

CyberLink **U Webinar** User's Guide



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Chapter 1:

Introduction

This chapter provides an introduction to U Webinar, 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 U Webinar, the tool that helps you deliver persuasive, engaging online presentations. Within U Webinar you can:

- use U Webinar to broadcast live webinars to online audiences*.
- broadcast a PowerPoint presentation and images, webcam video stream, or both together.
- schedule webinars on the U Webinar website.
- import PowerPoint slides and images to quickly create webinars from other sources.
- record webinars that can be broadcast at a later date.
- show webinars to a local audience via an extended monitor or projector.
- add annotations over webinar slides and on a virtual whiteboard.
- share your computer's desktop within a webinar for demonstration and reference purposes.

***Note:** * the number of participants that can view webinar live broadcasts is dependent on your U Webinar subscription plan. For free, basic subscribers can broadcast to up to 25 participants. See <https://u.cyberlink.com/pricing> for more information about the available U Webinar subscription plans.*

Signing Up for a CyberLink Account

Before you can begin broadcasting live webinars on the U Webinar website, you need to sign up for a free CyberLink account.

To sign up for a CyberLink Account, do this:

1. In the U Webinar launch window, start a [live](#) or [recorded webinar](#). You will be prompted to log in with your CyberLink account.
2. Click the **Sign up** link in this window to access the sign up web page.
3. Sign up for an account as follows:
 - **E-mail address:** enter your e-mail address. A confirmation e-mail will be sent to your account and used for password reset if required.
 - **Password:** enter a password for your account. It must be between 6 and 20 characters long.
 - **Reenter password:** confirm your password by reentering it.
 - **Display name:** enter a display name that you can use to identify yourself to your audience.

[Note: you can change your display name and log out of the U Webinar website in Account Settings.](#)

4. Click the **Finish** button to complete the sign up process.

[Note: clicking Finish means you agree and accept U's Terms of Use and Privacy Policy. See the information at the bottom of the sign up page for details.](#)

Updating U Webinar

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

To update your software, do this:

1. In main U Webinar program window, 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 download the latest patch update.

System Requirements

The system requirements listed below are recommended as minimums for running U Webinar.

Windows Minimum System Requirements	
Operating System	• Microsoft Windows 11/10/8.1/8/7.
Processor (CPU)	• Intel Core i-Series (2nd generation). • AMD Phenom II.
Graphics Processor (GPU)	• Intel® HD Graphics.
Memory	• 4 GB.
Hard Disk Space	• 100 MB for program installation. • Extra space required for recording webinars (1 GB required for each 1 hour recording).
Internet Connection	• 2.5 Mbps for upload bandwidth.
Other Hardware	• Web camera and microphone.
Other Software	• Microsoft ®PowerPoint 2007.

Mac Minimum System Requirements	
Operating System	• Mac OS 10.12.
Processor (CPU)	• Intel Core i-Series (2nd generation). • AMD Phenom II.
Graphics Processor (GPU)	• Intel® HD Graphics.
Memory	• 4 GB.

Hard Disk Space	• 100 MB for program installation. • Extra space required for recording webinars (1 GB required for each 1 hour recording).
Internet Connection	• 2.5 Mbps for upload bandwidth.
Other Hardware	• Web camera and microphone.
Other Software	• Microsoft ®PowerPoint 2007.

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

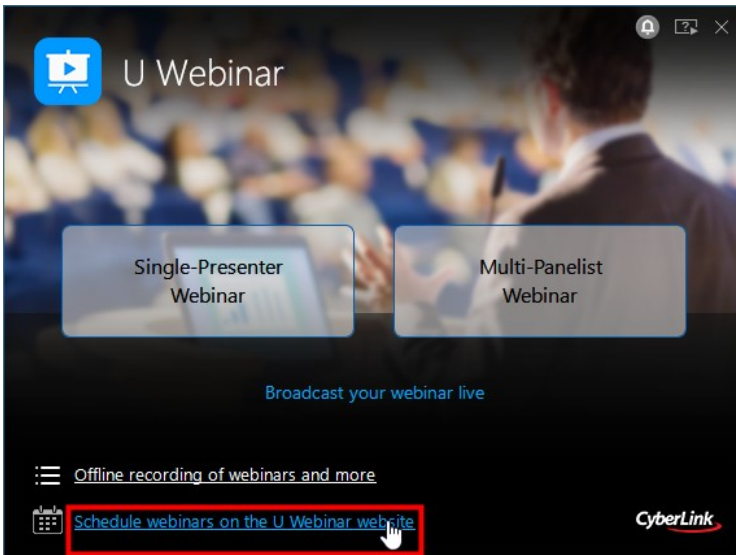
Chapter 2:

Scheduling Live Webinars

Before you start broadcasting webinars on the U Webinar website, you can go to <https://u.cyberlink.com> to schedule a webinar. Once scheduled, you get access to the URL for your future live webinar.

To schedule a live webinar, do this:

1. Go to your U Webinar webinar schedule page using one of the following methods:
 - go to <https://u.cyberlink.com>, sign in to your CyberLink account, and then click **My Webinars > Schedule Webinar**.
 - click the link at the bottom of the U Webinar launch window,



and then click the **Schedule Webinar** button.

- click the  button at the top right of the U Webinar window, and then click the **Schedule Webinar** button.

The Schedule Webinar section at the top of the web page will display.

2. In this section, fill in the information as follows:

- **Title:** enter a title for your webinar.

- **Start date/time:** set the date and time you plan to start the webinar.

Note: live webinars don't start automatically when the start date and time elapse. You must manually start a webinar in U Webinar to start broadcasting live.

- **End date/time:** set the date and time you plan for the webinar to end.
- **Timezone:** select the timezone you want to use for the webinar time from the list.
- **Description:** if required, enter a brief description of what your webinar will entail.
- **Registration:** select this option if you want to require audience members to sign up for your webinar. See [Registration Approval and Notification Settings](#) for more details.
- **Assign Webinar Assistants:** select this option if you want to have assistants during your webinar that can help you delete inappropriate comments, block malicious users, and set other participants as assistants. Once selected, you can enter the e-mail addresses for the assistants in the field provided, or import a list from a file. See [Assistants](#) for more information.

Note: webinar assistants are not available for multi-panelist webinars.

- **Panel Discussion:** select this option if you want the webinar to be a multi-panelist webinar. See [Hosting a Multi-Panelist Webinar](#) for more information.

- **Add watermark on the webinar video:** select this option if you want to add a text watermark on your webinar video to protect its copyright. See [Adding Text Watermarks](#) for more details.
- **Linked U Messenger discussion group:** select this option to create a discussion group in U Messenger for your webinar. You and all the audience members can participate in a discussion about the webinar in this group once created. After selecting the option, enter in a **Group name**.

***Note:** once created, you can click on the discussion group link in the webinar details page to open it in U, or click the **Copy** button to share the URL with audience members.*

3. Click on **Finish** to save the scheduled webinar.

Registration Approval and Notification Settings

While scheduling a webinar, select the **Registration** option if you want to require all audience members to register for the webinar first. Once selected, you have following settings available:

***Note:** you can download a list of all the registrants by going to **My Webinars > History** and then clicking on the **Export to File** link on the **Registered** tab.*

- **Registration form:** select this option if you want to collect more than just a registrant's name and e-mail address when he/she registers. Additional information that can be collected includes company, title, department, and company URL. For each (except for name and e-mail), choose whether to show the field in the registration form, and whether to make it required or optional information.
- **Auto approval:** select this option to let all those that register watch the webinar.
- **Manual Approval:** select this option if you want to approve all potential registrants. If required, you can click the **Create pre-approved list** button to auto approve all registrants that belong to a specific domain by inputting their e-mail domain address in the "Enter domain name" box. For example, "cyberlink.com". You can also import pre-approved audience members by entering their e-mail addresses in the second box available, separated by a semicolon, comma, or line break. Click the **Import From File** link to import an Excel spreadsheet with a list of pre-approved e-mail addresses in it (click ? for more detailed instructions).

- **Audience members need to sign in to their U account to register and watch the webinar:** select this option if you require all audience members to sign in to U to register and watch the webinar.
- **Send an e-mail to me when someone registers:** select this option if you want to receive an e-mail every time someone registers.

Adding Text Watermarks

You can add a text watermark on your live webinar video to protect its copyright. To add a text watermark, do this:

1. Select the **Add watermark on the webinar video** option.
2. Set the **Position** of the watermark.
3. Enter the text you want to use in the watermark in the field provided. Your text watermark can be up to 100 characters in length.
4. Click the **Preview** button to view a preview of your applied watermark.

Upcoming Webinars

On your U Webinar home page, you can find a full list of all the upcoming webinar you have scheduled (<https://u.cyberlink.com/user/webinar/upcoming>).

📅 Your Scheduled Webinars ⓘ		⌵ Hide
TODAY	17:00 - 18:00 Taipei Standard Time Monthly Financial Report to Partners	    ID: 257-379-390
Dec, 05 Tue	09:00 - 10:00 Taipei Standard Time 2018 Marketing Strategy	    ID: 757-553-950

- Click  to start the scheduled webinar in U Webinar.
- Click  to get the URL for your scheduled webinar. This is the URL your contacts can use to view your webinar in a web browser or using the U Messenger app.
- Click  to edit the scheduled webinar information, if required.

- Click  to delete the scheduled webinar from the list.

Past Webinars Available On Demand

On your U Webinar home page you can find previous webinars that you made available for viewing on demand (<https://u.cyberlink.com/user/webinar/recording>). They are available for viewing for 7 days after the broadcast.

Click on a recorded webinar in the list to view the following options:

- **Play:** click to watch the recorded webinar.
- **Share:** click to get the URL for viewing the recorded webinar. This is the URL your contacts can use to watch the recorded webinar in a web browser or using the U Messenger app.
- **Trim:** click to trim the recorded webinar. See [Trimming Recorded Webinars](#) for more information.
- **Download:** click to download a copy of the recorded webinar to your computer.
- **Upload:** click to replace the existing version of a recorded webinar with a new one. This allows you to make edits to a webinar, and then reupload it to replace the original one. Just follow the steps on the UI to complete the upload process.
- **Delete:** click to delete the recorded webinar from the list.

Note: past webinars are not auto deleted after they expire. You must manually delete them using the above button to remove them from the list.

Trimming Recorded Webinars

Use the trim function to quickly trim off unwanted portions at the beginning and end of a recorded webinar.

To trim a recorded webinar, do this.

1. Go to your past webinars page on the U website:
<https://u.cyberlink.com/user/webinar/recording>

2. Select the recorded webinar you want to trim, and then click .
3. Use the player controls to find where you want the trimmed clip to begin, and then click **Set Start** to set the mark in position.
4. Use the player controls to find where you want the trimmed clip to end, and then click **Set Stop** to set the mark out position.

Note: when you click the Set Start/Stop buttons, the mark in/out positions are set where the play head is currently located. You can manually drag the mark in/out positions if required to fine tune the trim.

5. Click **Save**, and then **OK** when prompted, to set your changes and trim the clip.

*Note: before saving, select the **Keep the original video** option if you want to keep a copy of the full original video, so you can modify the trim again later.*

Chapter 3:

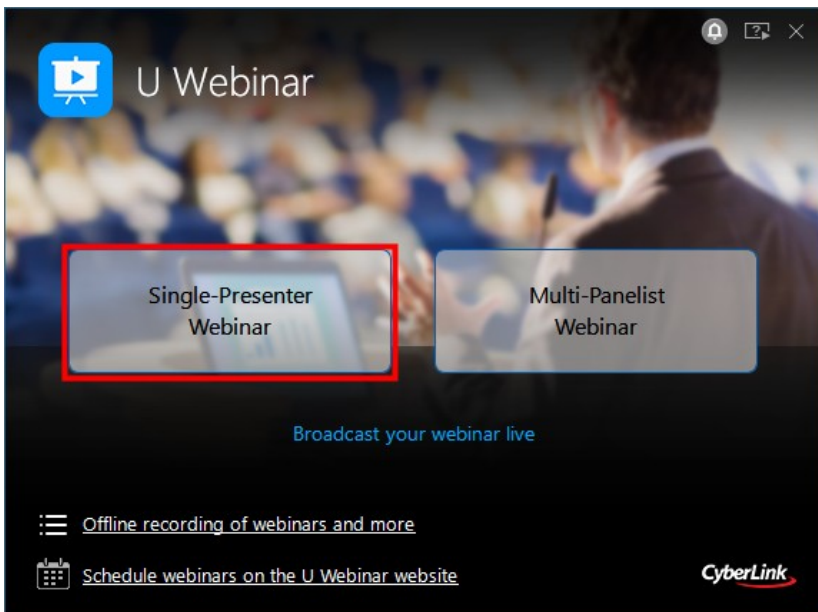
Hosting a Single-Presenter Webinar

With U Webinar a lone presenter can broadcast live video and slides in a webinar on the U Webinar website. Once signed in to their CyberLink account, a presenter can schedule webinars on the U Webinar website and then share a URL link to the live webinar with contacts.

To host a live single-presenter webinar, do this:

***Note:** live single-presenter webinars are auto recorded. Once the webinar ends, you will be asked if you want to save it on the U Webinar server so it can be watched later on demand.*

1. In the U Webinar launch window, select **Single-Presenter Webinar**.



2. If you are not signed in to U Webinar, you will be prompted to sign in with your CyberLink account.
3. Enter your CyberLink account information (e-mail address and password), click **Sign In** to proceed, and then **Next** to confirm you want to host a webinar with that account. If you don't have an account see [Signing Up for a CyberLink Account](#) for more information.

*Note: if you are not prompted to sign in, it means you are already signed into U Webinar. If you want to use a different account, click the **Sign Out** link in the Confirm your account window.*

4. Before starting the live webinar, U Webinar checks if your Internet/network connection is sufficient for broadcasting a webinar. Once the test is complete, click **Next** to proceed to the next window.
5. In the setup window, select the webcam and microphone you will use in the webinar. For the selected audio device, use the available slider to set the audio input level. Select the **Auto adjust microphone volume** option to have U Webinar auto adjust your microphone's input level (and lower background audio if required), to ensure the audio is clear during a broadcast or recording. When you are ready, click **Next** to continue.
6. In the next window, select either:
 - **New Webinar**: select this option to start a new webinar that you did not previously schedule.
 - **Choose Scheduled Webinar**: select the webinar you previously scheduled on the U Webinar website from the list. See [Scheduling Live Webinars](#) for more information.

*Note: it is not necessary to schedule a webinar on the U Webinar website first, as you can just click **New Webinar** to proceed.*

7. If required, enter a title for the new webinar in the field provided, and then click **Done** to open the U Webinar window.
8. Next, choose how you want to start by setting up U Webinar and preparing the webinar. You can start by:
 - click  to start your webcam.
 - click **Import File** to import a PowerPoint presentation or images for your webinar. See [Modifying Webinar Slides](#) for more information.

Note: you can import files after the webinar has started. They are added to the end of the slides in the webinar slides pane.

- click the **Present Desktop** button to show your computer's desktop. See [Presenting Your Desktop](#) for more information.
 - click the **Whiteboard** button to show the whiteboard. See [Using the Whiteboard](#) for more information.
9. When you are ready, click **Start** to start broadcasting live.
- Note: you can click the **Invite** button to access the URL for your live webinar.*
10. Begin by speaking into your microphone, going through the PowerPoint slides and images, talking into the webcam, etc. You can go through your slides by:
- clicking on the slides in the webinar slides pane.
 - using the webinar 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 webinar.

- using the up/down arrow keys on your keyboard to go through the slides.
11. If required, see [Broadcasting Features](#) for a detailed list of the features and options that are available to you during live webinars.

Note: you can click on a URL in PowerPoint slides to view the website in [Present Desktop mode](#). Slides can also have embedded MP4 or WMV videos, which you can play during the webinar by clicking a playback button during the presentation.

12. When you are finished, click the **Stop** button to end the webinar.
13. You will be asked if you want to save the webinar so that it can be [watched later on demand](#). Click **Save in Cloud** to save a copy on the U Webinar web site, or **Skip** if you don't want it uploaded. A recording of the webinar and a log file of the webinar's text chat is also saved to your computer's hard drive by default.

*Note: click the **Show in folder** link to access the recorded webinar video file (and text chat file), which you can watch or share with contacts. Click the **Delete** link to remove it from your computer's hard drive.*

Chapter 4:

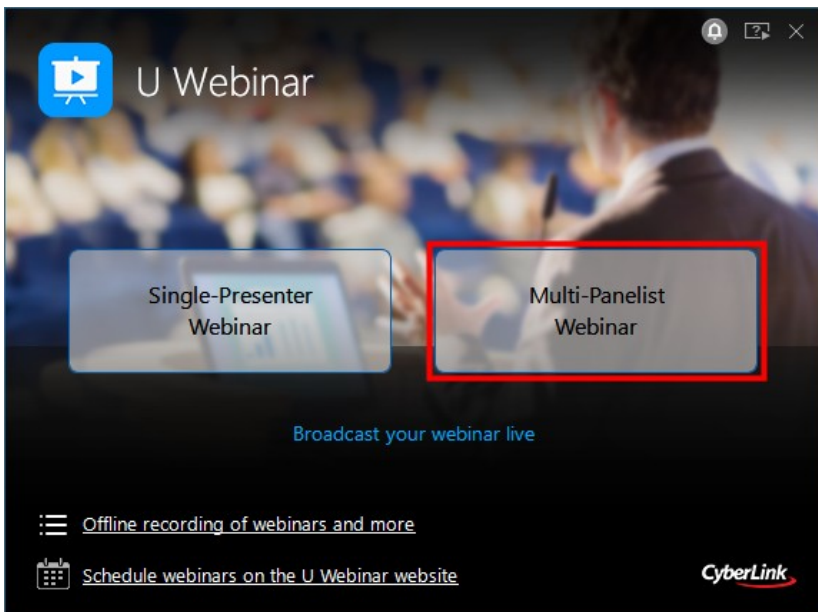
Hosting a Multi-Panelist Webinar

In U Webinar you can host a webinar where multiple participants take part in a live discussion in U Meeting, while taking turns speaking, presenting desktop slides, and more.

Note: *you and all the panelists must first [download and sign in to U Messenger 6.3 or above](#) before you can participate in a multi-panelist webinar.*

To host a live multi-panelist webinar, do this:

1. In the U Webinar launch window, select **Multi-Panelist Webinar**.



2. If you are not signed in to U Webinar, you will be prompted to sign in with your CyberLink account.

3. Enter your CyberLink account information (e-mail address and password), click **Sign In** to proceed, and then **Next** to confirm you want to host a webinar with that account. If you don't have an account see [Signing Up for a CyberLink Account](#) for more information.

*Note: if you are not prompted to sign in, it means you are already signed into U Webinar. If you want to use a different account, click the **Sign Out** link in the Confirm your account window.*

4. Before starting the live webinar, U Webinar checks if your Internet/network connection is sufficient for broadcasting a webinar. Once the test is complete, click **Next** to proceed to the next window.
5. In the setup window, select the webcam and microphone you will use in the webinar. For the selected audio device, use the available slider to set the audio input level. When you are ready, click **Next** to continue.
6. In the next window, select either:
 - **New Webinar:** select this option to start a new webinar that you did not previously schedule.
 - **Choose Scheduled Webinar:** select the webinar you previously scheduled on the U Webinar website from the list. See [Scheduling Live Webinars](#) for more information.

*Note: it is not necessary to schedule a webinar on the U Webinar website first, as you can just click **New Webinar** to proceed.*

7. If required, enter a title for the new webinar in the field provided, and then click **Done** to open the U Meeting window.
8. In the U Meeting window, click **Invite > Get Panelist URL** and then select one of the invite options to send it to the other panelists. Once they click the URL, they will be visible in the U Meeting window and ready for the discussion.

*Note: the invited panelists can also invite other panelists by clicking the **Invite** button once they are in the U Meeting window. Only the meeting host can invite audience members to join the webinar before it starts.*

9. Once all the panelists have joined the meeting and are ready, click **Invite > Get Audience URL** and share it with your contacts and audience members so they can join the meeting.
10. When you and all the panelists are ready, click the **Start** button, and then **Confirm** to begin the multi-panelist webinar.

***Note:** please [download the U Messenger user's guide](#) and check out the "U Meeting Room" section for detailed information on the features available in U Meeting during the multi-panelist webinar.*

During the multi-panelist webinar the host can click the **Comments** button to open a window that displays any comments from the audience members. When the multi-panelist webinar is over, click the **Stop** button to end the webinar. Next, click the **Leave** button and then **Stop Broadcast & Leave** to close the U Meeting window.

Chapter 5:

Broadcasting Pre-Recorded Webinars

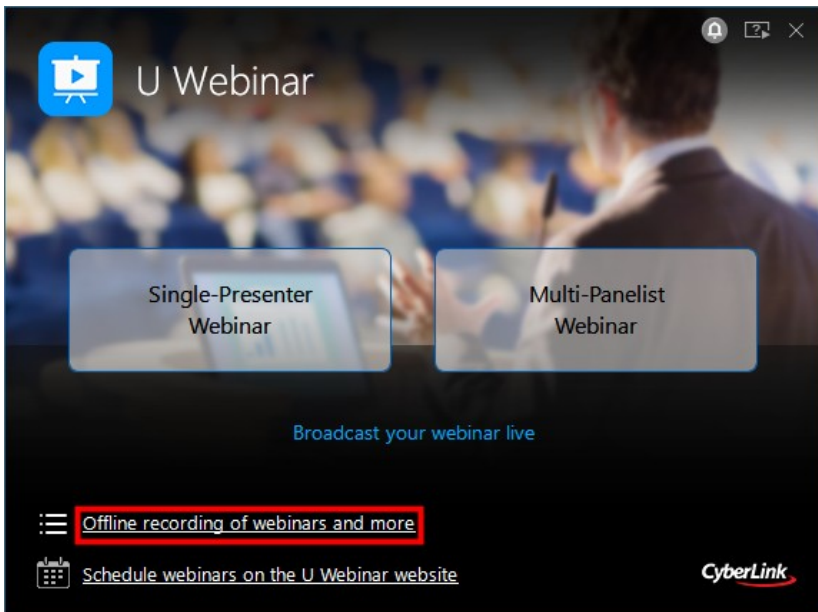
You can broadcast previously recorded* webinars live on the U Webinar website. For information on creating webinars beforehand, see [Pre-recording a Webinar](#).

Note: * this feature is not available in the Mac version of U Webinar.

To broadcast a pre-recorded webinar, do this:

Note: live webinars are auto recorded. Once the webinar ends, you will be asked if you want to save it on U Webinar server so it can be [watched later on demand](#).

1. In the U Webinar launch window, select the **Offline recording of webinars and more** link.



2. Select the **Broadcast Recorded Webinar** option.

3. Browse to and select the U Webinar .cws project file that is your recorded webinar, and then click **Open**.
4. If you are not signed in to U Webinar, you will be prompted to sign in with your CyberLink account.
5. Enter your CyberLink account information (e-mail address and password), click **Sign In** to proceed, and then **Next** to confirm you want to host a webinar with that account. If you don't have an account see [Signing Up for a CyberLink Account](#) for more information.

*Note: if you are not prompted to sign in, it means you are already signed into U Webinar. If you want to use a different account, click the **Sign Out** link in the Confirm your account window.*

6. Before starting the live webinar, U Webinar checks if your Internet/network connection is sufficient for broadcasting a webinar. Once the test is complete, click **Next** to proceed to the next window.
7. In the next window, select either:
 - **New Webinar**: select this option to start a new webinar that you did not previously schedule.
 - **Choose Scheduled Webinar**: select the webinar you previously scheduled on the U Webinar website from the list. See [Scheduling Live Webinars](#) for more information.

*Note: it is not necessary to schedule a webinar on the U Webinar website first, as you can just click **New Webinar** to proceed.*

8. If required, enter a title for the new webinar in the field provided, and then click **Done** to open the U Webinar window.
9. When you are ready, click **Start** to start broadcasting your recorded webinar live.

*Note: if required, copy the URL displayed to invite your contacts to watch the webinar. You can also click the **Invite** button to access the URL for your live webinar.*

Once you start the webinar, your recorded webinar project starts playing automatically. You can just let the project play, or you can:

- pause or stop the recorded webinar.
- click on the **Webcam Only** button to show a live video feed from your webcam. This allows you to do a live introduction or conclusion during your webinar. Click **Video Only** to return to the recorded webinar.

- click the **Whiteboard** button to [use the whiteboard](#) during the webinar.
- click the **Text Chat** button to [show/hide the live text chat window](#) during the webinar.

When your recorded webinar is finished, U Webinar will automatically stop the webinar after 60 seconds. Click the **Stop** button to stop it earlier, or **Continue** if you want to continue the webinar by turning on your webcam.

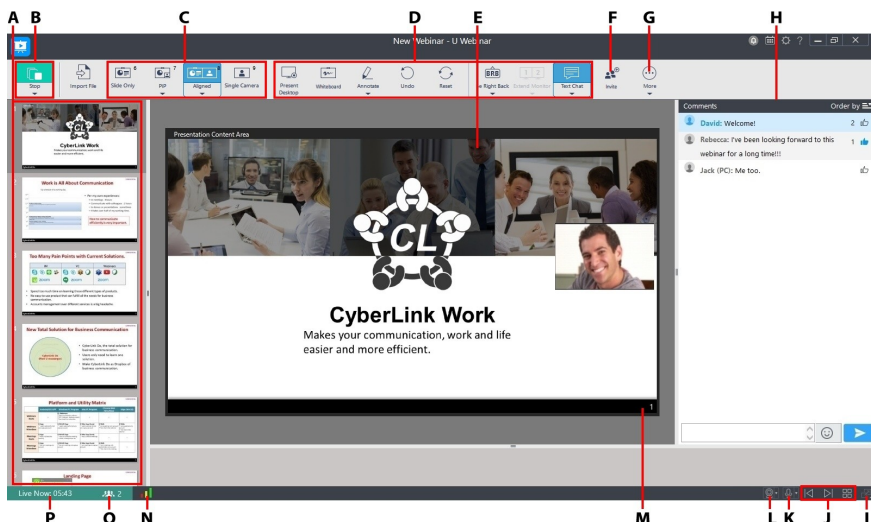
Once the webinar has ended, you will be asked if you want to save it so that it can be [watched later on demand](#). Click **Yes** to save a copy on the U Webinar web site.

***Note:** click the **Show in folder** link to access the recorded webinar video file, which you can watch or share with contacts. Click the **Delete** link to remove it from your computer's hard drive.*

Chapter 6:

Broadcasting Features

When broadcasting live webinars, U Webinar displays as below:



A - Webinar Slides Pane, B - Start/Stop the Webinar, C - Display Options, D - Webcam Tools, E - Broadcast Window, F - Get Broadcast URL, G - More Features (Voice Q&A/Roll Call), H - Live Text Chat Window, I - Toggle Full Screen Mode, J - Webinar Navigation Controls, K - Turn Microphone On/Off, L - Turn Webcam On/Off, M - Webcam Video Display, N - Network Connection Status, O - Current Viewer Count, P - Webinar Running Time

Note: when broadcasting a recorded webinar, some of these features are not available.

Display Options

When you open a webinar in U Webinar, by default just the current slide is displayed in the broadcast window. You have four display options you can choose from during a webinar:

- **Slide Only:** select this option to only display the slides in your webinar during the broadcast/recording.

- **PiP:** select this option to display video from your primary webcam in the bottom right corner of the current slide in the broadcast window. If you are using dual webcams, you can set your primary webcam to display at full screen in the broadcast window, with your secondary webcam overlaid in the bottom right corner.
- **Aligned:** select this option to display video from your primary webcam and the current slide or feed from secondary webcam, side by side in the broadcast window. Once selected, click the down arrow to choose the preferred layout for slide and camera, or dual webcam setup. Click the [Set Background Image](#) option to choose the background image template used to fill in the empty on-screen areas created by the different sized slide and webcam windows.
- **Single Camera:** select this option to display video from your primary webcam full screen in the broadcast window.

Note: if webcam video is streaming from a wrong device, you can change the webcam feeds in [Webcam Settings](#), or by selecting the correct devices in the [Change Webcam](#) section of the PiP and Aligned drop-down menus.

During the webinar you can click the  button and then select **Off** to disable your webcam if required. Select one of the available webcams to turn it back on.

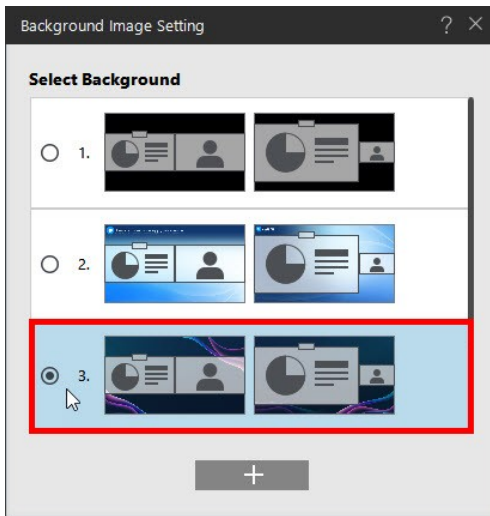
Click  to turn your camera's microphone on/off.

Setting Background Image for Aligned Display Option

When you select the Aligned display option for your webinar broadcast, you can set the background image template used to fill in the empty areas on the screen created by the size difference between the slide and webcam windows.

To set the background image template, do this:

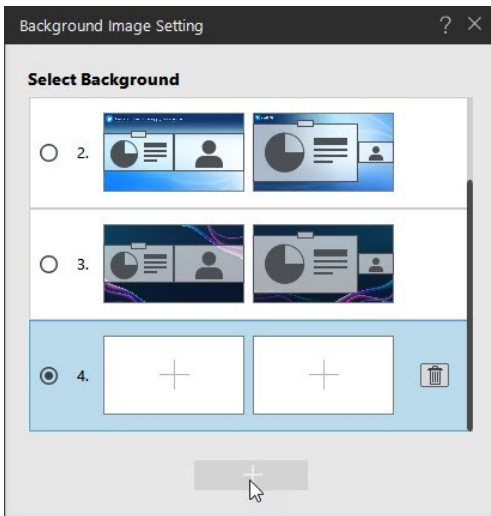
1. Click the down arrow below the **Aligned** button.
2. Click the **Set Background Image** option.
3. Select from the available background image templates to change it.



Creating Custom Background Image Template

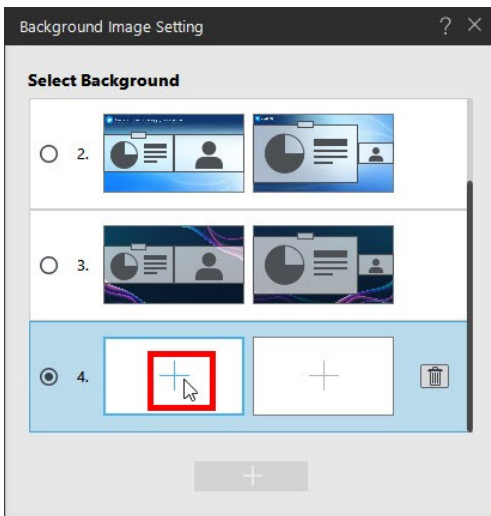
To create a custom background image template, do this:

1. Click the down arrow below the **Aligned** button.
2. Click the **Set Background Image** option.
3. Click  to add a blank image template.

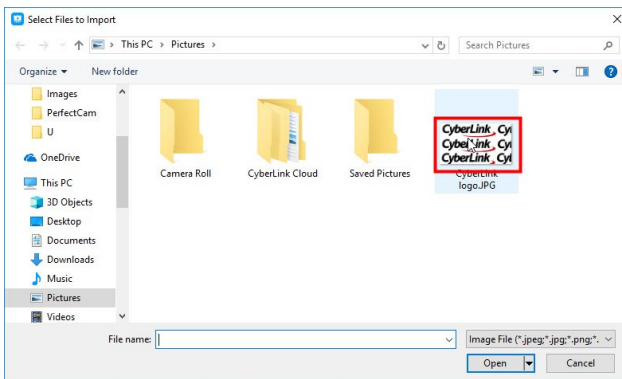


Note: you can only have one custom background image templates at a time. Click the  button to delete an existing custom template, or hover your mouse over a custom image and then click  to replace the current template images if you want to add a new one.

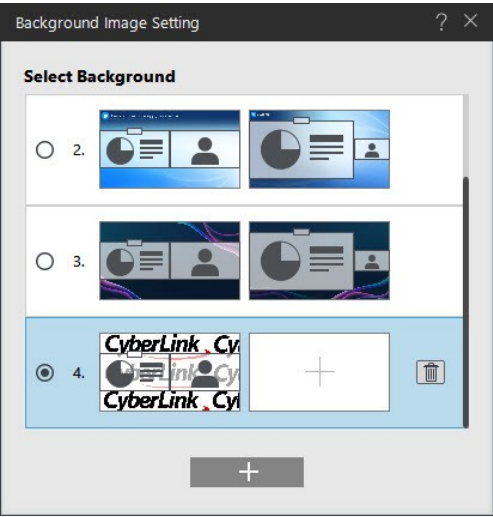
4. Click + to import images into the custom image template.



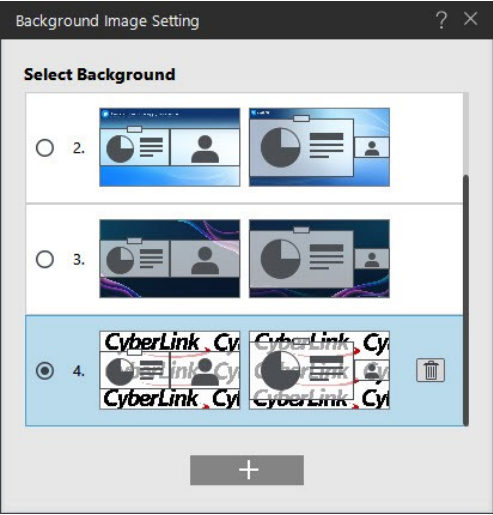
5. Select the image file on your computer you want to use.



6. The imported image will replace the blank background in the template.



7. If required, you can repeat the above steps to change the other background image in the template.



Webinar Tools

While broadcasting to a live audience, or recording a webinar project, the following tools are available to enhance your webinars.

- [Present Desktop](#)
- [Whiteboard](#)
- [Annotations](#)
- [Show Broadcast on Extended Monitor/Projector](#)
- [Live Text Chat](#)
- [Pausing Webinars & Be Right Back](#)
- [Voice Q&A](#)
- [Roll Call](#)

Presenting Your Desktop

During a broadcast or while recording a webinar project, click the **Present Desktop** button to show your audience your computer desktop in the broadcast window.

***Note:** when you click on a URL in a PowerPoint slide during a broadcast, you will be asked to switch to Present Desktop mode to view the website.*

Your desktop will be broadcast to your audience and/or recorded in your webinar project, allowing you to perform a software demonstration, show media on your computer, etc.

***Note:** the U Webinar 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 show/hide the text chat window or turn on/off your webcam and microphone.*

Click the  button on the U Webinar mini toolbar to return to webinar mode.

Using the Whiteboard

Click the **Whiteboard*** button while broadcasting and recording webinar projects to change the broadcast window to a virtual whiteboard that you can use a pen to draw on. To draw on the whiteboard, just click and drag your mouse in the broadcast window.

To turn off the whiteboard, just click the **Whiteboard** button again.

See [Setting Annotation Options](#) for information on changing the virtual pen color and size.

Adding Annotations

While broadcasting and recording webinar projects, click the **Annotate*** button to enable annotations and turn your mouse into a virtual pen. You can then draw within the broadcast window over webinar slides and the whiteboard by clicking and dragging your mouse. Use this feature to highlight specific points, draw on the whiteboard, 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 broadcast window.
- **Size:** set the size of the line the virtual pen will draw the next time you click and drag your mouse in the broadcast window.

Show Webinar to Local Audience on Extended Monitor/Projector

While you are broadcasting in U Webinar, you can show the webinar on an extended monitor* or projector.

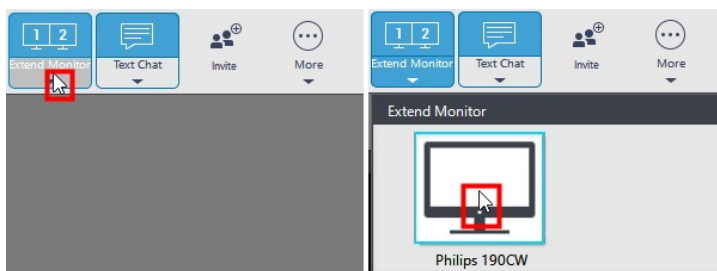
***Note:** * this feature is not available in the Mac version of U Webinar.*

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 webinar 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 show a webinar to a local audience on an extended monitor/projector, click the **Extend Monitor** button on the toolbar.

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 webinar on.



Live Text Chat

When you start a live webinar, there is a text chat window that displays on the right of the window. If it is not displayed, click the **Text Chat** button.

Note: after the webinar has ended, you can go to <https://u.cyberlink.com/user/webinar/recording> to download all the comments for the webinar in a .TXT file, if you made the webinar available on demand. Just click on the webinar and then the **Text Comments** link to download them to your computer.

All the viewers of your webinar can create a display name and then chat and comment during the webinar. You can also participate in the text chat, and all your comments will be in blue in your chat window.

Note: you can edit your display name used in the text chat in [Account Settings](#).

Viewers can like each others comments, and you can click  to like a viewer's comment. In the chat window you can click  (or the down arrow under the **Text Chat** button) to sort all the comments by the most recent or by the number of likes. If you select **Likes/Most Recent**, the chat window will show a split view with the most liked comments at the top, followed by the most recent comments in the lower pane.

***Note:** if you would like to delete a comment in the text chat window, just right-click on it and then select **Delete Comment**. To prevent an audience member from commenting, right-click on a comment and then select **Block User**. You can manage the blocked users list in [settings](#).*

You can hide the live text chat by deselecting the **Text Chat** button, or disable it by clicking  (or the down arrow under the **Text Chat** button) and then selecting **Disable Text Chat**.

Pausing Webinars & Be Right Back

During webinars you can pause the broadcast, or use the Be Right Back feature to take a break.

***Note:** the pause and Be Right Back features cannot be used simultaneously.*

Pausing Webinars

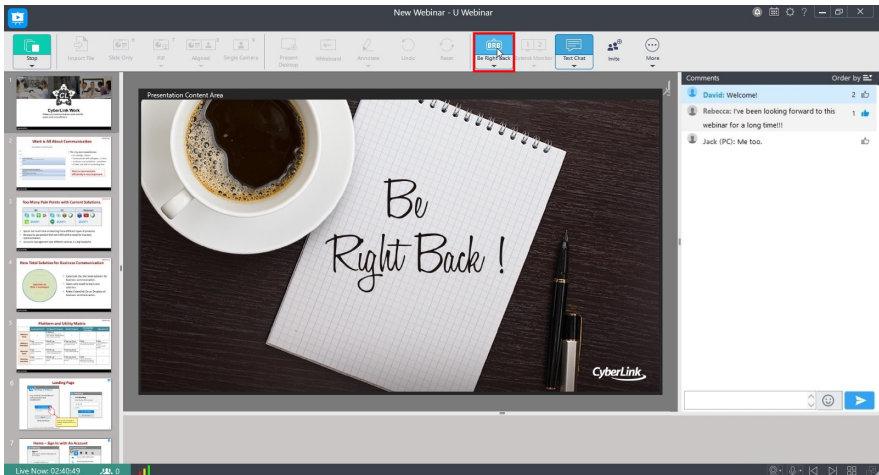
To pause a live webinar, do this:

1. Click the down arrow below the **Stop** button, and then select **Pause webinar and resume it later**.
2. When prompted, click **Yes**.
3. Enter in the time in minutes you are going to pause the webinar in the field provided.
4. Click **OK**.

To resume the webinar, just click on the **Start** button again when ready.

Be Right Back

While hosting a webinar, click the **Be Right Back*** button to activate this feature if you want to take break. Viewers will see the selected Be Right Back image while its activated. To resume your webinar and deactivate Be Right Back, click the **Be Right Back** button again. Viewers will once again see your broadcasted slides, webcam, etc.



Changing Be Right Back Image

To change the Be Right Back (BRB) image that is displayed when this feature is enabled, do this:

1. Click the down arrow below the **Be Right Back** button.
2. Select from the available BRB images to change it.

Importing Custom Be Right Back Images

To import a custom Be Right Back (BRB) image, do this:

1. Click the down arrow below the **Be Right Back** button.
2. Select the **Import More BRB Images** option.
3. Select the image file on your computer you want to add to the BRB images.
4. The imported image will now be available in the BRB images.

Voice Q&A

During your webinar you can start a Voice Q&A session, where audience members can ask you questions using a computer or mobile device microphone.

To start a Q&A session, do this:

1. During a webinar broadcast, click the **More** button and then select **Q&A**.
2. Click **Start Live Q&A Session**. You will be notified when an audience member has a question.
3. Click  next to a person who has a question to open his/her microphone.
4. Click  to shut off his/her microphone after your conversation has concluded.
5. Repeat steps 3 and 4 until all the questions are answered.
6. Click **Stop Q&A Session** to end the session and return to the webinar.

Roll Call

Webinar hosts can do a roll call in the meeting, for example if teaching an online class in U Webinar and they want to take attendance.

***Note:** [only audience members who have downloaded and signed in to U Messenger 6.3 or above before you can answer the roll call.](#)*

To start a roll call, do this:

1. During a webinar broadcast, click the **More** button and then select **Roll Call**.
2. Choose what info you want to collect during the roll call. Click the **Add** button to include custom info.
3. If required, enable the **"Stop roll call after"** option and enter the amount of time in minutes.
4. Click **Start** to begin the roll call.

Once the roll call has started, you can click **More > Roll Call > View Report** to view the collected info in a web browser. Click **Extend Duration** if you want to give the participants more time to respond. Click the **Stop** button and then **Close** to end the roll call.

Once the meeting ends you will be prompted with the location of the roll call report. Click the **Open File Location** link to open the folder and view the saved .CSV file in the following folder: C:\Users\Your_Name\Videos\U Webinar Recordings

Answering Roll Call

When you attend a webinar, the host may request the participants answer roll call. When prompted in U Webinar to answer roll call, click the **Continue** button to fill out the required information in a web browser. Fill in any requested information in the fields provided, and then click **Submit**.

Assistants

When [scheduling a webinar](#), or after it has started, you can set people as assistants. During the live webinar, assistants can help you delete inappropriate comments, block malicious users, and also set other participants as assistants.

***Note:** webinar assistants are not available for multi-panelist webinars.*

To view the current assistants list, click the **More** button and then select **Assistant List**.

Setting Participants as Assistants

You can set participants as assistants when [scheduling a webinar](#) or once the live webinar has started, doing any of the following:

***Note:** users must be signed into their U account to be set and perform tasks as webinar assistants.*

- right-click on a person in the text chat window list and then select **Set as Assistant**.
- click the **More** button and then select **Assistant List**. Enter an e-mail address in the field provided and then click + to assign people via e-mail.
- click the **More** button, select **Assistant List**, and then **View All Participants**. Right-click on a person in the participant list and then select **Set as Assistant**.

To remove a person as an assistant, right-click on them in chat window or participant list and then select **Remove Assistant Permissions**.

Full Screen Toolbar

When broadcasting and recording webinar projects, you can click  to view your webinar at full screen on your display, hiding the webinar slides pane, toolbar, and live text chat window.

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

When in full screen mode, the full screen toolbar displays at the top of the window, providing access to the navigation controls, display options, and the webinar tools.



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

Chapter 7:

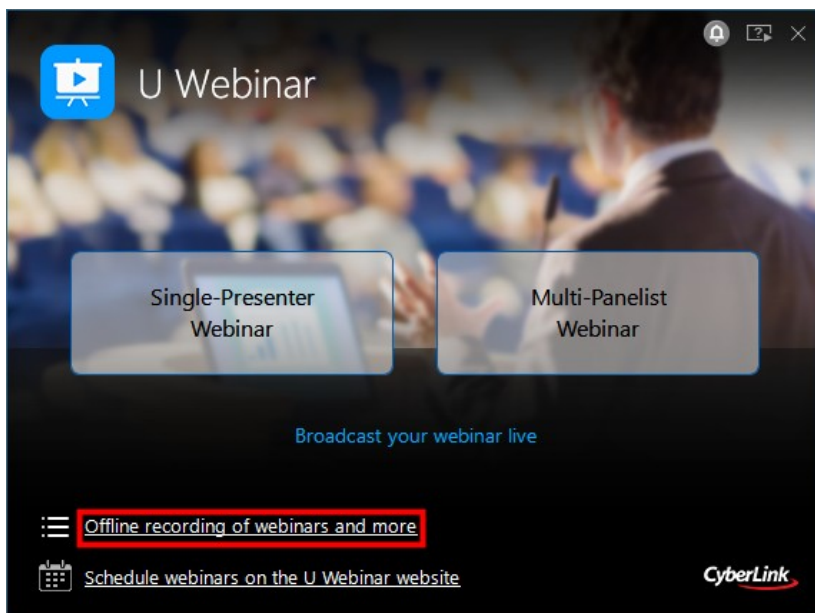
Pre-recording and Editing Webinars

In U Webinar you can pre-record* and edit* webinars for future live broadcasts, or for output as video files you can share. These webinar projects can consist of PowerPoint Presentations, imported images, and/or webcam video. This option lets you record and perfect your webinar before you broadcast it live.

Note: * this feature is not available in the Mac version of U Webinar.

To pre-record or edit a webinar project, do this:

1. In the U Webinar launch window, select the **Offline recording of webinars and more** link.



2. Select one of the following options:

- **Record New Webinar:** select to pre-record a new webinar. See [Pre-recording a Webinar](#) for more information.
- **Continue Previous Recording:** select to continue recording a webinar you started previously. See [Continue Previous Recording](#) for more information.
- **Edit Webinar:** select to edit a previously recorded webinar. See [Editing Webinars](#) for more information.

Pre-recording a Webinar

You can pre-record a webinar that you can broadcast at a later date, or output and share later as a video file.

To pre-record a webinar, do this:

1. Select **Offline recording of webinars and more** link on the U Webinar launch window.
2. Click on the **Record New Webinar** button.
3. Select one of the following options:
 - **Import Presentation:** select this option to import a PowerPoint or series of image files to use in your webinar.
 - **Start Webcam:** select this option to only record live video from your webcam.
4. If you chose to import a presentation, see [Modifying Webinar Slides](#) for information on managing the available slides/images and more before you start recording.
5. When you are ready, click **Record** to start recording your webinar.
6. Begin by speaking into your microphone, going through the PowerPoint slides and images, or talking into the webcam. You can go through your PowerPoint slides by:
 - clicking on the slides in the webinar slides pane.
 - using the webinar 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 recording.

- 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 webinar, U Webinar starts recording a new video clip. Each of these clips can then be edited later if required. See [Editing Projects](#) for more information.*

7. If required, use the [Webinar Tools](#) to add annotations, present your computer's desktop, and more during the recording.
8. When you are finished, click the **Stop** button to stop the recording.

***Note:** you can click the **Record** button again if you want to continue recording the webinar.*

9. When you are done, click  to save your webinar.

Continue Previous Recording

After you have finished pre-recording a webinar, you may find that there is additional information or slides you want to include in the final recorded webinar. Or you may not have had the time to finish recording the webinar and you want to continue from where you left off.

***Note:** if you just want replace an existing slide/video clip in your webinar, you can also use [record to replace](#).*

To continue recording a webinar, do this:

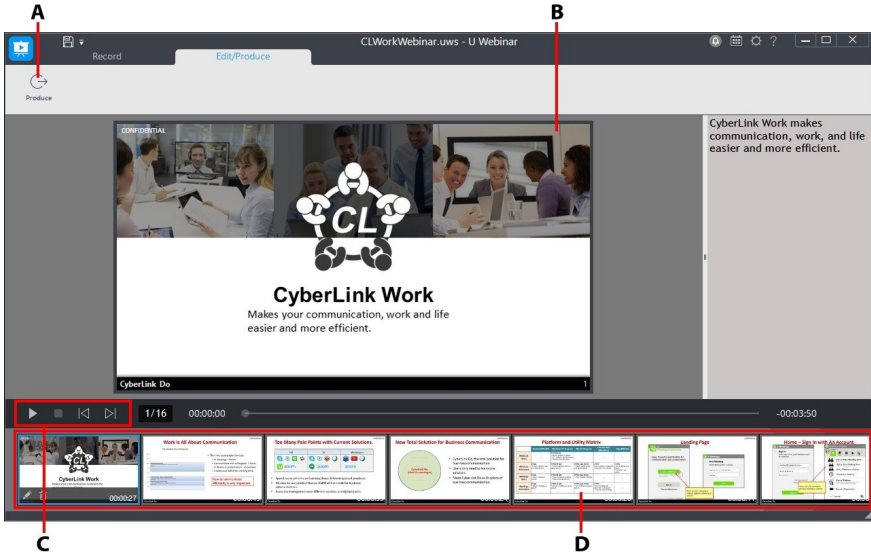
1. Select **Offline recording of webinars and more** link on the U Webinar launch window.
2. Click on the **Continue Previous Recording** button.
3. Browse to and select the previous recorded webinar's saved project file, and then click **Open**.
4. If required, click **Import File** to import additional PowerPoint slides or images. They will be added after the last recorded slide.

***Note:** previously recorded slides are indicated by a red square outline. See [Editing Webinars](#) for information on editing the current recorded slides.*

5. When you are ready, click **Record** to continue recording your webinar.
6. When you are done recording the additional content, click **Stop**. The new content will be placed at the end of the storyboard found on the Edit/Produce tab. See [Editing Webinars](#) for information on editing all the recorded slides.

Editing and Producing Webinars

Click on the **Edit/Produce** tab to preview and edit a recorded webinar before broadcasting it. You can also output it as video file on your computer.



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

When the webinar was recorded, each time you selected or went to a different slide, U Webinar recorded a new video clip. Each of these video clips is available in the storyboard on the Edit/Produce tab.

The length of each video clip is equal to the length of time you remained on that slide while recording your webinar. If you recorded webcam video only, each video clip is equal to the duration you were recording with the webcam.

On the Edit/Produce tab, you can preview, rearrange, rerecord, or delete any of these clips before broadcasting or producing.

Previewing Webinars

On the Edit/Produce tab use the player controls to play back your recorded webinar.

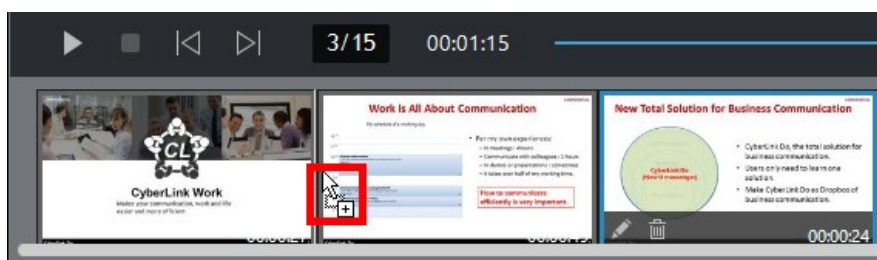
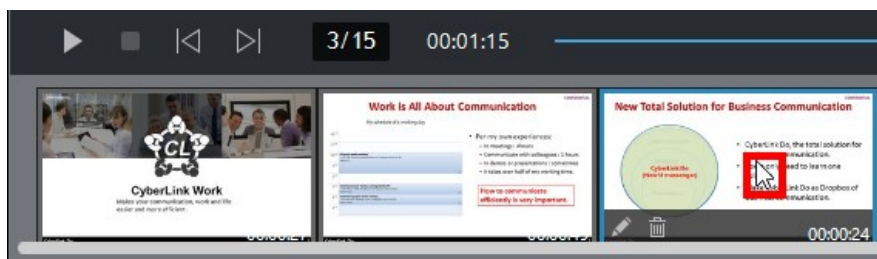
To browse through the webinar, just select each of the video clips in the storyboard at the bottom of the window, or use the ◀ and ▶ controls. Click the ▶ button to play back the webinar from the beginning of the currently selected slide.

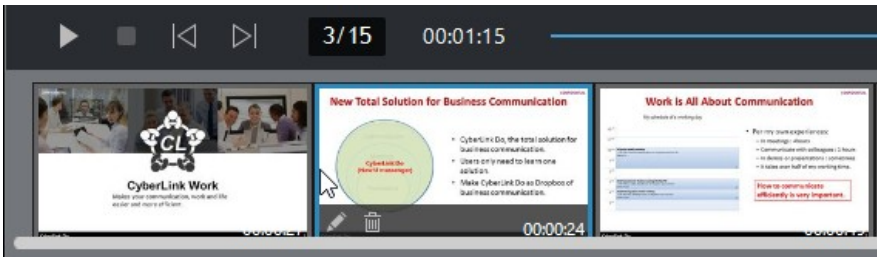
Editing Webinars

Webinars that you recorded can be edited, allowing you to replace specific video clips, and rearrange or delete them.

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.





Re-record Video Clips on the Storyboard (Record to Replace)

You can replace a video clip on the storyboard by re-recording the webcam video, voice over audio, and added annotations on the webinar slide.

***Note:** video clips in the storyboard cannot be manually trimmed in U Webinar. If you want to make a clip shorter, you must re-record the video clip.*

When you are done re-recording, the clip will be inserted into your webinar at the same position as the previous video clip.

***Note:** video clips that just consist of your webcam video only cannot be re-recorded here. Click on the **Record** tab to re-record the webcam only video, and then move the clip to the position in the storyboard where you want it.*

To re-record a video clip on the storyboard, do this:

1. Select the video clip in the storyboard that you want to replace/re-record.
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 Webinars

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

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, or the Delete key on your keyboard.
3. Click **Delete** to delete the video clip from the storyboard and your recorded webinar.

Outputting Webinars as a Video File

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

To output your webinar, 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.

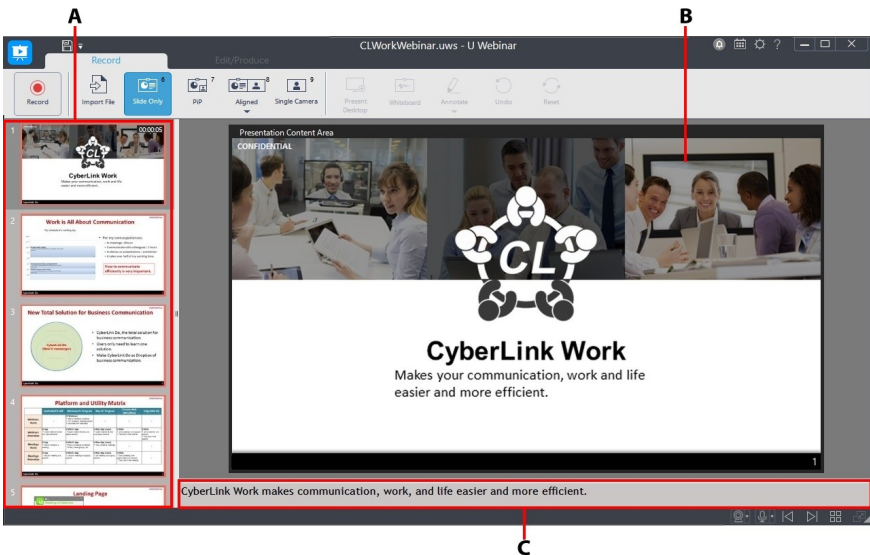
3. Click on **Produce**. U Webinar will produce the video file, and save it to the specified location.

Once the production is complete, click the **Open Folder** link to view the outputted file in its saved location. By default, this folder is set to C:\Users\<your Windows user name>\Videos\U Webinar Recordings. This output folder can be changed in [Output Settings](#).

Chapter 8:

Modifying Webinar Slides

Before hosting a live webinar or recording one for later broadcast, you can prepare and modify your webinar's slides. Here you can import PowerPoint slides or images, and then manage the slides as necessary to prepare for your broadcast or recording.



A - Webinar Slides Pane, B - Preview Window, C - Presenter Notes Pane

Importing PowerPoints and Images

You can import existing PowerPoint slides* or images directly into U Webinar.

Note: * PowerPoint slides are uploaded to CyberLink Cloud and then converted to images when imported into U Webinar on Mac.

During the import process, each PowerPoint slide/image is converted to a webinar slide and placed in the webinar slides pane on the left.

***Note:** the aspect ratio of your webinar, 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 webinar slide pane on the left to import them into the current project. You can import files after the webinar has started. They are added to the end of the slides in the webinar slides pane.*

1. Select the **Import File** button.
2. Select the PowerPoint or image file you want to import.

***Note:** U Webinar 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 files into webinar slides.

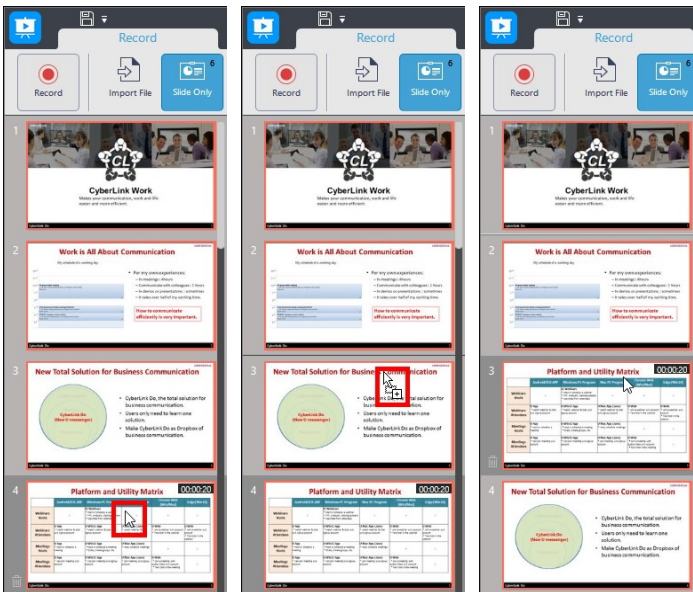
Managing Slides

Once you have all the PowerPoint slides and images imported into U Webinar you can then manage the slides in the webinar slides pane by doing the following tasks.

***Note:** at any time you can import additional PowerPoint slides or images. Just note that newly imported files become the last slides in the webinar slides pane.*

Rearranging Slides

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



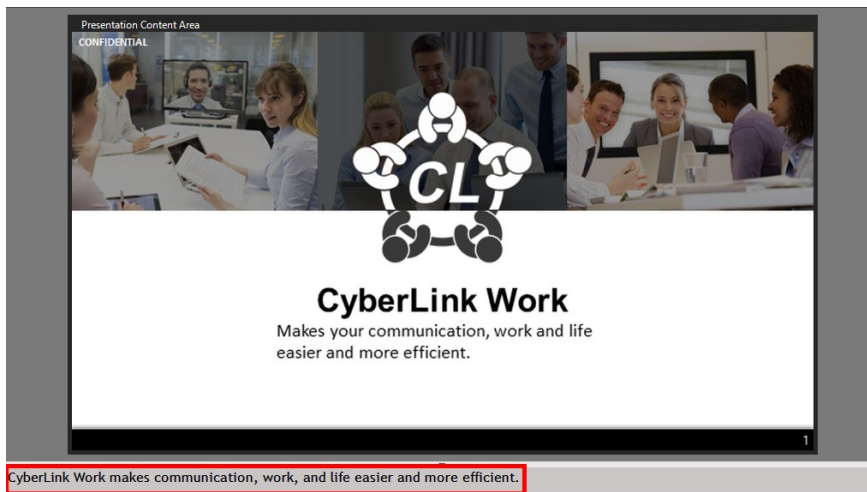
Deleting Existing Slides

You can delete a slide in your webinar by selecting it, hovering your mouse over the slide, and then clicking the  icon that's on the slide's thumbnail.

Note: instead of deleting a slide, you can right-click on it and then select **Hide Selected Slides** to hide it from view. The slide will appear grayed out in the slides pane, and won't be viewable during a webinar broadcast. If you want to display it later, right-click on it again and then select **Show Slides**.

Adding Presenter Notes

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



If you cannot find the presenter notes pane, you may need to resize the pane at the bottom of the U Webinar window.

Chapter 9:

U Webinar Settings

To configure the settings* in U Webinar, click the  button in the top right corner. Once you are done configuring the settings, select **OK** to set your changes.

*Note: * this feature is not available in the Mac version of U Webinar.*

Webcam Settings

Click the  button in the top right corner, and then select the **Webcam** tab to configure the following settings:

- **Primary:** select the primary webcam or other video recording device you want to use to broadcast/record video from when using U Webinar.
- **Secondary:** if you have more than one webcam or other video recording device, select a secondary webcam to enable the dual webcam features.

Audio Settings

Click the  button in the top right corner, and then select the **Audio** tab to configure the following settings:

- **Microphone:** select the microphone you want to use while broadcasting and recording in U Webinar. Use the available slider to set the audio input level for the microphone.
- **Auto adjust microphone volume:** select this option to have U Webinar auto adjust your microphone's input level (and lower background audio if required), to ensure the audio is clear during a broadcast or recording.
- **System sounds:** use the available slider to set the audio input level for any sound coming from your computer's sound card during a broadcast or recording.
- **Reduce system sounds while speaking:** select this option if you want U Webinar auto reduce the volume of sounds coming from your computer's sound card when someone starts speaking into the microphone.

Preference Settings

Click the  button in the top right corner, and then select the **Preference** tab to configure the following settings:

- **Recording path:** this option lets you know where recorded webinars and webinar projects are saved. Click the **Browse** button to select a different output folder if required.
- **Save copy of webinar on hard drive:** select this option if you want U Webinar to save a copy of each webinar on your computer's hard drive. The video file can be found in the folder specified above.

Language:

- **Use system default language:** select this option for the language display to be the same as the language of your operating system. This feature is only available if your operating system's language is one of the supported user defined languages.
- **User defined:** select this option and then select the language from the drop-down list that you want to use.

Live:

- **Title for your live webinar:** if required, you can update the title of your current webinar in the field provided.

Server connection:

- **Use Internet Explorer proxy settings:** select this option if you want U Webinar to use the proxy settings from Internet Explorer when connecting to the U Webinar server.

Account Settings

Click the  button in the top right corner, and then select the **Account** tab to configure the following settings:

- **E-mail:** displays the e-mail address for the CyberLink account you are currently logged into.

- **Display name:** if required you can change the display name used in live text chat during webinars.
- **Manage & Upgrade:** click this link to go to the U website, where you can manage and upgrade your U storage plans and more.
- **Change password:** click this link to quickly change the password for your CyberLink account.
- **Sign out:** click this link to sign out of the U Webinar website.

Provide Suggestions

Click the  button in the top right corner, and then select the **Provide Suggestions** tab to launch a window where you rate U Webinar and send CyberLink feedback and suggestions on how we can improve it.

Text Chat

Click the  button in the top right corner, and then select the **Text Chat** tab to configure the following settings:

- **Disable text chat for all webinars hosted with this account:** select this option if you don't want to allow live text chats during any of your webinars.
- **Blocked user list:** displays the list of users that you blocked from live text chats during your webinars. To remove a user from the list, click the icon next to his or her name and then click **Yes** when prompted.

Chapter 10:

U Webinar Hotkeys

This section lists all the hotkeys that are available in U Webinar.

Hotkey	Description
F1	Open the U Webinar help file.
F2 or 2	Start hosting live webinar.
F3 or 3	Stop live webinar.
F4 or 4	Pause live webinar
F5	Go to full screen. Press Esc to exit full screen.
F6 or 6	Switch to slide/video only display mode (for pre-recorded live broadcasting only).
F7 or 7	Switch to PiP display mode.
F8 or 8	Switch to aligned display mode.
F9 or 9	Switch to webcam only display mode.
F10	Present desktop.
F11	Show "Be-right back" window. Click BRB to close "Be-right back" window.
F12	Open/Close virtual whiteboard.
Alt+F4	Close U Webinar program.
Page Up, Up or Left Arrow	Go to previous slide.
Page Down, Down or Right Arrow	Go to next slide. During live broadcast, you can also click on the slide to go to the next page.
Ctrl+cursor select	Select multiple slides at once.
Ctrl+C	Copy slide.
Ctrl+V	Paste slide.
Ctrl+A	Select all slides.

Ctrl+S	Save the current project (for recording mode only).
Ctrl+W	Open webcam menu (for window mode only).
Ctrl+M	Open microphone menu (for window mode only).

Chapter 11:

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 FAQ at the following link on the U web site:
<https://u.cyberlink.com/support>
- 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: <https://u.cyberlink.com/support>

***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 nine languages.

Help Resources

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

- Access CyberLink's **Troubleshooting** and **FAQ** (frequently asked questions): <https://u.cyberlink.com/support>
- View **video tutorials** for your software: <https://u.cyberlink.com/>

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