

SLIDESIX PRESENTER USER GUIDE

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This document provides helpful information for using the SlideSix Presenter desktop application.

Table of Contents

INTRODUCTION	2
LOGGING IN TO THE SLIDESIX PRESENTER	3
NAVIGATING	4
The Presentations Panel.....	5
Menu And Status Indicators	5
The Slide Panel	7
Presenter Mode	8
Navigating in Presenter Mode	9
The Notes Panel.....	10
The Twitter Panel.....	11
The Slides Panel.....	12
The Broadcast Panel	13
The Chat Panel	14
UPLOADING PRESENTATIONS	15
SAVING/WORKING OFFLINE	17
MANAGING YOUR PREFERENCES.....	18
Twitter Preferences.....	19
Broadcast Preferences	19
General Display Options	20
About The Application.....	20
USING THE ONBOARD HELP SYSTEM.....	21
Tutorials.....	22
FAQs	23

SlideSix Presenter User Guide

INTRODUCTION

The SlideSix Presenter desktop application gives you the ability to extend live presentations to a virtual audience. The application was designed to look and feel similar to other applications like PowerPoint and Keynote, but go far beyond the capabilities and limitations of legacy presentation software which limit you to simply displaying simple slides to a live audience.

Corporate meetings, virtual teams and conferences have made presentation software (slideware) a massive market and options for virtually presenting material are starting to emerge and establish themselves as crucial tools for the success of most every organization. The SlideSix Presenter application provides a means to this end while building upon the concept of reaching and interacting with a virtual audience.

This document will show you how to get started using the SlideSix Presenter. After reading this document you will be well on your way to taking advantage of the powerful ability to delivering impressive presentations to both a live and virtual audience.

LOGGING IN TO THE SLIDESIX PRESENTER

When you launch the SlideSix Presenter you will be greeted with the following screen:

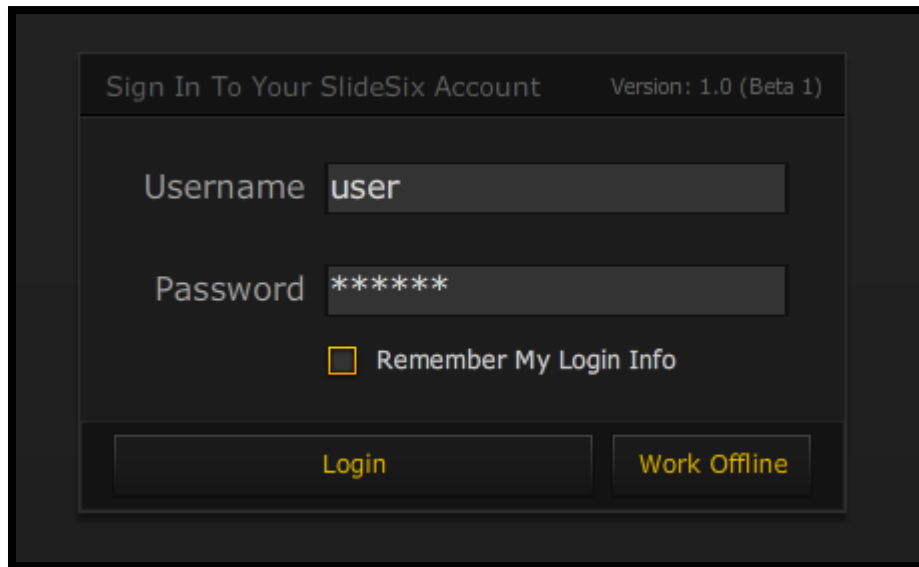


FIGURE 1 – THE LOGIN SCREEN

To begin using the application you must first authenticate with your username and password from SlideSix.com. Enter your credentials in the appropriate box and click ‘Login’ to begin. We’ll take a look at the offline capabilities of the application later on, so just ignore the ‘Work Offline’ button for now.

Note: If you cannot remember your SlideSix password you can visit the SlideSix [login page](#), enter your username and then click ‘Forgot Password’ to have a new password sent to the email address that you used when you signed up online.

If you are not yet a registered user of SlideSix you must [register](#) for a free account before using the SlideSix Presenter application. You’ll also need access to the ‘Collaborate’ feature on SlideSix. You can obtain access to Collaborate by either entering a valid invite code when registering or by requesting access online at [SlideSix Labs](#).

Make sure to also verify your account by clicking on the link in the email you will receive after you register online.

NAVIGATING

You can customize the layout within the SlideSix Presenter application by showing/hiding specific panels. To toggle a particular panel you simply click on the horizontal and vertical bars containing arrows at the top, left, bottom and right corners of the application.

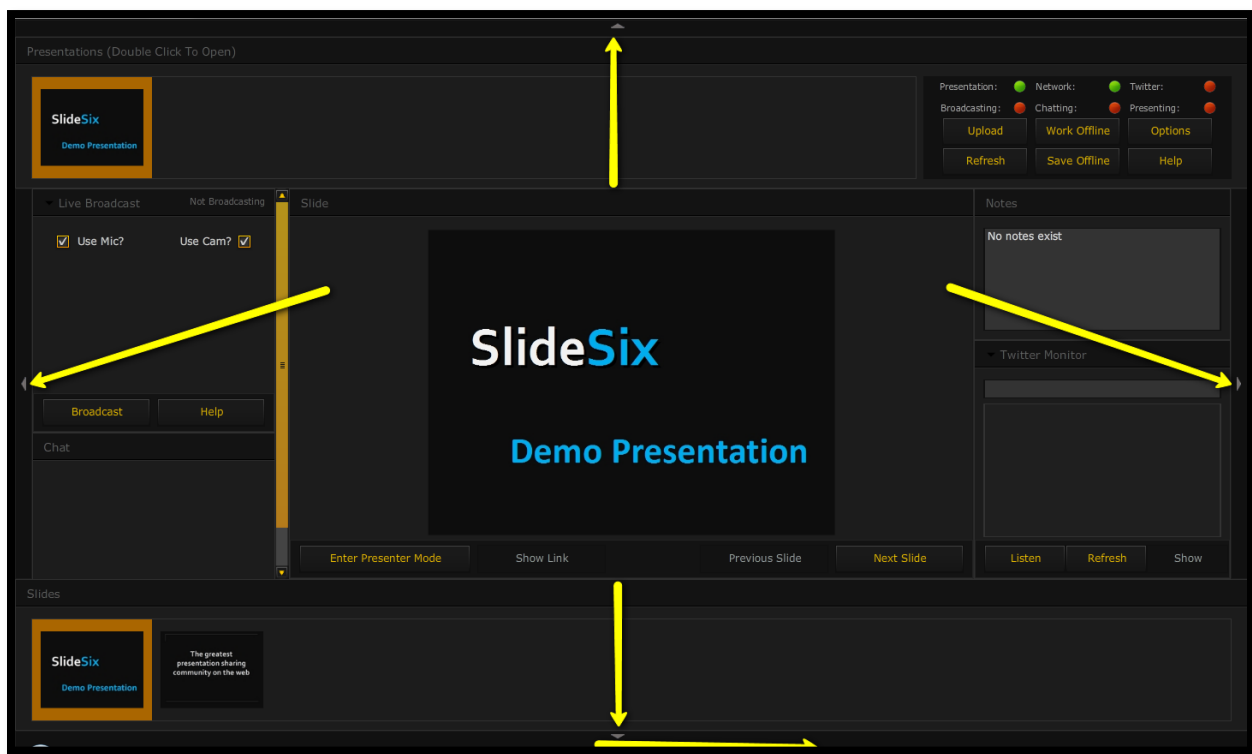


FIGURE 2 – SHOW/HIDE PANELS BY CLICKING ON THE VERTICAL AND HORIZONTAL BARS AT THE FAR EDGE OF THE APPLICATION

The Presentations Panel

If you have not yet uploaded a presentation to SlideSix the application may look a bit empty the first time you log in.

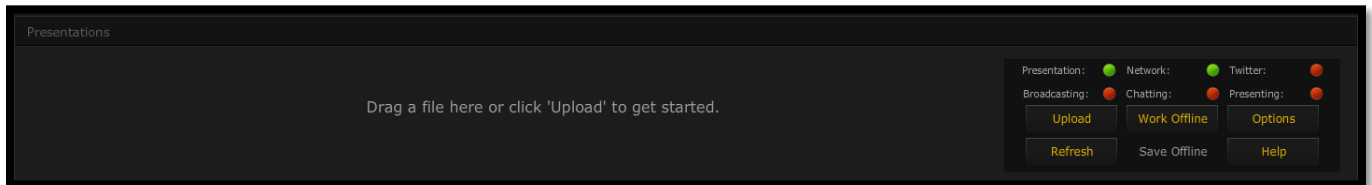


FIGURE 3 – THE PRESENTATIONS PANEL BEFORE UPLOADING A PRESENTATION

The SlideSix Presenter is divided into several different panels. The view shown in Figure 2 is known as the 'Presentations' panel. If you *have* uploaded presentations to SlideSix you'll see a thumbnail for each of those existing presentations. Here's how that might look:

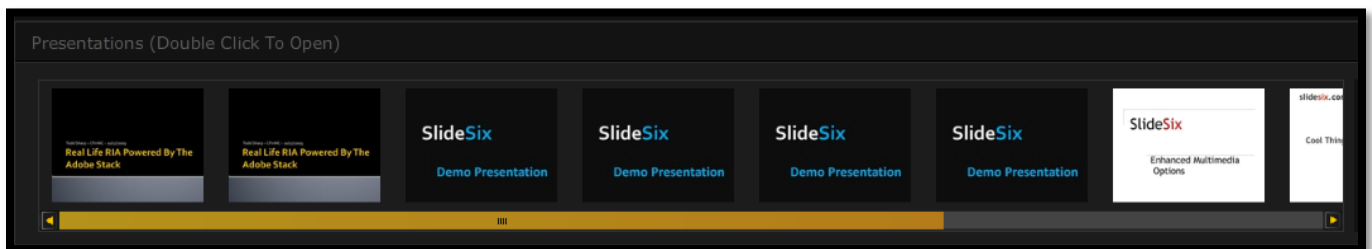


FIGURE 4 – THE PRESENTATIONS PANEL WITH SEVERAL PRESENTATIONS

Menu And Status Indicators

On the right hand side of the Presentations panel you will see a menu that contains several buttons and status indicators. This menu contains a number of buttons that will help you do things like upload new presentations to SlideSix, set your user preferences and display the onboard help system. You'll also notice a series of status indicators that will give you important feedback. For more information hover your mouse over the button or status indicator for a few seconds and you will see a more detailed message.

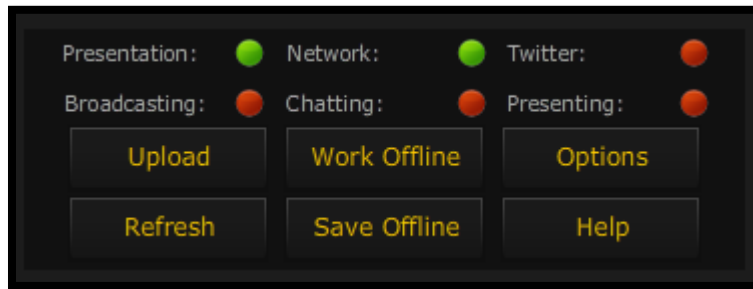


FIGURE 5 – MENU AND STATUS INDICATORS

STATUS INDICATORS

Here is a description of what each status indicator tells you in the Presentations panel. We will take a more in-depth look at some of these topics later in this document.

The 'Presentation' status indicator tells you whether the current presentation is being viewed via the internet or via a local copy that you have saved to your computer.

- Green – Online (Presentation being viewed via the internet)
- Red – Offline (Presentation being viewed is a local copy)

The 'Broadcasting' indicator tells you whether or not you are currently broadcasting audio or video to your dedicated room on the internet.

- Green – Broadcasting
- Red – Not Broadcasting

The 'Network' indicator tells you whether or not internet connectivity has been detected on your computer. Network connectivity is required for online presentations, broadcasting, chatting and monitoring Twitter.

- Green – Connection is verified
- Red – No connectivity or connection not verified

The 'Chatting' indicator tells you if you are currently logged in to your dedicated chat room on the internet.

- Green – Logged in to chat
- Red – Not logged in

The 'Twitter' indicator tells you if you are currently monitoring a Twitter backchannel.

- Green - Actively monitoring Twitter
- Red - Not monitoring Twitter

The 'Presenting' indicator tells you whether or not you are currently in presenter mode. This indicator is helpful when using presenter mode with an external display.

- Green - In presenter mode
- Red - Not in presenter mode

The Slide Panel

To view the slides associated with a presentation double-click on the presentation thumbnail in the Presentations panel. This will display populate the Slide panel (in the middle of the application) with a full sized version of the first slide in the presentation and will reveal and populate the Slides panel (at the bottom of the application) with a thumbnail representing each slide in the presentation. Here is how that might look:

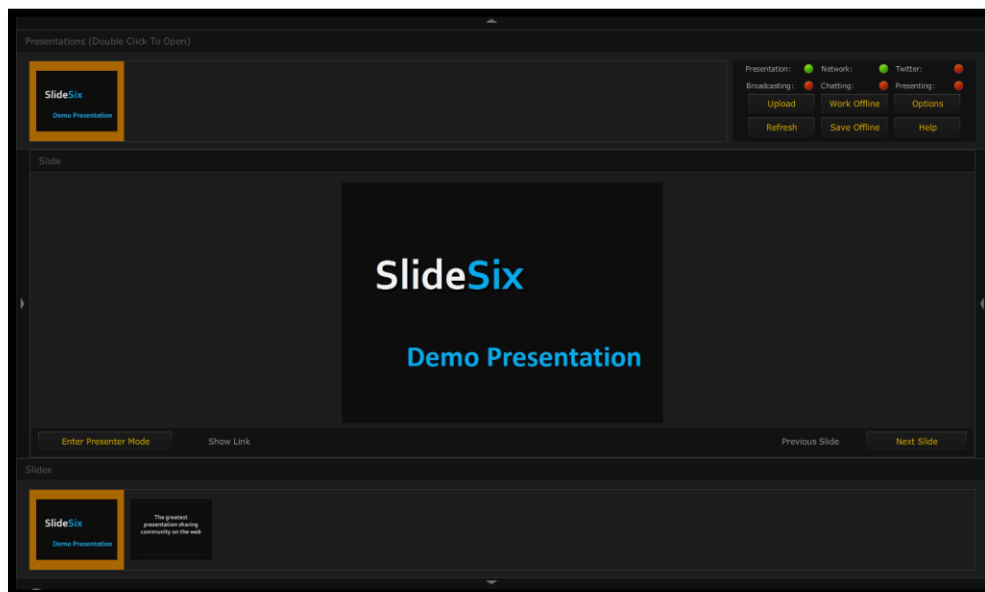


FIGURE 6 – THE SLIDE PANEL IS LOCATED AT THE BOTTOM OF THE APPLICATION

To navigate between your slides click the 'Next Slide' and 'Previous Slide' buttons at the bottom of the Slide panel. You can also select (single click) a slide in the Slide panel to jump directly to any slide in your presentation.

Presenter Mode

Presenter mode allows you to display your slides in full screen mode. To enter presenter mode click on the 'Presenter Mode' button at the bottom of the Slide panel.



FIGURE 7 - A SLIDE BEING DISPLAYED IN PRESENTER MODE

If the SlideSix Presenter application only detects a single monitor attached to your computer then presenter mode will run on the default (and only) monitor (thus overlaying the SlideSix Presenter application). However, if the application detects multiple monitors you will be presented with a dialog that will ask you to choose which monitor you would like to use to run presenter mode.

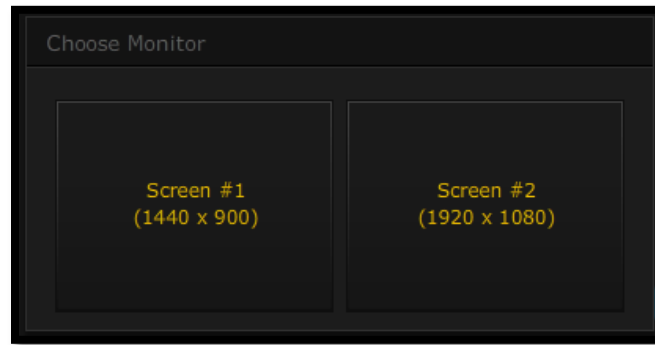


FIGURE 8 - WHEN MULTIPLE MONITORS ARE DETECTED THE APPLICATION LETS YOU CHOOSE WHICH ONE TO USE IN PRESENTER MODE

Navigating in Presenter Mode

To navigate in presenter mode you can single left click with your mouse on the slide to advance to the next slide. You can also use any of the following keyboard shortcuts:

Advance To Next Slide	Advance To Previous Slide
Right Arrow Key	Left Arrow Key
Down Arrow Key	Up Arrow Key
Space Bar	Backspace Key
Enter Key	Delete Key
'N' Key	'P' Key
Page Down Key	Page Up Key

The left, right, up and down arrow buttons on a standard laptop or PC remote control should function identically to the standard left, right up and down keys on your keyboard.

For additional navigation options your can right click to reveal the presenter mode navigation menu. To exit presenter mode select 'End Show' from the navigation menu or press the 'Esc' key on your keyboard.



FIGURE 9 – PRESENTER MODE CONTEXT (RIGHT CLICK) MENU

Navigating in presenter mode with multiple monitors

It's worth noting that when displaying your slides on an external monitor in presenter mode you can navigate through your presentation normally using the methods mentioned above. Whichever slide you are viewing within the Slide panel on your primary display is also displayed in presenter mode (remember that you can check the 'Presenting' status indicator at any time to determine whether or not you are in presenter mode). Presenting on a secondary display gives you the added benefit of being able to view slide notes and monitor Twitter feedback.

The Notes Panel

When you upload a presentation to SlideSix we do our best to try and retain any existing notes for your slides. You can also add or edit the slide notes from within the web based [Management Console](#) on SlideSix.com. Any imported or edited notes are available for you to view from within the SlideSix Presenter application in the Notes panel. To toggle the visibility of the Notes panel click on the vertical bar on the far right hand side of the Slide panel.

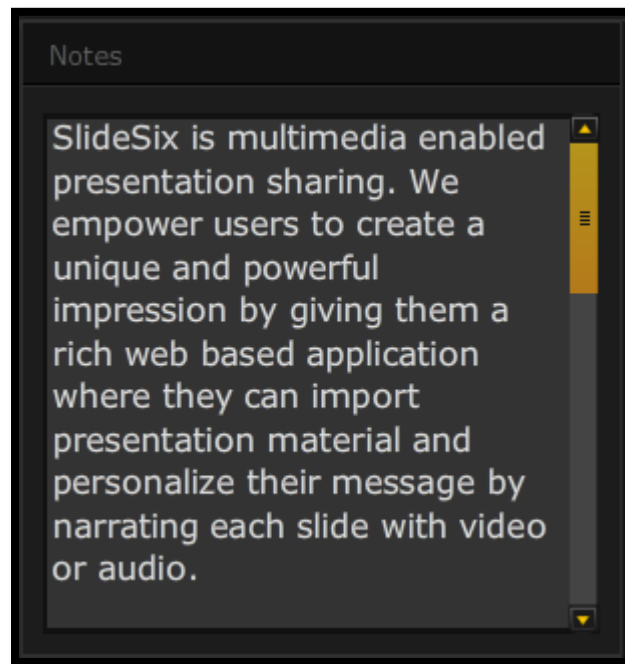


FIGURE 10 – THE NOTES PANEL

The Twitter Panel

You can utilize the Twitter panel to monitor a backchannel during or after a presentation. The Twitter panel is located directly below the Notes panel. To use the Twitter monitor first make sure that you have entered your Twitter username and password in the Options dialog (you will be prompted to do so if you haven't, see [managing your preferences](#) section for more on the Options dialog), enter a specific search term or #hashtag in the box at the top of the Twitter panel and click 'Listen' at the bottom of the panel. The SlideSix Presenter application will fetch the last 100 Tweets that match your search term and will automatically refresh the given search every 60 seconds. You will be given specific feedback in the top right corner of the Twitter panel as necessary. You can manually refresh a given Twitter search by clicking 'Refresh'.

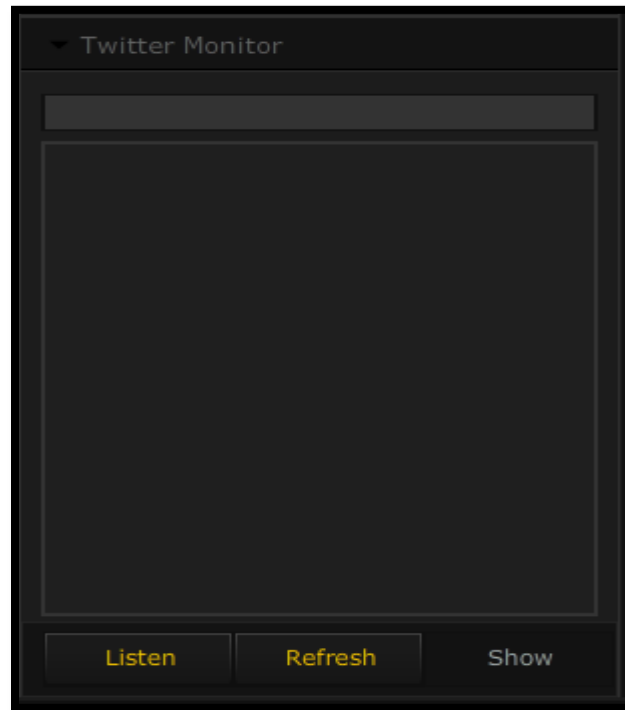


FIGURE 11 – THE TWITTER PANEL

To share a specific Tweet with your live audience when running in presenter mode you can single click on the Tweet and click ‘Show’ or simply drag the Tweet to the Slide panel. This will display the Tweet as an overlay on top of the slide. Click ‘Hide’ or the ‘x’ in the top right corner of the Tweet to hide it.

You can minimize the Twitter panel at any time by clicking on the button in the top left corner of the panel (next to ‘Twitter Monitor’).

The Slides Panel

The Slides panel is located at the bottom of the application and shows you a thumbnail representation of each slide in your presentation. Click on any slide to display a full size version of that slide in the Slide panel and/or in presenter mode.

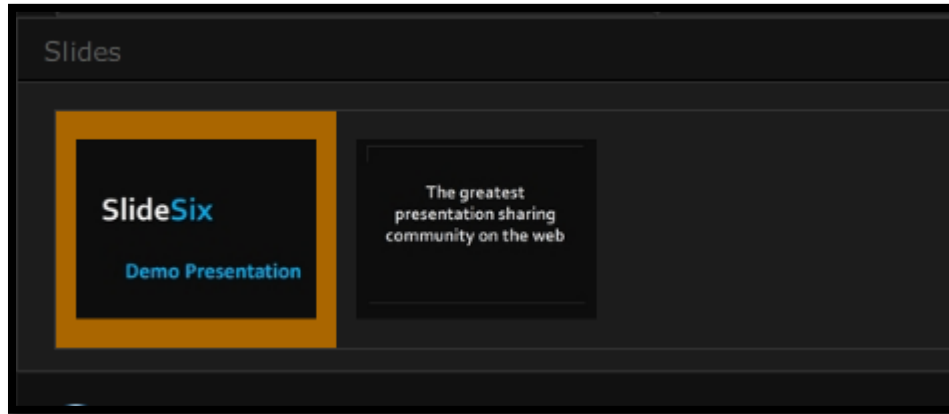


FIGURE 12 – THE SLIDES PANEL

The Broadcast Panel

Every user is given a dedicated room on the web that they can use to virtually present their material. The URL format used for the web based room is as follows:

<http://slidesix.com/collaborate/your-user-name>

Where 'your-user-name' is replaced with your SlideSix username. Click on 'Help' at the bottom of the Broadcast panel to obtain the URL to your dedicated room.

You can password protect your dedicated room by logging in to the SlideSix [Management Console](#), clicking 'Profile' at the top of the page and entering and confirming your collaborate password.

The Broadcast panel gives you the ability to broadcast live audio or video with audio to your dedicated room. To toggle the visibility of the Broadcast panel click on the vertical bar on the far left hand side of the Slide panel.



FIGURE 13 – THE BROADCAST PANEL

To begin streaming video click 'Broadcast' at the bottom of the panel. Your default web camera and microphone will be used to broadcast. You can choose a different web camera and/or microphone under the 'Broadcast' tab of the Options dialog (see [managing your preferences](#) section).

You can minimize the Broadcast panel at any time by clicking on the button in the top left corner of the panel (next to 'Live Broadcast').

You can deselect 'Use Cam' to broadcast only audio and deselect 'Use Mic' to broadcast video only.

The Chat Panel

You can interact with a virtual audience in your dedicated room via real time text based chat.

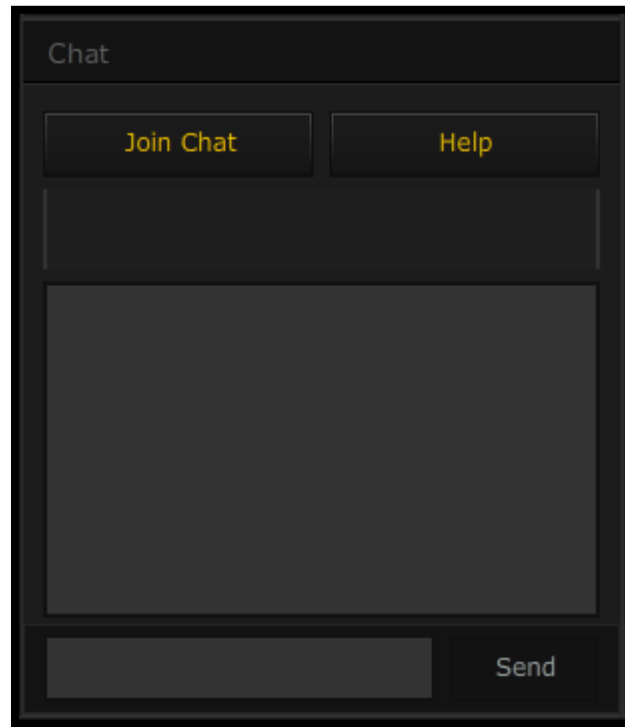


FIGURE 14 – THE CHAT PANEL

To log in to chat click the 'Join Chat' button near the top of the panel. A list of people who are currently logged in to chat will be displayed near the top of the panel and any existing and future chat messages will be displayed in the gray box within the panel. To chat just enter your message in the box at the bottom of the panel and press enter on your keyboard or click the 'Send' button. The 'Join Chat' button will toggle to an 'Exit Chat' button depending on whether or not you are currently logged in to chat.

UPLOADING PRESENTATIONS

The SlideSix Presenter application was not designed to replace the existing functionality of the web based [Management Console](#) on SlideSix.com. You can, however, quickly upload a presentation to SlideSix via the application. To queue a file for upload you can simply drag and drop a valid presentation file (PPT, PPS, ODP, SXI, PDF) into the Presentations panel or click on the 'Upload' button. If you have chosen a valid file you will be presented with the Upload dialog.

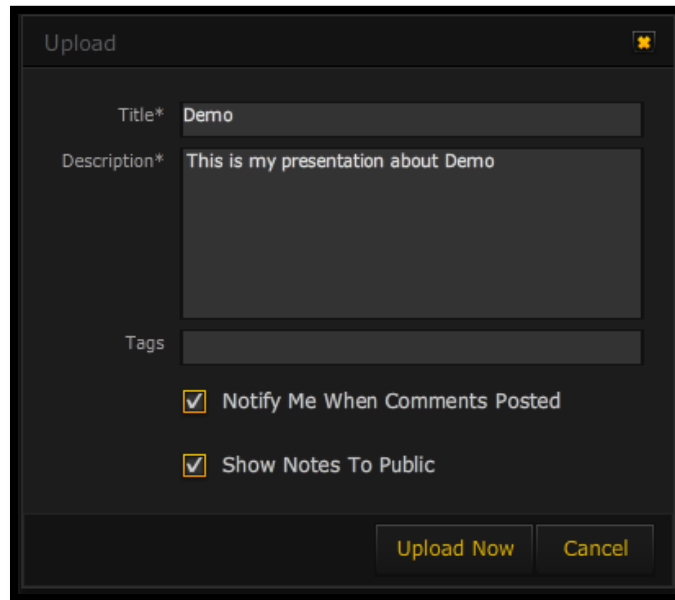


FIGURE 15 – THE UPLOAD DIALOG

You can edit the presentation title, description and optionally tag your presentation. When you're ready to upload click 'Upload Now' at the bottom of the Upload dialog. A progress bar will appear in the bottom left corner of the dialog that will display the progress of your upload.

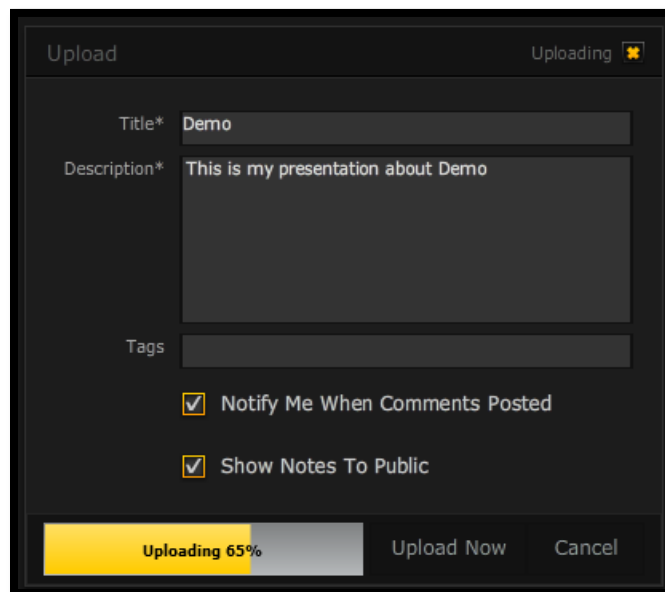


FIGURE 16 – UPLOAD PROGRESS IS DISPLAYED IN THE BOTTOM LEFT CORNER OF THE UPLOAD DIALOG

Once your presentation has been uploaded and converted the Upload dialog will close and you will be notified that the upload is complete. The application will then automatically refresh the Presentations panel. Your new presentation should be the first thumbnail in the Presentations panel.

You cannot delete or edit a presentation from within the SlideSix Presenter application. For full control of your presentations, slides, profile and groups please visit the web based [Management Console](#).

SAVING/WORKING OFFLINE

By default the SlideSix Presenter application will display as many as objects as possible via the internet. This means that most images like presentation and slide thumbnails as well as your full sized slides are downloaded from SlideSix.com as they are requested to be displayed by your interactions. This saves you from having to store all of these files on your computer which could easily take up a lot of space on your hard drive.

We realize though that it's not always practical or possible to be online while presenting your slides. For this reason we offer you the ability to save a presentation offline as insurance since losing internet connectivity during a live presentation would prevent the application from displaying slides.

To save a presentation to your computer you can single click on the presentation thumbnail in the Presentations panel and click 'Save Offline'. You will be prompted that it may take several minutes for the offline conversion to be completed - in other words it's probably not a good idea to save a presentation offline immediately before your presentation because you might be stuck waiting for the process to complete.

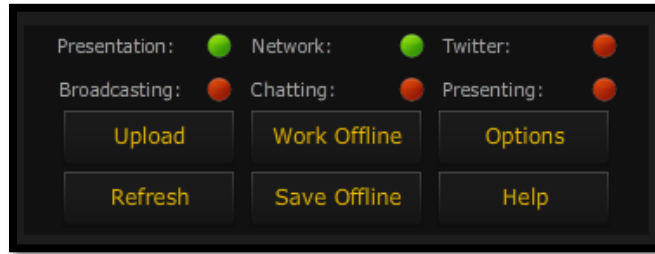


FIGURE 19 – CLICK 'OPTIONS' TO MANAGE YOUR PREFERENCES

Twitter Preferences

The Options dialog is divided into several tabs. To enter your Twitter username and password select the 'Twitter' tab.

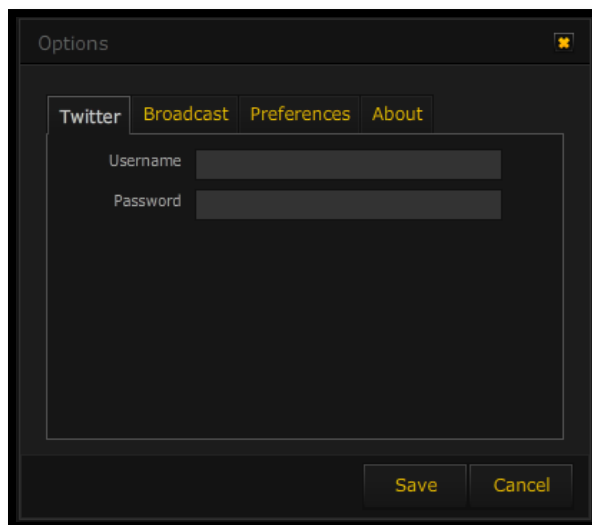


FIGURE 20 – ENTER YOUR TWITTER USERNAME AND PASSWORD

Broadcast Preferences

The Broadcast tab lets you choose which web cam and microphone should be used for broadcasting live video and audio to your dedicated room. Your system default web cam and microphone are automatically used unless you specify different choices in the broadcast tab. If you connect a web cam or microphone after you have launched the SlideSix Presenter application you must restart the application to see the device listed in the appropriate drop down list.

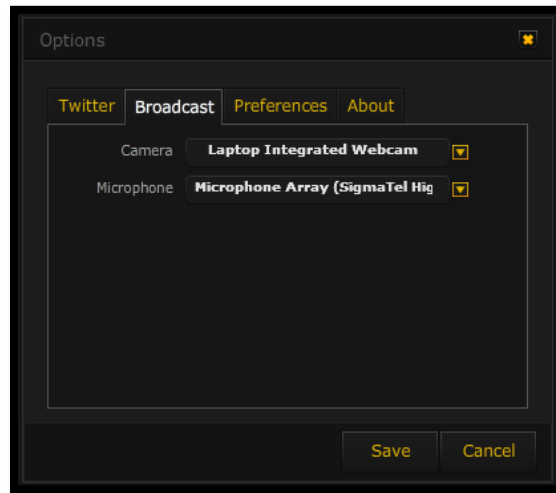


FIGURE 21 – SETTING A PREFERRED WEB CAM AND MICROPHONE

General Display Options

You can increase the font size that is used to display your slide notes in the 'Preferences' tab. You can also choose whether or not to automatically display the 'Help' dialog when the application is started.

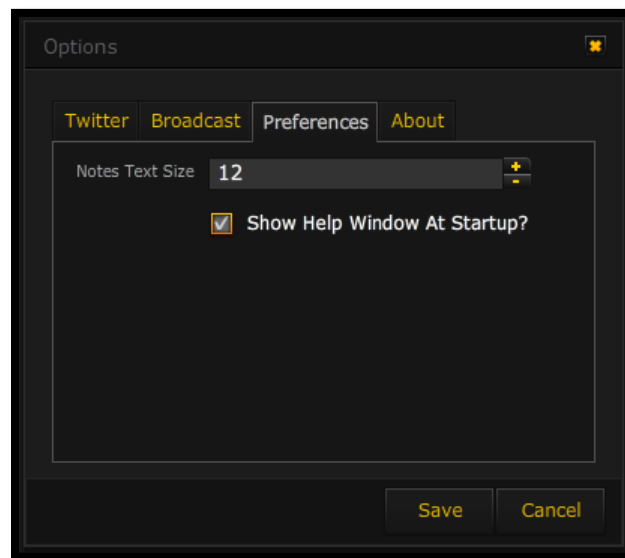


FIGURE 22 – SETTING GENERAL PREFERENCES

About The Application

The About tab gives you information about the SlideSix Presenter application.

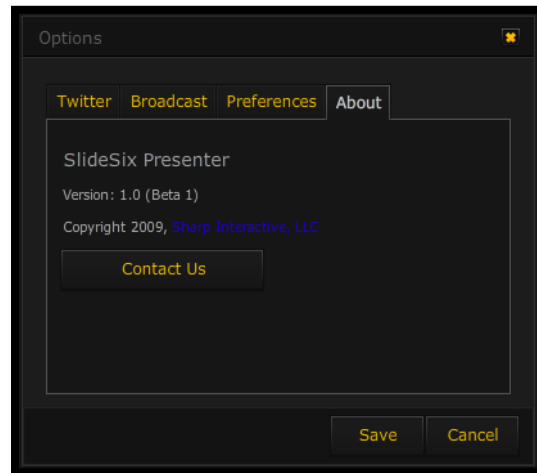


FIGURE 23 – ABOUT THE SLIDESIX PRESENTER APPLICATION

USING THE ONBOARD HELP SYSTEM

The onboard help system that can help you learn how to perform certain tasks within the application. The Help dialog is automatically displayed when you log in to the application.

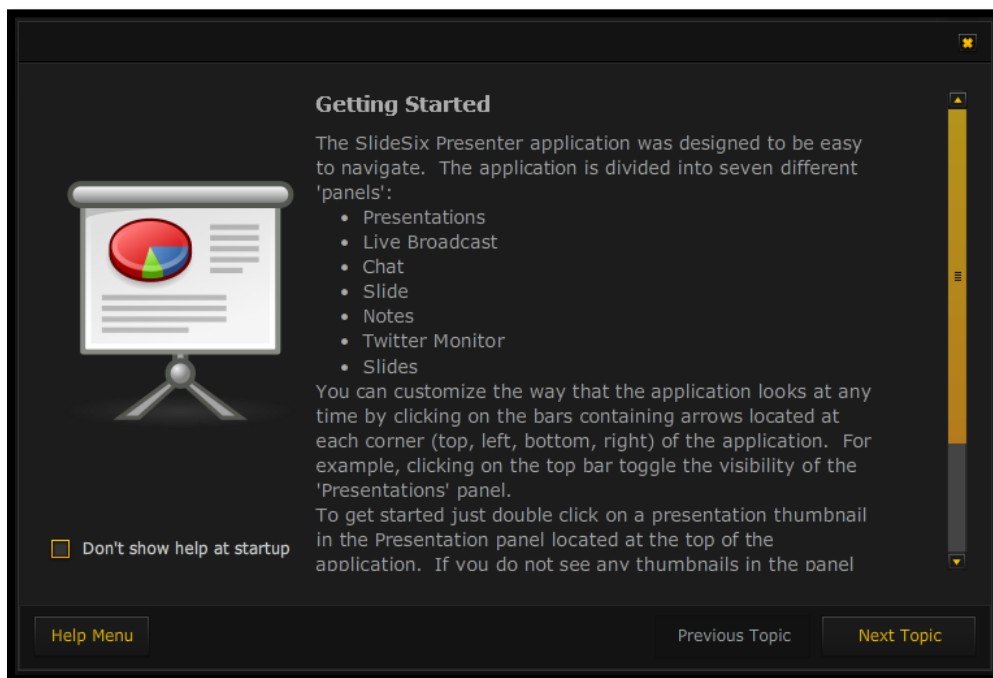


FIGURE 24 – THE HELP DIALOG IS AUTOMATICALLY DISPLAYED THE FIRST TIME YOU LOG IN

If you would rather not have the Help dialog displayed after you log in check the box that says “Don’t show help at startup”. You can also choose whether or not to display the Help dialog at startup in the ‘Preferences’ tab of the Options dialog (see [General Display Options](#)).

You can display the Help dialog at any time by clicking ‘Help’ in the right hand side of the ‘Presentations’ panel.

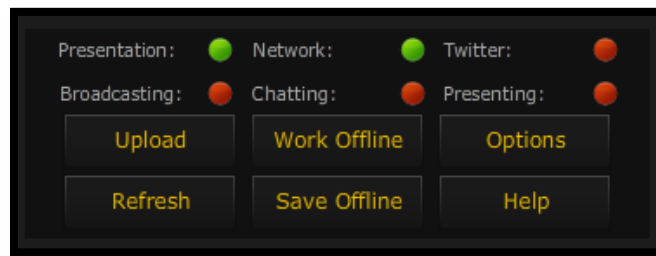


FIGURE 25 – CLICK HELP TO DISPLAY THE ONBOARD HELP SYSTEM

Tutorials

The Help dialog contains short tutorials that relate to specific functionality within the application. You can navigate through the tutorials by clicking the ‘Next Topic’ and ‘Previous Topic’ buttons at the bottom of the Help dialog. You can also choose a particular topic from the Help system menu.

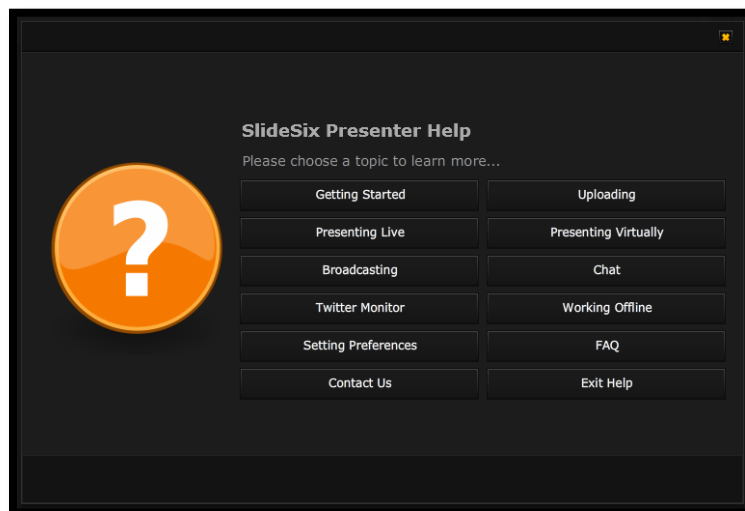


FIGURE 26 – CHOOSE A TOPIC FROM THE HELP MENU TO DISPLAY A SHORT TUTORIAL

FAQs

The FAQ section of the Help dialog contains a series of Frequently Asked Questions about the application. You can display the FAQs by clicking on the 'FAQ' button from the Help menu (shown in [Figure 26](#)).

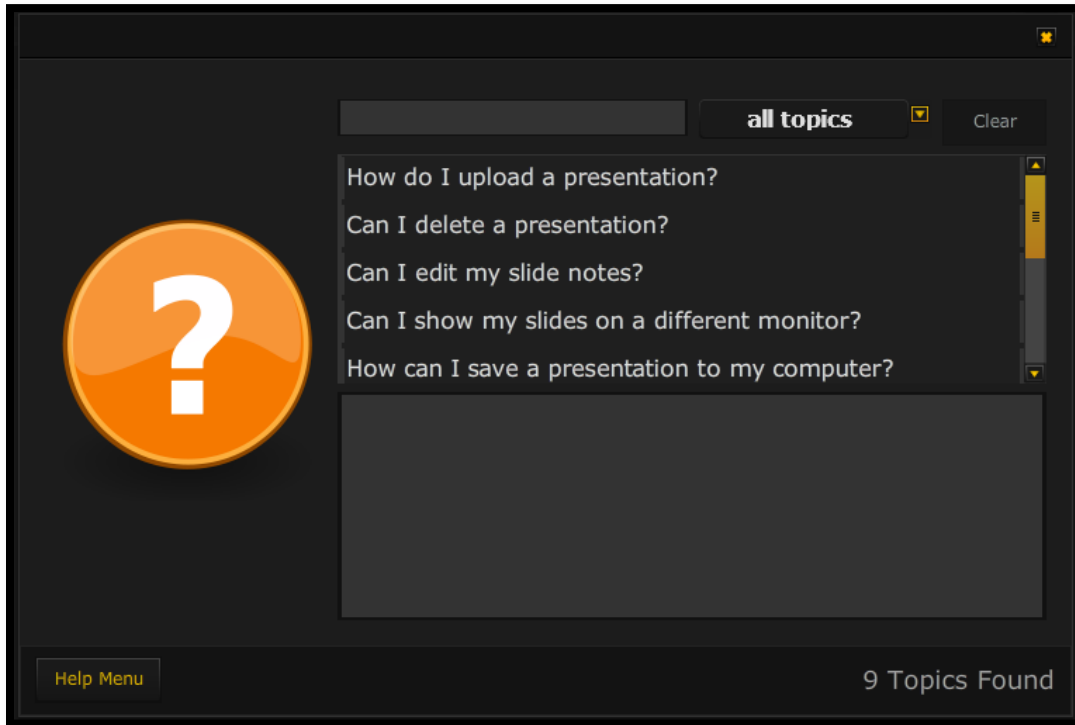


FIGURE 27 – FREQUENTLY ASKED QUESTIONS

You can search the FAQs by entering a search term in the text box at the top of the dialog, choose a specific category to filter the FAQ results from the drop down menu and reset the search by clicking 'Clear'. Click on a question to display the answer to that question.

You can exit the Help dialog at any time by clicking the 'X' in the top right of the dialog or by clicking 'Exit Help' from the Help menu.