



Adobe Presenter 7

Center for Instructional Technology
<http://cit.jmu.edu/training>

Adobe Presenter 7 is a tool for creating asynchronous online presentations with narration from standard PowerPoint presentations. Presenter's key advantage over similar tools is that it is played primarily through the Flash plug-in, which creates a finished product that makes extremely efficient use of its file size. Flash is already installed and configured for more than 95% of all browsers, which makes for a trouble-free viewing experience for your users.

You can see a sample of a typical presentation at:

https://admin.adobe.acrobat.com/_a227210/getstartedpresenter/

Presenter is based on the foundation of a PowerPoint presentation, and in fact operates simply as an add-in for PowerPoint. We'll use the add-in to add voice narration and other Presenter-specific content to the presentation, and then publish it in a web-friendly format. We'll assume then that you've already prepared a PowerPoint presentation.

Getting Started

To get started, just open your .ppt file in PowerPoint by double-clicking. Every Presenter related function is found under the Adobe Presenter menu, which is located under the Adobe Presenter main menu option in PowerPoint, which will appear after you install Adobe Presenter 7. See *Figure 1*

Figure 1

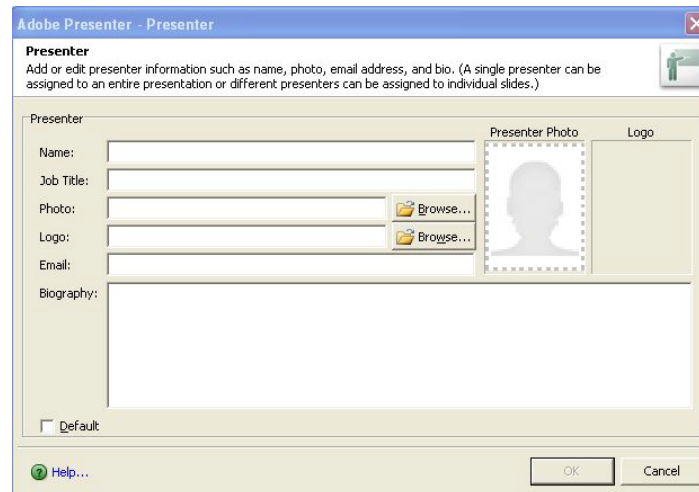


Setting Up Your Profile

The first thing you'll need to do, before you get started is to set up a profile. You can do this by choosing **Adobe Presenter** -> **Preferences** under the Application menu.

The first tab in the **Preferences** window is the **Presenters** tab. Unless you have your own copy of Adobe Presenter, you'll very likely see some existing profiles here. Use the **Delete** button to remove these before you create your own. Once you've cleared out the existing profiles, click **Add** to add your own profile. See *Figure 2*

Figure 2



At minimum you should enter your name and email address, though neither are required. A picture is also recommended to humanize your presentation. A key step here is to make sure you select the **Default** checkbox to make sure that your profile is added to each slide. Once you've created your profile, click **OK** and then **OK** again.

Recording Audio

At its core, Presenter's purpose is to create narrated PowerPoint presentations that play easily on the web, so adding audio narration to each slide is the most common task you'll need to perform. To get started, choose **Adobe Presenter** -> **Record** under the Audio menu. The first time you do this, you'll get a dialog box that asks you to read a sentence. Just read the sentence until the red box on the right turns green, then click **OK**.

Tip: Take a second to situate your recording environment before choosing Record Audio. This might involve clipping the mic to your lapel, putting on a headset, or even closing the door and shushing the dog.

Recording audio narration is actually quite simple and done one slide at a time. To ensure that the recording is completed one slide at a time, make sure the **Record/Play this slide only** box is checked. If you would like the script for the slide to be displayed on the screen to make reading it easier, select the **View script** box. A text box will appear that will allow the user to type in the script for the slide or import or export notes.

To record audio for a slide click the red **Record** button (the circle icon) to begin recording and **Stop** (the square box icon) when you're done recording the narration for the slide. If you click **Record** again, you will record over your first narration. If you'd like to add to the narration, you'll need to use **Pause** (the sideways triangle icon) instead of **Stop** if you need to take a break and collect your thoughts (you can also insert narration using the Audio Editor). *See Figure 3*

Figure 3



You'll notice the big button in the lower-left of the dialog box. This button can often take the place of the smaller buttons mentioned before, and will change depending on the state of the recording. The idea is that it shows the action you are mostly likely to need.

Once you've recorded the audio for your first slide, you can just click the **Next >>** button to go to the next slide. Select the **<< Previous** button to go back to an earlier slide. When you are finished recording your audio, click **OK**.

For many simple presentations, this may be all you need to do. If so, feel free to skip down to the publishing and uploading sections of the tutorial.

Timing Animation Part 1

We mentioned the big button in the audio recording section earlier. One of its key functions that is not replicated in a smaller button is that it will allow you to synchronize your narration with any animations you've created in PowerPoint. In a slide with animation, you'll see that once you start recording, the big button will become a **Next Animation** button. Clicking the button activates the next animations in the sequence, much like a mouse click would when you are actually giving the presentation. *See Figure 4*

Figure 4

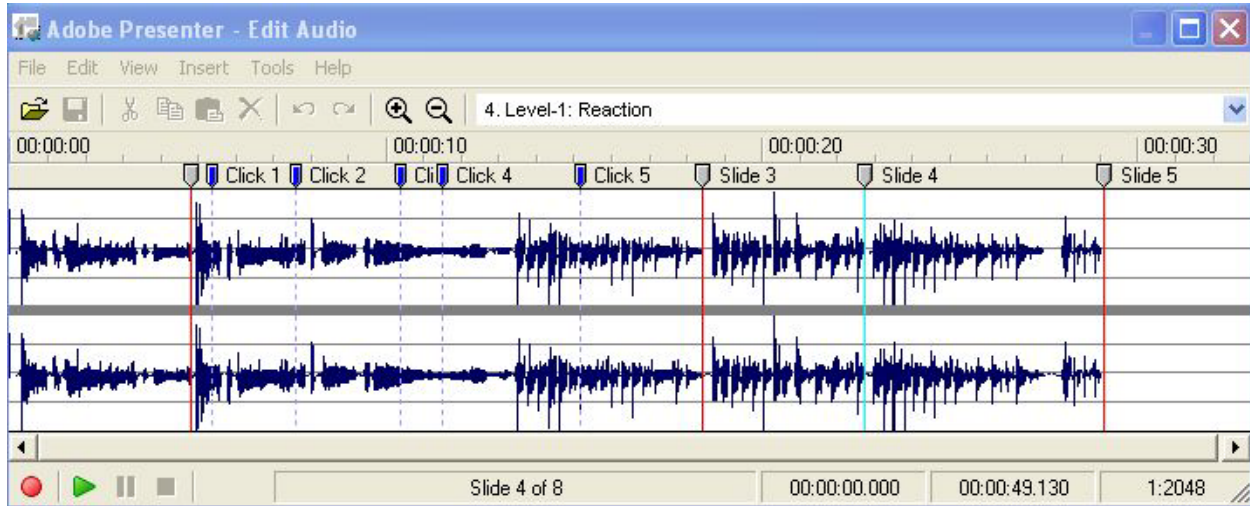


Editing Audio

Another key advantage of Adobe Presenter over similar tools are the editing tools. If you make a mistake during the recording of a particularly long slide, you can simply pause, take a second to collect your thoughts and then repeat just the segment you may have botched. You can then seamlessly edit out the botched area latter using the audio editing tools.

The Audio Editor allows you to see the waveform of your narration, and uses markers to illustrate each slide transition as well as the timing of each animation. You can open the audio editor by choosing **Adobe Presenter -> Edit** under the Audio menu. *See Figure 5*

Figure 5



There are three main tasks you can accomplish in the Audio Editor.

1. Cut unwanted audio

- You can cut out any segment of audio just by highlighting that section of the waveform and clicking on the scissors or X icons. This will shorten the length of your slide. If you want to avoid that, Use **Insert -> Silence** to replace a highlighted segment with silence to avoid changing the length of your slide.

2. Insert Audio

- Insert -> Recording** will allow you to add narration to a slide without having to record the whole thing. In general though, you'll get a more polished presentation if you record one whole slide at a time.

3. Timing Animation Part 2

- Above the waveform is a timeline with markers for each slide. You can drag those markers around to adjust when the slide will change. If you have any animations in your slide, you'll also see markers labeled as "Click." These represent each animation and you can drag the marker to adjust when each animation will occur.

After making any edits, you'll want to click the **Save** button (the disk icon) to save your progress.

Adding Video Content

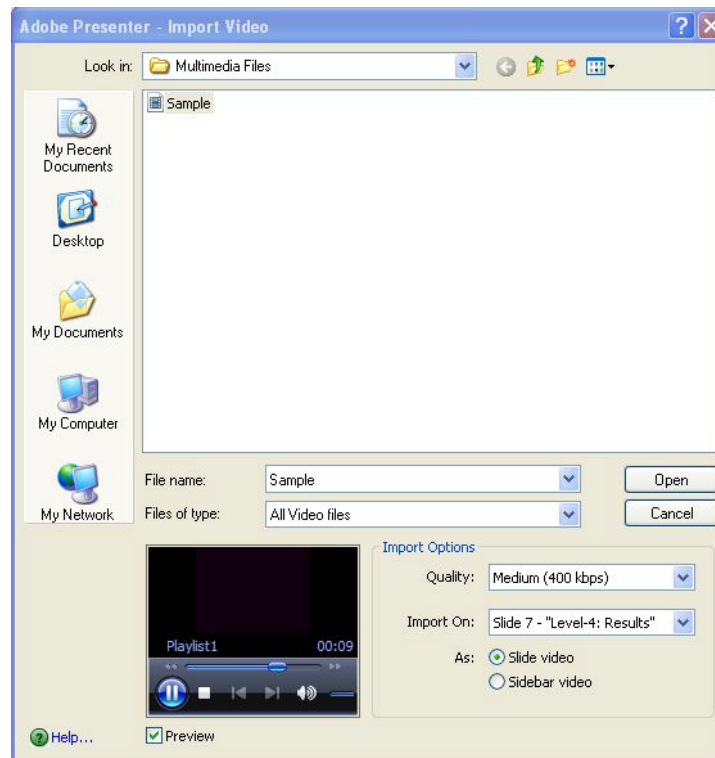
Another ability gained by installing Adobe Presenter is the ability to add video content to your slides. Presenter 7 allows users to add Flash Video files, Windows Media Files, and Quick Time Files.

Tip: Adding video to your presentation introduces certain complexities for both you as the author and your users. It can also change the minimum requirements for your users in terms of the version of the Flash player and the level of internet connection they'll need to have a reasonable user experience.

Importing Video

One video feature of Presenter is the ability to import already created video files from the computer. To import video, select **Adobe Presenter** -> **Import** under the Video menu. Find the file on the computer. Under the Import Options section, select the video quality in the **Quality** drop-down menu and the slide to add the video to in the **Import On** drop-down menu, and select whether to make the video a slide or sidebar video using the radio buttons on the **As** menu. Check the **Preview** box to preview the video. *See Figure 6*

Figure 6



Recording Video

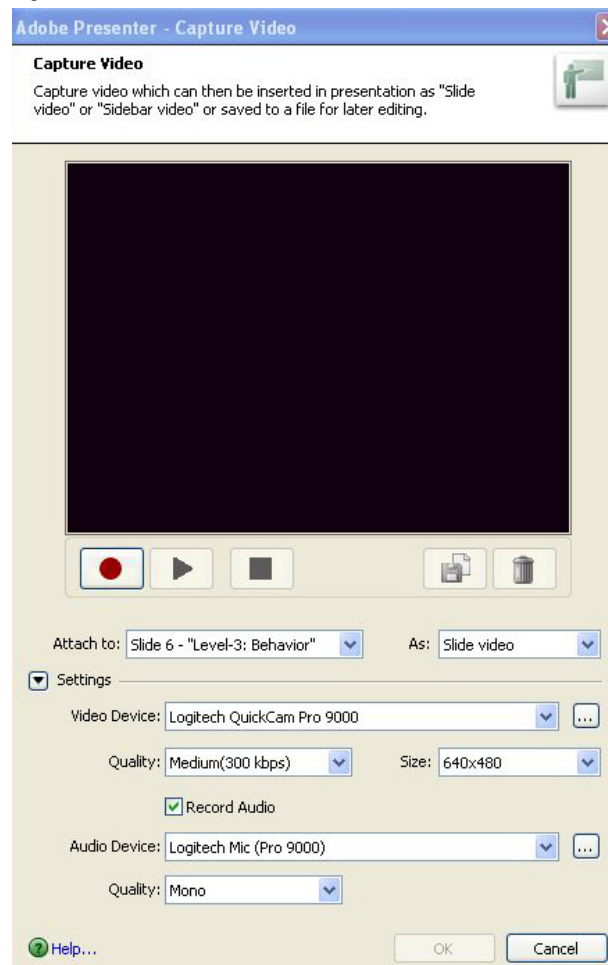
Another of Presenter 7's video features is the ability to record a video directly to Presenter using a webcam. To record a video, select **Adobe Presenter** -> **Capture** under the Video menu. *See Figure 7*

Use the recording tools [**Record** (the circle icon), **Stop** (the square icon), **Pause** (the double bar icon) and **Play** (the sideways triangle icon)] to record and review the video. Use the **Delete** button (the trash can icon) and the **Save Recording to File** button (the disk icon) to delete and save videos.

The **Attach to** and **As** drop-down menus allow the user to select the slide to add the video to and the video display.

The Settings menu allows the user to select the video and audio recording devices, as well as the quality and size of the video recorded for each device.

Figure 7



Editing Video

Adobe Presenter 7 allows the user to perform several basic video editing functions using the Video Editor. To access the Video Editor, select **Adobe Presenter** -> **Edit** under the Video menu. Click on the right-triangle in/out markers to trim the video. *See Figure 8*

Tip: It is a good idea to do any video editing in an actual video editing program, such as Adobe Premiere, iMovie, or Final Cut, because you have many more editing options and can better tailor the video to your specific needs.

Use the **Play** (the triangle icon) and **Pause** (the double-bar icon) buttons to review the video. The **Delete** (trash can icon) button will remove the video from the presentation.

The **Edit On** and **As** drop-down menus enable the user to pull up videos located on various slides and displays within the presentation.

The **Effects** menu allows the user to select basic fade in and fade out effects, while the **Speed** drop-down menu allows the user to customize the speed of the effects.

The **Start After** and **Time (Seconds)** drop-down menus allows the user to customize when the video begins playing.

Select **OK** to save any changes to video or **Cancel** to cancel any of the editing done while in the Video Editor.

Figure 8



Adding Flash Content

Another ability gained by installing Adobe Presenter 7 is the ability to add Flash based content to your slides.

Inserting Flash content is achieved by selecting **Adobe Presenter** -> **Insert Swf File** under the Flash menu. This is a perfect way to get screen captures from an application like Adobe Captivate to demonstrate procedures, such as logging into Blackboard.

Tip: Flash content inserted in a slide must be in the SWF format.

A key step for adding Flash content to the slide is that you'll want to make sure that the Presenter controls override any controls built into the content. To do this, choose **Adobe Presenter** -> **Manage Swf File** under the Flash menu. You'll see an entry for each bit of Flash content, and a checkbox labeled **Controlled by presentation playbar**. Just click the checkbox for each bit of content your users might want to play or pause, then select **OK** to save the changes.

Slide Manager

Adobe Presenter 7 also possesses a Slide Manager that enables the user to make several different changes to each slide.

Presented By tells the name of the profile loaded to the presentation.

Navigation Name provides the ability to name the slide in Presenter's final presentation navigation bar.

Go to can be used select a slide for the presentation to go to after the current slide.

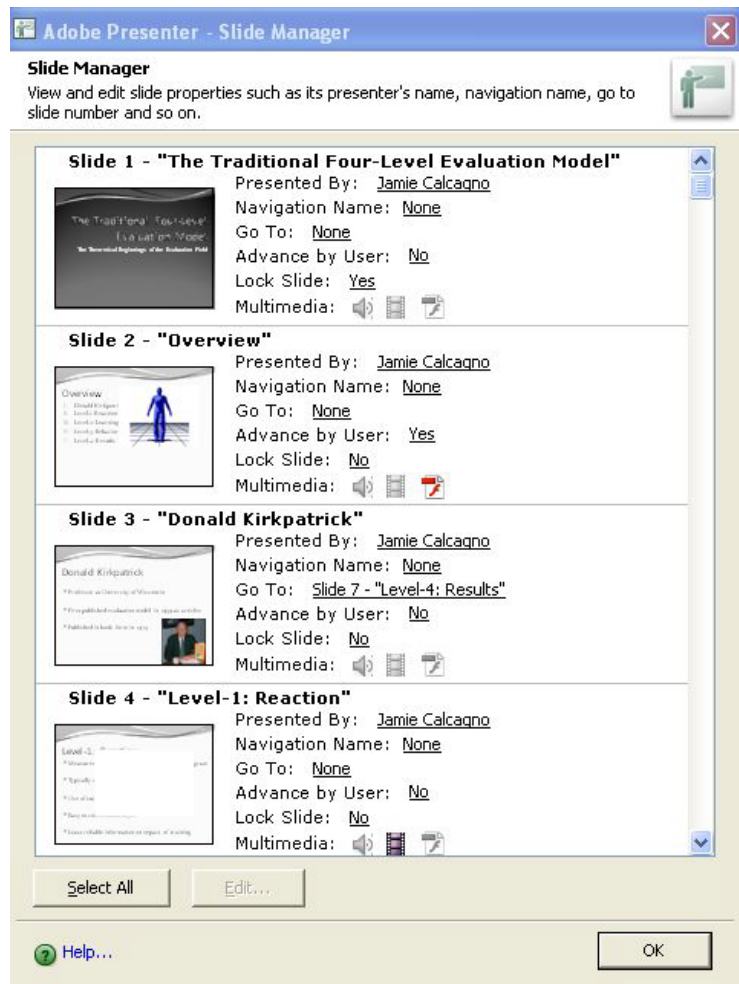
Advance by User decides whether the presentation goes to the next slide automatically or whether the user must advance to the next slide.

Lock Slide enables the creator to make the user spend a set amount of time on the slide before advancing.

Multimedia shows whether audio, video, or flash content are part of each slide.

The **Select All** button allows the user to select all the slides, where the **Edit** button can then be selected to make changes to all of the slides at one time.

Figure 9



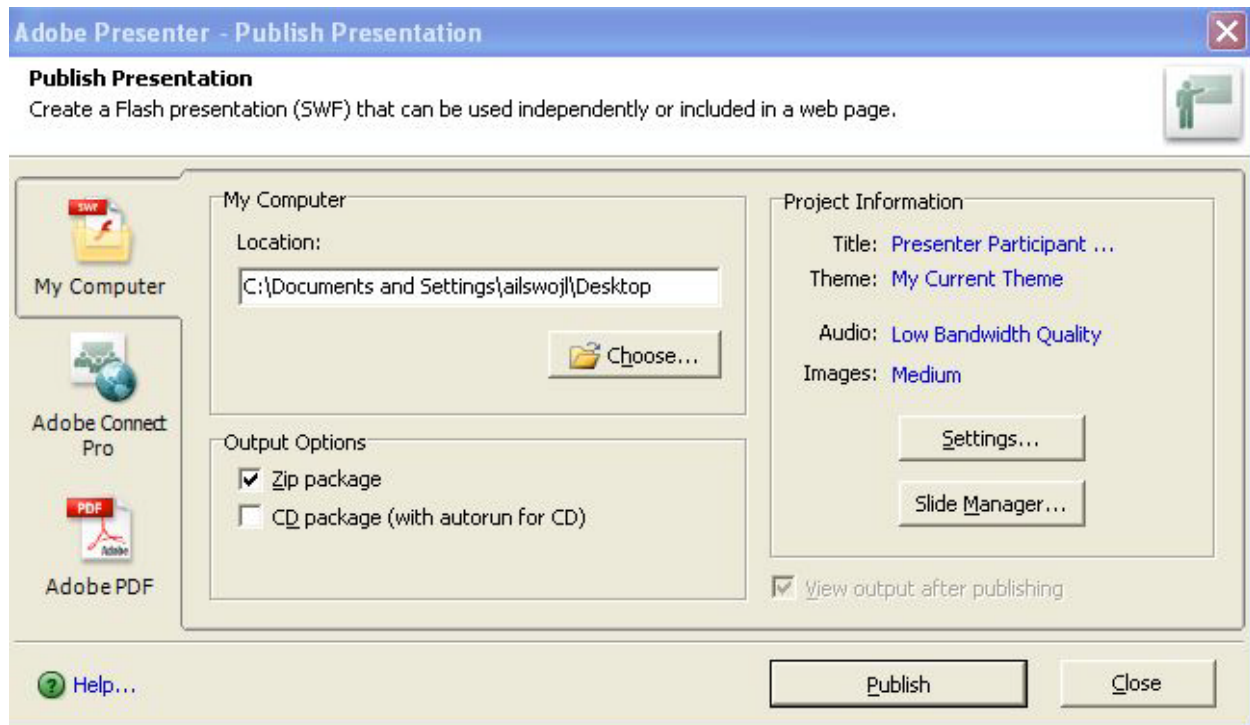
Saving and Publishing

A key concept to understand when working with Adobe Presenter is that your authoring files are completely separate from your publication files. That is to say that the files you use to create your presentation are not the ones you will make available to your students.

Just as Adobe Presenter is just an addition to PowerPoint, the Presenter authoring files are just an addition to the PowerPoint files. You will see that wherever your original PowerPoint file was saved, another files with the same name, but a .ppc extension has appeared. All you need to do to save the authoring format (so that you can come back and make edits) is to keep these two files together. Make sure to save your PowerPoint file as you normally would.

To publish you presentation in a web suitable format, you'll just need to choose **Adobe Presenter -> Publish**. See *Figure 10*

Figure 10



Presenter is essentially going to create a mini-website for you that is your presentation. Just choose the place where you want to save and it will create a folder with all the necessary components. A handy option if you intend use JMUtube and Blackboard to deliver your presentation is the **Zip** checkbox, which will automatically wrap the folder in a .zip file.

Uploading a Presenter Presentation to JMUtube and Blackboard

Your presentation can now be uploaded and delivered from any webserver. Using JMUtube to post the presentation on Blackboard is a great choice for delivering your presentation as well. The first step is to upload the presentation to JMUtube. Make sure you made use of the Zip option when publishing your presentation in Presenter and then do the following.

1. Go to the following web address: <http://jmutube.cit.jmu.edu>.
2. Click the **Sign In** button, then log into JMUtube using your JMU e-id and password.
3. Select the **Upload** tab.
4. Select **Browse**, find the zipped file on the computer, then select **Open**.
5. Click **Submit**.

When you are ready to post the presentation to Blackboard after uploading it to JMUtube, follow the steps below.

6. In JMUtube, select the **Presentations** tab.
7. Find your presentation in the list, then right-click on the **Link** option.
8. Select the **Copy Shortcut** or **Copy Link** option.
9. In Blackboard, select **Add External Link** in any content area from the Control Panel.
10. Enter the Name, then right-click and Paste the link into the URL field.
11. You may also want to add a description of the presentation in the Text field.
12. Click **Submit**.

Facilities

Adobe Presenter is available at JMU in several different ways. In the Center for Instructional Technology's Carrier Library location there is a mini recording studio with everything you need to make a Presenter presentation including a high-quality video camera and microphone in a sound controlled environment. There is also a recording studio in the Center for Instructional Technology's East Campus Library (ECL) location.

For more information about recording online presentations, you can contact Jamie Calcagno at calcagjm@jmu.edu or by calling 540-568-6578 or Joshua Mathews-Ailsworth at ailswojl@jmu.edu or by calling 540-568-4840.