




## Application Sharing

### Quick Reference Guide for Moderators

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

#### Using Application Sharing

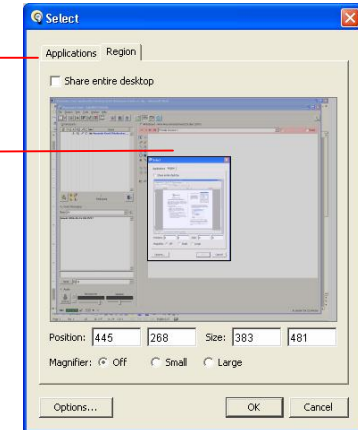
1. Open the website or application(s) you wish to share.
2. Click  or use **Tools → Application Sharing → Host Applications...** Select the website or application(s) from the list.
3. From the dialog box, select the appropriate tab for sharing an application or a region.
  - To select an application, 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**

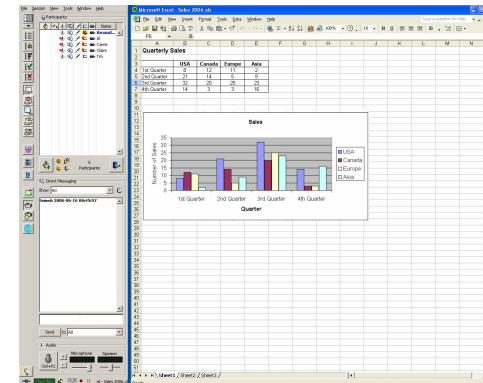
Sharing by region allows you to share multiple applications and windows simultaneously. When sharing by application, any new windows that open relating to the application will also be shared.

Select the Applications or Region Tab




From the Applications tab, select the appropriate application from the displayed list. Similarly, from the Region tab click the region you wish to share from the graphical display of your desktop's window layout.



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 choose to share. You can change the hosting options based on your preference by clicking the Options button on the Select screen.

- To pause Application Sharing, click  on the toolbar. The participants will see a still-shot of your application(s). Click  to resume sharing. Any changes that were made in application or region while the application was paused are sent to the participants.
- 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 red and orange indicators next to Jill and Mike's names show that they have not received all of the content from the shared area. As both colors appear next to Mike's name, it indicates that he is more delayed than Jill. Since Cathy does not have an indicator next to her name, she has received all of the information*

### Giving Control of Your Application(s)

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

To give control,



- In the Participants window, click on the name of the participant to whom you wish to give control.
- Right-click on the name selected and choose **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 two methods:


- Press Ctrl + Spacebar on your keyboard or the appropriate Hot Key.

- In the Participants window, click on the name of the participant who is currently controlling your desktop. Right-click on your mouse and select **Take Away Control of Shared Applications** from the menu that appears. You can also select this option from **Tools → Application Sharing**.

### Best practices.

- To give hosting privileges to a participant, click next to the participant's name in the Participants window and under the Application Sharing column. The icon  will appear, indicating that permission has been activated.
- Set your Connection Speed to the Internet from the Session menu. Remind your participants to set their connection speed as well.
- When another attendee is controlling your application, use the audio hot key to press/release the Talk button.
- When sharing an application running full screen, click  or select the Switch to mini-controller option in the Hosting Options window.

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

- Click  to snapshot the application to the whiteboard for annotation and discussion.
- The activity indicator lights allow you to know which attendees are on a slower connection or are experiencing Internet delays so you can adjust the pace of your presentation.
- If desired, ask participants to use the optional setting of **Scale to fit** from **Tools → Application Sharing** when viewing a shared application or region. If the area being shared is larger than the Application Sharing window, it will be scaled to fit the window. The scaling percentage is noted at the top of the window.
- You can optimize application sharing by selecting "Best Image Quality" to "Highest Speed" from the Hosting Options window.