



Publish an Adobe Presenter Presentation

Introduction

The following tutorial will demonstrate you how to publish an Adobe Presenter Presentation from start to finish.

Create a Profile

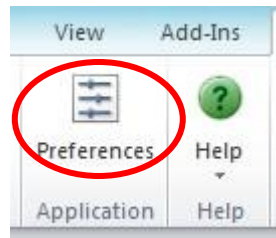
A presenter is a person who provides information during a presentation. For example, if the subject is software training, the presenter may be an instructor, trainer, or product manager. A single presenter can be assigned to all slides in a presentation, or different presenters can be assigned to individual slides.

You can display information about the presenter: name, job title, short biographical notes, a company logo, and contact information. This information can make a presentation more credible, personal, and interesting.

Step 1: To begin, open your Power Point 2010 presentation. Click the **Adobe Presenter** tab.



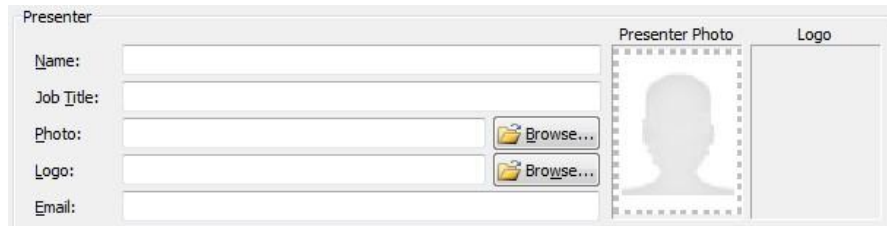
Step 2: Click **Preferences**. The Adobe Presenter Preferences page will appear. This will allow you to add your information including: name, photo, title and email.



Step 3: Click **Add ... [Profile.]** The Presenter info page will appear.



Step 4: Complete only the desired fields on the form.



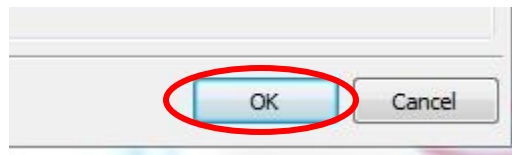
A form titled "Presenter" with the following fields: Name, Job Title, Photo, Logo, and Email. The Photo and Logo fields have "Browse..." buttons next to them. To the right of the form are two boxes: "Presenter Photo" containing a silhouette icon and "Logo" which is empty.

Step 5: Check the Default checkbox and your profile will be associated with all of your slides by default.



On the left, a checkbox labeled "Default" is circled in red. On the right, a blue profile preview box displays the following information: Name: John Doe, Email: (blank), Job title: Adjunct Faculty, Biography: (blank), and Logo: (blank).

Step 6: Click **OK**.

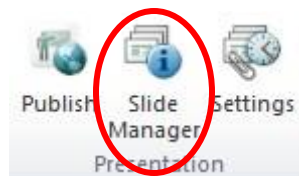


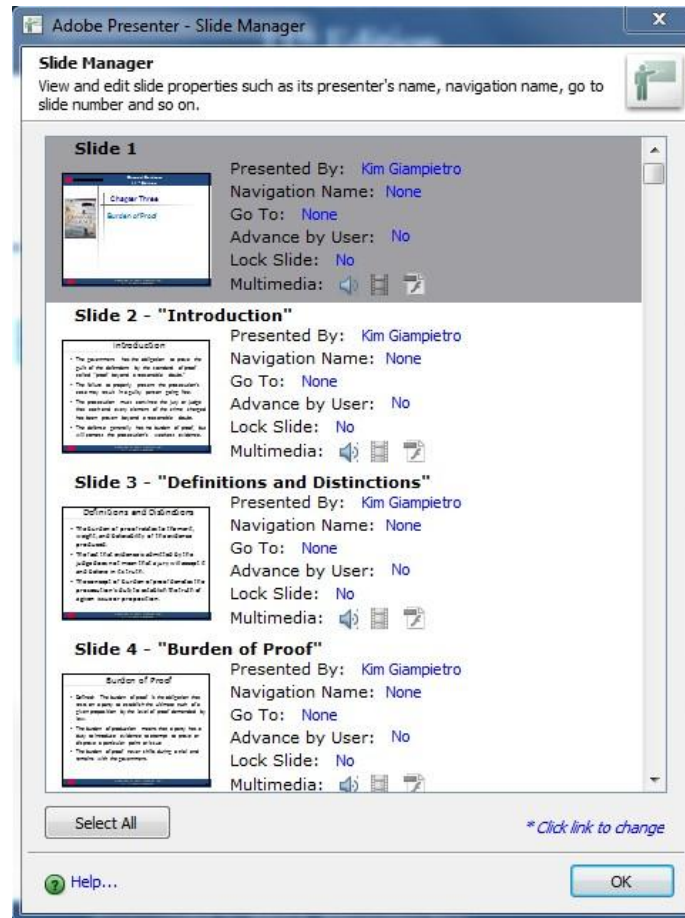
A close-up of the bottom of a dialog box showing two buttons: "OK" and "Cancel". The "OK" button is circled in red.

Slide Manager

You can easily view and change the properties of any slide in a presentation at any time. Slide properties include the title, navigation name, navigation options, and presenter name. The slide properties dialog box also enables you to make changes to a group of slides quickly and easily. For example, suppose you have assigned a presenter to all the slides, but another presenter is providing audio narration for a few of them. To assign the new presenter to those few slides, you can use slide properties.

Step 1: Click **Slide Properties**. The Slide Manager page will appear.

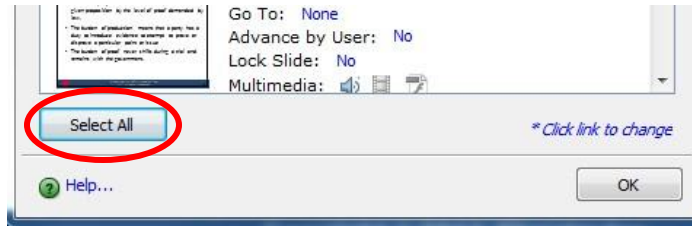




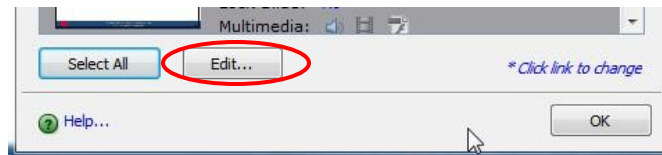
Step 2: Check to see if your name appears as the presenter for each slide. If so, continue to *Step 4*. If not, continue with *Step 3*.



Step 3: Click **Select All** to select all of the slides contained in your presentation.



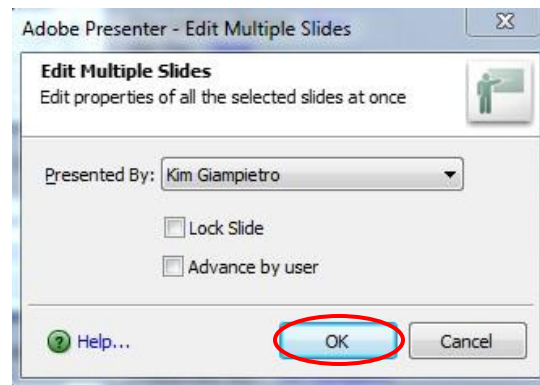
Step 4: Click **Edit**. The Edit Slide Properties window will appear.



Step 5: Using the *Presented By:* drop-down menu, select your name from the list (if any).



Step 6: Click **OK** to confirm.



Theme Editor

The primary way to design how presentations appear in the Presenter viewer is through the use of themes. Themes serve as the “container” for your presentation, and let you add static images, colors, and sound to create dynamic and interactive presentations. You can add a theme at any time. Try using different themes until you achieve the right look you want. You can reuse the same theme for each presentation you create or design new themes.

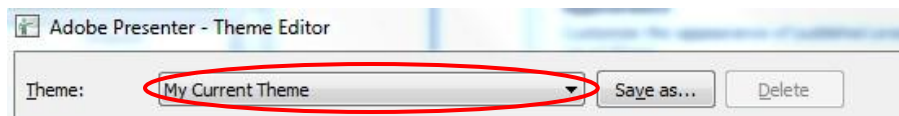
Step 1: Click **Settings**.



Step 2: Click **Theme Editor...**



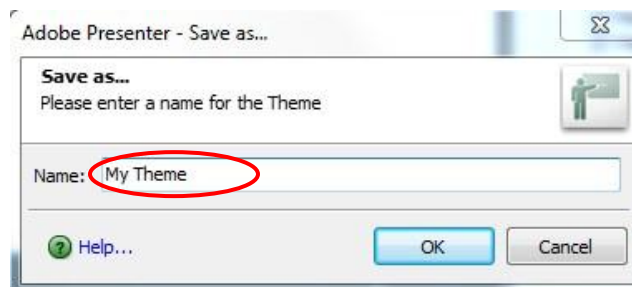
Step 3: Next, select the theme name from the drop-down menu. There are eight themes to choose from.



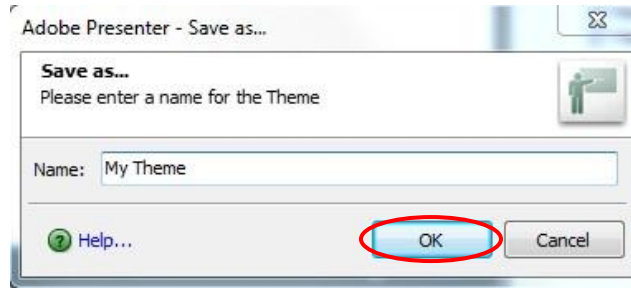
Step 4: Click **Save As ...** next to the Theme name and Name Your Theme.



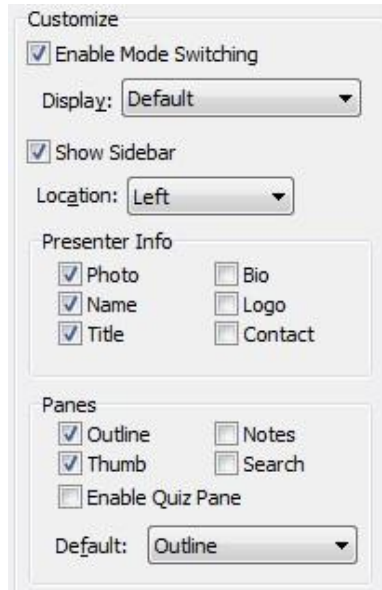
Step 5: Enter your Theme name in the field provided. In this example we will use the name “My Theme.”



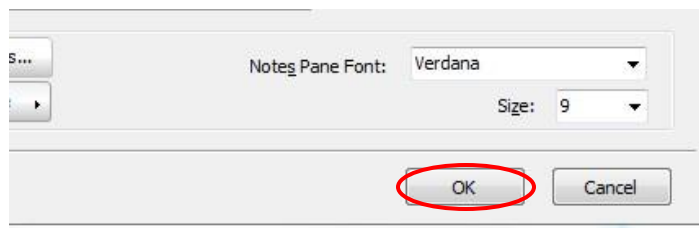
Step 6: Click **OK** to confirm new theme name.



Step 7: Next, modify the *Customize*. The following are minimum suggestions.

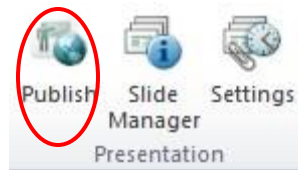


Step 8: Click **OK**.

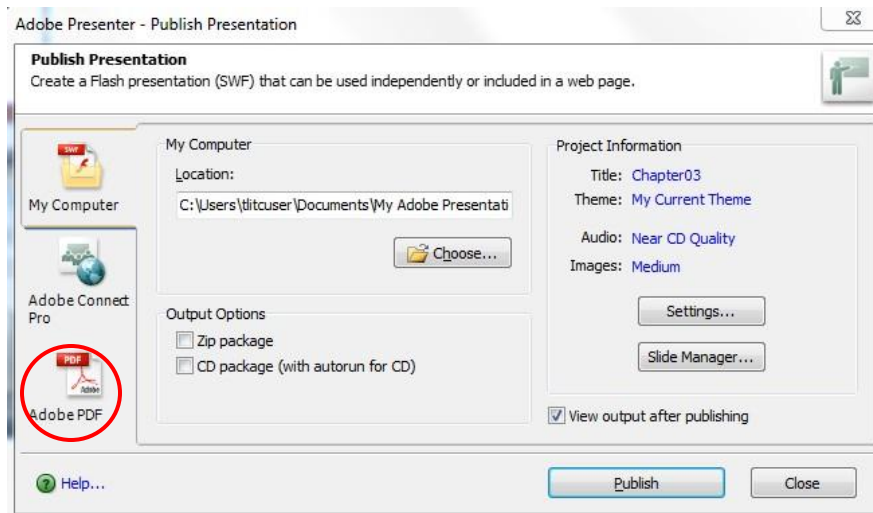


Publish Your Presentation: The Homestretch.

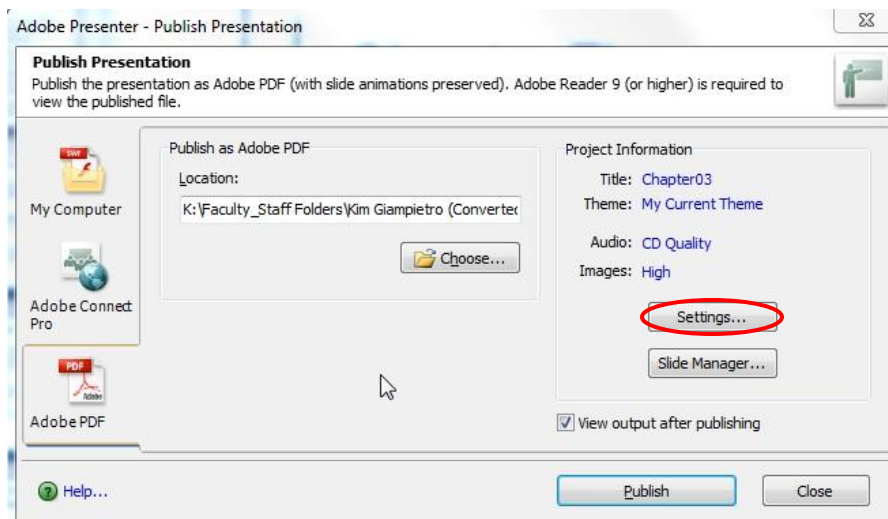
Step 1: Click Publish.



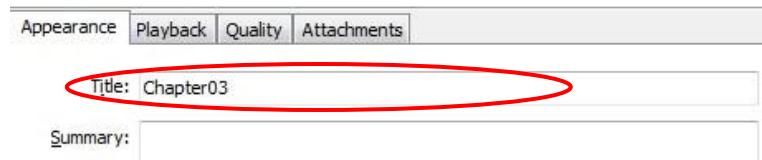
Step 2: Next, click on the Adobe PDF.



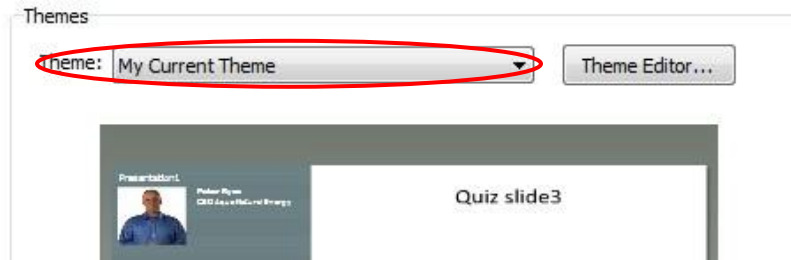
Step 3: Click Settings. The settings page will appear.



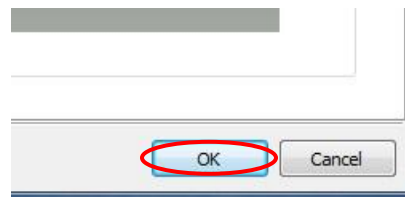
Step 4: Modify the title (if needed.)



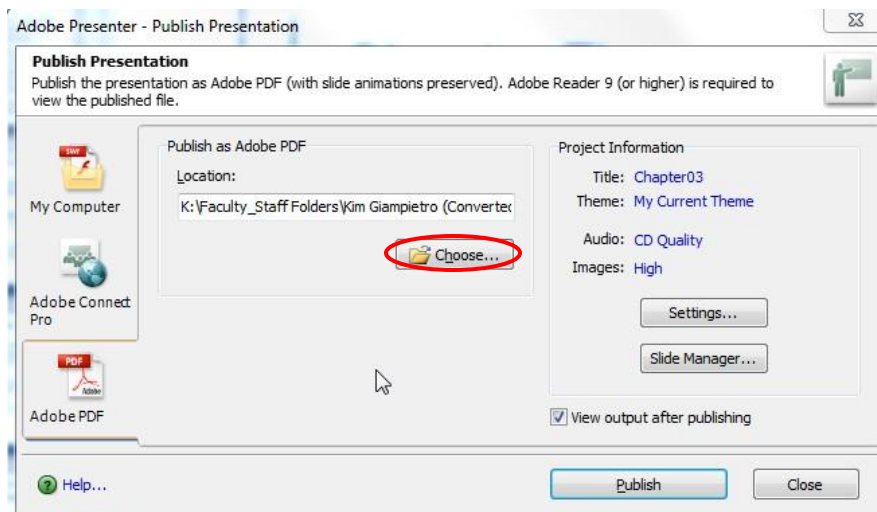
Step 5: Next, using the drop-down menu, select your desired/saved Theme from the list of themes. This example we will use the name “My Theme.”



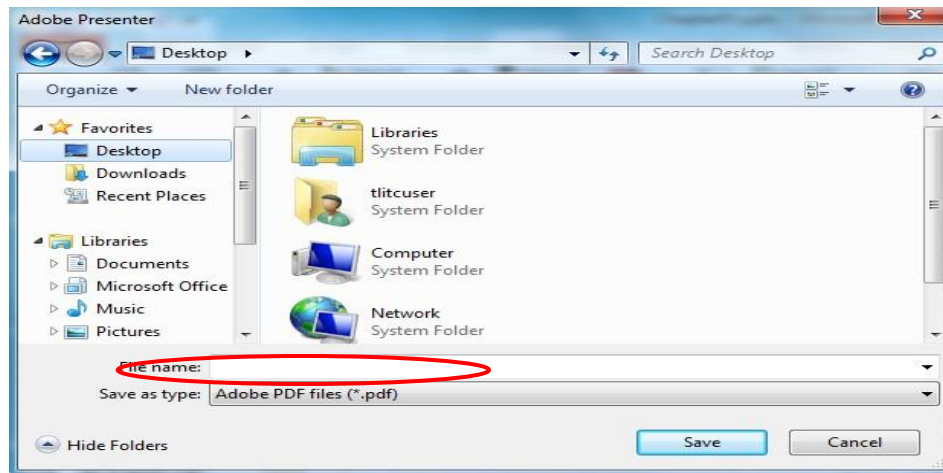
Step 5: Click **OK** to return to the Publish page.



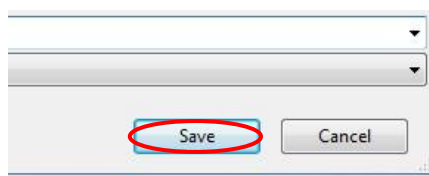
Step 6: Click the **Choose...** button. Locate the folder that you want to save the published PDF presentation file. In this example, we save on desktop.



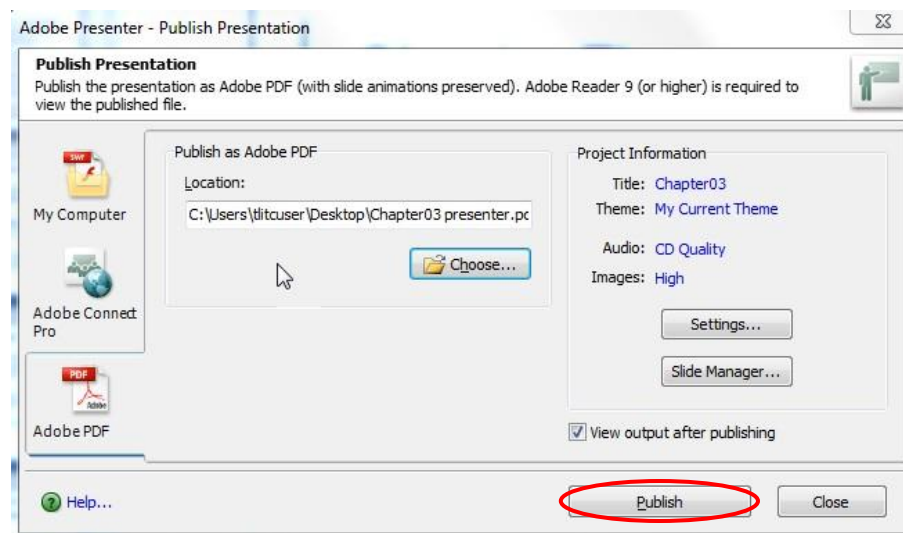
Step 7: Enter the *File name* for the publishing file.



Step 8: Click **Save** to return to the Publish page.



Step 10: Click **Publish**.



Adobe Presenter creates a PDF presenter file on your desktop.



Congratulations you have finished!

Conclusion

We hope this guide, *Publish an Adobe Presenter Presentation* was helpful.

For more information about online course development, please visit the TLiTC or contact us via email at tlitc@bhcc.mass.edu.