



Breeze Presenter

I. What is Breeze Presenter?

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

II. How can Breeze Presentation 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.
- Breeze presentation 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 gradebook.
- Easy first step to incorporate additional technology into the classroom
- Breeze is free for faculty. No software purchase is required.

III. Installing Breeze PowerPoint Plug-In

Before you can begin creating Breeze presentations, the Breeze PowerPoint Plug-In must be installed. There are several locations available for download:

- Your Breeze account email sent when your account was created.
- On the Home tab when you first login to Breeze. Click the "Getting Started" link.

IV. Preview Presentation

1. Open presentation in PowerPoint
2. From the Breeze menu 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 Breeze 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 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

1. From the Breeze 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 Breeze menu choose Preferences
2. The Breeze 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 Breeze Server tab.
6. Click the Add button. The Add Breeze Server Window appears.
7. Enter name for Breeze server and then enter <http://breeze.utm.edu> for URL.
8. Click the OK button.
9. Click the Close button.

VIII. Publishing Presentation to Breeze

1. Open presentation in PowerPoint
2. From the Breeze menu choose Publish
3. The Publish window appears, select to publish to Breeze 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 Breeze 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 Breeze. A message appears once your presentation is successfully published to Breeze. 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 Breeze 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