



Conference PlaceSM Sharing Content Guide



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Import and Share Content

Content provides the visual component of the meeting for all participants. Online content is basis for allowing participants to view, express, and share ideas. As presenter, you can share content in four different ways:

- + Import and display a PowerPoint® slide presentation
- + Import and display other document types
- + Display the use of applications that are running on your computer
- + Work with Conference Place collaborative slides (Whiteboard, Web, Text, Poll, and Snapshot)

Once you have shared content with others at the meeting, you can collaborate in the following ways:

- + Use all functions of PowerPoint to work with slides in a presentation
- + Mark up other document types using annotations
- + Allow other presenters to share control of applications that are running on your computer
- + Work together on Conference Place collaborative slides (for example, add Annotations)

SHARE CONTENT

Use the scenarios in this section to get started quickly with some common methods of importing and sharing Conference Place content.

To present slides

This scenario assumes that you have created a PowerPoint slide presentation that you want to present at the meeting.

- 1 In the Share menu, click Share Document to View.
- 2 Navigate to the presentation you want to display, and then click Open.

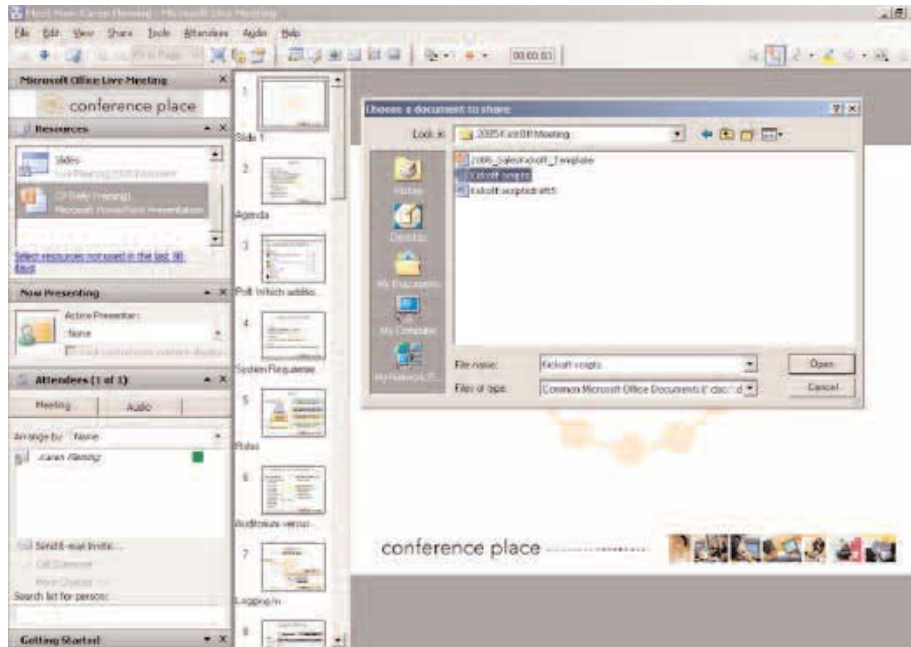
Conference Place copies the file to the Conference Place service, and then adds it as a resource to the Resources pane in the Conference Place console. You can now present the slides.

To collaborate on a Word document

This scenario assumes that you want to share a Word document with other attendees at a meeting, and show them the changes you are making to the document as your discussion ensues.

- 1 In the Share menu, click Share Document to Edit.
- 2 Navigate to the Word file you want to display, and then click Open.

The file appears on your desktop and is visible to all attendees, with the sharing controls along the left side of your screen. You can now make changes to the document, and others will see the changes in real time.



To lead a group review of a read-only file

This scenario assumes that you will share a file (other than slides) that you want all attendees to see, but you will not collaborate on making changes—although you can use annotations to mark up the file within Conference Place.

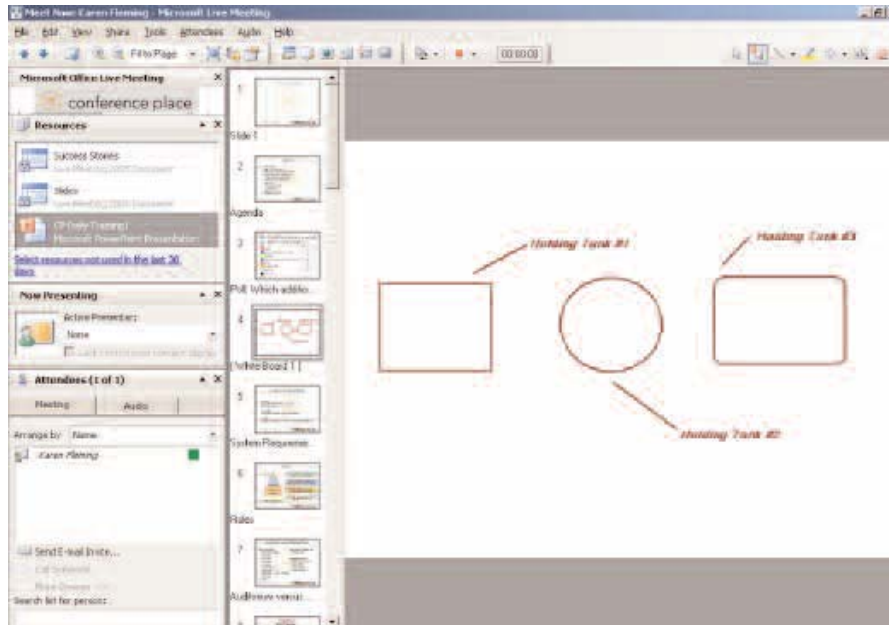
- 1 In the Share menu, click Share Document to View.
- 2 Navigate to the file you want to display, and then click Open.

Conference Place copies the file to the Conference Place service, and adds it as a resource to the Resources pane in the Conference Place console. You can now discuss the file, and attendees can make annotations (if permitted).

To lead a brainstorming session using a Whiteboard slide

This scenario assumes that you and the other attendees will draw/write together on a Whiteboard slide in order to brainstorm your ideas for a project.

- + In the Share menu, click Whiteboard.



IMPORT CONTENT

If you want to display content created outside of Conference Place (that is, not a collaborative slide) you must first import the content as a resource in the Conference Place meeting console. Importing is most commonly used to add slide presentations.

Note: Resources that you import stay in the meeting until you remove them. If you import content during a Meet Now meeting that you have organized, the content will remain there for all of your future Meet Now meetings until you remove it.

As you present content, you can change your display to Full Screen view to make the presentation larger and easier for attendees to see.

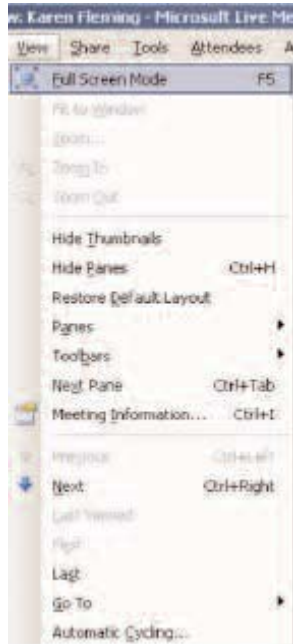
To import content to the Conference Place meeting console

- 1 In the Share menu, click Share Document to View.
- 2 Navigate to the file you want to import, and then click Open.

Conference Place copies the file to the Conference Place service, and adds it as a resource to the Resources pane in the Conference Place console.

To change your display from Console view to Full Screen view

- 1 In the View menu, click Full Screen Mode.
- 2 To return to Console view, press ESC.



NAVIGATE CONTENT

You and other presenters manage Conference Place content using the Resources pane in the meeting console. The Resources pane displays all content that you and the other presenters have made available for sharing at the meeting. To share content, you must first add the content to the Resources pane, either by importing it or by creating a new Conference Place collaborative slide.

After you have added content to the Resources pane, you can click the resource in the Resource pane to display it in active content pane. If a resource contains multiple parts (for example, a slide presentation) you can view the parts by clicking the resource and viewing the Thumbnails pane. Within the thumbnails pane, you can right-click any thumbnail image to perform the following actions:

- + Insert a collaborative slide before the thumbnail image
- + Perform PowerPoint functions (if the resource is a presentation)

To view the Resources pane:

- + In the View menu, point to Panes and click Resources.

To view the Thumbnail pane for a resource:

- 1 In the Resources pane, click the resource whose thumbnails you want to view.
- 2 In the View menu, click Show Thumbnails.

SHARE THE USE OF YOUR COMPUTER

Besides uploading content in Conference Place, you can share the use of your computer as part of presenting during a Conference Place session.

Sharing the use of your computer can take several forms. The simplest way to share is to open a document on your computer and make changes to the file while displaying it to the

other attendees. Or, if you want to show multiple processes on your computer involving more than one application, you can share your entire desktop.

For either of these options, you can also share control (over the application or over the desktop) with one other presenter at the meeting. While you are sharing control, the other presenter has access to all of the same abilities that you have on your computer. At any point, you can end application sharing control, and the ability of the other presenter to control your computer is blocked.

To open and display a file from your computer:

- 1 In the Share menu, click Share Document to Edit.
- 2 Navigate to the file you want to display, and click Open.

The file appears on your desktop and is visible to all attendees, with the sharing controls along the left side of your screen.

To display an application that is installed on your computer:

- 1 Start the application that you want to display to attendees.
- 2 In the Share menu, click Share Application.
- 3 In the Sharing dialog box, click the name of the application you want to display.
- 4 Click OK.

The application you shared is now visible to all attendees, with the sharing controls along the left side of your screen.

To display the sharing frame:

- 1 In the Share menu, click Share Application.
- 2 In the Sharing dialog box, click The Sharing Frame.
- 3 Click OK. The Sharing Frame appears on your desktop.
- 4 Resize the Sharing Frame as needed for the contents of your desktop that you want to display to attendees.

The portion of your desktop inside the Sharing Frame is now visible to all attendees, with the sharing controls along the left side of your screen.

To display your desktop:

- 1 In the Share menu, click Share Application.
- 2 In the Sharing dialog box, click Desktop.
- 3 Click OK.

Your desktop is now visible to all attendees, with the sharing controls along the left side of your screen.

To share control of your computer with another presenter:

- 1 In the Sharing controls, click the Share Control button.
- 2 In the Give Control dialog box, click the name of attendee to whom you want to give control, and then click OK.

The controlling participant can now use the selected items on your computer. For example, if you give control of Microsoft Word, all participants see the controller's use of the Word document you are sharing.

To end application sharing control:

- + On the Sharing controls, click the Take Control button.

USE COLLABORATIVE SLIDES

Collaborative slides are Conference Place slides that help you collaborate with other attendee's. Unlike PowerPoint presentations, collaborative slides do not need to be imported or created in advance. You can insert collaborative slides spontaneously during a meeting, to help capture a certain idea or brainstorm with other attendees.

The following five collaborative slide types are available:

- + Whiteboard slide - A Whiteboard slide is a blank image slide upon which you can draw, add text and stamps, and highlight information, by using the Annotation tools. For example, if you want to quickly create a flow chart to illustrate a point, insert a White Board slide and then use the Annotation tools to draw squares, lines, and so on.
- + Web slide - A Web slide lets you display a Web page to the attendees and provides each attendee with an independent connection to that URL, allowing them to navigate the site freely. Web slides are ideal for allowing attendees to complete a survey or form during your meeting. Web slides are also great for incorporating video or flash files into your meeting.
- + Text slide - A Text slide is a blank editable text slide upon which you can type. For example, if you want to type new information that is available to the audience to copy and paste, such as an action items list, you can create a Text slide. When you create and work with a Text slide, you can use the Edit menu commands to copy, paste, cut, and delete text.
- + Polling slide - Use polling slides to find out attendees' reactions and opinions during a presentation. Polling slides are a great way to solicit feedback from attendees by allowing them to select from several responses to a question. You can create Polling slides ahead of time or insert them on-the-fly during your presentation.
- + Snapshot slide - A Snapshot slide shows a captured screen shot from your computer, such as a captured spreadsheet or graphic. After you create a Snapshot, you can use the Annotation tools to add annotations to it.

Typically, you will add collaborative slides as new resources. However, you may choose to insert a collaborative slide into an existing resource—for example, as a new slide in a PowerPoint presentation resource that you previously imported.

To add a collaborative slide as a new resource:

- + In the Share menu, click the type of slide you want to add: Whiteboard, Web, Text, Polling, or Snapshot.

The slide is added as a new resource in the Resources pane, and you can begin using it to collaborate with the other attendees.

To insert a collaborative slide into an existing resource:



- + In the Resources pane, click the resource into which you want to add a collaborative slide.
- + In the Thumbnails pane, right-click the thumbnail directly above the point where you want to insert the slide. Point to Insert New Slide, and then click the type of slide you want to add: Whiteboard, Web, Text, Polling, or Snapshot.

The slide is added at the insertion point you specified in the existing resource.