Adobe Presenter Quick Reference

Co-Presenting/Authoring with Others Using Adobe Presenter

Introduction

This instruction sheet provides steps to create an Adobe Presenter presentation that includes multiple speakers. If you are completing a group presentation and multiple people (using different computers) need to speak the audio on the Presentation, follow the tips outlined in this document.

Finalize the PowerPoint File First

Important - If members of the group are using different versions of PowerPoint, all people involved should save the presentation as the oldest office version (i.e., use .ppt, not .pptx). Although an older version of PowerPoint can open a newer version of the presentation, sometimes this causes the files to become corrupted.

Any person who will speak on the PowerPoint presentation needs to have the Adobe Presenter plugin installed.

Give the *Final* PowerPoint File to the **First Person Who Will** Speak

1. Speaker A should save the presentation to a folder on his computer.

2. Speaker A can now follow the steps to add audio to the PowerPoint presentation.

3. When Speaker A is finished, he should save the PowerPoint again.

After saving, Speaker A can navigate to the folder where he saved the PowerPoint on his computer (See Folder Structure Instructions). s/he should now also see a folder with the same name as the presentation. This folder was automatically created by Adobe Presenter. It includes a media.ppc file (or media.ppcx file in the case of a pptx presentation) and an '**audio**' folder. Inside the audio folder, Speaker A will find individual MP3 files for each of the slides s/he recorded:

1. Open each audio file in order to identify the slide to which it refers.

2. Rename each audio file so it is obvious which audio file belongs to which slide (i.e. slide1.mp3). Be sure to keep the three-letter file extension (.mp3) at the end when renaming the file.

Pass the Presentation to the Next Person Who Will Speak

Important - Speaker A should email the entire folder containing all the presentation files to Speaker B. Be sure to send the entire folder, not just the PowerPoint file.

<u>Note</u>: Right-click the folder and Send to a Compressed Zip File to make emailing easier.

Speaker B, upon receiving the folder, should Double-click to unzip the folder, if needed.

Open the PowerPoint file. Use the 'Import Audio' functionality to import Speaker A's audio files. (See the instruction sheet for editing and importing audio)

Repeat steps 2-5 (for each person who will speak).

The Final Speaker will publish the Presentation.