

IMPATICIZE POWERPOINT PRESENTATION

How Do I Impaticize a Narrated PowerPoint Presentation?

Open Impatica (if you do not have Impatica log into **Blackboard**; access the **Faculty Resource Organization** located under **MyOrgs**; select **Impatica** menu tab; select the **Impatica** folder for either PC or Mac follow instructions)

Source PowerPoint Files

- Select **Add** to locate the PowerPoint presentation

Conversion Settings

- **Slide Show** tab
 - Select **Save Location** for the Impaticized files
 - **New Impatica format** is selected under **Impatica File Format**
 - **Include Playback Controls** option is selected under **Playback Controls**
- **Media** tab
 - Default settings are correct
- **Extra Output Files** tab
 - Select (verify) that there is a checkmark in **HTML** and **ZIP** boxes
- **Save settings** option “**Apply to All**” or “**Save as Default**”
- Click **Impaticize** to begin conversion

When completed you have the option to **Preview** or **Delete** the converted files; or

Select **Done**; **File**; **Exit**