



Breeze Presenter[®] 5.0: Getting Started

Instructional and Research Technology Services
Office of Information Technology
Indiana State University

Breeze Presenter[®] 5.0: Getting Started

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Breeze Presenter® 5.0

Macromedia Breeze is a flexible, affordable way to create remote presentations and training material complete with polling, videoconferencing, application sharing, and interactive chat over the Internet using FlashPlayer from most Web browsers.

Breeze Presenter helps presenters prepare and deliver a full Flash experience from PowerPoint presentations, with audio and effects tightly choreographed.

Some ideas for using Breeze Presenter at Indiana State University include:

- Course content for both on-campus and distance education courses
- Learning modules that can be linked to within Blackboard
- Self-study tutorials for guided learning or review
- Research presentations to faculty colleagues
- Dynamic information sharing with administrators or legislators

Obtaining a Breeze Account

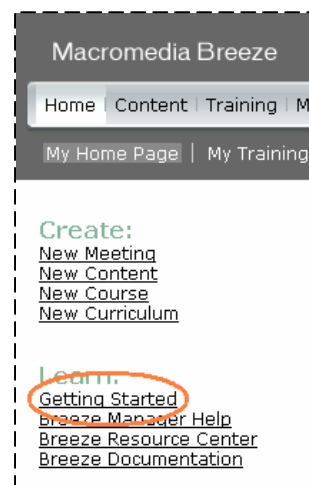
Before you begin, you will **need an account** on the ISU Breeze server. If you do not already have one, go to

<http://webforms.indstate.edu/breeze>

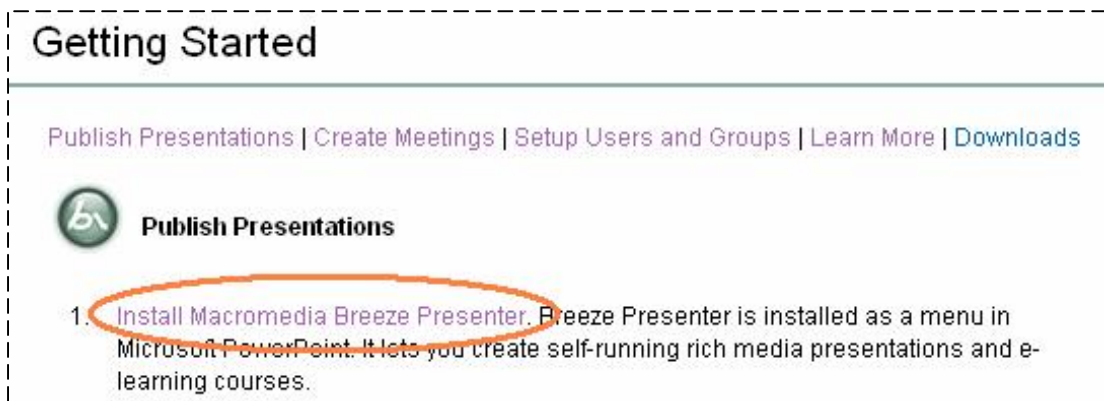
to complete the request form. After your account has been created, the server will e-mail your login information to you.

Downloading the Necessary Software

1. Point your Web browser to the Breeze server <http://breeze.indstate.edu> and log in to your Breeze account.
2. On the left, click on the **Getting Started** link.



3. In the **Publish Presentations** section, click the **Install Macromedia Breeze Presenter** link, then follow the instructions to install Breeze Presenter on your PC. (There is no registration form involved.)



At the end of the installation, **Breeze Presenter** will open a "Getting Started" presentation within PowerPoint (not shown), which you may want to view. For this workshop, you can simply close it (on the menu click **File > Close**).

Converting Your PowerPoint Presentation to Flash for Use in Breeze

Use of Macromedia Flash is deeply integrated into all Breeze modules. Using Breeze Presenter, you can convert your PowerPoint presentations without any knowledge of Flash programming.

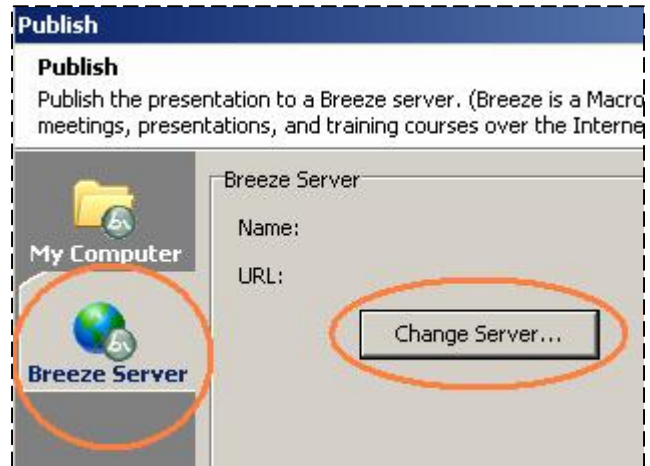
1. If necessary, start up PowerPoint.
2. Create a new presentation OR open an existing presentation. Save the presentation. (This embeds all the information in the same file).
3. On the PowerPoint menu, click **Breeze > Publish**.



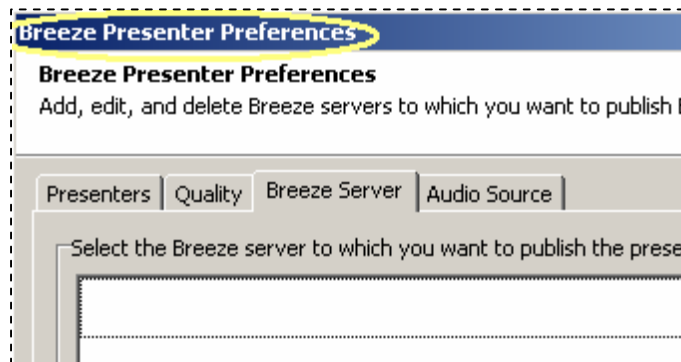
A new **Publish** window will open.

4. The first time you use Breeze Presenter on any particular computer, you will need to set up the Breeze server information. If you change to a different computer, you will need to repeat this process on that machine.

- a. On the left, click the **Breeze Server** icon to select it, then click the **Change Server** button.

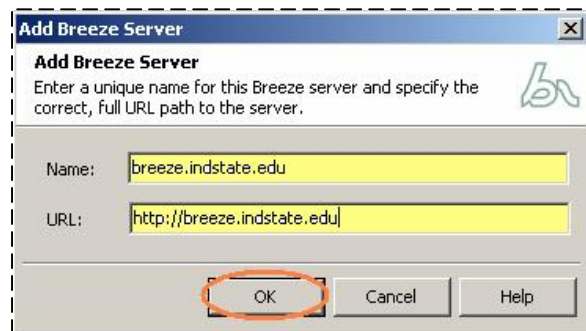


- b. A new **Breeze Presenter Preferences** window will open. Click the **Add...** button (not shown).

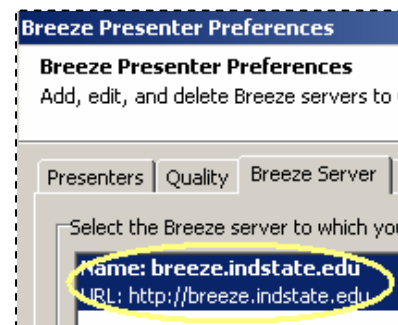


- c. A new **Add Breeze Server** window will open.

- 1) In the **Name** text box, enter **breeze.indstate.edu**
- 2) In the **URL** text box, enter **http://breeze.indstate.edu**
- 3) Click the **OK** button to close the **Add Breeze Server** window.



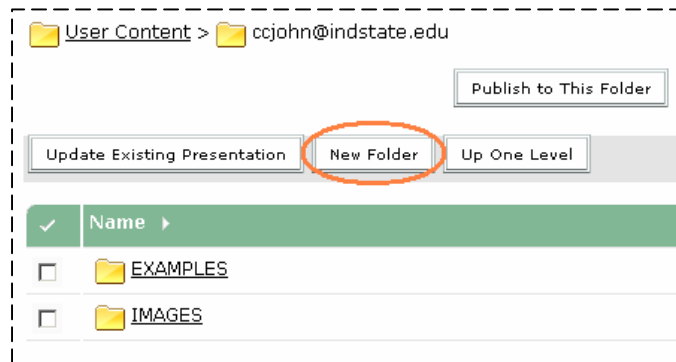
- d. The Breeze Server information should appear highlighted in the **Breeze Presenter Preferences** window. Click the **Close** button (not shown) to close the window.



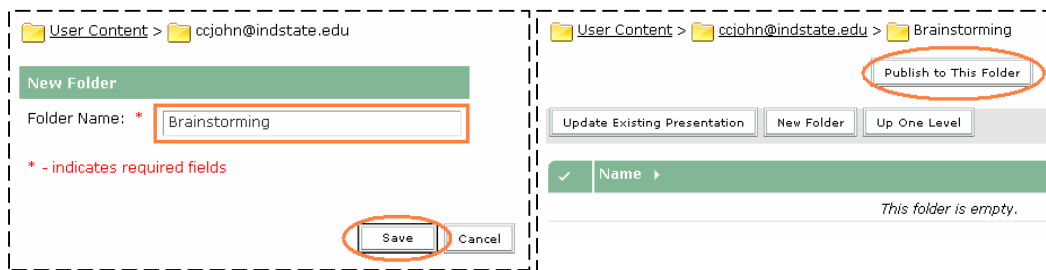
The **Publish** window should now be active.

5. Click the **Publish** button (not shown) to convert and upload your presentation to the server.
6. The Breeze login screen will appear. Log in to your Breeze account. A screen should appear showing your content on the Breeze server.
7. You may publish your presentation to a new folder, or to another folder (if it already exists).

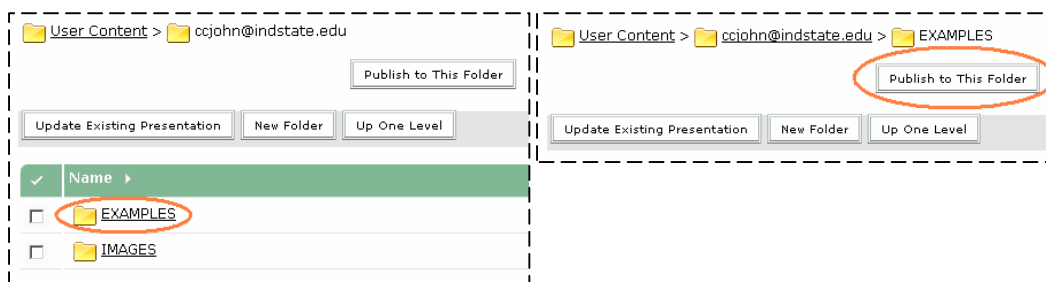
- a. To create a new folder for storing your presentation, click the **New Folder** button.



Enter the name of your new folder in the text box, then click the **Save** button. Breeze will move to the new folder. Now click the **Publish to This Folder** button.



- b. To store your presentation in an existing folder, simply double-click on the name of the folder. Now click the **Publish to This Folder** button.



Breeze will now walk you through the steps to set up your presentation for publishing.

Entering Content Information

8. Enter information about the presentation.
 - a. You **MUST** enter a title for the presentation.
 - b. (OPTIONAL) You may enter a customized unique URL OR you can simply let the system generate a unique URL for your presentation. (System-generated URLs usually consist of a letter and an 8-digit number, e.g., r82937461.)
 - c. (OPTIONAL) You may also enter a summary if desired.

Content Information

Title: *

Custom URL:

(Leave this field blank for a system-generated URL, or include a unique URL path. For example: "productdemo" will result in http://breeze.indstate.edu/productdemo/)

Summary:
(max length=750 characters)

- d. Click the **Next** button (not shown).

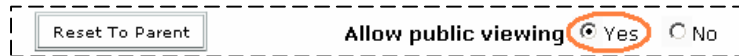
Setting Permissions

9. The next screen to appear (unmarked) is used to set permissions for the presentation.
 - a. By default, permissions are set to the same as the parent folder (i.e., the folder where this presentation is stored),

Current Setting: Same as parent folder

which most often is not open to public viewing. If you are not sure, or if you want to change this, click the **Customize** button.

- b. For most classes, you will want to set **Allow public view to Yes**.

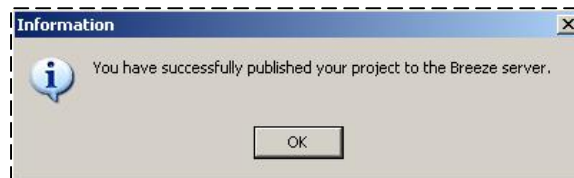


Then click the **Next** button (not shown).

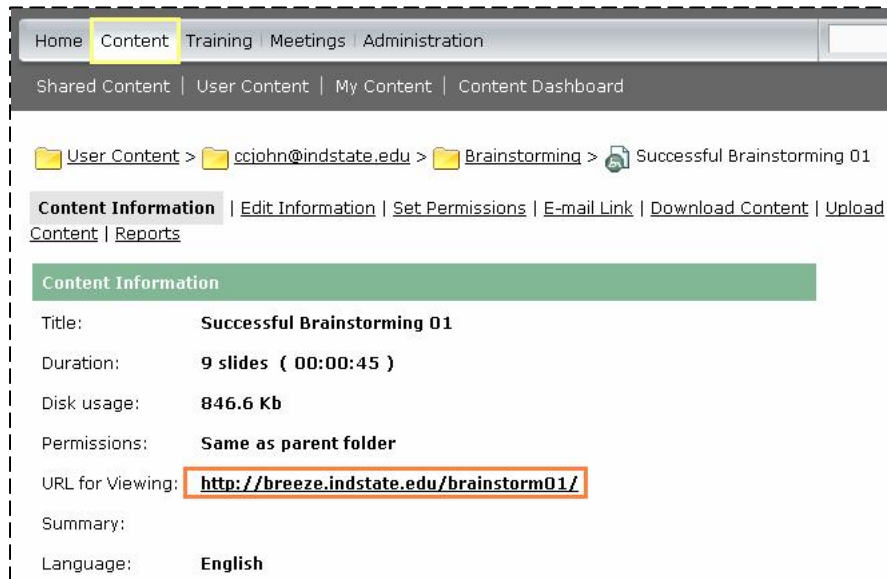
(NOTE: If you set **Allow public view** to **No**, you must indicate individuals who have permission to view the presentation. All such individuals **MUST** have a Breeze account on the server.)

Publishing

10. Breeze will automatically convert your PowerPoint presentation to a Flash presentation and upload it to the Breeze server. Click the **OK** button to clear the **Information** window from your screen.



The information about your presentation will appear in your Breeze account under the **Content** button on the toolbar near the top. (The Breeze server also sends a

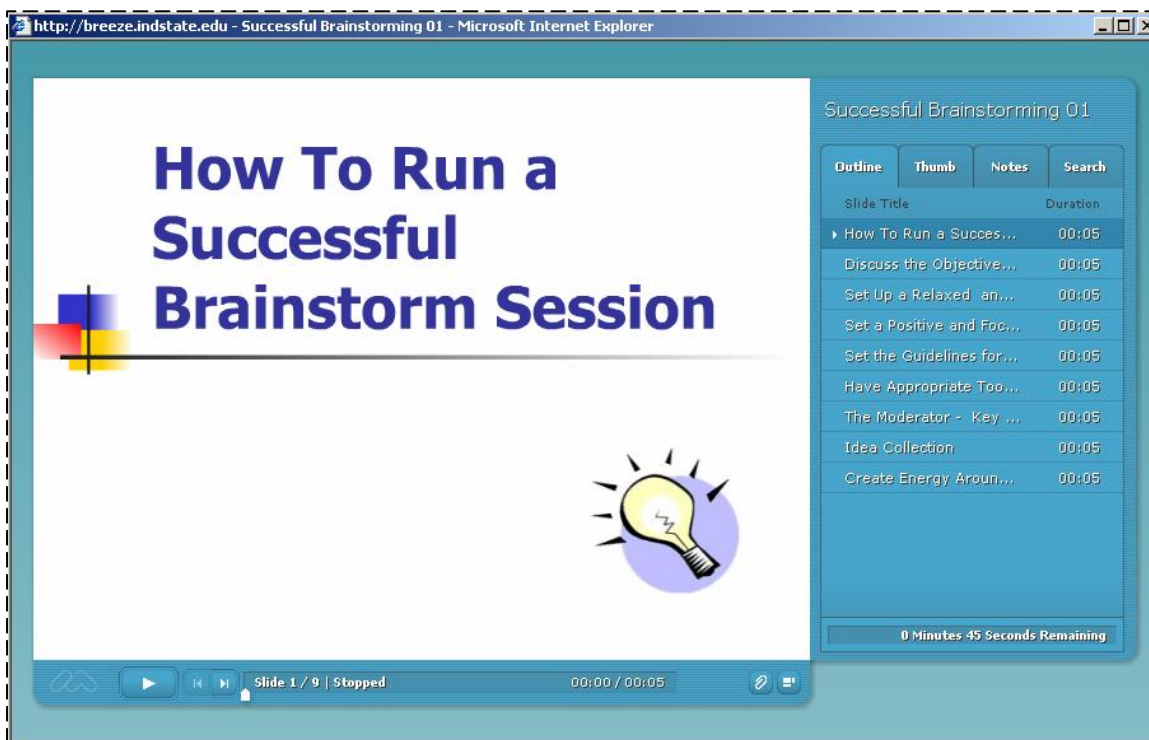


message to your e-mail address with the URL to view the presentation. This is also the URL you may e-mail others to view your presentation anytime using FlashPlayer within a Web browser.)

11. To view your presentation, click the URL. Your presentation will open in a new window within your Web browser.

Note: Breeze requires the use of **Macromedia Flash Player** in order to view a presentation on the Breeze Server. Flash Player is currently available as a free download from Macromedia at:

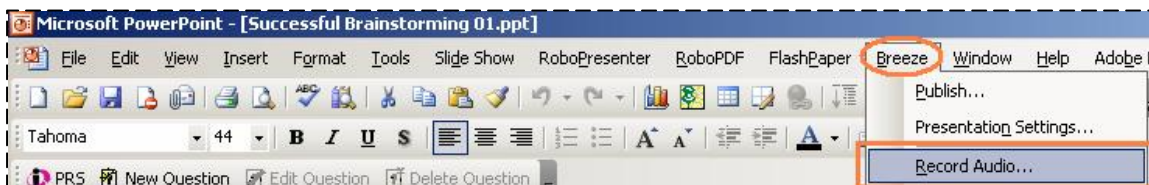
http://www.macromedia.com/shockwave/download/download.cgi?P1_Prod_Version=ShockwaveFlash



Adding Voice Annotations to a Breeze PowerPoint Presentation

Note: This requires your PC have a microphone and a sound card. Be sure your hardware is connected and appropriate drivers are installed before attempting to use the devices in Breeze.

1. If necessary, open your slide presentation in PowerPoint.
2. On the PowerPoint menu, go to **Breeze > Record Audio**.



Setting the Sound Level

3. Speak into your microphone, using the same tone and volume you will use when narrating your presentation. You do not need to speak more loudly than normal.

When Breeze has been able to detect your voice and set the proper sound level, the **red** box will turn **green**, indicating you are ready to go to the next step.



The **Record Audio** window will appear.

Recording Audio - Option A: Individual Slides

To record audio for one slide at a time:

1. Be sure you have selected the slide within PowerPoint for which you want to provide audio.
2. If necessary, click to put a check in the box marked **Record/Play this slide only**.
3. When you are ready, click the **Record** button (marked with a **red circle**) to begin recording.



4. Speak the narration for the current slide.

5. At the end of the audio, click the **Stop Recording** button.



6. To play back the audio, click the **Play** button (marked with a **green arrow**).



7. If desired, you may re-record the audio and play it back until you are satisfied with the results.

8. To advance to the next slide, click the **Next** button at the right.



9. Repeat this recording process for each slide you want narrated.

10. When you are finished, click the **OK** button (not shown).

Recording Audio - Option B: Continuous

To record audio continuously for the entire presentation:

1. Be sure you have selected the first slide within PowerPoint for which you want to provide audio.
2. If necessary, click to remove the check from the box marked **Record/Play this slide only**.



3. When you are ready, click the **Record** button (marked with a **red circle**) to begin recording.



4. Speak the narration for the current slide.
5. When you have finished the audio for that slide, click the **Next Slide** button in the lower left to advance to the next slide, then record the audio for the new slide.
6. Repeat this process until the audio for all the slides has been recorded.



- After the last audio has been recorded, click the **Stop Recording** button.



- To play back the audio, click the **Play** button (marked with a **green arrow**).



- If desired, you may re-record the audio (from any point) and play it back until you are satisfied with the results.
- When you are finished, click the **OK** button (not shown).

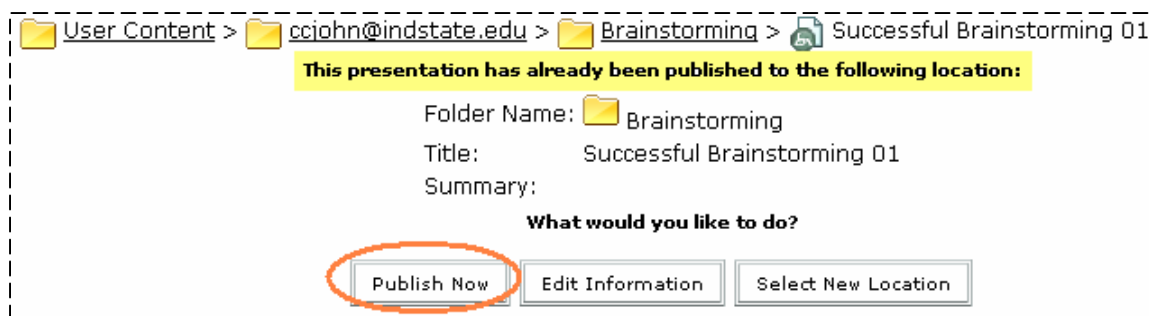
Re-publishing Your Presentation

Your PowerPoint file itself will be unchanged by the process you have just completed. The audio recording will be stored in a separate file that Breeze can convert together with your PowerPoint file when you publish your presentation to the Breeze server.

Each time you change or add to your presentation (such as you just did by adding audio), you will need to re-publish it to the Breeze server in order to have the new features available to viewers within Breeze.

- On the PowerPoint menu, click **Breeze > Publish**. The **Publish** window will appear.

2. Be sure the **Breeze Server** button on the left is selected, and the proper name and URL information is displayed. Click the **Publish** button.
3. If you are not still logged in to your Breeze account, the Breeze Login screen will appear. Log in to your Breeze account.
4. A message will tell you the presentation has already been published (with that name). Click the **Publish Now** button. This will replace the presentation file on the Breeze server with the newest version.



5. View your presentation with audio to test it sounds and appears as you wish.
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