

Presentations

Present documents, images and videos

Available functionality

Import your documents into the presentation board. A list of the supported [file](#) and [video formats](#) can be found on the next pages.

Switch to the page preview of your document. You can use this to navigate easily through your document. The "Preview" is not visible to other participants of your meeting [\[1\]](#).

Activate the pointer button to point to images or texts in your presentation. The Pointer is visible for all participants [\[2\]](#).

Präsentation - CreateMeetings_de.pdf Fullscreen Maximize

Select Upload 1 of 1 Preview Board Pointer PDF

Here you can create a new whiteboard as well as select or delete an available presentation.

Navigate through your presentation and setup zoom desirable for your requirements.

Here you can enable the "Board" to add drawings and text annotations to your presentation [\[3\]](#).

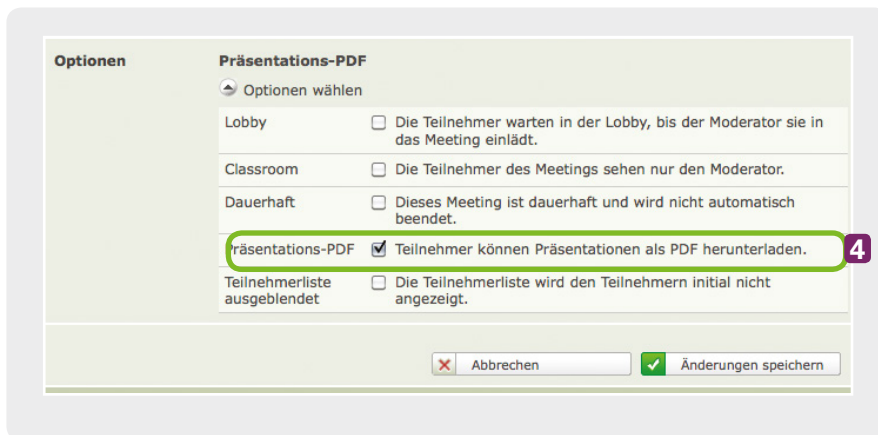
Export your presentation and your whiteboard drawings into a PDF file (according meeting option is required [\[4\]](#)).

View of moderators and participants

Your view as moderator

View of your participants

[4] To allow your participants to export your presentation you have to activate the meeting option "Presentation PDF".



Optionen		Präsentations-PDF	
Optionen wählen			
Lobby	<input type="checkbox"/>	Die Teilnehmer warten in der Lobby, bis der Moderator sie in das Meeting einlädt.	
Classroom	<input type="checkbox"/>	Die Teilnehmer des Meetings sehen nur den Moderator.	
Dauerhaft	<input type="checkbox"/>	Dieses Meeting ist dauerhaft und wird nicht automatisch beendet.	
Präsentations-PDF	<input checked="" type="checkbox"/>	Teilnehmer können Präsentationen als PDF herunterladen. 4	
Teilnehmerliste ausgeblendet	<input type="checkbox"/>	Die Teilnehmerliste wird den Teilnehmern initial nicht angezeigt.	

Abbrechen Änderungen speichern

Presentation upload

To present your documents in the meeting interface, you have to upload the required files into your Spreed meeting room. Below you find an overview of the supported file formats.



Supported file formats

You can show presentations, text documents, spreadsheets, images and graphics in Spreed.

On the right-hand side you find a list of supported formats and an extract of unsupported file formats.

PDF

✓ .pdf

Office Documents

Supported are: MS-Office, OpenOffice documents

✓ .odt, .ods, .odp, .odg, .odf

✓ .doc, .docx

✓ .xls, .xlsx

✓ .ppt, .pptx

Images

✓ .jpg

✓ .gif

✓ .png

✓ .bmp

✓ .tiff, .tif

✓ .psd (in case of special effects and many layers problems may occur)

✗ .eps

✗ .ico

Hint! We are keen to provide correct display of all uploaded documents. Nevertheless, problems may occur for technical reasons in the following cases:

- Using special fonts can cause an incorrect display.
- Transparent objects could appear differently then they were saved.
- Color gradients can cause problems.



Please notice! If a document is not displayed correctly we recommend:

- Save your office or image document as PDF to upload it to Spread.
- Use screen sharing to present your document.



Supported video formats

Spread supports multiple video file formats.

Supported are:

- ✓ .mov (Quicktime)
- ✓ .mp4, .mpg, .mpeg
- ✓ .wmv (Windows Media Player)
- ✓ .flv (Adobe Flash Video)
- ✓ .avi

Not supported are (extract):

- ✗ .3gp
- ✗ .rm

There are various possibilities to combine video and audio codecs in a container format. For that reason problems may occur if a special combination or a special codec is used.

We recommend the following settings for the video encoding:

Video

Resolution	Recommended: original size or 800 x 600 px.
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Bit rate	No optimization is required.
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Frame rate	The frame rate should not be changed.
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Favored video codecs	H.264 and MPEG-4
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Audio

Favored audio codecs	MP3 and AAC
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Sampling rate	44 kHz
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Channels	2 (Stereo)
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File format

Favored container	.flv, .mp4 and .mov
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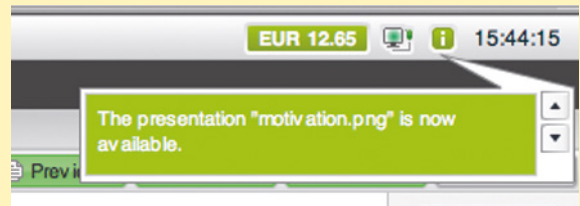
To encode your video you can use [free or commercial software](#).

Warning! Every video encoding process incurs quality degradation. The best way to avoid this is to export your video from the original file according to our recommendations.

If this is not possible you should export an uncompressed video first. Afterwards encode this file using a separate encoding software.

i Please note! It may take several minutes for the uploaded file to be available for presentation. As soon as the presentation is available, a hint appears in the meeting interface (screenshot on the right).

Afterwards you can select the file as your current presentation via the menu item "Select".



For additional information please take a look at the [Spreed Manual](#).



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Brian Krause,
Customer Care

Further questions?

Click here. We call you in a few seconds at our cost - worldwide. Please keep your phone ready!

[Call now](#)