

How to use Powerpoint in

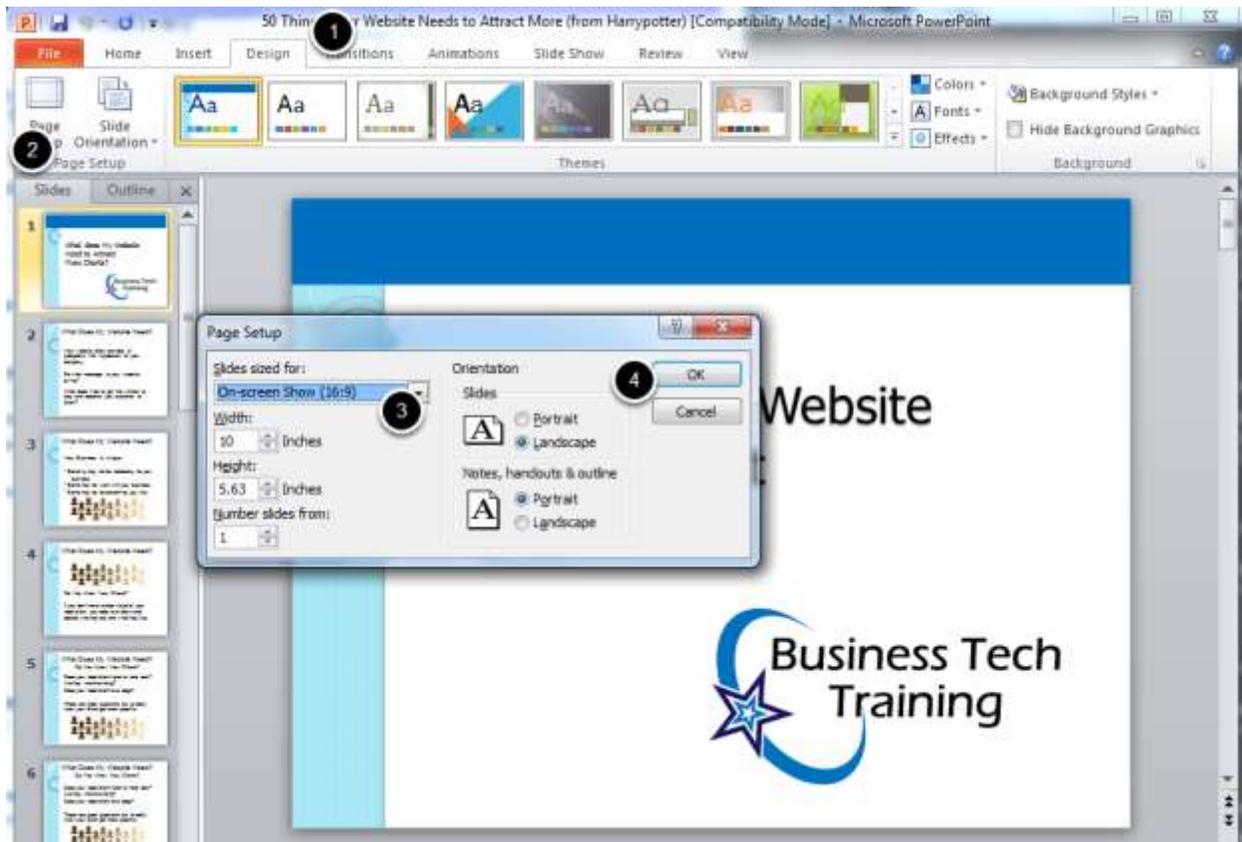


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How to set up your PowerPoint for the best possible WebinarJam experience.

How to Size Your PowerPoint for WebinarJam

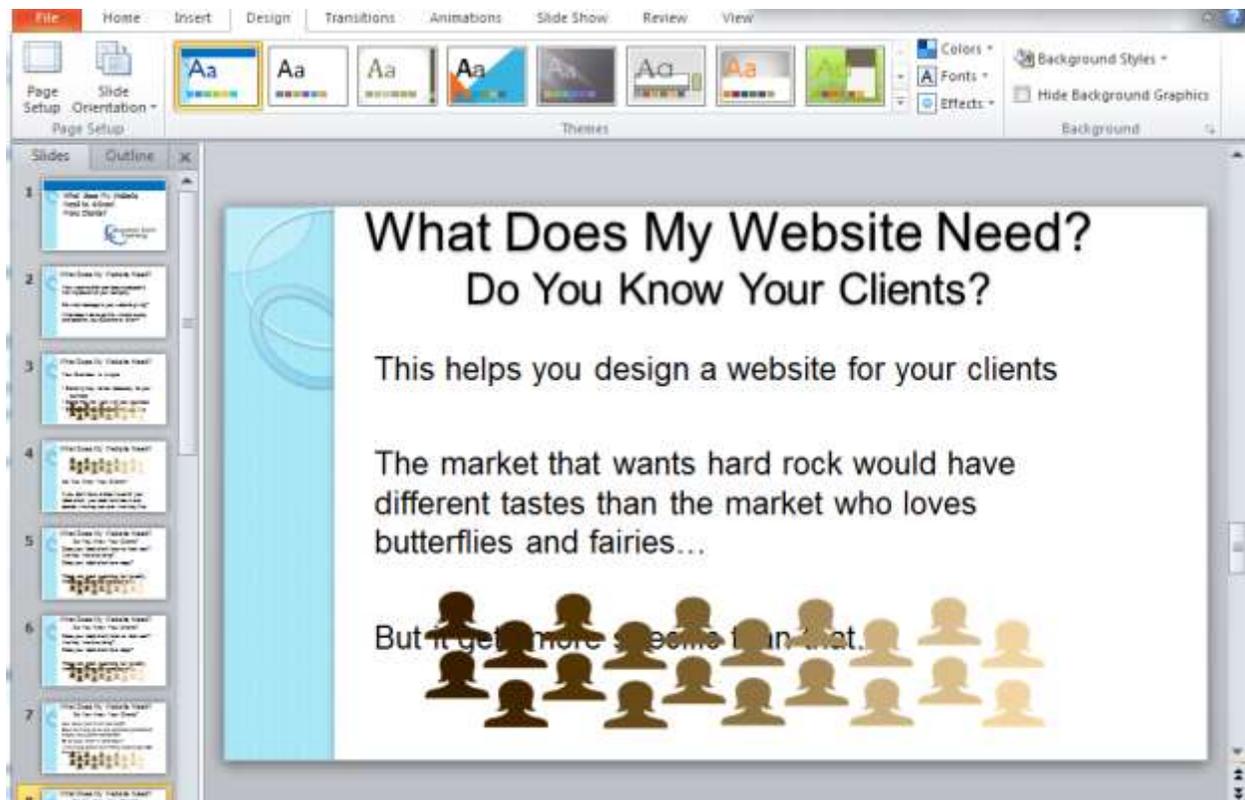


Before your Webinar

Go to your PowerPoint Presentation

1. Go to the Design Tab
2. Select Page Setup
3. From the drop down, select the 16:9 ratio
4. Press ok

WARNING



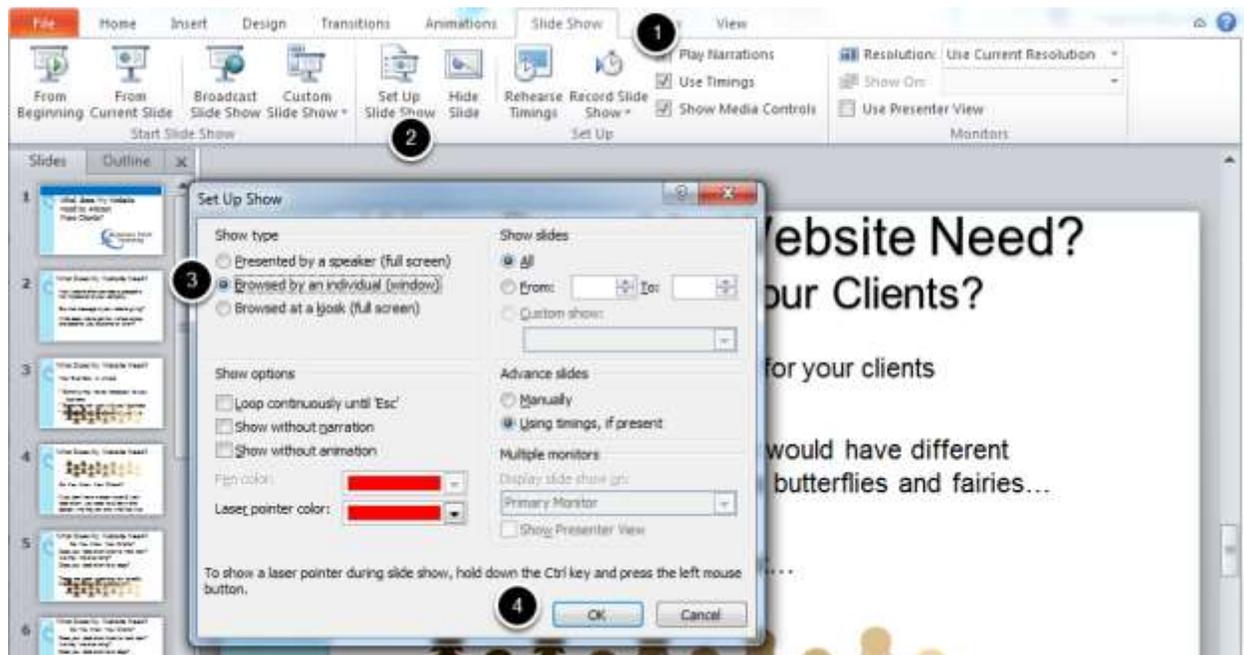
WARNING It is better if you create your slideshow in the 16:9 ratio. If you use a pre-existing slideshow, you may get a warning that your design is not compatible with that size ratio, if so you can change size design by selecting one of the other designs to the right.

Even it does not create a warning, the ratio will change, which could stretch your designs and change your layout. As seen above.

So what can I do to prevent the image from being distorted? You need to make certain you have your PowerPoint as a 16:9 Ratio

Or if you are ok with the PowerPoint not filling you WebinarJam Screen, you can stay with your previous ratio.

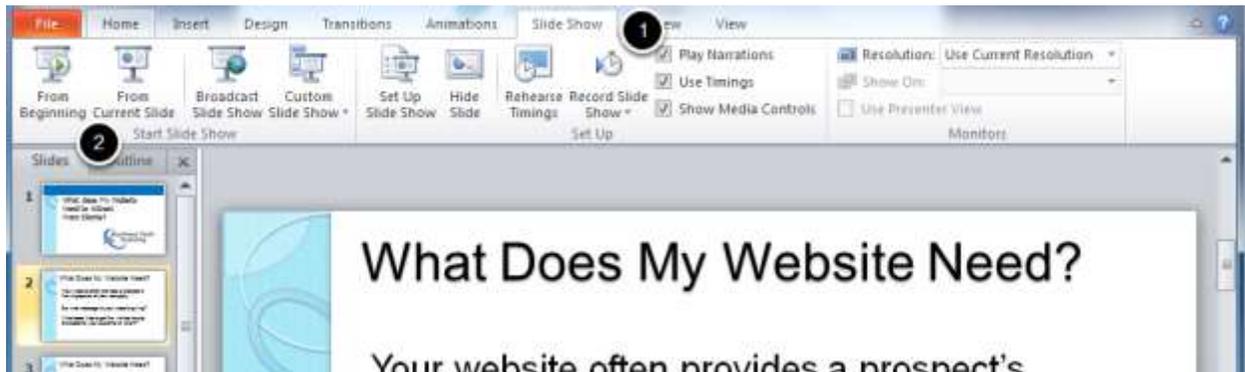
Preparing the Powerpoint for Presentation Mode



Now that we have the PowerPoint sized. It's time to set up the PowerPoint so that it will be "Individual Window" but not full screen. This will allow you to see your WebinarJam interface while doing your slideshow. It also will prevent Google Hangouts from freezing or attendees from seeing a fuzzy image.

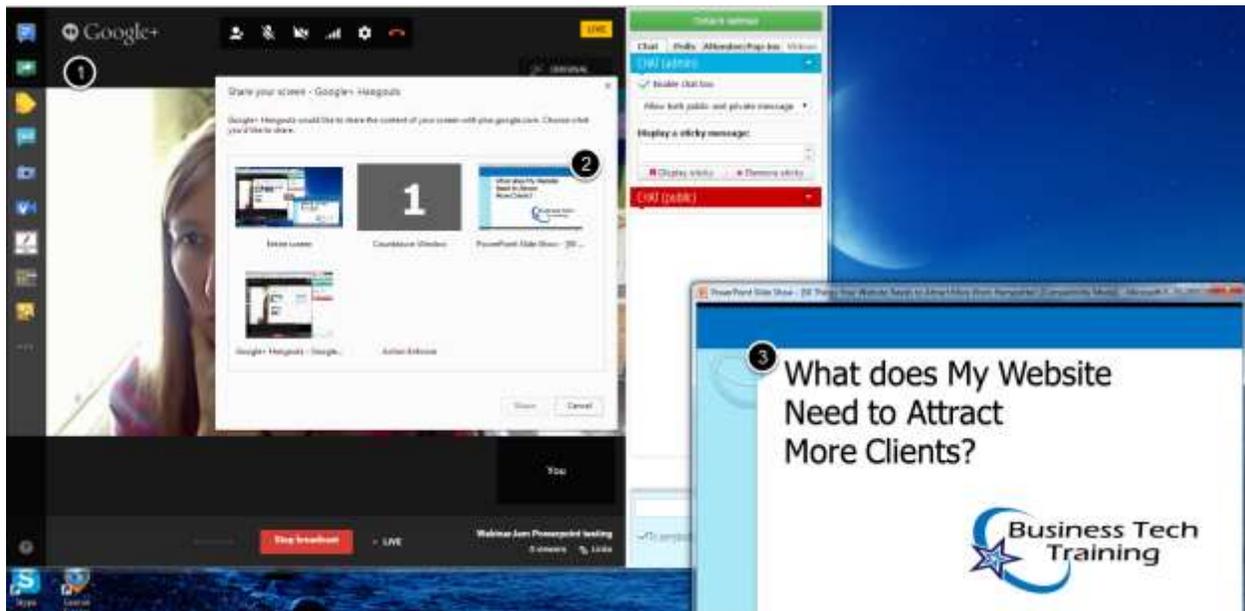
1. Select Slide Show from the tabs
2. Select "Set up Slide Show"
3. Select the "Browsed by an individual window"

Set up the Slideshow



1. Select Slide Show from the tabs again
2. Choose either "From the Beginning" to start with the first slide, or you can start from a different slide with "from Current Slide"

Fitting Both on the Screen & Starting The Slideshow

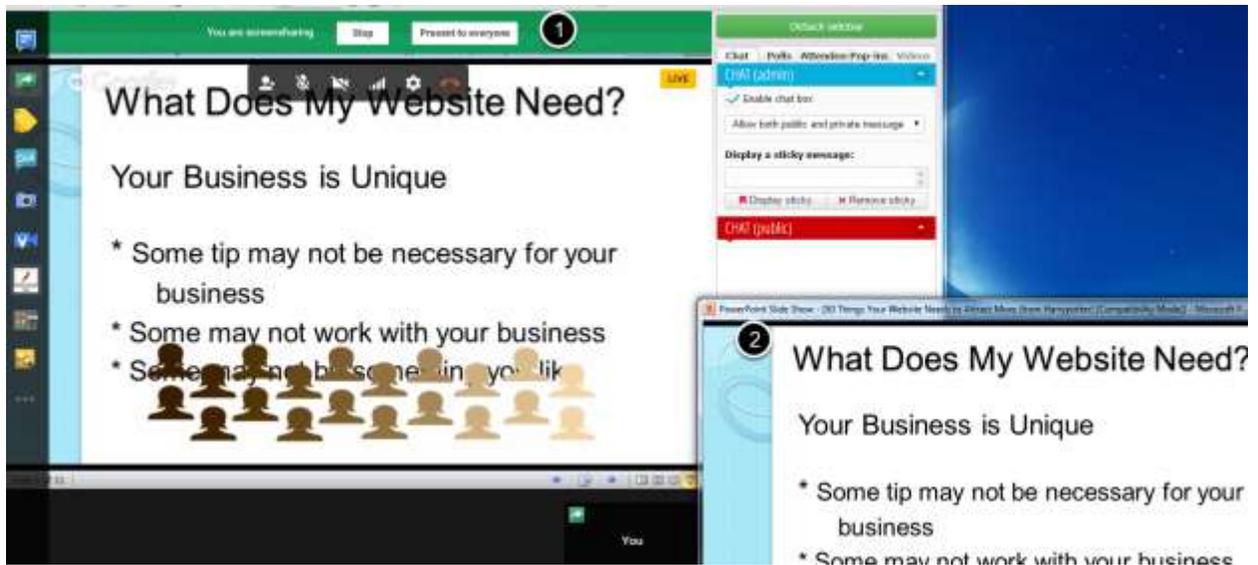


By shrinking the size of the PowerPoint Application, I can see both WebinarJam and the slideshow.

Because I have selected Individual window the slide show is ready to go.. when I start ScreenSharing

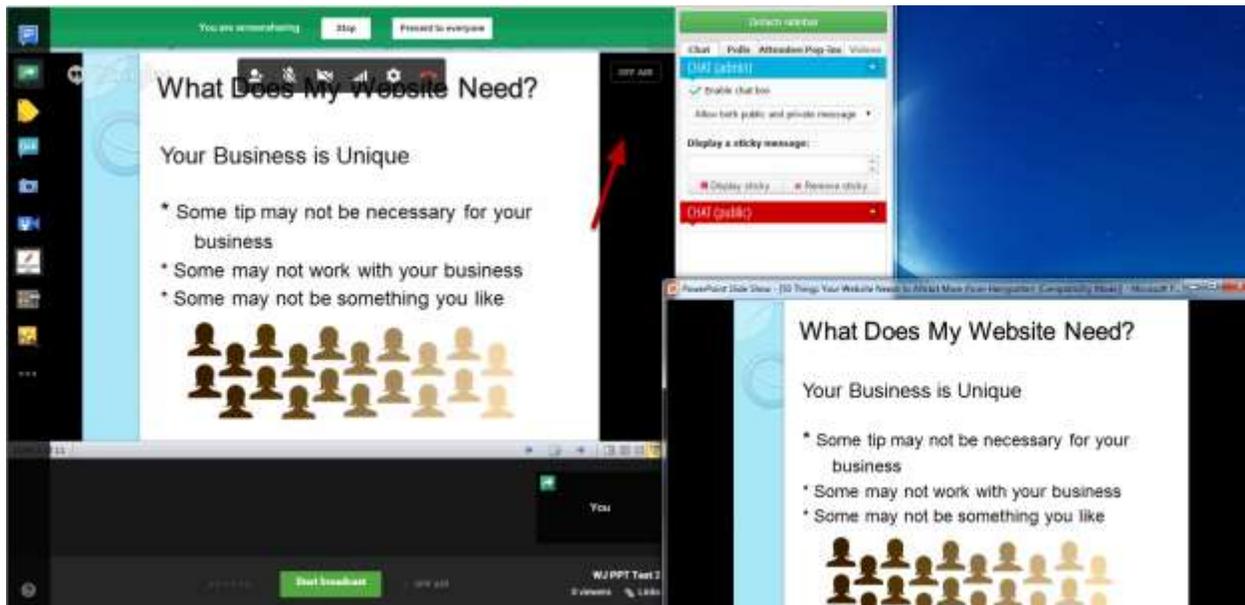
1. Press the Green Screen Share
2. Select the Slide show from your choices in the popup
3. Note your slideshow is full window

Let Your Attendees See the Screen



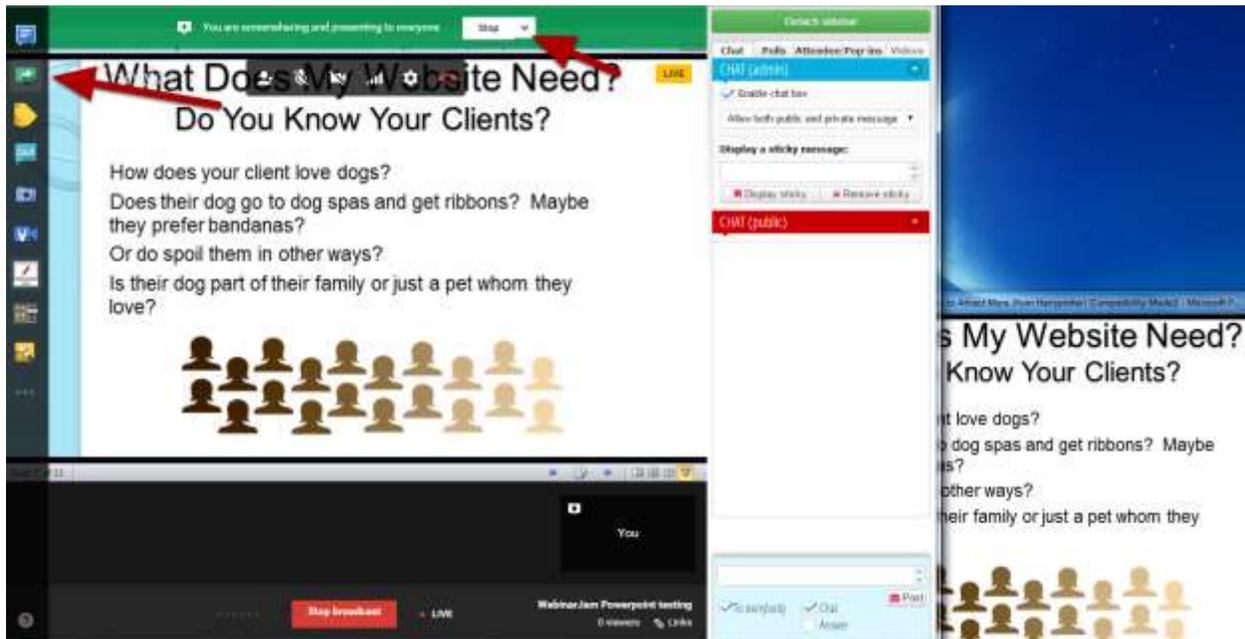
1. In the Greenbox, Present to everyone, or your attendees will see a black box and that's it.
2. Now switch back to your slideshow. As you discuss your slideshow, you can click your mouse to advance the slide. If you go back to WebinarJam, remember you'll need to go back to the slideshow again to advance the slides.

Blackbars on Your Slideshow



If you decided that you wanted to stay with the 4:3 ratio Slideshow, your attendees will see blackbars on either side of your slideshow. This is not necessarily a bad thing, but if you want the slideshow to be full screen for attendees you will want the 16:9 ratio

Stop Sharing Your Screen

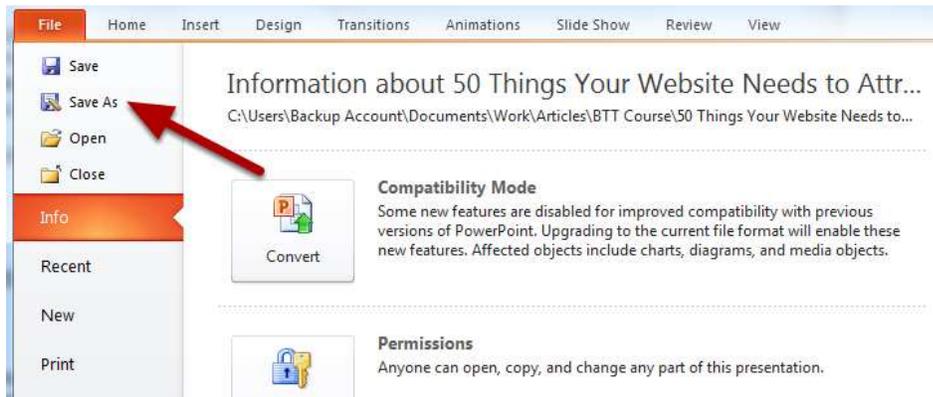


Even if you cover up the slideshow with WebinarJam, your attendees will still see your slides

When you are ready to stop sharing the slide show either press stop in the green bar, or press your green screensharing box.

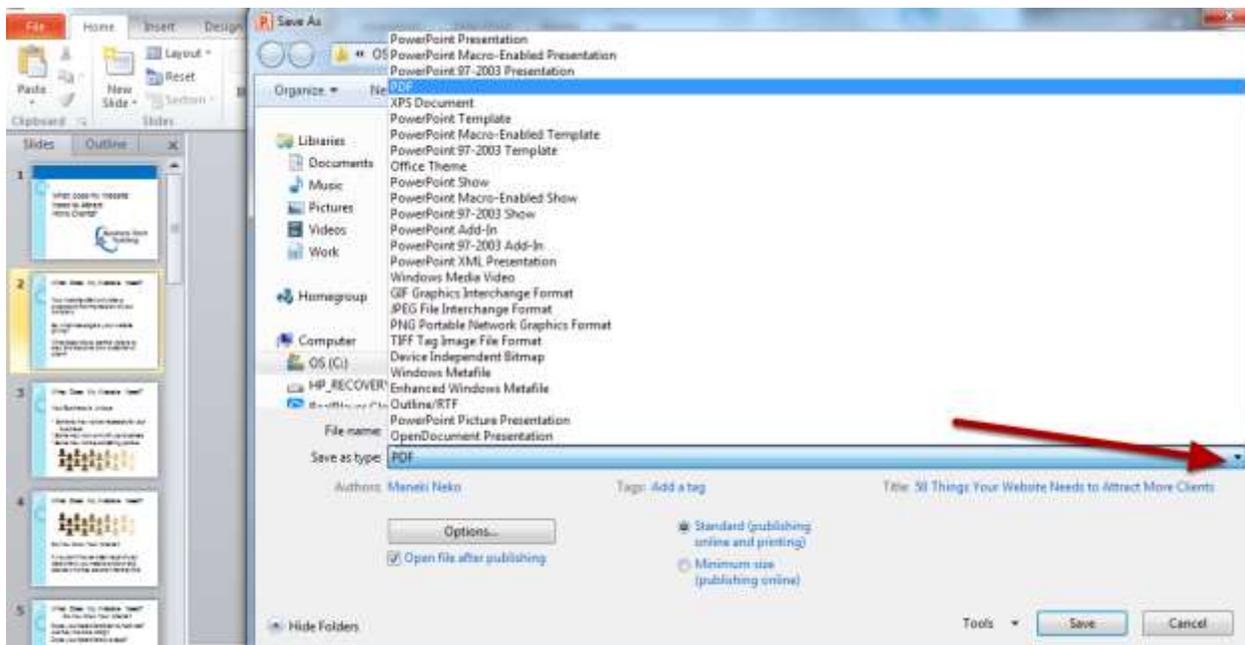
If you lose the WebinarJam box, press the WebinarJam logo.

Turning Your Slideshow into a PDF



If you want to turn your Slideshow into a PDF to give out, you will select Save As.

Save As a PDF



From the window, use the drop down to select "PDF" then press save. You can then upload this file to your website.

Videos that may help

These videos cover the same as the documentation.

Doc Stone explains how to size your Powerpoint

<http://screencast.com/t/gGQ2yJKXs5E8>

Donna Fox explains if your attendees see a black screen, you may not be sharing your screen with everyone. <http://screencast.com/t/gYakvNI0umaS>