

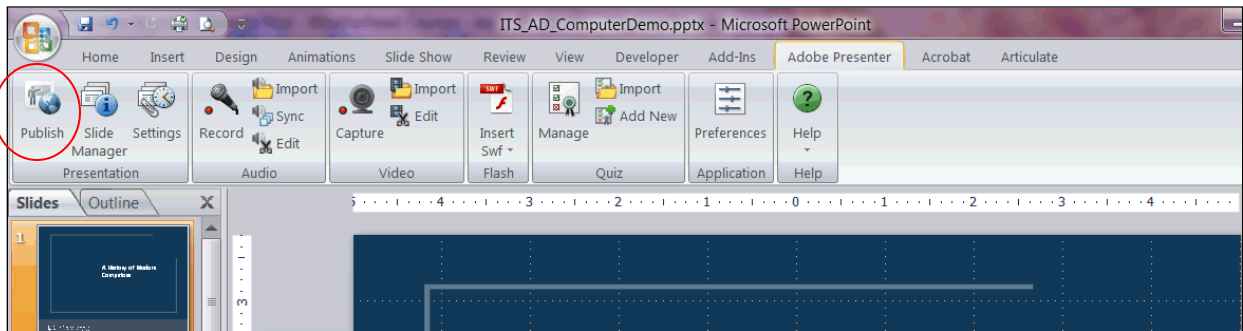
Previewing Your Presentation

Concept

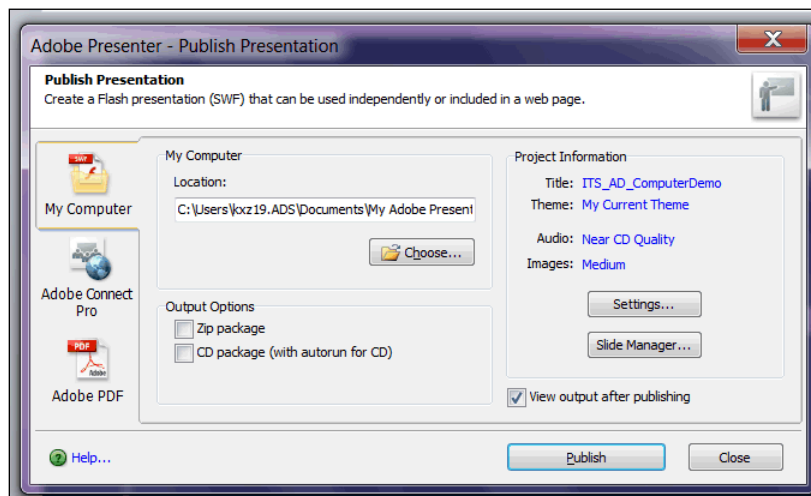
It is a best practice to preview your presentation by launching it to your computer before publishing it to Adobe Connect or a PDF file. Previewing the presentation allows you to see the presentation, listen to the audio, watch video and test quiz questions before launching the presentation in its final format. This topic will explain how to preview an Adobe Presenter presentation by launching it on your computer.

Procedure

Begin by opening a PowerPoint presentation.

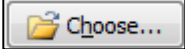


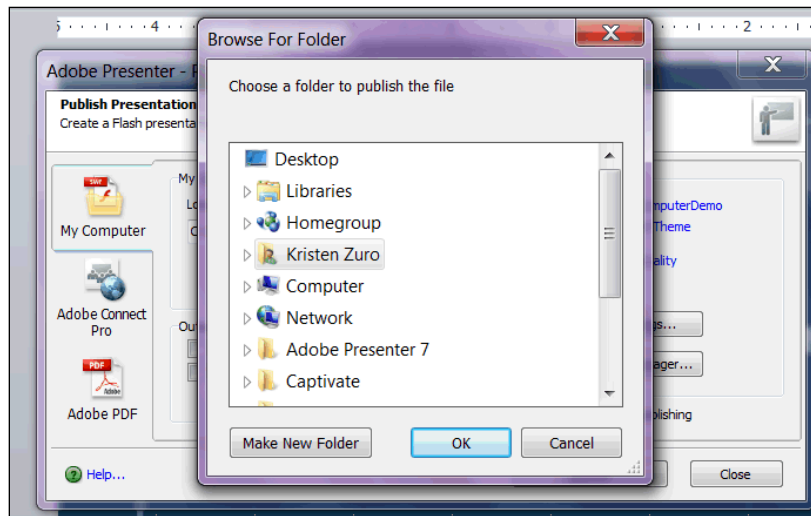
Step	Action
1.	Activate the Adobe Presenter tab. Click the Publish button.

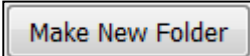


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Step	Action
2.	The Publish Presentation window appears. Activate the My Computer tab.
3.	You are prompted to select a location where your file will be saved. Click the Choose... button. 



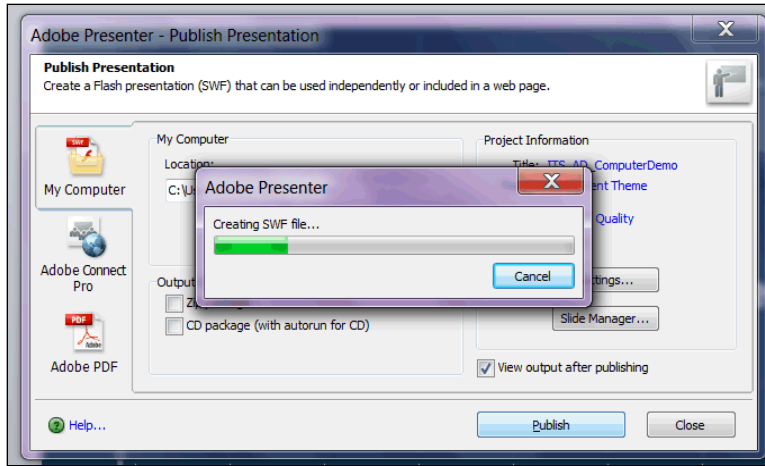
Step	Action
4.	Select a location on your computer or a shared server drive. Click the Make New Folder button. 

It is a best practice to save Adobe Presenter files to a folder, rather than a location such as your computer's desktop, because multiple files are created during the publishing process. It is recommended that you create a new folder for each Presenter presentation that is published to your computer.

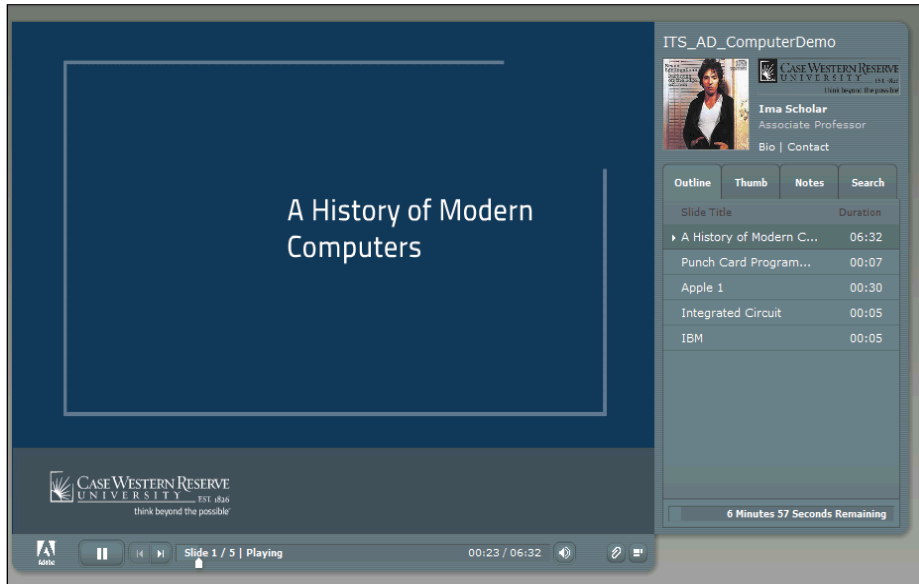
Step	Action
5.	Enter your presentation's name into the new folder field.

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Step	Action
6.	Click the OK button. <div style="text-align: center; border: 1px solid gray; padding: 5px; width: fit-content; margin: 5px auto;">OK</div>
7.	Click the Publish button. <div style="text-align: center; border: 1px solid gray; padding: 5px; width: fit-content; margin: 5px auto;">Publish</div>




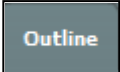

Step	Action
8.	A window will appear to display the application's progress of turning your presentation into a .swf file.

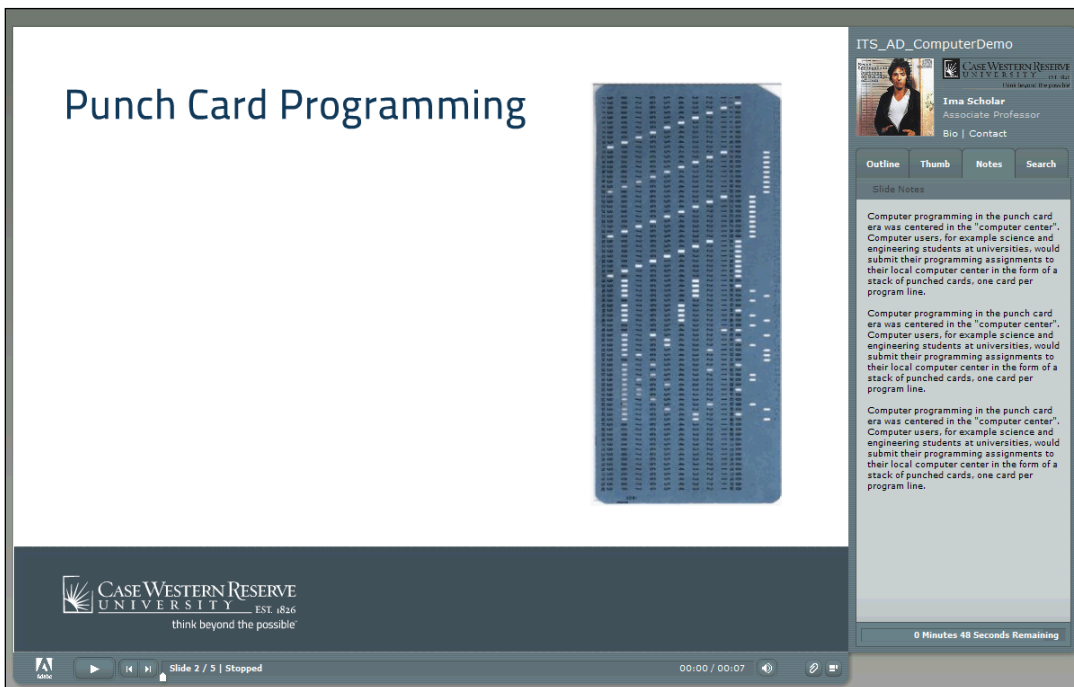


Step	Action
9.	Your presentation will appear in a new Internet Explorer window.

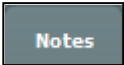
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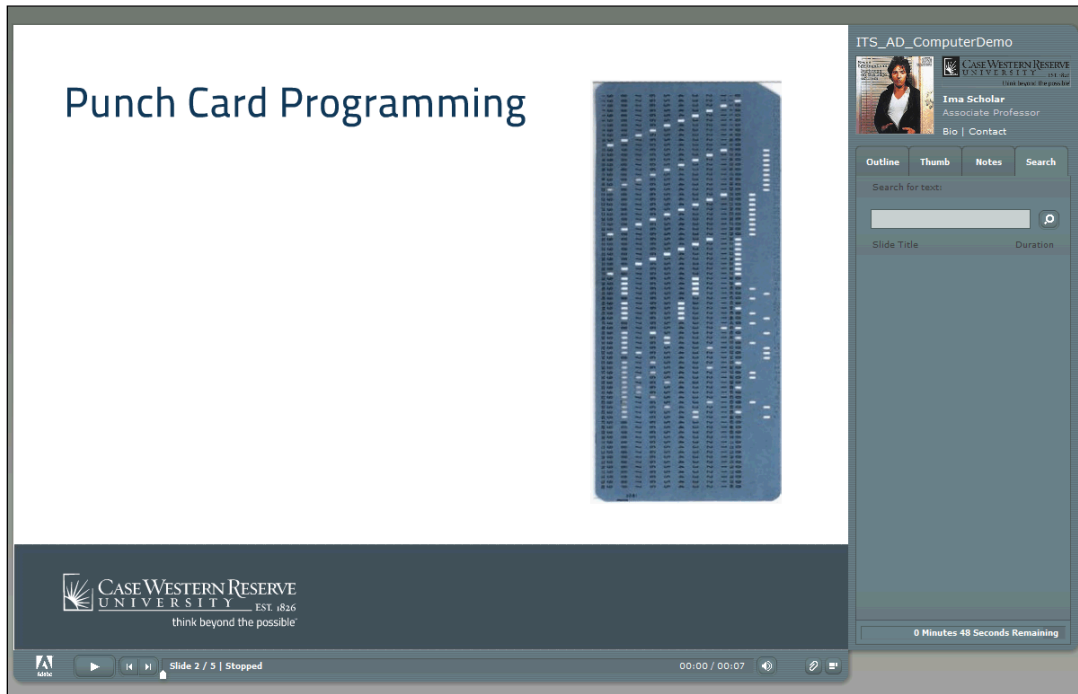
Step	Action
10.	Use the playback controls to watch your presentation. 
11.	The Outline tab is the default view of the sidebar. It displays a list of the slides in the presentation that are not quiz slides. 
12.	The Thumb tab contains images of the slides that are not part of a quiz. 






The screenshot shows a presentation slide titled "Punch Card Programming" with a large image of a punch card. The sidebar on the right is titled "ITS_AD_ComputerDemo" and features a profile for "Ima Scholar, Associate Professor". The "Notes" tab is selected, displaying text about computer programming in punch cards. The bottom of the slide features the Case Western Reserve University logo and the text "think beyond the possible". The presentation player interface at the bottom shows "Slide 2 / 5 | Stopped" and a timer at "00:00 / 00:07".

Step	Action
13.	The Notes tab will display content in the Notes section of the slide. 

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Step	Action
14.	On the Search tab, viewers can search for words in the presentation by typing them into the Search field.
15.	Click the Magnifying Glass button to start a search. 
16.	Any slides containing the word entered into the search field will appear. Click on a slide to see it.
17.	Documents that were attached to the presentation on the Settings screen can be found by clicking the Paper Clip button, which activates the Attachments window. 
18.	The sidebar can be made to appear or disappear by clicking the Sidebar button. 
19.	This completes the process of previewing a presentation on your computer. End of Procedure.