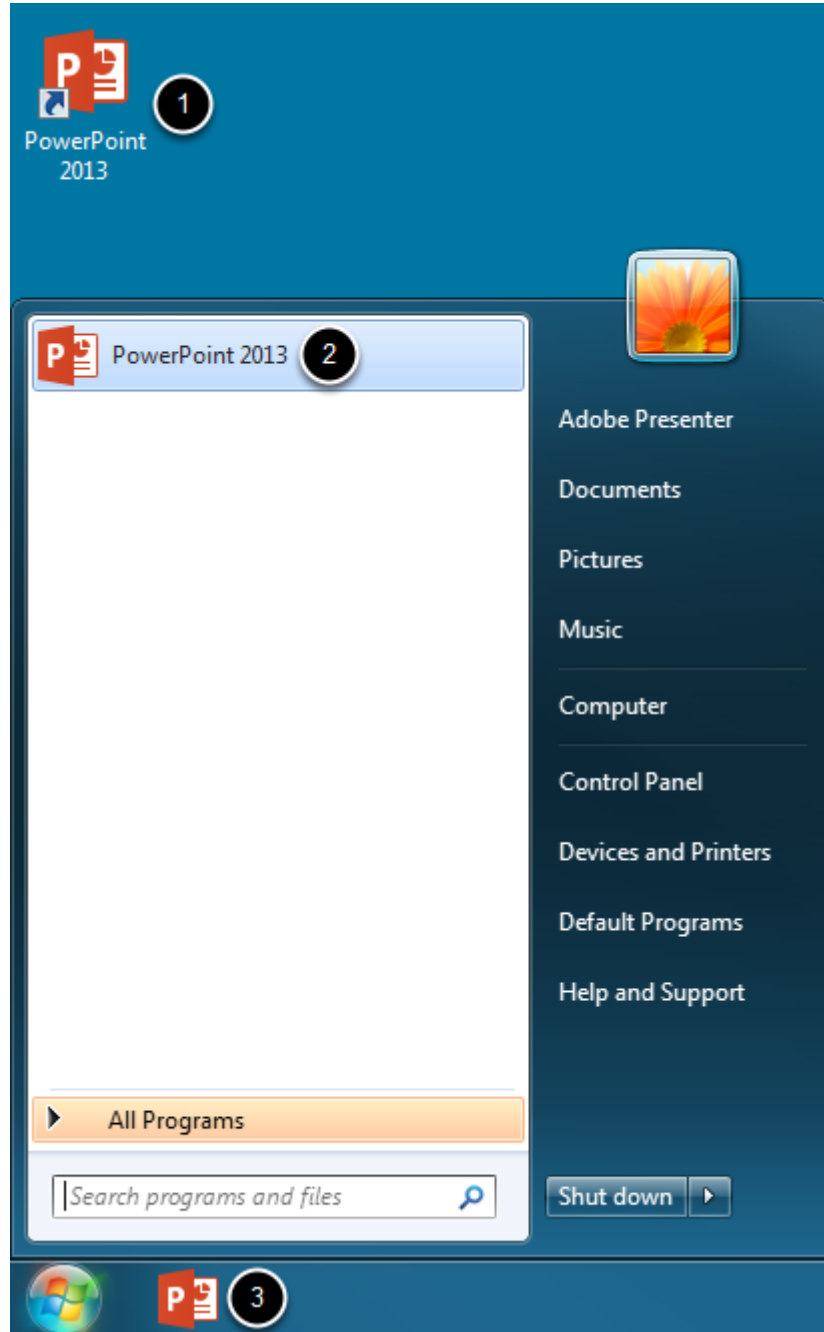


Publishing with Adobe Presenter 10 (Detailed)

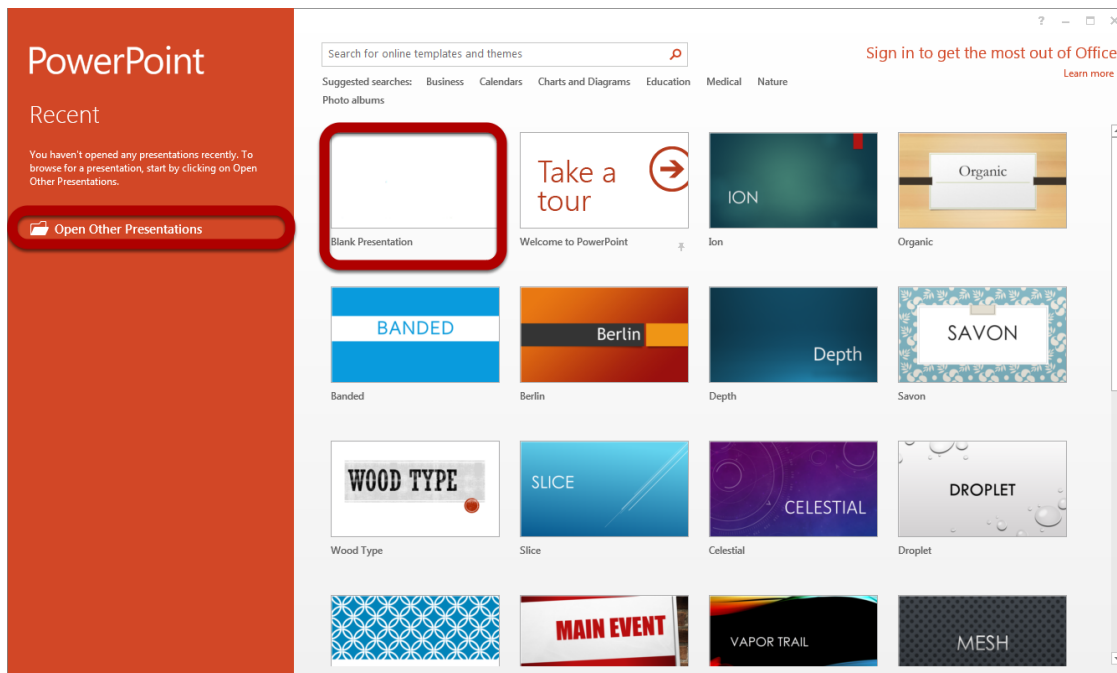
Open PowerPoint



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

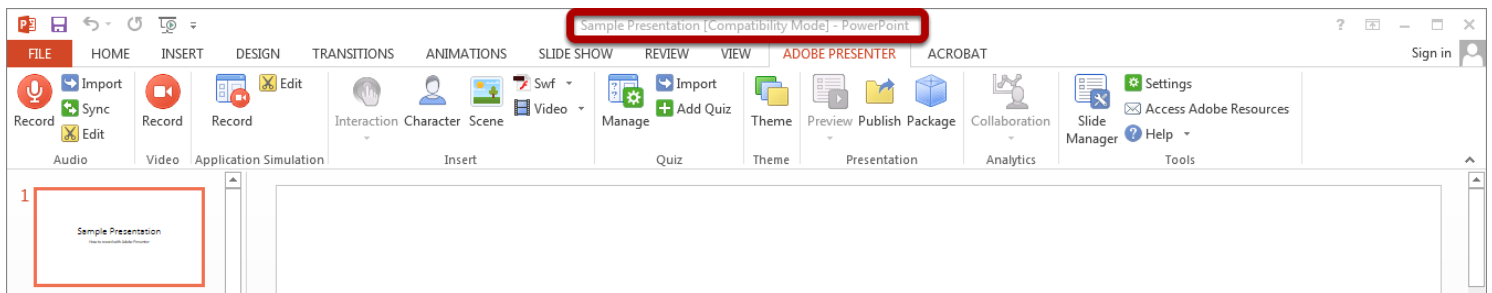
1. Desktop
2. Start Menu
3. Taskbar

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

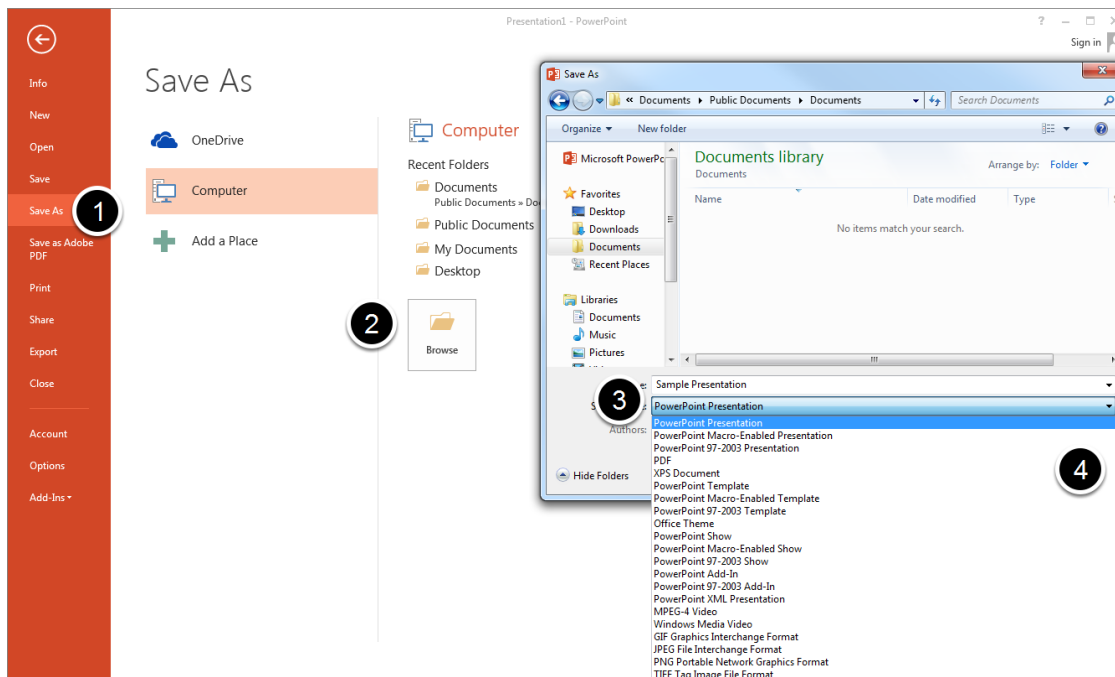


Adobe Presenter 10 does not work with presentations made in or saved as the PowerPoint 97-2003 format with the file extension .ppt.

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.

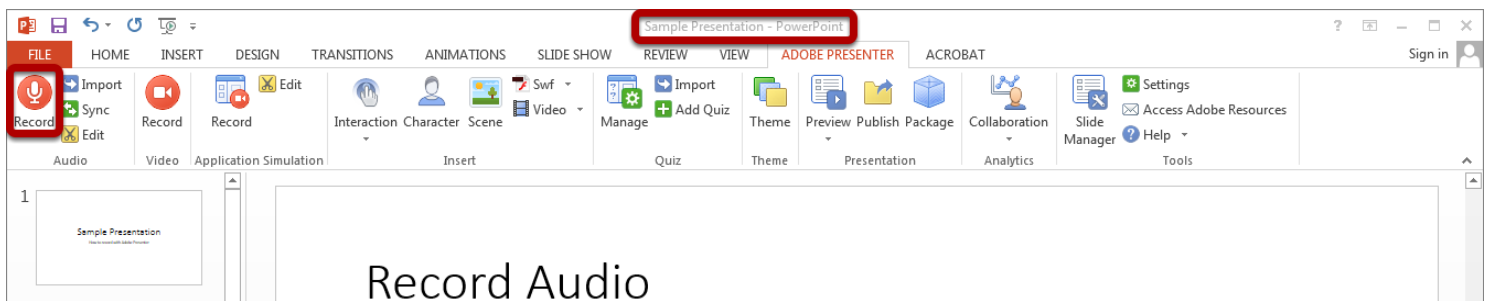
In either case, click the **File** tab to save the presentation in the new PowerPoint File format to proceed.

Save the presentation in the new PowerPoint file format



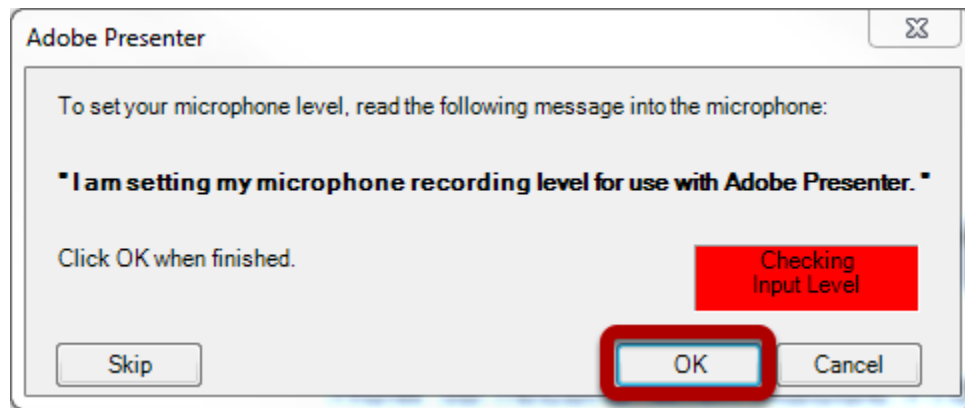
1. Click **Save As**
2. Select where the file should be saved
3. Name the presentation and select **PowerPoint Presentation** from the dropdown menu
4. Click Save

Click the record button to begin recording audio



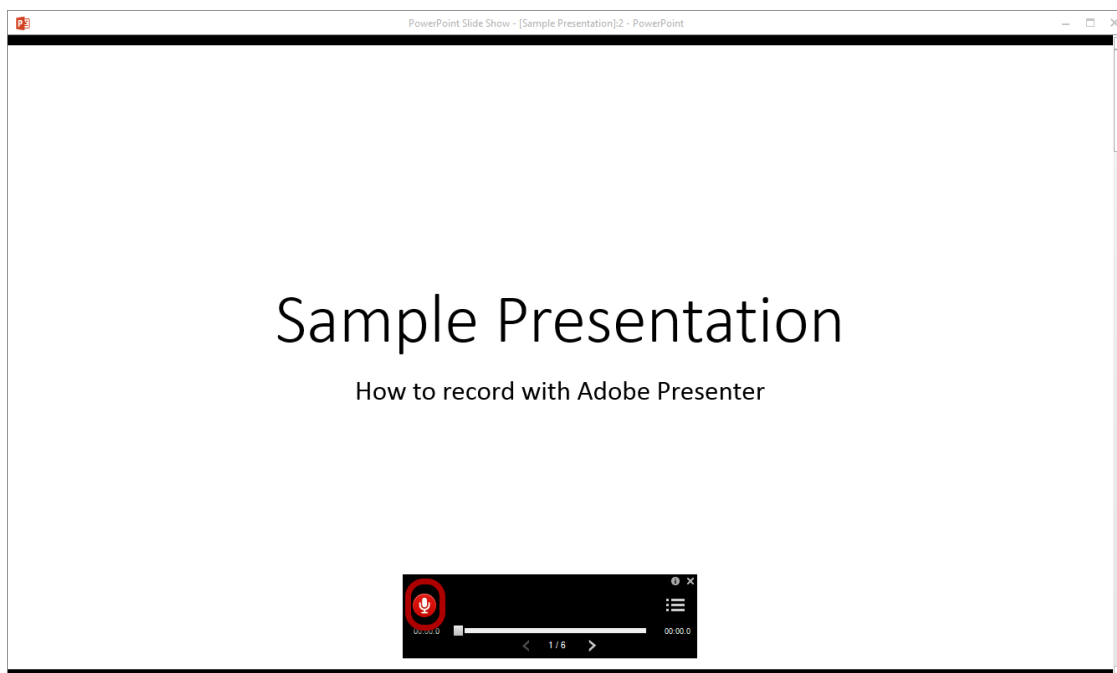
Verify that [Compatibility Mode] is no longer in the title bar. Repeat the previous step if it is present. Plug in the microphone and click the **Record** button to begin narrating the presentation.

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.

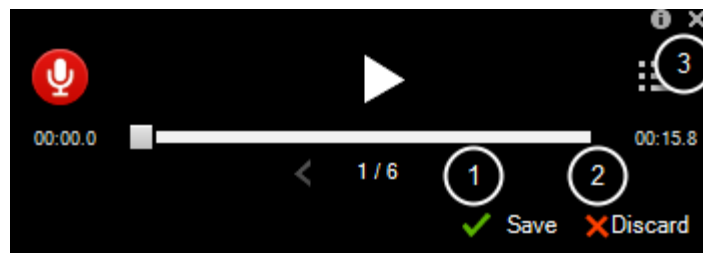
Narrate presentation



Click the

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

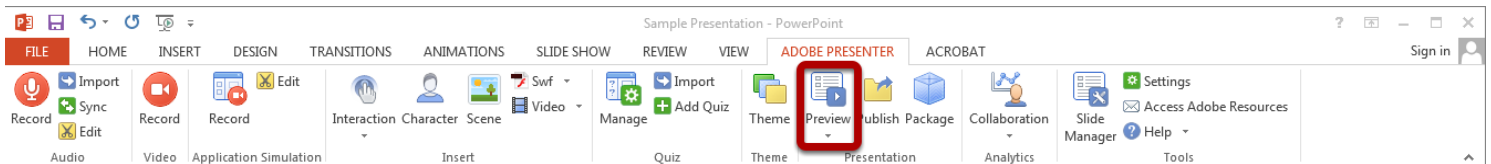
Save or discard the recording



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.

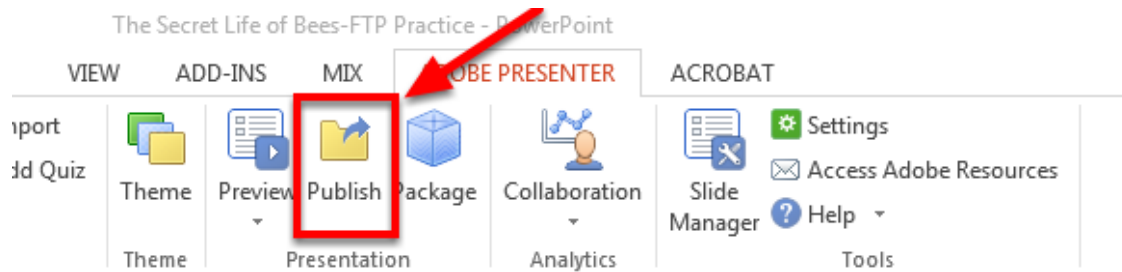
Preview the narrated presentation



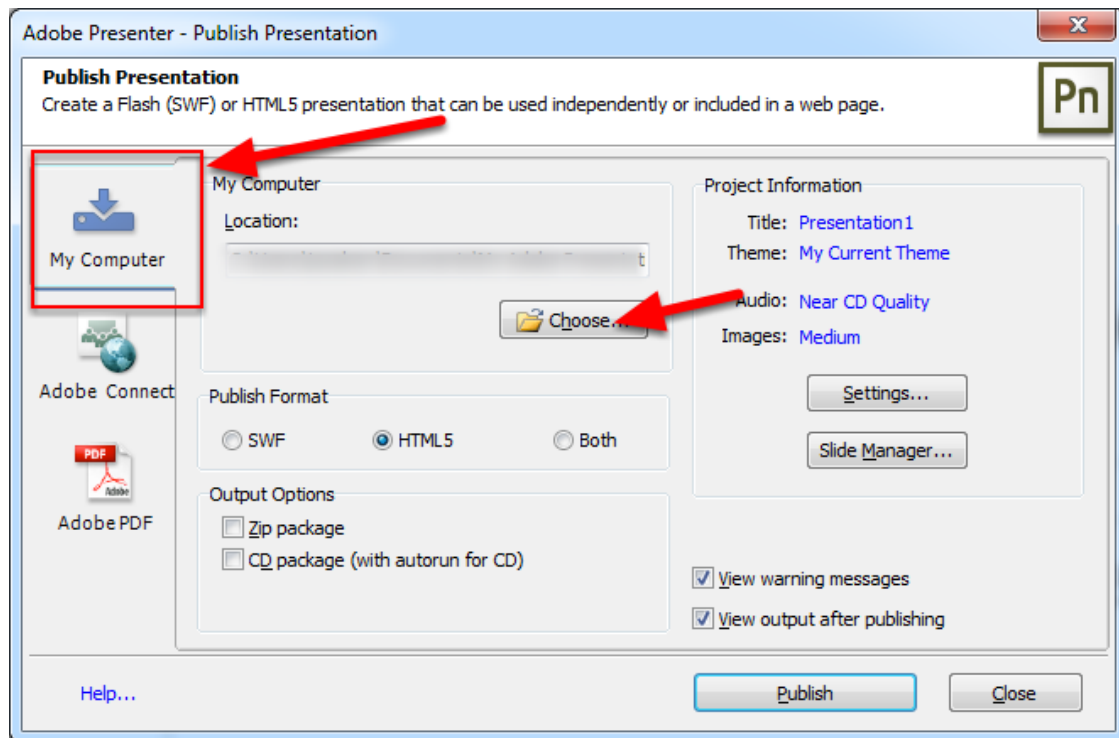
Click the **Preview** button to preview the narrated presentation.

These step by step instructions will demonstrate how to successfully upload your published Adobe Presenter Presentation to the web server through FTP.

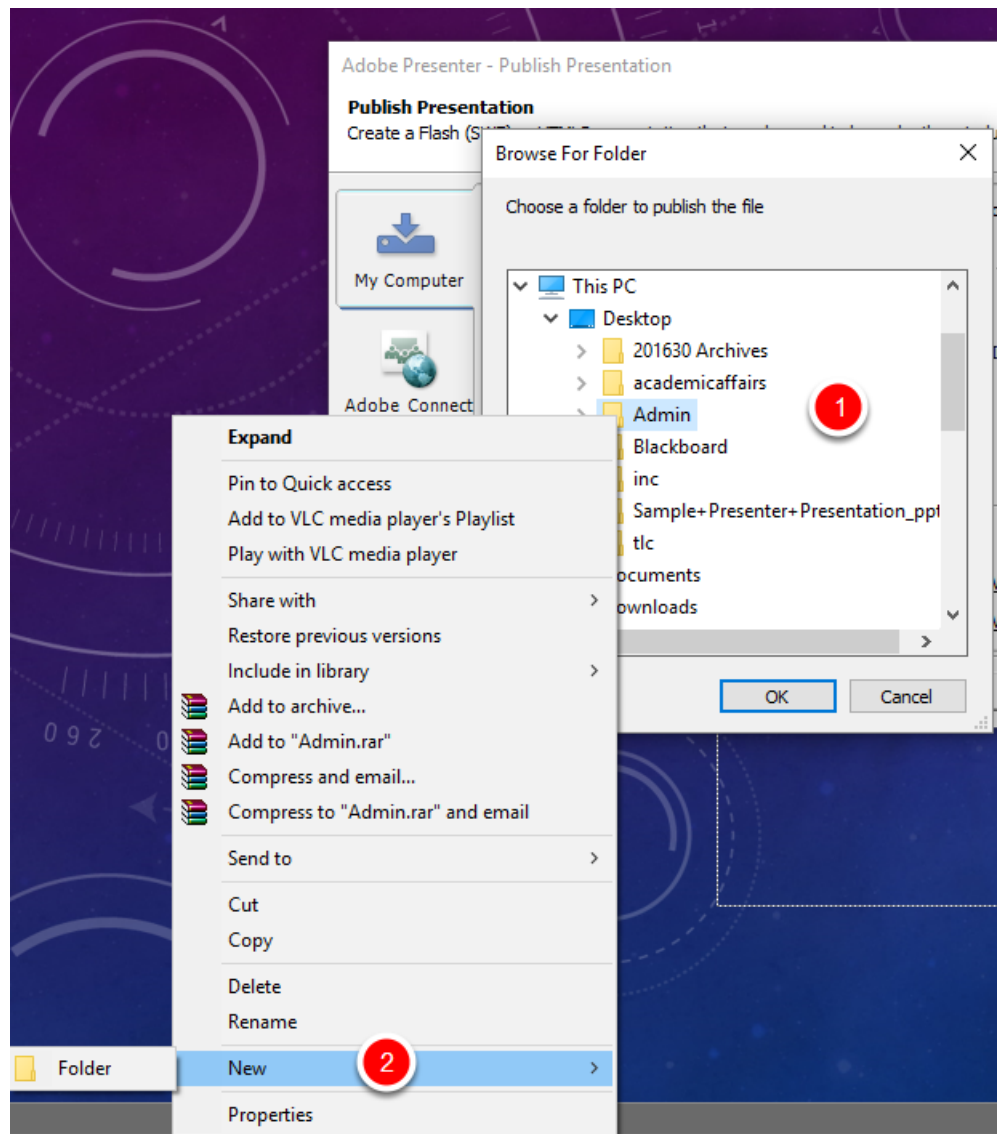
Once your presentation has been created and saved, Click on Publish on the Adobe Presenter ribbon.



Click the My Computer tab and Click Choose to select a location of where you would like to save the file.



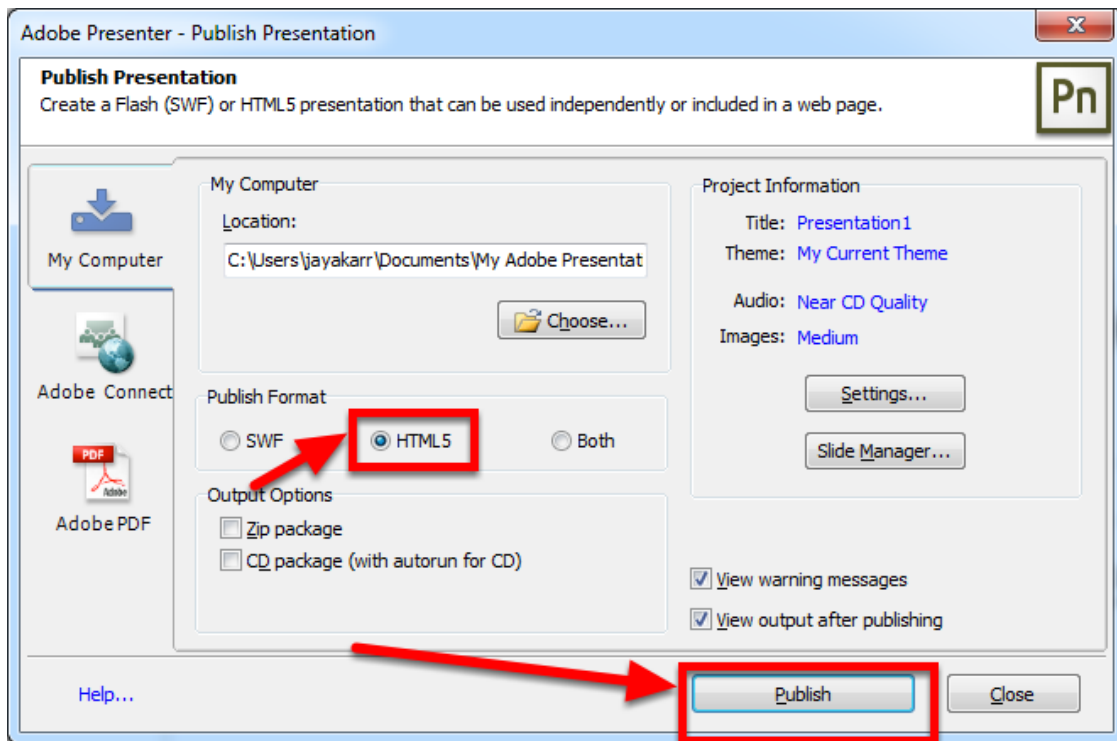
Choose a folder to publish the file in.



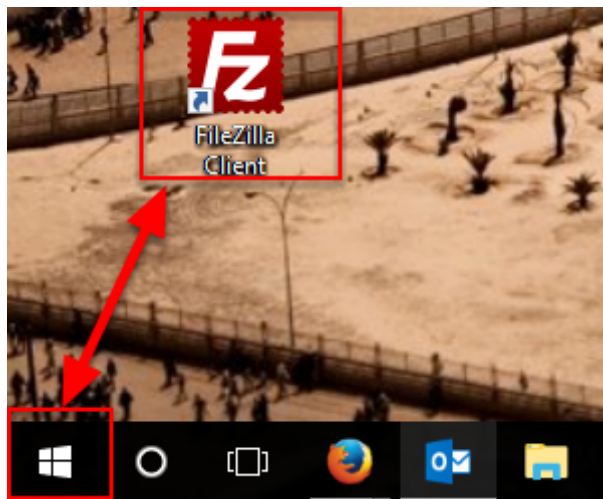
1. Right click on the location you would like to save the presentation in.
2. Go to new and select **Folder**
3. Type a name for the folder (*preferably without spaces or special characters*)
4. Make sure the newly created folder is selected and click **OK**.

*NOTE: There will already be a folder created with the name of your PowerPoint presentation, this folder will be contains source files created by Adobe Presenter. **Do not publish to this folder.***

Under the Publish Format, make sure that option "HTML5" is selected. Click Publish.



Once the publishing process has been completed. Open the FileZilla Client.



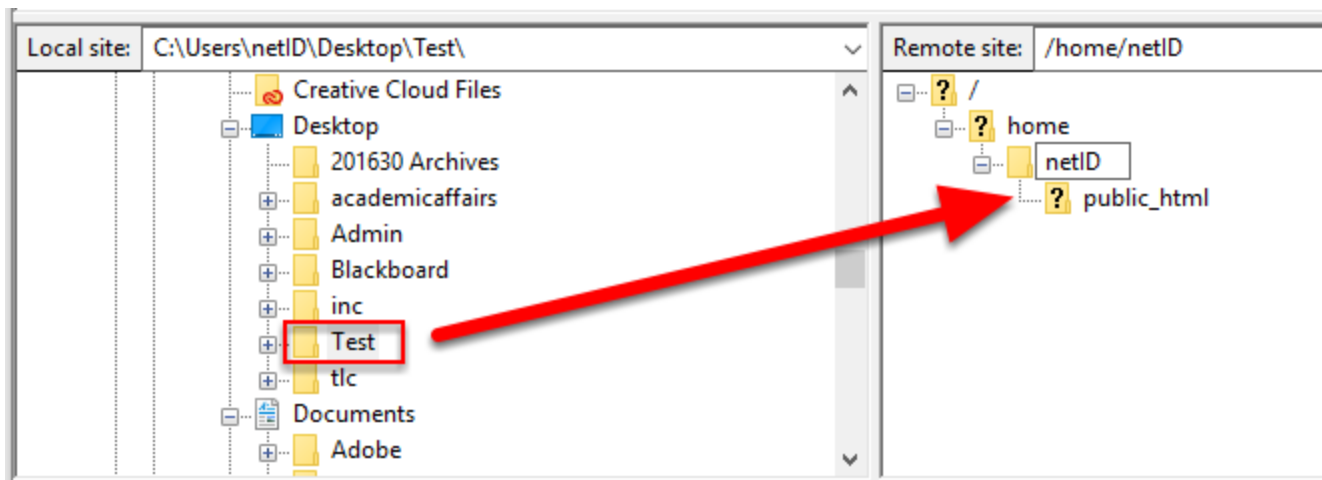
You can find The FileZilla Client either on your desktop or under All Apps/Programs in your Start menu.

Once FileZilla Client is opened, type in authentication information



1. In the Host field type **sftp://connect.uthsc.edu**
2. Type your **UTHSC NetID** and **password** in the username and password fields
3. In the Port field type in the number **22**
4. Click on **Quickconnect** to connect
5. If the connection to the server was successful, you will see **success** on the last Status line

Transferring the files



1. On the right hand side in the **Remote site** section expand the folder that's labeled with your NetID to reveal the **public_html** folder
2. On the left hand side under **Local site**, find the folder that you saved your presentation in (step 3).
3. Drag it to the **public_html** folder under your NetID that's located in the Remote site section on the right hand side. This will start the transfer process.
4. Once the files have been transferred, you will see **File transfer successful**.

NOTE: Make sure to always drag the folder into the public_html folder on the server.

Accessing and Sharing the Presentation

The screenshot shows a web browser window with the address bar containing the URL `connect.uthsc.edu/~NetID/Test/`, which is highlighted with a red rectangle. The main content area displays a presentation slide with a purple background and the text "THIS SLIDE HAS AUDIO" next to a speaker icon. A woman in a black top and beige skirt stands with her arms raised. The bottom of the slide features a control bar with the Adobe Presenter logo, playback controls, and the text "Slide 4 / 7 | Playing" and "00:07 / 01:09". To the right, a sidebar titled "Sample Presenter Presentation" contains a table of contents:

Slide Title	Duration
▶ Sample presentation	00:05
▶ Room	00:05
▶ Sample List	00:05
▶ Audio Slide	01:09
▶ Video	00:31
▶ Glossary	00:05
▶ Slide 7	00:05

Below the table, a progress bar indicates "1 Minutes 43 Seconds Remaining".

Now that the files have been uploaded to the server, open up a web browser and type in the address bar: **`connect.uthsc.edu/~netid/`Folder Name**

This is the URL to your presentation, you can use it to share your presentation.

NOTE: Folder Name is the name you gave your folder in step 3.