

## Adobe Presenter

### I. What is Adobe Presenter?

Adobe Presenter is a component of Adobe that delivers multimedia presentations via the web at any time or anywhere. It gives you the ability to convert PowerPoint presentations to a web-based presentation using the Adobe Plug-in for PowerPoint. You can convert your current presentations as is or add narration synched with animations.

### II. How can an Adobe Presenter benefit me or my students?

- Converts PowerPoint to Flash which reduces file size making it easier for students off campus to access.
- Students are not required to have the PowerPoint program or viewer to watch just the latest flash player which is a free download.
- Adobe presenter makes it easy to add audio by walking you step-by-step through the recording process.
- Adding narration to a PowerPoint gives online students more of a face-to-face class experience.
- Allows you to give a quick quiz for student assessment without factoring into the Blackboard online grade center.
- Easy first step to incorporate additional technology into the classroom • Adobe Presenter is free for faculty. No software purchase is required.

### III. Adobe Connect Pro Account Creation & Installing Adobe PowerPoint Plug-In Account Creation

Before you begin creating Adobe presentations, you must obtain an Adobe Connect Pro account and install the Adobe Presenter PowerPoint plug-in. Please Contact the ITC (731-881-7877) for account creation. When your account is created, you will receive an e-mail containing your log-in information and a link to log-in for the first time.

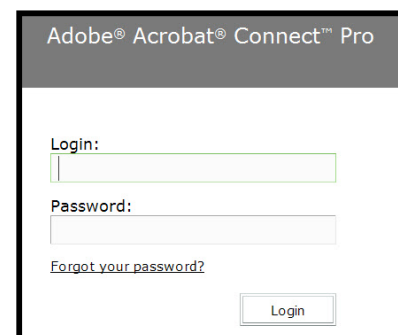
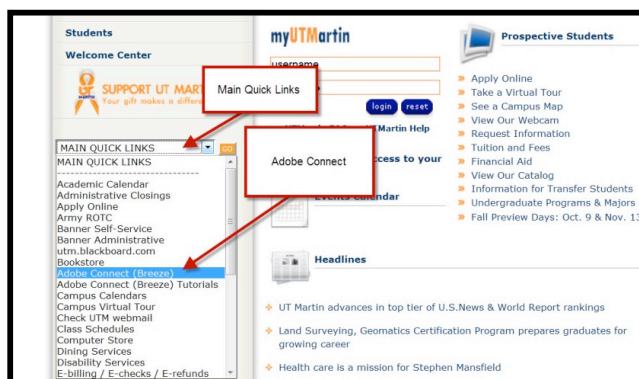
#### Install Adobe PowerPoint Plug-In

The Adobe PowerPoint Plug-in must be installed in order to create presentations.

**Adobe Presenter serial code: 1346-1006-9949-1519-5938-8949.**

There are two locations available to log-in to the Adobe Connect Pro server in order to obtain the download:

1. Link within E-mail (see "account creation" above: when your Adobe Connect Pro account is created, you will receive an e-mail with the appropriate link).
2. Log-in to the UT Martin Adobe Connect Pro Server via the UTM homepage to download the plug-in.

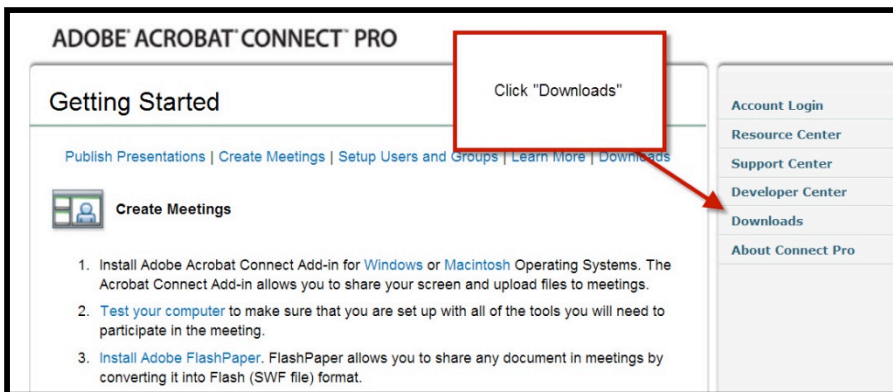




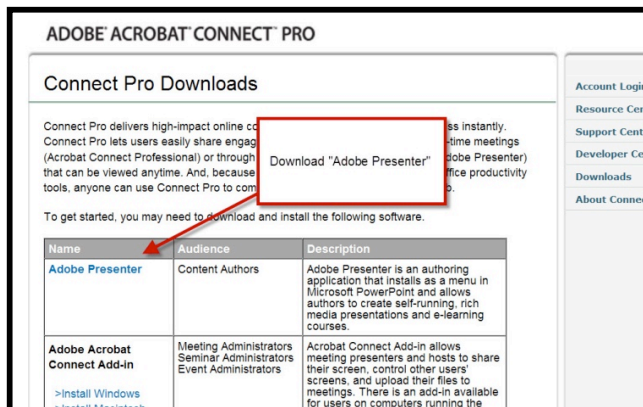
Once you log-in to the Adobe Connect Pro Server, choose the "Home" tab, then "Resources" tab. Next, click "Open" under the "Getting Started" section.



Choose "Downloads".



Choose "Adobe Presenter" to begin downloading.

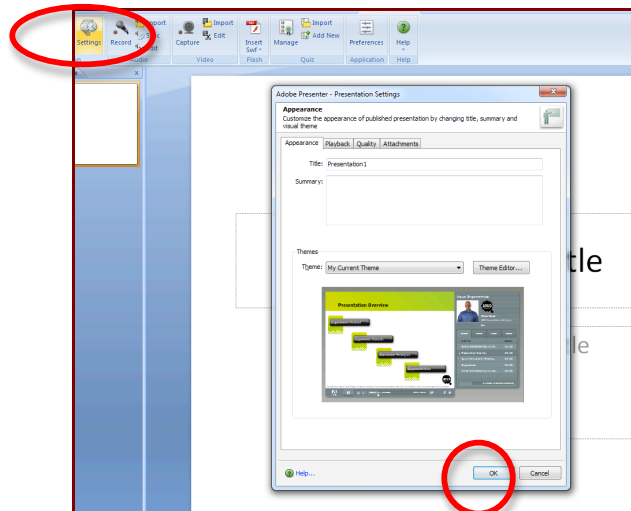


After the download is complete and you have installed the plug-in, you will see the “Adobe Presenter” tab in your PowerPoint program.

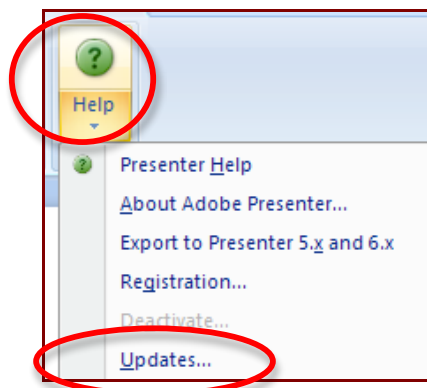


At this point, you **must** verify that the latest “patch” has been installed. The following procedure is a workaround to try if Presenter is not working for you:

1. From **WITHIN** the PowerPoint presentation with the Presenter installed, click on **Settings** – do **NOTHING** except click OK.



2. Immediately click on **Help** and select **Updates**.





3. There will be a message if no updates are available, and you will know you have the latest patch installed. If, however, an update is available, \*\*\*before you begin the installation, completely CLOSE OUT of PowerPoint, and you will still see the dialog box for the update. Click through the installation of the update. All patches must be installed; you may have to successively install the newer patches. Once the message appears "There are no updates available at this time," the workaround is complete and you should be able to use Presenter.

Please contact the ITC if you have any questions.

#### **IV. Preview Presentation**

1. Open presentation in PowerPoint.
2. From the Adobe Presenter tab, choose Publish.
3. The Publish window appears, choose to publish to My Computer.
4. Click the Settings button.
5. Enter title of presentation and summary and then make any additional settings adjustments as desired.
6. Click the Publish button.
7. Conversion process begins, click the View Output button when complete.

#### **V. Adding Audio to Presentation**

1. Connect microphone to computer and turn off speakers.
2. From the Adobe menu choose "Record" audio.
3. Set Microphone recording level. Note: This step is very important to the quality of audio. Never skip this step. Once the input level is ok, click the Next button.
4. Record Audio window appears. Choose to Record/Play each slide individually or uncheck the "Record/Play this slide only" checkbox to record all slides at once.
5. If you have a script click the View Script checkbox to make the script window appear to the right. Note: You can upload your script from PowerPoint Slide Notes or type your script in directly here.
6. To begin recording, click the record button. While recording, to advance through animations click the "Next Animation" button. To end a recording, click the "Stop Recording" button. To advance to the next slide, click the "Next >>" button right below the slider bar.
7. When recording is complete for all slides, click the "OK".



## **VI. Editing Audio (Optional)**

1. From the Adobe menu choose "Audio Editor...", the Audio Editor window appears.
2. Use the play, pause, and stop buttons to locate audio mistake to determine beginning and ending edit points.
3. Once, editing points are located place your cursor at the beginning edit point and click and drag to the ending edit point to select the audio portion to delete.
4. Click the "X" button on the toolbar at the top or hit the delete key on keyboard. That audio mistake is no longer in your presentation narration.

*Note: More advanced audio editing features are available. Contact the ITC for additional help with these.*

## **VII. Setting Preferences**

1. From the Adobe menu choose Preferences.
2. The Adobe Presenter Preferences window appears click the Add button.
3. The Presenter window appears. Enter personal info in the provided textboxes.
4. Click OK button.
5. Click the Adobe Server tab.
6. Click the Add button. The Add Adobe Server Window appears.
7. Enter name for Adobe server and then enter <http://connectpro.utm.edu> for URL.
8. Click the OK button.
9. Click the Close button.

## **VIII. Publishing Presentation to Adobe**

1. Open presentation in PowerPoint
2. From the Adobe Presenter menu choose Publish
3. The Publish window appears, select to publish to Adobe Server
4. Choose Theme and then click the Setting button
5. Enter title of presentation and summary and then make any additional settings adjustments as desired
6. Click the Publish button
7. Conversion process begins, once Adobe Login page appears. Enter username and password.
8. Click the "Publish to This Folder" button to publish presentation to your My Content folder - OR - First create a new folder to publish presentation to or click on an existing folder to publish presentation
9. Enter custom URL if desired, then click the Next button
10. Enter Content and Speaker information then click the Next button
11. Click the Customize button to change access permissions and choose Yes to allow public viewing and then click the next button
12. Your presentation is then published to Adobe Presenter. A message appears once your presentation is successfully published to Adobe Presenter. Click the OK button.
13. Content information will appear. Make note of the URL for viewing this is the address to this content and can be posted in Blackboard or sent within an email message.



14. Click the OK button.

**IX. Modifying Presentation Theme**

1. From the Adobe Presenter menu choose Theme Editor
2. Choose Theme to modify from the Theme Name drop-down menu
3. Make adjustments as desired
4. Click the Save As...button to save modified theme for future use
5. Click the OK button

In order to access your published presentations at a later date and obtain their corresponding URLs to post in Blackboard, etc., log-in to the Adobe Connect Pro Server via the UTM homepage Main Quick Links.