

KZO PRESENTER MANUAL



This manual will give the user an overview of using the KZO Presenter, both online and offline, to record content for the KZO Platform.

Common Terms

There are several terms unique to the KZO Platform that should be clarified beforehand:

A **Community** is a collection of **Presentations** within the Platform.

A **Presentation** is a collection of videos (a playlist) for viewing, separated into different **Parts/Videos**.

A **Part** or **Video** is a single video within a Presentation. Each **Part** has its own **chapters**.

A **Chapter** is a searchable segments within the video. While watching a video, users can skip between chapters at will.

Opening the KZO Presenter

The KZO Platform has a built-in Presenter tool available for those with the correct privileges. There are a couple ways to access it from the Platform.

The first way is from the **Admin Panel**. Navigate to the admin panel by clicking the **Admin** button. If you cannot access the admin panel, you do not have the correct privileges to record content. You may need to contact your administrator.

Once you're in the admin panel, open the **Broadcast and Record** section.

This will open the online **KZO Presenter**.



Using the KZO Presenter

The first thing you will see in the KZO Presenter is a list of **communities** in the platform. Before you can begin recording, you must choose which presentation your content will be added to.

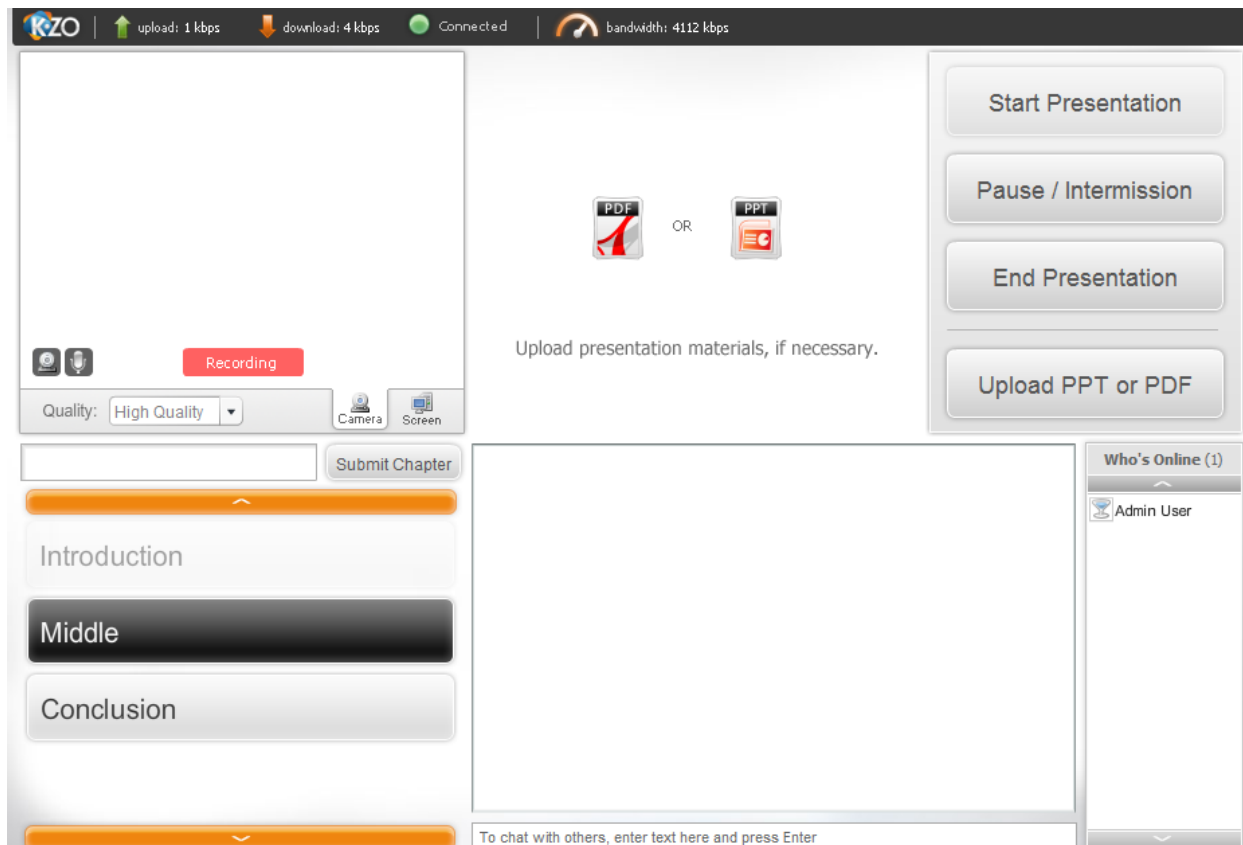
Click on a community to open it, and select a presentation within that community. The content you record will be added to a new **part** within that presentation.

When you've made your selection, click the large **Broadcast Presentation** button in the bottom right.

The KZO Presenter

This will open the **KZO Presenter interface**, which resembles the KZO Player.

In the top left is the **Video Pane**. This shows a preview of what your viewers will see. By default, the Presenter records the output of your camera. By clicking on the **screen** and **camera** tabs on the bottom



of the Video Pane, you can switch between **camera feed** and **full motion screen capture**. Using this you can record whatever is on your screen.

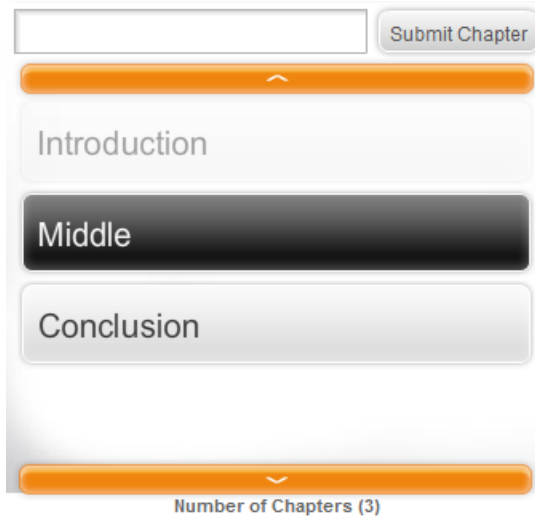
Note: in order to use screen capture, you must install the KZO browser plugin. A link is available from the KZO Presenter. Simply switch to screen-capture mode when the plugin is not installed, and a link will be provided.

In the top-middle is the **Presentation Pane**. From here you can upload and control any presentation materials you would like to use, such as **PowerPoint** slides, **PDF** documents and **Flash SWF** files.

To upload additional presentation materials, click the **Upload PPT or PDF** button in the sidebar. Despite the name, you can also upload SWF this way. If you haven't yet uploaded anything, you can also click anywhere in the presentation pane to upload.

Using the interface in the presentation pane, the presenter can switch between his slides during the presentation by clicking the **Previous Slide** and **Next Slide** buttons. If the presenter has more than one deck of slides, or is using a Flash SWF file, they can switch between materials using the drop-down menu. The changes will appear immediately to viewers.





A **Flash SWF** file could be an animation or even an **interactive** Flash application such as a quiz.

Below the video pane, the **Chapter Pane** allows the presenter to manage the chapters in his or her presentation.

To add a chapter, type the name of the chapter into the dialog at the top of the pane and click on **Submit Chapter**. The chapter will be added to the list.

During the presentation, you can switch between your chapters by clicking on them in the list. The chapter you clicked will become the current chapter, and the previous chapter will become grayed out. Once you have switched

away from a chapter, you cannot switch back to it. You can, however, switch between your chapters in any order you like.

While you are recording a presentation, it is possible for users to view you live as you record. You can see who is viewing your presentation in the **Chat Pane**. Identical to the chat pane in the KZO Player, it allows you to communicate in real-time with anyone viewing your presentation.

The Offline Presenter

You do not have to be connected to the Internet to produce content for the KZO Platform. KZO supplies an **offline presenter** which you can use to record a presentation in low and zero-bandwidth environments.

Start by downloading the offline presenter. The link may be provided to you by your administrator. In most cases, you can find it in the **Important Links** section of your platform.

Follow the **installation wizard** to properly install the software. Once the Offline Presenter has been installed, you can find it in the **Start Menu** under **KZO**.

The Offline Presenter functions identically to its online counterpart. The only difference is that the Offline Player must **sync** with the Platform when it regains its Internet connection.

