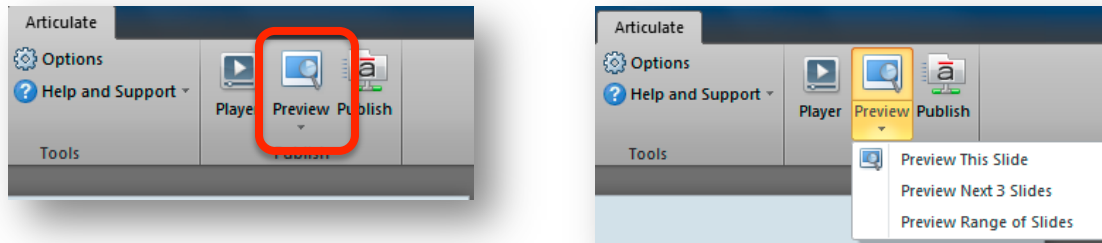


PREVIEWING YOUR PRESENTATION

It is a good idea to review your presentation from the learner's perspective before you publish. By using the drop down arrow under the "Preview" button, you can choose how much of the presentation that you would like to preview. It might take a few moments for the presentation to load, especially if you've selected to view the full range of slides.



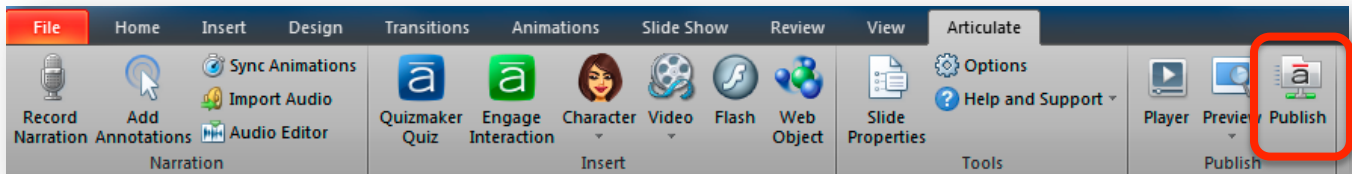
Some of the things you should look for are:

- Do the narrated slides have sound?
- Are the animations syncing properly?
- Does the logo and presenter panel appear as you'd like?
- Do the attachments appear?
- Are the player colors as you'd like them to look?
- Are the buttons (player controls) on the player as you'd like them to look?

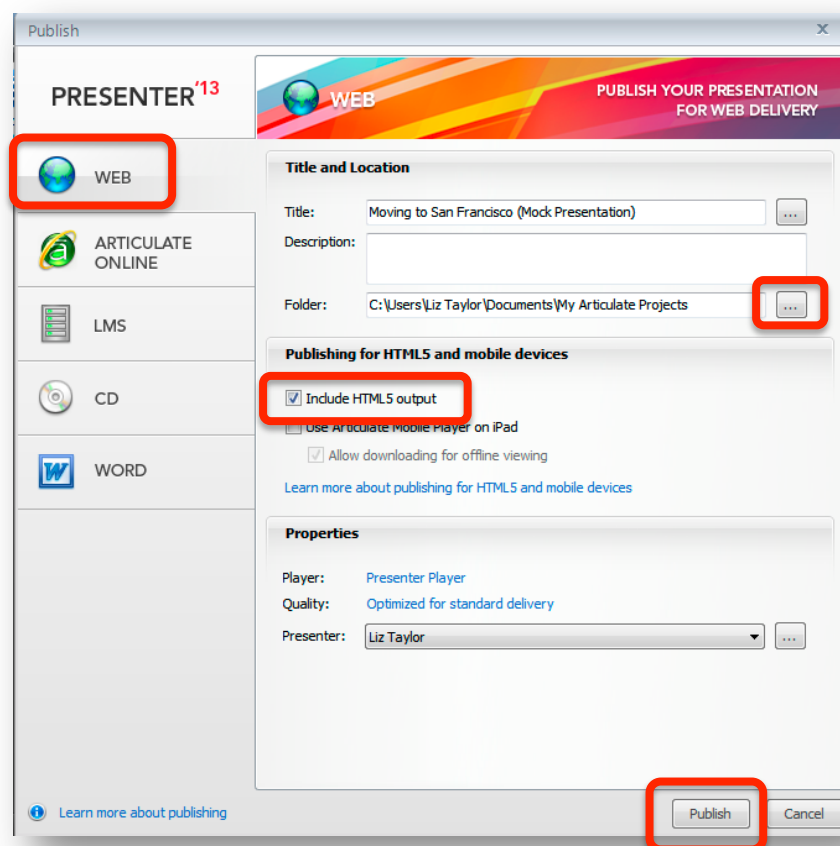
PUBLISHING YOUR PRESENTATION

To be able to view and share an Articulate presentation, it must be published to a Flash (.swf) or HTML5 (.html5) output. There are a few options for publishing a presentation. In this handout, we will be focusing on publishing for the Web, the most common means of publishing an Articulate presentation.

1. Click the Publish button from the Articulate ribbon.



2. From the Publish window, choose the Web option from the left column, if it is not already selected.

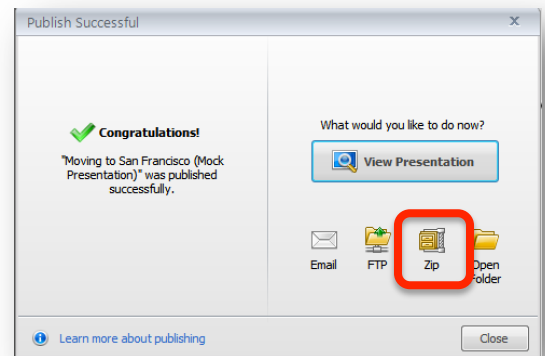


3. Choose a location for the published version of your presentation using the “...” button.
4. Click the checkbox to “Include HTML5 output”
5. Select the correct presenter from the drop-down list in the Properties group.
6. Click Publish. Depending on how many slides and how much narration your presentation contains, this may take a little while.

When the publishing process is complete, a “Publish Successful” window will appear. In this window, you will have the opportunity to:

- View your presentation
- Create a ZIP file containing your presentation, or
- Open the folder that contains your published presentation.

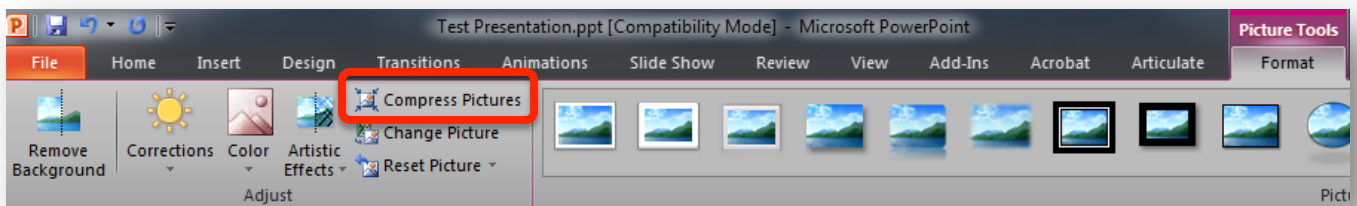
If you are preparing to upload your presentation into the CLE, click ZIP and select the location to save the ZIP file. This location should be the folder that you created at the beginning of your project.



A Note About File Size

After you have published your presentation, take a look at the size of your PowerPoint file. Generally, high-resolution pictures and embedded videos increase the size of files. The file size upload limit for the CLE is 100MB. If your file is too large, it is best practice to chunk the presentation into pieces (as it makes sense with the content) and/or compress the pictures and video. You can compress pictures by following these steps:

1. Click on any picture in the presentation. The Picture Tools ribbon will appear. In the “Format” tab, click the “Compress Pictures” button.



2. A “Compress Pictures” window will appear. Uncheck the box for “Apply only to this picture” to make sure all pictures in the presentation will be compressed.
3. Choose the appropriate Target output to minimize the pictures to and click OK.

If you need to compress any video files in your presentation, contact the Learning Technologies Group and we can help you with using the MPEG Streamclip software.

