LIGHT TRACER / REHEARSAL WORKSHEET

Hybrid presentation pointing: rehearsal record

Use the presentation file, meeting app and room display planned for your session. Ask someone to join as an attendee. Fill in the results after the rehearsal; leave anything you did not check as **Not tested**.

Record the setup

Rehearsal date and time zone	
Computer and operating system	
Presentation app and version	
Meeting app and version	
Shared source	Slide-show window / desktop / PowerPoint Live / camera / other:
Pointing tool	
Room display, if used	

Check what each audience receives

Choose two distinct details in your actual presentation, such as two chart labels. Before moving on, ask the attendee to name the detail you are indicating. Seeing your own pointer is a separate observation.

> Write the expected detail and what each viewer actually identifies. Use **Not seen**, **Wrong target** or **Not tested** when appropriate. For recording, review a short permitted rehearsal recording separately.

Check	Expected detail	Remote attendee identifies	Room viewer identifies, if applicable	Recording shows, if checked
First target on the slide		Not tested	Not tested	Not tested

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Check	Expected detail	Remote attendee identifies	Room viewer identifies, if applicable	Recording shows, if checked
Second target on the same slide		Not tested	Not tested	Not tested
Target after advancing a slide		Not tested	Not tested	Not tested
Target after changing the shared window or source, if planned		Not tested	Not tested	Not tested

Decide what to fix

Shared source and pointing tool at the time	
View change immediately before the failure	
One change to try	
Result when you repeat the affected check	Not tested

If the intended share already provides usable pointing, note that before buying equipment. Slide navigation while walking around and physical pointing in the room are separate needs. Check a proposed device's documented functions against those needs; this worksheet does not certify compatibility.

Background: Will a laser pointer show up in a screen share? Consult the current Teams PowerPoint Live pointing instructions or Zoom annotation instructions for the workflow you use.

Prepared by Light Tracer, a commercial laser-pointer retailer. This is an AI-assisted rehearsal worksheet, not a record of equipment tests or a product recommendation.

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