



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 can grant remote control of his or her shared 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**

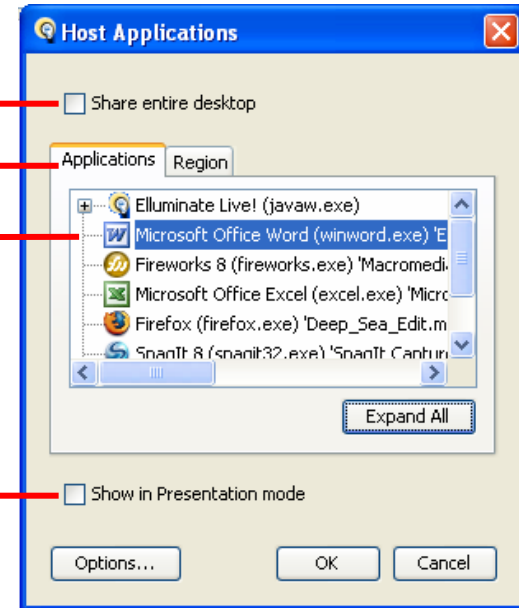
Sharing by region allows you to share multiple applications and windows simultaneously. When sharing by application, any new windows that open relating to the application will also be shared.


Share your entire desktop Share entire desktop

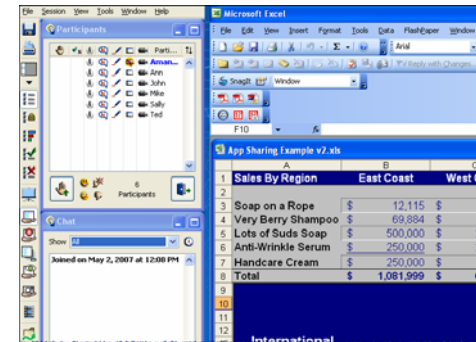
Select the Applications or Region tab

From the Applications tab, select the appropriate application(s) 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.


Select Presentation mode for full screen viewing. Show in Presentation mode




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.



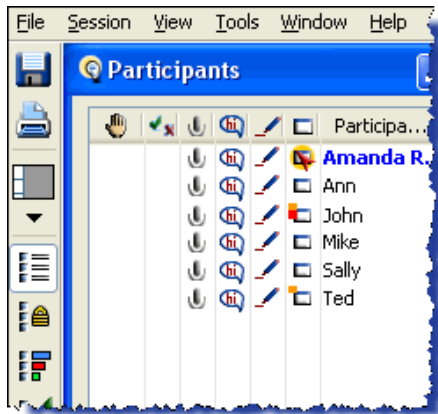
The default hosting options will automatically resize and reposition your windows based on the application or region you chose to share. You can change the hosting options based on your preference by clicking the **Options** button on the **Host Applications** dialog box. Macintosh users may prefer **Top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

- 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.

- 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 Ted's name shows that he 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 Ted. Ann, Mike and Sally 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,


- 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.
- 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. You can also select this option from **Tools → Application Sharing**.

Best practices.

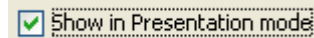
- To give hosting permissions to a participant, click next to the participant's name in the Participants window and under the Application Sharing column. The icon  will appear, indicating that permission has been activated.
- Set your Connection Speed to the Internet from the Session menu. Remind your participants to set their connection speed as well.
- When another attendee is controlling your application, use the audio hot key F2 to turn on and off your audio.


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