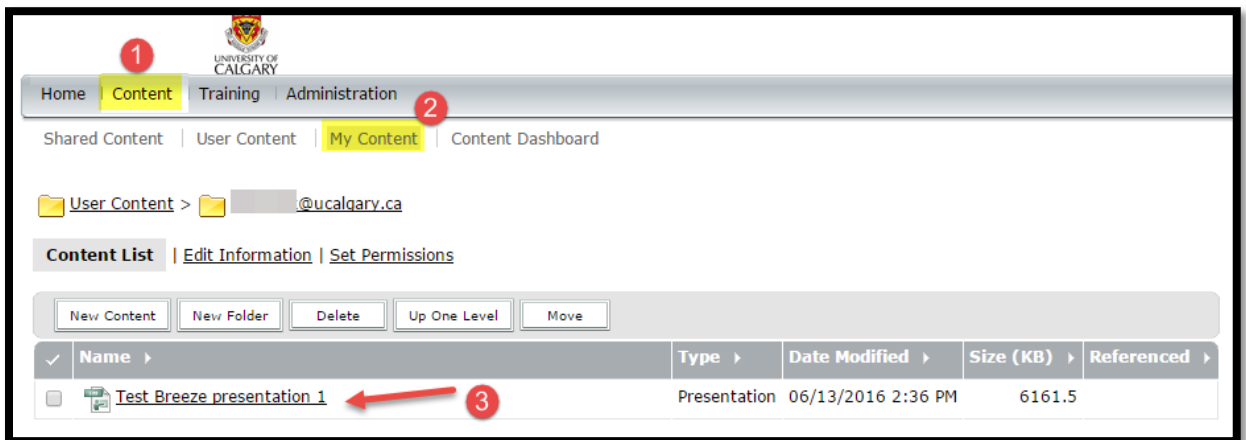
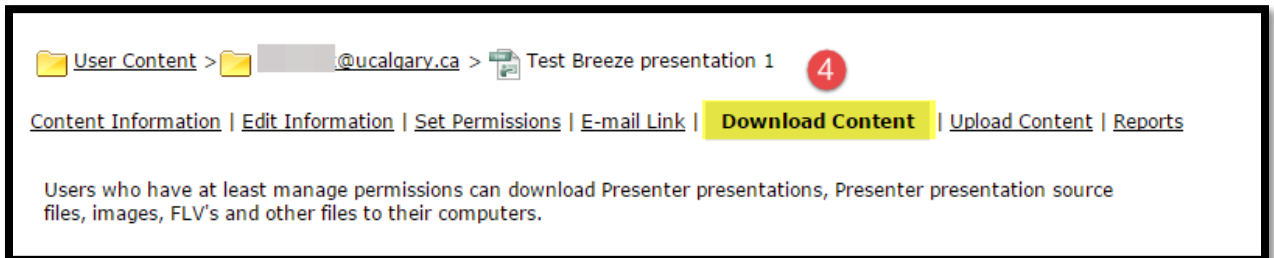


Exporting an Existing Breeze Presentation to the Adobe Connect Server

1. Log in to <https://breeze.ucalgary.ca>
Your username should look like ITusername@ucalgary.ca
If you forget your password, click on the “Forgot your password?” link on the login page or contact the IT Support Centre at 403-220-5555
2. Click on the **Content** tab.
3. Under the **My Content** section, look for the presentation you wish to export. Click on the presentation link.



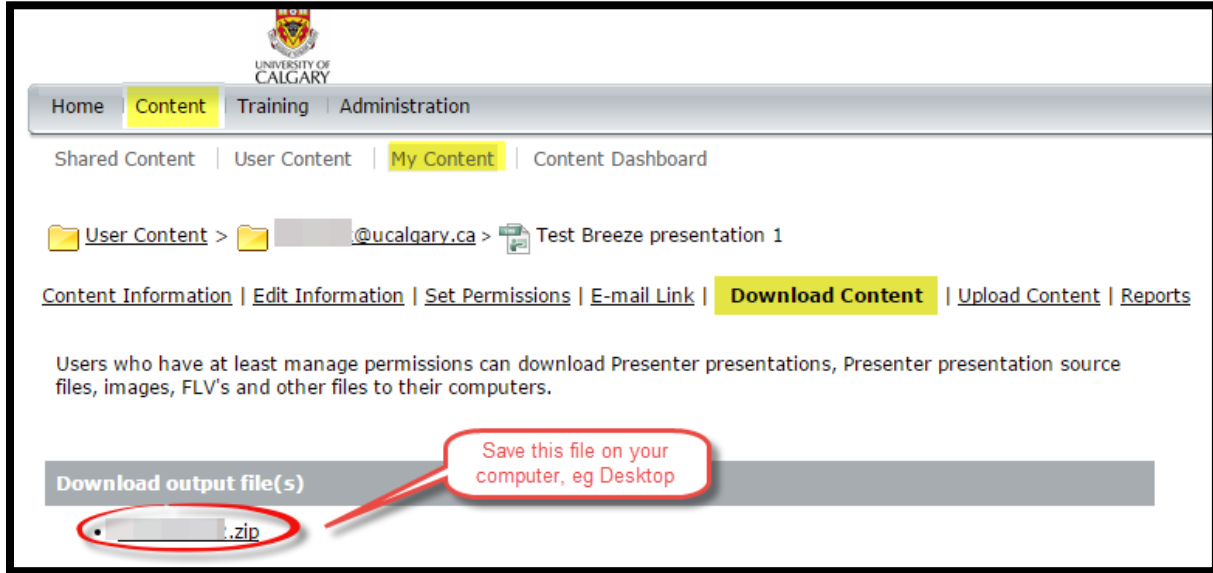
4. Select **Download Content**.



NOTE: Depending on how your presentation was initially published to the server, you might find different files/ file types under the **Download Content** tab. Please try the options below. If you encounter difficulties, please contact the IT Support Centre at 403-220-5555 or email itsupport@ucalgary.ca, with *Breeze Presentation Export* in the subject line. The request must be submitted before August 15, 2016.

Option A: If a .zip output file is available

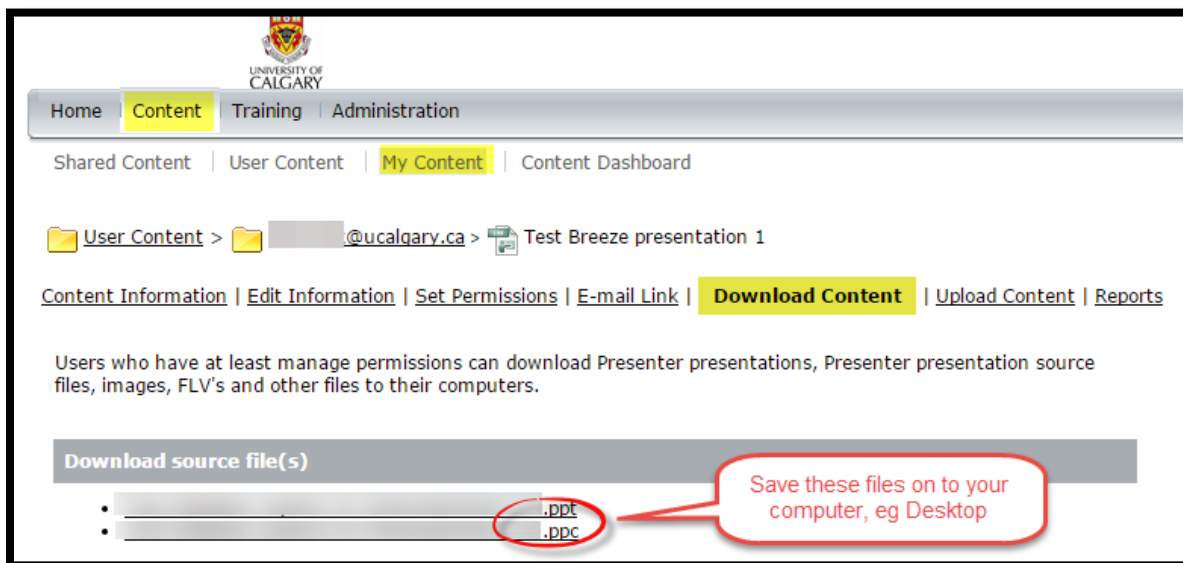
- i. Download the **zip** file that is listed under **Download output file(s)**.



- ii. Proceed to [Step 5](#).

Option B: If .ppt and .ppc source files are available

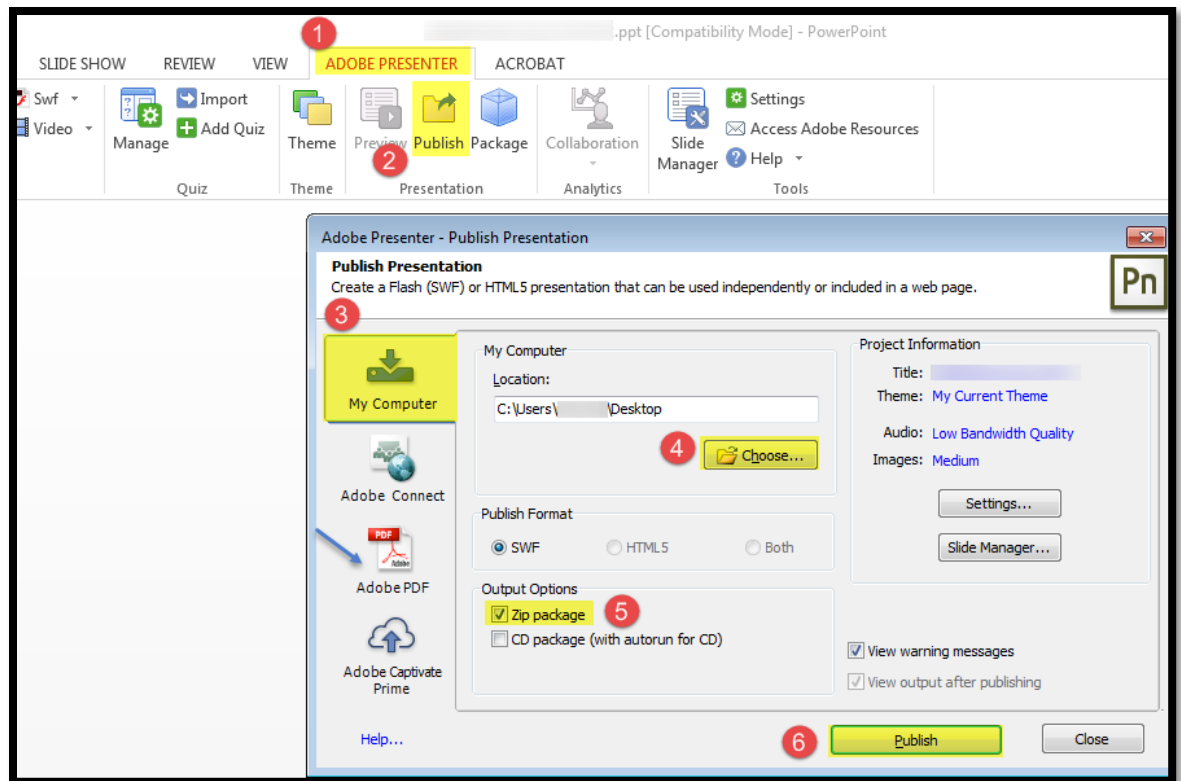
- i. Download both **.ppt** and **.ppc** files listed under **Download source file(s)**.



NOTE: Before proceeding, check to make sure **Adobe Presenter** is installed on your computer. If you do not have this plug-in, visit the [IT Software Distribution site](#) to request a license.

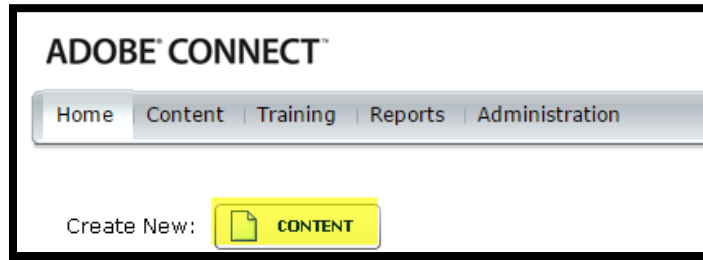
- ii. Open the **.ppt** file that you have downloaded.
- iii. Within **PowerPoint**, click on the **Adobe Presenter** tab.
- iv. Click on the **Publish** option. Select **My Computer** and **Choose** a location on your computer to save the file, eg Desktop
- v. Check off the box by **Zip package**, then click **Publish**. Once the **.zip** package has been created, proceed to [Step 5](#) to publish the presentation to the server.

Alternative: If you just wish to keep a copy of the narrated presentation on your computer for playback, you may simply save it in pdf format. Click on the **Adobe PDF** button and follow the prompts on the screen.



5. Log in to the Adobe Connect server <https://connect.ucalgary.ca>
Your username should look like [ITusername@ucalgary.ca](#)
If you do not have an account or have forgotten your password, click on the “Forgot your password?” link on the login page or contact the IT Support Centre at 403-220-5555

6. Click on the **Content** button.



7. Click on **Choose File** and browse for the **.zip** file that you have downloaded/ published earlier. Click **Open**.
8. Enter a **Title** for your presentation. **Custom URL** field is optional.
9. Click **Save**.

A screenshot of the Adobe Connect 'Enter Content Information' form. The form is titled 'ADOBE CONNECT' and has a navigation menu at the top with 'Home', 'Content', 'Training', 'Reports', and 'Administration'. Below the navigation menu, there are links for 'Shared Content', 'User Content', 'My Content', and 'Content Dashboard'. The current page is 'User Content' for '@ucalgary.ca'. There are links for 'Content List', 'Edit Information', and 'Set Permissions'. The form is divided into two sections: 'Select Content File' and 'Enter Content Information'. In the 'Select Content File' section, there is a 'File: *' field with a 'Choose File' button and a 'No file chosen' text. A red circle with the number '1' is next to the 'Choose File' button. Below this field, there is a note: 'The file should be one of the following formats: *.ppt, *.pptx, *.flv, *.swf, *.pdf, *.gif, *.jpg, *.png, *.mp3, *.html, *.mp4, *.f4v or *.zip. Please refer to the documentation for valid contents for zip files.' In the 'Enter Content Information' section, there is a 'Title: *' field with a red circle with the number '2' above it. Below this field, there is a 'Custom URL:' field with the text 'https://connect.ucalgary.ca/' and a text input field. A red callout box with the word 'Optional' points to the text input field. Below the 'Custom URL:' field, there is a note: '(Leave this field blank for a system-generated URL, or include a unique URL path. Please use only ascii alphanumeric characters or hyphens. For example: "product-demo" will result in https://connect.ucalgary.ca/product-demo/)'. Below the 'Custom URL:' field, there is a 'Summary:' field with the text '(max length=1000 characters)'. At the bottom of the form, there is a red asterisk note: '* - indicates required fields'. There are two buttons: 'Save' and 'Cancel'. A red circle with the number '3' is above the 'Save' button.

10. Take note of the **URL for Viewing**. To allow others to see your presentation, change the viewing properties by clicking on **Set Permissions**.

The screenshot shows the Adobe Connect interface. At the top, there is a navigation bar with 'Home', 'Content', 'Training', 'Reports', and 'Administration'. Below this is a sub-navigation bar with 'Shared Content', 'User Content', 'My Content', and 'Content Dashboard'. The main content area shows a breadcrumb trail: 'User Content > [User]@ucalgary.ca > Test export'. Below the breadcrumb, there are several links: 'Content Information', 'Edit Information', 'Set Permissions', 'E-mail Link', 'Download Content', 'Upload Content', and 'Reports'. The 'Set Permissions' link is highlighted in yellow. Below the links, there is a 'Content Information' section with the following details: Title: Test export, Duration: 19 slides (00:13:21), Disk usage: 9261.7 KB, Permissions: Same as parent folder, URL for Viewing: <https://connect.ucalgary.ca/...> (circled in red), Summary: (empty), and Language: English.

11. Click on **Customize**.

The screenshot shows the Adobe Connect interface. At the top, there is a navigation bar with 'Shared Content', 'User Content', 'My Content', and 'Content Dashboard'. Below this is a sub-navigation bar with 'User Content', '[User]@ucalgary.ca', and 'Test export'. Below the breadcrumb, there are several links: 'Content Information', 'Edit Information', 'Set Permissions', 'E-mail Link', 'Download Content', 'Upload Content', and 'Reports'. The 'Set Permissions' link is highlighted in yellow. Below the links, there are two buttons: 'OK' and 'Customize'.

12. Select **Yes** for **Allow Public Viewing**.

The screenshot shows the Adobe Connect interface. At the top, there is a navigation bar with 'User Content', '[User]@ucalgary.ca', and 'Test export'. Below the breadcrumb, there are several links: 'Content Information', 'Edit Information', 'Set Permissions', 'E-mail Link', 'Download Content', 'Upload Content', and 'Reports'. The 'Set Permissions' link is highlighted in yellow. Below the links, there are two buttons: 'Reset To Parent' and 'Allow public viewing: Yes No'.

13. Log out. Distribute the **URL** to your audience or post the presentation link in your course site.