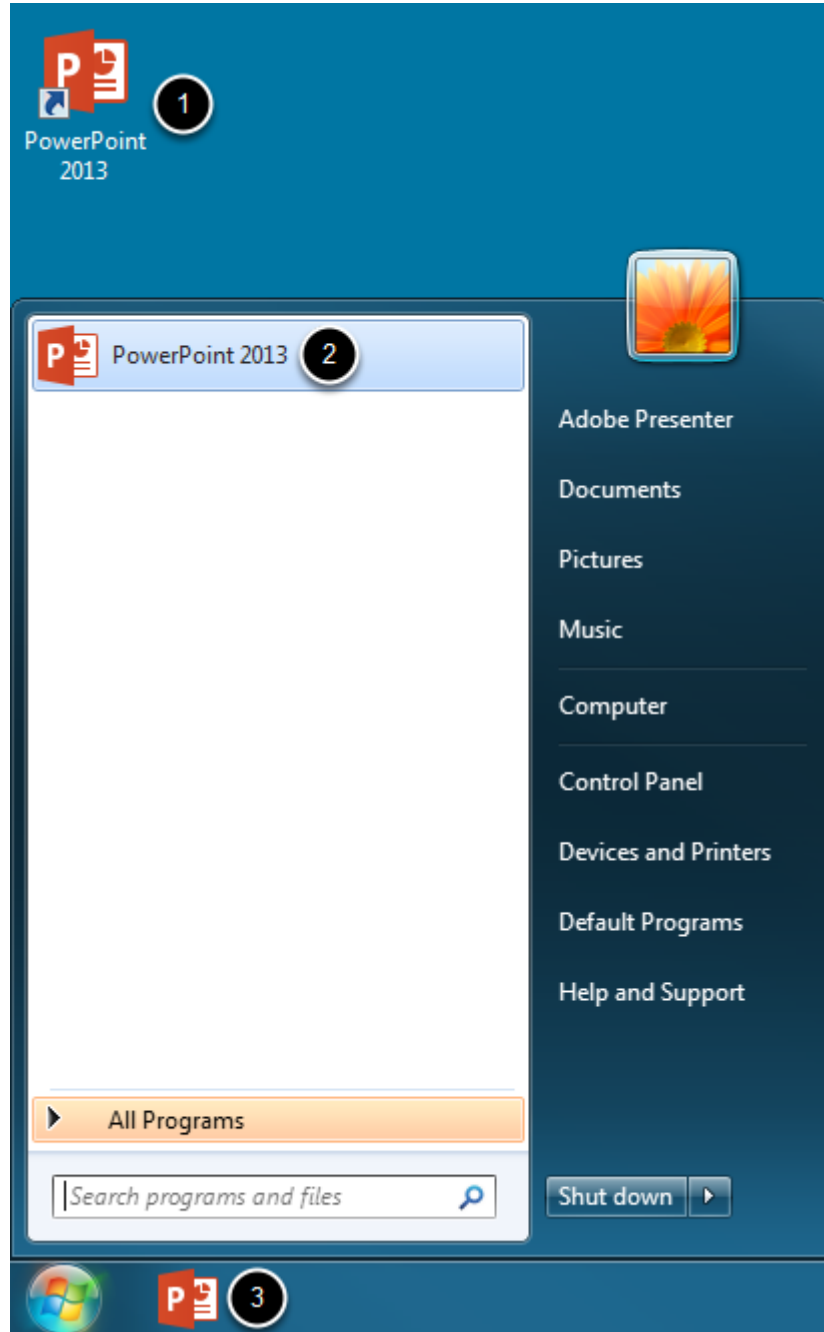


## Publishing with Adobe Presenter 10 (Detailed)

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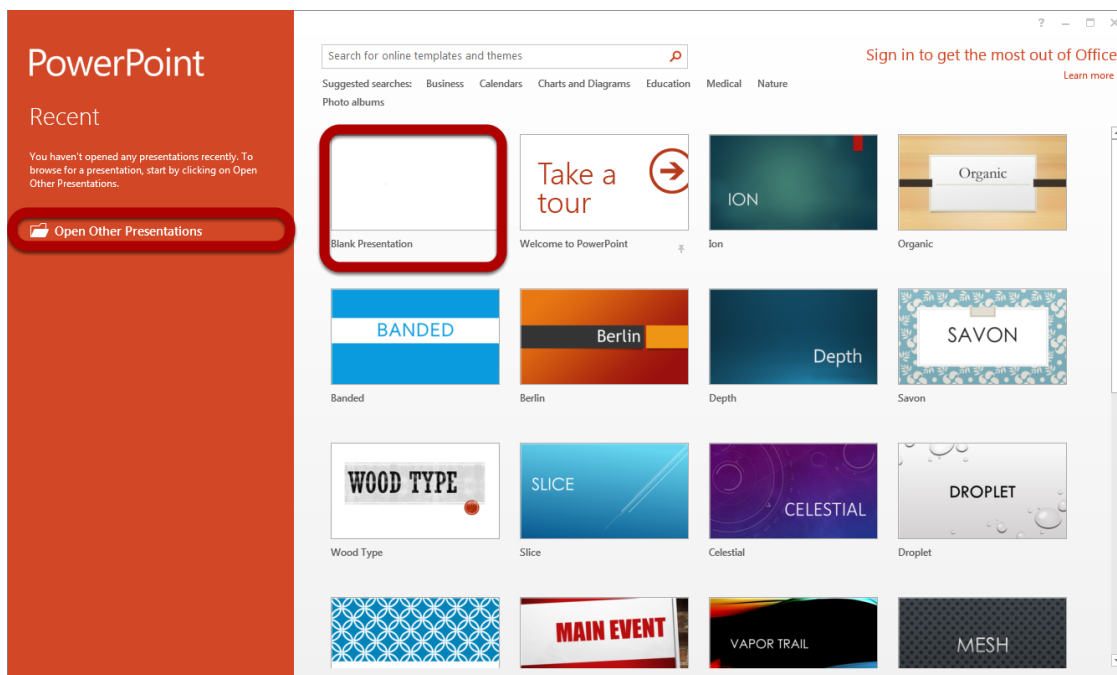
### Open PowerPoint



Find PowerPoint and open it by clicking its icon. The PowerPoint icon may be found in one of the following locations:

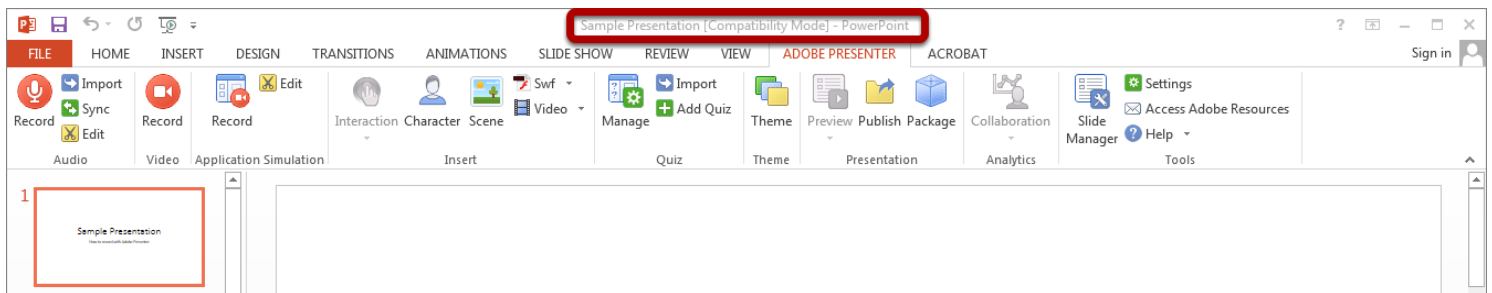
1. Desktop
2. Start Menu
3. Taskbar

## Create a new, or open an existing, PowerPoint presentation



Click **Open Other Presentations** to browse to and open an existing PowerPoint presentation or click on one of the rectangular templates to create a new PowerPoint Presentation.

## Verify the presentation is saved in the current PowerPoint format

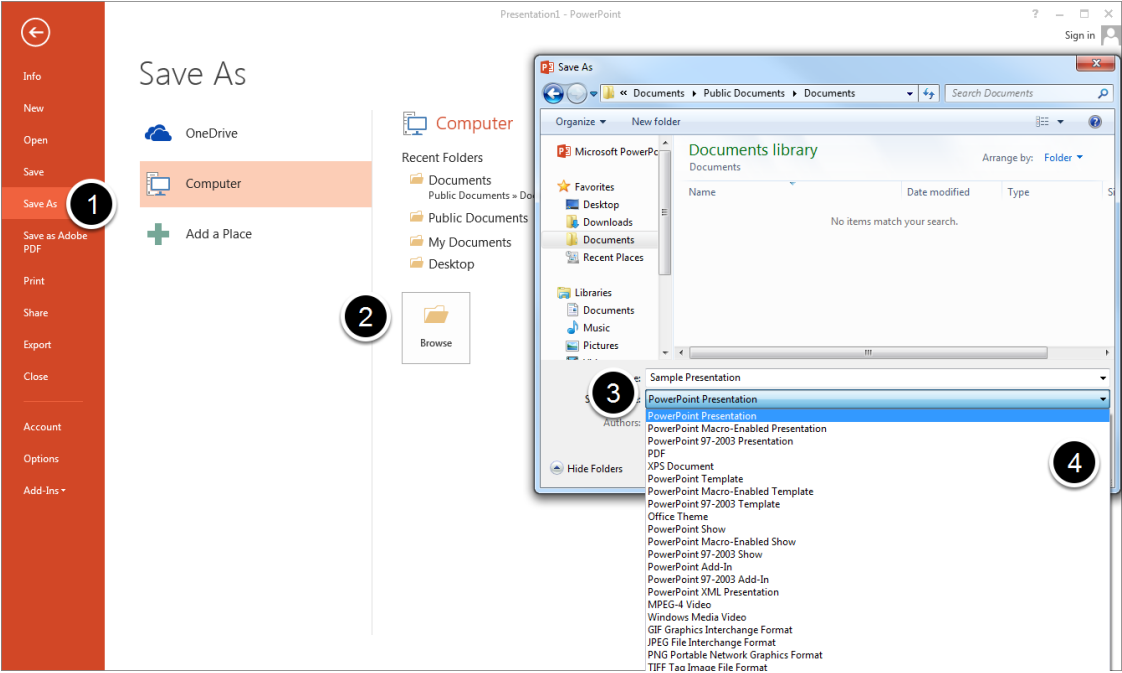


Adobe Presenter 10 does not work with presentations made in or saved as the PowerPoint 97-2003 format with the file extension .ppt.

New presentations must be saved as a PowerPoint presentation before audio can be recorded. Older presentations are identified by the words [Compatibility Mode] in the title bar and must be saved in the new PowerPoint format with the file extension .pptx.

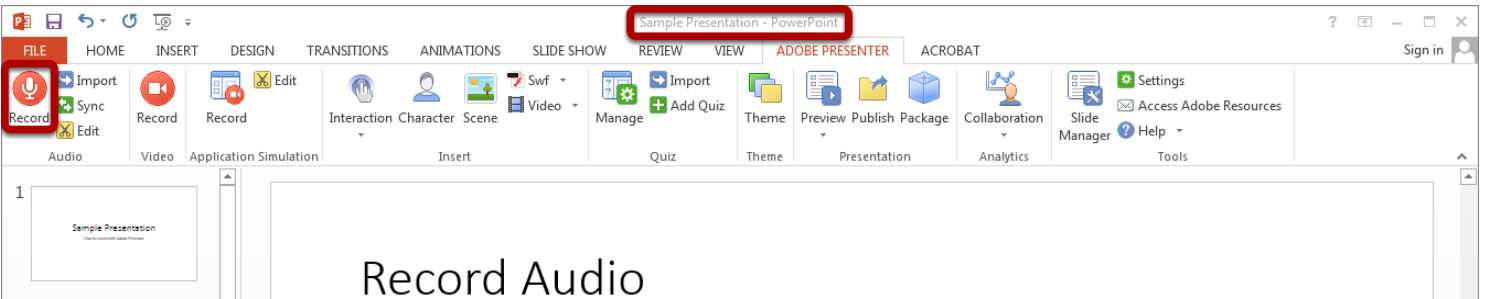
In either case, click the **File** tab to save the presentation in the new PowerPoint File format to proceed.

**Save the presentation in the new PowerPoint file format**



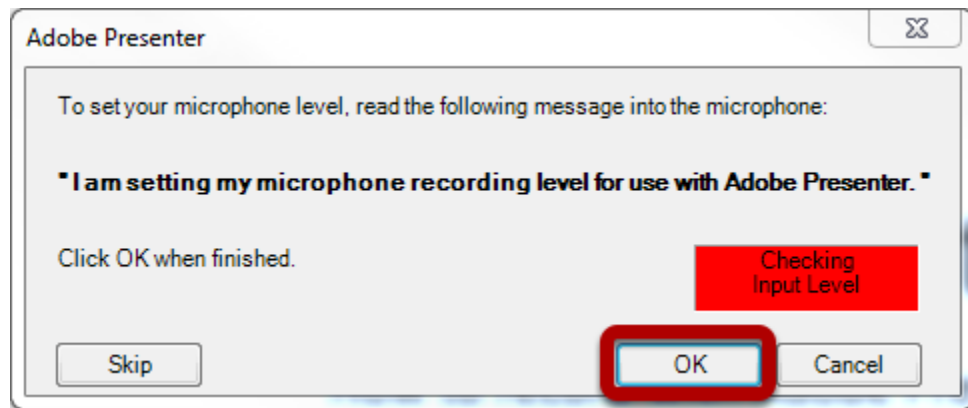
1. Click **Save As**
2. Select where the file should be saved
3. Name the presentation and select **PowerPoint Presentation** from the dropdown menu
4. Click Save

**Click the record button to begin recording audio**



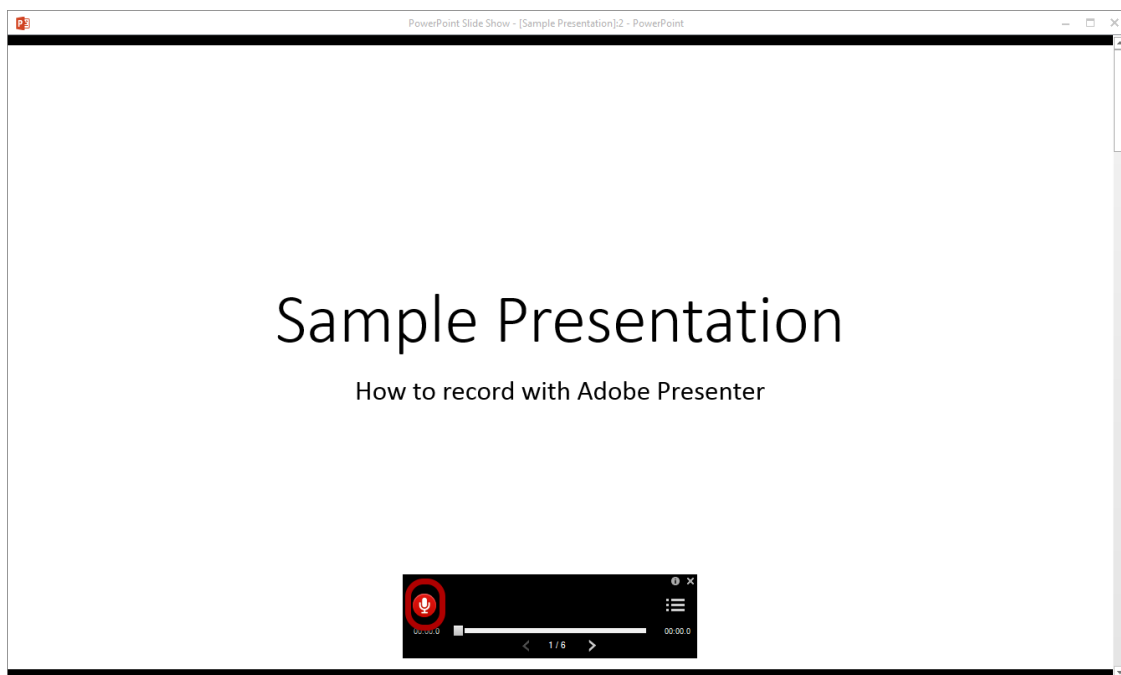
Verify that [Compatibility Mode] is no longer in the title bar. Repeat the previous step if it is present. Plug in the microphone and click the **Record** button to begin narrating the presentation.

## Set the microphone recording level



Read the message into the microphone to set the microphone recording level. The red box will turn green and display a message once the recording level has been set. Click **OK** to proceed. A new window will open.

## Begin Recording



Click the red button to begin recording.

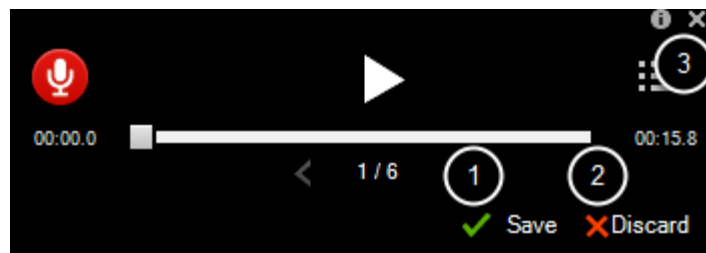
## Narrate presentation



Click the

1. **Pause** button to pause recording
2. **Stop** button to stop recording
3. **Arrow** button to advance slides

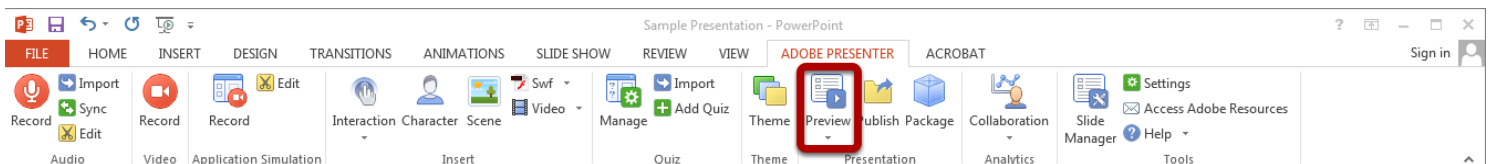
## Save or discard the recording



Clicking the **Stop** button reveals two more buttons.

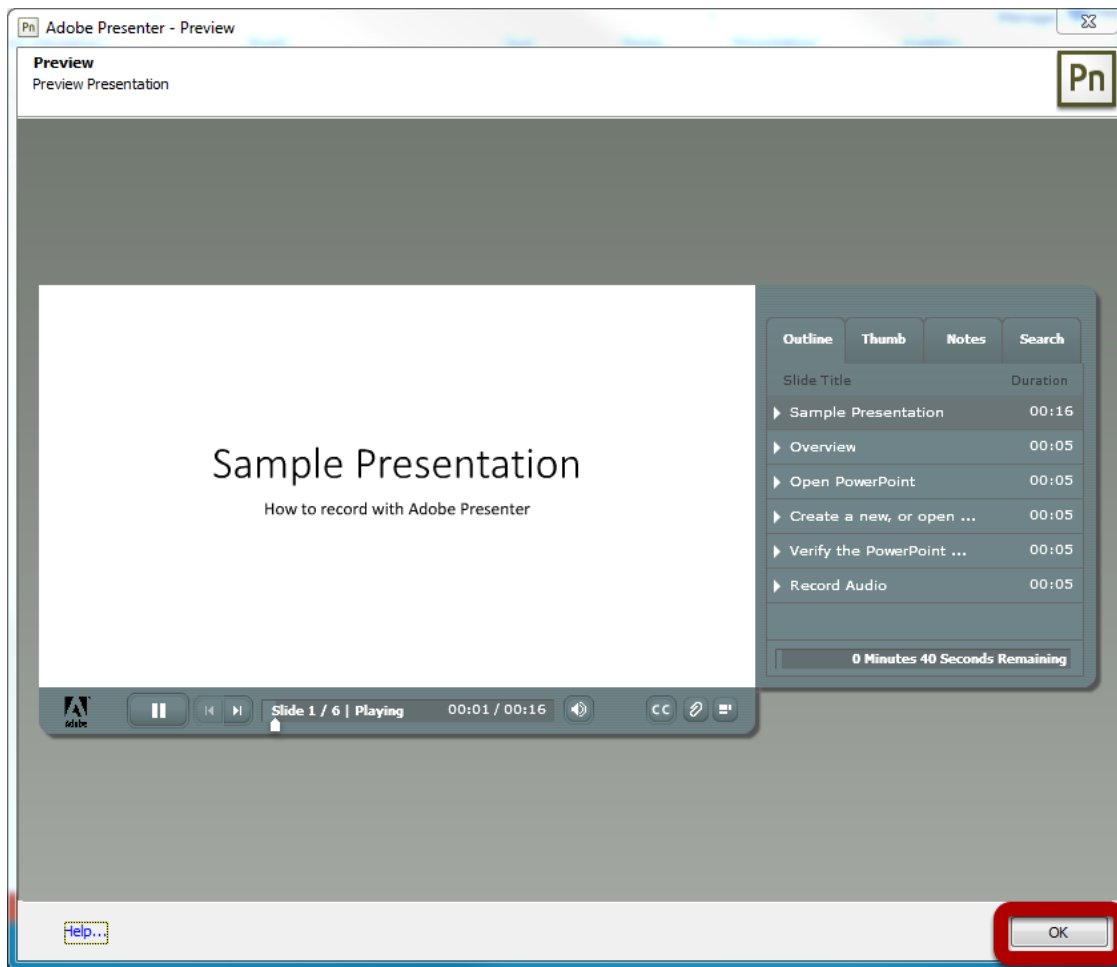
1. The **Save** button saves everything that has been recorded since the last time the **Save** button was pressed
2. The **Discard** button discards everything that has been recorded since the last time the **Save** button was pressed
3. Press the **X** button to exit the recording screen AFTER saving or discarding the recording.

## Preview the narrated presentation



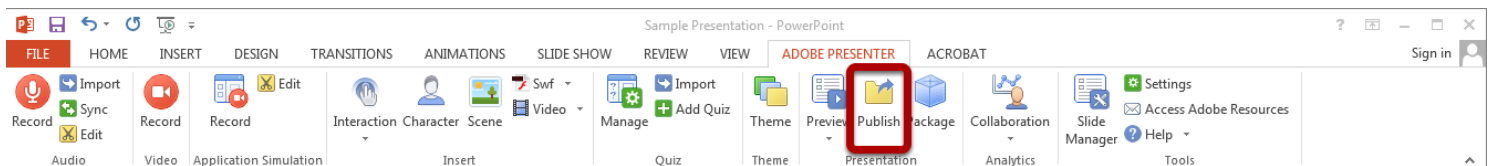
Click the **Preview** button to preview the narrated presentation.

## Inspect the preview



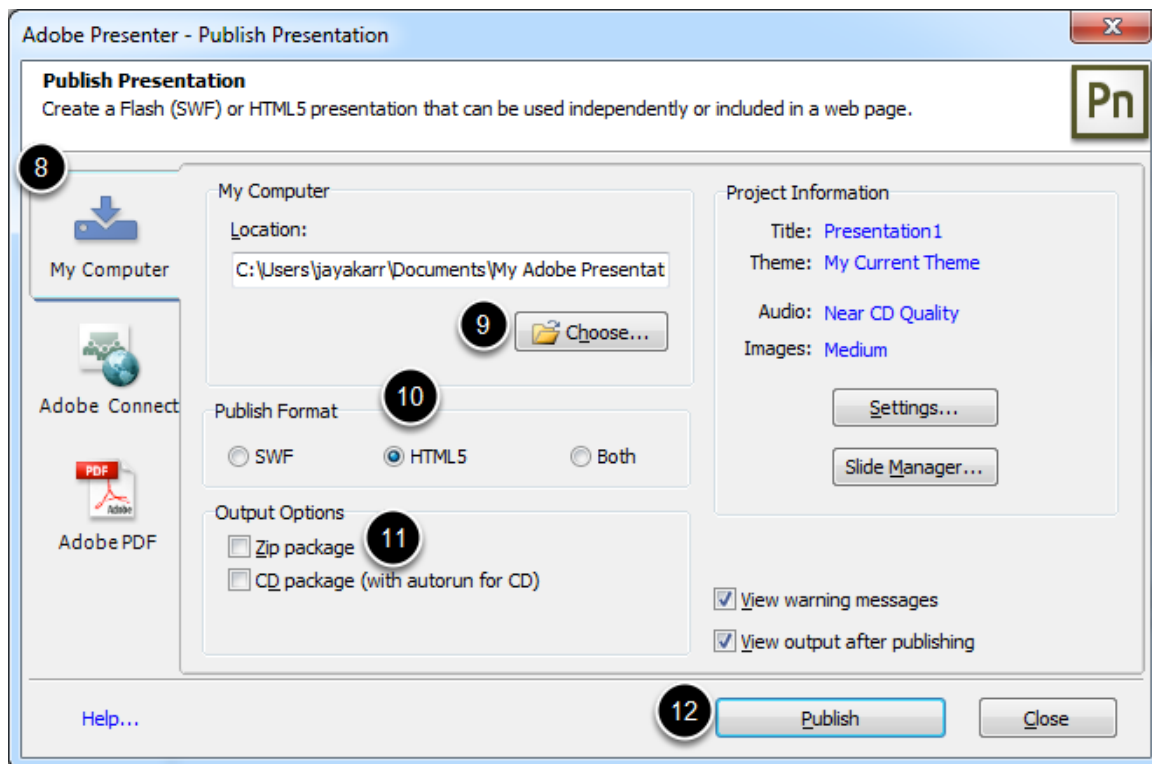
A new window will open up, presenting a fully-functional preview of the presentation. Click the **OK** button when finished inspecting the preview.

## Publish the narrated presentation



Click the **Publish** button to begin the process of publishing the narrated presentation.

## Adjust publishing settings



1. Click on the **Adobe Connect** tab on the left
2. Select the **HTML5** option under publish format
3. Click the **Settings...** button for advanced settings
4. Click the **Publish** button to log in to the Adobe Connect server

## Log in to the Adobe Connect server

Publish to Adobe Connect

**Publish to Adobe Connect**  
Use this dialog to publish a Presenter project to a specific Adobe Connect server. You can also update a previously published project.

ADOBE® CONNECT™

Login:  
NetID

Password:  
••••••••••

[Forgot your password?](#)

Login

☐ Remember me

[Help](#)

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By using the UTHSC Connect System you agree that you will not violate UTHSC's policies and procedures related to the Use of Information Technology Resources, Intellectual Property, Copyright, HIPAA, and FERPA.

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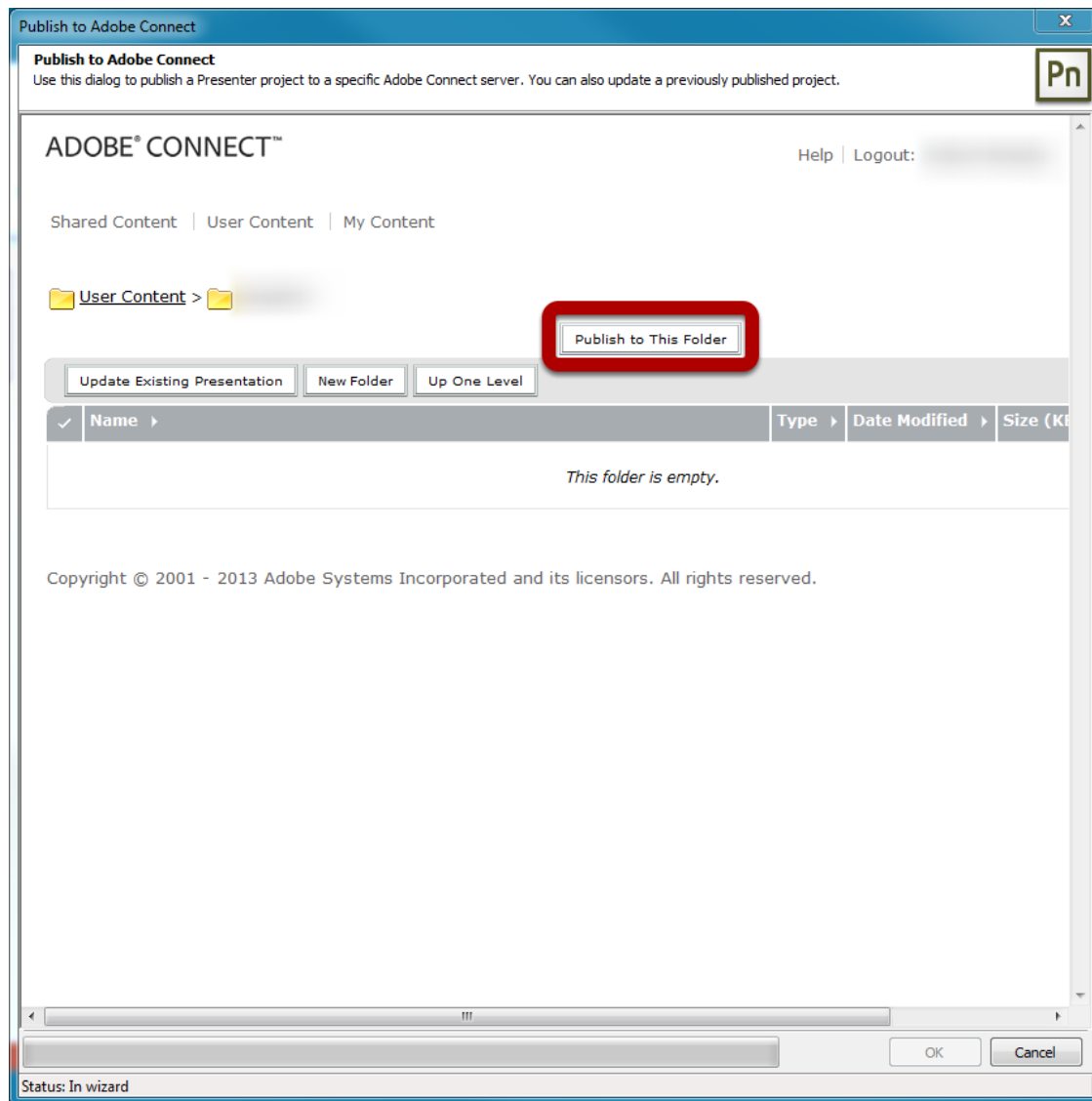
Status: In wizard

OK Cancel

Log in to the Adobe Connect server with a NetID and NetID password.



## Select where the presentation should be published



Navigate the space and folders associated with the NetID account. Click **Publish to this folder** to publish the presentation to the opened folder.

## Adjust more publishing settings

**Publish to Adobe Connect**

Use this dialog to publish a Presenter project to a specific Adobe Connect server. You can also update a previously published project.

**ADOBE® CONNECT™** Help | Logout: [User Name]

**Content Information**

**Title: \*** 1 Sample Presentation

**Custom URL:** http://connect.uthsc.edu/ 2

(Leave this field blank for a system-generated URL, or include a unique URL path. Please use only ascii alphas or hyphens. For example: "product-demo" will result in http://connect.uthsc.edu/product-demo/)

**Summary:**  
(max length=4000 characters)

**Language: \*** English

☒ Update information for any items linked to this item.

\* - indicates required fields

3

Cancel < Previous Next > Finish

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Status: In wizard

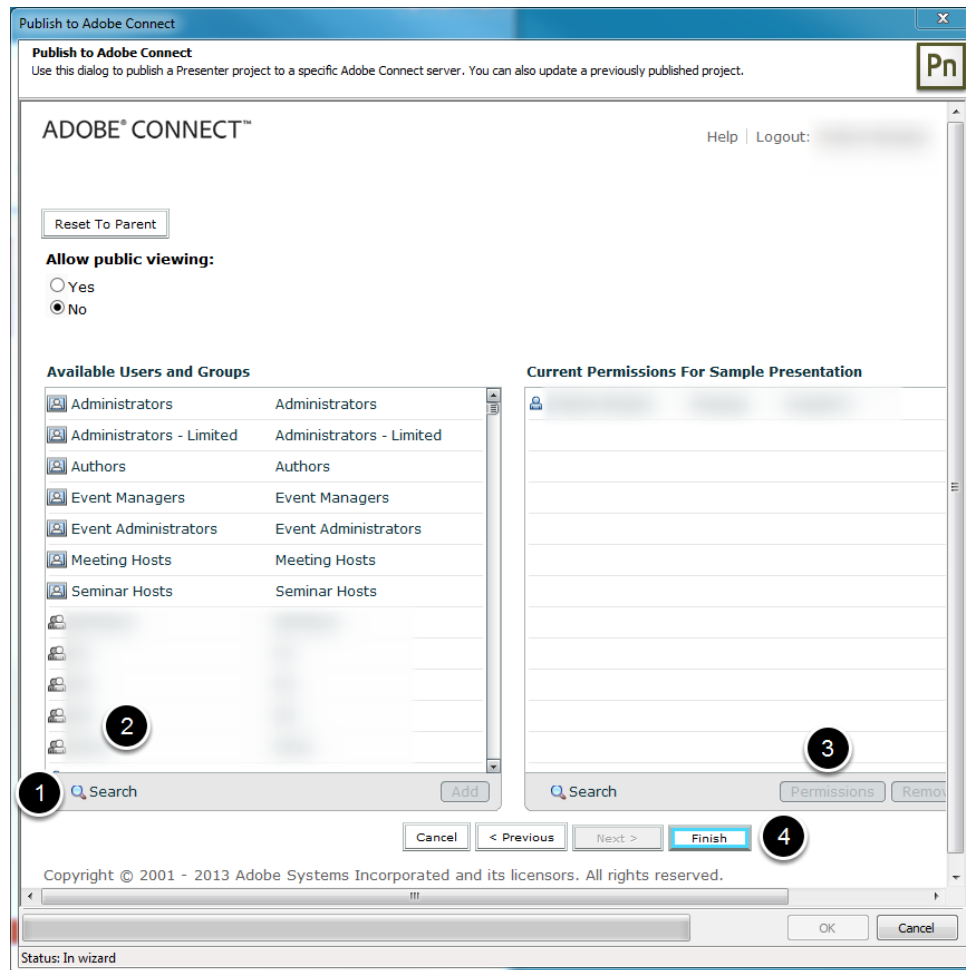
1. Give the presentation a meaningful title. Normally, this will be prepopulated with the presentation's file name.
2. Every published presentation has a web address (URL) that begins with `http://connect.uthsc.edu`. By default, a random string of numbers and letters is generated to create a unique URL for each presentation. However, a custom URL can also be set, as long as no one else has claimed it. Therefore, avoid generic entries like Chapter1, biology, or UTHSC.
3. Click the **Next** button.

## Set permissions (part 1)



By default, the published presentation will adopt the permissions set for the parent folder. Click the **Customize** button to customize or verify access or click the **Finish** button to accept the parent folder's permissions.

## Set permissions (part 2)



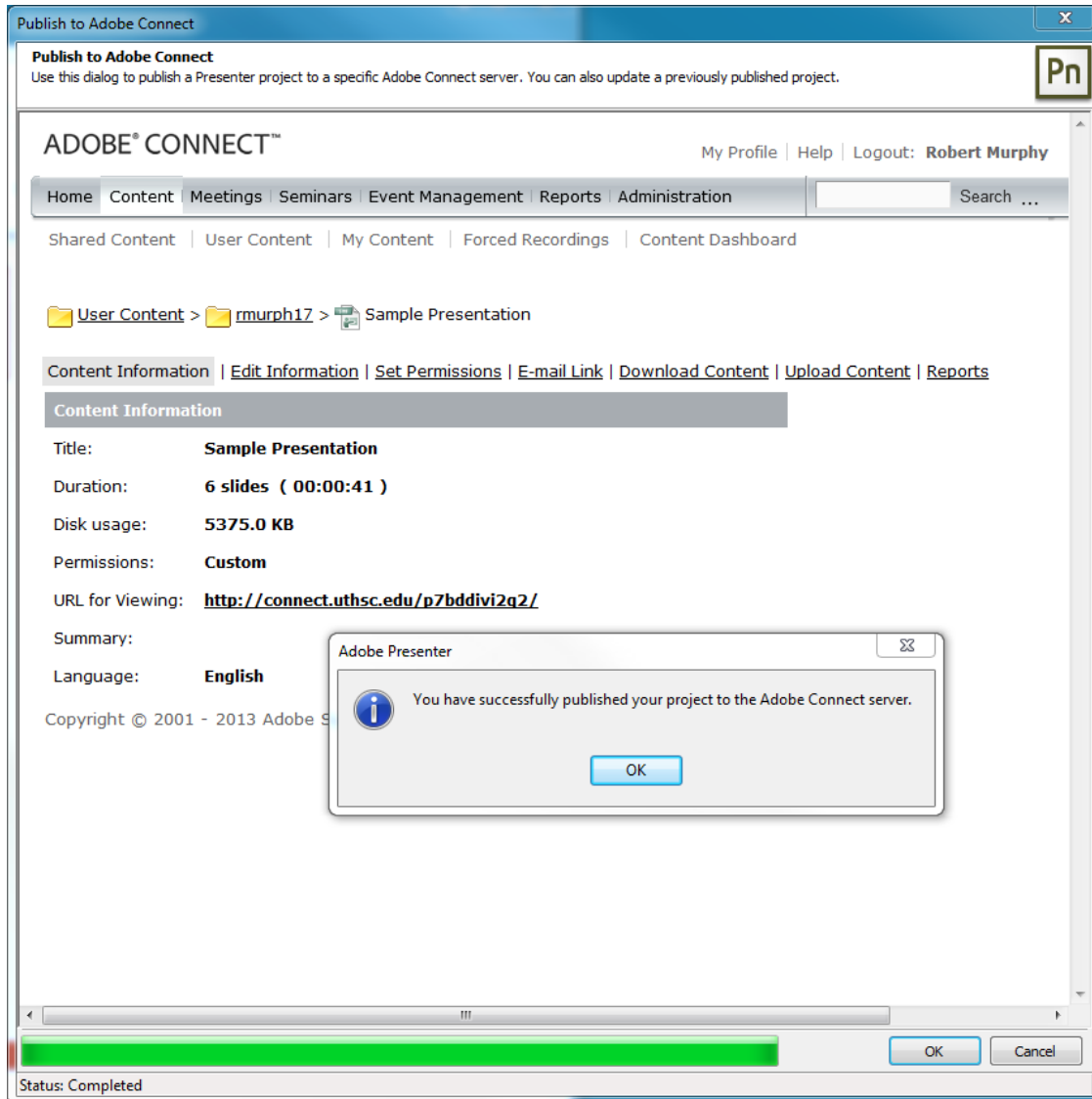
Clicking the **Customize** button will load this page.

Setting "allow public viewing" to **Yes** makes this presentation viewable without a login.

Leaving "allow public viewing" set to **No** will require viewers to log in to view the presentation.

1. Search for users and groups
2. Double click on the user or group's name
3. Modify permission (view, manage, publish, or deny).
4. Click the **Finish** button

## Finish publishing



Presenter will then publish the presentation to the Adobe Connect server.

Note the URL, which is what you will email or post to BlackBoard for others to view it.

Click both OK buttons to clear the dialog boxes.