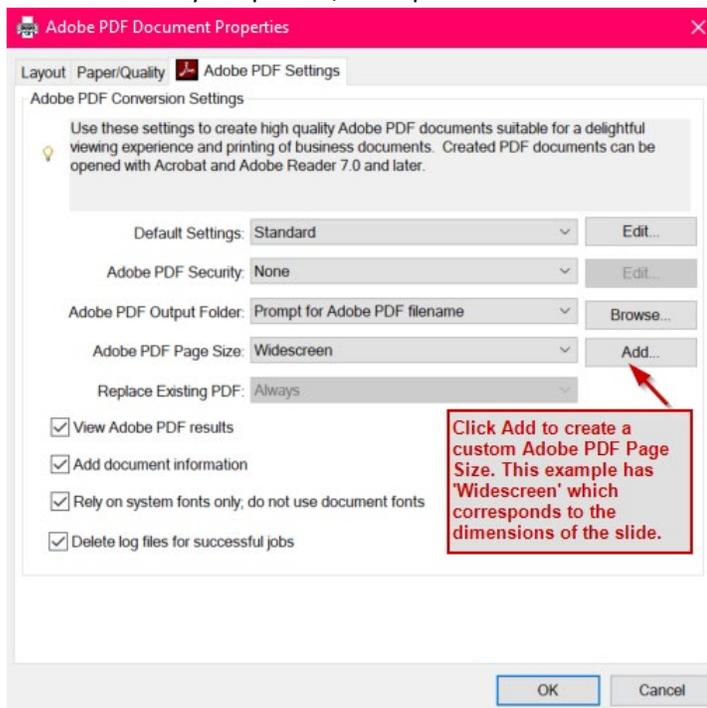


Weekly Tip for Oct. 27, 2020

Safe Sharing of PowerPoint Presentations

I am sure some of you have been in the situation where you provide a presentation or even a training class and someone asks for your slides. Of course, you are happy to share your knowledge, but let's face it, we put A LOT of work into developing our content and sharing PowerPoint slides may not be in our best interest. So how do you share the slides so that information cannot be lifted and re-purposed?

1. Save your PPTX as a PDF file. You can do this by either 'Save as PDF' or 'Print to PDF'. Note that when you are printing to PDF you will need to create a custom Adobe PDF Page Size so that you do not get a lot of white space around the slide (unless you want the white space). To create the Adobe PDF Page Size, select 'Printer Properties' under the Printer option. If you selected 'Adobe PDF' as your printer, this opens the Adobe PDF Document Properties window.



2. Open the PDF file you just created and select Tools → Protect → Protect Using Password
3. A dialogue box will open. Be sure to select 'Editing'. This indicates the password is only needed for editing. Thus, others are allowed to view the PDF without entering the password.

Protect Using Password

Requires user to enter a password for:

Viewing

Editing

Type Password

Re-type Password

Advanced Options ▾

Cancel Apply

Once you have completed these steps, you should see '(SECURED)' in the file name when it is opened.

This technique not only allows you to protect the content you developed but also allows the individuals receiving the file to still see the content and add 'sticky notes' to the slides if they so choose.

Disclaimer: This approach was done using Adobe Acrobat Pro DC. The contributor of this tip does not have Adobe Reader to ensure this can be done via Reader. However, the contributor has used this approach and had others with Adobe Reader test their ability to open the file and add their 'sticky notes'.

This week's tip was contributed by Richann Watson. Richann is an independent consultant. She is a statistical programmer and CDISC consultant with DataRich Consulting. She is an active member of the ADaM team and co-leads the ADaM oncology team. In addition, she is actively involved with several different conferences where she presents and provides training.

Weekly Tip for Jan. 12, 2021

Adding Videos to PDF Documents

Have you ever created a snazzy presentation and it has video clips and people ask for slides for future reference? It makes you feel good that people appreciate your work and would like a copy of it. I have already shown how to safeguard your PowerPoint slides. Now I illustrate how to add those cool video clips.

First off, you will need to create a version of your slides with a blank space where the video clip will be embedded. Before you temporarily delete the video from your slide, make sure the video is saved in the appropriate format (MOV, MP4, M4V, etc.). Repeat this for each slide that has a video clip.

Agenda

Show you how to produce animations

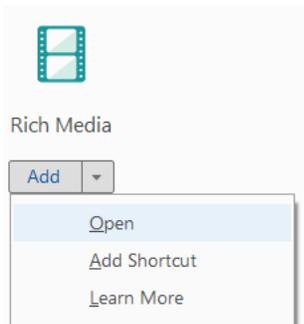
If video clip is not in the appropriate format (MOV, MP4, M4V, 3GP, 3G2), then it will need to be converted and saved. Once saved, remove it from the slide so that you have a blank space on the slide.



Once you have a 'temporary' version of your slides, you can convert it to PDF. Note that you may need to save this 'temporary' version first before converting to PDF. If so, be sure to give it a different name so that you don't inadvertently overwrite the PowerPoint slides that are needed for the live presentation (i.e., the version with the videos).

TUESDAY TIPS - MISCELLANEOUS

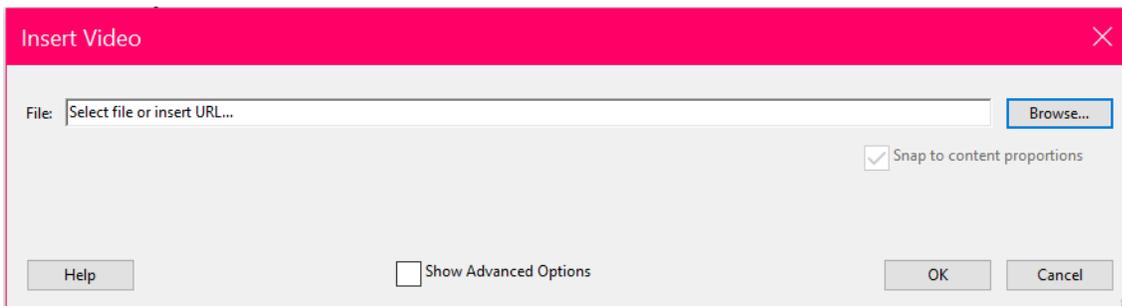
Now you have your PDF version of your slides and you have these blank spaces where the video clip(s) are to be inserted. To insert a video clip, select Tools → Rich Media → Open.



This will open the tool bar. From the tool bar you can add 3D, buttons, sounds and videos. You can also select the rich media object so that you can move it if necessary. I want to add a video, so I select 'Add Video'.

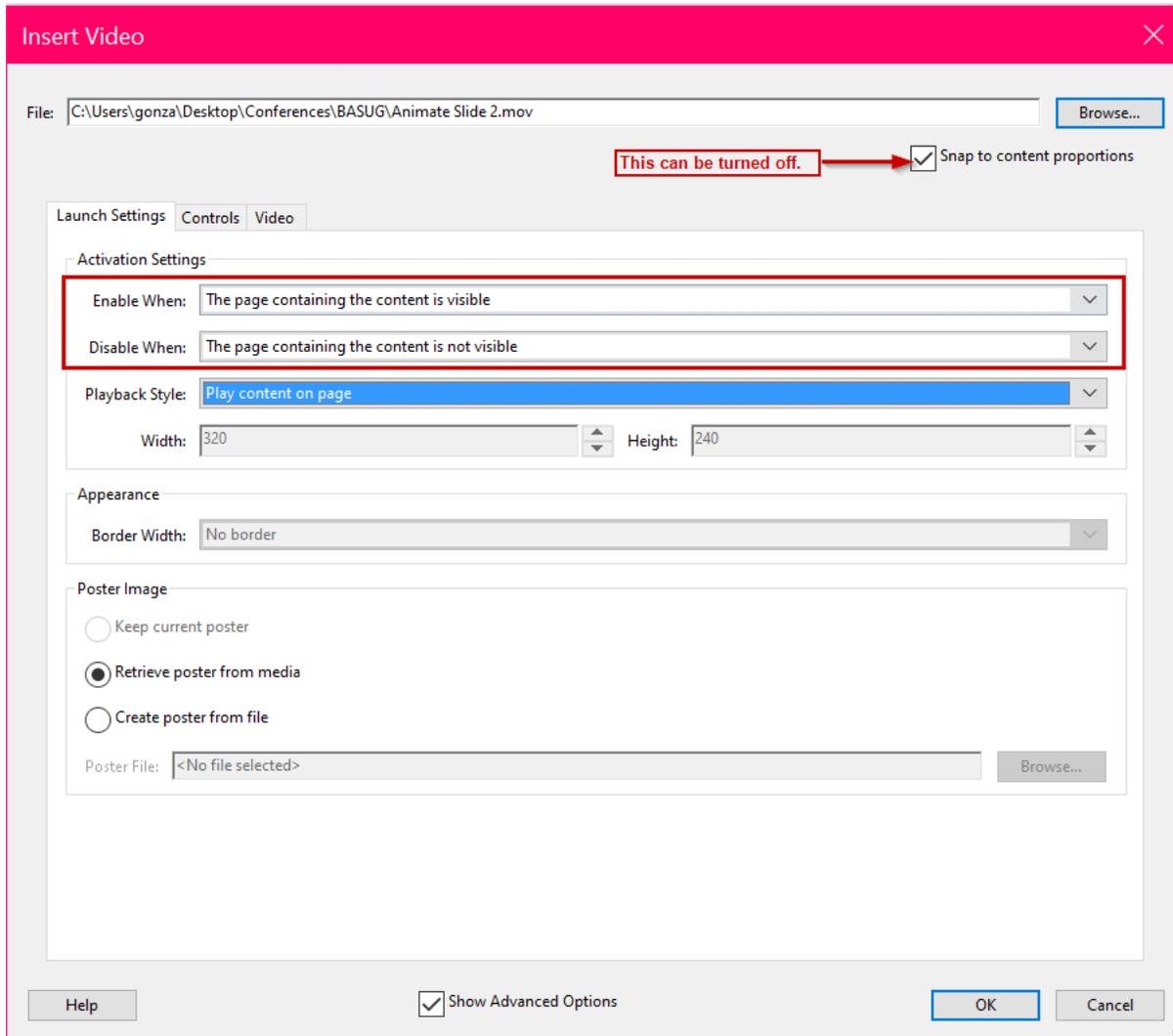


Once you have selected the rich media object, double click in the blank space on the PDF page you wish to place the video. This opens a dialogue box.



In the dialogue box, insert the URL or browse to the file you want to insert. You can use Advanced Options to control how the video is accessed. I wanted the video to play when the page where the video is embedded is visible on the screen and to stop playing when the page is no longer visible. You can choose to have the video play when you click on it.

TUESDAY TIPS - MISCELLANEOUS



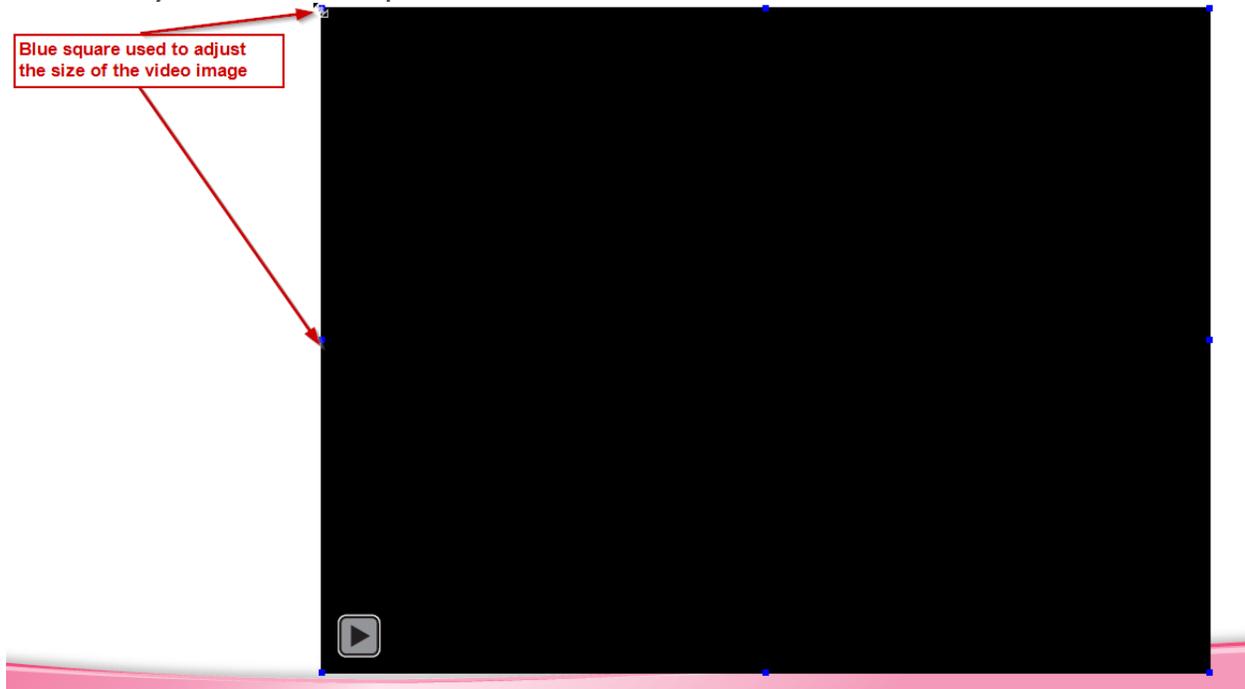
You have your videos embedded into your PDF document, but they are not exactly in the location you want or the size you want them. You can adjust them but using 'Select Object' on the tool bar.



Once you have selected the object, blue squares/handles will appear around the video. You can use the blue squares to adjust the size.

Agenda

Show you how to produce animations



Your PDF is now complete with those super cool videos incorporated. Don't forget to save the new file. I recommend closing the PDF and opening to seeing if the videos are working as you expect.

A word of caution, you may get this warning. You can choose to always trust in this document or trust just one time.

⚠ 3D content has been disabled. Enable this feature if you trust this document.

Disclaimer: This approach was done using Adobe Acrobat Pro DC. The contributor of this tip does not have Adobe Reader to ensure this can be done via Reader. However, the contributor has used this approach and had others with Adobe Reader test their ability to open the file and view the videos.

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