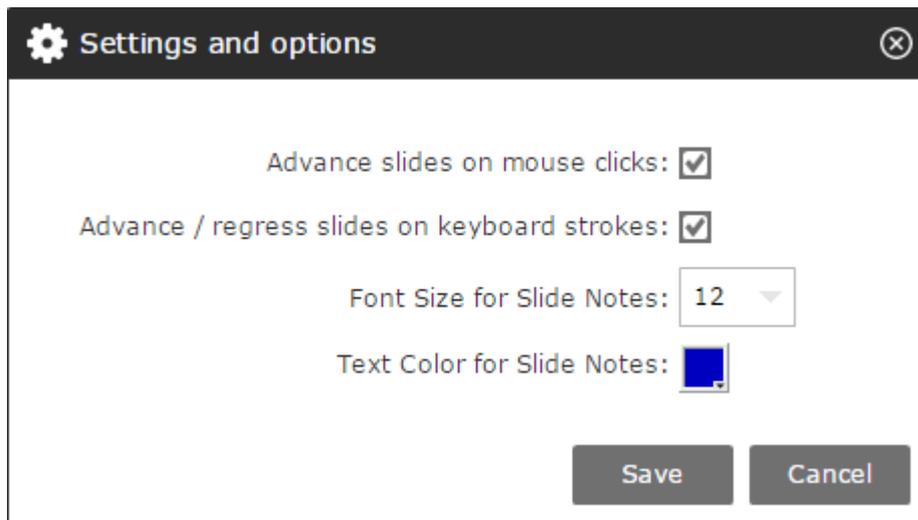


Web Conferencing - Slides Module

Uploading Presentations

You can now choose if you want to disable or enable slides advancement by mouse clicks and/or keyboard strokes using the arrow keys. Just click the cog wheel icon next to the “Start slides” button.



The dialog box titled "Settings and options" contains the following settings:

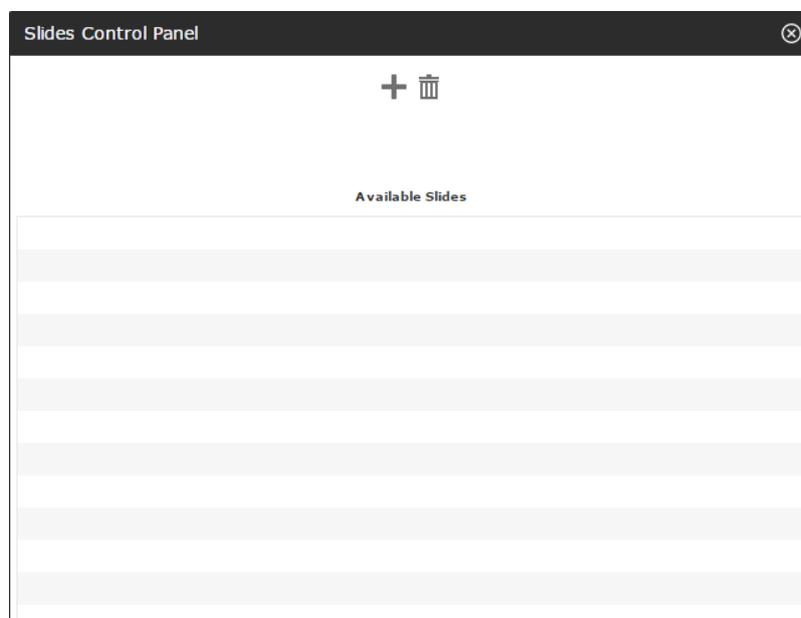
- Advance slides on mouse clicks:
- Advance / regress slides on keyboard strokes:
- Font Size for Slide Notes: 12 (dropdown menu)
- Text Color for Slide Notes: Blue (color picker)

Buttons: Save, Cancel

Use this to upload power point slides documents (.ppt and .pptx files only, animations can be included). 1. To start, go to the slides tab. And click the button Start slides.

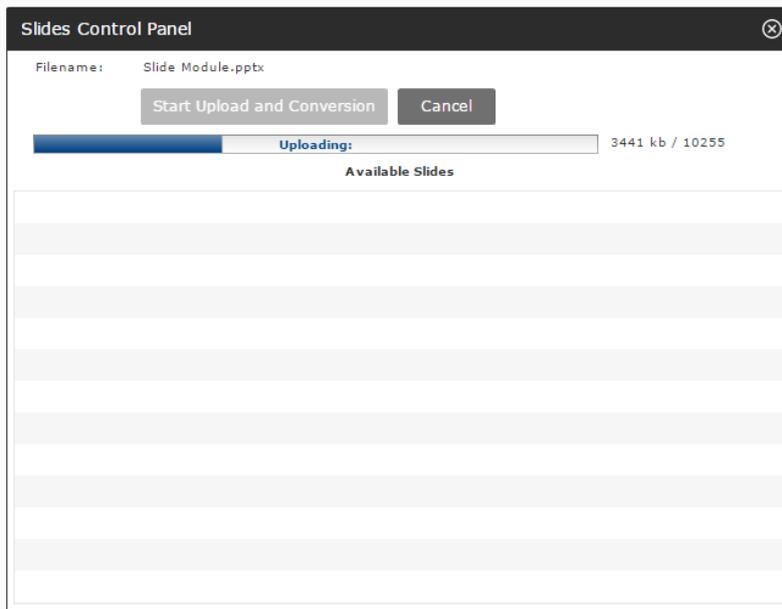
[Start Slides](#)

From this menu, you can chose to delete a slide, play one, or upload a new one. 2. To upload a new slide, click on the Upload button.

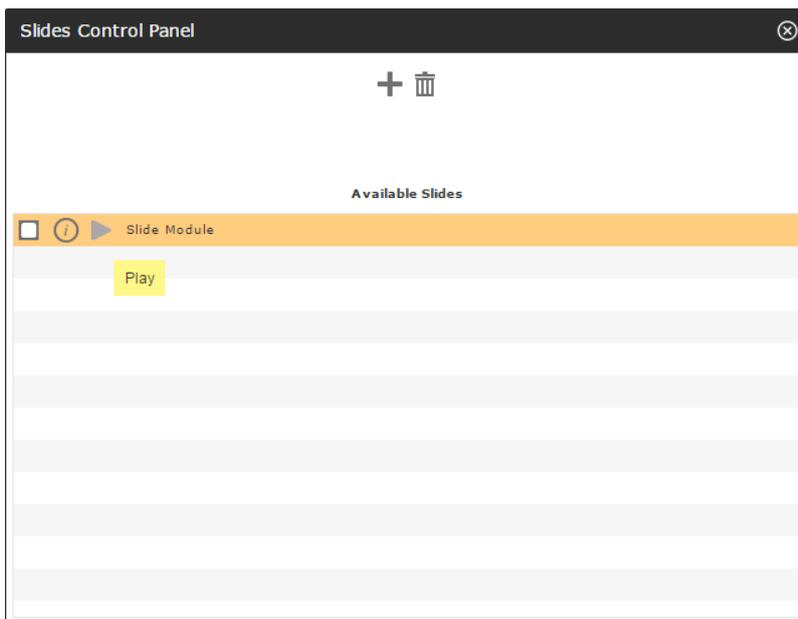


The Slides Control Panel shows a header with a plus sign and a trash icon. Below the header, the text "Available Slides" is displayed above a list of horizontal bars representing slides.

3. Choose a file from your computer and then click the start upload and conversion button.



4. Then simply click on the play button to view your desired file.



Presentation Tools

Once your slides have started, you will be presented with a range of options that will assist you in presenting, navigating and annotating.



Tools (from left to right)

Settings: Choose how to move your slides

Navigation: Move your slides back and forth

Annotation Tools: Highlighter, laser pointer and more!

View Thumbnails: Preview upcoming or previous slides in a thumbnail view to the left of your presentation

Close Presentation

View Full Screen

Animations, Presenter Notes and Thumbnails

Your Web Conferencing platform allows you to view your presentation exactly as you would in PowerPoint format. These handy tools will ensure that you deliver a seamless presentation first time, every time!

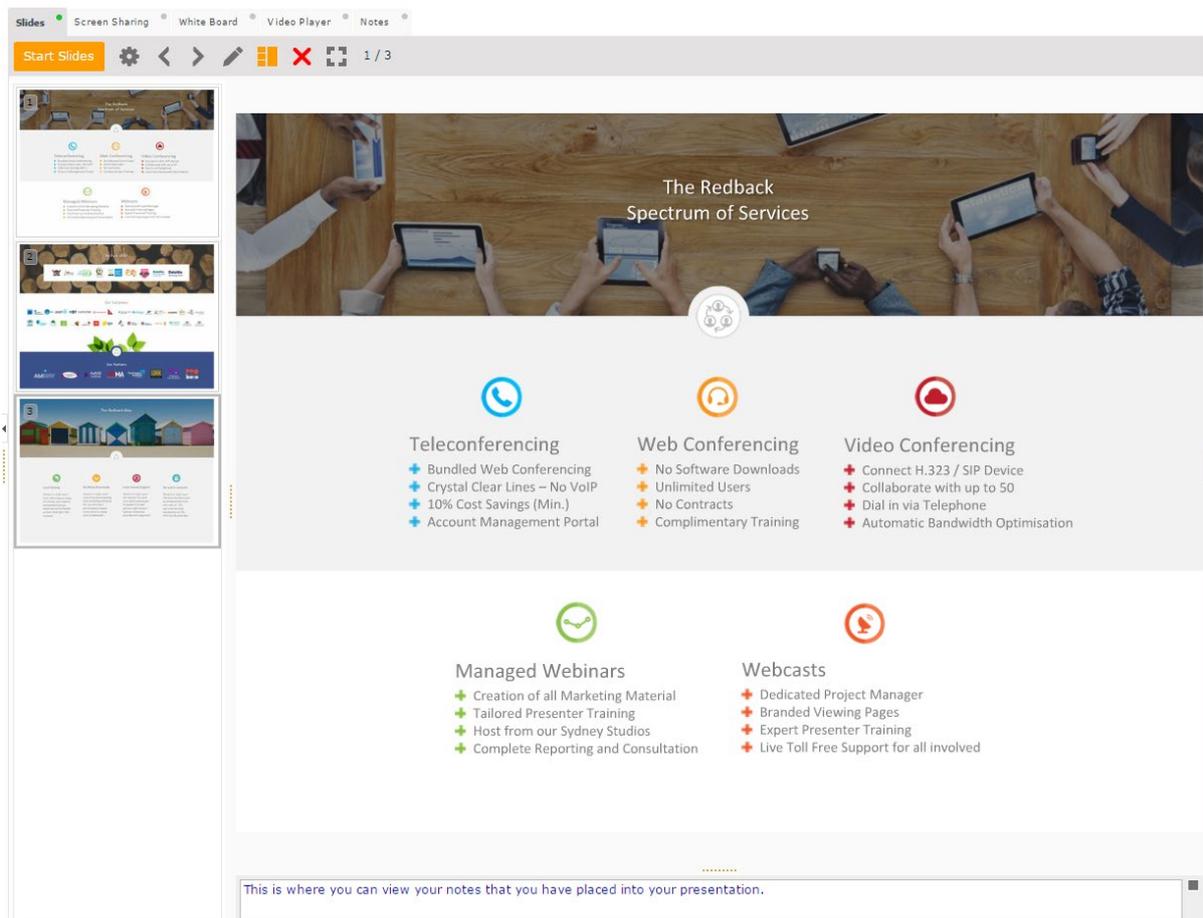
Animations

All animations will automatically import into your PowerPoint. To activate animations, simply use the navigation tools as per normal.

Presenter Notes

Any notes that you create in your PowerPoint will transfer to your online meeting room. To activate, please follow the steps below.

1. Select the thumbnails icon from the tools menu
2. All notes will appear beneath your slide. Use the arrows to increase or decrease the size



Thumbnails

1. Select the thumbnails icon from the tools menu
2. All thumbnails will then appear as seen below



- Double Click to change slides



3. Hover over the thumbnails to get a larger view
4. Double click on the thumbnail to change slide

See it for yourself

Watch our Video Tutorial on the Slides Module!

https://youtu.be/dbXqBY9S_Ug