

Introduction

Adobe Presenter (formerly Macromedia Breeze Presenter) is an e-learning software tool that uses Microsoft PowerPoint to create rich multimedia presentations. Once published, the presentations are easily viewed using a web browser such as Internet Explorer or Mozilla Firefox. This handout will cover all of the basic options of Adobe Presenter as well as enable you to add audio and publish to the Adobe Presenter server. This handout is a follow-up of the “Adobe Presenter Install” handout.

What you need to run Presenter

1. PC running Windows 2000 or XP and Microsoft Power Point 2007 (or older)
2. An Internet browser and connection
3. An Adobe Presenter Account at ISU -
(http://www.isu.edu/itrc/form_breeze_acct_request.shtml)
4. Adobe Presenter installed

Create a PowerPoint Presentation

Create a slide show. Insert images, animations and if you want to include a dialogue script in the presentation, type it in the notes window. If this window is not visible, select **Normal** from the **View** menu. You should see the notes window beneath the slide.

Note: Adobe Presenter will not work with files that have been saved with a .pptx file extension. Since .pptx is the default file type of PowerPoint 2007, you will need to save your file in an older format (.ppt). To save your file in an acceptable format for Presenter, click on the Office logo at the top-left, choose “Save As,” and select 97-2003 presentation from the “Save as type” drop-down list. Your new file extension will be .ppt. Once you have completed and saved the slides and notes, you will be ready to record audio, establish the presentation settings, and publish to the Adobe Presenter Server (<http://breeze1.isu.edu>).

Recording Audio

If it has not been done yet, the presentation must be saved in order to add audio. Your computer will need a microphone attached to record audio. You can use a regular PC microphone.

Note: If you prefer, you can come to the ITRC to create your Adobe Presenter presentation. We have staff that can guide you through the process and equipment needed to generate your presentation.

1. With your PowerPoint presentation open, click on the **Adobe Presenter** tab (located at the top of the window) (*figure 2*) and then click on **Record Audio**.

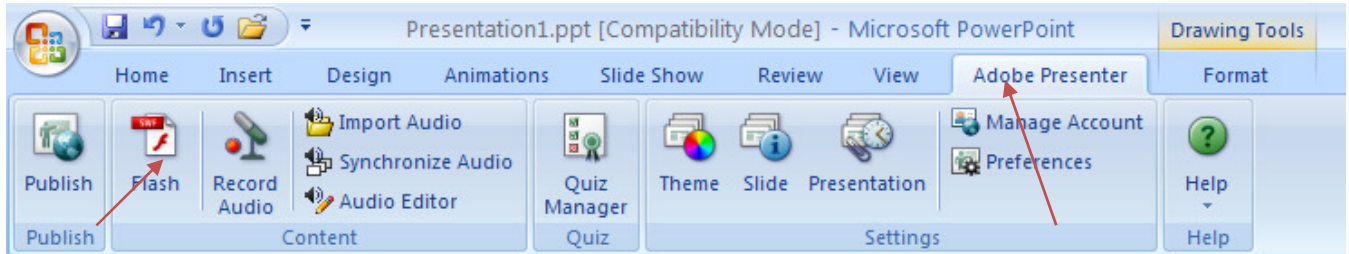


figure 2

2. A “Set Microphone Recording Level” wizard will open (*figure 3*), read the sample sentence to set the microphone recording level. It is important that you speak using the same volume as you would in creating the narration.



figure 3

3. The red box with the text "Checking Input Level" will turn green and display the message "Input Level OK" when the voice levels are acceptable. You will need to talk in the microphone to activate the input level. If the computer is unable to set the levels properly, a dialog box will pop up telling you that the levels could not be set. Check all connections and the computer volume settings in the control panel then click **OK** to clear the dialog box and repeat the procedure. Click **OK** to continue.

4. The “Record Audio” window will open next. Having a script ready is the best way to save time and make sure the audio will contain all of the necessary information. The script can be placed in the PowerPoint notes section and imported using the **Import Notes** button or typed directly into the text field (*figure 4*). Notes typed into this box can be exported to your presentation by using the **Export Script** button.

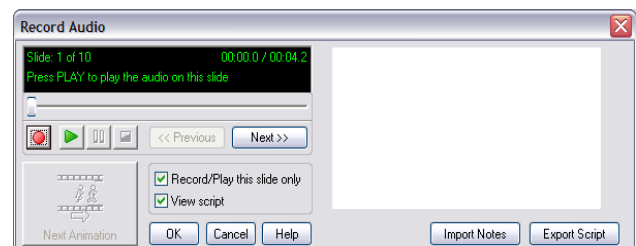


figure 4

- In the import notes window, you can select which notes you want to import from the PowerPoint presentation (*figure 5*). When you are done selecting the desired options click **OK**.

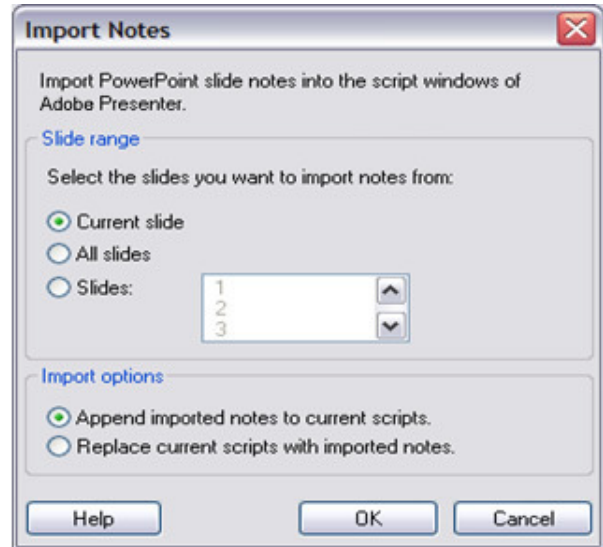


figure 5




- To begin recording the audio for the slide, click the  (record) button. To listen to what you just recorded, click the  (play) button. Beneath the playback controls are two checkboxes. Selecting the “Record/Play this slide only” will cause the recording to stop between slides. The “View Script” will show any notes you have imported/typed previously (*figure 6*).



figure 6

- When you have completed adding audio to the slide, you can click the  (stop) button or **Next** to continue onto the next slide, (*figure 7*).

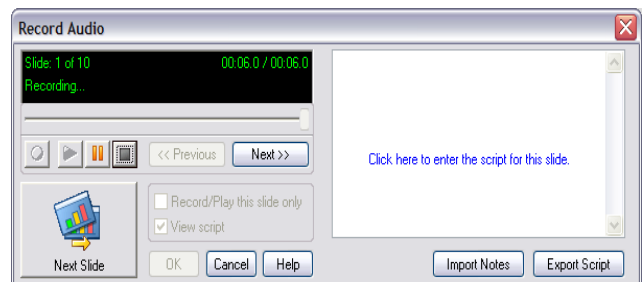


figure 7

- When finished, click **OK** and save your presentation.

*Note: Do **NOT** click on the red “X” in the upper right corner. This function will not save your work.*

Importing Audio

Adobe Presenter will let you import audio previously recorded in a PowerPoint presentation.

1. With your PowerPoint presentation open, go to the Adobe Presenter tab and select **Import Audio**. The **Import Audio** window will open (*figure 8*).
2. Select the slide you would like the audio to start. In figure 8, slide one has been selected.

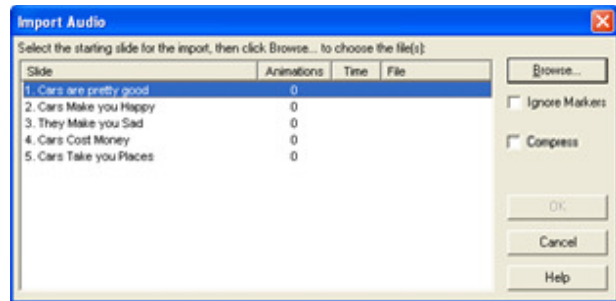


figure 8

3. To load your audio file, click the **Browse** button. Find and select the audio you would like to add to the presentation and click **Open**. In the **Import Audio** window, you will now see the audio file's name and length listed next to the slide you selected (*figure 9*).

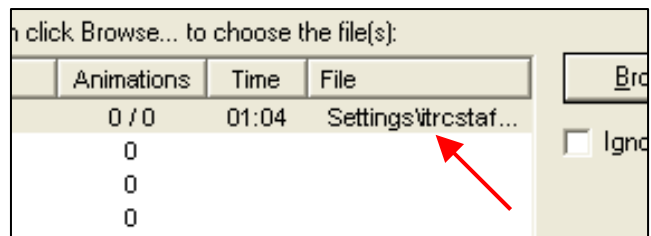


figure 9

4. If you have additional audio to add to your presentation, repeat steps 2-3 until you have inserted all of your chosen files.
5. An "Importing Files" window will open (*figure 10*). It will indicate when the import is complete. When you are finished adding audio, select the **OK** button.

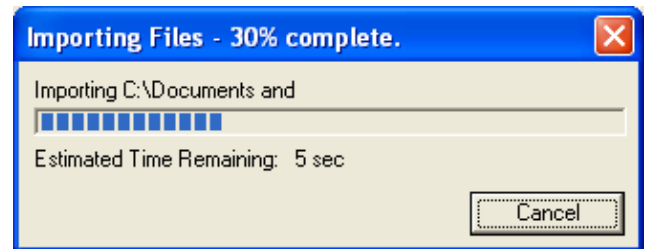


figure 10

This handout can be accessed at the ITRC webpage, <http://www.isu.edu/itrc/handouts.shtml>, emailing itrcstaf@isu.edu, or calling (208) 282-5880.



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