Creating an Adobe Connect Presentation:
Using Your Personal Computer to Record and Publish

This document outlines the process of creating a streaming presentation using PowerPoint 2007.

Note: Before beginning the production process, please contact Instructional Technology Services (its@spu.edu) to request an Adobe Connect account. Once your account has been created, we will contact you with information about how to log into the Adobe Connect server and download the Adobe Presenter plug-in for PowerPoint.

Recording Audio

1. Returning to your PowerPoint presentation, click the Adobe Presenter tab.
2. Click Preferences.
3. Under the Audio Source tab, make sure that Microphone and Always prompt to set microphone level before recording are selected. Click Close.
4. Click the **Record** button.

5. **Read the displayed message** to set the recording level. The "Checking Input Level" box will turn from red to green once the level is set. Click **OK** when finished.

6. In the Record Audio window, check the box next to **View Script**.

7. Click the **Import Notes** button.

8. Click the button next to **All Slides**, and click **OK**.

9. Click the **Record** button, and begin reading your script.

10. When you have finished recording audio for that slide, click the **Stop Recording** button.

11. You may click the Play button to listen to what you have recorded. When ready, click the **Next>>** button to advance to the next slide.
12. **Repeat steps 9-11** until all audio has been recorded. Once you have finished recording your audio, click the OK button.

13. Save your presentation.

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**Make the Completed Presentation Available to Others**

After you have finished recording audio and proofing your presentation, you are ready to publish it to the SPU Adobe Connect Server. Once the presentation has been published, a link to the presentation will be automatically and immediately generated. You may then post this link wherever needed.

To publish your presentation, you first need an SPU Adobe Connect account. If you do not have an account or have forgotten how to log in, please contact us ([onlinelearning@spu.edu](mailto:onlinelearning@spu.edu)) so that we may assist you.

Once your account is in place, you may publish your presentation by doing the following.

**Setting Adobe Presenter Preferences**

1. Within your PowerPoint presentation, click the **Adobe Presenter** tab.
2. Click **Preferences**.
3. Under the **Presenters** tab, click the **Add…** button.
4. Fill in your information and add a picture of yourself, if desired. Click OK when finished. **Note:** If you need assistance with posting a picture, please contact us.
5. Click the **Servers** tab.
6. Click the **Add…** button.
7. In the **Name** field, type **SPU Adobe Connect Server**
   In the **URL** field, type **http://connect.spu.edu**
   Click the OK button.

![Add New Server dialog box](image)

8. Click the OK button to return back to the main PowerPoint window.
Publishing Your Presentation

1. Click the Adobe Presenter tab.
2. Click the Publish button.

3. On the left-hand side of the Publish window, click Adobe Connect Pro.

4. Under the Server Configuration section, check to see that the SPU Adobe Connect Server is listed. If it is not listed, click the Edit Servers... button, and select the SPU Adobe Connect Server.

5. On the right-hand side of the Publish window, click the Settings... button.

6. In the Presentations Settings window, you may modify the title, add a description, and select additional options for how the presentation will play. Once finished, click the OK button.

7. Click the Publish button. Depending upon the length of your presentation, it may take several minutes for the presentation to convert to the Adobe Presenter format.

8. You will then be prompted to log into the Adobe Connect server. Enter your username and password, and click Login.

9. If you would like to organize your presentations into folders, click the New Folder button. Otherwise, click the Publish to This Folder button.
10. Confirm the Title of your presentation.
    Leave the Custom URL field empty.
    Leave the Summary field empty.
    Make sure the Language is set to English.
    Click the Next button.

11. Click the Customize button.

12. Click Yes to Allow public viewing.

13. Click the Finish button.

14. Once your presentation has loaded, you will see the URL (web address) listed for you. You may copy and paste this link wherever needed.

Updating Your Presentation

At any time, you may modify your PowerPoint presentation and republish it to the Adobe Connect server. Please be aware that when you republish your presentation, the new presentation will overwrite the old presentation. The URL (web address), however, will not change. It will remain the same.