Publishing an Adobe Presenter Presentation

The Publish command on the Adobe Presenter tab allows you to publish an Adobe Presenter presentation. Below are instructions that enable you to publish an Adobe Presenter presentation.

To publish a narrated presentation with Adobe Presenter:

1. Open your narrated presentation in PowerPoint. Note that this step is not necessary if your presentation is already open.
2. Click the Adobe Presenter tab (Figure 1). The Adobe Presenter commands are displayed.
3. Click the Publish button (Figure 2). The Publish Presentation dialog box of Adobe Presenter appears (Figure 3).
4. Click the **Adobe Connect Pro** tab on the left of the **Publish Presentation** dialog box of **Adobe Presenter** (Figure 3). This tab allows you to select a server to publish **Adobe Presenter** presentations. If at least one server exists, the Server drop-down list box will display the name of the server. No server exists below, so you will need to proceed to **Step 5** to add one. If a server exists and you wish to publish to the server click the **Publish** button. The Publish button appears gray in Figure 4, as there are no servers.
5. Click the Edit Servers button (Figure 4). The Adobe Presenter-Preferences dialog box appears (Figure 5).

![Figure 5](image)

6. Click the Add button of the Adobe Presenter-Preferences dialog box (Figure 5). The Adobe Presenter-Edit Server dialog box appears.

![Figure 6](image)

7. Type USF Connect in the Name text box (Figure 6).
8. Type https://usfconnect8.stfrancis.edu in the URL text box (Figure 6).
9. Click the OK button (Figure 6). The server is added (Figure 7).
10. Click the **Publish** button (Figure 7). The **Adobe Connect Pro** login page appears (Figure 8).
11. Click the **Login** button (Figure 8). The contents of the **Adobe Connect** User folder are displayed.

12. Click the **Publish to this folder** button (Figure 9). The **Content Information** page appears (Figure 10).

13. Type a title for your presentation in the **Title** text box (Figure 10).

14. Type an identifying name in the **Content URL** text box for your presentation.
15. Click the **Next** button (Figure 10). The **Customize** presentation page is displayed.

16. Click the **Customize** button (Figure 11). The **Permissions** page for your file appears.
17. Click the **Yes** radio button for the **Allow public viewing** option (Figure 12). This button will allow students to view your presentation without logging into Adobe Connect.

18. Click the **Next/Finish** button (Figure 12). The **Content Information** page is displayed.