

# ShareItNow™

## Presenter Quick Start User Guide

ShareItNow™ is your key to easy-to-use web conferencing.

It is the quickest way to show any application on your desktop - easily and intuitively - to customers, prospects, partners, suppliers and colleagues.

This Quick Start User Guide was designed to illustrate the 'basics' of using ShareItNow™.

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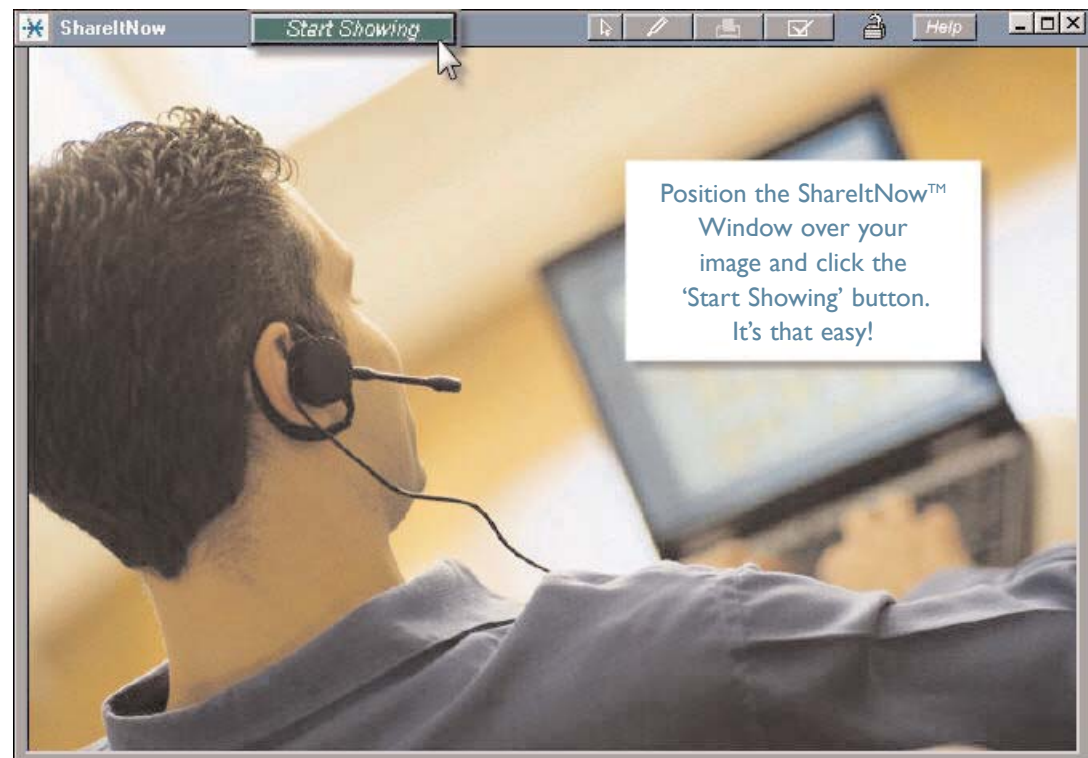
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## Starting a ShareItNow™ Session

To start a ShareItNow™ Instant Session, click once on the ShareItNow™ SysTray Icon located on the lower right corner of your computer screen.

After clicking on the ShareItNow™ icon, enter your Presenter Password on the login screen. If you want the system to remember your password for subsequent sessions, click the 'Save this password for automatic future use with Start Menu'.

Click 'OK' to advance to the next screen.



- 1 Click on the ShareItNow SysTray Icon.



- 2 Click the 'Save this Password for Automatic Future Use with Start Menu' if you want ShareItNow to remember your password.

## ShareItNow™ Window

After logging into ShareItNow™, you are ready to begin a ShareItNow™ Instant Session.

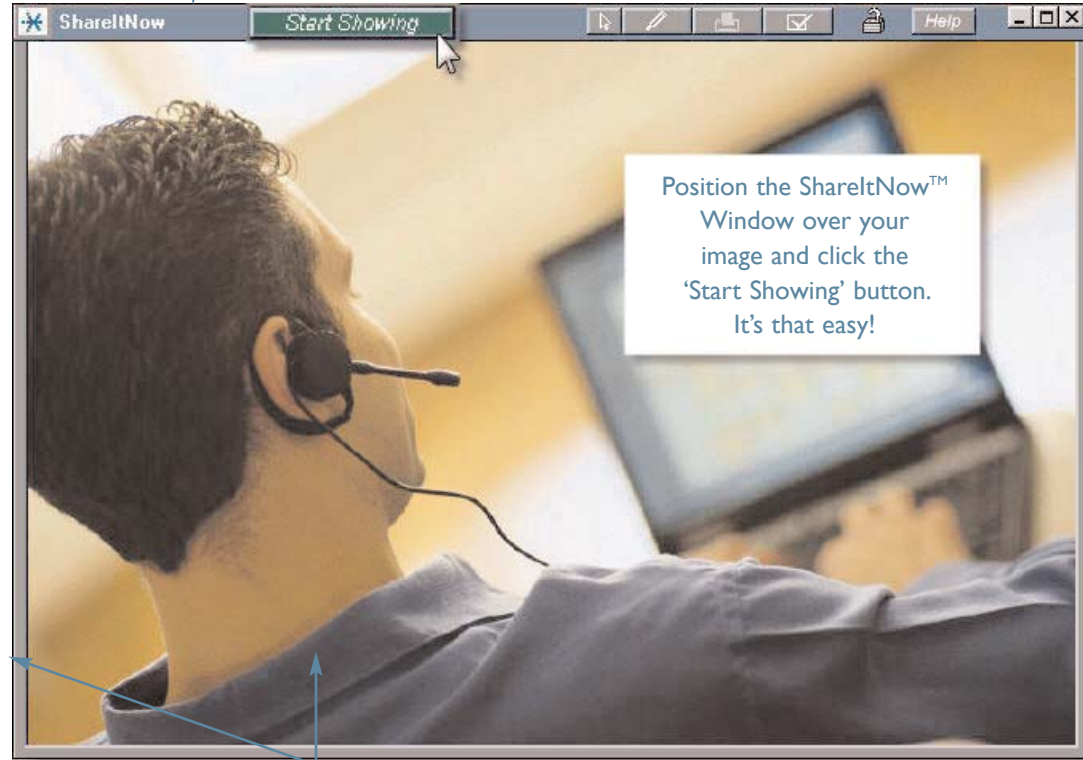
ShareItNow™ is a dynamic live application that can be moved, sized and positioned around anything that the presenter wishes to show to remote participants from the presenter desktop.

Once you have decided what to show your Participants, 'click and drag' the the ShareItNow™ Toolbar around the document or application you want to show.

To share your image, simply click the 'Send' button.

*Note: You can resize the ShareItNow Window by clicking and dragging on the frame bars or corners. Resize the Window Frame around the image you choose to show, large or small.*

- 1 Click and drag the toolbar to position the ShareItNow™ Window around the image or document you wish to show.



- 2 Click and drag the frame bars or corners to re-size the ShareItNow™ Window.

- 3 Click the 'Start Showing' button to share your image or document.

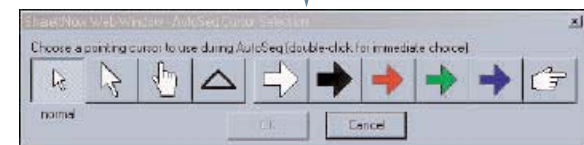
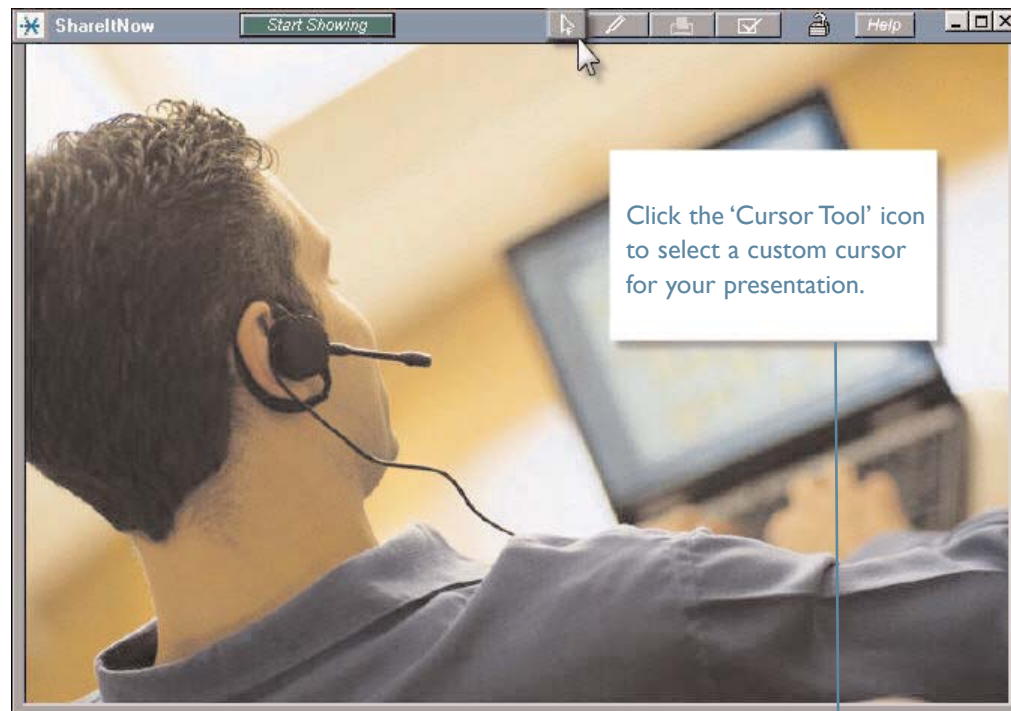
## Custom Cursor Selection

Altering the use of cursors throughout live presentations allows for 'on-the-fly' customization of your meetings. The use of custom cursors allow Presenters to highlight specific functions, can be used to delineate department duties or draw attention to the bottom line.

Presenters can choose from 10 pointing cursors to use during their presentations by clicking on the 'Cursor Tool' icon from the ShareItNow™ Toolbar.

From this menu, Presenters can choose a pointing cursor to use during their presentation. Presenters may change the cursor throughout their presentation by simply clicking on the 'Cursor Tool' icon again and selecting a new cursor.

*Note: The cursor you select from this menu will become your default 'cursor' tool when using the annotation tools as outlined on the next page.*



## Annotation Tools

The ShareItNow™ Frame includes Annotation Tools to aid presenters in creating highly interactive and visually powerful online collaborative meetings.

To annotate your meetings, simply click the 'Annotation Tool' icon from the ShareItNow™ Toolbar and select the Annotation Tool you wish to use during your presentation.

### Annotation Tool Properties

Participants will not be able to view your annotations until you click the 'Start' button.

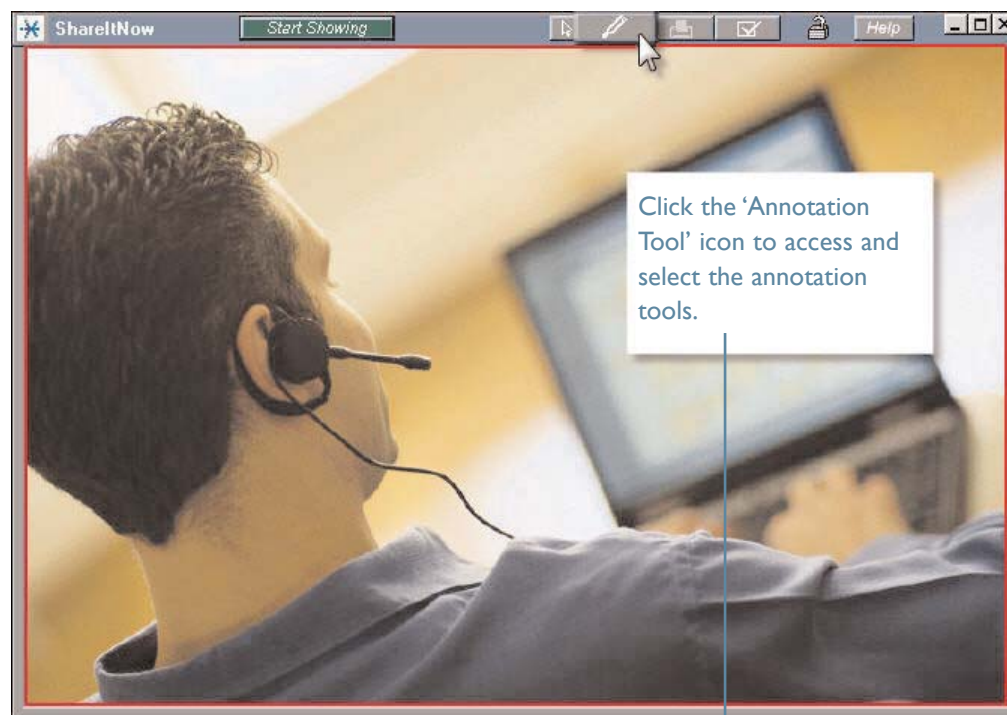
When Annotation Tools are activated, a red line will surround the ShareItNow™ Window.

The use of annotation tools do not alter your original document.

Annotations appear only on the area you currently have framed.

Close the Annotation Toolbar to clear annotations before moving to your next image.

The Annotation Tools cursor stamp will default to the last cursor selected in the Cursor Selection menu (see previous page).



- Cursor tool
- Pen tools
- Highlighter tool
- Text tool
- Eraser tool

## Printing from ShareItNow™

By clicking on the 'Print Tool' icon, presenters can print images from the ShareItNow™ Window.

The printing function allows the presenter to print the last image captured within the ShareItNow™ Window.

The printed image will include any annotations that have been made to the last image.



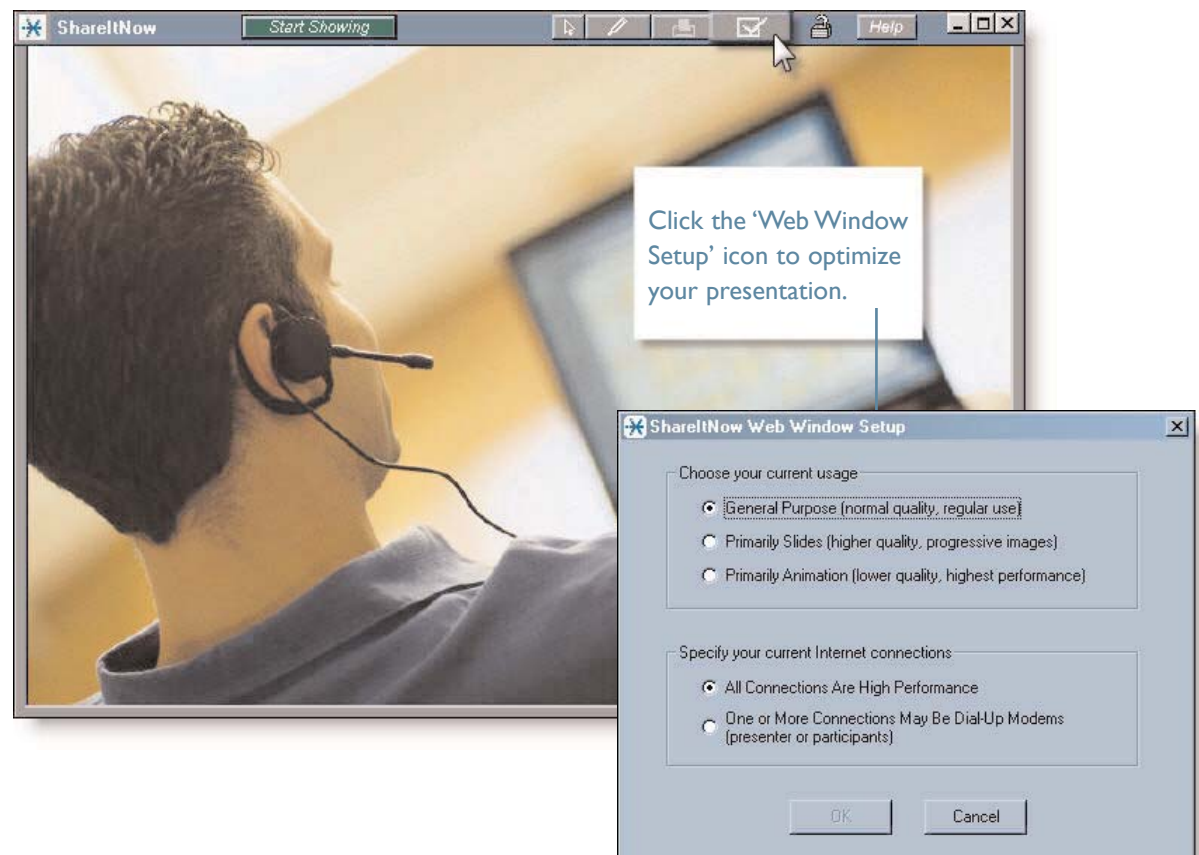
## Web Window Setup

Clicking on the 'Web Window Setup' icon allows presenters to optimize the performance of the ShareItNow™ Window based on what type of presentation they are conducting.

The 'General Purpose' setting works well in most situations. If the slides you are showing have a lot of detail, you may want to change the setting to 'Primarily Slides'. The image transmission speed may be a bit slower, but the quality will be at its highest.

If you are showing streaming video or changing screens rapidly (demonstrating an application) you may want to choose the 'Primarily Animation' setting. This will give you the fastest image transmission speed.

*Note: If you have one or more viewers on a slower connection, such as a modem, you may want to select 'One or More Connections May Be Dial Up Modems', otherwise, always select the 'All Connections are High Performance Connections' setting.*



## Security and Online Help

The 'Security Icon' will display as locked if the Presenter has chosen to require an Access Code for their meeting.

If there is no Access Code required for the meeting, the lock will appear 'open' and no additional security is required for the ShareItNow™ meeting.

To access the ShareItNow™ Online Help Guide, click the 'Help' icon. You will be

The Security Icon will display as locked if the Presenter has chosen to require an Access Code for their meeting. If no Access Code is required for meetings, the Security Icon will display as unlocked.

