Creating media-rich presentations with Adobe Presenter
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Scenario (creating e-presentations with pre-recorded sound files):
TP needs to shut down due to a national emergency? Students missed a lecture? Students missed key points in your lecture in class? Exam round the corner and students are asking you to repeat different parts of a lecture you gave 4 months ago?

No problems… you can create a lesson in PowerPoint with appropriate animations. Then synchronise your narrations with the animations. Add questions in between your slides to create an interactive environment for your students. Depending on their inputs, you can channel them to different slides with different responses.

Package all this and upload it to OLIVE for students to access at any time and from anywhere.

To put it all together, you need nothing more than Microsoft PowerPoint installed with the Adobe Presenter add-in.

Have you installed Adobe Presenter 10?

1. Click on the Start button in Windows.
   Then click on the Control Panel link.

2. Select Large icons from View by:

3. Click on Run Advertised Programs.

4. Double-click on Adobe Presenter x86 – Presenter.
   Follow the instructions on the screen as they appear. Contact the CIS Helpdesk should you have any queries.
   Once installed, you will find the Adobe Presenter tab added when you launch your PowerPoint.
Creating an e-lecture

In this exercise, you will be using a sample PowerPoint file for a hypothetical lesson called “The Structure of a Lecture”.

Some of the slides in this hypothetical lesson contain animations. You will need to synchronise the sample audio files (.wav) with these animations.

There is also a quiz question prepared for this exercise in a simple text file (.txt). You will add this question in an appropriate location in this PowerPoint file.

There is a photo and biodata of the speaker which will be included in the presentation to add a personal touch.

Inserting a Quiz Question

5. Locate the PowerPoint file “Demo_1.pptx” and launch it.

6. Click on Manage found in the Quiz section.

   This will launch the Quiz Manager dialog box.
7. By default, a quiz has been added. If not, click on the Add Quiz button to add one. Click on the Edit button of the default quiz and change the name.

8. Click on the Pass or Fail Options tab and set the required grade if desired. You can skip this step if no grading is required.

9. Click the small down arrow in the Add Question button to display the types of questions. Select Matching for this exercise.

If you click on the Add Question button instead of the down arrow, you will see the Question Types dialog box (as shown in the next page).
10. Similar to step #9, select *Matching*. Then click on the *Create Graded Question* button.

![Image of the Adobe Presenter - Question Types window with the Matching option selected.]

11. Open the *Quiz Question.txt* file prepared for this exercise. Copy and paste the text into the appropriate text boxes as shown.

12. Drag the numbers in *Column 1* and drop it on the correct items in *Column 2* to complete the setup. Click *OK* when done.

![Image of the Adobe Presenter - New matching question window with the matching question setup completed.]
13. Click on the **Appearance** tab and set the font size as shown.

   ![Appearance tab in Adobe Presenter](image)

   This will determine how the text will appear in your slide.

   You can also change the typeface if desired.

   Click **OK** when done.

   Two slides will be added to your PowerPoint file.
   The first addition is the slide containing the question.
   The second slide shows the total score (of all the questions created in this file).

   ![Two slides in Adobe Presenter](image)

   There are several text boxes automatically created in your question slide.
   These are the messages in response to the user input. You can move them or change the text to reflect the appropriate response but...

   **DO NOT** delete any of the default items created.

14. Since you want the question (and score) to appear after the students has gone through you lesson, drag them to the appropriate location after the **Recall** slide.
Using Adobe Presenter (version 10)

The question within the slide can be edited. For example, tidy the text so that the spacing is correct.

Type directly on the slide and add a prompt to inform users that they are to drag the number from Column 1 and drop it on the correct item in Column 2.

### Inserting Audio Files

15. Click on *Import* found in the *Audio* section.

   This will launch the *Import Audio* dialog box.

16. Select the first slide listed and click the *Browse* button.

   ![Import Audio dialog box]

   In this exercise, there are 6 audio files to be imported into 6 slides.

17. Select the audio file to match the slide chosen.

18. Click *Open* to link the audio file to the chosen slide.

   ![Open audio file]

19. Attach the six audio files to the respective slides and click **OK**.

![Adobe Presenter - Import Audio dialog box](image)

20. Click **OK** when you see the import has been completed.

![Adobe Presenter - Import complete message](image)

**Synchronising Audio Files with Animations**

21. Select the first slide and click on **Sync** found in the **Audio** section. This will launch the control panel.

If you had selected another slide (instead of the first), the **Current Slide** will show that slide number.

The **Change Timing** button reflects the settings of the slide that was selected when you clicked on the **Sync** icon.

That is, if there is animation in the selected slide, the button will be active. If there is no animation, the button will be dimmed.

If there is no audio file imported into a slide, there will be no **Play** button.

22. To synchronise your narration with the animations in a slide, click on the **Change Timing** button.

Listen to the narration and click the **Next Animation** button at the appropriate moments.

Click **Stop** when all the synchronisation is completed.
23. Click Save if you are satisfied with the results.
   If not, click Discard and try again.

**Publishing a Presenter Package**

24. When you have completed adding the quiz questions and synchronisation, click on the Publish icon in the Presentation section.

25. Click on the My Computer tab.

26. Click on the Choose button and select the folder you want to save your files in. *Although you can create a folder from here, I recommend you prepare all folders prior to starting work.*

27. Select the format to publish and click the Publish button.

Note that you can uncheck the 2 default boxes above the Publish button if you do not want any warning messages or to see the finished presentation run automatically when the publishing is completed.
The default structure of the presentation has the main display area for your PowerPoint slide on the left side.

The Sidebar on the right holds the title of each slide under the Outline tab. This allows users to jump to any slide at will. We will go into the other tabs later in this user guide.

The Control Panel below the main display area allows users to control the current slide.

**Adding a Presenter**

To personalise the e-lecture, you may want to add the presenter/s conducting this lesson.

28. To add a presenter, click on Settings found in the Tools section.

29. Select Presenters and click on the Add button.
30. Start keying in the data in the text boxes provided. Click the OK button when done.

If you intend to add images, note that the size of the photo should be 88 x 118 pixels and the logo should be 148 x 52 pixels.

31. After you click the OK button, the photo and data will appear in the Settings dialog box.

If there is more than one presenter for this e-lecture, just click on the Add button again and repeat the process.

32. Click on Slide Manager in the Tools section.

33. Click on Presented By and select the presenter.
The steps #32 and #33 will add the photo and biodata in the presentation when it is published.

However, this will only appear in the first slide of the presentation. Subsequent slides will not hold this photo or information.

This allows you to add different presenters to different slides.

34. To add the same presenter to all slides, click on the Select All button to select all the slides.

35. Next, click on the Edit button and select the presenter.

Labelling Your Slides Properly

Note that the Slide Titles shown in the Outline come from the titles you used in your PowerPoint slides. These may not reflect the contents of the slide properly.

Some students may be re-visiting the lesson and want to view only specific slides. Make the titles more meaningful to facilitate their search.

Meaningful titles also help students see the flow of the lesson.

36. Click on Slide Manager in the Tools section.

37. Click on the Navigation Name and change the title to make it clearer (where necessary).
If you are the student going through this lesson, which slide titles do you find clearer?

![Before and After slides](image)

**Automatic vs Manual Advancement of Slides**

By default, your slides are advanced automatically after 5 seconds.

For certain slides, you may want to give students time to reflect on before they personally decide to move to the next slide.

38. Click on **Advance by User** and select **Yes**.

If you do not set manual advancement, all slides automatically advances to the next slide after a 5 second pause.

**However, this rule does not apply if a slide contains an embedded audio file. The duration of the pause will be dependent on the length of the audio recording.**

39. To change the automatic timing, click on **Settings** found in the **Tools** section.

40. Select **Playback** and change the global default timing to suit your requirements.
Changing the Theme

Although you had used a template when you created your PowerPoint file, you can still make some changes to the “look and feel” of the overall presentation by using the Theme.

41. Click on the Theme icon to launch the dialog box.
One recommended change to make is to switch off the *Thumbnail* view. The thumbnail images of the slides occupy vertical space causing the list to stretch down. Students will need to scroll to view all the slides. Vertical scrolling should be minimised.

You may want to change the colours for the *Sidebar* and control panel. This can be done by selecting a theme from the drop-down list.

Note that the PowerPoint slides theme remains unchanged.
The **Outline** tab shows the list of the slides from your PowerPoint file but the slides containing the quiz questions are hidden.

The **Notes** tab shows the text found in your PowerPoint notes section (if any). It may come in handy if you happen to have hearing impaired students in your class.

The **Search** tab allows users to search for any key word/s and the slides containing the searched content will be listed.