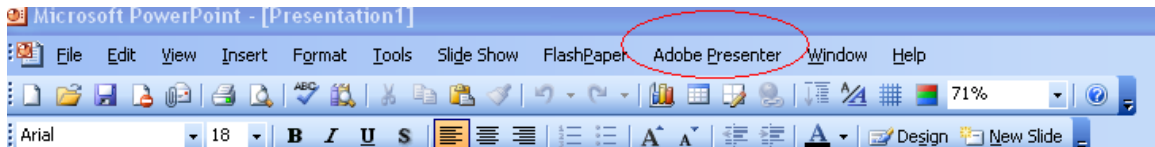


Breeze 6 Guide

Start

1. Choose and Open the PowerPoint Presentation you would like to record audio on. (Make sure to Plug in your Microphone in to your computer)
2. Click **Adobe Presenter** (Breeze)



3. Click **Record Audio**
-Talk into Microphone to set recording levels. Wait for the green light and click OK.



Recording Audio:

Key	
Red Circle = Record	Green Arrow = Play Back
The Orange Parallel lines = Pause	Large Square below = Stop Recording
Next >> to move on the next slide	<< Previous to move to the previous slide
Import Notes = This feature allows for you to Import Notes you have typed in while creating the Power Point	

*Tips:

Check off **Record/Play this slide only** so you can record one slide at a time.

Check off **View Script** if you would like to type a script to write ideas, comments and/or a "script". (For your eyes only)



Finished Recording?

Click **OK** and then click **File** and **Save** to save your audio embedded Power Point.

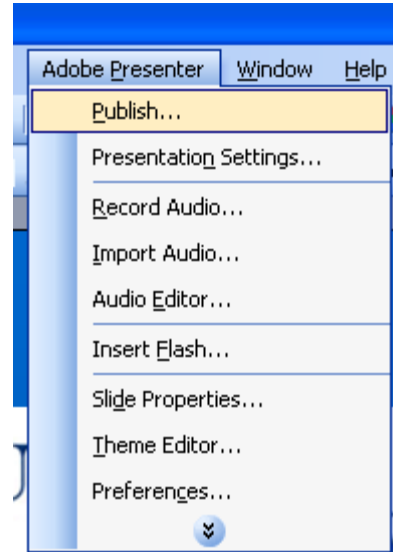
*Tip:

Have two copies one with audio and one without audio. To do this, after recording click **File** and then **Save As...** add the word Audio to the title.

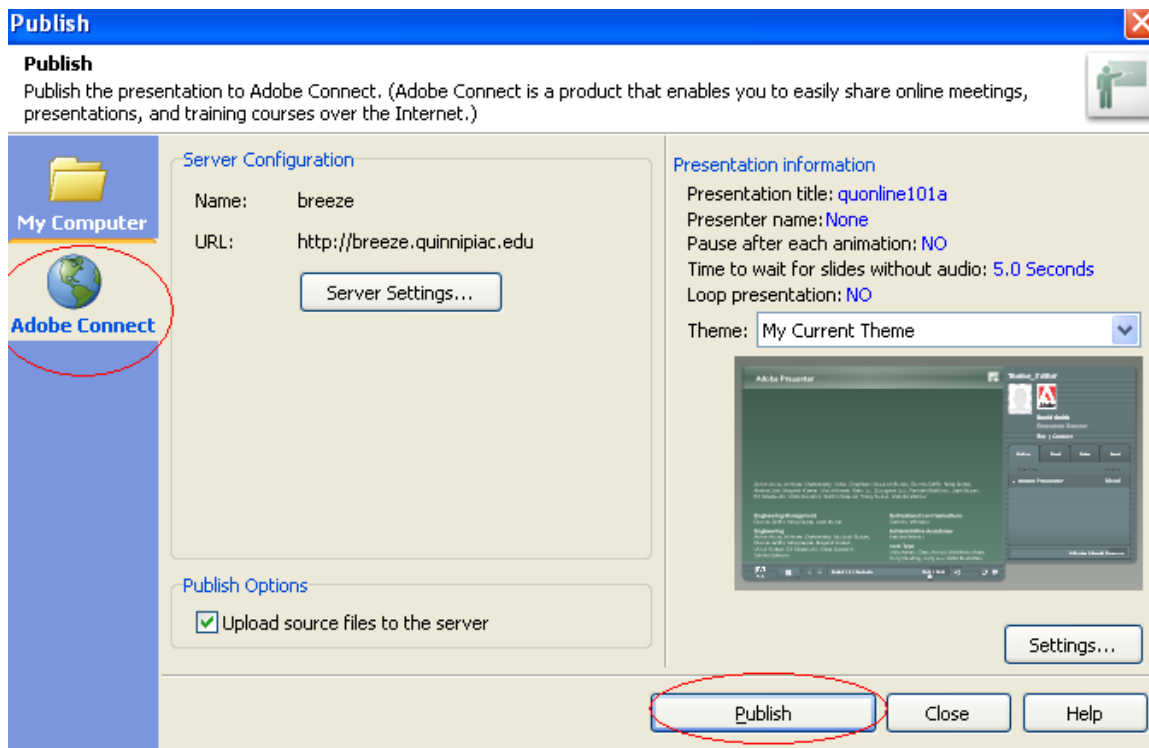
Publishing

Click **Adobe Presenter** (located on the top menu)

Click **Publish...**



Make sure you **click on Adobe Connect** (not My Computer or your Breeze Presentation will be saved on your own Computer.)



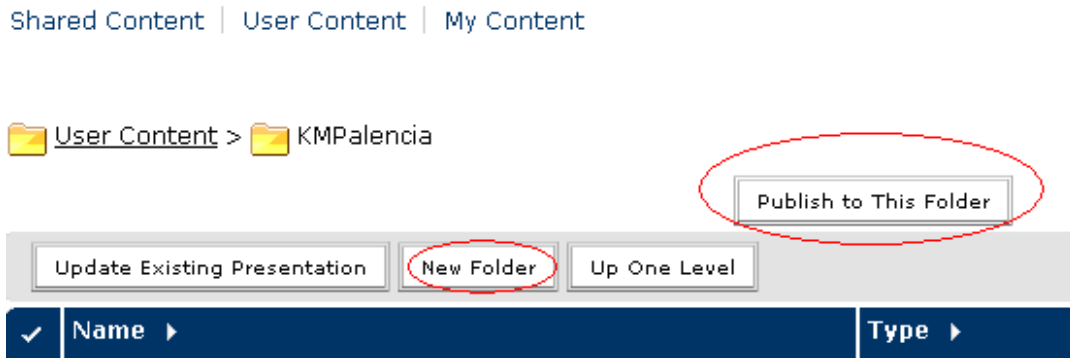
*If you Power Point is large or has problems publishing **Uncheck Upload source files to the server.**

Then Click **Publish**

1. The **Adobe Connect Login Page** will momentarily open
-Type in your Username and Password

2. Next click the **Publish to This Folder** button

*Tip: Teaching a few courses? Create a **New Folder** for each course, so your Breeze Presentations can be organized.



3. The Title is automatically inserted for you. (No other info is necessary, unless you want a custom URL)
-Click **Next>**

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.quinnipiac.edu/productdemo/)

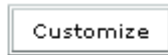
Summary: *(max length=750 characters)*

Language: *

Update information for any items linked to this item.

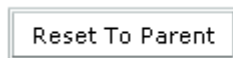
* - indicates required fields

4. **Customize Button** (This is very important)
- Click the **Customize** button



Current Setting: Same as parent folder

5. Check off **Yes** which will allow for public viewing

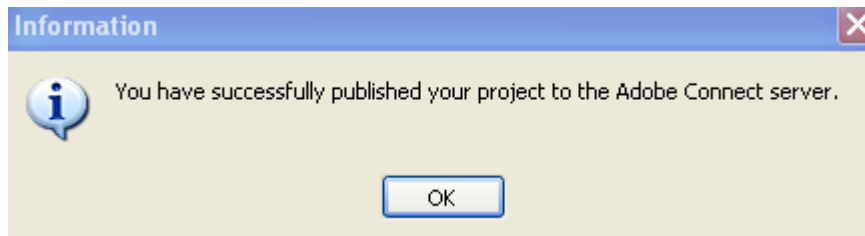


Allow public viewing: Yes No

6. Scroll to the bottom of the page and Click **Next >**

Wait a few minutes while green bars flash at the bottom of your screen (time varies on your internet connection)

*Note: Do not click cancel during the publishing



Completed

Once you have successfully published your Breeze Presentation, copy the **URL for Viewing Link** and paste into the Blackboard course in the area you would like it for viewing.

Closed out too early before you copied the URL Link?

- Go to <http://breeze.quinnipiac.edu>
- Login with your user name and password
- Click on **Content** (located on top menu bar, next to Home)

Home | Content | Training | Meetings | Administration

- Your created folders and Breeze Presentations are below.
- Click on the Breeze Presentation title and there is the URL Link to copy. Simply Copy and paste into Blackboard.
- You may also e-mail the link to yourself or others by clicking **E-mail Link**

Content Information | [Edit Information](#) | [Set Permissions](#) | [E-mail Link](#) | [Download Content](#) | [Upload Content](#) | [Reports](#)

Questions? E-mail: QuOnline@quinnipiac.edu