

PENNSTATE



Information Technology Services

Adobe Presenter 6 Basics

<http://itl.its.psu.edu/breeze/>

Creating Adobe Presenter Presentations

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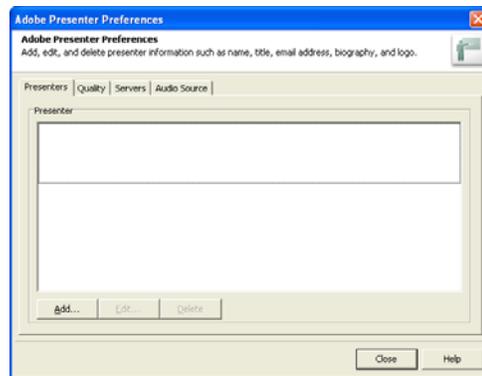
I. Basic Steps for Creating an Adobe Presenter Presentation

1. Plan your PowerPoint presentation and use the note page on each slide to use as a script when recording your slide narration.
2. Open the PowerPoint presentation in PowerPoint with Adobe Presenter plug-in.
3. Use the Adobe Presenter menu to add audio narration and insert .swf animation files.
4. Use the Adobe Presenter slide properties menu to add an flv video to play along with one of your slides.
5. Publish and then preview your presentation and then make any necessary edits.
6. Publish the final presentation to a zip file to later upload to ANGEL, or to Web space.

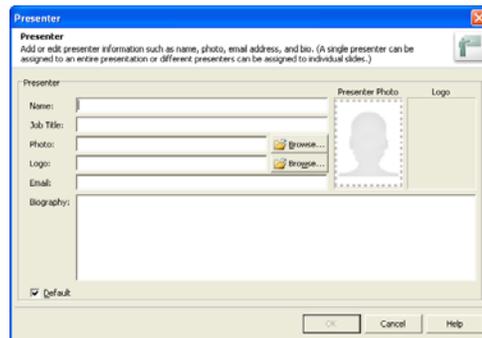
II. Settings for Adobe Presenter

Preferences Settings

1. Select **Adobe Presenter > Preferences.**

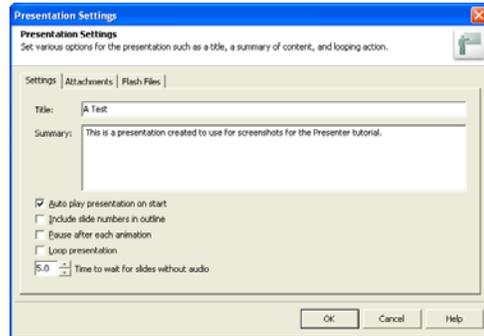


2. In the Adobe Presenter Preferences window select the **Presenter** tab to add Presenter information such as a photo, name, e-mail, or biography.
3. Click **OK.**
4. Next select the **Quality** tab.
5. Set the image quality to Medium and audio quality to High. This will provide the best balance between file size and image and audio quality when published.
6. Finally, select the **Audio Source** tab
7. Set the Audio input source to **microphone** select **Always prompt.**
8. Click **Close** when completed.



Presentation Settings

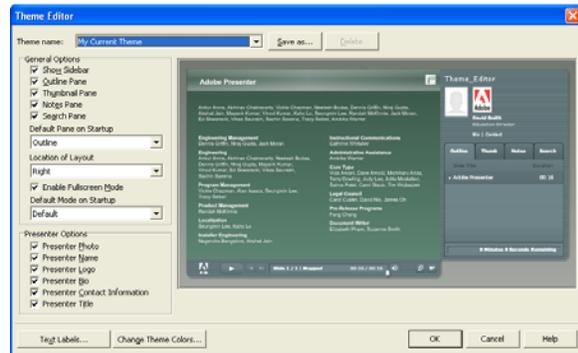
1. Select, **Adobe Presenter > Presentation Settings.**
2. In the Presentation Settings Window, select the **Settings** tab.
3. Add a new title and summary information, if desired.
4. Select the Auto play checkbox if you want the presentation to Auto play on start, Pause after each animation and/or Loop.



- Select a time to wait for slides without audio. The maximum is 100 seconds per slide that does not have audio. It is important to note that if you have animations, or flv videos that are longer than 100 seconds, you will need to add a silent audio track to the slide on which the file resides. The silent audio track will need to be the same length or a little longer than the run time of the file.
5. Select the **Attachment** tab, click **Add**, and then select the file you want to attach to your presentation.
 6. Click **OK**.

Theme Editor

1. To make changes to an existing theme (like **Text Labels** or **Theme Colors**, etc.) choose **Adobe Presenter > Theme Editor.**
2. In the resulting window, choose the theme you would like to edit in the **Theme Name** pop-up menu.
3. Make any necessary changes in this window.
4. Click the **Text Labels...** or **Change Theme Colors...** buttons in the lower left to modify these aspects.
5. When finished, choose **Save as...**
6. Click **OK** to leave the **Theme Editor**.



III. Settings to Record Audio in a Presentation

With a microphone connected to your computer, you can record audio that you want to include for each slide. The slides notes in PowerPoint can be used as a script to your narration.

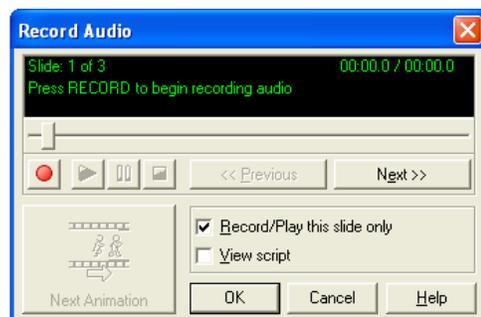
Import slide notes

1. Open your PowerPoint presentation
2. From the **Adobe Presenter** menu, select **Record Audio**
3. Calibrate your microphone by following the instructions in the Set Microphone Recording Level dialog box that appears.
4. Click **OK**.
5. Select the **View Script** option.
6. Click **Import Notes**.
7. Select Slide Range: **All slides**
 - a. Current Slide: Imports notes from the current slide.
 - b. All Slides: Imports notes from all slides in the presentation.
 - c. Slides: Select specific individual slides in the presentation. To select multiple slides, hold down Shift or Control and select the slide numbers in the list.
8. Select Import options: **Append imported notes to current scripts**
 - a. Append Imported Notes to Current Scripts will add any imported notes to the end of existing scripts.
 - b. Replace Current Scripts with Imported Notes removes any existing scripts before importing the notes selected on this dialog box..
9. Click **OK**, or if ready to record audio, go to step 5 in the Record audio section.



Record audio

1. From the **Adobe Presenter** menu, select **Record Audio**.
2. Calibrate your microphone by following the instructions in the Set Microphone Recording Level dialog box.
3. Click **OK**.
4. Click **Record** to begin recording audio.
5. Speak into the microphone.
6. When you finish, click **Stop**. (Adobe Presenter converts the audio to MP3 format.)
7. Click **Play** to listen to the recording.
8. Click **Next** to record audio for the next slide.
9. When you finish, click **OK**.



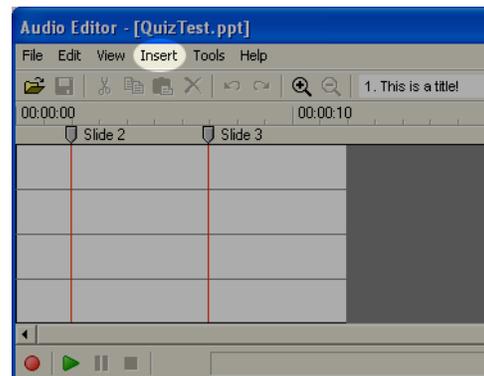
IV. Using the Audio Editor

Add a period of silence to a audio file...

- If you import an audio file and need to synchronize the audio with slides.
- If you have inserted a Flash file with audio, such as a “talking head” video of a speaker, into a presentation and want to synchronize the Flash file audio with slides.

Add silence

1. Select, **Adobe Presenter > Audio Editor**.
2. The Audio Editor dialog box will open.
3. Click the exact point on the audio file where you want to start the silent period.
4. From the Audio Editor menu, select **Insert > Silence**. The Insert Silence dialog box appears.
5. In the Insert text box, enter a number to specify the length of silence (in seconds).
6. In the pop-up menu to the right notice that **Cursor Position**, which is the default, is selected.
7. Click **OK**. Adobe Presenter adds the silent period to the audio file and displays it in the waveform.
8. To test the audio file with the silence added, click **Play** in the lower-left corner of the Audio Editor dialog box. Click stop when you are finished listening.



Adjust volume

1. Select the audio to adjust, by clicking and highlighting it.
2. In the **Adobe Presenter Audio Editor** window, select **Tools > Volume**.
3. The Adjust Volume dialog box will open.
4. Uncheck the Normalize and Dynamics check boxes.
5. Click the volume slider on the left side and drag it up to increase volume, or down to decrease volume. Make sure that the waveform stays within the parallel lines. When finished, click on **Close**.
6. (Optional) You can change the audio processing options, as follows:
 - a. **Normalize** allows Adobe Presenter to adjust the sound volume automatically. Normalizing audio helps keep the sound level consistent between slides.



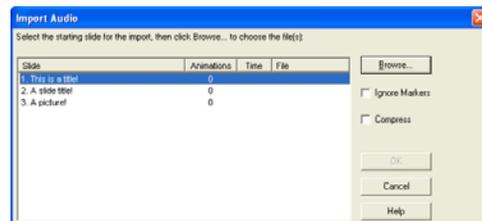
- b. **Dynamics** amplifies quiet sections of the audio to help compensate for variations in audio volume.
 7. (Optional) Click Advanced Controls for advanced editing audio volume options.
 - a. **Ratio** specifies the maximum amplification that Adobe Presenter will use. The default setting of 2.0 sets the quietest sections of the audio to be amplified by a factor of 2. A higher setting can improve a project that has large disparities between quiet and loud sections, but can also amplify background noise.
 - b. **Noise Threshold** controls the amplification of background noise. Adobe Presenter doesn't amplify any sound below the threshold. If background noise is amplified too much, it may help to set a higher noise threshold. (Note that the Dynamics option does not work well with high noise levels.) Click, **OK** twice, to save and close all of the dialog boxes.

Re-record audio

1. Choose the slide you would like to change in PowerPoint.
2. From the **Adobe Presenter** menu, choose **Record Audio**.
3. Calibrate the microphone as though you are recording audio for the first time.
4. Click **OK**.
5. Click **Record** to begin recording on your chosen slide.
6. When finished, click **Stop**.
7. Advance to additional slides in need of changes and repeat, if necessary.
8. Click **OK** when you are done.

Import existing audio

1. Previously recorded audio files (MP3 or WAV) can be imported by choosing **Adobe Presenter > Import Audio**.
2. Choose the desired slide for your audio file from the resulting list.
3. Click **Browse...**
4. Pick your audio file and click **Open**.
5. Click **OK** in the **Import Audio** window when you are finished.



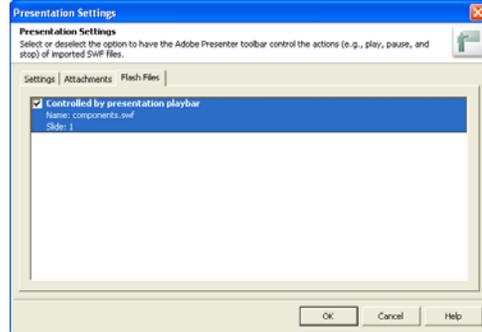
IV. Adding Files

Insert a SWF animation file into a slide

1. Go to the slide you want insert the file.
2. Select, **Adobe Presenter > Insert Flash**.
3. Navigate to the SWF file you want to insert on the slide.
4. Click, **Open**, and the file will open on the slide.
5. Follow steps 1 – 4 until all swf files are inserted.

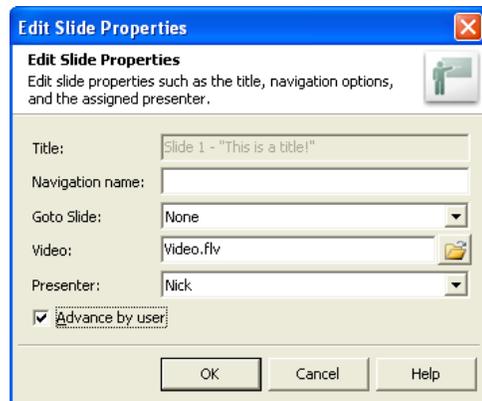
Control a SWF after it is inserted

1. Once all flash files are inserted, go to **Adobe Presenter > Presentation Settings**.
2. In the Presentation Settings Window, select the **Flash Files** tab.
3. Select one of the Flash files in the list.
4. Then, select the **Controlled by presentation playbar** check box.
5. Click **OK**, after all the flash files have are set up.



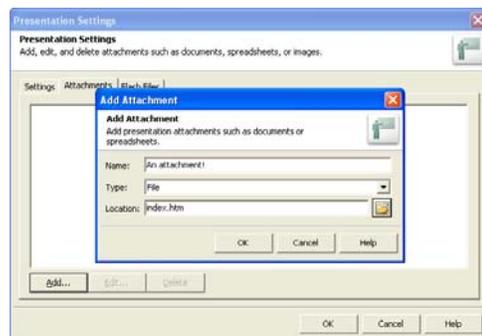
Add a FLV or "talking head" video to accompany a slide show

1. Select **Adobe Presenter > Slide Properties**.
2. Select **Edit...** in the bottom left corner of the Slide Properties Window.
3. In the Edit Slide Properties Window, select the folder icon to the right of the **Video:** text box.
4. Navigate to the .flv file, and click **Open**.
5. Select the **Advance by user** check box.
6. Click, **OK**.
7. Follow steps 3 – 6 to add any additional information for each slide.
8. When you finish, Click **OK**.



Attach a document

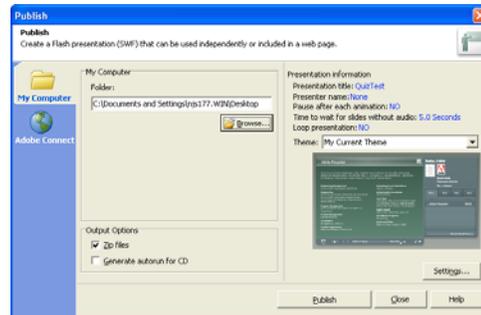
1. Choose **Adobe Presenter > Presentation Settings**.
2. Select the **Attachments** tab.
3. Click **Add**.
4. Type a name for your attachment.
5. Choose **File** from the **Type** pop-up menu.
6. Click **Browse...** to navigate to your document.
7. Click **OK**.
8. When you have finished adding attachments, click **OK**.



VI. Viewing the Completed Presentation

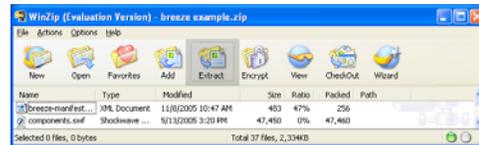
Publish a presentation to preview

1. Select **Adobe Presenter > Publish**
2. Select where you want to publish the presentation within My Computer.
3. Select the **Zip files** check box, under the Output options section.
4. Click **Publish**.



Open a Published Presentation With WinZip

1. Navigate to the exported Zip folder, then right click on the folder and select Open with WinZip.
2. Select Extract from WinZip menu.
3. Select the folder to save the files into, such as in **My Adobe Presentations**
4. Select **Extract**.



Open a Published Presentation With The Extraction Wizard

1. Navigate to the exported Zip folder, then right click on the folder and select Extract All
2. Select **Next** in the Extraction Wizard window.
3. Navigate to the folder where you want to extract the files into.
4. Select **Next** again and the file extraction will begin.
5. Once the extraction process is completed, select **Finish**.

Play a Published Presentation

1. Double click on the **index** file, which will open the presentation in a Web browser.
2. Select the **play** button to play each slide.



VII. Sharing The Completed Presentation

Upload The Presentation To Your ANGEL Course

1. Upload the Adobe Presenter Zip file in ANGEL by selecting the **Add a File** link from Add Content found under Course Lessons.

Upload The Presentation To Your Web Space

1. Open your browser and navigate to the Penn State Portal. Choose **PASS Explorer** after logging in.
2. Navigate to your **www** folder and then click **Change Folder**.
3. Click the **Upload** button to upload your Zip file.
4. Browse to the location of your Zip file and then return to the upload window.
5. Enter a title if you would like one.
6. Check the box under **Auto Extract**.
7. Once uploaded to your Web space, open a Web browser and navigate to the link to your folder.



*Example: Name of the presentation folder that was uploaded is TurnitinOverview.
Therefore, the presentation link is <http://ilt.its.psu.edu/turnitin/TurnitinOverview>.*

Save Adobe Presenter presentation for future revisions

In order to make any future changes to your Project file, you will need to save both the PowerPoint .ppt file and the Adobe Presenter .ppc file. The .ppc file contains the audio files and everything else that you created using the Adobe Presenter menu.

