Intel ProShare™ Personal Conferencing Software Getting Started Guide

Contents

Reference information

Click on any of these topics to jump to additonal information contained in the help system.

First Edition, January 1994
Second Edition, May 1994

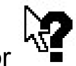
Help on using Help

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.

Chapter 1: Welcome to ProShare™ Personal Conferencing

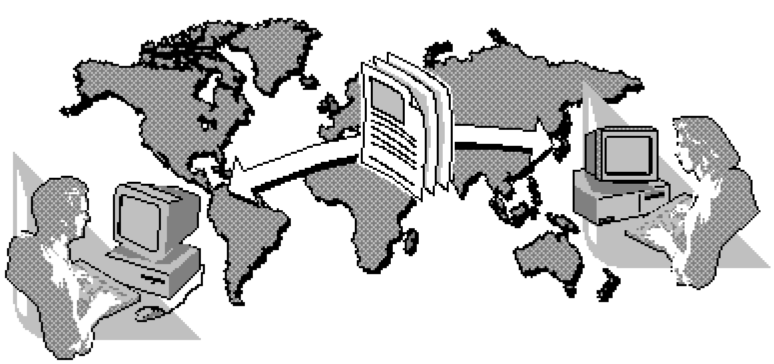
Important

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 version 1.5 meeting file with version 1.6, which automatically converts it to the 1.6 format.

For more information

See the online Help for complete information on using the ProShare software.

The ProShare Personal Conferencing software is a Windows program that two people can run simultaneously on their computers. The computers can be anywhere, connected by modem or by network·. The conferencing participants converse over the phone while they see the same information on their connected computers. When the conference connection is made, each conference participant typically uses a second phone line connected to a telephone for talking to the other person during the conference.



1-1 Where to go from here

The ProShare Personal Conferencing software has an easy-to-use interface and extensive online Help. If you prefer to read before you start, this guide will help you with the basic concepts of the software. Otherwise, from the Help menu, choose the Tutorial to open an easy-to-follow meeting file describing how to use the conferencing software.

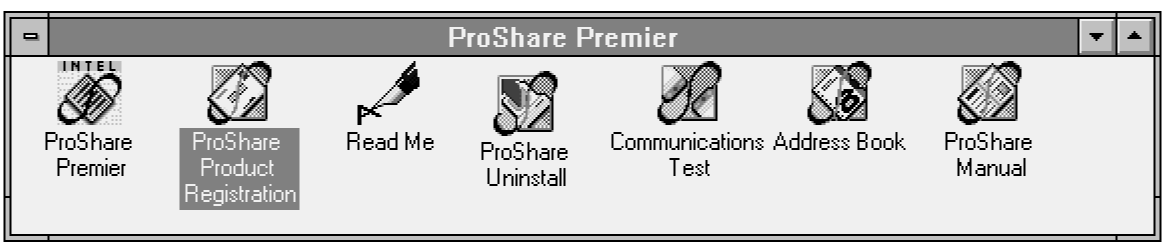
·Novell NetWare 3.11 or greater, supported NetBIOS networks, or supported TCP/IP protocols.

1-2 ProShare program group

Note

Check the README.WRI file for current product information before you use the ProShare software. To do this, double-click the Read Me icon in the ProShare program group.

Installing the software creates the ProShare program group. This group contains the icons shown below. (The Address Book comes with the ProShare Premier Edition software only.)



1-3 Using the online manual and Help

This manual contains enough information to get you started with the ProShare software. For complete information, refer to the online Help.

To access Help:

- From the ProShare software, press the F1 key to get context-sensitive help for the currently selected menu, menu command, or dialog box. Each dialog box also has a Help button; choosing the Help button is the same as pressing F1. To access the main Help window, from the Help menu in the ProShare program, choose the Contents command.

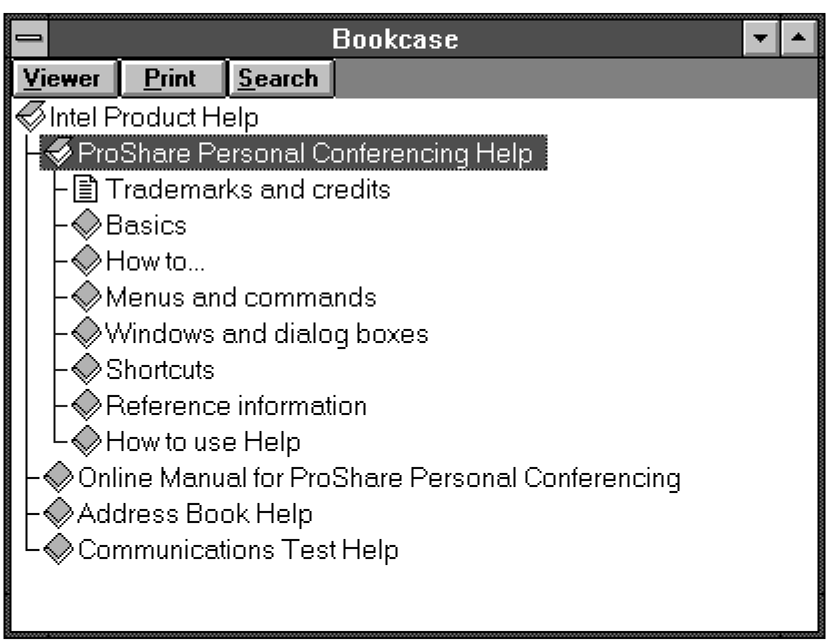
Online manual icon

To access the online manual:

- In the ProShare program group, double-click the ProShare Manual icon to open the online manual. In the Contents listing, click any topic to see a discussion of that item.

To use the Bookcase feature of Help and the online manual:

- In Help or the online manual, click the Bookcase button at the top of the window to open the Bookcase window. The Bookcase displays Intel Help and online manual files in outline format.



Open and close items in the outline by double-clicking the titles that have a book icon. Double-click page icons to jump to that topic. The selected Help or online manual topic appears in a second window.

From the Bookcase window you can select any Help or online manual topic to print. Click the Print button to print the selected Help topic.   When you do this, all topics that are subordinate (which appear indented) to that topic are also printed.

To navigate within Help and the online manual:

- Use the Browse buttons (>> and <<) at the top of the window to move forward and backward through topics.

- Use the Go Back button to return to the previously displayed topic.

- Use the History button to see a list of all the topics, bookmarks, and commands you've selected since entering the Help or online manual.   To quickly display any of these topics, double-click the desired item.

For more information

See the topics *Button Bar* and *Hotspots* within online Help.

- To see more of a Help or online manual topic, use the scroll bars on the side of a topic window or press your PgDn key.

- Click *hotspots* to learn more about a topic. A hotspot is easily identified by the cursor   it turns into a small pointing hand when positioned over a hotspot. Click once to make the topic appear. Most of the graphics that appear in the online help have hotspots.

- Use the Bookmark menu to quickly return to a topic you have marked.

To search within Help and the online manual for any text of interest:

Tip

When you search for a topic from Bookcase, the search can locate pertinent topics from both the online Help and online manual in a single search.

- From the Help menu, choose the Search for Help On command, or choose the Search button at the top of the Help, online manual, or Bookcase window. You can use the * wildcard character and search operators within your search text to pinpoint the topics of interest.
- Once the Search dialog box is open, type in the text you want to locate. Select the topic groups to be searched, and click OK.
- When the search is complete, the Search Results dialog box appears. Double-click the topic to display it.

1-4 If you are new to Windows

Documentation for the ProShare conferencing software uses the following terms that have special meanings in the Windows environment.

Choose	Pick an item that begins an action (including menu commands and buttons).
Select	Mark an item by highlighting it (including check boxes, list boxes,

	and radio buttons).
Click	Press the left mouse button once.
Double-click	Press the left mouse button twice in rapid succession without moving the mouse.
Drag	Press and hold down the left mouse button while moving the mouse.
Dialog box	A window where you edit information or select options. Dialog boxes can be moved, but not sized or minimized. The most common way to exit a dialog box is by clicking OK or Cancel.

Tip

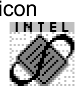
Press Ctrl+Esc to display the Windows Task Manager, which lists all open applications.

To choose applications in Windows:

- Hold down the Alt key and repeatedly press the Tab key to cycle through the names of the applications open on your computer (including Program Manager). Release the Alt key to bring the last-named application to the top.

Chapter 2: Getting started

Program icon



ProShare

To launch the ProShare Personal Conferencing software, open the ProShare program group and double-click the program icon. The notebook and floating Data Capture toolbox appear.

Note

Each conference participant can customize the notebook to suit personal needs. These customizations do not affect what the other participant sees. See the manual Chapter 5 *Setting your notebook preferences*.

You can either set up your notebook with all the graphics, documents, notes, and files you plan to discuss during your conference, and then connect to your colleague's computer; or you can connect to your colleague''s computer first, and then bring the information of interest into your notebook.

2-1 Bringing information into your notebook

Any information that you can see on your computer screen can be placed into the notebook for use during a conference. To place information into the notebook, you can use the following methods:

- Open an existing conference file using the Open command.
- Take a picture of all information within the highlighted window of any Windows-based application using the snapshot tool in the Data Capture toolbox.
- Capture a portion of information appearing on your screen using the crop tool in the Data Capture toolbox.
- Import a document or a graphic file created by another

application using the Import command.

- Print from a Windows application directly into the notebook using the ProShare print capture driver.

To open an existing meeting file and place it in your notebook:

1. From the File menu, choose Open.
2. Specify the drive, directory, and name of the .MTG file to be placed into your notebook, then choose OK.

Snapshot tool

To take a snapshot of another window:

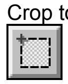
1. With the desired information displayed on the screen (of any Windows-based application), click the snapshot tool in the Data Capture toolbox.
2. Position the camera cursor over the open window. The region of the window to be captured is highlighted with diagonal lines.
3. Click again to pop up a menu of destination selections.
4. Choose a destination:
    - To place the snapshot on a new page in the notebook, choose New Page or press Enter.
    - To place the snapshot on the displayed page, choose Current Page.
    - To place the snapshot on a new private page in the notebook, choose New Private Page. (This selection is only available when the private pages are independent from the public pages.)
    - To place the snapshot on the displayed private page of the notebook, choose Current Private Page.

Concept

All items that appear in the notebook, including imported graphics, text, and snapshots, are bitmapped objects. A bitmap is like a picture of the original object.

The image is captured at the instant you select a destination. This is useful to know if you are capturing a video or animated image.

Crop tool

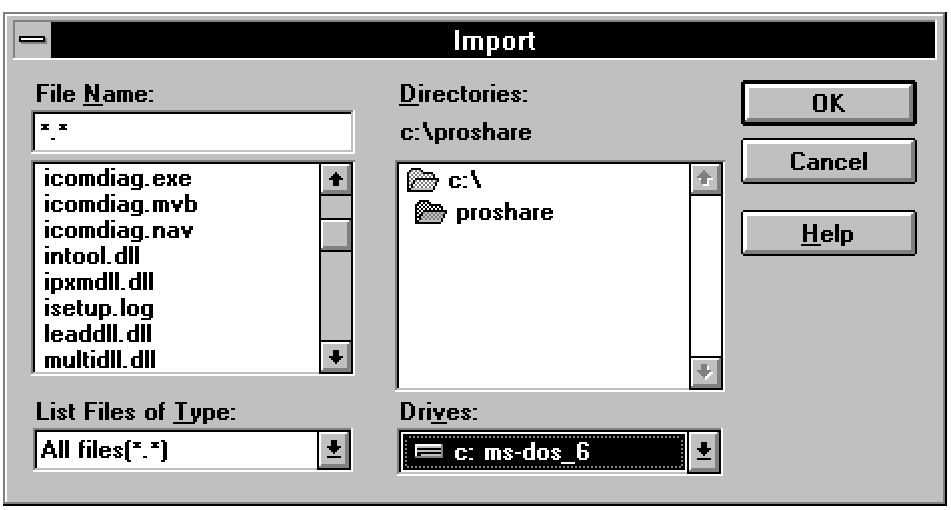


To place a portion of the screen into your notebook:

1. With the desired information displayed on your computer screen, click the crop tool in the Data Capture toolbox.
2. Position the crosshair cursor at one corner of the information to be captured. Press and hold down the left mouse button while dragging the crosshair cursor to the opposite corner of the information. Release the mouse button. A popup menu of destination selections appears.
3. Select the desired destination. The picture of the captured information appears in the upper left corner of the selected notebook page.

To import information into your notebook:

1. From the File menu, choose Import. The Import dialog box appears.



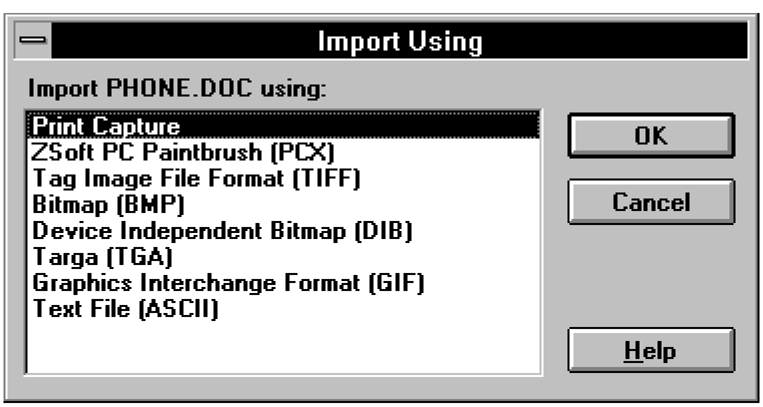
Concept

When the ProShare software

2. Specify the drive, directory, and name of the file you want to place into your notebook, then choose OK. The Import As

opens certain types of graphics or text files, it places the image or text directly onto a new notebook page. (The types supported appear in the Import Using dialog box, shown below.) However, when a non-supported file is opened, the ProShare software starts the application that originally created the file and then prints the file (using the special ProShare application print driver) directly onto the pages of the notebook.

dialog box appears:



Note

The ProShare Print Capture driver is limited to printing files

3. If you are importing a graphics file, select the graphic file format that matches the extension of the graphics file.

   If you are importing a text file, select Text File (ASCII).
   The imported text appears in the

in 16 colors, with the exception of files with the extensions listed in the Import Using dialog box. If you would like to capture an image with more than 16 colors (and it 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.

notebook with the same color and attributes as the text annotation tool. Choose Print Capture to make the imported text appear and format as it would if printed.

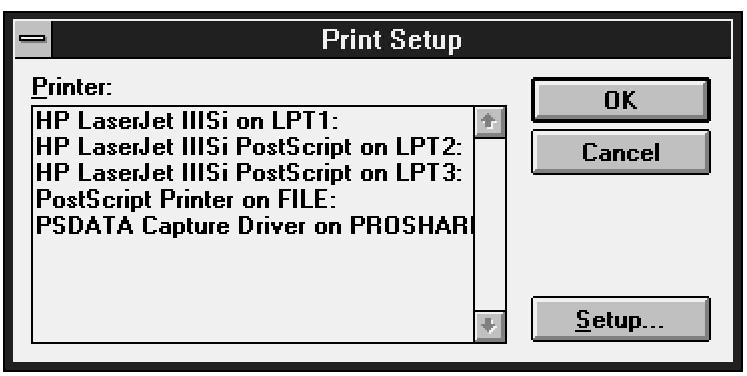
For all other files, select the Print Capture driver.

4. Choose OK.

When you choose Print Capture, the ProShare software locates the application that created the file, and opens the file within that application. The file is then printed into your notebook, and the original file and its application is subsequently closed.

To print from a Windows application directly into the notebook:

1. Run the Windows application, and open the document.
2. From the File menu of the application, choose Print Setup. The Print Setup dialog box appears. The following illustration displays a typical Print Setup dialog box.



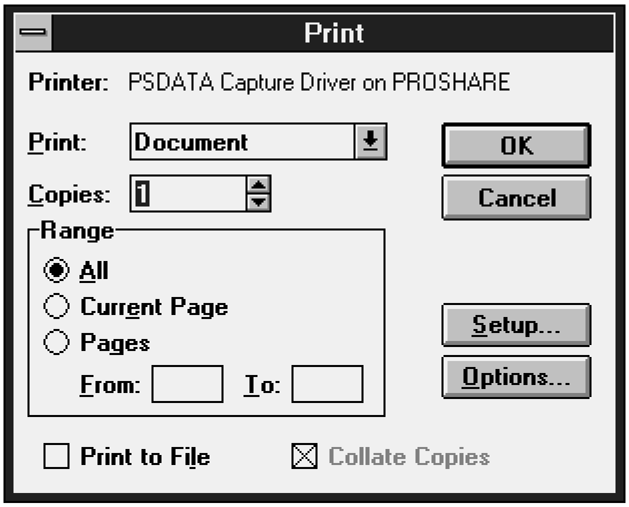
3. Select PSDATA Capture Driver, then choose OK.

Concept

Windows applications vary in the options displayed in their Print dialog boxes. Some

4. From the File menu, choose Print. The following illustration displays a typical Print dialog box.

experimentation may be needed to determine what works best with the document you want to print to the ProShare notebook



5. Select the options you want, and then choose OK.

   The ProShare notebook is opened (if it is not currently running) and the document is printed to the notebook. The notebook remains the active window after the printing completes.

6. At this point, you can return to the originating application or remain in the ProShare application.

Chapter 3: Connecting

Note

To change your conference connection or modem settings, choose the Setup command from the Conference menu to open the

You defined your conferencing setup during the installation of the ProShare software, but you can use the Conference Setup dialog box to either verify or reset it. Before initiating your conference connection, call your colleague on the telephone and make sure he or she is running the correct version of the ProShare conferencing software, and their machine is set to receive

Conference Setup dialog box. To change your modem settings, click the Set Modem button to open the Set Modem dialog box.

the modem or network call.

Tip

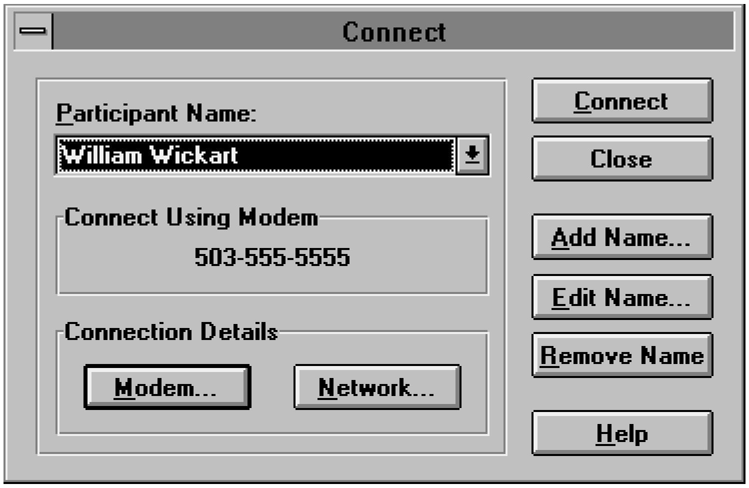
If you want to conduct a conference with someone who does not yet own ProShare Personal Conferencing software, you can send that person a Jump Start version. Jump Start is a limited version of the software that operates using modems and networks. See the topic *Working with someone who doesn't have the ProShare application* within the online Help.

You can connect with your colleague either before or after you place the desired conferencing information into your notebook. However, you cannot share a Windows application with your colleague until after your computers are connected with the ProShare software.

If you are initiating the conference, your colleague's computer must be ready to receive your connection as described below under "Receiving a connection."

3-1 Initiating the connection

1. From the Conference menu, choose Connect. The Connect dialog box appears.

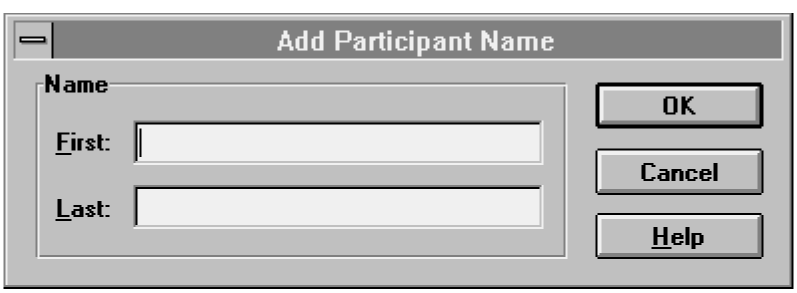


Note

If you have Premier Edition, use Address Book to store names, phone numbers, and network addresses used by the ProShare Premier software. See below, "Using Address Book (Premier Edition) for basic instructions. See Address Book Help for complete details.

To add a new person to the list:

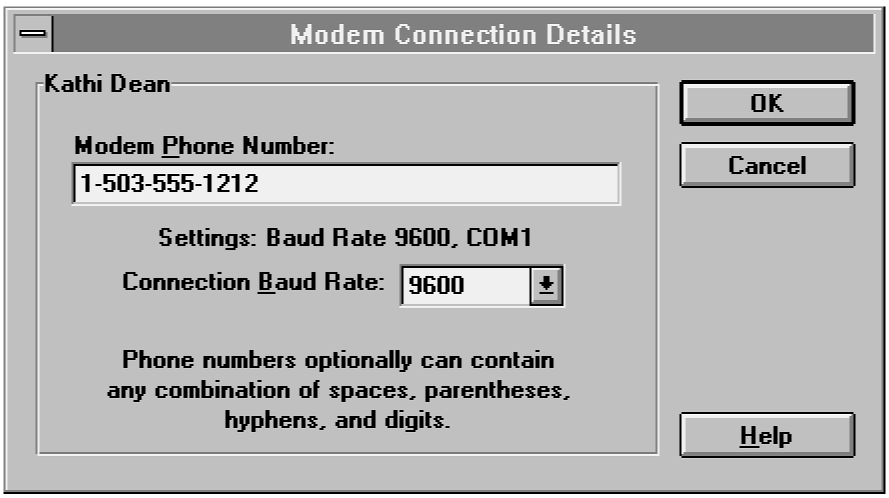
2. Click the Add Name button. The Add Participant Name dialog box appears. Type the name of the person and choose OK.



3. Repeat step 2 to add and store the names of your colleagues.

   The ProShare software maintains a list of the people with whom you have recently connected. Each entry includes the person's modem telephone number, network addressing information, or both. When you want to reconnect with anyone on the list, scroll through the Participant Name list and select the name.

4. In the Connect dialog box, select the connection method to be used for this call: either Modem or Network. When you select the Modem connection method, the Modem Connection Details dialog box appears:



Concept

You can use any combination of parentheses, hyphens, or spaces as separators in the phone number. For example, you could enter

1-(503)555-1212 or

1-503-555-1212 or

15035551212

to specify the same phone number. If you need a

For a modem connection:

- Type the phone number of the modem to which you want to connect. Be sure to include the area code and any required long-distance, international, or other access codes.
- Select a baud rate from the drop-down list if the current rate is not correct for this connection. Choose OK.

For a network connection:

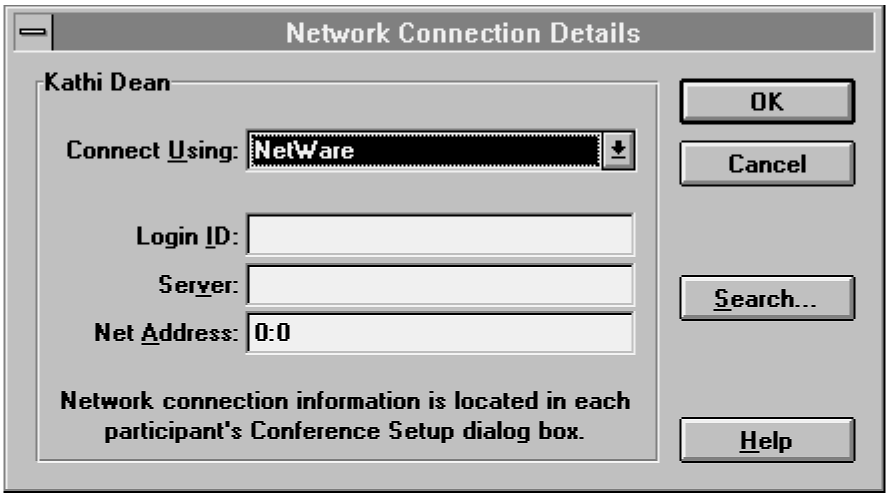
If you choose Network in the Connect dialog box, the Network Connection details dialog box appears.

- Position the cursor on the Connect Using list and select the type of network to be used for the connection.

dialing pause, insert a comma.

(If you are using just one type of network, the drop-down list does not appear.)

This Network Connection Details dialog box appears when you select the NetWare network connection method:



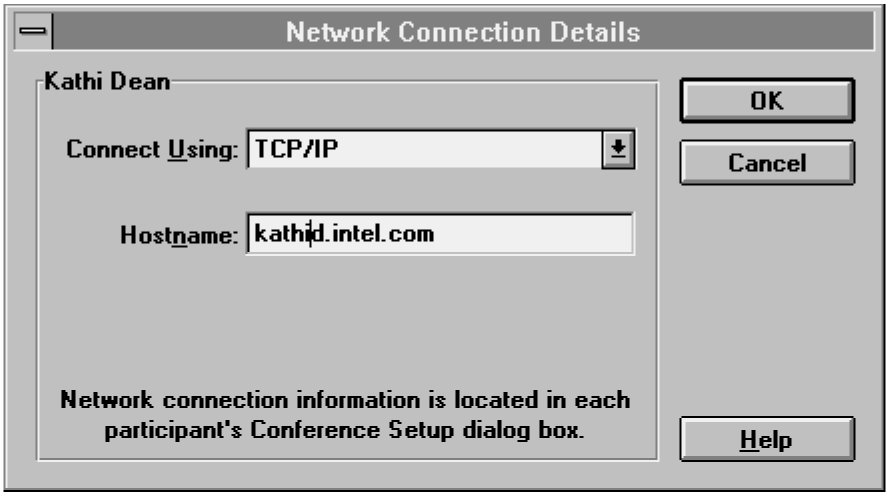
If you cannot connect with the other computer:

- Make sure your colleague has started the correct version of the ProShare software on his or her computer.
- Use the Communications Test program in the ProShare program group to test a modem or your computer's access to the network.

- For a NetWare connection, click the Search button and select the server and name of your colleague. The network address fills in automatically. (If you don't know the user name or server for your colleague, ask your colleague to choose the Setup command from the Conference menu. Your colleague can tell you his or her address. Enter the address in the Net Address box as described by your colleague.) Once the settings are made, choose OK.

A Network Connection Details dialog box similar to the following appears when you select the NetBIOS or TCP/IP network connection method:

- Make sure your colleague's Conference Setup selections are set appropriately. (See the *Receiving a connection* section following.)
- If connecting with modems, make sure you have the appropriate COM port selected, and make sure you dialed the correct telephone number (including the area code, if necessary). See the topic *Troubleshooting* within the online Help for assistance if you cannot connect with modems.



Important

When connecting over a NetBIOS or TCP/IP network, the address name is case sensitive.

- For a NetBIOS connection, enter the network address of your conferencing colleague. (If you don't know the network address for your colleague, ask your colleague to choose the Setup command from the Conference menu. Your colleague can tell you his or her address. Enter the information in the address box as described by your colleague.) Once the network address is entered, choose OK.
- For a TCP/IP connection, enter the TCP/IP host address of your colleague's computer; for example, johnd.intel.com.

5. Choose the Connect button to establish the connection from your computer to your colleague's computer.

3-2 Receiving a connection

Tip

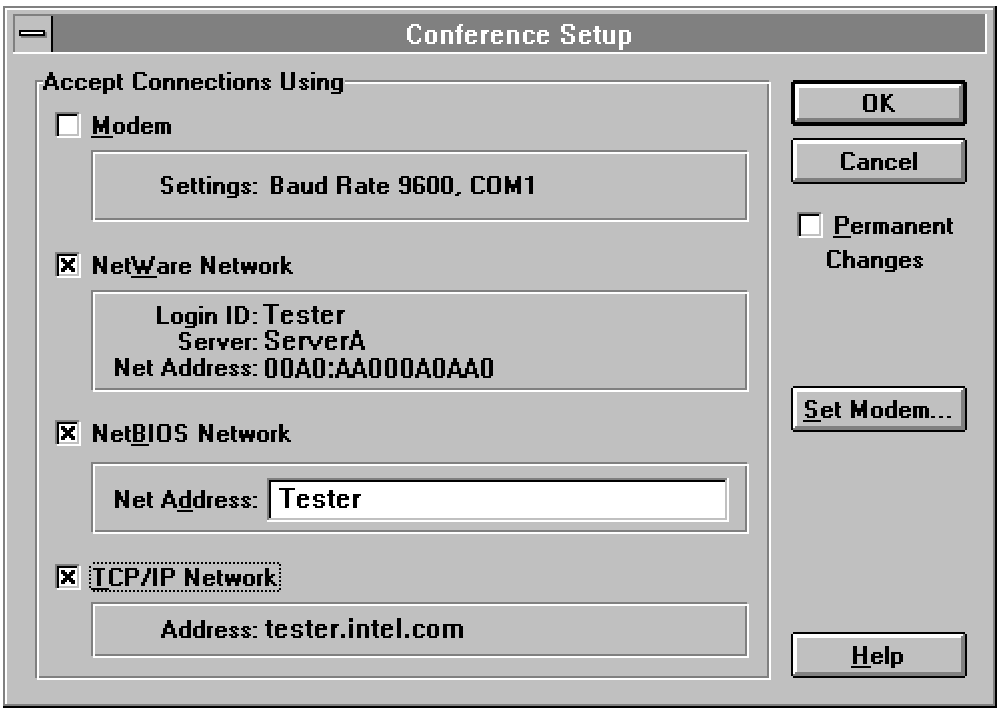
Configure your Conference Setup dialog box for each type of connection you plan to use. As shown here, you can configure for

You defined your conferencing setup during the installation of the ProShare software, but you can use the Conference Setup dialog box to either verify it or change it. The following procedure explains how to change your conference setup.

1. From the Conference menu, choose Setup to open the

modem, NetWare network, NetBIOS network, and TCP/IP protocol. Your selections let ProShare know which connections to listen to for incoming conference calls.

Conference Setup dialog box.

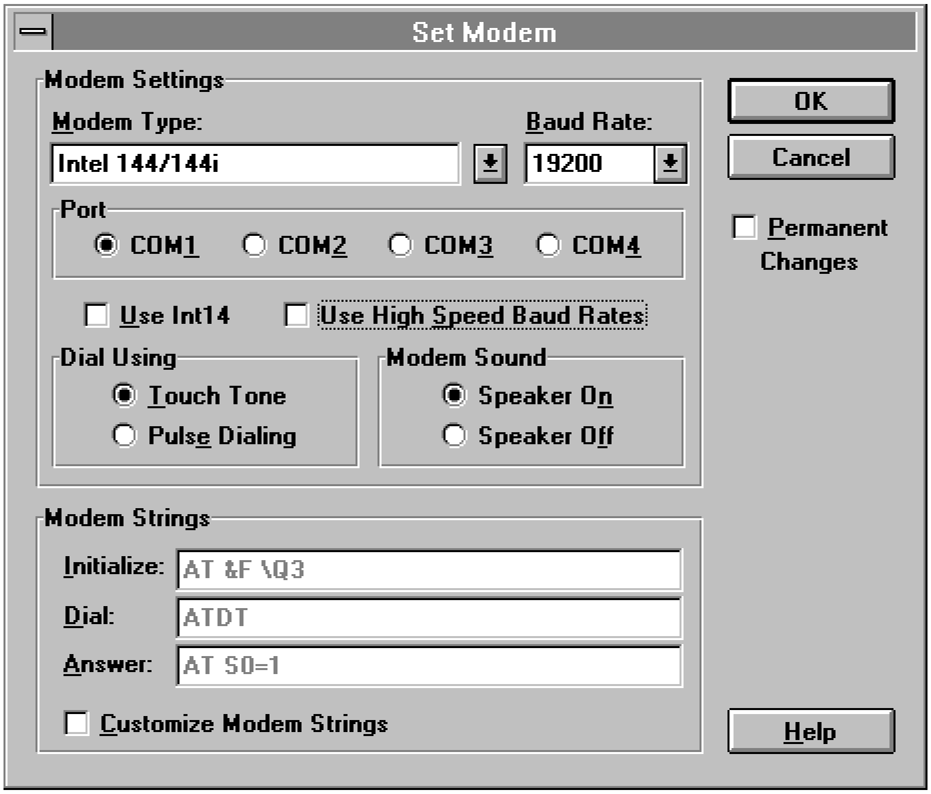


2. Make sure the appropriate Modem and Network check boxes are selected. Your selections should include the connection methods your colleagues will be using to conference with you. If you select a network connection, the network information for your system appears. If you select Modem, your modem baud rate and COM port appear.

   If you need to change modem settings, choose Set Modem and continue to the next step. Otherwise, skip to step 4.

3. The Set Modem dialog box

appears when you choose the Set Modem button.



- Select your modem type or a type compatible with your modem.
- Select the baud rate.
- Identify your modem's COM port number.
- If you are accessing a modem or modem pool connected through a network, select the Use Int14 check box.
- If you are using a custom high-speed driver with your modem, select Use High Speed Baud Rates and then select the baud rate to use.
- Only if necessary, change the default modem commands for Initialize, Dial, and Answer. To do this, select Customize Modem Strings. See the online *Troubleshooting* Help or

your modem documentation.

- If the settings you made here are to be permanent, select the Permanent Changes check box. Otherwise, these changes apply to this session only.
- After you have made all your changes, choose OK to exit the Set Modem dialog box and return to the Conference Setup dialog box.

4. Select the Permanent Changes check box in the Conference Setup dialog box and choose OK. This saves your total configuration for the next time you start a conference. Otherwise, these changes apply to this session only.
5. By telephone, tell your colleague that your computer is ready to receive.

3-3 Using the Address Book (Premier Edition)

Concept

Address Book comes with the ProShare Premier Edition software. Use it to store the modem numbers or network addresses you've entered. Address Book stores the information and passes it to the conferencing software, which subsequently establishes the meeting connection.

Address Book is a telephone directory for your computer. Use Address Book to store names, addresses, telephone numbers, and network addresses. Although the primary purpose of Address Book discussed here is to store and connect to the people you conference with using the ProShare application, you can also use it as your central telephone directory.

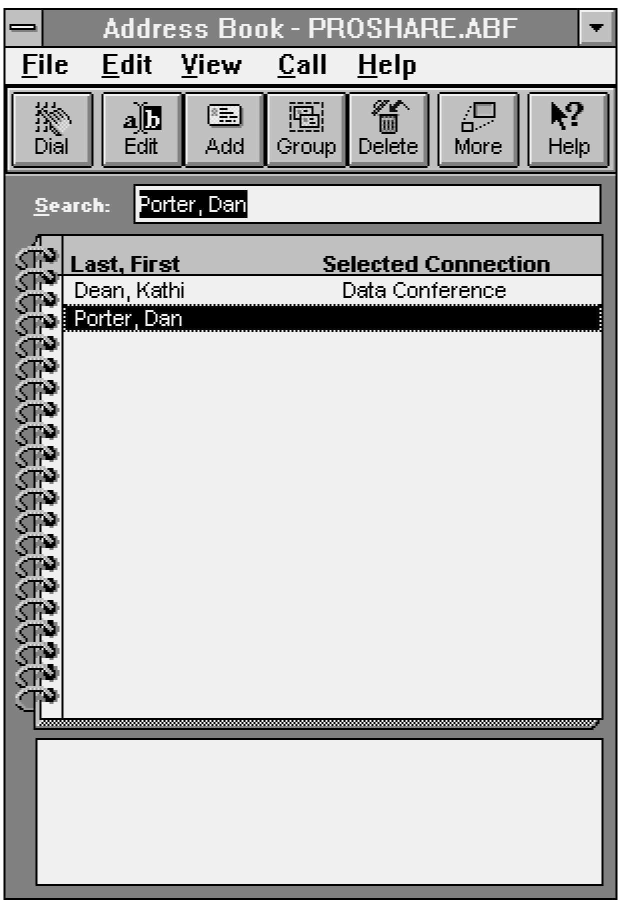
Note

To open Address Book:

All addresses are initially stored in PROSHARE .ABF, and can be accessed by the ProShare software Connect dialog box and the ProShare Premier Edition Address Book. You can also create and name other .ABF files.

- Double-click the Address Book icon in the ProShare program group, or
- From the Conference menu in the ProShare software, choose Address Book.

The following Address Book window appears.



Tip

Press F1 for online help at any time while using the Address

When you start Address Book from the ProShare Premier application for the first time, a default Address Book file (PROSHARE.ABF) is opened. You can add entries to this file or you

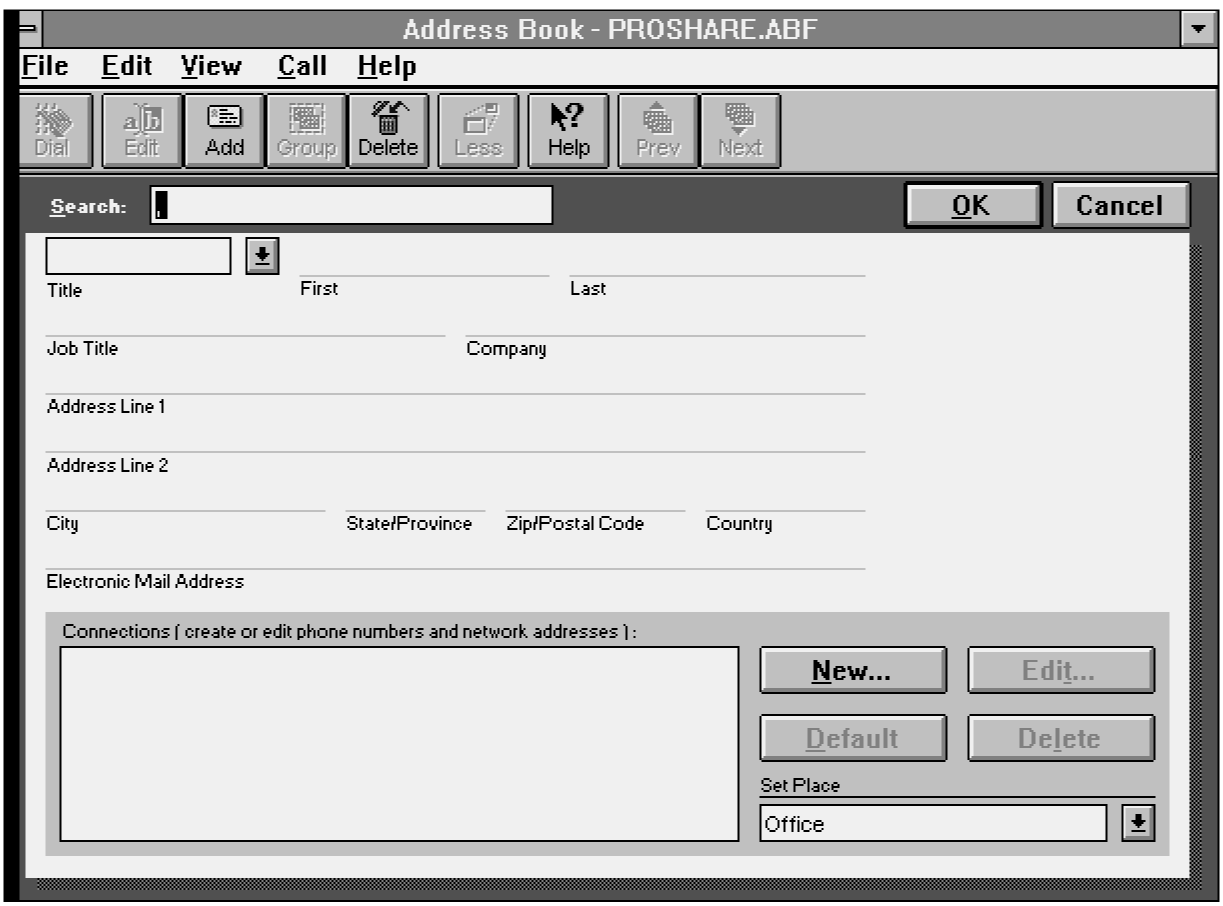
Book.

can create new Address Book files. The entries you make in Address Book files can be used by the ProShare Premier application to initiate conferences via modem or network.

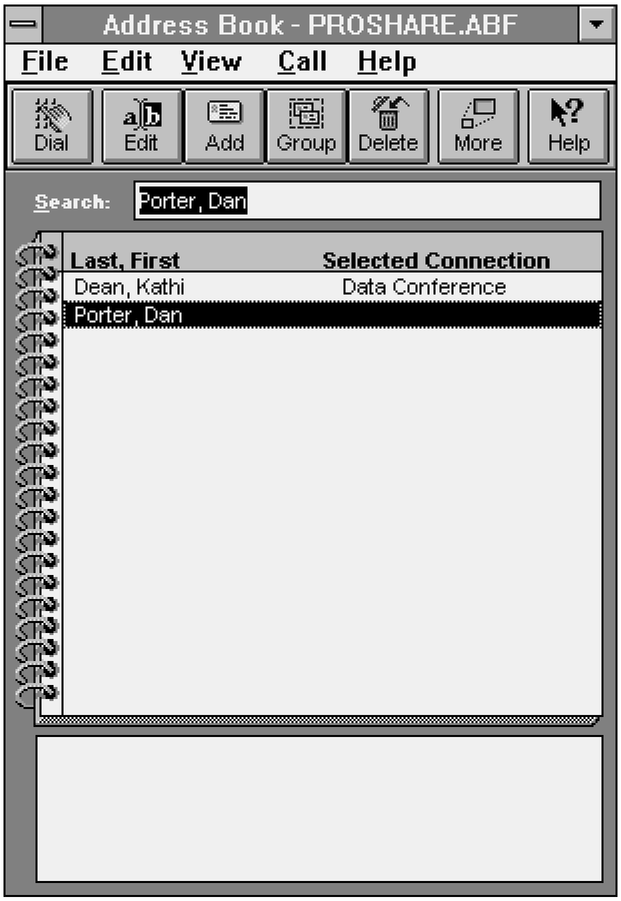
To create a new file, from the File menu, choose New. To open a different Address Book file, from the File menu, choose Open. You can have up to four Address Book files open at the same time and switch among them by selecting the file name from the bottom of the File menu.

To add a person to the Address Book:

1. Click the Add button on the Address Book toolbar, or from the Edit menu choose Add Individual, to display the following dialog box.



2. Enter the requested information in each field.
   You can leave all fields blank, except the first and last name fields.
3. In the Connections section of the dialog box, choose New.
   The New Connection dialog box appears.



4. Select the transport. If it is a phone, select the uses for this phone number.
   For example, if this person has a modem with a voice phone attached, select Data Conference and Voice.

Note

Choose Phone for modem, fax modem, modem, ISDN, or voice phone numbers.

5. Repeat steps 3 and 4 for each connection method to be defined for the individual.
6. Choose OK to accept the individual and his or her associated connection methods into the current Address Book

file.

Note

Use the Dial button or command to connect, regardless of the method of connection.

To connect using the Address Book:

1. Highlight the name of your colleague in the Name List.

2. In the connection list at the bottom of the screen, highlight the modem phone number or network address.
3. Click the Dial button on the toolbar, or from the Call menu, choose Dial.

   For complete details on using the Address Book, see the online Help.

Chapter 4: Conducting the conference

Concept

Marks you make on your notebook pages with any of the annotation tools are each considered an object, including text annotations and images brought in.

During a conference you can:

- View, share, and revise information.
- Take notes in a private workspace.
- Send files to and receive files from the other participant.
- Work interactively on a document with the other participant from within a shared application, and more.

All the methods for placing information into your notebook before you begin the conference can also be used to bring in additional information during a conference.

4-1 Annotating and marking a page

Annotating the notebook is as easy as using a pen or highlighter on paper. Once you make a mark in the notebook, you can move, copy and paste, resize, or delete it.

All of the annotation tools, except the selection pointer, can be customized by either double-clicking the tool in the Annotation toolbox, or by choosing the Configure Tool command from the Toolbox menu. See the online Help for full details.

Tip

You can easily change the color of any of the annotation tools by double-clicking the tool to display the Configure Tool dialog box.

To use the annotation tools:

- The selection pointer selects an object when you click it. To select multiple objects, press and hold the Shift key as you click each object. You can also click in an area and drag the mouse to create a selection rectangle. All objects that are totally within the selection rectangle are selected.
- The remote pointer points to items in your notebook during a conference. To use the remote pointer so both participants can see the pointer moving around the page, be sure the remote pointer tool is selected, and the mouse button is held down as you move the cursor.
- The text tool adds typed text to the page. To do this, select the text tool, place the cursor where you want to start the new text, and type. Press the Enter key when you reach the edge of the page to start the next line; otherwise, the text runs off the visible right edge of the notebook page. (A scrollbar appears so you can scroll the window to see the text.)
- The highlighter colors items on the notebook page for emphasis. To highlight information, select the highlighter tool and then click and drag the highlighter over the information.
- The pen draws freehand objects on the page. To use the pen, select the pen tool, and then click and drag.
- The rectangle draws rectangles and squares on the page. To draw a rectangle, select the rectangle tool and then click and drag. To draw a square, press and hold the Shift key as you click and drag.
- The ellipse draws ellipses and circles on the page. To draw an

ellipse, select the ellipse tool and then click and drag. To draw a circle, press and hold the Shift key as you click and drag.

- The line draws straight lines on the page. To draw a line, select the line tool and then click and drag. To snap a line to 45 degree increments, press and hold the Shift key as you click and drag.

Tip

To move multiple objects, Shift+click each one, then drag the mouse. Release the mouse when the objects are positioned.

To move an object on the page:

1. Select the object by clicking on it with the selection pointer. Black handles appear on all sides of the object.
2. Drag the object (not by the handles, but so that the selection pointer is within the hangles) to the desired location and release the mouse button.

Tip

To delete multiple objects, Shift+click each one, then press the Delete key or from the Edit menu, choose Delete.

To delete an object on the page:

1. Select the object by clicking on it with the selection pointer. Black handles appear on all sides of the object.
2. Press the Delete key, or from the Edit menu, choose Delete.

Tip

To resize an object proportionally, choose the Resize command from the Edit menu. You can also hold down the Shift key while dragging a handle on the selected object.

To resize an object:

1. Select the object by clicking on it with the selection pointer. Black handles appear on all sides of the object.
2. Place the mouse cursor on one of the handles until the cursor changes to a double-ended arrow. Hold down the mouse button and drag the handle to resize the object.

Text Tip

If you begin to type when a text annotation is selected, the

To edit a text annotation

1. Select the text annotation tool. The cursor changes to an I-beam.

new text appends to the end of the text selection.

2. Click in the text annotation at the point where you want to edit.
3. Edit the text, using the arrow keys to move through the annotation and the Delete or Backspace key to delete text.

4-2 Recording private notes

During your meeting, you can make notes in your private workspace that cannot be seen by the other participant.

Tip

If you still need to see a larger area of your notebook pages after you've selected the Full Screen setting from the View menu, you can turn off the Status bar, the Spiral, the Attendee Status Bar, and the Private Title bar by first choosing the Preferences command from the View menu.

To open the private workspace:

- From the View menu, choose Private Workspace. The private workspace appears at the bottom of your notebook.

To record information in the private workspace:

- Use the annotation tools inside the private workspace.
- When using the snapshot or crop tool in the Data Capture toolbox, choose Current Private from the popup destination menu.
- From the Edit menu, choose Paste, then Private, to paste information from the Windows Clipboard into the current private page.

Tip

You can adjust the proportions between public and private pages by dragging the cursor up or down at the dividing line between the two workspaces. For more information, see the topic *Working in the private workspace*

To link or unlink your private and public pages:

You can link your private pages to your public pages so that both parts of the notebook track together as you change pages. When the pages are linked, only the public page tabs appear at the right edge of the notebook page.

Not linking your public and private pages makes them independent from each other. In this case, when you move to another public page, your private notebook page does not simultaneously change. When the within the online Help.

pages are independent, separate page tabs appear for both the public and private pages of the notebook.

1. From the View menu, choose Preferences. The Preferences dialog box appears.
2. Select Link Public and Private Pages to link your private pages to your public pages.

See *Setting notebook preferences* in Chapter 5 for details on the Preferences dialog box, or press F1 for online help.

4-3 Managing your notebook pages

Use the tabs on the right edge of the notebook pages to switch the current page, add a new page, or synchronize the other participant's notebook to the same page.

Concept

Scrolling tabs (that is, the scrolling up-arrow tab and the scrolling down-arrow tab) appear when your notebook cannot display all page tabs at once.

To switch from page to page:

- Click the numbered tab of the page you want to display, or
- Press the Ctrl+PgUp or Ctrl+PgDown keys until the desired page highlights.

To add a new page:

- Click the new page tab (the tab with a + on it). A new tab appears with a new page number.

To scroll a hidden page tab into view:

- Click either the scrolling up-arrow tab or the scrolling down-arrow tab until the desired page tab appears. Click and hold the scrolling tabs to move the page tabs into view at an accelerated rate. Note that these actions don't change the currently displayed page, they only move more page tabs into view.

Tip

The Attendee Status bar, directly above the notebook page, shows the number of the public page that is currently being viewed by each conference participant.

To synchronize the other participant's notebook with yours:

- Double-click the tab of the page you want to be the current page in both participants' notebooks, or
- From the Edit menu, choose Synchronize Pages.

To move to the page the other participant is on:

- Double-click the page number in the Attendee Status bar.

4-3-1 Using the Page Sorter

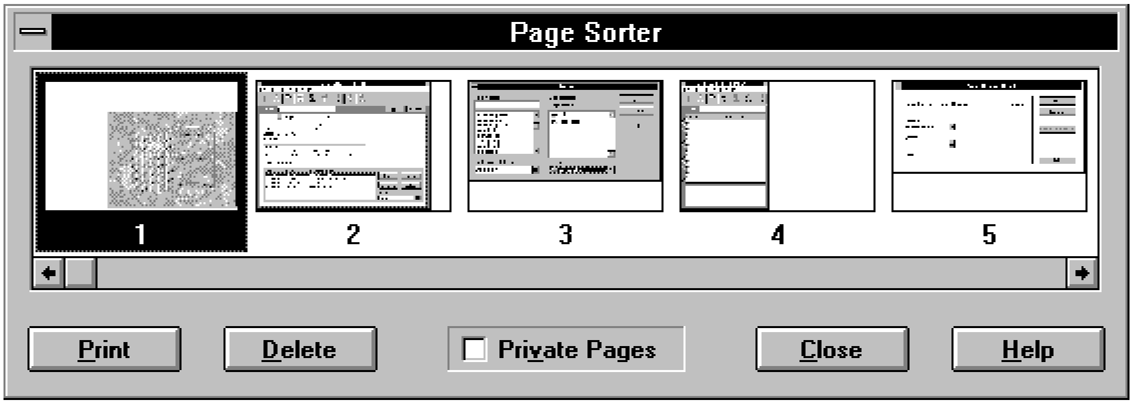
Tip

To work on a group of pages in the Page Sorter dialog box, either select each page with Ctrl+Click, or select a range of pages by using Shift+Click to specify both the starting page and the ending page. Each selected page is highlighted with a heavy border. You can then move, reorder,

Use the Page Sorter to view, reorder, print, or delete the notebook pages. From the View menu, choose Page Sorter to open the Page Sorter dialog box. This displays thumbnail sketches of the pages from either your public or private workspace. The thumbnails are ordered sequentially.

The following Page Sorter window shows that the current notebook contains multiple public pages:

delete, or print the pages as a group.



To switch between viewing the public pages and the private pages:

1. Select the Private Pages check box to display the thumbnail sketches of your private pages. When no check mark is showing, the thumbnails are of your public pages.
2. Use the scroll bars below the thumbnails to determine which pages appear in the viewing area.

To reorder the pages:

You can reorder the pages within the private and public workspace, but you cannot move a page between the private and public workspaces.

1. Select the page to be moved. A heavy border appears around the page.
2. Drag the page to where you want it to appear among the pages and release the mouse button.

For more information

See the topic *Print Setup dialog box* within online Help.

To delete a page:

1. Select the page or pages to be deleted.
2. Choose the Delete button to delete the page from your notebook.

To go to a page:

1. Double-click the page in the Page Sorter dialog box.

To print a page:

1. Select the page or pages to be printed.
2. Choose the Print button to print the page on your current printer.

4-4 Transferring and receiving files

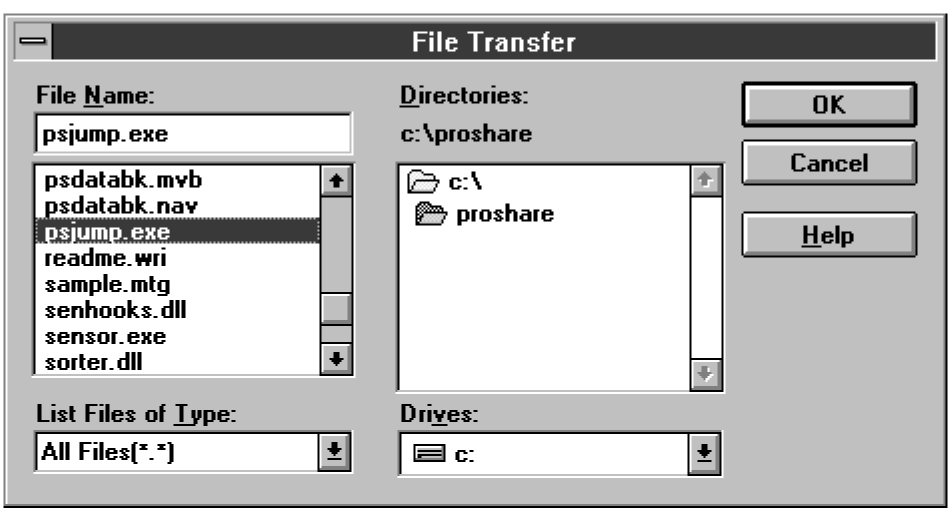
During a conference you can send or receive files from the other participant's computer. Once begun by the sender and acknowledged by the recipient, the file transfer process occurs in the background, so that the meeting participants can continue using other conferencing features.

To select multiple files:

Control+click to select multiple non-consecutive files to transfer. Shift+click to select multiple consecutive files.

To transfer a file:

1. From the File menu choose Transfer. The File Transfer dialog box appears.



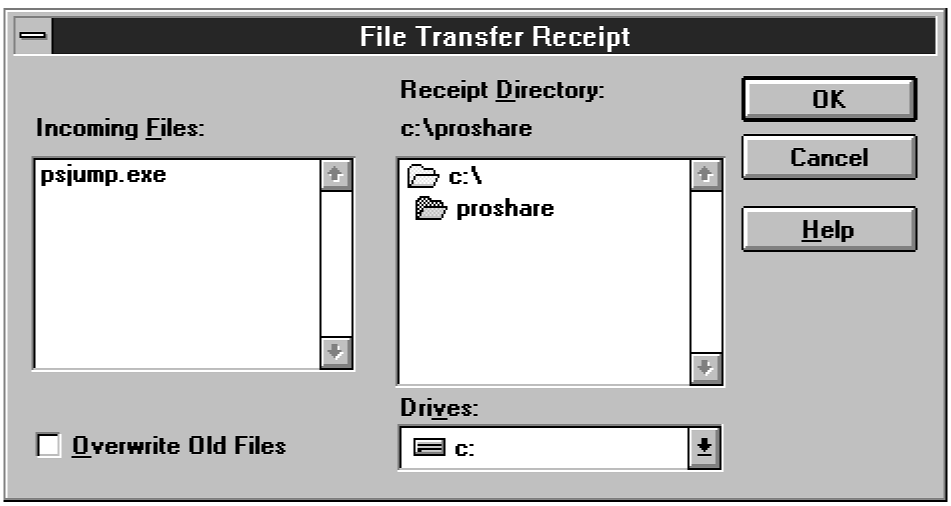
2. Select the files you want to transfer, then choose OK.

The first of the specified files appears in the status bar of the sender's notebook page (lower right corner). When the receiver clicks OK to begin the transfer, all the specified files are sent

3. From the File menu, choose Transfer Status to display a dialog box showing the progress of the file transfer.

To receive a file:

1. Shortly after the sender initiates a file transfer, the File Transfer Receipt dialog box appears on the receiver's screen:



2. Specify the drive and directory where you want the file or files placed. If you want to overwrite an existing file, select the Overwrite Old Files box. Otherwise, a dialog box appears prompting you for a name for any duplicate file name.
3. Choose OK.

4-5 Using embedded information

Concept

To use shared OLE with the ProShare software, the application that creates

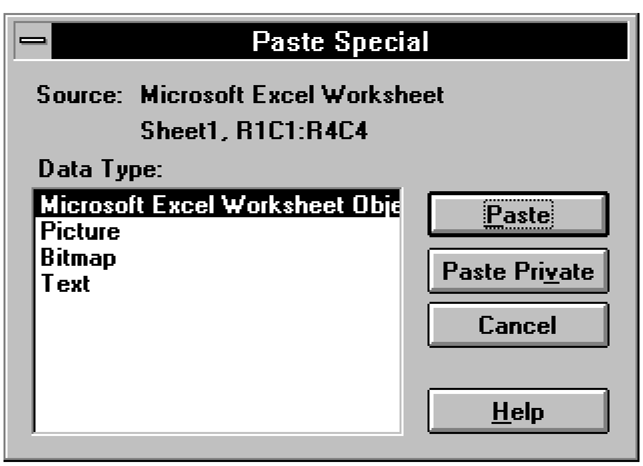
Use the Windows Object Linking and Embedding (OLE) feature to embed into your notebook a graphic, document, or other object created with another application. Either participant can then edit or revise the OLE object must be an OLE server. Not all Windows applications support this function. For shared OLE to work properly, the application invoked by shared OLE must be the same version on the systems of both participants.

In general, the format listed at the top of the Data Type list in the Paste Special dialog box is OLE-enabled. Only those formats indicated by the word Object are editable. Also, the appearance of the shared OLE object within the ProShare notebook is dependent upon the parent application.

the embedded information in the ProShare software. To change information you embedded within the notebook, double-click the shared OLE object to launch the originating application from within the ProShare application, make your changes, exit or update the file, and continue the conference.

To embed an object:

1. Open the application program and create the desired object.
2. Use the application's menus and commands to cut or copy the desired object to the Windows Clipboard.
3. From the Edit menu in the ProShare application, choose Paste Special. The Paste Special dialog box appears.



4. Choose the application object data type.
5. Choose Paste to embed the object.

Important

If you paste a portion of a spreadsheet into the notebook as a shared OLE object, be aware that the entire spreadsheet is displayed when you launch the application.

Important

Only one participant at a time can edit an embedded object in the shared notebook.

To edit an embedded object:

1. Choose the selection pointer tool.
2. Double-click the embedded object in the ProShare notebook to start the originating application.
3. Make the desired changes to the object in the application.
4. Save or update the object to reflect your changes.
   You must update the changes you've made, or they will be lost.

4-6 Sharing applications (Premier Edition only)

Concept

An application being shared within the ProShare Premier software works as it does when run directly from Windows. The major exception is that now both you and the other participant can simultaneously interact with the application to create or revise the same information or object.

At any time during a meeting, either participant can share one or more Windows applications with the other participant. The shared application resides and runs on one computer, but can be used simultaneously from both systems. Sharing is useful when both participants want to work together to create or revise a file created in the application.

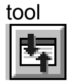
The participant who starts the application is the *host* and the person who views and optionally interacts with the application is the *guest*.

To share an application:

1. Be sure a conference connection is established between both computers using the Premier Edition of the ProShare software.

2. From the Program Manager, the host starts the applications to be shared.

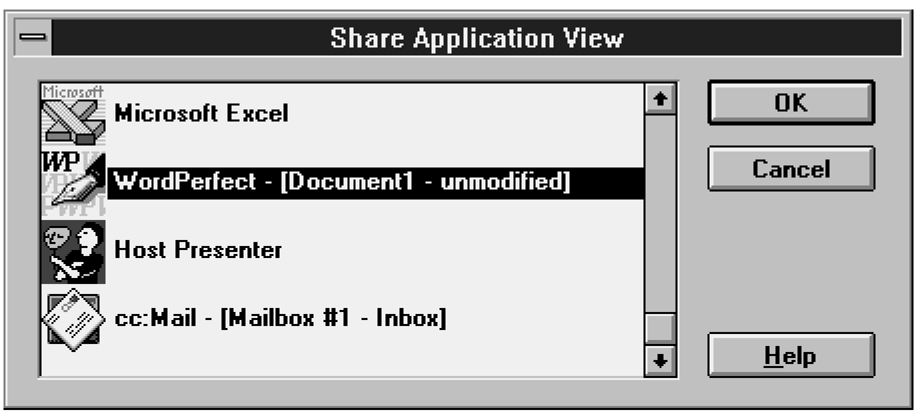
Share Application tool



3. From the notebook, the host clicks the Share Application tool in the Data Capture toolbox. (You can also start sharing by choosing the Share Application View command from the Application menu.) The Share Application View dialog box appears on the host's computer.

Concept

The Share Application View dialog box lists all shareable Windows applications currently running on the host's computer.



4. The host clicks the name or icon of the application to be shared and chooses OK.

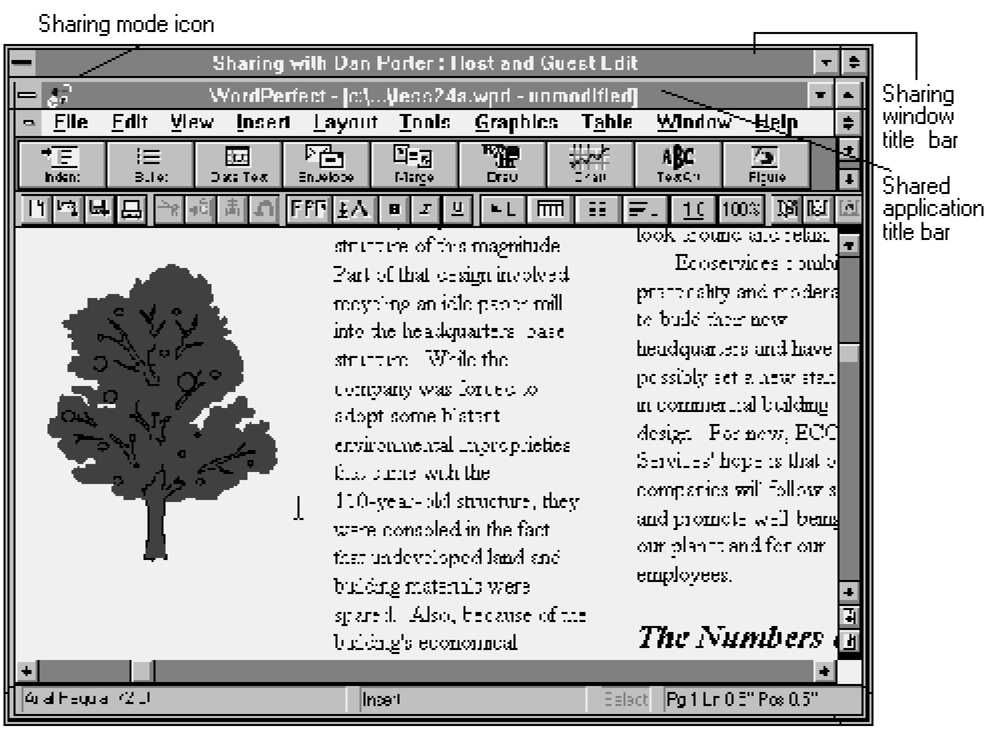
Title bar Sharing Mode Icon

When an application is shared, a sharing mode icon appears in the title bar of the shared application on the host's computer to show that the application is visible to the guest. This icon shows whether the guest has permission to interact with the application: two arrows on the icon indicate both participants can interact, and one arrow indicates only the host can interact with the shared application. The host controls the interaction setting.

You can share multiple Windows applications by repeating steps 2 through 4 above. You are limited by the resources of your system. See the online Help for information on increasing system resources, especially if you are on a network.

4-6-1 The 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 icon appears in the title bar of any shared applications within the Sharing window.



The Sharing window appears in the upper left corner of the guest's screen the first time you share an application. Thereafter, the Sharing window opens where it was when you previously ended a sharing session. Move and resize the Sharing window as you do any window, except in the following situation.

As the guest, you can never make

the Sharing window larger than the screen on the host's system, or larger than the video resolution of the host's system. As an example, if the host system displays the shared application at 640 x 480 pixels, then the Sharing window on the guest system appears at 640 x 480, regardless of the video resolution of the guest system.

To alternate the guest's Sharing window between full screen and normal size:

- From the Sharing window's control menu, choose the Full Screen command to enlarge the Sharing window to full screen, or
- Use Ctrl+Alt+F to alternate the Sharing window between full screen and normal size.

Full screen mode differs from the Windows maximized condition in that the title bar of the Sharing window is not displayed in full screen mode.

4-6-2 Setting the sharing mode

To set the sharing mode:

The host controls whether the guest has permission to interact with the shared application. Interactive is the default sharing mode. When interactive sharing is enabled, any mouse or keyboard action performed by either participant within the shared application is reflected on the screens of both participants. This can make the cursor jump around when both participants attempt a different action at the same time. To avoid this problem, talk on the telephone as you share the application, and take turns using the mouse or making changes.

Sharing mode tool

As the host, you set the sharing (interactive) mode for the guest by either of the following methods:

- Choose the Sharing Mode tool in

the Data Capture toolbox to alternate between interactive and View-only mode, or

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

View-only cursor

When view-only mode is enabled or when the Sharing window is not the top-most, active window, the guest's cursor changes to the View-only cursor inside the Sharing window. This cursor indicates to the guest that work cannot be performed by the guest at this time within the shared application. The host cannot see the guest's cursor when it is in View-only mode.

Stop Sharing tool

To stop sharing:

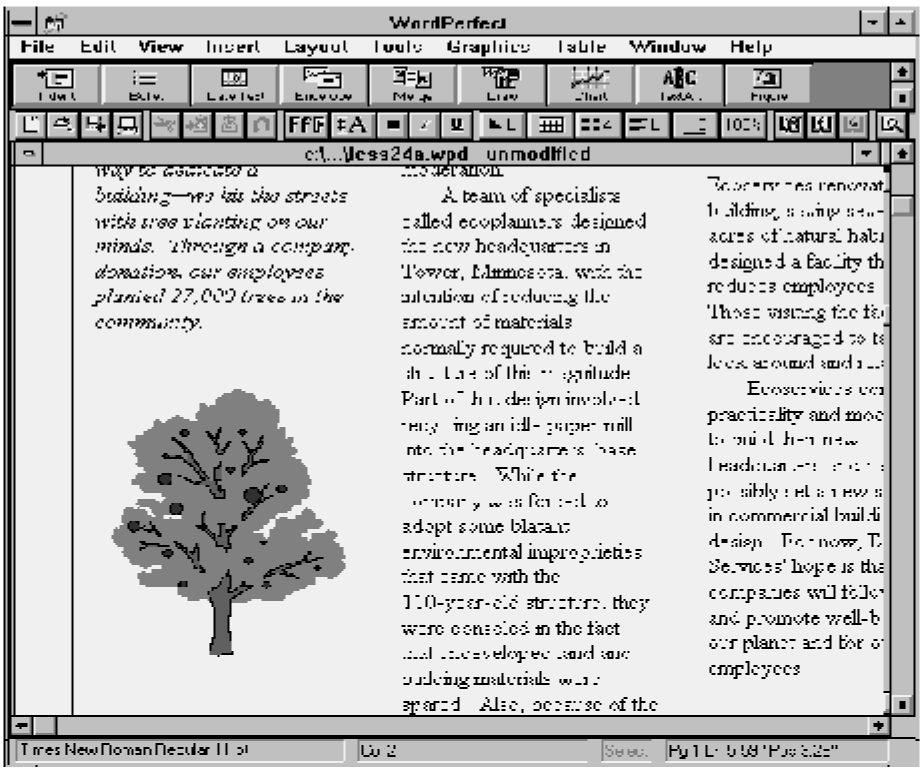
Either the host or the guest can stop sharing an application.

- Choose the Stop Sharing button in the Data Capture toolbox. (You can also use the Stop Sharing Application command from the Application menu.) This action stops sharing of all applications. Note that the applications remain open on the host's machine until specifically closed.
- You can also stop sharing an application by closing that application. This action is the only way to stop sharing one application when more than one is being shared.

4-6-3 More about application sharing

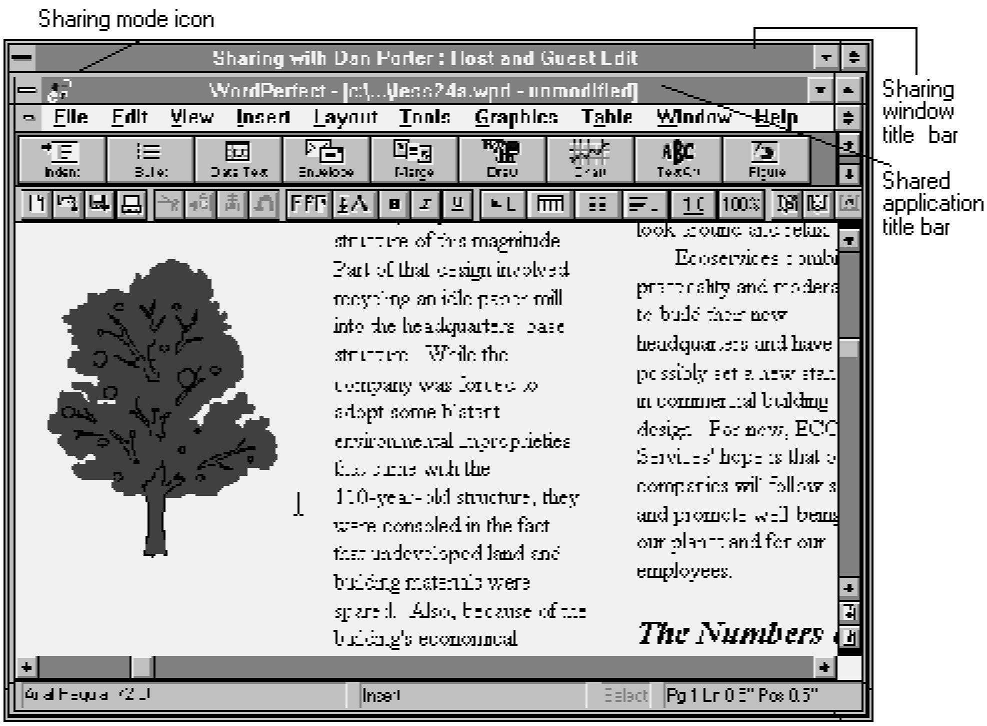
When application sharing begins, the sharing mode icon appears in the title bars of the shared applications. Otherwise, everything about the shared application appears and works as usual.

For example, if the shared application is WordPerfect, the host sees:



Icon in title bar

The guest sees the shared application within the Sharing window:

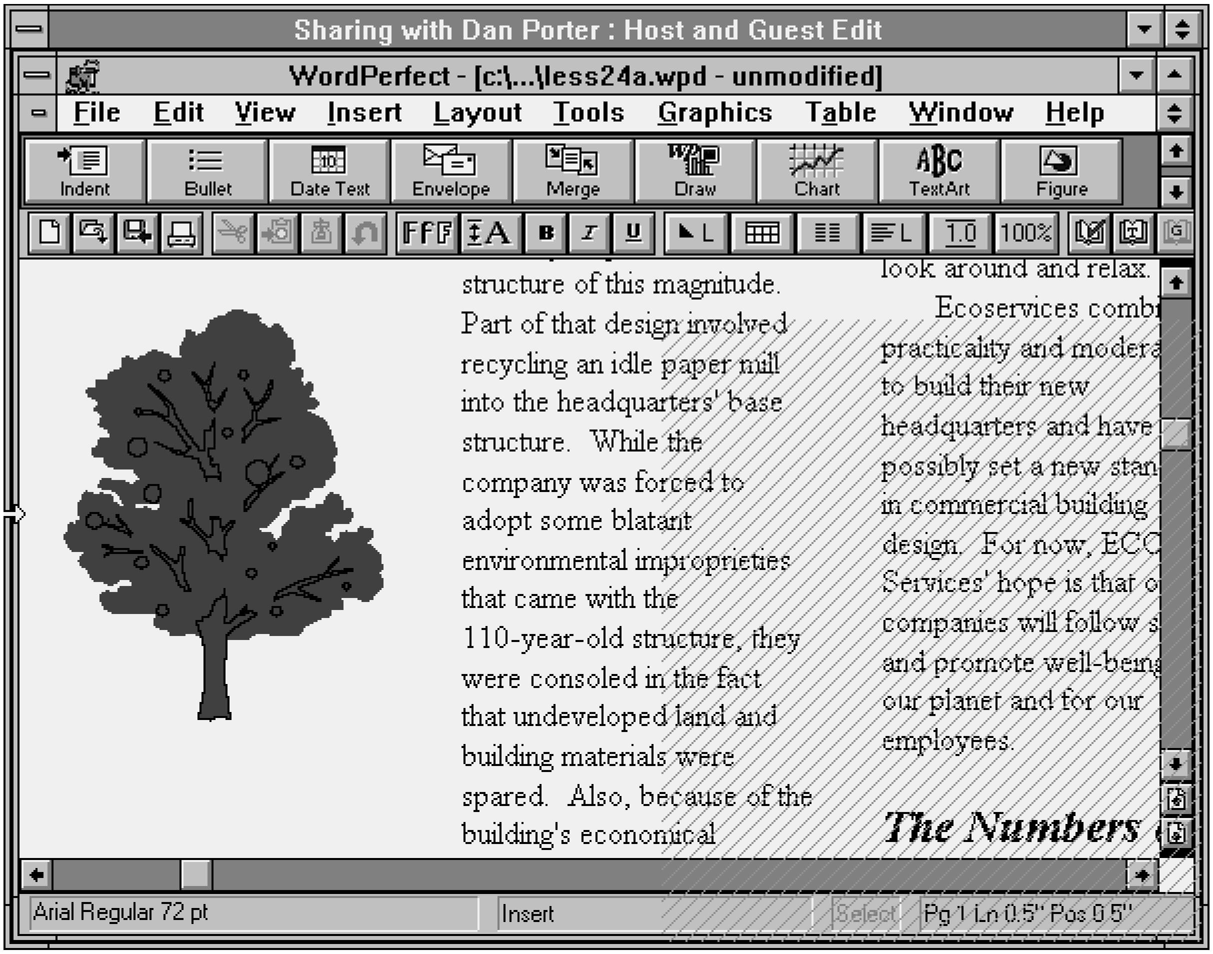


Note

Areas of the host's screen that are not part of the shared application appear black to the guest

When a portion of the host's shared application window becomes covered by another window that is not part of a shared application, the guest's Sharing window reflects the obscured area with green diagonal lines (see next illustration). The green diagonal lines show the guest that the information under the obscured area might not match the data in the shared application on the host's system. 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 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.)

For example, if the host moves another window on top of the right side of the shared application, the guest sees:



After the host moves the obscuring window, or the guest clicks in the non-obscured area of the window, the guest sees the obscured area of the shared application in real time again.

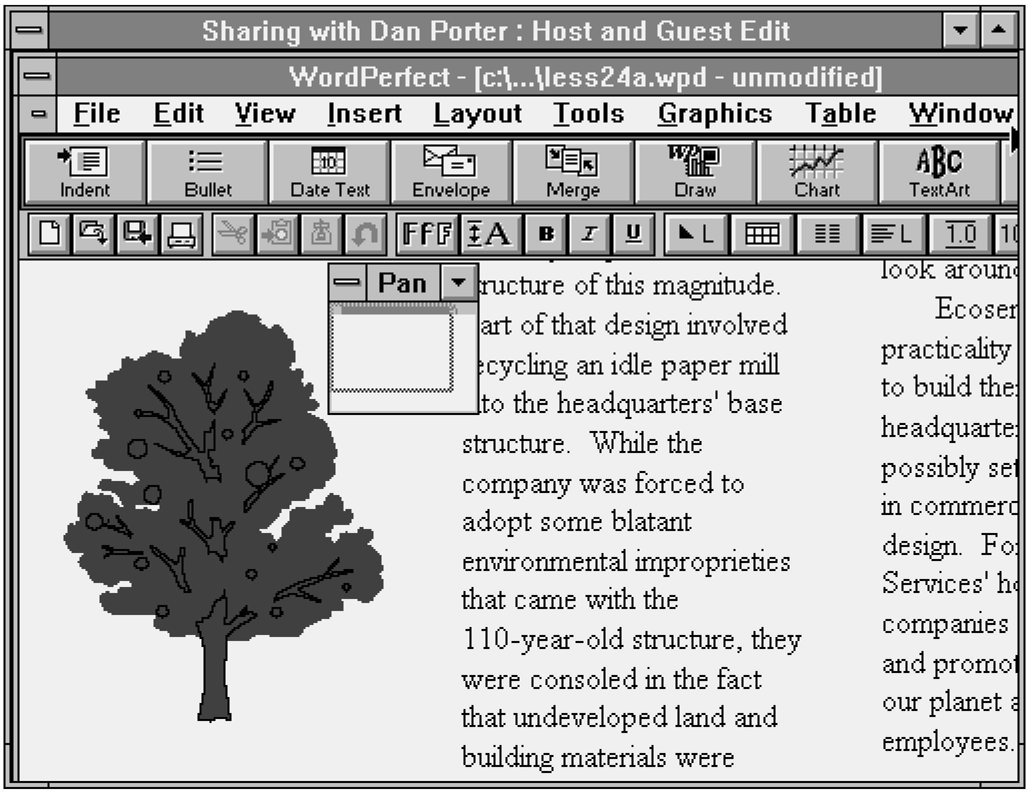
4-6-4 The Pan Window

Guest's Pan Window

A Pan window indicates to the guest that the Sharing window cannot show all of what the host sees of the shared application. The outer edge of the Pan window

When the guest's Sharing window is smaller than the shared application window on the host's screen (or if the shared application display would exceed the guest's screen resolution), the Pan window appears on the guest's screen. The Pan window shows a thumbnail size and shape 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 corresponds to the outer edges of the host's shared application window.

of the application visible. A black dot within the window indicates the current location of the guest's cursor in relation to the application as seen by the host.



The guest can minimize the Pan window, but not close it. If the guest is able to enlarge the Sharing window so that it encompasses the entire shared application (as seen by the host) the Pan window closes.

4-7 The shared document

Note

If either the host or the guest closes a shared application, the host is prompted to save the document before the application closes.

Once you have stopped sharing an application, the document that you were working on resides on the host's computer. The host should save the document, with a different name if desired, before closing the application. If the guest wants a copy of the document, the host must use the Transfer command from the File menu to send it to the guest. See the section *Transferring and receiving files*, earlier in this chapter,

for details on how to do this.

Chapter 5: Concluding the conference

5-1 Disconnecting

Note

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

To end a conference and break the connection between the two computers, either participant can choose Disconnect on the Conference menu.

5-2 Saving your notebook

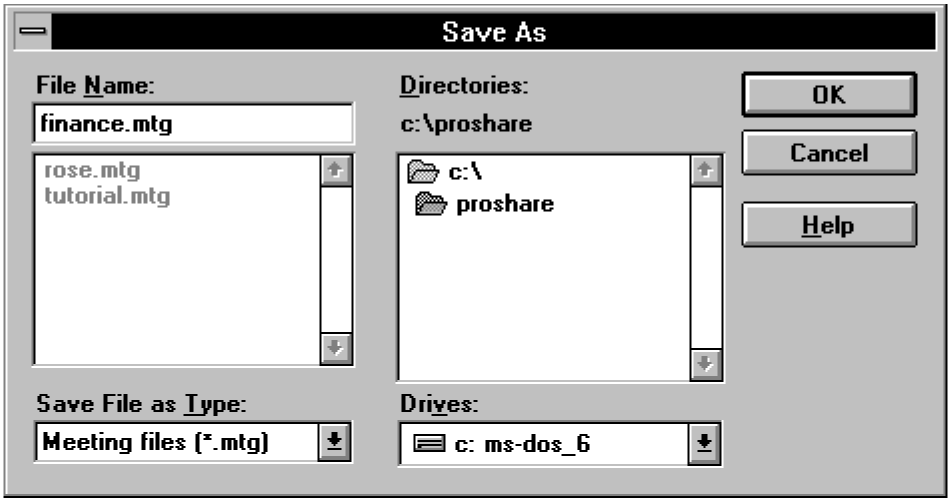
Concept

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 performed the save. See Section 2-1 for instructions on opening a conference file.

You can save the contents of your notebook, including all public and private notes. The public pages are saved in a meeting file with the .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. Such files can be used in future conferences.

To save the public pages of your notebook:

1. From the File menu, choose the Save As command. The Save As dialog box appears.



Important

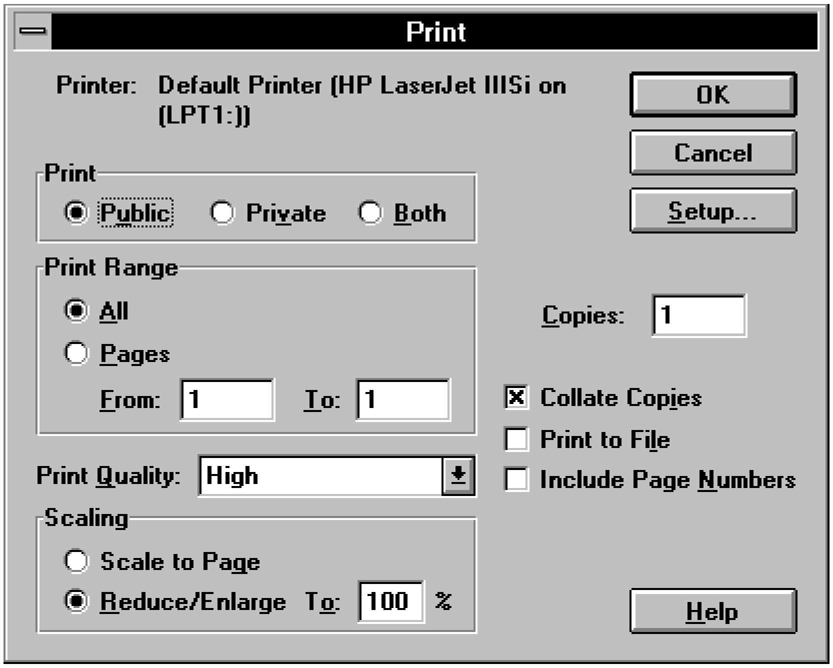
If you open a version 1.5 meeting file, it is automatically converted to version 1.6 format. It cannot be subsequently opened in version 1.5.

2. Specify the drive, directory, and a .MTG file in which the public pages of the notebook are to be saved, then choose OK. Your private pages are saved automatically with the same filename but with a .PRV extension.

5-3 Printing your notebook

To print your notebook pages:

1. Choose the Print command from the File menu. The Print dialog box appears.



Note

Press F1 for detailed help on the options in the Print dialog box.

2. Check the printer named at the top. To specify another printer, choose the Setup button.
3. From the Print selections, select either Public, to print pages from the public workspace; Private, to print pages from the private workspace; or Both, to print pages from both workspaces. In a linked notebook (where private pages are an extension to the public pages), each private page is printed after its corresponding public page. In an independent notebook (where private pages are independent of the public pages), private pages are printed after all public pages have been printed.
4. From the Print Range selections, select the desired pages.
5. Select the desired Print Quality. The list contains settings supported by the printer named at the top.
6. From the Scaling selections, select the desired scaling.
7. Enter the number of copies to print.
8. 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.

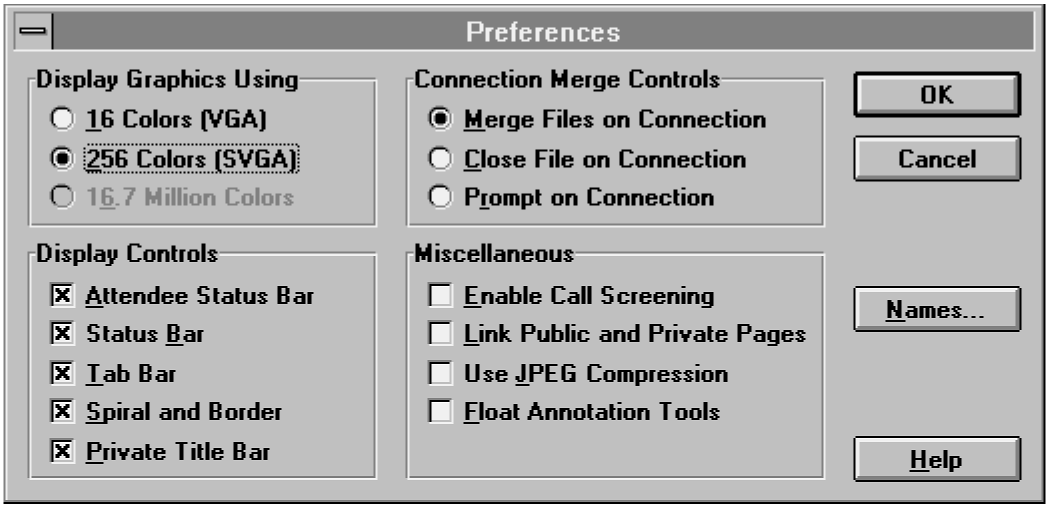
9. Select Print to File if you want to create a print file rather than send the output directly to a printer. Then, when you choose OK in step 11, the Print to File dialog box appears and prompts you to enter the filename. (You can precede the filename with drive and path designations. Otherwise the file is saved to your current directory.
10. Select Include Page Numbers if you want page numbers printed at the bottom of each page.
11. Choose OK.

5-4 Setting notebook preferences

Each conference participant can customize his or her notebook to suit personal tastes. These customizations do not affect what the other participant sees during the conference. Once set, these preferences are in effect for every session until you specifically change any of them.

To set notebook preferences:

1. From the View menu choose Preferences. The following dialog box appears:



Tip

When conferencing or sharing applications, you'll achieve better performance by putting both systems at the same video setting. Using the 16.7 million colors setting can significantly slow performance.

Display Graphics Using

Select the number of colors to use in the color palette of the ProShare application. For example, if you choose 256 colors, any image you bring into your notebook is displayed in 256 colors, even if the image contains millions of colors. The exceptions to this are images brought into the notebook using the print capture option. See page 7 for details. The selection you make here applies only to what appears in your notebook, and is dependent on the color capability of your video card.

Connection Merge Controls

These options refer to the information in the receiver's notebook. The assumption is that the caller's notebook always merges with the receiver's, so these options allow the receiver of a call to determine whether merging occurs.

Merge files on connection: always merges the receiver's notebook with that of the caller.

Close file on connection: always closes the current file (prompting to save) on the receiver's computer before displaying the caller's file.

Prompt on connection: lets the receiver choose what to do with his or her current file at the time the connection is made.

Miscellaneous

If you would like to know who is trying to connect to you, select Enable Call Screening. This lets you screen incoming conference calls, either over a modem or network, and lets you allow the connection or not.

The ProShare software automatically compresses files during a transfer. The JPEG algorithm compresses more, but it can cause some loss of resolution. Select Use JPEG compression to enable the use of the JPEG algorithm.

Press F1 for details on the other options in the Preferences dialog box.