How to: Publish a PowerPoint with Adobe Presenter

Adobe Presenter is an add-on tool available for Microsoft PowerPoint. The Presenter software transforms PowerPoint presentations into flash files and allows for the creator to add animations, audio narration, and quizzes.

Adobe Presenter doesn't require your students to have PowerPoint in order to view your presentation. Additionally, once your presentation is published, it is created in a format that includes a menu of your presentation on the screen. Your students can jump to specific slides within your presentation for easy reference.

Note: You must have an Adobe Connect account in order to publish Adobe Presenter files to the server.

Downloading the Adobe Presenter Plug-in for Microsoft PowerPoint

1. Download the Adobe Presenter plug-in here:
   http://breeze.fvtc.edu/common/producer/presenter.msi

2. When prompted, select "Save File."

3. A file titled: presenter.msi - will be saved to your desktop. Locate this file and open it. Select Run.

4. Follow the installation instructions. When prompted, enter the serial number (without dashes) **1346-1005-2821-9413-7154-7605.**

More information on downloading and installing the Adobe Presenter plug-in is available here: http://breeze.fvtc.edu/p41931456/

Publishing a PowerPoint file in Adobe Presenter

1. After installing the Adobe Presenter plug-in, open your PowerPoint presentation.

2. Select the Adobe Presenter menu from the top of your screen.

3. Select "Publish." The Publish Presentation window will open

4. Select "Adobe Connect Pro" from the list of options.

5. In the server configuration box, select "Edit Servers."

6. In the server window, select "Add."

7. Type "Adobe Connect Server" in the Name field.

8. In the URL field, type: http://breeze.fvtc.edu.

9. When finished, select "OK" to go back to the Publish menu.\

10. You should now see "Adobe Connect Server" within the Server: field.

11. If you are including assets such as audio narration, video, or file attachments, select them within the "Output Options" box below the "Edit Servers" box.

12. When finished, select "Publish." This may take a few minutes, depending on the size of your PowerPoint presentation.

13. A webpage will open bringing you to the WTCS Adobe Connect login screen. Login with your username and password. If you do not have a username and password, follow the steps to create a WTCS Adobe Connect account here: http://facultynet.matc.edu/tltnewsletter/adobe/Howto_adobeconnect.pdf

14. Once you are logged in, you will be taken to a page that displays the contents of your Adobe Connect folder. Select the box "Publish to This Folder."

15. The next screen asks you which content information you wish to include for your Presenter file. You can change the name of your presentation if you like. The Custom URL filed gives you the opportunity to create the URL to your presentation. It is recommended that you enter some text related to your presentation in this field for an easy-to-remember URL. The summary field is optional. When finished, select "Next."

16. On the next page, select "Customize."

17. In order for your presentation to be viewable when selecting the URL, you must select "Yes" to allow for public viewing. Once you have done this, select "Finish."

18. A window will appear notifying you that your presentation was successfully published to the server. The Content Information screen that is shown includes a URL. That URL is the web location to your presentation. Now post this link to your Blackboard course or distribute amongst your students! Once the link is selected, your presentation will automatically play.