

Add headshots to an audio event

Use **Headshots** in your Audio-Only events to display a photo of the current speaker or logo to the audience. These images will appear to the audience in the top left corner of the player above the media controls. Presenters can changes these images as needed from the **Live Studio** or added later in the **On-Demand Studio**.

Setup

Images can be uploaded on the **Event Content** page under **Add Headshots**. Click on the **Add Headshots** text and select **Upload New Headshot**.

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Images can be uploaded from your computer using the **Upload New** option (default). Click **Choose File** to locate the image on your computer and click **Upload** to add it to the event. To upload an image from a URL, click **From a URL** along the left column and enter the URL for the image you would like to upload.

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The headshot window is 320x240. If you upload an image larger than this, you will be prompted to resize the image. Select **Crop Image to Fit** to crop the crop a portion of the image to use or select **Scale Image to Fit** to resize the entire image to fit within the headshot window. Click **Apply** to save.

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Images can be edited after being uploaded using the controls along the top of the interface. **Resize** or **Crop** images to adjust the size. Use the **Canvas** to add extra space around the image. Use the **Rotate** option to rotate an image or use **Text** to add text, like a speaker's name, title and/or company. Click **Save** in the top right to save an image for use on your event.

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Live Event Controls

For live events, available headshots will appear on the **Headshots** tab of the Live Studio. The active headshot has a green box around the image here and will appear in the top left window of

the Live Studio to confirm what viewers are seeing.

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By default, the first headshot in your list is selected in **Live Studio** will be sent to your audience when the webcast is started. You can change the default order in the headshot list or select a different headshot in the **Live Studio** before clicking **Start Webcast**.

Any presenters with Live Studio access can advance headshots on the event.

On-Demand Event Controls

For on-demand events, available headshots will appear in the **Headshots Library** of the OD Studio.

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Use the Headshots track of the **Event Timeline** to control what headshots appear and at what time they appear to viewers. Drag and drop headshots from the Library onto the Timeline to add them to the event.

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Right-click on a headshot on the timeline to access additional controls. Click **Edit Headshot** to add a timecode for when the headshot should appear. Click **Remove Headshot** to remove it from the event.

Best Practices

- Headshots must be exactly 320 x 240 pixels in size. Larger images can be resized if needed.
- Headshots must be in .jpg or .png format.

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