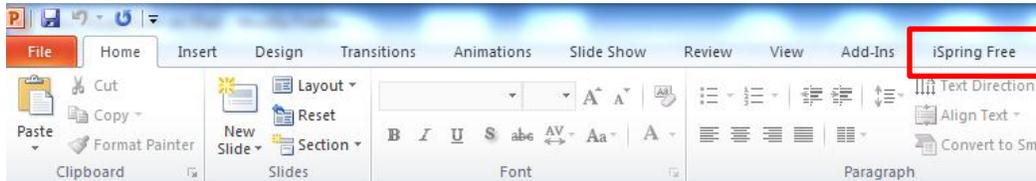


## Using iSpring Free for online lectures:

1. Download and install iSpring FREE (not trial versions of Pro)  
[https://www.ispringsolutions.com/free\\_powerpoint\\_to\\_flash\\_converter/download.html](https://www.ispringsolutions.com/free_powerpoint_to_flash_converter/download.html)
2. After installation, will have an iSpring tab in your Powerpoint tabs



## To record your lecture:

1. When you record a narration, you run through the presentation and record each slide. You can pause and resume recording any time.
2. On the **Slide Show** tab, in the **Set Up** group, click **Record Slide Show** 

Select one of the following:

**Start Recording from Beginning**

**Start Recording from Current Slide**

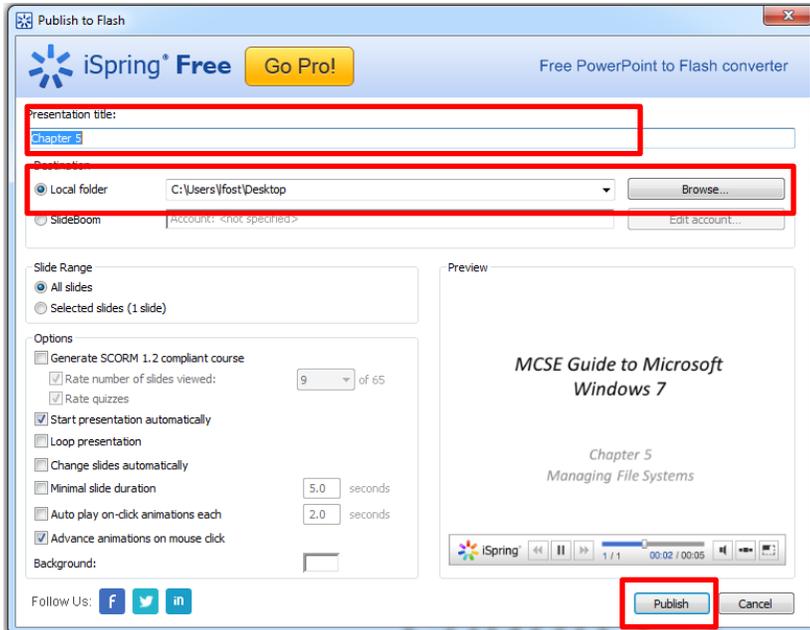
5. In the **Record Slide Show** dialog box, select the **Narrations and laser pointer** check box, and if appropriate, select or deselect the **Slide and animation timings** check box.
6. **Click Start Recording.**

**Tip:** To pause the narration, in the **Recording** shortcut menu, click **Pause**.  
To resume your narration, click **Resume Recording**.

7. To end your slide show recording, right click the slide, and then click **End Show**.
8. The recorded slide show timings are automatically saved and the slide show appears in Slide Sorter view with timings beneath each slide.
9. Save the PowerPoint file.

## To publish lecture:

1. After saving the PowerPoint file, click on the iSpring tab
2. Click **Publish**
3. Enter a title for the presentation
4. Destination – click **Browse** to find the Folder you want to save the presentation
5. Click **Publish**



Where you saved the presentation, iSpring will create a folder with the Presentation name.

Inside that folder, will be 3 files (example below):

Name	Date modified	Type	Size
Chapter 46 Narrative	1/31/2013 9:21 AM	Shockwave Flash ...	14,301 KB
fixprompt	1/31/2013 9:21 AM	JScript Script File	1 KB
index	1/31/2013 9:21 AM	Firefox HTML Doc...	3 KB

## To post your lecture on D2L:

1. Zip the folder (Right-click on the folder and choose – Send to: Compressed File) it will create a folder with a zipper as the icon.
2. Sign into D2L and go to your course. Click on **Content** and then **Manage Files**.
3. Click on **Upload** and choose the zip file you saved.
4. Once the file is listed in the file list, click on the triangle to choose **Unzip**. This will create a folder in the content with the same name. You can choose to delete the zipped file.
5. Go back to your content, **Add a new Quick Link** – choose **Course File** as type of tool, then browse to find folder and link to the **index.html** file. Choose preview/view item in a new window and save.

## Additional Online Help Videos:

From Minnesota State University Mankato:

How to narrate slides

<http://www.mnsu.edu/its/academic/tools/images/Jings/narrateslides.swf>

How to publish in iSpring

<http://www.mnsu.edu/its/academic/tools/images/Jings/Publish%20an%20iSpring%20Free%20Presentation.swf>

How to put files into D2L

<http://www.mnsu.edu/its/academic/tools/images/Jings/Bringispringintod2l.swf>