

Speaker notes for slide presentations in a Kaltura Room in Video Portal

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A This article is designated for moderators and speakers

About

The speaker notes feature is a valuable tool that enhances your slide presentations, making them smoother and more dynamic. This functionality enables you to read a script or refer to your notes while maintaining eye contact with the audience or camera, ultimately elevating your presentation skills.

Upload Powerpoint presentation with notes

1. Click + Add to storyboard.



The media manger window opens.

2. Locate your Powerpoint file, or upload a new one.

Select a media								
All Q Search		All media types 🛛 💙	13 media	C	Upload Cancel All Uploads			
E	Name How to	hold a Kaltura meeting exp	erience - SPEAKER NOTES.pptx	Creation date	Type Document Select			
	Record	lings		14/11/2023	Folder			
	Shared			14/11/2023	Folder			

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3. Click Select.

The file is added to the storyboard.



4. When you hover over the thumbnail, a square **note icon** appears indicating there are notes on the slide.

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5. To start your presentation, click the slide thumbnail.

The presentation appears on the screen and your speaker notes are displayed in a teleprompter. (If you don't have any notes for the active slide, the icon to show/hide teleprompter is not visible.)

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Incord concerned on the series of experience in marketing. Consultant. Matters in Business. Market of IME for 7 years as director. Mark

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The teleprompter is visible to all presenters who have access to the storyboard. When a presenter opens or closes their notes, the teleprompter will only be shown or hidden on that specific user's screen. If one user closes the teleprompter, it can still remain open for another presenter.

Working with the teleprompter

You can move the teleprompter round the screen, and change the font size of the text using the sliding bar. If you have several lines of text, you can scroll to the relevant line.



You can also change its size by grabbing the side or corner of the teleprompter. Resizing starts only when the pointer is a double-ended arrow (minimum size is 250 x 110).

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Introduce George. 20 years of experience in marketing Consultant. Masters in Business.	
Worked for IME for 7 years as director. Next: Q1 marketing results	e bld
New items on Q3 agenda. Next introduce Cathy as new team lead.	old a eting
Introduce new team members. Say thank you for last month's efforts.	eting
	5
Quick user gu	ide for hosts & moderators
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To hide your speaker notes, click the **note icon** at the top right of the screen. To reopen them, simply click the icon again.



When you change the slide, the notes will be replaced with the new relevant slide notes.

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Only moderators and users with access to storyboard can see the notes.