

# Narrating PowerPoint with Macromedia Breeze

Images are Stored at [//westfile/altimedia/Tutorials/Breeze/](http://westfile.altimedia/Tutorials/Breeze/)

The steps to prepare and upload a presentation are as follows:

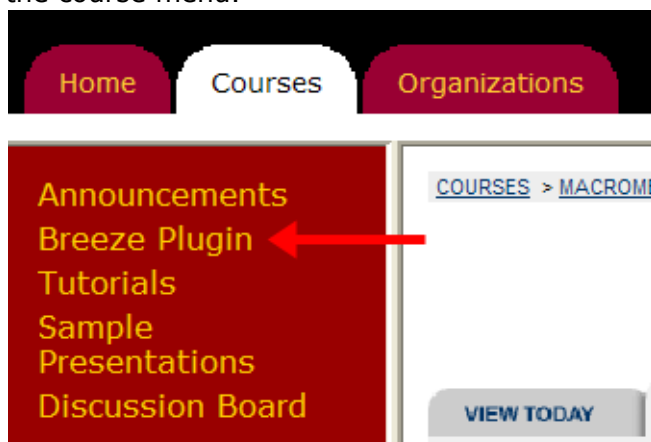
1. [Download and install the Breeze plugin for PowerPoint](#) (once per computer)
2. [Create \(or open an existing\) PowerPoint file](#)
3. [Add, synchronize and edit audio narration](#)
4. [Publish your PowerPoint file](#)
5. [Upload your Presentation to Blackboard](#)

## Download and Install the Breeze Plugin

To use Breeze to narrate PowerPoint you need to install the Breeze plug-in. This will need to be installed on any computer that you will use to narrate PowerPoint.

NOTE: Before completing these steps, please email [myasu-q@asu.edu](mailto:myasu-q@asu.edu) and request access to the "Macromedia Breeze Resources" Blackboard course shell.

1. Open the following web page in a browser such as Internet Explorer:  
<http://myasucourses.asu.edu>
2. In the logon window, enter your **ASURITE UserID** and **password**. Click the **Login** button.
3. In the My Courses module on the right, look under "Courses in which you are enrolled" for a Blackboard course shell called "Macromedia Breeze Resources."
4. Enter the Macromedia Breeze Resources course shell and click the Breeze Plugin link on the course menu.



5. Click the "Download BreezePlugin for PPT" link and save the file to your desktop.

## Breeze Plugin



### Breeze ver. 5 Plug-in for PowerPoint

[Download BreezePlugin for PPT](#) (18.012 Mb)

The plug-in used to CREATE Breeze presentations only works with any platform (Mac/Windows) that supports

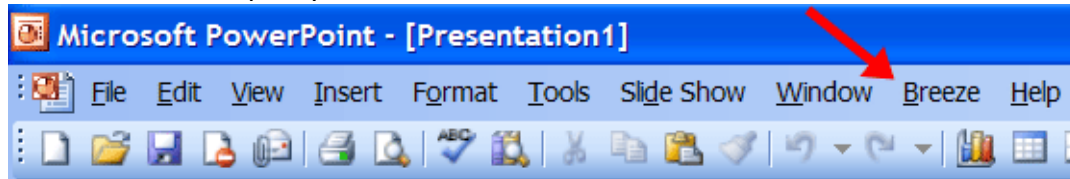
Directions:

1. Download ZIP file containing the Presenter plug-in for PowerPoint
  2. Extract the files from within the BreezePlugin Zipped folder
  3. Open the "BreezePlugin" folder. It contains the "Presenter" folder
  4. Make sure any open PowerPoint windows are closed
6. Locate the BreezePlugin.zip file on your desktop. Double-click the file.
  7. In the list of files, double-click the file named presenter.exe.
  8. Run the file and follow the installation instructions.

NOTE: If you see a "Flash module" error appear, ignore the message and continue the installation.

## Create (or open an existing) PowerPoint File

1. Open PowerPoint. If the Breeze plug-in installed correctly, you should see a Breeze menu selection at the top of your PowerPoint window.

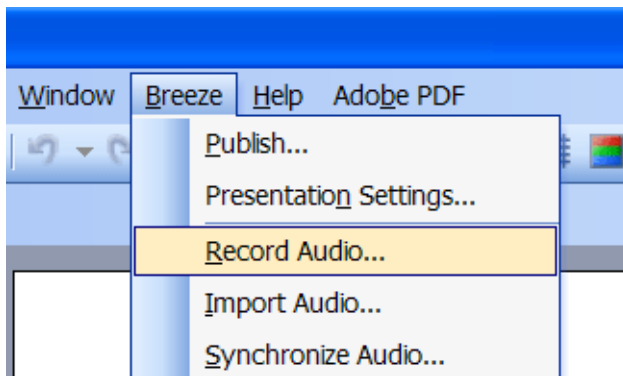


2. Open the PowerPoint file that you want to narrate. If you want to convert your PowerPoint file to Flash without adding audio narration, continue to the section called "Publish your PowerPoint File."

## Add, Synchronize and Edit Audio Narration

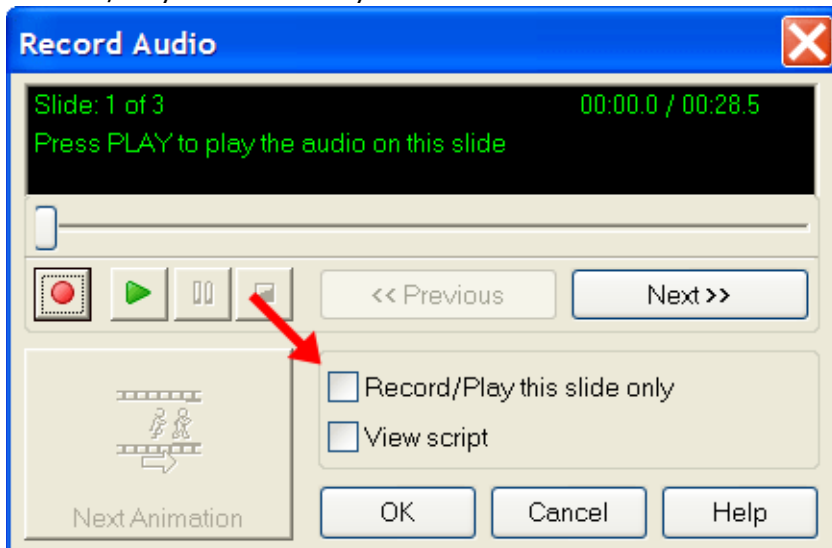
NOTE: This is an optional step. If you want, you can use Breeze to convert your PowerPoint files to Flash without narrating them. To do this, continue to the section called "Publish your PowerPoint File."

1. From the Breeze menu, select **Record Audio**.

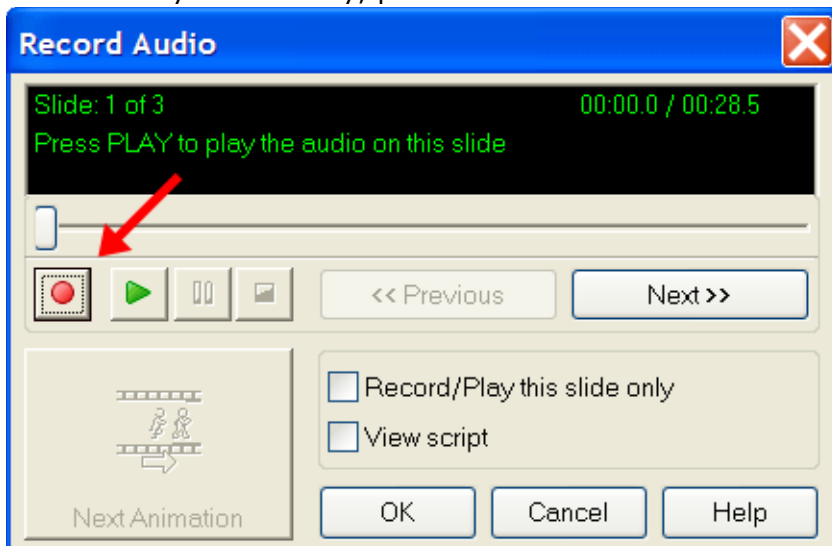


2. Follow the onscreen instructions to set your microphone recording level. When you are done, click **OK**.

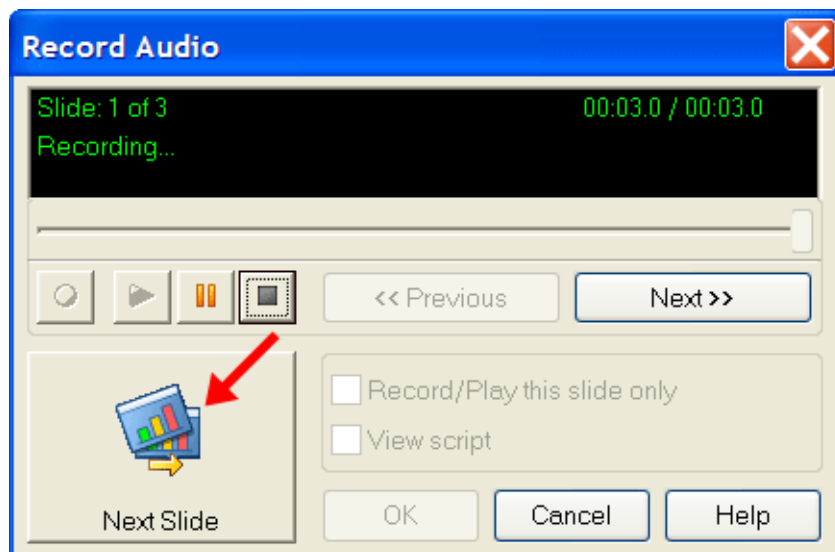
3. If you are recording audio for more than one slide, deselect the check box next to "Record/Play this slide only."



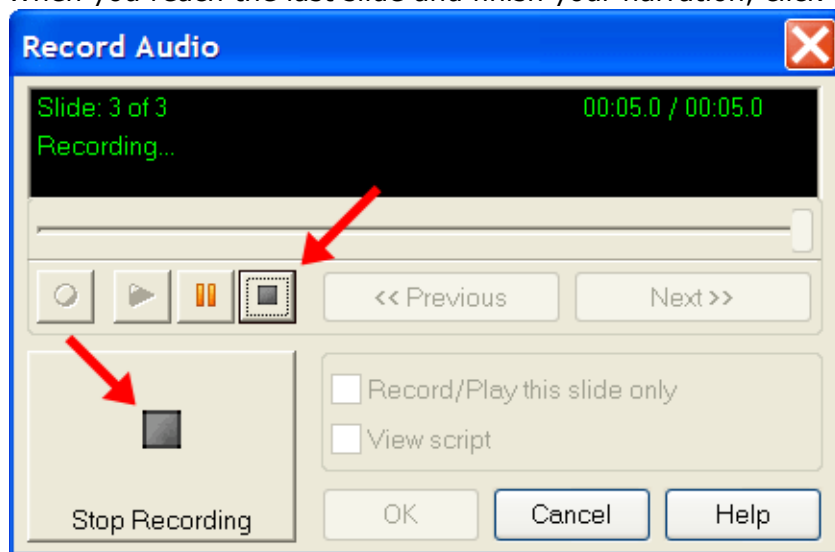
4. When you are ready, press the **Record** button to start your narration.



To advance from slide to slide, click the **Next Slide** or **Next Animation** button.



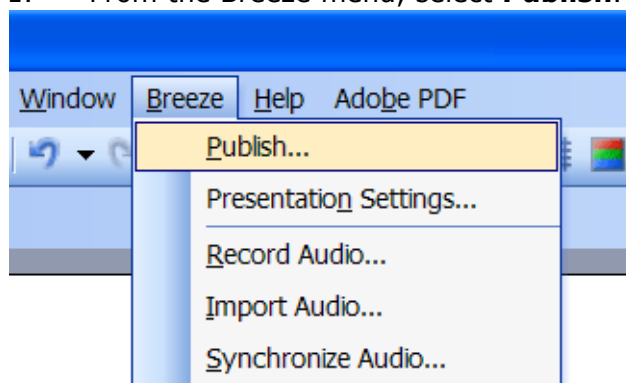
When you reach the last slide and finish your narration, click the **Stop Recording** button.



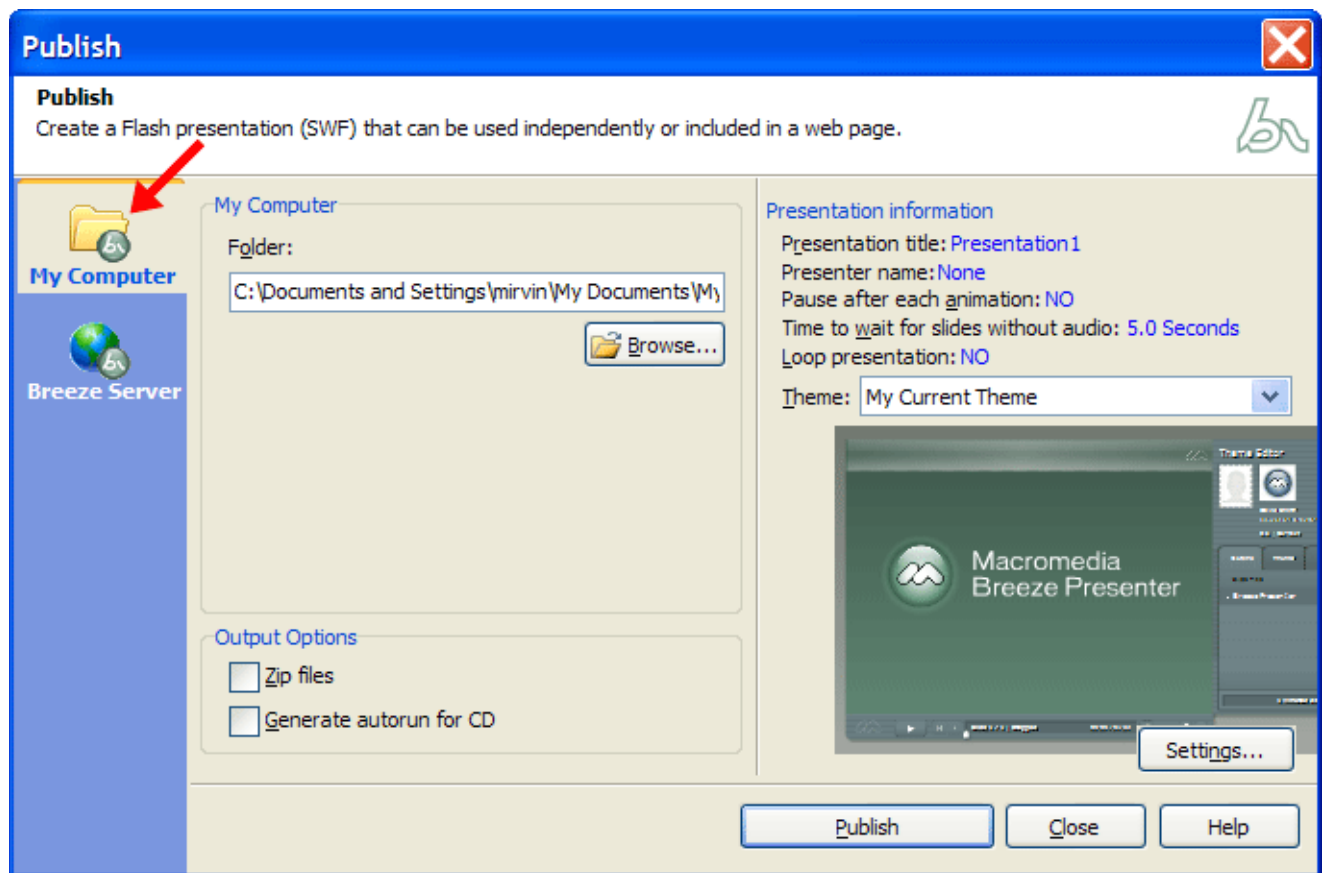
5. When you have finished narrating your slides, click **OK**.

## Publish your PowerPoint File

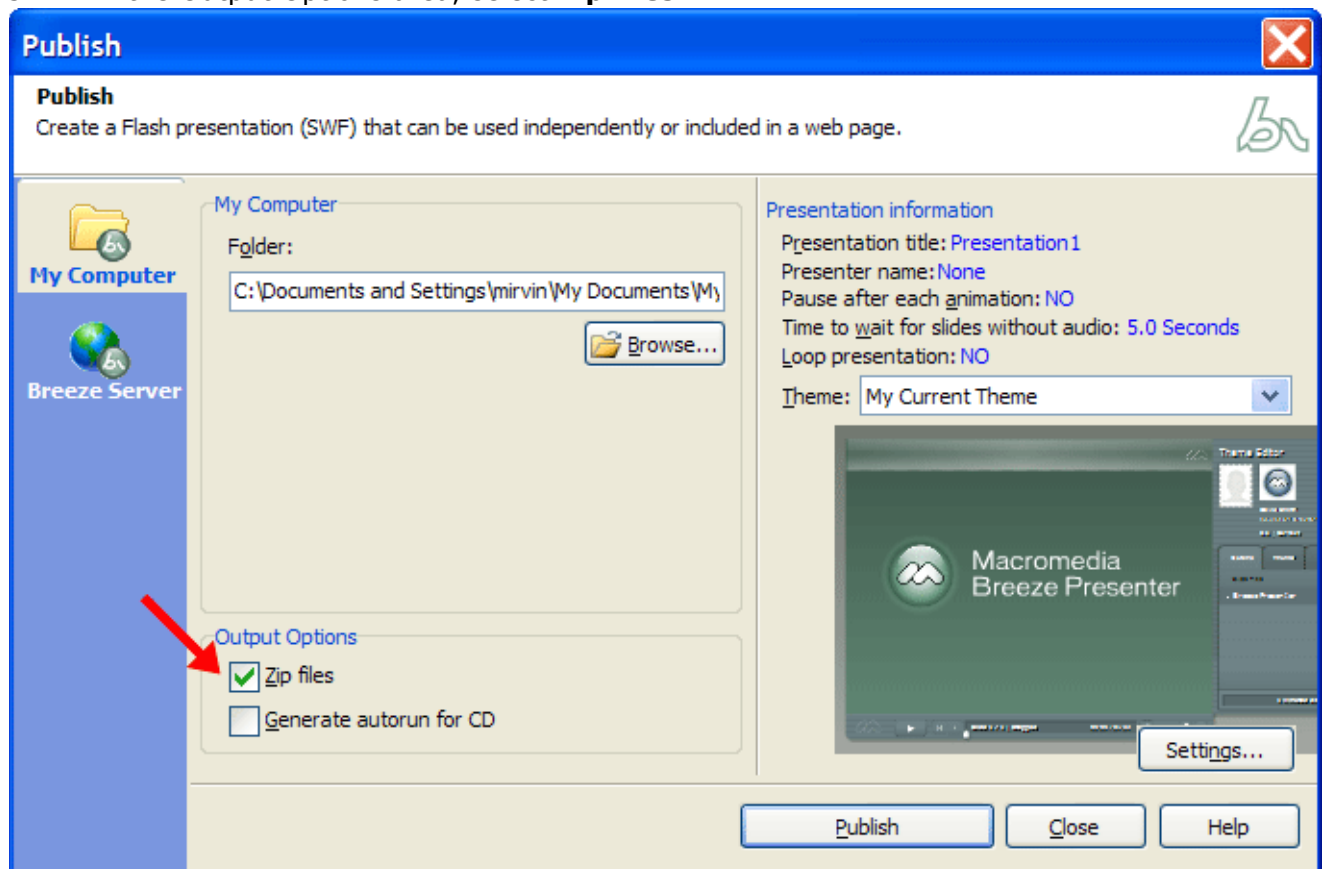
1. From the Breeze menu, select **Publish**.



2. On the Publish screen, select **My Computer**. The standalone plugin does not require you to upload the files to a Breeze server.



3. In the Output Options area, select **Zip files**.



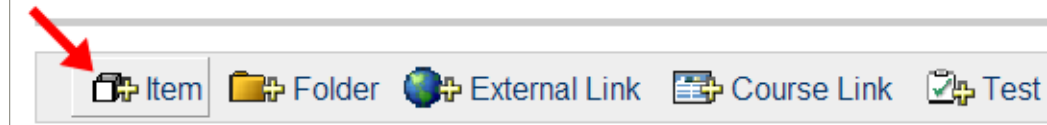
4. You can save the output file to a particular location on your computer by clicking **Browse**. Otherwise they will be written to My Documents/My Breeze Presentations. Each presentation zip file will be placed in a folder with the same name as the PowerPoint file.

5. Click **Publish**. The file will be converted and the window will close automatically.

## Upload your Presentation to Blackboard

You can distribute your presentation via CD, a website or the Blackboard course management system. Use these instructions to upload the presentation to Blackboard.

1. Open the following web page in a browser: <http://myasucourses.asu.edu>
2. Log on with your ASURITE UserID and password.
3. Click the link to enter the course to which you want to add the narrated PowerPoint.
4. Go into the Control Panel for the course and then go into the Content Area where you want to upload the file.
5. Click the **Add Item** button.



6. In the Content Information area, enter a name for the presentation.
7. In the Content area, **Browse** to the zip file in My Documents/My Breeze Presentations. Each Breeze file will be located in a folder named the same as the PPT presentation. Select the zip file and click **Open**.
8. Enter a name for the link to the file.
9. From the Special Action list, select **Unpackage this file**.

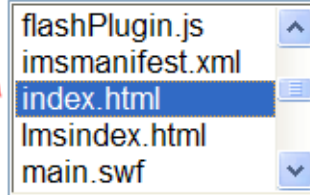
A screenshot of the Blackboard 'Content' and 'Options' sections. The 'Content' section has a header '2 Content' and a sub-header 'Files can be attached to the above information. Click **Browse** to select the file to attach at'. Below this are three fields: 'Attach local file' with a text input containing 'E:\My Documents\Asu\Training\Breeze' and a 'Browse...' button; 'Name of Link to File' with an empty text input; and 'Special Action' with a dropdown menu showing 'Unpackage this file'. The 'Options' section has a header '3 Options' and a sub-header 'Make the content available'. Below this are three radio buttons: 'Yes', 'No', and 'Unpackage this file'. A red arrow points to the 'Unpackage this file' radio button.

10. Click **Submit**.
11. For the package entry point, select **index.html** and click **Submit**.

## 1 Embedded Media Information

Select options for embedded content.

**Entry Point**



A dropdown menu with a red arrow pointing to the 'index.html' option. The menu contains the following items: flashPlugin.js, imsmanifest.xml, index.html (highlighted), lmsindex.html, and main.swf.

**Launch in new window**  Yes  No

12. On the Content Receipt page, click **OK**.

To view the narrated presentation, click the hyperlink associated with the item you added.



**PowerPoint Narrated with Breeze**

[TheFanDance-NarratedWithBreeze.zip](#) (Package File)