

**Technical Assistance:**

- Phone: 480.965.6500 (24/7 support)
- Email: [breeze-q@asu.edu](mailto:breeze-q@asu.edu)
- Online Help: [http://help.asu.edu/Adobe\\_Presenter](http://help.asu.edu/Adobe_Presenter)
- Presenter tutorials: [Narrating a PowerPoint Presentation](#), [Publish Your Final Presentation](#)

**Instruction:**

**1. What is Adobe Presenter?**

Adobe Presenter is a software tool for creating e-learning content and high-quality multimedia presentations rapidly. Adobe Presenter works with Microsoft PowerPoint content and allows instructors the ability to add narration, presenter information, interactive quizzes and animations and video. Adobe Presenter has a simple interface for adding audio narration and for synchronizing existing audio with slides

**2. How it can be used:**

- Guest speaker
- Post a lecture if you have to miss class
- Distance education (online)
- Example are provided in the Blackboard shell under both Tutorials and Sample Presentations

**3. Adobe Presenter disclaimers:**

- User cannot author content with an apple (unless running Windows)
- The Breeze plug-in is not available to students

**4. Obtain the plug-in from the Breeze Resource Site**

- Online request form for Adobe Presenter:  
<http://www.asu.edu/go/blackboard/forms/request-adobe-presenter.html>
- Once you receive access to the **Adobe Presenter 7 Resource Site** go to:
  - <http://myasucourses.asu.edu>
- **ADOBE PRESENTER 7 RESOURCE SITE (TRN-T-ADOBE-PRESENTER-7)** will be added to your class list
- Download the plug-in from the **Presenter Plug-in** tab
- Check the **Presenter Update** tab for any necessary software updates.
- Check the **Tutorial** tab for setup instructions and hints on using Adobe Presenter 7

## 5. Overview of Adobe Presenter in PowerPoint

- Adobe Presenter has its own menu name on the PowerPoint tool bar
- The only supported video format is Flash (Flash version 5, action script version 1)
- **Most** slide transitions and animations work with Adobe Presenter – **test it before deploying**

## 6. Microphones

- Recommend headset microphones because they keep the microphone a consistent distance from the mouth. This results in consistent recording levels.
- If an individual is purchasing a microphone, recommend that they spend a few dollars extra for a USB microphone.

## 7. Recording Length

- 30 minutes of Adobe Presenter content is **LONG**
- Instructors should keep in mind that watching/listening to a lecture on the computer is not as engaging as an in class session
- It is a good idea to break long sessions up into smaller pieces
- Consider chapters or sections

## 8. Recording Your Presentation

- Mistakes, fumbles, and the dog running through the room barking at the cat can be edited out later (see Editing below)
- Therefore, you should not stress out when you are 20 minutes into a presentation and make a mistake – you do not need to start over

**Adobe Presenter** tab > **Record Audio** > you will be prompted to set your recording levels > **read the bold statement** in the dialogue box in the tone you intend to record your presentation > the red box will turn green when it has captured your level > click **Ok** > a dialogue box will appear with the controls to record and navigate through your presentation

## 9. View Script

- You can have a script handy to read as you record
- Check the View Script option > click Import Notes to import your speaker notes from your PowerPoint presentation > choose **Current**, **All** or **specific** slides > you can choose to add to any notes you already have present or to replace them with the imported notes > click **Ok**

### 10. Record/Play this Slide Only

- You can record your presentation one slide at a time
- To do this, choose **Record/Play this Slide Only** in the dialogue box
- This means that you will press **Record** and **Stop** for each slide, then advance to the next slide and repeat the process
- This option allows you to restrict your recording to a single slide
- When you are finished recording, click **Ok**

### 11. Seamless Recording

- You can record your presentation in one shot, narrating slide transitions as well
- To do this, uncheck **Record/Play this Slide Only** option in the dialogue box
- You will press **Record**, then navigate to each slide and through each animation using the button in the box
- When you have finished your entire presentation, you then press **Stop**

### 12. Managing Your File (IMPORTANT)

- Your PowerPoint file format is .pptx (2007) or .ppt (2003)
- After narration is complete, a .ppcx file will be created
- Adobe Presenter stores all recordings, timings, etc., in the .ppcx file and your original presentation in the .pptx
- The .ppcx file **must** live in the same directory as the .pptx file – **the files have to stay together for Presenter to work.**
  - If an instructor narrates on their office computer and wants to work on the presentation at home they **MUST** copy both files (.pptx and .ppcx) to their USB drive, CD, etc.

### 13. Editing Basics

- Instructors can treat an Adobe Presenter product as a live lecture (no editing) or a Hollywood production (editing)
- However, if you wish to modify your recording by deleting extra noises or mistakes, you can do so using the **Audio Editor**
- Editing audio is no different than working with a word processor:
  - The play head is the same as a cursor
  - Zoom out shows the entire document and zoom in shows sentences
  - You can select sentences, paragraphs, etc., by clicking and dragging the play head (cursor)
  - You can copy/paste, cut/paste, and delete pieces of audio (**always play the selected piece of audio before deleting (space bar is a great shortcut for “play”)**)
  - You can insert additional recordings at the play head
  - You can move slide transition and animation transition locations
  - You can add silence
  - You can add the Wait for User command, which pauses the presentation while the user does something you've asked them to (i.e. – visit a website)

### 14. Editing – Zoom

- The Zoom tool allows you to zoom in and out from the audio track
- Click the **magnifying glass with the minus** to zoom out, showing you the full track
- Click the **magnifying glass with the plus** to zoom in, showing you up to about ½ second segments of audio at a time
- Zooming in close allows you to trim, delete or modify your recording more accurately

### 15. Editing – Using the Play Head

- Click once somewhere on the recording and click play
- When you press pause, then play again, it plays from where it was paused
- If you play the audio using the spacebar, it will play from where the cursor or play head sits each time (even when paused, it begins at the play head)
- If you click and drag a section of the recording and press play, it will play only the selected section

- **Navigation using your keyboard:**
  - **Home:** moves the play head to the beginning of the audio clip
  - **End:** moves the play head to the end of the audio clip
  - **Arrows:** left moves left and right moves right (equivalent to a letter)

## 16. Editing – Modifying Audio Selections

- You can select sentences, paragraphs, etc., by clicking and dragging the play head (cursor)

**Once a section is selected, you can perform several actions:**

- **Duplicate Audio:**

Click **Edit > Copy** (or **Ctrl C**) > place your cursor where you want the copied audio to be placed > select **Edit > Paste** (or **Ctrl V**)

- **Move Audio:**

Click **Edit > Cut** (or **Ctrl X**) > place your cursor where you want the cut audio to be placed > select **Edit > Paste** (or **Ctrl V**)

- **Delete Audio:**

Click **Edit > Delete** (or press the **Delete** key on your keyboard) > **always play the selected piece of audio before deleting**

## 17. Editing – Insert Silence

- You can insert silence in place of section where your breath is recorded or even as a lead in to a new slide
- **Replace a Section with Silence**

Select the segment of audio > click **Insert > Silence** > a dialogue box will appear with the amount of time highlighted on the audio track and **Current Selection** > click **Ok** and the audio segment will be replaced with a solid line (silence)
- **Add Silence**

Place your cursor where you want to add silence > click **Insert > Silence** > a dialogue box will appear > choose the amount of time you want to > click **Ok** and silence will be added

## 18. Editing – Recording New Audio

- You can add new recordings to your audio track or replace existing audio with a new recording
- **Add New Audio:**  
Place the cursor where you wish to record audio > click the **round record button** > speak into the microphone > click **Ok** when finished recording
- **Replace Existing Audio with New Audio:**  
Click and drag to select the audio you wish to replace > be sure to play the selection to verify you have the correct section selected > click the **round record button** > speak into the microphone > press the **square stop button** when finished recording > your newly recorded segment will be highlighted > press the space bar to play the new segment

## 19. Editing – Moving Slide & Animation Transition Locations

- You can adjust your slide and animation transition to better align your audio
- **Slide Transitions** are red with a solid red vertical line to show placement on the audio track
- **Animation Transitions** are blue with a dotted vertical line to show placement on the audio track
- Be certain to preview (play) the audio to ensure the slide transition location is correct
- Do the same action with the animation
- **Moving Slide & Animation Transitions**  
Click on the red or blue icon at the top of the vertical line > drag it to the new location (left or right) > preview the new placement to ensure proper alignment to the audio

## 20. Editing – Inserting Commands

- You can insert a command at any point in the audio track
  - Wait for User – this pauses the presentation so the user can perform some task you've asked them to do (i.e. – visit a website or open a file)
  - Go to (slide) – this command causes the presentation to go to a specific slide designated by you; note: you can end up in a continuous loop so you must test this to ensure it works properly
- **Wait for User Command**  
Click once on the audio track to place the play head where you want the pause inserted > click **Insert > Command > Wait for User** > a green, dotted, vertical line is placed on the audio track > proof the track to ensure proper placement

**Suggestion:** you should prompt the listener with instructions that you will be pausing the presentation so they can do the task you requested, and that they will need to click play when they return to continue the presentation

## 21. The Settings Tab:

- **Attachments**

- website links and files

- **Playback options**

- Auto play
- Slide numbers
- Loop the presentation
- Set time to wait for slides without audio
- Attach files (articles, tables of data, original PowerPoint file, etc.)

- **Adding File Attachments**

Click **Settings tab > Attachments** > enter **Name** > choose **Type (File)** > click **Folder** icon to browse for your file > click **Ok**

- **Adding Link Attachments**

Click **Settings tab > Attachments** > enter **Name** > choose **Type (Link)** > either type in **URL** or copy address and paste it in the **URL** box > click **Ok**

- **Slide Properties**

- Allows you to assign a different speaker to each slide (multiple presenters)
- Enter personal info about presenters

## 22. The Preferences Tab

- **Adding Presenters**

Click **Preferences > Presenters** > enter **Name** > **Job Title** > **Photo** (click **Browse** and select .jpg) > **Logo** (click **Browse** and select .jpg) > enter **Email** > type brief **Biography** > check **Default** to make this the presenter for all slides (can have multiple presenters) > click **Ok**

### 23. Theme Editor

- **Theme Name:** you can choose various skin colors from the drop-down
- **Options:** you can choose to use only what you want on the skin; simply uncheck what you don't want and the preview will update showing you the revised view
- **Note:** if you want to choose a different theme, you should do so before choosing which options you want; when you change themes, it automatically enables all options so you'd have to set them up again
- **Change Theme Colors:** you can click this button to change some of the colors. Please note that you cannot change the center area where the presentation is displayed; only the control panel and the surrounding pieces
- **Text Labels:** you should not change these as they are the database labels that match up the skin to your settings; only advanced users should work in this area

### 24. Publish Your Presentation

**Presenter Menu > Publish >** on the **Publish** screen, select **My Computer >** in the **Output Options** area, select **Zip files >** you can save the output file to a particular location on your computer by clicking **Browse >** click **Publish >** the file will be converted and the window will close automatically



## 25. To View Your Presentation

- You should always proof your presentation before deploying it
- To do this, double-click on the .zip file created during your Publish action
- Copy all of the files in the window and paste them onto your desktop (your files must be opened outside the .zip file as they are compressed)
- Double-click or open the **Index.htm** page
- This will launch the web-based presentation
- **View your entire presentation**, including checking that your links and documents open or download properly

## 26. Deploy Your Presentation

- **Via Blackboard**
  - By default Blackboard has a **10mb** upload limit
  - Large presentations should go on an instructor volume. For information on obtaining an Instructor Volume:  
<http://www.asu.edu/it/tempe/classrooms/resources/iv/>

Go to content area > click **Add Item** > enter **Name** and **Description** > click **Browse** > select your **.zip** file > next to **Special Action**, choose **Unpackage this file** > click **Submit** > choose the **index.htm** file as the **Entry Point** > choose **Yes** or **No** next to **Launch in New Window** > click **Submit**

- **Via a Web Server**
  - For information on creating an Instructor Volumes:  
<http://www.asu.edu/it/tempe/classrooms/resources/iv/>
  - Department web server
- **A CD**
  - Choose the **Create Autorun for CD** option
  - Burn the generated files on a CD
  - **Note: Autorun** does not work on all computers