

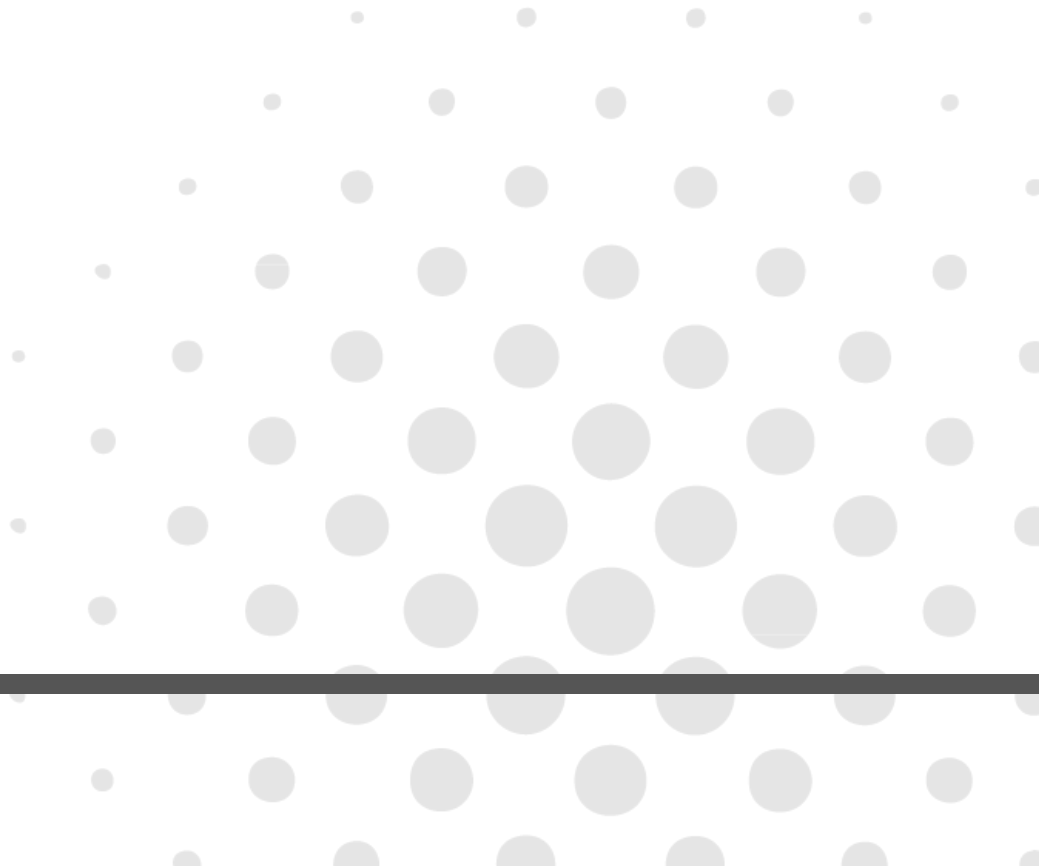
GlobalMeet Webinar

On-Demand/Sim-Live Studio Guide

Document	On-Demand/Sim-Live Studio Guide
Release	5.3
Revision Date	June 6, 2020

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Overview

For On-Demand events, you can use the On-Demand Studio to edit archived live event or create on-demand only events from scratch. For Simulated Live events, you can use the Sim-Live Studio to edit events created using the Record Media option or assemble events created using the Upload Media Files option.


The layout and controls outlined below are the same in the On-Demand and Sim-Live Studio. Use the commands below to control the playback of the presentation using your keyboard:

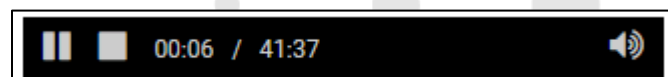
- Pressing letter 'S' or 'C' will split a clip.
 - This is used to cut audio/video files to remove or replace content.
- Pressing 'Space Bar' will pause/play the presentation.
 - This is used to control the playback of the presentation.
- Pressing letter 'E' will open the Edit Timings menu.
 - This is used to adjust the time when content will appear in the presentation.
- Pressing 'Left Arrow' or 'Right Arrow' will move the scrubber in the desired direction.
 - This is used to control the playback of the presentation.

Media Player

Use the Media Player at the top of the Studio to view the presentation or review any edits you make. Video or headshots (for audio events) appear in the left window, while slides and surveys appear in the right window. Overlay Videos or Screen Shares appear over both windows.



- Click  in the Media Player (or press the Space Bar on your keyboard) to play the presentation from the start.
- Right-click on a Media clip in the Event Timeline and select **Play Clip** to play an individual media clip.
- Use the media controls below the media window to control playback.



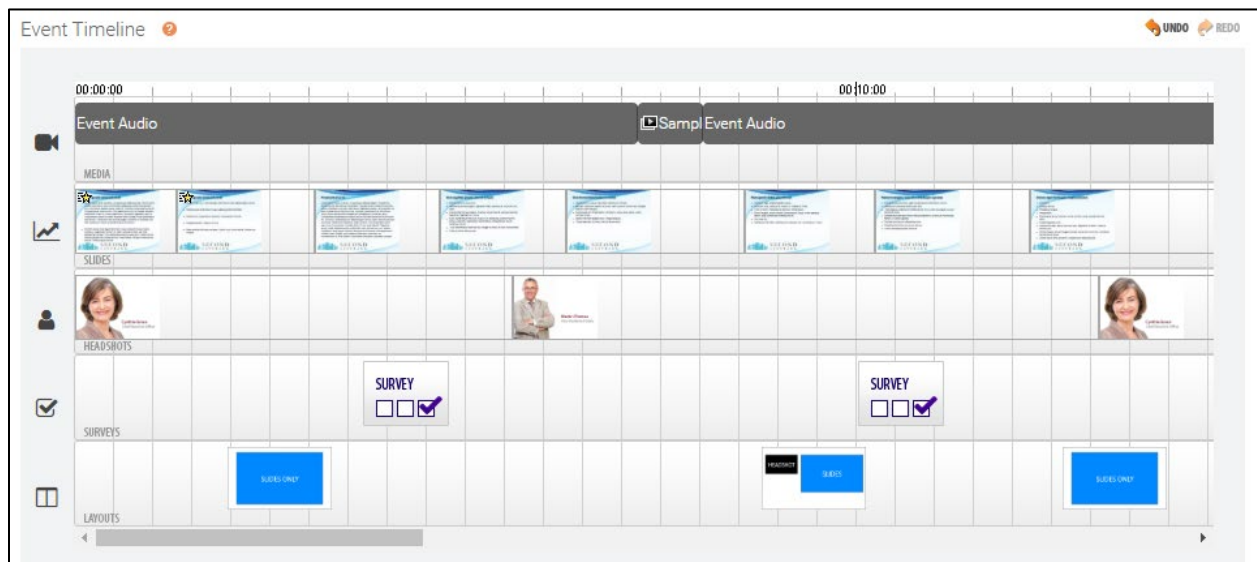
- Click and drag the Scrubber along the Event Timeline to advance to different points.

Event Timeline

The Event Timeline is where the content of a presentation is assembled and edited. The Event Timeline is broken into the following tracks (starting at the top): Media Clips, Slides, Headshots (for audio events only), Surveys, and Layouts.

Content can be added to a presentation by dragging an image from the Content Libraries onto the corresponding track of the Event Timeline. Existing content on the Event Timeline can be removed, replaced or edited by right-clicking on an item and choosing from the available options. Content can be adjusted by dragging an image along the Event Timeline.

For archived live events or Sim-Live Record Media events, the Timeline will contain the content from the live presentation or recording. For on-demand only events or Sim-Live Upload Media Files events, the Timeline will appear empty and content will need to be added to assemble the presentation.



- Right-click on a thumbnail to display the available options.
 - For Clips:
 - Click **Play Clip** to play an individual Media clip.
 - Click **Edit Clip** to update the Start or End points of an individual Media clip.
 - Click **Replace Clip** to replace a Media Clip with another file uploaded to the event.
 - Click **Remove Clip** to remove a Media Clip from the event.
 - For Slides:
 - Click **Edit Slide** to update the time when a Slide will appear.
 - Click **Remove Slide** to remove a Slide from the event.
 - Click **Replace Slide** to replace a Slide with another Slide uploaded to the event.
 - Click **Record Animations** to record animations for the selected Slide.
 - For Headshots:
 - Click **Edit Headshot** to update the time when a Headshot will appear.
 - Click **Remove Headshot** to remove a Headshot from the event.

- For Surveys, click **Remove Survey** to remove a Survey from the event.
- For Layouts, click **Remove Layout** to remove a Layout from the event.
- Adjust Slide, Headshot and Survey timings by dragging an image along the Event Timeline.



Content Libraries

Use the Content Libraries at the bottom of the Studio to view available content for the presentation. Drag and drop content from the Content Libraries onto the Event Timeline to include it in the presentation.

Additional Slides, Headshots, and Survey need to be uploaded or created on the Event Content page. Additional Media Clips (audio/video files and Overlay Videos) can be uploaded on the Event Content page or in the Media Clips Library.

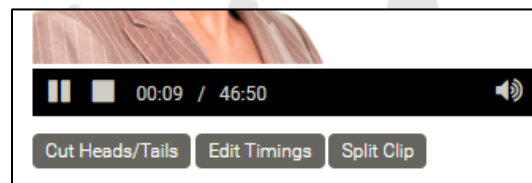
- Select a Content Library to display the available content.



- Click  to access the Media Clips Library.
- Click  to access the Slides Library.
- Click  to access the Headshots Library.
- Click  to access the Surveys Library.
- Click  to access the Layouts Library.
- Add content to a presentation by dragging a thumbnail from a Content Library to the corresponding track of the Event Timeline.
- Use the Clips Library to upload pre-recorded audio/video files or Overlay Videos.
 - Click **Upload New Clip** to upload a pre-recorded audio or video clip or an Overlay Video.
 - Click **Record Clip by Phone** (audio events only) to record a new clip using your telephone.

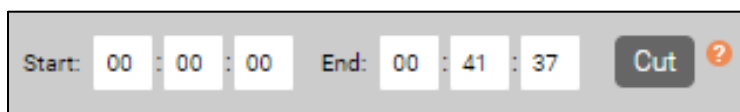
Cut Heads/Tails

Use the Cut Heads and Tails section below the Media Player to create a new start point and/or end point for a presentation. This can be removed to remove dead air or hold music before and/or after the content of the presentation.



- Click **Cut Heads/Tails** below the Media Player to display the editing controls.
- The current Start and End times display in the Cut Heads/Tails section.

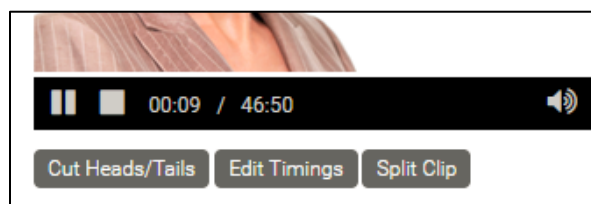
- Times display in HH:MM:SS format (Hours, Minutes, and Seconds).










- Enter updated Start and End times in the available fields.
- Click **Cut** to remove any content before or after the selected Start and End times.
 - When removing content, you may be prompted to “Adjust event timings?”.
 - Click “Yes” to adjust slide, survey and headshot timings to compensate for the content that was removed.
 - Click “No” to leave slide, survey and headshot timings unchanged.

Edit Timings

Use the **Edit Timings** button below the Media Player to display and edit timings for when content will appear in the presentation. Timings listed will include any slides/animations, surveys or headshots that are part of the event. The Edit Timings section is also used to control Jump Points, which are used by viewers to advance to different points in an On-Demand event.

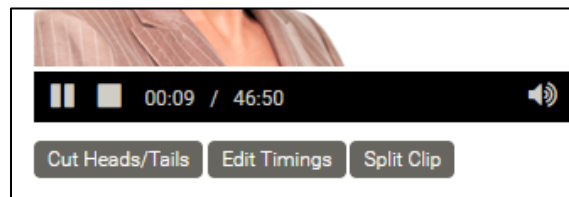




- Click **Edit Timings** (or press “E” on your keyboard) to display a list of content timings.
- In the **Jump** column, toggle index points on and off using the  icon.
 - Jump points are used by viewers to advance to specific points in an On-Demand event.
- In the **Type** column, view the type of content for each timing.
 -  indicates a Slide.
 - Hover your mouse over a slide icon to preview that Slide.
 - Click  **Slide Animations** to add or edit Slide animation timings.
 - Available animations are listed as Steps.
 - Step timings refer to the amount of time into the Slide that the animation will appear (HH:MM:SS format).
 -  indicates a Survey.
 -  indicates a Headshot.
- In the **Flip Time** column, adjust a content timing using the available fields (HH:MM:SS format).
- In the **Title** column, content names appear in the text field. These names will display to viewers using the Jump Points in an on-demand presentation.
- Adjust all Flip Times after any point in the presentation using the  icon.
 - Select **Add** or **Subtract** and enter the amount of time (HH:MM:SS format) to be added/subtracted from all timings after the selected point.

- Click **Remove** to remove content from the event.
- Add a new Jump point using the  icon.
 - Enter a **Title** and **Flip Time** for the Jump point using the available text fields.
- Click **Download Timings** to download a list of timings to Excel.
- Click **Upload Timings** to upload an edited list of timings.
 - Maintain the same formatting to ensure a proper upload.
- Click **Save Changes** to save changes.
- Click **Cancel** to discard changes.

Split Clips

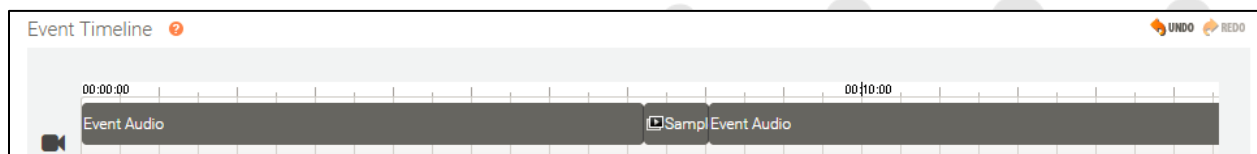
Use the **Split Clip** button below the Media Player to cut a media clip at the current location. Split Clip can be used to cut in and out points for content you would like to remove or replace in the presentation.





- Click  in the Media Player (or press the space bar on your keyboard) to play the presentation or right-click on a media clip in the Event Timeline and select **Play Clip**.
- Click  in the Media Player (or press the Space Bar on your keyboard) to pause the playback.
- Click **Split Clip** (or press “S” or “C” on your keyboard) to cut the media clip at the current location.
 - Split clips appear on the Event Timeline as two separate media clips.

Undo and Redo Edits

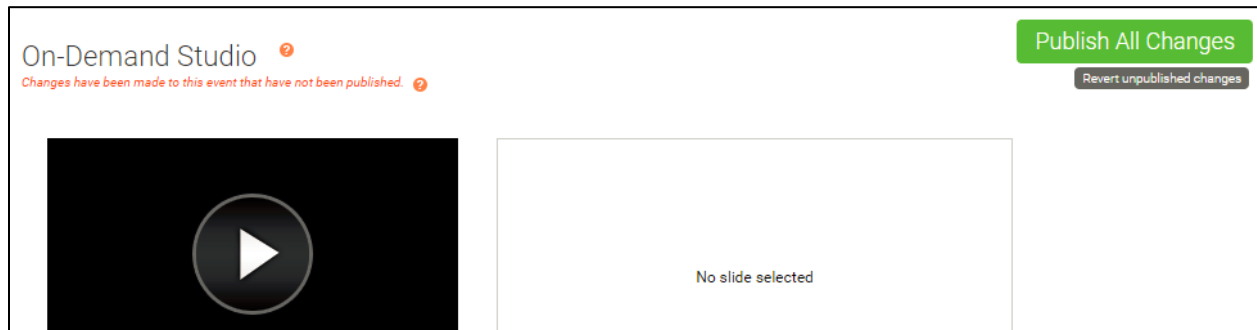
Use the **Undo** and **Redo** buttons above the Event Timeline to control individual edits.



- Select  **UNDO** to revert an edit.
- Select  **REDO** to apply a previously undone edit.

Publish and Revert Changes

Use the **Publish All Changes** or **Revert unpublished changes** buttons at the top of the Studio to apply or discard any edits made.



- Click **Publish All Changes** to make any edits active to viewers.
 - Changes become active shortly after the event is published.
 - An email is sent to confirm when the changes are available.
 - Changes cannot be reverted once published.
- Click **Revert unpublished changes** to revert to the last published version of the presentation.
 - Any unpublished edits made will be deleted.