



Vidyo - Presenter

PCs and Laptops
(May 2020)

Ok...you are attending a Vidyo conference, and have a document (any format) that you want your conference participants to see. Here's how to present it.

Step 1: Open your document(s) on your computer, and be sure they display the way you want them (as large as possible). Remember, you may have folks watching via their smart phones.

- PowerPoint Documents: Display in slideshow mode
- Word/pdf: Display using either View / Page width, or hold the control key and scroll with your mouse roller for the best view.
- Web Page: Display full screen.
- Video: Have it queued up & paused at the point where you want to start.

CAUTION:

VidyoConnect is not optimized to share videos, or documents/web pages with continuously changing/moving graphics. It will look fine from your computer, but will be very choppy for the rest of the attendees.

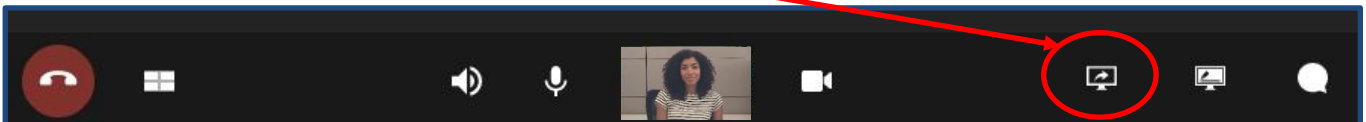
WARNING:

Occasionally, an App or part a program will not display via VidyoConnect. In these instances, you will have to share your Screen rather than the Application. When doing so, remove the distraction of the mini-window, by tapping the VidyoConnect icon at the bottom of the screen.



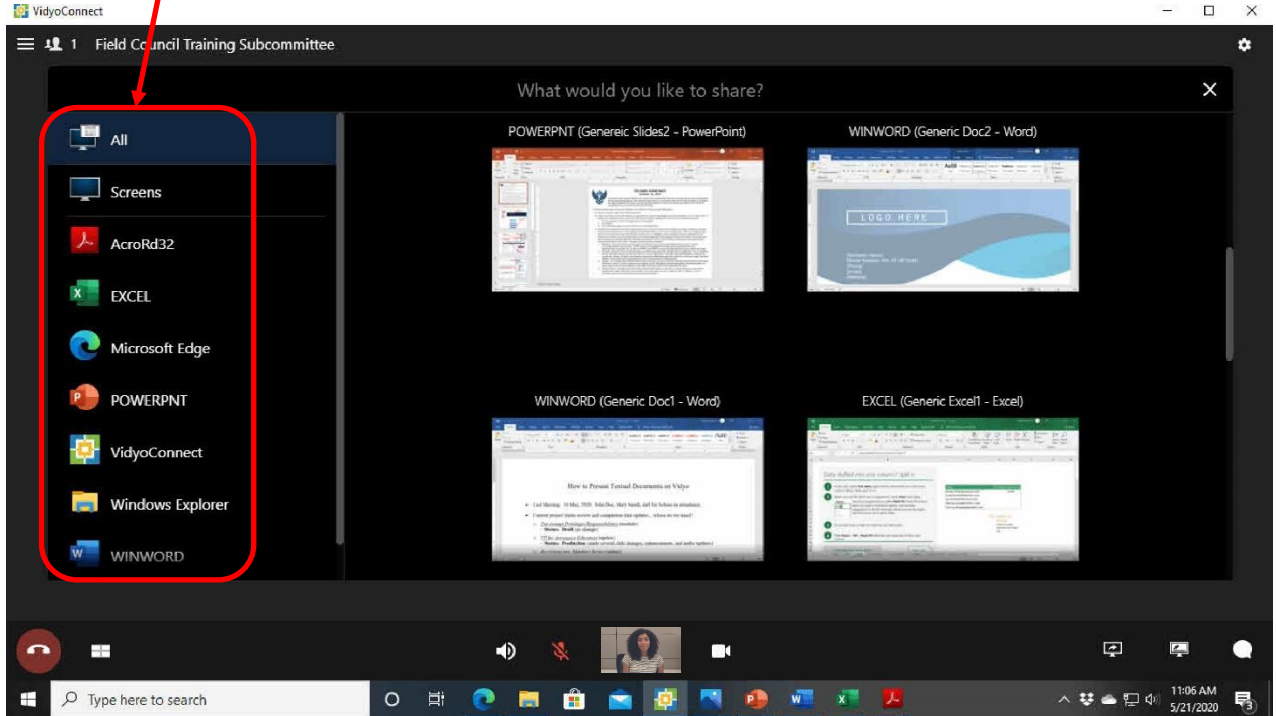
- In all cases...do not minimize document(s) you plan to share. Vidyo does not “share” minimized documents. If you normally minimize everything you are not currently working with, this may take some practice. You non-Mac users will find the “Windows” key lets you select and restore to the screen the document or presentation you want to share.

Step 2: When it comes time to share your document, select the “Share Applications” Icon at the bottom of the VidyoConnect environment.

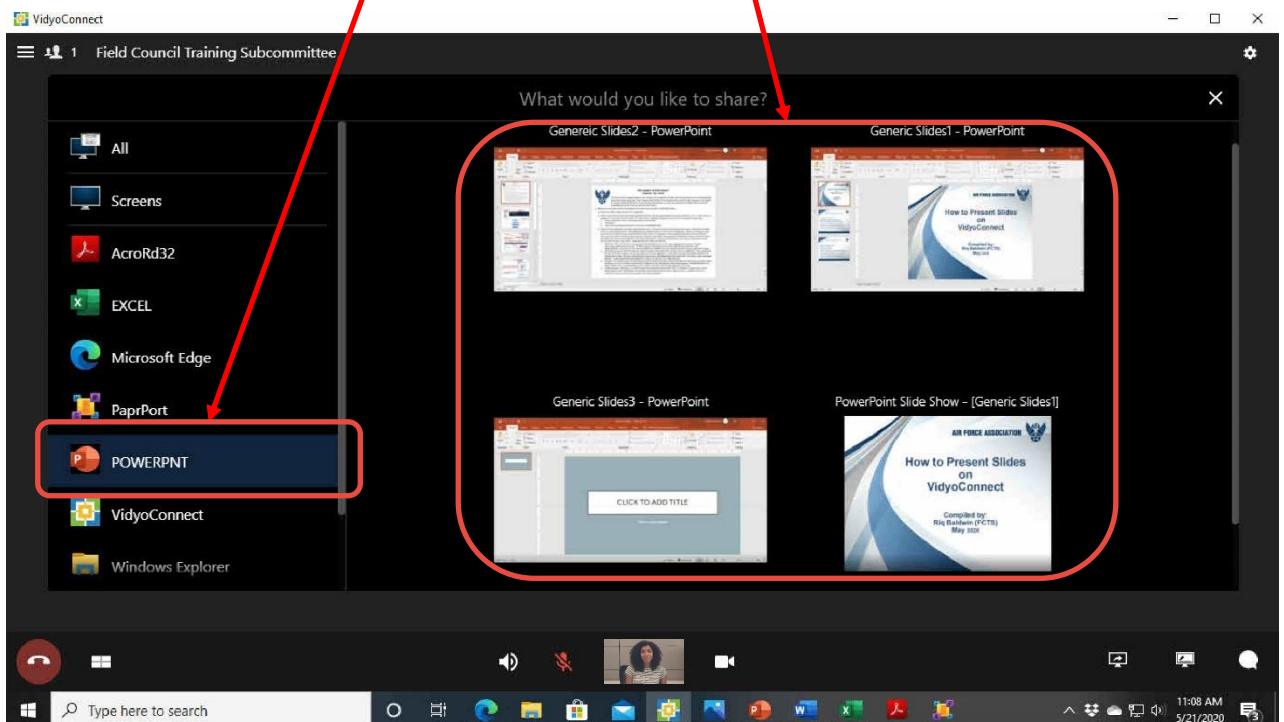


Your Vidyo Environment will now look something like this.

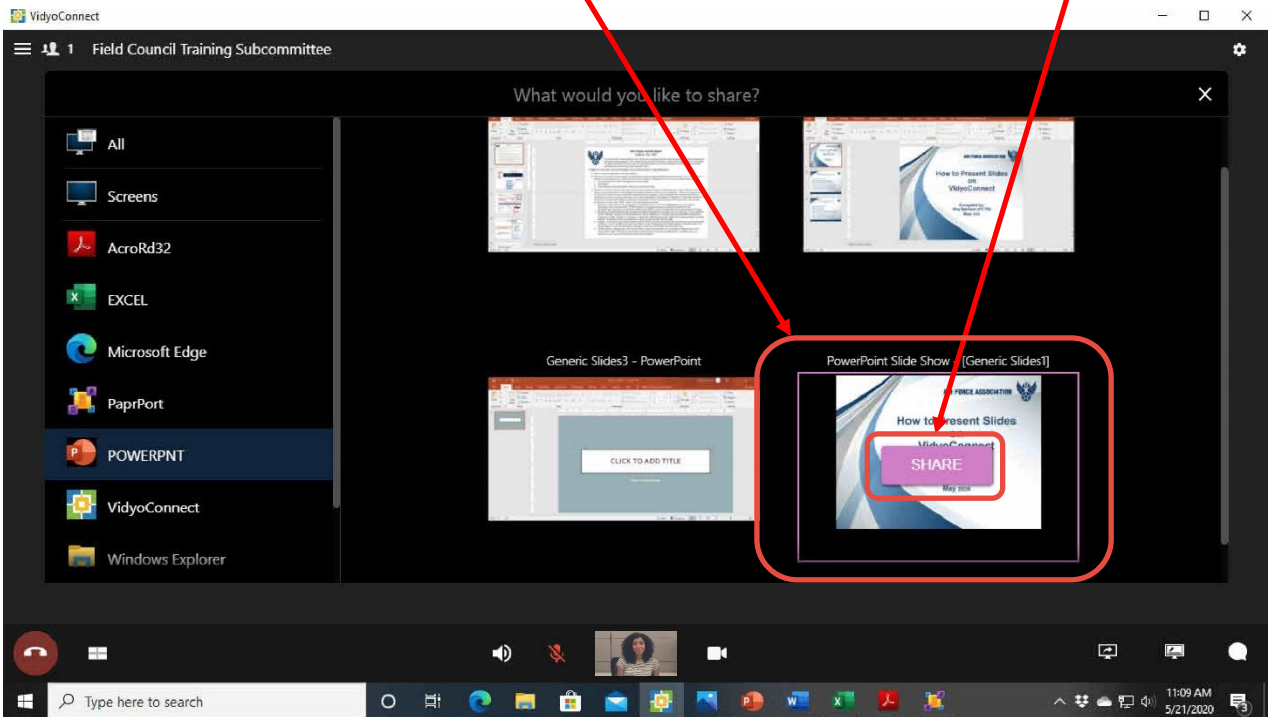
The left side of the screen indicates what type of items are currently available to share from your computer.



When you select what type document you want to display, all the documents of that type will display on the right.



Step 3: Click/Tap on the page you want to share, to bring up the mauve “Share” button, then click/tap on the button.



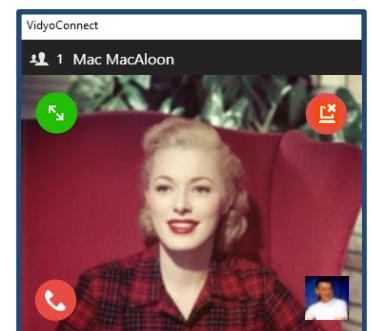
You are now sharing your document!

There are two indicators to let you know that you are sharing.

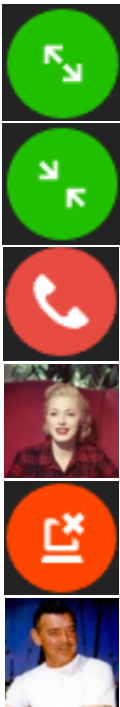
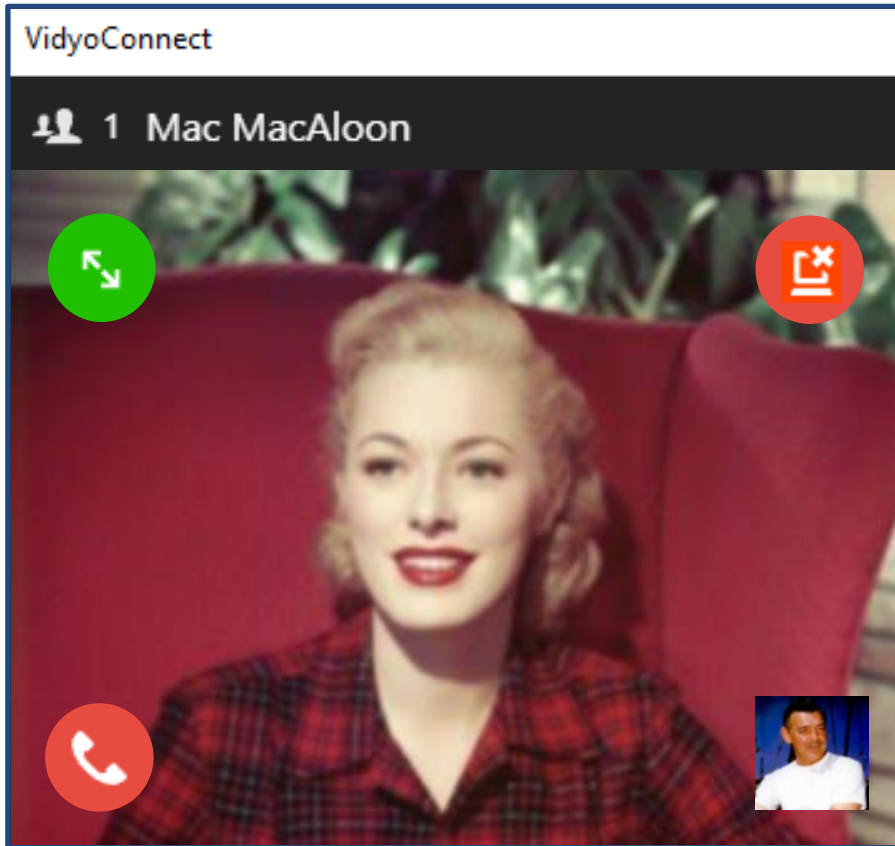
1. The VidyoConnect slider on the right side of your document, that can be slid up and down to get it out of your view of details on the presentation. If the slider is not there or disappears, you are either on the wrong document, or you have stopped sharing.



2. The VidyoConnect Mini-Window. It can only be seen by you, but is right in the middle of your presentation. This window can be grabbed along the top edge and moved anywhere on your screen (including partially off the screen) to make it easier for you to view and manipulate your presentation.

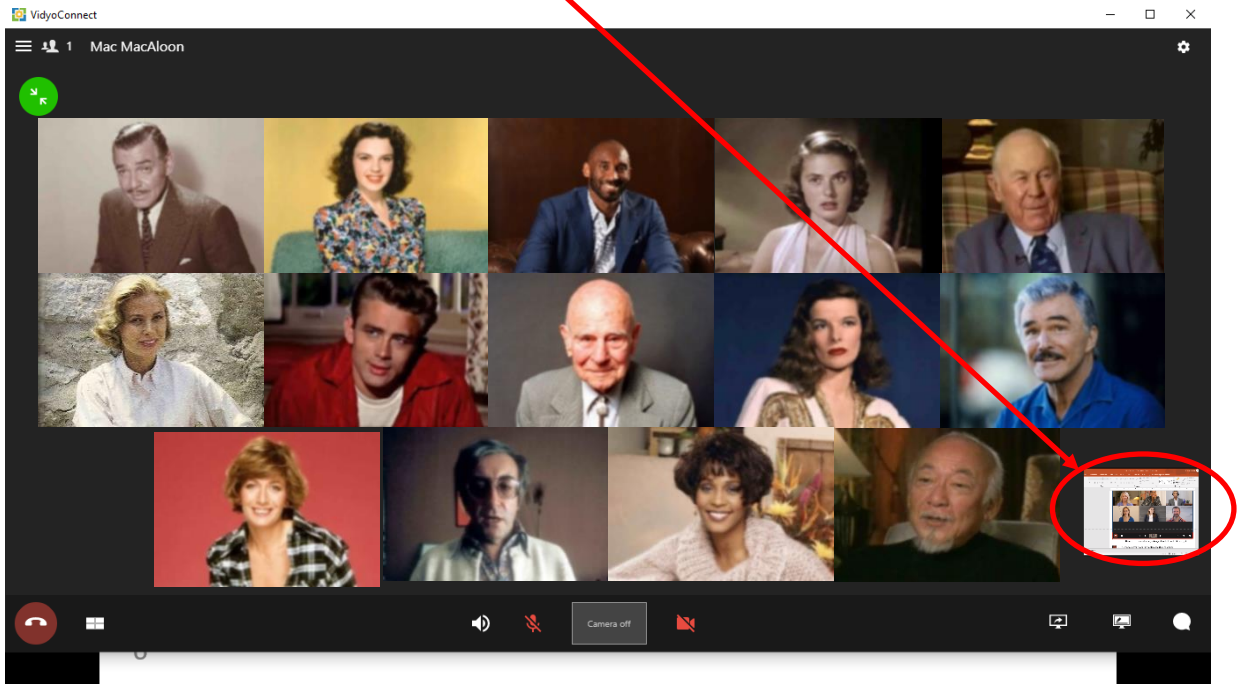


- The VidyoConnect Mini-window can be very handy while making your presentation.

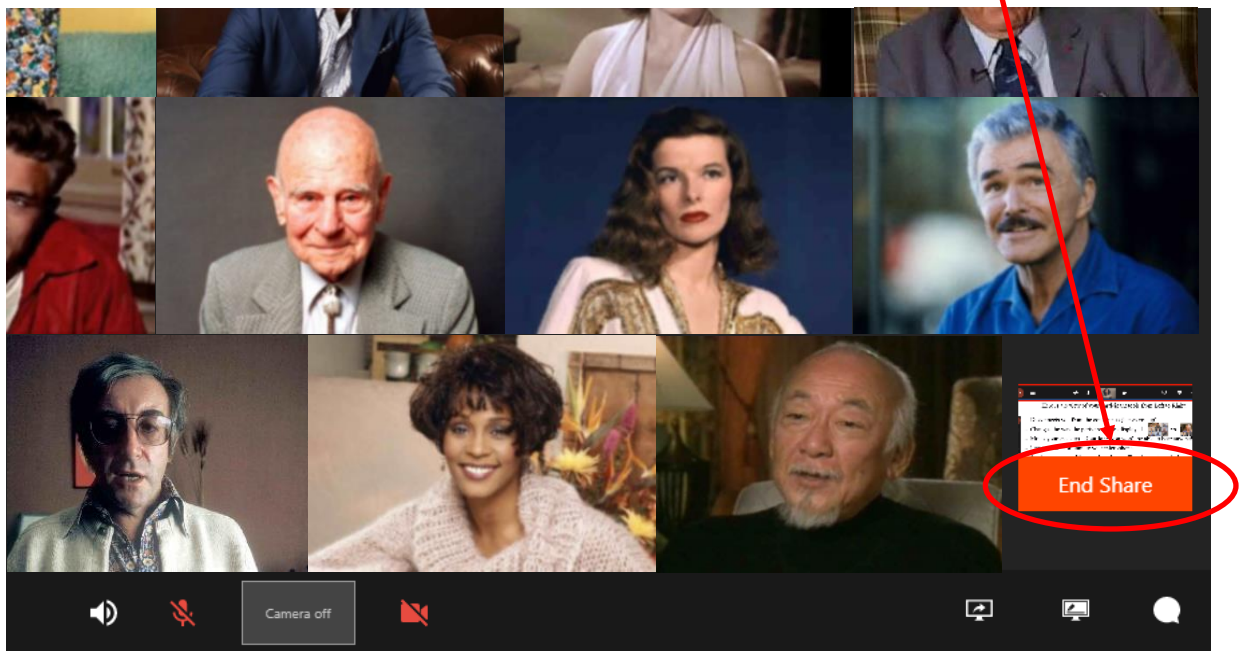


- Expands the mini-window back to normal size so you can see more folks on the conference.
- There will be a similar button on the expanded page so you can minimize it and work with your presentation again.
- The red hang-up button disconnects you from the conference completely.
- You can see who is currently talking to you (or asking a question) on the background of the window.
- Terminates the sharing mode and clears the field for your (or someone else's) next presentation.
- Your Thumbnail helps to insure that you are centered on the camera during the presentation.

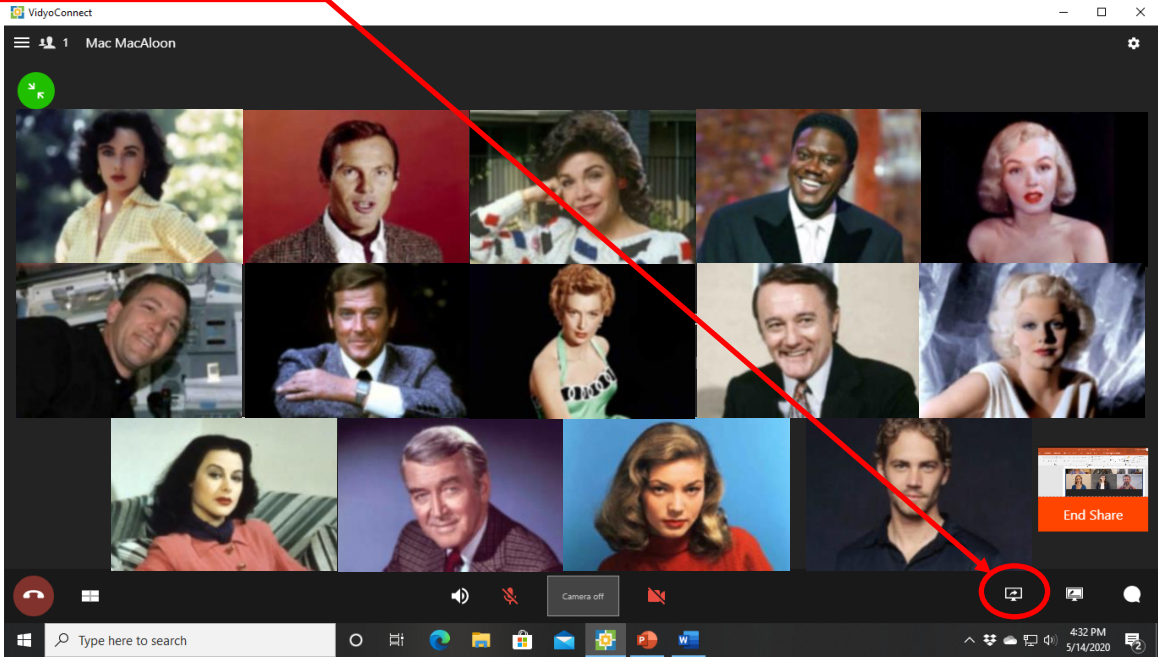
If you expand the mini-window without terminating the share feature, you will get a **thumbnail of the shared page** in the lower right section of the Conference Area.



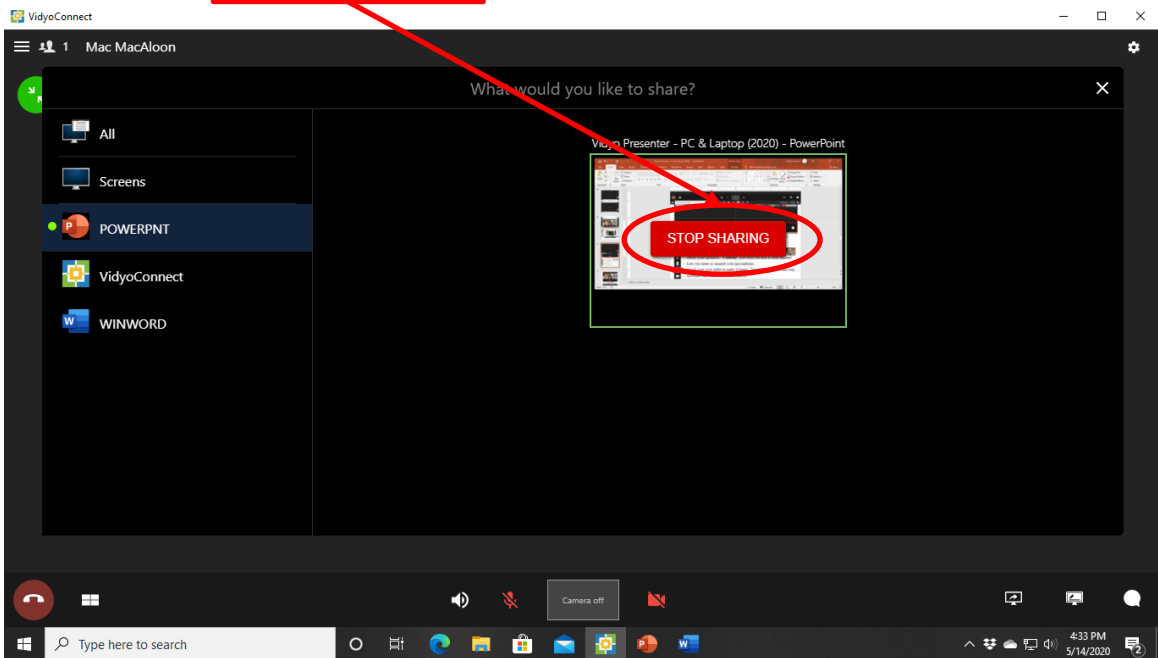
Just click/tap on the thumbnail to bring up the **red "End Share" bar**, then give it a click/tap to terminate the presentation.



If you want to terminate sharing one document and start sharing another, bring up the presenter's page again by clicking/tapping on the "Share Applications" icon again...



... click on and STOP SHARING your current presentation...



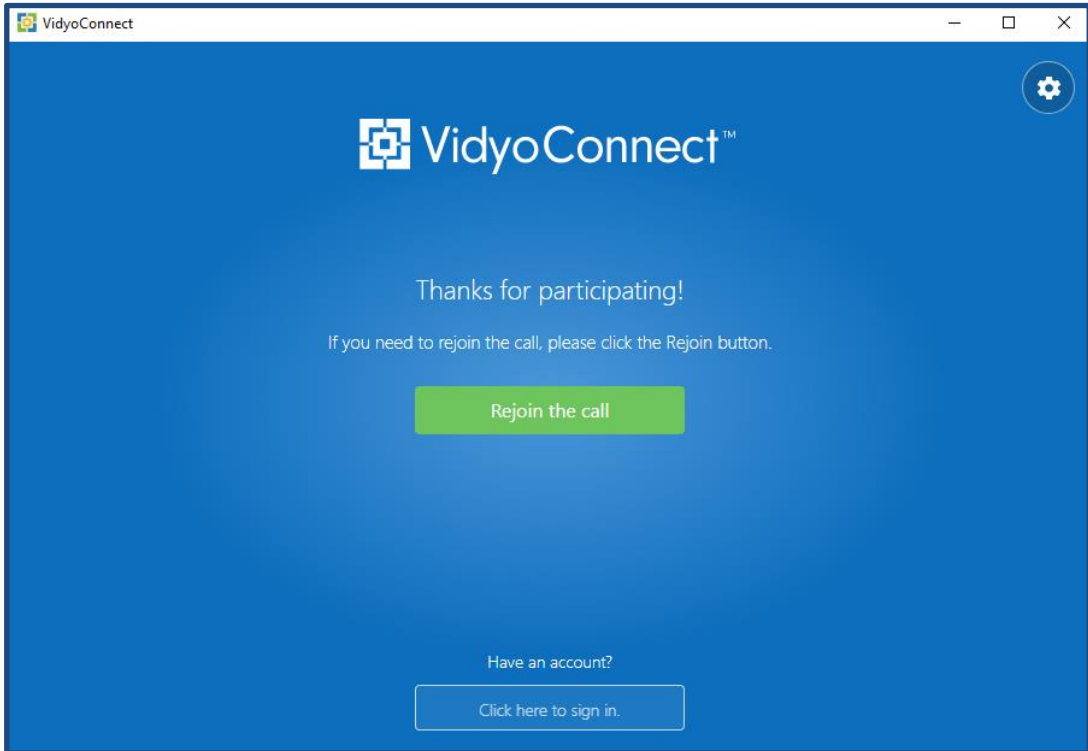
... then click on and START SHARING your next document.



Ground Rules for Sharing Presentations

- Call in a little early, to make sure you can be heard and seen.
- Close out any unnecessary applications on your computer.
- Display the presentation as large as you can (full screen for landscape documents, and edge to edge for portrait documents).
- Have your presentation open and ready to go before you “Share” it.
- Don’t “Share” your document until it is your turn to present.
- Conduct a dry run (with the administrator’s permission) well before the conference, to get familiar with the software and how to manage/manipulate your document(s).
- Since your audience can still see you during presentations, you can use facial expression & gestures bring points home.
- Practice! Going through your presentation once or twice will make a major difference in how you sound to the audience.
- Show some enthusiasm.
- Do not read your slides.
- Speak at a good pace. Most presenters tend to speak too fast.
- Pause before changing slides/subjects to allow for questions.
- Stick to the allotted time (if there is one) for your core material.
- Conclude with a sum-up; focus on key takeaways, and check for any questions before you “Stop Sharing” your document.

If, at any time, your connection drops, you'll see a screen that looks like this. Make sure you don't have any unnecessary applications open on your computer, then click the green button to rejoin the call, and re-share your document.



Survey

Was this instruction helpful?
Can we make it better?

Please tap or click here
to take the post-instruction
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