

Your Name Your Mobile # Do you Text?

Title of your presentation Date of first class Date of last class

Have you agreed to Zoom for your presentation? *(If so, download Zoom Client & update on the morning of your event)*

If Yes: Have you agreed to Recording your Presentation? *(Recordings are only available to registered attendees & removed after 2 weeks)*

Have you "SHARED" a Zoom presentation previously?

Would you like the camera to follow you? *(During the shared screen part, podium lighting is dimmed for the benefit of the live audience to see the screen)*

EQUIPMENT INFORMATION

Will you run from a Mac, PC, Tablet, Smartphone? (OS Software Version) *(Update software on day of your event)*

Will you have a PowerPoint, Keynote, or Other Presentation? If other, please describe

What was your presentation created on? If other, please describe

Will you require "Presenter View" to see your notes?

Will you be showing Audio / Video clips *(Presenter View needed to share Audio/Video clips)*

IF SO: Are they High Definition? If yes, HDMI, VGA cabling is needed. Does your device have a port for that?
OR, do you have the adapter (dongle) for that? *(also applicable for HD Photo Shows)*

NOTE: Audio/Video clips can either be downloaded or web accessed, do not embed in your presentation to avoid the known Zoom Sync issues between video and audio in shared presentations.

- Downloaded to your desktop
 - queued up to their starting point ready to play
 - each in its own QuickTime Player (or similar) window
- If accessed via the web, each clip should be
 - on its own tab
 - queued up to its starting point ready to play

PREPARATIONS

- Please backup your presentation on a flash drive and bring the flash drive with you.
- Please email or Dropbox your presentation to me at JaneGyorgy@me.com
- Schedule a dry run/dress rehearsal at least one week prior to the Preview or, if not attending the preview, at least one week prior to your first class.
- Use the device upon which you developed your presentation.
- Test your presentation extras on the device you will be using for your classes.
- Arrive by no later than ONE HOUR PRIOR TO YOUR FIRST CLASS (later classes at least 45 minutes, depending).

We need time to

- adjust cameras & sound to your particular presentation
- perform all final checks
- find solutions/workarounds, if needed, before class begins.

See next page for added tips and settings for presentations.

If you have any questions, please feel free to call or text me at 1-415-850-4722 or email me at

JaneGyorgy@me.com

We are looking forward to working with you and enjoying your courses!

Video Clip Sharing:

- Attach an Audio Cable to the device to allow the venue's speakers to produce the sound without interference from the device sharing the clip.
- Must use Presenter Mode
- Before Screen Share selected, ALL clips to be shared must already be open in reduced sized windows on your desktop
- When go to Share Screen
 - Check both boxes at bottom of share screen window to Optimize for Sound and Video
 - Advanced tab
 - Select Partial Screen
 - Set the box to fit your first Video clip (may need adjustment when return to presentation)
- You will be exiting the presentation to display the video.
- You will be returning to Presenter View to continue with presentation.
 - May need to right click to make pointer visible again.

Mouse Pointer Visibility:

PPP: Open the presentation, run it, right click a slide, select 'Pointer Options' > 'Arrow Options' > Visible.

Keynote: Before Opening presentation go to **Finder > Keynote > Preferences > Slideshow > Interacting:** SELECT: **Show pointer when using Mouse or Trackpad** and **CHECK all the remaining boxes** under "Interacting"

Displaying:

Keynote: Before Opening presentation go to **Finder > Keynote > Preferences > Slideshow > Displaying** and select the preferred settings