



Global Link Communications Present on Demand Webinar Quick Start Guide

Global Link's Present on Demand Conferencing Suite includes Presentation Management and Webinar/Webcasting from a single easy to use interface.

Present on Demand lets users upload and manage PowerPoint content to build highly tailored new programs which can be streamed to their audience on demand.

To start, go to <http://www.presentationselect.com/ondemand>

September 30, 2003

Welcome to the On-Demand Webinar Application

Please enter your User ID and Password:

User ID:

Password:

[Forget your password!](#)

Record Slides | Manage and Submit Webinars

Record Slides

Follow the steps to record your voice to a PowerPoint presentation.

Step 1: Upload PPT
Step 2: Process PPT
Step 3: Name Presentation and Record
Step 4: Review and Finalize
Step 5: Submit and Finish

Step 1: Upload PPT

1. Choose the PPT file to upload by entering the file path or click the Browse button

Filename: (file must have extension .ppt)

2. Click to Continue:

Status: Ready to upload PPT file

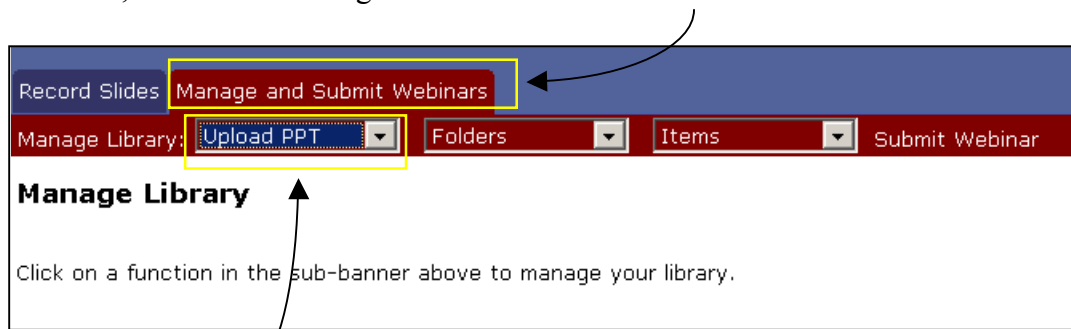
Uploading files is connection speed dependent, and may take some time, especially for modem users.

After successfully entering your Username and Password....

You will see this screen

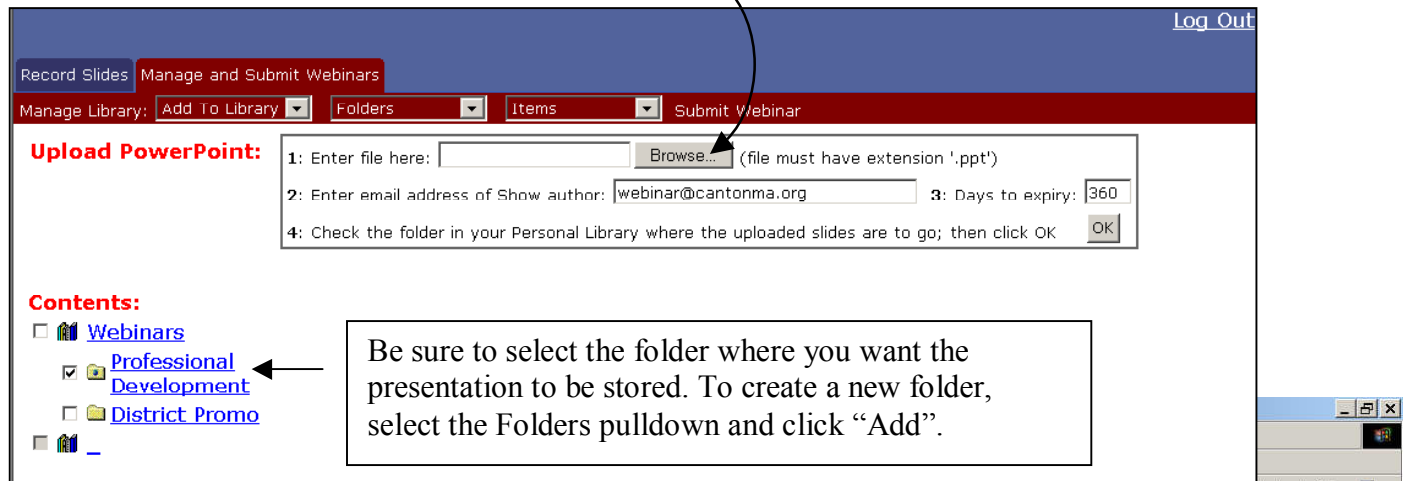
When you're ready, upload a PowerPoint presentation. (For convenience, it is recommended that the script for your presentation be included in the "Notes" section for each slide.)

To start, Select the "Manage and Submit Webinars" Tab.

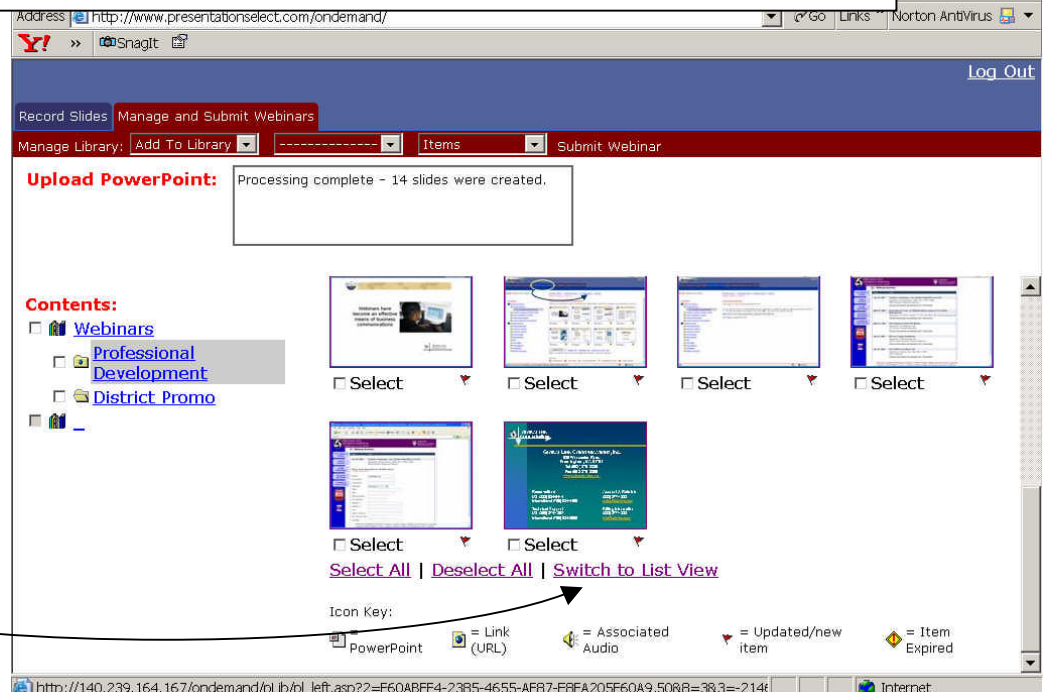


Next, Select "Upload PPT" from the Pull Down Menu.

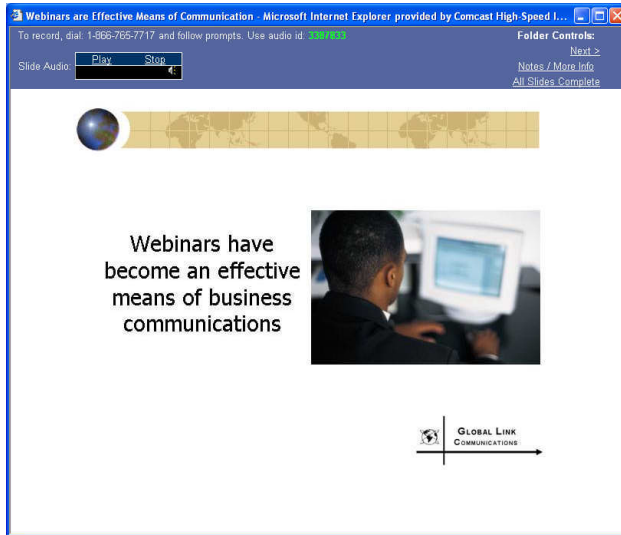
Click "Browse" and locate the file you'd like to upload. When ready, select "ok"



When the upload process is complete, your presentation will be shown in the right hand pane. Notice that the presentation can be viewed with thumbnail views or a list format. To change this view, select the "Switch to Thumbnail View" or "Switch to List View" link at the bottom of your presentation.

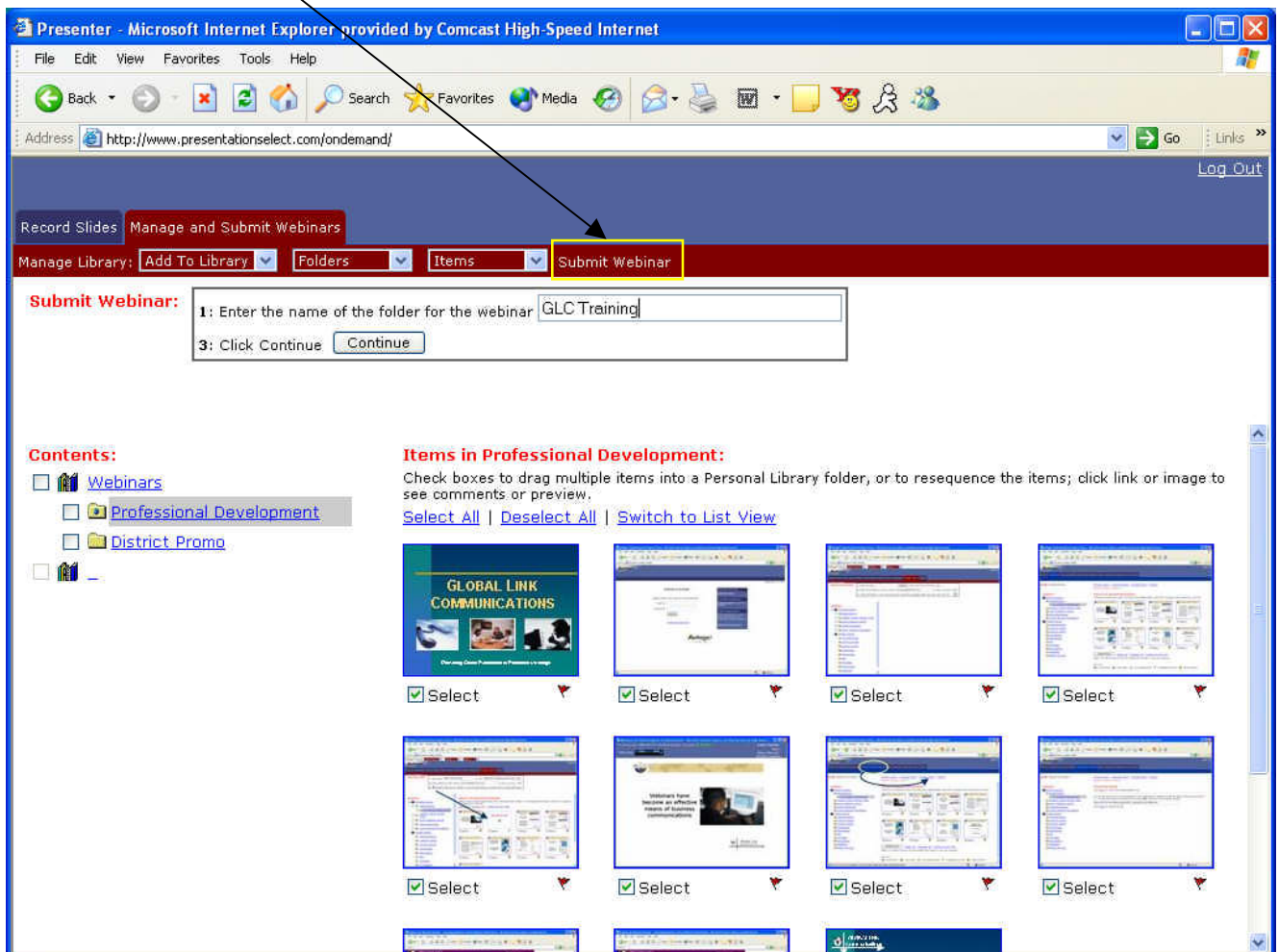


Click on the slide you are to narrate. Your selection will be presented in a new window with instructions on how to add audio. Using a telephone, narrate your slide by following the dial instructions displayed at the top of the slide. Move to the next slide if desired.



Helpful Hint:
Just like a live presentation...be prepared, have notes, keep background noise to a minimum!

When you are done narrating your slides and you would like to create a streaming media file, click the “Submit Webinar”. When prompted, Name the Webinar and click “Continue”



Here you will be asked several questions. Simply provide the requested information and select “Submit”. You will receive a link to your presentation via email. If desired, the presentation will also be added to your custom branded Calendar of Events. You’re done!

Presenter - Microsoft Internet Explorer provided by Comcast High-Speed Internet

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Record Slides Manage and Submit Webinars

Manage Library: Add To Library Folders Items Submit Webinar

First Name Address 2
 Last Name City
 Company State
 Title Postal Code
 Phone Number Country
 Fax Number Division / Department
 Employee Number

Q & A Review Session

Schedule Q&A Review? Yes

Date:

Time:

Moderator Name(s):

Phone Number:

Additional Options (a representative will contact you)

Custom Registration Fields Yes

Post Webinar Survey or Quiz Yes

Transcription or Professional Narration Yes

Submit