

# Guidelines

*Using PowerPoint to create Adobe Presenter eLearning Training*

This document is to be used as a guide when constructing Adobe Presenter presentations to maintain consistency amongst all training courses / modules

## PowerPoint Slides

### Slide Text

- Avoid text on slides: use entire area for imagery. Excludes Title, Overview, Objectives, and Summary slides
- When necessary, keep text to a minimum, and in bullet format (<5 words)
- Animate text bullets to sync with audio (Fade | On Click)
- Do not animate slide Heading

### Highlight Boxes

- Bright red border | No Shading | 3 pt. thickness
- Size to exactly match object borders
- If using more than one, animate and sync to voice over
- Avoid highlight boxes when discussing multiple objects within a section of an image. Use blowups with blurred back image instead



### Graphics/Imagery

- Size to maximize window area:
  - align edge to top left of text box
  - Size to bottom or right edge of text box
  - If there is only one image, and no slide text, do NOT animate
- If using more than one image, animate and sync additional images
- If additional graphic is blowup, copy background image and set the following:
  - place copy directly over top of original
  - animate copy using **Fade In | After Previous** | time after blowup
  - set copy Format Picture | Picture Correction | Soften to -77
  - Blowup graphic settings:
    - enlarge to 200%
    - animate using **Zoom | On Click** | move to position 1
  - Scrub out all references to real names, phone numbers, addresses, accounts, etc...

### Slide Notes

- All paragraphs should not be longer than 2 lines
- Set font size to 12 pt, Arial or Calibri
- Double-space between paragraphs, including bullets
- Bold and capitalize all object names that can have an action associated with them. (e.g. links, buttons, tabs, fields)
- Do not bold names that are not objects that have actions (i.e. product names, reports)
- Bold all action verbs – do NOT Cap

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## Voice Overs (audio)

Voiceovers are an integral part of a professional eLearning lesson. You must be able to captivate the listener.

### Environment

- Find a quiet room
- Position yourself in front of the display in a comfortable position – you may be there awhile
- Position the microphone about 4-6 inches from your face, below your mouth, and in a place that is easy to remember and configure for each session

### Voice

- Speak in a manner as if you are reading a story
- Use a natural tone/pitch to maintain consistency and replication
- Use moderate inflections, and use them often.
- Maintain a steady pitch: you don't want the listener to be constantly changing the volume

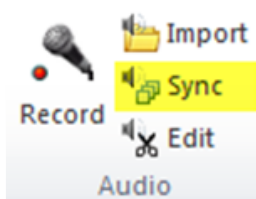
### Session

- Take a moderate breath before speaking
- Relax, and do NOT move
- Keep your head facing the same direction
- Read the text before recording so you are familiar with it
- Speak in a calm, steady manner, adding one second pauses throughout the sessions
- If the length of text exceeds the visible window (scroll bar is shown), prior to recording, insert hard returns. During the recording, click **Pause**, and then scroll down to view the next section. Click **Play** to continue. Repeat as necessary
- Do not attempt to synchronize object at this time – it will pick up the mouse click sounds.

### TIP

You may need to disable the laptop microphone when using an external microphone to eliminate background noise.

## Synching Animations with Audio



If you animated objects on a slide, you will probably need to synchronize the animation with the voice over.

After all audio has been recorded, click the **Sync** button in the **Audio** section of the Presenter ribbon.

Advance the slides to the first slide that contains animation using the **Next** button.

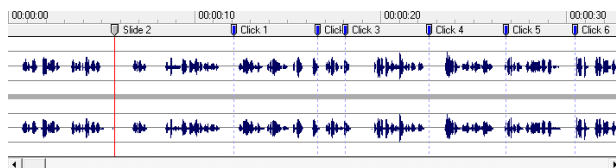


Click the **Change Timings** button to begin playback of the audio. Listen to the audio, and when you reach the first animation point in the audio, click the **Next Animation** button.

After the last animation occurs, the **Next Animation** button will change to the **Stop** button. Click the **Stop** button to end the timing procedure for that slide, or wait until the slide audio has ended.

Advance to the next slide using the **Next** button and repeat for all remaining slides.

If you missed the timing marks, simply stop the audio and restart.



You can verify your timing by clicking the **Edit** button, in the **Audio** section of the Presenter ribbon. This will bring up a graphic display of the audio. Dashed lines will cut through the audio waveform where you inserted the timing events.

You can adjust them by clicking on the top marker of a dashed line and dragging it to the appropriate place.

**Note:** you should probably zoom in the waveform for a more accurate positioning.

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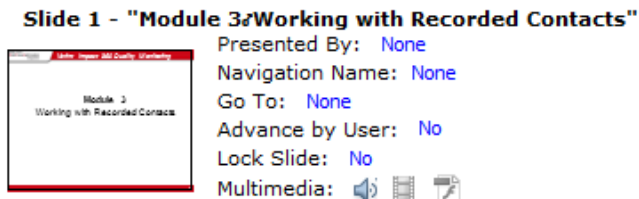
This document is to be used as a guide when constructing Adobe Presenter presentations.

## Publishing for Review

Publishing your lesson is the final step of the development process. This is where you will configure the lesson for eLearning and review the completed lesson. However, prior to actually clicking the Publish button, there are a few steps to complete.

### Slide Manager

Click **Slide Manager**, in the **Presentation** section of the **Presenter** ribbon.



- Click **Select All**.
- Click **Edit**.
- Check the **Advance by User** checkbox.
- Click **OK**.
- Select Slide 1 and change **Advance by User** to **No**.
- Click **OK**.

### Attachments Tab

- If you plan to include attachments, add them from here. Be sure to reference them somewhere in the presentation.

Click **OK**.

### Publishing

### Settings

From the **Presentation** section of the **Presenter** ribbon, click **Settings**.

#### Appearance Tab

- **Title:** Enter the title of the presentation, as shown on Slide 1.
- **Theme:** Select the **SF Modules** theme.

#### Playback Tab

- Ensure only the first option is checked (**Auto play on Start**)

#### Quality Tab

- **Publish For:** My Computer
- **Audio:** Low Bandwidth Quality
- **Image Quality:** High
- **Control Preloading:** Unchecked
- **Use these settings for new presentations:** Checked

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## *Using the eLearning Template*

The new UC template is to be used for all eLearning training developed by UC. It is a Microsoft PowerPoint® template that contains two sets of master slides, one for End User training and the other for Support training, as well as default slides.

### **Adding the new Template to your computer**

In order for you to be able to use the new template, you must first add it to your computer. This can be done by either copying the template file into your template folder, or simply by opening the template and saving the template theme (recommended)

- Open the **UC Template** presentation.
- Click the **Design** ribbon.
- Click the **more** drop box to display all current themes.
- At the bottom of the window, click **Save Current Theme**.
- Save the theme, using the Name “**UC**”, or something similar. This will add the template theme to your computer.

### **Migrating an existing lesson**

If you have installed the template/theme to your computer, you can use the theme to migrate existing presentations.

- Open PowerPoint. A new, blank presentation will display.
- Click the **Design** ribbon.
- Click the **more** drop box to display all current themes.
- Under the **Custom** section, locate and select the **UC** theme. This will add the template to the new presentation. The first slide will include the Master slide “Title” with the blue background.
- Click the **View** ribbon.
- In the **Master Views** section, click **Slide Master**.
- Delete the master set that you will not be using:
  - **Blue**: used for support training
  - **Red**: used for End User training
- Close the **Master View**.
- Open the template file and copy the appropriate slides into the existing lesson (i.e. Navigation, Survey, etc.) that do not exist in the current lesson.
- Update all existing slides that did not automatically absorb the new layout as necessary.

### **Creating a new lesson**

- Add additional slides from the Home ribbon by clicking the New Slide drop arrow and selecting the appropriate slide layout, according to the type of slide you are adding.