Adobe Presenter Quick Reference

Publishing Your Presenter File

Publish to the UMMS Connect Server

When publishing directly to the Connect server, make sure that the server URL is correct:
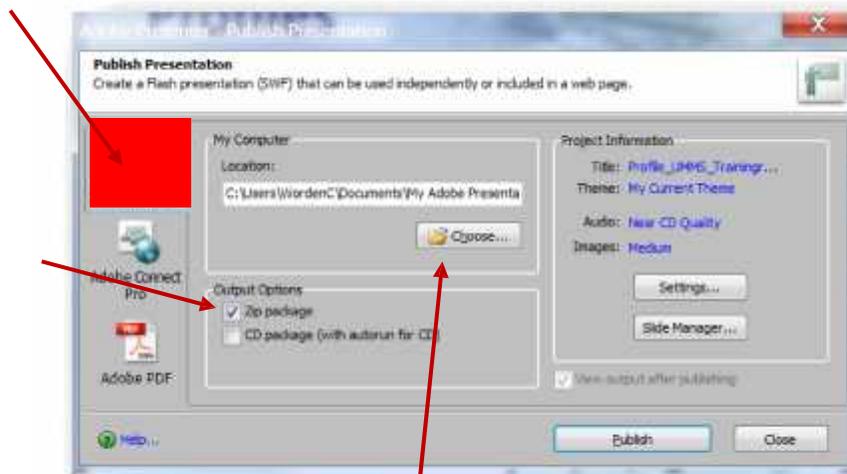

http://onlinetraining.umassmed.edu

The name of the server is not as important as the URL!

If you have audio files, video files or attachments associated with this Presentation, be sure to check off the appropriate boxes under **Output Options** so they travel with the presentation up to the Connect server.

Publish to My Computer

If you are publishing to your computer be sure to check the Zip package box under **Output Options**. This ensures that any audio files, video files, or attachments remain associated with the presentation. If you are planning to burn the presentation to a CD, be sure to check the CD package box.

The default publishing location is the My Adobe Presentations folder within your Documents folder. It is highly recommended that you create a "Publish" folder within the folder you are keeping your PowerPoint files. See best practices for folder structure document within the tutorial documents. To change the publishing location to your "Publish" folder location click on Choose, then navigate to the drive/folder.

Publish as Adobe PDF

You may publish your presentation as a PDF file. The slide animations will be preserved.

Again, the default publishing location is the My Adobe Presentations folder within your Documents folder; you may change the publishing location by clicking on Choose, then navigating to the drive/folder to which you wish to publish.

You may also wish to notify people that Adobe Acrobat Pro 9 or higher or Adobe Reader 9 or higher is required to view the published file (if an earlier version of Acrobat Pro or Reader is used the PDF will be blank). The link to download/update Adobe Reader is http://get.adobe.com/reader/