

How to Use iSpring Free

iSpring Free allows you to convert a PowerPoint presentation to Flash format. This shrinks the file size, protects your content, and makes the presentation more interactive. It also eliminates problems associated with the use of different versions of PowerPoint. Download the iSpring Free program here: <http://www.ispringfree.com/>. After downloading the program, install it. After installation, you will see that a new “iSpring Free” tab has been added to PowerPoint’s ribbon toolbar.

Publishing your presentation from PowerPoint using iSpring:

1. Open the Microsoft PowerPoint file you would like to convert.
2. Select the “iSpring Free” tab in PowerPoint’s ribbon at the top of the screen.
3. Click the Publish button.
4. On the Publish page, type a name for the file under “Presentation title”.
5. Click the Browse button and choose a location to save the published presentation.
6. Leave all the other settings at the default. *Note: In newer versions, you have the option to publish for “Mobile” devices. Choose that option if your users will be using smart phones or tablets.*
7. Click the Publish button.
 - a. If you chose the “Desktop (Flash)” option, you will see a window open containing a zip file. Skip step 8.
 - b. If you chose the Mobile (HTML5) option, continue to step 8.
8. Combine the two items that iSpring generates into a single Zip file. To create a Zip file:
 - a. Select the items by Ctrl-clicking on each one.
 - b. Right-click on the selected items.
 - c. In the popup menu, select “WinZip > Add to *name.zip*” (this is the second option – the name will depend on what you named your presentation). You should now have a Zip file.

Adding the presentation to your Blackboard 9.1 course:

1. In Blackboard, access a course, click on “Content Collection” in the Control Panel, and select the first option underneath that, which should match the course ID. *Note: You can also upload the presentation to your personal Content Collection.*
2. Click on the “Create Folder” button to create a new folder. Name it similar to the name of your presentation.
3. Click on the name of the new folder to enter it.
4. From the Upload menu, select “Upload Package”.
5. Click the Browse button, find the zip file you created, and click Submit. The files will be uploaded to the folder.
6. Navigate to a content area in the course.
7. Click on “Build Content”, and create a new Item.
8. Type a name for the new item.
9. Next to “Attachments”, click “Browse Content Collection” and then browse to the folder containing the files you just uploaded. *You might need to click on the “res” folder if it appears.*
10. Check the box next to the “index.html” file.
11. Click the Submit button, and then click the Submit button on the Create Item page.

Note: If a student is unable to view the iSpring presentation in Blackboard, they may need to update the Flash Player on their computer: <http://get.adobe.com/flashplayer/>