

# timelesstributes™

DVD PUBLISHING

(01/01/2006)

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# CHAPTER 1

## About Creating DVD's

### VALUE OF DVD'S

Personal DVD's have a high-perceived value to your families. Providing the family with a keepsake DVD is a gift they will cherish, and play repeatedly. Many funeral homes opt to include the DVD with the service as part of their personalization package. They find the value in referrals and interaction with the community outweighs the video fee.

Customer feedback shows that your families will *especially* appreciate the TimelessTributes™ DVD because you made it. This is an extremely personal time of their life and the concern showed by creating the TimelessTributes™ DVD communicates your caring attitude.

The packaging you use for your DVD will also add value. TimelessTributes™ offers high quality DVD cases that are fully customizable. All cases are shipped with a free template CD which includes pre-sized graphics that match the DVD background pictures. Visit the website for more information: <http://www.timeless-tributes.com/us/dvd.html>

### DIFFERENCE BETWEEN WEB & DVD VIDEOS

They look identical and are both quality productions; however, the DVD version has slightly finer resolution and produces smoother zooms.

**FILE SIZE:** DVD files are a *lot* bigger. Assume you made a 7-minute TimelessTributes™ video with 40 photos. The Web version would be roughly 6 MB while the DVD version would be anywhere from 60 MB to 600MB (depending on the number and complexity of transitions chosen.)

**SCREEN RESOLUTION:** The TimelessTributes™ videos use a wider, narrower format (720 x 480 pixels) that is standard for DVD's.

**SOUND QUALITY:** Our Music library contains "WEB Quality" and "DVD Quality" music. We recommend using the higher DVD quality music for all DVD's. The WEB quality music has been compressed to approximately 1/10<sup>th</sup> the file size of the DVD quality music to make viewing the video on the web faster.

### DIFFERENT DVD FORMATS (DVD+ and DVD-)

The crucial difference between DVD+R and DVD-R is based on which standards each manufacturer adheres to. Similar to the old VHS/Beta tape wars, different manufacturers support different standards. Before purchasing blank DVD's make sure to check which type of DVD your burner supports, -R/RW or +R/RW.

#### **DVD+R and DVD+RW**

DVD+R and DVD+RW formats are supported by Philips, Sony, Hewlett-Packard, Dell, Ricoh, Yamaha and others.

A DVD+R can record data only once and then the data becomes permanent on the disc. The disc can not be recorded onto a second time. DVD+R's are compatible with 89% of all commercial DVD players.

A DVD+RW disc can be erased and recorded over numerous times without damaging the medium. DVD+RW's are compatible with 79% of all commercial DVD players.

## **DVD-R and DVD-RW**

DVD-R and DVD-RW formats are supported by Panasonic, Toshiba, Apple Computer, Hitachi, NEC, Pioneer, Samsung and Sharp.

A DVD-R can record data only once and then the data becomes permanent on the disc. The disc can not be recorded onto a second time. DVD-R's are compatible with 93% of all commercial DVD players.

A DVD-RW disc can be erased and recorded over numerous times without damaging the medium. DVD-RW's are compatible with 80% of all commercial DVD players.

## **BENEFITS OF DVD & WEB PUBLISHING**

### **Benefits of DVD**

The two biggest advantages of the copying your TimelessTributes™ video to DVD are:

- 1) It allows your families to play their TimelessTributes™ video on any TV with a DVD player; and,
- 2) It allows you to give your family a physical object they can touch and take home with them.

### **Benefits of Publishing to the Web**

You will find that families watch TimelessTributes™ videos more frequently on the Web. The Web allows the family to:

- 1) Share the TimelessTributes™ video with distant friends and relatives; and,
- 2) Conveniently play the TimelessTributes™ video anywhere. In addition, families will email the link to their video and view it on the Web while at a friends or relatives home (they will not have to remember to bring the DVD).

### **How they compliment each other:**

The ability for family members to email a link to the video across the country or to watch the video on a TV at a family gathering is a great source of comfort. This is a service that you will be very proud to offer. The feedback from funeral homes who publish to the web continues to be *overwhelmingly* positive.

## **DISK SPACE MANAGEMENT**

As discussed above, the DVD file created by TimelessTributes™ is very large. Depending on the format you choose for video creation you may find yourself looking at files that are up to 1GB. We encourage you to save these shows *temporarily* in the C:\VideoTributes\Presentations directory. Keep them for 60 days to give the family time to call and order additional copies. We also recommend burning a copy for yourself to have on file incase you have removed the file off your computer and the family calls a year later wanting another copy.

*Note: When you create a TimelessTributes™ video, always save it as a "Project file". (Project files have a .ppp extension.) You can later open this Project file and edit or re-create the show. If you later want to create more DVD's of this show, you will need to repeat the DVD creation steps discussed below. Creating the DVD is easy but it will take your PC time to convert the TimelessTributes™ project to the DVD format. That is why we recommend making an extra file copy when you are burning the DVD's.*

*Note: A few customers have reported that their computer will only play videos if they are stored in their "My Videos" directory. If you have problems with your video files, try moving them from "Presentations" to "My Videos".*

## ABOUT CREATING YOUR FIRST DVD

### **Practice Video**

Don't start with a full-fledged video, make your first DVD a short "practice video". Keep it short, 3-4 photos, no music and your favorite background. Don't use any zooms or special effects. The purpose of this "practice video" is to learn how to use the software. By making the show short and simple you greatly reduce the DVD creation time.

### **Use Re-Writable DVD's for you Practice Video**

You are going to want to play with the software. That means you will probably burn 4 or 5 practice videos. If you use a re-writable DVD you can erase your old show and put the new one on the same DVD. If you use regular DVD's you will have to use a new DVD for each show. Re-writable DVD's are labeled DVD-RW. There are two things to know when using DVD-RW's. They take longer to record. A regular DVD will record 3-5 times faster than your re-writeable versions. (Another reason to make your "practice shows" short.) Also, some of the older DVD players have problems playing DVD-RW's.

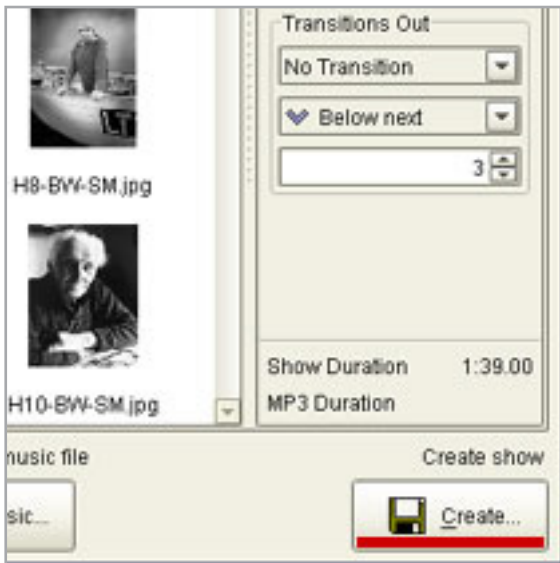
### **Where to Save Your TimelessTributes™ Video Files**

You need to save the files in a place that is easy to remember. We recommend saving your project files in your *C:\VideoTributes* directory. Save your presentations (both Web and DVD) in the *C:\VideoTributes\Presentations* directory. If you do this consistently you will never forget where they are.

# CHAPTER 2

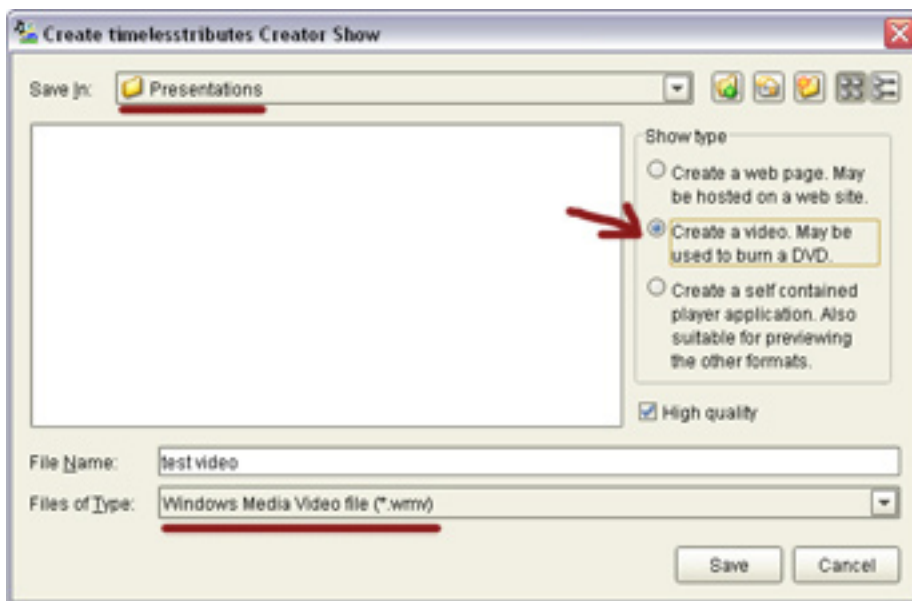
## Creating a TimelessTributes™ DVD

### STEP 1 - Select Create



After you have finished compiling your show and are ready to burn it to DVD, select the CREATE button.

### STEP 2 - Save as a Windows Media Video .WMV file

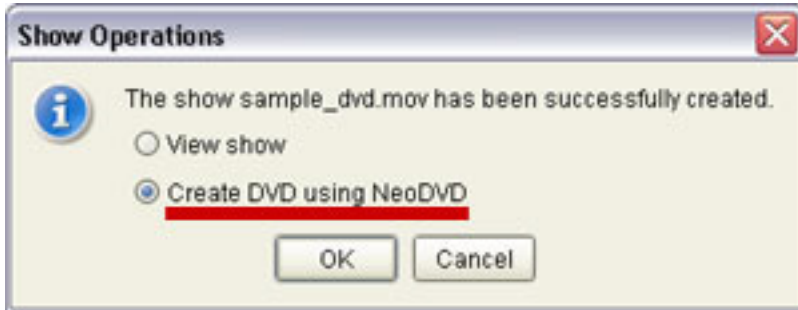


Select "Create a Video"  
Save it in C:\VideoTributes\Presentations\*

\*NOTE: As discussed above, we highly recommend that you save your work as a Project file. Before creating your show, simply press FILE and then select SAVE from the drop-down menu. Save your Projects in the C:\VideoTributes\Projects folder. This will allow you to easily find your Project files in case you need to later edit your work. Save the Project under the same name that you save the Web and DVD TimelessTributes™ videos.

The .WMV video file is compatible with several DVD Burning applications, many customers have inquired if they can use their DVD burning software versus ours. Yes you can! However you will need to contact thier technical support departments for help with their software.

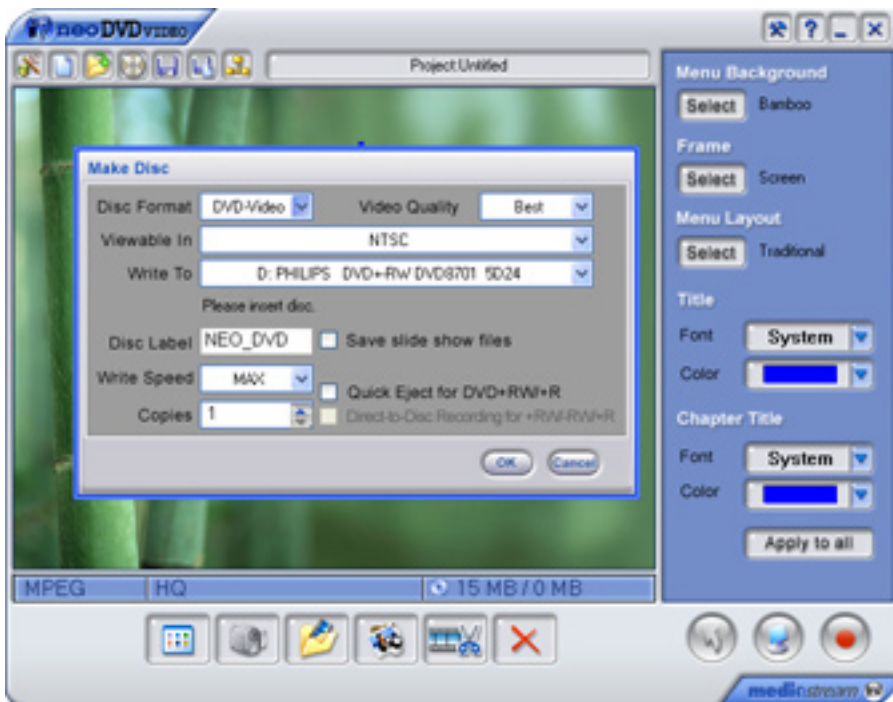
## STEP 3 - Create DVD Using neoDVD



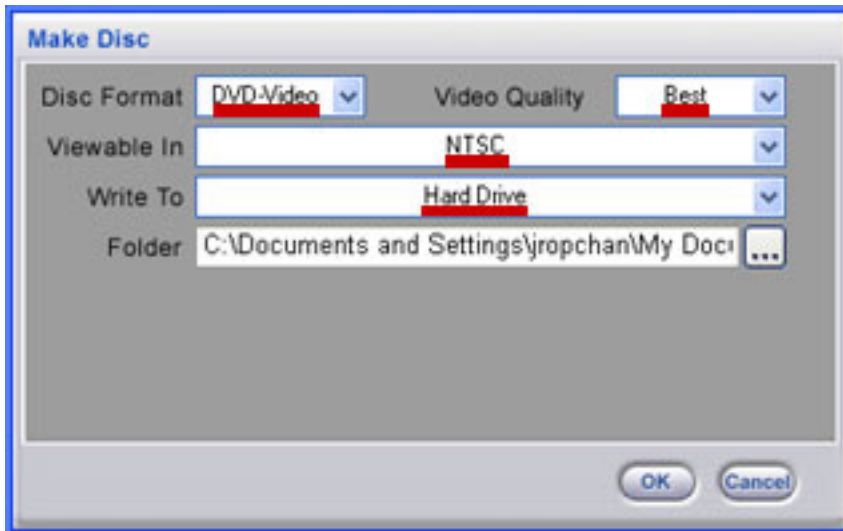
After Creating your video in .WMV format, TimelessTributes™ will prompt you to either VIEW SHOW or CREATE DVD USING NEODVD. Select the create option.

\*NOTE: Depending on your computer's speed and amount of available memory, it may take up to one minute for neoDVD to start

## STEP 4 - Setup DVD Burner Options



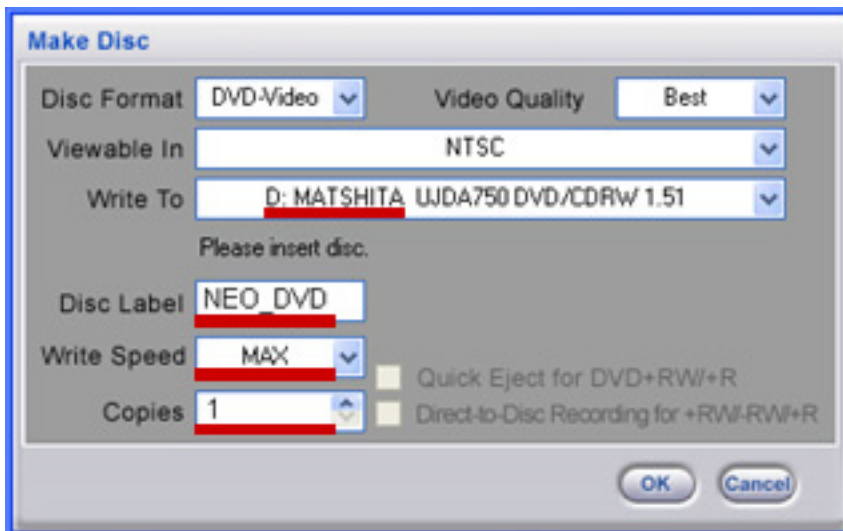
After neoDVD launches you will see this screen. There are some one-time set-up's you will need to do.



The first time you start neoDVD the DISC FORMAT box should be set to “DVD-Video”, the VIDEO QUALITY box should be set to “Best”, and the VIEWABLE IN box should be set to “NTSC”. If they aren’t, click on the drop-down boxes and change them to these settings.

If the WRITE TO box says “Hard Drive”, click on this and select your DVD burner.

\*NOTE: If you have an external DVD burner, make sure it is connected and turned on before you start the program. If it’s not, plug it in and turn it on then re-check the drop-down box to see if it has been added. If it isn’t, you will need to exit neoDVD, connect and start your DVD burner and manually restart the program.



After you select your DVD burner from the WRITE TO drop-down box, the screen should look like this. (NOTE: Your DVD drive type will appear in the WRITE TO screen.)

Set the WRITE SPEED to MAX and select the number of copies you want to burn.

\*NOTE: Make sure that the “Quick Eject for DVD+RW+R” box is NOT checked.

## STEP 5 - Customize Introduction Screen



If the Introduction screen is exactly what you want (and it probably isn't), press the OK button.

Otherwise press CANCEL, allowing you to change the introduction's photo, title and background.



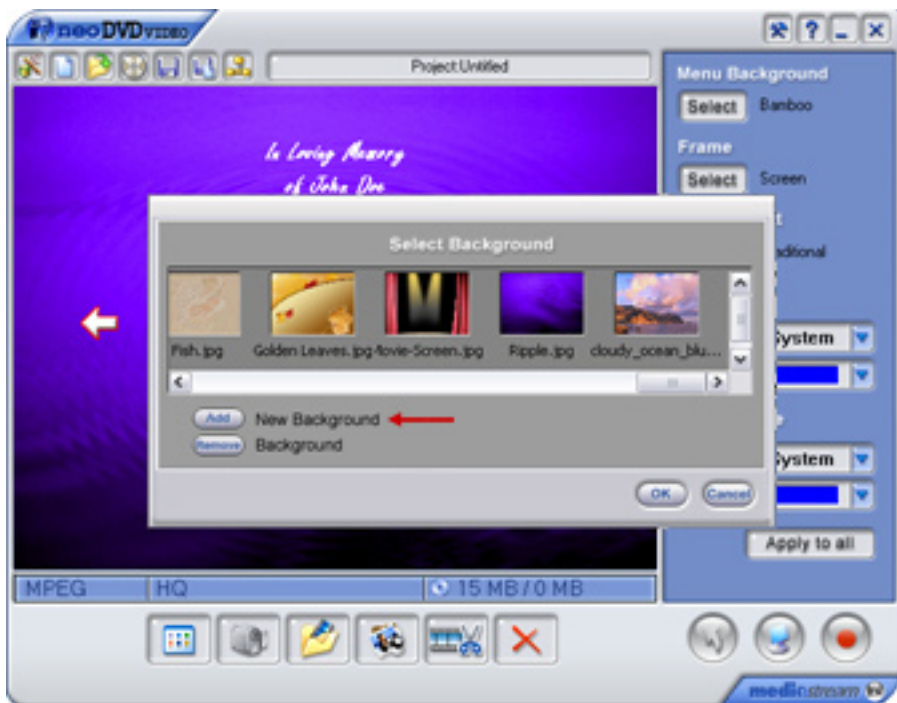
There are two sets of text. The upper is called the TITLE and the lower is called the CHAPTER TITLE. The default text for these is the filename of your TimelessTributes™ video.

To change this text, click on it and an edit box will appear. To customize font and color, use the respective drop-down boxes on the right-hand margin of the neoDVD window.



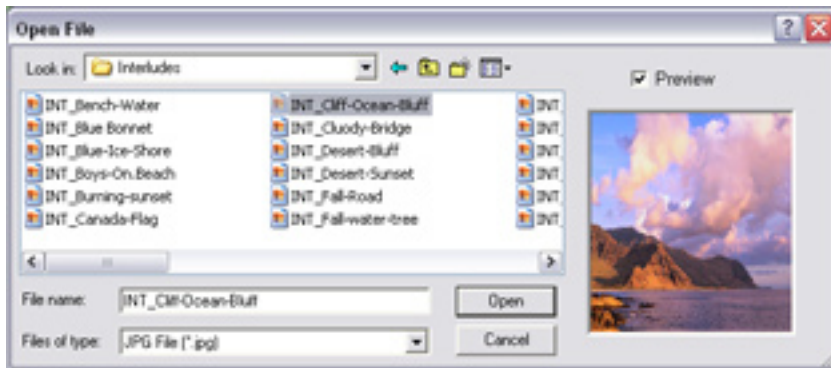
To change the videos into photo (also called a “thumbnail” photo), right-click on the photo box. A window will appear, select SET THUMBNAIL.

Below the photo box a small slider bar will appear. Drag the cursor bar to the right to view the photos contained within you TimelessTributes™ video. To select a photo for the thumbnail, just click outside of the photo box. A screen will appear asking if you would like to use this snapshot as the thumbnail for this video chapter. Click OK .



Next, we can change the background to match the background of your video.

Click on the MENU BACKGROUND “Select” button. A new screen will appear, click on the NEW BACKGROUND button. A navigation window will appear and go to your C:\VideoTributes\Interludes directory to locate the TimelessTributes™ backgrounds.

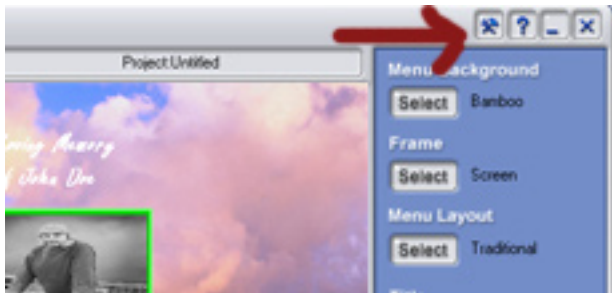


Click-on the FILE OF TYPE drop-down box and select JPG FILE. The available TimelessTributes™ backgrounds will appear. Click on the desired background.



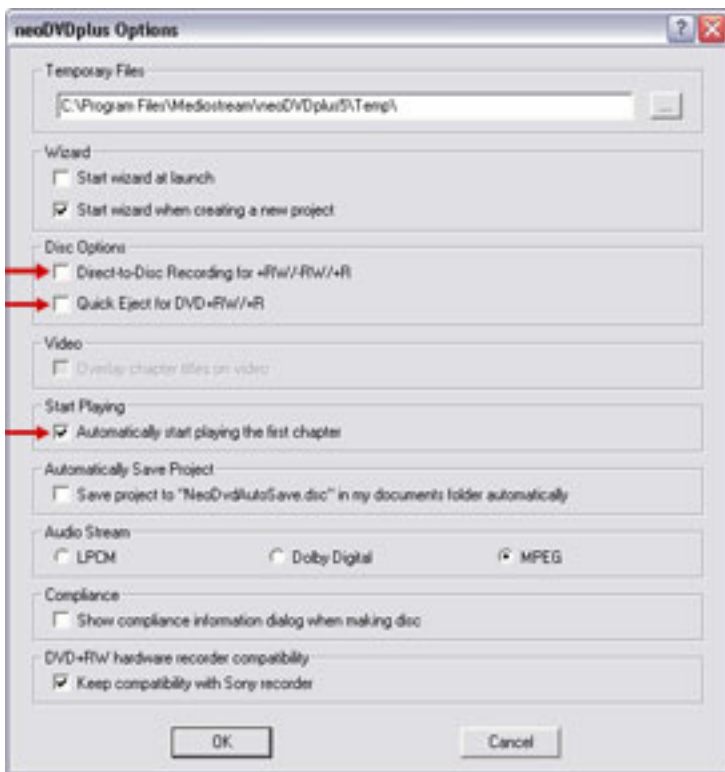
You are done! You have created a customized "Intro screen".

## STEP 6 - Setup neoDVD Options



Next, click-on the OPTIONS button at the top-right corner of the neoDVD screen. This will open the following STANDARD OPTIONS screen.

\*NOTE: This is part of our initial set-up process. You only have to set the Options once.



Make sure the two DISC OPTION boxes are NOT checked.

Also,make sure that the START PLAYING box IS checked. This will automatically start your show when the DVD is placed in a DVD player.

## STEP 7 - Burn DVD



Now that the “Intro screen” and set-up Options are complete, click-on the red button at the bottom right of the screen. This will start burning your DVD. If you don't have a DVD in the drive, you will get a message requesting one be inserted.

Next, you will see as sequence of photos appear as the video is being recorded to DVD.

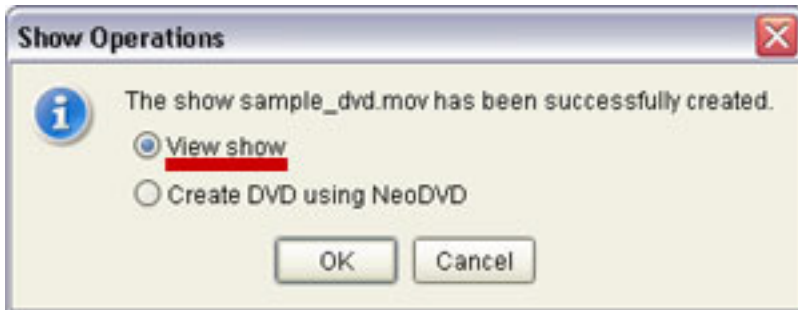


You will see this message when you DVD is complete. Click OK and you're done!

# CHAPTER 3

## Launching neoDVD Burner Manually

### STEP 1 - Open neoDVD



There may be times you want to run neoDVD separately from TimelessTributes™. For example, after creating a TimelessTributes™ video, you might press VIEW SHOW to preview your work. If you do this, neoDVD won't automatically launch and you will have to manually start the program.



To start neoDVD, go to your star menu and locate the “Mediostream” folder and then slece “NeoTaskBar”.

After neoDVD opens you will see the start-up icons. Select the first button on the left (the RED one).



Next, select “CREATE a DVD disc”.

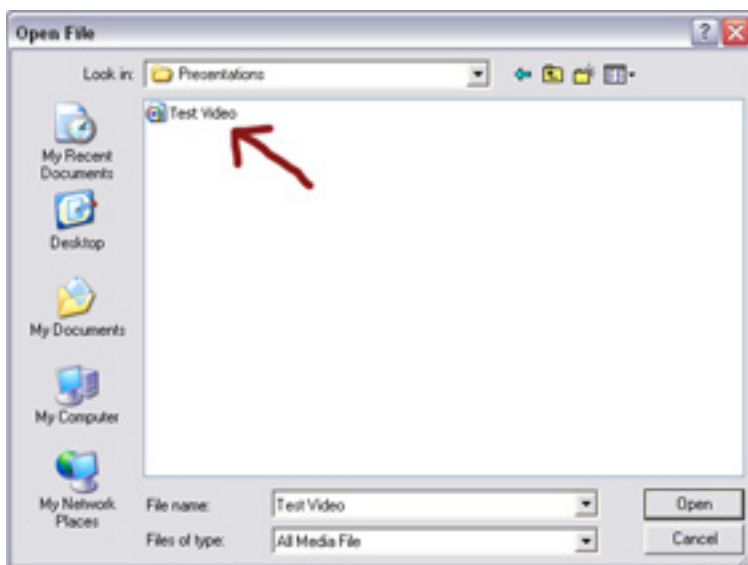


neoDVD will now ask what type of disk you want to create. Select the first option.

## STEP 2 - Add Windows Media Video .WMV file(s)



When the next screen appears, click on the icon at the bottom of the screen to insert a NEW VIDEO FILE.



Select the .WMV video file(s) that you want to burn to DVD.

\*Note: Hold the "CTRL" key and select multiple files if you want to add more than one video to your DVD

### STEP 3 - Customize Introduction Screen

Refer to STEP 5 in CHAPTER 2 for instructions on how to customize the introduction screen.

### STEP 4 - Setup neoDVD Options

If this is your first time burning a DVD using neo or need help setting the program to use your DVD burner. please refer to STEP 4 and STEP 6 in CHAPTER 2.

### STEP 5 - Burn DVD



Now that the “Intro screen” and set-up Options are complete, click-on the red button at the bottom right of the screen. This will start burning your DVD. If you don't have a DVD in the drive, you will get a message requesting one be inserted.

Next, you will see as sequence of photos appear as the video is being recorded to DVD.



You will see this message when you DVD is complete. Click OK and you're done!

# CHAPTER 4

## Create DVD Labels



We encourage our customers to use our high quality DVD cases. These cases are made of the highest quality materials and feature a sturdy construction.. The case comes complete with a perforated and precision cut 2-page booklet, 2-sided case liner and disc label.

Every order includes free software specific templates to customize your case. We also include pre-sized pictures for the cases that match our video background pictures.



### PAPER

Perforated and scored inserts are a snap to use. No measuring or cutting is necessary. The high-quality, self-adhesive disc labels will display your designs with printed-on-the-disc clarity.



### PLASTIC

Unlike traditional DVD cases, our cases are virtually impossible to break with regular use. A simple, thumb-operated locking mechanism at the opening greatly enhances durability.

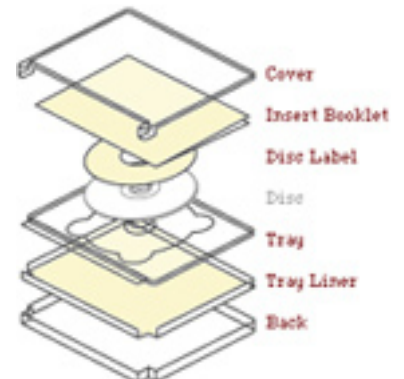


### TEMPLATES

When you order, you will be able to download software-specific templates created for the inserts. Print on your laser or ink jet printer, then punch out the inserts for a perfect fit.

### DVD CASE PACKAGE INCLUDES:

- 20 DVD Cases
- 24 Perforated Insert Books
- 24 Perforated Tray Liners
- 24 Self-adhesive Disc Labels
- Software Specific Templates



Visit <http://www.timeless-tributes.com/us/dvd.html>  
or call 1-866-468-4996 for more info!

# CHAPTER 5

## Tips and Tricks

### DELAY END OF SHOW

DVD Players can be set to automatically restart (e.g. “loop”) the video. We encourage a 30-60 second delay (or longer) before looping. To create this “pause” hold the last TimelessTributes™ photo for the amount of time you want for the delay between shows.

To do this, click-on the last photo increase the time in the **EFFECTS** box to include the desired delay between shows.

### LOOP SHOW

To loop a DVD, press the “loop” or “repeat” button on your DVD Player.

\*Note: The “loop” option under “end of show” in the SETTINGS window of TimelessTributes™ only applies to videos create as .HTML or .EXE files. DVD’s can only be looped using the DVD Player.

### GOING TO VHS

You can create a VHS tape of your TimelessTributes™ video by simply playing the show on a DVD Player while recording it on a VHS tape. We recommend using a 30 minute VHS tape.

### EXTRA COPIES

When giving the DVD to the family, let them know that additional copies are available. We encourage you to charge a fee that reflects your time and costs. You will find family members may ask for copies on special occasions (e.g. first anniversary of the death). You may want to send a note suggesting you will maintain copies for the family. They will appreciate the service and consideration.

### FLORAL TRIBUTES

One funeral home thought of this idea. This funeral home takes pictures of the flower arrangements and cards and puts these photos at the end of the TimelessTributes™ video which they give to the family. This brings personalization to a new level. We have included a custom background in TimelessTributes™ called “Floral Tribute” designed for this purpose.

## TIME SAVING TIPS

For every minute of “showtime”, it takes your PC about 3-7 minutes to create a DVD (depending upon you computer’s speed and how many pans and zooms you use). That means a 7 minute TimelessTributes™ video can take up to 49 minutes to burn into a DVD.

Here are a few suggestions that can help you minimize DVD burning time:

- Make an extra DVD copy for your files. You can duplicate this disc for late requests... copying a DVD is a lot quicker than converting the .WMV file to a DVD format and then burning the disc. (The data conversion is the real time-eater.)
- Minimize the use of zooms and pans. Zooms are great and we like using them. Just be aware that if you are in a *real* time crunch, minimize the pans and zooms and your DVD creation time will be reduced.
- No Time Left? Create you show as an “.exe” or “html” file and play if from your PC. Put your monitor in the visitation room and tuck the PC with its speakers under a table. If you have a flat panel monitor... use it. Some customers install a small flat panel monitor above the visitation book and play all their TimelessTributes™ videos from a PC and burn DVD copies for the family.