CyberLink
PresenterLink+
User's Guide

CyberLink

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International Headquarters

Mailing Address	CyberLink Corporation
	15F., No. 100, Minquan Rd., Xindian Dist.
	New Taipei City 231, Taiwan (R.O.C.)
Web Site	http://www.cyberlink.com
Telephone	886-2-8667-1298
Fax	886-2-8667-1385

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Chapter 1:

Introduction

This chapter provides an introduction to CyberLink PresenterLink+, outlines its key features, and reviews the minimum system requirements for the program.

Note: this document is for reference and informational use only. Its content and the corresponding program are subject to change without notice.

Welcome

Welcome to the CyberLink family of digital media tools. CyberLink PresenterLink+ is a tool that helps users create, present, and record video presentations.

Within CyberLink PresenterLink+ you can:

- import PowerPoint slides and images to quickly create presentations from other sources.
- show presentations to a local audience via an extended monitor or projector.
- broadcast presentations to a global audience via your video conferencing services, such as Skype, Google Hangouts, YouTube Live Events, WebEx, Join.me, and more.
- record videos presentations that can be edited and then outputted as video files in the MP4 format.
- add annotations over presentation slides and live webcam video.
- share your computer's desktop within the presentation for demonstration and reference purposes.

Updating PresenterLink+

Software updates (patches) are periodically available from CyberLink, so make sure you have the latest version installed. To determine your version of CyberLink PresenterLink+, click on the PresenterLink+ logo in the top right corner.

To update your software, do this:

1. Click the 🔔 button to open the Notifications window.

2. Check the **New Updates** and **Upgrade Info** sections.

3. Select an item in these sections to open your web browser, where you can purchase product upgrades or download the latest patch update.

System Requirements

The system requirements listed below are recommended as minimums for running CyberLink PresenterLink+.

Minimum System Requirements	
OS	• Microsoft Windows 10/8.1/8/7.
Memory	• 4 GB required.
CPU	• Intel 2nd generation Intel Core i5 or above **Note**: PresenterLink+ is optimized for 2nd ~ 6th generation Intel® Core™ processors with Intel QuickSync video technology. • For desktop presenting or recording, Intel Core i5-4200U CPU, AMD A10-5750M APU, or above are recommended
HDD Space	• 150 MB required.
GPU	• Intel HD Graphics (Independent graphics card recommended). • For 720p or above video camera, the VGA must support H.264/AVC Hardware Acceleration features. • For desktop presenting or recording, Intel HD Graphics 3000, Nvidia GT 330, AMD HD 4250 or above are recommended.
Screen Resolution	• 1024x768, 16-bit color or above.
Capture Device	• Web camera (built-in or external USB) and a microphone device.
Supported	• Skype, Skype for Business, Google Hangouts, LINE,

Video Conferencing Services	Facebook, WebEx, Join.me, GotoMeeting.
Other Software	• Microsoft ®PowerPoint 2007 or above is required.

Note: to ensure you can enjoy all the features in CyberLink PresenterLink+, make sure your computer meets or exceeds the minimum system requirements.

Chapter 2:

Setting Up PresenterLink+

Before you get started presenting and recording presentations, be sure to set up CyberLink PresenterLink+ as follows, to get the most out of the program:

- set the camera and microphone used to record and broadcast your presentation. See <u>Camera/Microphone Settings</u> for more information.

- enable CyberLink PresenterLink+ with your video conferencing service, such as Skype, Google Hangouts, etc. See <u>Setting up PresenterLink+ With Video Conferencing Services</u> for more information.

Enabling PresenterLink+ With Video Conferencing Services

When on a video call or conference using a video conferencing service on your computer, you can broadcast a presentation with CyberLink PresenterLink+. Before you can do this however, you must first enable PresenterLink+ by selecting it as the microphone and video camera used with your video conferencing services.

The following examples demonstrates how to enable CyberLink PresenterLink+ within Skype and Google Hangouts.

To set up Skype, do this:

1. In the Skype main window, select **Tools > Options > Video settings**.

2. On this page, select **Camera for VideoMeeting+/PresenterLink+** from the select webcam drop-down menu.

3. Select **Audio settings** from the settings list on the left.

4. On this page, select **Microphone for VideoMeeting+/PresenterLink+** from the **Microphone** drop-down menu.

5. Click the **Save** button to save your changes.

To set up Google Hangouts, do this:

1. Start a video call in Google Hangouts.

2. In the video call main window, select ⚙ to enter settings.

3. Select **Camera for VideoMeeting+/PresenterLink+** from the select **Video** drop-down menu.

4. Select **Microphone for VideoMeeting+/PresenterLink+** from the select **Microphone** drop-down menu.

5. Click the **Done** button to save your changes.

Once enabled, you can start using CyberLink PresenterLink+ to broadcast presentations within a Skype video call and on YouTube (YouTube Live Events) using Google Hangouts On Air. See Broadcasting to Global Audience Via Video Call/ Conference for more information.

Note: depending on the version of Skype or Google Hangouts, the procedure to set up CyberLink PresenterLink+ may be different. If you want to use a different video conferencing service, the set up procedure to enable CyberLink PresenterLink+ will differ. Consult the help for the video conferencing service you are using and see the section on selecting a webcam/microphone, video/audio settings, or something similar.

Chapter 3:

Preparing Presentations

Go to the **Prepare** tab to start preparing your presentation. Here you can import PowerPoint slides or images, and then manage the slides as necessary to prepare your presentation. The Prepare window displays as below:
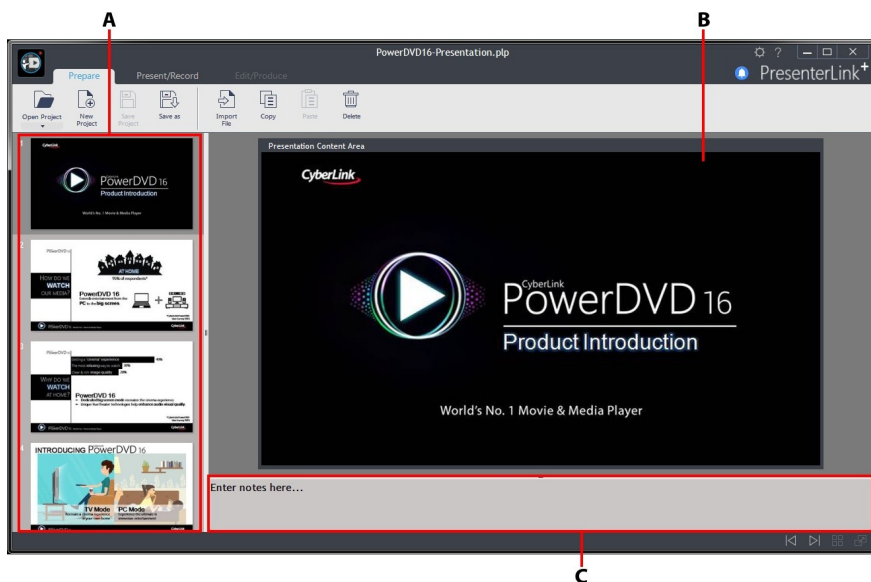
A - Presentation Slides Pane, B - Presentation Preview Window, C - Presenter Notes Pane

Importing PowerPoints and Images

You can import existing PowerPoint slides or images directly into CyberLink PresenterLink+. During the import process, each PowerPoint slide/image is converted to a PresenterLink+ presentation slide and placed in the presentation slides pane on the left.

Note: *the aspect ratio of your presentation, and any recorded videos, is determined by the aspect ratio of the first slide imported into a new project.*

To import files, do this:

Note: *you can also drag and drop files into the presentation slide pane on the left to import them into the current project.*

1. Select the **Import File** button.

2. Select the PowerPoint or image file you want to import.

Note: *CyberLink PresenterLink+ supports the import of PowerPoint files (PPT and PPTX) and images in the BMP, JPEG, JPG, and PNG formats.*

3. Click **Open** to import and convert the file into PresenterLink+ presentation slides.

Managing Slides

Once you have all the PowerPoint slides and images imported into CyberLink PresenterLink+ you can then manage the slides in your presentation by doing the following tasks.

Note: *at any time you can import additional PowerPoint slides or images into your presentation. Just note that newly imported files are placed at the end of the current presentation.*

Rearranging Slides

You can rearrange the order of the slides by simply clicking them, and then dragging and dropping them in a new position.
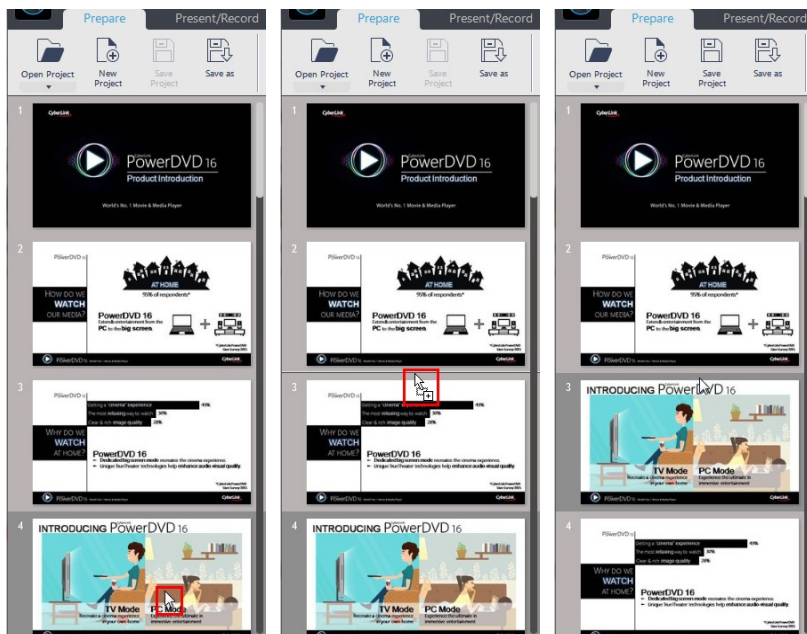
Deleting Existing Slides

You can delete any of the slides in your presentation by selecting them, and then clicking the **Delete** button above the presentation preview window.

Adding Presenter Notes

Each slide in your presentation includes a section for presenter notes. Just use the field provided to enter any notes or points you want to remember while you are making the presentation. The presenter notes will not be displayed to the audience during the actual presentation.

With over 300 million copies sold, PowerDVD is the world's number one movie and media player, serving up the highest quality, most immersive media entertainment experience available on PC.
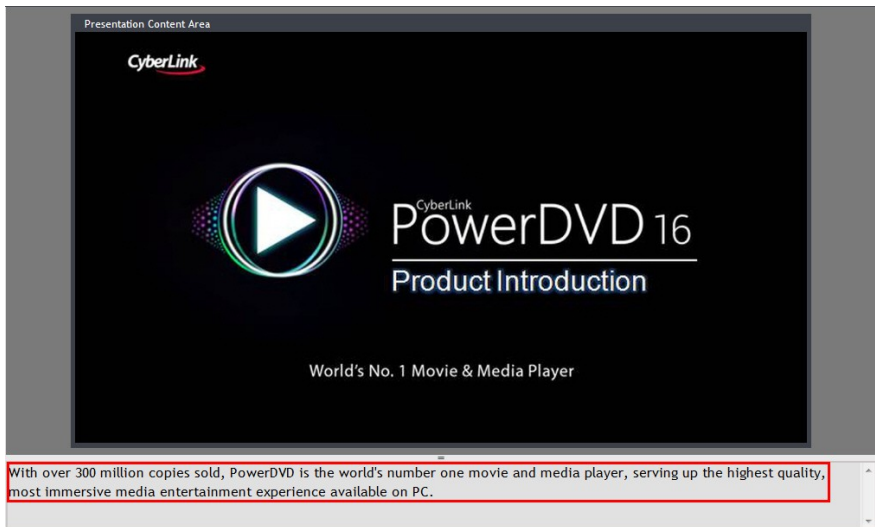
PresenterLink+ Projects

When working on a new video presentation, click the **Save Project** button to save it as a .plp file, a project file format that is used exclusively by CyberLink PresenterLink +. You can also use the available options to create new projects, save the current one with a different name (**Save As**), or open existing projects.

*Note: when opening an existing project, click the down arrow beneath the **Open Project** button to find a list of the most recent projects.*

Chapter 4:

Presenting and Recording Presentations

Click on the **Present/Record** tab to show your presentation, or record a presentation that can be outputted as video file. The Present/Record window displays as below:
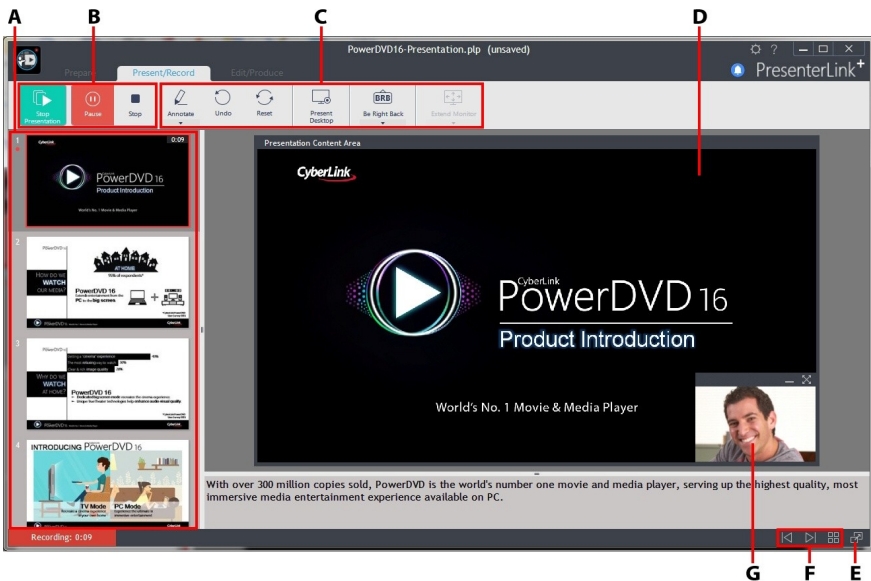
A - Presentation Slides Pane, B - Present/Record Controls, C - Presentation Tools, D - Presentation Window, E - Go to Full Screen, F - Presentation Navigation Controls, G - Webcam Video Display

In the Present/Record window you can do the following three main tasks:

- Show a presentation to a local audience (in a meeting/conference room) on an extended monitor or projector.

- Broadcast a presentation to a global audience via a Skype video call, Google Hangouts, and more.

- Record a presentation that can be outputted as a video file.

Presenting a Presentation to an Audience

Once you have your presentation ready, you can begin presenting it to your audience. You can show a presentation by:

- Presenting it to a local audience (in a meeting/conference room) on an extended monitor or projector. See Presenting to Local Audience on Extended Monitor/Projector for more information.

- Broadcasting it to a global audience via a Skype video call, Google Hangouts, and more. See Broadcasting to Global Audience Via Video Call/Conference for more information.

Presenting to Local Audience on Extended Monitor/Projector

In CyberLink PresenterLink+ you can show a presentation on an extended monitor or projector. Follow these steps when presenting to colleagues, students, a seminar, etc. that are in the same room as you.

> *Note: before you can show a presentation on an extended monitor/projector, make sure it is properly setup and connected, and that you enabled extend desktop in the Windows Display Properties Settings (press Windows+P on your keyboard and then select **Extend**). See the Windows help and device manufacturer user manual for more detailed instructions.*

To present to a local audience on an extended monitor/projector, do this:

> *Note: presentations are not automatically recorded when you are presenting on an extended monitor/projector. You must also record the presentation if you want a video recording of your presentation. See Recording a Presentation for more information.*

1. Prepare your presentation or open an existing presentation project. See Preparing Presentations for more information.

2. Click on the **Present/Record** tab.

3. Next, click the **Extend Monitor** button.

> *Note: if you have more than one display connected to your computer, you must first click ▼ under the **Extend Monitor** button and then select the device you want to show the presentation on.*

4. When you are ready, click the **Start Presentation** button. The content in the presentation window will display on the extended monitor/projector.

5. Begin your presentation. You can go through your presentation by:

    - clicking on the slides in the presentation slides pane.

    - using the presentation navigation controls $\lhd$ and $\rhd$ to go through the slides.

> *Note: if required you can click ⊞ to switch to the grid view if you need to quickly find a slide during your presentation.*

    - using the up/down arrow keys on your keyboard to go through the slides.

6. If required, use the Presentation Tools to add annotations, present your computer's desktop, and more.

7. When you are finished your presentation, click the **Stop Presentation** button to stop the presentation.

Broadcasting to Global Audience Via Video Call/Conference

In CyberLink PresenterLink+ you can broadcast a presentation through a video conferencing service, such as Skype, Google Hangouts, and many more.

> *Note: before you can broadcast your presentation, you must first enable CyberLink PresenterLink+ in your video conferencing service. See Enabling PresenterLink+ With Video Conferencing Services for details.*

To broadcast your presentation via video call/conference, do this:

> *Note: presentations are not automatically recorded when you are broadcasting in a video call/conference. You must also record the presentation if you want a video recording of your presentation. See Recording a Presentation for more information.*

1. Prepare your presentation or open an existing presentation project. See Preparing Presentations for more information.

2. Click on the **Present/Record** tab.

3. Start the video call or conference through your video conferencing service.

4. When you are ready, click the **Start Presentation** button. The content in the

presentation window will display in the video call/conference to your audience.

> *Note: if your presentation is not displaying in the video call/conference, it may be because you have not enabled CyberLink PresenterLink+ in your video conferencing service. See Enabling PresenterLink+ With Video Conferencing Services for details.*

5. Begin your presentation. You can go through your presentation by:

> *Note: when you are broadcasting your presentation in a video call/ conference, the content will display as the mirror opposite in your video conferencing window view. However, your presentation will be seen by your audience in the correct orientation.*

- clicking on the slides in the presentation slides pane.

- using the presentation navigation controls ◁ and ▷ to go through the slides.

> *Note: if required you can click ⊞ to switch to the grid view if you need to quickly find a slide during your presentation.*

- using the up/down arrow keys on your keyboard to go through the slides.

6. If required, use the Presentation Tools to add annotations, present your computer's desktop, and more.

7. When you are finished your presentation, click the **Stop Presentation** button to stop the presentation.

Recording a Presentation

You can record a presentation while it is being presented to a local audience, broadcast through a video conferencing service, or offline for later use.

> *Note: you can only record one presentation video for each PresenterLink+ project. If you want to record a second video for a prepared presentation, go to the Prepare window and then click the **Save as** button to create a new project first.*

To record a presentation, do this:

1. Prepare your presentation or open an existing presentation project. See Preparing Presentations for more information.

2. Click on the **Present/Record** tab.

3. If you want to present your presentation to an audience while recording, click the **Start Presentation** button. See <u>Presenting a Presentation to an Audience</u> for detailed information.

> *Note: you do not have to be presenting a presentation to an audience to record it. If you are not presenting to an audience, just skip the above step.*

4. When you are ready, click the **Record** button to starting.

5. Begin your presentation by speaking into your microphone and going through the slides. You can go through your presentation slides by:

   - clicking on the slides in the presentation slides pane.

   - using the presentation navigation controls ◁ and ▷ to go through the slides.

   > *Note: if required you can click ▦ to switch to the grid view if you need to quickly find a slide during your presentation.*

   - using the up/down arrow keys on your keyboard to go through the slides.

   > *Note: each time you select or go to a different slide in your presentation, CyberLink PresenterLink+ starts recording a new video clip. Each of these clips can then be edited later if required. See Editing Presentations for more information.*

6. If required, use the <u>Presentation Tools</u> to add annotations, present your computer's desktop, and more.

7. When you are finished your presentation, click the **Stop** button to stop the recording.

> *Note: you can also pause the recording process by clicking the **Pause** button. Just click **Resume** once you want to continue recording the presentation.*

Recording Additional Content

When you have finished your presentation, you may find that there is additional information or slides you want to include in the final recorded presentation video. You can add this additional content by:

- starting the recording process again from a specific slide in your current presentation.

- importing additional PowerPoint slides or images into the current presentation. Then just record the new segment using the newly imported content.

When you are done recording the additional content, click **Stop**. The new video clip will be placed at the end of the current storyboard in the Edit/Produce window, where you can edit it in your final presentation video.

> **Note***: if you want to rerecord content from your presentation, you can just use record to replace. See Editing Video Clips on the Storyboard (Record to Replace) for more information.*

Presentation Tools

While presenting and recording presentations, there are several tools and features you can use to enhance your presentation. In the Present/Record window you can:

- modify or show your webcam's video. See Configuring Webcam Video Display for more information.

- draw within the presentation window and webcam video to annotate and highlight important points. See Adding Annotations for more information.

- present your desktop in a presentation. See Presenting Your Desktop for more information.

- pause presentations using the "Be right back" feature. See Taking a Break/Be Right Back for more information.

Configuring Webcam Video Display

When you enter the Present/Record window, video from a connected webcam will begin displaying in the bottom right corner of the current slide in the presentation window. This allows for the viewing audience during videos calls/conferences and recordings to see the presenter.

> **Note***: if the webcam video is streaming from the wrong device, you can change the webcam feed in Camera/Microphone Settings.*

There are several options available for this webcam video:

- click on the webcam video window and drag it to a different position in the presentation window.

- click ✕ to display the webcam video at full screen in the presentation window. The viewing audience will only see the webcam video when at full screen. Click ✕ to restore the webcam video window.

- click ▭ to hide the webcam video window from your audience. Click ◎ to once again show the webcam video to your viewing audience.

Adding Annotations

When presenting and recording presentations, click the **Annotate** button to enable annotations and turn your mouse into a virtual pen. You can then draw within the presentation window by clicking and dragging your mouse. Use this feature to highlight specific points, draw on a slide, etc. To disable annotations, just click the **Annotate** button again.

Note: all annotations on the current slide will disappear when you go to the next slide. If you return to the previous slide, the annotations will not be available. You can also click Undo to remove the last annotation, or Reset to clear all the annotations on the current slide.

Setting Annotation Options

Click the down arrow below the **Annotate** button to set the following options:

- **Color**: set the color of the line the virtual pen will draw the next time you click and drag your mouse in the presentation window.

- **Size**: set the size of the line the virtual pen will draw the next time you click and drag your mouse in the presentation window.

Presenting Your Desktop

During your presentation, click the **Present Desktop** button to show your audience your computer desktop in the presentation window. Your desktop will be broadcast to your audience and/or recorded in your video presentation, allowing you to perform a software demonstration, show media on your computer, etc.

Note: the PresenterLink+ mini toolbar is available at the top of your computer's desktop when in present desktop mode, allowing you to add annotations on your desktop, and more.

Click the ← button on the PresenterLink+ mini toolbar to return to presentation

mode.

Taking a Break/Be Right Back

While presenting to an audience, click the **Be Right Back** button if you want to take break. Once clicked, a selected background image is displayed on your extended monitor/projector and is broadcast in your video call/conference. To resume your presentation, click the **Continue Presentation** button in the bottom right corner of the presentation window.

Changing the Be Right Back (BRB) Background Image

Click the down arrow below the **Be Right Back** button to change the background image used when Be Right Back is enabled. You can just select from the available images, or click **Import More BRB Images** to import a custom background from your computer's hard drive.

Full Screen Toolbar

When presenting and recording presentations, you can click ⬚ to view your presentation at full screen on your display, hiding the presentation slides pane and the toolbar.

Note: switching to full screen mode does not affect the view seen by your audience or content in your recorded video.

When in full screen mode, the full screen toolbar displays at the top of the presentation window, providing access to the navigation and present/record controls, and the presentation tools.
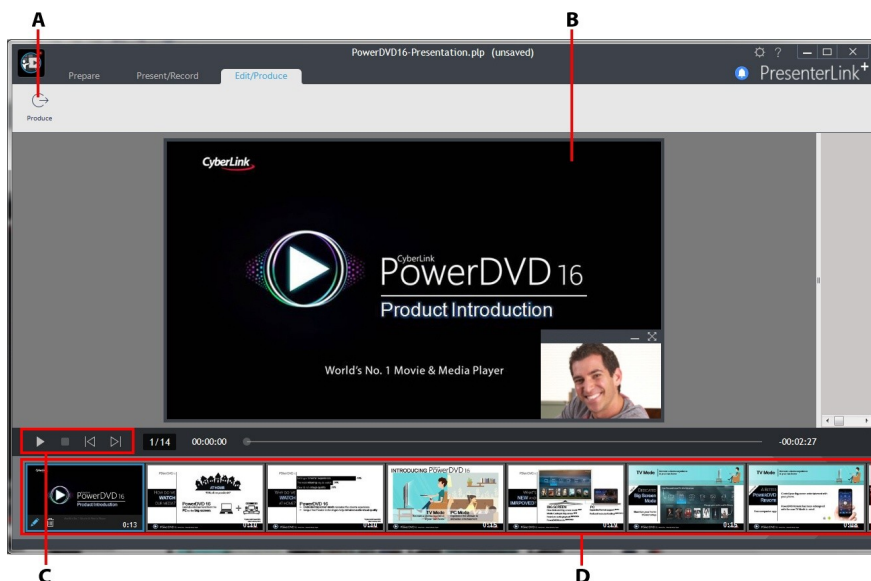

Click the ⬅ button or press the Esc key on your keyboard to exit full screen mode.

Chapter 5:

Editing and Producing Presentations

Click on the **Edit/Produce** tab to preview and edit a recorded presentation, and then output it as video file on your computer.

A - Produce Video, B - Preview Window, C - Player Controls, D - Storyboard

When a presentation is recorded, each time you selected or went to a different slide, CyberLink PresenterLink+ recorded a new video clip. Each of these video clips is available in the storyboard in the Edit/Produce window.

The length of each video clip is equal to the length of time you remained on that slide in your presentation. In the Edit/Preview window, you can preview, rearrange, rerecord, or delete any of these clips before producing.

Previewing Presentations

In the Edit/Produce window use the player controls to play back your recorded video presentation.

To browse through the presentation, just select each of the video clips in the storyboard at the bottom of the window, or use the ◁ and ▷ controls. Click the ▶ button to play back the presentation from the beginning of the currently selected slide.
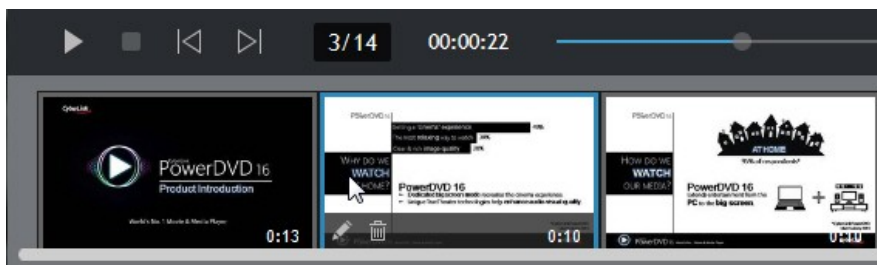
Editing Presentations

Video presentations that you recorded can be edited, allowing you to replace specific video clip, and rearrange or delete the video clips.

Rearranging Clips in the Storyboard

If required, you can rearrange the order of the clips in the storyboard. To do this, just click and drag them to different positions.

Editing Video Clips on the Storyboard (Record to Replace)

You can edit a video clip on the storyboard by rerecording the webcam video, voice over audio, and added annotations on the presentation slide.

Note: video clips in the storyboard cannot be manually trimmed in CyberLink PresenterLink+. If you want to make a clip shorter, you must rerecord the video clip.

When you are done, the clip will be inserted into your presentation at the same position as the previous video clip.

To edit a video clip on the storyboard, do this:

1. Select the video clip in the storyboard that you want to replace/rerecord.

2. Click the ✎ icon that's on the slide thumbnail. The Edit window displays.

3. When you are ready, click the **Record Again** button and then record the new content as required by speaking into your microphone.

4. Click **Annotate** to add annotations on the new video clip. See Adding Annotations for detailed information.

5. Click the **Stop** button when you're finished.

6. Click **OK** to close the Edit window and replace the selected video clip on the storyboard with the newly recorded clip.

Deleting Slides From Presentations

You can delete video clips on the storyboard and from your recorded presentations.

To delete a video clip, do this:

1. Select the video clip in the storyboard that you want to delete.

2. Click the 🗑 icon that's on the video clip thumbnail.

3. Click **Yes** to delete the video clip from the storyboard and your recorded presentation.

Outputting Presentations as a Video File

Once you are done recording, previewing, and editing your presentation, you can output is as video file in the MP4 format.

To output your presentation, do this:

1. On the Edit/Produce tab, click the **Produce** button above the preview window.

2. If required, set the output folder where the produced video file will be saved.
   Click the 📂 button to change the output folder.

3. Click on **Produce**. CyberLink PresenterLink+ will produce the video file, and save it to the specified location.

Once the production is complete, click the **Open Folder** link to view the outputted file in its saved location.

Chapter 6:

PresenterLink+ Settings

To configure the settings in CyberLink PresenterLink+, click the [⚙] button in the top right corner. Once you are done configuring the settings, select **OK** to set your changes.

Camera/Microphone Settings

On the **Camera/Microphone** settings tab you can configure the following settings:

- **Camera**: select the web cam or other video recording device you want to use to record/broadcast video from when using CyberLink PresenterLink+.

- **Microphone**: select the microphone or other audio recording device you want to use to record/broadcast audio from when using CyberLink PresenterLink+.

Chapter 7:

PresenterLink+ Hotkeys

This section lists all the hotkeys that are available in CyberLink PresenterLink+.

Hotkey	Description
Prepare Presentations Controls	
Delete	Remove the current slide from the presentation.
Ctrl+C	Copy selected content.
Ctrl+V	Paste copied content.
Ctrl+S	Save the latest changes to the presentation.
Ctrl+A	Select all content.
Page Up/ Down, Up/ Down Left/ Right Arrow	Go to next/previous slide.
Present/Record Presentations Controls	
Page Up/ Down, Up/ Down Left/ Right Arrow	Go to next/previous slide.
Ctrl+P	Toggle webcam on/off.
F5/Esc	Start/Stop presentation.
Editing Controls	
Left/Right Arrow	Scroll in the storyboard.

Chapter 8:

Technical Support

If you require technical support, then this chapter can help. It includes all the information you need to find the answers you are looking for. You may also find answers quickly by contacting your local distributor/dealer.

Before Contacting Technical Support

Before contacting CyberLink technical support, please take advantage of one or more of the following free support options:

- consult the user's guide or the online help installed with your program.
- refer to the Knowledge Base at the following link on the CyberLink web site: http://www.cyberlink.com/support/search-product-result.do
- check the Help Resources page in this document.

When contacting technical support by e-mail or phone, please have the following information ready:

- the product name, version and build number, which generally can be found by clicking on the product name image on the user interface.
- the version of Windows installed on your system.
- list of hardware devices on your system (capture card, sound card, VGA card) and their specifications. For fastest results, please generate and attach your system info using the DxDiag.txt.

*Note: here are the steps to generate the system info DxDiag.txt file: Click Windows (start) button, and then search for "dxdiag". Click **Save All Information** button to save the DxDiag.txt file.*

- the wording of any warning messages that were displayed (you may want to write this down or take a screen capture).
- a detailed description of the problem and under what circumstances it occurred.

Web Support

Solutions to your problems are available 24 hours a day at no cost on the CyberLink web site:

Note: you must first register as a member before using CyberLink web support.

CyberLink provides a wide range of web support options, including FAQs, in the following languages:

Language	Web Support URL
English	http://www.cyberlink.com/cs-help
Traditional Chinese	http://tw.cyberlink.com/cs-help
Japanese	http://jp.cyberlink.com/cs-help
Spanish	http://es.cyberlink.com/cs-help
Korean	http://kr.cyberlink.com/cs-help
Simplified Chinese	http://cn.cyberlink.com/cs-help
German	http://de.cyberlink.com/cs-help
French	http://fr.cyberlink.com/cs-help
Italian	http://it.cyberlink.com/cs-help

Help Resources

The following is a list of help resources that may assist you when using any of CyberLink's products.

- Access CyberLink's **Knowledge base** and **FAQ** (frequently asked questions): http://www.cyberlink.com/cs-resource

- View **video tutorials** for your software: http://directorzone.cyberlink.com/tutorial/

- Ask questions and get answers from our users on the **CyberLink Community Forum**: http://forum.cyberlink.com/forum/forums/list/ENU.page

 Note: *CyberLink's user community forum is only available in English and German.*

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