

# **SPEAKER DECK**

**UM RECURSO PARA COMPARTILHAMENTO  
ON-LINE DE APRESENTAÇÕES**

**MANUAL DE USO RÁPIDO DO SPEAKER DECK**

**SIMÃO PEDRO P. MARINHO**

# CREATIVE COMMONS

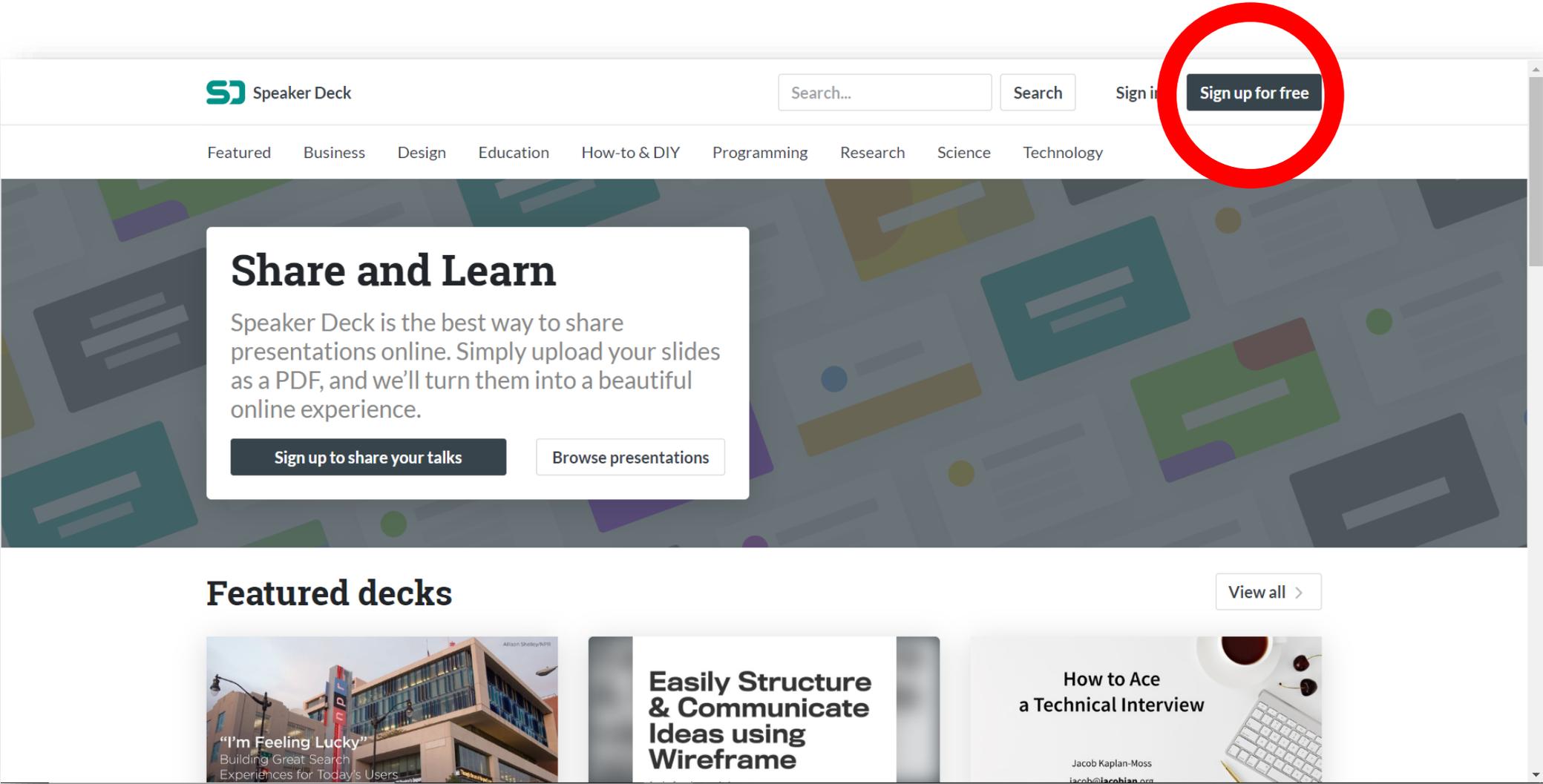


**Attribution-NonCommercial 4.0 International (CC BY-NC 4.0)**

**BELO HORIZONTE, 2019.**

**CRIANDO UMA CONTA**

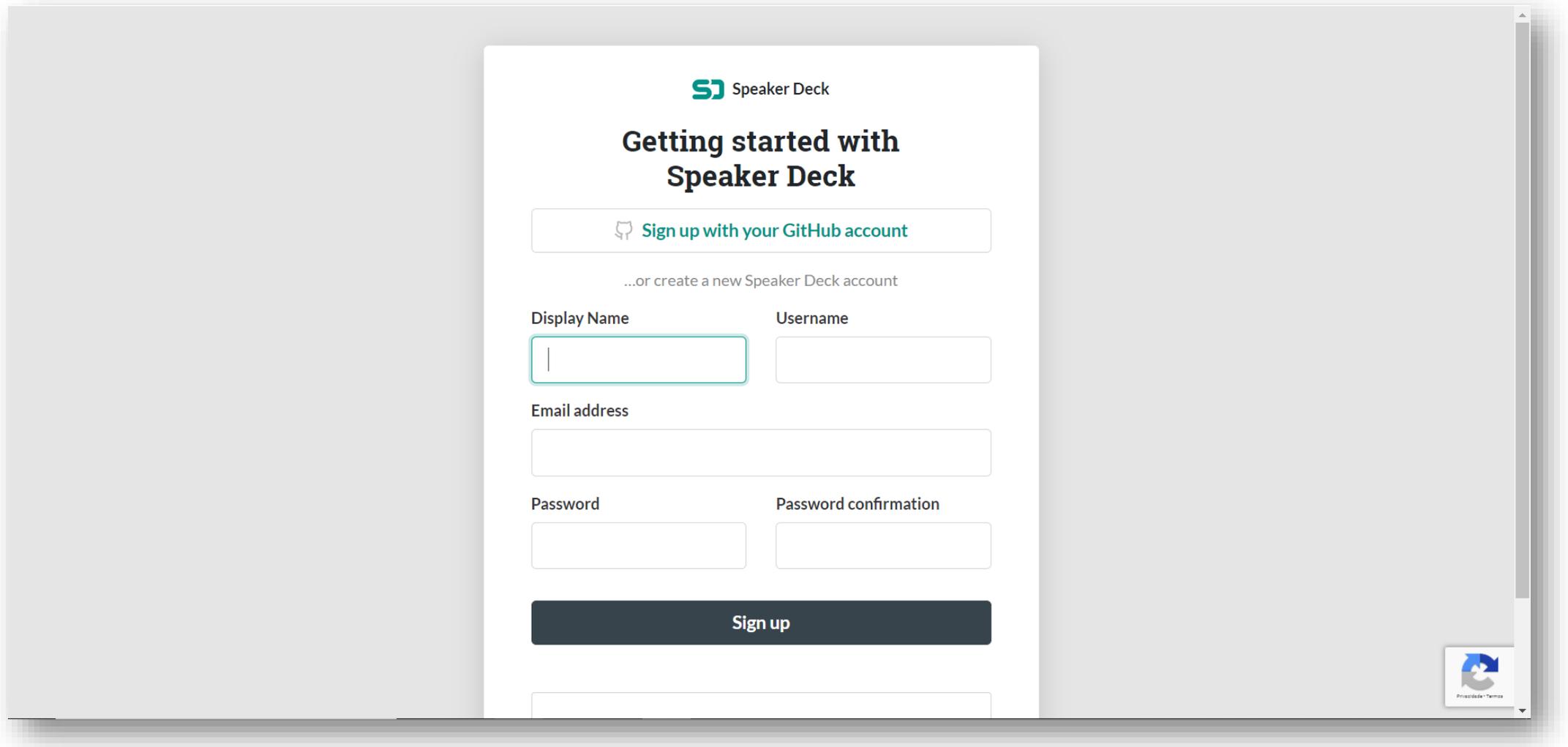
Em <https://speakerdeck.com> clique em **Sign up for free**.



Nos campos próprios informe o nome que será exibido para a sua coleção de apresentações (Display name), seu nome de usuário (username), seu e-mail (Email address).

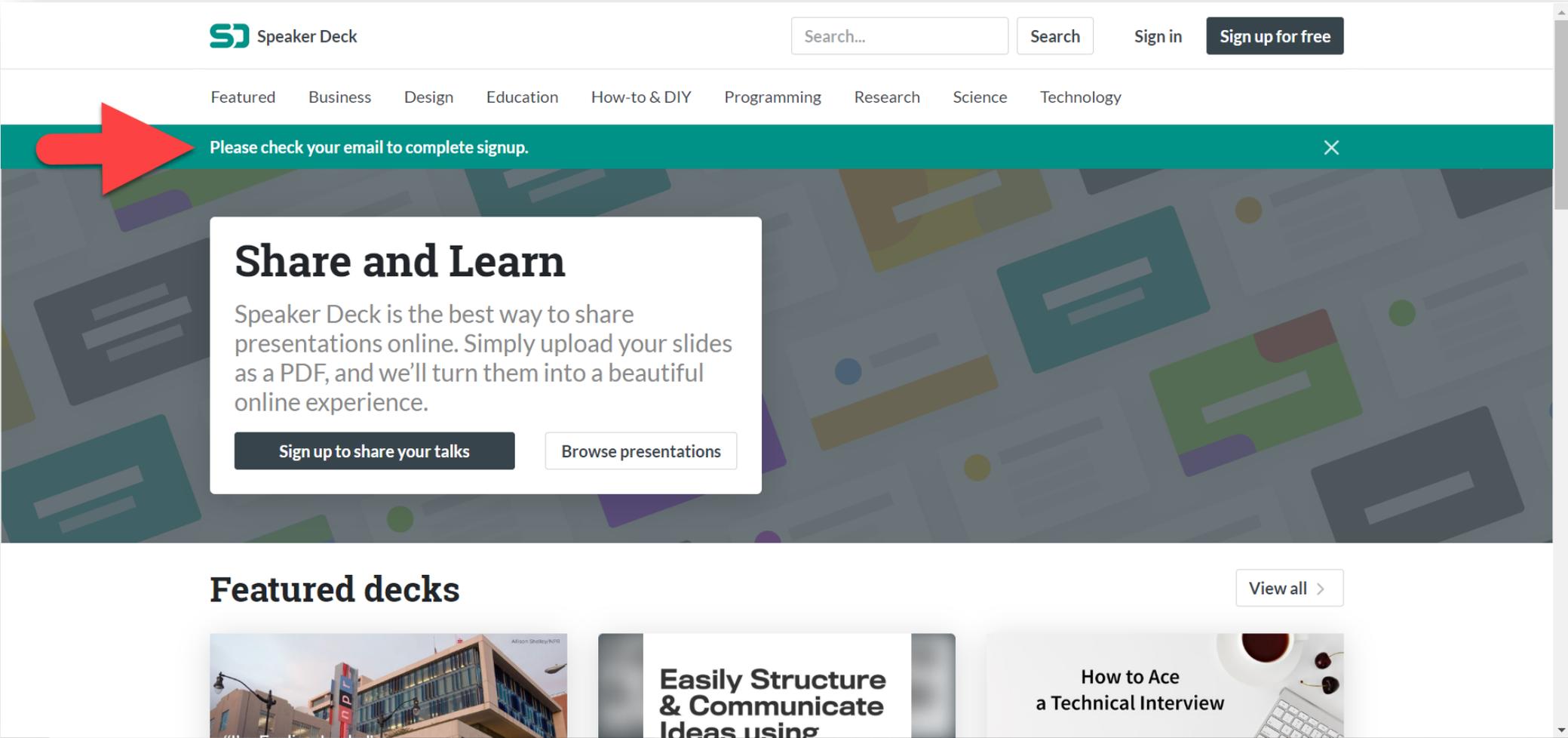
Insira a senha (password) que pretende usar. Repita a senha.

Faça a opção por uma senha forte, usando letras maiúsculas e minúsculas, números e caracteres não alfanuméricos como !, @, \_.

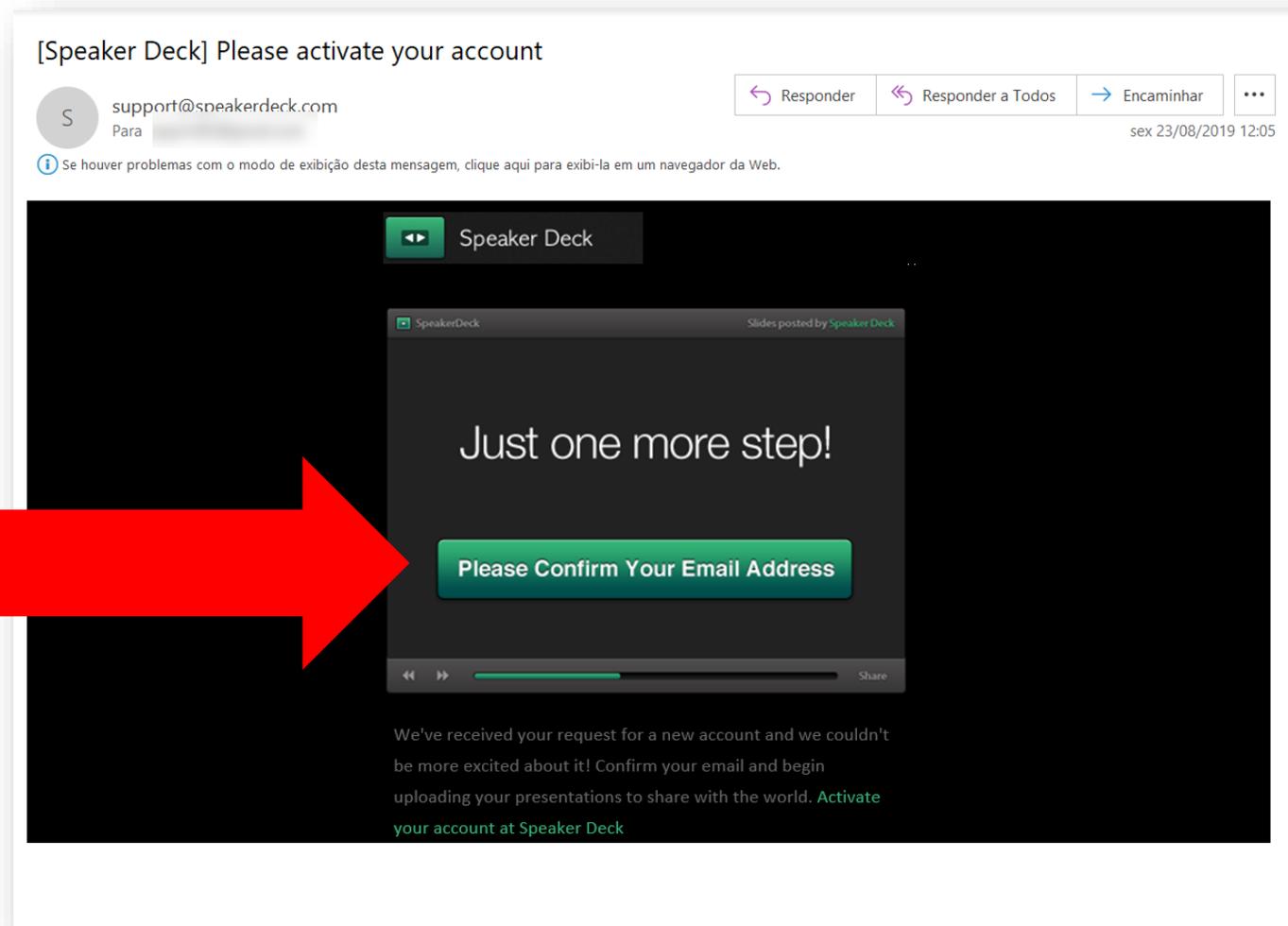


The image shows a sign-up form for Speaker Deck. At the top, there is the Speaker Deck logo and the text "Getting started with Speaker Deck". Below this, there is a button with a GitHub icon and the text "Sign up with your GitHub account". Underneath, it says "...or create a new Speaker Deck account". The form has several input fields: "Display Name" (with a cursor in the field), "Username", "Email address", "Password", and "Password confirmation". A dark "Sign up" button is at the bottom. In the bottom right corner, there is a small icon with a circular arrow and the text "Privacidade + Termos".

O Speaker Deck enviará uma mensagem para que você comprove que o e-mail que informou é válido e, assim, completar seu cadastramento no serviço.



Vá à sua caixa de e-mail, localize a mensagem do Speaker Deck e clique em **“Please Confirm Your Email Address”**.



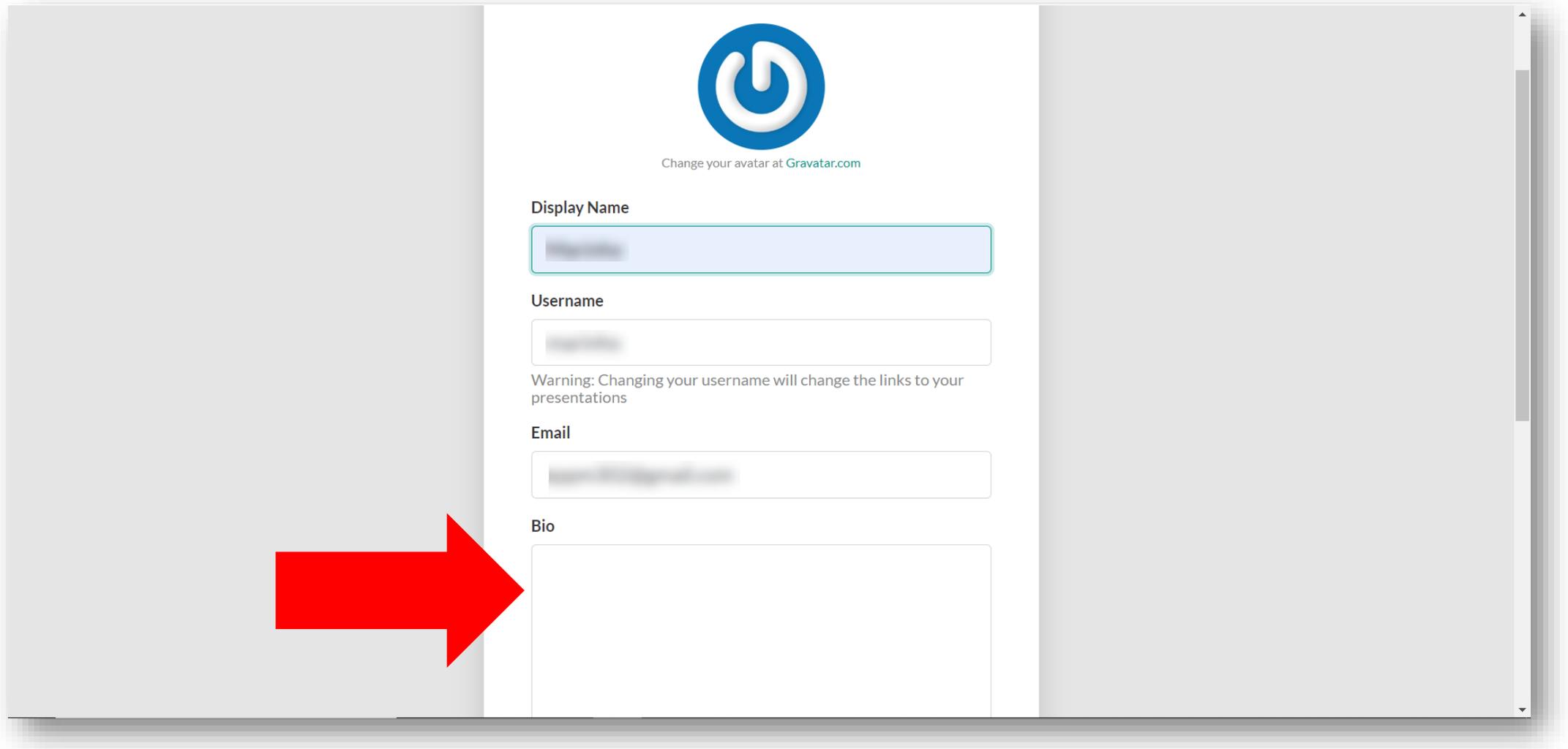
Você será remetido para o Speaker Deck. Ele informará que você ainda não publicou qualquer “conversa” (*talks*). Esse é o termo que o Speaker Deck utiliza para se referir a uma apresentação.

The screenshot shows the Speaker Deck website interface. At the top, there is a navigation bar with the Speaker Deck logo, 'Featured decks', 'Upload a deck', a search bar, and a search button. Below this is a category menu with links for 'Featured', 'Business', 'Design', 'Education', 'How-to & DIY', 'Programming', 'Research', 'Science', and 'Technology'. A teal banner at the top of the main content area reads 'Your account is confirmed!' with a close icon. The user profile for 'Marinho' is displayed, including a profile picture, the name 'Marinho', and the handle 'marinho'. There are buttons for '0 starred decks', 'Tweet', and 'Share'. An 'Edit my profile' button is also visible. A large red arrow points to a grey message box that says 'Marinho hasn't published any talks.' At the bottom of the page, there is a footer with copyright information: 'Copyright © 2019 Fewer and Faster LLC. All slide content and descriptions are owned by their creators.' and links for 'F.A.Q.', 'Terms', 'Privacy', and 'DMCA'.

Se quiser editar seu perfil, clique em **“Edit my profile”**.

The screenshot shows the Speaker Deck website interface. At the top, there is a navigation bar with the Speaker Deck logo, links for 'Featured decks' and 'Upload a deck', a search bar, and a search button. Below this is a secondary navigation bar with categories: 'Featured', 'Business', 'Design', 'Education', 'How-to & DIY', 'Programming', 'Research', 'Science', and 'Technology'. A teal banner across the page reads 'Your account is confirmed!' with a close icon. The main content area features the user's profile for 'Marinho' (marinho), including a profile picture icon, a '0 starred decks' indicator, and social sharing options for 'Tweet' and 'Share'. A prominent red arrow points to the 'Edit my profile' button located below the profile name. Below the profile information, a grey box contains the text 'Marinho hasn't published any talks.' At the bottom of the page, there is a footer with copyright information: 'Copyright © 2019 Fewer and Faster LLC. All slide content and descriptions are owned by their creators.' and a set of links: 'F.A.Q.', 'Terms', 'Privacy', and 'DMCA'.

Na tela seguinte, insira alguns dados biográficos.



Change your avatar at [Gravatar.com](https://Gravatar.com)

**Display Name**

**Username**

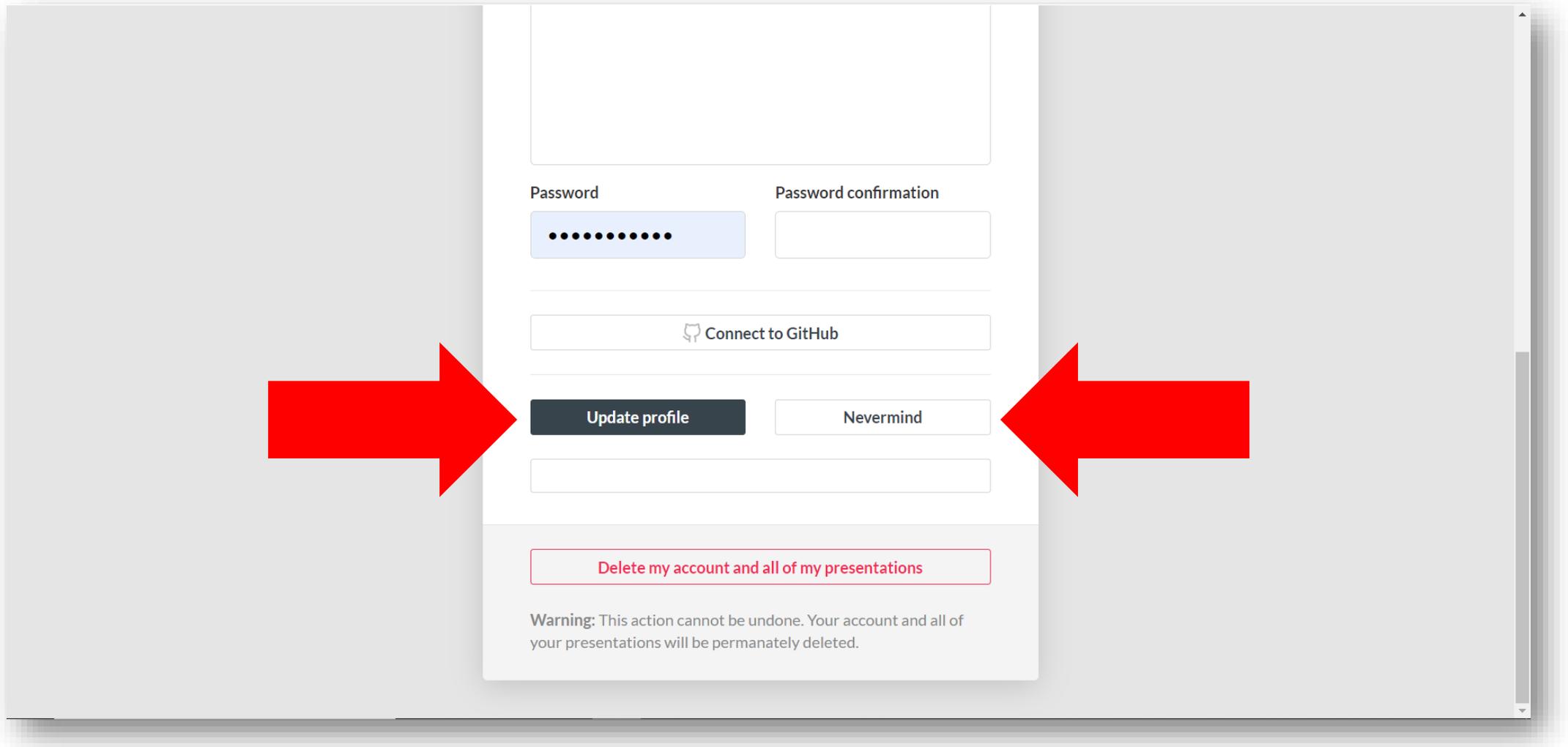
Warning: Changing your username will change the links to your presentations

**Email**

**Bio**

Role a tela e clique em **“Update profile”**.

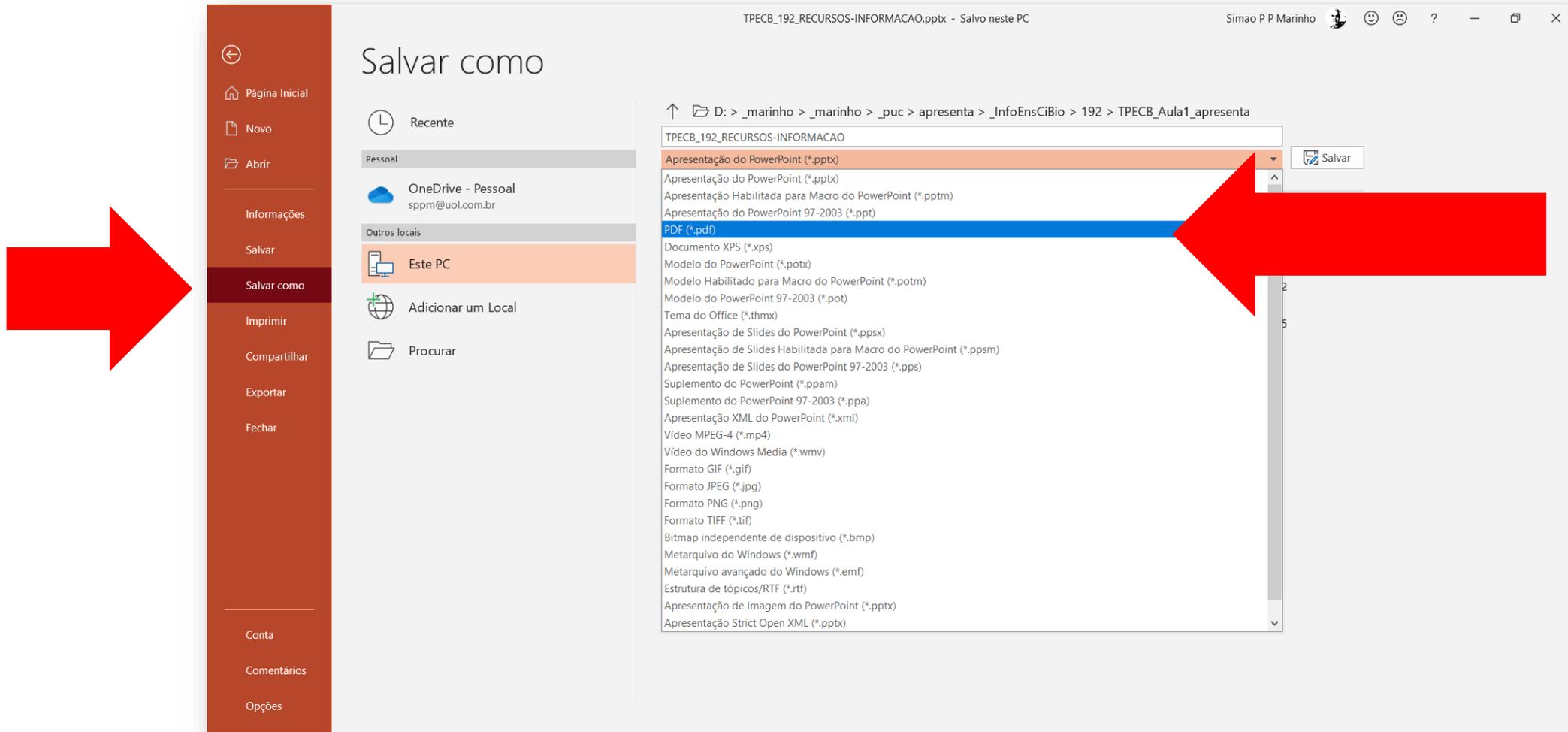
Se decidir por não atualizar seu perfil, clique em **“Nevermind”**.



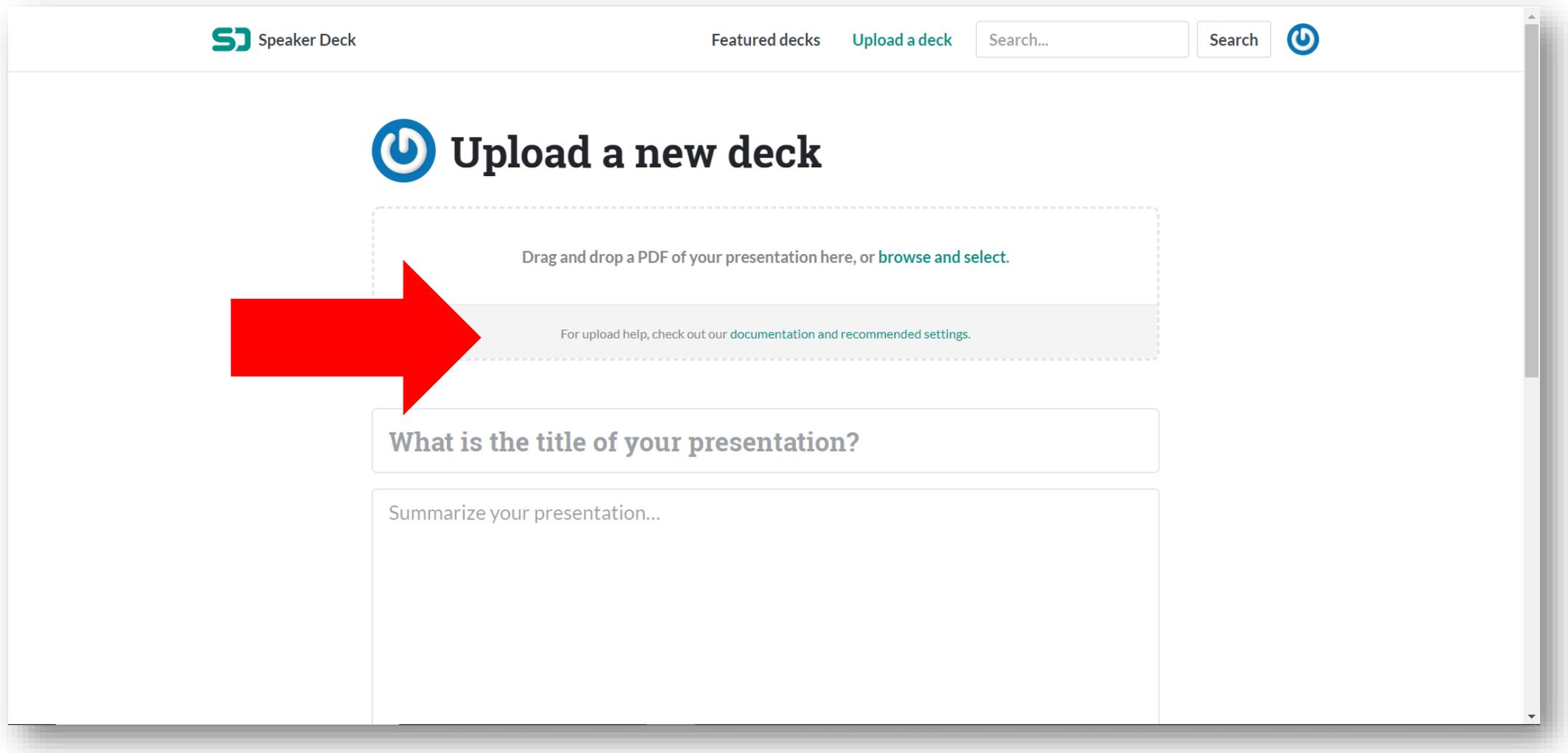
The image shows a user profile update form. At the top is a large empty text input field. Below it are two password input fields: "Password" (with a masked password of 10 dots) and "Password confirmation". A "Connect to GitHub" button with the GitHub logo is positioned below the password fields. At the bottom of the form are two buttons: "Update profile" (a dark grey button) and "Nevermind" (a light grey button). Two large red arrows point towards these buttons from the left and right sides of the form. Below the form is a red-bordered button labeled "Delete my account and all of my presentations" in red text. Underneath this button is a warning message: "Warning: This action cannot be undone. Your account and all of your presentations will be permanently deleted."

**CARREGANDO A APRESENTAÇÃO**

O Speaker Deck só aceita o carregamento de arquivos em formato PDF. Portanto você deverá converter o arquivo PPT(X) de sua apresentação para o formato PDF para que possa carregá-lo no Speaker Deck. Você fará a conversão no próprio PowerPoint. No menu clique em “Salvar como” e escolha a opção PDF (\*.pdf).



Identifique no seu computador o arquivo PDF de sua apresentação e arraste-o para a área central da tela do Speaker Deck.



The screenshot shows the Speaker Deck website's upload interface. At the top, there is a navigation bar with the Speaker Deck logo, links for 'Featured decks' and 'Upload a deck', a search bar, and a user profile icon. The main heading is 'Upload a new deck' with a circular icon. Below this is a large dashed box containing the instruction: 'Drag and drop a PDF of your presentation here, or [browse and select](#).' A prominent red arrow points from the left towards this dashed box. Below the dashed box is a grey bar with the text: 'For upload help, check out our [documentation and recommended settings](#).' Underneath are two input fields: 'What is the title of your presentation?' and 'Summarize your presentation...'. The interface is clean and modern, with a white background and blue accents.

Enquanto o carregamento ocorre, no campos próprios informe o título da sua apresentação (*What is the title of your presentation?*) e insira um resumo do conteúdo dela (*Sumarize your presentation*).

Speaker Deck

Featured decks [Upload a deck](#) Search... Search

## Upload a new deck

TPECB\_192\_RECURSOS-INFORMACAO.pdf  
Uploaded 632 KB of 632 KB (100%)

For upload help, check out our [documentation](#) and recommended settings.

What is the title of your presentation?

Summarize your presentation...

Enquanto o carregamento ocorre, selecione a Categoria (*Category*) na qual se enquadra a sua apresentação.

### Recursos de informação

Apps para dispositivos móveis utilizados na comunicação com os estudantes matriculados na disciplina.

Category  Presentation date  Published?

**Save this deck**

- Select a category...
- Business
- Design
- Education**
- How-to & DIY
- Programming
- Research
- Science
- Technology

Enquanto o carregamento ocorre, selecione a Categoria (*Category*) na qual se enquadra a sua apresentação.

### Recursos de informação

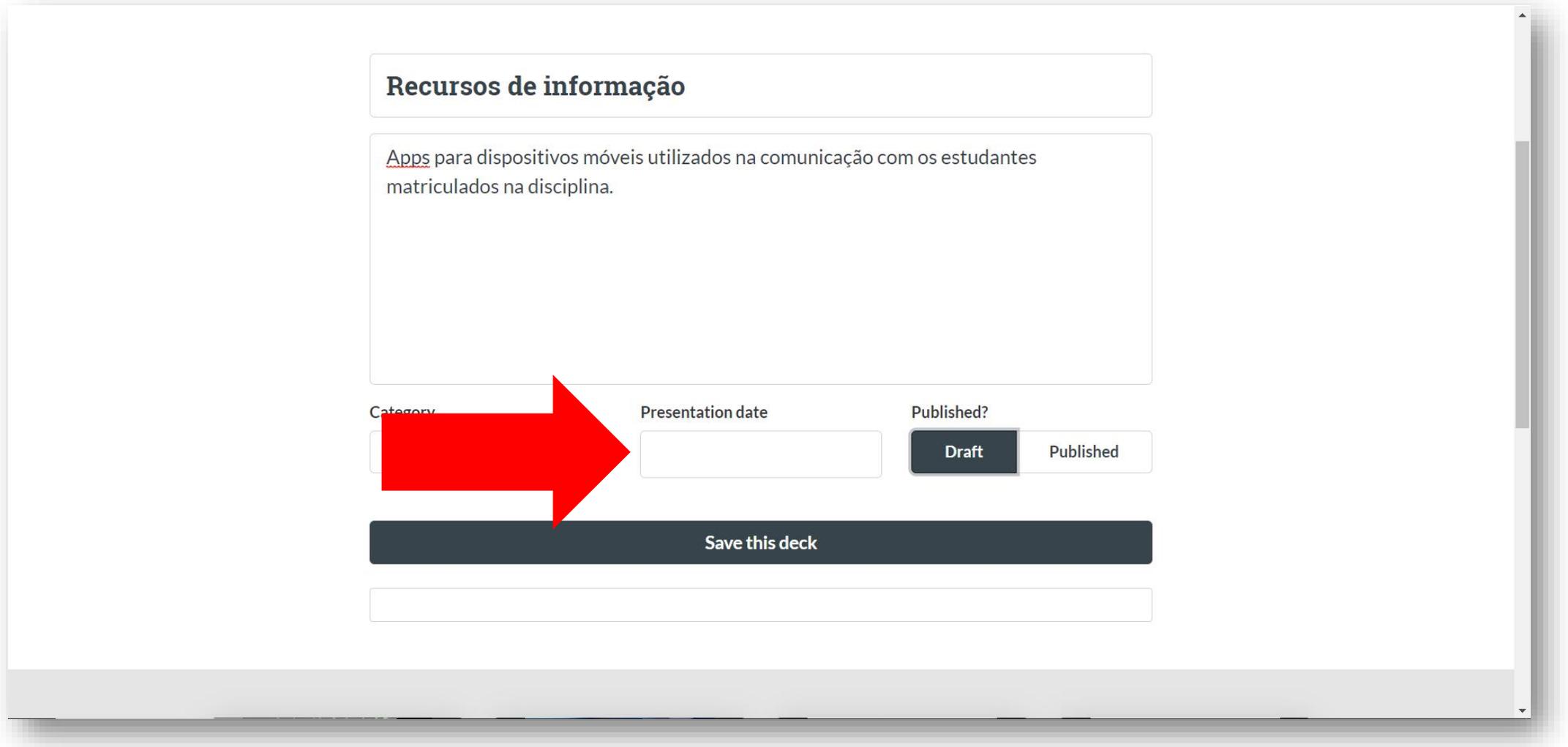
Apps para dispositivos móveis utilizados na comunicação com os estudantes matriculados na disciplina.

Category  Presentation date  Published?

**Save this deck**

- Select a category...
- Business
- Design
- Education**
- How-to & DIY
- Programming
- Research
- Science
- Technology

Clique no campo "Presentation date" para informar a data do carregamento da sua apresentação.



**Recursos de informação**

Apps para dispositivos móveis utilizados na comunicação com os estudantes matriculados na disciplina.

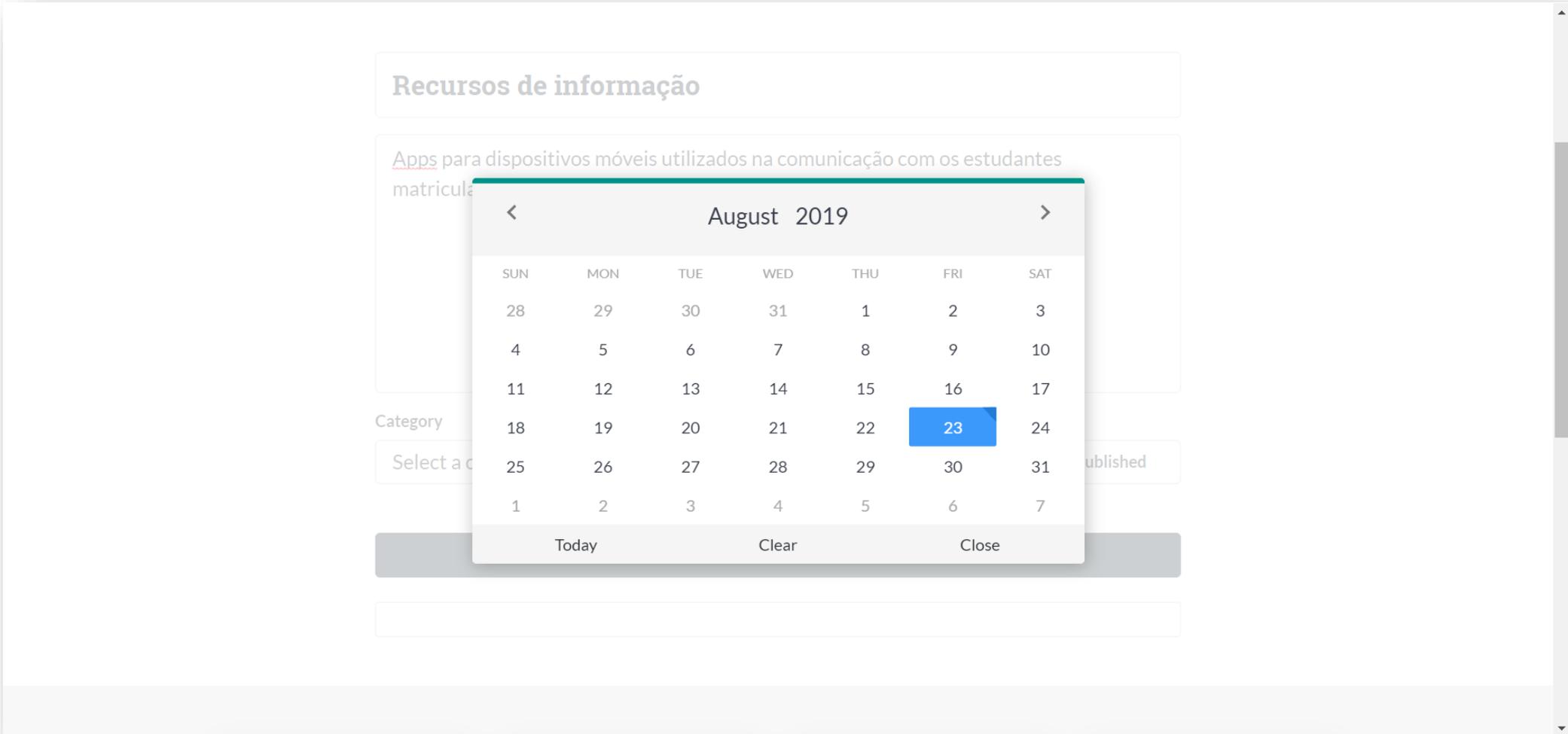
Category

Presentation date

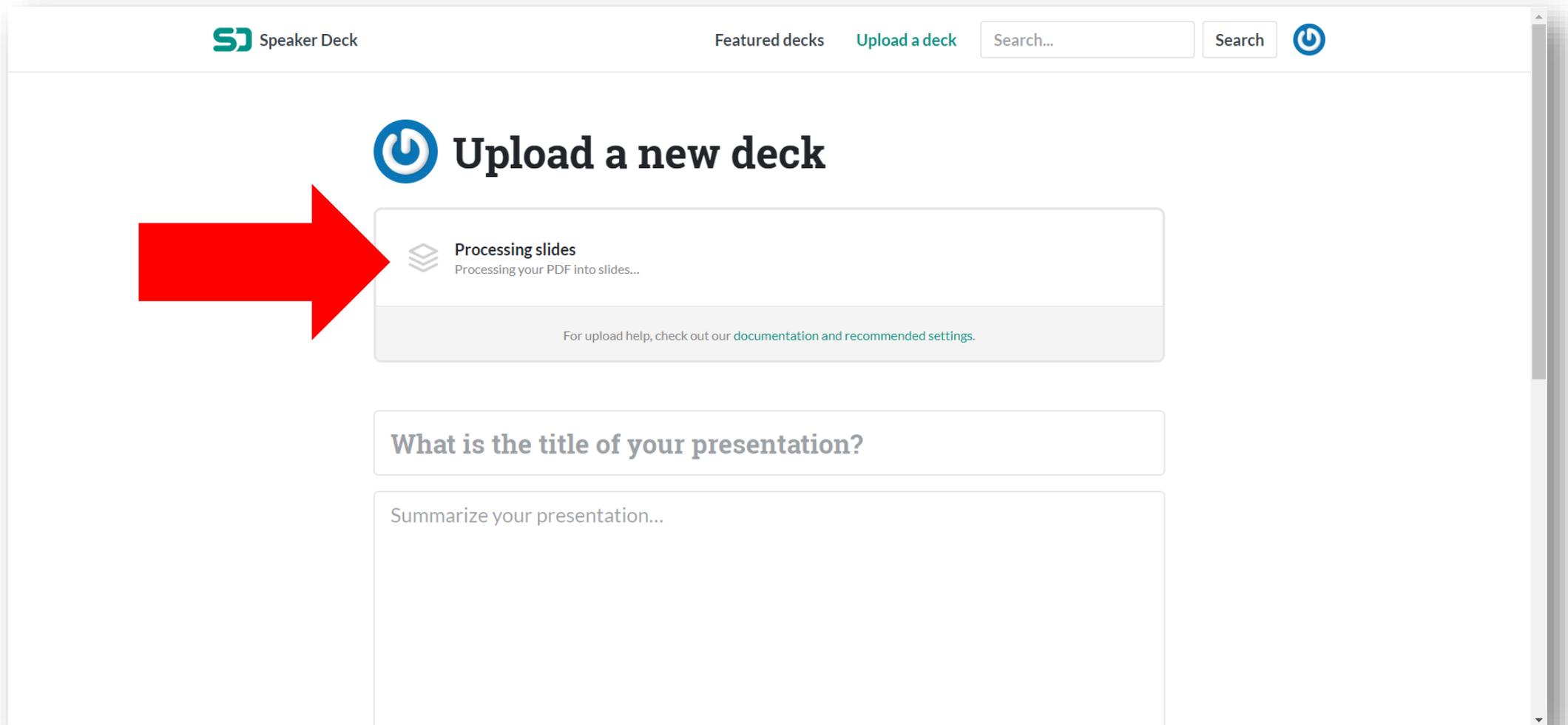
Published?  Draft  Published

**Save this deck**

Na tela que se abrirá clique no dia.

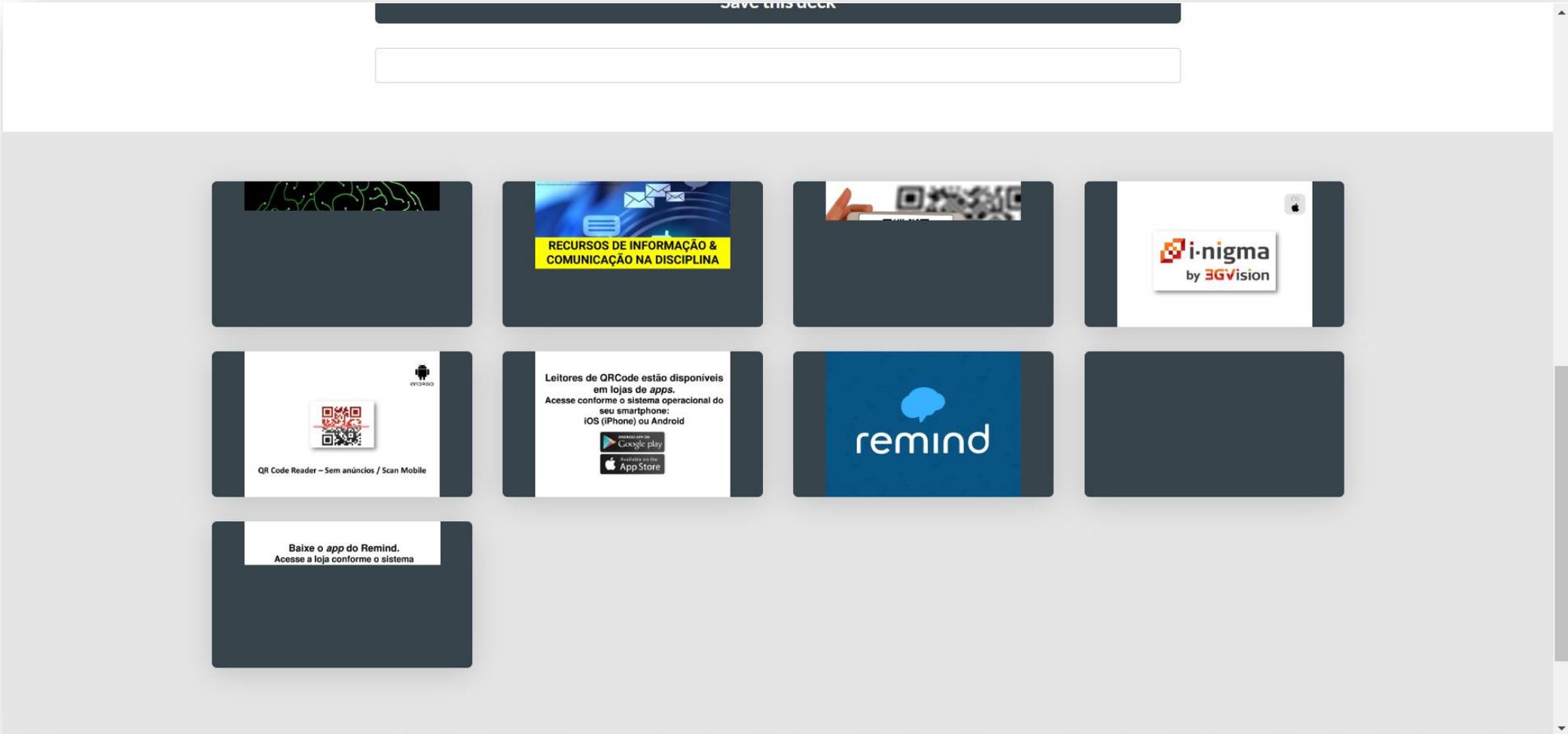


Aguarde que, após o carregamento do arquivo, o Speaker Deck processe os *slides* de sua apresentação (*Processing slides*).

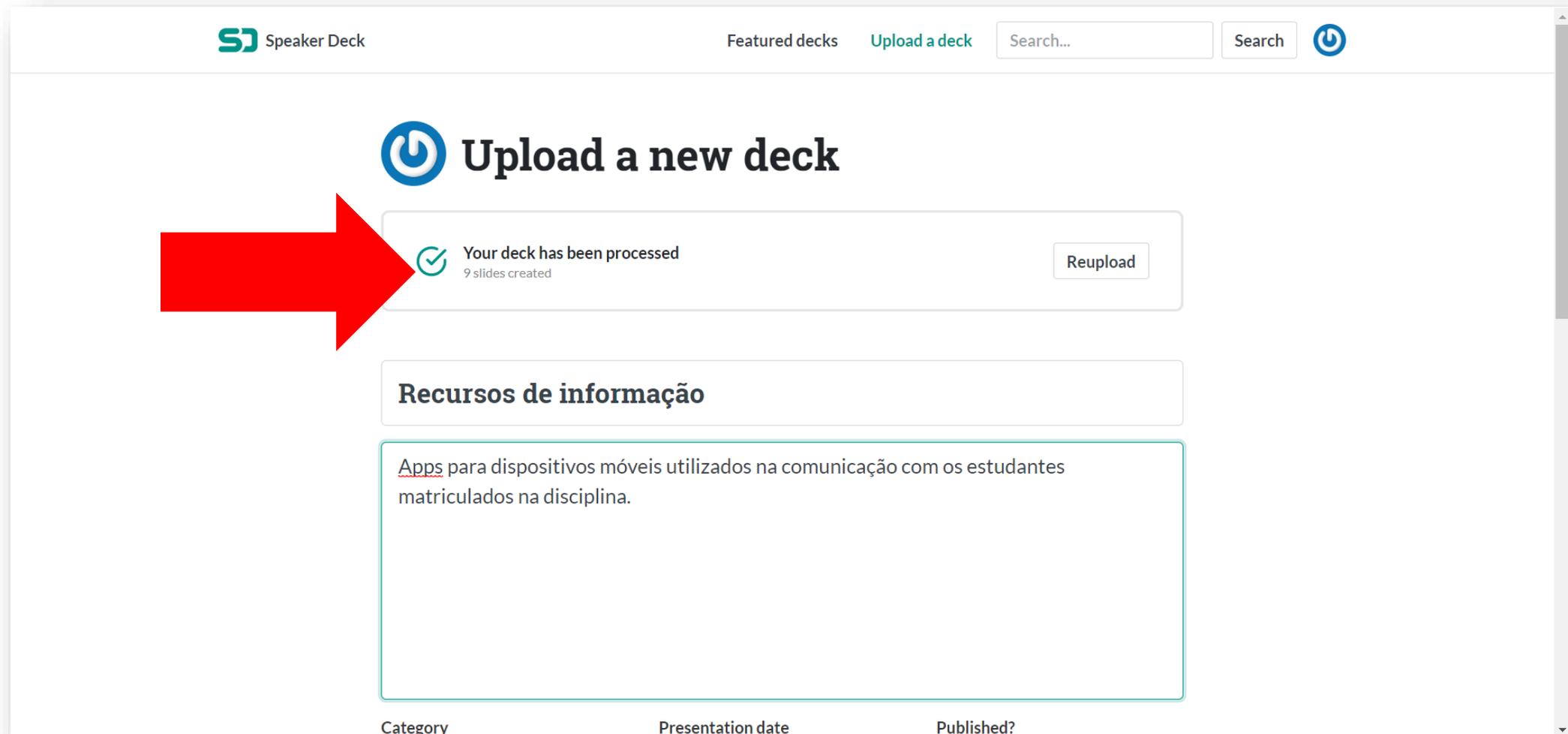


The screenshot shows the Speaker Deck interface. At the top left is the 'Speaker Deck' logo. To its right are links for 'Featured decks' and 'Upload a deck', followed by a search bar with a 'Search' button and a power icon. The main heading is 'Upload a new deck' with a power icon. Below this is a status bar with a stack icon, the text 'Processing slides', and a subtext 'Processing your PDF into slides...'. A red arrow points to this status bar. Below the status bar is a link: 'For upload help, check out our [documentation and recommended settings](#).' Further down are two input fields: 'What is the title of your presentation?' and 'Summarize your presentation...'.

Na medida em que vai processando os *slides* de sua apresentação, o Speaker Deck exibe miniaturas de cada um deles. Role a tela para ver as miniaturas.



O Speaker Deck informará quando tiver concluído o processamento de sua apresentação (*Your deck has been processed*) e informará a quantidade de slides que foram criados.



The screenshot shows the Speaker Deck interface. At the top, there is a navigation bar with the Speaker Deck logo, 'Featured decks', 'Upload a deck', a search bar, and a search button. The main heading is 'Upload a new deck'. Below this, a success message is displayed: 'Your deck has been processed' with a green checkmark icon and '9 slides created' below it. A red arrow points to this message. To the right of the message is a 'Reupload' button. Below the message is a section titled 'Recursos de informação' containing the text: 'Apps para dispositivos móveis utilizados na comunicação com os estudantes matriculados na disciplina.' At the bottom, there is a table header with columns: 'Category', 'Presentation date', and 'Published?'.

Clique em **“Save this deck”** para guardar as informações sobre a sua apresentação.  
O Speaker Deck inicialmente coloca a sua publicação como rascunho (*Draft*)



**Recursos de informação**

Apps para dispositivos móveis utilizados na comunicação com os estudantes matriculados na disciplina.

Category: Select a category... ▾

Presentation date: Aug 23, 2019

Published?: **Draft** Published

**Save this deck**

Quando estiver tudo OK, clique em *“Published”* para tornar pública a sua apresentação. Assim outras pessoas poderão vê-la, no compartilhamento.

The screenshot shows a user interface for managing a presentation deck. At the top, a green checkmark icon and the text "Your deck has been processed" with "9 slides created" below it are displayed. A "Reupload" button is located to the right. Below this is a section titled "Recursos de informação" containing the text "Apps para dispositivos móveis utilizados na comunicação com os estudantes matriculados na disciplina." At the bottom, there are three input fields: "Category" with a dropdown menu showing "Select a category...", "Presentation date" with the value "Aug 23, 2019", and "Published?" with two buttons: "Draft" (dark grey) and "Published" (white with a red border). A large red arrow points to the "Published" button. At the very bottom, there are two buttons: "Save this deck" (dark grey) and "Delete" (white with a red border).

Se você não publicar sua apresentação, o Speaker Deck vai mostra como rascunho (**Draft**). Na medida em que ela seja publicada, o sinal Draft em amarelo não mais será exibido.

The screenshot shows the Speaker Deck interface. At the top, there's a navigation bar with the Speaker Deck logo, 'Featured decks', 'Upload a deck', and a search bar. Below this is a category menu with options like 'Featured', 'Business', 'Design', 'Education', 'How-to & DIY', 'Programming', 'Research', 'Science', and 'Technology'. A green notification bar at the top of the main content area says 'Presentation has been deleted.' with a close button. The user profile for 'Marinho' is displayed, including a profile picture, name, and a '0 starred decks' indicator. There are also 'Tweet' and 'Share' buttons. Below the profile, there are two presentation thumbnails. The left thumbnail is marked with a yellow 'Draft' label, which is highlighted by a large red arrow. The right thumbnail shows a presentation from 'Aug 23, 2019' with '0' stars and '1' view. Both thumbnails have a title: 'TECNOLOGIA E PRÁTICAS EDUCATIVAS EM CIÊNCIAS BIOLÓGICAS INFORMES GERAIS'.

Se você quiser apagar a apresentação que acabou de carregar, clique no botão **Delete**.

 **Your deck has been processed**  
9 slides created Reupload

### Recursos de informação

Apps para dispositivos móveis utilizados na comunicação com os estudantes matriculados na disciplina.

Category:  Presentation date:  Published?:  Draft  Published

Save this deck Delete

O Speaker Deck perguntará se você quer mesmo apagar a apresentação que acabou de carregar (*Are you sure you want to delete this presentation?*). Clique no botão **OK** para confirmar, ou no botão **Cancelar** de desistir da ideia.

speakerdeck.com diz  
Are you sure you want to delete this presentation?

OK Cancelar

Category: Education  
Presentation date: Aug 23, 2019  
Published?: Draft Published

Save this deck Delete

TECNOLOGIA E PRÁTICAS EDUCATIVAS EM CIÊNCIAS BIOLÓGICAS INFORMES GERAIS

RECURSOS DE INFORMAÇÃO & COMUNICAÇÃO NA DISCIPLINA

i-nigma by 3GVision

Leitores de QRCode estão disponíveis em lojas de apps. Acesse conforme o sistema operacional do seu smartphone: IOS (iPhone) ou Android

Para ser cadastrado no remind envie uma mensagem para chtrepus@gmail.com

<https://speakerdeck.com/marinho/recursos-de-informacao-1645523d-f293-441b-9a4b-b2a207b38a1c>

Concluído o carregamento e o processamento dos *slides*, o Speaker Deck exibirá uma informação (*Presentation updated successfully*) e mostrará o primeiro *slide* da apresentação.

The image shows a screenshot of the Speaker Deck application interface. At the top, a teal notification bar displays the message "Presentation updated successfully." A large red arrow points to this notification. Below the notification, the interface features a dark header with the Speaker Deck logo on the left, the title "Recursos de informação" in the center, and a search icon, an "Edit deck" button, and a power icon on the right. The main content area displays a presentation slide with a black background. The slide features a central graphic of a brain with green circuitry and a microchip. Below the graphic, the text reads "TECNOLOGIA E PRÁTICAS EDUCATIVAS EM CIÊNCIAS BIOLÓGICAS" and "INFORMES GERAIS" in yellow. Navigation arrows and share icons are visible at the bottom of the slide. At the bottom of the interface, the user's name "Marinho" and the date "August 23, 2019" are displayed, along with star, eye, and download icons.

Concluído o carregamento e o processamento dos slides, o Speaker Deck exibirá sua apresentação, mostrando o primeiro slide.

The image shows a presentation slide within the Speaker Deck interface. The slide features a central graphic of a brain with green circuitry and a microchip, symbolizing the intersection of technology and biology. Below the graphic, the text reads: "TECNOLOGIA E PRÁTICAS EDUCATIVAS EM CIÊNCIAS BIOLÓGICAS" and "INFORMES GERAIS". The interface includes a search bar, "Edit deck" button, and a power icon at the top. At the bottom, it shows the user name "Marinho", the date "August 23, 2019", and engagement metrics: 0 stars, 1 view, and a download icon.

Coloque o cursor do *mouse* sobre a apresentação, para que o Speaker Deck exiba os botões de navegação nos *slides* (à esquerda, em baixo na tela) e os ícones para compartilhamento e para exibição em tela cheia (à direita, em baixo na tela).



Para passar os slides, para frente ou para trás, clique nas cabeças de seta.



Para exibir a apresentação em tela cheia, clique no ícone



**TECNOLOGIA E PRÁTICAS EDUCATIVAS  
EM CIÊNCIAS BIOLÓGICAS**

**INFORMES GERAIS**

< >

Full screen icon

The image shows a presentation slide with a black background. The top half features a stylized brain outline composed of green circuit-like lines and nodes. A central grey microchip is positioned over the brain. Below the brain, there are more green circuit patterns and a smaller microchip. The text 'TECNOLOGIA E PRÁTICAS EDUCATIVAS' and 'EM CIÊNCIAS BIOLÓGICAS' is centered in white, bold, uppercase letters. Below that, 'INFORMES GERAIS' is centered in yellow, bold, uppercase letters. At the bottom left, there are navigation arrows '< >'. At the bottom right, there is a red-bordered button with a white full-screen icon.

Para compartilhar a sua apresentação clique no íco  . São diversas possibilidades de compartilhamento.



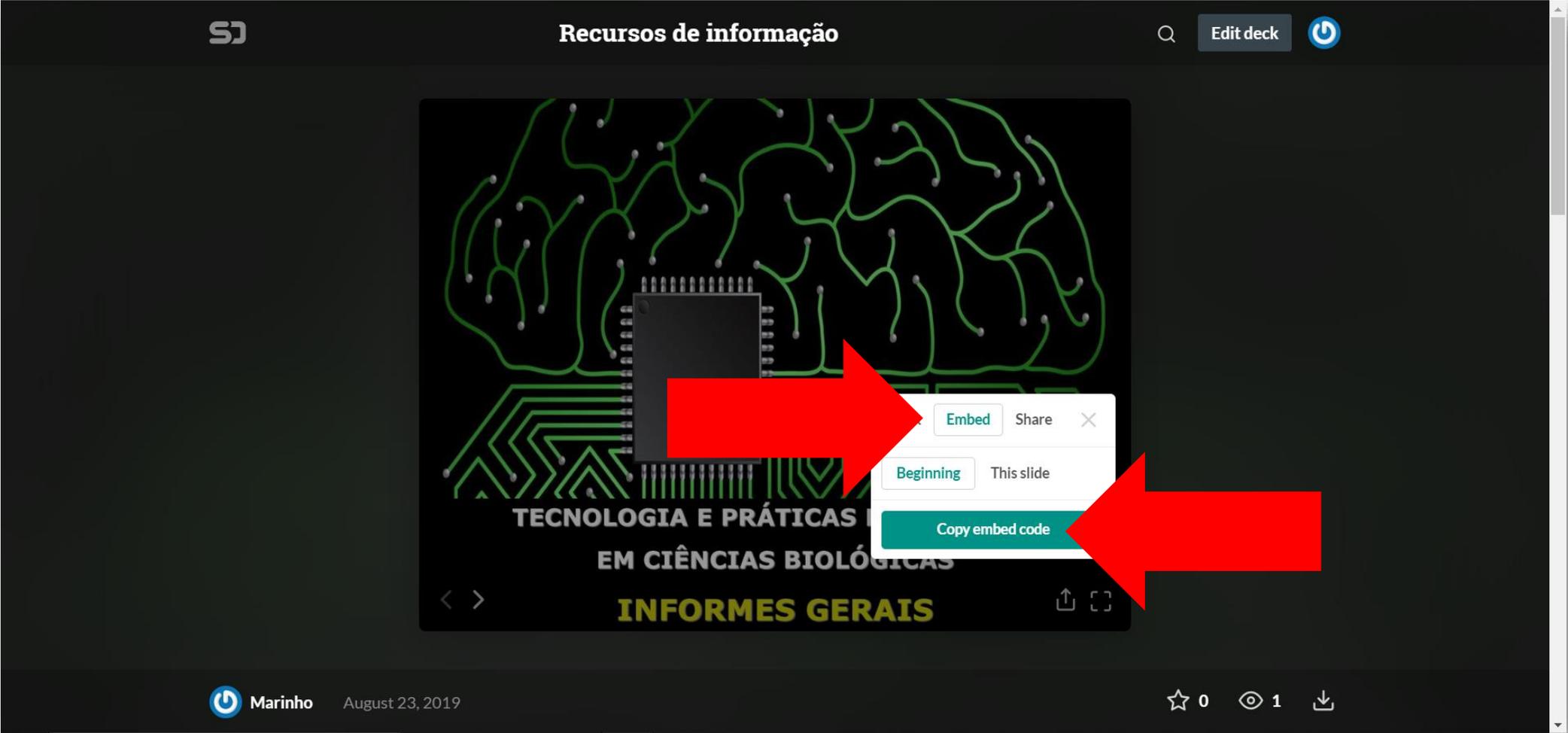
Você pode copiar o link da apresentação e enviá-lo para outras pessoas que a verão. Clique em **Copy link URL**.



O Speaker Deck avisará que o *link* da apresentação foi copiado (**Copied!**) para a memória do teclado do seu computador.



Você pode copiar o código-fonte da apresentação para inserí-lo em uma *web page*, em um *blog*, por exemplo. Clique na aba **Embed** e depois clique no botão **Copy embed code**.



O Speaker Deck avisará que o código-fonte da apresentação foi copiado (**Copy embed code**) para a memória do teclado do seu computador.



Você pode compartilhar a apresentação através do Facebook, se tiver um perfil ali. Clique na aba **Share** e, depois, no botão **Curtir** que é uma marca do Facebook.

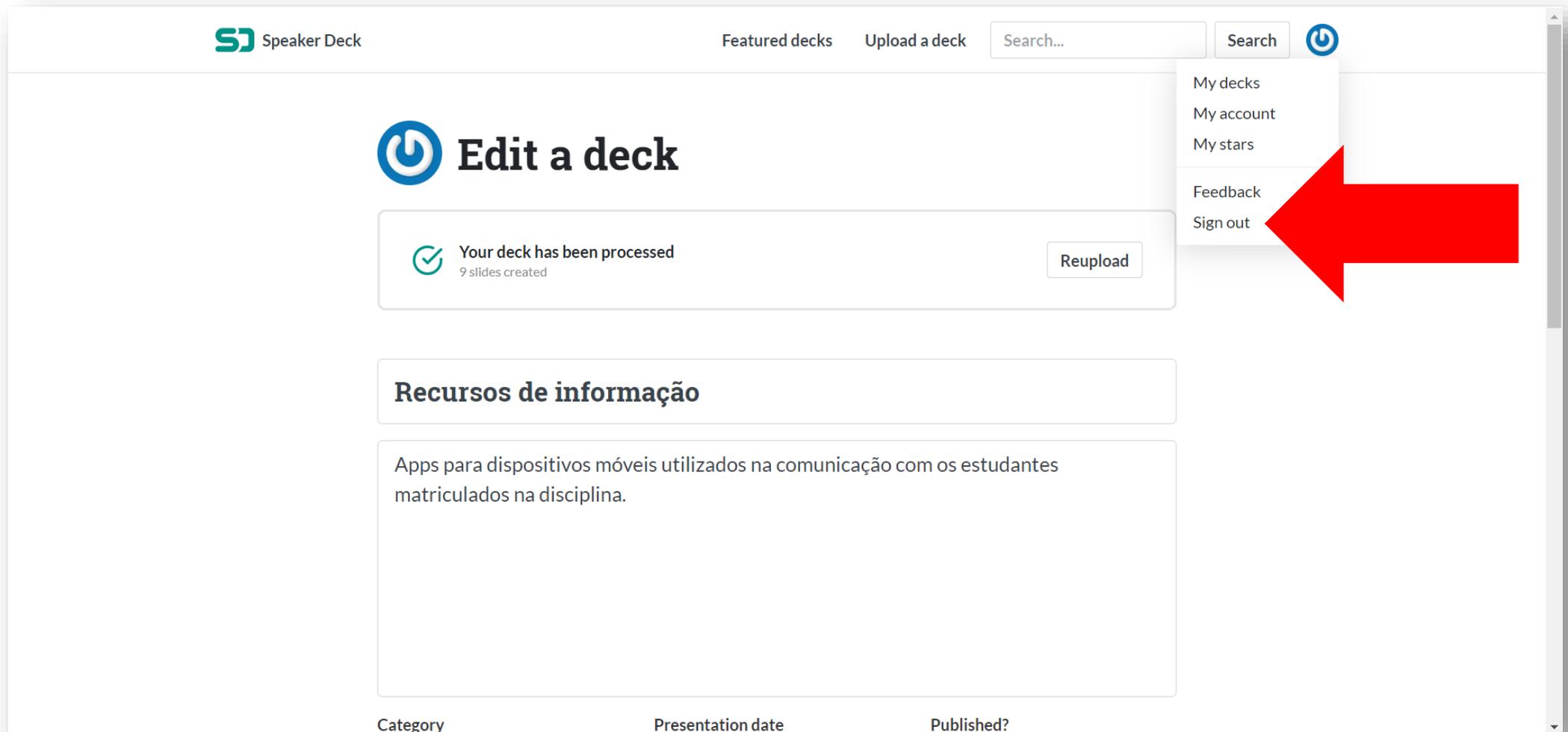


Em seguida será exibida uma tela para acesso ao Facebook.



**PARA SAIR DO SPEAKER DECK**

Para sair do Speaker Deck, clique no ícone . No meu que se abrirá, clique em **Sign out**.



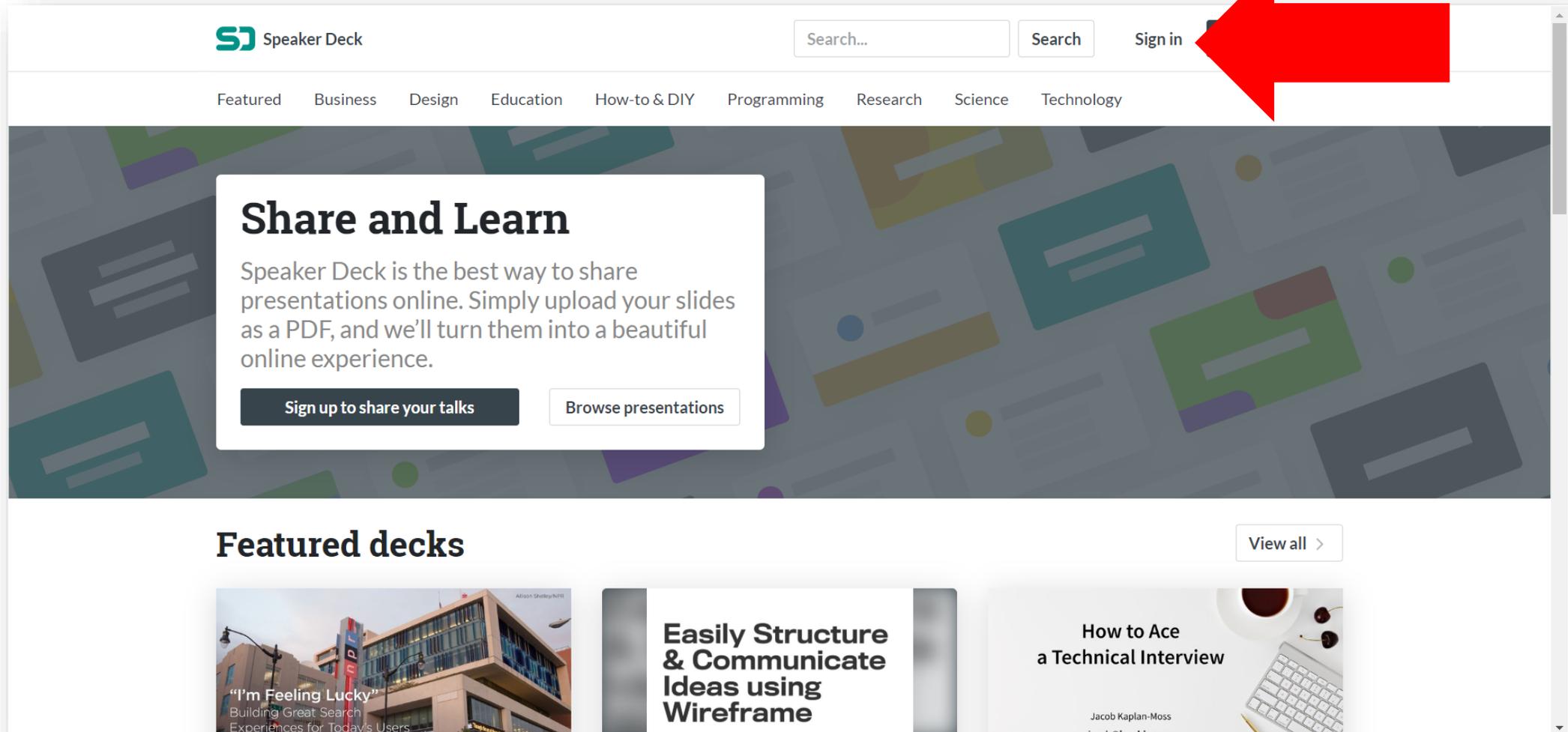
The screenshot shows the Speaker Deck interface. At the top left is the Speaker Deck logo. The navigation bar includes 'Featured decks', 'Upload a deck', a search input field, and a search button. A user profile icon in the top right corner has a dropdown menu open, listing 'My decks', 'My account', 'My stars', 'Feedback', and 'Sign out'. A large red arrow points to the 'Sign out' option. The main content area is titled 'Edit a deck' and features a success message: 'Your deck has been processed' with '9 slides created' and a 'Reupload' button. Below this is a section titled 'Recursos de informação' containing the text: 'Apps para dispositivos móveis utilizados na comunicação com os estudantes matriculados na disciplina.' At the bottom, a table header is visible with columns for 'Category', 'Presentation date', and 'Published?'.

O Speaker Deck voltará para a tela inicial e informará que você saiu (**Signed out**).

The screenshot shows the Speaker Deck website interface. At the top left is the Speaker Deck logo. To its right is a search bar with the text "Search...", a "Search" button, a "Sign in" link, and a "Sign up for free" button. Below the navigation bar are several category links: "Featured", "Business", "Design", "Education", "How-to & DIY", "Programming", "Research", "Science", and "Technology". A teal notification bar spans the width of the page, displaying "Signed out." with a close button (X) on the right. A large red arrow points from the left edge of the image towards the "Signed out." text. Below the notification bar is a large white call-to-action box with the heading "Share and Learn". The text inside the box reads: "Speaker Deck is the best way to share presentations online. Simply upload your slides as a PDF, and we'll turn them into a beautiful online experience." Below this text are two buttons: "Sign up to share your talks" and "Browse presentations". The background of this section features a pattern of overlapping presentation slide thumbnails. Below the call-to-action box is a section titled "Featured decks" with a "View all >" link. This section displays three featured presentation cards. The first card shows a building and is attributed to "Allison Shelley / NPS". The second card is titled "Easily Structure & Communicate Ideas using". The third card is titled "How to Ace a Technical Interview" and features an image of a coffee cup and a keyboard.

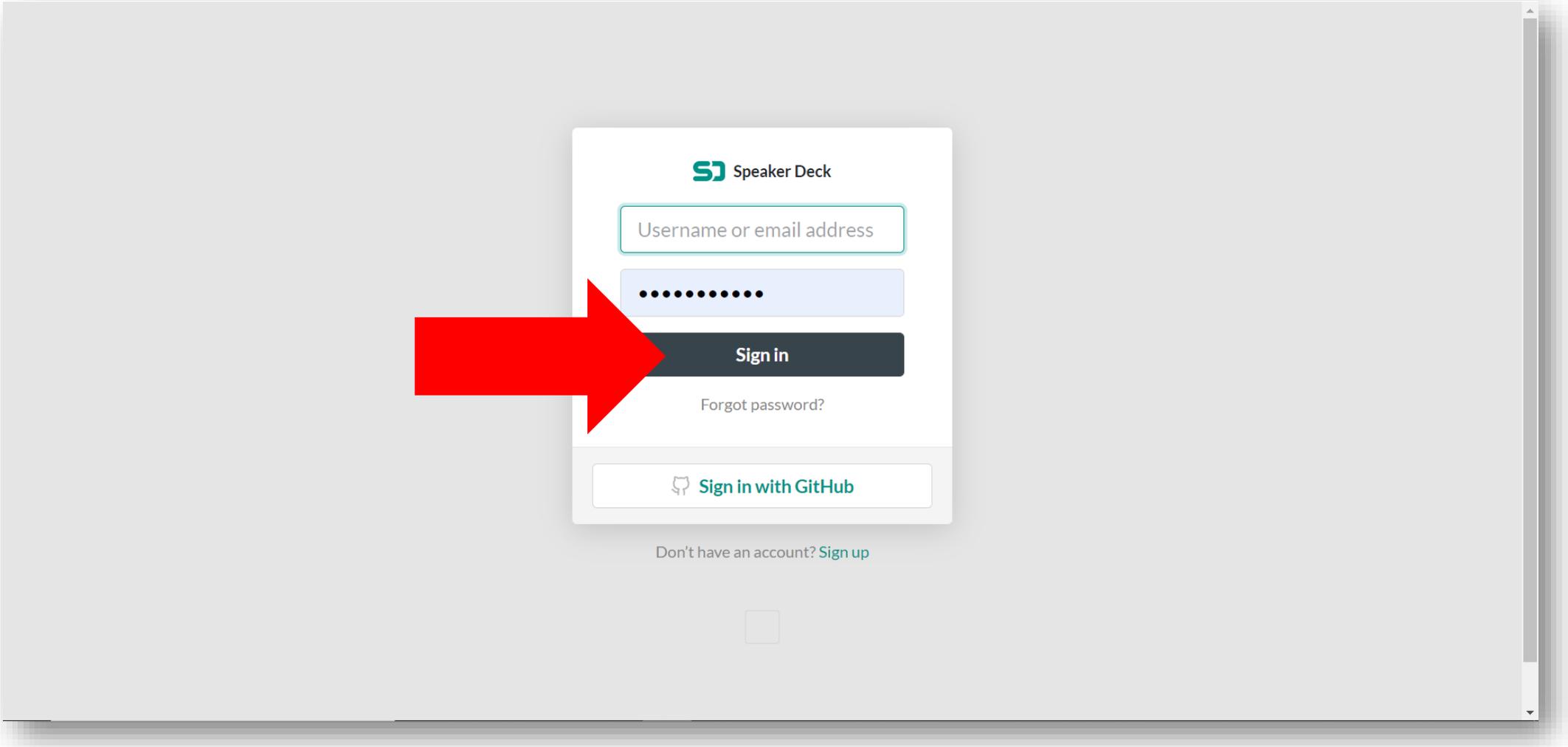
**PARA VOLTAR AO SPEAKER DECK**

Vá até <https://speakerdeck.com> clique em **Sign in**.

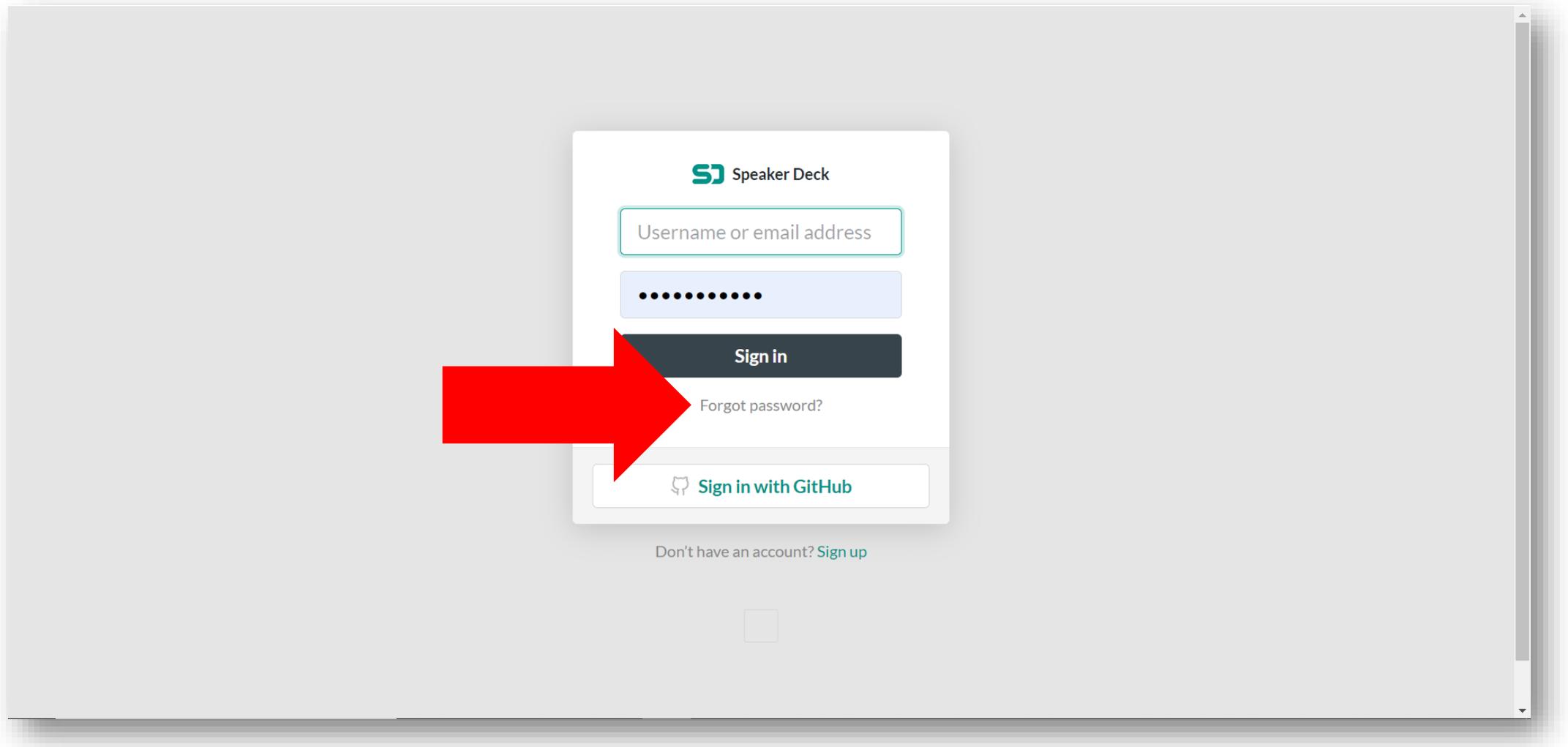


The screenshot shows the Speaker Deck website homepage. At the top left is the Speaker Deck logo. To its right is a search bar with the text "Search..." and a "Search" button. Further right is a "Sign in" link, which is highlighted by a large red arrow pointing from the right side of the page. Below the search bar is a navigation menu with links for "Featured", "Business", "Design", "Education", "How-to & DIY", "Programming", "Research", "Science", and "Technology". The main content area features a large white box with the heading "Share and Learn" and the text "Speaker Deck is the best way to share presentations online. Simply upload your slides as a PDF, and we'll turn them into a beautiful online experience." Below this text are two buttons: "Sign up to share your talks" and "Browse presentations". Below the white box is a section titled "Featured decks" with a "View all >" button. Three featured decks are visible: "I'm Feeling Lucky" by Alison Shelley/Kvill, "Easily Structure & Communicate Ideas using Wireframe", and "How to Ace a Technical Interview" by Jacob Kaplan-Moss.

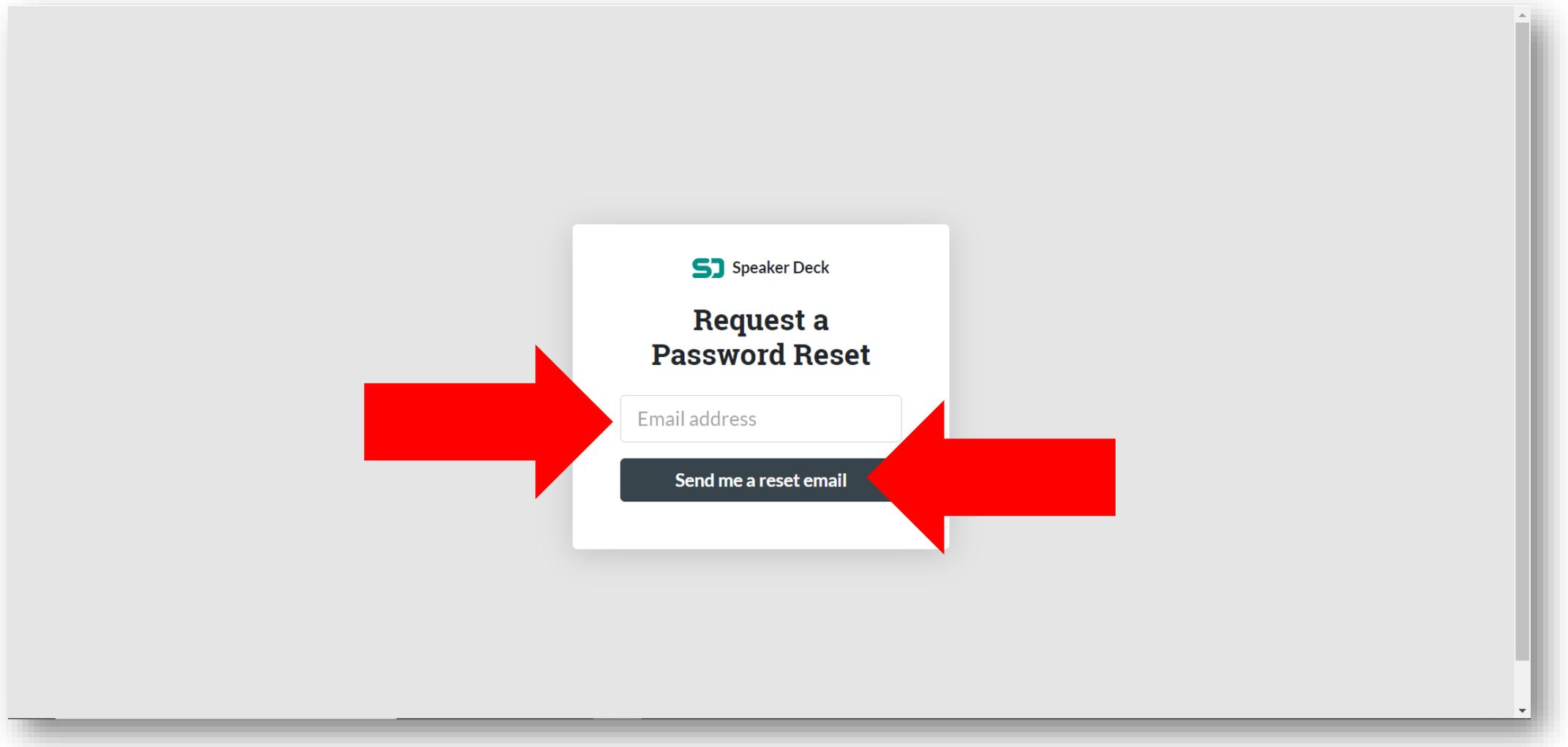
Nos campos próprios, informe o seu nome de usuário (*username*) ou o seu e-mail cadastrado e digite sua senha. Em seguida clique no botão **Sign in**.



Se esqueceu a sua senha, clique em **Forgot password**.

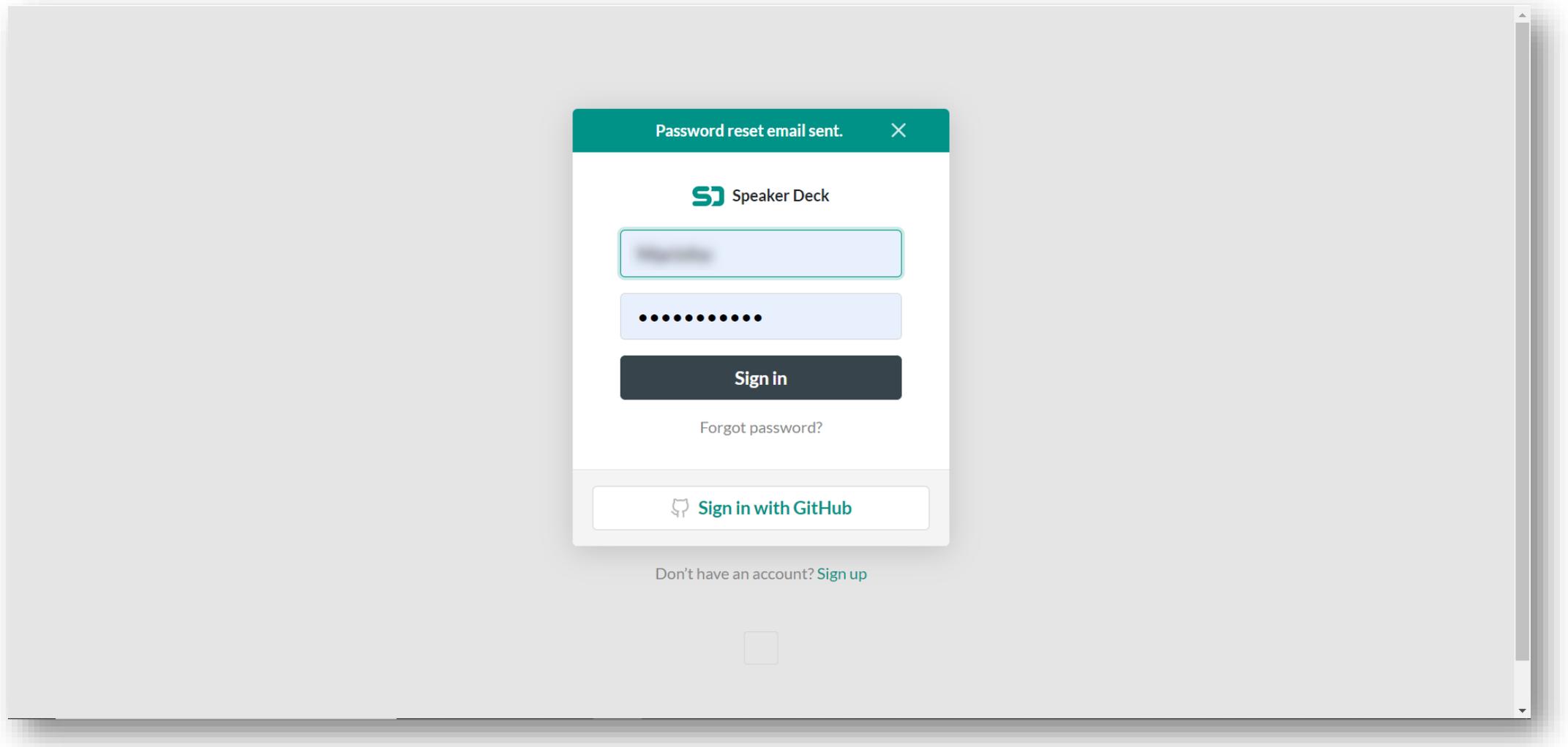


O Speaker Deck lhe pedirá eu informe o seu e-mail cadastrado para que você possa definir uma nova senha. No campo próprio informe o e-mail (*Email address*) e em seguida clique em **Send me a reset email**.

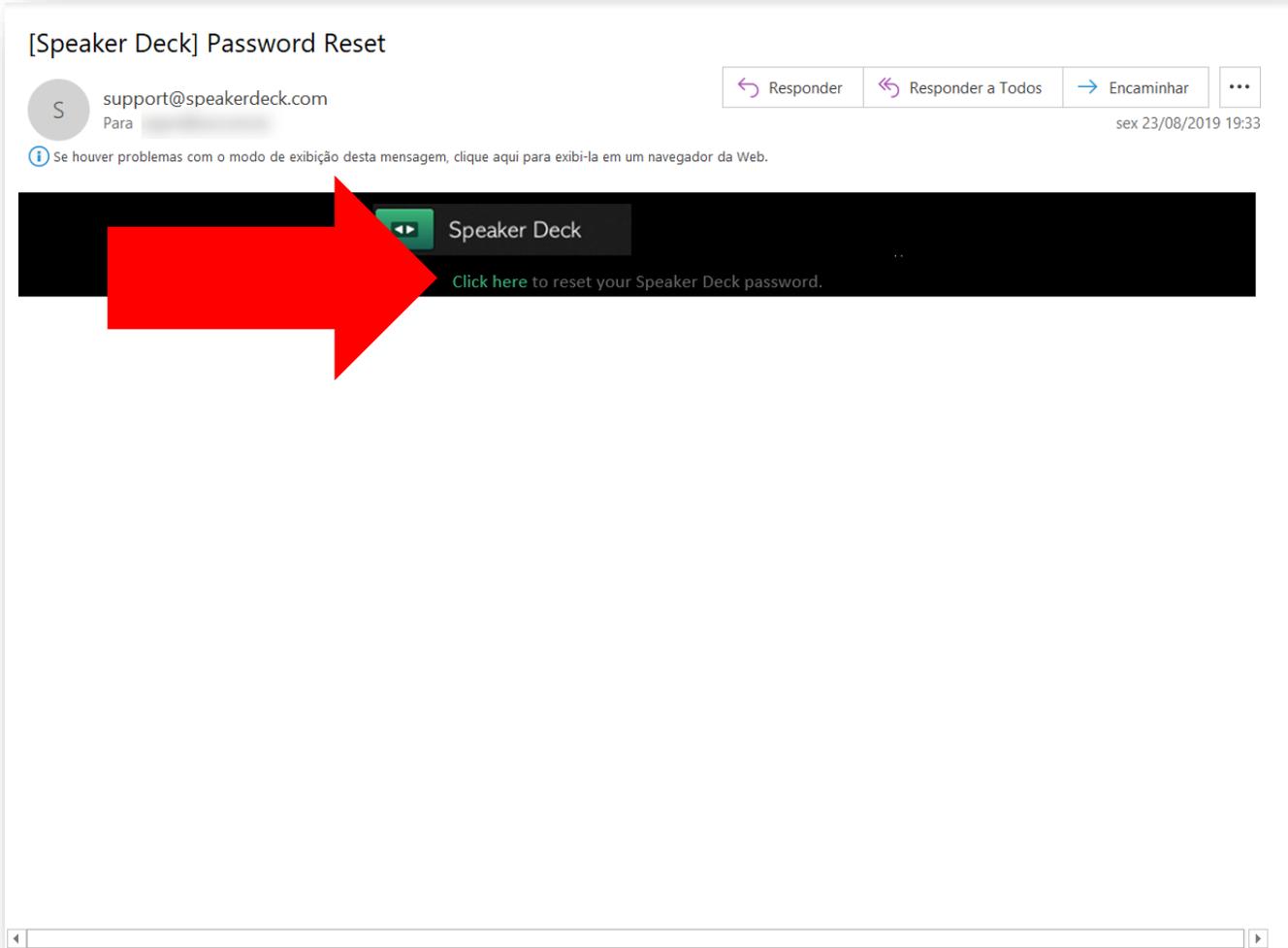


The image shows a screenshot of a web browser displaying a password reset form for Speaker Deck. The form is centered on a light gray background. At the top of the form is the Speaker Deck logo, which consists of a green 'S' icon followed by the text 'Speaker Deck'. Below the logo, the title 'Request a Password Reset' is displayed in a bold, black font. Underneath the title is a text input field with the placeholder text 'Email address'. Below the input field is a dark gray button with the text 'Send me a reset email' in white. Two large red arrows are overlaid on the form: one points from the left towards the 'Email address' input field, and the other points from the right towards the 'Send me a reset email' button.

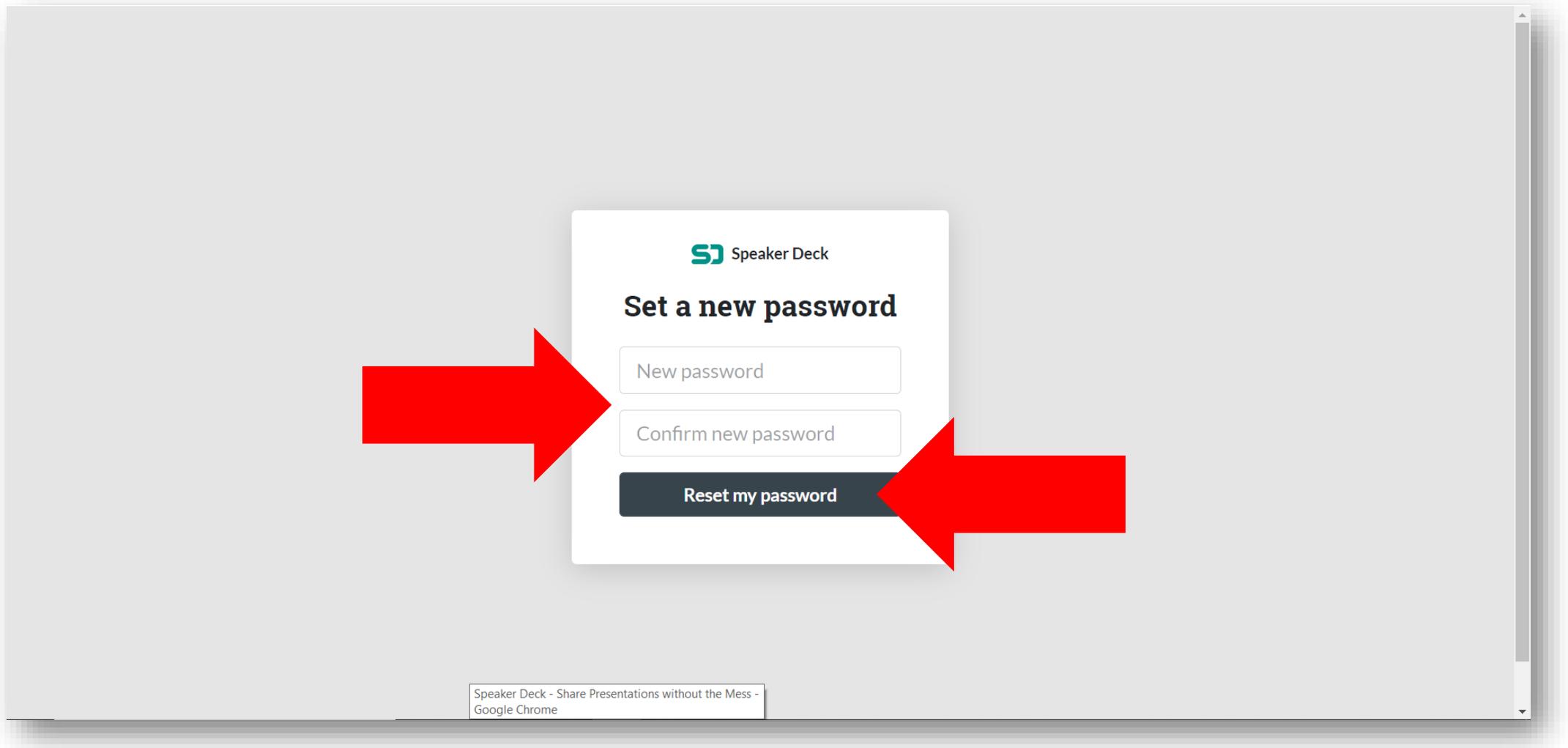
O Speaker Deck informará enviou uma mensagem para que você insira uma nova senha (*Password reset email sent*). Vá até sua caixa postal(e-mail) e localize a mensagem do Speaker Deck.



Na mensagem do Speaker Deck clique em **“Click here to reset your Speaker Deck password”**.



Nos campos próprios, digite sua nova senha (*New password*) e a confirme (*Confirm new password*). Depois clique no botão **Reset my password**.



**PARA ENCERRAR A CONTA NO SPEAKER DECK**



**Marinho**

marinho

☆ 0 starred decks

🐦 Tweet

📄 Share

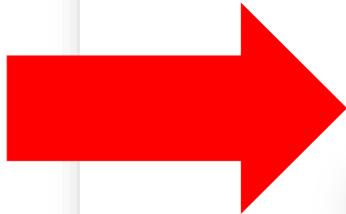
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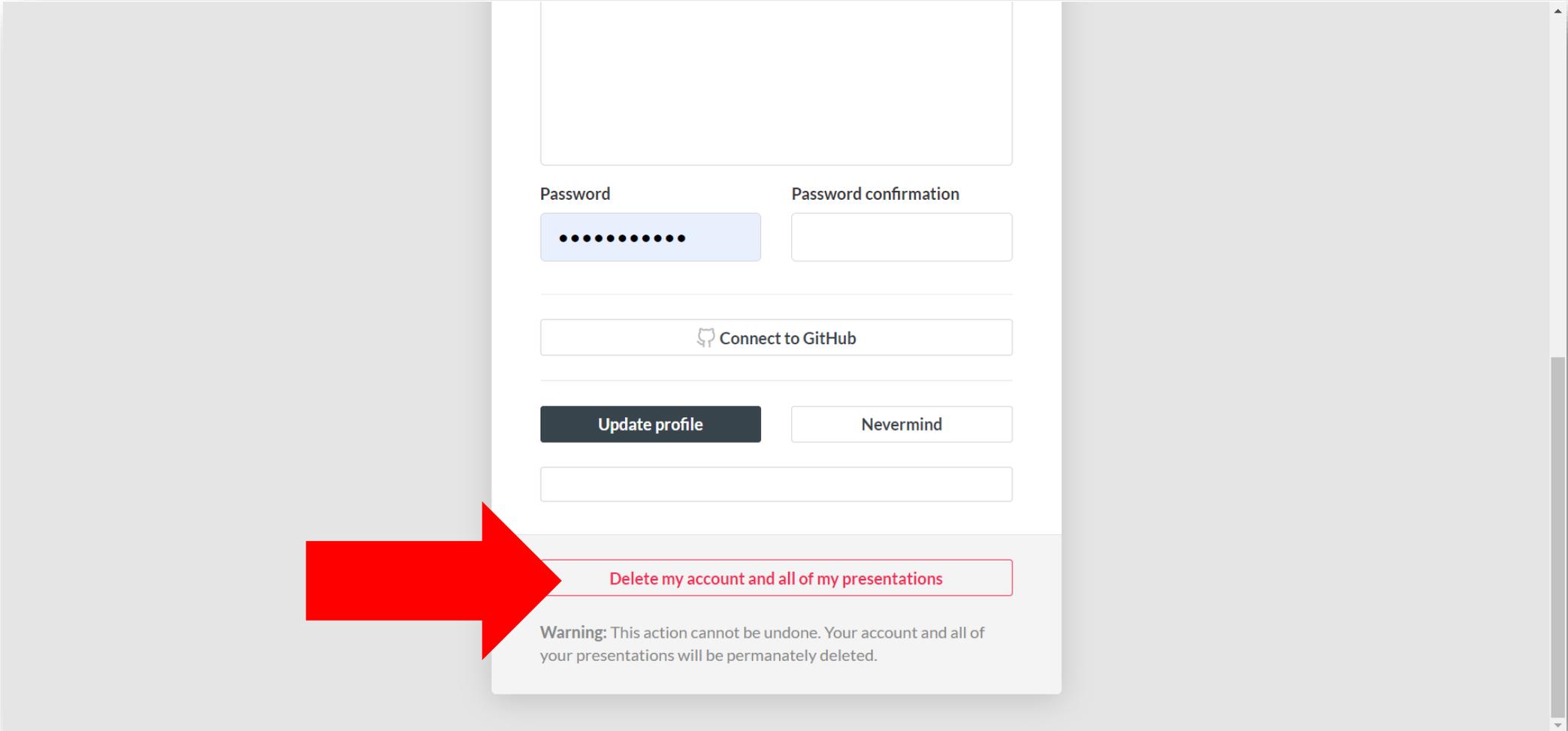
Aug 23, 2019

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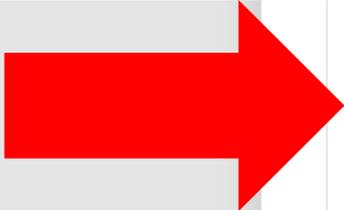
👁 1



Role a tela seguinte e clique em **“Delete my account and all my presentations”**.



O Speaker Deck perguntará se você está certo sobre apagar sua conta e avisará que isso implicará em apagar todos os seus dados, o que inclui as apresentações que ali carregou. (*Are you sure? All of your data will be permanently deleted*). Clique em no botão **OK** para confirmar a exclusão de sua conta ou em **Cancelar**, se mudou de ideia.



speakerdeck.com diz

Are you sure? All of your data will be permanently deleted.

**OK** Cancelar

Password

Password confirmation

 Connect to GitHub

**Update profile** Nevermind

**Delete my account and all of my presentations**

**Warning:** This action cannot be undone. Your account and all of your presentations will be permanently deleted.

## Aviso ao usuário do Manual de Uso Rápido do Speaker Deck

Esse manual foi criado a partir da versão do **Speaker Deck** disponível em agosto de 2019.

Alterações podem ter sido promovidas no *site*, fazendo com que algumas imagens de tela vistas no manual não mais coincidam com as observadas no **Speaker Deck**.

Se você encontrou alguma falha neste manual, incluindo erro ortográfico ou gramatical, por favor envie uma mensagem para [sppm@uol.com.br](mailto:sppm@uol.com.br), pelo que sou antecipadamente grato.

