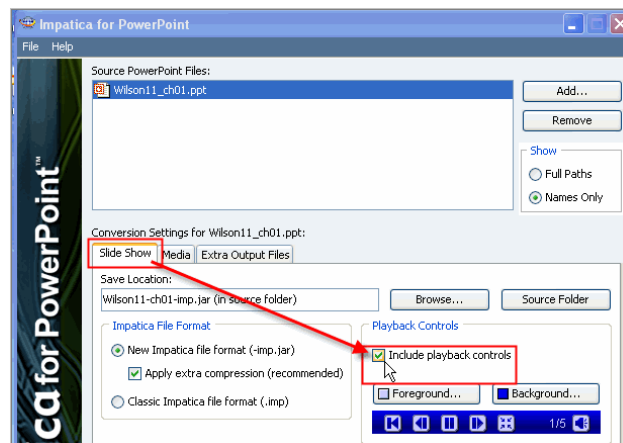




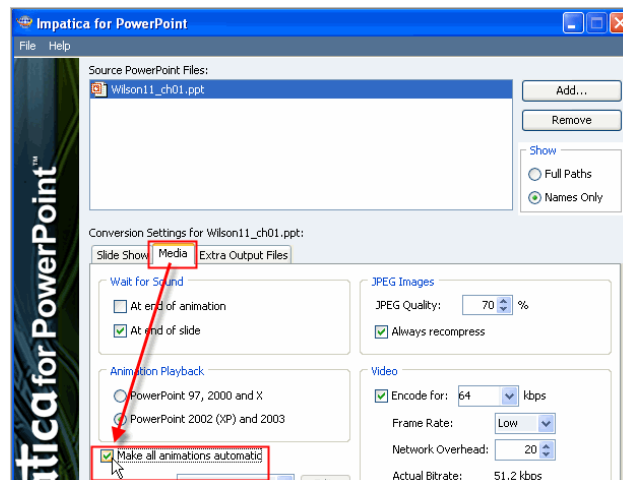
Using Impatica to Convert PowerPoints for Online Use

Steps to Convert PowerPoints

1. Open Impatica
2. To add a PowerPoint to be converted do one of the following:
 - a. Click the Add button and locate the PowerPoint on your computer.
 - b. Drag the PowerPoint file to the Source PowerPoint Files window.
3. You will need to set the following.
 - a. On the **Slide Show** tab, check the box for **Include playback controls**.

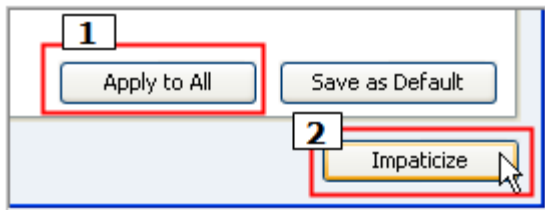


- b. On the **Media** tab, check the box for **Make all animations automatic**.



4. You can keep all the other default settings

5. Next, click the **Apply to All** button
6. Then, click the **Impaticize** button



7. You will see a Conversion Progress screen as the file is converting.



8. When the file is finished, you will see the converted file.
9. Click the **Done** button

Files Created

Impatica creates three files when a PowerPoint is converted. All three files will need to be uploaded into the ANGEL course shell. The files that are created have similar names to the original file.

For example, a PowerPoint file called **chapter1.ppt** would create these three files:

1. **chapter1.html** (This is the HTML page that links to the PowerPoint.)
2. **chapter1-imp.jar** (This is the converted PowerPoint.)
3. **ImPlayer402.jar** (This is the player that will play the PowerPoint.)

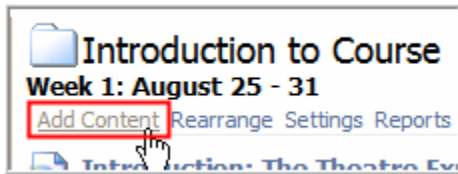
Note: Depending on your computer's settings, you may or may not see the file extensions.

Steps to Upload into ANGEL

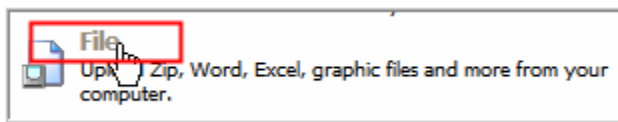
The last step is to upload all three files into an ANGEL course shell. You will need to upload the HTML file first, then add the two other files second.

1. Go to your course folder where you'd like the PowerPoint uploaded.

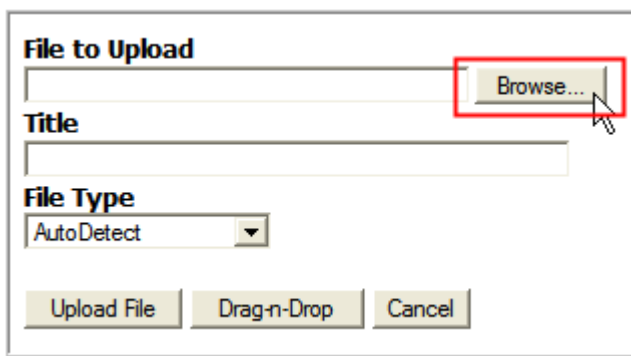
2. Click the **Add Content** link.



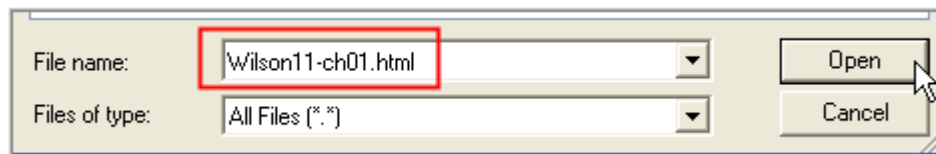
3. Click the **File** link.



4. Click the **Browse** button to locate the file on your computer.



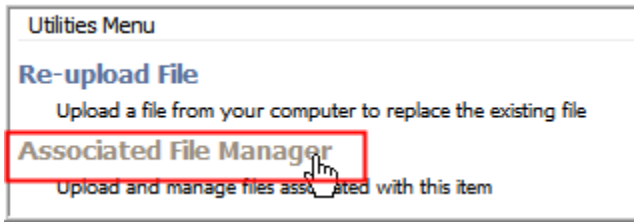
5. Locate the HTML file that was created and click the **Open** button.
 - a. Again, depending on your computer's settings, you may not see the .html extension. Instead you may see the Internet Explorer icon indicating it is an html file.



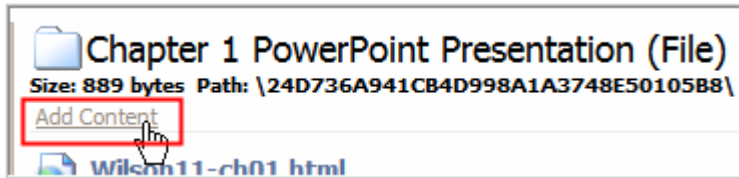
6. In the Title field, type a descriptive title that will be the link to the PowerPoint.
 - a. Ex: Chapter 1 PowerPoint Presentation.
7. Leave the file type menu set to **AutoDetect**.
8. Click the **Upload File** button.
9. You should see a File Upload Successful message. Click the **OK** button.
10. Find the link to the uploaded file.
11. Mouse over the link to the uploaded file and click the **Utilities** link.



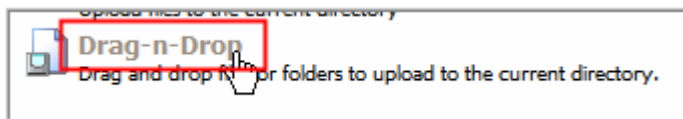
12. Click the **Associated File Manager** link.



13. You should see the file that you just uploaded. Click the **Add Content** link.



14. Click the **Drag-n-Drop** link.



15. Click on the other two files and drag to the course. Release your mouse button to drop them in the course.

16. You should now see all three files in the course. Click the **Done** button.



17. Click the **Exit Associated Files** button, and then click the **Done** button.

18. Check that the PowerPoint plays as expected.

- a. Check that the controller buttons are included
- b. Check that animations (if there are any) happen automatically.

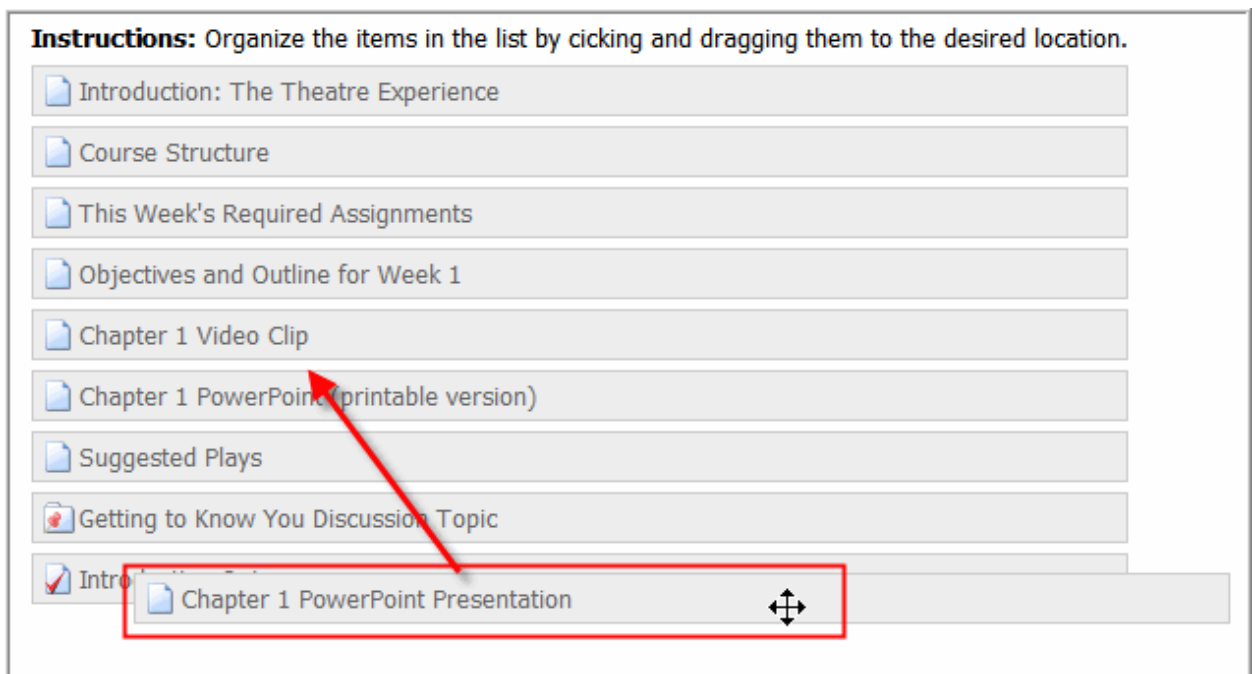
To Reposition the Link

When a file is uploaded, it is usually placed at the bottom of the list content items in the folder. If you'd like to move the link to another position in the list:

1. Click the **Rearrange** text link.



2. Click on the file and drag the file to another location in the list.



3. Release the mouse to drop the file.
4. Click the **Save** button.