

# timelesstributes™

GETTING STARTED

(01/01/2006)

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# CHAPTER 1

## Installing and Activating TimelessTributes™



**If you haven't already installed the TimelessTributes™ software, insert the installation DVD into your computer or visit [www.timeless-tributes.com](http://www.timeless-tributes.com) to download a demo.**

The program will be installed into your programs directory, in a folder called "timelesstributes Creator" and will be available to run on your programs list.

*(See page 2 for detailed installation instructions.)*

### ABOUT THE DEMO VERSION

The Demo-Version limits your **TimelessTributes™** videos to 5 photos. There are 2 songs and 75 demo backgrounds included with the program for you to test the software. All **TimelessTributes™** videos created with the demo will be watermarked with the **TimelessTributes™** logo.

After you purchase the software the photo-limit and watermark are removed. You will also receive a CD with our expansive and growing music and graphics library. Everything you need is included on the CD. You may purchase an unlock key that will provide you access to the full software and Music/Graphics package by calling 1-866-468-4996 or signing up online at [www.timeless-tributes.com](http://www.timeless-tributes.com).

### ABOUT MUSIC

A common misconception is that BMI, ASCAP, SESAC or SOCAN music licenses allow you to synchronize music to your **TimelessTributes™** videos... they don't. You must have a special "synchronization license" to use music with a video. Furthermore, there is an additional "streaming license" that is required to play music over the Internet. Lastly, you need a "duplication license" to provide multiple copies of the DVD to the family and friends. All of our music is fully licensed for synchronization, streaming and duplication when used as part of a **TimelessTributes™** video only.

### SYSTEM REQUIREMENTS

<b>Operating System</b>	Microsoft Windows® 2000 minimum. (Windows® XP recommended)
<b>Processor</b>	Computer with an Intel® Pentium® III or faster processor. (Pentium® IV recommended)
<b>Memory</b>	256 MB of RAM minimum. (1 GB or greater recommended)
<b>Hard Disk</b>	500 MB of available hard-disk space (2 GB or greater needed to install DVD quality music).
<b>Drive</b>	DVD-ROM required to run install DVD. (DVD-RW drive required to burn DVD's)
<b>Display</b>	Super VGA display with at least 800x600 resolution. (1024x768 or greater recommended)
<b>Internet Connection</b>	Internet connection required to upload videos to web. (Broadband connection recommended)

## BEFORE INSTALLING

1. A DVD-Rom drive is required to install **TimelessTributes™**. If you do not have a DVD drive email [support@timeless-tributes.com](mailto:support@timeless-tributes.com) for assistance.

2. If you have already purchased **TimelessTributes™** we will have sent you an email with your license keys. The license keys unlock all of the functions of **TimelessTributes™** and are required to install the music and background graphics. Please have you license keys handy during installation. Copying and pasting the keys from the email is easiest and most accurate.

IMPORTANT NOTE: If you purchased **TimelessTributes™** or **DirectorsTributes** prior to January 01, 2006, your license keys are out-of-date. Obtaining new license keys is easy...

1. Login to our members area <http://members.timeless-tributes.com> and click the "License Keys" link.
2. Email [keys@timeless-tributes.com](mailto:keys@timeless-tributes.com) and someone will promptly resend your sign up email.

## INSTALLING VIDEO SOFTWARE

Installing **TimelessTributes™** is an automated process; simply follow the steps. After installation you can choose to run the software in demo mode or activate the software by entering your license key (see below).

1. If you have a previous version of the **TimelessTributes™** or **DirectorsTribute** software installed make sure that it is closed.
2. Do one of the following to start the installation process:
  - If you have the installation DVD, insert it into your drive. The DVD should automatically open. If it does not, open the DVD and double-click the "**Setup**" file. Click **step 1 "SOFTWARE"** in the **TimelessTributes™** main installation window. Next, click the TimelessTributes 4.0 link to begin installation.
  - If you have downloaded the **TimelessTributes™** software from the Internet, locate the downloaded file and double-click the **TimelessTributes™** Installer.
3. Follow all on screen instructions. The installer will go through a number of steps, be sure to answer YES or NEXT to all questions and do not quit the installer until it has completed.
4. When installation is complete click FINISH and return to the installation window to install neoDVD.

## INSTALLING neoDVD BURNING SOFTWARE

1. Click **step 1 "SOFTWARE"** in the **TimelessTributes™** main installation window. Next, click the neoDVD link to begin installation.
2. Follow all on screen instructions. The installer will go through a number of steps, be sure to answer YES or NEXT to all questions and do not quit the installer until it has completed.
3. When installation is complete click FINISH and return to the installation window.

## INSTALLING LICENSED MUSIC

1. Click step **2 “MUSIC”** in the **TimelessTributes™** main installation window.
2. Click the **↓** next to the music library you would like to install. The music is available in a lower quality format called “WEB Quality” as well as a high quality format called “DVD Quality”. You can choose to install an individual genre of music in a quality of your choice, or install the complete music library.
3. When prompted enter your license key. The license key was emailed to you when you purchased the software. Highlight the license key and copy it, then paste the license key in the installer window and follow the on screen instructions. (If you do not have your license key, visit the Members Area to obtain you keys)
4. When installation is complete click FINISH. The music will be installed in the directory: c:\VideoTributes\

## INSTALLING BACKGROUND GRAPHICS

1. Click step **3 “BACKGROUND GRAPHICS”** in the **TimelessTributes™** main installation window.
2. When prompted enter your license key. The license key was emailed to you when you purchased the software. Highlight the license key and copy it, then paste the license key in the installer window and follow the on screen instructions. (If you do not have your license key, visit the Members Area to obtain you keys)
3. When installation is complete click FINISH.

## UNLOCKING TIMELESSTRIBUTES™

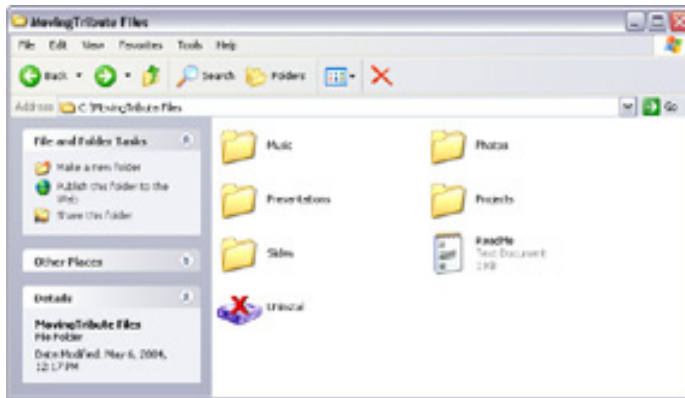
When you purchase **TimelessTributes™** we will send you an email with your license key. The license key unlocks all the functions of **TimelessTributes™**.

1. Open the email called “Thank you for purchasing TimelessTributes Video Software” and copy the **TimelessTributes™ software** license key.
2. Open **TimelessTributes™ Creator**. When the program opens select HELP.
3. A drop-down menu will appear and select ENTER LICENSE KEY.
4. Paste your license key in the text box and click the OK button.

# CHAPTER 2

## Getting to Know the Software

### TimelessTributes™ Files



The **TimelessTributes™** installer includes everything you need to create your first video.

During installation a directory called "VideoTributes" is created in the C Drive. This is where you will find the files you use on a daily basis.

#### Custom Backgrounds:

This directory contains 4 files called "custom1.jpg", "custom2.jpg", "custom3.jpg", "custom4.jpg". If you want to create a custom background, crop the desired photo so that it is 720x420 pixels. Save your custom background to this directory and name it "custom1.jpg" replacing the sample file we included with the software. To use, select "Custom Background" in **TimelessTributes™**. To create a custom theme, replace all 4 photos and choose "Custom Theme" background in **TimelessTributes™**.

#### DVD Covers:

This directory contains full size images of most of our background photos. These can be used with your favorite label software to make DVD Labels and DVD Case Covers.

#### Installer:

This directory contains the original **TimelessTributes™** installation file. If you are having a problem with your software you can use these files to re-install it.

#### Interludes & Video Interludes:

These directories contain pictures and short video clips that can be inserted throughout you video tribute.

#### Marketing Materials:

This directory is for marketing materials for your funeral home such as "press releases".

#### Music:

This folder contains music categories such as Classical, Piano, Jazz, Spiritual, Patriotic, Ethnic, and Country. Watch for additions as we expand this popular collection. Part of learning to use the **TimelessTributes™** software is understanding our music library, we encourage you to take time and explore the music library.

#### Photos:

The photos with which you are working should be saved in this area. Save the photos you scan into a subfolder that

contains the decedent's last name, first name and date of death (year, month, day). A typical photos subfolder name would be "DoeJohn040515". This will make it easy to find the photos. You may want to leave these photos on the drive for some time after the funeral (up to 1 year), allowing the family to request additional copies or changes to the show through the first anniversary.

## Presentations:

This contains your **TimelessTributes™** shows files... in both web and WMV formats. Let's jump ahead for a second... when you create a **TimelessTributes™** video you will need to select how you want to save the file. You can save it in a format that can be published to the web and easily played on a PC (e.g. HTML file format). Alternatively, you can save the file in an WMV format that can be converted into a DVD for viewing on a TV. WMV files are quite large. You'll find you will want to periodically delete the files in this directory. (NOTE: If you later need these presentations, you can also recreate the show from your projects directory if you haven't deleted the original project (PPP) file - see below).

## Projects:

This directory is where you will save your projects while you work on them. The "Project" files contain information that tell **TimelessTributes™** which pictures, music, backgrounds and transition effects you selected. The files end with a ".ppp" extension and are very small. We recommend that you create a "Project" for each **TimelessTributes™** video and use the same name that you apply to your actual **TimelessTributes™** file. This way, if you later want to edit your video, simply re-open the Project file with the same name and you can continue where you left off.

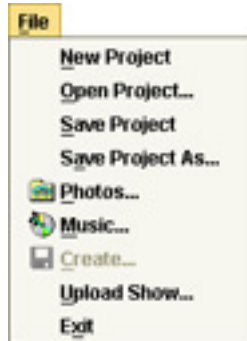
\*\*NOTE: If you move or delete photos or music from your computer, your "Project" file will no longer work properly.

## Slides:

Slides contain the text of selected hymns, scriptures and quotations. You may create your own slides with any graphics toolset (such as PhotoShop, PhotoPaint and others). If you decide to create your own, use a "PNG" format with a transparent background... it looks crisp and professional.

## MENU OPTIONS

### File:



New Project – creates a new project.

Open Project – opens a project you have saved.

Save Project – saves your project so you can later return to edit/recreate it.

Save Project As – saves your project with a different name.

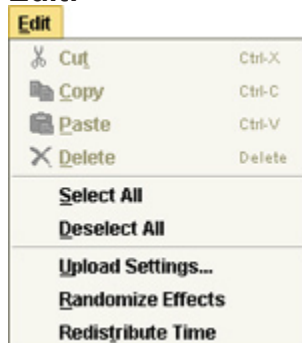
Photos – adds photos to your show.

Music – adds .mp3 songs to your show (See Chapter 5: Music).

Create – creates your show to view on the web, CD, or DVD.

Upload Show – Uploads your **TimelessTributes™** video to the Internet. To use this function you must have a web account (this is free). If you do not have a web user id and password contact us and we will set one up for you.

### Edit:



Cut: Pull a picture, and paste in different sequence.

Copy: You can copy a photo, using it multiple times.

Paste: Place a copied or cut photo

Delete: Delete a photo from your show, not your drive.

Select All: Selects all photos.

Upload Settings: For publishing videos to the web... you must first set-up a Web account.

Randomize Effects: Applies Transition effects to selected photos.

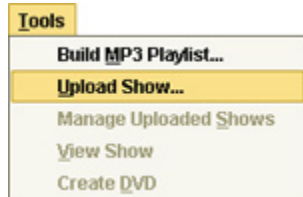
Redistribute Time: Adjust display time for select photos to fit length of music.

## View:



Expert Mode: In expert mode you can control the transitions, effects, captions and timing of each photo. We recommend always keeping this option checked.

## Tools:



Build MP3 Playlist – combine songs (See Chapter 5: Music).

Upload Show – click this to upload your video to the web.

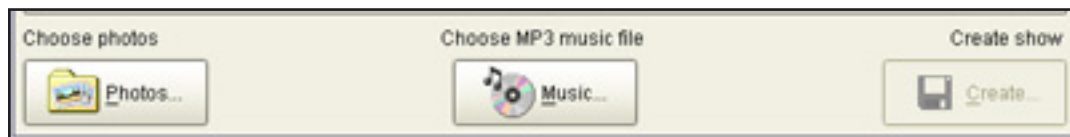
Manage Uploaded Show – click to modify a previously uploaded video.

View Show – allows you to preview your show. You must have already CREATED a video (.html, .exe or .wmv) for this option to be activated.

Create DVD – Burns a copy of your open project to a DVD. You must have already CREATED a .wmv version of the open project and have neoDVD burning software installed for this option to be active.

## BUTTONS

### Action Buttons Across the Bottom – Photos, Music, Create



### Photos:

Click this button to add photos to your show. You can select from 14 different photo types including all of the most popular formats: .jpg, .gif, .bmp. You can hold down the control or shift key and select photos individually or choose to 'open all'.

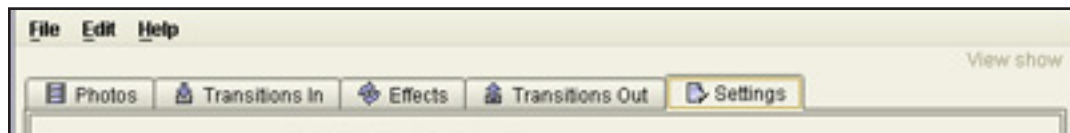
### Music:

Click this button to select MP3 Songs to add to your show. You can select a single song to be played in the background or multiple songs to be played successively.

### Create:

Click this button to create your show using the photos and music you selected. You can save the show in a number of different formats to be played on your PC (.EXE), WEB (.HTML), or DVD (.WMV).

### Action Buttons Across the Top – Photos, Transitions and Settings



### Transitions In:

There are 34 transitions available to customize your presentation. These transitions will be used to alter the photos appearance as it appears in the show. An example would be to have the photo "fade in". Select all of the transitions here that you want made available when editing your show. The default transition time is 3 seconds. You can change

the transition time for each photo by clicking on the photo and then changing the “transition in” time from 3 seconds on the right bar. To change the default transition time for all shows, click the “Settings” tab at the top and change the “default transition duration” from 3 seconds.

## Effects:

There are 23 effects available to customize your presentation. Effects are used to alter the photos appearance after it appears on the screen. An example would be to have the photo appear “sepia tone”. Select all of the effects here that you want made available when editing your show. The default effects time is 3 seconds. You can change the effect time for each photo by clicking on the photo and then changing the “effects” time from 3 seconds on the right bar. To change the default effect time for all shows, click the “Settings” tab at the top and change the “default effect duration” from 3 seconds.

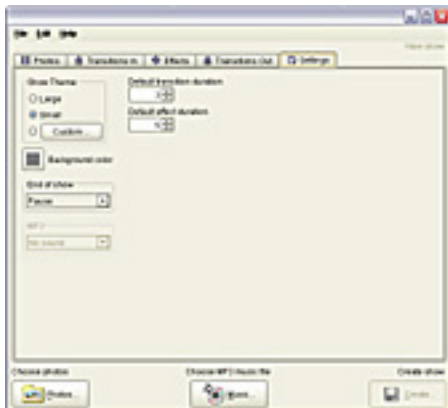
## Transitions Out:

There are 34 transitions available to customize your presentation. These transitions will be used to alter the photos appearance as it leaves the show. An example would be to have the photo “fade out”. Select all of the transitions here that you want made available when editing your show. The default transition time is 3 seconds. You can change the transition time for each photo by clicking on the photo and then changing the “transition in” time from 3 seconds on the right bar. To change the default transition time for all shows, click the “Settings” tab at the top and change the “default transition duration” from 3 seconds.

\*Note, the first time you apply transitions and effects we recommend you select the EDIT button, then SELECT ALL, this will highlight all of your photos. Next re-select EDIT and then RANDOMIZE EFFECT. This will randomly apply your selected transitions and effects to all of your photos. We recommend that you start with this. You can later edit the transition and hold effects for selected photos as you deem appropriate. You can specify unique effects for individual photos by clicking on the desired photo and then selecting the effects (right column). We do recommend that your first photo’s transition-in be a fade-in and that your last photo have no transition-out. Adjust this last photo’s “effects” time so that the total show time is slightly longer than the MP3 music time. This way, you last photo will stay on the screen when the music stops and the show ends.

*\*Tip: Try not to use too many different Transition effects, simple fade-in and fade-out with 3-4 second transition times produces a smooth and peaceful presentation. Save unique transitions for special photos that call for them.*

## Settings:



The settings window is where you select the theme for your **TimelessTributes™** video. To select your backgrounds, click on the Custom button. Scroll down the “Theme” window and select a background that you prefer. Next scroll down the “Photo Size” window and select the size you want for your pictures. Click the OK button to select the highlighted background and photo size. See “Chapter 2” for information on creating custom backgrounds.

In the settings window you can also set the default effect and transition times for your presentation. You are also able to choose if you want the presentation to pause, loop or stop at the end (NOTE: this only applies to .HTML and .EXE presentations).

## Important Keyboard Controls

Holding down the CONTROL key when selecting photos – pressing the CONTROL key on your keyboard will allow you to select multiple photos at the same time.

Double-clicking a photo enlarges it so you can see its detail.

# CHAPTER 3

## Creating a TimelessTributes™ Video

### STEP 1 – Select Photos

Click on the “Photos...” action button to select your photos. When selecting the photos, you can select a few or an entire directory of scanned photos. Note: To select just a few photos – you can hold your CONTROL key while clicking-on the desired photos. Click-on the OPEN button to bring the selected photos into **TimelessTributes™**.

Next you can arrange (or even delete) the selected photos. To change the order of a photo, simply click and hold the left mouse button down while dragging the picture to the desired location in the show. Your photos will be displayed in the order from top-left to bottom right. (The same order as if you were reading.) If you decide to delete a photo you are only deleting it from the show, not your drive. You can also COPY and PASTE photos if you'd like to repeat key photos in your show.

#### What is the right number of photos?

**TimelessTributes™** supports up to 300 photos and a show length of up to 22 minutes. Most funeral directors have indicated that they would like to maintain a show length of 3-8 minutes with 25-50 photos. You will find that transitions lasting 3-4 seconds and photo display times (effects) lasting 4-8 seconds creates an easy pace with a gentle flow. \*NOTE: If you want to create a show longer than 22 minutes, we recommend splitting your show into chapters. For example, create separate videos for the “early years”, “middle years” and “golden years”. Then using neoDVD, add each video to the DVD. The family can then select to watch an individual chapter, or watch the whole DVD.

### STEP 2 – Select Transitions & Effects

Transition and Effects bring your show to life. However, you will want to avoid using too many different transitions and effects in your show... it can get too busy and communicate a cluttered or rushed feel. As discussed above, there are three categories of effects: Transition-In, Effects, and Transition-Out.

1) Select the default effects you would like to apply to your photos. To do this simply click on the TRANSITION IN, EFFECT, or TRANSITION OUT button and place a check in the box next to each effect you want to frequently use. (Note: Even if the transition/effect is not checked, you can still apply it to a photo. However, it will not be used when choosing “randomize effects”)

*\*Tip: Remember you can randomize the distribution of effects by selecting EDIT – RANDOMIZE EFFECTS. This is a great starting point.*

*\*Note: Click the “Lock” button on the right bar to protect any photos you have customized transitions and effects that you do not want changed when “randomizing effects”*

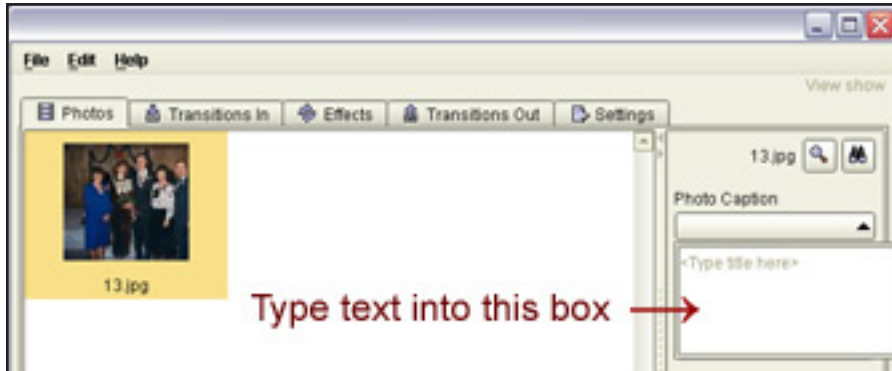
*\*Tip: There will be photos to which you will want to apply specific effects – such as a closing heart rippling water, falling snowflakes, etc.. These effects can be individually selected and applied to specific photos... don't include these “special”, rarely-used effects as one of your default transition and display effects.*

## STEP 3 – Add Text to Photos

You can add text to your photos, such as an inscription like...

*In Loving Memory of*

To apply the same text to all you photos, click on the PHOTOS tab and select all of your photos (EDIT – SELECT ALL). Next, click on the PHOTO CAPTION box (on the right hand side of the screen) and enter the desired text.



*\*IMPORTANT: You must have a background selected (Settings>Custom) for you caption to appear.*

*\*TIP: For most photos you will want to restrict you captions to two lines. Otherwise, your caption will overlay your photo. If you want a longer message (i.e. favorite saying or scripture verse), use the "Blank\_Photo.png" found in the C:\VideoTributes\Photos\ directory. This is a "transparent slide" will provide you with a clean background, allowing you to type longer captions and have them elegantly overlay your chosen background.*

## STEP 4 – Select Music

As part of the **TimelessTributes™** Demo Software, we have included two sample songs. These songs are located in your "C:\VideoTributes\Music\Sample\_Music" directory. If you have purchased **TimelessTributes™** the complete music collection is located in the "C:\VideoTributes\Music\" directory. **TimelessTributes™** will use ANY song saved in an MP3 format. You can also select a Window Media Player playlist of multiple songs. However, you only want to use licensed music; like that available in our Music package.

Creating compilations, mixing-in voice, trimming audio files, converting songs from a CD. You can do all of these but you will need a commercially available audio editor. There are some good editors available for free the Internet. One of our favorites is [Audacity](#).

## STEP 5 – Select Theme

Select SETTINGS (4<sup>th</sup> tab on top). To select your backgrounds, click on the Custom button. Scroll down the "Theme" window and select a background that you prefer. Next scroll down the "Photo Size" window and select the size you want for your pictures. Click the OK button to select the highlighted background and photo size. You can create custom backgrounds. Save custom backgrounds as a JPG file in the "C:\Program Files\timelesstributes Creator\skins" directory.

## STEP 6 – Synchronize Time

As we mentioned previously, you will find that transitions lasting 2-4 seconds and effects lasting 4-8 seconds creates an easy pace with a gently flow. Speed things-up if you want a faster, busier pace.

After you've selected your music, click-on the PHOTOS tab, select EDIT - SELECT ALL. All of your pictures will be highlighted (as shown above). Select EDIT again and this time click on REDISTRIBUTE TIME. This will synchronize your music so that the song will end with the last photo.

*\*Tip: To extend the display time of particular photo, select the photo and adjust the EFFECTS and TRANSITIONS IN/OUT time (located on the right-side of the screen).*

*\*Note when redistributing time, click the "Lock" button on the right bar to protect any photos you have customized transition and/or display times. The program will leave those times unchanged. You can "select" multiple photos by holding down the CONTROL key and clicking on the photos, then click the Lock button.*

## STEP 7 – Create Your TimelessTributes™ Video

Press the CREATE button to make your **TimelessTributes™** video. You can create a **TimelessTributes™** video that can be played only on: a PC (.exe format); a PC or the Internet (HTML format –this is the default format) or is ready for conversion to your DVD player (WMV format). We recommend that you create your **TimelessTributes™** video in the default HTML format. This format is quick to create and can be viewed on your PC's web browser – great for immediate viewing/editing. When you're satisfied that your show is complete, upload it to the Web. (See the "Web Publishing" documentation for a succinct discussion for how to do this. It's surprisingly quick and easy.) Then recreate the video as WMV and burn it to DVD.

## Polishing Your TimelessTributes™ Video

Here are a few suggestions to give your videos a professional look:

### **Limit the number of "transitions" and "effects":**

Too many transitions & effects can create a busy, rushed feel. That is great if you're creating a **TimelessTributes™** video to celebrate a birthday or anniversary. But, be careful not to overwhelm your audience with continual flips, spins and zooms. We recommend using the fade-in/out and a few selected "flips or zooms" for special photos. Your most common display effect should be "no effect". Let the picture sit and be enjoyed. Group photos or distance shots lend themselves to zooms. Panoramas are great with the "pan left to right" display effect. Remember, we give you lots of display and transition effects to commemorate fun events (weddings, birthday, holidays, etc.), don't try to use them all in the same show. A few go a long way.

### **Using zooms:**

There are "transition in/out" zooms and "display effect" zooms. The former is used to transition the photo onto and off the screen. This "zoom" brings the photo on-screen by taking a very small version of the photo and fluidly enlarging it to full size. It's counter-part, "zoom-out", transitions the photo off the screen by shrinking it while bringing-in the next picture. The "display effects" zoom will zoom-in to a portion of the photo. The "zoom-out" starts with portion of the photo then glides-out to a view of the complete picture. There are six different zoom effects. We recommend you create a "test video" that has a few photos and is used to try-out the various effects to determine which you prefer.

### **Blank photo:**

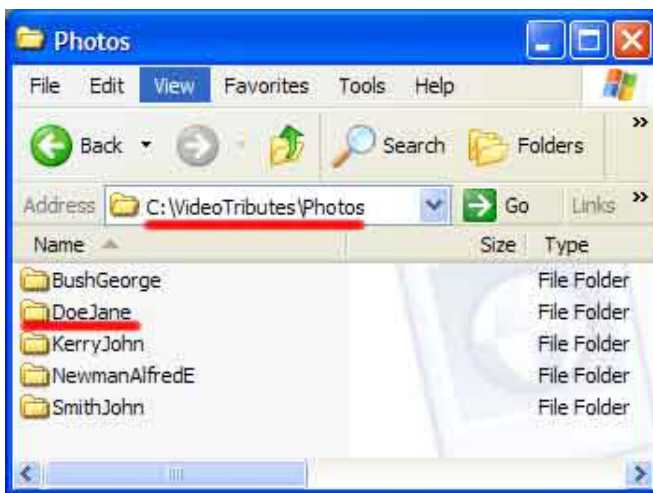
We include a "blank photo" in the C:\VideoTributes\Photos directory. If you want to have a screen with only a caption, insert the blank photo into this frame of your **TimelessTributes™** video. The blank photo is merely a transparency upon which you can insert your caption. When this frame is displayed, your caption will overlay the background.

# CHAPTER 4

## Understanding and Managing Your Files

### Scanning and Saving Photos

When scanning set the file resolution to 100 dpi. Greater resolution is unnecessary as 100 dpi exceeds the resolution of most TV's, monitors and projectors. If you plan to use a zoom effect on the photo, scanning the picture at a higher resolution, such as 300dpi, will improve the clarity of the zoom.



Save your scanned photos into a directory (“directories” are also called “folders”) named with the decedent’s last name then first name. For example, the photos for Jane Doe would be in a directory named “DoeJane”. This “DoeJane” directory should be saved in your C:\VideoTributes\Photos directory. If you do this, all of your families’ photos will be in one place and will automatically sort by last name.

You can also create a subdirectory for each year and place the family’s directory of photos in the appropriate year. For example, if Jane Doe died in 2004, her photos would be in C:\VideoTributes\Photos\2004\DoeJane. Either filing method works but BE CONSISTENT!

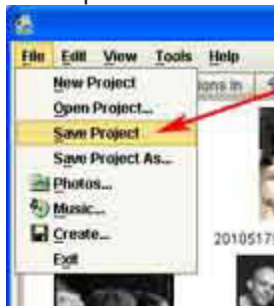
#### **Time Saver: Try our new Instant Photo Scanner Software (free download in the Members Area).**

Most scanners have an 8” x 14” glass plate. Fill the plate with as many picture as will fit. Scan all the pictures (the full plate) and then the software will automatically crop and save each photo with a different file names.

Another option is to purchase a scanner with a photo feeder (such as the HP 5530), it will make scanning the pictures far easier.

### Understanding Your Files

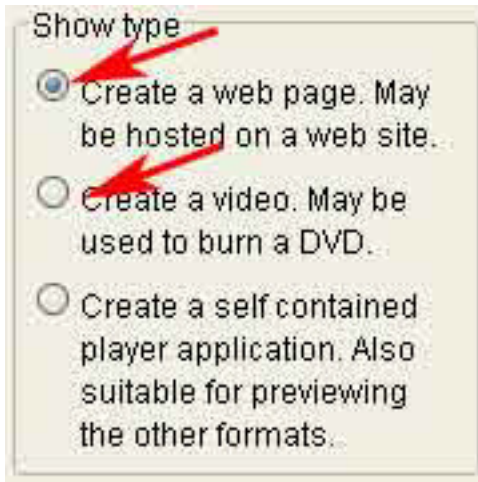
It is important to understand the difference between “Project” and “Presentation” files.



#### **Project Files**

**Project files save your work.** They contain the information you need to re-create or edit that show. Project files record: the photos you used; their order, times, captions and transitions; the music; and, the background.

You create a Project file by clicking FILE then SAVE PROJECT. We recommend you name your Project files the same as your Photo directory. For example, Jane Doe’s project file would be named DoeJane.ppp (the “.ppp” extension is automatically added to all Project files)



### Presentation Files

**Presentation files are your finished shows.** Presentation files can be viewed but never changed.

Presentation files are generated by clicking the CREATE button. You are able to create Presentation files in a number of formats but we recommend you use either the:

- 1. Web type** (.HTML format) for previewing your shows and creating versions that can be published to the Web
- 2. DVD type** (.WMV format) for shows you want to play at the service on a television.

REMEMBER: These Presentation files are completed shows. You can't edit them... only the Project files can be edited!

## Managing File Space

Keep your Photos and Project files for at least one year. Delete your Presentation files after 60 days. Here is why: It is not unusual for families to contact you at the first anniversary with requests for additional TimelessTributes™ videos ... sometimes with changes such as additional photos. Since the photos and Project files are relatively small, keep them on your hard drive so you can easily satisfy these requests. However, Presentation files (especially the .mov files used to create a DVD) can be enormous. Because of their size, you should delete them within 30 days of the service. Make an extra, file copy of the DVD. This allows you to delete the show from your hard drive. Furthermore, you can easily satisfy "late requests" for additional DVD's by duplicating your file copy. TIP: Duplicating is quicker than creating the show again.

## Creating Backups

You walk into your office, turn on the PC and can't open any files. Your hard drive has failed! This can be a disaster or a relatively minor inconvenience - depending upon whether or not you've backed-up your files. Remember to back-up your Project files and family photos at least weekly. Use your DVD burner to make this back-up. A single DVD can hold several hundred projects (and their respective photos). TIP: To protect against a fire, store your back-up DVD's off-premises.

# CHAPTER 5

## Music

### Creating MP3 Playlists

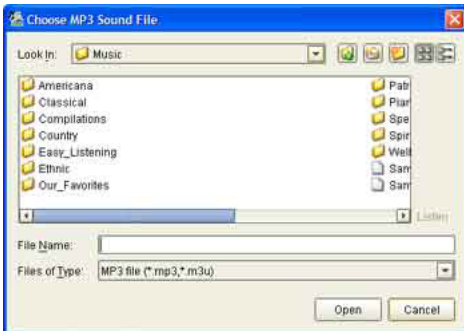
Ever had two or three songs you would like to combine for a **TimelessTributes™** video? Try creating a Playlist. Playlists are a series of songs you combine. They are easy to create using TimelessTributes™. Here is how:



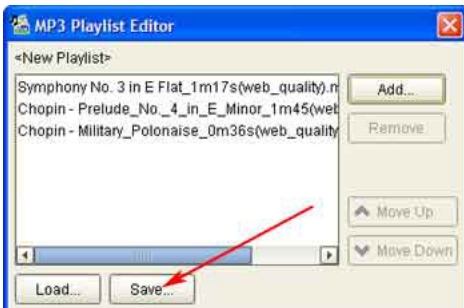
Click-on TOOLS then select BUILD MP3 PLAYLIST from the drop-down window.



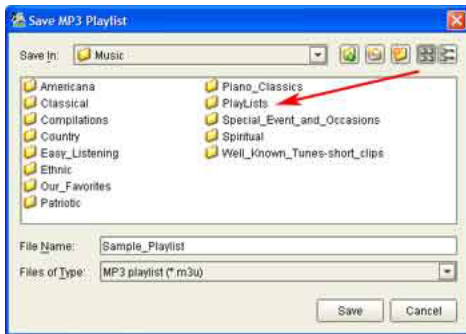
Click on the ADD button.



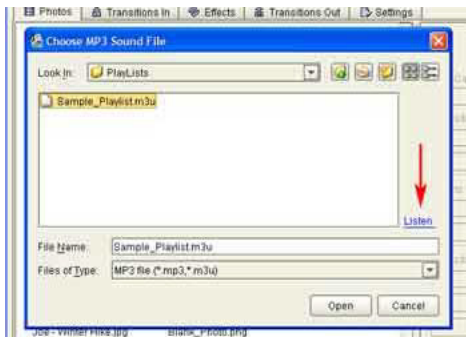
Choose the songs you wish to add.



Continue to ADD and REMOVE songs from your playlist. When it is complete select SAVE.



Save your Playlist inside the “Playlist” folder inside your music directory C:\VideoTributes\Music\Playlists



If you want to preview your Playlist (or any song). Click the MUSIC button. Select the desired Playlist or song and click-on the LISTEN icon. Your Windows media player will start playing the song.

You're Done! You've just created and previewed a Playlist.

**Time Saver:** Re-use your Playlists. It makes creating future videos even easier!

## Combining Songs With Audacity

Playlists are great but when you need to do more than combine songs, consider using Audacity audio editing software. Audacity lets you combine and edit songs. You can delete unwanted portions of a song, create professional transitions between compositions...even add voice-overs.

Customers can download Audacity free in the Members Area:  
<http://members.timeless-tributes.com>

Before getting started, read the documentation to learn how to use Audacity:  
<http://www.timeless-tributes.com/documentation/audacity.html>

\*\*NOTE: This is a free tool we provide to our customers; however, we do not support it. The documentation included with Audacity is quite helpful.

## Music Copyrights

You are allowed to create compilations from our Music Library. Just remember, our music can only be used in conjunction with a **TimelessTributes™** video.

# CHAPTER 6

## Video Editing Tips

### TIP 1 - Applying Effects

Remember, you don't have to apply effects (fades, zooms, pans, etc.) one photo at a time. To apply the same effects to a group of pictures, select (e.g. highlight) the desired group of photos by holding down the CTRL key while selecting the desired pictures. (NOTE: Holding down the SHIFT key will highlight all the photos between any two selected pictures.) Next choose the desired transition or effect. You can also, under the EDIT option, select RANDOMIZE EFFECTS. Make sure you have only the effects you want turned on.

Keep the number of effects to a minimum. Too many effects can make your tribute look "rushed" and "busy". Save special effects such as rippling water or snowflakes for unique photos.

### TIP 2 - Real-time Editing

We encourage you to create your "draft shows" in HTML form... they create quickly (10-60 seconds). Now here is a simple trick - view your HTML show in one window while editing the same show in another.



Reduce the window size so that it takes up the left-half of the screen.

Next, Move the playing video to the leftt-half of the screen... allowing you to view both your VideoTribute project and the video simultaneously.

Now edit as watch the actual video. Examine captions, transitions, hold & transition effects. Make desired changes immediately to the TimelessTributes™ file. Don't worry if the video "gets ahead" of you, you can click the replay button at the end and restart the video to fill-in the gaps. This is a great time-saver and allows you to polish your TimelessTributes™ video in 1-2 quick passes.

### TIP 3 - Timing

Don't use too many photo effects (e.g. zooms, pans, fades, rippling water, etc.) or transition your pictures too quickly. Consider the following as a good "starting point" then watch your completed video and "edit to taste".

**Photo Transitions** - 3 seconds for transitions-in and -out

**Photo Display** - 5 seconds

**Number of Transitions** - keep the number of transition and hold effects to a minimum. Start with 2-3. Add unique effects selectively to special photos.

If you follow these guidelines, each photo will take 11 seconds of show time. That means a 40 photo show will take 440 seconds or just over 7 minutes... longer than you might think.

One tip, provided to us by a customer who wanted to use 50 photos in a 5 minute video, was to take a group of similar photos and speed them up... using only fade in/out and “no effects” during display time. This allows you to quickly show a series of photos with an “upbeat” tempo.

## TIP 4 - Text Only Slides

A common practice is to have a text only screen either a prayer, or in leading in Memory of screen. This is usually the 1st or 2nd screen. In your “C:/VideoTributes/Photos” directory you will find a “blank photo”. This a special transparent photo that you can add captions to. Also note that your “C:/VideoTributes/Slides” directory has a variety of hymns and prayers that you can insert into your TimelessTributes™ video.

## TIP 5 - Recreating DVD's Quickly

A short-cut to recreating a DVD:

- Open the project file
- Go to TOOLS
- Select CREATE DVD. The project will remember the name and location of your last video file (.WMV) you created for this project and launch the DVD Burning software. You won't have to re-create the video (i.e. “.WMV”) file.

This works if you haven't yet deleted or moved the video file. We recommend keeping the .WMV file for only a week or so (they are too large to archive on your hard drive and you can recreate them as long as you keep you project file and photos.) Project files take very little room, so keep them and the photos for a year (it's not unusual for families to request additional TimelessTributes™ videos on the first anniversary.)

# CHAPTER 7

## Product Support

### FREQUENTLY ASKED QUESTIONS

**TimelessTributes™** has a new and improved online support center. The highlight is a constantly growing knowledgebase full of the most commonly asked question with detailed answers. It is a wealth of information on our products including: time saving tips, troubleshooting steps, hardware recommendations, how-to's, business ideas and more!

**Customer Support Center:** <http://support.timeless-tributes.com>

### DOCUMENTATION & PRODUCT UPDATES

After purchasing **TimelessTributes™** video software you get access to our member's area which contains all of our documentation for uploading to the web, burning to DVD, and much more!

**Members Area:** <http://members.timeless-tributes.com>

### FEEDBACK

Your feedback is invaluable to us. Let us know what you like, what we could do better and what would make your job easier. We are constantly upgrading the software to meet all of our customers needs.

Email us your comments: [info@timeless-tributes.com](mailto:info@timeless-tributes.com) or phone us at 1-866-468-4996.