



Getting started

At glance

Penxy.com allows you to record your presentation as narrated slide deck, i.e. Talking Slides. You will upload your presentation file to Penxy.com and display your slides via web page. You will be able to advance slides using keyboard or regular clicker. Web page will capture slides and your voice, creating narrated presentation and uploading it online automatically.

Equipment

You will need a computer, connected to Internet (512 Kbps minimum), with last version of [Chrome](#) or [Firefox](#) browser installed. You can record your voice in a several ways:

- You can use computer's built-in microphone, a headset or [wireless mic systems](#).
- To achieve the best audio quality connect your computer with audio panel (if any) of the room and capture voice with professional accessory. Ask technicians to help.

Note: some modern laptops have microphone and headphones port combined. In that case, you will need a [splitter](#) (\$5-10) or [external USB soundcard](#) (\$10-50).

Uploading a presentation

1. Open <http://Penxy.com> and sign in by clicking "Sign In" in the top-right corner.
2. Click "Upload presentations" and pick a file. Wait for a minute, while we processes it.

Note: Penxy is not supporting videos in presentations in order to minimize Talking Slides file size. If you are presenting in a classroom, you can show your video from a desktop.

Recording presentations

1. Click on a presentation from "Presentations" section of your account at Penxy.com and it will open a new browser tab with your slides.
2. Click "START" in top-right corner of that web page. Browser may ask your permission to access microphone of your laptop. Grant it.
3. Start speaking. Use arrows, keyboard or clicker to advance slides.
4. Once you finished, save record by clicking "STOP" in top-right corner of web page. Wait while your record is uploading.

If recording a lecture, additionally

1. Put browser window with your slides on a projector/TV screen for in-person audience. Switch browser to full-screen mode by clicking on "Full Screen" button.
2. Turn off screensaver. Set "Never turn off display" and "Never go to sleep" options. Shut down all apps that may display notifications (e.g. Skype, Outlook, etc.).

Sharing Talking Slides

Each recordings (Talking Slides) is available by short URL looks like "<http://penxy.com/aaa>". In addition, you can embed into any website by clicking "Share" and copying widget code.

Contact our support team if you still have any questions info@penxy.com.