



Adobe Presenter

Quick Guide

- Install and run
- Set preferences
- Customise your presentation
- Add audio
- Add video
- Create a quiz
- Interactions
- Preview your presentation
- Publish your presentation
- Further help



What is Adobe Presenter?

Presenter is a plug-in for Microsoft PowerPoint that allows you to convert PowerPoint slides into multimedia presentations and eLearning content. You can add voice narration or video to your presentation and create a self-running package that can be hosted online or loaded into Blackboard. You can also add interactive quizzes or surveys.

Install Adobe Presenter

You can install Adobe Presenter from the Program Installer.

1. Click **Start > All Programs > Program Installer**
2. Select **Presenter 9** from the list of programs
3. Click **Install**

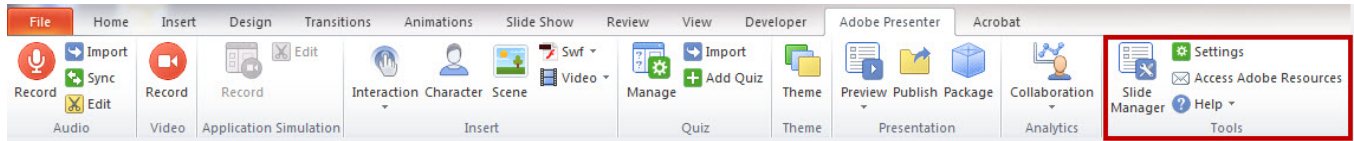
Run Adobe Presenter

Open PowerPoint as normal and click the **Adobe Presenter** tab.

Prepare your slides

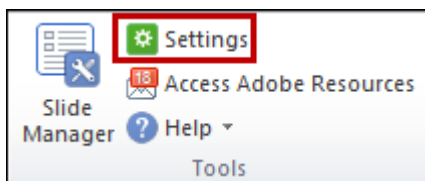
You need to create your PowerPoint slides and add any animations **before** you use Adobe Presenter. It is also a good idea to add slide notes, since these can be displayed on the screen for people who cannot hear the narration. You can also use the notes as a script when recording a narration.

Set Preferences

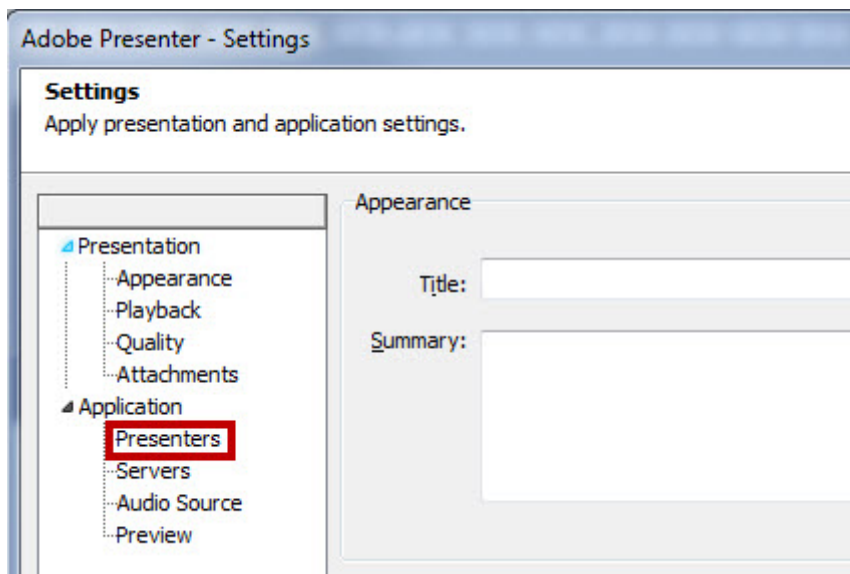


Before you start to work on your Presenter presentation, you should set up some initial information.

1. Open your PowerPoint presentation
2. Click the **Settings** button in the **Tools** group on the **Adobe Presenter** tab

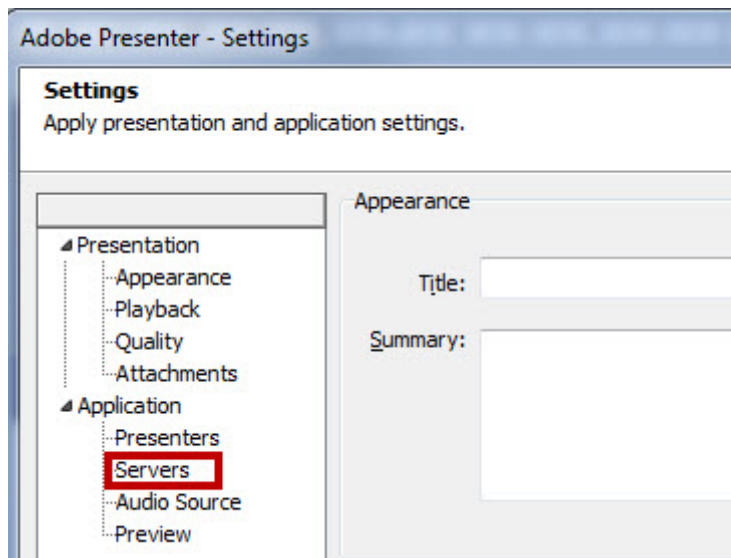


Presenters



1. Choose **Application > Presenters** from the **Settings** box
2. Click **Add...** to add a new presenter
3. Add information about the presenter, for example Name, Job Title and a Photo, then click **OK**. These details can be shown on the screen in the finished presentation to give your presentation a human face.

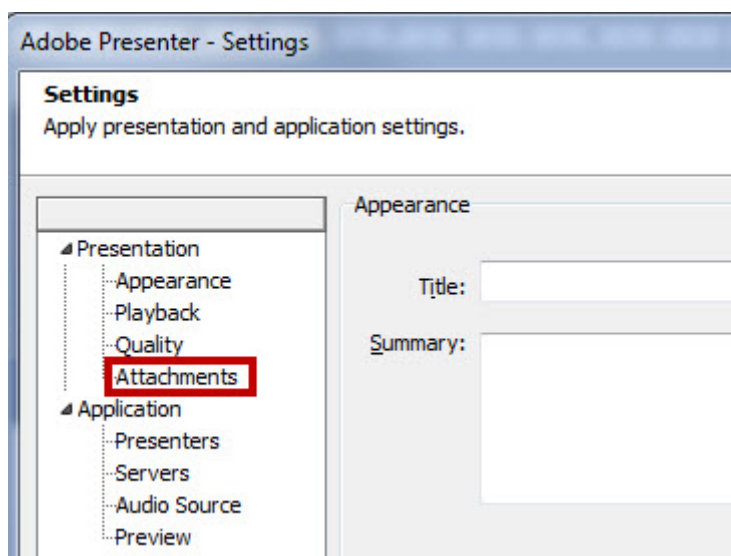
Servers



If you are publishing the presentation to Adobe Connect, you should add information about the Adobe Connect server.

1. Choose **Application > Servers** from the **Settings** box
2. Click **Add...** and enter a **Name** and the **URL** for the Connect server. The **Name** can be anything you like, for example **UoL Connect**. The **URL** should be <https://connect.le.ac.uk>
3. Click **OK**.

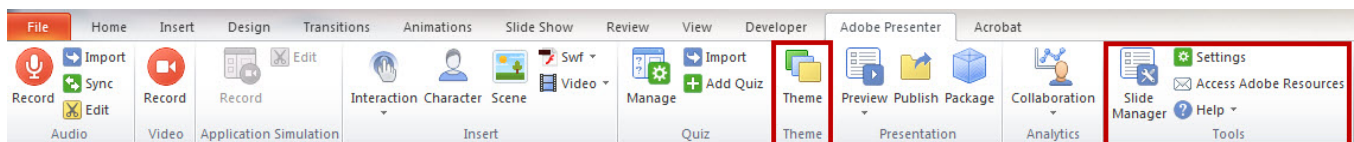
Attachments



To make a file or link available to the people watching the video:

1. Choose **Presentation > Attachments** from the **Settings** box
2. Click **Add...**
3. Choose whether to add a file or a link from the **Type** list
 - a. For a file, browse to find the file and type in a name
 - b. For a link to a website, enter the **Url** (for example <http://www.le.ac.uk>) and type in a name
4. Click **OK**

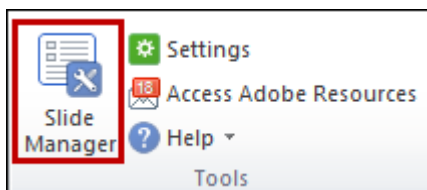
Customise your Presentation



Slide Manager

To change the presenter, add a slide title or change how a slide behaves:

1. Click **Slide Manager** in the **Tools** group on the Adobe Presenter tab



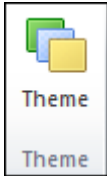
2. Click the **Presented By** link to choose a new presenter for the slide
3. Click the **Navigation Name** link to add or change the slide title that will appear in the Outline tab of your published presentation
4. If you want to pause a slide until the person watching is ready to continue, change the **Advance by User** option to **Yes**
5. To alter the properties of all slides in one go, click **Select All** and then click **Edit...**



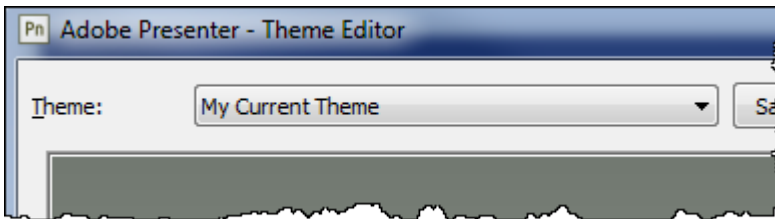
Theme

To change the appearance of your published presentation:

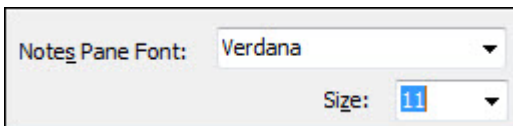
1. Click the **Theme** button on the Adobe Presenter tab



2. You can choose a new **Theme** from the list at the top of the window

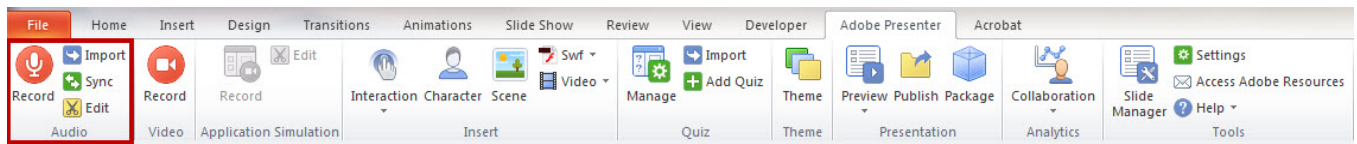


3. To change specific colours or labels, use the options in the **Appearance** section at the bottom of the window
4. You can choose the information to display about presenters and the panes using the options on the right
5. It is a good idea to increase the **Size** of the **Notes Pane Font** to 11 or 12 so that it is easier to read



6. Click **OK** when you have made your changes

Add Audio



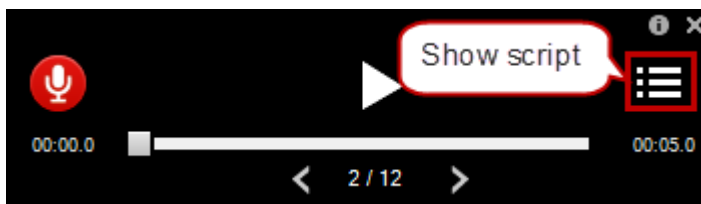
You can record a narration for your slides using Presenter. You can also import an audio file and do some limited editing on the audio.

Record audio

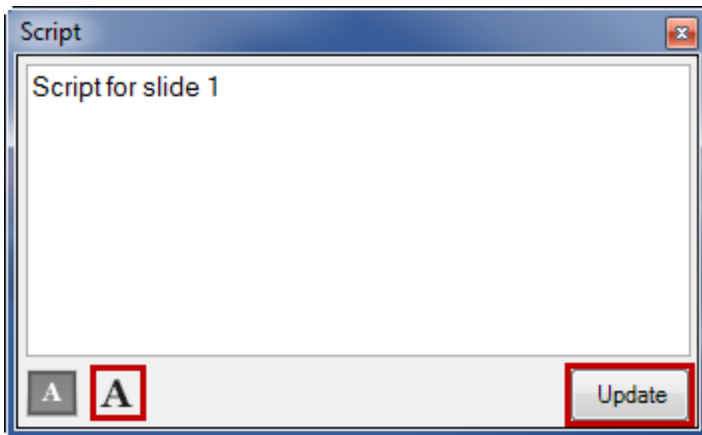
1. Click **Record** in the **Audio** group on the Adobe Presenter tab










2. Read the message on the screen aloud to set your microphone level. You should speak at the same volume that you will use when recording your narration.
3. If the **Input Level OK** message appears, click **OK** to continue. If the input level cannot be set successfully, there may be a problem with your microphone or the settings on your computer. See the **Audio Troubleshooting** section on page 18 for suggestions.
4. To use the notes on your PowerPoint slides as a script, click the **Show script** button



5. Click the **Increase font size** button to make the text larger. You can click in the box and change the script if necessary. Click **Update** to copy the changes to your slide notes.



6. Click the **record audio** button when you are ready to start recording 
7. If you have animation on your slides, click **Next Animation** when you want the next animation to be shown 
8. Click the **Next slide** button to move on to the next slide 
9. Click **Stop Recording** when you have finished . You can press the **play audio** button to hear your recording . If you are not happy with your recording, click **record audio** to replace the current recording .
10. When you have finished recording, choose whether to **Save** or **Discard** your recording 

11. Click the cross on the top right to close the recording screen and return to PowerPoint



Import Audio

If you have recorded the narration outside Adobe Presenter, or have other audio that you want to include in your presentation, you can import an audio file.

1. Click **Import** in the **Audio** group on the Adobe Presenter tab



2. Click on the slide in the list where you want the audio to start
3. Click **Browse** and file your file
4. Click **OK** to import the audio for the selected file
5. If you select more than one file, they will be imported in alphabetical order, one file per slide

Edit Audio

You can edit the audio, for example to add or remove a pause, remove sections of the recording or alter the volume.

1. Click **Edit** in the **Audio** group on the Adobe Presenter tab



2. To zoom in or out, use the options on the top right



It may be easier to edit if you zoom in to see more detail

3. To remove some of the recording, click and drag to select a portion of the recording and click the **Cut** button



4. To add a pause, click **Insert Silence**



5. To alter the volume, click **Adjust Volume**






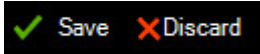
6. Click **Save** to save your changes

Synchronise Audio with Slides

If you have recorded or imported narration for a slide, you may need to synchronise the audio with your slide animations.

1. Click **Sync** in the **Audio** group of the Adobe Presenter ribbon



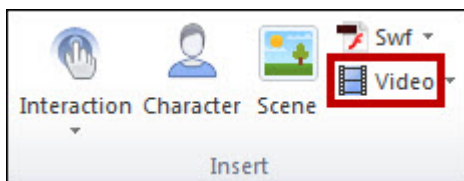
2. Click the **Sync – change timings** button to start synchronising 
3. While listening to the audio, click the **Next Animation** button when you want the next slide animation to appear 
4. Click **Stop** when you have finished 
5. Choose whether to **Save** or **Discard** your changes 
6. Click the cross on the top right to close the **Sync** window and return to PowerPoint.

Add Video

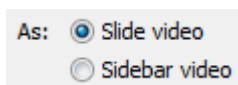
You can import a video onto a slide in Presenter or record a video of you narrating your presentation.

Import video

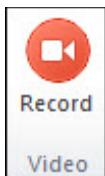
1. Click the **Video** button in the **Insert** group on the Adobe Presenter tab, or choose **Swf** to import an animation



2. Browse to find the video file
3. Choose which slide to import the video to
4. Choose whether to import the video onto the slide itself or onto the Sidebar, for example to show a 'talking head'

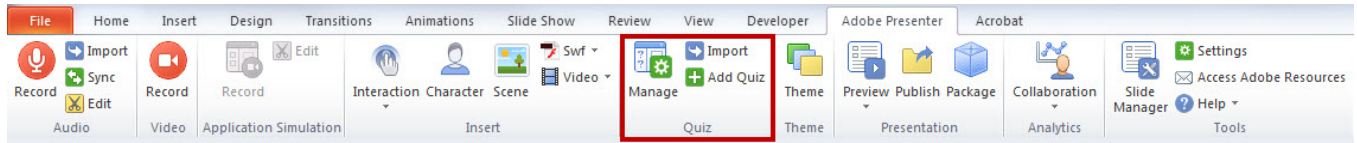


Record video

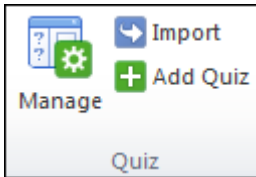


Click the **Record** button in the **Video** group on the Adobe Presenter tab to record a video of you narrating your presentation. Refer to Adobe's help on the **Adobe Presenter Video Creator** for more information.

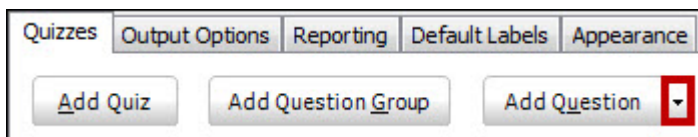
Create a Quiz or Survey



1. Click **Manage** in the **Quiz** group on the Adobe Presenter tab to start the Quiz Manager



2. To add a new question:
 - a. Click the arrow next to the **Add Question** button



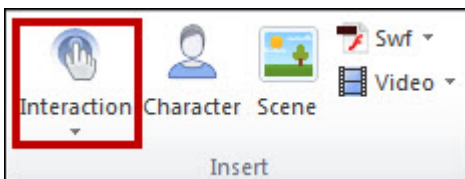
- b. Choose which type of question to create
 - c. Enter your question and possible answers. The details will depend on which type of question you are creating.
 - d. Click **OK**
3. Click **OK** when you have created all your questions. A new slide will be created for each question.

You can find more information about using quizzes on the IT Help website:
<http://www2.le.ac.uk/offices/ithelp/my-computer/programs/general/adobe-presenter/quizzes>

Interactions

You can add other interactive features to your presentation by adding an **Interaction**.

1. Add a new blank slide to your presentation
2. On the **Design** tab, choose **Hide Background Graphics**
3. Click **Interaction** in the **Insert** group on the Adobe Presenter tab



4. Choose an interaction. For example, you could allow people to click on a button to find more information about a topic, or add a glossary.

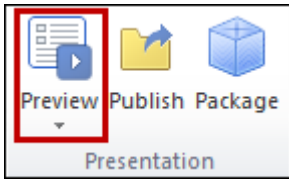


5. In the **Slide Manager**, change the **Advance by User** option to **Yes**, as described on page 5.

Preview your Presentation

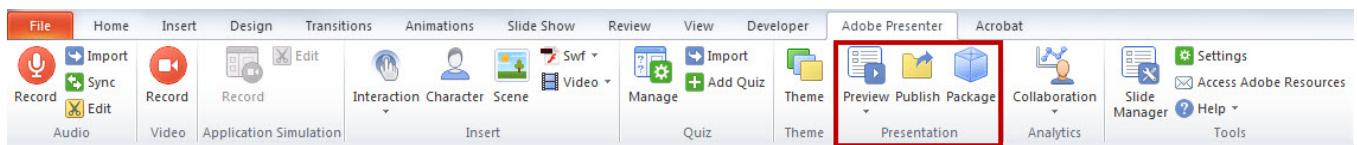
You can preview your presentation to see how it will look when it is published. This also allows you to check that your quizzes and interactions work correctly.

1. To preview the whole presentation, click **Preview** in the **Presentation** group on the Adobe Presenter tab



2. To preview just the current slide, the next 5 slides or the rest of the presentation, click the arrow under **Preview** and choose the appropriate option.
3. Attachments will not work when previewing, but they will work when you publish your presentation to Adobe Connect or load it into Blackboard.

Publish your Presentation



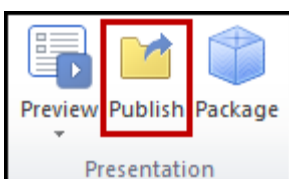
You need to publish your presentation so that other people are able to watch it. There are two main ways of publishing at the University:

- Create a zip file that you can load into Blackboard
- Publish to Adobe Connect. This gives you a link that you can add to a website, an email or a Blackboard course site.

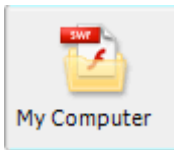
Create a zip file

This method creates a zip file that you can load into Blackboard.

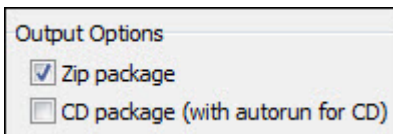
1. Click **Publish** in the **Presentation** group on the Adobe Presenter tab.



2. Choose the **My Computer** option



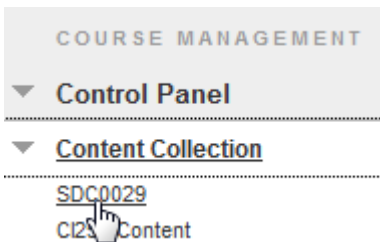
3. Click **Choose...** to find the location where you will create the zip file
4. Choose the option to create a **Zip package**



5. Click **Publish**

Load the zip file into Blackboard

1. Log into Blackboard and open your course site
2. Expand the **Content Collection** section of the **Control Panel**. Click on the first item in the list, which is the area for this course site in the Content Collection



3. Click **Create Folder** to set up a new folder for your Presenter files. Enter the **Folder Name** and click **Submit**
4. Click on the name of your new folder to open it
5. Click **Upload > Upload Theme Package**
6. Click **Browse...** and find your zip file
7. Click **Submit**. Blackboard will load your zip file and extract all the files
8. Go to the area of Blackboard where you want the link to your Presenter presentation to appear, for example **Materials & Activities**.
9. Choose **Build Content > Item** to create a new item
10. Attach a file by clicking on **Browse Content Collection**. Select the **index.htm** file in your new folder and click **Submit**. Make sure the

option to **Give users access to all files and folders in the folder** is selected

11. Click **Submit** to create the content item. This will contain a link to your Presenter presentation

Publish to Adobe Connect

If you have an account on Adobe Connect, you can publish to the Connect server. This gives you a link that you can use in many places, such as a web page or in Blackboard. Contact the IT Service Desk to request an Adobe Connect account.

1. Choose the **Adobe Connect** option
2. Ensure the correct server is selected. This assumes you have set up the server as described in the **Set Preferences** section on page 4 of this Quick Guide
3. Choose to **Upload source presentation with assets**, so that you have a safe copy of the materials
4. Click **Publish**
5. When prompted, log into Connect with your University IT account username and password
6. Choose the folder to publish to then click the **Publish to This Folder** button
7. You may want to enter a **Custom URL**, so that you have a meaningful link for your published presentation. Click **Next** twice
8. Once your presentation has been published, click the **Set Permissions** link and click **Customize**. If you want your presentation to be visible to anyone, choose **Yes** for **Allow public viewing**
9. You need to add **/default/viewer.swf** to the end of the link to enable people to play it

Watch a presentation from an iPad

If you publish your presentation to Adobe Connect, people will be able to watch it from an iPad or other mobile device. This will not work if you publish to a zip file and load it into Blackboard, because this is Flash, which does not work on mobile phones and tablets. To watch a presentation on a tablet or mobile phone:

1. Download the Adobe Presenter app from your app store. Versions are available for Apple and Android
2. Launch the Adobe Presenter app
3. Enter the link for the presentation and tap **Enter**



4. The presentation will play

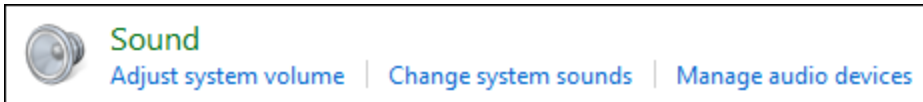
Audio Troubleshooting

If you are having problems recording or playing back your narration, try the following:

1. Choose **Start > Control Panel** and choose the **Hardware and Sound** option.



2. In the **Sound** group, click **Manage audio devices**. Check the **Playback** and **Recording** tabs to make sure that the correct devices are selected. Also check the **Properties** to make sure that the **Levels** are not too low.



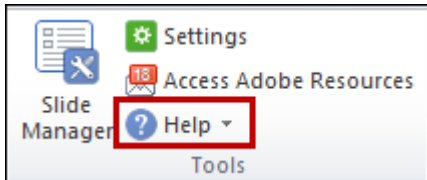
Recording Tips

1. Have a **glass of water** handy to combat a potential dry mouth
2. Ensure that your **microphone** isn't too close to your mouth but is close enough.
3. Ensure that if you perform a **sound check** that you also record your audio at the same levels
4. Consider the **tone of voice** you are using
5. If you work in a shared office consider placing a '**Do not disturb**' sign above your computer to notify your colleagues that you are recording
6. Consider your **pronunciation** of words
7. Consider **emphasising** place names, people names etc

Further help with Adobe Presenter

Help information

Click **Help** in the **Tools** group on the Adobe Presenter tab to find out more.



There is more information on how to use Adobe Presenter at the University of Leicester on the IT Help website:

<http://www2.le.ac.uk/offices/ithelp/my-computer/programs/presenter>

Guided IT Learning Sessions

Book onto a one to one training session or book with up to two of your colleagues for help using Adobe Presenter.

Courses run every two weeks, see the Guided IT Learning Sessions page on the Leicester Learning Institute website for dates and a booking form:

www.le.ac.uk/lli

IT Service Desk

Call 0116 252 **2253** or email ithelp@le.ac.uk to ask a question or report a problem.

