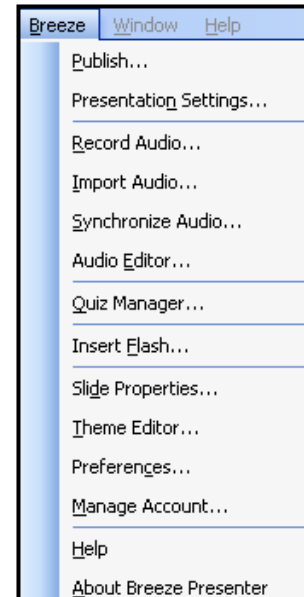


Summary of Steps to Using Presenter

Overview of Step	Step Instructions
1. Create PowerPoint with speaker notes, images, and animations.	
2. Print Notes Pages.	Go to File, Print, Notes Pages, OK.
3. Record audio using Notes Pages as the script.	Go to Breeze, Record Audio.
4. Edit the recording and/or synch audio to animations.	Go to Breeze, Audio Editor.
5. Preview by publishing locally.	Go to Breeze, Publish, My Computer, Publish, View Output.
6. Publish to the server.	Email the .ppc and .ppt files to your <i>content author</i> – advising (a) who the enrollees should be and (b) if this course needs to have the participation tracked. Important! ALL content requires Compliance's approval before becoming available to Rotech's staff.

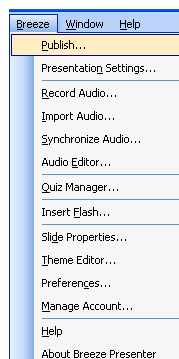


Important!
Your content author will need to know the specific job titles (as listed in LDAP), or Location code, or individual names. If you would like a course to be available to all CSRs, the content author will need to know to enroll the following job titles: *CSRs, CSR Supervisors, and Temp CSRs.*

Check for Breeze Install

Verify Presenter is installed on your computer:

1. Open PowerPoint.
- If you have a **Breeze** menu, Presenter has been installed.
- If not, Presenter is NOT installed. Follow the instructions to the right to install Presenter.



Install Breeze Presenter

To install Breeze Presenter:

1. Go to <http://breeze02.pharmacy.com>.
2. Click **Getting Started, Install Macromedia Breeze Presenter** and follow the remaining instructions.

Additional Resources – Breeze Related

Breeze Related Resources. For more information, please use these additional resources.

- Breeze Presenter Resources. <http://www.adobe.com/resources/breeze/presenter/>
- Quick Start Guide. http://www.adobe.com/support/documentation/en/breeze/presenter/quick_start/
- Breeze Presenter User Guide. http://www.adobe.com/go/brze5_createpresentations


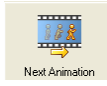
Additional Resources – Learning Related

Learning Related Resources. Review in the sequence listed below.

1. [Successful Learning Handout](#). This is the PowerPoint slides for the *Successful Learning* training. To have a copy during the training, open this document and print the .pdf file.
2. [Successful Learning](#). 8 minute tutorial which offers a high level overview of components needed to create successful training. This course is supplemented with a toolkit – which provides key words to be used when creating objectives.
3. [Creating Specific Measurable Objectives – Toolkit](#). This is a toolkit that provides key words to be used when creating objectives and supplements the course called *Successful Learning*. Please review *Successful Learning* prior to using this toolkit.

Additional Functions in Breeze Presenter

Additional Functions. To enhance your course, use the following options – on your Breeze menu in PowerPoint.

Preferences	Add presenter information including name, title, picture and biography.
Presentation Settings	Provide a title and course summary.
Quiz Manager	Evaluate the learner's retention of the content or obtain feedback on the course. For more information in creating quizzes, go to www.adobe.com/go/brze5_createquestion
Slide Properties	Update the slide name or select a presenter or add "Advance by User" option.
Synchronize Audio	<p>Coordinate the audio to the animations.</p> <ol style="list-style-type: none"> 1. Click Change Timings  to start. 2. Click Next Animation  to trigger when to play the next animation. <p>Note: If you do not see <i>Next Animation</i>, an animation is not present in the current slide.</p>
Theme Editor	Design the presentation's layout – including Outline View, Thumbnail images, and Notes Pane.