

ADOBE PRESENTER 8



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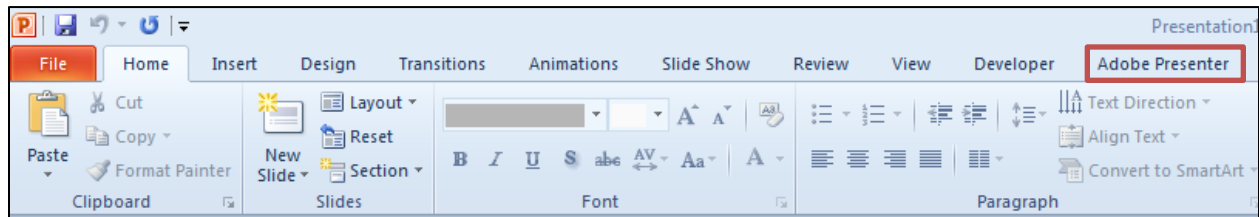
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Creating an Adobe Presenter Presentation

Presenter Overview

This handout describes the functions of the Adobe Presenter 8 plugin installed in Microsoft PowerPoint 2010. Adobe Presenter is an optional plugin for Windows (a Macintosh version is not available) that provides a means of adding multi-media options to your PowerPoint presentations. When installed, the Adobe Presenter plugin will create an additional tab that will appear on your Microsoft PowerPoint 2010 ribbon.



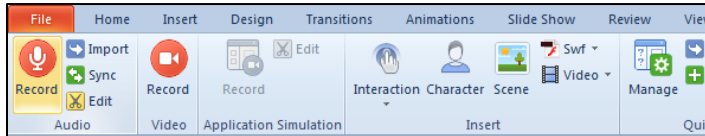
Basic Steps

1. Create your PowerPoint presentation using the notes page of each slide to include the script that can later be used when recording your slide narration.
2. Ensure that the correct PowerPoint presentation is open with the **Adobe Presenter Tab** selected.
3. Use the *Audio* features to add, edit, and import pre-recorded audio.
4. Use the *Flash* feature to insert .swf files.
5. Use the *Video* features to add 3GP, F4V, ASF, AVI, DV, DVI, MOV, MP4, MPEG, MPG, WMA, WMV, and FLV files.
6. Publishing to preview your presentation.
7. Make necessary changes based on your preview.
8. Publish your final presentation.

Setting for Adobe Presenter

Application Settings

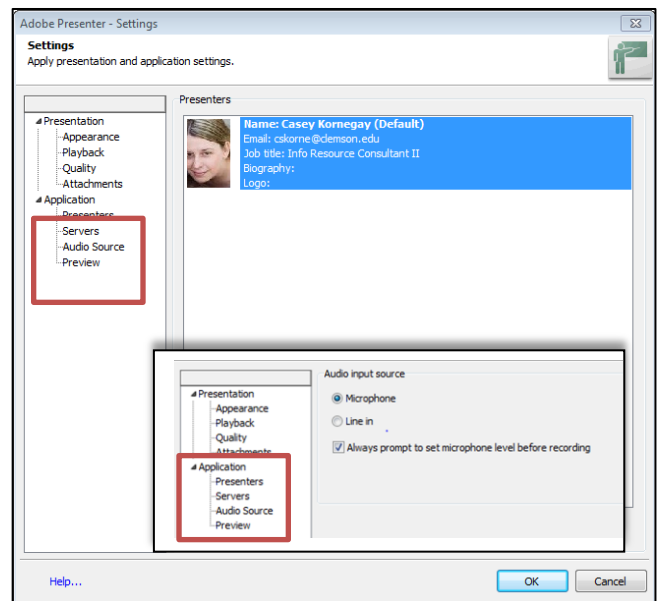
1. Ensure that the correct PowerPoint presentation is open with the **Adobe Presenter Tab** selected.
2. Click on **Settings** within the *Tools* section.



3. Select **Presenters** under the *Application* heading.
4. Select the appropriate Presenter from the list provided.
5. To change information about this file, click the **Edit** button.

You have the ability to include information such as a photo, a logo, name, e-mail address, or biography. The Add button will allow you to complete an additional Presenter profile if needed. The Delete button will allow you remove any Presenter profiles that are no longer necessary.

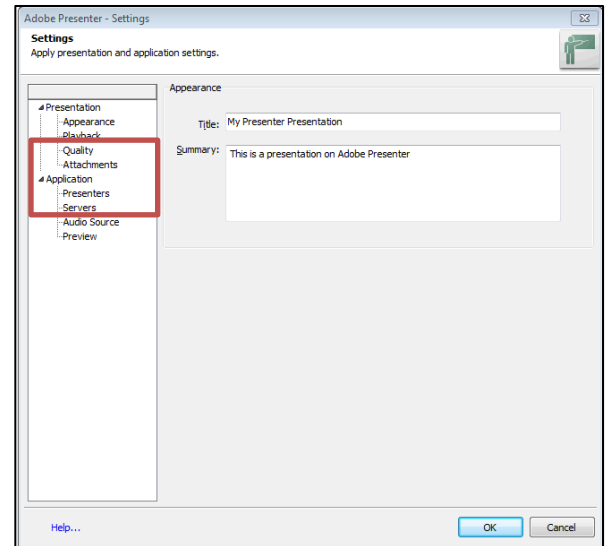
6. Select **Audio Source** also under the *Application* heading.
7. Select the **Microphone** radio button. Ensure that the *Always prompt to set microphone level before recordings* option is checked.
8. Click the **OK** button when completed.



Presentation Settings

1. Ensure that the correct PowerPoint presentation is open with the **Adobe Presenter Tab** selected.
2. Click on **Settings** within the *Tools* section.
3. Select **Appearances** under the *Presentation* heading.

4. Add a Title and Summary Information.
5. Select **Playback**.
6. Select or deselect the appropriate checkbox for each of the four Playback Options; **Auto play on start, Loop presentation, include slide numbers in outline, Pause after each animation, and/or Use PPTX Slide Time**.
7. Select a time to wait for slides without audio or video within the *Default slide duration* (in seconds) box.

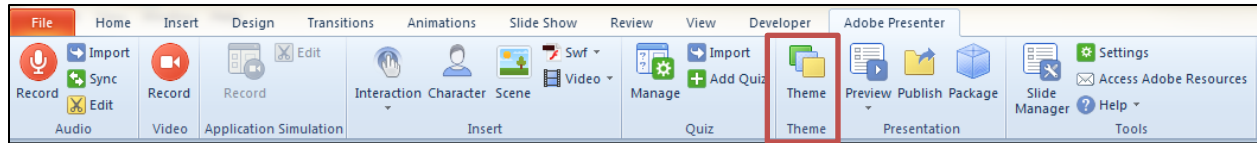


The maximum duration is 100 seconds per slide. This setting applies to **ALL** slides in the presentation, not just a slide with video or audio. All slides will display for the length of time set regardless of other settings. *It is important to note that if you have animations, or videos that are longer 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 slide.

8. Select **Quality** under the *Presentation* heading.
9. Select **My Computer** from the *Publish For:* drop down list.
10. Set the *Audio Quality* to **Near CD Quality**.
11. Set *Image Quality* to **Medium**. If your images appear unclear in the preview, return and change this setting to High.
12. (Optional) Select **Attachments** under the *Presentation* heading.
13. Click the Add button to select the file you would like to publish with this presentation.
14. Click the **OK** button.

Theme Editor

1. Ensure that the correct PowerPoint presentation is open with the **Adobe Presenter Tab** selected.
2. Click on **Theme** within the *Theme* section.



3. In the resulting window, use the dropdowns and/or click the appropriate check boxes to select or deselect the items within the theme.

Theme – changes the presentation frame color

Appearance – Use for more advanced theme editing options

Customize – Check Enable Mode Switching to allow users to change the presentation size. Show or hide the side bar and select which side of the window it appears

Presenter Info – select items about the presenter to be visible within the Presenter pane

Panels – select the panes that should be visible within the Presenter pane

Notes Pane Font – set note type and size for the notes

4. The preview window will display all changes as they are being made.
5. You can create a custom theme by selecting one of the default themes, making changes, and saving the new theme with a different name. For example, you can start with the theme *Sage*, change the font color to dark green, and then save the new theme as *SageModified*. After you create a custom theme, it appears in the Theme Name pop-up menu and can be used with other presentations.
 - a. In PowerPoint, open a presentation (PPT or PPTX file).
 - b. Click Adobe Presenter > Theme.
 - c. Make changes as desired. For example, click Modify Text Labels to change the text in different areas of the theme, or click the colors under Appearance to select custom colors.
 - d. Click the Save As button and specify a name for the new theme.
 - e. Click OK.

- f. The new theme appears in the Theme Name pop-up menu in the Theme Editor and can be used when publishing presentations.
6. When finished, click the **OK** button to leave the Theme Editor.

Recording Audio in a Presentation

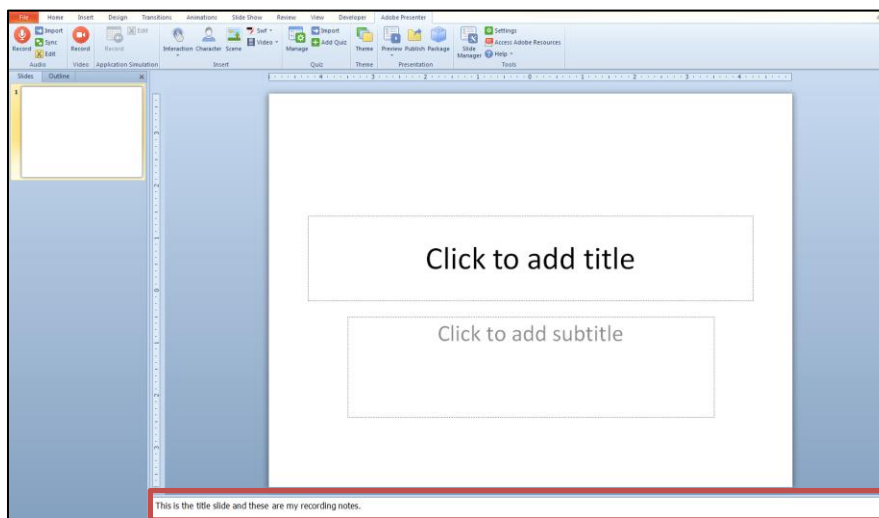
With a microphone connected to your computer, you can record audio that you want to include for each slide. The slide notes in PowerPoint can be used as a script for your narration.

Importing Slide Notes

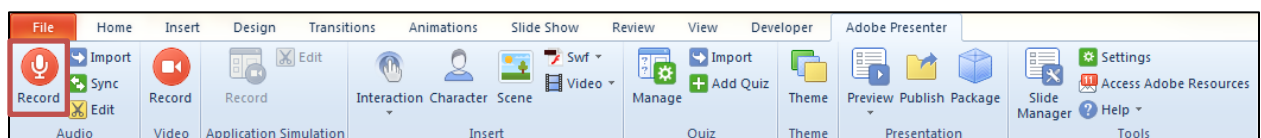
Note: If you prefer to read your script from printed materials you can skip over this section on “Importing Slide Notes.”

If you have created slide notes in PowerPoint, you can import the notes into the script window in the Record Audio dialog box. Importing notes is useful if you want to use the slide notes as a script when recording an audio file as voice-over narration.

1. Ensure that the correct PowerPoint presentation is open with the **Adobe Presenter Tab** selected.
2. Enter the script into the Notes pane on your PowerPoint presentation.



3. In the Audio group, click **Record**.



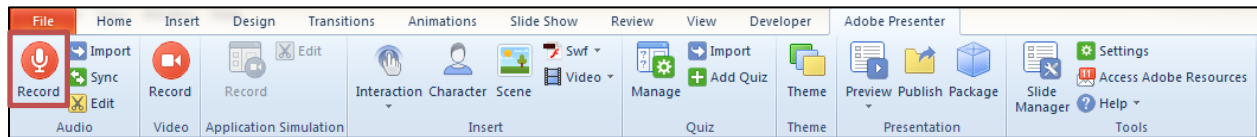
- In the Record Audio dialog box, click the Show Script icon.



- Your slide notes should appear in the Script window. You can edit the script as needed and click Update.

Recording Audio

- Ensure that the correct PowerPoint presentation is open with the Adobe Presenter Tab selected.
- Click on Record within the *Audio* section.



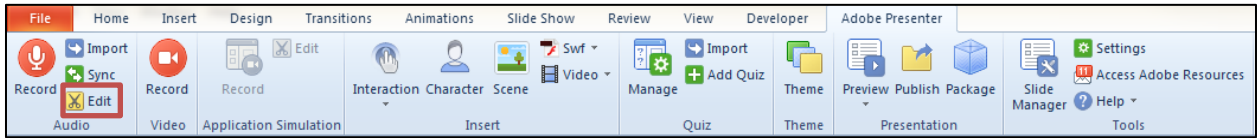
- Calibrate your microphone following the instructions in the *Set Microphone Recording Level* dialog box that appears.
- Click the OK button.
- Click the Record button, represented by a red circle with a microphone, to begin recording.
- Speak into the microphone.
- Click the white square button to stop recording when you are finished.
- Click the Play button, represented by a white arrow, to listen to the recording.
- Click the green check mark to save the recording or the red x to discard and record again.
- Click the white x in the upper right corner when you have finished your audio recording.

Using the Audio Editor

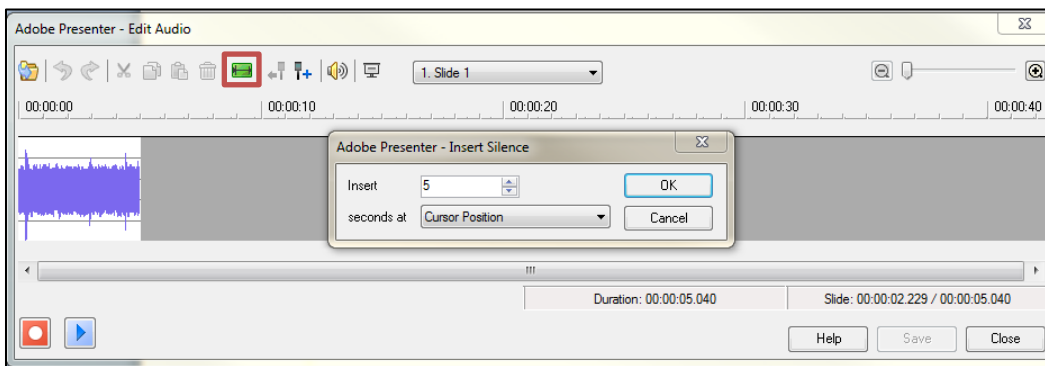
Adding Silence

It may be necessary to add silence to a slide in order to properly synch the recorded audio to the slide or in the event that you have inserted a video that includes audio and you want to ensure that the slide will remain active for the entire video length.

1. Ensure that the correct PowerPoint presentation is open with the **Adobe Presenter Tab** selected.
2. Click on **Edit** within the *Audio* section.



3. The *Edit Audio* dialog box will open.
4. Click the exact point on the audio file where you would like the silence to begin.
5. Click on the green **Insert Silence** icon.



6. Enter a number to specify the length of silence (in seconds) you would like in the Insert box.
7. In the second box you may indicate when you would like the silence to begin.

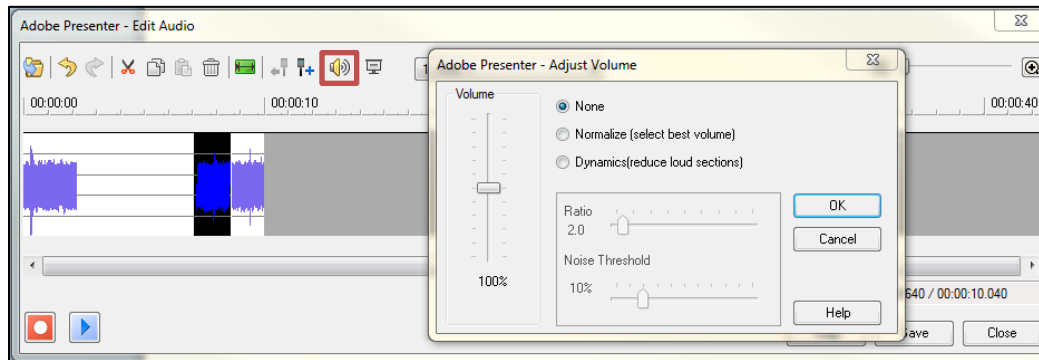
Cursor Position is the default and will insert silence where you have selected in the audio timeline. You may also choose to add silence at the beginning or end of a slide.

8. Test the audio file with the silence added by clicking **Play**, represented by a blue arrow.
9. **Save** the Audio Editor when you have finished.

Adjusting Volume

1. Ensure that the correct PowerPoint presentation is open with the **Adobe Presenter Tab** selected.
2. Click on **Edit** within the *Audio* section.

3. The *Edit Audio* dialog box will open.
4. Click and drag to select the audio to be adjusted.
5. Click on the **Volume** icon.



6. The *Adjust Volume* dialog box will appear.
7. Select the **None** radial.

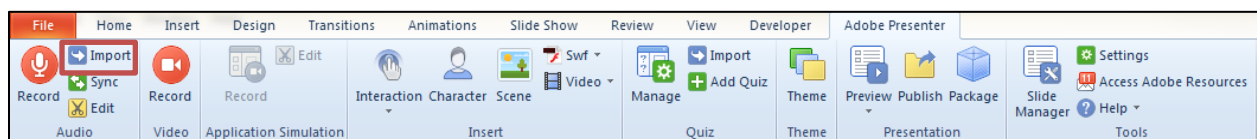
Normalize allows Adobe Presenter to adjust the sound volume automatically. Normalizing audio helps keep the sound level consistent between slides. **Dynamics** amplifies quiet sections of the audio to help compensate for variations in audio volume. The Advanced Controls for Dynamics are only available when Dynamics is checked.

8. Click the **Volume** slider on the left side and drag it up to increase volume, or down to decrease volume.
9. Click the **OK** button when you are finished.

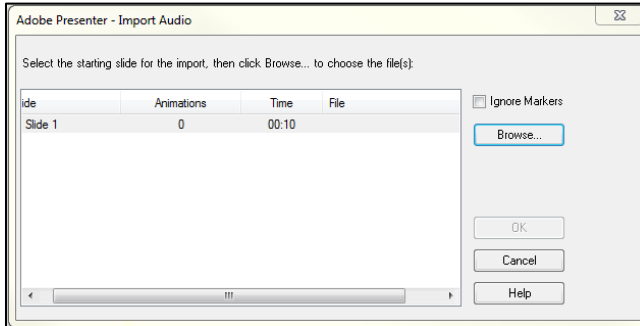
Importing Existing Audio

Another option for including audio in your presenter file is to import from another source. MP3 or Wav files may be imported and attached to each slide.

1. Ensure that the correct PowerPoint presentation is open with the **Adobe Presenter Tab** selected.
2. Click on **Import** within the *Audio* section.



3. The *Import Audio* dialog box will appear.



4. Select the appropriate slide from the list provided.
5. Click the **Browse** button.
6. Locate and select the correct audio file and click **Open**.
7. Click the **OK** button to attach the file.

Recording Video

Types of Recordings

Adobe Presenter includes Adobe Presenter Video Creator, a tool that lets you combine application or desktop capture and webcam video. You can launch Adobe Presenter Video Creator in one of the following ways:

- From within Adobe Presenter, by clicking Record Video (📹).
- By clicking Adobe Presenter Video Creator from the Windows Start menu (Start > All Programs) The output is an MP4 file that you can save on the disk, export into a Microsoft PowerPoint presentation, or upload to YouTube, Adobe Connect, or Vimeo.

Adobe Presenter Video Creator videos capture the following:

- **Presentation** - Actions performed on your monitor screen.
- **Presenter** - The web cam capture of the narrator who narrates while presenting the presentation or demonstrating an application. The audio narration too is captured.

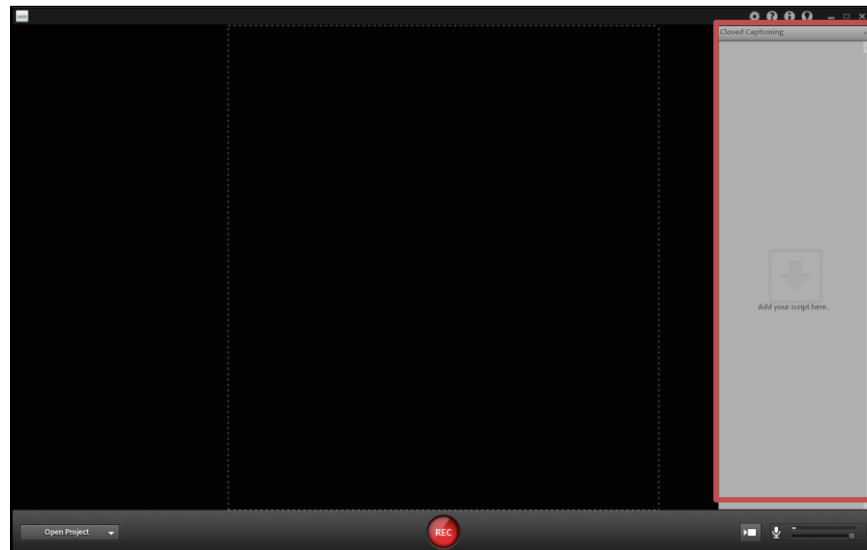
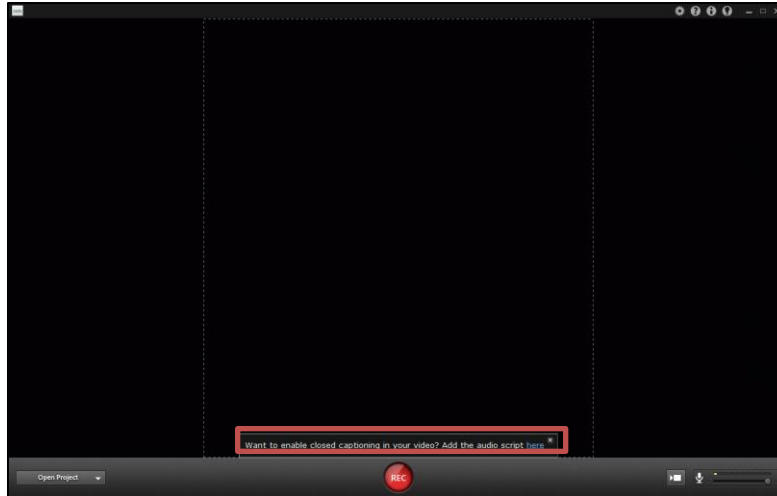
Recording Videos

1. With the Adobe Presenter Video Creator window open click the setting icon (⚙️) to set the recording preferences.

- a. **Selected Camera** - The name of the camera that is currently connected to your computer is displayed by default. You can choose None if you do not want to use a camera in the video you want to record.
 - b. **Selected Microphone** - The names of the microphones that are currently available on your computer are available in this list. Click one of the options if you want to record audio along with the video. Click None if you do not want to record audio along with the video.
 - c. **Resolution** - Click the appropriate combination of your monitor screen and camera.
 - d. **Project Folder** - Specify the folder in which the projects must be saved.
 - e. **Change Display Resolution During Recording** - Select to let Adobe Presenter Video Creator automatically change the resolution of your monitor screen during recording. Adobe Presenter Video Creator provides video outputs that have resolutions with 16:9 aspect ratio (640x360 or 1280x720). If this option is not selected, empty spaces (with branding settings) are introduced on the left and right of the video to maintain the aspect ratio.
2. You can use the close caption speech-to-text functionality which automatically converts speech to text format or optionally enter a script in the form of plain text.
- a. A script for Closed-Captioning can be added prior to recording the video. When prompted click on the blue “here” link at the bottom of your recording window.

A closed captioning box opens on the right side of the screen. You can either type the script into this area or copy/paste the script.
 - b. To generate closed Captioning automatically:
 - Start your recording.
 - Add your voice track and End your recording.
 - Your speech is converted to text.

Note: On completion, it will take sometime for the text to be displayed on the CC pane.



3. To begin recording click the record button (REC).
Adobe Presenter Video Creator changes the resolution of your monitor screen to match the video resolution you selected in the recording preferences.

The recording begins after the countdown (3 seconds).
4. Perform the steps on the computer while you narrate the script.
Adobe Presenter Video Creator captures both you (the Presenter) and the full monitor screen simultaneously during recording. After recording, you can choose to display the Presenter, the presentation, or both in different parts of the video.

Note: When you launch Adobe Presenter Video Creator with webcam connected to your computer, you see two lines on the webcam capture area. Only the webcam capture between these two lines is displayed in the side by side layouts (Both Presenter and Presentation layouts).
5. Do one of the following actions:

- a. To **pause** the recording, press the Pause key or right-click the Adobe Presenter Video Creator icon in the system tray, and click Pause Recording.

Note: When you right-click the Adobe Presenter icon and choose to Pause recording, these actions are recorded along with your main recording. You can use the trim option to trim this part of the recording.

Adobe Presenter Video Creator screen appears and displays the pause icon to indicate that you have paused the recording. Click the record button to resume recording or click the edit icon (🔧) to end recording and edit the video.

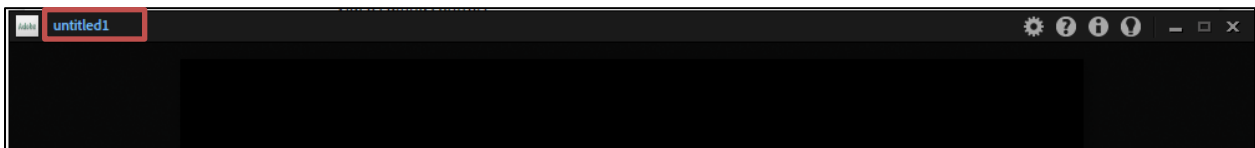
- b. To **end** the recording, press Shift + End, or click the Adobe Presenter Video Creator icon in the system tray, and click End Recording.
- c. **Preview** the video by clicking Play (▶). The waveform of the audio that you recorded with the video is displayed in the Timeline.

Note: you may need to change your layout based on the type of recording. On the bottom of the preview window you are provided with 4 layout options.

- **Presenter Only** (👤) - Click to display only the Presenter.
- **Presentation Only** (📄) - Click to display only the Presentation.
- **Both (Presenter On Left)** (👤📄) - Click to display both the Presenter and Presentation side by side, with Presenter on the left side of the screen.
- **Both (Presenter On Right)** (📄👤) - Click to display both Presenter and Presentation side by side, with Presenter on the right side of the screen.



6. By default, the projects are named as untitled <n>. To name your project, click the project name at the top of the Adobe Presenter Video Creator screen, and type the required name.



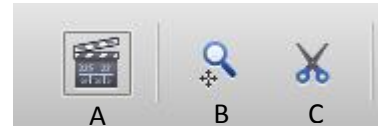
Editing Videos

The timeline shows you the entire video clip in the form of a (colored) rectangular bar. If you have used multiple layouts in the project, this rectangle is divided into many rectangles with different colors. The layouts are color-coded to help you instantly identify the allocation of the layouts in the video.



The video editing controls interface lets you do the following:

- Change or remove the branding videos and icons (A).
- Add pan and zoom points to the video (B).
- Hide or trim unwanted portions of the video (C).

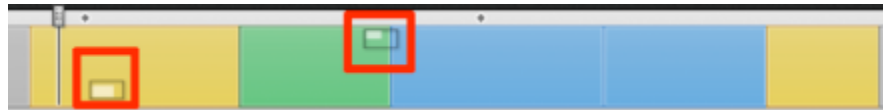


Pan and Zoom Effects

1. Click the Play icon (▶) and pause the video (click the Play button again) at the point where you want to add a pan and zoom effect.
2. Click the Add Pan And Zoom icon (🔍). The Pan And Zoom panel appears on the right. The panel displays both the Presentation and the Presenter.
3. Click and drag the handles to define the pan and zoom region. A pan and zoom icon appears in the Timeline.

a. **Note:** The pan and zoom icon for the 'Presentation Only' stretch of the video are at the top while the icon for the 'Presenter Only' stretch is at the bottom.


b.



- c. The video is played at the specified pan and zoom level until the next pan and zoom point. This means, if you have zoomed into the video, you have to zoom out again to display the video in the original size.
 - d. Double-click anywhere in the pan and zoom region of the Presentation or the Presenter to display the video in the original size.
4. You can delete a pan and zoom point by clicking the corresponding delete icon (✖) in the Pan and Zoom panel.

Trim Videos


1. Click Play icon (▶) and pause the video (click the Play button again) at the point where you want to start trimming the video.
2. Click the Trim icon (✂) and then click Set Inpoint (⏪ Set Inpoint). The start marker appears on the Timeline.

3. Play the video again and pause the video (click icon again) at the point where you want the end marker for trimming.
4. Click Set Outpoint ( Set Outpoint).
5. Click and drag the start and end markers to increase or decrease the trim region.

Note: To snap to a specific point in the video, you can use the markers in the Timeline. The markers are represented by tiny dots in the region where the playhead moves.

6. To delete a trim region, hover your mouse anywhere on the region and press Delete. The playhead can be positioned anywhere.

Add Brand Videos and Icons

1. Click the Branding icon () in Adobe Presenter Video Creator.
2. In the Branding panel, click a theme from the Themes list. The edit area displays a preview of the selected theme.
3. To remove the default branding video, click None from the Branding Video list.
4. To create a custom theme, click Custom in the Themes list.
5. Based on whether you want the video at the beginning or end or both, click Start or End or both. Then, click Select to browse for the video.

Note: Only MP4 videos (of codecs H.264 and AAC) are supported. The resolution of the brand video must be the same as that of the recorded video. For example, if you recorded the Adobe Presenter Video Creator video with HD settings, the brand videos must be 1280 x 720. If the recorded video is SD, the brand videos must be 640 x 360.

6. To use an image as the background, select Background and then click Select to browse for the required image.

Note: Only PNG images are supported.

7. To use a branding icon or a logo, select Left or Right in the Branding Icon section based on where you want the image. Then, click Select to choose the image (PNG only).

Add Title Text

1. Click the Branding icon in Adobe Presenter Video Creator.
2. In the Branding panel, select Title Text, and type the text.
Note: Multi-line text is not supported; type all the text in a single line.

Add Lower-Third Text

Lower-third text is the text overlay on the video that is used to display your name and designation.

1. Click the Branding icon in Adobe Presenter Video Creator.
2. In the Branding panel, select Lower Third Text.
3. Specify the Presenter name and title.
4. In the Display At field, specify the time, in seconds, at which the text must appear, and press Enter. By default, the start time of the Lower Third text is set to the beginning of the recorded video.

To quickly set the Display At time, play the video and at the point where you require the Lower Third text to begin, click Play Head.

5. In the Display Duration field, specify the duration for which the text must be displayed.

Publishing Videos

You can upload videos to YouTube, Vimeo, or Adobe Connect (Content Library), export the video to Microsoft PowerPoint, or save the videos as MP4 files on the disk.

Settings

1. After selecting publish, click the Settings icon (⚙️) in Adobe Presenter Video Creator.
 - a. **Publish Folder** - Specify the folder in which the published output must be stored. A subfolder with the project name is created in this folder and the output is published in the subfolder.
 - b. **Mouse Movements** - Uncheck to hide mouse movements in the presentation or simulations in the output.
 - c. **Publish Quality** - Use the slider to specify the quality of the published output. The higher the quality, the greater is the file size.
 - d. **Video Color Correction** - select to automatically enhance the video color. Publish time may increase when you select this option.
 - e. **Video Contrast Correction** - Select to automatically enhance the video contrast. Publish time may increase when you select this option.
 - f. **Audio Noise Reduction** - select to reduce noise in the audio.

If you select this option, Adobe Presenter Video Creator takes more time for the next publish.

Note: *Publish Quality, Video Color Correction, Video Contrast Correction, and Audio Noise Reduction take effect only in the published output of the video.*

Publish to YouTube

1. Click Publish in Adobe Presenter Video Creator, and then click YouTube.
2. Adobe Presenter Video Creator converts your project to an MP4 file at the back end. After the conversion is completed, the YouTube Login window appears.
3. Specify your YouTube login credentials and select the I've Read Adobe Privacy Policy check box.
4. Click Login.
5. In the Upload to YouTube dialog box, specify the title for the project, and type in a description.
6. In the Tags field, type the tags for the project to optimize your users' search for the project. Use commas or semicolons to separate multiple tags.

Generally, the tags are the search terms that your users use to search for your project on YouTube. Some examples are the subject of your project, or the key terms in the project, or the title.

7. In the Category list, click a category to which your project belongs.
8. Click one of the following options:
 - **Public:** To make your project available for everyone who accesses YouTube.
 - **Private:** To make your project available to only specific set of users. After uploading the file, log on to YouTube, and provide permissions for such users (or to users with whom you want to share the link).
9. Select the "I have read the terms and conditions check box", and click Upload.
10. A message is displayed indicating that the video is uploaded successfully.
11. Click Send Email Now to send the YouTube URL to the required people over mail. The default email application configured on your machine is loaded, and the URL of the project appears in the default text of the email.

Publish to Vimeo

1. Click Publish in Adobe Presenter Video Creator, and then click Vimeo.

Adobe Presenter Video Creator converts your project to an MP4 file at the back end. After the conversion is completed, the Upload to Vimeo window appears.

2. Specify your Vimeo login credentials and select the I've Read Adobe Privacy Policy check box.
3. Click Login.
4. Click Allow when prompted to allow or disallow Adobe Presenter from accessing your Vimeo account.
5. Specify the title for the project, and type in a description.
6. In the Tags field, type the tags for the project to optimize your users' search for the project. Use commas or semicolons to separate multiple tags.

Generally, the tags are the search terms that your users use to search for your project on Vimeo. Some examples are the subject of your project, or the key terms in the project, or the title.

7. Click one of the following options:
 - **Anyone** - To make your video available for everyone who log in to Vimeo.
 - **Only me** - To make your video available only for you. If at later point in time, you want to make the video available for others, you can do so by configuring the Privacy settings in Vimeo.
8. Select the "I have read the terms and conditions" check box, and click Upload.

A message is displayed indicating that the video is uploaded successfully along with the URL at which the video is hosted.

9. Click Send Email Now to send the URL to the required people over mail. The default email application configured on your machine is loaded, and the URL of the project appears in the default text of the email.

Publish as MP4 files

1. Click Publish in Adobe Presenter Video Creator, and then click Publish to My Computer.

Adobe Presenter Video Creator converts your project to an MP4 file at the back end. After the conversion is completed, the output folder with the MP4 file appears.

The default publish folder is <user>/My Documents/My Adobe Presenter Video Projects Published/<project_name>/<project_name.mp4>.

2. To change the default publish location, click on the Settings icon (⚙️).

Export to Microsoft PowerPoint

1. Click Publish in Adobe Presenter Video Creator, and then click Export to Microsoft PowerPoint.

The video is placed in a new Microsoft PowerPoint presentation slide as an Adobe Presenter video. You can insert new slides into the presentation to create a Microsoft PowerPoint project. You can also copy and paste the slide with the video into an existing presentation.

Note: As these videos are Adobe Presenter videos and not Microsoft PowerPoint videos, you cannot view them in the slideshow. The video is visible in the video edit mode (Adobe Presenter > Video > Edit), or in the output file published from Adobe Presenter.

Upload to Adobe Connect

You can upload Adobe Presenter Video Creator videos to Adobe Connect to use them in Adobe Connect meetings. The videos are uploaded as MP4 files.

1. Click Publish in Adobe Presenter Video Creator, and then click Upload to Adobe Connect.
2. Specify the Adobe Connect Server URL (<https://connect.clemson.edu>), Username, and password.
3. Click one of the following options to specify who can access the video:
 - **Public** - To provide access to anyone who has the link to the video.
 - **Private** - To share the video with specific users.
4. Review the policy, and select “I’ve Read Adobe Privacy Policy” in the Upload To Adobe Connect dialog box.
5. Click Upload.

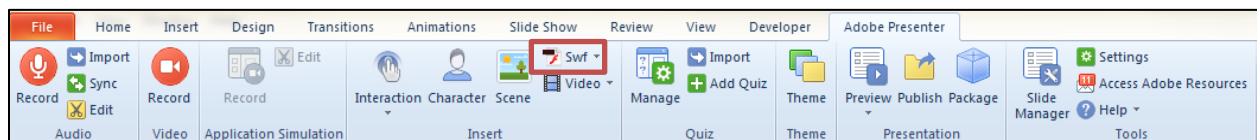
Adobe Presenter Video Creator converts the video to MP4 format and uploads it to the Content Library of the specified server. After publishing, a message appears with the Adobe Connect URL where the video is hosted.

6. Copy the URL and distribute it to your users.

Adding Files

Inserting a SWF Animation in a Slide

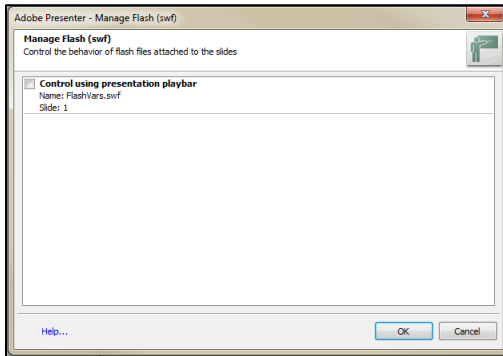
1. Navigate to the slide that will contain the SWF file.
2. In the Adobe Presenter Tab, click on **Insert Swf** within the *Insert* section.



3. Locate and select the Swf file and click **Open**.

Controlling a SWF after it is Inserted

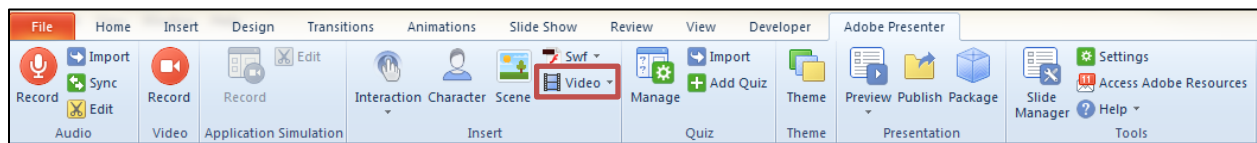
1. Once all flash files are inserted, navigate to the *Adobe Presenter* Tab.
2. Click on the **arrow next to the Swf** icon in the *Insert* section.
3. Select **Manage Swf File** from the drop down menu.
4. The *Manage Flash* dialog box will appear.



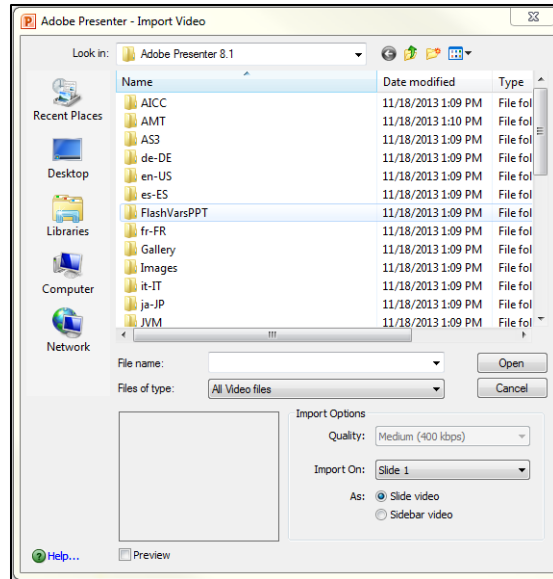
5. Select the **Control using presentation action playbar** check box.
6. Click the **OK** button when you have done this for each flash file.

Inserting a Video in a Slide

1. Navigate to the slide that will contain the Video file.
2. In the Adobe Presenter Tab, click on **Import** within the *Insert* section.



3. Locate and select the Video file.
4. Under *Import Options*, select a **Quality** option from the menu.

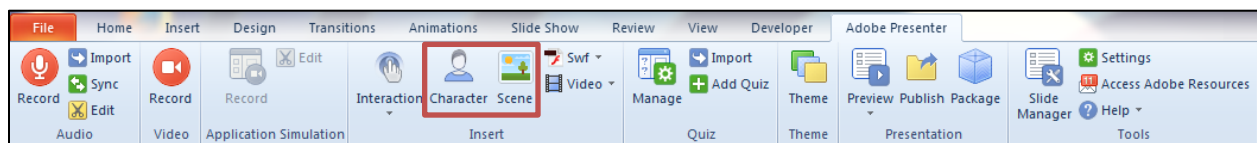


Inserting a Character and Scene

Adobe Presenter provides ready-to-use character images such as business executives and medical practitioner that help you make your presentations engaging.

You can also quickly insert scenes such as office buildings and home interiors.

1. Open the presentation in PowerPoint.
2. Click the slide on which you want to insert character images or scenes.
3. Click Adobe Presenter, and in the *Insert* group, click **Character** or **Scene**.



4. In the dialog box that appears, choose one of the categories on the left, and then click the required image on the right.

Note: Click the Download More links in the dialog boxes to download more images.

5. Click OK.

Inserting an Interaction

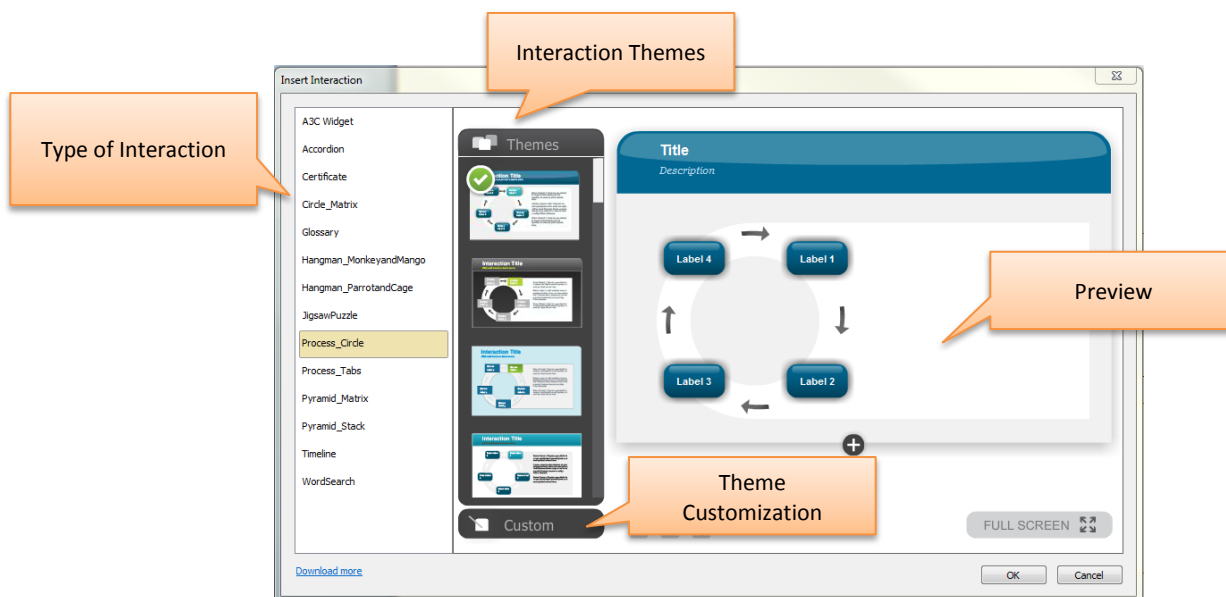
Learning interactions are static widgets (SWF files) that help you quickly set up standard user interactions, for example, interactions using accordions or tabs.

To insert learning interactions:

1. Click Adobe Presenter, and in the *Insert* group, click **Interaction**.
2. Click the type of interaction you want to insert in the Select Interaction dialog box.
3. Choose a theme from the Themes list.
4. Click Custom to customize the selected theme.

Note: Buttons have three states: Up, Over, and Active. Up is the state when users have not clicked the button. Over is the state when users hovers their mouse over the buttons. Active state is when users click the button.

5. Double-click the button text and the button content area to type your text. In addition to text, you can also insert pictures and audio files in the button content area.
6. Click the '+' icon to add more buttons.
7. Click OK.



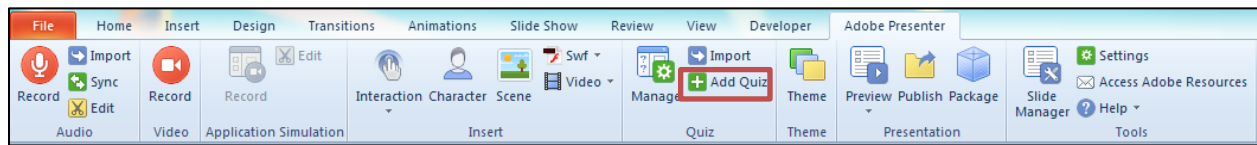
Quizzes

You can use Adobe Presenter to create a combination of quizzes and questions.

Quizzes are the containers that hold questions. You can use the Quiz Manager to create a single quiz for a presentation or multiple quizzes in a single presentation. Then you add questions to the quiz or quizzes. You can add graded questions, survey questions, or a combination of both to each quiz.

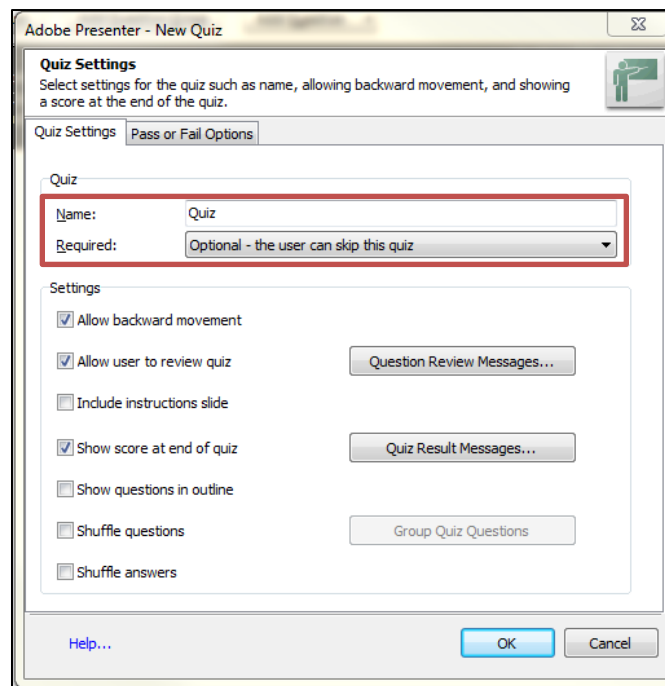
Creating a Quiz

1. Click Adobe Presenter, and in the Quiz group, click Add Quiz.



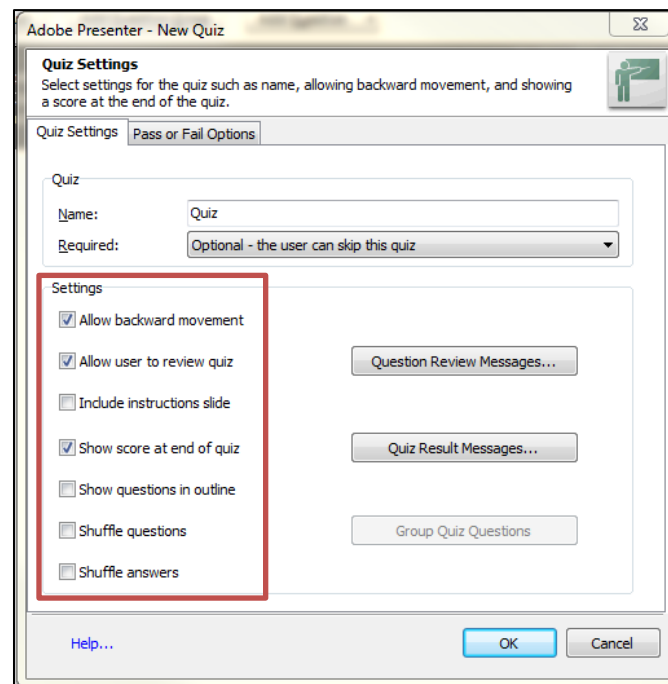
Once quiz slides exist, you can drag the slides in the PowerPoint Slide tab to other locations in the presentation. (When moving quiz slides, check that the entire quiz is moved; moving a question slide from one quiz to another quiz is not supported.)

2. In the New Quiz dialog box, accept the default name or enter a new name in the Name text box.
3. From the pop-up menu next to Required, select an option to determine if users must take or pass the quiz. When selecting an option, consider how the quiz fits in with your e-learning strategy for the presentation. For example, you can require users to pass the quiz or allow them to skip the quiz.



- a. **Optional** - The learner can attempt the quiz, but is not required to take the quiz.
- b. **Required** - The learner is required to at least attempt the quiz. A quiz attempt is defined as answering (selecting or typing an answer and pressing Submit) at least one question in the quiz. Simply viewing a question is not considered an attempt. Until the learners answer at least one question in the quiz, they are not permitted to move forward in the presentation beyond the last question slide in that quiz. The required option does not, however, limit the learner from navigating among slides within a given quiz.

- c. **Pass Required** - The learner must pass this quiz to continue. If you select this option, all navigation to any slide past the end of the quiz is prohibited until the learner achieves a passing score. This restriction affects both learner-initiated navigation (for example, clicking forward or back buttons in the playbar or clicking on a slide in the Outline pane) and author-initiated branching (for example, immediate question and quiz feedback). If you select the Pass Required option, you must show a scoring slide. The scoring slide tells learners why they cannot move past the quiz. If no scoring slide is chosen, the Pass Required option behaves the same as Optional and no navigation restrictions exist.
 - d. **Answer All** - The learner must answer every question. The questions must be answered in order and no questions can be skipped.
4. Select the options you want to incorporate into the quiz:



- a. **Allow Backward Movement** - Enables learners to click the Back button in the playbar to move backward. If you leave this option unchecked, learners cannot move backward when taking a quiz. (Leaving this option unchecked prevents learners from seeing quiz questions and then going back to earlier slides to look up correct answers.)
- b. **Allow User To Review Quiz** - Displays a Review Quiz button on the scoring slide. Learners can click the button and be taken back to the first question slide in the quiz. Learners can see their answer to each question, whether their answer is correct, and, if the answer is not correct, the correct answer. Reviewing a quiz is strictly informational; learners cannot change their answers while reviewing.
- c. **Include Instructions Slide** - Displays a slide at the beginning of the quiz containing information for users about how to take the quiz. The slide is added with no text;

navigate to the slide in PowerPoint and add your quiz-level, custom instruction text. The slide does contain, by default, a Start Quiz button that users can click to navigate to the first question of the quiz. When the presentation is viewed, the playbar stops at the instruction slide (just like any quiz slide) so users can read the text. In the published presentation, the instruction slide is displayed in the Outline pane, Thumb pane, and, if it was added, the Quiz pane.

- d. **Show Score At End Of Quiz** - Displays a scoring slide at the end of the quiz. You can write custom pass and fail messages, design the slide using background colors, and choose how to display the score.
 - e. **Show Questions In Outline** - Displays the name of the question slide in the outline when users see the presentation in the Adobe Presenter viewer.
 - f. **Shuffle Questions** - Changes the order of questions each time the quiz is displayed.
 - g. **Shuffle Answers** - Randomly changes the order in which possible answers appear.
5. Click the Pass Or Fail Options tab.

- a. Select an option in the Pass/Fail Options area. Specify a passing score either as a percentage (for example, 80% correct) or a number of correct answers (for example, 8 out of 10).

- b. Select the actions that take place when users receive a passing grade or a failing grade. For example, use the pop-up menu next to Action and select Go To Slide to display a specific slide in response to passing or failing.

Note: If you are using the Allow Backward Movement option, it is important to set the correct answering options. If Allow Backward Movement is not selected (unchecked), set the Quiz Options to Answer All and set the number of allowable quiz attempts to one. If a quiz is set to any option other than Answer All, select (check) the Allow Backward Movement option. This prevents the situation where, if a learner is allowed to skip over a question, and the Allow Backward Movement option is not selected, the learner cannot go back and answer skipped questions. In most cases, it is better to not select the Allow Backward Movement option.

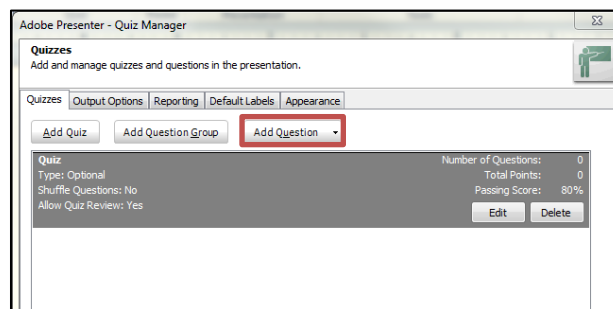
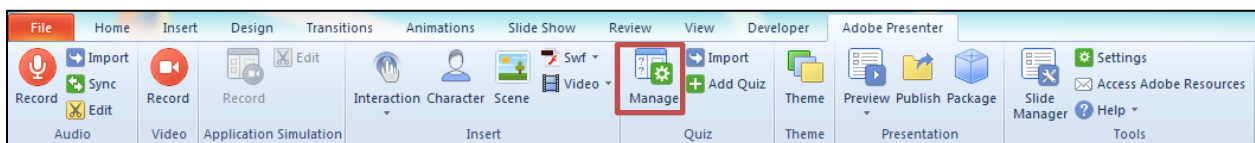
6. Click OK and then click OK again in the Quiz Manager to edit the presentation.
7. In the Quiz Manager, select the quiz you added, and add questions to the quiz.

Adding Questions to a Quiz

1. In PowerPoint, open a presentation.
2. Select the slide before the one where you want to insert a question. For example, if you want the new question slide to be slide 7 in the presentation, click slide 6.

If you are inserting the question into an existing quiz, the question is appended to the quiz.

3. In Quiz Manager (Adobe Presenter > Quiz group > Manager), click the quiz to which you want to add a question and click Add Question.



4. In the Question Types dialog box, select the type of question and click one of the following options:
 - a. **Create Graded Question** - The question is graded.
 - b. **Create Survey Question** - The question is not graded.

5. The question dialog box appears. On the Questions tab:

Adobe Presenter - New true/false question

Question
Design a true or false question by writing a question, selecting true or false as the correct answer, and choosing a numbering option.

Question Options Reporting

Question

Name: True/False

Question: type the question here

Score: 10

Answers

Select correct answer here

A) True

B) False

Add

Delete

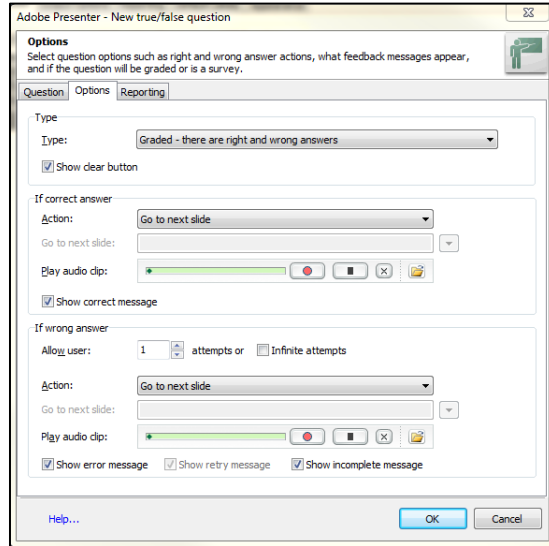
Type: True/False

Numbering: A, B, C...

Help... OK Cancel

- a. Edit Question Name
- b. Type the question in the Question field.
- c. Enter a Score for the question.
- d. Enter answer choices, and select the correct answers.
- e. Change the Type and Numbering as needed.

6. On the Options tab:



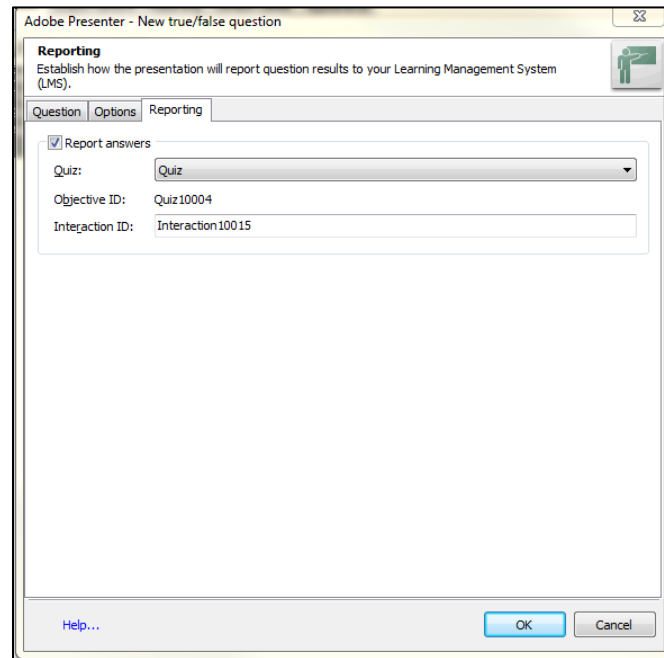
- a. From the Type pop-up menu, select the question type: Graded or Survey.
- b. Select Show Clear Button to insert a button on the slide that users can click to clear their answers and start over.
- c. In the If Correct Answer area, set the following options:
 - **Action** - Select which action should follow a correct response. You can advance to the next slide (Go To Next Slide, the default action), jump to another slide in the presentation (Go To Slide), or display a web page (Open URL). If you display a web page, type its address in the open URL text box, and then specify where to display the web page (choose Current to have the web page replace the presentation or New to display the web page in another window).
 - **Go to Next Slide** - Depending on the option you selected for Action, this text box lets you specify an exact destination.
 - **Play Audio Clip** - Select this option to import an audio file or record a new audio file that should play when the question is answered correctly. Use the Record, Stop, Remove, and Import buttons as necessary. (If you have already recorded audio, a Play button replaces the Record button. To rerecord audio, you must first remove the audio, and then select Record.)

Note: If a question has an audio clip and an action, the audio clip plays and then the specified action takes place.

- **Show Correct Message** - Select this option to provide a text message to users when they provide a correct answer. Deselect this option if you don't want to give any feedback for a correct answer.
- d. In the If Wrong Answer area, set the following options:
- **Allow User [#] Attempts** - Use the arrows or type directly in the text box to specify how many guesses the user can make before another action takes place. An attempt is defined as any time a user opens and views the question slide. (Setting the number of attempts to 1 prevents the presentation from proceeding if the user exits and then attempts to enter the quiz again. Do not set attempts to 1 if you plan to use your presentation in a meeting or place in an archive.)
 - **Infinite Attempts** - Select this option to give users an unlimited number of attempts.
 - **Action** - Click the desired action or destination after the last attempt. You can advance to the next slide (Go To Next Slide, the default action), jump to another slide in the presentation (Go To Slide), or display a web page (Open URL). If you display a web page, type its address in the Open URL text box, and then specify where to display the web page (choose Current to have the web page replace the presentation or New to display the web page in another window).
 - **Go To Next Slide** - Depending on the option you selected for Action, this text box lets you specify an exact destination.
 - **Play Audio Clip** - Select this option to import an audio file or record a new audio file that should play when the question is answered incorrectly. Use the Record, Stop, Remove, and Import buttons as necessary.
 - **Show Error Message** - Select this option to provide a text message to users when they provide an incorrect answer. Deselect this option if you don't want to give any feedback for an incorrect answer.
 - **Show Retry Message** - Select this option to provide a text message to users who give an incorrect answer but have remaining attempts (for example, "Please try again").
 - **Show Incomplete Message** - Select this option to provide a text message to users who don't provide an answer (for example, "Please select an answer before continuing").

Note: You can edit the default text in the Correct, Error, Retry, and Incomplete messages in the Quiz Manager. Select Adobe Presenter > Quiz group > Manage, and click the Default Labels tab.

- e. Select the Reporting tab. You can accept the default settings or, if necessary, modify the following options:



- **Report Answers** - This option sends answer information to Adobe Connect Server or a learning management system.
- **Quiz** - Name of the quiz to which this question is assigned. You can select a different quiz from the pop-up menu.
- **Objective ID** - This is a number automatically created when you create a quiz. This number is used to report scores from Adobe Presenter presentations that will be tracked in Adobe Connect Server or a learning management system.
- **Interaction ID** - Accept the default number or type a new number directly in the text box. The maximum length of an interaction ID is 64 characters. If you want the Adobe Presenter presentation to send tracking information to Adobe Connect Server, you must use the Interaction ID specified by Adobe Connect Server.

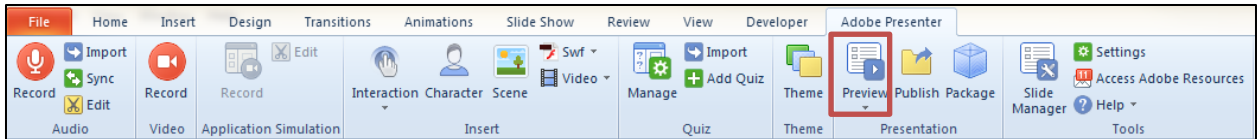
Note: If you create a new question by copying and pasting an existing question slide, you must enter a new, unique Interaction ID so that each individual question is reported properly to Adobe Connect Server. We do not recommend creating new questions by copying and pasting; always create new questions using the Quiz Manager.

- f. When you finish, click OK twice.

Viewing the Presentation

Previewing a Presentation

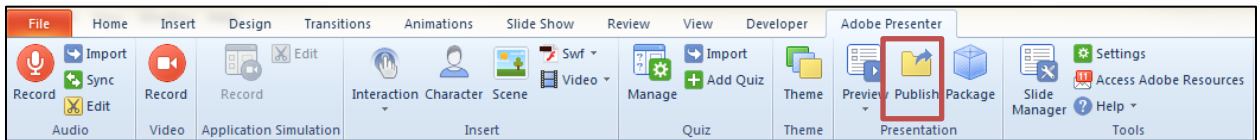
1. Ensure that the correct PowerPoint presentation is open with the **Adobe Presenter Tab** selected.
2. Click on **Preview** within the *Presentation* section to preview the entire presentation.



You can also click on the arrow under Preview for additional preview options.

Publishing a Presentation

1. Ensure that the correct PowerPoint presentation is open with the **Adobe Presenter Tab** selected.
2. Click on **Publish** within the *Presentation* section.

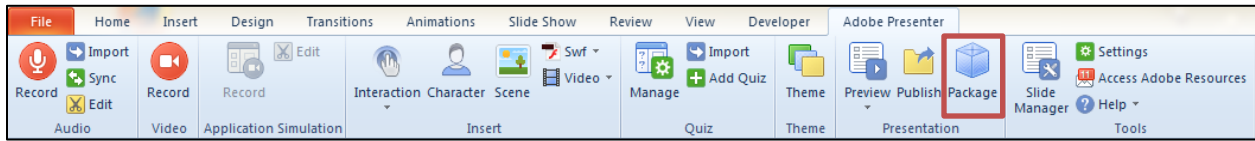


3. The *Publish Presentation* dialog box will open.
4. Select Adobe Connect. The Server URL is <https://connect.clemson.edu>.
5. Check all necessary Output Options (Audio, Video, Attachments) including *Upload Source Presentation with Assets*.
6. Click the **Publish** button.

Packaging a Presentation

Adobe Presenter provides a quick option to publish the entire presentation along with the assets and media as a single package. This option is especially useful if you need to work on the presentation from multiple computers or multiple authors need to work on it.

1. Open the presentation (PPT or PPTX file) in PowerPoint.
2. Click Adobe Presenter, and in the *Presentation* group, click **Package**.



3. Specify the name and path for the package. Click the browse icon to browse for the required location.
4. The default path is the path where the presentation is saved.
5. Click Pack.
6. You can open a packaged presentation in one of the following ways:
 - a. Browse to the location where you have saved the package using Windows Explorer, and double-click the .prpkg file.
 - b. Click the Microsoft Office button in PowerPoint, and click Adobe Presenter Unpackage. Specify the Package Location and the Output Folder where Adobe Presenter needs to unpackage the contents.

Uploading to Blackboard

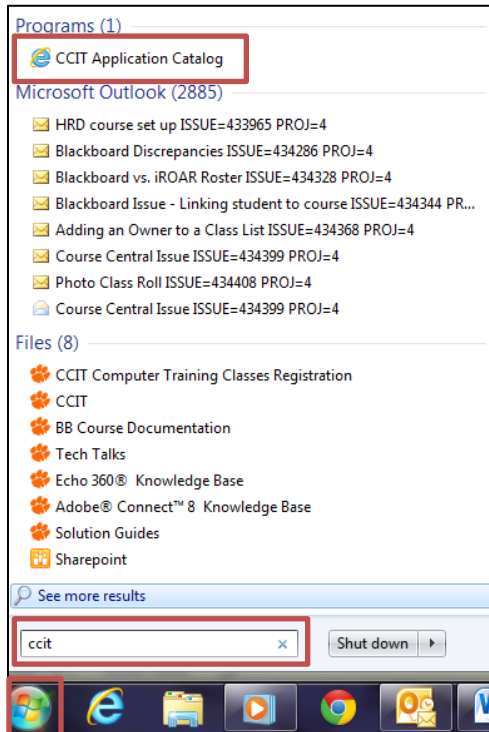
Blackboard

1. Open Adobe Connect (connect.clemson.edu).
2. Select the Content tab.
3. Under My Content select the presentation.
4. Copy the URL for Viewing
5. From the Content area within your Blackboard Course add or edit an Item.
6. In the Test area Paste the URL.

Downloading Adobe Presenter 8 Software

Locating Software

1. Click on your Windows Start Button.
2. In the Search box type CCIT.
3. Select the CCIT Application Catalog.



4. Sign in using your Clemson UserID and Password.
5. Click on Adobe Presenter 8.1 from the list.
6. Select Install and run the installer.

| BROWSE BY | | Showing 1 - 20 of 36 results | | | | |
|---------------------------|-----------|------------------------------|-----------|--------------|---------------------------------|-------------------|
| Category | Publisher | NAME | VERSION | PUBLISHER | CATEGORY | REQUIRES APPROVAL |
| All | | Adobe Presenter 8.1 | 8.1 | Adobe | Desktop Publishing | No |
| Application Development | | AutoCAD Standard 2012 | 2012 | Autodesk | Engineering Applications | No |
| Application Prerequisites | | AutoCAD Standard 2013 | 2013 | Autodesk | Engineering Applications | No |
| Common Applications | | AutoCAD Standard 2014 | | | Engineering Applications | No |
| Data Analysis | | Banner Prerequisites | 1.0 | CCIT | Application Prerequisites | No |
| Desktop Publishing | | Cisco Anyconnect VPN Client | 3.1.02026 | Cisco | Common Applications | No |
| Engineering Applications | | Desktops 2.0 | 2.0 | SysInternals | Utilities | No |
| Hipervall | | Echo360 Personal Capture 5.2 | 5.2.35072 | Echo | Common Applications, Desktop... | No |
| Microsoft Office | | eduroam wireless | 1.0 | IPCM | Common Applications | No |
| Paw Prints Printers | | Gephi 0.7 Beta | 0.7 | Gephi | Data Analysis, Engineering... | No |
| Utilities | | Adobe Adobe Presenter 8.1 | | | | |

Adobe® Presenter software makes it easy to create professional-quality videos by capturing both yourself and your screen with a few clicks. Turn passive content into video presentations, product demonstrations, training videos, and more on your own, right at your desktop. Edit your...

[More Details](#) **INSTALL**

Migrating Files from Previous Presenter Versions

Adobe Presenter 7 Users

Users that have Adobe Presenter 7 presentation should migrate them to Adobe Presenter 8 to resolve issues with playback on Macs.

To migrate your files:

- Open the files in Adobe Presenter 8.
- Re-Publish the files.
- Replace the files in Adobe Connect with the newly publish Presenter 8 files.

Adobe Presenter 6 (or older) Users

For users that have Presenter files created in Adobe Presenter 6 or older that need updated should contact ITHelp and request a DE Consultation to migrate these files.

