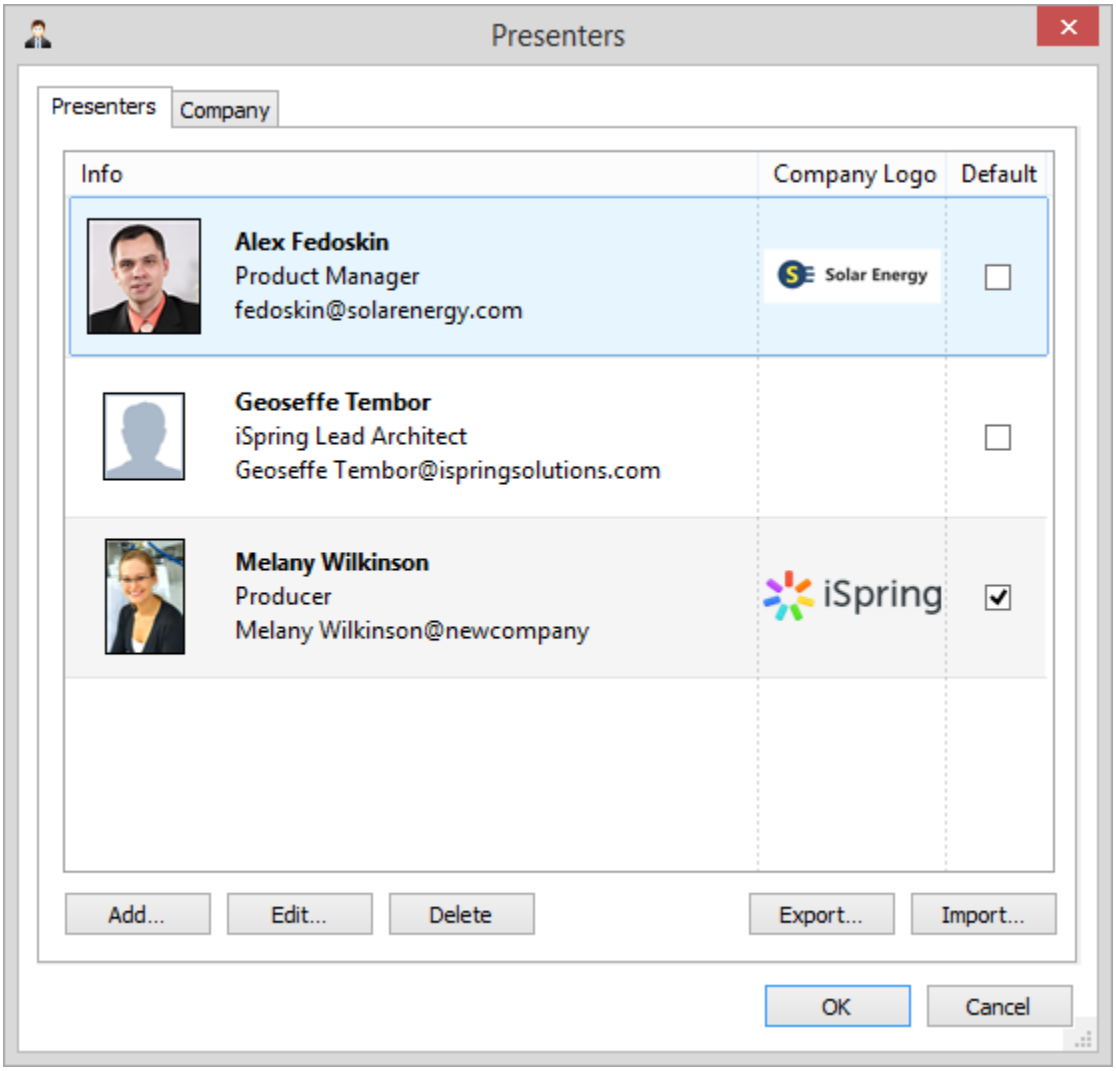
Managing Presenters

The Presenters tab allows you to add, edit or delete presenters and set up a default presenter that will be automatically added to your presentation.

- Default Presenter
- Adding/Editing Presenters
- Export and Import Presenters



All information about presenters is stored in your presentation. It's available even when you edit your PPT(X) presentation on another computer or send it via email. Presenter info is also stored on your local computer, so when you open a presentation, you can always update presenter's info.

Since it is stored in your computer, presenter info can be updated and added to any presentation.

All presenters you add can be managed in the **Presenters** window. Use the **Add** and **Edit** buttons to update information about a presenter. To delete a presenter, select a presenter and click the **Delete** button.

Default Presenter

You can specify a **Default Presenter** that is automatically assigned to all the slides in your presentation.

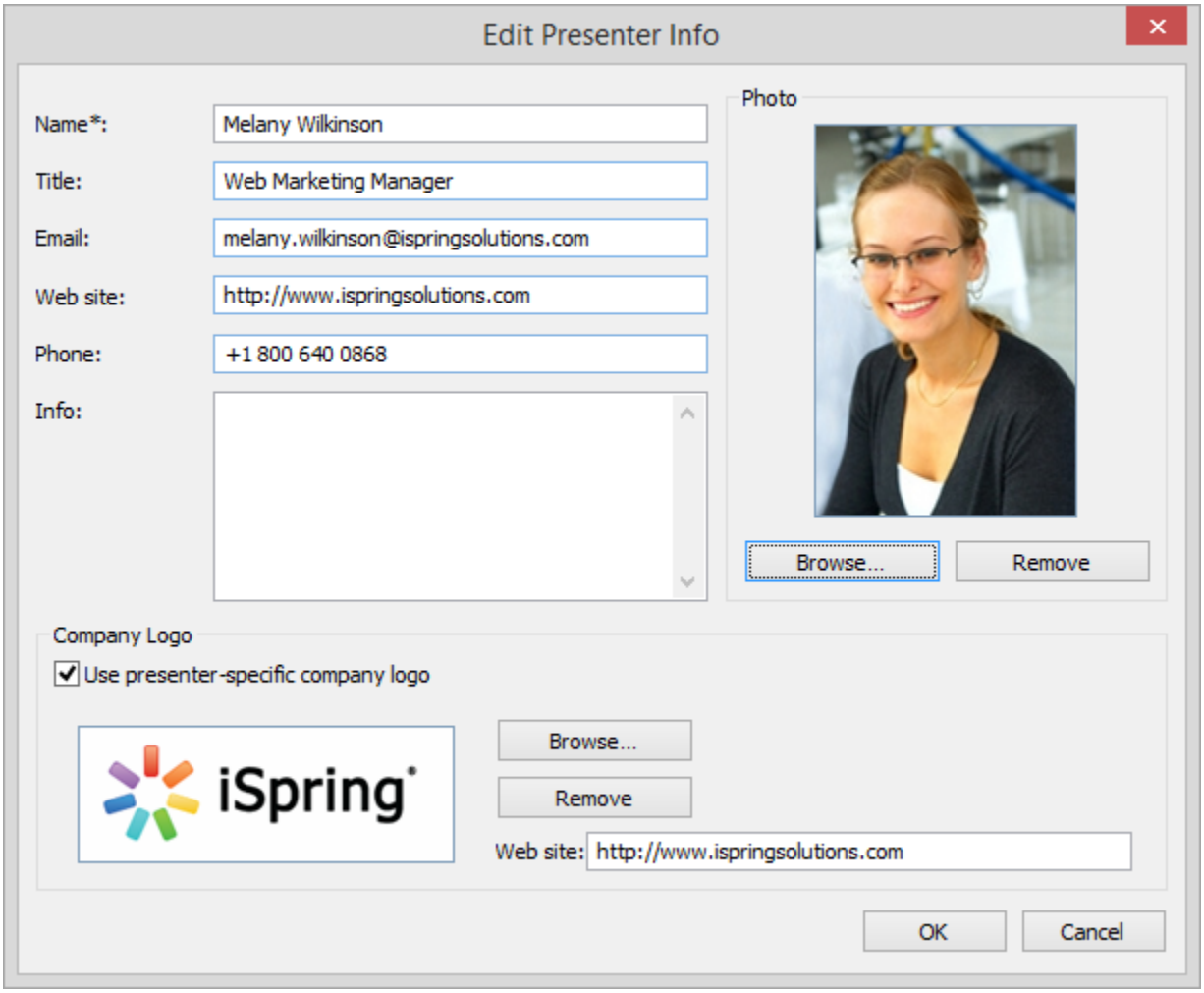
- Select a presenter from your list
- Select the **Default** checkbox.

To assign a different presenter to each slide in a presentation, use Presentation Explorer.

Adding/Editing Presenters

To **add Presenter** or **edit Presenter** details:

1. Click the **Presenters** icon on the iSpring toolbar.
2. On the **Presenters** window, click the **Add** button to add a new presenter. To update info on an existing presenter, select a presenter and click the **Edit** button.
3. Enter the details into the corresponding fields of the **Edit Presenter Info** window. **Name** is the only required field. If you leave any other field blank, it will not be displayed in the Presenter info during presentation preview or playback.



You can enter the following info about a presenter:

Presenter info	
Name	The first and the last name of the presenter.
Title	The title of the presenter (e.g. Project Manager).
E-mail	The email address of the presenter.
Web site	Presenter's web site address
Phone	Presenter's phone number
Info	Brief info about the presenter, work experience, a success story or any information you consider valuable to viewers.
Photo	Click the **Browse** button to add or change a presenter's photo. iSpring supports all most popular image file formats: .JPG, .PNG, .GIF, .BMP, .WFM, .EMF. If a photo does not fit, iSpring automatically resizes it to fit the width/height of the photo area in a player.

Company Logo	Select the **Use presenter-specific company logo** checkbox to set a custom company logo for a specific presenter. Click **Browse** and select an image file in .JPG, .PNG, .GIF, .BMP, .WMF or .EMF format. You can also specify a link to a web site to open when the company logo is clicked. A company logo and web site that would apply to all presenters without a specific logo can be set using the **Default Company** tab of the Presenters window.

Export and Import Presenters

You can export information about presenters into a file to transfer it to another computer or to create a backup.
To export information about presenters:

1. Select presenters from list you want to export. If you want to export several presenters, select them while holding down the Shift or Ctrl keys.
2. Click Export button in the bottom-right corner of the window.
3. In the **Save As** dialog box, type a name for your presenters file.
4. Click **Save** button. Information about presenters will be saved into a file with the extension **.ispres**.

To import information about presenters:

1. Click **Import** button in the bottom-right corner of the window.
2. In the **Open** dialog box, select your file with the extension **.ispres**.
3. Click **Open** button. Information about presenters will be imported from your file.