

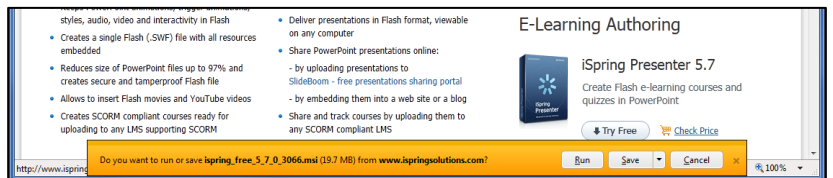
Download & Install iSpring

http://www.ispringsolutions.com/free_powerpoint_to_flash_converter.html

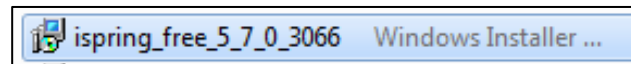
1. Click the **Free Download** link



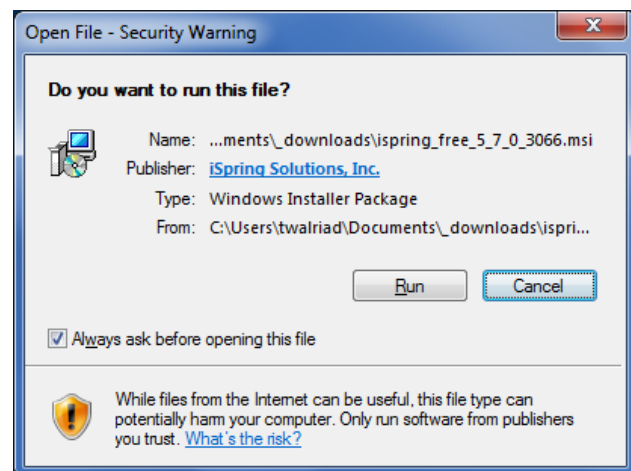
2. Select **Save** to download the installation file



3. Launch the **ispring_free** file that was downloaded to your computer

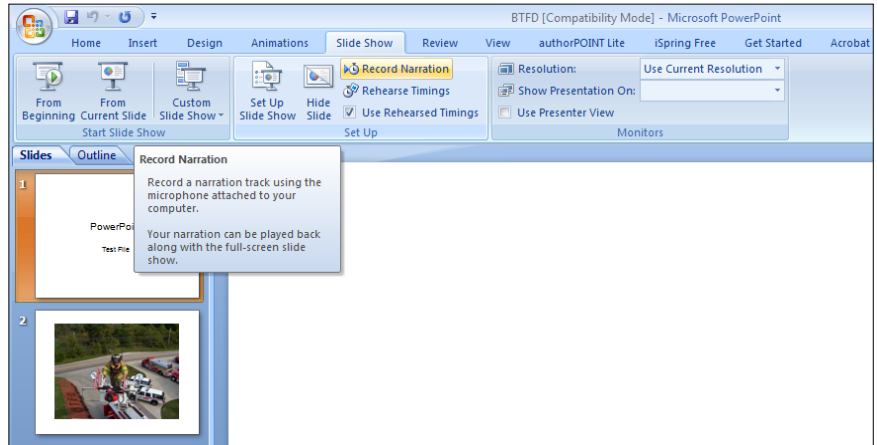


4. Click **Run**

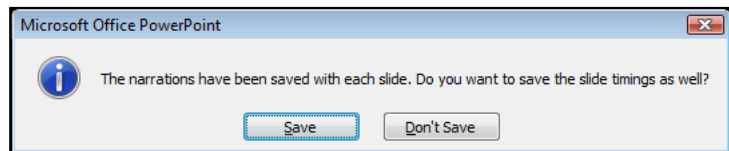


Recording Audio in Microsoft PowerPoint 2007 / 2010

1. From the **Slide Show** menu, select **Record Narration**

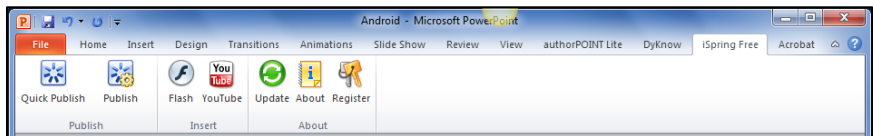


2. When the presentation is finished, select **Save**.



Converting PowerPoint to Flash with iSpring

1. Select the **iSpring** tab in Power Point



2. Select the **Publish** option



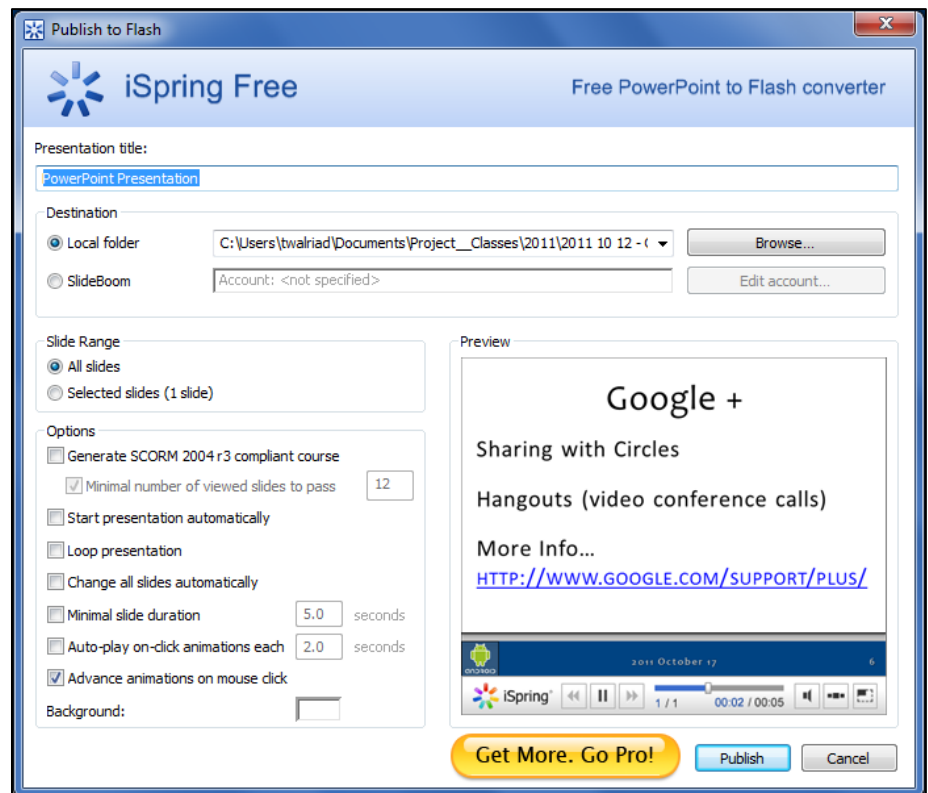
The **Presentation Title** area will allow you to customize the presentation title.

The **Destination** area will allow you to specify where the files will be saved.

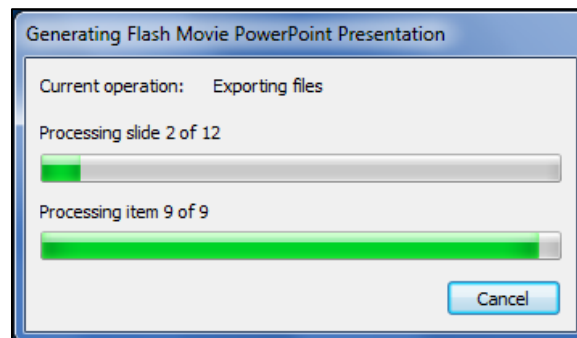
The **Slide Range** area will allow you to specify which slides will be converted.

The **Options** area will allow you to customize specific options such as 'Loop Presentation' and 'Start Automatically'.




Select the **Publish** button in the lower right corner of the window to start the PowerPoint to Flash conversion.



3. A pop-up window will appear displaying the progress of the conversion.






4. A new folder will be created in the Destination Location specified in step 2. Three files are created as part of the iSpring PowerPoint to Flash conversion – a JavaScript file (Jscript), an HTML file, and a SWF file.

Name	Type
 fixprompt	JScript Script File
 index	Firefox Document
 PowerPoint Presentation	SWF File

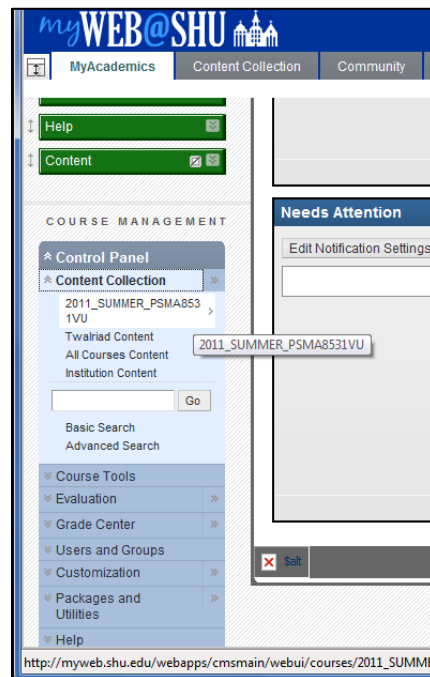
Uploading to Blackboard

1. Locate the folder created in step 4 above, containing the JavaScript, HTML, and SWF files.

Name	Type
 fixprompt	JScript Script File
 index	Firefox Document
 PowerPoint Presentation	SWF File

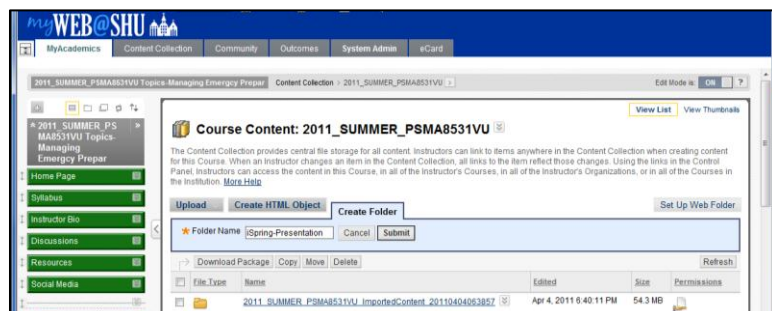
2. To distribute these files via Blackboard, the files will need to be uploaded to the Course Content Collection.

From Blackboard, open the Control Panel and then the **Content Collection**. Select the course content collection (year_term_course)

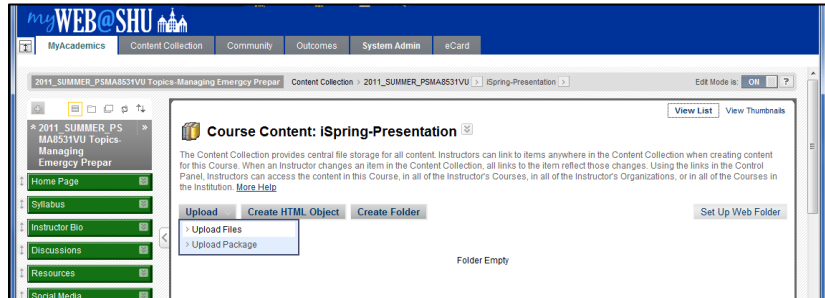


3. Select the **Create Folder** button, provide a unique name to the folder, and then select **Submit**

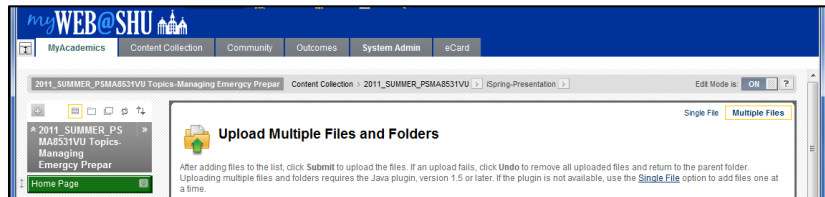
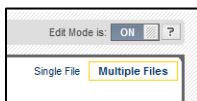
A green 'success' bar will indicate that the folder has been created. Click on the name of the folder to open it.



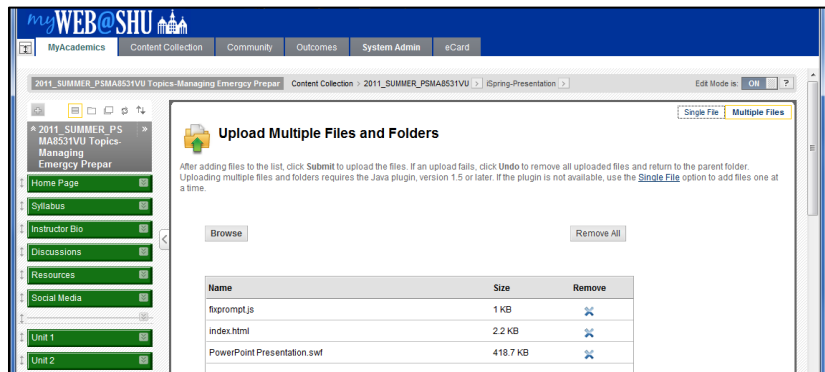
4. From the **Upload** menu, select the **Upload Files** option



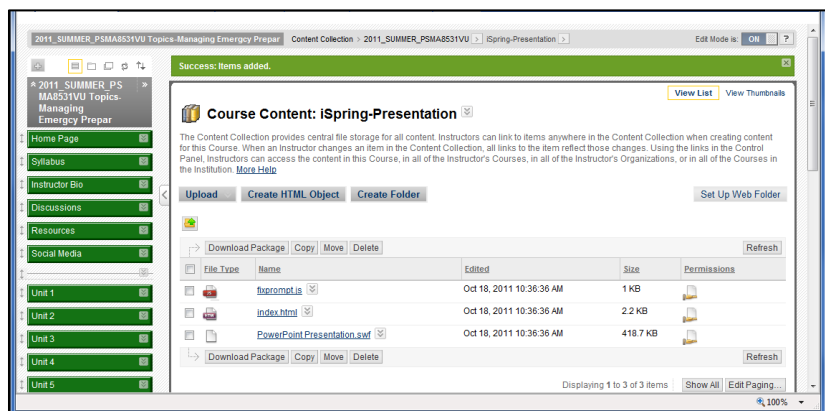
5. If necessary, select **Multiple Files** in the upper right corner of the page



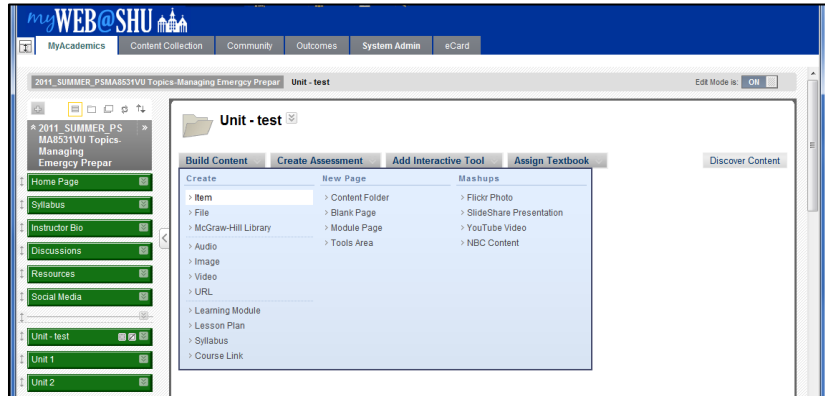
6. Either **Browse** or 'Drag and Drop' the JavaScript, HTML, and SWF file into the folder, and select **Submit**



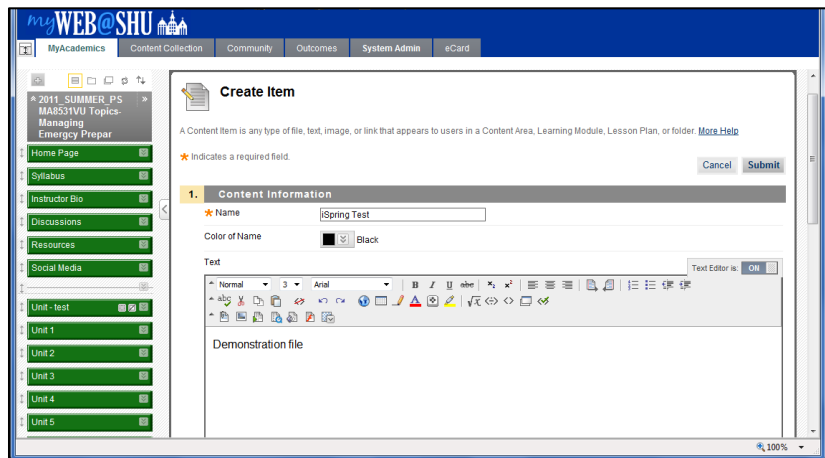
7. A green 'Success' bar will appear at the top of the screen to confirm that the files have been uploaded.



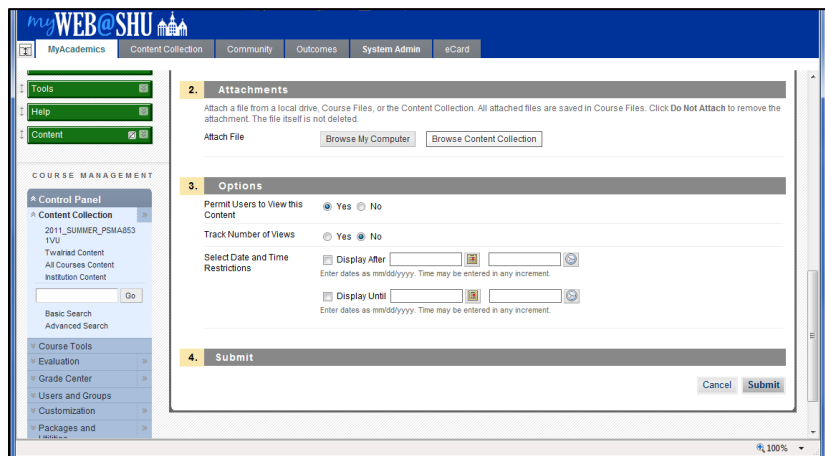
8. To deploy the presentation to students, go to one of the content areas, and select **Build Content -> Create Item**



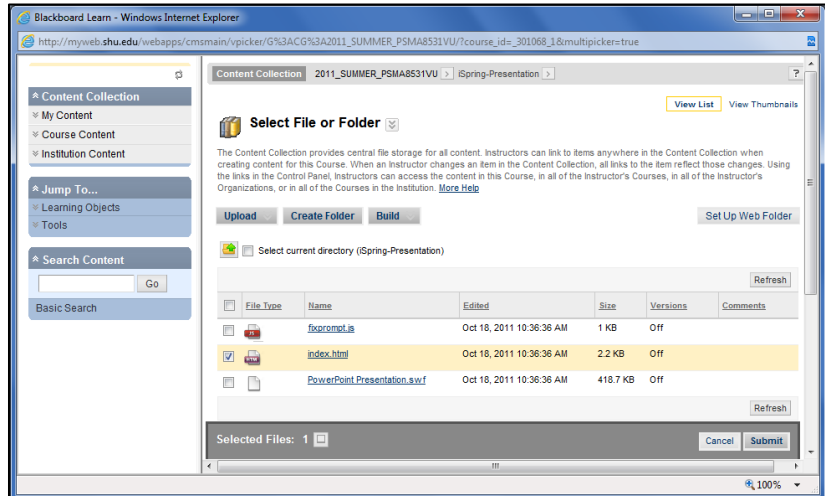
9. Enter a name and description for the item



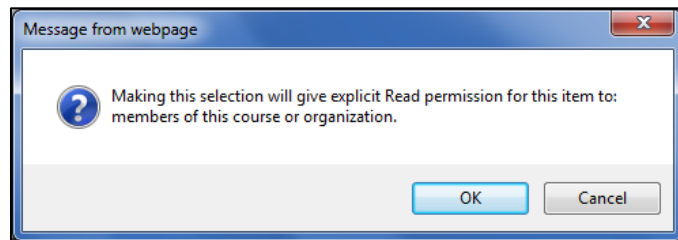
10. In the Attachments section, select the **Browse Content Collection** button



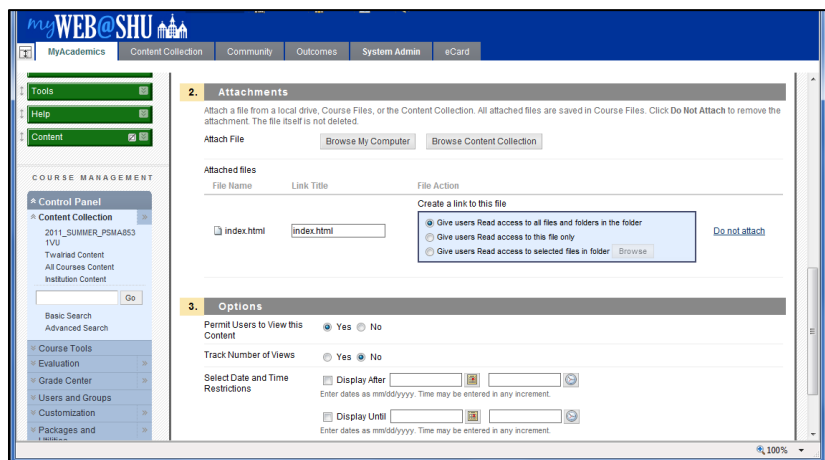
11. Browse for, and select the **index.html** file in the folder created in step 3



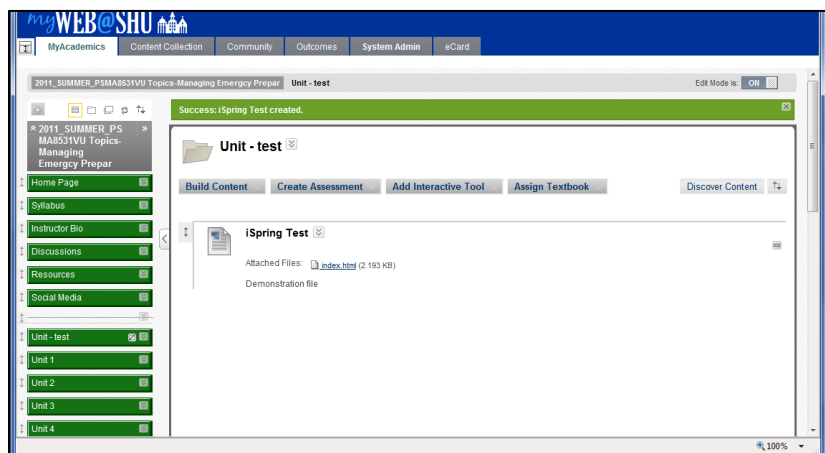
12. A pop-up message will appear to confirm that you want to allow *Read* permission to the item, **select ok**



13. In the Attachments section, you have the option of renaming the link from 'index.html' to something else. Scroll down and select **Submit** to complete the process.



14. When students select the link, the iSpring presentation will open in a new window.



If you have any questions regarding iSpring, please contact either Riad Twal or your departments [Instructional Designer Liaison](#).

Thank you,
Riad

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