



Application Sharing

Quick Reference Guide for Moderators

Application Sharing allows a moderator or participant to share any application, a specific region of the desktop, or the entire desktop with other attendees. The host of the application share can grant remote control of his or her application(s) to others. This allows for true hands-on training, demonstrations, and support applications.

Using Application Sharing

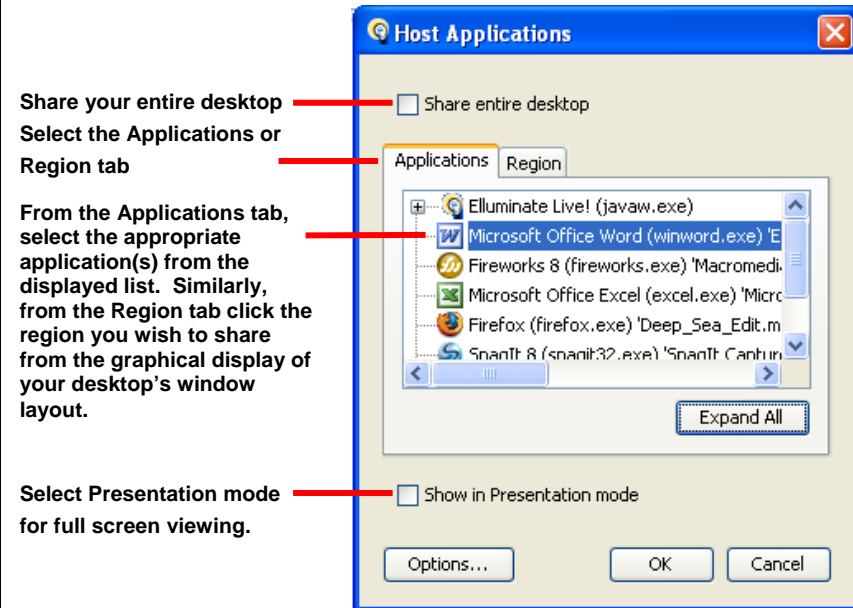
1. Open the website or application(s) you wish to share.


2. Click  or use **Tools → Application Sharing → Host Applications...**

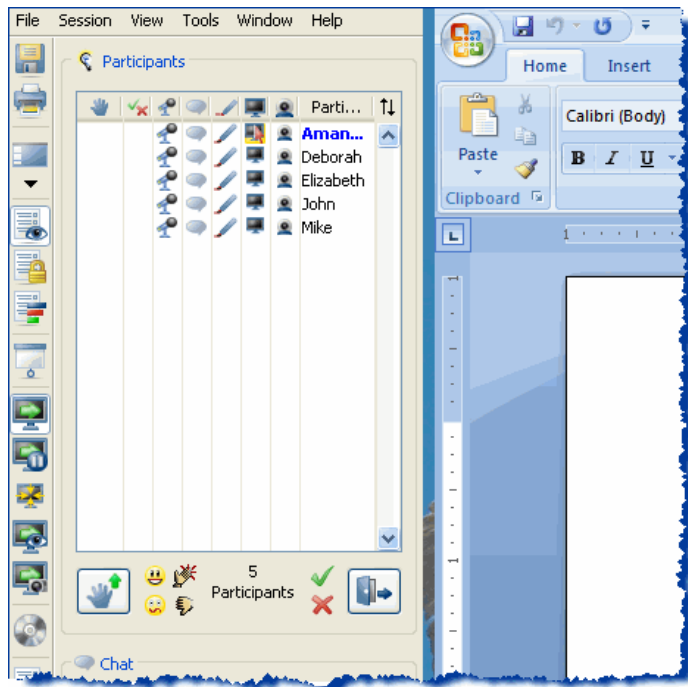
3. From the dialog box, select the appropriate tab for sharing an application or a region.
 - To select an application, click the **Applications** tab. All the applications currently visible on your desktop will be listed. Choose the application you wish to share.
 - To select a region, click the **Region** tab. You will be shown a graphical representation of your desktop's window layout. Click on the region you wish to share or resize it to define your own region. The selected region will be highlighted.

To quickly share your entire desktop, use **Tools → Application Sharing → Share Entire Desktop**


Sharing by region allows you to share multiple applications and windows simultaneously. When sharing by application, any new windows that open relating to the application will also be shared.




4. Click **OK** to begin sharing. The icon next to your name in the Participants window will change to  to indicate that you are sharing and controlling your application(s). As you make changes to the application(s), the other participants will be able to see those changes as they are being made.



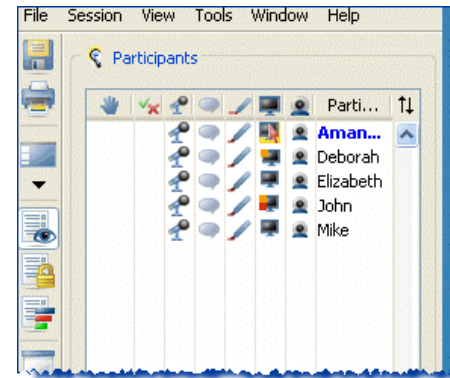
The default hosting options will automatically resize and reposition your windows based on the application or region you chose to share. You can change the hosting options based on your preference by clicking the **Options** button on the **Host Applications** dialog box. Macintosh users may prefer **Top Right** for the **Move main window** option.

5. To pause Application Sharing, click  on the toolbar. The participants will see a still-shot of your application(s). Click the button again to resume sharing. Any changes that were made in application or region while the application was paused are sent to the participants.

6. To stop Application Sharing, click .

Activity Indicators

While you are sharing an application and making changes, you may see red and orange activity indicators next to your name or each participant's name. These colored indicators lights represent the length of the delay.



In this example:
The orange indicator next to Deborah's name shows that she has not received all of the content from the shared area. The red and orange indicators appear next to John's name, indicating he is more delayed than Deborah. Elizabeth and Mike have received all of the information and therefore have no indicators next to their names.


Giving Control of Your Application(s)

When you give control of your shared application(s) to another participant, he or she will be able to move your mouse and interact with the shared applications.


To give control:

1. In the Participants window, click on the name of the participant to whom you wish to give control.
2. Right-click on the name selected and select **Give Control of Shared Applications** from the menu that appears or select this option from **Tools** → **Application Sharing**.


To regain control of your shared applications use one of three methods:


- Press Ctrl + Spacebar on your keyboard.
- Click the  button from the toolbar.
- In the Participants window, click on the name of the participant who is currently controlling your application. Right-click and select **Take Away Control of Shared Applications** from the menu that appears.


Tips


- To give or take away hosting permissions to a participant, click next to the participant's name in the Participants window in the Application Sharing column. The presence of this icon  gives permission. Click it to take away the permission.
- Set your Connection Speed to the Internet from Tools>Preferences>Connection. Remind your participants to set their connection speed as well.
- When another attendee is controlling your application, use the audio hot key F2 to turn on and off your audio.
- To view what your participants are seeing, click the Preview button-



- When sharing an application running full screen, click  to switch to the Mini-Controller.

The mini-controller  allows you to monitor session activity without displaying the moderator interface.

- Another full screen option is to share in Presentation mode - .

- Click  to snapshot the application to the whiteboard for annotation and discussion.
- The cursor of the shared application can be distinguished from the computer cursor by setting the Application Sharing options to Emphasize Cursor. The cursor will be displayed in this manner -



Tools>Preferences>Hosting Options>Emphasize Cursor.

- If the area being shared is larger than the Application Sharing window, it can be scaled to fit the window. Select **Scale to fit** from

Tools → Application Sharing or use the  button.

- You can optimize application sharing by selecting "Best Image Quality" to "Highest Speed" from the Hosting Options window.