

Creating an Adobe **Presenter** Flash/PDF File

Now that we have our PowerPoint created...



Then, post your Flash presentation online.



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Record the audio

- ✓ Record sound to your PowerPoint.
- ✓ Sync animations with your sound as you record.
- ✓ Edit the audio.



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Open your PowerPoint presentation

Open your PPT file in Microsoft PowerPoint...

➤ Click the tab for Adobe Presenter.



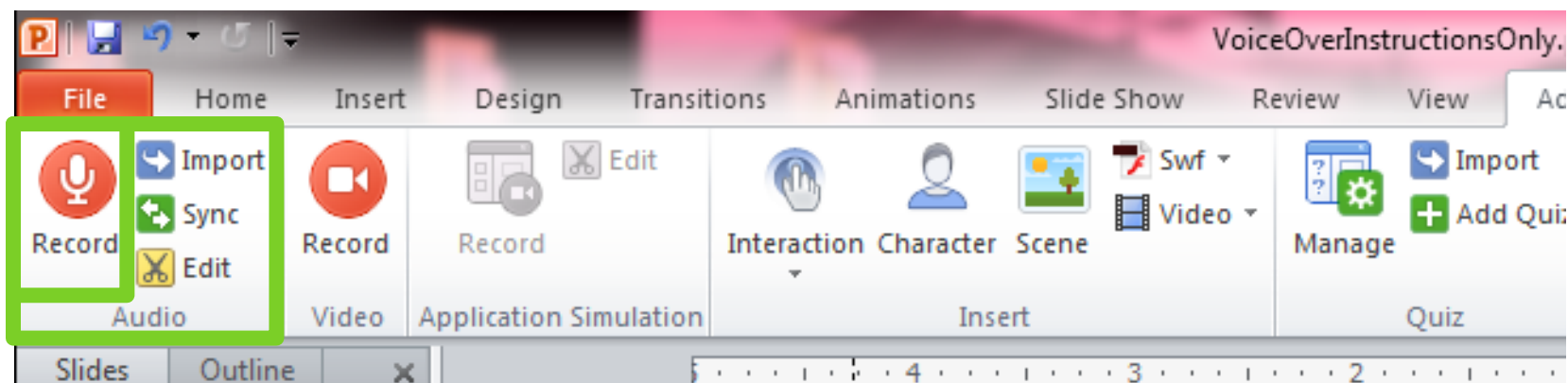
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Recording the Audio

- Plug in your headset microphone.
- Click **Record** in the *Audio* panel.



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Check Audio Input Level



Set your microphone recording level. When the level is okay, the “Checking Input Level” box turns green. Click **OK**.



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The Record Audio Control Panel

Record
Start
recording
your audio.

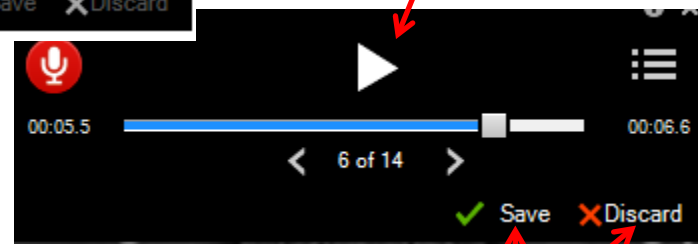


Pause or Stop
Pause or stop
audio recording

Next Slide
Control the pace of
your presentation.



Play
Play your
audio after
recording



< 6 of 14 >
Go to the previous or
next slide in the
presentation.

View Notes
Import your script from the Notes
section in your presentation.

Save: Save any audio you've
added and exit.
Discard: discard any audio
you've added and exit.



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Format Your Presentation

- ✓ Edit output presentation format (color, layout, etc.)
- ✓ Manage Playback and output quality settings
- ✓ Add attachments related to the presentation
- ✓ Set up your personal profile



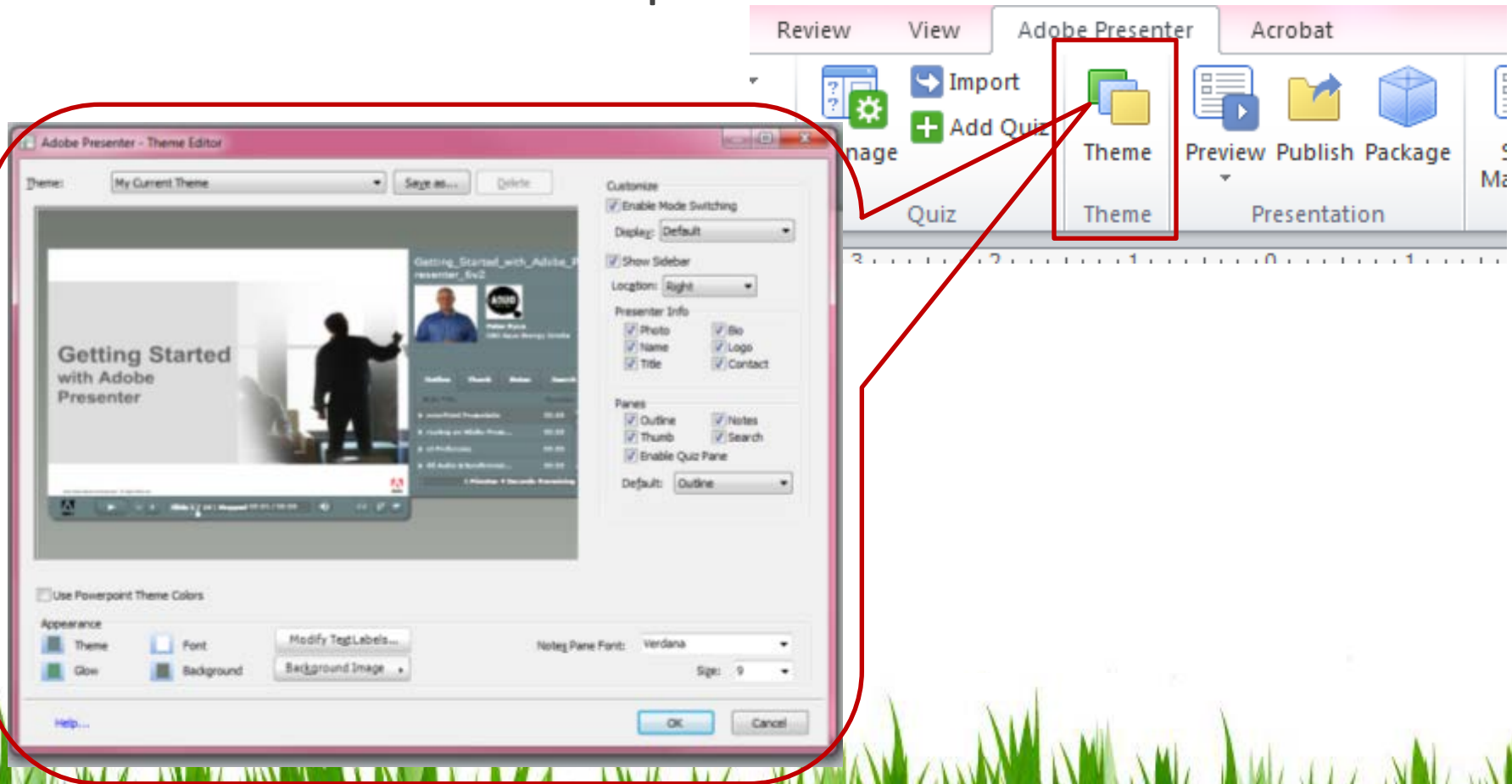
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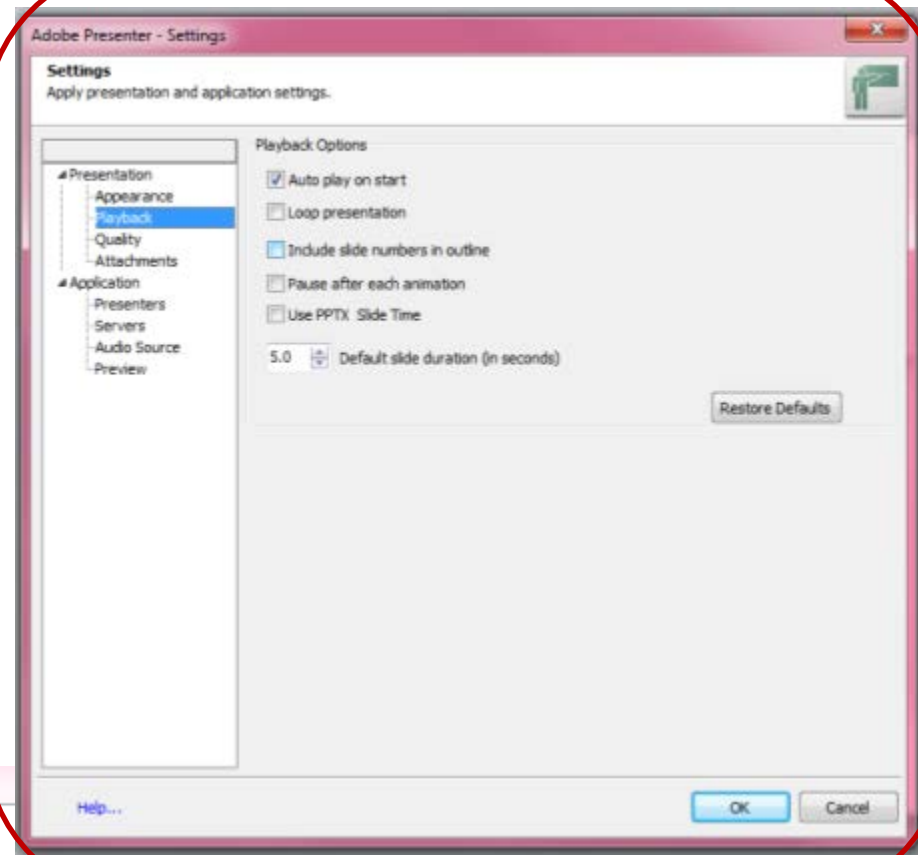
Format your presentation

- Click on ***Theme***.
- The Theme Editor will open.



Setting Up Presentation Settings

- Click on ***Settings***.
- Change as desired.
- Click on ***Presenters*** to add your own profile.



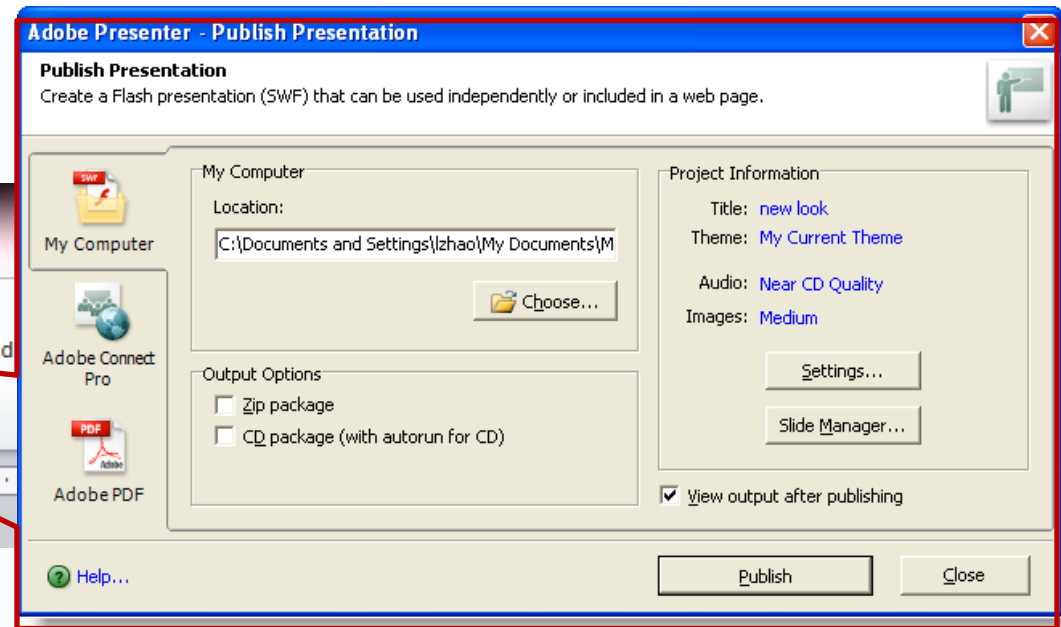
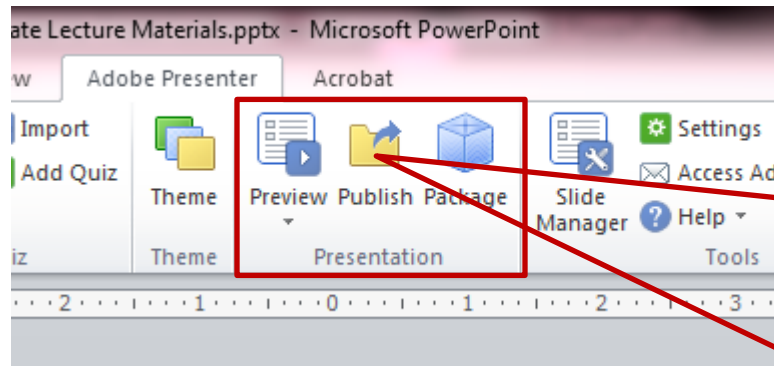


Publish Your Presentation

- ✓ Preview your presentation for editing purposes.
- ✓ Publish your presentation when you have completed it.

Publishing the Presentation

- Choose **Publish** from the Adobe Presenter menu.
- Confirm presentation settings by looking at the Presentation Information.



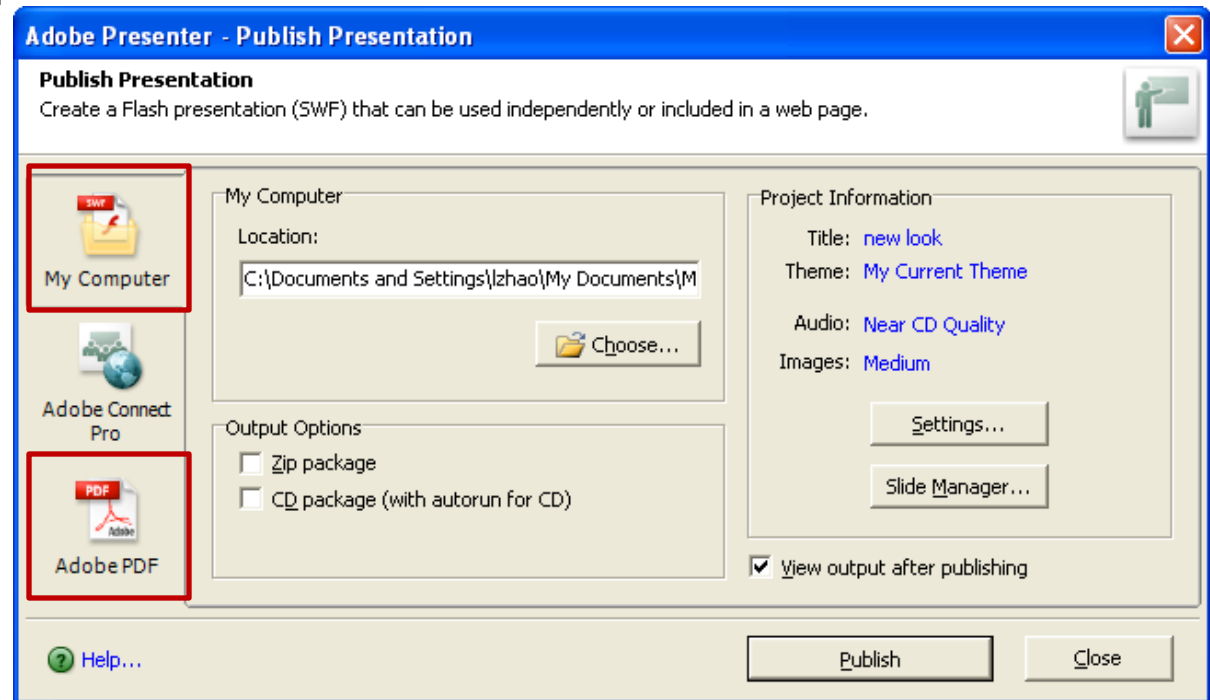
Publish Options

2 Main Ways to Publish:

- My Computer
- Adobe PDF

Best Practice:

When publishing to My Computer, create a new folder to hold all files and subfolder for publishing.



After you publish...

Options for posting the flash presentation online:

- Create a link to your online lecture from anywhere on your course web site.
- Upload it to your Blackboard course section and link it inside a learning module.
- Attach the lecture and send it to students through email.



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