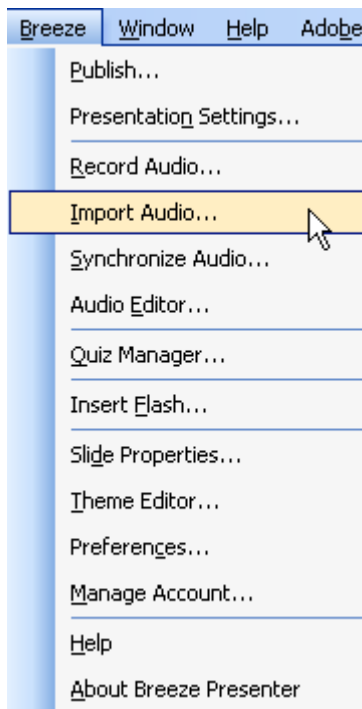


Directions for Converting Existing Narrated PowerPoint Into Breeze Presenter

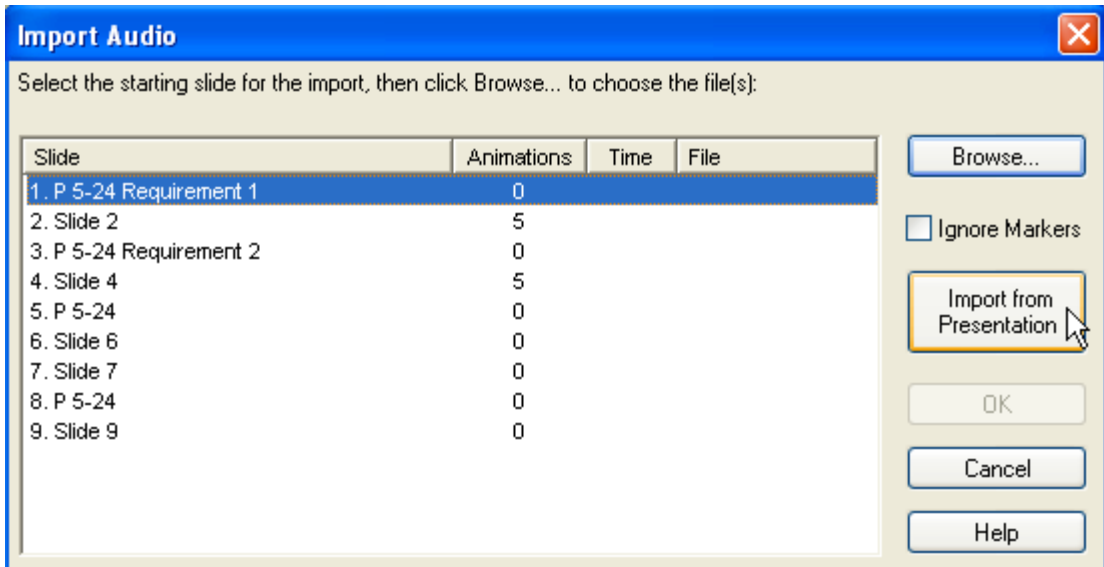
IMPORT EXISTING NARRATION INTO POWERPOINT FOR USE WITH BREEZE PRESENTER

To do this procedure, you'll need a microphone. A headset is recommended.

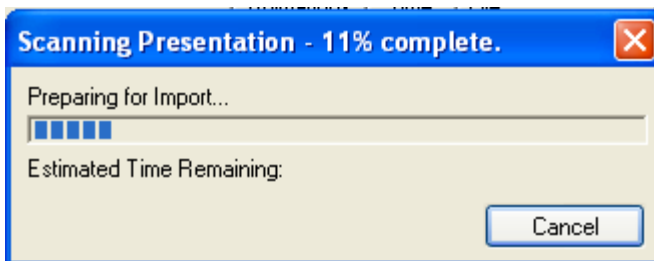
1. Open the PowerPoint presentation file.
2. From the menu bar at the top, click on **Breeze**, click **Import Audio**.



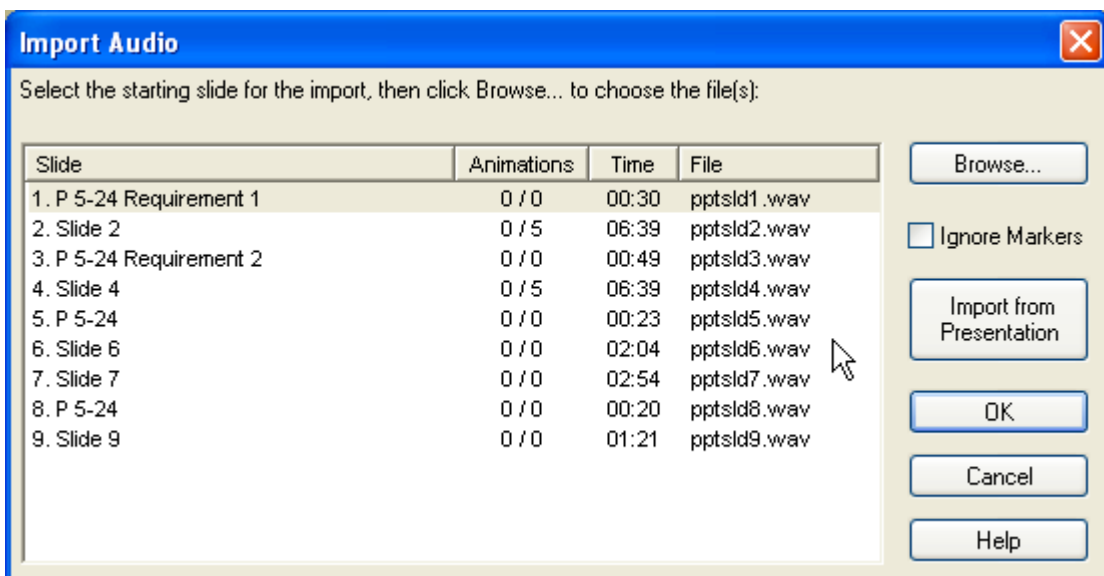
3. Click **Import from Presentation**.



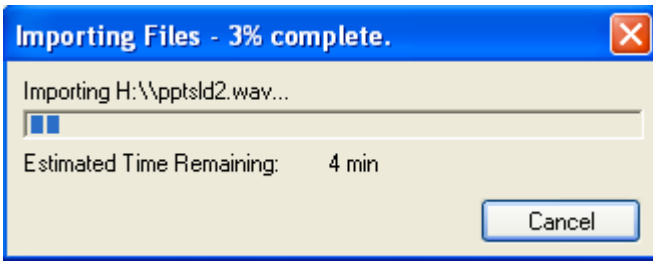
- PowerPoint will start scanning the existing presentation for the sound files..



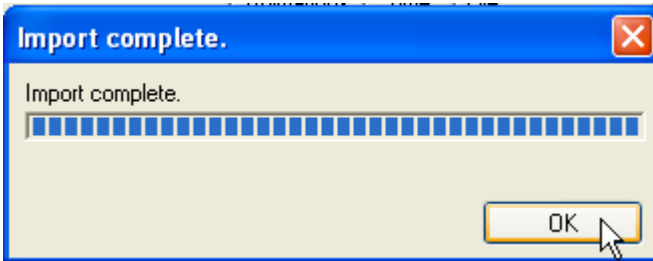
- When it has finished importing the sound files, the file names will appear in the list. Click **OK**.



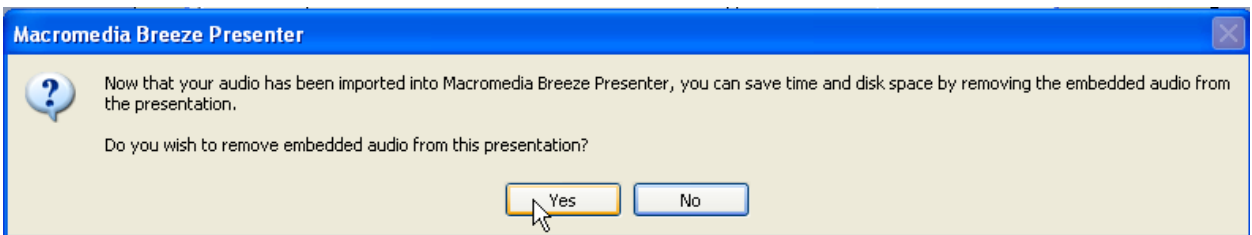
- PowerPoint will start importing the sound files..



7. It will notify you the import is complete. Click **OK**.

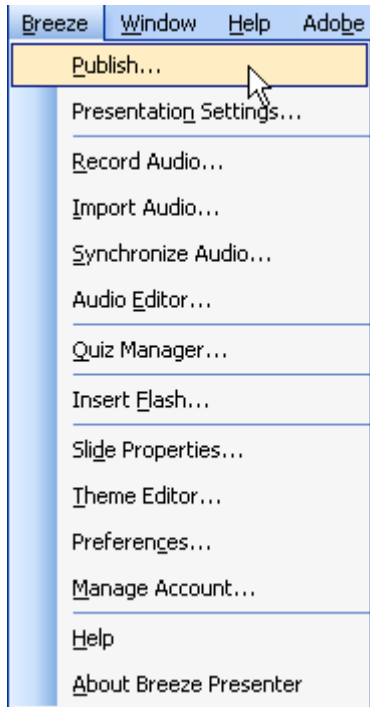


8. PowerPoint will notify you the audio has been imported and give you the option of deleting the embedded audio from the presentation. Click **Yes** to remove the embedded sound.

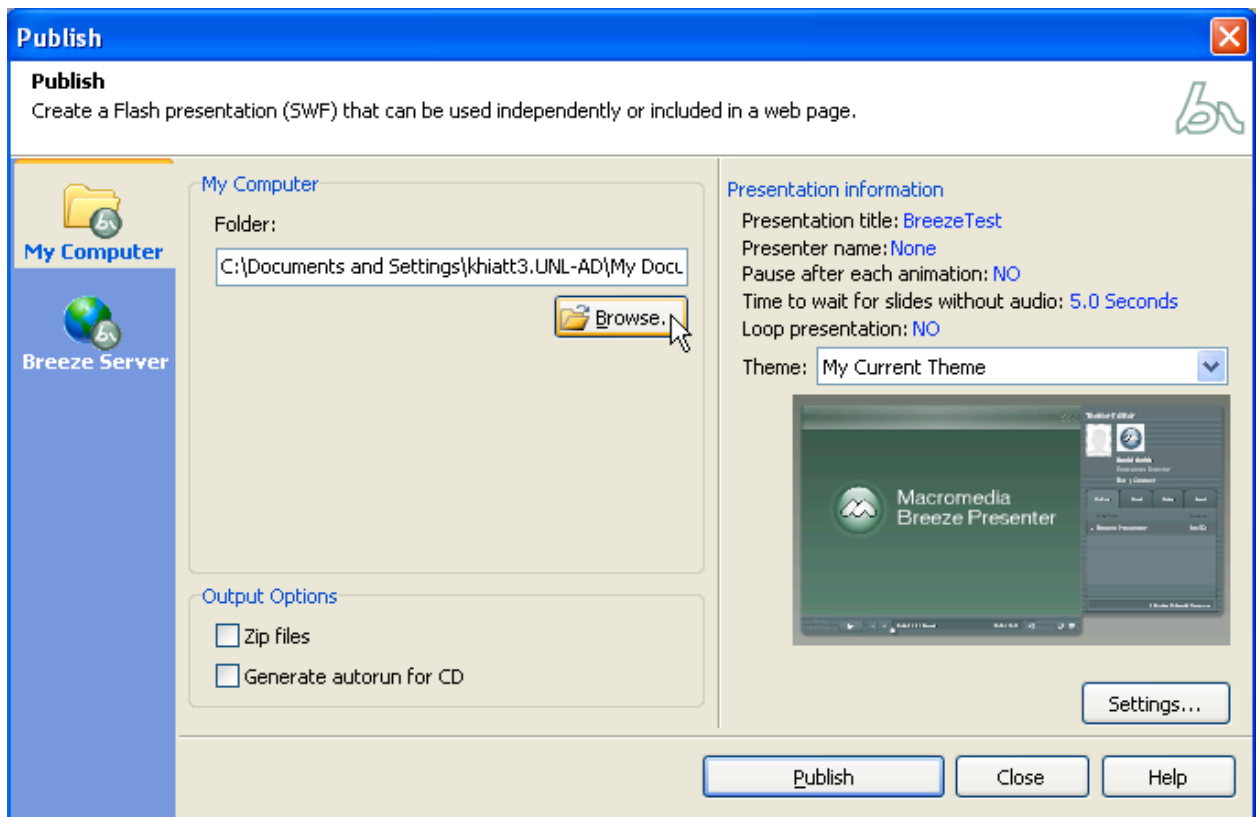


PUBLISH THE PRESENTATION

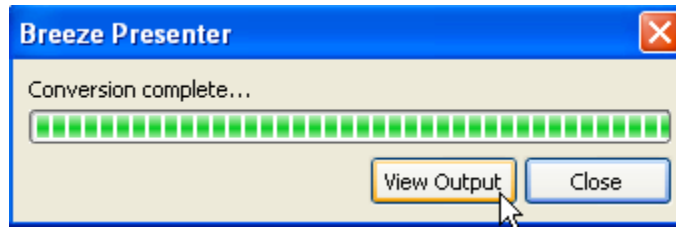
1. You are now ready to create a Flash version of the presentation that can be used independently or included in a web page. From the menu bar at the top, click on **Breeze**, click **Publish**



2. You have the option of publishing the presentation to the Breeze Server or a folder on your computer. We recommend publishing to your pc. Click on the **Browse** button and select the folder on your computer you want to save the presentation to. Click **Publish**.



3. The Breeze Presenter window will show the conversion progress. It will notify you when the conversion is complete. Click on **View Output** to see what the presentation will look like in your browser or click **Close**.



Sample of what your presentation will look like when being viewed in a browser.

The screenshot shows a Microsoft Internet Explorer browser window displaying a presentation slide. The slide content is as follows:

	Retliefs Bid (plant-wide rate)	Competitor's Bid	Retliefs Bid (Dept. Rates)
Job SS rejected	\$18.75	\$15.75	\$14.67
	- \$3.00		- \$1.08
Job TT accepted	\$60.00	\$103.00	\$101.01
	+\$43.00		- \$1.99

The presentation interface includes a sidebar on the right titled "BreezeTest" with a table of slide outlines:

Outline	Thumb	Notes	Search
Slide Title			Duration
P 5-24 Requirement 1			00:30
Slide 2			06:39
P 5-24 Requirement 2			00:49
Slide 4			06:39
P 5-24			00:23
▶ Slide 6			02:04
Slide 7			02:54
P 5-24			00:20
Slide 9			01:21

At the bottom of the slide, a status bar indicates "6 Minutes 34 Seconds Remaining". The browser's address bar shows "H:\Breeze test\index.htm".

4. **Uploading to Bb:** If you selected the option to "zip files" in the output options,
 1. Log into Bb course and "Add Item"
 2. Attach file
 3. Select **"Unpackage this file"** from the "Special Action" drop-down menu.

4. Click "Submit"
5. You will be given a list of your now unzipped files and asked to select the file you want to appear when a user clicks on the link to your presentation. Select the file with the name **index.htm**.