

WebExTM Presentation Studio

Presenter's Guide



Version 3.1

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**WebEx Communications, Inc.
3979 Freedom Circle
Santa Clara, CA 95054
URL: www.webex.com**

Contents

Chapter 1 Creating Presentations with Telephone Narration	1
About creating audio presentations	1
Creating an audio presentation	2
Adding narration to an audio presentation	4
About adding narration to an audio presentation.....	4
Adding narration via telephone.....	4
Adding narration to the PowerPoint file.....	5
Specifying launch options for an audio presentation	5
Chapter 2 Creating Presentations with a Video or Audio File	15
About creating presentations with a video or audio file	15
Creating a presentation with a video or audio file	16
Adjusting video time code for each slide in a presentation.....	17
Specifying launch options for a video presentation	18
Chapter 3 Creating Video-Only and Audio-Only Presentations	21
About creating video-only and audio-only presentations	21
Creating a video-only or audio-only presentation	22
Specifying launch options for a video-only or audio-only presentation	23
Chapter 4 Updating Presentations	25
About updating presentations	25
Updating the basic presentation information	26

Customizing images for your presentation	27
About customizing images for your presentation	27
Customizing the presenter image for your presentation.....	27
Customizing the logo for your presentation.....	28
Attaching files and URLs to a presentation	29
Editing presentation slides online	29
About editing presentation slides online.....	30
Inserting slides from another online presentation	30
Inserting a file slide	31
Inserting a URL slide.....	32
Inserting a quiz slide	33
Inserting a survey slide	34
Setting up slide animation in a presentation	34
Chapter 5 Managing Presentations	37
About managing presentations	37
Setting up presentation default images	38
About setting up presentation default images	38
Specifying your default logo in the Presentation Player.....	38
Specifying your default presenter image.....	39
Securing your presentation with a password	39
Requiring registration for a presentation	40
Specifying tracking codes for a presentation	42
Copying a presentation	42
Deleting a presentation	43

Chapter 6 Delivering Presentations	45
About delivering presentations	45
Publishing a presentation	45
Distributing the presentation URL	46
Chapter 7 Managing Your Account	49
About managing your account	49
Changing your personal account settings	49
Viewing your reports	50
Viewing your usage report.....	51
Viewing a registration report.....	51
Viewing a survey and quiz report	52
Setting up presentation default images	53
About setting up presentation default images.....	54
Specifying your default logo in the Presentation Player	54
Specifying your default presenter image	54
Index	59



Creating Presentations with Telephone Narration

If you want to...	See...
get an overview of authoring audio presentations	<i>About creating audio presentations on page 1</i>
create an audio presentation	<i>Creating an audio presentation on page 2</i>
add narration to an audio presentation	<i>Adding narration to an audio presentation on page 4</i>
specify the launch options for an audio presentation	<i>Specifying launch options for an audio presentation on page 5</i>

About creating audio presentations

A Presentation Studio audio presentation is a voice-narrated presentation that can be viewed on demand.

To create an audio presentation, you first need to create a presentation based on a PowerPoint file, and then add voice narration to the presentation using a telephone.

After these steps, you can update the presentation using more options, such as customizing your presenter image, logo, and banner, attaching additional files and URLs to the presentation, modifying presentation slides online, and requiring registration for the presentation.

Lastly, you can specify launch options for your audio presentation, and then deliver the presentation to your viewers.

Creating an audio presentation

You need to prepare a PowerPoint file in advance as the starting point for creating an audio presentation. After you enter the basic presentation information, you can attach files or links to the presentation that the user can access from the presentation player. You can also customize the look of the player.

After you create an audio presentation, the presentation appears in the **My Presentations** list under the Presentation Studio **Presentations** tab.

To create an audio presentation:

- 1 Under **Presentations**, click **My Presentations > Create Presentation**.

The Create New Presentation page appears, with the Basic Info tab selected.

- 2 Enter the basic information about your presentation. The following information is required:
 - Presentation title
 - Description
 - Division
 - Presenter
 - Publish date (defaults to the current date)
- 3 If you do not want to make this presentation available to users who visit your site, select the **Do not publish** check box.
- 4 If you want to make this presentation available, do the following:
 - From the **Publish to** drop-down list, select where the presentation will be published (All categories, Public categories, or Private categories). Only categories for which you have permission will appear.
 - In the categories box, select the specific categories where the presentation will be published.
- 5 If enabled on your site, select or enter the tracking codes for the department, project, or other information that you want to associate with your presentation.
- 6 In the Type of Presentation section, select **PowerPoint with audio narration using telephone**.
- 7 Click **Browse** to select the presentation's PowerPoint file.
- 8 If you want to attach the PowerPoint file for presentation viewers to download it, select the **Make this file available as an attachment** check box.
- 9 Click **Submit**.

To attach a file or URL link to your presentation:

- 1 Under **Presentations**, click **My Presentations > Create Presentation**.

The Create New Presentation page appears, with the Basic Info tab selected.

- 2 Select the Attachments tab.
- 3 In the File Attachments section, click **Browse** to select the file to attach.
- 4 To add another file, click the **Add another** link. You can attach up to four files.
- 5 In the Custom URL Links section, type a title and URL in the appropriate text box.
- 6 To add another link, click the **Add another** link. You can add up to three links.
- 7 Click **Submit**.

To customize the presentation player:

- 1 Under **Presentations**, click **My Presentations > Create Presentation**.
The Create New Presentation page appears, with the Basic Info tab selected.
- 2 Select the Player Branding tab.
- 3 In the Player Logo section, select whether to use an available logo or to upload one of your own.
- 4 If you are uploading a custom logo, click **Browse** to select your logo file.
- 5 In the Presenter Image section, select whether to use an available image or to upload one of your own.
- 6 If you are uploading a custom image, click **Browse** to select your image file.
- 7 Click **Submit**.



Important After you submit your PowerPoint file, it takes time to upload the file to create the audio presentation, depending on factors such as the type of Internet connection you have, and if there are any graphics in your PowerPoint file.

Once the presentation is ready, you will receive an email message that contains:

- The URL of the audio presentation. This URL can be given to anyone to view your presentation on demand.
- Instructions on how you can record voice narration to your presentation, using a telephone

Since the presentation does yet not contain any audio content, your next step should be adding narration to the audio presentation. For details, see *Adding narration via telephone* on page 4.



Caution Make sure your PowerPoint file is less than 50 MB. If you upload a file larger than 50 MB, you will get an error.

Adding narration to an audio presentation

If you want to...	See...
get an overview of adding narration to an audio presentation	<i>About adding narration to an audio presentation on page 4</i>
add narration via telephone	<i>Adding narration via telephone on page 4</i>
add narration using PowerPoint	<i>Adding narration to the PowerPoint file on page 5</i>

About adding narration to an audio presentation

Presentation authors have two methods to add audio to their audio presentations:

- Use the telephone service for your Presentation Studio site to record narration.
- Use the PowerPoint built-in recording feature to narrate a PowerPoint file.

If you use telephone recording, your narration can then be played back via either telephone or the Internet when users play your audio presentations.

Adding narration via telephone

After you submit a PowerPoint file and have finished creating your audio presentation, you are now ready to narrate your presentation. To record your narration, you need to dial a telephone number and provide the recording code for the presentation. Then, the Presentation Studio telephone recording service, into which you have called, will be able to record your voice.

To add narration to your audio presentation via a telephone:

- 1 Do *one* of the following to get the telephone number and the recording code used for recording your narration:
 - Open the email confirmation sent after a successful creation of your audio presentation, and find the recording instructions.
 - Under **Presentations**, click **My Presentations**, locate the audio presentation you want to narrate, and then under **Action**, click the **Edit > Narration** link.
- 2 Dial the phone number.
- 3 Provide the recording code.
- 4 Record your narration to each slide of the presentation, following the voice instructions.



Note Presenters can add or change the audio of an existing presentation. This includes adding audio if none existed or changing the audio for every slide.

Adding narration to the PowerPoint file

Besides using Presentation Studio's integrated telephone recording service, you can also use the recording feature from Microsoft PowerPoint to add narration to your audio presentation.

To add narration directly to the PowerPoint file for an audio presentation:

- 1 Complete your PowerPoint slides.
- 2 In PowerPoint, select the **Slide Show > Record Narration** menu.

The Record Narration dialog box appears.

- 3 Click **Change Quality** to set sound recording quality.

The recommended sound quality selection is 11 KHz, 8 bit, Mono or 16 KHz, 8 Bit, Mono. Higher quality settings may result in the recorded file exceeding the upload size limit (30 MB).

- 4 Record your narration.

After you finish recording your narration to the PowerPoint file, you can then upload the file to create an audio presentation.



Caution Do not record narration to your PowerPoint file by any other method. If you do so, the narration will not be available after you create your audio presentation.

Specifying launch options for an audio presentation

There are three modes in which an audio presentation can be viewed:

- Watch the presentation, and listen to its audio over the Internet.
- Watch the presentation, and listen to its audio via telephone.
- Watch the presentation without playing its audio.

For a specific audio presentation, you can specify the modes that are made available for users to choose when they view the presentation.

In addition, if your Presentation Studio site includes the option, you can make your audio presentation available via download.

To specify the launch options for an audio presentation:

- 1 Under **Presentations**, click **My Presentations**.
- 2 Under **Title**, click the name of an audio presentation to open its launch options page.
- 3 If available, select **Enable Flash slides** to allow users to view a Flash presentation.
- 4 If available, select **Enable telephony playback** to allow users to see the telephony option in the presentation player.
- 5 If available, select **Allow Presentation Download** to allow users to download the presentation.
- 6 Select **Allow viewer to contact me at this email address** to allow users to send a question or feedback to you via email. When you select this option, a **Contact Author via Email** icon will appear on the Presentation Player. Your email address will be pre-populated in the user's email tool.
- 7 Optional. Click **Change Email Address** to enter a different email address that will receive the user's questions and feedback.
- 8 In the **Player Language** drop-down list, specify the language to use for the player.

About the Presentations page—My Presentations tab

What you can do here




- Create a presentation
- Delete a presentation
- Play a presentation
- Edit a presentation's properties or launch the Presentation Studio Editor
- Duplicate a presentation

Options on this page



Note The presentation list can be sorted by clicking on a column heading.

Option	Description
Search drop-down and text box	Allows you to select a way by which to search for a presentation (All , Title , Presenter , Company , Keyword , or Description), enter a related keyword in the text box, and then click Go .
Page navigation links	Navigates to other presentation pages when you click on the Prev , Next , or specific page links.
Presentation Quota	Shows the number of presentation slots used and available to you. The quota is set by the site administrator.

Option	Description
Create Presentation button	Opens the Create Presentation page, where you can create a presentation according to the properties you select.
Delete button	Allows you to select a presentation and click the Delete button to delete the presentation from your site.
Presentation thumbnail and Play button	Opens the presentation player and plays the presentation.
Title column	Lists the name of the presentation. Click a title to open the presentation's launch page.
Status column	Specifies whether the presentation is ready to be played.
Type column Audio  Video  Slide only 	Shows an icon for the type of presentation: <ul style="list-style-type: none"> ■ Audio—The presentation includes audio narration. ■ Video—The presentation includes video narration. ■ Slide only—The presentation includes slides only—there is no audio or video narration.
Duration column	Lists the duration of the presentation, if provided by the author.
Modified column	Shows the date and time that the presentation was last modified.
Actions column	<ul style="list-style-type: none"> ■ Edit—Opens a menu where you can edit the following: <ul style="list-style-type: none"> □ Presentation—Opens the Presentation Studio Editor, where you can edit the presentation's properties and slides. □ Category—Opens the Assign to Categories page, where you can assign your presentation to a category. □ Narration—Opens a presentation page, where you can find the instructions for adding phone narration to your presentation. □ Registration—Opens the User Registration page, where you can set registration requirements for viewing your presentation. □ Tracking Codes—Opens the Tracking Codes page, where you can set up tracking codes for your presentation. ■ Duplicate—Opens a prompt for you to enter a title for the duplicate presentation and then copies the presentation. The duplicate presentation will appear in the My Presentations list.

About the Presentations page—My Presentations tab—Details page

What you can do here

- View the presentation details
- Play a presentation
- Edit a presentation's properties or launch the Presentation Studio Editor
- Duplicate a presentation
- Delete a presentation
- Send an invitation via email to view the presentation
- Modify the settings for playing the presentation
- Specify the language to use for the Presentation Player

Options on this page

Option	Description
Go back link	Returns to the My Presentations list.
Edit link	Opens a menu where you can edit the following: <ul style="list-style-type: none">■ Presentation—Opens the Presentation Studio Editor, where you can edit the presentation's properties and slides.■ Category—Opens the Assign to Categories page, where you can assign your presentation to a category.■ Narration—Opens a presentation page, where you can find the instructions for adding phone narration to your presentation.■ Registration—Opens the User Registration page, where you can set registration requirements for viewing your presentation.■ Tracking Codes—Opens the Tracking Codes page, where you can set up tracking codes for your presentation.
Duplicate link	Opens a prompt for you to enter a title for the duplicate presentation and then copies the presentation. The duplicate presentation will appear in the My Presentations list.
Delete link	Deletes the presentation from your site.
Presentation thumbnail and Play button	Opens the presentation player and plays the presentation.
Presentation Details section	Lists the presentation details that you entered when creating your presentation. Click the Email button to send an invitation via email to view the presentation.

Option	Description
Play Settings section	<p>Lists the available options for your presentation. Select a check box to enable an option for the presentation:</p> <ul style="list-style-type: none"> ■ Enable Flash slides—allow users to view a Flash presentation ■ Enable telephony playback—allow users to see the telephony option in the presentation player ■ Allow Presentation Download—allow users to download the presentation ■ Allow viewer to contact me at this email address—allow users to send questions and feedback to you via email. When you select this option, a Contact Author via Email icon will appear on the Presentation Player. <p>Note Your email address will be pre-populated when the user clicks this icon on the player. Click Change Email Address to enter a different email address that will receive the user's questions and feedback.</p>
Player Language section	Select the language to use for the player. The player's text will appear in the language that you select.
Attachments section	Lists the files or URL links currently available to the user when viewing your presentation.

About the Presentations page—All Presentations tab

What you can do here

- View the list of published presentations on your Presentation Studio site
- Play a presentation

Options on this page



Note The presentation list can be sorted by clicking on a column heading.

Option	Description
Search drop-down and text box	Allows you to select a way by which to search for a presentation (All , Title , Presenter , Company , Keyword , or Description), enter a related keyword in the text box, and then click Go .
Page navigation links	Navigates to other presentation pages when you click on the Prev , Next , or specific page links.
List View	Shows a list of all published presentations on your Presentation Studio site.
Category View	Shows a list of all categories on your Presentation Studio site. These categories contain your site's published presentations.
Presentation thumbnail and Play button	Opens the presentation player and plays the presentation.

Option	Description
Title column	Lists the name of the presentation. Click a title to open the presentation's launch page.
Presenter column	Lists the owner of the presentation.
Duration column	Lists the duration of the presentation, if provided by the author.
Published column	Shows the date that the presentation was made available.

About the Presentations page—All Presentations tab—Category View

What you can do here

- View the categories on your Presentation Studio site, and their associated presentations
- Play a presentation

Options on this page



Note The presentation list can be sorted by clicking on a column heading.

Option	Description
Search drop-down and text box	Allows you to select a way by which to search for a presentation (All , Title , Presenter , Company , Keyword , or Description), enter a related keyword in the text box, and then click Go .
List View	Shows a list of all published presentations on your Presentation Studio site.
Category View	Shows a list of all categories on your Presentation Studio site. These categories contain your site's published presentations.
Categories section	Lists all the category folders that exist on your Presentation Studio site. Click a category link to show its list of presentations.
Presentation thumbnail and Play button	Opens the presentation player and plays the presentation.
Title column	Lists the name of the presentation. Click a title to open the presentation's launch page.
Presenter column	Lists the owner of the presentation.
Duration column	Lists the duration of the presentation, if provided by the author.
Published column	Shows the date that the presentation was made available.

About the Presentations page—All Presentations tab—Details page

What you can do here

- View the presentation details
- Play a presentation
- Download a presentation, if available
- Open a file or URL associated with the presentation, if available

Options on this page

Option	Description
Go back link	Returns to the All Presentations list.
Presentation thumbnail and Play button	Opens the presentation player and plays the presentation.
Download button	Downloads the presentation to your computer.
Presentation Details section	Lists the presentation details that you entered when creating your presentation. Click the Email button to send an invitation via email to view the presentation.
Play Settings section	Lists the available options for your presentation. Select a check box to enable an option for the presentation: <ul style="list-style-type: none"> ■ Enable Flash slides—allow users to view a Flash presentation ■ Enable telephony playback—allow users to see the telephony option in the presentation player ■ Allow Presentation Download—allow users to download the presentation
Attachments section	Lists the files or URL links currently available to the user when viewing your presentation.

About the Create New Presentation page—Basic Info tab

What you can do here

- Enter the details for your presentation
- Require registration for your presentation
- Select the type of presentation
- Make the file available to users as an attachment to the presentation

Options on this page

Option	Description
Presentation Details	
Presentation title	Type a title for your presentation.
Description	Type a description for your presentation.
Publish to	Select the categories in which to make the presentation available. You can also choose not to make the presentation available by selecting the Do not publish check box.
Division	Type the division in the text box.
Tracking Codes	Select the appropriate tracking codes or type them into the text boxes. The tracking codes are set up by the site administrator.
Presenter	Lists your name as the presenter by default.
Publish Date	Lists the current date by default. Click the calendar icon to select a different date.
Company	Type your company name.
Require registration?	Select whether to require registration in order to view the presentation. If Yes , click the Customize form link to open the User Registration window, where you can create the registration form.
Type of Presentation	
<ul style="list-style-type: none"> ■ PowerPoint with audio narration using telephone 	<ul style="list-style-type: none"> ■ Select a PowerPoint file as the basis of your presentation: <ul style="list-style-type: none"> <input type="checkbox"/> Type the file name in the text box or click Browse to select the file. <input type="checkbox"/> Select whether to make the file available as an attachment.
<ul style="list-style-type: none"> ■ PowerPoint with narration using video or audio file 	<ul style="list-style-type: none"> ■ Select a PowerPoint file as the basis of your presentation: <ul style="list-style-type: none"> <input type="checkbox"/> Type the file name in the text box or click Browse to select the file. <input type="checkbox"/> Select whether to make the file available as an attachment. ■ Select the video or audio file: <ul style="list-style-type: none"> <input type="checkbox"/> Select the audio or video file type from the drop-down list. <input type="checkbox"/> Type the file name in the text box or click Browse to select the file. ■ Specify the size of the video window: <ul style="list-style-type: none"> <input type="checkbox"/> Type the width and height in the text boxes
<ul style="list-style-type: none"> ■ Video only 	<ul style="list-style-type: none"> ■ Select the video or audio file: <ul style="list-style-type: none"> <input type="checkbox"/> Select the audio or video file type from the drop-down list. <input type="checkbox"/> Type the file name in the text box or click Browse to select the file. ■ Specify the size of the video window: <ul style="list-style-type: none"> <input type="checkbox"/> Type the width and height in the text boxes
Submit button	Click to save the presentation. The presentation will appear in your list of presentations.
Cancel button	Click to cancel the presentation and return to the My Presentations page.

About the Create New Presentation page—Attachments tab

What you can do here

- Attach files that viewers can download
- Attach URLs that viewers can click while viewing a presentation

Options on this page

Option	Description
File Attachments	
Attach file	<ul style="list-style-type: none"> <input type="checkbox"/> Type the file name in the text box or click Browse to select the file. <input type="checkbox"/> Click Add another to add up to four total attachments to the presentation.
Custom URL Links	
Custom link	<ul style="list-style-type: none"> <input type="checkbox"/> Type a link title and URL in the text boxes to make a link available when the presentation is viewed. <input type="checkbox"/> Click Add another to add up to three total links to the presentation.
Submit button	Click to save the presentation. The presentation will appear in your list of presentations.
Cancel button	Click to cancel the presentation and return to the My Presentations page.

About the Create New Presentation page—Player Branding tab

What you can do here

- Customize the logo for the presentation player
- Add the presenter's image to the presentation player

Options on this page

Option	Description
Player Logo	
Use available logo	Select to use the default logo that was uploaded by the site administrator, if available.
Upload custom logo	Select to upload your own logo image. Type the file name in the text box or click Browse to select the file.
Presenter Image	
Use available image	Select to use the default image that was uploaded by the site administrator, if available.

Option	Description
Upload custom image	Select to upload your own image. Type the file name in the text box or click Browse to select the file.
Submit button	Click to save the presentation. The presentation will appear in your list of presentations.
Cancel button	Click to cancel the presentation and return to the My Presentations page.

Creating Presentations with a Video or Audio File

If you want to...	See...
get an overview of creating presentations with an existing video or audio file	<i>About creating presentations with a video or audio file on page 15</i>
create a presentation with a video or audio file	<i>Creating a presentation with a video or audio file on page 16</i>
specify the launch options for a video presentation	<i>Specifying launch options for a video presentation on page 18</i>

About creating presentations with a video or audio file

A Presentation Studio video presentation is a Web-based presentation with streaming video, which can be viewed on demand.

Streaming video can make a difference in the amount of interest your presentation generates. With video, you have a complete Web presentation that will make the most impact on your viewers.

Similarly, you can create an audio presentation with streaming audio. Instead of creating a presentation and adding audio narration later, as in Chapter 1, *Creating Presentations with Telephone Narration*, you use an existing audio file.

To author a video or audio presentation, you must upload a PowerPoint file along with the video or audio file.

You can then update the presentation with more options, such as to customize your presenter image, logo, and banner, to attach additional files and URLs to the presentation, to modify presentation slides online, and to require registration for the presentation.

Finally, you specify launch options for your presentation, and then deliver the video presentation to your viewers.

Creating a presentation with a video or audio file

You need to prepare a PowerPoint file in advance as the starting point for creating a presentation with a video or audio file. You must also have an existing video or audio file in the following Windows Media Player or Real Player format:

- Video file— .asf, .wmv, or .rm format
- Audio file— .asf, .wma, or .rm format

After you enter the basic presentation information, you can attach files or links to the presentation that the user can access from the presentation player. You can also customize the look of the player.

After you create your presentation, the presentation appears in the **My Presentations** list under the Presentation Studio **Presentations** tab.

To create your presentation:

- 1 Under **Presentations**, click **My Presentations > Create Presentation**.

The Create New Presentation page appears, with the Basic Info tab selected.

- 2 Enter the basic information about your presentation. The following information is required:
 - Presentation title
 - Description
 - Division
 - Presenter
 - Publish date (defaults to the current date)
- 3 If you do not want to make this presentation available to users who visit your site, select the **Do not publish** check box.
- 4 If you want to make this presentation available, do the following:
 - From the **Publish to** drop-down list, select where the presentation will be published (All categories, Public categories, or Private categories). Only categories for which you have permission will appear.
 - In the categories box, select the specific categories where the presentation will be published.

- 5 If enabled on your site, select or enter the tracking codes for the department, project, or other information that you want to associate with your presentation.
- 6 In the Type of Presentation section, select **PowerPoint with narration using video or audio file**.
- 7 Click **Browse** to select the presentation's PowerPoint file.
- 8 If you want to attach the PowerPoint file for presentation viewers to download it, select the **Make this file available as an attachment** check box.
- 9 Select whether you want to upload a video or audio file from the **File type** drop-down list. This file should be prepared in advance.
- 10 Type the video or audio file name in the text box or click **Browse** to select the file.
- 11 In the **Width** and **Height** boxes, specify the size, in pixels, of the video screen in the audio/video window of the presentation player.

Note that the width must be between 192 to 360 pixels, and the height must be between 144 and 240 pixels.

- 12 Click **Submit**.



Caution Make sure your PowerPoint file is less than 30 MB. If you upload a file larger than 30 MB, you will get an error.



Note When you upload a video file for a presentation, the presentation's existing video file, if one already exists, will be replaced.

It takes time to upload and process your video file depending on factors such as your Internet connection, the video file size, and your site usage. Once the upload is complete, you will get an email message telling that the video presentation is ready. The email message also contains the presentation URL that you can distribute to anyone whom you want to invite to view the video presentation.

At this point, your presentation is complete with slides and video. However, you may want to synchronize the video with slides, such that a proper excerpt of the video starts with the beginning of each slide. For details, see *Adjusting video time code for each slide in a presentation* on page 17.

Adjusting video time code for each slide in a presentation

By default, when viewed, the video file uploaded for a presentation starts with the first slide of the presentation, and plays every one second for each slide of the presentation, until the video ends.

However, in most cases, you need to change this default setting. Appropriate video content should be played synchronically with slides. For example, if you have a Windows Media Player file where the first 30 seconds are made for the first slide of your presentation and the following 2 minutes are for the second slide, you need to define these time lengths in a sequence for slides that show up one by one.

To adjust the video time code for each slide in a presentation:

- 1 Under **Presentations**, select the My Presentations tab.
- 2 Under **Action**, click **Edit > Presentation** for the video presentation for which you want to adjust a slide's video time code.

The editing window for the presentation appears.

- 3 Click **Slide Detail**.
- 4 Starting from the second slide, in the **Start Time** box for a slide, specify the video time code for the slide.

For example, setting the start time as “0: 1: 45. 000” for the second slide in a presentation will make the video start to play at 1 min 45 sec when the second slide shows up during the presentation.

- 5 Click **Submit Changes**.



Note The time code you enter for a slide must agree with the slide's order, and the last time code cannot exceed the duration of the video for the presentation.

Specifying launch options for a video presentation



Note To specify the launch options for an audio presentation, see *Specifying launch options for an audio presentation* on page 5.

There are two modes in which a video presentation can be viewed:

- View the presentation with its video.
- View the presentation without playing its video.

For a specific video presentation, you can specify the modes that are made available for users to choose when they view the presentation.

In addition, if your Presentation Studio site includes the option, you can make your presentation available via download.

To specify the launch options for a video presentation:

- 1 Under **Presentations**, click **My Presentations**.

- 2 Under **Title**, click the name of a video presentation to open its launch options page.
- 3 If available, select **Enable Flash slides** to allow users to view a Flash presentation.
- 4 If available, select **Allow Presentation Download** to allow users to download the presentation.
- 5 Select **Allow viewer to contact me at this email address** to allow users to send a question or feedback to you via email. When you select this option, a **Contact Author via Email** icon will appear on the Presentation Player. Your email address will be pre-populated in the user's email tool.
- 6 Optional. Click **Change Email Address** to enter a different email address that will receive the user's questions and feedback.
- 7 In the **Player Language** drop-down list, specify the language to use for the player.

Creating Video-Only and Audio-Only Presentations

If you want to...	See...
get an overview of authoring video-only and audio-only presentations	<i>About creating video-only and audio-only presentations on page 21</i>
create a video-only or audio-only presentation	<i>Creating a video-only or audio-only presentation on page 22</i>
specify the launch options for a video-only or audio-only presentation	<i>Specifying launch options for a video-only or audio-only presentation on page 23</i>

About creating video-only and audio-only presentations

A Presentation Studio video-only presentation is a Web-based presentation with streaming video, which can be viewed on demand. Similarly, you can create an audio-only presentation with streaming audio.

To author a standalone presentation, you do not use a PowerPoint file. You just need to upload your video or audio file.

You can then update the presentation with more options, such as to customize your presenter image, logo, and banner, to attach additional files and URLs to the presentation, to modify presentation slides online, and to require registration for the presentation.

Finally, you specify launch options for your presentation, and then deliver your presentation to your viewers.

Creating a video-only or audio-only presentation

You must have an existing video or audio file in the following Windows Media Player or Real Player format:

- Video file— .asf, .wmv, or .rm format
- Audio file— .asf, .wma, or .rm format

After you enter the basic presentation information, you can attach files or links to the presentation that the user can access from the presentation player. You can also customize the look of the player.

After you create your presentation, the presentation appears in the **My Presentations** list under the Presentation Studio **Presentations** tab.

To create a video-only or audio-only presentation:

- 1 Under **Presentations**, click **My Presentations > Create Presentation**.
The Create New Presentation page appears, with the Basic Info tab selected.
- 2 Enter the basic information about your presentation. The following information is required:
 - Presentation title
 - Description
 - Division
 - Presenter
 - Publish date (defaults to the current date)
- 3 If you do not want to make this presentation available to users who visit your site, select the **Do not publish** check box.
- 4 If you want to make this presentation available, do the following:
 - From the **Publish to** drop-down list, select where the presentation will be published (All categories, Public categories, or Private categories). Only categories for which you have permission will appear.
 - In the categories box, select the specific categories where the presentation will be published.
- 5 If enabled on your site, select or enter the tracking codes for the department, project, or other information that you want to associate with your presentation.
- 6 In the Type of Presentation section, select **Video only**.
- 7 Select whether you want to upload a video or audio file from the **File type** drop-down list. This file should be prepared in advance.
- 8 Type the video or audio file name in the text box or click **Browse** to select the file.
- 9 In the **Width** and **Height** boxes, specify the size, in pixels, of the video screen in the audio/video window of the presentation player.

Note that the width must be between 192 to 360 pixels, and the height must be between 144 and 240 pixels.

10 Click **Submit**.



Note When you upload a video or audio file for a presentation, the presentation's existing file, if one already exists, will be replaced.

It takes time to upload and process your file depending on factors such as your Internet connection, the file size, and your site usage. Once the upload is complete, you will get an email message telling that the presentation is ready. The email message also contains the presentation URL that you can distribute to anyone whom you want to invite to view the presentation.

Specifying launch options for a video-only or audio-only presentation

You can specify the modes that are made available for users to choose when they launch the presentation.

In addition, if your Presentation Studio site includes the option, you can make your presentation available via download.

To specify the launch options for a video-only or audio-only presentation:

- 1** Under **Presentations**, click **My Presentations**.
- 2** Under **Title**, click the name of a presentation to open its launch options page.
- 3** If available, select **Enable Flash slides** to allow users to view a Flash presentation.
- 4** If available, select **Allow Presentation Download** to allow users to download the presentation.
- 5** Select **Allow viewer to contact me at this email address** to allow users to send a question or feedback to you via email. When you select this option, a **Contact Author via Email** icon will appear on the Presentation Player. Your email address will be pre-populated in the user's email tool.
- 6** Optional. Click **Change Email Address** to enter a different email address that will receive the user's questions and feedback.
- 7** In the **Player Language** drop-down list, specify the language to use for the player.

Updating Presentations

If you want to...	See...
get an overview of updating presentations	<i>About updating presentations on page 25</i>
update the basic information of a presentation	<i>Updating the basic presentation information on page 26</i>
customize images for your presentation	<i>Customizing images for your presentation on page 27</i>
attach files and URLs to a presentation	<i>Attaching files and URLs to a presentation on page 29</i>
edit presentations slides online	<i>Editing presentation slides online on page 29</i>
set up slide animation in a presentation	<i>Setting up slide animation in a presentation on page 34</i>

About updating presentations

After you finish creating an audio or video presentation, you can update the common settings for your presentation. This includes changing some settings that you specified when creating the presentation, or adding options. For example, you can:

- Update presentation basic information, including presentation title, date, and description, presenter name and title, copyright information, etc.
- Customize the logo, banner, and presenter image for a specific presentation
- Attach files and URLs to a presentation
- Edit a presentation's slides in Presentation Studio
- Set up animation in presentation slides



Note Each time you modify an existing presentation using the **edit** feature, you will receive two email messages:

- The first email message notifies you that your presentation is being modified. Until the modification is complete, your presentation is still viewable in its original state.
 - The second email message tells you when the modification is complete. The email message also includes the presentation URL, which you can distribute to anyone to view it.
-

Updating the basic presentation information

A presentation's basic information includes the presentation's title, date, and description, the presenter's name and company, and so on. The information appears on the **Info** tab in the Presentation Player.

Some basic information, which you specify when creating the presentation, can be modified; the other information can be added when you update the presentation, including the presenter title and the presentation's keywords and copyright information.

To update the basic information of a presentation:

- 1 Under **Presentations**, click the My Presentations tab.
- 2 Under **Actions**, click **Edit > Presentation** for the presentation whose basic information you want to update.

The Presentation Studio editor appears, with the Edit Properties page selected.

- 3 Under the **Edit Presentation Properties** section, add the following information that is not available when creating the presentation:

- Presenter title
- Keywords
- Copyright information

In addition, the following information specified when creating the presentation can be modified:

- Presentation title
- Presenter name
- Presentation affiliation (company)
- Creation date
- Description

- 4 Click **Submit Changes**.

Customizing images for your presentation

If you want to...	See...
get an overview of customizing images for your presentation	<i>About customizing images for your presentation on page 27</i>
customize the presenter image for your presentation	<i>Customizing the presenter image for your presentation on page 27</i>
customize the logo for your presentation	<i>Customizing the logo for your presentation on page 28</i>

About customizing images for your presentation

For each presentation, you can specify:

- A custom presenter image, which appears in the audio/video window of Presentation Player before audio/video starts.
- A logo for the presentation, which appears above the audio/video window in Presentation Player.
- A banner for the presentation, which appears on the launch options page for the presentation.

Setting these custom images is optional. If you do not specify them, some default images may be used, or no images will appear if the default images are not specified.

Customizing the presenter image for your presentation

The presenter image appears in the audio/video window of Presentation Player before audio/video starts.

You can specify a custom presenter image for each of the presentations you create. If you do not use a custom presenter image, your default presenter image (if specified) will be used.

When you neither specify your default presenter image nor use a custom presenter image for a presentation, the first slide of the presentation is used for this purpose.

To customize your presenter image for a presentation:

- 1 Under **Presentations**, click the My Presentations tab.
- 2 Under **Actions**, click **Edit > Presentation** for the presentation for which you want to specify a custom presenter image.

The Presentation Studio editor appears, with the Edit Properties page selected.

- 3 Click **Customize Presentation**.

- 4 Under the **Customize Presentation Player** section, in the **Select a presenter image** box, type the location of the image in the text box or click **Browse** to select the file.
- 5 Click **Submit Changes**.



Note The presenter image must be a JPEG or GIF file and should be less than 60 KB. 192W x 144H pixel is recommended; otherwise, the image will be resized, causing possible distortion.

Customizing the logo for your presentation

The presentation logo appears above the audio/video window in Presentation Player. The following determines which presentation logo will be used:

- Your customized logo for a presentation will be used, if uploaded.
- If you do not customize the logo for a presentation, the default logo specified for your account will be used.
- If a custom logo and your default logo are not specified, the default presentation logo specified by your site administrator is then used.

To customize your logo for a presentation:

- 1 Under **Presentations**, click the My Presentations tab.
- 2 Under **Actions**, click **Edit > Presentation** for the presentation for which you want to specify a custom logo image.
The Presentation Studio editor appears, with the Edit Properties page selected.
- 3 Click **Customize Presentation**.
- 4 Under the **Customize Presentation Player** section, in the **Select a presenter image** box, type the location of the logo in the text box or click **Browse** to select the file.
- 5 Click **Submit Changes**.



Note The logo image must be a JPEG or GIF file and should be less than 60 KB. 256W x 40H pixel is recommended; otherwise, the image will be truncated to fit the size in pixels.

Attaching files and URLs to a presentation

You can add any relevant files or URLs as attachments to a presentation for your presentation viewers. Attached files or URLs will appear on the **Download** tab in Presentation Player, allowing presentation viewers to download a file attachment or to open an attached URL in a Web browser.

You can attach up to 4 files and 3 URLs to one presentation. When creating a presentation, if you select the **Make this file available as an attachment** check box, the presentation's PowerPoint file is added as the first file attachment.

To attach files or URLs to a presentation:

- 1 Under **Presentations**, click the My Presentations tab.
- 2 Under **Actions**, click **Edit > Presentation** for the presentation for which you want to attach a file or URL.

The Presentation Studio editor appears, with the Edit Properties page selected.

- 3 Add or modify file attachments as follows:
 - To add a file attachment, in one of the available **Upload new file attachment** slots, type the location of the attachment in the text box or click **Browse** to select the file.
 - To delete an existing file, select the **Delete** check box for the file.
 - To replace an existing file, in its **Replace existing attachment** slot, type the location of the attachment in the text box or click **Browse** to select the file.
- 4 In a URL Attachment slot, type a URL (e.g., <http://www.webex.com>) and description.
- 5 Click **Submit Changes**.



Note The URL you specify must start with `http://` or `https://`.



Tip You can also allow presentation viewers to download a file from an online presentation by inserting a file slide into the presentation. For details, see *Inserting a file slide* on page 31.

Editing presentation slides online

If you want to...	See...
get an overview of editing presentation slides online	<i>About editing presentation slides online</i> on page 30

If you want to...	See...
insert slides from another online presentation	<i>Inserting slides from another online presentation</i> on page 30
insert a file slide	<i>Inserting a file slide</i> on page 31
insert a URL slide	<i>Inserting a URL slide</i> on page 32
insert a quiz slide	<i>Inserting a quiz slide</i> on page 33
insert a survey slide	<i>Inserting a survey slide</i> on page 34

About editing presentation slides online

Presentation Studio enables you to edit your presentation slides. You can save time by editing an existing presentation, instead of re-creating a new one. For instance, you can:

- Insert slides from a source Presentation Studio presentation
- Replace slides in a target presentation with those from the source presentation
- Insert a file slide or a URL slide, which makes a presentation more informative
- Insert a quiz slide or a survey slide, which makes a presentation more interactive



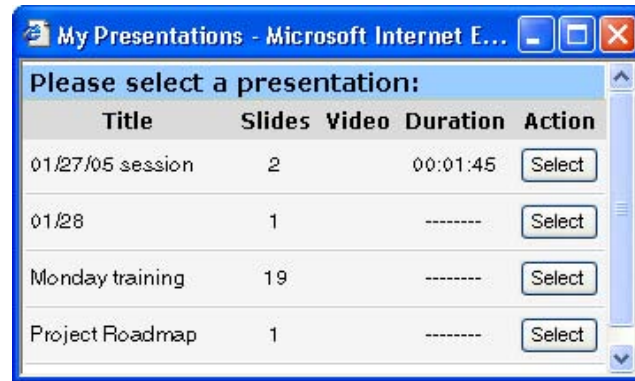
Note Before you insert or replace slides, you need to already have a source presentation that contains your new or replacement slides. Your source presentation can be a presentation that you have already created or you can create a new presentation.

Inserting slides from another online presentation

Presentation Studio gives you the flexibility to edit a presentation by exchanging slides between two online presentations, including the slide audio.

To insert slides from another online presentation:

- 1 Under **Presentations**, click the My Presentations tab.
- 2 Under **Actions**, click **Edit** > **Presentation** for the presentation for which you want to insert slides.
The Presentation Studio editor appears, with the Edit Properties page selected.
- 3 Click **Edit Slides**.
- 4 Under the **Source** section, click **Browse** to select a source presentation.
The My Presentations page opens in a new window.



- 5 Click **Select** to select the source presentation.
- 6 In the **Select slide** list box, select a target slide, to which you will make insertion.
- 7 Under the **Current Presentation** section, in the **Select slide** list box, select a target slide, to which you will make the insertion.
- 8 Under the **Source** section, in the **Select slide** list box, select a source slide, from which you will make the insertion.
- 9 Click *one* of the following insertion options:
 - **Replace slide only** - replaces the target slide with the source slide.
 - **Insert slide and audio** - inserts the source slide before the target slide. The audio from the source slide is included.
 - **Insert slide only** - inserts the source slide before the target slide (the audio from the source slide is not included). You can also copy existing quizzes and surveys into your new presentation.
- 10 Click **Submit Changes**.



Note The **Insert slide and audio** option applies to source and target presentations that are both of audio type. In other words, you cannot insert slides of a video presentation into an audio presentation.

Inserting a file slide

A file slide is the slide that includes a file, and the file can be of any file type. You can insert a file slide into a Presentation Studio presentation.

When a user is viewing the presentation and navigating to the file slide, the file in the slide is opened in the slide window of Presentation Player if the user's Web browser knows the file type; if the file is unknown by the Web browser, the Presentation Player prompts the user to download and save the file.

To insert a file slide into an online presentation:

- 1** Under **Presentations**, click the My Presentations tab.
- 2** Under **Actions**, click **Edit > Presentation** for the presentation for which you want to insert a file slide.
The Presentation Studio editor appears, with the Edit Properties page selected.
- 3** Click **Edit Slides**.
- 4** Under the **Current Presentation** section, in the **Select slide** list box, select the slide before which the file slide will appear.
- 5** Click **Insert a file**.
The Insert a File window appears.
- 6** In the **Slide title** and **Please select a file** boxes, type the slide title and select a file by clicking **Browse**, respectively.
- 7** Optional. Select the **Pause Media Player for this file slide** check box to stop immediate playback for the file slide.
- 8** Click **Submit**.
The file slide now appears in the slide list of your Current Presentation.
- 9** Click **Submit Changes**.

Inserting a URL slide

You can show relevant Web pages during a Presentation Studio presentation by adding URL slides.

When a user is viewing the presentation and navigating to a URL slide, the Web page indicated by the URL in the slide is loaded in the slide window of the Presentation Player.

To insert a URL slide into an online presentation:

- 1** Under **Presentations**, click the My Presentations tab.
- 2** Under **Actions**, click **Edit > Presentation** for the presentation for which you want to insert a URL slide.
The Presentation Studio editor appears, with the Edit Properties page selected.
- 3** Click **Edit Slides**.
- 4** Under the **Current Presentation** section, in the **Select slide** list box, select the slide before which the URL slide will appear.
- 5** Click **Insert a URL**.
The Insert a URL window appears.
- 6** In the **Slide title** and **Enter an Internet URL** boxes, type the slide title and the URL of the Web page that will appear in the slide.

- 7 Optional. Select the **Pause Media Player for this URL slide** check box to stop immediate playback for the URL slide.
- 8 Click **Submit**.
The URL slide should now appear in the slides list of your Current Presentation.
- 9 Click **Submit Changes**.



Note Pay attention to the following:

- The URL you specify must start with `http://` or `https://`.
- URLs inserted as slides must be viewable when embedded within a frame on a Web page. Some URLs inserted as slides cannot be displayed within a frame and should not be inserted.

Inserting a quiz slide

You can bring up some quizzes in the middle of a Presentation Studio presentation to make it more interactive. A quiz slide you insert into your presentation consists of a multiple choice question. After presentation viewers answer the question, you can show them the correct answer.

To insert a quiz slide into your presentation:

- 1 Under **Presentations**, click the My Presentations tab.
- 2 Under **Actions**, click **Edit > Presentation** for the presentation for which you want to insert a quiz slide.
The Presentation Studio editor appears, with the Edit Properties page selected.
- 3 Click **Edit Slides**.
- 4 Under the **Current Presentation** section, in the **Select slide** list box, select the slide before which the quiz slide will appear.
- 5 Click **Insert a quiz**.
The Add a Quiz window appears.
- 6 Type a question and its multiple choices, and select the correct answer.
- 7 Select **Show Quiz result** if you want users who view your presentation to see the correct answer after they complete the quiz; otherwise, leave **No feedback** as the default selection.
- 8 Click **OK**.
The quiz slide should now appear in the slide list of your Current Presentation.
- 9 Click **Submit Changes**.

Inserting a survey slide

You can add polling to a Presentation Studio presentation to make it more interactive. A survey slide you insert into your presentation is a poll that consists of a question with multiple choices. After presentation viewers take the poll, you can show the poll results to them.

To insert a survey slide into your presentation:

- 1 Under **Presentations**, click the My Presentations tab.
- 2 Under **Actions**, click **Edit > Presentation** for the presentation for which you want to insert a survey slide.
The Presentation Studio editor appears, with the Edit Properties page selected.
- 3 Click **Edit Slides**.
- 4 Under the **Current Presentation** section, in the **Select slide** list box, select the slide before which the survey slide will appear.
- 5 Click **Insert a survey**.
The Add a Survey window appears.
- 6 Type a survey question and its choices.
- 7 Select **Show polling result** if you want users who view your presentation to see the polling result after they complete the survey; otherwise, leave **No feedback** as the default selection.
- 8 Click **OK**.
The survey slide should now appear in the slide list of your Current Presentation.
- 9 Click **Submit Changes**.

Setting up slide animation in a presentation

PowerPoint files with animation are supported by Presentation Studio. During your presentation creation, simply browse to your file and choose it—just as you would select a regular PowerPoint file. The PowerPoint converter within the Presentation Studio software will automatically convert regular PowerPoint files or those with animation.

- The animation can only be seen if presentation viewers have downloaded Flash to their systems.
- Authors can record audio for each slide, as well as for each animation build.

You also have the flexibility to disable Flash slides for a specific presentation. If you do so, the animation will not be seen by the audience.

To enable or disable slide animation in a presentation:

- 1 Under **Presentations**, click the My Presentations tab.
- 2 Under **Title**, click the name of the presentation to open its launch options page.
- 3 Select or clear the **Enable Flash slides** check box.



Note When a presentation is viewed, the audience can choose whether to play the presentation in image slides or in Flash slides. However, if you turn off Flash for the presentation, presentation viewers cannot see slide animation even if they select the Flash option.

Managing Presentations

If you want to...	See...
get an overview of managing presentations	<i>About managing presentations on page 37</i>
set up presentation default images	<i>Setting up presentation default images on page 38</i>
secure your presentation with a password	<i>Securing your presentation with a password on page 39</i>
require registration for a presentation	<i>Requiring registration for a presentation on page 40</i>
use tracking codes for a presentation	<i>Specifying tracking codes for a presentation on page 42</i>
copy a presentation	<i>Copying a presentation on page 42</i>
delete a presentation	<i>Deleting a presentation on page 43</i>

About managing presentations

For presentations that you create, you can perform some common management tasks, including:

- Setting up the presenter image and presentation logo, which are used for all presentations you create by default
- Make a presentation password protected
- Require user registration to gain additional information about users who view your presentation
- Specify tracking codes, which helps your organization to track usage and keep

statistics on all kinds of presentation activities

- Copy a presentation
- Delete a presentation

Setting up presentation default images

If you want to...	See...
get an overview of setting up presentation default images	<i>About setting up presentation default images on page 38</i>
specify your default logo in Presentation Player	<i>Specifying your default logo in the Presentation Player on page 38</i>
specify your default presenter image	<i>Specifying your default presenter image on page 39</i>

About setting up presentation default images

You can customize your presenter image and the presentation logo that suits your own identity. When users view your presentations, these images appear in places such as the Presentation Player and the presentation's registration page.

These images are your default images. They will appear for any presentation you create unless you change them at the presentation level.

Specifying your default logo in the Presentation Player

The presentation logo appears above the audio/video window in the Presentation Player.

You can specify the default presentation logo at your account level. Your default logo image will be used for all presentations that you create. If you do not specify your default logo, the default logo specified at the site level will be used.

To specify your default logo in the Presentation Player:

- 1 Under **My Preferences**, click **My Branding**.

The My Branding page appears.

- 2 Under the **Player Logo** section, type the location of the new logo image in the text box or click **Browse** to select the file.

- 3 Click **Submit**.

The new logo image appears on the page, replacing the existing logo, if any.

To delete your default logo:

- 1 Under the **Player Logo** section, click the **Delete** button beside the current logo.



Note The logo image must be a JPEG or GIF file and should be less than 60 KB. 256W x 40H pixel is recommended; otherwise, the image will be truncated to fit the size in pixels.

If you need to use a different logo for a specific presentation, you can change the logo image in an existing presentation by using the **Edit** feature. For details, see *Customizing the logo for your presentation* on page 28.

Specifying your default presenter image

The presenter image appears in the audio/video window of the Presentation Player before audio/video starts. You can specify your default presenter image, which will be used in all presentations that you create.

To specify your default presenter image:

- 1 Under **My Preferences**, click **My Branding**.
The My Branding page appears.
- 2 Under the **Presenter Image** section, type the location of the image in the text box or click **Browse** to select the file.
- 3 Click **Submit**.
The new presenter image appears on the page, replacing the existing presenter image, if any.

To delete your default presenter image:

- 1 Under the **Presenter Image** section, click the **Delete** button beside the current presenter image.



Note The presenter image must be a JPEG or GIF file and should be less than 60 KB. 192W x 144H pixel is recommended; otherwise, the image will be resized, causing possible distortion.

If you need to use a different image for a specific presentation, you can change the presenter image in an existing presentation by using the **Edit** feature. For details, see *Customizing the presenter image for your presentation* on page 27.

Securing your presentation with a password

Specifying a password will help to secure your presentation. Only those with whom you share the password can view your presentation. For a password-protected presentation, users are first directed to a login page where they need to provide the password before viewing the presentation.

To require users to log in with a password before viewing a presentation:

- 1 Under **Presentations**, click the My Presentations tab.
- 2 Under **Actions**, click **Edit > Registration** for the presentation for which you will require a password.
The User Registration page appears.
- 3 Select the **Require password** check box.
- 4 In the **Password** and **Verify password** text boxes that appear, type the password.
- 5 Optional. Require users to log in with other information, such as email address, name, title, and company, by using other registration features on the page. For details, see *Requiring registration for a presentation* on page 40.
- 6 Click **Submit**.



Note Your site administrator may disable registration, including specifying a password for your presentation. If you cannot use the **Registration** feature, please contact your site administrator.

When presentations are viewed from the Presentation Studio site (under **Presentations**), the password protection will not apply.

Requiring registration for a presentation

You can require users to register for a Presentation Studio presentation before they can view it. Requiring registration allows you to obtain users' names, email addresses, and, optionally, additional personal information.

To require registration for a presentation:

- 1 Under **Presentations**, click the My Presentations tab.
- 2 Under **Actions**, click **Edit > Registration** for the presentation for which you will require registration.
The User Registration page appears.
- 3 To require presentation viewers to register with their email addresses, select the **Require email address** check box.
- 4 To require users to provide a password on the registration form before viewing the presentation:
 - a Select the **Require password** check box.
 - b In the **Password** and **Verify password** text boxes that appear, type the password.

For details, see *Securing your presentation with a password* on page 39.

- 5 Select the **Enable registration form** check box if you want to add standard or custom questions on the registration form.
 - a To add standard questions, do *one* of the following:
 - For each option for which you will require users to provide information, select **Required**.
 - For each option that you want to appear on the registration form, select **Optional**.
 - For each option that you do not want to appear on the registration form, select **Not shown**.
 - b To add custom options to the registration form, click *one* of the following:
 - **Text Box**—opens the Add Text Box page, on which you can specify a text box and how it will appear on the registration form.
 - **Check Boxes**—opens the Add Check Boxes page, on which you can specify check boxes and how they will appear on the registration form.
 - **Option Buttons**—opens the Add Option Buttons page, on which you can specify option buttons and how they will appear on the registration form.
 - **Drop-Down List**—opens the Add Drop-Down List page, on which you can specify a drop-down lists and how they will appears on the registration form.
- 6 To get email notification when someone registers for your presentation, select the **Send email notification to** check box and type your email address in the text box.
- 7 Click **Submit**.



Note Pay attention to the following:

- Your site administrator may disable registration. If you cannot use the **Registration** feature, please contact your site administrator.
 - Registration for the Email Address option may be required by your site administrator.
 - When presentations are viewed from the Presentation Studio site (under **Presentations**), your specified registration will not apply.
-

Specifying tracking codes for a presentation

Tracking codes identify your department, project, or other information that your organization wants to associate with your presentations. If your site administrator enables tracking codes, you can specify a presentation's tracking codes when creating the presentation, and edit the tracking codes after the presentation is created.

To modify tracking codes for an existing presentation:

- 1 Under **Presentations**, click the My Presentations tab.
- 2 Under **Actions**, click **Edit > Tracking Codes** for the presentation whose tracking codes you want to edit.

The Tracking Code window appears.

- 3 Edit the tracking codes for the presentation, as necessary.
- 4 Click **Update**.



Note The **Tracking Codes** link will not appear if your site administrator disables the tracking codes feature.

Copying a presentation

One of the actions you can take with your presentations is to copy an existing presentation. This feature is a time saving device and works well in the following situations:

- Duplicate a presentation and make changes to it, while keeping the original presentation intact.
- Duplicate a presentation for others to edit, while keeping the original presentation intact.
- Duplicate a presentation and experiment with changes. If you delete the copy, you will still have the original presentation.
- Duplicate a presentation, and transfer the copy to another author.
- Duplicate a presentation, make changes, and assign a password. This is effective if you wish to have different audiences view similar presentations.

To copy a presentation:

- 1 Under **Presentations**, click the My Presentations tab.
- 2 Under **Actions**, click **Duplicate** for the presentation that you want to copy.
A dialog box appears and asks you to type a title for the new presentation.
- 3 Enter the new title.

- 4 Click **OK**.



Note The time it takes to replicate a presentation varies depending on customer usage and network traffic. You will receive an email message that tells you when a new copy of the presentation is ready. The email message includes:

- The URL for the new presentation. This URL can be given to anyone to view the presentation.
- Instructions on how to record narration to the presentation, if the presentation you have copied is an audio presentation.

The new presentation appears in your My Presentations list.

Deleting a presentation

When you delete a presentation, the presentation, including its audio or video, will be entirely removed from your Presentation Studio site.

To delete a presentation:

- 1 Under **Presentations**, click the My Presentations tab.
- 2 Select the check box for the presentation that you want to delete.
- 3 Click **Delete**.

A dialog box appears to confirm your deletion of the presentation.

- 4 Click **OK**.

Delivering Presentations

If you want to...	See...
get an overview of delivering presentations	<i>About delivering presentations on page 45</i>
publish a presentation	<i>Publishing a presentation on page 45</i>
send presentation URL via email	<i>Distributing the presentation URL on page 46</i>

About delivering presentations

You can publicize a presentation by delivering it. Specifically, you can:

- If created but not yet published, make your presentation available on your site.
- Send an email invitation to designated people. The email message contains the URL, with which users access your presentation, as well as other relevant information.

Publishing a presentation

For presenters with the publishing privilege

One way to make your presentation available to the public is to publish your presentation to one or more categories, under which presentations are organized. You can assign presentations to or remove them from categories. Once published, users can search for and view presentation in categories for which they have privileges.

To publish a presentation that is not yet available:

- 1 Under **Presentations**, select the My Presentations tab.

- 2 Under **Action**, click **Edit > Category** for the presentation that you want to publish.

The Assign to Categories page appears.

- 3 Select the categories into which you want to publish the presentation.
- 4 Click **Save**.

To remove a presentation from a category:

- 1 Under **Presentations**, select the My Presentations tab.
- 2 Under **Action**, click **Edit > Category** for the presentation that you want to remove.

The Assign to Categories page appears.

- 3 Uncheck the categories for which you want to remove the presentation.
- 4 Click **Save**.



Note In order to publish your presentation to a category:

- You need to have the publishing privilege.
- You need to have the privilege to the category.

If you do not have the privileges, contact your site administrator.

Distributing the presentation URL

After you create or edit a presentation, you will receive an email message providing the URL of the presentation, which you can distribute to anyone.

Although the most typical way to deliver a presentation is to send the URL in an email message, you can also distribute the URL via instant message or by making it available on another site.

To send the URL address for a presentation via email:

- 1 Under **Presentations**, select the My Presentations tab.
- 2 Under **Title**, click the name of the presentation to open its launch page.
- 3 Click **Email Link**, which will launch the default email program on your computer (for example, Microsoft Outlook, etc.), and automatically creates a new email message with the presentation's URL filled into the email body.
- 4 Add email recipients whom you want to invite to view your presentation, and modify the email content if necessary.
- 5 Send the email message.

To send the URL address for a presentation via instant message:

- 1** Under **Presentations**, select the My Presentations tab.
- 2** Under **Title**, click the name of the presentation to open its launch page.
- 3** Copy the presentation's URL from the launch page and paste it into an instant message.
- 4** Send the instant message.

Managing Your Account

If you want to...	See...
get an overview of managing presentations	<i>About managing your account on page 49</i>
view or generate reports on your presentations	<i>Viewing your reports on page 50</i>
set up presentation default images	<i>Setting up presentation default images on page 53</i>

About managing your account

On your Presentation Studio site, you can perform the following account management tasks:

- Edit your profile
- View and generate reports
- Set the player branding for your presentations

Changing your personal account settings

You can change your account settings, including your password, at any time.

To change your personal profile settings:

- 1 Under **My Preferences**, click **My Profile**.
The My Profile page appears.
- 2 Under the **Personal Information** section, change any previously set information as necessary.

- 3 Optional. To change your password, in the **Old password** field, enter your old password, and then enter a new password in the **New password** and **Confirm new password** fields.
- 4 Optional. Enter any new information in the appropriate fields.
- 5 Click **Save**.

To change your Web page preferences:

- 1 Under **My Preferences**, click **My Profile**.
The My Profile page appears.
- 2 Scroll down to the **Web Page Preferences** section.
- 3 Select the desired time zone from the **Time zone** drop-down menu.
- 4 Select the desired date and time formats from the respective drop-down menus.
- 5 Click **Save**.

Viewing your reports

You can view and generate the following general reports:

- **Usage report**—A usage summary report that lists all the presentations that you created during a specified time interval.

Usage reports can help you to determine:

- Average Views per Presentation
- Average Presentation Length
- Number of Active Presentations
- Number of Active Viewers
- Total Viewing Time
- Top Presentations and Viewers
- Listings by Presentations and Viewers

- **Registration report**—A usage report that lists registration records for viewing your presentations categorized by presentation or user during a time interval that you specify.

Registration reports can help you to determine:

- The time when the viewer starts viewing
- The duration of viewing
- The viewer's email address

- **Survey & Quiz report**—A usage report that lists all the surveys and quizzes for your presentations during a time interval that you specify.

Survey and quiz reports can help you to determine:

- The surveys and quizzes included in a presentation
- The users' responses
- The users' email addresses
- The time when the responses were submitted

Viewing your usage report

Your usage report includes the following information:

- A Summary of all your presentations that were viewed during the prior seven days, including the name of each presentation, who viewed a presentation and when, the number of times each presentation was viewed, and the total viewing time for each presentation.
- A Summary of all your presentations that were viewed for the month up to the current date, including the name of each presentation, who viewed a presentation and when, the number of times each presentation was viewed, and the total viewing time for each presentation.
- A Summary of all your presentations that were viewed for a previous month, including the name of each presentation, who viewed a presentation and when, the number of times each presentation was viewed, and the total viewing time for each presentation.

To view a usage report:

- 1 Under **My Preferences**, click **My Reports**.
The My Reports page appears, with the Usage tab selected.
- 2 In the **Title** column, click the usage report that you want to view.
The usage report appears.
- 3 Use the **Next Page** or **Prev Page** links to navigate. For multipage reports, in the **Go to page** box, you can also enter the number of the page that you want to view, and then click **Go**.
- 4 Click the link for the section of the report that you want to view.
The page jumps to the section that you selected.

Viewing a registration report

You can view a registration report that provides registration records for your presentations that have been viewed. To view a report, you must specify search criteria to retrieve information for the report. When specifying search criteria, you can choose to list results either by presentation or by user during a specific period of time.

To view a registration report:

- 1 Under **My Preferences**, click **My Reports**.

The My Reports page appears.

- 2 Click the **Registration** tab.

My Reports

The screenshot shows the 'My Reports' interface with three tabs: 'Usage', 'Registration' (selected), and 'Survey & Quiz'. Below the tabs, there is a 'Date range' section with two date pickers: '08/17/2006' and '08/24/2006', with a note '(Maximum range is 3 months)'. Below the date range is a 'Show by' dropdown menu currently set to 'Presentation', which is open to show 'Presentation' and 'User' options. To the right of the dropdown is a 'Generate Report' button.

- 3 In the **Date Range** drop-down lists, choose a first and last date for the range in which you want to search for the registration by clicking the calendar icons and then selecting dates.



Note You can specify up to a three-month date range in which to search for reports.

- 4 In the **Show by** drop-down list, select a way by which to search for the registration records.
- 5 Click **Generate Report**.
The registration report appears, showing details for each of your presentations.
- 6 Optional. To export the report to a comma-separated values format, click the **Export to CSV format** link.
- 7 Optional. To export the report to XML format, click the **Export to XML format** link.

Viewing a survey and quiz report

You can view a report that provides details for the surveys and quizzes that users have taken in your presentations. To view a report, you must specify search criteria to retrieve information for the report. When specifying search criteria, you can choose to list results either by presentation or by user during a specific period of time.

To view a survey and quiz report:



- 1 Under **My Preferences**, click **My Reports**.


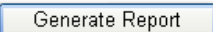
The My Reports page appears.

- 2 Click the **Survey & Quiz** tab.

My Reports

Usage Registration **Survey & Quiz**

Date range: 08/17/2006  to 08/24/2006  (Maximum range is 3 months)

Show by: Question  

Question
User

- In the **Date Range** drop-down lists, choose a first and last date for the range in which you want to search for the survey and quiz by clicking the calendar icons and then selecting dates.



Note You can specify up to a three-month date range in which to search for reports.

- In the **Show by** drop-down list, select a way by which to search for the survey and quiz records.
- Click **Generate Report**.
The survey and quiz report appears.



Note If you have copied a quiz or survey from another presentation into a new presentation, the report will reflect each quiz or survey separately.

- Optional. To export the report to a comma-separated values format, click the **Export to CSV format** link.
- Optional. To export the report to XML format, click the **Export to XML format** link.

Setting up presentation default images

If you want to...	See...
get an overview of setting up presentation default images	<i>About setting up presentation default images on page 54</i>
specify your default logo in Presentation Player	<i>Specifying your default logo in the Presentation Player on page 54</i>
specify your default presenter image	<i>Specifying your default presenter image on page 54</i>

About setting up presentation default images

You can customize your presenter image and the presentation logo that suits your own identity. When users view your presentations, these images appear in places such as the Presentation Player and the presentation's registration page.

These images are your default images. They will appear for any presentation you create unless you change them at the presentation level.

Specifying your default logo in the Presentation Player

The presentation logo appears above the audio/video window in the Presentation Player.

You can specify the default presentation logo at your account level. Your default logo image will be used for all presentations that you create. If you do not specify your default logo, the default logo specified at the site level will be used.

To specify your default logo in the Presentation Player:

- 1 Under **My Preferences**, click **My Branding**.

The My Branding page appears.

- 2 Under the **Player Logo** section, type the location of the new logo image in the text box or click **Browse** to select the file.
- 3 Click **Submit**.

The new logo image appears on the page, replacing the existing logo, if any.

To delete your default logo:

- 1 Under the **Player Logo** section, click the **Delete** button beside the current logo.



Note The logo image must be a JPEG or GIF file and should be less than 60 KB. 256W x 40H pixel is recommended; otherwise, the image will be truncated to fit the size in pixels.

If you need to use a different logo for a specific presentation, you can change the logo image in an existing presentation by using the **Edit** feature. For details, see *Customizing the logo for your presentation* on page 28.

Specifying your default presenter image

The presenter image appears in the audio/video window of the Presentation Player before audio/video starts. You can specify your default presenter image, which will be used in all presentations that you create.

To specify your default presenter image:

- 1 Under **My Preferences**, click **My Branding**.

The My Branding page appears.

- 2 Under the **Presenter Image** section, type the location of the image in the text box or click **Browse** to select the file.
- 3 Click **Submit**.

The new presenter image appears on the page, replacing the existing presenter image, if any.

To delete your default presenter image:

- 1 Under the **Presenter Image** section, click the **Delete** button beside the current presenter image.



Note The presenter image must be a JPEG or GIF file and should be less than 60 KB. 192W x 144H pixel is recommended; otherwise, the image will be resized, causing possible distortion.

If you need to use a different image for a specific presentation, you can change the presenter image in an existing presentation by using the **Edit** feature. For details, see *Customizing the presenter image for your presentation* on page 27.

About the My Reports page—Usage tab

What you can do here

- View your usage on the Presentation Studio site

Options on this page



Note The report list can be sorted by clicking on a column heading.

Option	Description
Title	Lists the title of the report. Click the title to view the details of the usage report.
Page Count	Shows the number of pages in the report.
Date	Shows the date of the report.

About the My Reports page—Registration tab

What you can do here

- Select the time period for your report
- Specify whether your report will specify user or presentation usage
- Generate a usage report for presentations for which you required registration

Options on this page

Option	Description
Date range	Select a date range by clicking the calendar icon and selecting a date for both the beginning and ending of the reporting period. Note You can specify up to a three-month date range in which to search for reports.
Show by drop-down list	Select whether to generate a report based on: <ul style="list-style-type: none"> ■ Presentation—Shows information for presentations that were viewed by registered users. ■ User—Shows presentation viewing information for registered users.
Generate Report button	Click to generate a registration report based on your settings.
Export to CSV format link	Opens a download window where you can export the search results to a comma separated values file.
Export to XML format link	Opens a page where you can copy the search results in XML format.

About the My Reports page—Survey & Quiz tab

What you can do here

- Select the time period for your report
- Specify whether your report will be sorted by user or test
- Generate a usage report for presentations that contain surveys or quizzes

Options on this page

Option	Description
Date range	Select a date range by clicking the calendar icon and selecting a date for both the beginning and ending of the reporting period. Note You can specify up to a three-month date range in which to search for reports.

Option	Description
Show by drop-down list	Select whether to generate a report sorted by: <ul style="list-style-type: none"> ■ Question—Shows information for presentations that contain surveys and quizzes. ■ User—Shows presentation viewing information for users who took surveys or quizzes.
Generate Report button	Click to generate a report based on your settings.
Export to CSV format link	Opens a download window where you can export the search results to a comma separated values file.
Export to XML format link	Opens a page where you can copy the search results in XML format.

About the My Branding page

What you can do here

- Customize the logo that appears in the presentation player for all your presentations
- Add an image that appears in the presentation player for all your presentations

Options on this page

Option	Description
Player Logo	Type the file name in the text box or click Browse to select the file.
Presenter Image	Type the file name in the text box or click Browse to select the file.
Save button	Click to save your new default images.

Index

A

- account, managing 49
- adding
 - file attachment 29
 - narration to audio presentation 4
 - presentation copyright information 26
 - presentation keywords 26
 - presenter title 26
- attaching
 - file to presentation 29
 - URL to presentation 29
- audio
 - adding to audio presentation 4
 - format 16, 22
 - quality for PowerPoint narration 5
- audio presentation
 - copying 42
 - creating 2, 16
 - enabling download of 5
 - narrating 4
 - overview 15
 - setting up playback 5
- audio-narrated presentation
 - overview 1
- audio-only presentation
 - creating 22
 - enabling download of 23
 - overview 21
 - setting up playback 23

C

- copying
 - audio presentation 42
 - video presentation 42
- copyright information, adding 26
- creating
 - audio presentation 2, 16
 - audio-only presentation 22
 - video presentation 16
 - video-only presentation 22
- customizing
 - presentation logo 28
 - presenter image 27
- customizing images for presentation, overview 27

D

- default logo, specifying 38, 54
- default presenter image, specifying 39, 54
- deleting
 - presentation 43
 - slide 30
- delivering presentation
 - emailing presentation URL 46
 - overview 45
 - publishing on site 45
- description, editing for presentation 26
- download of audio presentation
 - enabling file download 5
- download of presentation
 - enabling file download 23
- download of video presentation
 - enabling file download 18
 - enabling for pocket PC 18

E

- editing
 - audio presentation narration 5
 - presentation company 26
 - presentation description 26
 - presentation title 26
 - presenter name 26
- editing presentation slide, overview 30
- editing presentation, overview 25
- email
 - after copying presentation 43
 - after creating audio presentation 3, 23
 - after creating video presentation 17, 23
 - after updating presentation 26
 - let users contact me 6, 19, 23

F

- file attachment, adding to presentation 29
- file slide, inserting 31
- Flash slide, *See* slide animation, setting up

I

- image of presenter
 - customizing 27
 - setting default 39, 54
- inserting
 - file slide 31
 - quiz slide 33
 - slide from another presentation 30
 - survey slide 34
 - URL slide 32

K

- keywords, adding for presentation 26

L

- language, setting for player 6, 19, 23
- launch options
 - setting for audio presentation 5
 - setting for audio-only presentation 23
 - setting for video presentation 18
 - setting for video-only presentation 23
- logo of presentation
 - customizing 28
 - setting default 38, 54

M

- managing account 49
- managing presentation, overview 37
- modifying tracking code 42
- month-to-date usage report 51

N

- narrating audio presentation
 - overview 4
 - via PowerPoint recording 5
 - via telephone 4
- narration
 - adding to PowerPoint file 5
 - adding via telephone 4

O

- on-demand presentation
 - audio presentation 15
 - audio-narrated presentation 1
 - audio-only presentation 21
 - video presentation 15
 - video-only presentation 21

P

- password
 - adding for presentation 39
- PowerPoint file
 - uploading for audio presentation 2, 16
 - uploading for video presentation 16
- presentation
 - attaching file 29
 - attaching URL 29
 - audio 15
 - audio only 21
 - audio-narrated narration 1
 - customizing logo 28
 - customizing presenter image 27
 - deleting 43
 - deleting slide 30
 - delivering, overview 45
 - editing slide, overview 30
 - inserting file slide 31
 - inserting quiz slide 33
 - inserting slide from another presentation 30
 - inserting survey slide 34
 - inserting URL slide 32
 - managing, overview 37
 - password protection 39
 - publishing on site 45
 - replacing slide 30
 - requiring registration 40
 - sending URL 46
 - setting default logo 38, 54
 - setting default presenter image 39, 54
 - setting up slide animation 34
 - specifying default images, overview 38, 54
 - updating, overview 25
 - using tracking code 42
 - video 15
 - video only 21

- presentation basic information 26
- presentation company, editing 26
- presentation logo
 - customizing 28
 - setting default 38, 54
- presentation title, editing 26
- presentation URL, emailing 46
- presenter image
 - customizing 27
 - setting default 39, 54
- presenter name, editing 26
- presenter title, adding 26
- publishing presentation 45

Q

- quiz report 52
- quiz slide, inserting 33

R

- registration report
 - viewing 51
- registration, requiring for presentation 40

S

- security
 - adding password 39
 - requiring registration 40
- sending presentation URL 46
- slide
 - adjusting order 30
 - deleting 30
 - inserting from another presentation 30
 - replacing 30
- slide animation, setting up 34
- slide of file, inserting 31
- slide of quiz, inserting 33
- slide of survey, inserting 34
- slide of URL, inserting 32
- specifying launch options
 - for audio presentation 5
 - for audio-only presentation 23
 - for video presentation 18
 - for video-only presentation 23

- specifying presentation default images, overview 38, 54
- survey report 52
- survey slide, inserting 34
- synchronizing video with slide 17

T

- telephone narration 1
- telephony playback of audio presentation 5
- time code of video presentation slide 17
- title
 - of presentation, editing 26
 - of presenter, adding 26
- tracking code, modifying 42

U

- updating presentation, overview 25
- URL of presentation, distributing 46
- URL slide, inserting 32
- URL, attaching to presentation 29
- usage report
 - viewing 51

V

- video
 - format 16, 22
 - synchronizing with slide 17
- video presentation
 - adjusting slide time code 17
 - copying 42
 - creating 16
 - enabling download of 18
 - overview 15
 - setting up playback 18
- video-only presentation
 - creating 22
 - enabling download of 23
 - overview 21
 - setting up playback 23
- viewing
 - registration report 51
 - survey & quiz report 52
 - your reports 50
 - your usage report 51