



Quick Guide – Content Creation: Presentation Software (e.g., PowerPoint)

OnPoint Course Manager

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This document provides basic instruction on how to capture and convert existing content from popular presentation packages like Microsoft PowerPoint® and Apple's new Keynote® that support most instructor-led training efforts used in business and education today. Once captured, this converted content can be uploaded into OnPoint's Course Manager software for online delivery to users over the web and combined with many other important training management tools like assessments, competency tracking, performance improvement, live event streaming, reporting and more found in Course Manager.

Note: *For simplicity sake, this **Quick Guide** regards to all presentation-type files as PowerPoint slides but notes that many of the processes detailed herein also apply equally to other commonly used PC-based presentation packages.*

Each section provides an overview of the various methods and utility options you can employ with Course Manager to prepare and manage your assets within the OnPoint Learning Suite environment. In many cases, there will be several different ways you can approach your content creation and cataloging requirements. As with anything, experience and testing will help you understand which methods to use at which times.

Feel free to contact the OnPoint support team for assistance in answering any of your content creation questions.

A. Importing Existing Content from Microsoft PowerPoint

There are many, many ways for course authors to process existing content from an existing Microsoft PowerPoint ("PPT") presentation, the most popular desktop presentation tool used today. The resulting file types that can be output from PowerPoint or any of the highlighted tools mentioned herein range from sets of related HTML files to a series of image files to one or more Flash animation files. The preferred method you take depends on what you're attempting to accomplish in terms of user presentation and the tools you have and feel comfortable using.

The table below provides a high-level overview of the various ways you might convert PowerPoint (or similar presentation content) into Asset files that you can upload or associate with Course Manager:

PowerPoint Object:

1. Bulleted text from a PPT Slide
2. Complete PPT Slide
3. Entire PPT Presentation
4. Entire PPT presentation
5. Entire or portion of PPT presentation
6. Entire or portion of PPT presentation
7. Entire or portion of PPT presentation

OnPoint Translation:

- Copy/Paste Text into a new OnPoint Text Asset
- Output/imported as a new OnPoint Image Asset
- Output from PPT as HTML presentation
- Output as an Impatica® file
- Output as a Camtasia Studio® Flash file
- Output with OPCT as a Camtasia Studio® Flash file
- Output as an Adobe Acrobat/PDF file

1. Cut and Paste Bulleted Text from a PowerPoint Slide

You may cut and paste text directly from a PowerPoint (or similar) slide into the Course Manager's text editor. To do this, you must first:

Create an Asset in Course Manager:

1. Under **CONTENT**, select [Assets](#) from the pull-down menu.
2. Click the **Add-Asset** Button.
3. Provide an **Asset Name**.
4. Click the **Save** Button.
5. The asset record will appear. Notice that the system has assigned an **Asset File** name automatically.

Now cut and paste text:

1. Switch to your presentation application.
2. Block select the desired text from your PPT slide and perform a block copy (by pressing block/right-click/**Copy**, or by pressing **CTRL-C** on your keyboard).
3. Switch back to Course Manager, to the Asset you created (as described above). On the **Asset Type** field, click the **Edit-Text** Button. A text editor will appear.
4. Click inside the text box, then block paste (by pressing right-click/**Paste**, or by pressing **CTRL-V** on your keyboard). Your text will appear inside the text box. You may now use the editor to change the text as desired.
5. **Note:** If the PowerPoint text is a bulleted list, the bullets will not copy over into the text editor; you will need to add the bullets back in once the text has been copied, by using the text editor's bullet command.
6. Click the **Save** Button. The Asset record will reappear.
7. Click the **Refresh** Button. Notice that the word "Text" now appears in the **Asset Type** field.
8. The Asset is now active.

Optional:

Click the **Preview** Button to review the Asset if you wish. Click the [Close](#) Button when finished previewing.

You may edit the text by:

1. Select the **Edit-Text** button on the Asset page. The text editor program will load.
2. Click the **Load Text** button.
3. Edit the text as desired.
4. Click the **Save** Button.

Click the **List** Button to return to a list of all Assets.

2. Importing a Single PowerPoint Slide

[NOTE: Please refer to separate OnPoint Capture Tools Suite (“OPCT”) documentation for detailed instructions on how to use our fully-integrated desktop-based utilities to streamline both static and motion slide capture].

Follow the instructions to capture and output your PowerPoint slide selections using the OPCT utilities. The resulting files (JPGs, GIFs or PNGs) are now image files that can be uploaded normally as Image assets. Alternatively, you can also use other standalone tools like SnagIt (from TechSmith), HyperSnap from Hyperion or SnapzPro for Macintosh from Ambrosia software to capture PowerPoint slides as images you can import into Course Manager. Once you’ve acquired your selected images using one of these tools, add them to Course Manager either as single assets one-at-a-time or en mass using the Administration Import Course wizard as described below:

Single Asset Import:

Create a new Single Asset:

1. In Course Manager, select **CONTENT**, and cursor down to **Assets** on the pull-down menu.
2. Click the **Add-Asset** Button.
3. Provide an **Asset Name**.
4. At the **Upload File** line, select the **Browse...** Button and locate the new image file you just created. Double click on the file, and it will be uploaded into the Asset.
5. At the **Asset Type** field, select **Image** from the drop down list.
6. Select a proper Asset Size for your imported image. This does not have to correspond to the actual size of the image but the closer the better. You can pick from any of the “t-shirt” sizes or specify your own custom asset size.
7. Click the **Save** Button.
The Asset record will appear.
8. Click the **Refresh** Button. Notice that the word “Image” now displays in the **Asset Type** field.
The Asset is now active.

Optional

Click the **Preview** Button to review the Asset if you wish. Click the **Close** Button when finished previewing.

Click the **List** Button to return to a list of all Assets.

Mass Asset Import:

Prepare Image Files for Upload

1. Gather the image files you wish to import into a folder/subdirectory on your hard drive/server. Make sure that each of the files has as clear, concise name. It makes sense to rename the files with the actual assigned slide name they carried in PowerPoint. It may also make sense to append each file name with a numeric prefix that will help in ordering them in your folder, your ZIP package and ease sequencing considerations when performing a mass import.
 - a. For example, file names like “01_TitleSlide.jpg” and “02_Agenda.jpg” will greatly facilitate and speed up the mass import process.
2. Add all your files into a ZIP package.

Step #1 - Import Image Assets En Mass into Course Manager

1. Login to Course Manager as a Content Administrator or Site Administrator

2. Under **ADMINISTRATION**, Select **Import / Export** from the drop down menu list.
3. From the **Import** section, select "Import Course".
4. From the **Upload Zip File**, select the **Browse...** button and locate the ZIP package you created. Double click on the file, and hit the **Continue** button.
5. The file will then be uploaded to Course Manager. This action will take a few seconds to a few minutes depending on the number of images in the ZIP package and your connection speed.

Step #2 – Select Existing or Create a New Course

1. Once you've uploaded your import/zip file, you will have two options: to create a new Course, or to assign the new content to an existing course.

Option 1: Create a New Course

The system defaults to the "Create a new course" option. Notice that the radio button New Course is selected, and the new course name is displayed as the existing zip file name.

- (a) Edit the Course name as desired.
- (b) Choose a Category from the drop-down list.
- (c) Specify a Topic Name that the new slides will fall under.

- OR -

Option 2: Add Content to an Existing Course

To add content to an existing course:

- (a) Click the radio button on the desired Existing Course name instead. [Do not fill in Category or Topic Name, as these will be determined in Step #3].

Step #3 – Define Your Pages

You can now define the Page-level settings that each imported image will follow:

1. Select **Asset Size** from the drop-down list (this should be fairly consistent with the size you specified on export from PowerPoint or used with your capture tools).
2. Select the default **Page Layout** from the drop-down list of options. Center works best.
3. Choose a background color from the **Style Sheet** drop-down list.
4. Note that each new image appears as a named page in the table at the bottom of the screen.

[NOTE: An Asset was created for each image that was imported, and a new Page will be created for that image based on the layout information just entered above. You may want to re-name each Page to be more descriptive by editing the default imported Page name.]

5. Assign these new Pages to specific existing Topics. Use the Topic Name drop down and select the Topic desired.

[NOTE: the Topic selection marked by a quotation (") means "same as above."]

6. Click the **Continue** Button. All imported images will be imported as specified.

You may now go to **CONTENT** and review or edit your imported materials.

3. Export PPT Presentation as HTML and Display Using the URL Asset Type

One of the easiest and most powerful ways to present a PowerPoint presentation online is to use Microsoft's own "Save as Web Page" functionality found in the more recent versions of PowerPoint. The nice part about this export/import method is most of the formatting, slide transitions, and screen animation that's been created in PowerPoint can be made part of a web-based slide presentation. Later versions of PowerPoint (e.g., Office XP and Office 2004) even provide very good support for supporting any accompanying audio and video clips that may have been part of the original PowerPoint presentation. In general, the resulting output of this "Save As..." functionality is a master index file and a folder that contains all of the other imagery and media components you've elected to output. You can even specify that the outputted presentation include an interactive table of contents that can be clicked on to seamlessly move from slide to slide. Learners can even run these presentations at "full screen" size during playback creating a more engaging and immersive learning experience.

Next, the output files that have been created (both the master file and the associated media folder we will term the "HTML Package") then need to be uploaded to an Internet-accessible web server or to Course Manager as an External Asset (referenced internally but stored outside of the OnPoint repository). Once uploaded, it's easy to create an external asset in Course Manager that refers to the physical address where the master index file for the outputted presentation can be accessed via a web browser and assign that URL type asset to a Page, Topic and Course.

Exporting Your Presentation from Microsoft PowerPoint (using PowerPoint version 2002)

Step #1 - Using Microsoft's "Save as Web Page" Feature

1. Open the PowerPoint presentation you wish to take online.
2. Select "Save As..." from the File Menu and change the "Save as Type" from "Presentation (*.ppt)" to "Web Page (*.htm, *.html)" and provide a new name (if desired).
3. Click the **Publish** button and the Publish as Web Page dialog box will appear.
4. Most of the default settings in PowerPoint 2002 are fine but you can fine-tune your output by clicking the **Web Options** button. Typical fine-tuning would include:
 - a. Under the Appearance tab, check "Add Slide Navigation Controls" and "Show Slide Animation While Browsing".
 - b. Under the Browsers tab, update your Target Browsers pull-down to use the most current IE version you can; the higher the version, the better the slide control and appearance. Try IE 5.0 or higher to start.
 - c. Under the Pictures tab, change the Screen size to 800x600; this works best with the Content Viewer on most displays.
 - d. Click the **OK** button to commit your parameter changes.
5. Update the "Publish a Copy as" dialog boxes to point to the proper directory and file name for your intended output.
6. Click the **Publish** button to begin the export process. Your computer will now generate all of the necessary files including the media elements you had in your original PowerPoint presentation.

Note: *Be aware of the fact that web-based delivery will have an effect on the overall playback performance of your presentation vs. running it from your local workstation. However, you can largely mitigate the impact of the web's limited throughput speeds by making sure that all rich media asset files included in your original PowerPoint presentation are size-optimized for web delivery. For instance, audio clips should be saved as mono MP3 files at 11Hz (about 30KB/minute) rather than stereo Wave files at 44Hz (about 400 KB/minute) and Flash animations run fine at small sizes and slower frame rates/sec making them much smaller as well.*

Step #2 – Option A: Upload HTML Package to a Web Server/Host

1. Speak to your organization's IT department or web administrator about gaining file-level access to an Internet-connected web server. Follow their recommended steps to copy or transfer (using FTP) your HTML Package from your local workstation to a web-accessible directory on your web server
 - a. For instance, you'll need to be able to copy your HTML Package to a subdirectory you create on your web server and specify the relative URL/path name to those files

www.bigcompany.com/e-learning/module_1/index.html

where "bigcompany.com" is your company's domain name, "e-learning" is your content directory, "module_1" is your subdirectory and "index.html" is the launch file for your outputted PPT presentation.

2. Once your files have been uploaded to a web server, login to Course Coordinator, Content Administrator or Site Administrator.
3. Under **CONTENT**, select **Assets** from the pull-down menu (and set a **Filter** if desired).
4. Click the **Add-Asset** Button.
5. Provide an **Asset Name** and **Description**.
6. Select **Asset Name** = "URL" from the dropdown menu.
7. Selection the "Create Asset without Associated Asset File" **Asset File Type**.
8. Enter the exact URL for the key file stored on your web server.
 - a. http://www.bigcompany.com/e-learning/module_1/index.html
9. Specify the **Category** and **Asset Size** for your new external URL asset.
10. Click the **Save** Button.
11. The asset record will appear. Notice that the system has assigned an **Asset File** name automatically. Click **Preview** to view the new URL Asset in a window and check its size.
12. Assign the new Asset to a Page, Topic and Course as needed.

Step #2 – Option B: Upload HTML Package to a Course Manager as an External Asset

NOTE: *This option is only valid for hosted or enterprise customers who have purchased OnPoint's **Cached Content Server** service.*

1. Make sure the HTML Package for your exported PowerPoint presentation has been added to a ZIP Package file.
2. Login to Course Manager as a Course Coordinator, Content Administrator or Site Administrator.
3. Under **CONTENT**, select **Assets** from the pull-down menu (and set a **Filter** if desired).
4. Click the **Add-Asset** Button.
5. Provide an **Asset Name** and **Description**.
6. Select **Asset Name** = "URL" from the dropdown menu.
7. Select the "Multi-File Asset" **Asset File Type**.
8. Provide the name for an Asset Subdirectory on the **Cached Content Server**.
9. Browse for and select for the ZIP Package containing the HTML Package.
10. Specify the **Category** and **Asset Size** for your new external URL asset.
11. Click the **Save** Button. When all of the above field information has been committed to the database, your ZIP Package will be uploaded to your External Assets Repository and your HTML Package will be extracted.
12. The asset record will appear. Notice that the system has assigned an **Asset File** name automatically. Click **Preview** to view the new URL Asset in a window and check its size.
13. Assign the new Asset to a Page, Topic and Course as needed.

4. Export PPT Presentation as an Impatica for PowerPoint Java File

Impatica for PowerPoint © from Impatica, Inc., with a street price of around **US\$500**, is a self-contained conversion utility that outputs existing PowerPoint presentations into very compact web presentation files. In general, **Impatica for PowerPoint** operates with the same simplicity of PowerPoint's own "Save as Web Page" function discussed above but the resulting output files are actually highly compressed and, therefore, perhaps more "portable" than the "HTML Packages" generated above. (NOTE: According to the company, an Impatica file is typically 95% smaller than the PowerPoint HTML files due to the use of Java encoding). Instead of an HTML Package that contains a key file and perhaps dozens or hundreds of separate image and media files in a folder, an Impaticized presentation is self-contained with only one output file to manage that is played back with a browser-based plug-in Player that's downloaded to the user when they request that Asset. Playback is solid and most all slide transition and animation features are supported.

NOTE: *You can download a free evaluation copy of Impatica for PowerPoint from Impatica's web site at www.impatica.com. The evaluation version stamps your output with a watermark file but you can easily test the program's many capabilities and ease of use.*

Step #1 - Using the Impatica for PowerPoint Utility

1. Open the **Impatica for PowerPoint** application and **ADD** the PowerPoint presentation (or a series of multiple presentations) you wish to "Impaticize" and upload to Course Manager in the "Source PowerPoint Files" window.
2. Most of the default settings in **Impatica for PowerPoint** are fine but you can fine-tune your output by adjusting the following:
 - e. In the "Choose Your Translation Settings" section and under the "Slide Show" tab, click the "Include Playback Controls" setting if you've got several slides you're including in your Impatica file.
 - f. In the "Choose Your Translation Settings" section and under the "Media & Animations" tab, you're your jpeg image quality to 70%.
 - g. Choose your output directory and file name if different than your source PowerPoint file.
3. Click the **Translate** button to begin the export process. Your computer will generate two files in the directory you specified including a "*.IMP" file and a "*.HTML" file; Course Manager only needs the "*.IMP" file to be uploaded and saved as an Asset.

Step #2 – Upload Impatica File to Course Manager

1. Under **CONTENT**, select **Assets** from the pull-down menu (and set a **Filter** if desired).
2. Click the **Add-Asset** Button.
3. Provide an **Asset Name** and **Description**.
4. Select **Asset Name** = "Impatica" from the dropdown menu.
5. Select the "Upload Single Asset File" **Asset File Type**.
6. Browse for and select the Impatica "IMP" file from your local HDD or file server. Remember, you do not need the generated HTML file.
7. Specify the **Category** and **Asset Size** for your new external URL asset. We recommend using a the Extra Large (800x600) setting for best viewing.
8. Click the **Save** Button.
9. The asset record will appear. Click **Preview** to view the new Impatica Asset in a window and check its size.
10. Assign the new Asset to a Page, Topic and Course as needed.

5. Export PPT Presentation as a Camtasia Studio Flash File

Camtasia Studio 2 © from TechSmith Corporation, with a street price of around **US\$300**, is a complete solution for recording, editing and publishing screen capture videos that can be output as Flash animations or streaming video clips (in MPEG or QuickTime formats). The **Camtasia Studio** suite of tools is easy to learn and use and makes extensive use of Production Wizards that assist in both the capture and output processes. The best use of Camtasia is capturing onscreen motion that may be found in your PowerPoint presentation but also works in capturing these screen actions in other applications so it makes a great tool to create tutorials about how to use other applications and computer-based processes. Notably, Camtasia may be the only way to capture highly complex animations found in some PowerPoint presentations that don't convert well using other translation tools like **Impatica for PowerPoint** or **RLOX Xtractor** © from Multimedia Design Corp.

Finally, OnPoint's own static and motion capture tools, called the **OnPoint Capture Tools Suite** or OPCT, uses capture components licensed from TechSmith that leverage the power and flexibility of the Camtasia Studio offering. **We highly recommend these tools to all our customers and user.**

NOTE: *You can download a free evaluation copy of Camtasia Studio 2 from TechSmith's web site at www.techsmith.com. The evaluation version is actually a fully functional version but will timeout after 30 days unless licensed in full. There are no watermarks applied.*

Step #1 - Using the Camtasia Studio Recorder Capture Utility

1. Open the Camtasia Recorder (first option on the Camtasia Studio pallet) and set your "Input" settings found under the "Capture" menu selection. You can choose to capture the full screen area or a fixed window size.
2. Select your screen recording options as needed via the icon library on the recorder panel including whether or not you want to capture audio (via a PC-attached microphone), cursor movements, keyboard sounds and clicks, or mute other internal sounds.
3. Set your "Output" settings found under the "Capture" menu selection and select "File". The resulting file you create will be generated in an AVI format.
4. Most of the default settings in **Camtasia Recorder** are fine but you can fine-tune your output by adjusting the following accessed through the "Tools: Options" submenu:
 - a. In the "Video Options" section and under the "AVI" tab, make sure that "Auto Configure" is checked. We recommend using the TechSmith Screen Capture Codec instead of the Microsoft Codec.
 - b. In the "Audio Options" section and under the "AVI" tab, make sure you're "Audio Setup" reflects the kind of microphone or PC-recording you have installed on your computer. We recommend using the PCM Codec and an audio format of 22Hz, 16-bit stereo. This higher rate can always be reduced when producing and compressing your final output.
 - c. In the "Output File Name" section of the "File" tab, click the "Ask for File" radio button to insure you can always name and save your file wherever you need to.
 - d. Click the **OK** button at the bottom of the Tools Options screen to save your changes.
5. Click the **Capture** button to begin the recording process. You can also set a Pause Key using **F9** to ready your computer for recording allowing you time to open the PowerPoint presentation (or other file) you wish to record. When the presentation is loaded, use PowerPoint's "Slide Show" function to begin your presentation in full-screen and hit **F9** to start recording. Camtasia Recorder will now record every screen action, all audio and keyboard actions as defined by your setup configuration.
6. When you have completed your presentation, hit the **F10** key to end your capture. You will be prompted to name you capture file and can save it to an appropriate directory.

Step #2 – Using the Camtasia Studio Producer Utility

1. Open the Camtasia Producer (second option on the Camtasia Studio pallet) and browse for the directory where you saved your AVI capture file generated above. When located, a thumbnail icon will appear in a window next to the fold tree menu.
2. Drag the AVI thumbnail file onto the main canvas window to begin the editing process. You'll notice that your clip now appears in the canvas window and a timeline can be seen at the bottom of the screen allowing you various ways to trim and edit your captured clip. You can also insert new sound files if needed.
3. Once your edits are complete, click on the video image on the main canvas and drag it up to the filmstrip along the top of the screen into the first square (all the way to the left). It may make sense to save your edited file as a Camtasia Producer project and give it a name.
4. To convert the edited file to a Flash animation, hit "Ctrl+W" to launch the Production Wizard and follow the onscreen instructions to prepare your clip for export as a Flash file (or streaming video file if desired; Flash files will be much smaller though). Other typical settings you'll want to set during the Production Wizard include whether or not to include a Control Strip (say "yes" if you've got lots of slides), the target delivery size of the output file (choose 800x600 or 640x480 for most purposes), set your frame rate (10 frames/sec is good for most purposes) and set your sound quality (11Hz, mono is best for most purposes). Give your output file a name and make sure you've got the "preview" checkbox marked so you can view your output once it's been generated to verify your settings.
5. Camtasia Producer will generate two files in the directory you specified including a "*.SWF" file and a "*.HTML" file; Course Manager only needs the "*.SWF" file to be uploaded and saved as an Asset.

Step #3 – Upload Flash File to Course Manager

1. Under **CONTENT**, select **Assets** from the pull-down menu (and set a **Filter** if desired).
2. Click the **Add-Asset** Button.
3. Provide an **Asset Name** and **Description**.
4. Select **Asset Name** = "Flash" from the dropdown menu.
5. Selection the "Upload Single Asset File" **Asset File Type**.
6. Browse for and select the "SWF" file from your local HDD or file server. Remember, you do not need the generated HTML file.
7. Specify the **Category** and **Asset Size** for your new external URL asset. We recommend using a the Extra Large (800x600) setting for best viewing.
8. Click the **Save** Button.
9. The asset record will appear. Click **Preview** to view the new Flash Asset in a window and check its size.
10. Assign the new Asset to a Page, Topic and Course as needed.

6. Export PPT Presentation as a OPCT Motion Flash File

An alternative and simplified way to capture a PowerPoint presentation with the same results as described above would be to use OnPoint's own motion capture utility, called the **OnPoint Capture Tools Suite** or OPCT, which uses a screen capture component licensed from TechSmith that leverages the power and flexibility of the Camtasia Studio offering. ***You still need Camtasia Producer to output the Flash file but the capture routine is much simplified and that's the real benefit of using OPCM.***

NOTE: *Again, you can download a free evaluation copy of Camtasia Studio 2 from TechSmith's web site at www.techsmith.com. The evaluation version is actually a fully functional version but will timeout after 30 days unless licensed in full. There are no watermarks applied.*

Step #1 - Using the OnPoint Capture Tools - Motion Capture Utility

1. Open OPCM and set your "Configuration" settings as needed. Screen captures with OPCM are only full screen.
2. Under "Video", you can specify the video capture settings you'd like to use including whether or not you want to capture audio (via a PC-attached microphone), cursor movements, keyboard sounds and clicks, whether to optimize frame rates, to minimize the application after starting capture, and whether to pause after "Start" has been clicked but before actual capture begins. All of these options are normally clicked **except** for "record cursor movements".
3. Under "Output", specify your settings. You can either specify an output directory or choose to be prompted for a file name once a capture is complete.
4. Click the **Start** icon to begin the recording process. If your Pause setting was selected in the configuration settings, the utility will wait to begin recording until after you have opened your PowerPoint presentation and are ready to begin. When the presentation is loaded, use PowerPoint's "Slide Show" function to begin your presentation in full-screen and hit **F9** to start recording. OPCM will now record every screen action, all audio and keyboard actions as defined by your setup configuration.
5. When you have completed your presentation, hit the **F10** key to end your capture. You will be prompted to name you capture file and can save it to an appropriate directory.

Step #2 – Using the Camtasia Studio Producer Utility

6. Open Camtasia Producer (second option on the Camtasia Studio pallet) and browse for the directory where you saved your AVI capture file generated above. When located, a thumbnail icon will appear in a window next to the fold tree menu.
7. Drag the AVI thumbnail file onto the main canvas window to begin the editing process. You'll notice that your clip now appears in the canvas window and a timeline can be seen at the bottom of the screen allowing you various ways to trim and edit your captured clip. You can also insert new sound files if needed.
8. Once your edits are complete, click on the video image on the main canvas and drag it up to the filmstrip along the top of the screen into the first square (all the way to the left). It may make sense to save your edited file as a Camtasia Producer project and give it a name.
9. To convert the edited file to a Flash animation, hit "Ctrl+W" to launch the Production Wizard and follow the onscreen instructions to prepare your clip for export as a Flash file (or streaming video file if desired; Flash files will be much smaller though). Other typical settings you'll want to set during the Production Wizard include whether or not to include a Control Strip (say "yes" if you've got lots of slides), the target delivery size of the output file (choose 800x600 or 640x480 for most purposes), set your frame rate (10 frames/sec is good for most purposes) and set your sound quality (11Hz, mono is best for most purposes). Give your output file a name and make sure you've got the "preview" checkbox marked so you can view your output once it's been generated to verify your settings.

10. Camtasia Producer will generate two files in the directory you specified including a “.SWF” file and a “.HTML” file; Course Manager only needs the “.SWF” file to be uploaded and saved as an Asset.

Step #3 – Upload Flash File to Course Manager

11. Under **CONTENT**, select **Assets** from the pull-down menu (and set a **Filter** if desired).
12. Click the **Add-Asset** Button.
13. Provide an **Asset Name** and **Description**.
14. Select **Asset Name** = “Flash” from the dropdown menu.
15. Selection the “Upload Single Asset File” **Asset File Type**.
16. Browse for and select the “SWF” file from your local HDD or file server. Remember, you do not need the generated HTML file.
17. Specify the **Category** and **Asset Size** for your new external URL asset. We recommend using a the Extra Large (800x600) setting for best viewing.
18. Click the **Save** Button.
19. The asset record will appear. Click **Preview** to view the new Flash Asset in a window and check its size.
20. Assign the new Asset to a Page, Topic and Course as needed.

Mass Import of Flash Assets

Follow the basic instructions in the Word for performing mass imports of Flash documents. The same procedures apply for the mass importation of Flash assets. Make sure to select “Flash” as your default asset type.

7. Export PPT Presentation as PDF File and Display Using the PDF Asset Type

One of the most popular and industry standard file formats for packaging and delivering information over the web is exporting content saved in Adobe's *Portable Document Format* or "PDF" file format. The format has become so ubiquitous, in fact, that every major computer operating system vendor, including Microsoft, includes a free Adobe Acrobat Reader© application or browser plug-in bundled in as part of their standard customer offering. The benefits of creating and distributing PDF files stem from the fact that almost any applications can generate native-looking print quality materials, complete with all their intended formatting and visual elements, and have these files read online without needing the original application to display them properly. In short, Adobe PDF files are digital "printouts" of any commonly generated computer output that can electronically emailed or downloaded as opposed to being physically mailed, copied or faxed. Standard software enables business professionals to convert any Microsoft Office and other paper or electronic document to reliable Adobe Portable Document (PDF) files, and send them to colleagues for review.

Acrobat 6.0© from Adobe Systems Incorporated, with a street price of around **US\$300**, enables business professionals to convert any Microsoft Office and other paper or electronic document to reliable Adobe Portable Document (PDF) files, and send them to colleagues for review. For presentation files like Microsoft PowerPoint slides, content authors can use Acrobat to print out electronic handouts of all or portions of a PowerPoint presentation to be viewed in a web browser as content within an online course or as a means of distributing other supporting documentation for that course that can be downloaded and printed.

The advantages of outputting PowerPoint slides as PDF files are obvious. First, the process is very quick and requires almost no decisions to be made given it's the equivalent of outputting the necessary content to a network printer. Second, the content can be displayed in a browser window as part of a course but also can be expanded to view at full screen, viewed as a series of thumbnail images, printed out and even stored locally serving as hard copy documentation for those who require that. Finally, the content can not be tampered with or changed in any way once it has been published as a PDF file.

There are a few disadvantages of outputting PowerPoint slides in PDF format including the fact that all included electronic pages in a PDF file are static and can't contain any slide animations or rich media files that may have been included in the original materials. Second, the more slides there are in the original presentation, the larger the resulting PDF asset is going to become, and the harder it is to load and navigate around when viewed via a web browser. It makes sense to create short PDF output files with one to six pages each (think "chicklets") instead of one large file with 30 slides (a chunk). Also, using the chicklet method allows you to intersperse topic-level quizzes or tests and intermix rich media pages within the same course thus adding to the overall online experience.

Exporting Your Microsoft PowerPoint Presentation as a PDF File

Step #1 – Printing to PDF from Inside Microsoft PowerPoint

1. Open the PowerPoint presentation you wish to take online in PDF format.
2. Once your presentation has been displayed, select the slides you'd like to output as a "PDF Chicklet" and select "Print" from the "File" menu in PowerPoint; you will then be presented with PowerPoint's standard Print Dialog Box.
3. Open the Printer "Name" dropdown box and select "Adobe Distiller" from the presented choice list (Note: You must have a copy of Adobe Acrobat installed in your computer for this to appear).
4. Most of the default settings in the "Adobe Distiller" print driver are fine but you can fine-tune your output by clicking the **Properties** button. Typical fine-tuning would include:
 - a. Under the Layout tab, select "Landscape" orientation to make sure your slides appear as slides in the PDF file.

5. Select the “Print Range” you’d like to output and click the **OK** button to begin the output process. Your computer will now generate the PDF containing static image copies of all of the slides you selected for inclusion in your PDF chicklet.

Note: *If you make sure all of the Properties fields found under the File menu have been filled out for your PowerPoint presentation section before you output your PDF file, this information will be included in the Document Summary that accompanies the generated PDF file. This may be important for reasons of copyright and support later for those users who download, save and printout PDF assets while talking an online course.*

Step #2 – Upload PDF File to Course Manager as PDF Asset

1. Login to Course Manager as a Course Coordinator, Content Administrator or Site Administrator.
2. Under **CONTENT**, select **Assets** from the pull-down menu (and set a **Filter** if desired).
3. Click the **Add-Asset** Button.
4. Provide an **Asset Name** and **Description**.
5. Select **Asset Name** = “PDF” from the dropdown menu.
6. Select the “Single File Asset” **Asset File Type**.
7. Browse for and select for the PDF file you wish to upload.
8. Specify the **Category** and **Asset Size** for your new PDF asset. You can pick from any of the “t-shirt” sizes or specify your own custom asset size.

NOTE: *PDF assets should tend to be larger in size (XL or Jumbo) and can also be opened full-screen in the Content Viewer with the “Open in New Window” link that automatically gets inserted onto every OnPoint Page that contains a PDF asset.*

9. Click the **Save** Button.
10. The asset record will appear. Notice that the system has assigned an **Asset File** name automatically. Click **Preview** to view the new PDF Asset in a window and check its size.
11. Assign the new Asset to a Page, Topic and Course as needed.