VisionCast® Presenter's Handbook

Presented by

Premiere Conferencing

Welcome to Premiere Conferencing's VisionCast

A VisionCast event combines the power of online data collaboration with the clarity of audio conferencing to create a unique audio-visual, interactive presentation platform. Ideal for large-scale events and presentations, VisionCast not only lets you conduct an audio conference, but also lets participants take Web tours and view slides, workbook materials, charts and graphs on their own computer screens.

This guide will assist you in mastering the intuitive, easy-to-use functions of the VisionCast presenter console.

If you would like assistance in preparing for your online web cast, we recommend Premiere Conferencing's consulting services. From assistance with your scripts to tips about creating slides, or just some advice on transitioning your speaking style from the podium to the telephone conference call, our Program Managers can help you deliver the perfect Web presentation. To arrange consulting services, please contact your event manager or call our Reservations department at (800) 776-0700.

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Getting Started

Your computer must meet the minimum requirements for presenting a VisionCast event. Additionally, follow these simple suggestions to ensure optimal PC performance during your meeting:

Browser

Netscape Navigator 4.06 - 4.7x

Microsoft Internet Explorer 4.0 or later

* Premiere Conferencing recommends using Internet Explorer v4.2 or later for greater security.

Computer

Minimum 166Mhz Pentium-based PC with Windows 95, 98, NT, ME, XP or 2000 (Pentium II or higher recommended)

Sun SPARCstation with Solaris 2.5.1 or 2.6

Audience: 64 MB RAM

Presenter: 128 MB RAM

Internet Connection Speed

56k or faster   *High speed connection (cable, dsl or T1) is highly recommended.

Display

800x600 pixel resolution or greater (1024x768 pixels recommended)

Optimizing your PC Tips

1. Clear the Internet Cache

I.E. users-	From the **Tools** menu, choose **Internet Options.**
	Select the **General** tab.
	Click **Delete Files** in the Temporary Internet Files section.
Netscape-	From the **Edit** menu, choose **Preferences**.
	Click the + sign next the **Advanced**. More choices appear.
	Click **Cache** below Advanced. The Cache settings appear.
	Click the **Clear Memory Cache** button.
	When the message appears, click **OK**.
	Click the **Clear Disk Cache** button.
	When the message appears, click **OK**.

2. Conserve RAM
    ➢ Shut down all other programs running on the computer. *One exception*: If you are conducting "Application Sharing", please have the application running before the presentation starts.

3.   Avoid Internet Peak Times
    Internet traffic tends to be higher during the noon hours. The busiest usage is during 11:00-1:00 p.m. ET.

4. Shut down and restart your computer prior to starting the presentation. Rebooting your computer will restore PC resources and improve overall performance, especially in a Windows 98, 95, or Windows ME environment. Be sure to shut down any programs that auto run on restart.

5. Utilize a high speed Internet connection (if possible)
    Although the minimum acceptable connection speed is through a 56K modem, for optimal performance, it is best to use the fastest connection available (T1, cable modem, DSL). It is most important for the presenter (host) to have a fast, reliable connection.

Launching Your Meeting

Once your call has been scheduled, you will receive an invitation via e-mail (Figure 1) from your event manager. This email will contain a link to your VisionCast event. Clicking on this link will take you directly to your meeting.

Figure 1

Click this link to start your meeting.

Click here to add this meeting to your Outlook 2000 calendar.

Your Meeting ID and Meeting Key are shown here for entrance to your meeting at www.visioncast.com.
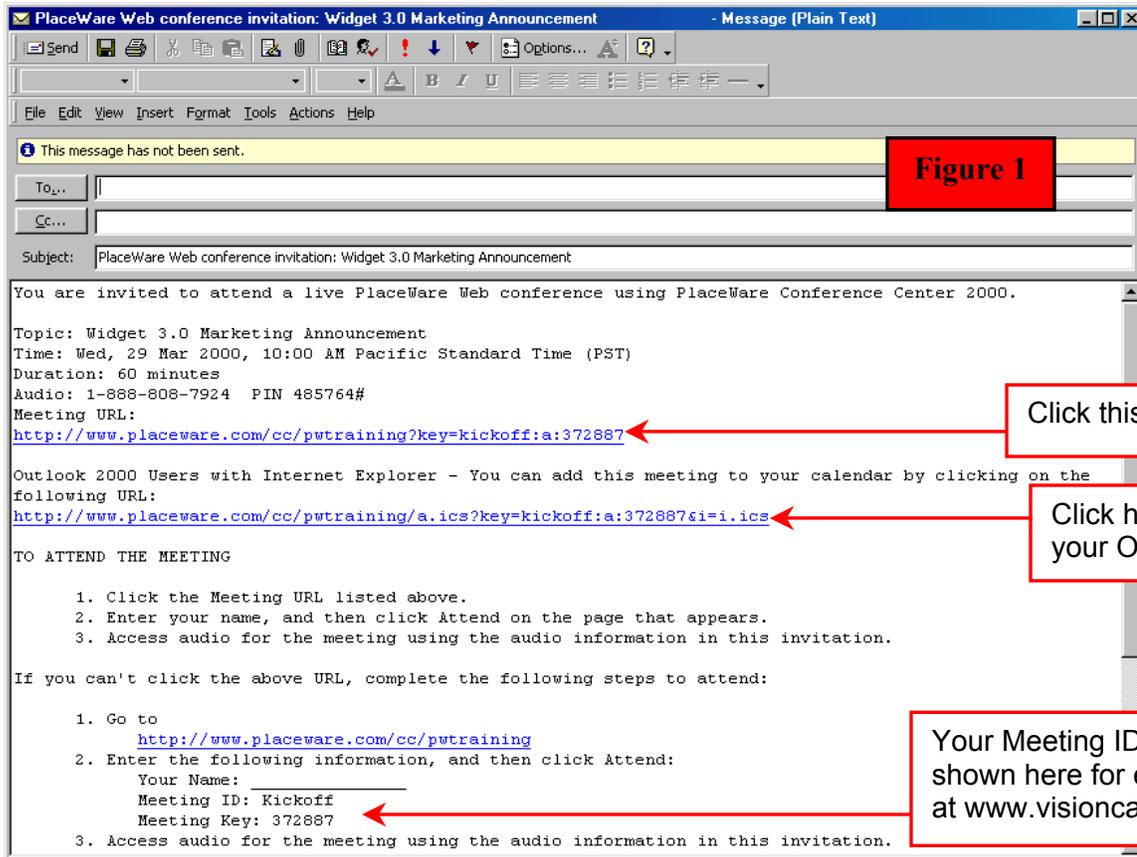
If you experience difficulties using the link, you can simply enter http://www.visioncast.com/ in your browser address bar and enter the Meeting ID and Meeting Key manually.

From the VisionCast Enter Meeting page (Figure 2), simply enter your name (Meeting ID, and Meeting Key if necessary) and click ENTER. This process is the same process that your attendees will go through to access your meeting. The meeting key is different for attendees and presenters and will define which meeting center loads.

Tip *Enter your meeting at least 15 minutes early. This allows you to display a welcome slide for your attendees. Additionally, if you experience any technical difficulties, they can most likely be addressed prior to the start time of your meeting and will not adversely affect your conference.*
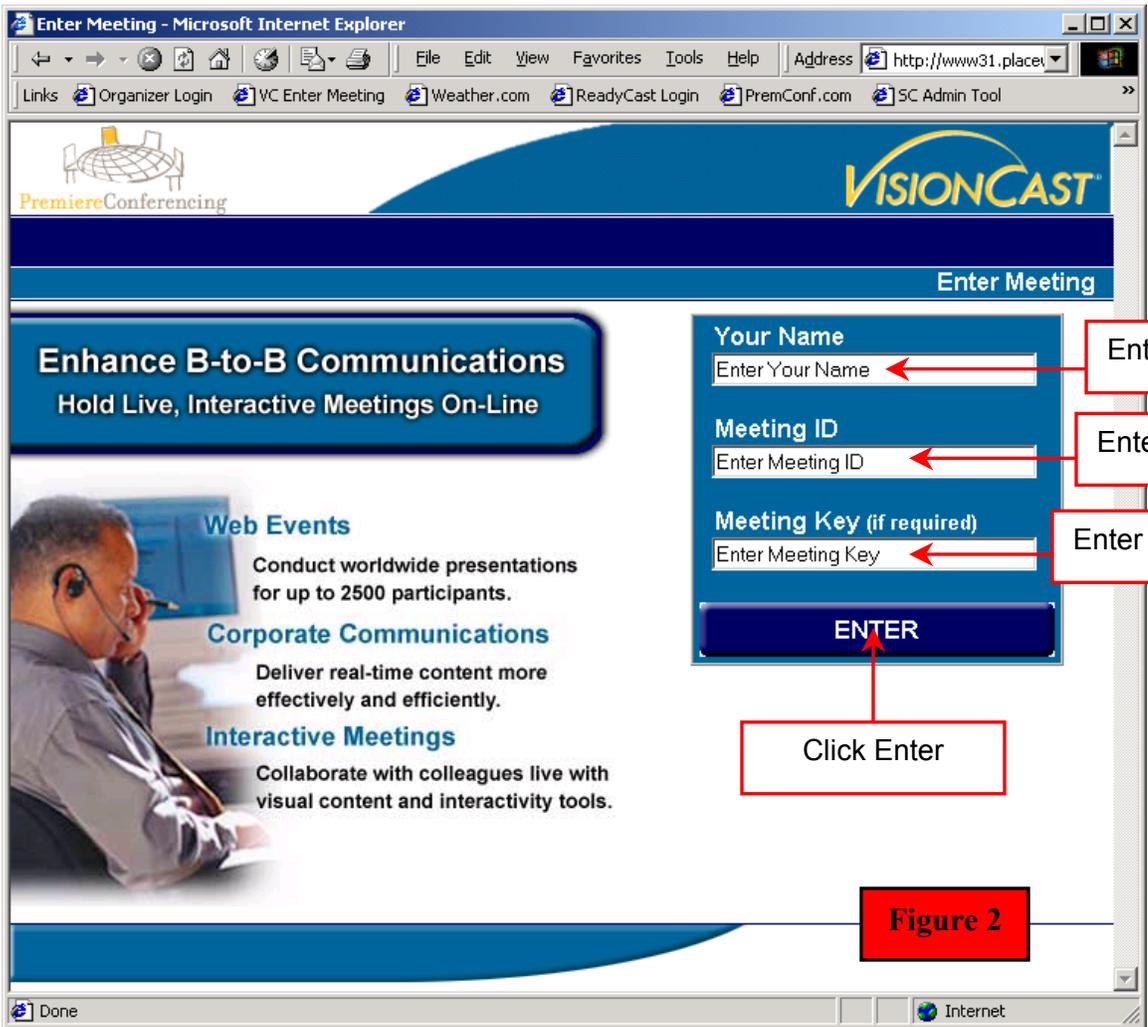
Figure 2

You will be asked for your name and e-mail address (Figure 3). Your attendees will be prompted for this information as well. An attendance log will be provided to you at the conclusion of your event.
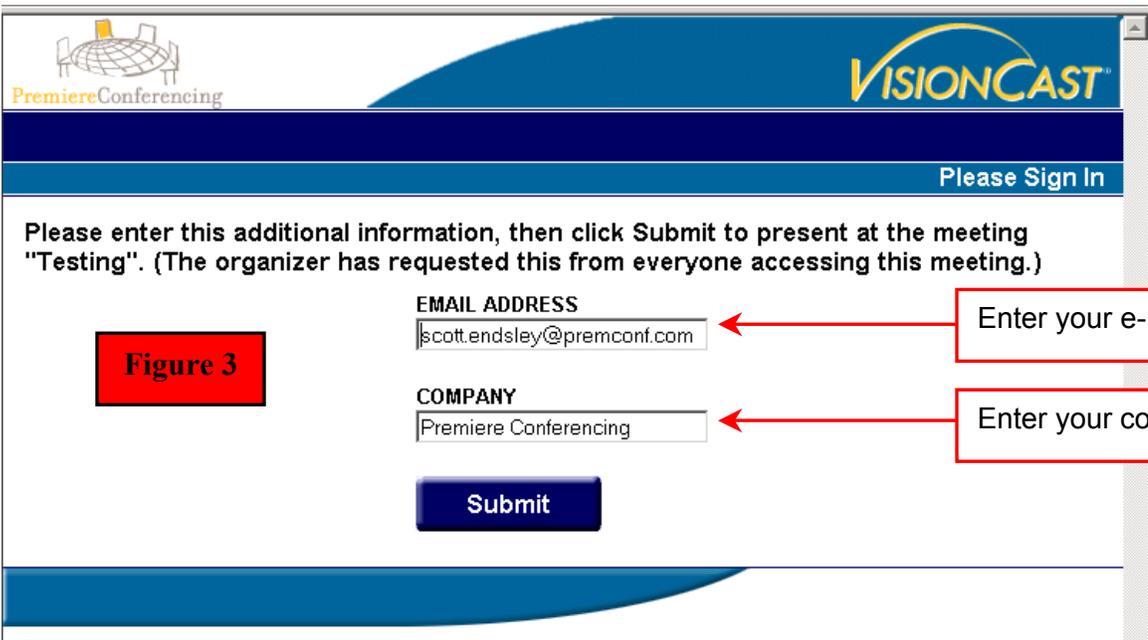
Figure 3

After a brief configuration check (Figure 4), the meeting center will automatically launch if your browser has passed all checks.

Figure 4
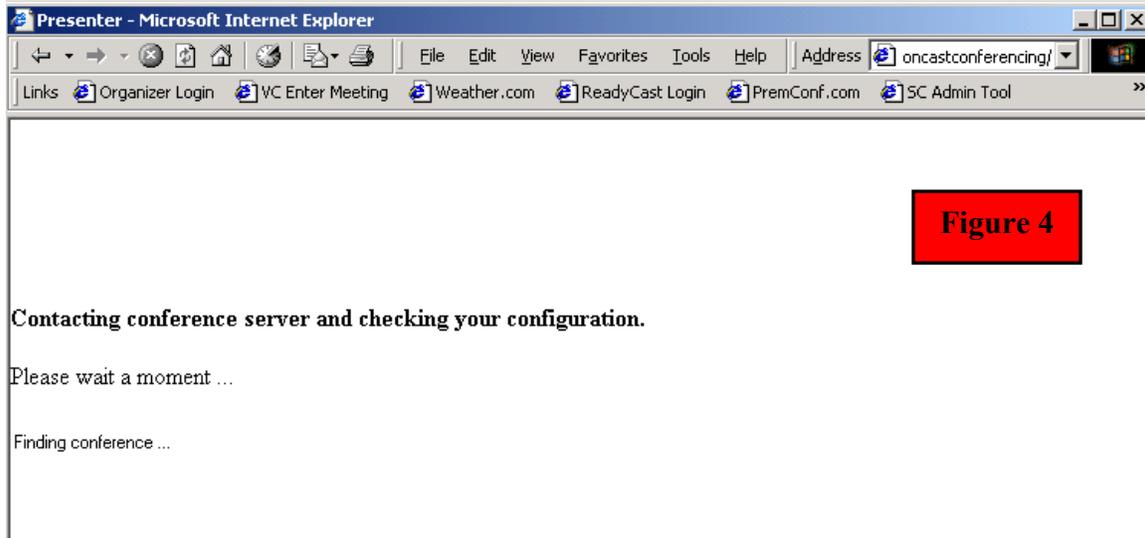
It can take up to a minute or two (depending on your Internet connection) to fully load the console. Once the console has fully loaded, you are ready to start your meeting.

If for any reason the VisionCast console is closed, attendees and presenters can re-enter the meeting easily by clicking the 'Reenter Meeting' button (Figure 5).

Click here to rejoin a meeting you have left by mistake.

Figure 5
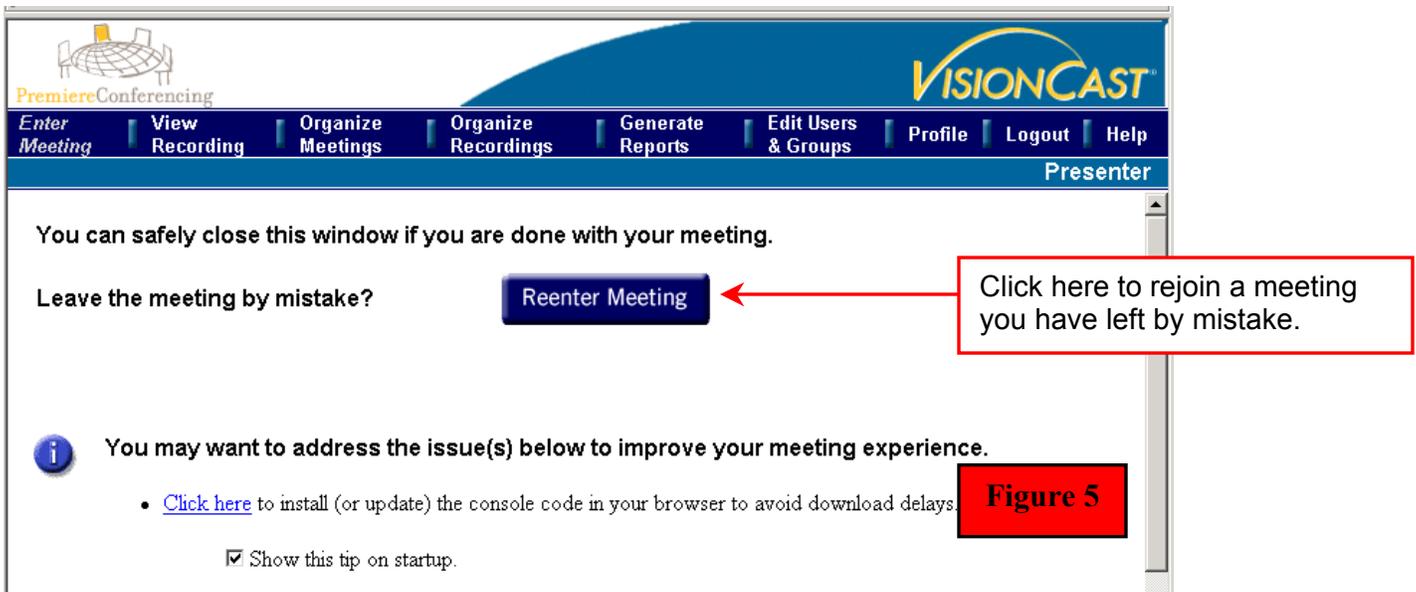
The VisionCast Presenter Console – Overview

Audio Information

Slides

Annotation Tools

Create New Slides

Questions to Presenter

Audience Feedback
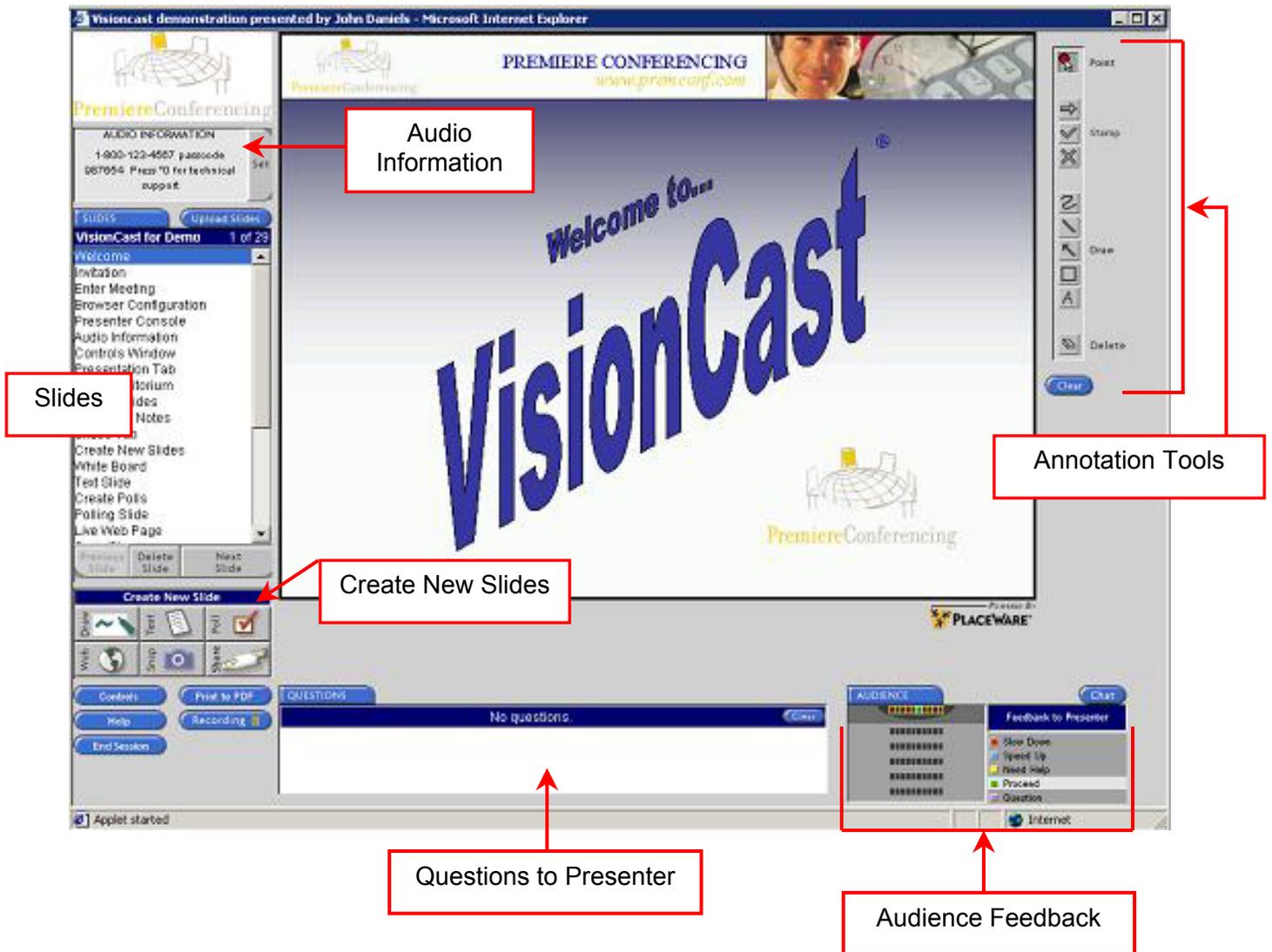
Uploading Slides

Your first step in most meetings will be to upload your PowerPoint slides to the meeting console.

1. Log in to the meeting center
2. Near the upper left hand corner of the console, click on the 'Upload Slides' button.

Click here to upload slides.
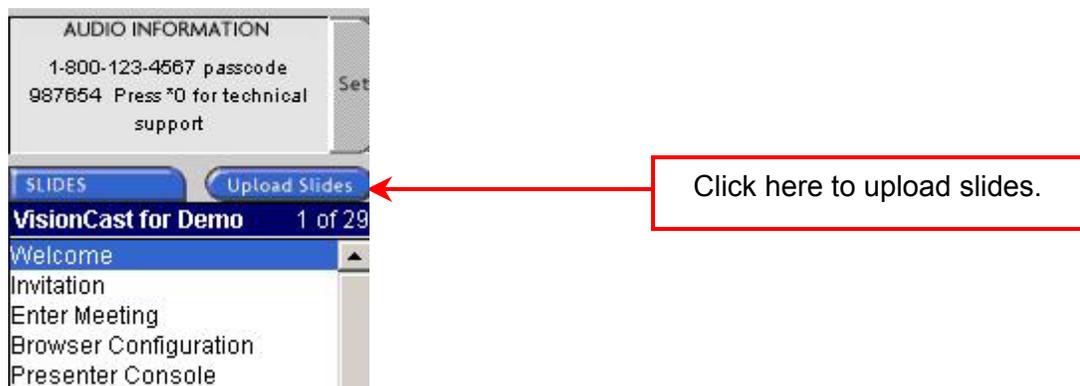
3. The upload slides console will open (Figure 6).
4. To upload slides, you can click and drag your file into the slide console.

Upload Slide Sets - Microsoft Internet Explorer

Upload Slide Sets to Visioncast demonstration presented by John Daniels

Figure 6

Upload to place: Visioncast demonstration presented by John Daniels

Drag n' Drop Slide Area

Upload

Status: Ready to upload files.

Close

To create .pwp files or use advanced slide set features, get the PlaceWare Add-in for PowerPoint.

Done   Internet

My Computer

Slide Presentation

Click and Drag

Or…Click Upload

Slide Presentation

My Documents

Internet Explorer

Start
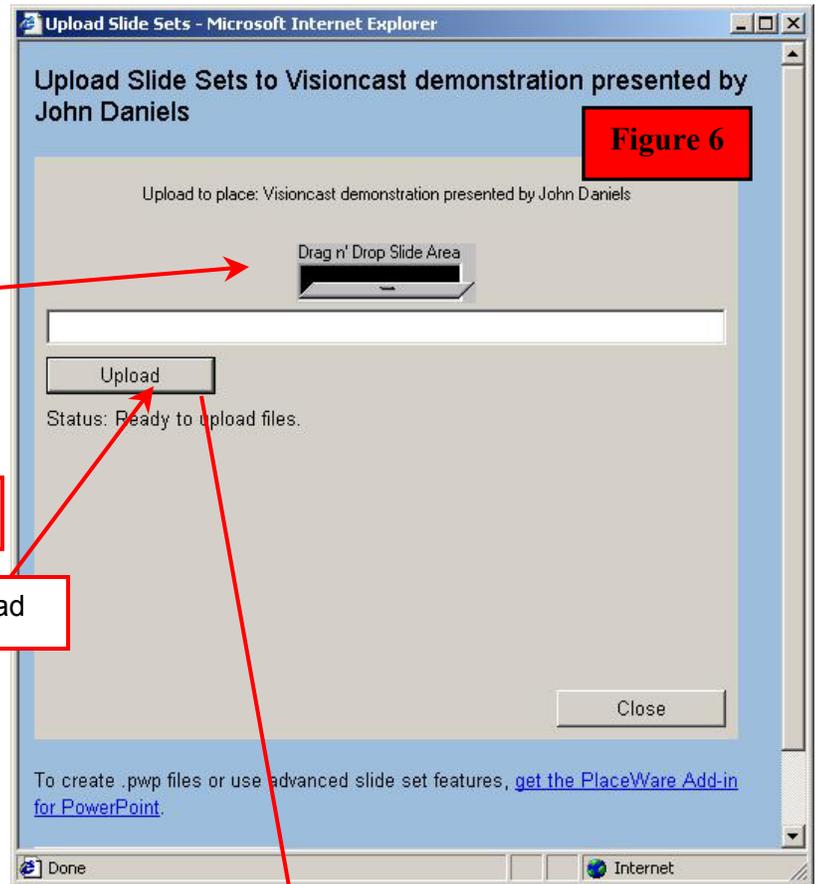
5. You can also upload slides by clicking the Upload button and locating your PowerPoint presentation on your hard drive.

Pick a presentation to upload

Look in: Desktop

History

Desktop

My Documents

My Computer

My Network P...

My Documents
My Computer
My Network Places
2001 Blast Email DCL's
IES ReadyCast Demo Slides
Internet Services
Slide Presentation
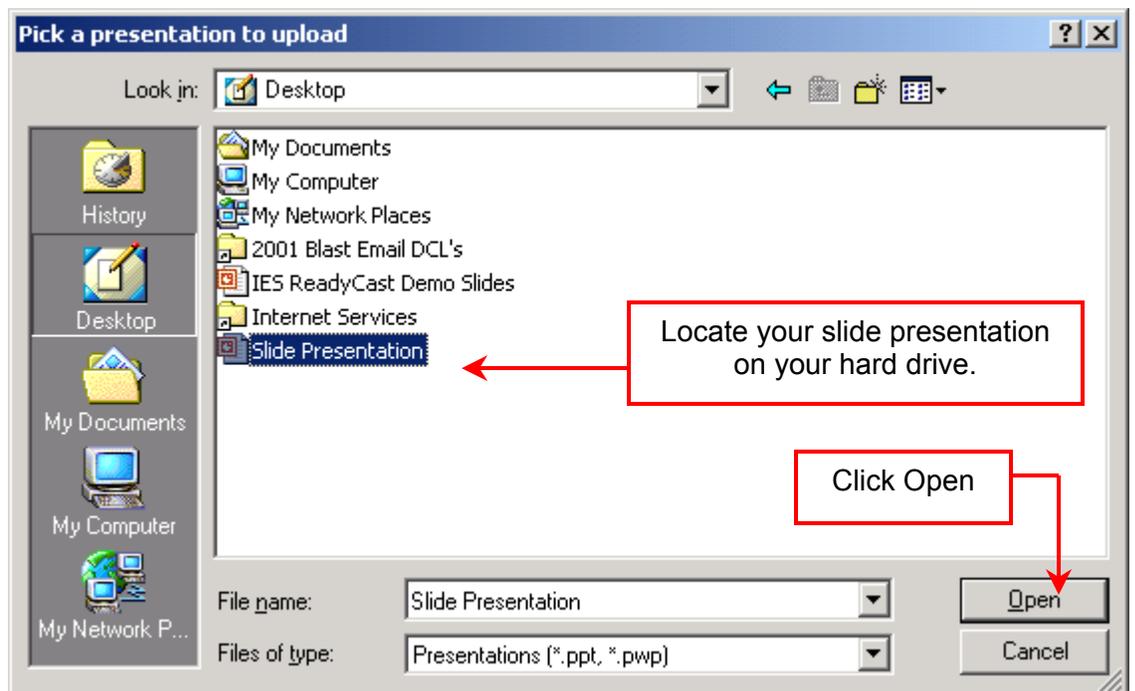
Locate your slide presentation on your hard drive.

Click Open

File name: Slide Presentation   Open

Files of type: Presentations (*.ppt, *.pwp)   Cancel

Tip *It is a good idea to upload your slides well in advance of your meeting. This will be one less thing you need to worry about on presentation day.*

You can upload multiple presentations into one meeting center. Once uploaded, your slides sets are managed from the control console. This is most easily accessed by clicking the 'Slides' button near the upper left hand corner of the console.

Click to access your slide control console.
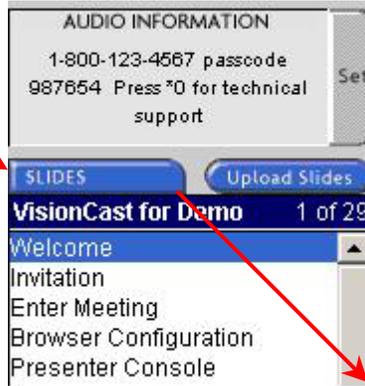
Currently loaded slide set

Slide set controls

Preview of currently loaded slide set
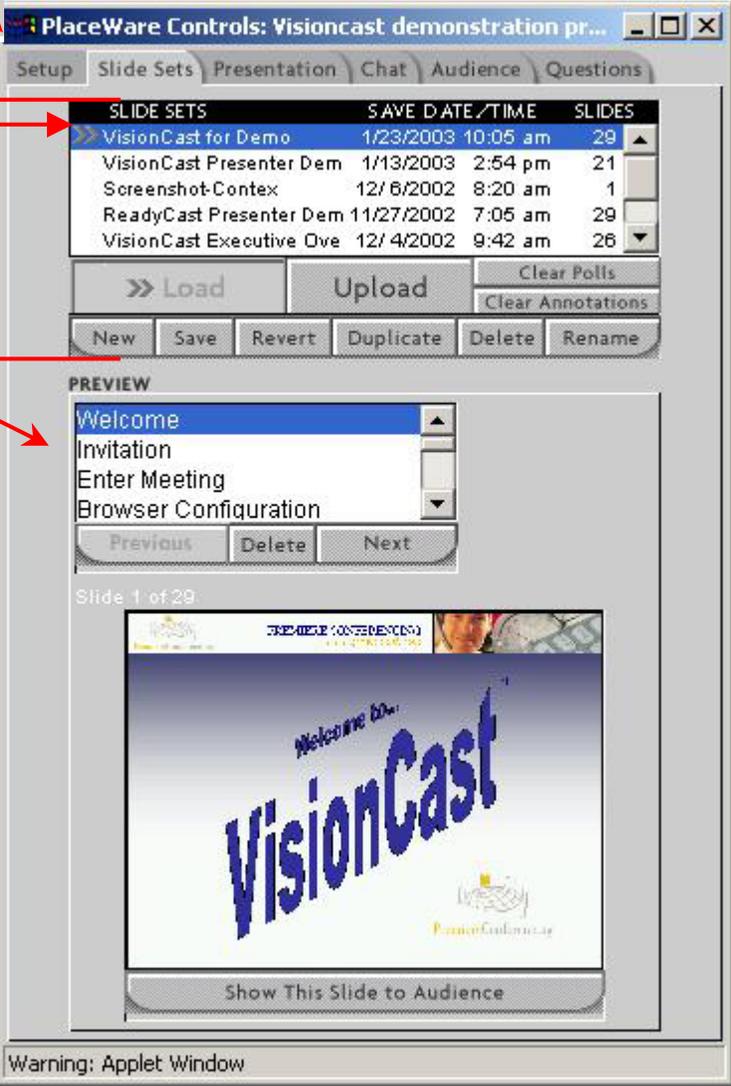
Using the slide set controls
  ➢ To make a different slide set active in the meeting console, select the slide set you'd like to activate and click '>>Load'.
  ➢ To clear all polls in the selected slide set, click 'Clear Polls'.
  ➢ To clear all annotations in the selected slide set, click 'Clear Annotations'.
  ➢ To import a slide from one slide set into the currently loaded slide set, single click on the slide set you'd like to import from, then select the desired slide in the preview window and click the 'Copy Slide to Loaded Slide Set' button.

Using the slide set controls (continued)

➢ To rename a slide set, select the slide set and click 'Rename'. Enter the new name and click OK.

➢ To delete a slide set, select the slide set and click 'Delete'. Click OK to confirm your choice. **Note – This does NOT delete the slide set from your hard drive, only from the meeting center.**

➢ To duplicate a slide set, select the slide set and click 'Duplicate'. Enter a title for the new slide set and click OK. You will now see this slide set on your list of slides.

➢ To revert to the original slide set (removing any added slides or added text), select the slide set and click 'Revert'. Click OK to confirm your choice.

➢ To save any modifications made to a slide set, select the slide set and click 'Save'. Click OK to confirm your choice.

➢ To create a new, empty slide set, click 'New'. Enter a name and click OK.

Using the preview section of the slide set controls

➢ To preview the slides within any of your slide sets, simply select the slide set you wish to preview. It will appear in the preview window at the bottom of the controls console.

➢ To view the next slide in the preview window, click 'Next'.

➢ To view the previous slide in the preview window, click 'Previous'.

➢ To delete a slide in the slide set click 'Delete'. Click OK to confirm your choice.

With your slides uploaded and selected, you are ready to begin your presentation.

Start your presentation with an automatic slide show. By creating a special, short slide set, you can welcome your joining attendees with a few slides automatically transitioning from one to the next prior to your meeting.

Automatic Slideshow

To begin an automatic slide show for presentation prior to the start of your live meeting, load the desired slide set as described above. Select the Presentation tab (Figure 7) and click 'Start'. To set the duration for each slide to be shown, click the left/right arrows to your desired interval for transition. When you are ready to begin your live presentation, simply click 'Stop', then return to the Slide Sets tab and load your slide set for the live presentation.

Figure 7

Using the annotation tools

The set of annotation tools in VisionCast allows you to bring special emphasis to specific portions of your presentation. When you display a white board, snapshot, or PowerPoint image slide, the set of annotation tools appears on the console (Figure 8). In the case of a white board slide, the only information on the slide will be the annotations that you add by using these tools. The annotation tools include:

Figure 8

> ➢ A pointer. Use the pointer to lead participants from one part of the slide to the other.
> ➢ Stamp tools. Use these tools to add a stamp, such as an X or check mark. For example, you might want to check off each bulleted item as you discuss it.
> ➢ Drawing tools. Use these tools to draw straight lines, shapes, and scribbles on the displayed image slide. For example, you might want to circle text or point to a significant feature on a slide.
> ➢ A letter tool. Use this tool to type text on the slide.
> ➢ An eraser tool. Use this tool to selectively remove an annotation.
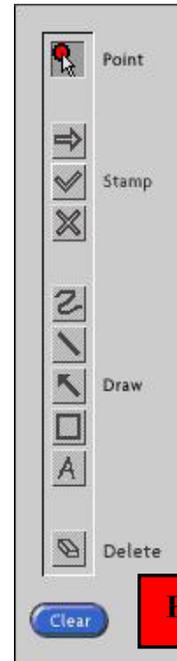
To add and clear annotations on slides

While showing a white board, snapshot, or power point image slide to the audience. The annotation toolbar will appear on the console on the right hand side (Figure 8).

> ➢ Click the drawing or stamp tool that you want to use.
> ➢ To draw with a drawing tool, hold down the mouse as you drag it over the slide to circle or point out items on the slide.
> ➢ To work with a stamp, position the mouse where you want to place the stamp, and click.
> ➢ To type text, click the letter A tool, click the location on the slide where you want to add text, and then start typing.
> ➢ To erase all annotations, click the 'Clear' button.
> ➢ The annotations remain on the slide unless you click the 'Clear' button.
> ➢ To erase a specific annotation, click the delete tool, and then click the annotation you want to remove. You can also click the delete tool, drag the mouse until the annotation you want to delete is highlighted, then release the mouse.

To use the pointer

Click the point tool. Hold down the mouse as you drag it across the image slide to point to the area of the slide you want the audience to look at. A red dot follows the path of the pointer.

Using the Chat feature

VisionCast lets you chat with others in your meeting. To access the chat functions, click the 'Chat' button in the lower right hand corner of the console.

Click here to chat

To chat privately with someone in your row, select that person's name and click 'Chat 1-1'. A private chat box will appear on your screen, as well as their screen. Enter your message and click 'Send'.
**Note: This will not affect your presentation in any way.*

Control audience chat.

If you prefer, you can chat to the entire row by entering your text at the bottom of the main chat console and clicking 'Post'.

Chat with everyone in your row.

You have the option of turning off audience chat from the chat console by clicking the 'No' radio button next to 'Audience Chat Allowed:'.

We recommend turning off audience chat unless absolutely necessary. This will help participants remain focused on your presentation.

Feedback to Presenter

Located in the far lower right hand corner of the console, the Feedback to Presenter allows your audience members to communicate without interrupting the meeting by changing their virtual seat color. To change seat color, the participant simply clicks on the desired color in the attendee console.

The default definitions for each color are shown here; however, these are fully customizable through your dedicated event manager.
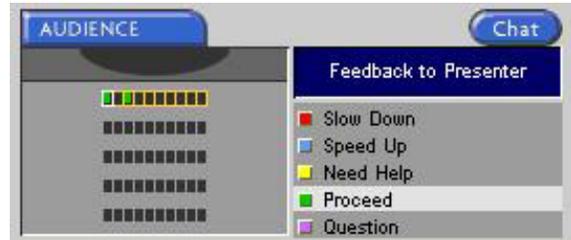
Tip *The Feedback to Presenter portion of the meeting center is a valuable tool for gathering general information about your audience. For example, consider having your audience use these indicators to display the region of the country or world they are participating from, or display their interest in your call. Creating an instructional slide to display as attendees join your web cast can communicate to your attendees how to properly change their seat color. The possibilities are endless. A Premiere Conferencing consultant can assist you with customizing this portion of your presentation.*

Examples of using the Feedback to Presenter:
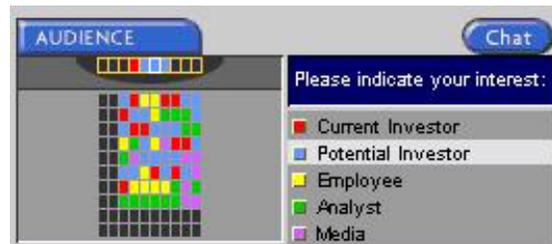
Audience Console

 From the main presenter console, you are able to view a summary of your audience. For more detailed information about your audience, click the 'Audience' button.

AUDIENCE

You can view the names of people in each row by clicking on that row. The names will be shown below under 'Selected Row'.

You also have the ability to move your virtual seat to another row. To do so, click the row you wish to move to and click 'Move to Selected Row'. This will allow you to chat with anyone in the conference.

You may turn off the seating chart from this console by clicking the radio button next to 'No' at the top of the console.

PlaceWare Controls: Visioncast demonstration pr...

Setup | Slide Sets | Presentation | Chat | Audience | Questions

Seating Chart and Mood Indicators allowed: ◉ Yes ○ No

You are seated in row 1

Click on a row to view it.

Feedback to Presenter
■ Slow Down
■ Speed Up
■ Need Help
■ Proceed
■ Question

SELECTED ROW
JED
-
Co-Presenter or Att

Move to Selected Row

Current occupants: 2

Warning: Applet Window

Total number of occupants in the meeting center.

Questions from the meeting center

Attendees can ask questions by typing them from their meeting console. When a question has been submitted, you will be alerted in the bottom portion of the console (Figure 9).

An attendee has submitted a question.
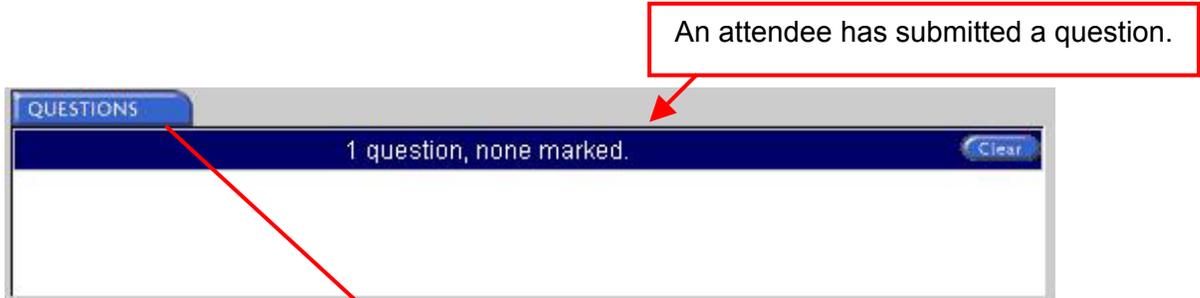
To access the questions console, click the 'Questions' button.

Type an answer to the question in the bottom portion of the console. You may submit this answer privately to the person who asked the question, or post this answer for the entire audience to view along with the original question.

If you prefer, you may open a private chat with the person who asked the question. Simply highlight the question and click 'Chat 1-1'. This will open a chat window on the attendees screen and transform the bottom portion of this console to a chat window.

You also have the option of giving the floor to a member of the audience. This will allow them to answer questions from any other audience members. To grant this access, select the attendees question and click 'Give Floor'. To take the floor back, simply click 'Take Floor'.

Type answer here.

Answer publicly or privately.
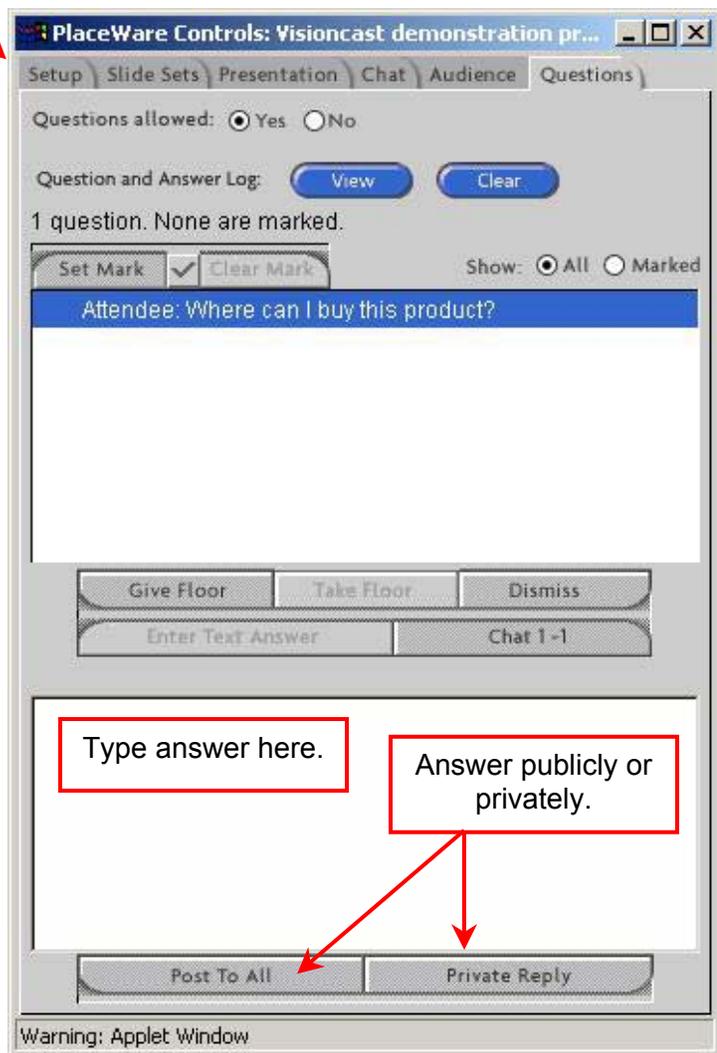
Tip *Consider accepting questions from the web portion of your conference and then answering those questions to the entire audience over the audio portion of the call.*

Creating special slides for your presentation

VisionCast allows you to create drawing slides, text slides and polls from within your meeting. Additionally, you have the ability to take snap shots of anything on your PC, show or share any application, and allow your audience to tour the web. All of these functions are controlled from the lower left hand corner of the meeting console.

To create a drawing slide, click the 'Draw' button. A new slide will be inserted into your slide set. This will be a blank slide on which you can use any of the annotation tools.
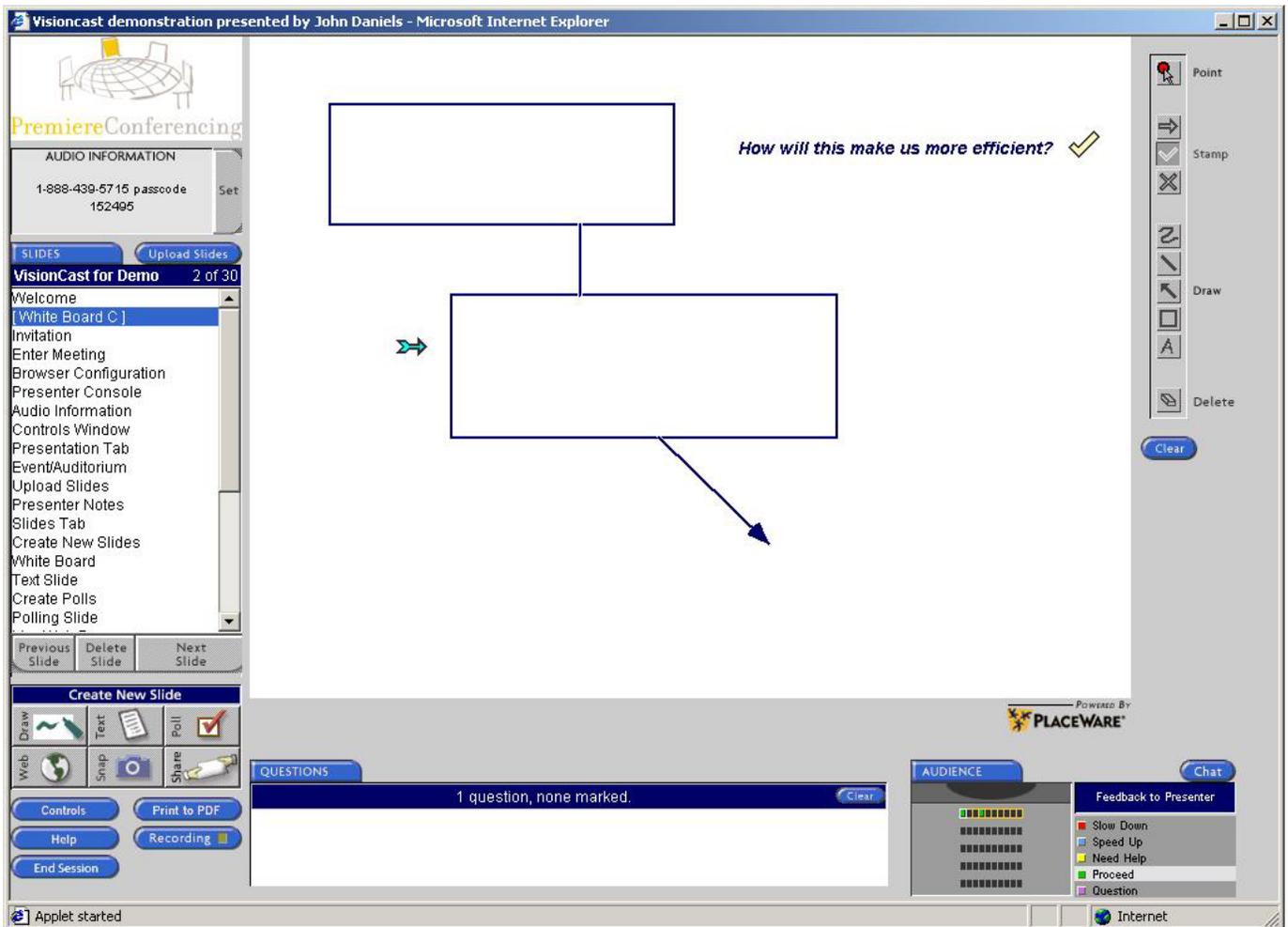
There are many uses for a drawing slide in VisionCast. For example, you can create a flowchart of information live during your meeting.

Text Slides

To create a text slide, click the 'Text' button. A new slide will be inserted into your slide set. This will be a blank slide that allows you to enter text.

![Tip] *Use the text slide to collect ideas generated during the meeting or as a parking lot to record items you'll refer back to if time permits.*

You can return to a drawing or text slide at any time, just as you would any other slide in your presentation, by simply clicking on that slide in your slide set.

Using Polling Slides
To create a polling slide, click the 'Poll' button. You will be presented with instructions on how to create your poll. Type your question as the first line, with each additional line (up to 7) as the potential answers. When you are ready to present your poll to your audience, click 'OK'.
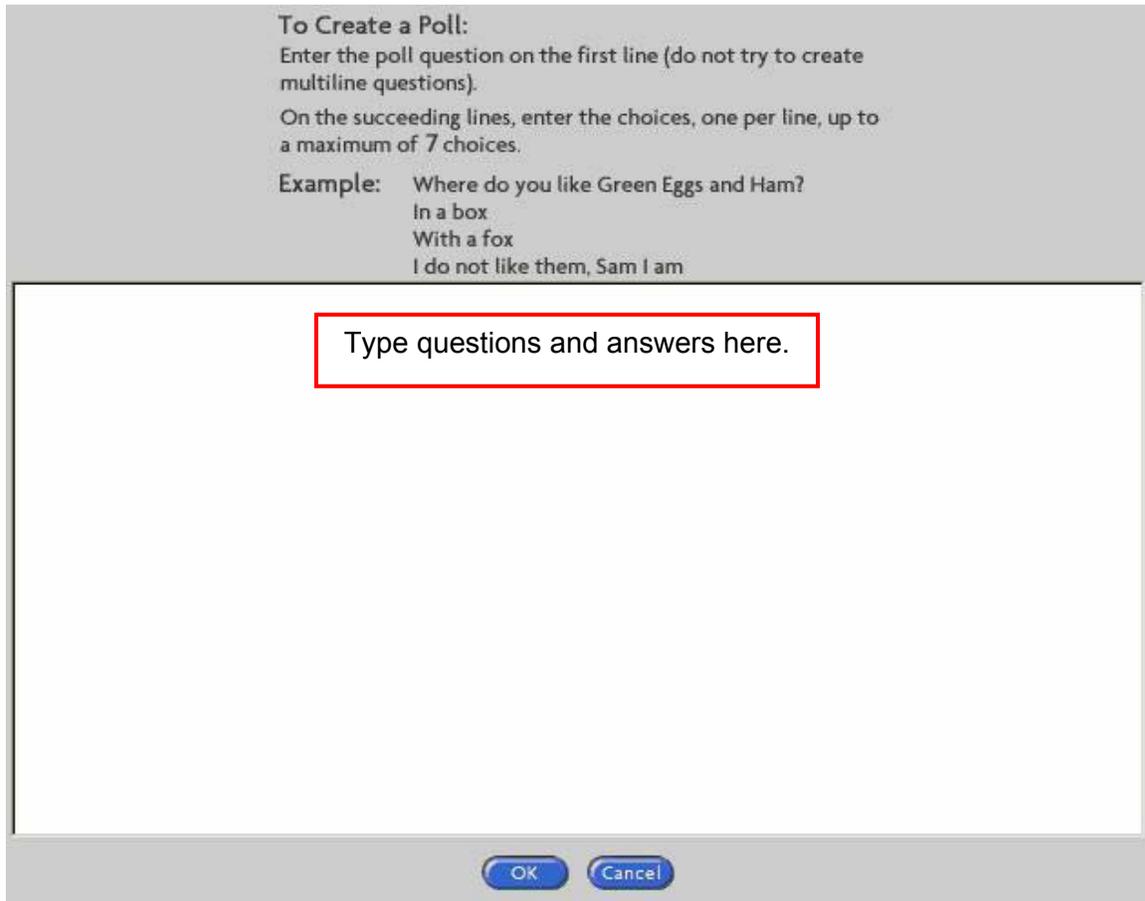
To Create a Poll:
Enter the poll question on the first line (do not try to create multiline questions).

On the succeeding lines, enter the choices, one per line, up to a maximum of **7** choices.

Example: Where do you like Green Eggs and Ham?
In a box
With a fox
I do not like them, Sam I am

Type questions and answers here.

OK   Cancel

You can take multiple polls in the same meeting by creating multiple polling slides; just click the 'Poll' button each time you want a new polling slide.

You will receive detailed results from all your polls from your event manager after your event. This report includes which participants answered which questions, and their responses.

Once your poll is open, you will have the ability to leave it open for as long as you'd like. You also have the option of showing the results to your audience or keeping them private. If necessary, you can clear all votes for any poll you've created.

Using Polling Slides (continued)

Open/Close your poll here.
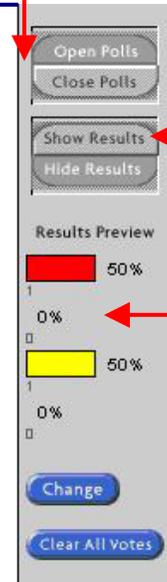
Keep results visible only to the presenter, or share with the audience.

Attendees vote here.

See the results as they come in.

Tip *You can create polling slides during meetings or add them to your slide set prior to your meeting once you've uploaded your slides.*

Tip *There are many excellent uses for polls:*
- *Have your attendees rate their Internet connection.*
- *Create a poll at the conclusion of your presentation to gather feedback.*
- *Purchasing decisions for sales presentations.*
- *Demographic information.*
A Premiere Conferencing Program Manager can assist you in fully utilizing this powerful feature.

When you are ready to move on to the next slide, simply advance your slides as you normally would.

Web Tour

To allow your audience to take a Web tour, click the 'Web' button. Then enter the URL of the web site you wish to show. You'll have the opportunity to preview the site to ensure you have properly typed the URL. To skip the safety check, click the 'Bypass Safety Check' box.

Click OK to approve the site. At this time, the Web page will open for all attendees.

Your attendees now have the ability to surf this website on their own. All links are live and any actions taken during a Web tour are independent for each user. Any link you click will <u>not</u> be seen by your audience. Likewise, any links they click will not affect the presentation. To conclude the Web tour, select the next slide in your presentation. All attendees will be brought back to your presentation.

Remember – Your attendees are on their own when you launch a Web tour. You can bring them back to the main presentation by clicking on another slide in the slide set.

Consider using a Web tour slide of your own Web site as the last slide in your presentation. This allows you the opportunity to have your attendees view your Web site without interrupting the presentation.

Creating snap shot slides
To create a slide by taking a snap shot of anything on your computer screen, click the 'Snap' button. A frame will appear over the console. Center this frame around the information you would like 'photographed' and click the 'Snap' button in the upper left hand corner. You may take as many snap shots as you'd like. Each one will create a new slide in your slide set. When you are done, simply click the X in the upper right hand corner.

**Note – If the word "Install" appears over the snap button, you will need to install this functionality. Instructions on doing so are included later in this guide.

Click here to create a slide of everything inside the frame.

Close when done.
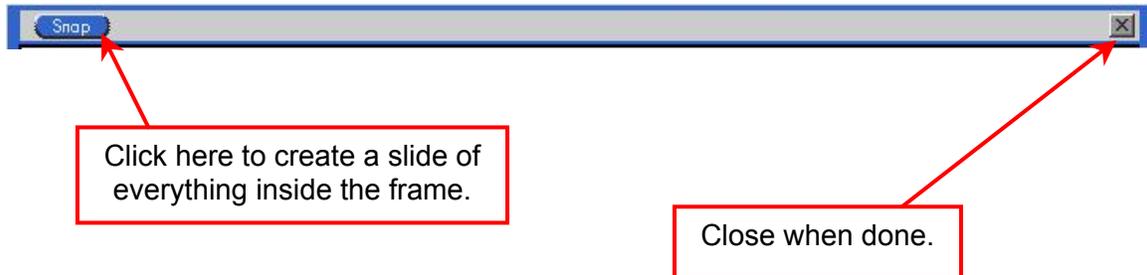
You have the ability to use annotation tools on snap shot slides.

Snap shot slides can be created anytime after you have loaded a slide presentation and will be retained when you return to your slide set.

Snap shot slides are an excellent way to take your audience on a tour of a Web site without live links.

Using Sharing Slides
Sharing slides is an excellent way for you to demonstrate any application running on your computer. You can also use sharing slides to share an application with a participant. To work with sharing slides, they must be created live; you cannot create them ahead of time, or return to see the content after you have shown another slide.

To begin sharing, click the 'Share' button. A frame will appear and you'll see instructions on using the sharing function.

**Note – If the word "Install" appears over the share button, you will need to install this functionality. Instructions on doing so are included later in this guide.
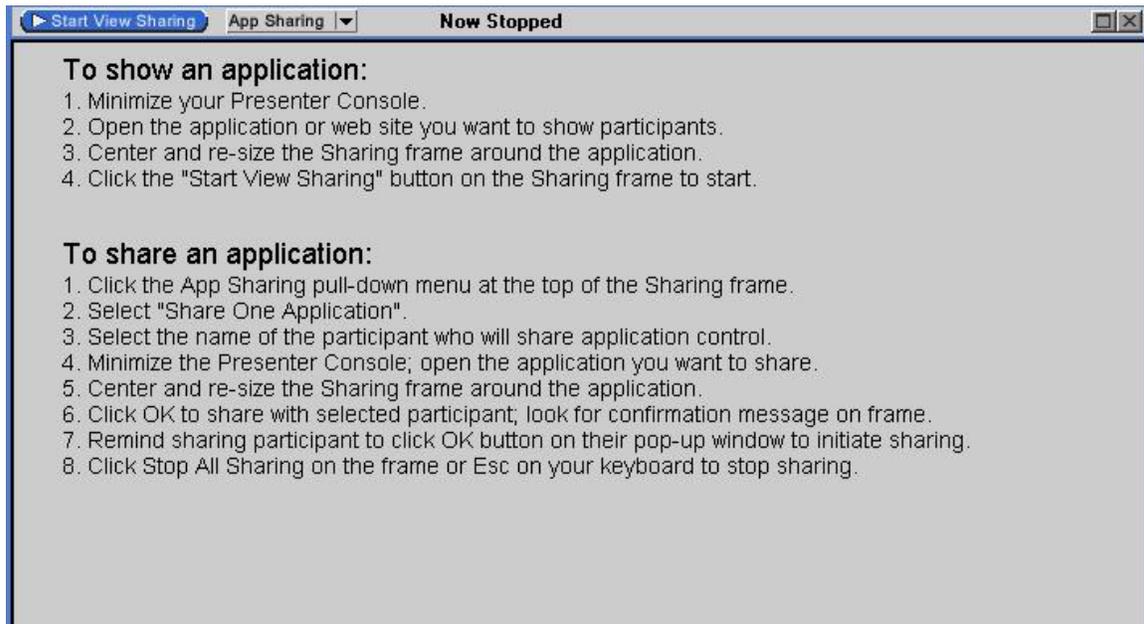
Minimize the presenter console and size this frame over the application you'd like to share. To begin showing everything inside this frame, click 'Start View Sharing' in the upper left hand corner of the frame. Your audience is now seeing everything you are doing inside this frame. To stop showing this application, click 'Stop View Sharing'.

Using Sharing Slides (continued)
To share the application you have been showing, click the 'App Sharing' button and select 'Share One Application' from the drop menu.
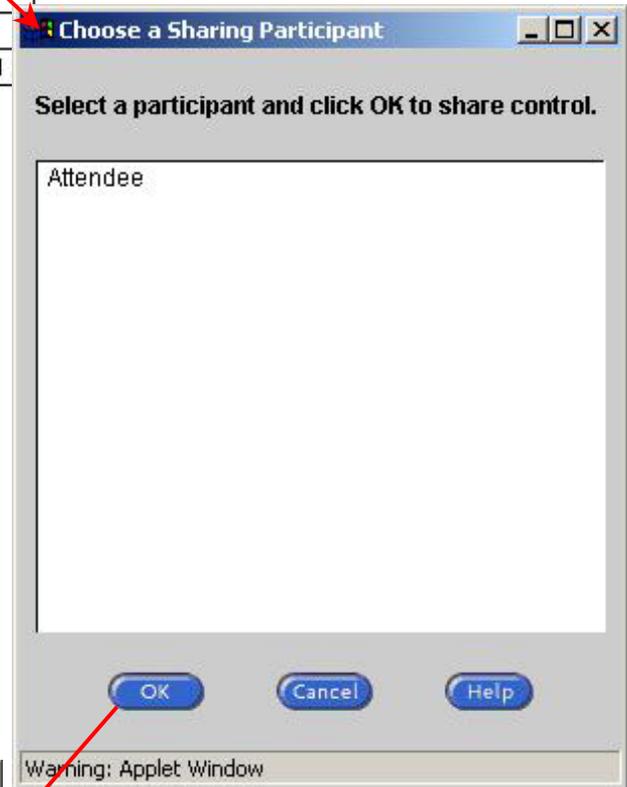
Select the attendee you would like to give control of the document to by clicking on their name and then clicking 'OK'.

Select the application you would like to share. This application needs to be running at that time on your PC. Click 'OK'.

Once your attendee clicks 'OK', they will be able to control the document just as though they were seated at your desk.
 **Note – Your attendee does not need to have the application on their computer to share with you.

To stop sharing, click 'Stop All Sharing' or press the ESC key on your keyboard.
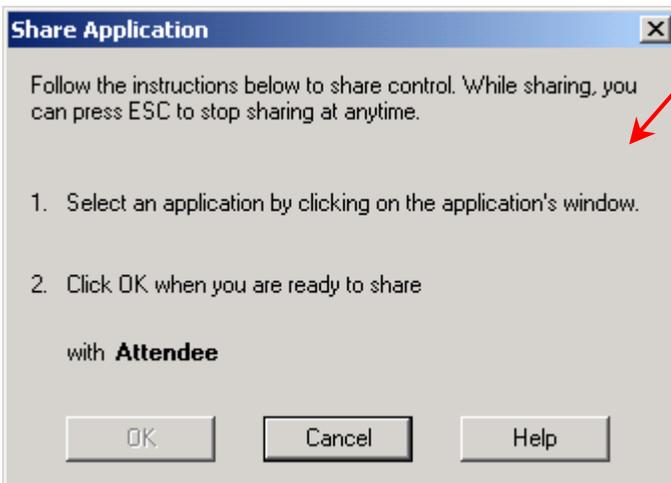
Additionally, to share control of your desktop, you can select 'Share Desktop' from the 'App Sharing' drop down menu during sharing. This gives full control of everything on your PC to the attendee you designate.

Setup Controls

   The controls console allows you to turn on and off the many presenter optional functions of VisionCast. To access the controls console, click the 'Controls' button in the lower left hand corner of the console.

   The controls console will open on the Setup tab. Additional tabs in the console will look familiar, as these have previously been discussed in this guide. From the Setup tab of the controls console, you can control the meeting environment. The default settings are shown below. To change a setting, click 'Yes' or 'No'. Changes will be reflected in your meeting center immediately.

Determines if poll results are show to the audience by default. You can choose to show or hide results in the meeting as well.

Turn on/off seating chart and mood indicators.

Turn on/off presenter notes.

Give your audience members the ability to print or save the presentation.

Allow or disallow audience chat.

Accept questions from audience via meeting center.

Allows audience members to review slides on their own.

Printing a Presentation
You may give your attendees the ability to print the slide presentation.
To turn on this function, click the 'Controls' button in the lower left hand corner of the meeting center.

PlaceWare Controls: Visioncast demonstration pr...

Setup \ Slide Sets \ Presentation \ Chat \ Audience \ Questions

Your Name: Presenter

Show poll results when slide shown:	● Yes ○ No
Audience Chat Allowed:	● Yes ○ No
Seating Chart and Mood Indicators allowed:	● Yes ○ No
Questions allowed:	● Yes ○ No
Presenter Notes allowed:	● Yes ○ No
Audience Slide Review allowed:	● Yes ○ No

For best results, enable Printing for audience members *after* you have finished your meeting.

Audience Printing Allowed: ○ Yes ● No

Change to 'Yes' to allow audience printing.

Warning: Applet Window
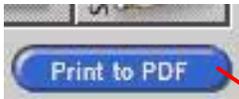
Print to PDF

After you have enabled this option, your attendees will see a 'Print to PDF' button in the lower left hand corner of the meeting center. They simply need to click on this button to convert the slide presentation to a PDF file format that can be printed.

Print to PDF

Opens a PDF file in a new browser window.

Orientation

○ Portrait

● Landscape

Zoom

Scale to paper size: Letter
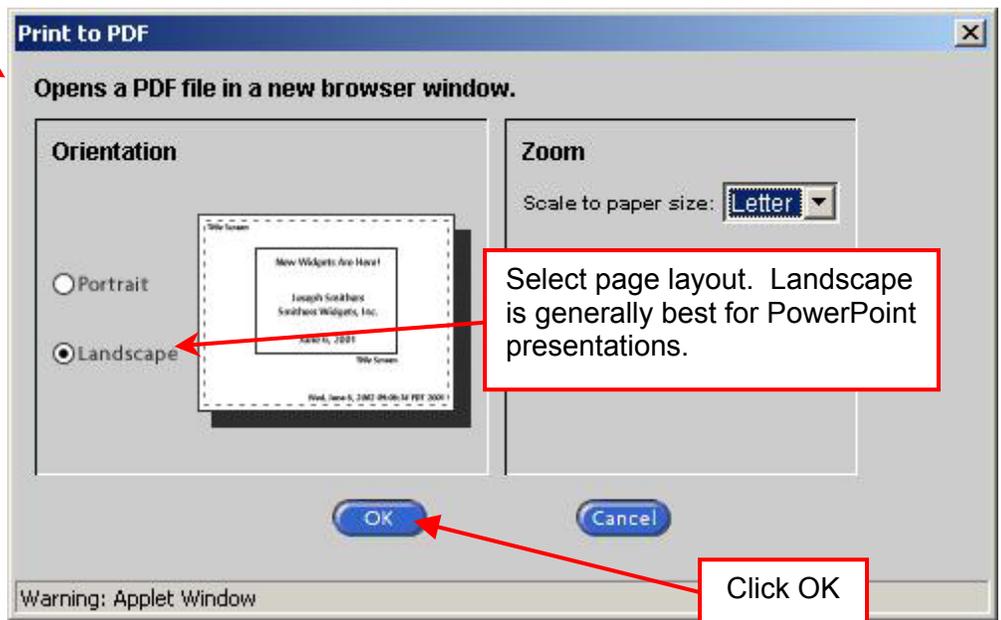
Select page layout. Landscape is generally best for PowerPoint presentations.

OK   Cancel

Click OK

Warning: Applet Window

Recording

If your presentation is being recorded and synched with your audio conference by Premiere Conferencing, you will see the 'Recording' button in the lower left hand corner of your meeting console. ****Note: Do NOT click this button – All recording will be handled by Premiere Conferencing for Event calls.** At the conclusion of your event, you will receive a link to your replay.
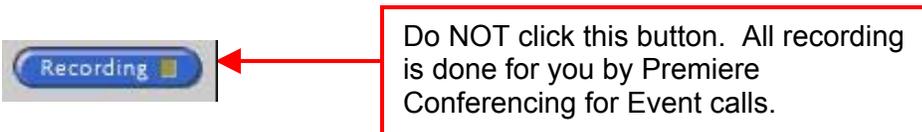
Do NOT click this button. All recording is done for you by Premiere Conferencing for Event calls.

Slides in the Presenter Console

On the left hand side of the meeting console, you will see all the slides for the slide set you have loaded. You can move from slide to slide by either clicking 'Next Slide' or by clicking the next slide in the list.

Move slides by clicking the title of the slide you'd like to show.

Or… Control slides here.

Because the next slide is held in temporary memory of your attendees PCs, it is recommended that you present your slides in order.

For a more professional look, give each of your slides a title. This can done with the PowerPoint add-in tool that works with VisionCast. Instructions on using this tool are included later in this guide.

Audio Information

Dial-in information for your attendees to access the audio portion of your call is displayed in the upper left hand corner of the meeting console. This information will be provided by Premiere Conferencing for event calls.

AUDIO INFORMATION

1-888-123-4567 passcode 567890 - For Technical Assistance press *0

Set
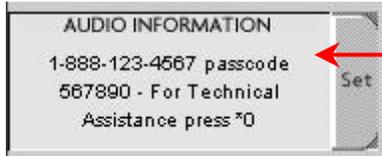
Gives your audience the dial-in number to access the audio portion of your presentation. This information is provided by Premiere Conferencing for Event calls.

Installing the Snap and Share Plug-ins

The first time you use the meeting center, you will need to install plug-ins to use the snap shot or sharing features. If this installation is necessary, you will see the word "share" over the buttons for 'Snap' and 'Share'. To install these plug-ins, click on the 'Snap' or 'Share' button.

Create New Slide

Draw   Text   Poll
Web   Snap INSTALL   Share UNINSTALL

Click on pwsnapshot-installer.exe to launch the installer.

PlaceWare

Windows: Installing the PlaceWare Snapshot/Application Share Plug-in

Transmitting pictures of screen images and live application demonstrations in PlaceWare Web Conferencing requires an installed copy of the PlaceWare Snapshot/Application Share Plug-in.

Installation wizard for Windows:

Click on pwsnapshot-installer.exe then **Run** this program from its current location. (Detailed installation instructions.)

You will have to exit all browser windows to finish the installation process.

The installer will launch. Select 'Run this program from its current location' and click 'OK'. Select 'Yes' at the next security warning to continue. Select 'Yes' when prompted to confirm the installation.

Installing the Snap and Share Plug-ins (continued)

File Download

You have chosen to download a file from this location.

pwsnapshot-installer.exe from ebb.ops.placeware.com

What would you like to do with this file?

◉ Run this program from its current location
○ Save this program to disk

☑ Always ask before opening this type of file

Select "Run this program from its current location."

Click OK

[OK] [Cancel] [More Info]

Security Warning

Do you want to install and run "PlaceWare Snapshot+Application Share Plug-In" signed on 2/8/02 12:24 PM and distributed by:

PlaceWare Inc.

Publisher authenticity verified by Thawte Server CA

Caution: PlaceWare Inc. asserts that this content is safe. You should only install/view this content if you trust PlaceWare Inc. to make that assertion.

☐ Always trust content from PlaceWare Inc.

Click 'Yes' to continue.

[Yes] [No] [More Info]

InstallShield Self-extracting EXE

This will install or upgrade the PlaceWare Snapshot/Application Share Plug-In. Do you wish to continue?

Click 'Yes' to confirm.

[Yes] [No]

Installing the Snap and Share Plug-ins (continued)
The setup process will start.

Setup

Setup is preparing the InstallShield[r] Wizard which will guide you through the rest of the setup process. Please wait.

72 %
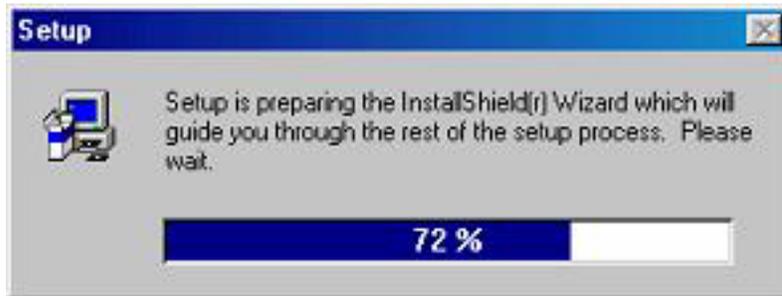
Follow the instructions through the process to complete the installation.

Once the installation is complete, you must restart your computer before you can use the plug-ins.

Log Off to Finish Installation

Setup has finished copying files to your computer.

NOTE: You must Log Off from Windows (use the Start menu) before you can start using the Plug-In in Internet Explorer.

PLACEWARE

< Back   Next >   Cancel
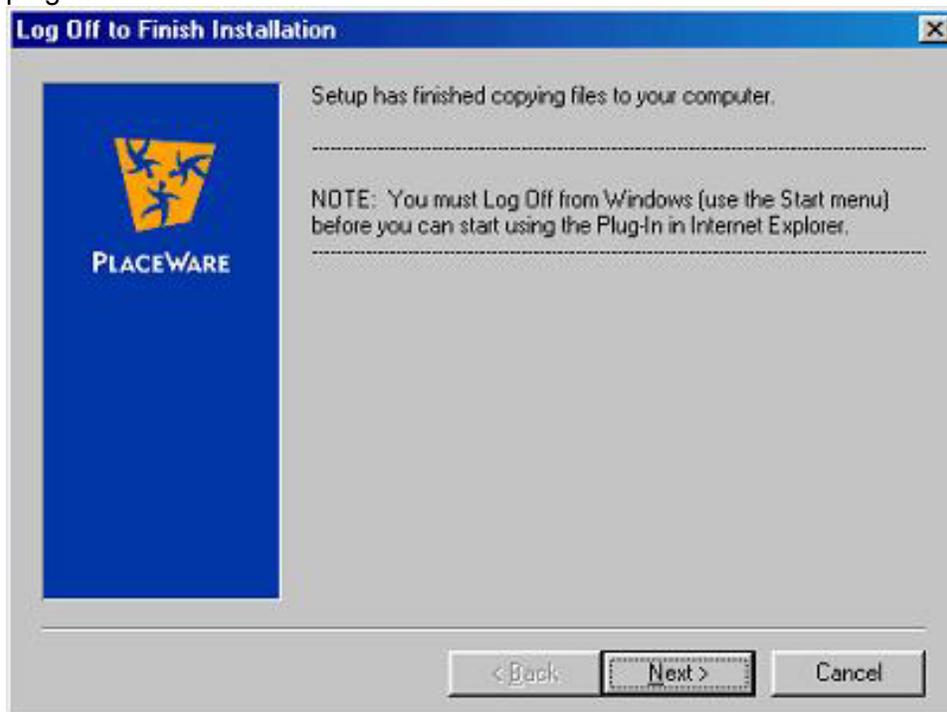
If you experience any difficulties during installation, please call our Technical Support team at (888) 569-3848.

Using the PowerPoint Add-In

The add-in for PowerPoint allows you to fully customize your slides for use in the VisionCast meeting center. You'll be able to enter the presenters name, add notes and name your slides. Additionally, you can create special VisionCast slides such as Web slides, text slides and polling slides seamlessly with the rest of your presentation.

The easiest way to access this download is to click the 'Upload Slides' button, and click on the link to the PowerPoint add-in on the upload slides console. Or, you can point your browser to
http://ebb.ops.placeware.com/etc/pwa/visioncastconferencing/placeware.aud/slides.html
to download the add-in.

Use this link to access the PowerPoint add-in.

Using the Power Point Add-In (continued)
Click on the link 'PowerPoint-Add-In-Installer.exe to download the add-in.

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Installing the Power Point Add-In (continued)

Click 'Yes' to continue, then 'Yes' to confirm the installation. Follow the instructions to complete the installation. Once complete, you will have a new menu bar the next time you use PowerPoint titled 'PlaceWare'.

Click 'Yes' to continue.

Click 'Yes' to confirm the installation.

Installing the Power Point Add-In (continued)
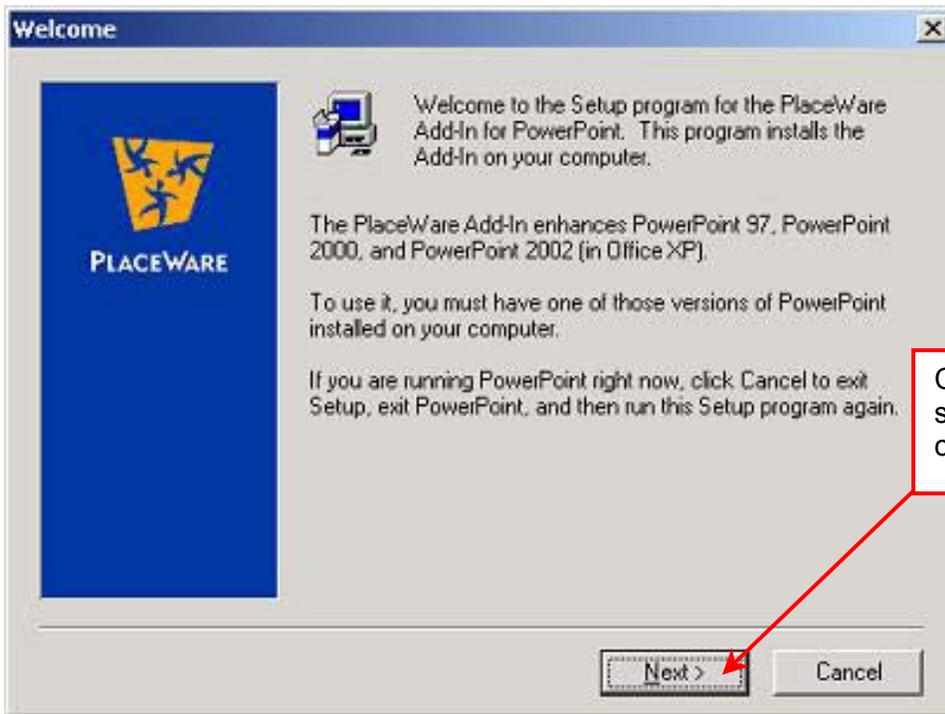
Click 'Next' and follow the simple instructions to complete the installation.

After the installation is complete you will have added functionality in Power Point. To access the add-in features, click 'PlaceWare' on the menu bar.
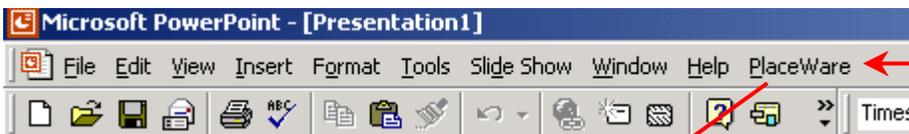
Click Here to customize your slides for VisionCast.

Create custom slides.

Show this menu in a separate window.
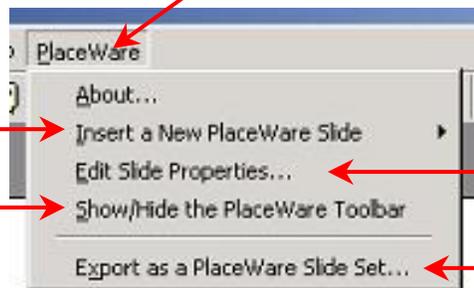
Add presenter name and image; add slide title and presenter notes.

Save slide set as .pwp file for quicker uploading to the meeting center.

Installing the Power Point Add-In (continued)

Create a custom VisionCast slide from inside PowerPoint.
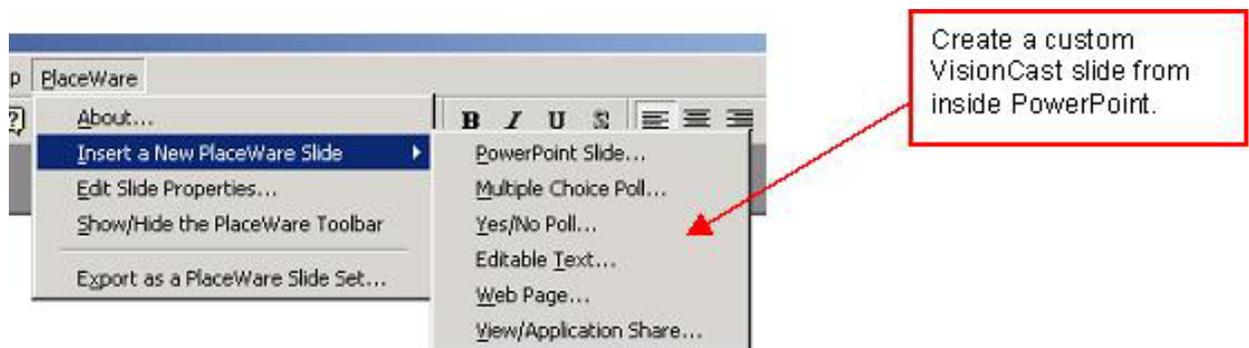
VisionCast Technical Support

      If you experience difficulty while using any part of VisionCast, please call our Technical Support team at (888) 569-3848. They are available to assist you 24/7.

      To schedule a consulting session with a Premiere Conferencing Program Manager, please call (800) 776-0700 or contact your event manager.