

# Publishing & Linking your Adobe Presenter Files

## Adobe Connect Beginners

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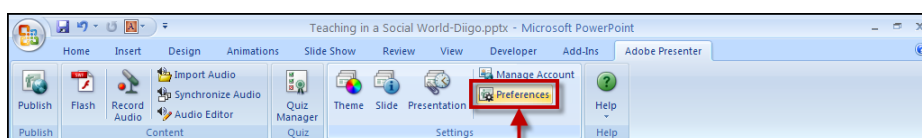
## Add Content from PowerPoint to Adobe Connect

### Setup Adobe Connect Server

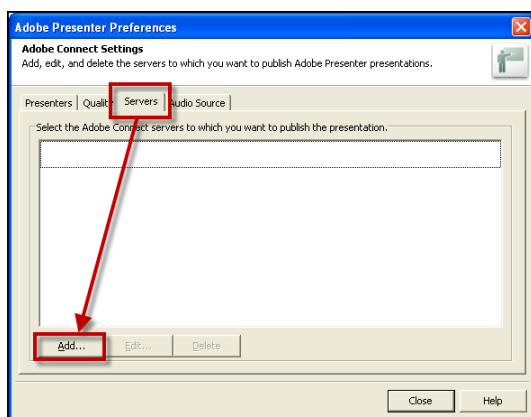
1. Open your PowerPoint presentation.



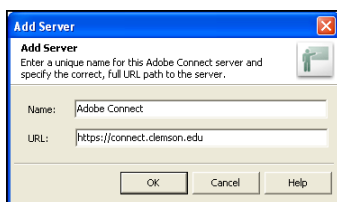
2. Click the Adobe Presenter ribbon.



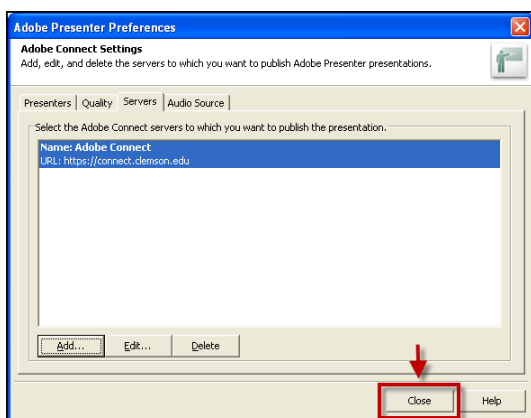
3. Click the Preferences button in the Adobe Presenter Ribbon.



4. Click the Servers tab.
5. Then click the Add button.



6. Type a name for the Adobe Connect server.
7. Enter the following URL: <https://connect.clemson.edu>.
8. Then click the OK button.



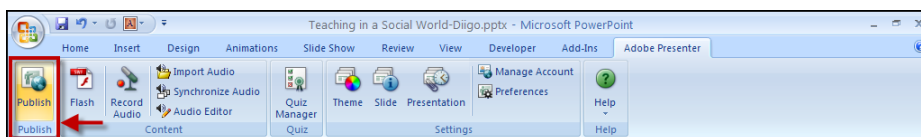
9. Then click the Close button.

## Publish an Adobe Presenter file from PowerPoint to Adobe Connect

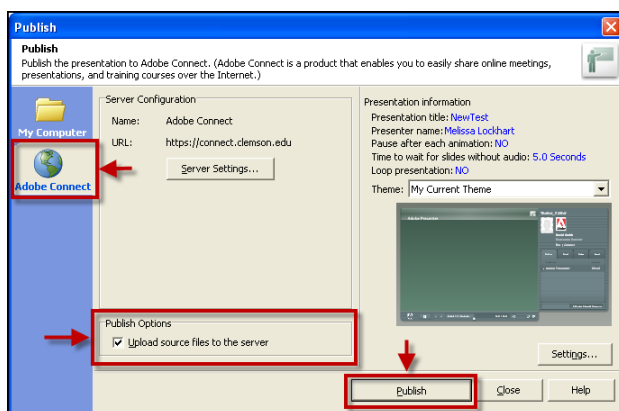
1. Open your PowerPoint presentation.



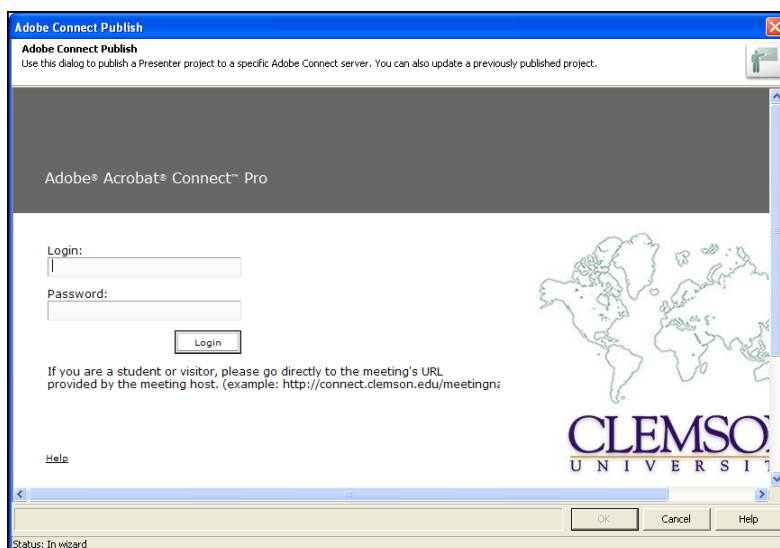
2. Click the Adobe Presenter ribbon. NOTE: Your PowerPoint file should be saved in the PowerPoint 97-2003 file format of .PPT before you can publish your file.



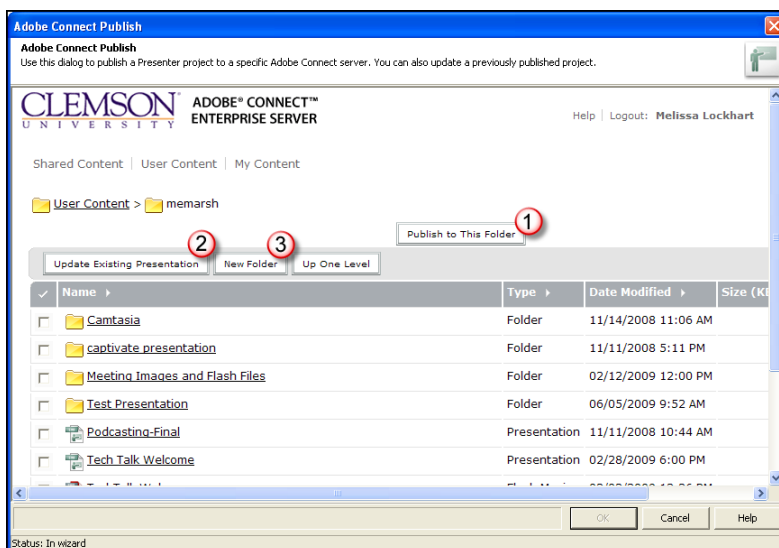
3. Click the Publish button in the Adobe Presenter ribbon.



4. Select the **Adobe Connect** tab on the left side of the Publish window.
5. Enable the **Upload source files to the server** checkbox.
6. Then click **Publish**.



7. You will be prompted for a **Login** and **Password**. Use your Clemson Network login and password.
8. Then click the **Login** button.



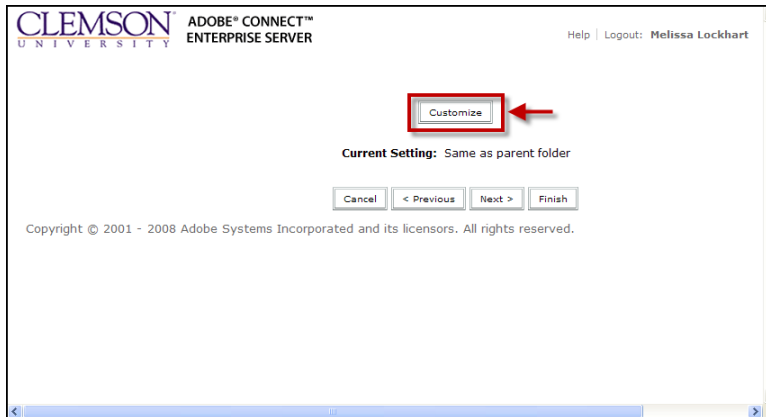
9. This will display your Adobe Connect Content Collection. From here you have 3 options:

- Publish to This Folder
- Update Existing Presentation
- New Folder

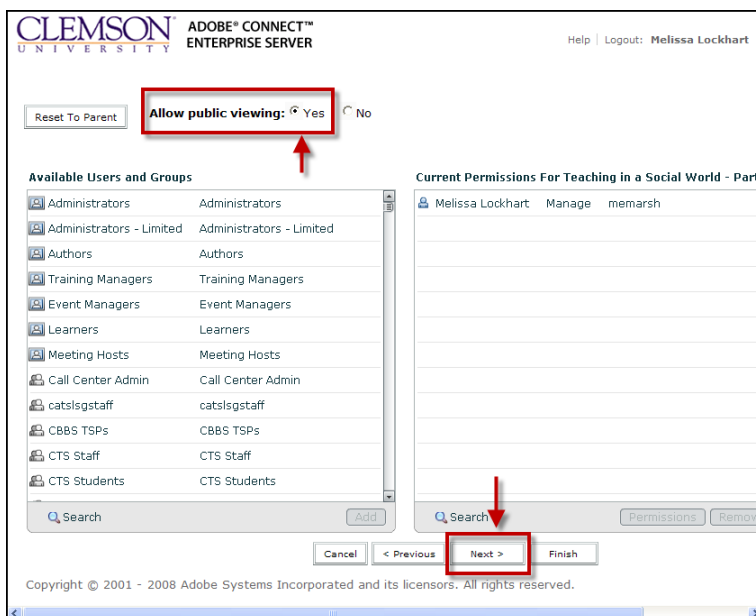
## Publish to This Folder

1. If you click the Publish to This Folder button, the system will prompt you to enter a Title for the file you are uploading.

2. Then you can create a custom URL for the content being uploaded.
3. Enter a brief **Summary** regarding the file.
4. Enable the Update information for any items linked to this item checkbox.
5. Then click **Next**.

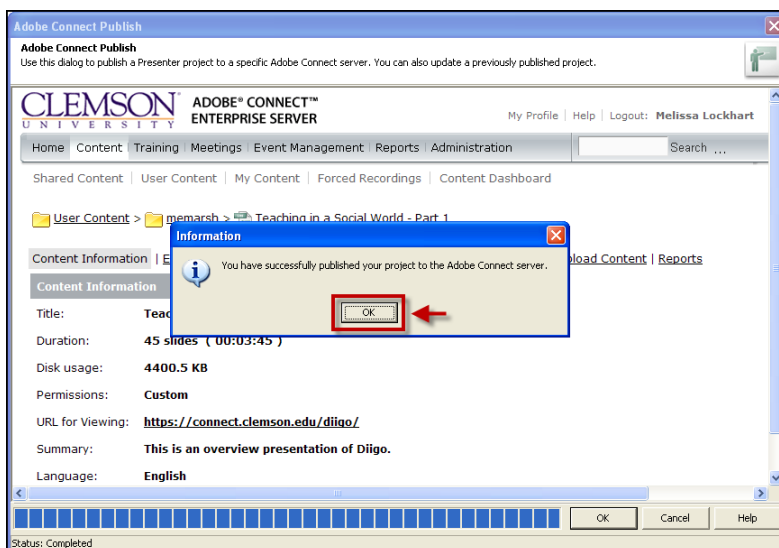


6. Click the **Customize** button.

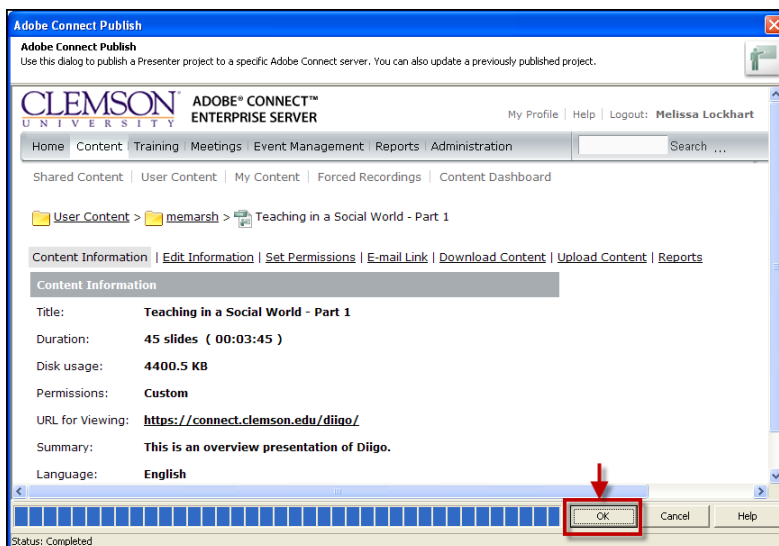


7. Enable the **Yes** radio button to **Allow public viewing**.

8. Then click **Next**.



9. Click the **OK** button.

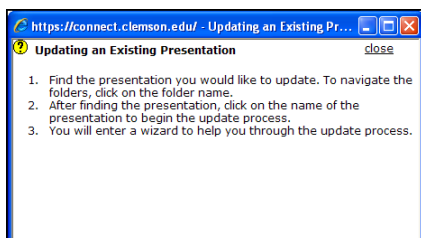


10. Click the **OK** button.

11. You will then be returned to your PowerPoint presentation.

## Update Existing Presentation

1. If you click the **Update Existing Presentation** button, it will display a message regarding the process of updating an existing presentation.



2. Click **Close**.

**CLEMSON UNIVERSITY** **ADOBE® CONNECT™ ENTERPRISE SERVER** Help | Logout: **Melissa Lockhart**

**Content Information**

**Title:** \* Teaching in a Social World - Part 1

**Custom URL:** <https://connect.clemson.edu/diigo/>

(Leave this field blank for a system-generated URL, or include a unique URL path. For example: "productdemo" <https://connect.clemson.edu/productdemo/>)

**Summary:** (max length=1000 characters) This is an overview presentation of Diigo.

**Language:** \* English

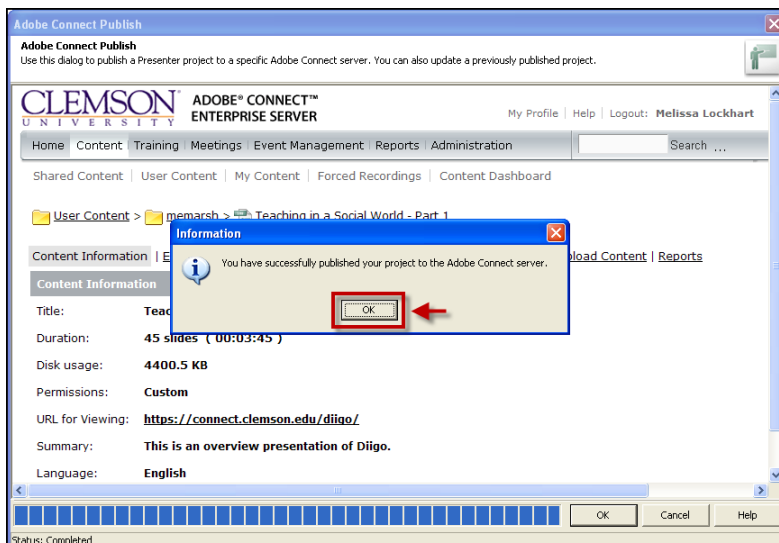
☒ Update information for any items linked to this item.

\*- indicates required fields

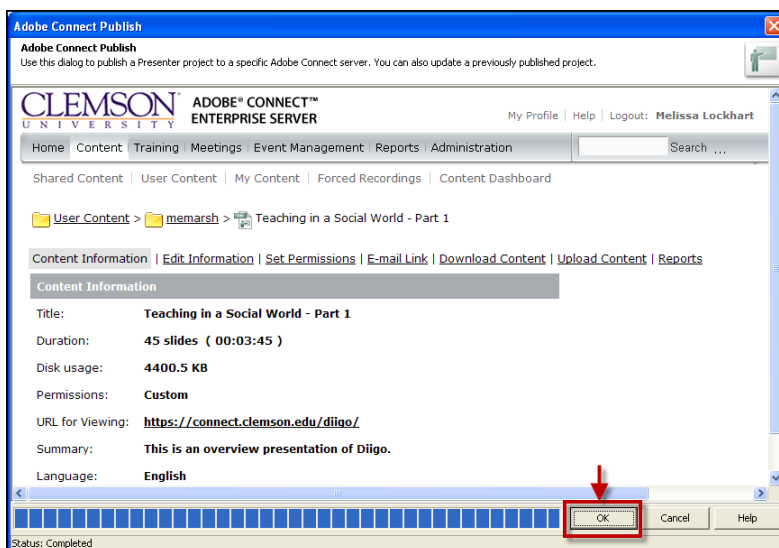
Cancel < Previous Next > **Finish**

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3. Then click the link of the presentation you want to update.
4. Click **Finish**. The presentation will upload and overwrite the existing presentation.



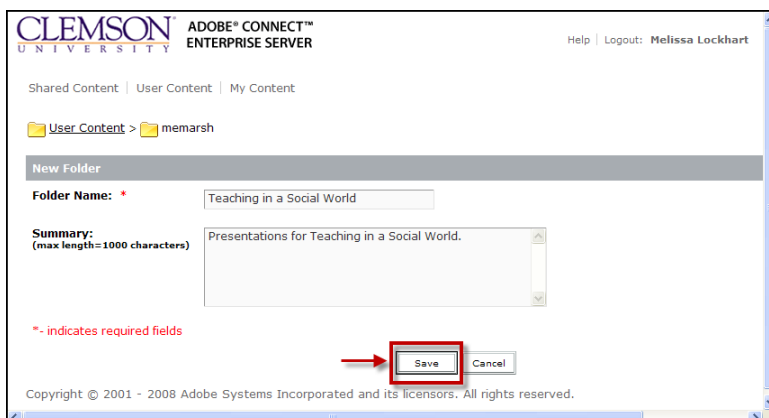
5. Click the **OK** button.



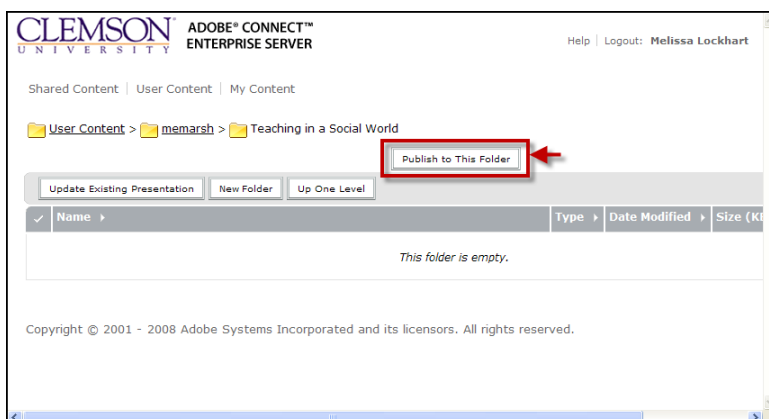
6. Click the **OK** button.
7. You will then be returned to your PowerPoint presentation.

## New Folder

1. If you click the **New Folder** button, you will be prompted to enter a name for the folder.

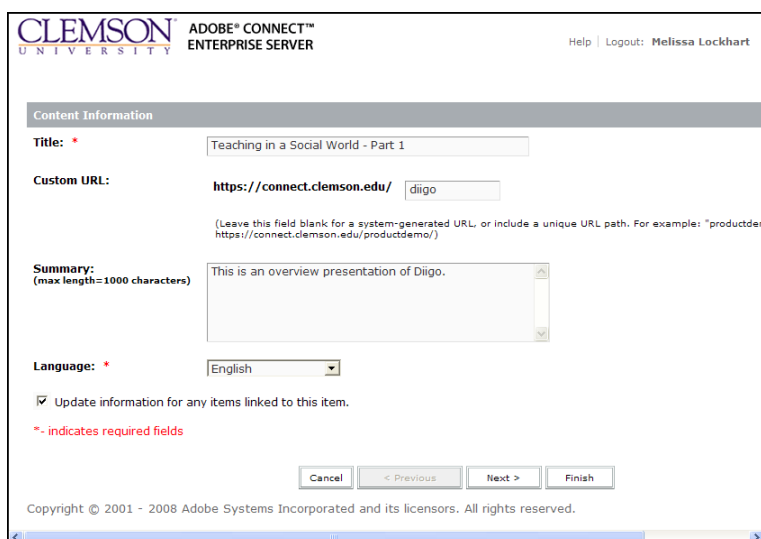


2. Enter a **Folder Name** and **Summary**.
3. Then click **Save**.





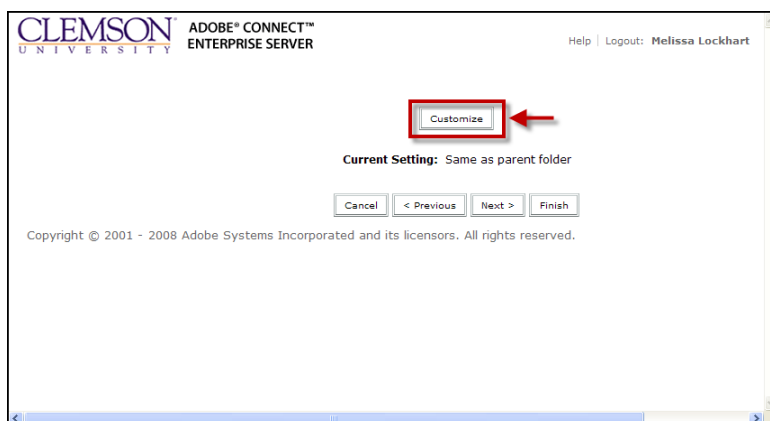
4. Click the **Publish to This Folder** button.



The screenshot shows the 'Content Information' form in the Adobe Connect Enterprise Server interface. The form includes the following fields and options:

- Title:** A text box containing 'Teaching in a Social World - Part 1'.
- Custom URL:** A text box containing 'https://connect.clemson.edu/diigo'. Below it is a note: '(Leave this field blank for a system-generated URL, or include a unique URL path. For example: "/productdemo" https://connect.clemson.edu/productdemo/)'.
- Summary:** A text area containing 'This is an overview presentation of Diigo.' with a note '(max length=1000 characters)'.
- Language:** A dropdown menu set to 'English'.
- ☒ **Update information for any items linked to this item.**
- A red asterisk note: '\* - indicates required fields'.
- Navigation buttons: 'Cancel', '< Previous', 'Next >', and 'Finish'.
- Copyright notice: 'Copyright © 2001 - 2008 Adobe Systems Incorporated and its licensors. All rights reserved.'

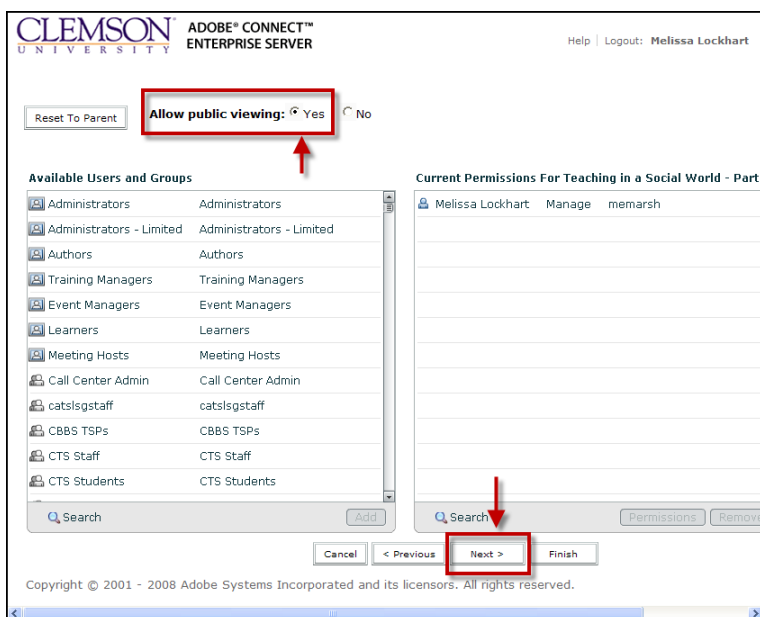
5. Enter a **Title** for your presentation.
6. Then you can create a **Custom URL** for the content being uploaded.
7. Enter a brief **Summary** regarding the file.
8. Enable the **Update information for any items linked to this item** checkbox.
9. Then click **Next**.



The screenshot shows the 'Customize' button highlighted with a red rectangle and a red arrow pointing to it. The form also displays the following information:

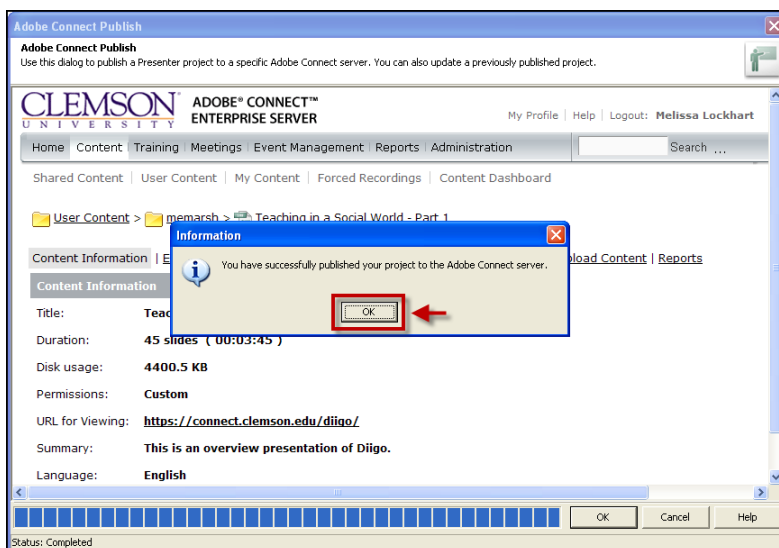
- Current Setting:** Same as parent folder
- Navigation buttons: 'Cancel', '< Previous', 'Next >', and 'Finish'.
- Copyright notice: 'Copyright © 2001 - 2008 Adobe Systems Incorporated and its licensors. All rights reserved.'

10. Click the **Customize** button.

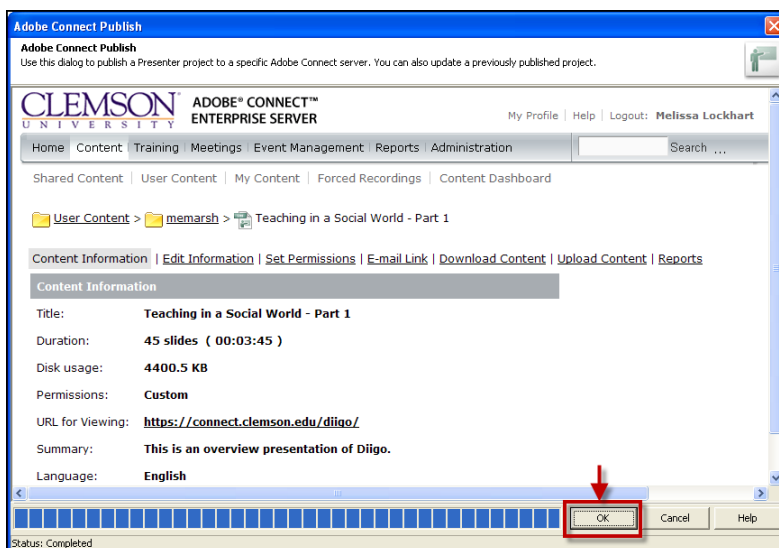


11. Enable the **Yes** radio button to **Allow public viewing**.

12. Then click **Next**.



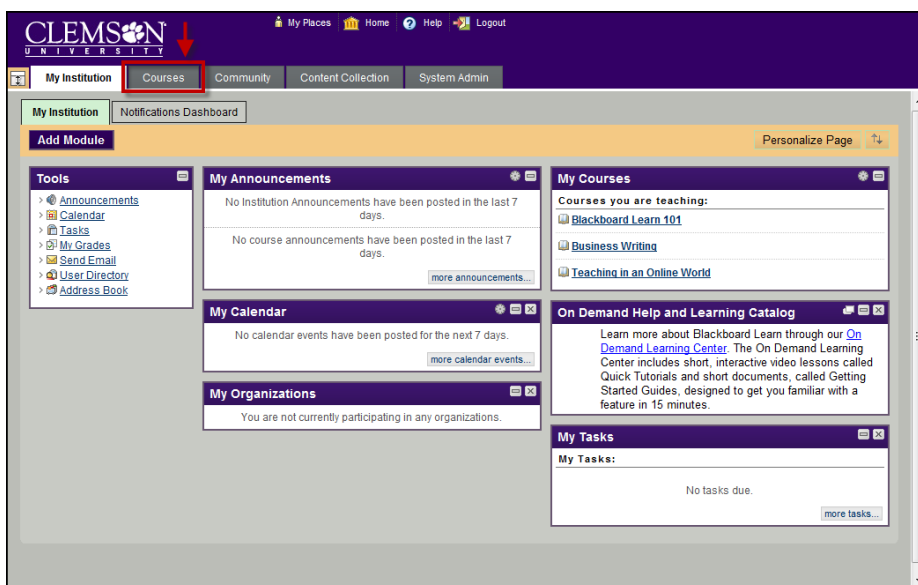
13. Click the **OK** button.



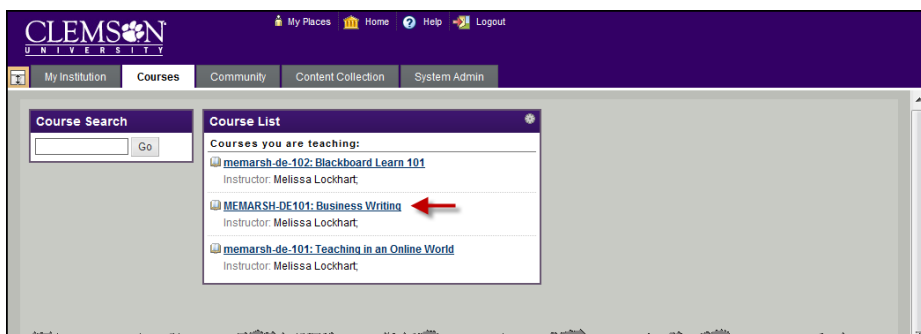
14. Right-click on the **URL for Viewing** link. Select **Copy Shortcut** (Internet Explorer) or **Copy Link Location** (Firefox) from the context menu.
15. Click the **OK** button.
16. You will then be returned to your PowerPoint presentation.

## Linking your Adobe Presenter file to Blackboard

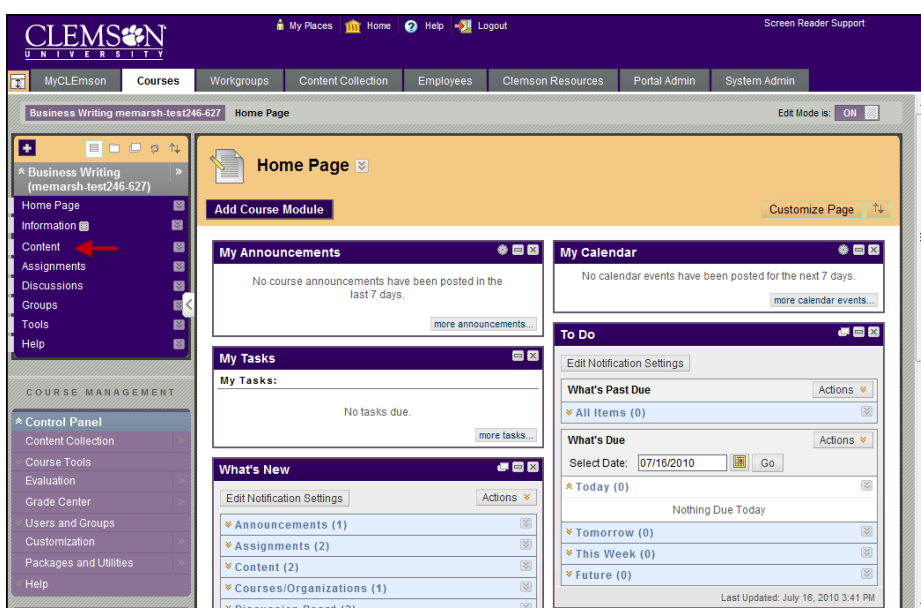
1. Login to Blackboard Learn.



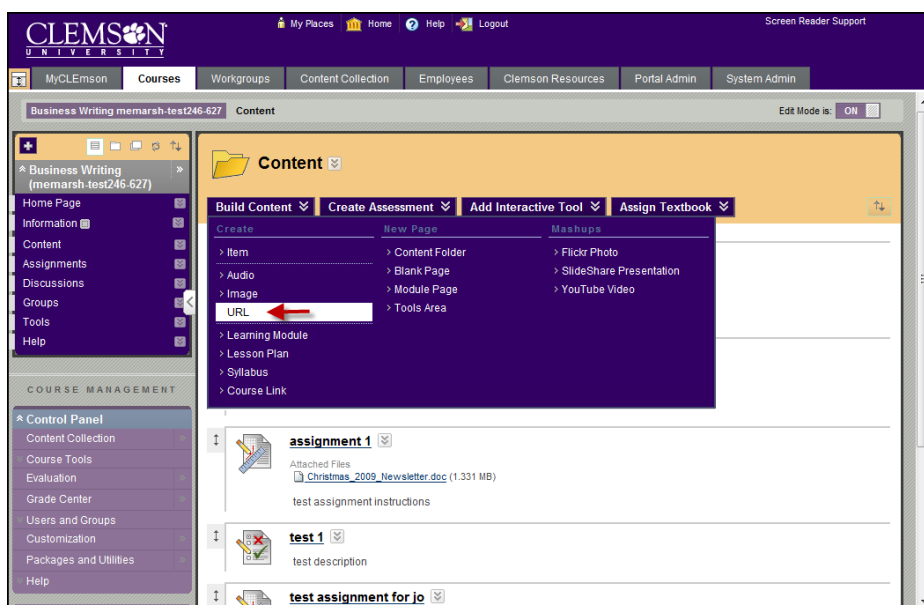
2. Click the **Courses** tab.



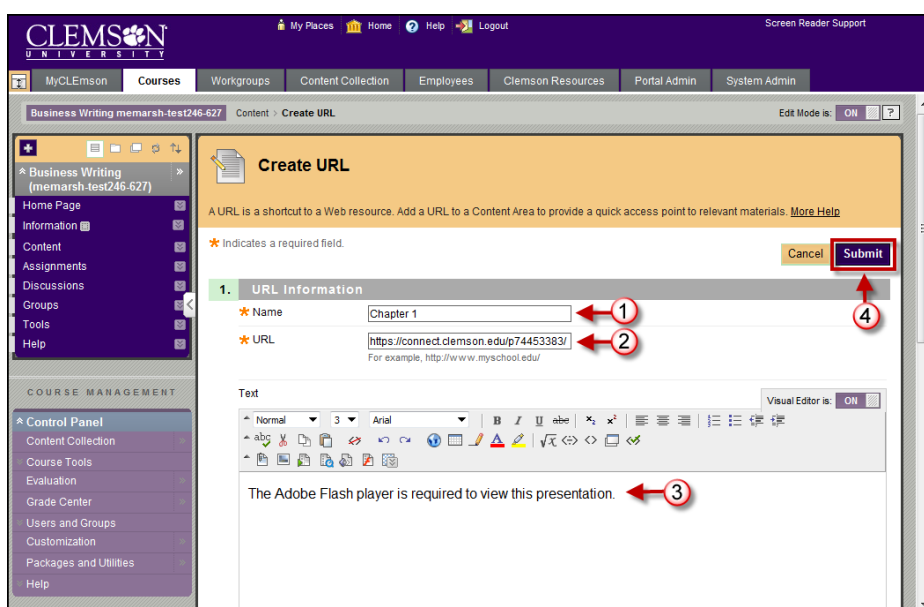
3. Click the course to open from the Course List module.
4. The course entry page will be displayed.
5. Select the Content Area for which to add the External link.



6. Hover your mouse over the **Build Content** action link and select **URL**.



7. The Create URL page is displayed.

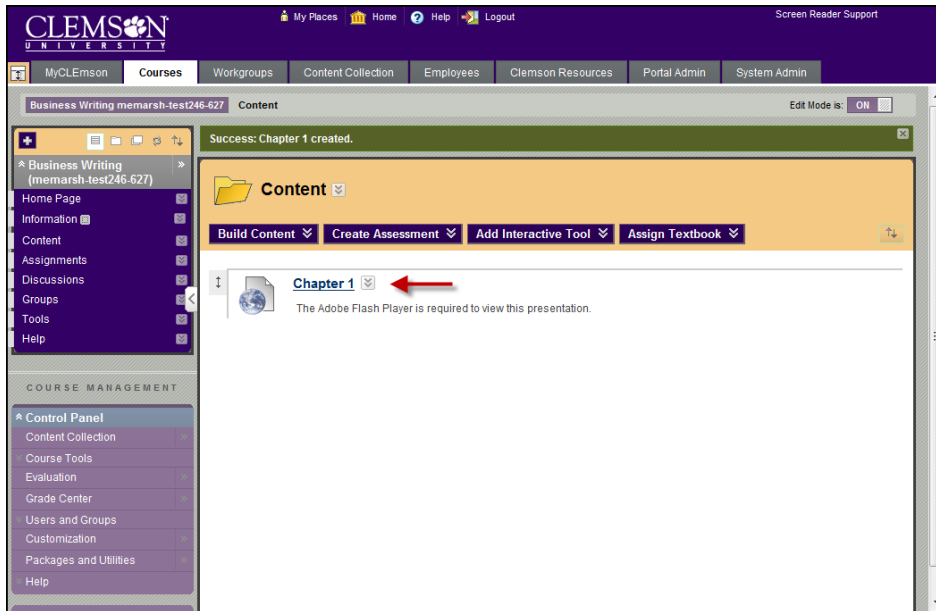


8. Enter the **Name** of your presentation.

9. Then paste the **URL for Viewing** your Adobe Presenter file into the **URL** field (CTRL + V).

10. Enter additional information regarding this website in the **Text** field.

11. Then click **Submit**.



12. The recording is now provided as a link in your Blackboard course.
13. Students can click the link to watch the recording.