Chapter 13  Presentation Mode

Moderators can change the view of the Whiteboard or an Application Sharing window so it fills the entire Elluminate Live! window. This is called Presentation Mode. In Presentation Mode, everyone in the session will have the same full-window view – until either they “opt out” of Presentation Mode or the Moderator ends Presentation Mode and returns the content to a normal view.

When Presentation Mode is engaged, the toolbar, status bar and some of the interaction features (such as Chat and the Participants window) are hidden from view. (Audio is accessible through the Presentation Mode controller, discussed below.) Those wishing to interact with others in the session by sending Chat messages, raising their hands, etc. can still do so, but they must first opt out of Presentation Mode or use the assigned hot keys for those functions.

You cannot use the Graphing Calculator, Multimedia, Quiz Manager, Web Tour and File Transfer during Presentation Mode. If you have them open when Presentation Mode begins, they will be closed, and you won’t be able to open them until Presentation Mode ends.

If open, the Video, Notes, Timer and Closed-Captioning windows will remain open when a Moderator start Presentation Mode. You also can open them after Presentation Mode has been engaged.

Use Presentation Mode when you want to

- reduce distractions and focus everyone’s attention on what is being presented;
- project your Elluminate Live! session onto a large screen to a group assembled in a conference room or classroom (since the group is logged in as one session attendee, interaction features are not as important as maximizing the content being presented);
- demonstrate software applications, where it is important to have a “full-screen” view of the application in order to easily see all the menus and options; and
- record Elluminate Live! sessions for instructive purposes, where the interaction features cannot be used (as there is no live participation in the session) and you want to keep the viewer’s focus directed toward the content.
As a Moderator, you can use all the available Presentation Mode features. Participants have limited control over Presentation Mode.

<table>
<thead>
<tr>
<th>Feature</th>
<th>Moderators</th>
<th>Participants</th>
</tr>
</thead>
<tbody>
<tr>
<td>Put the Whiteboard or an Application Sharing window into Presentation Mode</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Return the Whiteboard or an Application Sharing window to normal view</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>View Whiteboard or Application Sharing content in Presentation Mode</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Opt out of Presentation Mode</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Return to Presentation Mode after opting out</td>
<td>✓</td>
<td>✓</td>
</tr>
</tbody>
</table>

**Presentation Mode as Seen by the Viewer**

The Presentation Mode window of the people viewing your content in Presentation Mode has the following components:
If you (as a viewer) are in one of the minimal layouts (narrow, flat, left-docked and right-docked) when Presentation Mode starts, or you switch to a minimal layout during Presentation Mode, you will automatically be opted out of Presentation Mode as these layouts do not display the Whiteboard or Application Sharing. To view content in Presentation Mode, you will need to switch to a non-minimal view (default, wide, tall or Whiteboard only) and then use the Return to Presentation Mode button in the toolbar to opt back in to Presentation Mode.

The Presentation Mode Controller

The Presentation Mode Controller is a small control strip in the Presentation Mode window. The controller contains one set of controls for presenting Application Sharing sessions and another for presenting the Whiteboard.

You will see the controller tab in the top right corner of the Presentation Mode window. To show it, click on the tab. To hide the controller, click on the tab again.

You can also move the controller up and down the right side of the window by dragging its tab.

Controller for the Whiteboard in Presentation Mode

When you are viewing the Whiteboard in Presentation Mode, the controller has two buttons:

- The Opt Out of Presentation Mode button to view the Whiteboard in normal view. (You might want to do this in order to send a Chat message or raise your hand.)
- The Talk button to toggle your microphone on and off for talking.

The Talk button is disabled if you are using Telephony for your audio.
Controller for Application Sharing in Presentation Mode

When you are viewing an Application Sharing session in Presentation Mode, the controller has four buttons:

- The **Opt Out of Presentation Mode** button to view the Application Sharing session in normal view. (You might want to do this in order to send a Chat message or raise your hand.)

- The **Talk** button to toggle your microphone on and off for talking. (For details on using the **Talk** button, see *Activating and Releasing Your Microphone* on page 118.)

  The **Talk** button is disabled if you are using Telephony for your audio.

- The **Request Remote Control** button to request remote control of the shared application. (For details on remotely controlling an Application Sharing session, see *Request Control of Someone Else’s Desktop* on page 229.)

- The **Scale To Fit** button to resize and reposition the Application Sharing window. If the application that is being shared is larger than the Application Sharing window, clicking on this button will scale the application to fit into the Application Sharing window.

When you zoom out using the **Scale to Fit (zoom out)** button, the button changes to the **Scale to Fit (zoom in)** button, which you can use to zoom back in to full view.
Displaying Content in Presentation Mode

When you start displaying your content in Presentation mode, any currently running Web Tours will be terminated. If anyone in the session has a Graphing Calculator, Multimedia, Quiz Manager or File Transfer window open, it will be closed.

The Whiteboard

1. Open the Present Content dialog box in one of three ways:
   - From the View menu, select Present Content.
   - Enter Ctrl+Alt+P (⌥⌘P on Macintosh)
   - Click on the Present Content button in the toolbar or the Mini-Controller.

2. Select Whiteboard.

3. If you wish your own view of the Whiteboard to be in Presentation Mode, select Present to Self.

   The next time you engage Presentation Mode in the current session, Elluminate Live! will remember whether or not you selected this option.

4. Click on the Present button.

If you did not select Present to Self, your view of the Whiteboard will be surrounded by a yellow border containing text to indicate that it has been placed in Presentation Mode. You will also know you are in Presentation Mode because “Presenting Whiteboard” is displayed in the status bar at the bottom of the window.

   If you have your layout unlocked (View > Layout Locked), you will not see the yellow border. However, you will see “Presenting Whiteboard” in the status bar.
The Application Sharing Window

You can put your Application Sharing window into Presentation Mode either though the Present Content dialog box or through the Host Applications dialog box. Application Sharing will appear in the Present Content dialog box only if an Application Sharing session has already been started (by you or anyone in the room).

You will be able to tell an Application Sharing session is in Presentation Mode in two ways: the Present Content button in the toolbar will incorporate the Application Sharing icon () and a message will scroll in the status bar (at the bottom of the Elluminate Live! window) stating “Presenting Application Sharing”, along with a description of what is being shared (i.e., the application, a region or the desktop).

Using the Present Content Dialog

1. Share your application through the Application Sharing dialog box. (See steps 1 and 2 under Using the Application Sharing Dialog on page 261 for instructions.)

2. Open the Present Content dialog box in one of three ways:
   ✓ From the View menu, select Present Content.
   ✓ Enter Ctrl+Alt+P (⌥⌘P on Macintosh).
   ✓ Click on the Present Content

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button in the toolbar or the Mini-Controller.

3. Select Application Sharing.

If Application Sharing is not displayed in the Present Content dialog, this means there is no application being shared in this room.

4. Click on the Present button.

The Present to Self option is not available for displaying an Application Sharing window in Presentation Mode if you are hosting the Application Sharing session (you do not see the Application Sharing content as do others in the session). However, if another session attendee is hosting the session, you can select the Present to Self option.

Using the Application Sharing Dialog

1. Open the Application Sharing dialog box in one of two ways:
   - From the Tools menu, select Application Sharing > Host Applications…
   - Click on the Present Content button in the toolbar.

2. Select the application or region you wish to share.

3. Select the Show in Presentation mode option.

4. Click on the OK button.
Opting Out and Returning to Presentation Mode

Anyone in the session can opt out of Presentation Mode at any time. They might want to do so in order to send a Chat message or raise their hand. When done, they can return to Presentation Mode.

- If you were the Moderator who put the content into Presentation Mode, you can opt out of Presentation Mode yourself without affecting the view of others in the session. Others’ views change only if they opt out themselves or you end Presentation Mode.

Opting Out of Presentation Mode

When you opt out of Presentation Mode, you will be returned to whichever window layout you were in before you activated Presentation Mode. To opt out of Presentation Mode, do one of the following:

- Click on the Opt Out button in the Presentation Mode controller.
- From the View menu, de-select Show Presentation.
- Enter Ctrl+Shift+P (⇧⌘P on Macintosh).

Returning to Presentation Mode

After opting out of Presentation Mode, you can return to it by do one of the following:

- Click on the Return to Presentation Mode button in the toolbar.
- From the View menu, select Show Presentation.
- Enter Ctrl+Shift+P (⇧⌘P on Macintosh).

Exiting Presentation Mode

When you end Presentation Mode, everyone in the session will be returned to whichever layout they had been in prior to Presentation Mode.

- Anyone with Moderator privileges can end Presentation Mode — not just the Moderator who initiated it.

To end Presentation Mode, do one of the following:

- Click on the Exit Presentation Mode button in the toolbar. It will appear as either if presenting the Whiteboard or if presenting an Application Sharing session.
- If in the Mini-Controller, click on the Exit Presentation Mode button.
- From the View menu, select Stop Presentation.
- Enter Ctrl+Alt+Shift+P (⌥⇧⌘P on Macintosh).