

APPLICATION SHARING

Share any application on your computer with others.

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

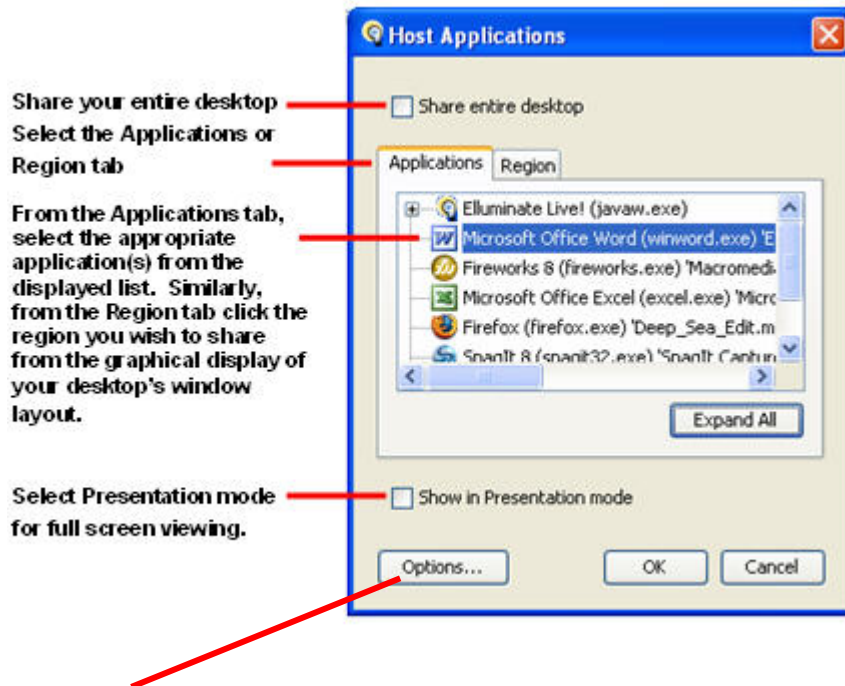



2. Click the Application Sharing icon or use Tools → Application Sharing → Host Applications...
3. From the dialog box, select the appropriate tab for sharing an application or a region.
 - To select an application, click the Applications tab. All the applications currently visible on your desktop will 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.

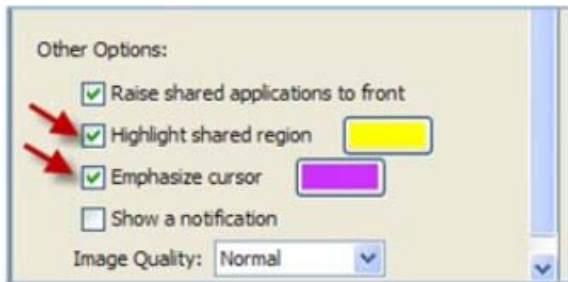
To quickly share your entire desktop, use Tools → Application Sharing → Share Entire Desktop


Share entire desktop will show everything on your desktop including programs or things you may not want to share, i.e., instant messages!

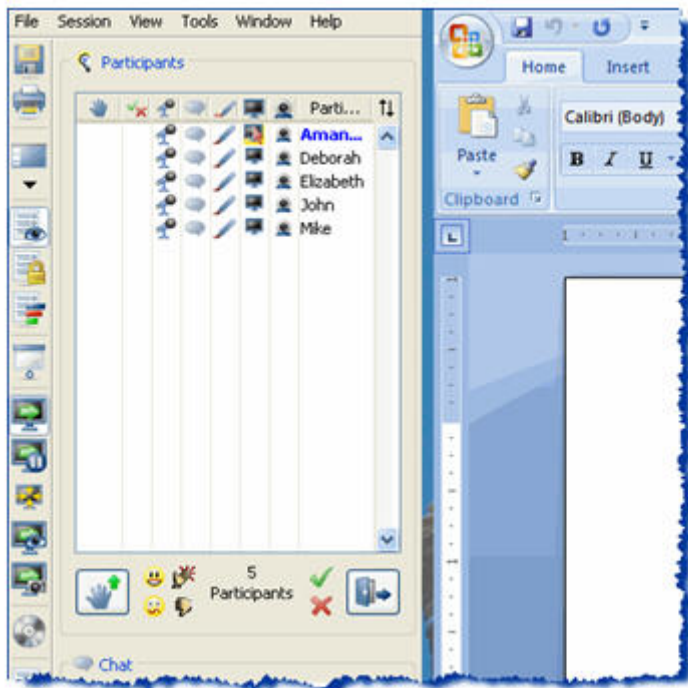
Sharing by region allows you to share multiple applications and windows simultaneously. When sharing by application, any new windows that open relating to the application will also be shared.



Click **Options...** to emphasize the cursor  for participants to follow or highlighted shared region.

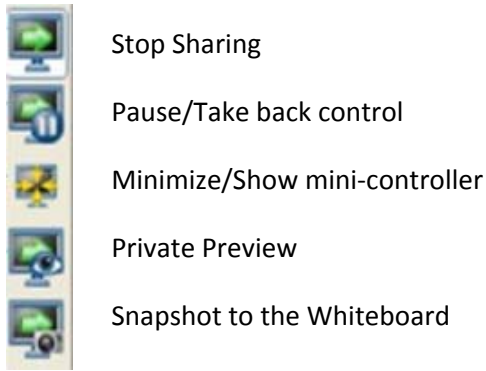



4. Click OK to begin sharing. The icon next to your name in the Participants window will change to  to indicate that you are sharing and controlling your application(s). As you make changes to the application(s), the other participants will be able to see those changes as they are being made.




The icon menu bar moves to the left only on the Moderator's screen. 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  .

Give and take back control of your shared application (Share cursor privileges on your application)

When hosting an application sharing session, you have the ability to

- Give control of your desktop or shared application to another participant or moderator
- Take away control of the shared applications

The participant must have host application sharing permissions.

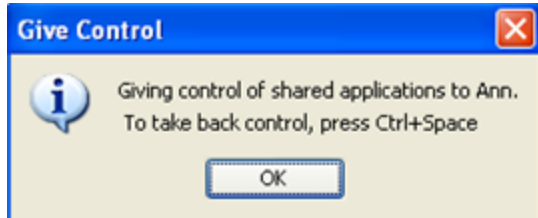
Give Control

By giving control of your application sharing session to a participant, they will then be able to manipulate what you are sharing in the Application Sharing window.

1. Start hosting an application sharing session on your desktop.
2. Select the participant in the Participants window you wish to give control to.
3. Right-click (Control+Click on Macintosh) on the participant's name and select Give Control of Shared Applications from the context menu. Alternatively, go to Tools > Application Sharing > Give Control of Shared Applications.

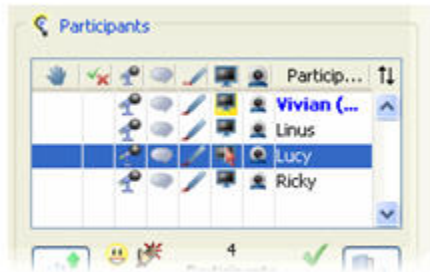


1. The Give Control notification window appears.



2. Click OK to confirm the operation and close the window.

3. The Participants window is updated to indicate who is controlling the application(s). A red arrow will appear in the Application Sharing column indicating the participant who is now in control of your application.



Take Away Control

You can regain control of your shared applications performing one of the following methods:

- Participants window
Right-click (Control+Click on Macintosh) on the participant who has control of your application sharing session. From the context menu select Take Away Control of Shared Applications.
- Tools menu
Go to Tools > Application Sharing > Take Away Control of Shared Applications.
- Hot Keys
Control+Space (⌘+Space on Macintosh). (Substitute your own hot key here if you modified the default hot key definition.)

Display PowerPoint animations using Application Sharing

If you would like to incorporate PowerPoint presentation with slide transitions and animations in CCC Confer, or run a timed presentation during which slides change at certain intervals, consider **Application Sharing** your PowerPoint presentation in "**Slide Show**" mode.

NOTE: We recommended that you view the slide show in an individual window rather than full screen so that you can still interact with the CCC Confer environment. Prior to application sharing the presentation as a slide show, you will need to:

Step 1. Open your PowerPoint file

Step 2. From the **Set Up Slide Show** menu make sure you select '**Browsed by an individual (window)**'

Step 3. Click **OK**. Click **F5** to start the presentation and resize the window to suit.