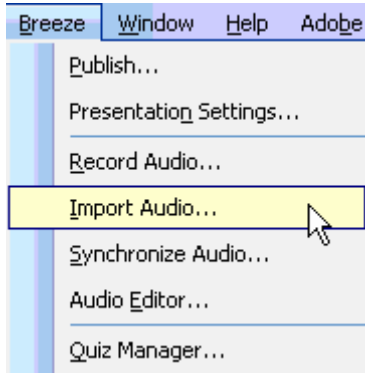


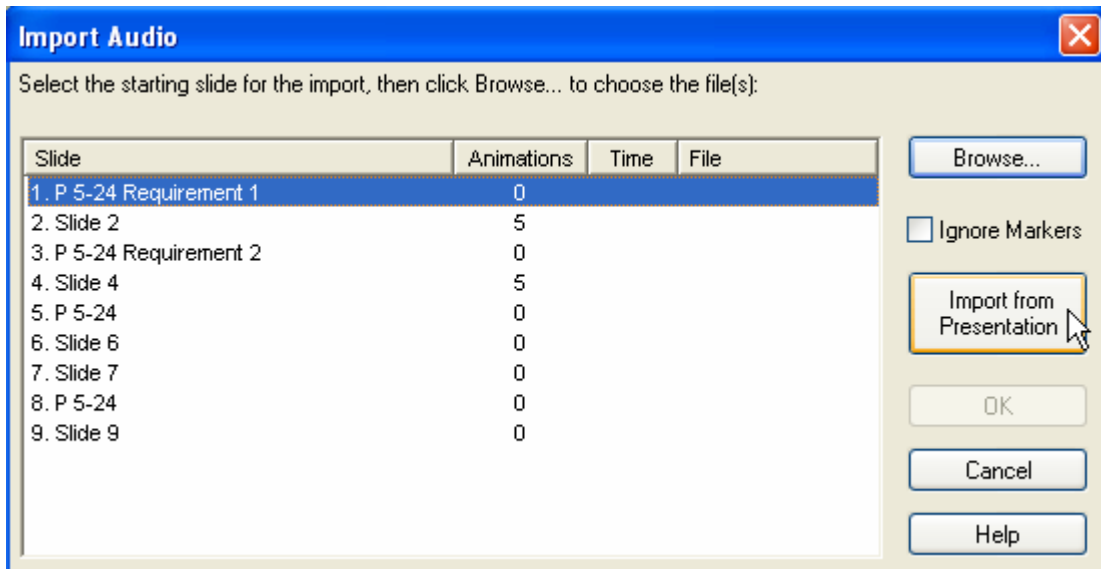
Directions for Converting Existing Narrated PowerPoint Into Breeze Presenter

Extended Education and Outreach Distance Education
by Sydney Brown, Kerri Hiatt and Terry Workman

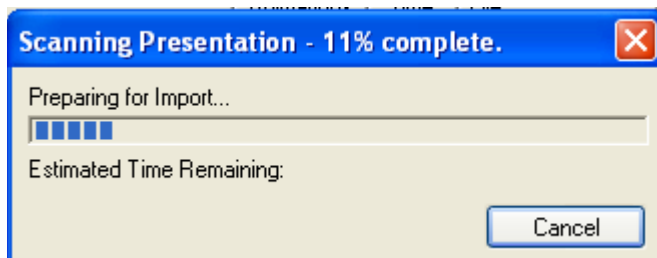
1. Open the PowerPoint presentation file.
2. From the menu bar at the top, click on **Breeze**, click **Import Audio**.



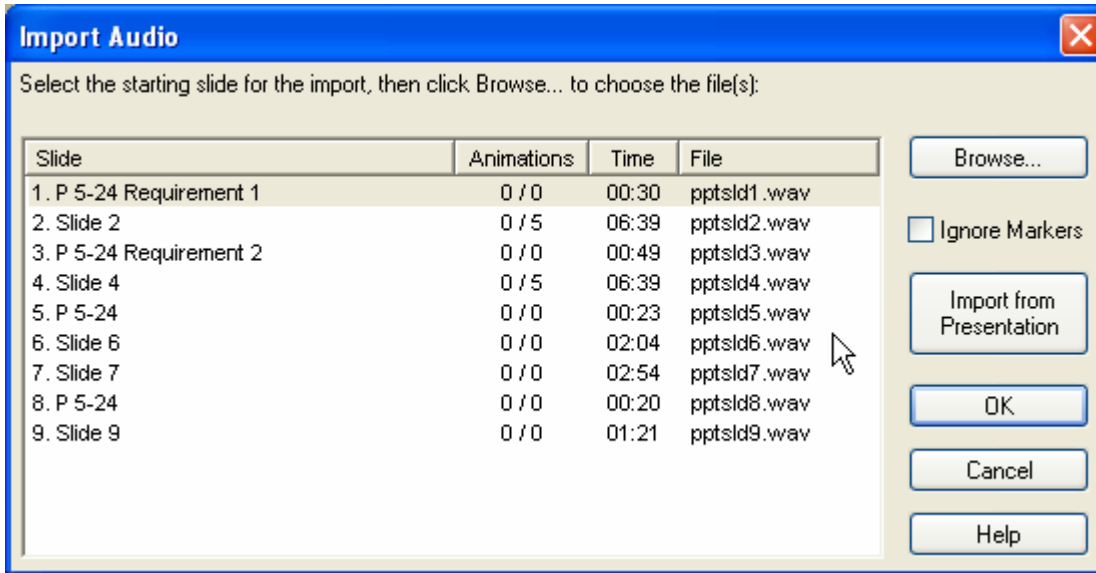
3. Click **Import from Presentation**.



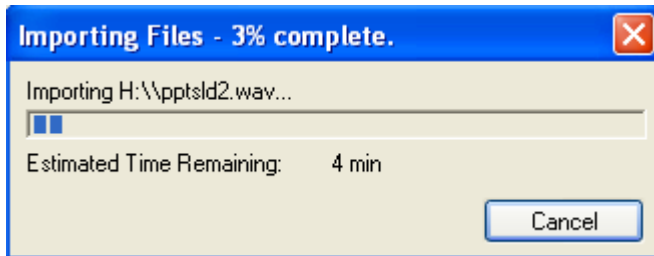
4. PowerPoint will start scanning the existing presentation for the sound files..



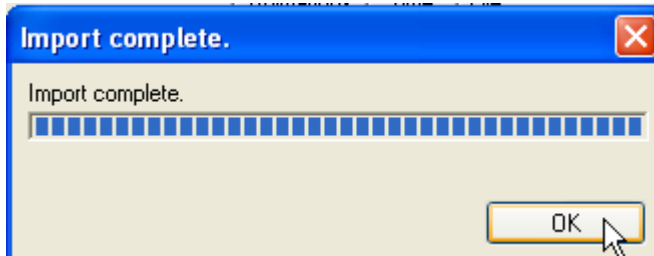
5. When it has finished importing the sound files, the file names will appear in the list. Click **OK**.



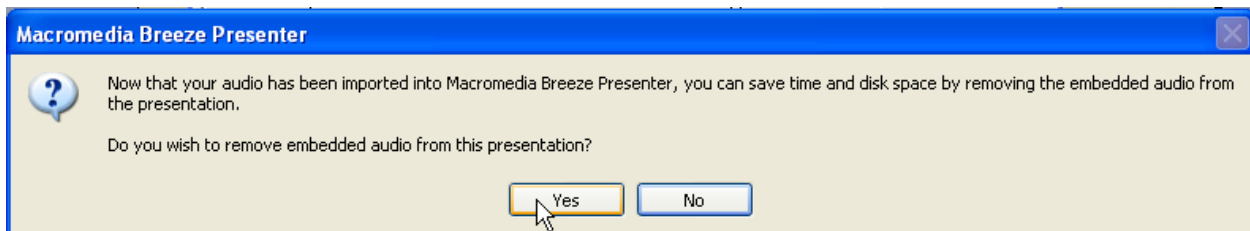
6. PowerPoint will start importing the sound files..



7. It will notify you the import is complete. Click **OK**.

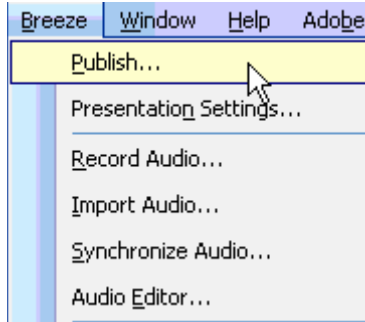


8. PowerPoint will notify you the audio has been imported and give you the option of deleting the embedded audio from the presentation. Click **Yes** to remove the embedded sound.

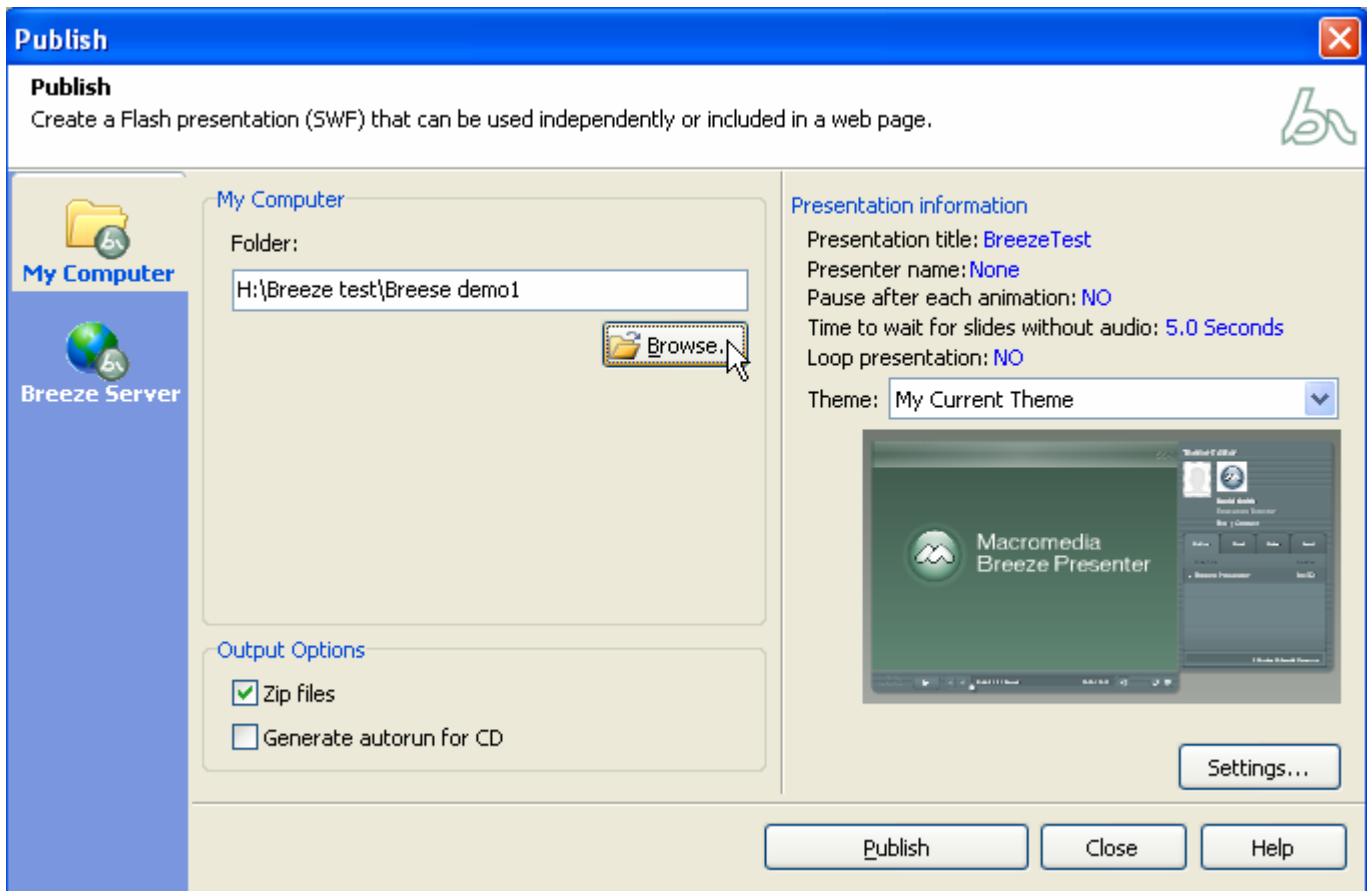


PUBLISH THE PRESENTATION

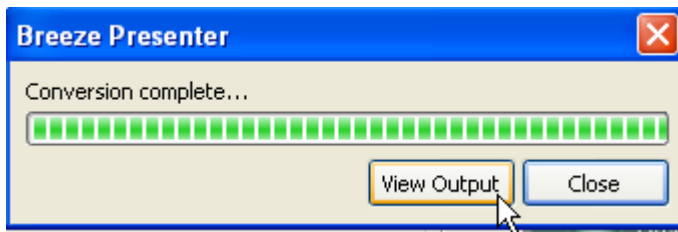
1. You are now ready to create a Flash version of the presentation that can be used independently or included in a web page. From the menu bar at the top, click on **Breeze**, click **Publish**



2. You have the option of publishing the presentation to the Breeze Server or a folder on your computer. We recommend publishing to your pc. Click on the **Browse** button and select the folder on your computer you want to save the presentation to. If you plan to load your compiled presentation into Blackboard, click on **zip files** in the Output Options area. Click **Publish**.



- The Breeze Presenter window will show the conversion progress. It will notify you when the conversion is complete. Click on **View Output** to see what the presentation will look like in your browser or click **Close**.



Sample of what your presentation will look like when being viewed in a browser.

The image shows a Microsoft Internet Explorer browser window displaying a presentation slide. The slide content is as follows:

	Retlief's Bid (plant-wide rate)	Competitor's Bid	Retlief's Bid (Dept. Rates)
Job SS rejected	\$18.75	\$15.75	\$14.67
	- \$3.00		- \$1.08
Job TT accepted	\$60.00	\$103.00	\$101.01
	+\$43.00		- \$1.99

The presentation interface includes a sidebar on the right with a table of contents:

Outline	Thumb	Notes	Search
Slide Title			Duration
P 5-24 Requirement 1			00:30
Slide 2			06:39
P 5-24 Requirement 2			00:49
Slide 4			06:39
P 5-24			00:23
▶ Slide 6			02:04
Slide 7			02:54
P 5-24			00:20
Slide 9			01:21

At the bottom of the slide, a status bar indicates "6 Minutes 34 Seconds Remaining". The browser's address bar shows "H:\Breeze test\index.htm".

- The presentation is now ready to be uploaded to Blackboard or to your web server. If you selected the option to "zip files" in the output options, you can go to Blackboard, add a new item, browse for the zipped file that was created and upload that file. Blackboard will ask you which file to look at first. Select the file with the named **index.htm**.