sm workshop technology setup

VIDEO SCRIPT

VIDEO SUMMARY
This video is being developed so that District Managers can conduct their SM workshops using the provided tools. They will be able to: • connect their iPads to an external monitor • open their presentation in PlayerLync • switch between presentation and myLearning app

VIDEO DETAILS			NOTES
Color R: 240 G: 197 B: 166	Props • Rich's iPad • iPad charger • VGA cable • VGA adapter	• audio cable • TV (collab)	• Text in quotes always correlate to text on-screen. • VO should start during title screen when possible. • Title screens only when indicated.

VIDEO SCRIPT

#	ROLE	SCRIPT	BLOCKING	TEXT / VISUAL
TITLE SEQUENCE				
1.	Narrator	"Setting up the technology for your store manager meeting is easy!"		
2.	Narrator	"In this video, you'll learn how to • connect your iPad to a TV monitor or projector • how to open up the presentation • how to play videos during the presentation • and how to switch between the presentation and the myLearning app."		"In this Video: 1. how to connect your iPad 2. how to open the presentation 3. how to play videos 4. how to switch to the myLearning app"
3.	Narrator	"Before you begin, make sure your iPad and the TV or projector are both turned on."		
CONNECTING YOUR IPAD				
1.	Narrator	"To connect your iPad to a TV or projector, you'll use the VGA adapter that was included in your meeting box."		
2.	Narrator	"There will already be a VGA cable connected to the monitor or projector, with a connector that looks like this; and an audio cable that looks like this." "If your cable has a different connector—or if there is no cable—contact the person or company who set up the audio/video equipment at your location."		indicate blue VGA connector and green audio jack connector

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3.	Narrator	"Plug the VGA cable into the adapter, tighten the screws, and then plug the other end of the adapter into your iPad."		show VGA cable being plugged into adapter, pause, then being plugged into iPad
4.	Narrator	"If you need to charge your iPad during the meeting, you can plug your charger into the adapter as well."		show charger cable being plugged into adapter
5.	Narrator	"Plug the audio cable into the headphone jack of your iPad."		
6.	Narrator	"Next, unlock your iPad if it isn't already, and you should see your iPad's screen displayed on the TV or projector."		
7.	Narrator	"If you do not see your iPad screen, you may need to cycle through the inputs on the TV or projector. "To do this, find the button labeled 'input' or 'source'. It could be on the remote or on the TV or projector itself. Press this button repeatedly to cycle through each of the inputs until you see your iPad screen."		show close-up of hand touching input button while blurred TV in background cycles through inputs
OPENING YOUR PRESENTATION				
1.	Narrator	"Log into your PlayerLync app and navigate to the 'Fall 2016 Store Manager Meetings' folder, and open the presentation for Day 1. Tomorrow, you'll open Day 2."		
2.	RECORD AND SAVE FOR NEXT YEAR	"Log into your PlayerLync app and navigate to this year's Store Manager Workshops folder, and open the presentation for Day 1. Tomorrow, you'll open Day 2."		hand manipulating app as described
3.	Narrator	"Normally, your presentation will scroll up and down, but in order to have a little more control over it, we want to make it act more like a slideshow."		presentation scrolls up and down
4.	Narrator	"To do this, touch the Document Options icon at the top of the PlayerLync app, and make sure the switch next to "Single Page Mode" is turned on. And touch 'Done'."		hand manipulating app as described
5.	Narrator	"Now you can advance through the slides by swiping left."		
PLAYING VIDEOS				
1.	Narrator	"Throughout the meeting, your facilitator guide will instruct you to play videos located in your meeting folder on the PlayerLync app."		
2.	Narrator	"Simply close your presentation, and touch the video to play it."		
3.	Narrator	"When the video is done, you can re-open the presentation, and you'll be right where you left off."		

#	ROLE	SCRIPT	BLOCKING	TEXT / VISUAL
SWITCHING TO THE MYLEARNING APP				
1.	Narrator	"Your facilitator guide will also instruct you use the myLearning app to show content and videos."		
2.	Narrator	"To switch to the myLearning app, tap the home button, and open the myLearning app."		
3.	Narrator	"To switch back to your presentation, double-tap the home button, and then touch the PlayerLync app. Notice that you'll remain right on the slide where you left off, so you can simply move right to the next section of your presentation."		
4.	Narrator	"If you have any problems setting up the technology for your meeting, contact the person or company who set up your audio/video equipment."		
5.	Narrator	"Happy facilitating!"		