

Publishing Adobe Presenter to the UAS Server

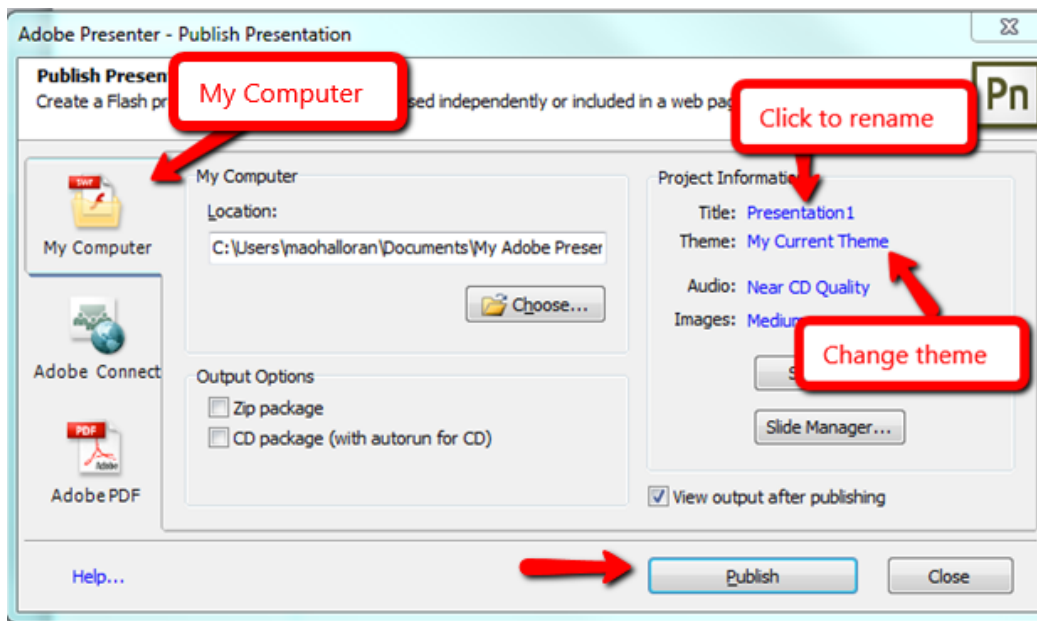
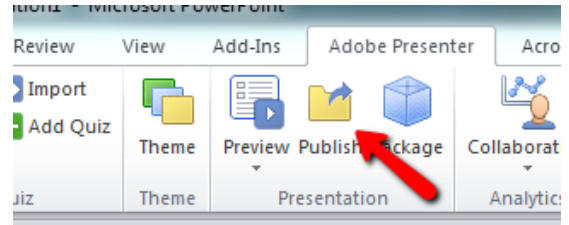
After creating an Adobe Presenter presentation you can 1) first view it on your computer to preview then when ready 2) publish to the Adobe Connect server. This will convert the presentation so it can be viewed on multiple platforms (both Mac and Windows etc) After the presentation is published you can post a link to it on your class website.

Publish to your computer to preview

From the Adobe Presenter ribbon in PowerPoint, click Publish

The first tab lets you publish to your computer – you will do this for previewing purposes only.

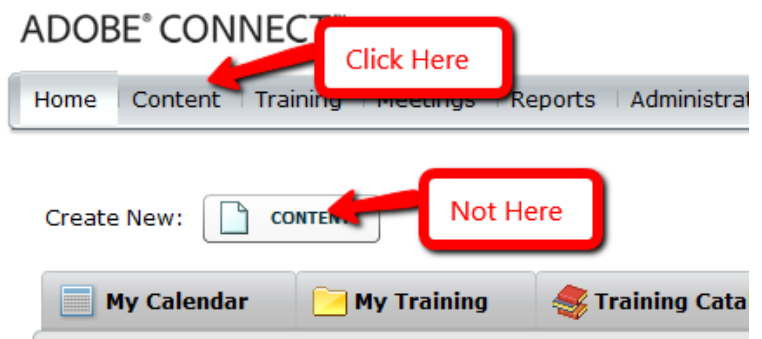
You can accept the defaults and click publish



The presentation will be available to view after it finishes publishing. It will be located in a folder My Adobe Presentations within Documents. There will be a folder with the same name as your PowerPoint – to view later click on the index.html file within that folder.

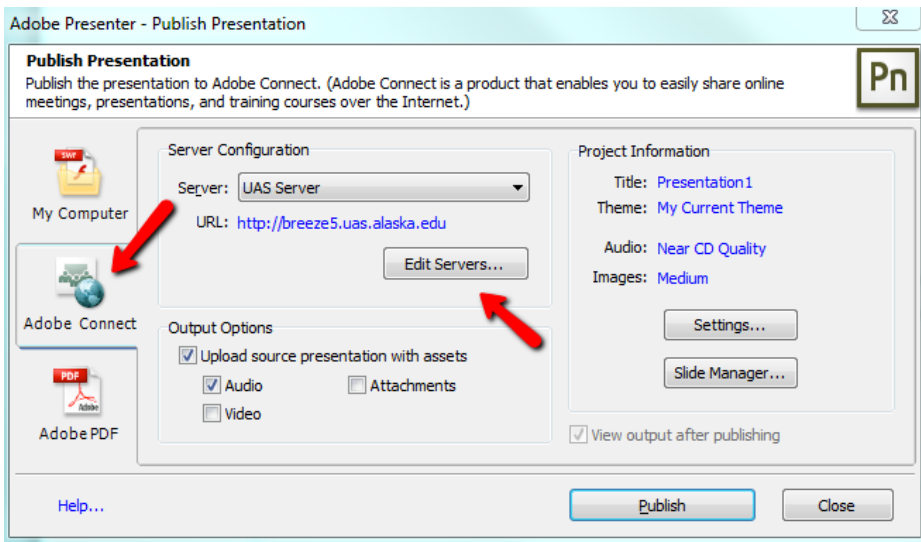
If you have never published to the Adobe Connect server (formerly known as Breeze) then you need to:

1. Go to <http://breeze5.uas.alaska.edu> and login – your username and password will be the same as UAS Online/Blackboard or your UAS email
2. Once you've logged in – click on the tab next to the word "Home" that says "Content"
3. If you get an "access denied" message then you will need to call or email the UAS helpdesk (helpdesk@uas.alaska.edu or see www.uas.alaska.edu/helpdesk for contact info and hours). Tell the helpdesk that you have logged into the Adobe Connect (Breeze) server and need publish permissions – this will be provided to UAS faculty and staff. (Note this will not happen immediately!)

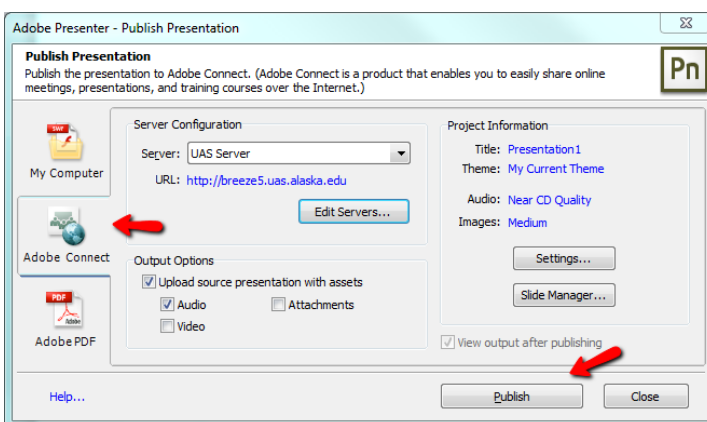
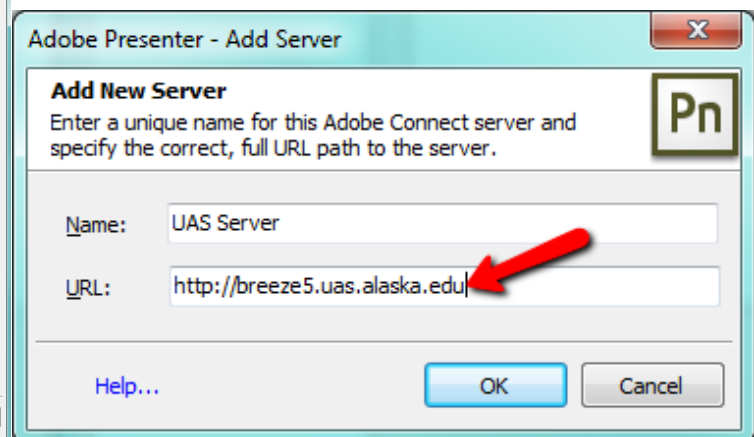
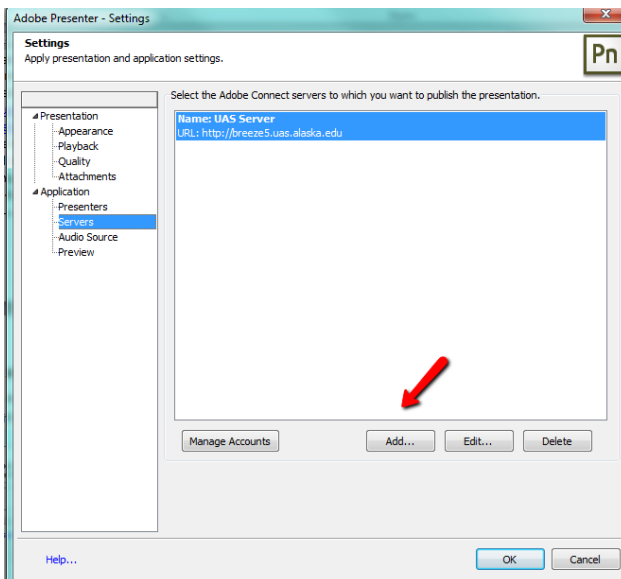


Publish to the Adobe Connect Server to post in your class website

On the Adobe Presenter ribbon in PowerPoint, click Publish. Switch to the Adobe Connect Server tab. You will need to have entered the UAS server – if it is not listed click Edit Servers



In the Edit Servers dialog box click "Add" – type in any Name (for example UAS Server) then the URL <http://breeze5.uas.alaska.edu> -



As with publishing to your computer you can edit the title (to call it something other than the name of your PowerPoint file) and theme (to change colors). Leave the checkbox to upload source and audio – this will provide a backup for your source files.

Click Publish

After some preparatory work you will be asked to login to the Adobe Connect server.

Login to the Adobe Connect Server

(Remember that you should already have called the helpdesk and asked them to give you publish permissions on the server – see instructions on page 1.)

Your username (Login) and Password are the same as Blackboard/UASOnline or your UAS email.

ADOBE® CONNECT™

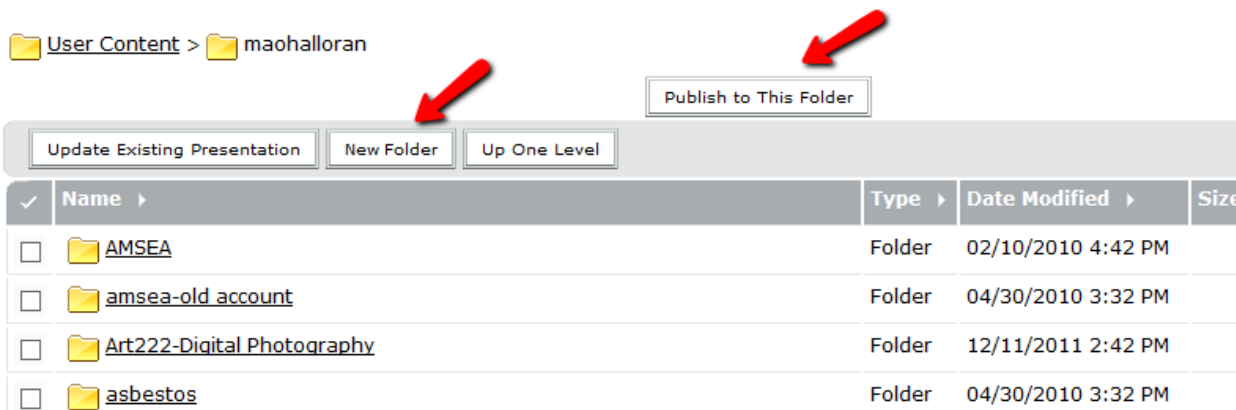
Login:

Password:

[Forgot your password?](#)

After you login you'll see your Adobe Connect content – you can organize your content in Folders which you create using the New Folder button.

Click on the name of a folder to enter it – when you are in the folder you wish click “Publish to This Folder



From then on you can accept all the defaults for publishing – click the Next button until you are finished

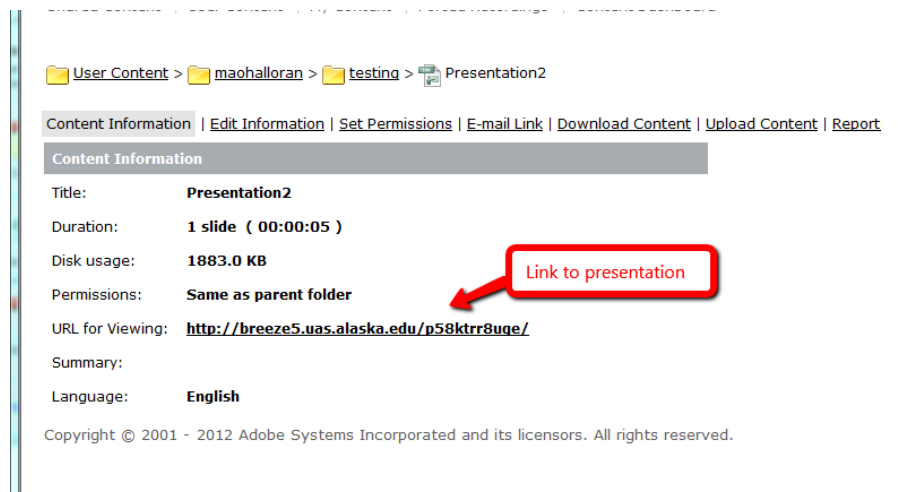
Permissions should be set to “Same as Parent” – this is the default. This assumes the “root” directory of your account has permission of “public” for viewing. When you post a link to the presentation in Blackboard it will need to be “public” (because your students won’t login the the Adobe Connect server).

Click Finish as the last step.

While the presentation is publishing you'll see a green progress bar at the bottom – longer presentation with lots of audio can take a while to publish especially over a slow connection. Don't click OK yet.

Copy the URL

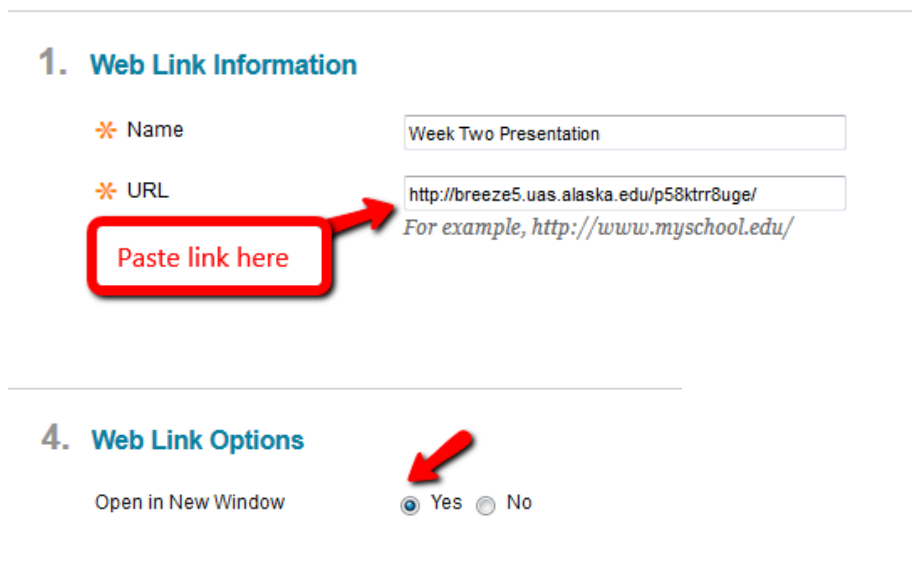
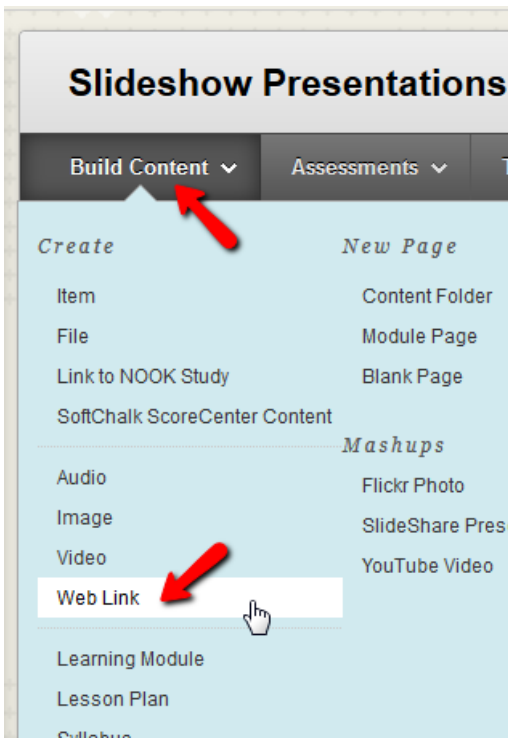
Once the presentation is finished publishing you'll see this information page. Copy the link – right-click (Cntrl-Click on a Mac) and choose “Copy Link Location” or “Copy Shortcut” (exact wording will depend on your browser).



Post Web Link on Blackboard

In a different browser tab – log into your Class – go to UAS Online <http://www.uas.alaska.edu/online/> and login – browser to your Blackboard class then go to the Content Area and folder where you want to post the link to the presentation.

Inside that folder or content area – Click Build Content then Web Link. Give the Web Link any name you like. Paste the link you copied from the Adobe Connect server information page into the box labeled URL. You can add a description if you like and even attach files. **Make sure the link is set to open in a new window (this is the default)**



Getting the URL at a later date

At any later date you can login to the Adobe Connect (Breeze) server at <http://breeze5.uas.alaska.edu> and browse through you published content. When you click on the name of a presentation it will show you the Information Page again and you can copy the link.