

## *Adobe Presenter Quick Reference*

### **Creating Online Presentations with Adobe Presenter**

#### Introduction

Adobe Presenter makes it easy to create rich, multimedia online presentations from your PowerPoint slides. It allows you to:

- Add and edit voice-over narration, embed or associate Flash video content.
- Create a customized web viewer for your slides before converting them to Flash for online viewing, while maintaining formatting and animation settings.
- Create interactive quizzing and survey slides to your presentations, which can then be made available online for the public or a specified group of users.

#### Storyboard Your Presentation

Create a plan (storyboard) for the presentation before building your slides. Determine the learning objectives you hope to achieve, what examples you will use, where you intend to use visuals, and what interactive elements you wish to include.

Prepare clear statements for:

- Goals/Objectives
- Intended Audience
- Session Summary
- Expected Duration

Include an overview of the presentation up front so viewers know what to expect. You may consider turning the overview into a linked menu allowing viewers to jump to specific topics by click menu titles. This may be especially helpful for viewers who can only watch a little at a time and do not want to repeat what they have already seen.

Design your presentations with the audience's Internet connection speeds in mind. If your audience has a fast broadband connection, you can create graphics-intensive presentations that include many animations and embedded or associated video files. However, if your audience has slower connection speeds (less than 56 Kbps), you should use graphics and animation sparingly.

Be sure there is a clear transition between topics and include a summary slide at the end of each section, as well as at the end of the presentation.

Consider increasing interactivity by including review questions through the **Adobe Presenter Quiz Manager**.

Let your viewers know where to go for more information and who they can contact with questions or comments regarding the presentation. Thank your viewers for their time.

## Design Considerations

Decide on a style or theme. How do you want the overall presentation to look for your viewers? The following are some best practices when designing your presentation:

- Use **contrasting** background and text colors (lighter background with darker text is easiest on the eye).
- Keep the focus on the content by ensuring **consistency** of formatting, fonts, sizes, colors, etc. (Using the Master Slide in PowerPoint can facilitate a consistent look and feel to your presentation.)
- Create **slide titles** that will appear in the Outline Pane when you publish the presentation. Doing so will provide viewers fast access to any slide.
- Use **diagrams** and **flowcharts** to explain complex ideas.
- Organize textual ideas with **bullets or tables** when possible.
- Use **animations** and **slide transitions** judiciously; they should enhanced the presentation, not distract from it.

## Add Audio to Your Presentation

Include **speaker notes** on each slide in PowerPoint. If you plan to narrate your presentation, your narration script will double as speaker notes, and provide an on-screen transcript for your viewers. (This is important for ADA compliancy.)

Practice your audio recordings; you may find you need to speak more slowly.

Edit out long pauses or unnecessary noise where possible; re-record if necessary.

## Publish Your Presentation

Choose **Adobe Presenter > Publish** and decide whether to publish to “My Computer” or “Adobe Connect”.

**To publish to a local or shared network directory**, choose “My Computer” (be sure to choose the ZIP files checkbox if this is your intent).

## Presenter Menu Options

### Preferences

- Add and edit **Presenter Profiles** including name, title photo, logo, and contact and biographical information about the person or group delivering a particular presentation.

### Presentation Settings

- Create a **Title** for the presentation that will appear alongside the published version.
- **Attach** documents and/or websites relevant to this presentation.
- Configure settings for any embedded Flash **video** files you may have included on slides.

### Theme Editor

- Customize the **look of the viewer** in which your slides will play online, including:
- Decide whether or not to show a **sidebar** including any or all **panes** (Outline, Notes, Thumbnail and Search) and whether the sidebar will be located on the right or left of the slides. If using Notes pane, the font style and size can be modified to increase readability.
- Set what **Presenter Profile** information should appear in the published version.
- Modify the color schemes. You can reuse the same theme for each presentation you create or design new themes.

### Slide Properties

- Set the **presenter profile** to be associated with specific slides or the whole presentation.
- Set whether slides **advance** automatically or wait for the viewer to choose when they are ready to continue.
- Set **navigation names** of slides to appear in the published Outline Pane.
- Associate **video clips** with individual slides, which will play beside the slide in place of the presenter profile.