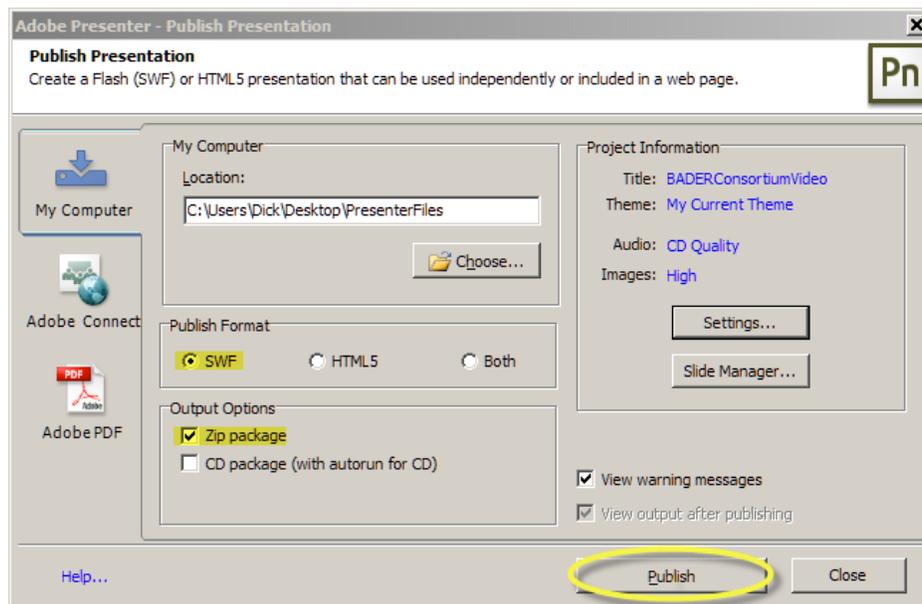# Displaying PPT files containing embedded videos within Adobe Connect

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).
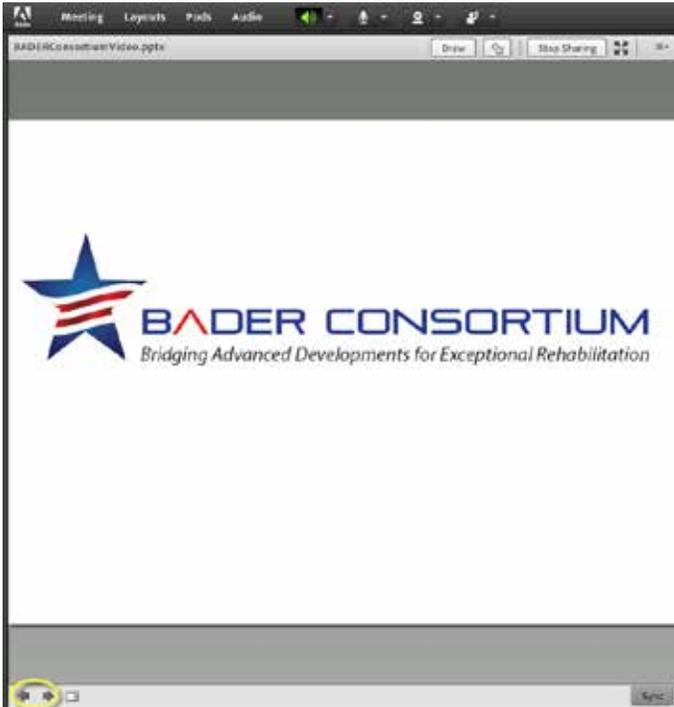

Step 3: Presentation
Presentation files may be presented immediately after upload or at a later time.

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.
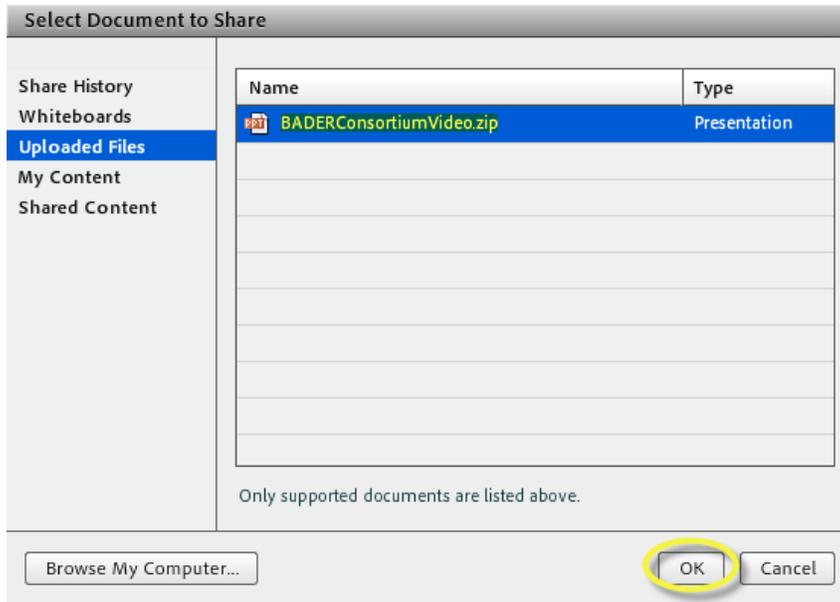

> NOTE: The uploaded file will remain on the Adobe Connect server, accessible by anyone who has permission to enter that Adobe Connect room.
> The file and its accessibility links can only be removed by the Adobe Connect room's administrator, as described below.

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).

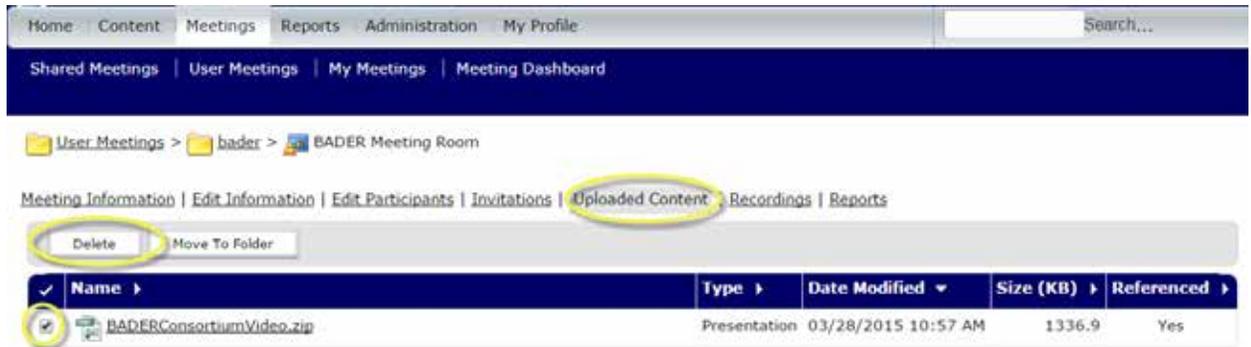 o You might also find the presentation listed under *Share History*.

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.
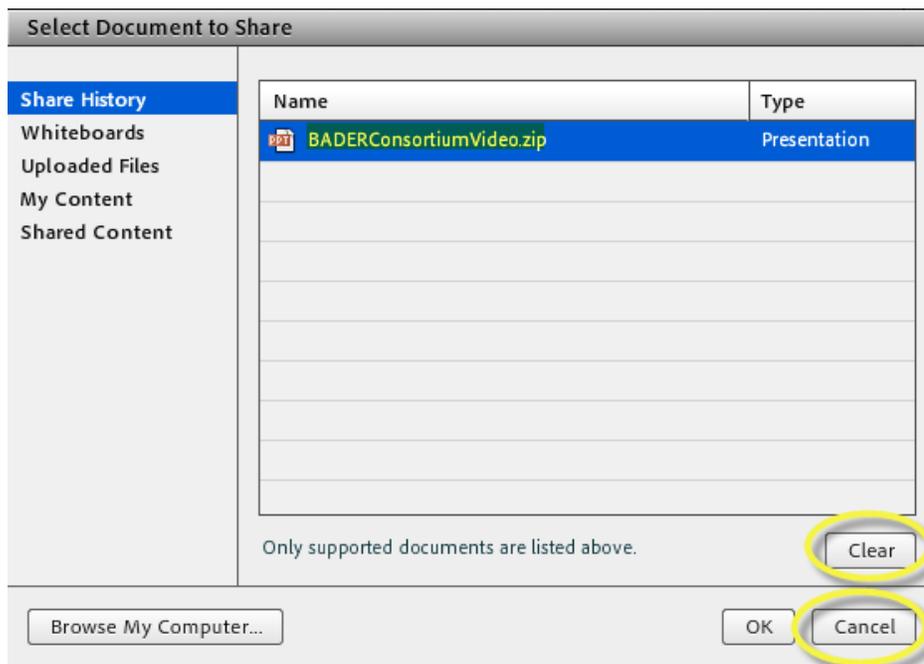- Select *Delete* again to confirm your intention.

- 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.)

Last edited: 28 March 2015