

Publishing Content using Adobe Presenter and Microsoft PowerPoint

After you have installed the Adobe Presenter plug-in on your computer and you have created your presentation in PowerPoint (see ITRC handout: Adobe Presenter – Adding Audio to a Presentation), you can begin the process of publishing. If you have not requested an account, fill out the request form at http://www.isu.edu/itrc/form_breeze_acct_request.shtml. You can use the Presenter menu in PowerPoint to publish your presentation to the Adobe Presenter server (<http://breeze1.isu.edu>).

Setting up Adobe Presenter for Publishing

Make sure your presentation is saved in .ppt format. Then you will want to ensure your settings for Adobe Presenter are correct.

1. After you have opened your presentation in Microsoft PowerPoint, select **Presentation Settings** from the **Adobe Presenter** tab (see figure 1).
2. Click on the **Settings** and **Attachments** tabs to make sure all of your preferred settings and files have been set (figure 2).
3. Click **OK** (figure 2).
4. Select **Preferences** from the Adobe Presenter tab.
5. By default, the **Presenters** tab will be selected in the **Adobe Presenter Preferences** window. If you would like to enter a presenter profile, click **Add** (figure 3).

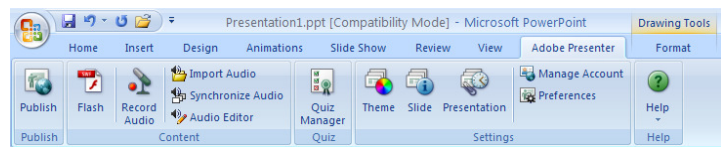


figure 1

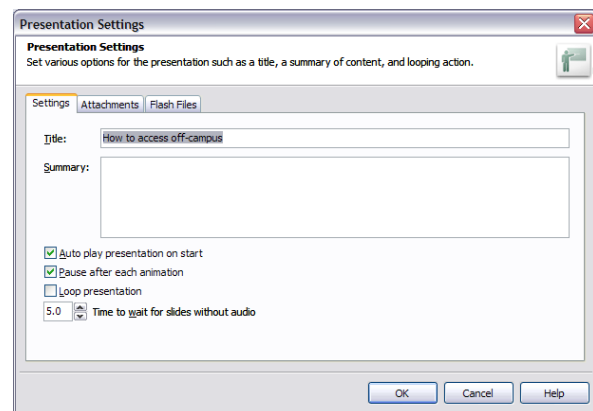


figure 2

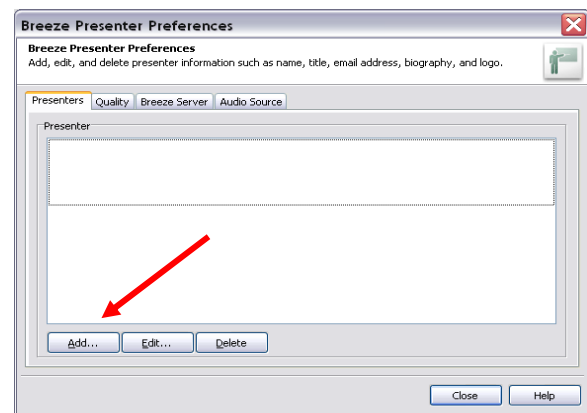


figure 3

- In the **Presenter** window, you can add the presenter information and add a photo (figure 4).

Note: Recommended image size for the presenter photo is 88 x 118 pixels and for the logo is 148 x 52 pixels to avoid cropping.

- Select the checkbox next to “Default” if you want this profile to be the one used for all or most of your presentations.
- Click **OK**. Your profile will be listed.

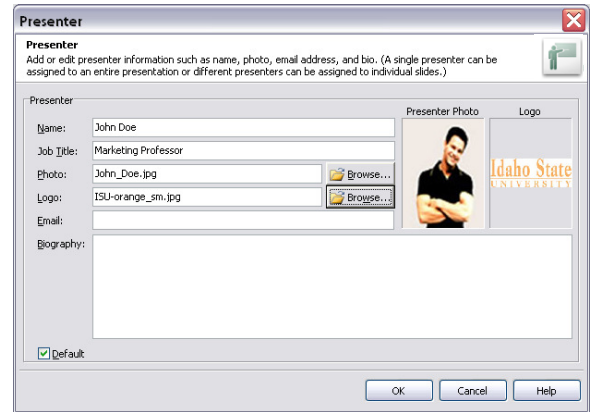


figure 4

- After setting up your presenter profiles, select the **Quality** tab (figure 5).
- Make sure “Medium” is selected for **Image quality** and **Audio quality** (figure 5).

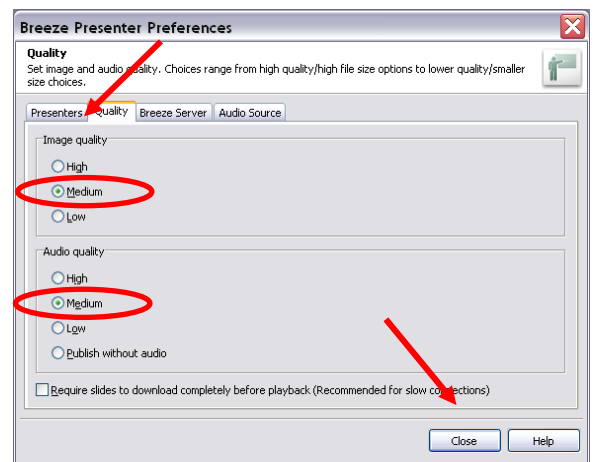


figure 5

- Click the **Close** button (figure 5).
- Next, select the **Adobe Server** tab (figure 6).
- Click **Add** (figure 6).
- Enter the ISU Adobe Connect Server information in the blank fields, and then click **OK** (figure 7).

Note: The server information will be saved on your computer for future presentations. It will not need to be entered again unless you switch computers or server information.

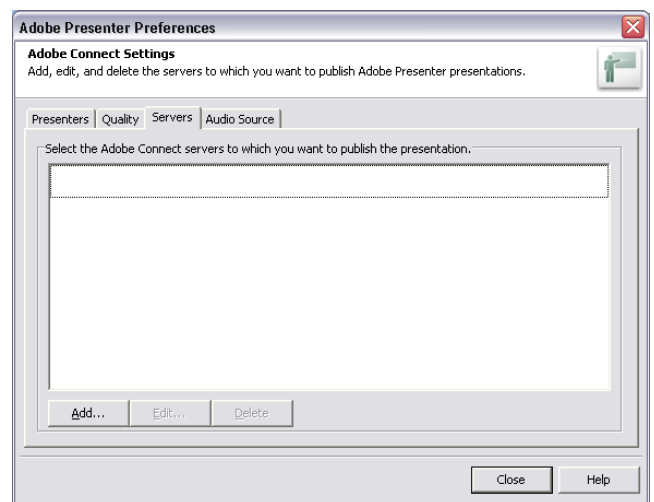


figure 6

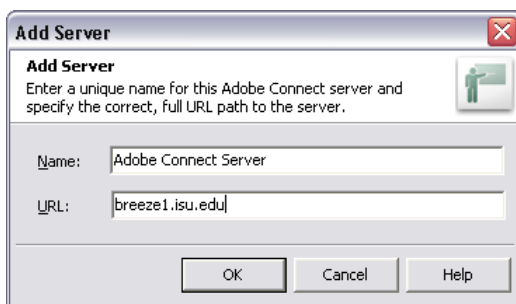


figure 7

Publishing a Presentation

After updating your settings, you will be ready to publish your presentation to the Adobe server.

1. From the **Adobe Presenter** tab in Microsoft PowerPoint, select **Publish**.
2. In the **Publish** window, make sure the **Adobe Connect** tab is selected (a). You will see the Adobe Server information you entered previously (b). Also, uncheck the “Upload source files to the server” option (figure 8).
3. In the **Theme** drop-down menu you can select your desired color scheme. The preview will change as you select different themes (figure 9).
4. Click on the **Publish** button (figure 10). This process may take a few minutes. A small window will open to show the conversion progress.

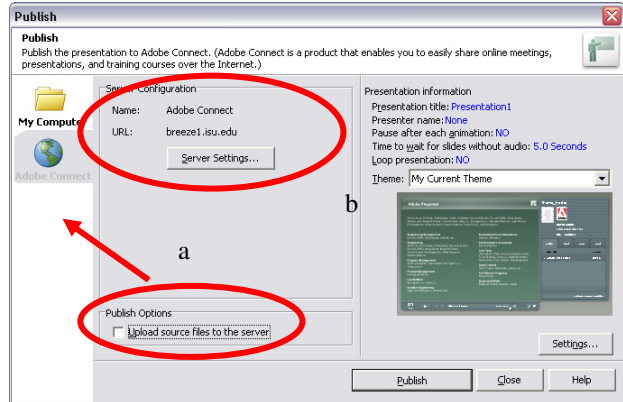


figure 8

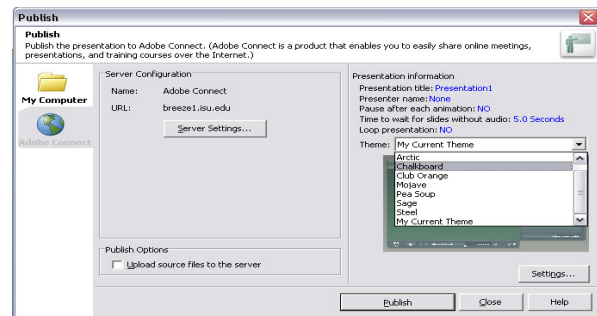


figure 9

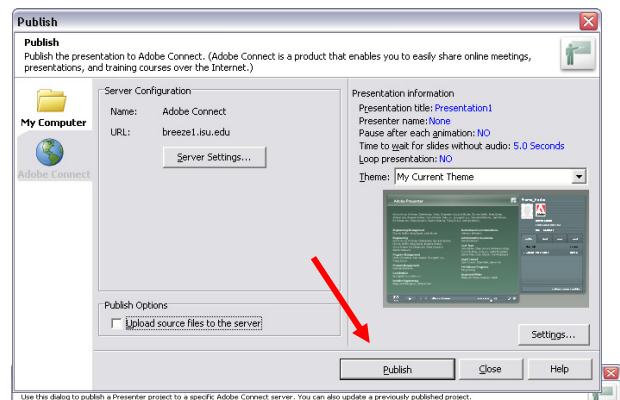
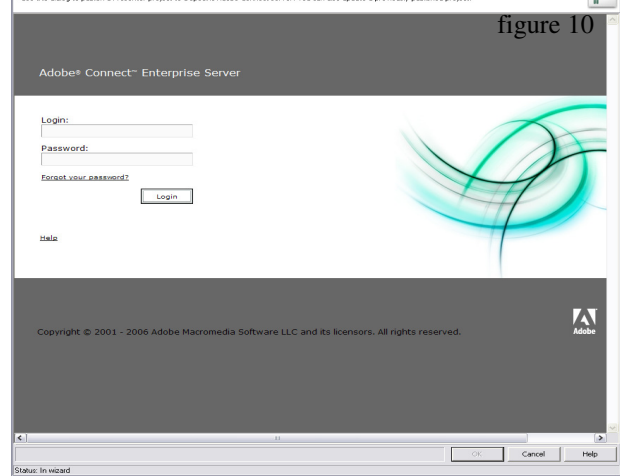


figure 10



5. You will be asked to log in to the Adobe Server to continue. Enter your college's Adobe Connect username and password (figure 12).

figure 11

6. Click on the **Login** button (figure 12)

7. Click on the folder for your department (figure 13).

figure 12

8. Inside your department folder, click on the folder labeled with your email address or your name. If one does not exist, click on the **New Folder** button to create one. Title your folder using your **ISU email address** or your name (i.e., smitjohn@isu.edu or John Smith).

9. Once you are in your folder, click the **Publish to This Folder** button.

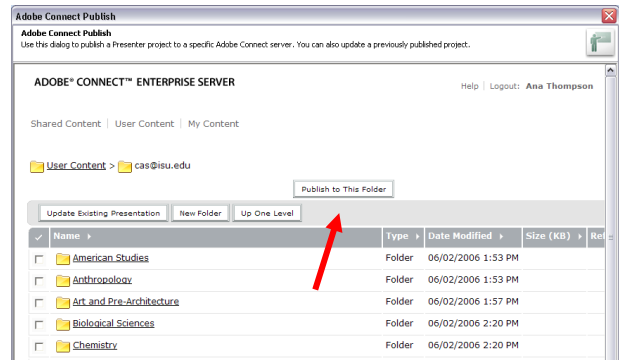


figure 13

10. Click the **Finish** button.

11. Wait for the message indicating successful publishing. Click **OK**.

12. In the **Content Information** area, you will be given the **URL for Viewing**. This link can be distributed to others to see your presentation (figure 14).

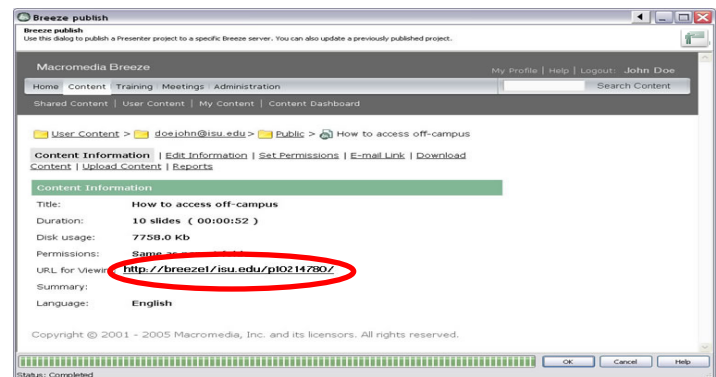


figure 14



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