

WELCOME TO THE
8 STEP GUIDE TO
UPLOAD YOUR
PRESENTATIONS



STEP 1

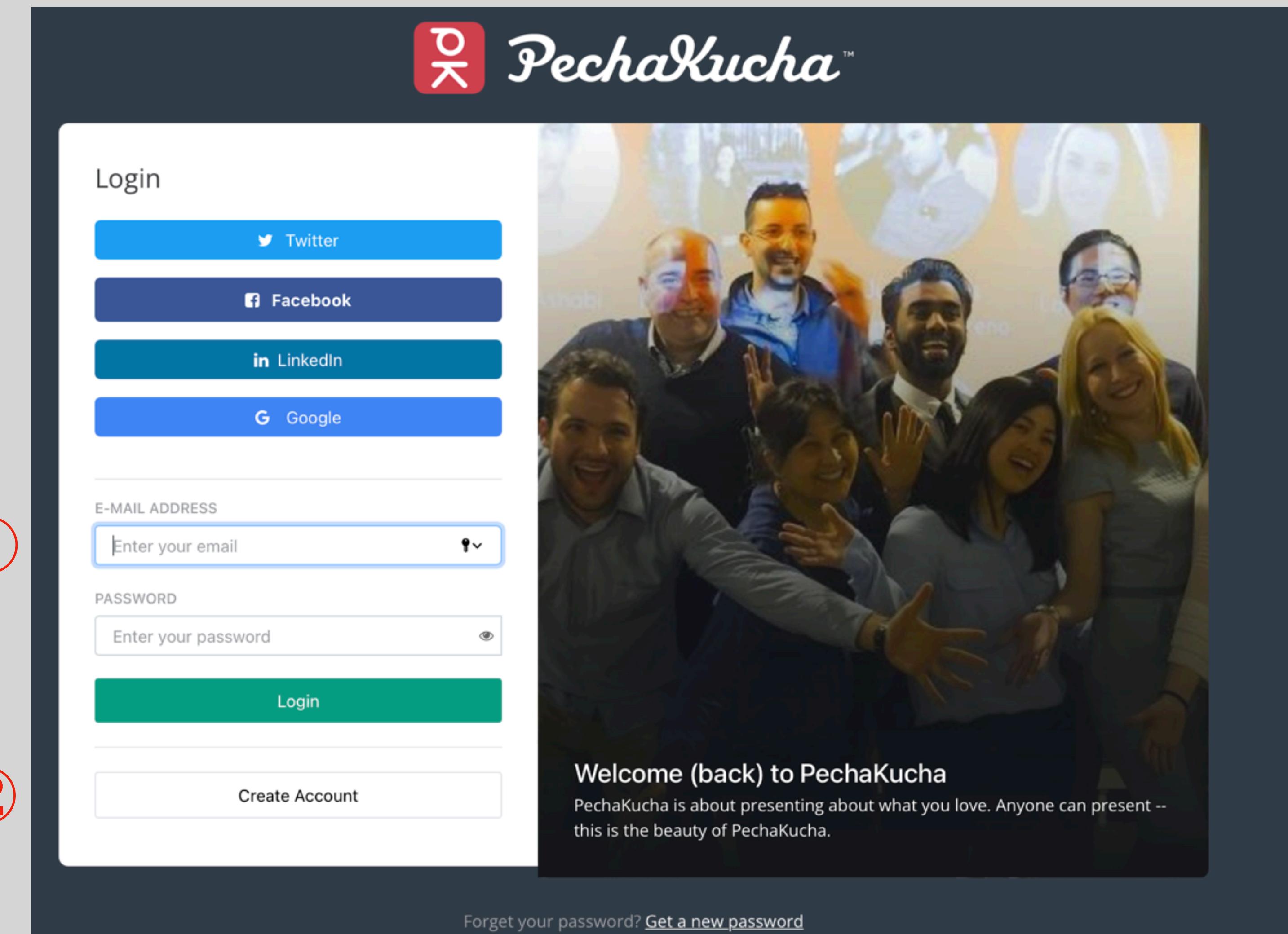
LOG IN

Welcome to this simple 8 step guide page on how to upload your images to PechaKucha CREATE and make a presentation.

1 Log in your account

2 If you don't have one, create an account

3 If you do - but have forgotten your password, you can reset it here



3

STEP 2 GO TO PK CREATE

- 1 Click on CREATE in the menu

Time to celebrate creativity, optimism, and LOVE! - International PechaKucha Day 2022 - [Join Us!](#)

Pechakucha | Search PechaKucha... Host an Event Pricing 🔔  CHATS

FEATURED CATEGORIES CHANNELS EVENTS CITIES CREATE BETA SHOP ABOUT MANAGE PECHAKUCHA Public View CHATS

1

PechaKucha Spotlight: Burnaby

Starts in 3 days, 20 hours, 39 minutes

PechaKucha Night™
BURNABY

See PechaKucha Burnaby featured presentations

PechaKucha Retweeted
LuLu @uiqi6116 HOMESICK ARTS MONTH 2022 IN bacolod is lit 🔥🔥🔥 too bad I can't be on ArtTambay events and Embers x Pechakucha Night 🙏🙏🙏

BACOLOD ARTS MONTH 2022

Featured PechaKucha Presentations

Edit Featured Presentations


Supporting science for pandemic preparedness
59 views


Business School for English Majors
You Too Can Be A [Girl] Businessman
987 views


EVOLUTIONARY PROCESS – COVID-19 2020
Tropical Architecture
Jimmy Lim
686 views

STEP 3

SET UP YOUR PK

1 Give your presentation a title

2 Add a short description

3 Decide which format

20 images x 20 seconds
10 images x 20 seconds
10 images x 10 seconds

4 Allow comments - or not

5 Make public - or not

We suggest you keep them private right now. We will still be able to see them

6 Click the + sign and add #ipk2022

7 You can add an optional cover image
16:9 aspect ratio

8 Click Save + Next

The screenshot shows the PechaKucha website's 'Create BETA' section for setting up a new presentation. The top navigation bar includes links for 'Host an Event', 'Pricing', 'Public View', and a user profile. The main area is titled 'PK Create BETA: New Presentation'. It features three tabs: '1. Description', '2. Images', and '3. Audio', with '1. Description' currently selected. The 'Description' field contains the text 'I LOVE PechaKucha'. The 'Image' tab contains a green-bordered text box with the placeholder 'This is a presentation about why I LOVE PechaKucha'. The 'Audio' tab is empty. To the right of the image input, there is a note: 'Give your PK a title and description, followed by a few categories. These will be publicly viewable and help us show your PK to users who love the same things you do!'. Below the image input is a 'Select a Custom Cover Image File' button with a 'Click to Select Image File' link and a 'Browse' button. Other settings include 'PK FORMAT (number of slides, seconds per slide)' set to '20x20', 'Allow/Show Comments' set to 'Yes (comments require approval)', 'PUBLIC / PRIVATE' set to 'Public', and a 'CATEGORIES' section with a plus sign. At the bottom right are 'Cancel' and 'Save + Next' buttons.

STEP 4 UPLOAD YOUR IMAGES

1

Upload your images

- drag and drop into the box
- or browse your computer

TOP TIP: Prepare your images before in either Keynote or PowerPoint, and export as .jpeg - then upload

The aspect ratio of the images should be 16:9

You will need to upload exactly 10 or 20 images

2

You can directly upload a PowerPoint file here

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PechaKucha Search PechaKucha...

Host an Event Pricing [Bell](#)

FEATURED CATEGORIES CHANNELS EVENTS CITIES CREATE BETA SHOP ABOUT MANAGE PECHAKUCHA CHATS Public View

PK Create BETA: Edit Presentation · [Public View](#) [» Go to My Presentations](#)

Title: "Why I LOVE PechaKucha"

1. Description 2. Images 3. Audio

Add or Replace Slide Images with Images from a PowerPoint (.pptx) File

Click to Upload .pptx File [Browse](#)

Drag and Drop to upload 20 image(s)
or [browse](#) to choose a file

Please upload horizontal .jpg, .png, or .gif files under 3000x1300 pixels.
Recommended image ratio is 16:9 (example: 1280 x 780 pixels)

Slides [Cover Image](#) [Background](#)

Please click and hold the image to drag and re-order slides.
If on a touch-screen device, please double-click to drag and re-order slides.
Slides are ordered per-row, left-to-right.

Slide 1 Black

STEP 4 UPLOAD YOUR IMAGES

1 Upload your images

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- or browse your computer

TOP TIP: Prepare your images before in either Keynote or PowerPoint, and export as .jpeg - then upload.

The aspect ratio of the images should be 16:9

You will need to upload exactly 10 or 20 images.

2 You can directly upload a PowerPoint file here

3 Your images will appear here - you can drag and reposition their order

4 You can select a cover image

5 You can select a background colour

6 Click Save + Next

3

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PechaKucha Search PechaKucha... Host an Event Pricing [Profile](#)

FEATURED CATEGORIES CHANNELS EVENTS CITIES CREATE BETA SHOP ABOUT MANAGE PECHAKUCHA Public View CHATS

PK Create BETA: Edit Presentation · [Public View](#) » Go to My Presentations

Title: "Why I LOVE PechaKucha" [Edit](#)

1. Description 2. Images 3. Audio

Add or Replace Slide Images with Images from a PowerPoint (.pptx) File [Click to Upload .pptx File](#) [Browse](#)

Drag and Drop to upload 20 image(s)
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Please upload horizontal .jpg, .png, or .gif files under 3000x1300 pixels.
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Slides Please click and hold the image to drag and re-order slides.
If on a touch-screen device, please double-click to drag and re-order slides.
Slides are ordered per-row, left-to-right.

Cover Image [Slide 1](#) Background [Black](#)

MARKHAM HAMPTONS BEIJING DAYTON CESKE BUDEJOVICE CHRISTCHURCH CALGARY BANGALORE AMERSFOORT

STEP 5 ADD AUDIO

You can either :

- 1 Add and audio track, great for rehearsing, but we won't play it on the day, you will voice it live on the Zoom call.

- 2 If you don't want to record an audio track please click Silent (No Audio)

YOU MUST SELECT 1 or 2 OR YOUR PRESENTATION WILL NOT BE GENERATED

After clicking one of the two options you will be taken to the next page...

The screenshot shows the PechaKucha website interface. At the top, there's a yellow banner with the text "Time to celebrate creativity, optimism, and LOVE! - International PechaKucha Day 2022 - [Join Us!](#)". Below the banner is the main navigation bar with links for "Host an Event", "Pricing", "Search PechaKucha...", "FEATURED", "CATEGORIES", "CHANNELS", "EVENTS", "CITIES", "CREATE BETA", "SHOP", "ABOUT", "MANAGE PECHAKUCHA", "Public View", and "CHATS". The user profile icon shows a person in an orange shirt.

The main content area is titled "PK Create BETA: Edit Presentation" and "Public View". It shows a title "Why I LOVE PechaKucha" with a microphone icon. Below the title are three tabs: "1. Description", "2. Images", and "3. Audio", with "3. Audio" being the active tab.

A central message says "Please Select an option for adding audio to your PK". Two large options are presented:

- Record Audio** (left): Features a microphone icon and the text "Use your device to record audio / video over your slides". It has three buttons: "Start Recording Audio - Per Slide", "Start Recording Audio - Entire Presentation" (circled with a red number 1), "Start Recording Video - Per Slide", and "Start Recording Video - Entire Presentation".
- Keep Audio / Upload New Audio** (right): Features a cloud icon with an upward arrow and the text "Keep current audio / video, or upload a new audio / video file". It has three buttons: "Keep Audio / Upload Your Audio", "Keep Video / Upload Your Video" (circled with a red number 2), and "Silent (No Audio)".

STEP 5 ADD AUDIO

On this page follow the onscreen instructions to record your audio.

- 1 After you have recorded your audio, click Save + Next. If you have recorded with no audio - simply click Save + Next

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 **PechaKucha** | Host an Event Pricing  

FEATURED CATEGORIES CHANNELS EVENTS CITIES **CREATE BETA** SHOP ABOUT MANAGE PECHAKUCHA Public View CHATS

PK Create BETA: Edit Presentation · [Public View](#) » Go to My Presentations

Title: "Why I LOVE PechaKucha" 

[Previous](#) [Cancel](#) [Finish \(Save + Create Video\)](#)

1. Description 2. Images 3. **Audio**

[« Go Back to Select Audio](#)



Slide 1
Current audio filename: silence_400s.702ba50f.mp3



STEP 6 SET PREFERENCES

You will arrive at Your Presentation page automatically where you can set your presentation preferences.

After you have recorded your presentation and arrive here it will take 2-3 minutes for the title in the far left column to turn blue - this indicates it's been processed and ready to view!

1 It's important to click Public

2 Set Privacy here - add people:
pechakuchatowns@gmail.com

3 Here you can download your presentation into other formats if you would like

4 You can edit your presentation here

5 Finally click on the blue title to see your presentation!

TITLE	EVENTS	CREATED ON	NOTES	PUBLISHED	PRIVACY	ASSETS	EDIT
Why I LOVE PechaKucha	Invitations Available More Options	02/02/2022	View Count: 3	<input checked="" type="checkbox"/>			Edit Description
10 building I like	Invitations Available More Options	12/01/2022	View Count: 4	<input checked="" type="checkbox"/>			Edit Description
Our Day Job & Night Job	SHARE LOUNGE, Powered by PechaKucha More Options	20/12/2021	View Count: 8	<input checked="" type="checkbox"/>			Edit Description
PechaKucha, Water and Connections	Cleveland Vol 34 - Waterways More Options	26/11/2021	View Count: 34	<input checked="" type="checkbox"/>			Edit Description
Ghghh	Invitations Available More Options	01/11/2021	Ready to publish!	<input type="checkbox"/>			Edit Description
PechaKucha, Water and Connections	Cleveland Vol 34 - Waterways More Options	26/11/2021	View Count: 34	<input checked="" type="checkbox"/>			Edit Description

STEP 7 YOUR PRESENTATION

BINGO !! Your presentation appears!
This is the page URL you can use to share your presentation

As well as a presentation page you also have a Profile Page which shows your profile, and all you past presentations.

- 1 Click on the drop down menu and select Profile

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Pechakucha | Search Pechakucha... Host an Event Pricing 1 Account Settings

FEATURED CATEGORIES CHANNELS EVENTS CITIES CREATE BETA SHOP ABOUT MANAGE PECHAKUCHA CHATS Public

Profile

My Presentations

My Events

Logout

The screenshot shows the Pechakucha website interface. At the top, there's a yellow banner with the text "Time to celebrate creativity, optimism, and LOVE! – International PechaKucha Day 2022 - [Join Us!](#)". Below the banner is the main navigation bar with links for Pechakucha, Search, Host an Event, Pricing, Account Settings, Profile, My Presentations, My Events, and Logout. A red circle with the number "1" is placed over the "Account Settings" link. On the left side, there's a sidebar with "FEATURED" content, categories, channels, events, cities, and a "CREATE" button. The main content area features a video player showing a group of people at a PechaKucha event in Christchurch, with the text "PechaKucha Night CHRISTCHURCH" overlaid. A red circle with the number "1" is placed over the video player. Below the video, there's a post titled "Why I LOVE PechaKucha" by Mark Dytham, dated 2 Feb 2022. The post includes social sharing buttons for Embed, Facebook, Twitter, and LinkedIn, and a "like" button. A small profile picture of Mark Dytham is shown next to his name. The post content reads: "Little did we know that a one-off event in Tokyo, based on a simple format we came up with to stop architects from talking too much, would grow into a truly global celebration of creativity - if we did we may have named the event something a little easier to pronounce and spell!". Below the post, there's a comment section with a placeholder for a public comment and a "Submit" button. A red circle with the number "1" is placed over the "Edit" button in the post header.

1

STEP 8 YOUR PROFILE PAGE

1 To edit your profile page, select account settings from the drop down menu. Here you will be able to add:

- Profile image
- Short description about yourself
- Social media and web links

From this drop down you can also go to **My Presentations** page to edit your presentation preferences and **My Events** which will show which events you presented at - as City Organisers can link presenters to events!

Well “that’s all folks”

Be creative - have fun

Contact us if you have any questions at
support@pechakucha.org

The screenshot shows the PechaKucha website. At the top, there's a yellow banner with the text "Time to celebrate creativity, optimism, and LOVE! - International PechaKucha Day 2022 - [Join Us!](#)". The main navigation bar includes links for FEATURED, CATEGORIES, CHANNELS, EVENTS, CITIES, CREATE (BETA), SHOP, ABOUT, MANAGE PECHAKUCHA, CHATS, and PUBLIC. On the right, there's a user dropdown menu with a profile picture of a person in an orange shirt, a red notification badge with the number 1, and options for Account Settings, Profile (which is highlighted in red), My Presentations, My Events, and Logout.

The main content area features a large image of a stage at a PechaKucha event in Guangzhou. Several people are standing on the stage, and a large screen behind them displays a portrait of a man. Below the image, a profile card for "Mark Dytham" is shown, featuring his photo, social media icons for Twitter and Facebook, and a "link" icon.

On the left, a "About Mark" section contains a bio: "Little did we know that a one-off event in Tokyo, based on a simple format we came up with to stop architects from talking too much, would grow into a truly global celebration of creativity - if we did we may have named the event something a little easier to pronounce and spell!" A "Show Full Description" link is at the bottom of this section.

On the right, a "Mark's Recent Presentations" section shows two thumbnail images. The first thumbnail for "Why I LOVE PechaKucha" has a play button over it. The second thumbnail for "PechaKucha, Water and Connections" also has a play button over it.