Creating an Adobe Connect Presentation:
Recording Audio & Publishing with ITS

This document outlines the process of creating a streaming presentation using PowerPoint 2007 for your online course using the recording and publishing services of ITS.

Compose a Script Using Microsoft Word

Online lectures are typically brief, condensed presentations of module content. They are intended to give students an overview of module material and/or to give insight into an important subject not fully covered in the readings. Online presentations typically average 15 minutes.

As you prepare your script, choose a method for organizing your thoughts in writing that works best for you. However, you will need to have your final script fully typed out. Also, proof and rehearse your final script by reading it aloud to make sure that it reads smoothly when you go to record. You do not have a final draft until you have read it aloud.

Tip: In your script and presentation do not refer to specific page numbers or times of day (i.e. Good morning, class.). Omitting references to times of day is important because students may view the presentation at any point during the day not just in the morning, afternoon, etc. Omitting references to page numbers will reduce the chance that you will need to redo a presentation at a later date because a textbook changed editions.

Having your final script typed will make the process of creating a presentation in PowerPoint simpler and the recording session smoother. Also the typed document can be used as a transcript for students to use in addition to viewing the online presentation.

We will be unable to schedule a recording time without a pre-written script; so it is important to have this step done ahead of time to avoid delay.

Create a Basic PowerPoint Presentation

When you first open PowerPoint, you should be in Normal View. To select Normal View, click the View tab, and choose Normal.

Outline Pane
Use the Outline pane to type all of the text of your presentation and organize bullet points, paragraphs, and slides.

Slide pane
In the Slide pane, you can see how your text looks on each slide. You may also type and organize text in this pane.

Notes pane
The Notes pane lets you add corresponding portions of your script.
Modifying the Slide Master

We strongly recommended that you use the Slide Master to set the default font, font size, bullet type, background color or theme before you begin creating your presentation. To modify the Slide Master, click the View tab, and choose Slide Master.

Creating the Title Slide

To begin, we will create the first slide in the presentation using the Slide pane. We will start by replacing “Click to add title” with the actual name of your lecture. This will be the only text on the first slide of your presentation.

1. In the Slide pane, click on "Click to add title."
2. A flashing cursor will appear. Type the title of your lecture.
3. Be sure to save your work along the way.

Creating Content Slides

Once the title slide has been created, we will turn to creating the rest of the presentation.

1. To add a new slide, click the Home tab, and choose New Slide.
2. To change the layout of your slide, under the Home tab, choose Layout.
3. Type the text you would like to display during the presentation either in the Slide pane or in the Outline pane.

Note: The title should represent in concise terms what the slide presents. Note, too, that each slide should have a different title to make clear to students what is specifically addressed on that slide.

Reorganizing Slides

To reorganize a slide so that it appears in a different location within the same presentation,

- In the Outline pane, click on the icon of the slide you want to move and drag it to where you would like the slide to appear in the presentation.

- To immediately undo a move, click the Undo button in the top, left-hand corner of the window… or on your keyboard press “Ctrl + Z”.

Deleting a Slide

To delete a slide,

1. In the Outline pane, click once on the slide you want to delete.
2. Press Delete on your keyboard.
3. To immediately undo a delete, click the Undo button in the top, left-hand corner of the window… or on your keyboard press "Ctrl + Z".

Add Your Script to the Notes Pane

Please copy and paste each section of your script into the Notes pane of the corresponding slide. Doing so will a) align the transcript with the audio during the presentation and b) help you when you go to record your presentation.

1. Open the Word document that contains your script.
2. Leaving your Word document open, open your PowerPoint presentation.
3. In the Outline pane, click on the first slide in the presentation.
4. Return to the Word document, and select the text you want to copy.
5. Under the Home tab, click the Copy button ("Ctrl + C").
6. Return to the PowerPoint presentation.
7. Click once in the Notes pane of the slide to which you will be pasting the script.
8. Under the Home tab, select Paste ("Ctrl + V").
9. Return to Step 4 and repeat this procedure for each slide in the presentation.

Add Graphics to Your Presentation

You have the ability to add animation schemes and slide transitions to your presentation. However, we recommend that you use these judiciously. You also have the ability to insert graphics (Insert>Picture). If you would like assistance with adding animations or graphics to your presentation, please contact us.

Email a Digital Copy of Your Presentation to ITS

Once you have completed creating the slides in your presentation and have added the script to the Notes pane, please save your work and email your presentation as an attachment to its@spu.edu.

Once we receive your PowerPoint presentation, we will review your materials prior to scheduling a recording session. The review process helps us resolve any questions or concerns prior to full production. Once the PowerPoint presentation has been finalized, we will convert it to a multi-media presentation.

Record Lecture, Reading from Script

Once your presentation has been reviewed by ITS, we will arrange a time with you to record your lecture. As mentioned, we will be unable to schedule a recording session without a script, so please make sure the script is complete before scheduling your session.

When you come to the office on the lower level of the library to record, be sure to bring a copy of your script. Once we have finished recording, we will edit the audio and publish the presentation.
Make the Completed Presentation Available To Students

After we have published the presentation, either we will provide you a link to the lecture that can be posted wherever needed.