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





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.



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.



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. Anew window will open.



Click the red button to begin recording.



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

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

Inspect the preview



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

Adobe Presenter -	Publish Presentation		23						
Publish Presentation Publish the presentation to Adobe Connect. (Adobe Connect is a product that enables you to easily share online meetings, presentations, and training courses over the Internet.)									
My Computer	Server Configuration Server: UTHSC Connect URL: connect.uthsc.edu Edit Servers	Project Information Title: Sample Presentation Theme: My Current Theme Audio: Near CD Quality Images: Medium							
Adobe Connect	Publish Format SWF HTML5 2 Both Output Options Upload source presentation with assets Image: Comparison of the sector of the sect	3 Settings Slide Manager							
	Video	View warning messages View output after publishing Publish Close							

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

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	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.	'n
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	By using the UTHSC Connect System you age that you will not violate UTHSC's policies and procedures related to the Use of Information Technology Resources,Intellectual Property, Copyright, HIPAA, and FERPA.	e
	Help	
	Copyright © 2001 - 2013 Adobe Systems Incorporated and its licensors. All rights reserved.	
	Cancel	

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



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

Publish to Adobe Connect			X
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Copyright © 2001 - 2013 Add	be Systems Incorporated and its licensors. All rights r	eserved.	
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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)	
	Customize
	Current Setting: Same as parent folder
	Cancel < Previous Next > Finish

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.

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Copyright © 2001 - 2013 Add	Cancel Cancel	< Previous Next >	Finish 4	-

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, mange, publish, or deny).
- 4. Click the Finish button

Finish publishing

Publish to Adobe Connect	1			X				
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 [™] My Profile Help Logout: Robert Murphy								
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				OK Cancel				
Status: Completed								

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.