



Insert Slides

If you would like to share a slide presentation with your meeting participants, follow the steps below to upload the presentation to your web meeting controls.

1. Go to www.readytalk.com/host and log in as the **Chairperson**.
 - a. Once logged into your **Conference Center**, select a meeting and click the **Open Meeting Controls** button.
2. Once the meeting controls are open, click on the **Add Slides** button near the bottom of the screen, search for your presentation, and then click **Open**.
3. Your slides will begin to upload to our system. Once they have uploaded successfully, they will appear as thumbnails within your slide deck.

Supported Formats: PDF, JPG, PNG, GIF, BMP, PPT, and PPTX

Notes:

- Any slides you upload will be available for all future meetings. To delete your slides, right-click on any thumbnail and select the **Delete All Slides** option.
- Only 200 slides can be uploaded to your meeting controls. Each presentation you upload cannot exceed 50MB.
- Slide animations, hyperlinks, and embedded videos are not supported within the ReadyTalk **Slide Sharing** feature. To retain slide animations, use the **Share Desktop** feature. Use the **Chat** feature to send out hyperlinks. Use the **Video Clip Playback** feature to share videos.
- Both 16:9 and 4:3 slide aspect ratios are supported.

