

## CustomShow User Training Outline

1. Log into CustomShow (<http://app.customshow.com>)
  - a. Make sure users have accounts
  - b. Same credentials can be used for App.CustomShow.Com, Desktop Viewer and iPad App
2. **Library (Creating Presentations)**
  - a. Point out Library location and My Presentations location
  - b. Create New Presentation
  - c. Drag and drop slides from Library into New Presentation
    - i. Point out Library Slide icon on slides
    - ii. Rearrange, copy and delete slides in New Presentation
3. **Editor**
  - a. Double-click on slide to go to Editor
  - b. Show Library Slide alert and “Make a Copy” button
  - c. Go through Slide Editing features and functionality
    - i. Insert any element and show Appearance Tab formatting (Standard for all slide elements)
    - ii. Insert Textbox button and text formatting options
    - iii. Insert Shape button and shape formatting options
    - iv. Insert Chart button and chart formatting options
    - v. Insert Media button and options
      1. Insert Media option (images and videos)
      2. Media Library
      3. My Resources
  - d. Right-click menu options
    - i. Lock Element
    - ii. Replace Media
    - iii. Cut/Copy/Paste
  - e. Hyperlinks
  - f. Point out on thumbnail how Library Slide icon changes to Custom Slide icon (pencil)
4. **Library (Sharing Presentations and Import PPT)**
  - a. Return to the Library Console
  - b. Right-click on New Presentation
    - i. Copy/Duplicate/Delete/Rename
    - ii. Share Presentation (View/Copy/Edit/Admin)
  - c. Point out Shared Presentations folder
  - d. Point out File>Import PPT feature
  - e. Point out Notifications icon
    - i. Library Updates automatically are applied
    - ii. Notifications are only shown if updated Library slides are used in personal presentations
5. **SlideShows**
  - a. Create New SlideShow
    - i. From New Presentation
    - ii. From Shared Presentation

- iii. From Library Presentation
- b. Add additional Presentation(s) to SlideShow
- c. Click to Copy URL
- d. Settings:
  - i. Notify Me When Viewed
  - ii. Expires
  - iii. Security
- e. Metrics
  - i. Activity
  - ii. History
  - iii. Also available in iPad App
- f. Collections
  - i. New Collections
  - ii. Add to Collections
  - iii. View in Desktop Viewer
- g. SlideShow List automatically syncs with iPad and Desktop Viewer Apps
  - i. Show SlideShow in Web Viewer by clicking on Launch Viewer
  - ii. Show SlideShow in Desktop Viewer (if possible)
- h. Updating SlideShows by Publishing changes
  - i. Go back to Library and edit New Presentation
  - ii. Click Publish
  - iii. Go back to Desktop Viewer and Refresh SlideShow List to see update notification
  - iv. SlideShow link is updated as well

## **6. Meetings**

- a. Create New Meeting
  - i. From New Presentation
  - ii. From Shared Presentation
  - iii. From Library Presentation
- b. Click to Copy URL
- c. Attendees see only first slide until host advances
- d. Settings:
  - i. View thumbnails
  - ii. Allow Printing
  - iii. View other attendees
- e. View Meeting as Owner, click Launch Meeting
  - i. Options: Meeting Options, change during Meeting
  - ii. Add Participants during Meeting
- f. Meeting Report
  - i. When meeting ends, report shows slides shown, time on each slide, attendees with joined/left times
  - ii. Old Meeting Reports are available on the Meeting Console by selecting Old Meetings and right-clicking on Meeting Title