

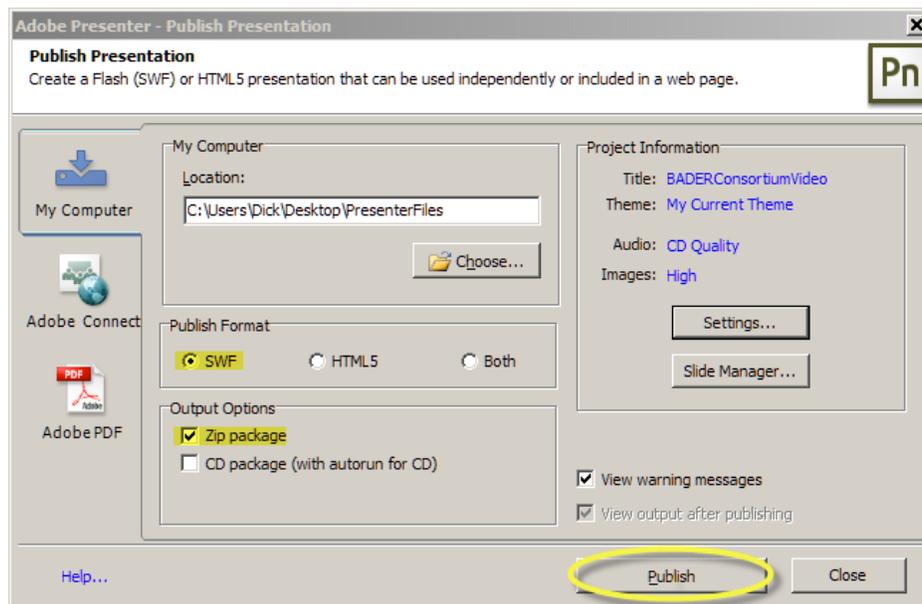
## Displaying PPT files containing embedded videos within Adobe Connect

The recommended approach has four steps: conversion, upload, presentation and file management.

### Step 1: File conversion

The process assumes that the video(s) are already embedded in a PowerPoint (PPT) document. It is the PPT file that is converted, not the individual video files. The result will be a .zip file.

- **Option 1:** Follow the Video File-Conversion Service Request [instructions](#) that describe the request [form](#). The BADER Clinical Core will prepare and send the converted file(s) within several work days.
- **Option 2:** Convert the file(s) yourself using your own copy of Adobe Presenter.
  - On a PC that has PowerPoint and Presenter installed, open the file within PowerPoint.
  - Select the *Adobe Presenter* tab and the *Publish* button.
  - Select the *My Computer* tab, and choose a *location* for the output file. Make sure that the *SWF* and *Zip package* options are selected, and press *Publish*.



### Step 2: File upload

- Enter the Adobe Connect room as someone who will have *presenter* status (e.g., "guest").

- Click the downward-pointing triangle next to *Share My Screen*, and select *Share Document*.



- Click *Browse My Computer* and select the file produced by Adobe Presenter (e.g., BADERConsortiumVideo.zip).



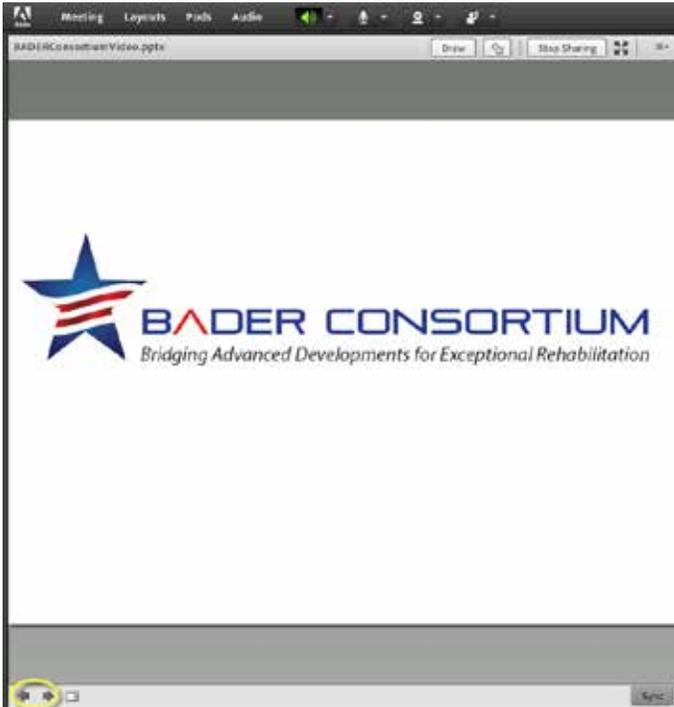
### **Step 3: Presentation**

*Presentation files may be presented immediately after upload or at a later time.*

#### **Presentation immediately following upload**

- After you upload the file, Adobe Connect immediately shares the presentation.

- Use the arrow icons at the bottom to navigate through the presentation. Use the *Stop Sharing* button at the top when you're done presenting.



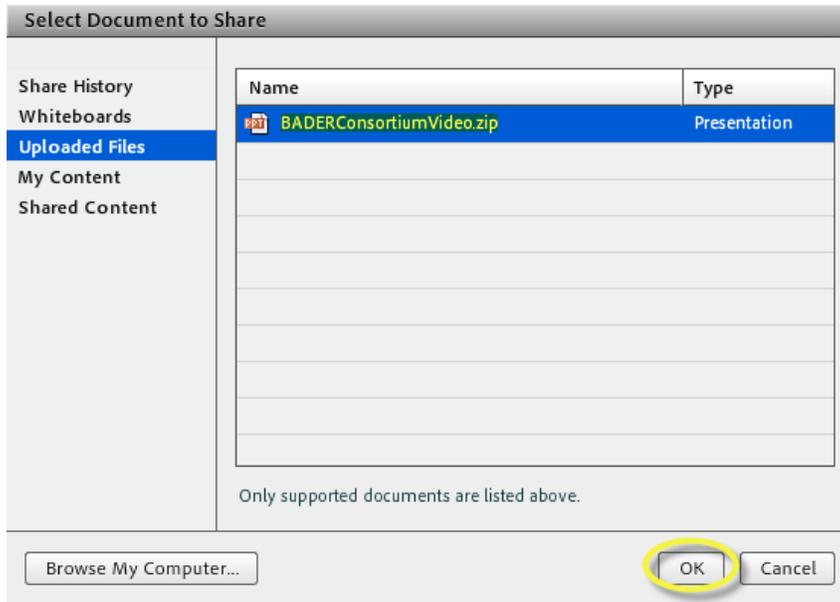
**NOTE:** The uploaded file will remain on the Adobe Connect server, accessible by anyone who has permission to enter that Adobe Connect room. The file and its accessibility links can only be removed by the Adobe Connect room's administrator, as described below.

### **Presentation of previously uploaded file**

- Enter the Adobe Connect room as someone who will have *presenter* status (e.g., "guest").
- Click the downward-pointing triangle next to *Share My Screen*, and select *Share Document*.



- Select *Uploaded Files* and select the presentation you want to show (e.g., BADERConsortiumVideo.zip).



- You might also find the presentation listed under *Share History*.

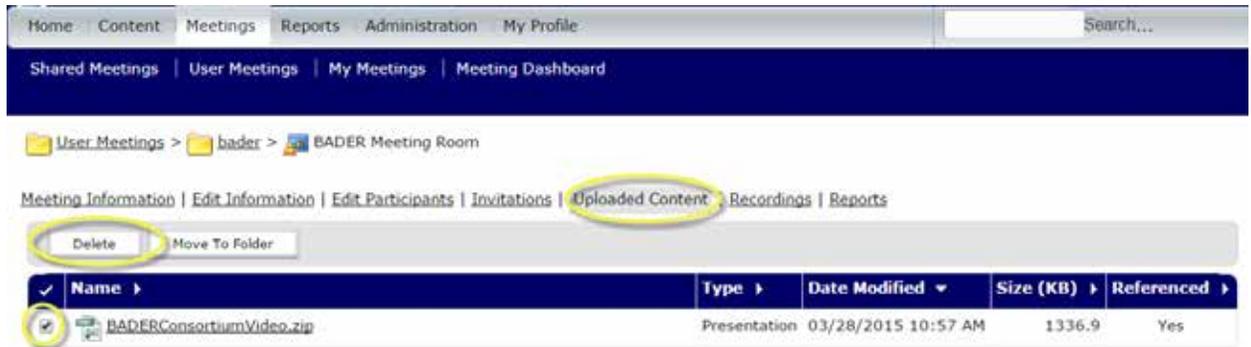
**Step 4: File management – deleting uploaded files and links from the Adobe Connect room**

*This process requires administrative privileges (i.e., requires the room's password).*

- Enter the Adobe Connect room.
- Select *Meeting > Manage Meeting Information*.



- Navigate to the folder containing your Adobe Connect room's uploaded content. This step is done in the new browser window that just opened by selecting *Meetings > My Meetings > [Your room's name] > Uploaded Content*.



- Select the checkbox to the left of each file you want to delete (e.g., BADERConsortiumVideo.zip) and click the Adobe Connect window's *Delete* button.
- Select *Delete* again to confirm your intention.

**You have selected the following item(s) to delete:**



**\* - This item has other items linked to it. If you delete this item, then the links that point to this item will also be broken. Please verify that this is what you want to do before proceeding.**

To permanently delete the item(s) listed above, click on the "Delete" button. Deleting a folder will permanently delete all of the items within it, and may break links that are associated with these items.

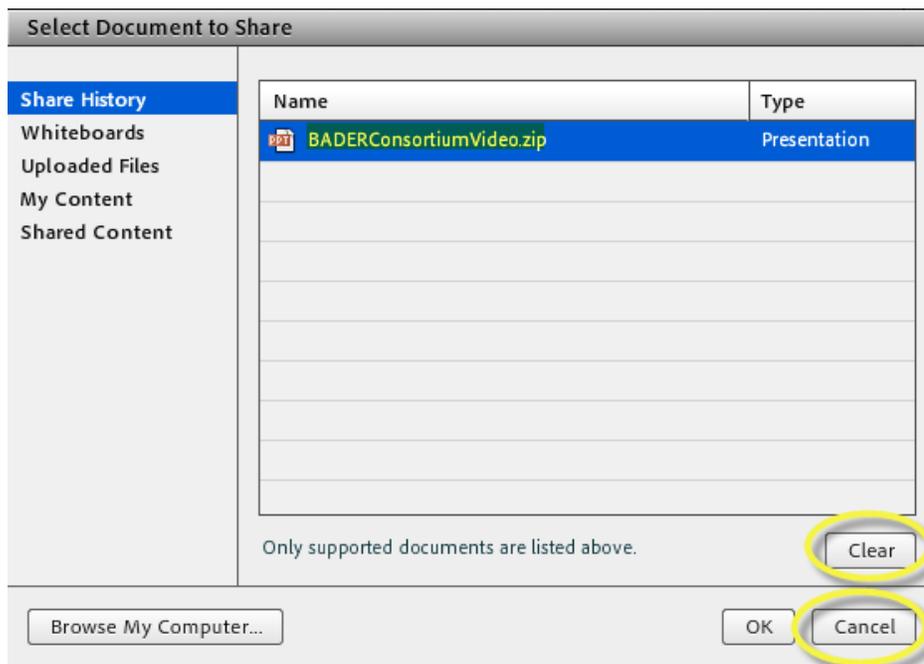


- Finally, return to the Adobe Connect room. Click *Stop Sharing* if you are currently sharing a document or a window with others in the room.

- Click the downward-pointing triangle next to *Share My Screen*, and select *Share Document*.



- Select *Share History*.
- Select the presentations you do not want to leave accessible to others in the room (e.g., BADERConsortiumVideo.zip). Click *Clear* and *Cancel*. (The *OK* button may be dimmed and non-functioning.)



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