Contents for ProShare™ Personal Conferencing Help, Premier Edition

How to Use Help

ProShare Personal Conferencing is a program that presents a shared workspace or "notebook" on two connected personal computers. While talking over the phone, you and a colleague at a different location can simultaneously view, mark up, and update the same documents in the ProShare application's notebook. You also can share an application and its data with your colleague.

Click on a picture to get more information:

Trademarks and credits

Basics

Basic topics provide an overview of the ProShare application, the most common tasks, and step-by-step information for completing the tasks, including jumps into the dialog boxes you use.   You cannot access these topics directly from the ProShare application via Help buttons or pressing F1.

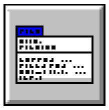
Introduction to the ProShare application
ProShare application's main window
Application sharing windows
Moving around in the notebook
Making annotations in the notebook
Setting your notebook preferences
Working in the private workspace

See also
How to...

How to...

How-to topics provide an overview of common tasks and step-by-step information for completing the tasks, including jumps into the dialog boxes you use. You cannot access these topics directly from the ProShare application via Help buttons or pressing F1.

See also
Basics



Menu commands

Menu command topics provide short descriptions of menu commands and a jump into the corresponding dialog box, if any. These topics are accessed directly from the ProShare application when the command is selected and you press F1.

File menu

New
Open
Import
Save
Save As
Print
Print Setup
Transfer
Transfer Status
n filename, for example, 1 TUTORIAL.MTG
Exit

Edit menu

Cannot Undo or Undo Delete Annotation or Undo Delete Page
Cut
Copy
Paste
- Public
- Private

Paste Special
Delete
Resize
Add Page
- Public
- Private

Delete Page
- Public
- Private

Synchronize Pages
Object or *application-name* Object, for example, Paintbrush Picture Object

View menu

Data Tools
Annotation Tools
Page Sorter
Full Screen
Private Workspace
Preferences

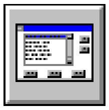
Toolbox menu
Selection Pointer
Remote Pointer
n annotation-tool, for example, 1 Black Text
Configure Tool *n* or Configure Remote Pointer

Conference menu
Connect
Disconnect
Address Book
Setup
Jump Start

Application menu
Share Application View
Host and Guest Edit
Only Host Edits
Stop Sharing Application

Help menu
Contents
Search for Help On
How to Use Help
Tutorial
About

Data Capture pop-up menu (when you use the camera or crop tool)
New Page
Current Page
New Private Page
Current Private Page
Quit Snapshot



Dialog boxes

Dialog box topics provide detailed information on how to use the dialog boxes and what each control is for.   These topics are accessed directly from the ProShare application when the dialog box is displayed and you choose the Help button or press F1.

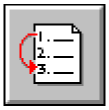
The following list is in alphabetical order.   If you want to use the >> and << browse buttons to view all the dialog boxes, start with the Open dialog box.

Add Participant Name
Conference Setup
Configure Tool or Configure Remote Pointer
Connect
Edit Participant Name
File Transfer
File Transfer Receipt
File Transfer Status
Import
Import Using
Jump Start
Modem Connection Details
Names
NetWare Search
Network Connection Details
Open
Page Sorter
Paste Special
Preferences
Print
Print Setup
Resize Annotation
Save As
Set Modem
Share Application View

See also
ProShare application's main window
Application sharing windows

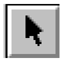
Shortcuts

Shortcut topics provide descriptions of the ProShare software tools (buttons) plus lots of keyboard and mouse techniques to make you more proficient with the software.   You cannot access these topics directly from the ProShare application via Help buttons or pressing F1.



Annotation toolbox

All tools in the Annotation toolbox have equivalent Toolbox menu commands. Click on a tool or its related command for more information:

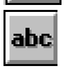
 Selection Pointer command (Toolbox menu)

 Remote Pointer command (Toolbox menu). You can change the color of the remote pointer using the Configure Remote Pointer command from the Toolbox menu:

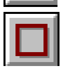
All of the annotation tools are configurable using the Configure Tool command from the Toolbox menu. Any of the six lower buttons in the toolbox can be set to be any of these tools:

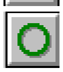
 Highlighter command (Toolbox menu)

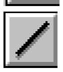
 Pen command (Toolbox menu)



Text command (Toolbox menu)

 Rectangle command (Toolbox menu)

 Ellipse command (Toolbox menu)

 Line command (Toolbox menu)

Data Capture toolbox

The top three tools in the Data Capture toolbox have no equivalent menu commands:

When you use the snapshot tool, the cursor becomes a camera. As you move the camera around the screen, the window under the cursor is highlighted with diagonal lines. When the desired window is highlighted, click the mouse again to take the snapshot. From the pop-up menu, pick a destination in the notebook for the snapshot.

When you use the crop tool, the cursor becomes crosshairs. Crop the area of the screen you want to snapshot by clicking and dragging the mouse diagonally from one corner to the other, then releasing the mouse, or by clicking in one corner of the area and then clicking in the opposite diagonal corner. From the pop-up menu, pick a destination in the notebook for the snapshot.

When you use the return tool, the notebook is brought to the top of your screen.

The bottom three tools in the Data Capture toolbox have equivalent Application menu commands. Click on a tool or its related command for more information:

Share Application View command (Application menu).

Host and Guest Edit command or Only Host Edits command (Application menu).

Stop Sharing Application command (Application menu).

Tip

When you are not connected to another participant, on color monitors the Share Application View and Stop Sharing buttons are gray to indicate the action is unavailable. Shift+F1 context-sensitive Help is not available for the button when its action is unavailable.

Mouse hotspots

Single-clicking

Single-click a tool in the Annotation toolbox to select it. Single-click a tool in the Data Capture toolbox to cause its action to occur.

Single-click a tab on the right of the notebook to display that page. Single-click the scroll up and scroll down arrows above and below the tabs to scroll hidden tabs into view.

Single-click the New Page tab to add a new page to the notebook.

Dragging

As you move the mouse cursor over the bottom of the public workspace page, the cursor changes to vertical split bars . Drag the cursor to open and size the private workspace.

In the Page Sorter dialog box, you can drag a page left or right to reposition it in the notebook. You also can drag a page to the Print or Delete buttons.

When an annotation is selected, handles appear around its border. Drag one of the handles to stretch or shrink the annotation in that direction. For straight lines, drag either end handle to stretch or collapse the line or change its direction.

Important tip

For annotations other than rectangles, ellipses, and straight lines, use Shift+drag to resize the annotation and retain its proportions (aspect ratio). When you use Shift+drag on a rectangle or ellipse, it changes to a square or circle, respectively. When you use Shift+drag on a straight line, it constrains the line to horizontal, vertical, or 45-degree angles.

Double-clicking

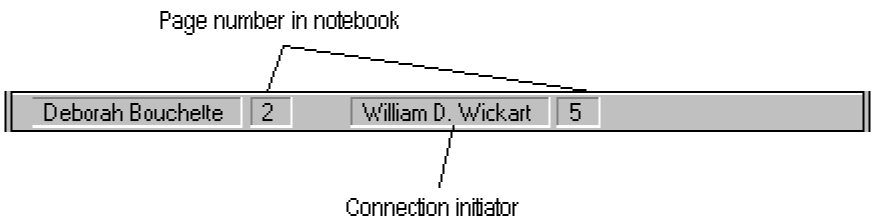
Double-click an annotation tool in the Annotation toolbox to open the Configure Tool dialog box and configure that tool.

Double-click an existing text annotation to edit it.

Double-click a page thumbnail in the Page Sorter dialog box to jump to that page in the notebook. To open the Page Sorter dialog box, from the View menu, choose the Page Sorter command.

Double-click a tab on the right of the notebook to synchronize pages with the other participant (that is, move both you and the other participant to that page).

Double-click the page number of the other participant in the Attendee Status bar to jump to that same page.



As you move the mouse cursor over the bottom of the notebook page, the cursor changes to vertical split bars . Double-click this cursor to open the private workspace if it is closed, or to close the private workspace if it is open.

Tip

When the Annotation toolbox is floating (Float Annotation Tools is selected in the Preferences dialog box), double-click anywhere on the page to move the toolbox to that spot, with the following exceptions:

- If the current tool is the selection pointer and you double-click on an OLE annotation, the toolbox does not move. (The OLE annotation is opened in its native application.)
- If the current tool is the selection pointer and you double-click on a text annotation, the toolbox does not move. (The text insertion cursor is placed in the text annotation.)
- If the current tool is the text tool and you double-click on a text annotation, the text insertion cursor is placed in the text annotation and the toolbox is placed over the top of the annotation.
- If the current tool is a marking tool and the interface detected a dragging movement with your first click, a small annotation is placed on the notebook and the toolbox does not move. (Sometimes the annotation is too small to see.)

Shift-clicking and Ctrl-clicking

Use Shift+Click to select multiple annotations.

In the File Transfer dialog box, use Shift+Click to select multiple consecutive files, or Ctrl+Click to select multiple non-consecutive files.

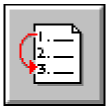
In the Page Sorter, either select each page by using Ctrl+Click, or select a range of pages by using Shift+Click to specify both the starting page and the ending page.

Keyboard shortcuts

Key	Description
Alt+F2	Import command (File menu)
Alt+F4	Exit command (File menu)
Alt+Ins	Add Page - Public command (Edit menu)
Ctrl+*n*	(*n* is 1, 2, 3, 4, 5, or 6) annotation tool command (Toolbox menu)
Ctrl+F8	Remote Pointer command (Toolbox menu)
Ctrl+A	Save As command (File menu)
Ctrl+C	Copy command (Edit menu)
Ctrl+D	Disconnect command (Conference menu)
Ctrl+F	Transfer Status command (File menu)
Ctrl+N	New command (File menu)
Ctrl+O	Open command (File menu)
Ctrl+P	Print command (File menu)
Ctrl+S	Save command (File menu)
Ctrl+T	Transfer command (File menu)
Ctrl+V	Paste - Public command (Edit menu)
Ctrl+X	Cut command (Edit menu)
Ctrl+Z	Undo Delete Annotation or Undo Delete Page command (Edit menu)
Del	Delete command (Edit menu)
Esc	Full Screen command (when in full-screen mode)
Esc	Quit Snapshot command (Data Capture pop-up menu)
F1	Contents command (Help menu)
F2	Data Tools command (View menu)
F3	Configure Tool *n* command
F5	Annotation Tools command (View menu)
F7	Full Screen command (View menu)
F8	Selection Pointer command (Toolbox menu)
F9	Synchronize Pages command (Edit menu)

See also

Navigation and editing keys



Navigation and editing keys

Although the information in the on-line Help describes mouse navigation and editing techniques, you can use the keyboard to perform most tasks:

Key	Description
Esc	Exits full screen mode. Cancels menus and dialog boxes. Deselects an annotation.
Del	Deletes a selected annotation.
Tab or Shift+Tab	Selects the next or previous annotation.
Arrow keys	Scrolls the current page in the direction of the arrow key. In a text annotation, moves the cursor within the text in the direction of the arrow.
Ctrl+Up arrow or Ctrl+Down arrow	Scrolls the current page up or down by half a screen.
Ctrl+Left arrow or Ctrl+Right arrow	Scrolls the current page left or right by half a screen. In a text annotation, Ctrl+Up arrow and Ctrl+Down arrow are the same as Up arrow and Down arrow.
PgUp or PgDn	Scrolls the current page up or down.
Ctrl+PgUp or Ctrl+PgDn	Moves to the previous or next page in the public workspace.
Shift+Ctrl+PgUp or Shift+Ctrl+PgDn	Moves both participants to the previous or next page in the public workspace.
Alt+PgUp or Alt+PgDn	Moves to the previous or next page in the private workspace.
Home or End	Scrolls to the top left or bottom right of the current page. In a text annotation, moves the cursor to the beginning or end of the current line in the text annotation.

Ctrl+Home or Ctrl+End	Moves to the first or last page in the public workspace. In a text annotation, moves the cursor to the top left or bottom right of the text annotation.
Shift+Ctrl+Home or Shift+Ctrl+End	Moves both participants to the first or last page in the public workspace.
Alt+Home or Alt+End	Moves to the first or last page in the private workspace.
Ctrl+Alt+F	Toggles the guest's sharing window between full screen and normal size
Ctrl+Alt+R	Redraws the guest's sharing window.

See also

Keyboard shortcuts

Reference information

Reference topics provide supplementary information. You cannot access these topics directly from the ProShare application via Help buttons or pressing F1.

Terms
Troubleshooting

Troubleshooting

For the latest information, check the Read Me file. Double-click the Read Me icon in the ProShare software program group.

For troubleshooting low memory and other performance issues, see the following topic:

Improving performance

If you cannot connect with the other computer:

- Make sure your colleague has started the 1.6 version of the ProShare software on his or her computer. This version (1.6) of the ProShare Personal Conferencing software cannot connect with version 1.5 because the connection methods have changed. (However, you can open a file saved from the 1.5 software and the 1.6 software automatically converts it to the 1.6 format.)
- Use the Communications Test program to test your modem or your computer's access to the network. If you are using a modem, make sure you have the correct COM port for your modem selected in the Conference Setup dialog box and the correct number for your colleague in the Modem Connection Details dialog box.
- Make sure your colleague's Conference Setup dialog box selections are set to listen for your incoming call.

For troubleshooting modem or network (NetBIOS or NetWare) configurations, see the following topics in the Communications Test on-line Help:

Modem connection problems

NetWare connection problems

NetBIOS connection problems

For key information about how the ProShare application works, search in this Help system for the word ***Tip*** or the phrase "***Important tip***" (surrounded by " marks).

Introduction to the ProShare Personal Conferencing software

ProShare Personal Conferencing software is a document conferencing program that presents a shared workspace on two computers that are connected by modem or network. You and your colleague simultaneously view and mark up documents in the ProShare application's workspace while talking with each other over the phone.

The Premier Edition software enables running an application on one conference participant's system while the other participant views the same running application. The application host has the capability to enable or block the guest participant from editing or otherwise interacting with the application.

The ProShare application can help you save time, avoid travel, clearly convey ideas, and receive feedback on those ideas quicker than ever before. For example, you can use the ProShare application to...

- Show or send the latest version of a document to a colleague on the other side of the building.
- Walk through and make changes to a presentation with a co-worker at another site.
- Review a contract with your legal department in another state.
- Show the latest design specifications to a client or customer anywhere in the world.

...all interactively without traveling or faxing. When you need to share information with someone at a different location, the ProShare application helps you make your points clearly and get feedback quickly. In short, the ProShare application helps you communicate, making you more productive in your daily work.

The ProShare application's workspace looks like a stack of paper pages, or a notebook. Both conference participants access the same pages at the same time. Either of you can create a new page and fill it with information or mark on an existing page. As you use the program to share information, you talk to the other person using a phone.

As an added bonus, you can devote part of the ProShare application's workspace to a private workspace where you can take notes that the other participant cannot see.

Important tip

This version (1.6) of the ProShare Personal Conferencing software cannot connect with version 1.5 because the connection methods have changed. However, you can open a file saved from the 1.5 software, and the 1.6 software automatically converts it to the 1.6 format.

Where to go from here

To go to the next introductory topic, click the >> button in the button bar near the top of this window.

To see an outline of all the major topics in this Help file and other related Help files, click the Bookcase button near the top of this window.

Tip

The ProShare application offers context-sensitive Help. When you're in the ProShare application and want to know about a menu command, select the command and press F1. When you want to learn about a dialog box, press F1 or click the Help button in the dialog box. When you want to learn about a portion of the main window or a toolbox, press Shift+F1 and then click on the interface element, *except* as follows:

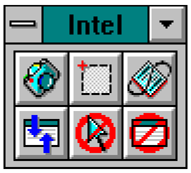
- the main window's menu bar
- the control menu on the main window, on the floating Annotation toolbox, and on the Data Capture toolbox
- the title bar and the minimize button on the Data Capture toolbox

In addition to context-sensitive topics, this Help file contains many topics on how to use the ProShare application. For a list of all these topics, click the Contents button near the top of this window, then click the How to... button in the Contents topic window.

ProShare application's main window

The following pictures show the ProShare application's main window and Data Capture toolbox when connected to another participant.   To learn about the window and toolbox, you can click on areas of the pictures below, or from within the ProShare application, press Shift+F1 and then click on the the application window or toolbox itself.

Click on an area of the window or toolbox for information.



Tip

Within the ProShare application, Shift+F1 context-sensitive Help is not available for the following interface elements:

- the main window's menu bar
- the control menu on the main window, on the floating Annotation toolbox, and on the Data Capture toolbox
- the title bar and the minimize button on the Data Capture toolbox

See also

Moving around in the notebook
Setting your notebook preferences
Page Sorter dialog box
Application sharing windows

snapshot tool

Using the snapshot tool, you can "take a picture" of information in another window for insertion onto a notebook page.

crop tool

Using the crop tool, you can "take a picture" of a portion of a window that you define by clicking and dragging the mouse. The snapshot of the information is then inserted onto a notebook page.

restore tool

Brings the ProShare application's notebook to the top of your screen.

title bar - Data Capture toolbox

Contains the name of the window.   The title bar is highlighted for the currently active window.

share application tool

Displays the Share Application View dialog box to let you choose an application to share.

Tip

When you are not connected to another participant, on color monitors this button is gray to indicate the action is unavailable.   Shift+F1 context-sensitive Help is not available for the button when its action is unavailable.

view-only tool

If you are the host of the shared application, choosing this tool toggles whether or not the guest can interact with the shared application.

stop sharing tool

Stops sharing all shared applications, and exits application sharing. However, the applications remain open on the host's system until specifically closed.

Tip

When you are not connected to another participant, on color monitors this button is gray to indicate the action is unavailable. Shift+F1 context-sensitive Help is not available for the button when its action is unavailable.

sizing border

Use the window border to resize a window with the mouse. Position the mouse at any border of the window and drag that border until the window is the desired size.

control menu

In Windows applications, windows and some dialog boxes have a control menu. The control menu provides commands for moving, sizing, and closing windows and dialog boxes. Control menu commands are grayed out or omitted when they are not available.

Tip

Within the ProShare application, Shift+F1 context-sensitive Help is not available for the control menu.

title bar - main window

Contains the name of the window. The title bar is highlighted for the currently active window. The ProShare application's title bar contains the filename of the most recently saved or opened meeting file (or "Untitled" if none has been saved or opened). If the Link Public and Private Pages check box is deselected in the Preferences dialog box, the title bar also displays the filename of the most recently saved or opened private notes file (or "Untitled").

minimize button

Reduces the active window to an icon.

maximize button

Enlarges the size of the active window to its maximum size.

menu bar

Lists the menu names, each of which displays a drop-down menu. Select a drop-down menu by clicking on the name with the mouse or by pressing Alt+*x,* where *x* is the underlined letter in the menu name.

When a menu is pulled down, choose a command by clicking on it with the mouse, by pressing the underlined number or letter of the name, or by using the down and up arrows on your keyboard to select the command and then pressing Enter.

Tip

Within the ProShare application, Shift+F1 context-sensitive Help is not available for the menu bar.

Attendee status bar

Shows the names of the conference participants, and the current page number of each participant's notebook. Double-click the page number of the other participant to synchronize pages, that is, to move to that same page.

Annotation toolbox

Tools in the Annotation toolbox correspond to actions that can be performed through a Toolbox menu command. The buttons bypass the commands and directly choose the action without opening the menu. The lower six tools in the Annotation toolbox can be any combination of highlighters, pens, text tools, rectangles, ellipses, or straight lines.

You can configure any of these tools with the Configure Tool or Configure Remote Pointer command (from the Toolbox menu) or by double-clicking the tool.

Tip

Within the ProShare application, Shift+F1 context-sensitive Help accesses this topic when you click on the window background anywhere near the Annotation toolbox.

spiral

Conveys the concept of a notebook of pages. To turn the spiral on or off, choose the Preferences command from the View menu to display the Preferences dialog box, then select or deselect the Spiral and Border check box.

public workspace

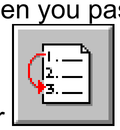
The top section of the notebook page. If you place information in the public workspace (using the snapshot tool, making marks, pasting, or importing a file), the other participant can see that information.

private workspace title

The Private workspace can include a title bar that separates it from the public workspace. To turn the Private title bar on or off, choose the Preferences command from the View menu to display the Preferences dialog box, then select or deselect the Private Title Bar check box.

private workspace

The private workspace, when visible, appears below the public workspace. If you place information in the private workspace, the other participant cannot see it.

The title "Private" (or a heavy line if Private Title Bar is turned off in the Preferences dialog box) divides the workspace into public and private workspaces. When you pass your cursor over the private workspace divider, the cursor changes to a sizing cursor  that you can drag up or down to resize the workspaces.

tab scroll up arrow

When the notebook contains more pages than the tabs can show, click on the tab scroll up arrow to reveal the previous tab.

Tip

Within the ProShare application, Shift+F1 context-sensitive Help accesses the Tabs topic when you click on the tab scrolling arrows.

tabs

The numbered tabs correspond to the pages in the notebook. The tab of the current notebook page displays a blue number on a white background.

The private workspace contains tabs if the Link Public and Private Pages check box is deselected in the Preferences dialog box.

Click on a tab to jump to its page. Double-click a tab to synchronize pages with the other participant (that is, to move both you and the other participant to that page).

Tip

Within the ProShare application, Shift+F1 context-sensitive Help accesses this topic when you click on the tab scrolling arrows, the new page tab, or the window background anywhere near the tabs.

new page tab

The New page tab adds a new blank page to the notebook.

If the new page tab has scrolled out of view, click on the tab scroll down arrow to reveal it.

The private workspace contains tabs if the Link Public and Private Pages check box is deselected in the Preferences dialog box.

Tip

Within the ProShare application, Shift+F1 context-sensitive Help accesses the Tabs topic when you click on the new page tab.

tab scroll down arrow

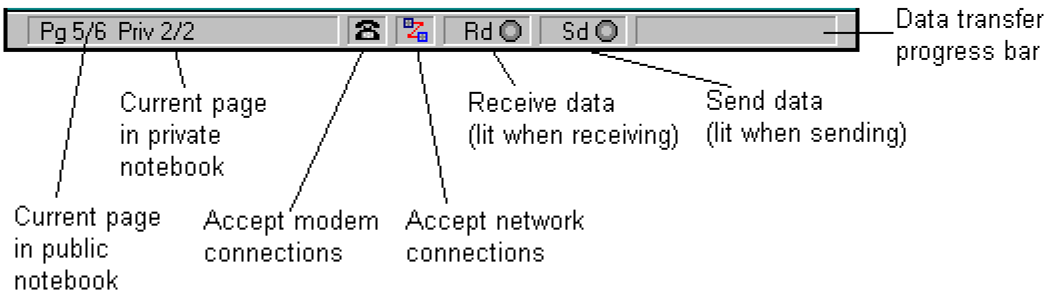
When the notebook contains more pages than the tabs can show, click on the tab scroll down arrow to reveal the next tab.

Tip

Within the ProShare application, Shift+F1 context-sensitive Help accesses the Tabs topic when you click on the tab scrolling arrows.

status bar

The status bar at the bottom of the main window contains information about the tool or command currently selected, and the number of the notebook page displayed.   To turn the status bar on and off, choose the Preferences command from the View menu to open the Preferences dialog box and select or deselect Status Bar.



window background

No action occurs when you click in this area.

Tip

Within the ProShare application, Shift+F1 context-sensitive Help accesses the Annotation toolbox topic when you click on the window background anywhere near the Annotation toolbox.

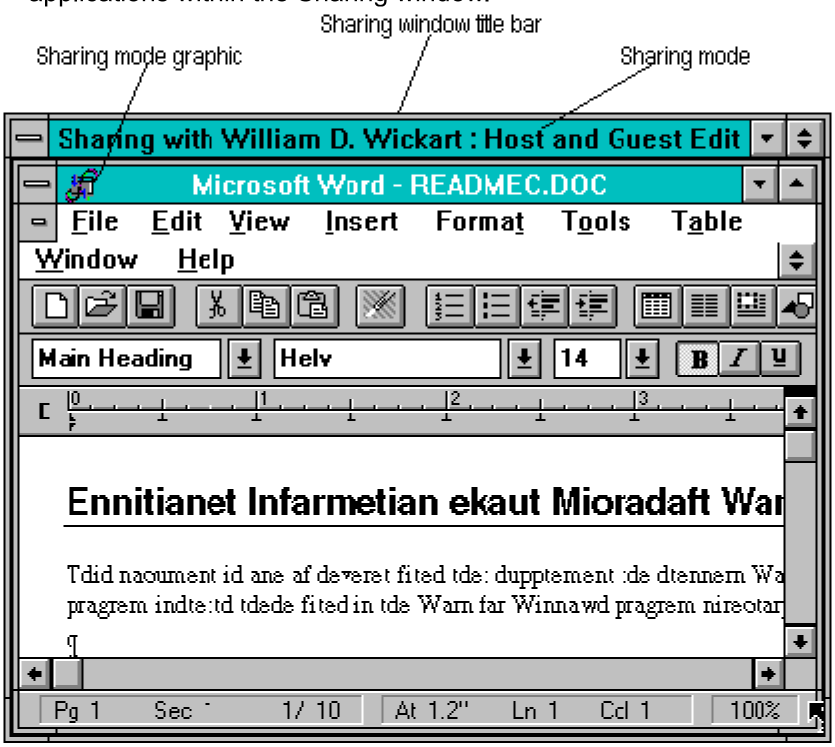
Also, Shift+F1 context-sensitive Help accesses the Tabs topic when you click on window background anywhere near the tabs.

Application sharing windows

To initiate application sharing, the host participant executes the Share Application View command from the Application menu. The guest participant views the application through the Sharing window. If the guest's view of the application is smaller than the host's, the guest's system also displays a Pan window.

The Sharing window

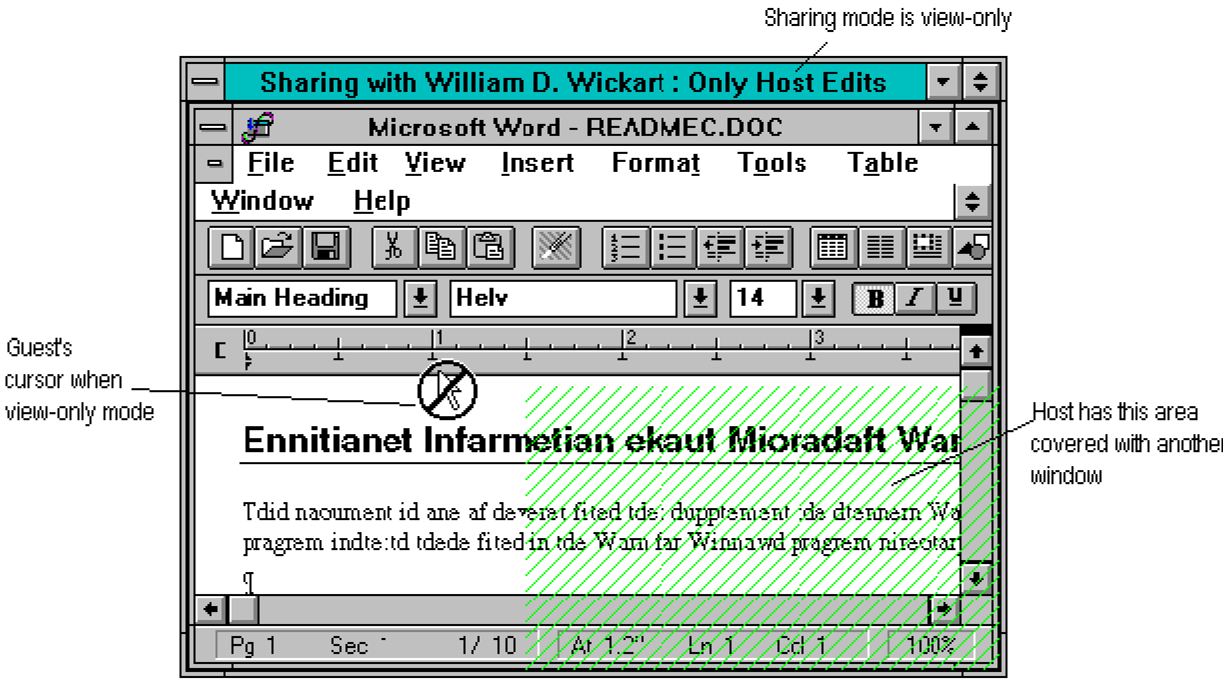
During application sharing, a Sharing window appears on the guest's system. This window contains the application(s) being shared. A sharing mode graphic appears in the title bar of any shared applications within the Sharing window.



The Sharing window can never be made larger than the physical screen or video resolution of the host's system. For example, if the host screen is a nine-inch laptop, the guest cannot make the Sharing window any larger than nine inches on his or her screen.

You can alternate the Sharing window between full screen and normal size by pressing Ctrl+Alt+F, or by choosing the Full Screen command from the Sharing window's control menu.

If the host places another window on top of the shared application window on his or her system, the guest sees green diagonal lines appear over the shared application in the Sharing window.

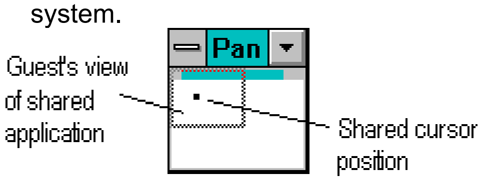


These lines indicate to the guest that the information under the lines might not be current. The guest may be able to click in an area of the shared application that is not covered by the diagonal lines to make the Sharing window active and update the guest's screen. (This technique won't work if the obscuring item on the host's screen requires an action from the host to make the obscuring item go away, such as a system error message dialog box.)

You can force a screen redraw by pressing Ctrl+Alt+R.

The Pan window

If the Sharing window is smaller than the shared application window on the host's screen, or the video resolution of the host's system exceeds that of the guest's, a Pan window appears on the guest's system.



The Pan window shows a thumbnail size of the shared application, as the host sees it. In the Pan window, the part of the application currently visible to the guest is outlined in gray. The guest can drag the gray outlined window to make other areas of the application visible. A black dot inside the Pan window shows the location of the guest's cursor in relation to the entire application window (as seen on the host screen).

The guest can minimize the Pan window, but not close it. If the guest enlarges the Sharing window so that it appears on the guest system as it does on the host system, the Pan window closes.

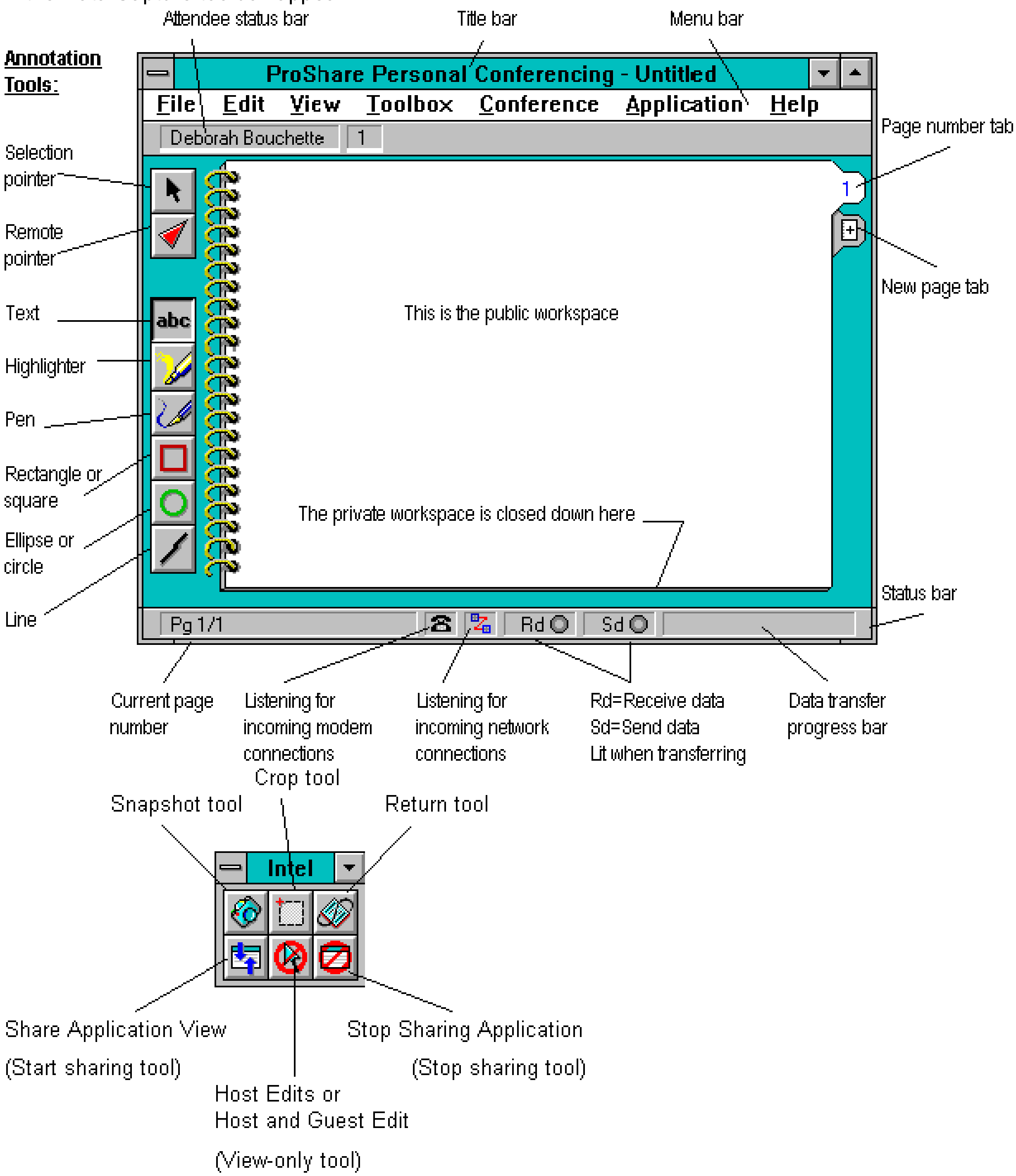
Important tip

When you begin application sharing, if the ProShare software detects differing keyboard drivers, the software displays a message suggesting that you execute in view-only mode. Keyboard drivers, especially those that enable keyboards for different languages, can interpret keystrokes differently. Use the view-only tool to toggle between interactive and view-only modes.

See also
Sharing an application

Moving around in the notebook

When you first start the ProShare Personal Conferencing application, a notebook with one page and the Data Capture toolbox appear.



To add a new page:

- Click the new page tab in the application. A new tab appears with the new page number on it.

To delete a page:

- Make the page you plan to delete the current page. Then, from the Edit menu, choose the Delete Page - Public command.

  or

  In the Page Sorter dialog box (View menu), select the page and choose Delete or drag the page to the Delete button.

Important tip

If the Link Public and Private Pages check box is selected in the Preferences dialog box (the private workspace does not have tabs), the Delete Page - Public command also appears to delete annotations in the private workspace. However, if you subsequently select Link Public and Private Pages in the Preferences dialog box, those deleted annotations actually still exist on an independent private page (until you delete them individually or with the Delete Page - Private command).

To scroll around on a page:

- Use the scroll bars for the page.

  or

  When you are not in a text annotation, press the arrow keys, PgUp, or PgDn to scroll the current page in a particular direction, the Ctrl+arrow keys to scroll half a screen in a particular direction, or the Home or End key to scroll to the top left or bottom right of the page.

To switch from page to page:

- Click the numbered tab of the desired page.

  or

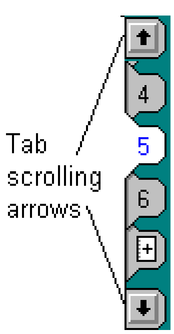
  Press the Ctrl+PgUp or Ctrl+PgDn keys until the desired public page appears.

  or

  When you are not in a text annotation, press the Ctrl+Home or Ctrl+End keys to move to the first or last public page.

To scroll a hidden page tab into view:

- Tab scroll arrows appear when the notebook contains so many pages that all the tabs cannot be displayed. Click the tab scroll up or tab scroll down arrows until the desired tab appears. This method doesn't change the current page, it only brings more tabs into view.

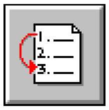


To see several pages at once:

- From the View menu, choose the Page Sorter command to open the Page Sorter dialog box. You can leave the Page Sorter dialog box open while you perform other tasks.

See also

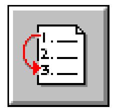
Working in the private workspace
Navigation and editing keys



Making annotations in the notebook

Making annotations (marks) in the notebook is as easy as using a pen or highlighter on paper. When you save your meeting file, all the annotations are saved with the file. Once you make an annotation, you can move, copy, paste, resize, or delete it.

To select one or more existing annotations:

1. Select the selection pointer from the Annotation toolbox by clicking on it.
2. Click on one annotation in the notebook. Handles  appear around its border.
3. Optionally Shift+Click to select multiple annotations.

To make annotation on a page:

- Select a marking tool from the Annotation toolbox by clicking on it. Then use the tool as follows:
  - Click and drag the pen or straight line tool to draw lines on the page. (To create straight lines constrained to horizontal, vertical, or 45-degree angles, press and hold the Shift key while dragging.)
  - Click and drag the highlighter tool to emphasize something on the page.
  - Click and drag the rectangle or ellipse tools from corner to diagonal corner to draw the shapes. (To create squares or circles, press and hold the Shift key while dragging.)
  - Click with the text tool on the page where you want the text to start, then type. The text does not automatically wrap to the next line; you need to press Enter to start a new line.

To edit an existing text annotation:

- Select the selection pointer and single-click the text annotation. Press the Enter key to place the text insertion cursor at the end of the annotation.
- Select the text tool and click on the annotation.
- Use the arrow keys to move the cursor through the text.
- Select the selection pointer and double-click the text annotation.

Tip

When the Annotation toolbox is floating (Float Annotation Tools is selected in the Preferences dialog box), double-clicking anywhere on the page usually moves the toolbox to that spot, with the following exceptions when clicking a text annotation:

- If the current tool is the selection pointer and you double-click on a text annotation, the toolbox does not move. (The text insertion cursor is placed in the text annotation.)
- If the current tool is the text tool and you double-click on a text annotation, the text insertion cursor is placed in the text annotation and the toolbox is placed over the top of the annotation.

To move an annotation on a page:

- Select the selection pointer from the Annotation toolbox, then click on the annotation and drag it. You can select and move snapshots and imported documents like any other annotation. Each annotation must be moved separately. You cannot select, move, or delete multiple annotations.

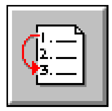
To delete an annotation on a page:

- Select the selection pointer from the Annotation toolbox, then click on the annotation. From the Edit menu, choose the Cut command (or press Delete). You also can delete a snapshot or an imported document from a page using this method. Note that only one participant can select an annotation at any time.

To resize an annotation:

- Select the selection pointer from the Annotation toolbox, then click on the annotation. From the Edit menu, choose the Resize command

  or

  When an annotation is selected, handles  appear around its border. Drag one of the handles to stretch or shrink the annotation in that direction. For straight lines, drag either end handle to stretch or collapse the line or change its direction.

Important tip

For annotations other than rectangles, ellipses, and straight lines, use Shift+drag to resize the annotation and retain its proportions (aspect ratio). When you use Shift+drag on a rectangle or ellipse, it changes to a square or circle, respectively. When you use Shift+drag on a straight line, it constrains the line to horizontal, vertical, or 45-degree angles.

See also

Bringing information into the notebook

Setting your notebook preferences

Both conference participants can customize their own ProShare application notebooks to suit personal needs. Once set, these preferences are in effect for every session until you specifically change any of them. The View menu, Toolbox menu, and Conference menu contain commands that let you set preferences or otherwise configure your application.

To configure the notebook page and the status bars:

- From the View menu, choose the Preferences command to open the Preferences dialog box. From the Display Controls check boxes, select the elements you want to show in the notebook, then choose OK.

To link or separate the private workspace pages with the public pages:

- From the View menu, choose the Preferences command to open the Preferences dialog box. Select or deselect the Link Public and Private Pages check box, then choose OK.

To select the number of colors used to display graphics:

- From the View menu, choose the Preferences command to open the Preferences dialog box. From the Display Graphics Using buttons, select a method for displaying graphics, then choose OK.

To toggle displaying the Annotation toolbox or the Data Capture toolbox:

- From the View menu, choose the Annotation Tools or Data Tools command.

To make the Annotation toolbox an independent, floating window:

- From the View menu, choose the Preferences command to open the Preferences dialog box. Select Float Annotation Tools, then choose OK. Note that you cannot move the Annotation toolbox outside of the workspace window, whereas the Data Capture toolbox floats anywhere on top of your screen.

To configure the remote pointer in the Annotation toolbox:

1. Select the remote pointer from the Annotation toolbox by clicking on it. From the Toolbox menu, choose the Configure Remote Pointer command to open the Configure Remote Pointer dialog box.

   or

   Double-click the remote pointer.
2. Select the color of the remote pointer; then choose OK.

To configure a tool in the Annotation toolbox:

1. Select the tool from the Annotation toolbox by clicking on it. From the Toolbox menu, choose the Configure Tool command to open the Configure Tool dialog box.

   or

   Double-click the annotation tool.
2. Select the type and characteristics of the tool, then choose OK.

To show the notebook in full screen mode:

- Full screen mode displays status bars, spirals, and tabs if you have them enabled; it does not display the title bar and menu bar. From the View menu, choose the Full Screen command. To return to notebook mode, press F7 or Escape. While in full screen mode, you can access the menus by pressing Alt+ the letter of the desired menu:

Alt+F for the File menu	Alt+C for the Conference menu
Alt+E for the Edit menu	Alt+A for the Application menu
Alt+V for the View menu	Alt+H for the Help menu
Alt+T for the Toolbox menu	

To specify how an open meeting file will be handled at connection:

- From the View menu, choose the Preferences command to open the Preferences dialog box. From the Connection Merge Controls buttons, select the method you prefer, then choose OK.

To receive notification of incoming connections:

- From the View menu, choose the Preferences command to open the Preferences dialog box. Select the Enable Call Screening check box, then choose OK.

To set your own name and how names are displayed:

- From the View menu, choose the Preferences command to open the Preferences dialog box. Choose the Names button to open the Names dialog box. Specify your name (as displayed by the application) and how names are displayed, then choose OK.

To use JPEG compression when transferring data to the other participant:

When the application uses JPEG compression, the information shared in the notebook is compressed before transferring it between participants. As a result, the data transmission is faster but the resolution of the image is not as good.

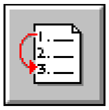
- From the View menu, choose the Preferences command to open the Preferences dialog box. Select the Use JPEG Compression check box, then choose OK.

To set the types of conference connections you want your ProShare application to accept (these settings do not affect outgoing connections)**:**

- From the Conference menu, choose the Setup command to open the Conference Setup dialog box. Select the connection methods, then choose OK.

To set the connection information for your modem (these settings affect both incoming and outgoing connections)**:**

- From the Conference menu, choose the Setup command to open the Conference Setup dialog box. Choose the Set Modem button to open the Set Modem dialog box. Select the settings that match your modem configuration, then choose OK once to exit the Set Modem dialog box, and again to exit the Conference Setup dialog box.



Working in the private workspace

The ProShare application's notebook contains a private workspace where you can record private notes during a conference.   The private workspace is a sizable region on the lower part of your notebook. The notes in this area are not visible to the other conference participant.   When you save a notebook, the private notes are saved with the rest of the notebook.

You can work with the private workspace in two ways:

- Link your private pages to your public pages so that both parts of the notebook track together as you change pages.

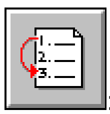
  or

- Set your private page to be independent of your public notebook pages, so that changing a public page doesn't change the private page you see.

To open the private workspace:

- From the View menu, choose the Private Workspace command.

  or

- Use the sizing cursor :

Slowly pass the current cursor over the lower edge of the public workspace.   When the cursor changes to the sizing cursor, click and drag it up until the private workspace is the desired size.

or

Slowly pass the current cursor over the lower edge of the public workspace.   When the cursor changes to the sizing cursor, double-click to open the private workspace.

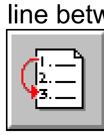
To size the private workspace:

- Pass the current cursor over the dividing area between the public and private workspaces.   Click and drag the sizing cursor up or down until the desired private workspace size appears.

To close the private workspace:

- From the View menu, choose the Private Workspace command.

  or

- Pass the current cursor over the dividing line between public and private workspaces.   Double-click the private workspace sizing cursor .

To record information in a private page:

- Select a tool from the Annotation toolbox and make annotations (marks) in the private workspace.

  or

- Use the snapshot or crop tool to capture information, then choose the New Private Page or Current Private Page command from the pop-up menu.

  or

- From the Edit menu, choose the Paste - Private command to paste information from the Clipboard into the current private page.

or

- From the Edit menu, choose the Paste Special command to open the Paste Special dialog box. Choose the Paste Private button to paste information from the Clipboard.

To make private pages a separate notebook independent of public pages:

- From the View menu, choose the Preferences command to open the Preferences dialog box. Deselect the Link Public and Private Pages check box, then choose OK. Notice that the private workspace now has its own set of tabs.

To turn the title to the private workspace on and off:

- From the View menu, choose the Preferences command to open the Preferences dialog box. Select Private Title Bar, then choose OK.

To switch from private page to private page when private pages are not linked to public pages:

- Click the numbered tab of the desired private page.

  or

  Press the Alt+PgUp or Alt+PgDn keys until the desired private page appears, or the Alt+Home or Alt+End keys to move to the first or last private page.

Important tip

If the Link Public and Private Pages check box is selected in the Preferences dialog box (the private workspace does not have tabs), the Delete Page - Public command also appears to delete annotations in the private workspace. However, if you subsequently select Link Public and Private Pages in the Preferences dialog box, those deleted annotations actually still exist on an independent private page (until you delete them individually or with the Delete Page - Private command).

See also

Delete Page - Private command

Bringing information into the notebook

Any information that you can see on your computer screen in Windows can be placed into your ProShare application notebook and shared with someone else. Placing the information into the ProShare application notebook doesn't change the original, only a copy is placed in the notebook. You can mark on the information and make notes about it, without changing the underlying information.

You add information to the notebook in the following ways:

- Paste information using the Paste commands.
- Paste information using the Paste Special command, including embedding an OLE object.
- Take snapshots of windows or regions on your screen.
- Import an entire file (or selected pages from it) that was created in another application.
- Print directly from another application into the ProShare application notebook.

Importing information or taking snapshots while connected to someone else can require several minutes to transfer over the modem or network.

Pasting information using the Paste commands

You can paste into your notebook any information copied to the Windows Clipboard.

To paste information using the Paste commands:

1. Open the other application and create the desired information or open an existing file.
2. Use the application's menus and commands to Cut or Copy the desired information onto the Windows Clipboard.
3. Bring the ProShare application notebook to the top of your screen by one of the following methods:

   Click the return tool in the Data Capture toolbox.

   Click on any visible portion of the ProShare application.

   Press and hold the Alt key, then press the Tab key repeatedly until the ProShare application name is displayed.

   Press Ctrl+Escape to display the Windows Task List, select the ProShare application, and choose Switch To.
4. From the ProShare application's Edit menu, choose the Paste - Public command. The ProShare application puts the information in the upper left corner of the notebook page. (The information is now just another annotation.)

   If the information is text, the ProShare application inserts it as a text annotation--you can double-click a text annotation to edit the text.

   If the information is not text, the ProShare application inserts the information as a bitmap picture.

   Making annotations in the notebook describes how to move the information.

   For information on the Paste - Private command, see Working in the private workspace.

Important tip

When you paste text, the text attributes (color and size, normal, bold, or italic) match the configuration of the first text tool from the top of the non-floating Annotation toolbox, or 12 point normal black text if no text tool is defined. Note, however, if the text annotation was copied or cut to the Clipboard from the

ProShare application itself, its attributes do not change to match the current text tool, but remain the same as when copied or cut from the notebook. You cannot change the attributes of an existing text annotation, but you could delete the annotation, re-configure your topmost text tool, then copy (from another application) and paste the annotation again.

Pasting information using the Paste Special command

Some applications copy information to the Windows Clipboard so that you can paste the information and retain certain characteristics with the information, such as a particular format and an association to the originating application.

To paste information using the Paste Special command:

1. Open the application that supports the Paste Special feature and create the desired information or open an existing file.
2. Use the application's menus and commands to Cut or Copy the desired information onto the Windows Clipboard.
3. Bring the ProShare application notebook to the top of your screen by one of the following methods:

   Click the return tool in the Data Capture toolbox.

   Click on any visible portion of the ProShare application.

   Press and hold the Alt key, then press the Tab key repeatedly until the ProShare application name is displayed.

   Press Ctrl+Escape to display the Windows Task List, select the ProShare application, and choose Switch To.
4. From the ProShare application's Edit menu, choose the Paste Special command to open the Paste Special dialog box.
5. Select a format. If you select a format that ends in the word "Object," you create an embedded OLE object and retain all formatting plus the ability to update the object in the originating application. For more information, see Embedding OLE information from another application.
6. To paste the information on the current public page, choose Paste.

   or

   To paste the information on the current private page, choose Paste Private.

   When you choose a Paste button in the Paste Special dialog box, the ProShare application puts the information in the upper left corner of the notebook page. (The information is now just another annotation.) Making annotations in the notebook describes how to move the information.

Taking snapshots of information on your screen

If the information you want to share is small enough to appear in its application window, you can take a snapshot of that window and insert the snapshot in the ProShare application notebook. Note that the Data Capture toolbox will never appear in a snapshot.

To take a snapshot of another application window:

1. Open the other application and create the desired information or open an existing file.
2. Click the snapshot tool in the Data Capture toolbox, then position the cursor over the open window. To show you which information will be captured, the region is highlighted with diagonal lines. The region changes as you move the cursor.
3. Click again to display the pop-up menu of notebook destinations. (Note that the information is captured when you choose a destination, not when you first click the tool--mportant to consider

when capturing from a video window.)

4. To create a new page at the end of the notebook and place the snapshot on that page, choose the New Page command (or press Enter).
5. To place the snapshot on the current notebook page, choose the Current Page command. The ProShare application always puts the snapshot in the upper left corner of the notebook page. (The snapshot is now just another annotation.) Making annotations in the notebook, describes how to move the snapshot. For information on the Private command choices, see Working in the private workspace.

To take a snapshot of a portion of a window:

1. Click the crop tool in the Data Capture toolbox.
2. Position the cursor at one corner of the region you want to capture.
3. Click and drag the cursor diagonally to the opposite corner of the region, then release the mouse button (or click on one corner of the region, then on the opposite corner). (Note that the information is captured when you choose a destination, not when you first click the tool--mportant to consider when capturing from a video window.)
4. To place the snapshot on a new notebook page, choose the New Page command (or press Enter).
5. To place the snapshot on the displayed notebook page, choose the Current Page command. The ProShare application puts the snapshot in the upper left corner of the notebook page. (The snapshot is now just another annotation.) Making annotations in the notebook, describes how to move the snapshot. For information on the Private command choices, see Working in the private workspace.

To cancel a snapshot:

- From the pop-up menu, choose the Quit Snapshot command (or press Escape).
- If you clicked the snapshot tool, click anywhere on the Data Capture toolbox.

To delete a snapshot from a page:

- From the Annotation toolbox, choose the selection pointer, then click on the snapshot (annotation) in the notebook. From the Edit menu, choose the Cut command (or press Delete).

Importing files

To import all or selected pages from a file created in another application, see Importing all or part of a file.

Tip

The most recently added annotation is topmost on the ProShare application notebook page. To bring an annotation to the top, select the annotation, choose the Cut command from the Edit menu, then choose a Paste command from the Edit menu.

Importing all or part of a file

You may need to bring more information into the ProShare application than fits in an open application window. The ProShare application understands several graphics file formats and can import those files directly into the notebook. For other file formats, the ProShare application can print the file right into the notebook pages rather than to a printer.

To import an entire file:

1. From the ProShare application File menu, choose the Import command to open the Import dialog box.
2. Select the drive, directory, and name of the file you wish to import, then choose OK.
3. The Import Using dialog box appears. From the list, select the file type.

   For the graphics file types listed, the ProShare application imports the image directly onto a new notebook page, preserving the number of colors in the original image.

   For other file types, select Print Capture. The ProShare application determines which application to use, opens the file in the application, changes the printer driver temporarily to its own "capture" driver, prints the file into the public workspace, resets the printer driver to its previous setting, and closes the application. Graphics within such files are imported in a maximum of 16 colors.

To capture selected pages from a file:

1. The file's originating application must support printing selected pages. Open the other application and open the file you want to capture.
2. Use the application's Print Setup command to display available printer drivers. Note which driver is currently selected, so you can change back when you're done. Select the PSData Capture Driver. Choose OK (or other appropriate command) to enact the change.
3. Use the application's Print command and specify the pages to print. Start the printing.
4. Again, use the application's Print Setup command to display available printer drivers. Re-select the original driver (the one you made note of in step 2). Choose OK (or other appropriate command) to enact the change.
5. Close the file and application.
6. Bring the ProShare application notebook to the top of your screen by one of the following methods:

   Click the return tool in the Data Capture toolbox.

   Click on any visible portion of the ProShare application.

   Press and hold the Alt key, then press the Tab key repeatedly until the ProShare application name is displayed.

   Press Ctrl+Escape to display the Windows Task List, select the ProShare application, and choose Switch To.

Important tip

Using the ProShare print capture driver limits importing to 16 colors. To retain more than 16 colors:

- If possible, use the Import command from the File menu and select the file's type in the Import Using dialog box (do not select Print Capture or Text File).

  or

  Open the image in its originating application, and then take a snapshot of the image using the snapshot or crop tools from the Data Capture toolbox.

When importing doesn't work

The ProShare application cannot invoke some applications for printing when you choose the Import command and the Print Capture file type. (The ProShare application invokes another application for printing using a '/p' command line option or a DDE message in the Windows registration database.) If you tried the Import command and were unsuccessful, you can verify that the application does not support being invoked for printing. For those applications, you can print from within the application itself (like capturing selected pages from a file, above).

To verify that an application does not support being invoked for printing:

1. Open the Windows File Manager.
2. Select (highlight) the file you want to import.
3. From the File menu in File Manager, choose the Print command.

   If the file does not print from File Manager, it cannot be captured to the ProShare application notebook using the Import command. Instead, use the procedure below.

To capture pages from a file whose application does not support File Import:

1. Open the other application and open the file you want to capture.
2. Use the application's Print Setup command to display available printer drivers. Note which driver is currently selected, so you can change back when you're done. Select the PSData Capture Driver. Choose OK (or other appropriate command) to enact the change.
3. Use the application's Print command and specify the pages to print. Start the printing.
4. Again, use the application's Print Setup command to display available printer drivers. Re-select the original driver (the one you made note of in step 2). Choose OK (or other appropriate command) to enact the change.
5. Close the file and application.
6. Bring the ProShare application notebook to the top of your screen by one of the following methods:

   Click the return tool in the Data Capture toolbox.

   Click on any visible portion of the ProShare application.

   Press and hold the Alt key, then press the Tab key repeatedly until the ProShare application name is displayed.

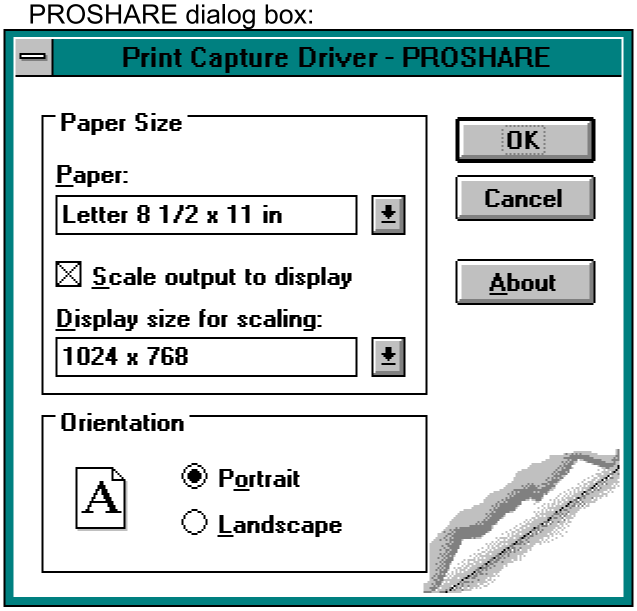
   Press Ctrl+Escape to display the Windows Task List, select the ProShare application, and choose Switch To.

Setting up the print capture driver

The ProShare application uses its own print capture driver for printing files created by other applications:

- When importing a file that is not one of the graphics file types listed in the ProShare application's Import Using dialog box. The ProShare application opens the application that originally created the file and prints the file into the ProShare application notebook using the print capture driver.
- When you specify the print capture driver to be your current printer or default printer from within another application or from Windows Control Panel. Then each time you print from the application, the output is printed into the ProShare application notebook using the print capture driver.

The print capture driver can be configured similar to other printers using the Print Capture Driver - PROSHARE dialog box:



To display the Print Capture Driver - PROSHARE dialog box:

- From your application's Print Setup command (or equivalent), select PSDATA Capture Driver on PROSHARE, and choose the Options or Setup button (if available).

  or

- From Program Manager, double-click the Windows Control Panel icon. Then double-click the Printers icon. Select PSDATA Capture Driver on PROSHARE. Then choose Setup.

To set the paper size and page orientation options:

1. Set the Paper Size controls using one of the following methods:

   Select a page size from the Paper drop-down list.

   Select the Scale output to display check box and select a screen resolution for your display from the Display size for scaling list.

2. Set the Orientation:

   Select Landscape (wider than tall) or Portrait (taller than wide).

3. Choose OK to exit the Print Capture Driver - PROSHARE dialog box.

4. Choose Close to exit the print options or setup dialog (or equivalent if you are in another application).
5. From the Settings menu in Control Panel, choose Exit to close the Control Panel (or equivalent if you are in another application).

Important tip

Using the ProShare application's print capture driver limits importing to 16 colors. To print more than 16 colors into the ProShare application notebook:

- For graphics files, use the Import command from the ProShare application's File menu and select the correct graphic file type in the Import Using dialog box (do not select Print Capture or Text File).

  or

- Open the file in its originating application, and then take a snapshot of the data using the ProShare application's snapshot or crop tools from the Intel Data Capture toolbox.

Embedding OLE information from another application

The Windows term "OLE" means Object Linking and Embedding. Information created by one program and pasted into another can be an OLE object. These objects can include graphics, text, spreadsheets, and other forms of information.

When you embed an object, you place information created in one application into another application, retaining all the native characteristics of the object, including remembering the originating application. Embedding the object is similar to copying, with a couple of differences. For example, when you double-click on an embedded object, the originating application opens so you can update the object's information within that application.

Embedded OLE objects only are available from applications that support OLE, called OLE servers. An object in the ProShare application notebook maintains its OLE status in the other participant's notebook as well, so both participants can open and update the object--as long as the participant doing the updating has the originating application installed. Note that if both participants need to update the object, both participants must have compatible versions of the originating application (often the same version, depending on the application). Only one participant can open and update an OLE object at a time.

Participants running the Jump Start version of the ProShare software cannot embed or update OLE objects.

Important tip

When a document or spreadsheet is embedded in the notebook, the entire spreadsheet or document is embedded--not just the portion you have copied for pasting. Some OLE server applications implement OLE this way, this is not a problem with the ProShare application. Keep this in mind when you're working with confidential information since the person with whom you're conferencing could open and view your entire document.

The ProShare application does not link an OLE object to its original document. Changing the original document does not change the OLE object.

To embed an OLE object:

1. Open the application and create the desired object or load the document.
2. Use the application's menus and commands to Cut or Copy the desired information onto the Windows Clipboard.
3. Bring the ProShare application notebook to the top of your screen by one of the following methods:

   Click the return tool in the Data Capture toolbox.

   Click on any visible portion of the ProShare application.

   Press and hold the Alt key, then press the Tab key repeatedly until the ProShare application name is displayed.

   Press Ctrl+Escape to display the Windows Task List, select the ProShare application, and choose Switch To.
4. From the ProShare application's Edit menu, choose the Paste Special command to open the Paste Special dialog box.
5. In the Paste Special dialog box, select the format labeled *application* Object from the list, where *application* is the name of the application from which you copied.

   Note that the application from which you want to embed information must be an OLE server. If the application cannot treat information as OLE objects, the *application* Object format will not be available.

6. To embed the object on the current public page, choose Paste.

   or

   To embed the object on the current private page, choose Paste Private.

7. The ProShare application puts the object in the upper left corner of the notebook page. (The information is now just another annotation.) Making annotations in the notebook describes how to move the object.

   Usually the information itself appears on the page in the notebook. However, some applications represent the embedded information with an icon, which appears on the notebook page.

After you have created the OLE object, you don't have to leave the original application running. When you double-click an OLE object in the ProShare application notebook, the ProShare application automatically starts the originating application.

To update an embedded OLE object in your notebook:

1. Either double-click the embedded object, or click the embedded object and choose the *application-name* Object command from the Edit menu to start the originating application.
2. Use the originating application's commands and menus to change the object as desired.
3. Choose the Save or Update command within the originating application. You must update the changes you've made, or they will be lost.
4. Bring the ProShare application notebook to the top of your screen by one of the following methods:
   Click the return tool in the Data Capture toolbox.
   Click on any visible portion of the ProShare application.
   Press and hold the Alt key, then press the Tab key repeatedly until the ProShare application name is displayed.
   Press Ctrl+Escape to display the Windows Task List, select the ProShare application, and choose Switch To.

Tip

When the Annotation toolbox is floating (Float Annotation Tools is selected in the Preferences dialog box), double-clicking anywhere on the page usually moves the toolbox to that spot, with the following exception when double-clicking an OLE annotation:

- If the current tool is the selection pointer and you double-click on an OLE annotation, the toolbox does not move. (The OLE annotation is opened in its originating application.)

Using special conference features

The ProShare Personal Conferencing application provides several features that help you conduct a conference. The Attendee status bar is below the menu bar. It lists conference participants and the page number that each participant is currently viewing. You can use the remote pointer to point to something on a page and the other participant can see your pointer. When you want to synchronize notebooks (that is, bring both participants to the same page), you can use one of several methods.

To enable the Attendee status bar:

- From the View menu, choose the Preferences command to open the Preferences dialog box. Select the Attendee Status Bar check box, then choose OK.

To use the remote pointer:

- Select the remote pointer from the Annotation toolbox. When you click and drag the pointer on a notebook page, the other participant can see your pointer. To change the color of the remote pointer, double-click on the remote pointer tool in the Annotation toolbox to open the Configure Remote Pointer dialog box.

To synchronize the participants' notebooks:

- Double-click the tab of the page you want made current for both participants.
- In the attendee status bar, double-click the page number of the other participant to cause you to move to that same page.
- From the Edit menu, choose the Synchronize Pages command to cause the other participant to move to your page.
- Press Shift+Ctrl+PgUp or Shift+Ctrl+PgDn to move both participants to the previous or next page, or press Shift+Ctrl+Home or Shift+Ctrl+End to move both participants to the first or last page.

Setting your connection preferences for incoming connections

You defined your conferencing setup during the installation of the ProShare software, but you can change the settings at any time. Your setup includes your modem information, your network address(es), and which connection types to listen for, as well as other settings.

To set up the connection methods your software will accept:

1. From the Conference menu, choose the Setup command to open the Conference Setup dialog box.
2. To listen for a particular connection type, select its corresponding check box.
3. To change your NetBIOS address, enter information in the text entry box. Note that the case of the address is significant--anyone attempting a connection to you must use the same spelling and case.
4. The ProShare application saves any changes by default. To make these changes apply to this conferencing session only, deselect the Permanent Changes check box.
5. To change your modem settings, choose the Set button to open the Set Modem dialog box, and close the Set Modem dialog box when you're finished.
6. Choose OK to exit the Conference Setup dialog box.

To specify how an open meeting file will be handled at connection:

- From the View menu, choose the Preferences command to open the Preferences dialog box. From the Connection Merge Controls buttons, select the method you prefer, then choose OK.

To receive notification of incoming connections:

- From the View menu, choose the Preferences command to open the Preferences dialog box. Select the Enable Call Screening check box, then choose OK.

Connecting to another participant and starting a conference

You can connect by modem or by network to a colleague who is running the ProShare application. If you connect using by modem, each participant needs two phone lines: one for the modem connection and one for verbal communication.

Your conferencing setup is defined during the installation of the ProShare conferencing software. However, you can use the Conference Setup dialog box and the Set Modem dialog box to either verify or reset the setup.

Before initiating your conference connection:

Call your colleague on the telephone and make sure he or she is ready for the conference and has the ProShare software executing.

To connect when both participants have the ProShare application installed:

1. If you're connecting by modem, both participants must turn on their modems and have the correct settings in their Set Modem dialog boxes.
2. For the connection recipient:
   a. When connecting by modem, from the Conference menu, choose the Setup command to open the Conference Setup dialog box. Make sure the Modem check box is selected.

      or

      When connecting by network, from the Conference menu, choose the Setup command to open the Conference Setup dialog box. Make sure the NetWare, NetBIOS, or TCP/IP check box is selected (whichever you'll connect on).
3. For the connection initiator:
   a. From the Conference menu, choose the Connect command to open the Connect dialog box. Select the name of the other participant (or choose Add Name to enter a new name).

   b. If you're connecting by modem and you need to define or change the recipient's phone number, choose the Modem button to open the Modem Connection Details dialog box.

      or

      If you're connecting by network and you need to define or change the recipient's network address, choose the Network button to open the Network Connection Details dialog box.

   c. In the Connect dialog box, choose Connect to establish the connection.

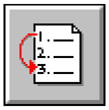
To connect when only one participant has the ProShare application:

1. Send the Jump Start version of the ProShare application to your colleague using one of the following methods:

   To send the software via modem, from the Conference menu, choose the Jump Start command to open the Jump Start dialog box.

   To send the software via network, either electronically mail the PSJUMP.EXE file to your colleague, or copy the PSJUMP.EXE file to a specific directory on your network or to a bulletin board and let your colleague know where to find the file. PSJUMP.EXE is located in your ProShare application directory.
2. Have your colleague install the software and get it running. For more information on this process, see Install the Jump Start version of the ProShare application on the receiving computer in the Jump Start dialog box topic.
3. You, as the owner of the full version, need to initiate the conference connection. Follow the

directions above, now that both participants have the application installed.



Transferring files

You can transfer one or more files on your computer to the other participant using the Transfer command on the File menu. The file transfer process occurs in the background, so that participants can continue using other conferencing features. You can observe the progress of the transferring in the File Transfer Status dialog box, and the status bar at the bottom of the notebook window displays a progress bar for each file.

To transfer a file:

- From the File menu, choose the Transfer command to open the File Transfer dialog box. Select one or more files that you want to transfer and choose OK.

To receive the transferred file:

- The File Transfer Receipt dialog box appears on the receiving participant's screen. The receiving participant must choose a location for receiving the transferred files and determines whether or not to overwrite files with the same names.

To stop a file transfer in progress:

- If you are the one transferring, from the File menu, choose the Transfer Status command to open the File Transfer Status dialog box. Select the file from the File Transfers in Progress list, and choose the Abort button.

  or

  If you are the one receiving the file, choose Cancel in the File Transfer Receipt dialog box.

Working with someone who doesn't have the ProShare application

You can use the Jump Start feature to send the ProShare application Jump Start module, PSJUMP.EXE, to a colleague who doesn't have the application but wants to participate in a conference. (Once you are connected, you cannot choose the Jump Start command because it is unavailable.)

To connect when only one participant has the ProShare application:

1. Send the Jump Start version of the ProShare application to your colleague. To send the software via modem, from the Conference menu, choose the Jump Start command to open the Jump Start dialog box. To send the software via network, electronically mail the PSJUMP.EXE file, or copy the file to a server or bulletin board accessible to your colleague
2. Have your colleague install the software and get it running. For more information on this process, see Install the Jump Start version of the ProShare application on the receiving computer in the Jump Start dialog box topic.
3. If you're connecting by modem, both participants must turn on their modems and have the correct settings in their Set Modem dialog boxes.
4. For the Jump Start recipient:
   a. When connecting by modem, from the Conference menu, choose the Setup command to open the Conference Setup dialog box. Make sure the Modem check box is selected.
   or
   When connecting by network, from the Conference menu, choose the Setup command to open the Conference Setup dialog box. Make sure the NetWare, NetBIOS, or TCP/IP check box is selected (whichever you'll connect on).
3. For you, the connection initiator:
   a. From the Conference menu, choose the Connect command to open the Connect dialog box. Select the name of the other participant (or choose Add Name to enter a new name).
   b. If you're connecting by modem and you need to define or change the recipient's phone number, choose the Modem button to open the Modem Connection Details dialog box.
   or
   If you're connecting by network and you need to define or change the recipient's network address, choose the Network button to open the Network Connection Details dialog box.
   c. In the Connect dialog box, choose Connect to establish the connection.

Improving performance

Maximize the amount of memory available for use by Windows.

The more memory available to Windows, the more applications that can be loaded and the time spent switching between applications will be less. To increase the amount of system memory available to Windows:

- Remove any unnecessary Terminate and Stay Resident (TSR) programs from conventional memory (DOS memory).
- Do not load any unnecessary drivers in conventional memory.
- Check for the existence of an excessively large SmartDrive or RAM disk, and reduce its size.
- Use a memory manager to ensure that you have at least 400K DOS memory available before you start Windows.

Maximize the amount of disk space available.

The more hard disk space available, the more meeting files that can be stored. Windows also uses contiguous hard disk space to determine how large a permanent swap file can be. The larger your permanent swap file, the more virtual memory that Windows has at its disposal. To get more contiguous disk space, use a disk de-fragmention utility (available in many tool packages for DOS).

Ensure that the size of your system's virtual memory equals the amount recommended by Windows.

Sharing information with other users can involve running multiple applications under Windows at the same time, which places more demand on memory availability. The more virtual memory available, the better performance you'll see when running multiple applications under Windows.

When you start the ProShare application, if you receive the message "Low Virtual Memory at Windows start!," your virtual memory setting is insufficient (usually less than 10MB).

To determine how much virtual memory you have, open Window's Control Panel, double-click the 386 Enhanced icon, then choose the Virtual Memory button. Choose the Change button and compare the Recommended Maximum Size with your current settings. The amount of virtual memory available is a function of system memory and contiguous hard disk space available (see the previous section). Change your current setting to the recommended virtual memory size if possible. The ProShare application runs most efficiently on at least 12MB of virtual memory. Choose OK to accept the change, and restart Windows to activate the new setting.

You might be able to specify more virtual memory by freeing up disk space (delete files) and running a disk de-fragmentation utility to maximize contiguous free space.

Note that you cannot create a virtual memory swap file on a hard drive that has been compressed with compression software such as Stacker or DoubleSpace.

Maximize the amount of Windows System Resources available.

Close any unnecessary Windows applications, screen savers programs, etc. To check resources available, from the Program Manager's Help menu, and choose the About Program Manager command. The resources are summarized under the 386 Enhanced Mode heading.

Operate modems at the fastest data transfer rate that both modems support.

Using the fastest data transfer rate that both modems support speeds up data transfers between you and your colleague, including file transfers.

Set the number of colors to display based on the information you'll be sharing.

From the View menu, choose the Preferences command. In the Display Graphics Using section, select 256 colors, if possible. In general, documents containing fewer colors require less memory to handle and can be transferred faster. The ProShare application is optimized for 256 colors; therefore you will achieve optimum performance when operating at that setting.

When connecting with another participant, make sure the number of colors he or she is displaying matches yours.

If the Display Graphics Using settings in the Preferences dialog box are the same between participants, the best overall performance will be achieved and both of you will be viewing the same quality image.

Make sure the number of colors displayed matches the number of colors supported by your video card.

Display performance will be optimized by having the number of colors supported in the software match the number of colors supported by your video card.

Use the data capture tools for bringing high-resolution graphic images into the notebook.

Capture the smallest amount of information you need to share. Print capturing and importing require more memory since full pages are printed at a time. The data capture tools only manipulate a portion of the screen at a time, thus requiring less memory to operate. The data capture tools also capture and display the data with all its original colors. The print capture process is limited to 16 colors.

The print capture process typically produces larger bitmaps which take more memory and longer to display. Also, importing takes extra memory to launch the application in the background and print the file to the notebook.

Turn on JPEG compression when sending dense, color graphic files.

Using JPEG compression on images takes more time to compress a file than the standard compression technique, but creates a smaller file, at the expense of some image quality. JPEG is especially suited for high resolution graphic files with many colors, but not recommended for text files or graphic files with high contrast.

Sharing an application

Either conference participant can start an application for sharing. A shared application works the same when shared within the ProShare application as it does when run under Microsoft Windows. However, when run as a shared application, both participants can simultaneously interact with the shared application (edit, execute commands, etc.) to create or revise the same information or object.

The participant that initiates application sharing is the host. The host has the option to let the other participant, or guest, interact with the shared application (such as editing a document). When the host restricts the guest to view-only mode, only the host can interact with the application.

To start sharing an application:

1. Establish a conference connection using the Premier Edition of the ProShare software. Both participants must use the Premier Edition.
2. If the application to be shared is not already running, the host starts the application (the person who starts sharing is the host).
3. The host chooses the share application tool in the Data Capture toolbox (or chooses the Share Application View command from the Application menu) to open the Share Application View dialog box.
4. The host selects the name or icon of a running application and chooses OK.

Important tip

If you share the Program Manager, the guest has access to ALL applications and their related files on the host's system.

To set the sharing mode: (only the host can set the sharing mode)

- Choose the view-only tool in the Data Capture toolbox to toggle interactive mode and view-only modes.

  or

  From the Application menu in the ProShare application notebook, choose the Host and Guest Edit command to enable interactive mode; or choose the Only Host Edits command to enable view-only mode.

To determine whether interactive or view-only mode is in effect:

- On both the host and guest systems:

  If the graphical indicator in the shared application's title bar contains two arrows, the shared application is in view-only mode.
- On the host system:

  In the ProShare application notebook, select the Application menu. If the Host and Guest Edit command is checked, the shared application is in interactive mode. If the Only Host Edits command is checked, the shared application is in view-only mode.
- On the guest system:

  If the guest's mouse cursor is a regular arrow (when in the shared application window), the shared application is in interactive mode. If the cursor has a line through it, the shared application is in view-only mode.

  or

If the title bar in the shared application window says "Host and Guest Edit," the shared application is in interactive mode. If the title bar says "Only Host Edits," the shared application is in view-only mode.

To stop sharing an application:

- Choose the stop sharing tool in the Data Capture toolbox.

  or

  From the Application menu in the ProShare application notebook, choose the Stop Sharing Application command. This action stops sharing of all applications. However, the applications remain open on the host system until specifically closed.

  or

  Close an application to stop sharing that specific application. Any other shared applications are not affected.

Important tip

If you'll be sharing applications in interactive mode with people in other countries, be aware that the other person's computer could be using a keyboard driver that maps characters differently than yours. This difference can cause unexpected results because keyboard drivers used in different languages interpret keystrokes differently. For example, the keystrokes for the characters Y and Z are reversed in the US and Germany. Certain auxiliary keys (such as Caps Lock, Shift, Alt, and Ctrl) pose additional problems since each driver interprets these keys differently.

When you begin application sharing, if the ProShare application detects different keyboard drivers on the guest and host computers, as specified in the SYSTEM.INI file, the software displays a message suggesting that you operate the session in view-only mode.

If operating in view-only mode is not practical, then either participant needs to change the keyboard driver to match the other (usually the guest changes to match the host). In Windows Control Panel, double-click the International icon, and specify the country, language, and keyboard layout you want to use. If this is the first time you've changed these settings, Windows asks for your original program disks.

Make sure you return to the original settings when you end your application sharing session. Do not, under any circumstances, make changes to passwords while the keyboard is in its changed state. You might not be typing what you expect and may not be able to reproduce the password later.

Answers to common questions

Why does the cursor seem to jump around?

When the host has enabled co-interaction by the guest, any mouse or keyboard action executed by either participant within the shared application is reflected on both participants' screens. If both participants are attempting a mouse or keyboard action at the same time, the cursor might appear to jump around. To reduce confusion, tell each other when you are going to move the mouse or interact with the application and why. To toggle the sharing mode, the host can click the Sharing mode tool, as described above.

Why do colors look wrong on the guest's system?

When the guest's system has more colors than the host's system, the colors appear as expected on both systems. However, if the host system is using more colors than the guest's, unexpected colors might appear on the guest's system. For example, if the host system is using 16.7 million colors, but the guest system is using 256 colors, the guest's system has to substitute other colors for the ones it cannot display.

To work around the color substitution, make sure both the host's system and the guest's system are set to the same color resolution, or make sure the system that has the best color resolution is the guest's system.

What if my screen saver kicks in?

Depending on the way the screen saver is implemented, if the host's screen saver becomes active, it may or may not be visible to the guest participant. (The guest's screen saver cannot affect the host.)

Why does everything seem slower than usual?

When you connect to a conference using modems, either participant might notice delays between a mouse or keyboard action and its displayed result. The amount of delay depends to some extent on the application being used.

Do both participants have to have the same application to use application sharing?

No. The application resides and only executes on the host's system. The application is displayed on both systems. Mouse movements or keyboard actions executed within the shared application are always accepted from the host's system, and from the guest's system only if the host has set the sharing mode to Host and Guest Edit.

Where is a file saved from a shared application?

Any file operation only affects the host's system. If you are sharing a document and the host and guest agree that the guest should have a copy of the file, close the file and then use the File Transfer feature in the ProShare software to send the file.

If I print from a shared application, where does the printout come out?

Any print operation only affects the host's system. If either participant executes a print command, the printed result depends on the print driver and printer specified in the host's configuration.

When I paste from the Clipboard, why doesn't the information appear in the shared application?

Clipboard operations, like file and print operations, only work with the host's Clipboard. When the guest participant executes a Paste command in the shared application (or uses the keystroke equivalent, such as Shift+Insert), if information exists in the host's Clipboard, it is pasted. Likewise, when either participant executes a Cut or Copy command, only the host's Clipboard is affected.

Can I share a DOS window?

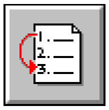
Yes, but in windowed mode only (not full-screen mode). To switch from full-screen to windowed mode, press Alt+Enger. To ensure that your DOS window always opens in windowed mode, run the PIF editor and open the program information file for your DOS icon (usually COMMAND.PIF). Ensure that Windowed is selected in the Display Usage entry.

What if the shared application executes another application?

When you share an application, any application that can be run from within that application can be shared in the same session. (Once a session begins, you cannot start another session.) For example, in most Windows applications you can launch online Help by pressing F1 or choosing a menu item from the Help menu. Both the host and the guest can then read the Help. While you are getting used to application sharing, consider carefully whether you want to start sharing a new application within the same session.

What happens if I share Program Manager?

When you share Program Manager, all applications open on the host's system are automatically shared as well (except the ProShare application). While you are getting used to application sharing, consider carefully whether you want to share Program Manager.



Uninstalling the ProShare software

The ProShare software includes an uninstall utility that deletes most of the software files installed and reverses system initialization information, such as the ProShare software capture driver. The Uninstall program does not delete the subdirectory containing the ProShare software if you have saved or copied files into that directory.

The Uninstall program does not uninstall the Address Book or its data files (in case you are using the Address Book with other Intel applications).

The Uninstall program is unable to delete the ProShare program group if you are using a Windows shell program other than Program Manager.

To run the Uninstall program:

- Double-click the Uninstall icon in the ProShare program group.

To remove the Address Book files:

1. Change to your Windows directory, then change to the ICOMM directory. From there, delete the ADDRBOOK directory and all the files it contains.
2. Change to your Windows directory. Delete the ICOMMAB.INI file.

To remove the Intel Product Registration files:

- Change to your Windows directory, then change to the ICOMM directory. From there, delete the AUTOREG directory and all the files it contains.

New command (File menu)

Clears the conference notebook. If the current notebook contains unsaved information, the ProShare application prompts you to save it.

Open command (File menu)

Displays the Open dialog box so you can open an existing meeting file. The public pages reside in a meeting file with a .MTG file extension; your private pages reside in a private file with the same name as the meeting file but with a .PRV file extension. You can open a .PRV file only by opening a .MTG file with the same name.

To import a file in another format (from another application), use the Import command from the File menu.

When you open an existing meeting file, you can either replace any existing notebook information with the meeting file or merge the notebook with the meeting file. Choose the Merge button to merge the information. Choose the OK button to replace the information; if the notebook contains unsaved information, the ProShare application prompts you to save it.

See also

Setting your notebook preferences

Import command (File menu)

Displays the Import dialog box so you can bring information into your conference notebook from a file created by another application. Once you select the file to import and choose OK, you select the import method from the Import Using dialog box:

- Select a graphics file type that the ProShare application can convert to an annotation item in the notebook. The available graphics formats include PCX, TIFF, BMP, DIB, TGA, and GIF.
- Select ASCII to bring an editable text annotation into the notebook.
- For other formats, import the file using the ProShare application's Print Capture option. The application containing the file runs in the background while the file is printed into the notebook.

To open a meeting file (a notebook saved by the ProShare application), use the Open command from the File menu.

Save command (File menu)

Saves the contents of your notebook in a meeting file. The public pages are saved in a meeting file with a .MTG file extension. Your private pages are saved in a private file with the same name as the meeting file but with a .PRV file extension. If you previously saved the conference, the ProShare application overwrites the file. If the conference has not been saved, the ProShare application displays the Save As dialog box so you can specify a filename.

Note

The annotations you make in your private pages are retained only in the .PRV file that *you* save. The other participant does not have access to your private notes.

Once saved, the .MTG file can be opened in a later conferencing session for further discussion. Once opened, the saved file is placed into the public pages of your notebook exactly as it was when you last saved it.

Save As command (File menu)

Displays the Save As dialog box so you can save the current notebook to a meeting file whose name you specify. The public pages are saved in a meeting file with a .MTG file extension. Your private pages are saved in a private file with the same name as the meeting file but with a .PRV file extension.

Note

The annotations you make in your private pages are retained only in the .PRV file that *you* save; the other participant does not have access to your private notes.

Once saved, the .MTG file can be opened in a later conferencing session for further discussion. Once opened, the saved file is placed into the public pages of your notebook exactly as it was when you last saved it.

Print command (File menu)

Displays the Print dialog box so you can print the notebook contents.

Print Setup command (File menu)

Displays the Print Setup dialog box so you can select a printer and configure it for printing.

Transfer command (File menu)

Displays the File Transfer dialog box so you can select one or more files to send to the other conference participant. This command is available only after a connection has been established.

See also

Transfer Status command

Transfer Status command (File menu)

Displays the File Transfer Status dialog box so you can monitor the progress of files being transferred to the other conference participant.   This command is available only when a transfer is in progress.

n filename command (File menu)

Opens the meeting file *filename*, if it exists. This command is a shortcut for the Open command; if the notebook contains unsaved information, the ProShare application prompts you to save it. This command does not merge *filename* with the current contents of the notebook. The File menu displays up to four of the most recently opened or saved files. The ProShare application retains the filenames and their paths in the PSDATA.INI file located in your WINDOWS subdirectory.

Exit command (File menu)

Exits the ProShare application.

Undo Delete Annotation or Undo Delete Page command (Edit menu)

Restores the most recently deleted annotation or most recently deleted page.   When the command is unavailable, it reads Can't Undo.

See also

Cut command
Delete command
Delete - Public command
Delete - Private command

Cut command (Edit menu)

Removes the selected annotation from the notebook and places it on the Windows Clipboard, replacing the existing information on the Clipboard, if any. This command is available only when an annotation in the notebook has been selected. (To select an annotation, click on it with the selection pointer.)

See also

Copy command
Delete command

Copy command (Edit menu)

Copies the selected annotation from the notebook and places it on the Windows Clipboard, replacing the existing information on the Clipboard, if any. This command is available only when an annotation in the notebook has been selected. (To select an annotation, click on it with the selection pointer.)

See also

Cut command
Delete command

Paste - Public command (Edit menu)

Copies the contents of the Windows Clipboard onto the current public page of the notebook. This command is available only when there is information on the Clipboard.

See also

Paste - Private command
Paste Special command

Paste - Private command (Edit menu)

Copies the contents of the Windows Clipboard onto the current private page of the notebook. This command is available only when there is information on the Clipboard.

See also

Paste - Public command
Paste Special command

Paste Special command (Edit menu)

Displays the Paste Special dialog box so you can paste an annotation into the notebook and retain certain characteristics of the annotation. This command is available only when there is information on the Windows Clipboard and the application that created the information supports this feature.

If you embed an OLE object in the notebook, you can double-click the OLE object (or choose the *application-name* Object command from the Edit menu) to view and edit the object in the application that originally created it. OLE objects are available only from applications that support OLE.

To create an OLE object, see Embedding OLE information from another application.

See also

Paste - Public command
Paste - Private command

Delete command (Edit menu)

Removes the selected annotation from the notebook without placing it on the Windows Clipboard. This command is available only when an annotation in the notebook has been selected. (To select an annotation, click on it with the selection pointer.)

This command is equivalent to the Clear command in many Windows applications.

See also

Cut command
Copy command

Resize command (Edit menu)

Displays the Resize Annotation dialog box so you can make an annotation larger or smaller or change its proportions. This command gives you more accurate control than resizing using the annotation handles.

Add Page - Public command (Edit menu)

Adds a new page to the notebook. If the Link Public and Private Pages check box is deselected in the Preferences dialog box, only the public workspace receives a new page tab.

See also

Add Page - Private command

Add Page - Private command (Edit menu)

Adds a new page to the private workspace. This command is available only when the Link Public and Private Pages check box is deselected in the Preferences dialog box (the private workspace has tabs).

See also

Add Page - Public command

Delete Page - Public command (Edit menu)

Deletes the current public page of the notebook, with the following exception:

- If the notebook only contains one public page with annotations, all annotations are cleared on that page, and the page remains in the notebook.

Important tip

If the Link Public and Private Pages check box is selected in the Preferences dialog box (the private workspace does not have tabs), the Delete Page - Public command also appears to delete annotations in the private workspace. However, if you subsequently select Link Public and Private Pages in the Preferences dialog box, those deleted annotations actually still exist on an independent private page (until you delete them individually or with the Delete Page - Private command).

If the notebook only contains one blank public page, this command is unavailable.

See also

Delete Page - Private command

Delete Page - Private command (Edit menu)

Deletes the current page of the private workspace, with the following exception:

- If the notebook only contains one private page with annotations, all annotations are cleared on that page, and the page remains in the notebook.

If the notebook only contains one blank private page, this command is unavailable.

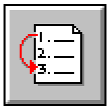
See also

Delete Page - Public command

Synchronize Pages command (Edit menu)

Moves the other participant to the same notebook page that you are viewing.   Other ways of synchronizing pages are as follows:

- Double-click a tab on the right of the notebook to synchronize pages with the other participant (that is, move both you and the other participant to that page).
- Double-click the page number of the other participant in the Attendee Status bar to jump to that same page.



application-name Object command (Edit menu)

Starts the application that originally created the selected OLE object and opens the object for editing. The name of this command changes to show the application name of the selected object. This command is equivalent to double-clicking the OLE object in the notebook. This command is available only when an OLE object is selected. When the command is unavailable (that is, an OLE object is not selected), it reads Object.

Data Tools command (View menu)

Toggles the Data Capture toolbox on and off. This toolbox contains snapshot tools for taking a picture of portions of your screen along with buttons equivalent to the commands on the Application menu. You also can bring information into the notebook by using the Import command from the File menu or by using a Paste command from the Edit menu.

See also

Import command
Paste - Public command
Paste - Private command
Paste Special command
Share Application View command
Host and Guest Edit or Only Host Edits command
Stop Sharing Application command

Annotation Tools command (View menu)

Toggles the Annotation toolbox on and off. This toolbox contains marking tools and pointers for annotating information in the notebook.

Page Sorter command (View menu)

Opens and closes the Page Sorter dialog box.

Full Screen command (View menu)

Toggles the main notebook between a window and a full screen without menus displayed. Full screen mode is useful when making presentations at a conference or for viewing a larger portion of a notebook page. Note that full screen mode is not the same as maximizing the window. To exit from full screen mode, press F7 or Escape. The shortcut keys are available in full-screen mode, for example, the F5 key toggles the Annotation toolbox on and off, and the F2 key toggles the Data Capture toolbox on and off.

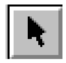
Private Workspace command (View menu)

Opens and closes the private workspace at the bottom of the notebook. You can use this area to make notes that you don't want to share with the other participant.

Preferences command (View menu)

Displays the Preferences dialog box so you can set options such as notebook tabs, spiral, and status bars.

Selection Pointer command (Toolbox menu)

Chooses the selection pointer tool  from the Annotation toolbox.   Your cursor becomes a pointer with which you can select an annotation in the notebook page before you move, copy, resize, or delete it.

Commands for configurable tools (Toolbox menu)

Remote Pointer	changes your cursor into a pointer that the other participant can see when you hold down the left mouse button. To ensure that each participant's pointer is unique and recognizable, at least one participant should double-click the remote pointer tool and change its color in the Configure Remote Pointer dialog box.
Highlighter	changes your cursor into a highlighter so you can color over any area in the notebook.
Pen tool	changes your cursor into a pen so you can write in the notebook.
Text tool	changes your cursor into an I-beam so you can select a location in the notebook and type text at that location.
Rectangle	changes your cursor into a square so you can create rectangles or squares in the notebook. (To create squares, press and hold the Shift key while dragging.)
Ellipse	changes your cursor into a circle so you can create ellipses or circles in the notebook. (To create circles, press and hold the Shift key while dragging.)
Line	changes your cursor into a dot so you can draw straight lines in the notebook.

You can configure any of these tools with the Configure Tool or Configure Remote Pointer command (from the Toolbox menu) or by double-clicking the tool.

Remote Pointer command (Toolbox menu)

Chooses the remote pointer  from the Annotation toolbox.   Your cursor becomes a pointer that the other participant can see when you hold down the left mouse button.   Then you can point out annotations in the notebook as you discuss them.   You can configure the remote pointer's color with the Configure Remote Pointer command or by double-clicking the tool in the Annotation toolbox.

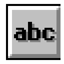
Highlighter command (Toolbox menu)

Chooses the corresponding highlighter  from the Annotation toolbox. Your cursor becomes a highlighter with which you can color over any area in the notebook. You can configure a highlighter tool with the Configure Tool command or by double-clicking on the tool in the Annotation toolbox.

Pen command (Toolbox menu)

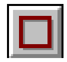
Chooses the corresponding pen  from the Annotation toolbox.   Your cursor becomes a pen with which you can write and draw lines in the notebook.   You can configure a pen tool with the Configure Tool command or by double-clicking on the tool in the Annotation toolbox.

Text command (Toolbox menu)

Chooses the corresponding text tool 

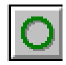
from the Annotation toolbox. Your cursor becomes an I-beam with which you can select a location in the notebook and then type text at that location. You can configure a text tool with the Configure Tool command or by double-clicking on the tool in the Annotation toolbox.

Rectangle command (Toolbox menu)

Chooses the corresponding rectangle tool  from the Annotation toolbox. Your cursor becomes a square with which you can draw rectangles or squares. Position the mouse at one corner of the rectangle and drag to the diagonally opposite corner.

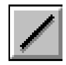
To draw a square, press and hold the Shift key as you drag the mouse. You can configure a rectangle tool with the Configure Tool command or by double-clicking on the tool in the Annotation toolbox.

Ellipse command (Toolbox menu)

Chooses the corresponding ellipse tool  from the Annotation toolbox. Your cursor becomes a circle with which you can draw ellipses or circles. Position the mouse at one corner of the ellipse and drag to the diagonally opposite corner.

To draw a circle, press and hold the Shift key as you drag the mouse. You can configure an ellipse tool with the Configure Tool command or by double-clicking on the tool in the Annotation toolbox.

Line command (Toolbox menu)

Chooses the corresponding straight line tool  from the Annotation toolbox. Your cursor becomes a dot with which you can draw straight lines. To draw a horizontal, vertical, or 45 degree lines, press and hold the Shift key as you drag the mouse. You can configure a line tool with the Configure Tool command or by double-clicking on the tool in the Annotation toolbox.

Configure Tool or Configure Remote Pointer command (Toolbox menu)

Displays the Configure Tool dialog box so you can set the size and color of the marking tools. If the remote pointer is selected, this command displays the Configure Remote Pointer dialog box so you can change the color of the remote pointer. The lower six tools in the Annotation toolbox can be any combination of highlighters, pens, text tools, rectangles, ellipses, or straight lines. This command is available only when a configurable tool is selected; if the selection pointer is the current tool, this command is unavailable.

Connect command (Conference menu)

Displays the Connect dialog box so you can connect with a colleague to start a conference.   This command is unavailable when you are connected to a conference.

Disconnect command (Conference menu)

Breaks the telephone or the network connection, ending the conference. This command is unavailable if you are not connected to a conference.

Address Book command (Conference menu)

Opens the Intel Address Book where you can define or modify additional information for connecting with a colleague.   You also can open the Address Book by double-clicking its icon in the ProShare program group.

When you add, modify, or remove a participant in the Connect dialog box, the information is stored in the Address Book.

Setup command (Conference menu)

Displays the Conference Setup dialog box so you can set up network and modem connection preferences.

Jump Start command (Conference menu)

Displays the Jump Start dialog box so you can send a working version of the ProShare software to a colleague.   Then you can conduct conferences before your colleague purchases the Intel ProShare Personal Conferencing software.   This command is unavailable when you are connected to a conference.

Share Application View command (Application menu)

Displays the Share Application View dialog box so you can start sharing an application that is running on your system. In this mode, you share an actual application and its data with the other participant instead of sharing information in the notebook. The host of the application determines whether the guest can edit information displayed in the shared application. This command is available only after a connection has been established.

Host and Guest Edit or Only Host Edits command (Application menu)

Toggles the guest between view-and-edit mode and view-only mode for application sharing. Only the host of the shared application can choose these commands. The commands are available only after application sharing has been started.

Stop Sharing Application command (Application menu)

Closes the shared application and stops application sharing. Either the host or guest can choose this command. This command is available only after application sharing has been started.

Contents command (Help menu)

Displays the main contents screen of the ProShare application's Help.

Search for Help On command (Help menu)

Displays the Search dialog box so you can find specific information in the Help.   For more information on this dialog box, see Searching in Help.

How to Use Help command (Help menu)

Displays the first of eight topics that explain how to use Help.

Tutorial command (Help menu)

Displays a meeting file that describes much of the functionality of the ProShare application.

About command (Help menu)

Displays the About dialog box which shows the ProShare application's version number and copyright information.

Tip

Click the mouse in the copyright information area.   Continue to click the mouse to see your connection information, such as network address.

New Page command (Data Capture pop-up menu)

Pastes the snapshot you have taken into the notebook on a new page. This command is available after you choose the camera or crop tool.

Current Page command (Data Capture pop-up menu)

Pastes the snapshot you have taken into the notebook on the current page.   This command is available after you choose the camera or crop tool.

New Private Page command (Data Capture pop-up menu)

Pastes the snapshot you have taken into the notebook on a new private page. This command is available after you choose the camera or crop tool. This command is unavailable when the private pages are linked with the public pages.

See also

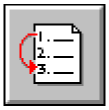
Setting your notebook preferences

Current Private Page command (Data Capture pop-up menu)

Pastes the snapshot you have taken into the notebook on the current private page. This command is available after you choose the camera or crop tool.

Quit Snapshot command (Data Capture pop-up menu)

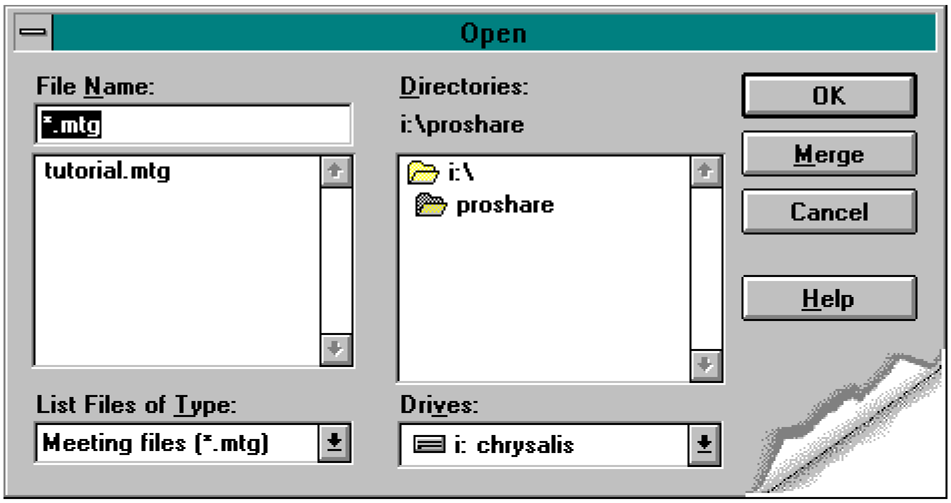
Cancels the snapshot action. The snapshot is not pasted into the notebook. This command is available after you choose the camera or crop tool.



Open dialog box

The Open dialog box opens when you choose the Open command from the File menu. Use this dialog box to open an existing meeting file (.MTG extension) and its corresponding private pages file (.PRV extension), if any. (To import information from a file created by another application, use the Import command.)

Click on an area for information.



To open a meeting file:

1. Select the drive containing the file.
2. Select the directory containing the file.
3. Select the file from the list or enter the filename in the text entry box. The default file type extension is .MTG. Note that you cannot open a private pages file directly; you must open the corresponding .MTG file, and the private pages load automatically.
4. Choose OK. The ProShare application prompts you to save any unsaved work before it places the new file in the notebook.

To merge a meeting file with the present conference notebook:

1. Select the drive containing the file.
2. Select the directory containing the file.
3. Select the file from the list or enter the filename in the text entry box. The default file type extension is .MTG.
4. Choose Merge. Starting with page 1, if a page in the current notebook matches a page in the file to be merged, only one of these pages is retained. All unique pages in the file to be merged are appended to the notebook.

Important tip

Annotations on the first page of each participant's notebook are merged onto the same page under the following circumstances:

1. Participants are connected, one or both executes the New command from the File menu, then the participants disconnect.
2. Both disconnected participants make annotations on their first notebook pages.

3. Both participants choose to have the notebooks merged (see the Connection Merge Controls in the Preferences dialog box).
4. The participants re-connect to each other.

See also

Bringing information into the notebook

Setting your notebook preferences

File Name list (Open dialog box)

Select the file from the list or enter the filename in the text entry box. You can filter the files that appear in the list by entering a wildcard filename in the text entry box. Note that you cannot open a private pages file directly; you must open the corresponding .MTG file, and the private pages load automatically.

List Files of Type list (Open dialog box)

Select a file type from the drop-down list. The default file type extension is .MTG.

Directories list (Open dialog box)

Select the directory containing the file.

Drives list (Open dialog box)

Select the drive containing the file.

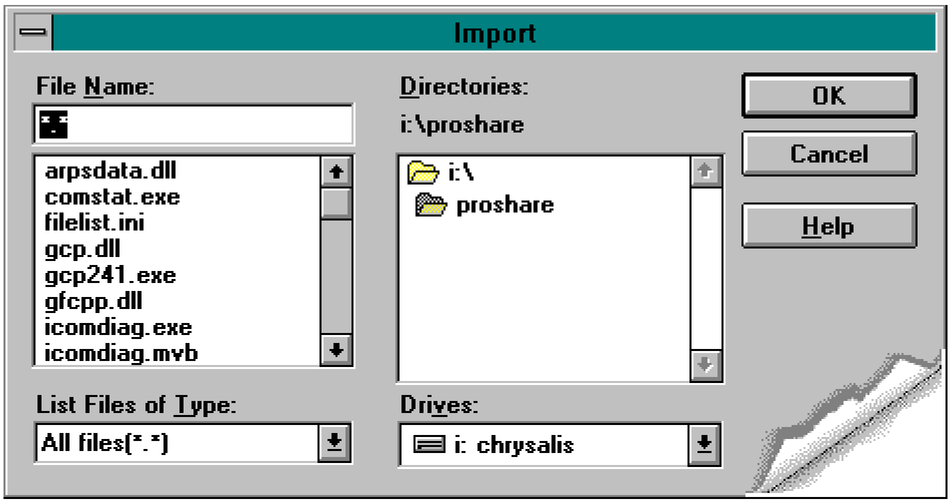
Merge button (Open dialog box)

Choose the Merge button to open a ProShare application meeting file (.MTG extension) and to merge the pages with the current notebook.

Import dialog box

The Import dialog box opens when you choose the Import command from the File menu.   Use this dialog box to import a file created by another application.   Each page of imported information becomes a bitmap in the ProShare application notebook; you can mark on it, move it, or delete it, but you cannot edit it.

Click on an area for information.



To import a file:

1. Select the drive containing the file.
2. Select the directory containing the file.
3. Select the file from the list or enter the filename in the text entry box.
4. Choose OK to display the Import Using dialog box, then select the method used to import the file.

See also

Bringing information into the notebook

File Name list (Import dialog box)

Select the file from the list or enter the filename in the text entry box. You can filter the files that appear in the list by entering a wildcard filename in the text entry box.

List Files of Type list (Import dialog box)

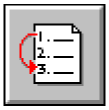
Select a file type from the drop-down list.

Directories list (Import dialog box)

Select the directory containing the file.

Drives list (Import dialog box)

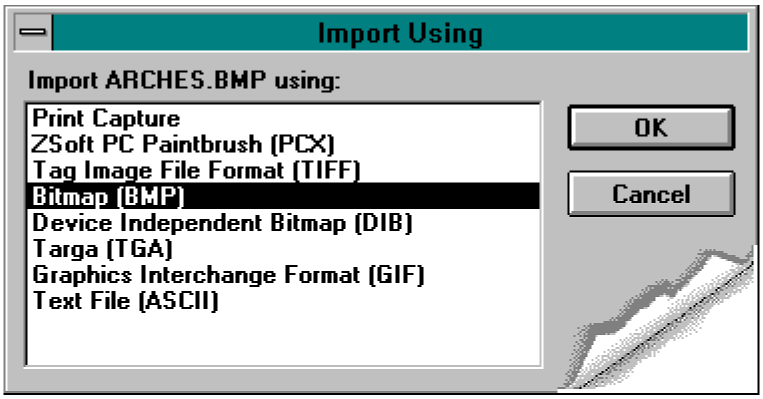
Select the drive containing the file.



Import Using dialog box

The Import Using dialog box opens when you select a file and choose OK in the Import dialog box. Use this dialog box to select the type of the file you are importing. For graphics files and ASCII text files, the ProShare application imports the image or text directly onto a new notebook page. For other file types, the ProShare application opens the application that originally created the file and prints the file into the notebook using the ProShare application's print capture driver. Each page of imported information becomes a bitmap in the ProShare application notebook; you can mark on it, move it, or delete it, but you cannot edit it.

Click on an area for information.



To import a file:

1. If you're importing a graphics file, select its type. If you're importing an ASCII text file, select that option. Otherwise select Print Capture. (If you're unsure whether the file is a graphics file, or the graphics file type is not in the list, select Print Capture.)
2. Choose OK.

See also

Bringing information into the notebook

Import using list (Import Using dialog box)

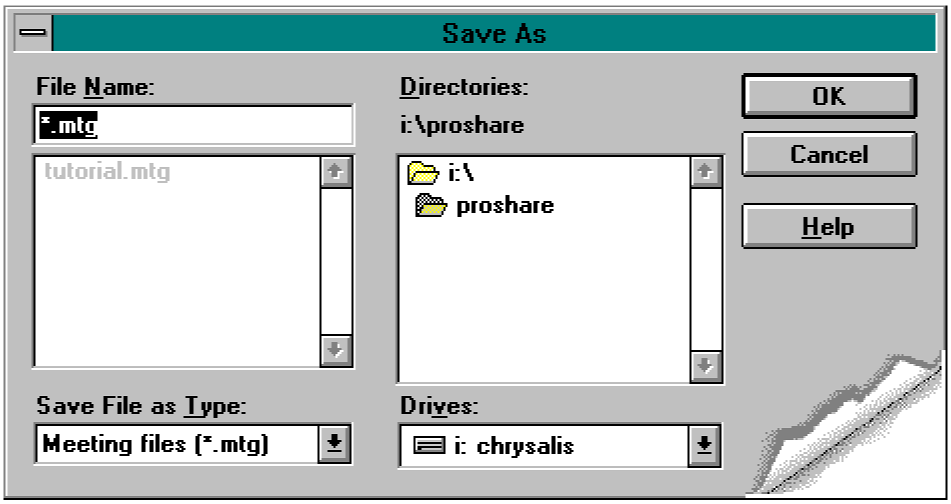
If you're importing a graphics file, select its type. If you're importing an ASCII text file, select that option. Otherwise select Print Capture.

Save As dialog box

The Save As dialog box opens when you choose the Save As command from the File menu, or when you save the notebook (meeting file) for the first time. Use this dialog box to specify a name and location for your saved meeting file.

Information from the public workspace is saved in the meeting file you designate. Information from the private workspace is saved in a file with the same filename, but with the .PRV extension.

Click on an area for information.



To save a meeting file:

1. Select the drive that will contain the file.
2. Select the directory that will contain the file.
3. Enter the filename in the text entry box (or select a filename from the list, if you wish to overwrite a file). The default file type extension is .MTG. The ProShare application reserves .PRV as the file type extension for private pages.
4. Choose OK.

File Name list (Save As dialog box)

Enter the filename in the text entry box or select a file from the list. You can filter the files that appear in the list by entering a wildcard filename in the text entry box. The ProShare application reserves .PRV as the file type extension for private pages (but you cannot open a .PRV file separately).

Save File as Type list (Save As dialog box)

Select a file type from the drop-down list.   The default file type extension is .MTG.

Directories list (Save As dialog box)

Select the directory containing the file.

Drives list (Save As dialog box)

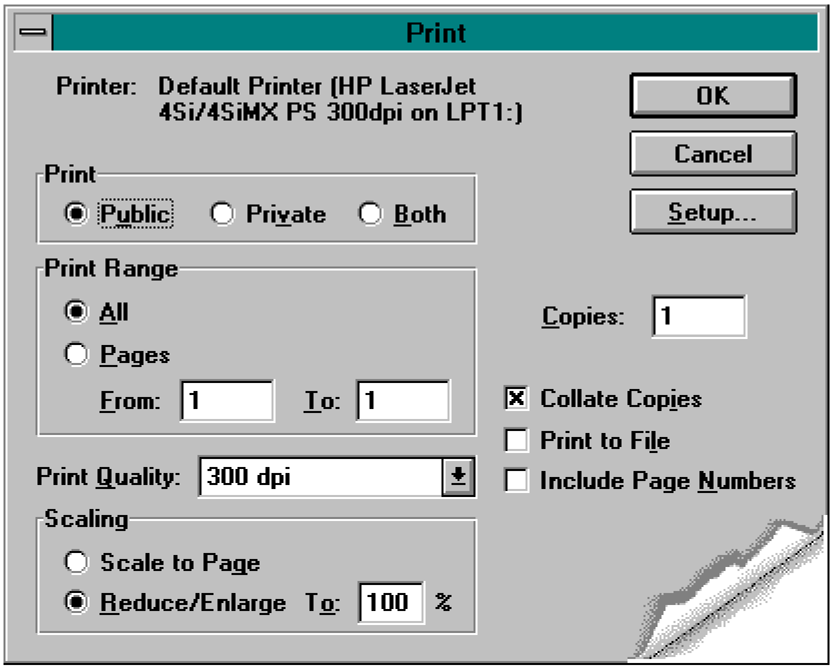
Select the drive containing the file.

Print dialog box

The Print dialog box opens when you choose the Print command from the File menu. Use this dialog box to print notebook pages to your printer or to a file.

(For information on the print capture driver that you use when printing from another application directly into the ProShare application notebook, see Setting up the print capture driver.)

Click on an area for information.



To print:

1. Check the printer named at the top. To specify another printer, choose the Setup button to open the Print Setup dialog box, and close the Print Setup dialog box when you're finished.
2. From the Print selections, select Public to print pages from the public workspace.

   or

   Select Private to print pages from the private workspace. In a linked notebook (where private pages are an extension to the public pages), Private pages are printed after their corresponding public pages. In an independent notebook (where private pages are independent of the public pages), private pages are printed after all public pages have been printed.

   or

   Select Both to print pages from both workspaces.
3. From the Print Range selections, select the desired pages:

   To print all pages, select All.

   To print one page, select Pages and then enter the page number in both the From box and the To box.

   To print several pages in a row, select Pages and then enter the page number of the first page to print in the From box, and the page number of the last page to print in the To box.

4. Select the desired Print Quality. "dpi" means dots per inch. The higher the value, the better the quality output. On some systems, this control reads High, Medium, or Draft instead of dpi. The list contains settings supported by the printer named at the top.
5. From the Scaling selections, select the desired scaling:

   To scale notebook pages to fit on a printed page, select Scale to Page. The ProShare application examines the pages and scales the largest notebook page to fit on a printed page, then applies the same scale factor to all other pages.

   To print each page as it appears on the screen, select Reduce/Enlarge to 100%. (Note that if a notebook page contains more information than can fit on a printed page, the information runs off the edge of the printed page.)

   To print each page reduced or enlarged by the same factor, select Reduce/Enlarge and enter the scaling factor. Values greater than 100% make the items on a notebook page look larger; values less than 100% reduce the size of the items.
6. Enter the number of copies to print.
7. Select Collate Copies if you are printing multiple copies and you want each copy of the notebook to finish printing before the next copy is printed. Deselect Collate Copies if you want all copies of the first page to print together, all copies of the second page, and so on.
8. Select Print to File if you want to create a print file rather than send the output directly to a printer. When you choose OK in step 10, the Print to File dialog box appears and prompts you to enter the filename. (You can precede the filename with drive and path designations; otherwise the file is saved to your current directory, which is probably the ProShare application's directory.) Later you can copy the file to the printer.
9. Select Include Page Numbers if you want page numbers printed at the bottom of each page.
10. Choose OK.

Printer designation (Print dialog box)

Shows the current printer. To change the printer, choose the Setup button to open the Print Setup dialog box.

Print Range buttons and page numbers (Print dialog box)

Specify printing all the pages, one page, or a range of pages.

Print Quality list (Print dialog box)

Set the quality of the printer output.

Print to File check box (Print dialog box)

Select this box to print to a file. When you choose OK, the Print to File dialog box appears and prompts you to enter the filename.

Print buttons (Print dialog box)

Specify printing the public pages, the private pages, or both.

Scaling buttons and percentage value (Print dialog box)

You can set up your printer to scale the contents of each notebook page to a particular paper size or you can reduce or enlarge the page contents according to the percentage you set.

Copies value (Print dialog box)

Enter the number of copies you want to print.

Collate Copies check box (Print dialog box)

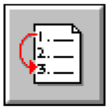
Select this checkbox if you are printing multiple copies and you want each copy of the notebook to finish printing before the next copy is printed. Deselect this check box if you want all copies of the first page to print together, all copies of the second page, and so on.

Include Page Numbers check box (Print dialog box)

Select this box to include page numbers at the bottom of printed pages.

Setup button (Print dialog box)

Choose this button to open the Print Setup dialog box and select a different printer.

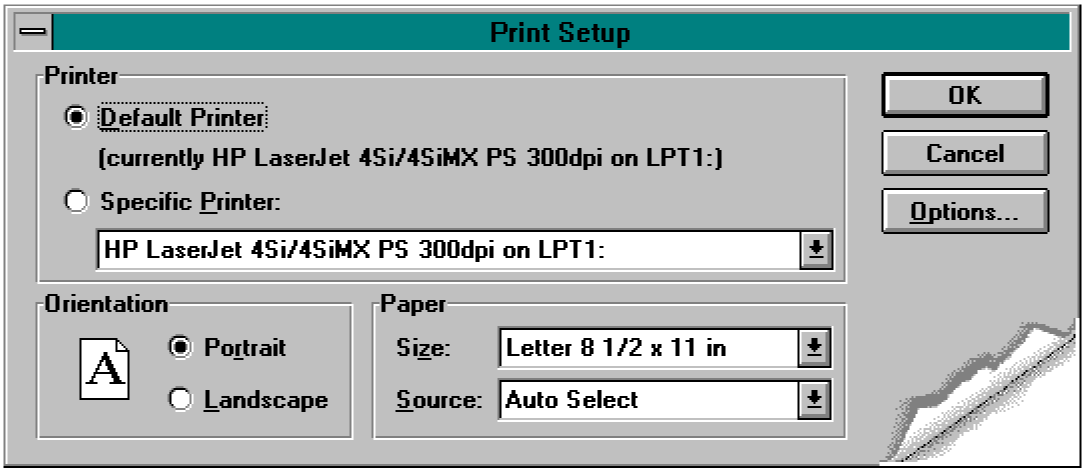


Print Setup dialog box

The Print Setup dialog box opens when you choose the Print Setup command from the File menu, or the Setup button in the Print dialog box.   Use this dialog box to specify the printer that prints your notebook.

(For information on the print capture driver that you use when printing from another application directly into the ProShare application notebook, see Setting up the print capture driver.)

Click on an area for information.



To select a printer:

1. Select the Default Printer.

   or

   Select Specific Printer and select a printer from the drop-down list of available printers.

2. Set the orientation of the paper: Portrait is taller than wide, and Landscape is wider than tall.
3. Select the correct paper size and source from the drop-down lists.
4. Optionally, choose the Options button to open the Options dialog box and to set more printer settings.
5. Choose OK.

Printer buttons and list (Print Setup dialog box)

Select the Default Printer or specify a different printer from the drop-down list of available printers.

Orientation buttons (Print Setup dialog box)

Set the orientation of the paper: Portrait is taller than wide, and Landscape is wider than tall.

Paper Size and Source lists (Print Setup dialog box)

Select the correct paper size and source from the drop-down lists.

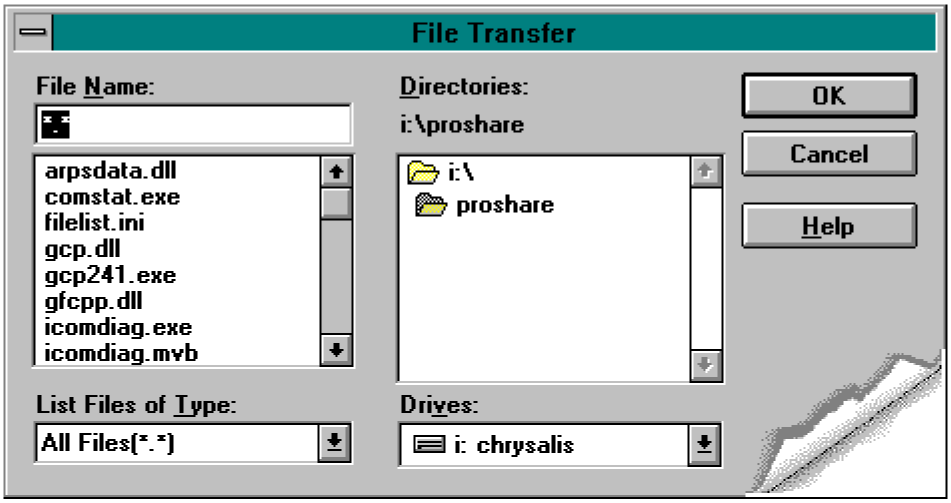
Options button (Print Setup dialog box)

Choose the Options button to set more printer settings.

File Transfer dialog box

The File Transfer dialog box opens when you choose the Transfer command from the File menu.   Use this dialog box to select and transfer one or more files to the other participant.   The file transfer process occurs in the background, so that participants can continue using other conferencing features.

Click on an area for information.



To transfer a file:

1. Select the drive containing the file(s).
2. Select the directory containing the file(s).
3. Select one or more files from the list.   Use Shift+Click to select multiple consecutive files, or Ctrl+Click to select multiple non-consecutive files.   Or you can enter the filenames (including pathnames) in the text entry box, separated by spaces.
4. Choose OK.

See also

Transferring files

File Name list (File Transfer dialog box)

Select the file from the list or enter the filename in the text entry box. You can filter the files that appear in the list by entering a wildcard filename in the text entry box.

List Files of Type list (File Transfer dialog box)

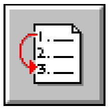
Select a file type from the drop-down list.

Directories list (File Transfer dialog box)

Select the directory containing the file.

Drives list (File Transfer dialog box)

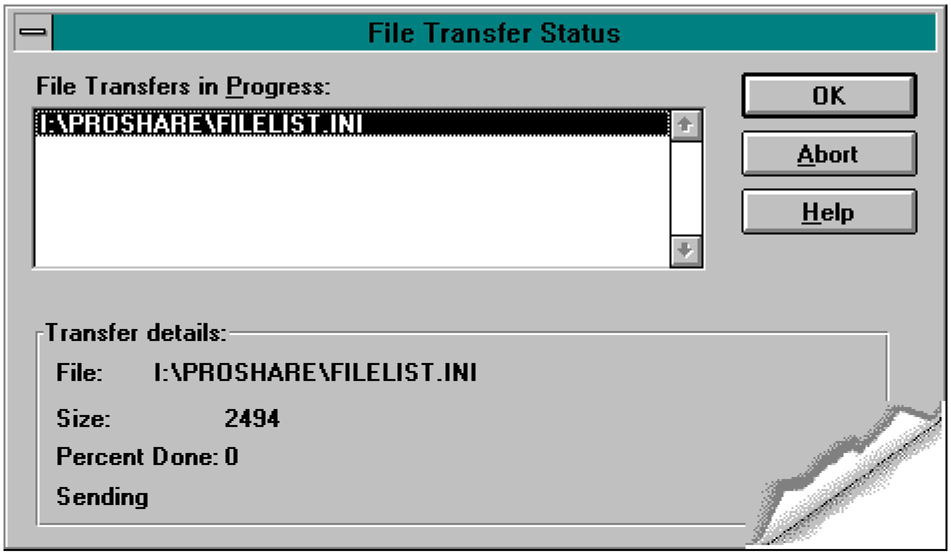
Select the drive containing the file.



File Transfer Status dialog box

The File Transfer Status dialog box opens when you choose the Transfer Status command from the File menu. Use this dialog box to monitor the status of files being transferred or to terminate transferring a file.

Click on an area for information.



To terminate transferring a file:

1. From the File Transfers in Progress list, select the file.
2. Choose Abort.

See also

Transferring files

File Transfers in Progress list (File Transfer Status dialog box)

The list of files being transferred.

Transfer details (File Transfer Status dialog box)

The status of the files being transferred.

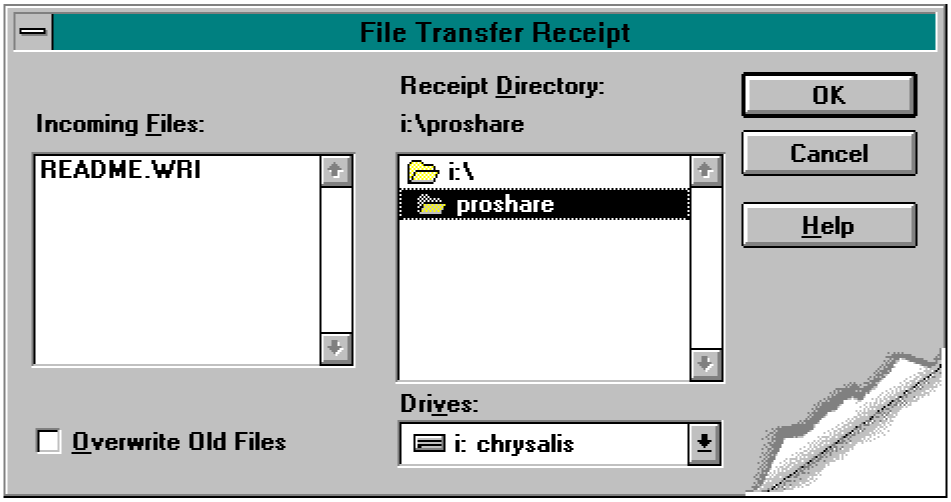
Abort button (File Transfer Status dialog box)

To stop transferring a file, select a file from the File Transfers in Progress list, then choose Abort.

File Transfer Receipt dialog box

The File Transfer Receipt dialog box opens when the other participant sends a file to you.   Use this dialog box to name the file and save it on your system.

Click on an area for information.



To save a transferred file:

1. Select the drive that will contain the file.
2. Select the directory that will contain the file.
3. Select the Overwrite Old Files check box if you want to replace files with the same name. Otherwise a dialog box prompts you for a new name for any duplicate filename.
4. Choose OK.

See also

Transferring files

Incoming Files list (File Transfer Receipt dialog box)

The list of files being transferred.

Directories list (File Transfer Receipt dialog box)

Select the directory that will contain the file.

Drives list (File Transfer Receipt dialog box)

Select the drive that will contain the file.

Overwrite Old Files check box (File Transfer Receipt dialog box)

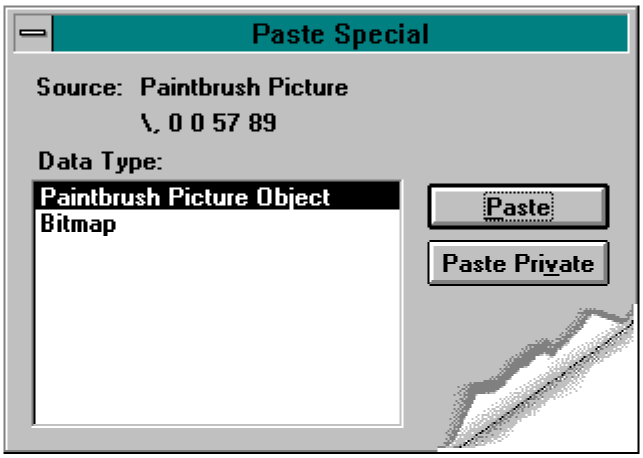
Select this check box if you want to replace files with the same name.

Paste Special dialog box

The Paste Special dialog box opens when you choose the Paste Special command from the Edit menu. Use this dialog box to choose a format for the information you are pasting. This dialog box shows the application that created the information inside the Windows Clipboard; it also lists one or more formats available for that information. The *application* Object format embeds an object that remembers its originating application (and can be edited later). Once you place an OLE object in the notebook, you can double-click the item (or choose the object from the Edit menu), and can edit the information in its originating application. The changes you make to an OLE object will be reflected in the notebook.

Note that the *application* Object format (OLE) is not available in the Jump Start version of the ProShare software.

Click on an area for information.



To paste an object:

1. To paste an OLE object, select the format labeled *application* Object from the list, where *application* is the name of the application from which you copied.

   or

   To paste an object using another format, select the appropriate format from the list.

2. To embed the object on the current public page, choose Paste.

   or

   To embed the object on the current private page, choose Paste Private.

3. The ProShare application puts the object in the upper left corner of the notebook page. (The information is just another annotation.) Making annotations in the notebook describes how to move the object.

   Usually the information itself appears on the page in the notebook. However, some applications represent the linked information with an icon, which appears on the notebook page.

See also

Bringing information into the notebook

Embedding OLE information from another application

Source application (Paste Special dialog box)

Displays the source application that created the information inside the Clipboard.

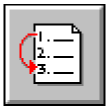
Data Type list (Paste Special dialog box)

Select the format for the object that you are linking. An object on the Clipboard can have several of the formats listed here. The *application* Object format embeds an object that remembers its originating application (and can be edited later).

Paste and Paste Private buttons (Paste Special dialog box)

Choose the Paste button to place the object in the public workspace in the notebook. Usually the information itself appears on the page in the notebook. However, some applications represent the linked information with an icon, which appears on the notebook page.

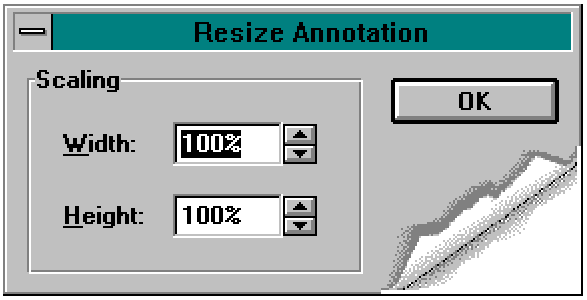
Choose Paste Private to paste to the private workspace in the notebook.



Resize Annotation dialog box

The Resize Annotation dialog box opens when you choose the Resize command from the Edit menu. Use this dialog box to stretch, collapse, or reset the size of the currently selected annotation.

Click on an area for information.



To stretch or collapse an annotation horizontally:

- Increase or decrease the Width value either by pressing the up or down arrow control or by entering a different value into the edit box. Fractional values are truncated. You do not have to enter the % character.

To stretch or collapse an annotation vertically:

- Increase or decrease the Height value either by pressing the up or down arrow control or by entering a different value into the edit box. Fractional values are truncated. You do not have to enter the % character.

To retain the same proportions while stretching or collapsing:

- Ensure that the Width and Height values match. Fractional values are truncated.

To reset an annotation to its original size:

- Set the Width and Height values to 100%.

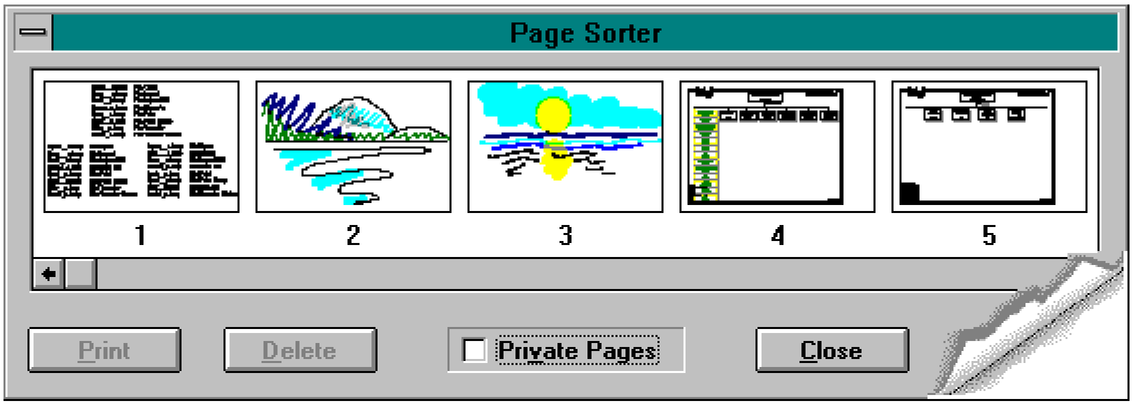
Scaling values (Resize Annotation dialog box)

Increase or decrease the values either by pressing the up or down arrow control or by entering a different value into the edit box. Fractional values are truncated. You do not have to enter the % character.

Page Sorter dialog box

The Page Sorter dialog box opens when you choose the Page Sorter command from the View menu. Use this dialog box to view thumbnail-sized images of the notebook pages and to move pages around in the notebook. You can leave this dialog box open for quick reference while you perform other tasks.

Click on an area for information.



To view private pages:

- Select the Private Pages check box.

To select a group of pages:

- Either select each page by using Ctrl+Click, or select a range of pages by using Shift+Click to specify both the starting page and the ending page. You can then move, reorder, delete, or print the pages as a group.

To move a page:

- Click and drag the page so that its outline is slightly to the left of what will be the next page. Note that you cannot move a public page to the private workspace, or vice versa.

To delete a page:

- Select the page and choose Delete.

  or

  Click and drag the page to the Delete button.

To print a page:

- Select the page and choose Print.

  or

  Click and drag the page to the Print button.

  To print more than one copy of a page at a time, from the File menu in the main window, choose the Print command.

To jump to a page in the notebook:

- Double-click on the page.

See also
Moving around in the notebook

Page thumbnail list (Page Sorter dialog box)

Page numbers correspond to the page tab in the notebook. Use the scrolling bar to see the pages that are not showing.

Print and Delete buttons (Page Sorter dialog box)

Select a page from the thumbnails and choose Print or Delete. You can also drag a page to the Print or Delete button.

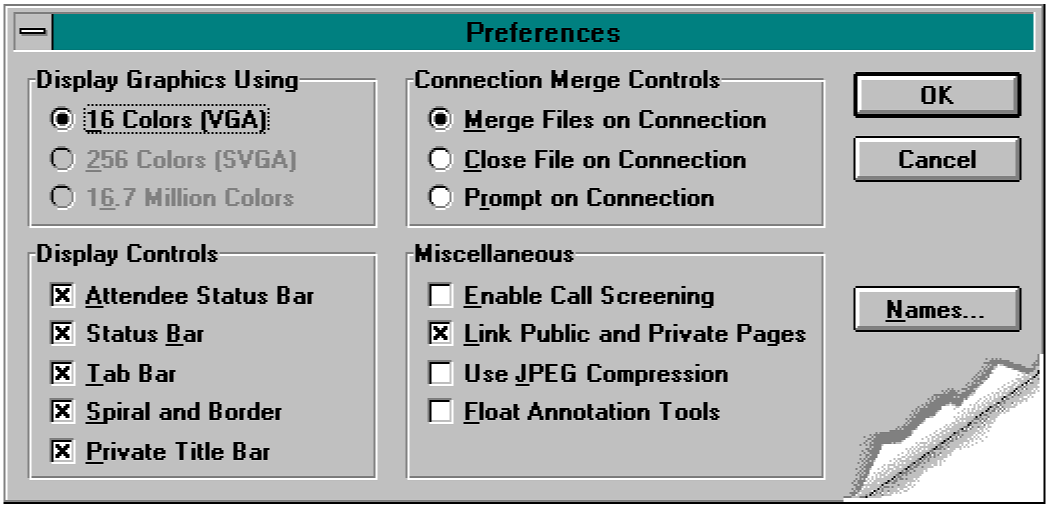
Private Pages check box (Page Sorter dialog box)

Select this box to display thumbnails of the private pages instead of the public pages.

Preferences dialog box

The Preferences dialog box opens when you choose the Preferences command from the View menu. Use this dialog box to set up your ProShare application's notebook and some miscellaneous controls.

Click on an area for information.



To set your graphics display preferences:

1. Select the number of colors to use when displaying graphical images. (Selections that are gray are unavailable for your video display.) Selecting 256 Colors, if available, results in the optimal performance during data transmission. However, if the other conference participant is limited to 16 colors (VGA), selecting 16 Colors ensures that images display the same on both of your systems.

   Note that if you import graphical information from a file other than the graphics types in the Import Using dialog box, the ProShare print capture driver is limited to importing in 16 colors. To capture an image with more than 16 colors (and its file type is not one of those listed in the Import Using dialog box), open the image in its parent application, and then take a snapshot of the image using the Data Capture toolbox.

2. Deselect Use JPEG Compression to obtain the best resolution of images. When on, the information shared in the notebook is compressed before transferring it between participants. As a result, the data transmission is faster but the resolution of the image is not as good. If you and your colleague are connected over a high-speed network and you are sharing high-resolution images, you can deselect JPEG compression to obtain the best resolution of images.

3. Set other preferences or choose OK.

To define the private workspace as a separate notebook:

1. Select Link Public and Private Pages to make your private workspace an extension of the public workspace. Deselect Link Public and Private Pages if you want a separate private notebook (with separate page numbers).

2. Set other preferences or choose OK.

To make the Annotation toolbox an independent, floating window:

1. Select Float Annotation Tools to change the Annotation toolbox to a floating sub-window. Note that you cannot move the Annotation toolbox outside of the workspace window; whereas the Data Capture toolbox floats anywhere on the top of your screen.

2. Set other preferences or choose OK.

To set other characteristics of the notebook environment:

1. Select Attendee Status to display the Attendee status bar above the conference notebook, lists both conference participants, and their current notebook pages.
2. Select Status Bar to display the status bar below the conference notebook.
3. Select Tab Bar to display page tabs for the public and private workspaces. If you select the Link Public and Private Pages check box, the private workspace is an extension of the public workspace page. If the Link Public and Private Pages check box is deselected, the private workspace has its own tabs and acts like an independent notebook.
4. Deselect Spiral and Border to remove the notebook-like image and make more space on the notebook page.
5. Deselect Private Title Bar to make more space on the notebook page. (The title bar is a separator between the public and private workspace to remind you that the private workspace is open.)
6. Set other preferences or choose OK.

To set your own name and how names are displayed:

1. Choose the Names button to open the Names dialog box. Specify your name (as displayed by the application) and how names are displayed, and close the Names dialog box when you're finished.
2. Set other preferences or choose OK.

To receive notification of incoming connections:

1. Select Enable Call Screening to have the ProShare application display a message whenever an incoming connection is detected. This method lets you reject a connection.
2. Set other preferences or choose OK.

To specify how an open meeting file will be handled at connection:

1. Select Merge Files on Connection to always merge the contents of the other participant's notebook with whatever you have in your notebook when a new connection is made. This method makes your notebook immediately available to the other participant.

   or

   Select Close File on Connection to always close the notebook you have open when a new connection is made. This method prevents the other participant from seeing the contents of your notebook until you specifically re-open the meeting file.

   or

   Select Prompt on Connection to cause the ProShare application to display a message asking whether to merge both participants' notebooks or close your notebook when a new connection is made. This method lets you choose whether to make your notebook immediately available or not with each new connection.
2. Set other preferences or choose OK.

Important tip

Annotations on pages of each participant's notebook (even if different) are merged onto the same page under the following circumstances:

1. Participants are connected, then the participants disconnect.
2. Either or both disconnected participants make annotations on existing notebook pages.
3. Both participants specify to have the notebooks merged.

4. The participants re-connect to each other. Annotations are merged on pages that carry the same internal identification number.

See also

Setting your notebook preferences
Setting your connection preferences for incoming connections

Display Graphics Using buttons (Preferences dialog box)

Selects the number of colors to use when displaying graphical images. (Selections that are gray are unavailable for your video display.) Selecting 256 Colors, if available, results in the optimal performance during data transmission. However, if the other conference participant is limited to 16 colors (VGA), selecting 16 Colors ensures that images display the same on both of your systems.

Display Controls check boxes (Preferences dialog box)

Toggle the characteristics of the notebook environment on and off. The Attendee status bar displays above the conference notebook, and lists both conference participants and their current notebook pages. The status bar displays below the conference notebook.

Deselect Spiral and Border and Private Title Bar to make more space on the notebook page. (The title bar is a separator between the public and private workspace to remind you that the private workspace is open.)

The Tab Bar displays page tabs for the public and private workspaces If you select the Link Public and Private Pages check box, the private workspace is an extension of the public workspace page. If the Link Public and Private Pages check box is deselected, the private workspace has its own tabs and acts like an independent notebook.

Link Public and Private Pages check box (Preferences dialog box)

Check this box to make the private workspace an extension of the public workspace. If the Link Public and Private Pages check box is not selected, the private workspace has its own tabs and acts like an independent notebook.

Use JPEG Compression check box (Preferences dialog box)

Toggles JPEG compression on and off. When on, the information shared in the notebook is compressed prior to transferring it between participants. As a result, the data transmission is faster but the resolution of the image is not as good. If you and your colleague are connected over a high-speed network and you are sharing high-resolution images, you can deselect JPEG compression to obtain the best resolution of images.

Float Annotation Tools check box (Preferences dialog box)

Toggles the annotation tools between a fixed position on the left side of the notebook window and a floating position. Note that you cannot move the floating Annotation toolbox outside of the workspace window; however, the Data Capture toolbox floats anywhere on top of your screen.

Connection Merge Controls buttons (Preferences dialog box)

Select Merge Files on Connection to merge the contents of the other participant's notebook with whatever you have in your notebook when a new connection is made. This method makes your notebook immediately available to the other participant.

Select Close File on Connection to close the notebook you have open when a new connection is made. This method prevents the other participant from seeing the contents of your notebook until you specifically re-open the meeting file.

Select Prompt on Connection to cause the ProShare application to display a message asking whether to merge both participants' notebooks or close your notebook when a new connection is made. This method lets you choose whether to make your notebook immediately available or not with each new connection.

Enable Call Screening check box (Preferences dialog box)

Select Enable Call Screening to have the ProShare application display a message whenever an incoming connection is detected.   This method lets you reject a connection.

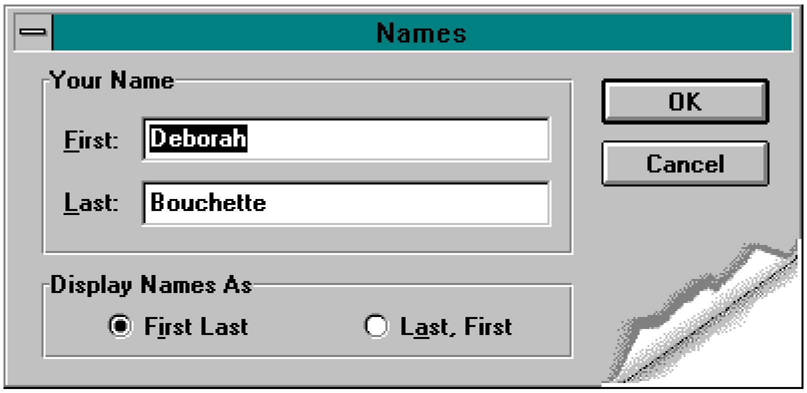
Names button (Preferences dialog box)

Opens the Names dialog box for specifying your name and how names are displayed.

Names dialog box

The Names dialog box opens when you choose the Names button in the Preferences dialog box. Use this dialog box to set the name and the way it is displayed in the Attendee status bar. The name that you enter here is the name that will be used as your address when connecting over a NetBIOS network.

Click on an area for information.



To set your preferences:

1. Enter your first and last name the way you want the ProShare application to display them. Note that your name and the name of the other participant in a conference must be different. Note also that changing your name in this dialog box does not affect the name displayed in the ProShare application's About dialog box.
2. Select the First Last or Last, First button to specify how names appear on the Attendee status bar, in the Participant Name list of the Connect dialog box, and in other places throughout the ProShare application.

See also

Setting your notebook preferences

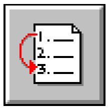
Using special conferencing features

Your Name text boxes (Names dialog box)

Enter your first and last name the way you want them to appear on the Attendee status bar. When you connect with someone, the Attendee status bar displays the names of both participants.

Display Names As buttons (Names dialog box)

Select First Last or Last, First to control how names appear on the Attendee status bar, in the Participant Name list of the Connect dialog box, and other places throughout the ProShare application.



Configure Tool or Configure Remote Pointer dialog box

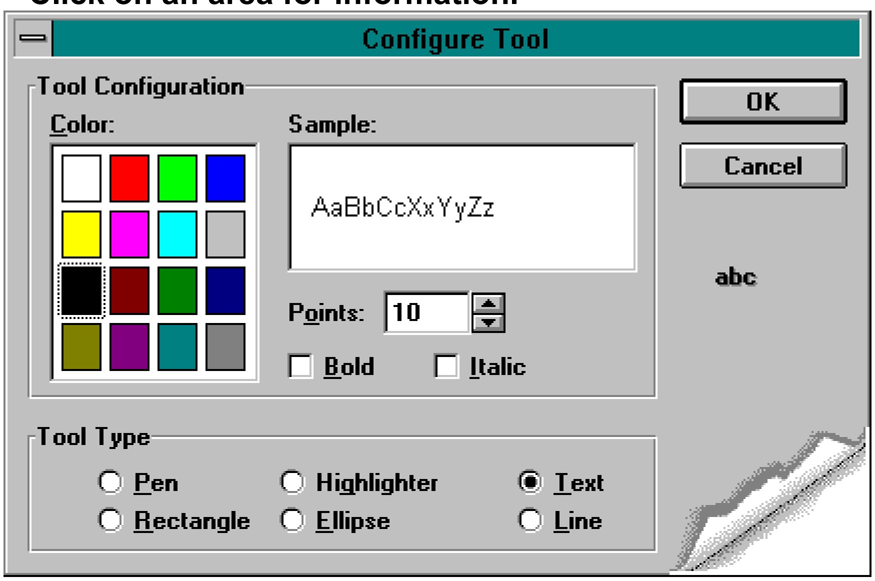
The Configure Tool or Configure Remote Pointer dialog box opens when you choose the Configure Tool or Configure Remote Pointer command from the Toolbox menu, or when you double-click a configurable tool in the Annotation toolbox. Use this dialog box to specify the tool type, color, size, and other attributes of the currently selected tool.

You can create any six tools that you want, in any order in the toolbox; for example, one text tool, two highlighters, one ellipse, one rectangle, and one straight line (no pen).

To make each participant's marks distinct, participants can agree on who will use which colors.

The following picture shows the Configure Tool dialog box for a text tool. The pen, highlighter, rectangle, ellipse, and straight line tools use a similar dialog box.

Click on an area for information.



To configure a pen, highlighter, text, or straight line tool:

1. From the Tool Type buttons, select Pen, Highlighter, Text, or Line.
2. From the Color palette, select a color.
3. For a Text tool, select the point size and whether or not the text should be **bold** or *italic*. Point size is a measure of how tall the characters are--the larger the number, the taller (and proportionately larger) the characters. The text in this paragraph is 10-point. (Note that you cannot change the font.)

   For a Highlighter, Pen, or Line tool, select the line width. The line width is measured similar to point size. The larger the number, the thicker the line.

   For a Line tool, select whether or not the line is transparent. When a straight line tool is transparent, it acts like a highlighter that always draws straight lines.
4. Choose OK. Notice that the tool button that was active when you entered these changes now matches your new specifications.

To configure a rectangle or ellipse tool:

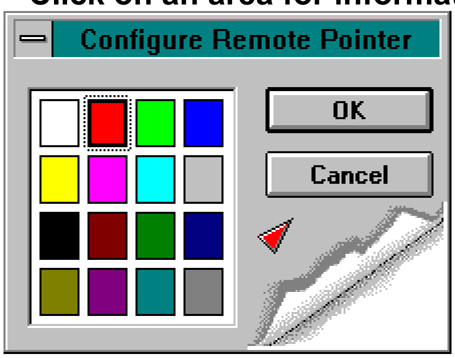
1. From the Tool Type buttons, select Rectangle or Ellipse.
2. Select or deselect the Transparent check box to indicate whether the rectangles or ellipses will be transparent or opaque. If you select the Transparent check box, you are limited to four transparent colors.
3. From the Color palette, select a color.
4. Select or deselect the Fill check box to indicate whether the rectangles or ellipses will be filled or hollow.
5. Choose OK. Notice that the tool button that was active when you entered these changes now matches your new specifications.

Tip

To create a square or circle with the rectangle or ellipse tool, press and hold the Shift key while dragging the mouse.

The following picture shows the Configure Tool dialog box for the remote pointer.

Click on an area for information.



To configure the remote pointer:

1. Select the color. To make each participant's remote pointer distinct, each participant can choose a different color.
2. Choose OK.

See also

Setting your notebook preferences

Tool picture (Configure Tool dialog box)

The currently selected tool in the Annotation toolbox will have this picture on it.   (The picture varies depending on the characteristics you've set.

Tool Configuration selections (Configure Tool dialog box)

Specify the color, size, and other attributes for the active tool. For example, if a text tool is active, you can specify the typeface as plain, bold, or italic. If a rectangle, ellipse, or straight line tool is active, you can specify whether the annotation will be transparent.

Tool Type buttons (Configure Tool dialog box)

Select the tool type. The lower six tools in the Annotation toolbox can be any combination of highlighters, pens, text tools, rectangle tools, ellipse tools, or straight line tools.

Remote pointer color (Configure Remote Pointer dialog box)

Select the color for the remote pointer tool.

Remote pointer picture (Configure Remote Pointer dialog box)

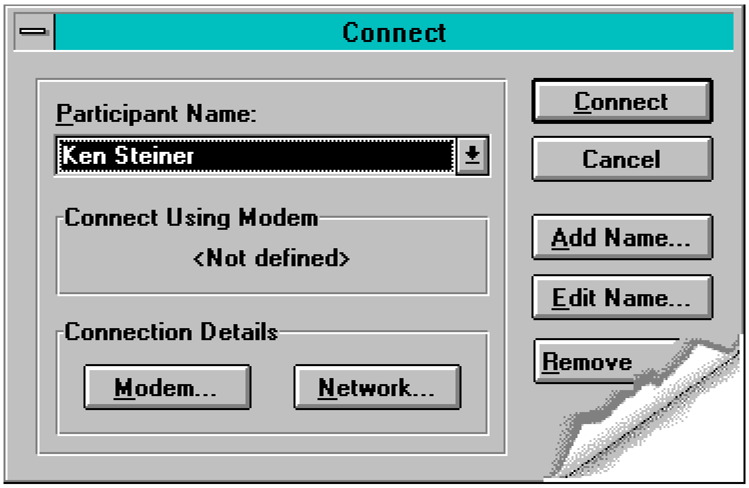
The remote pointer tool button has this picture in the Annotation toolbox.

Connect dialog box

The Connect dialog box opens when you choose the Connect command from the Conference menu. Use this dialog box to define, select, and connect to another participant. You also can initiate a connection directly from the Address Book.

The following picture shows the Connect dialog box when connecting over a modem. When connecting over a network, the connection information reflects the different method.

Click on an area for information.



When connecting over a modem, the participant's phone number is displayed, if you already have entered it. To define or change the phone number, choose the Modem button.
When connecting over a NetWare network, the NetWare server name and participant's login ID are displayed, if you already have entered it. To define or change the server name or login ID, choose the Network button.
When connecting over a NetBIOS network, the participant's NetBIOS address is displayed, if you already have entered it. To define or change the NetBIOS address, choose the Network button. Note that the case is significant in a NetBIOS address.

When connecting over a TCP/IP network, the participant's TCP/IP address is displayed. To define or change the TCP/IP address, choose the Network button. Note that the case is significant in a TCP/IP address.

To establish a connection using the Connect dialog box:

1. If you're connecting with someone for the first time, choose the Add Name button to open the Add Participant Name dialog box, and close the Add Participant Name dialog box when you're finished.

   or

   If you've connected with this person before, select the person's name from the Participant Name list. You can type the first letter of the name to jump to that point alphabetically in the list.

2. If you're connecting with someone for the first time via modem, choose the Modem button to open Modem Connection Details dialog box, and close the Modem Details dialog box when you're finished.

   or

   If you're connecting with someone for the first time via network, choose the Network button to open

Network Connection Details dialog box, and close the Network Details dialog box when you're finished.

or

If you've connected with this person before, verify the connection details.

3. Choose the Connect button to make the connection and start the conference.

To change a name in the list:

- Select the name and then choose the Edit Name button to open the Edit Participant Name dialog box.

To remove a name from the list:

- Select the name and then choose the Remove Name button.

See also

Connecting to another participant and start a conference
Using special conferencing features

Participant Name list (Connect dialog box)

Select the name of the person with whom you are connecting. To add someone to the list, choose the Add Name button. To connect to someone on the list but using a different method, choose the Modem or Network button to define the new connection information.

Connect Using Modem information (Connect dialog box for modems)

The modem phone number is displayed, if defined.   To define or change the modem phone number, choose the Modem button.

(When connecting over a network, the address is displayed, if defined.   To define or change the network information, choose the Network button.)

Connection Details buttons (Connect dialog box)

Choose the Modem button to define or change the modem phone number and baud rate for connecting to the selected person.

Choose the Network button to define or change the network (NetWare, NetBIOS, or TCP/IP) address for connecting to the selected person.   Note that the case is significant in a NetBIOS or TCP/IP address.

Connect button (Connect dialog box)

Choose the Connect button to make the connection and start the conference.

Add, Edit, Remove Name buttons (Connect dialog box)

Choose the Add button to add a new name to the Participant Name list, which is actually a view into the Address Book. (Names do not have to be unique.) Choose Edit to change the spelling of a name. Choose Remove to delete the current name and all its connection information. Over 5000 names can be stored in the Address Book.

The default Address Book file is PROSHARE.ABF (in your WINDOWS\ICOMM\ADDRBK directory), but you can change the filename in the PSDATA.INI file:

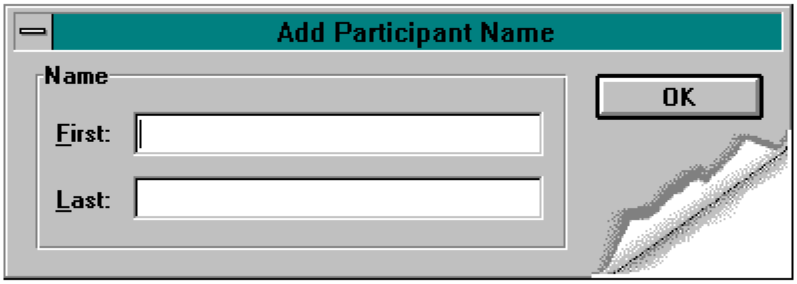
    [PSDATA User Info]
    AddressBookFile=PROSHARE.ABF

You can create as many Address Book .ABF files as you want.

Add Participant Name dialog box

The Add Participant Name dialog box opens when you choose the Add Name button in the Connect dialog box. Use this dialog box to define a new participant name for the Connect dialog box.

Click on an area for information.

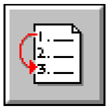


To add a name:

1. Enter the participant's first and last names. Names do not have to be unique.
2. Choose OK.

Name fields (Add Participant Name dialog box)

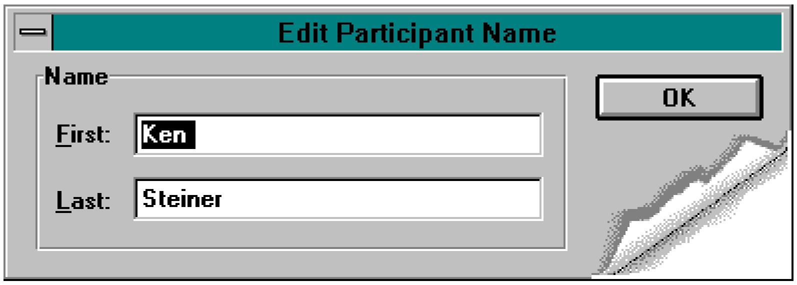
Enter the first and last name in the text entry fields.



Edit Participant Name dialog box

The Edit Participant Name dialog box opens when you choose the Edit Name button in the Connect dialog box. Use this dialog box to modify the currently selected participant name in the Connect dialog box.

Click on an area for information.

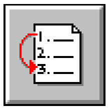


To edit a name:

1. Edit the spelling of the participant's first and last names. Names do not have to be unique.
2. Choose OK.

Name fields (Edit Participant Name dialog box)

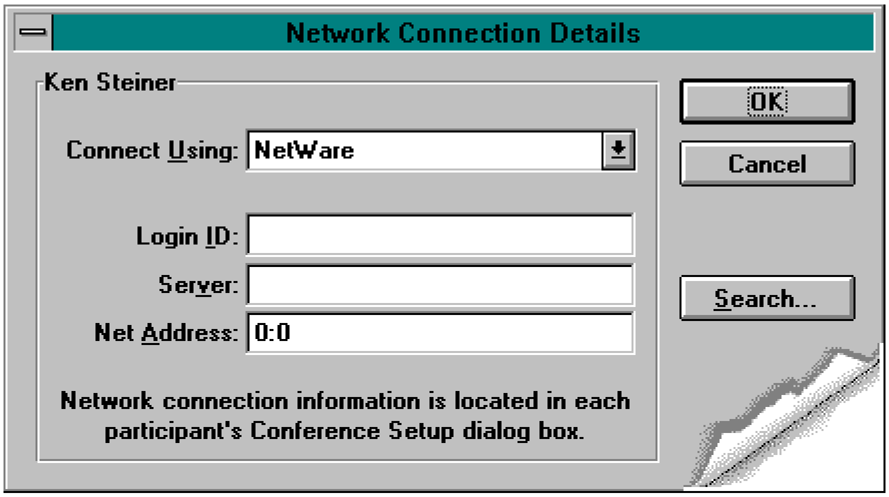
Edit the first and/or last name in the text entry fields.



Network Connection Details dialog box

The Network Connection Details dialog box opens when you choose the Network button in the Connect dialog box. Use this dialog box to define network connection information for the currently selected participant in the Connect dialog box.

Click on an area for information.



To define network connection information for the participant:

1. From the Connect Using list, select NetWare, NetBIOS, or TCP/IP for the network type.
2. For a NetWare connection, choose the Search button and select the server and name of the person with whom you want to connect. The network address is automatically entered.

   or

   For a NetBIOS or TCP/IP connection, you must enter the network address. Note that the case is significant in a NetBIOS or TCP/IP address.

   Note that if you cannot determine the other participant's network information, the information is listed in his or her Conference Setup dialog box. Have the other participant start the ProShare application and from the Conference menu, choose the Setup command. Then the other participant can read you the information over the phone. Enter the network address (you do not have to fill in the login ID or the server name) in the Network Connection Details dialog box.
3. Choose OK.

Connect Using list (Network Connection Details dialog box)

Select NetWare, NetBIOS, or TCP/IP for the network type.

Network address (Network Connection Details dialog box)

For a NetWare connection, if you fill in the participant's login ID, the ProShare application will attempt to fill in the server name and network address. Or choose Search and select the server and name of the person with whom you want to connect.

The network address is the critical connection information (you do not have to fill in the login ID or the server name).

For a NetBIOS or TCP/IP connection, fill in the participant's network address. Note that the case is significant in a NetBIOS or TCP/IP address.

Network connection information (Network Connection Details dialog box)

Note that if you cannot determine the other participant's network information, the information is listed in his or her Conference Setup dialog box.   Have the other participant start the ProShare application and from the Conference menu, choose Setup.   Then the other participant can read you the information over the phone.

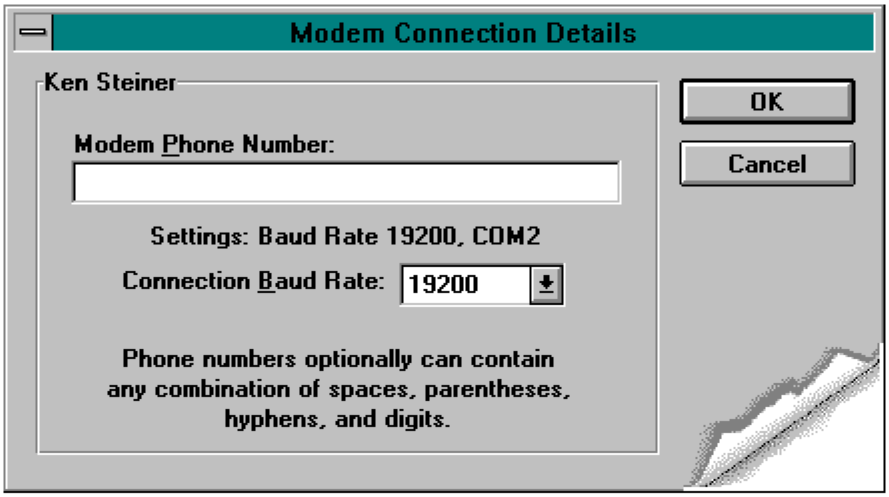
Search button (Network Connection Details dialog box)

For a NetWare connection, choose the Search button and select the server and name of the person with whom you want to connect. The network address is automatically entered.

Modem Connection Details dialog box

The Modem Connection Details dialog box opens when you choose the Modem button in the Connect dialog box. Use this dialog box to define modem connection information for the currently selected participant in the Connect dialog box.

Click on an area for information.



To define modem connection information for the participant:

1. Verify that the COM port shown is correct for your modem. To change the COM port, cancel out of this dialog box and the Connect dialog box. Then from the Conference menu, choose the Setup command and choose the Set Modem button to display the Set Modem dialog box. Re-enter the Modem Connection Details dialog box.
2. Enter the modem phone number of the person to whom you're connecting. The ProShare application automatically includes modem initialization strings. You can use hyphens or spaces as separators, for example, 9-1-503-555-1212. If you need a pause between numbers as they are being dialed, insert a comma between numbers, for example, 9,1-503-555-1212.

   Within the U.S. and Canada, if you are using the Smart Dial feature of Address Book (disabled by default), do not enter a long distance access code or any other numbers you need to access an outside line. The Smart Dial feature automatically includes these numbers based on your location when the call is made.

   Outside the U.S. and Canada and dialing a number in another country, if you are using the Smart Dial feature of Address Book (disabled by default), do not enter a long distance access code or any other numbers you need to access an outside line. The Smart Dial feature automatically includes these numbers based on your location when the call is made. (When dialing a number within your country, always include any required prefix dial codes, such as 9 for an outside line or 1 for long distance, and so on.)
3. Select the Connection Baud Rate for this connection. Note that any change to the baud rate setting is not retained after this connection.

   Note that if you are using a custom, high-speed driver with your modem (baud rates up to 115200) and your baud rate is not available in this dialog box, you need to select the Use High Speed Baud Rates check box in the Set Modem dialog box (Conference menu, Setup command, Set Modem button).
4. Choose OK.

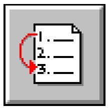
Modem Phone Number edit box (Modem Connection Details dialog box)

Enter the modem phone number of the person to whom you're connecting. Include any required prefix dial codes, such as 9 for an outside line or 1 for long distance, and so on. You can use hyphens or spaces as separators, for example, 9-1-503-555-1212. The ProShare application automatically includes modem initialization strings. If you need a pause between numbers as they are being dialed, insert a comma between numbers, for example, 9,1-503-555-1212.

Connection Baud Rate list (Modem Connection Details dialog box)

Select the Connection Baud Rate for this connection. Note that any change to the baud rate setting is not retained after this connection.

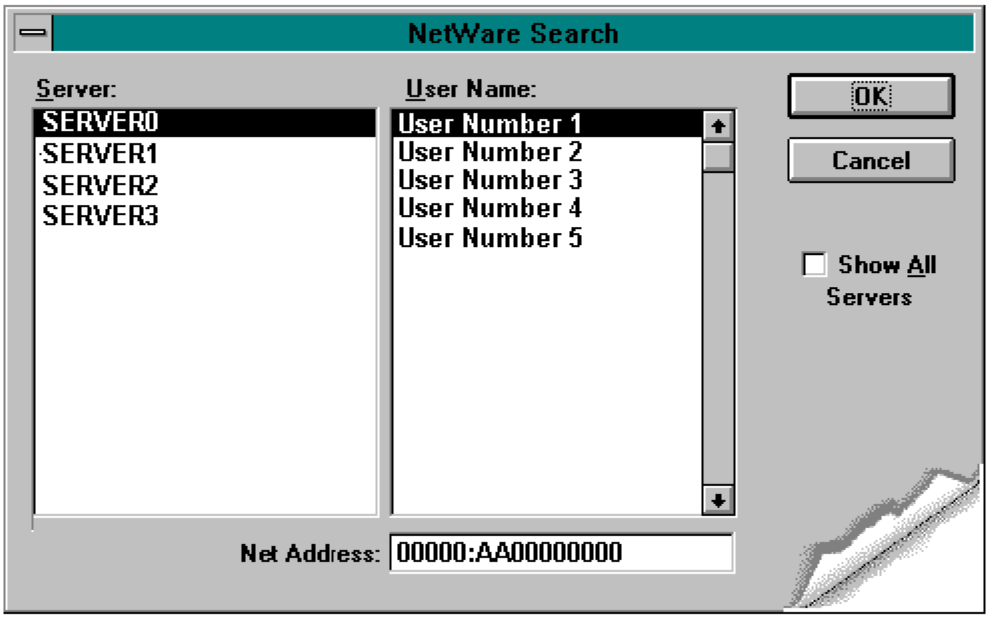
Note that if you are using a custom, high-speed driver with your modem (baud rates up to 115200) and your baud rate is not available in this dialog box, you need to select the Use High Speed Baud Rates check box in the Set Modem dialog box (Conference menu, Setup command, Set Modem button).



NetWare Search dialog box

The NetWare Search dialog box opens when you choose the Search button in the Connect dialog box. Use this dialog box to select from a list of NetWare users on your network.

Click on an area for information.



To locate and select a NetWare user:

1. Select a server from the Server list. By default, the Server list contains the servers to which you're logged in. Select the Show All Servers check box to list all servers "visible" from your network connection.
2. Select a NetWare user from the User Name list. The user's network address is automatically displayed below. (Note that some servers do not make available the names of connected users; each network administrator decides whether to provide this information.)
3. Choose OK.

If you cannot find the NetWare user:

1. Call the user and ask him or her to start the ProShare application.
2. Ask the user to choose the Setup command from the Conference menu to open the Conference Setup dialog box.
3. Request the user to recite the network address information that displays.
4. Enter the network address (you do not have to fill in the login ID or the server name) in the Network Connection Details dialog box.

Server list (NetWare Search dialog box)

Select a file server from this list.

User Name list (NetWare Search dialog box)

Select a NetWare user. Note that some servers do not make available the names of connected users; each network administrator decides whether to provide this information.

Net Address field (NetWare Search dialog box)

Displays the network address of the selected user.

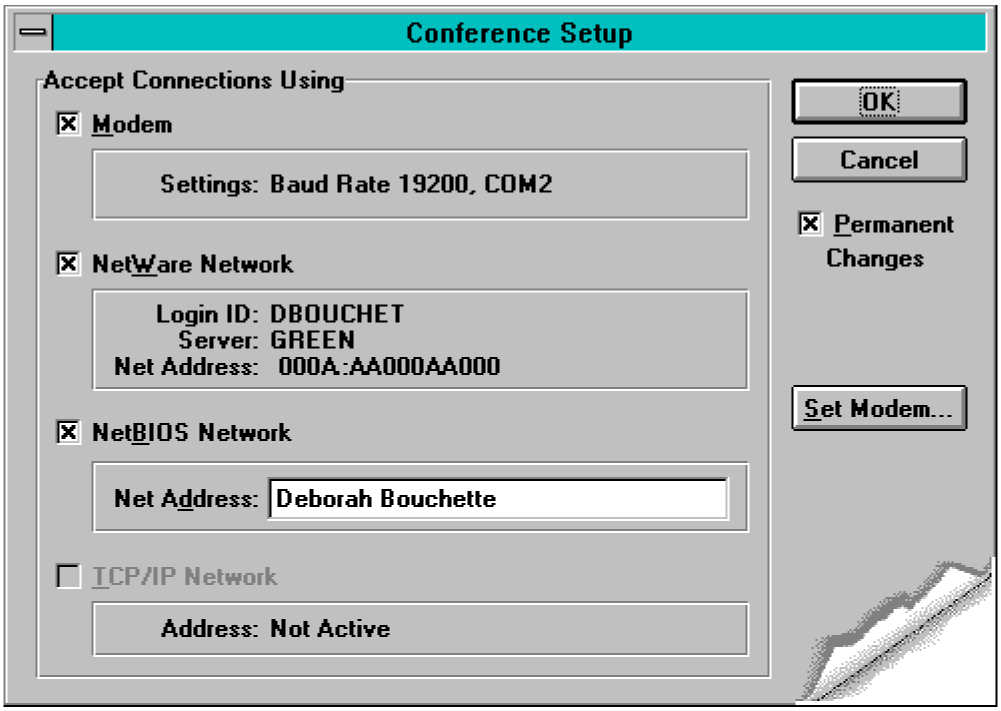
Show All Servers check box (NetWare Search dialog box)

Check this box to display in the Server list all servers "visible" from your network connection.

Conference Setup dialog box

The Conference Setup dialog box opens when you choose the Setup command from the Conference menu. Use this dialog box to set the types of conference connections you want your ProShare application to accept. (The settings in this dialog box do not affect your ability to initiate a connection, but settings displayed by the Set Modem button do affect your ability to initiate modem connections.)

Click on an area for information.



To accept conference connections via modem and to check or change your modem settings:

1. Select the Modem check box. (The check box is unavailable if you do not have a modem or your modem is not on.)
2. To change the settings that your modem uses for both incoming and outgoing conference connections, choose the Set Modem button to open the Set Modem dialog box, and close the Set Modem dialog box when you're finished.
3. The ProShare application saves any changes by default. To make these changes apply to this conferencing session only, deselect the Permanent Changes check box.
4. Choose OK.

To accept conference connections via network:

1. Select the NetWare, NetBIOS, or TCP/IP Network check boxes, or any combination. (The check boxes are unavailable if you do not have the appropriate network software loaded and running.)
2. The ProShare application saves the check box state by default. To keep the check box state for this conferencing session only, deselect the Permanent Changes check box.
3. Choose OK.

See also

Setting your connection preferences for incoming connections
Using special conferencing features

Modem check box (Conference Setup dialog box)

Select Modem to accept conference connections by modem. Choose the Set Modem button to display the Set Modem dialog box so you can check or change your modem settings.

NetWare Network check box (Conference Setup dialog box)

Select NetWare Network to accept conference connections across a NetWare network. Your own network server and address are displayed for reference.

NetBIOS Network check box (Conference Setup dialog box)

Select NetBIOS to accept conference connections across a NetBIOS network. Your own network address information is displayed for reference.

TCP/IP Network check box (Conference Setup dialog box)

Select TCP/IP to accept conference connections across a TCP/IP network. Your own network address information is displayed for reference.

Set Modem button (Conference Setup dialog box)

Opens the Set Modem dialog box for checking or changing your modem settings as used during both incoming and outgoing conference connection.

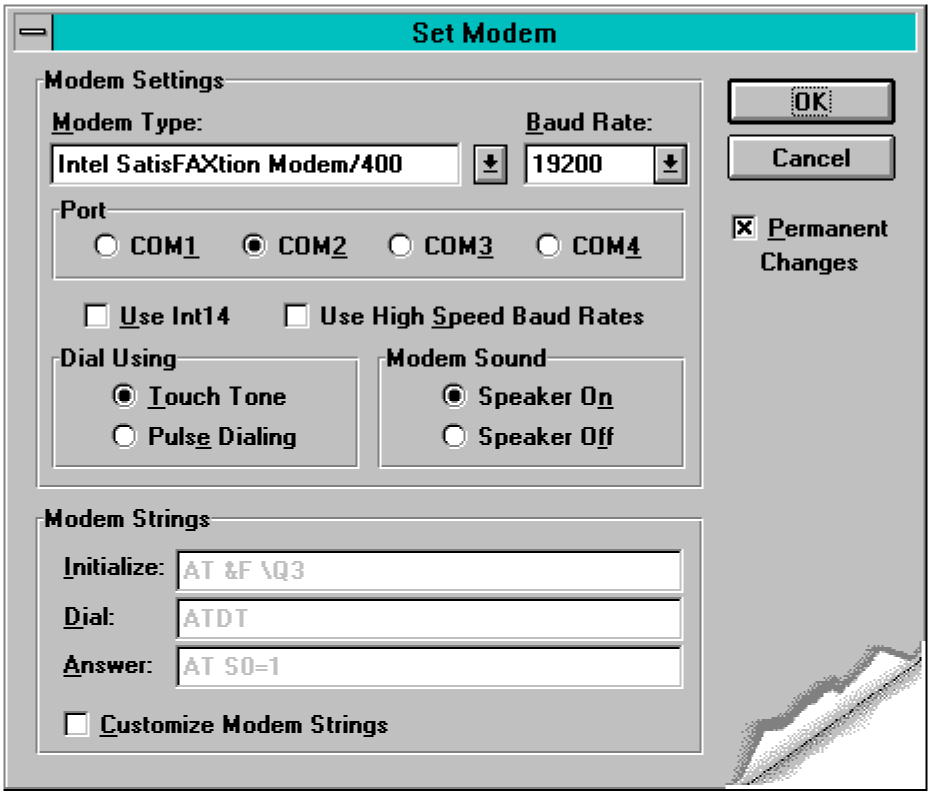
Permanent Changes check box (Conference Setup dialog box)

The ProShare application saves any changes to your connection preferences by default. To change preferences for this conferencing session only, deselect the Permanent Changes check box.

Set Modem dialog box

The Set Modem dialog box opens when you choose the Set Modem button in the Conference Setup dialog box. Use this dialog box to set the modem type, baud rate, port, and modem strings for incoming and outgoing connections.

Click on an area for information.



To set up your modem:

1. From the Modem Type list, select your modem type or a type compatible with your modem. The modem strings for Initialize, Dial, and Answer are set to defaults when you select a modem type. If you don't know your modem type (or your modem does not appear in this list), select Hayes compatible. If you are directly connecting two systems together using a cable between the serial ports, select Direct Connect - No Modem. (See direct-connect cable requirements below.)
2. From the Baud Rate list, select the highest baud rate that your modem supports for data transfer, unless you are lowering the baud rate for compatibility reasons. (Note that if you specify a 14.4 Kbps modem, a message appears indicating 19.2 Kbps will be used. The ProShare application always increases 14.4 Kbps to 19.2 Kbps, which is the maximum that Windows supports).
3. From the Port buttons, select the COM port to which your modem is attached. If you do not know the port number, try COM1 or COM2 first. If you have a "dedicated" mouse port (a special port other than one of the COM ports), the modem is probably connected to COM1. If your mouse uses a COM port, the modem is probably connected to COM2.
4. If you are accessing a modem or modem pool connected through a network, select the Use Int14 check box. Note that the maximum throughput of an Int14 communicating over DOS and Windows is approximately 9600 bits per second.
5. If you are using a custom, high-speed driver with your modem (baud rates up to 115200), select the

Use High Speed Baud Rates check box, and then from the Baud Rate list, re-select the baud rate to use. Note that selecting the Use High Speed Baud Rates check box also affects the baud rates available in the Modem Connection Details dialog box (Conference menu, Connect command, Modem button).

6. Unless you are going to customize strings in step #8, from the Dial Using buttons, select whether to use tone or pulse dialing. (If you customize strings, enter your own codes for tone or pulse in the command strings.)
7. Unless you are going to customize strings in step #8, from the Modem Sound buttons, select whether to have the modem produce sound (Speaker On) or not (Speaker Off). (If you customize strings, enter your own codes for sound off or sound on in the command strings.)
8. The modem command strings for Initialize, Dial, and Answer are set to defaults when you select a modem type. To change the defaults, select the Customize Modem Strings check box. Then enter the command strings for Initialize, Dial, and Answer. See descriptions of the correct modem settings below. Note that selecting Customize Modem Strings disables the Dial Using and Modem Sound buttons.
9. The ProShare application saves any changes by default. To make these changes apply to this conferencing session only, deselect the Permanent Changes check box.

Important tips

If you use the Customize Modem Strings feature, only enter changes for one modem from the Modem Type list while the dialog box is open. To customize another modem, enter the dialog box a second time.

The ProShare application saves any changes to modem strings by default. (To make these changes apply to this conferencing session only, deselect the Permanent Changes check box.) By leaving the Permanent Changes check box selected, the next time you execute the ProShare application, those strings are the default for that modem. To save a custom string setup without changing a modem in the list, enter a unique name for your modem in the Modem Type list before saving the changes. (Place the cursor in the Modem Type box and type in your new name. Do not select another Modem Type from the existing list before exiting the dialog box--you will lose any new customized strings you may have entered.)

If you deselect the Customize Modem Strings check box and you haven't exited the dialog box, any custom strings you may have input are lost.

Customized modem strings are saved in the PSDATA.INI file in your Windows subdirectory. Default modem strings (those that ship with the ProShare software) are in the PSMODEMS.INI file, also in your Windows subdirectory. You can delete the custom settings in the PSDATA.INI file to revert to the default settings in the PSMODEMS.INI.

Direct-connect cable requirements:

Side A			Side B		
25-pin	9-pin		9-pin	25-pin	
2	(3)	<----->	(2)	3	TxD
3	(2)	<----->	(3)	2	RxD
4	(7)	<----->	(8)	5	RTS
5	(8)	<----->	(7)	4	CTS
6	(6)	<----->	(4)	20	DSR
7	(5)	<----->	(5)	7	GND
20	(4)	<----->	(6)	6	DTR

Correct modem settings:

Check your modem documentation for information on the following settings:

- Assert Carrier-Detect when modem detects carrier signal (often the &C1 command).

- Bidirectional RTS/CTS flow control (often \Q3 or &K3 command).
- Use verbal result code (non-numeric, often the X4, Q0, and V1 commands).
- Modem hangs up on on-to-off transition of DTR (often the &D2 command).
- Always assert DSR (often the &S0 command).
- Additional commands can be used to disable certain advanced modem features such as asynchronous operation, compression, or error control (such as &Q0 or \N0).

Modem Type list (Set Modem dialog box)

Select your modem from this list. If you don't know your modem type (or your modem does not appear in this list), select Hayes compatible.

Baud Rate list (Set Modem dialog box)

Select the baud rate from the drop-down list, unless you are lowering the baud rate for compatibility reasons

Port buttons (Set Modem dialog box)

Select the COM port to which your modem is attached.

Use Int14 check box (Set Modem dialog box)

If you are using a modem pool (modems attached to a server and not directly to your machine), you can select this check box. Note that the maximum throughput of an Int14 communicating over DOS and Windows is approximately 9600 bits per second. Check your modem documentation for performance considerations.

Use High Speed Baud Rates check box (Set Modem dialog box)

If you are using a custom, high-speed driver with your modem, select the Use High Speed Baud Rates check box, and then from the Baud Rate list, re-select the baud rate to use.

Dial Using buttons (Set Modem dialog box)

Select whether to use tone or pulse dialing.

Modem Sound buttons (Set Modem dialog box)

Select whether to have the modem produce sound (Speaker On) or not (Speaker Off).

Modem Strings settings (Set Modem dialog box)

The modem command strings for Initialize, Dial, and Answer are set to defaults when you select a modem type. To change the defaults, select the Customize Modem Strings check box. Then enter the command strings for Initialize, Dial, and Answer. See your modem documentation for what values to use.

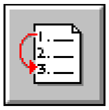
Important tip

Once you customize strings for a modem and then choose OK to exit the dialog box, the strings are permanently changed for that modem. The next time you execute the ProShare application, those strings are the default for that modem. To save a custom string setup without changing a modem in the list, enter a unique name for your modem in the Modem Type list before saving the changes. (Place the cursor in the Modem Type box and type in your new name. Do not select another Modem Type from the existing list before exiting the dialog box--you will lose any new customized strings you may have entered.)

If you deselect the Customize Modem Strings check box and you haven't exited the dialog box, any custom strings you may have input are lost.

Permanent Changes check box (Set Modem dialog box)

Leave this check box selected if you want to permanently save any changes you have made. If you deselect the check box, the changes are effective only for the current conferencing session.



Jump Start dialog box

The Jump Start dialog box opens when you choose the Jump Start command from the Conference menu.   The text that appears in this dialog box helps you send via modem a limited Jump Start version of the ProShare application to someone who does not have the ProShare software.   Once that person receives the Jump Start version, he or she unpacks it into a subdirectory and executes the Jump Start program under Windows.   Then you can establish a conference via network or modem.

In the dialog box, choose the Continue button to go to the next instruction; choose Back to return to the previous instruction.

Transferring over a network

Although the Jump Start dialog box contains instructions for transferring over a modem, you can also transfer the Jump Start version of the ProShare Personal Conferencing application over a network, either by electronic mail or by copying the PSJUMP.EXE file to a server or bulletin board accessible to your colleague.   The PSJUMP.EXE file is located in your ProShare software directory.   Once your colleague has the file, follow the directions in the section below, Install the Jump Start version of the ProShare application on the receiving computer.

Transferring over a modem

The first several dialog boxes summarize the Jump Start process and instruct you on using the Jump Start dialog box.   At the end of the summary, you are prompted to enter your colleague's name and modem phone number.   Just enter your colleague's first name.   For the number, enter all digits that must be dialed including prefixes and area codes.   You can use hyphens to separate the fields.   If you need a pause between numbers as they are being dialed, insert a comma between numbers.   Be sure that the number you enter is your colleague's modem phone number and not a voice line.

Create destination directory

Tell your colleague to create a directory for the Jump Start version of the ProShare application.   Your colleague will need about 2 megabytes of disk space for the Jump Start version.   The suggested directory name is PSJUMP.   Then if your colleague eventually purchases and installs the retail version of the ProShare application, the directories will not have the same name.

Communications setup

The communications setup dialog boxes describe how to establish a connection using the Windows Terminal program on your colleague's computer.   The Windows Terminal program is usually installed in the Program Manager's group named Accessories.   The program's icon is labeled Terminal:

Terminal

If your colleague cannot find the icon to run the program, try these alternatives:

- Use the File Run command in the Windows Program Manager, and enter the following on the command line:

  terminal.exe

  The Windows Terminal program should be installed in your Windows directory, so if you want to specify a drive and path, enter the drive and path of your Windows directory.

- Use the Windows File Manager. Find the file TERMINAL.EXE and double-click it. This file is usually in your Windows directory. If it is not there, use the File Search command in the File Manager to find it.
- Create a program icon for the Windows Terminal program using the Windows Program Manager File New command. Choose Program Item to open the Program Item Properties dialog box and specify the label and command line for TERMINAL.EXE.
- If the TERMINAL.EXE file does not exist on your colleague's hard drive, he or she can install the Terminal program from the Windows installation disks. Consult the Windows documentation for instructions on installing a component of Windows.
- Use an alternate modem communications software program.

Once the Windows Terminal program is running, it must be configured. The Jump Start dialog boxes describe how your colleague should configure the Terminal program so you can transfer the Jump Start file. One terminal setting requires a COM port name; this is the port on the computer to which the modem is connected. If your colleague does not know the setting, try COM1 or COM2 first. If he or she has a "dedicated" mouse port (a special port other than one of the COM ports), the modem is probably connected to COM1. If the mouse uses a COM port, then the modem is probably connected to COM2.

Using an alternate modem communications software program

The Jump Start dialog assumes that the colleague to whom you are sending Jump Start will use the Windows Terminal communcations software to establish a connection and receive the Jump Start files. If your colleague wants to use another communications package, you may change the operation of the Jump Start dialog to accommodate this package. Should you have a problem with the other communcations package, you can back up and change your selection to the Windows Terminal default at any time up until a connection is made.

Using different communications software allows the following changes from the default Windows Terminal method:

Your colleague can initiate the call rather than you initiate the call as in the default Windows Terminal method.

A selection of file transfer protocols is available to support other communications software. The default Windows Terminal method uses the Xmodem file transfer protocol. If you select another communications package, the Ymodem, Zmodem, and Kermit file transfer protocols also may be available for selection.

To use another communication package:

1. In the Jump Start dialog box, select Settings when it appears along with the Communications Setup screen.
2. Specify the settings for the remote communications software. If the Windows Terminal option is selected, the other settings are disabled and reset to the default for Windows Terminal. Selecting Continue at this point causes the Jump Start dialog box to behave as if you had not selected Settings. If you select the Other Communications Program, you can also specifiy the file transfer protocol and whether you will initiate or receive the call.
3. Select Continue after selecting settings for another communications software package. This step causes the Jump Start dialog box to follow a different path to accommodate your selections. For example, if your colleague is to initiate the call, you will be instructed to inform your colleague when to dial and then to select Continue only after you hear the modem phone line ring. The Jump Start dialog box will also remind you to inform your colleague as to what file transfer protocol to use.

If you run into problems trying to transfer the Jump Start files using another communications software package and different file transfer protocol, do the following:

Change the file transfer protocol selection and other modem settings such as baud rate. Baud rate can be changed in the Set Modem dialog box.

Use the default Windows Terminal which provides step-by-step instructions for communications setup and file transfer.

Establish the connection

After the Terminal program is configured on your colleague's computer, you can establish a connection. The modem commands that your colleague enters (ATZ and ATS0=1) work for most modems but they may not work in all cases.

After the connection is established, you can transfer the Jump Start file.

If the connection fails:

- If you are dialing your colleague, have your colleague enter the following modem command string instead of ATS0=1:
  ATS0=1 \N0

  or

  If your colleague is dialing you, have your colleague enter a command similar to the following:
  AT \N0 DT *number*
- If adding \N0 to the modem command string that your colleague is entering still fails, you can add \N0 to your modem's initialization string by canceling out of the Jump Start dialog sequence and changing your modem setup:

  From the Conference menu, choose the Setup command. Choose the Set Modem button. Select the Customize Modem Strings check box. Append the \N0 command to the string displayed in the Initialize text box. Deselect the Permanent Changes check box only if you want these changes to apply to this session without affecting future sessions. Choose OK.

  From the Conference menu, choose the Jump Start command. Follow the sequence of dialogs back to this point in the process.
- If you still have problems, ensure that both you and your colleague have specified the same baud rate. To verify or change your baud rate:

  From the Conference menu, choose the Setup command. Choose the Set Modem button. Verify the rate displayed in the Baud Rate list and change it to match your colleague's, if necessary. Deselect the Permanent Changes check box only if you want these changes to apply to this session without affecting future sessions. Choose OK.

  From the Conference menu, choose the Jump Start command. Follow the sequence of dialogs back to this point in the process.

Transfer the Jump Start file

Once the connection between computers is established, you can transfer the Jump Start file PSJUMP.EXE. Your colleague must specify the directory created earlier (for example, PSJUMP) and the filename PSJUMP.EXE to receive this file. The file transfer can take about 20 minutes to complete. When it is done, you and your colleague can exit from the Windows Terminal program.

If the transfer fails:

- If you are dialing your colleague, have your colleague enter the following modem command string instead of ATS0=1:

ATS0=1 \N0

or

If your colleague is dialing you, have your colleague enter a command similar to the following:
AT \N0 DT *number*

- If adding \N0 to the modem command string that your colleague is entering still fails, you can add \N0 to your modem's initialization string by canceling out of the Jump Start dialog sequence and changing your modem setup:

  From the Conference menu, choose the Setup command. Choose the Set Modem button. Select the Customize Modem Strings check box. Append the \N0 command to the string displayed in the Initialize text box. Deselect the Permanent Changes check box only if you want these changes to apply to this session without affecting future sessions. Choose OK.

  From the Conference menu, choose the Jump Start command. Follow the sequence of dialogs back to this point in the process.
- If you still have problems, try selecting a different file transfer protocol or try using different baud rates.

Install the Jump Start version of the ProShare application on the receiving computer

The PSJUMP.EXE file is a self-extracting, compressed library. It contains several Jump Start application files. Instruct your colleague to run PSJUMP.EXE using the File Run command in the Windows Program Manager; the library decompresses all the separate application files into the same directory.

A license agreement appears before decompressing the files, and your colleague needs to confirm the agreement by selecting Yes to install the Jump Start files.

After the files are decompressed (less than a minute), your colleague can create a program icon for the ProShare application's Jump Start using the File New command in the Windows Program Manager. Specify the drive, the directory path, and the program name PSDATA.EXE.

Run the Jump Start version of the ProShare application on the receiving computer

Double-click the icon to run the Jump Start version of the ProShare application. Or use the File Run command in the Windows Program Manager and specify the drive, directory, and path for PSDATA.EXE.

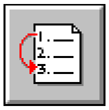
Conduct the conference

After your colleague is running the ProShare application's Jump Start, you can connect over the modem or a network, and conduct a conference. Before establishing a connection, your colleague must configure the connection on the Jump Start version using the Setup command from the Conference menu, and configure the modem using the Set Modem button in the Conference Setup dialog box.

After you have both configured your connection settings, you can establish the connection with your colleague's computer by using the Connect command from the Conference menu.

See also

Working with someone who doesn't have the ProShare application



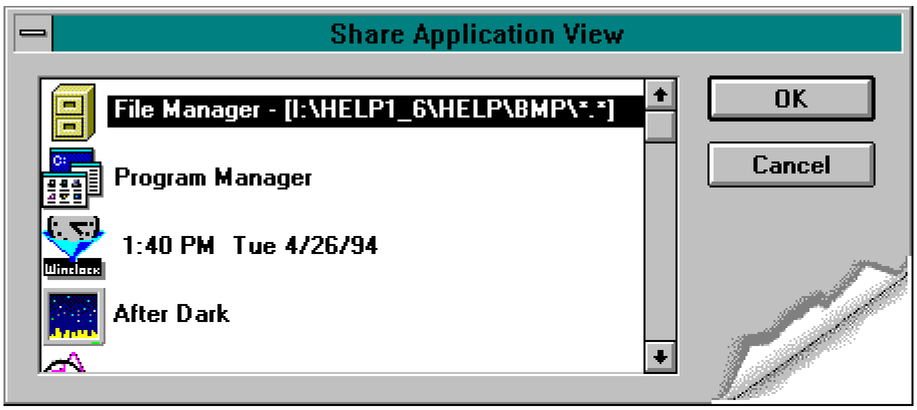
Share Application View dialog box

The Share Application View dialog box opens when you choose the Share Application View command from the Application menu or the Share Application tool in the floating Data Capture toolbox.   Use this dialog box to select the application to share with the other participant.   Select the application from the list and then choose OK.

Note

Only currently running, Windows-based applications appear in the Share Application View dialog box. You can share multiple applications by selecting an application, then choosing the Share Application tool or the Share Application View command again.

Click on an area for information.



To share an application:

1. From the Application list, select the application.
2. Choose OK.

Important tip

When you begin application sharing, if the ProShare software detects differing keyboard drivers, the software displays a message suggesting that you execute in view-only mode.   Keyboard drivers, especially those that enable keyboards for different languages, can interpret keystrokes differently. Use the view-only tool to toggle between interactive and view-only modes.

See also

Application sharing windows
Sharing an application

Application list

Shows a list of Windows-based applications that are running on your computer. Select the application you want to share and then choose OK.

You can share multiple applications by selecting an application, then choosing the Share Application tool or the Share Application View command again.

Terms

Address Book

annotation

Annotation toolbox

application sharing

Attendee status bar

Bookcase

conference

configure

connect

crop tool

Data Capture toolbox

ellipse tool

file transfer

guest

highlighter tool

host

importing data

Jump Start

keyboard driver

line tool

meeting file

new page tab

notebook

OLE

Page Sorter

Pan window

participant

pen tool

print capture

private workspace

public workspace

rectangle tool

remote pointer

return tool

selection pointer

Address Book

The Address Book application is much like your personal address book. To launch the Address Book from the ProShare application, from the Conference menu, choose the Address Book command. You also can open the Address Book by double-clicking its icon in the ProShare program group. Within Address Book, you can choose the person with whom you want to connect. If you specify a name in the Connect dialog box, the ProShare application automatically searches the Address Book for a corresponding entry.

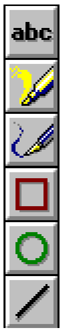
annotation

A mark on a notebook page, including the marks you make with any of the annotation tools. You can place annotations on the page using the annotation tools or you can bring a file into your notebook using the File Open or File Import commands. Every item you bring into your notebook is a copy of the original item.

Annotation toolbox

The Annotation toolbox contains marking tools and pointers for making marks and manipulating annotations in the notebook.   The lower six tools in the annotation toolbox can be any combination of highlighters, pens, circles, lines, rectangles, and text tools.   Double-click any of these tool buttons in the Annotation toolbox to configure the tool or change its characteristics.

Buttons in the Annotation toolbox correspond to actions that can also be performed through a Toolbox menu command.   The buttons bypass the commands and directly choose the action without opening the menu.

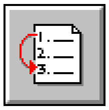


application sharing

A shared application works the same within the ProShare application as it does when run under Microsoft Windows. However, when run as a shared application, both participants can interact with the application features and commands to create or revise the same data or object.

Attendee status bar

This bar at the top of the notebook shows the names of the participants attending the conference, plus the notebook page number that each participant is currently viewing.   Double-click the page number of the other participant in the Attendee status bar to jump to that page.



Bookcase

The Bookcase button in the Help window opens the Bookcase window, which displays an outline of all the major topics in the Help file and in other related Help files. You use the Bookcase window to navigate through all the related Help systems, to search for text across any and all Help systems, and to print all the topics in any branch of an outline.

conference

A meeting in which two participants communicate over computers connected with a modem or a network. In the conference, the participants work on-screen while simultaneously viewing, marking up, or updating information brought into the notebook.

configure

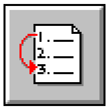
The process of changing the notebook modem and network settings, display settings, or annotation tools to suit your personal preferences. For example, the View menu contains commands that you use to change the appearance of the ProShare application's notebook and status bars. From the Toolbox menu, you choose the Configure Tool command to specify the color of the annotation tools that appear in the toolbox. From the Conference menu, choose the Setup command to set connection preferences, such as modem settings.

connect

The process of establishing communications between your computer and your colleague's computer over a modem or a network.

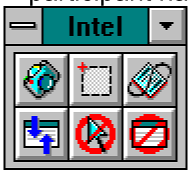
crop tool

A tool in the Data Capture toolbox that you use to bring information into the ProShare application's notebook. When you select the crop tool, you can take a snapshot of the region you define for insertion into a notebook page. Use the crop tool to define a small region of a screen that you need.



Data Capture toolbox

A floating toolbox that you use to snapshot portions of data from another application for insertion into the notebook, sharing the information with the other conference participant. You also can share one or more Windows-based applications with the other conference participant, whether or not the other participant has the same application installed. The Data Capture toolbox floats on top of your screen.

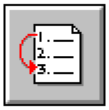


Tip

When you are not connected to another participant, on color monitors the start sharing and stop sharing buttons are gray to indicate that the actions are unavailable. Shift+F1 context-sensitive Help is not available for the buttons when the action is unavailable.

ellipse tool

A tool in the Annotation toolbox that draws ellipses and circles. To draw a circle, press and hold the Shift key as you click and drag the mouse. Double-click the ellipse tool button in the Annotation toolbox to configure the tool or change its characteristics.



file transfer

The process of sending one or more files from your computer to your colleague's computer using the Transfer command from the File menu.

guest

The conference participant who views and optionally interacts with a shared application in a Sharing window. The host controls the guest's interaction with the shared application with the view-only tool, or the Only Host Edits command from the Application menu in the ProShare notebook.

highlighter tool

A tool in the Annotation toolbox that lets you color over items in the notebook.   Double-click the highlighter tool button in the Annotation toolbox to configure the tool or change its characteristics.

host

The conference participant who launches and then shares an application. The host controls the guest's interaction with the shared application with the view-only tool, or the Only Host Edits command from the Application menu in the ProShare notebook.

importing data

The process of bringing data from another application into the ProShare application's notebook using the Import command on the File menu. Imported files can be of the following formats:

- Graphics files in a format that the ProShare application can read. Importing a graphics file preserves the number of colors in the graphic.
- An entire file in another format. Instead of taking several snapshots, you use the Import command to print the file contents into your notebook pages. Graphics within such files are imported in a maximum of 16 colors.

Jump Start

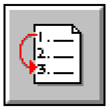
The process of transferring a limited version of the ProShare application to a colleague who does not have the program. After the colleague installs the software, you can conduct a conference with him or her, either over a modem or network.

keyboard driver

Keyboard drivers interpret your keystrokes and allow applications to display what you type.

line tool

A tool in the Annotation toolbox that draws straight lines in the notebook. To make the line "snap to" 45 degree increments, press and hold the Shift key as you click and drag the mouse. Double-click the line tool button in the Annotation toolbox to configure the tool or change its characteristics.



meeting file

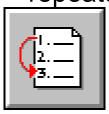
A file containing the notebook pages in the ProShare application's .MTG file format. You can save the notebook to a meeting file and then open it later for a subsequent conference.

The information in the private workspace is automatically saved to a file with the same name as the meeting file, but with the .PRV extension. The .PRV file opens automatically when you open its corresponding .MTG file.

Version 1.5 meeting files can be opened in version 1.6, which automatically converts the file to 1.6 format. Once saved, you cannot subsequently open the meeting file in version 1.5.

new page tab

Adds a new blank page to the notebook. When the New page tab has scrolled out of view, click repeatedly on the tab down-arrow to reveal the New page tab.



notebook

The ProShare application's workspace is a set of tabbed pages, or a notebook. Each page in the notebook has a numbered tab. You can insert a snapshot of data from another application into a notebook page, or import files to the notebook pages. You can add and delete pages to and from the notebook.

OLE

The Windows term "OLE" means Object Linking and Embedding. Using shared OLE, you can insert data from another application into the ProShare application's notebook. The inserted data retains an association with the application that created it. When you double-click the shared OLE object in the ProShare application's notebook, the ProShare application opens the application that originally created the data so that you can update the information. Embedded objects are available only from applications that support OLE. Shared OLE objects can be opened and updated only if the participant doing the editing has the application installed. Only one participant can open and update a shared OLE object at a time.

Page Sorter

A dialog box you can open in the ProShare application to show multiple pages of your notebook in a thumbnail format. You can change the order of pages, print pages, and delete pages in the Page Sorter. You can leave the Page Sorter open while you work in the ProShare application's notebook.

Pan window

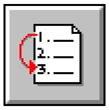
A thumbnail view of the shared application that appears on the guest's screen when the host's screen is larger or has a higher video resolution than the guest's screen. The guest can drag the thumbnail view within the Pan window to make other areas of the application visible. The guest can minimize the Pan window, but cannot close it.

participant

A person who is connected to a ProShare application conference.

pen tool

A tool in the Annotation toolbox that lets you write in the notebook. Double-click the pen tool button in the Annotation toolbox to configure the tool or change its characteristics.



print capture

The process of bringing data into the notebook from another application using the ProShare print capture driver. Print capture is useful if you want to copy a page or pages of a document, but you cannot view the entire page on the screen to snapshot it. Use print capture to print those pages. You can use the print capture process in two ways:

- From the File menu, choose the Import command. In the Import Using dialog box, specify the Print Capture method.
- Open your document, select the page or pages to print to the notebook, and print to the ProShare application print capture driver.

private workspace

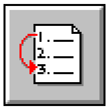
The private workspace, when showing, appears below the public workspace. If you place data into the private workspace (using the snapshot tool, making marks, pasting, or importing a file), the other participant cannot see that information.

public workspace

The public workspace is the top of the notebook page. When you place data into the public workspace (using the snapshot tool, making marks, pasting, or importing a file), the other participant can see it.

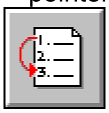
rectangle tool

A tool in the Annotation toolbox that draws rectangles and squares on the notebook page. To draw a square, press and hold the Shift key as you click and drag the mouse. Double-click the rectangle tool button in the Annotation toolbox to configure the tool or change its characteristics.



remote pointer

A tool in the Annotation toolbox that changes your cursor into a pointer that the other participant can see. (Be sure that you are both using different colored pointers.) With the remote pointer, you can use your mouse to point to items on the notebook as you discuss them. Double-click the remote pointer tool button in the Annotation toolbox to change its color.

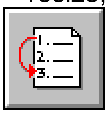


return tool

A tool in the Data Capture toolbox that brings the ProShare application to the top of your screen.

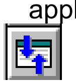
selection pointer

A tool in the Annotation toolbox that selects objects displayed in the notebook so you can move, copy, resize, or delete them.



share application tool

A tool in the Data Capture toolbox that opens the Share Application View dialog box, in which you can choose an application to share. The sharing mode graphic appears in the title bar of any shared applications.



Tip

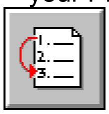
When you are not connected to another participant, on color monitors this button is gray to indicate the action is unavailable. Shift+F1 context-sensitive Help is not available for the button when its action is unavailable.

Sharing window

The guest sees the shared application within the Sharing window, separate from the notebook window, on his or her computer. The sharing mode graphic appears in the title bar of any shared applications within the Sharing window.

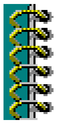
snapshot tool

A tool in the Data Capture toolbox that takes a picture of a window on your screen and inserts it into your ProShare application notebook.



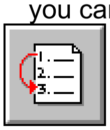
spiral

The border on the left side of the notebook page.   You can turn the spiral on and off in the Preferences dialog box (View menu).



status bar

The gray bar at the bottom of the notebook window. The status bar usually contains information on the page number of the current notebook page and other connection information. When you click on a tool in the Annotation toolbox, the status bar displays a brief message about the tool. When you open a menu and click and hold on a command, the status bar displays a brief message about the command. From the View menu, choose the Preferences command to open the Preferences dialog box, where you can toggle the status bar on and off.



stop sharing tool

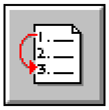
A tool in the Data capture toolbox that stops sharing all applications (if more than one is being shared). The applications remain open on the host's machine until specifically closed.

Tip

When you are not connected to another participant, on color monitors this button is gray to indicate the action is unavailable. Shift+F1 context-sensitive Help is not available for the button when its action is unavailable.

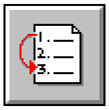
tabs

The row of numbered pages on the right side of the notebook. The tab of the current notebook page is indicated with a blue number on a white background. Click on a tab to jump to its page. Double-click a tab to synchronize pages with the other participant.



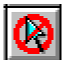
text tool

A tool in the Annotation toolbox that lets you type text at the location you click. Text does not wrap around, so press Enter at the end of a line.   Double-click the text tool button in the Annotation toolbox to configure the tool or change its characteristics.



view-only tool

A tool in the Data Capture toolbox that lets the host of a shared application toggle the sharing mode between view-only and interactive. As the host of the shared application, you can control whether the guest can interact with the shared application or not by choosing this tool or the corresponding commands from the Application menu.



wildcard

Special character in a filename designation, as defined by DOS. The asterisk (*) can represent a sequence of characters, and the question mark (?) can represent any single character.

Help on using Help

Help is easy to use.   There are five basic steps.

1. Go to the Help window while using the application.
2. Read text, and, if necessary, use scroll bars or PgDn to see more.
3. Click on hotspots for additional information.
4. Use the buttons located at the top of the Help window to navigate through the Help.
5. On the File menu, choose the Exit command to leave Help and return to the application.

Getting to the Help window from the application

You can get Help in several ways:

- On the Help menu, choose the Contents command to go to the main Help topic.
- On the Help menu, choose the Search command and search for Help on a topic.
- Press the F1 key to get Help related to what you are doing.
- Press the Shift+F1 key to turn your mouse cursor into the context sensitive Help cursor . Then, click on an item in the application to get related Help.

Tip

Within the ProShare application, Shift+F1 context-sensitive Help is not available for the following interface elements:

- the main window's menu bar
- the control menu on the main window, on the floating Annotation toolbox, and on the Data Capture toolbox
- the title bar and the minimize button on the Data Capture toolbox

Hotspots

Hotspots can be in text or in a picture. In text, sometimes called click text, the hotspots are a different color (usually green) and either dashed- or solid-underlined.

In both text and pictures, the mouse pointer changes to a pointing hand when you go over a hotspot.

With either text or a picture hotspot, click on the hotspot to go to the related information.

Some hotspots show the related information in a pop-up window. Click outside the pop-up window to close it.

Other hotspots move you to another Help topic. Choose the Go Back button (at the top of the Help window) to return from the jump.

Choose one now to see the difference. Dashed underlines are pop-up windows. Solid underlines move you to a related screen.

Button bar

Located at the top of the Help window, these buttons provide the most common navigation and search functions.

Contents Move to the main Help topic.

Go Back Return to the last Help screen you saw.

History Display a window listing the topics you've seen. (Choose any to return there).

Search Search for a string and then go to a topic containing the string.

<<

>> In some sections the forward and backward arrows are activated. Like pages in a section of a book, flip to preceding and following topics.

Bookcase Go to an outline of the Help in the Bookcase window.

Dashed-underline pop-up Help

Right!   This is a pop-up Help topic.   Click outside this window to make the pop-up go away.

Solid-underline jumps

You clicked on a word or phrase identified by a solid underline and jumped to a new topic. Your original topic is gone...but not for long. See the Go Back button at the top of the Help window? Click on that (or press the B key) to return to where you were.

Searching in Help

In the Search dialog box, type in the word or words that you want to find and click OK. You get a Search Results dialog box. From there, choose topics that you want to go to. The Search Results dialog box remains on the screen so you can return to it and choose another topic without having to do the search again. Choose Cancel to remove this dialog box.

You can use wildcard characters (*) when you type in the word or words that you want to find. For example:

> Bee*

This phrase finds all words that start with Bee.

You can use search operators like AND, OR, NOT, and NEAR when you type in the word or words that you want to find. You can enter an operator in uppercase or lowercase:

AND connects topics finding all phrases connected by AND. If a phrase does not appear in quotes, any space between words in the phrase is assumed to represent an implicit AND. For example:

> Bees love honey

This phrase finds any topic containing the three words "Bees," "love," and "Honey." This is the same as specifying Bees AND love AND Honey. However, when quotes are used, Viewer searches for the entire phrase. For example:

> "Bees love honey"

This phrase finds any topic containing the phrase "Bees love Honey."

OR The OR operator selects topics containing either phrase connected by OR operators. For example:

> Bees OR honey

This query displays topics containing either the word "Bees" or the word "Honey."

NOT The NOT operator selects any topic that does contain the phrase preceding NOT, but doesn't contain the phrase following NOT. For example:

> Bees NOT Honey

This query finds topics containing the word "Bees" but not the word "Honey."

NEAR The NEAR operator selects any topic in which one phrase appears within a certain number of words of the second phrase. The default value is 8 words. For example:

> Bees NEAR honey

This query finds any topic in which the word "Bees" appears within 8 words before or after the word "Honey." To change the default value, choose the Options button in the Search dialog box and enter a new number in the NEAR Means Within box. Words that are next to each other are within one word of each other.

You can choose the Hints button in the Search dialog box to get a reminder of these operators.

Searching in the Help window

In the Help window, you search the single Help file that you are currently viewing. This Help file may be divided into groups that are listed in the Search dialog box. If groups appear, you can restrict the search by checking the groups to be searched.

Searching in the Bookcase window

In the Bookcase window, you can search the Help file that you are currently viewing as well as any other Help file that is registered in your ICOMM.INI file. The Help files appear in the main Search dialog box. You can restrict the search by checking the files to be searched.

Bookcase window

In the Bookcase window, you see an outline of all the Help files, i.e., books, that are registered in ICOMM.INI. You can expand and collapse items in the outline by double-clicking the titles with a book icon. On titles that have a page icon, double-click to jump to the topic in the associated Help file.

You can print multiple topics using the Print button in the Bookcase window. When you click the Print button, all topics that are subordinate to the currently highlighted topic are printed.

Searching works the same in the Bookcase window and the Help window, except that you can search across separate Help files from the Bookcase Search. When you click the Search button, you get a Search dialog similar to the Search dialog in the Help window.