



Users Guide for Attendees

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Introduction:

authorLIVE is an Internet based virtual room that connects presenter with the attendees live. With an ability to allow users to share presentations, images and documents in real time, authorLIVE makes a robust tool for various collaborative scenarios like e-learning, tutoring and web seminars. With authorLIVE, users can easily share content to demonstrate features, conduct interactive live meetings or tutoring programs. To build a real interactive shared environment, each virtual room offers the following:

- **The Whiteboard-** to illustrate ideas and concepts through images and content along with annotation features;
- **The Chat Window-** to send instant text messages to the participants;
- **The Attendee List-** to know about the members who have joined the room;
- **Audio Video Settings Pane-** to allow participants to adjust the audio output;
- **The Presentation Pane-** to upload, share and annotate the PowerPoint slide shows; and
- **The Document Tab-** to share word files with the participants

Scope:

This guide helps you

- Get started as an attendee.
- Join an event and collaborate with the participants of the event.

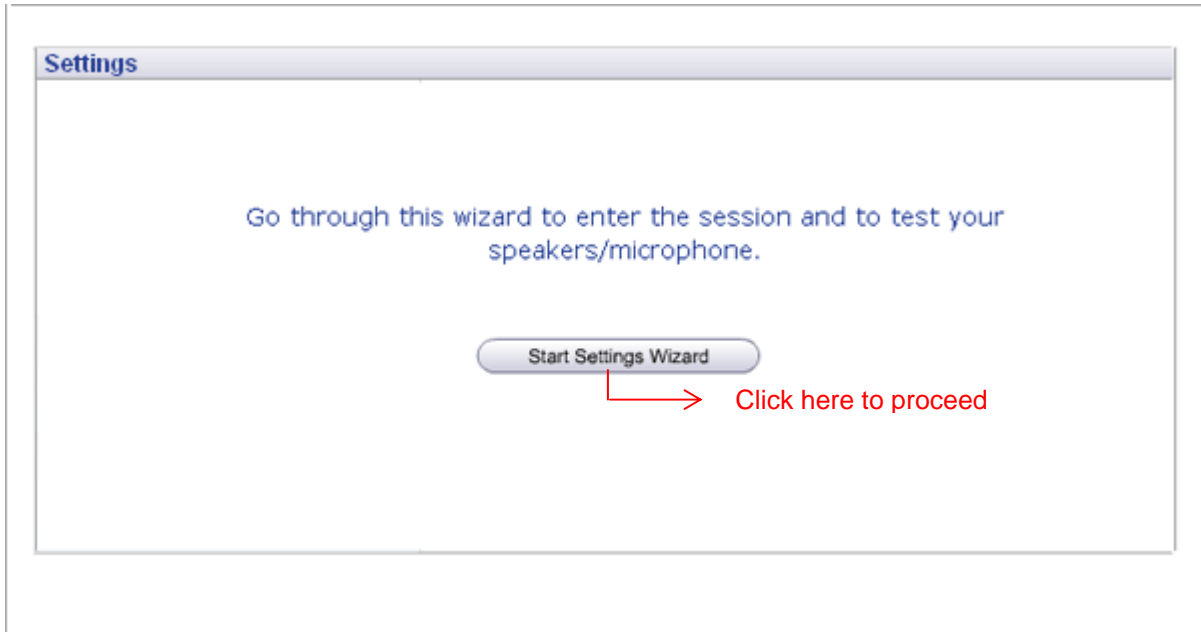
Joining an event:

All you need to enter a web conference or session with authorLIVE are a web browser and Internet connection. Using its support services, authorLIVE sends you a mail notification on the email address mentioned by the presenter intimating you about the scheduled event. To join an event,

1. Either click on *Attendee URL* link (forwarded to you through mail), or copy the URL and paste it in the *Address* field of any web browser.
2. The *Settings Wizard* window opens up.

Pre Launch Settings:

1. Click on the button marked '**Start Settings Wizard**'.



Tip:

- Join the event 10-15 minutes before the time event is scheduled to begin.
- We highly recommend that you go through the tests to ensure that your audio devices are working fine and bandwidth is adequate.
- Before you test your devices, make sure that your speakers, microphone are plugged in, turned on and not muted.
- Close all other programs that play sound or display video.

Settings Wizard:

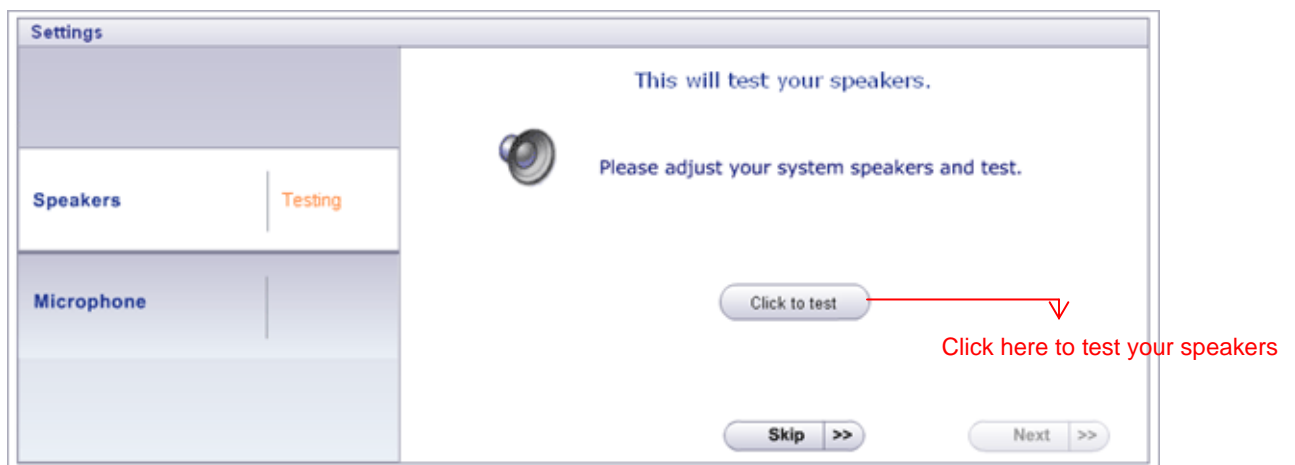
For a better assessment of the audio quality that is accessible to you during the event, we have included *Audio* tests: *Speakers'* and *Microphone* Tests in Settings Wizards. These tests verify a balanced and good quality audio output from your system.

To perform these tests and use the *audio* feature of authorLIVE, you must have a sound card, microphone and speakers (or a headset) attached to your computer.

a) Speakers Test:

This test checks and confirms that speakers attached to your system emanate proper sound signals and you are able to listen what others speak during the event. You can opt to perform or skip the test. *But it is strongly recommended that you test your speakers before you launch your scheduled event.*

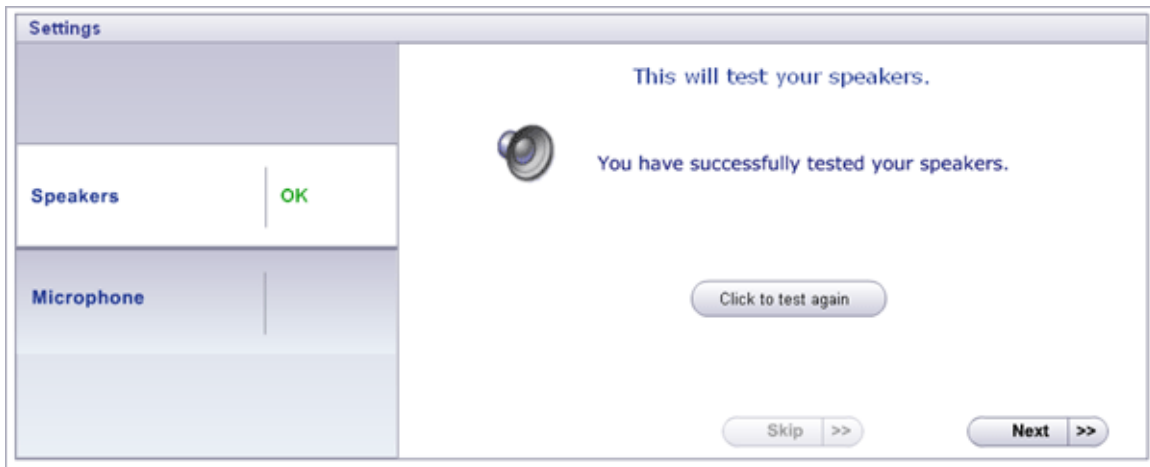
1. Adjust your computer's speakers' volume before you perform this test. To run the test, click on the button marked '**Click To Test**'.



2. As this test plays, confirm that you were able to hear the sound output by clicking on button marked '**Yes**'.
 - If no sound is played back there exists some discrepancy. Click on button marked '**No**'. Check that your speakers are in good working condition; are properly plugged in; or try switching your speakers' volume to some higher setting. Run this test again to confirm their fine working.



3. After you are through with this test, click on '**Next**' to check your microphone functioning.



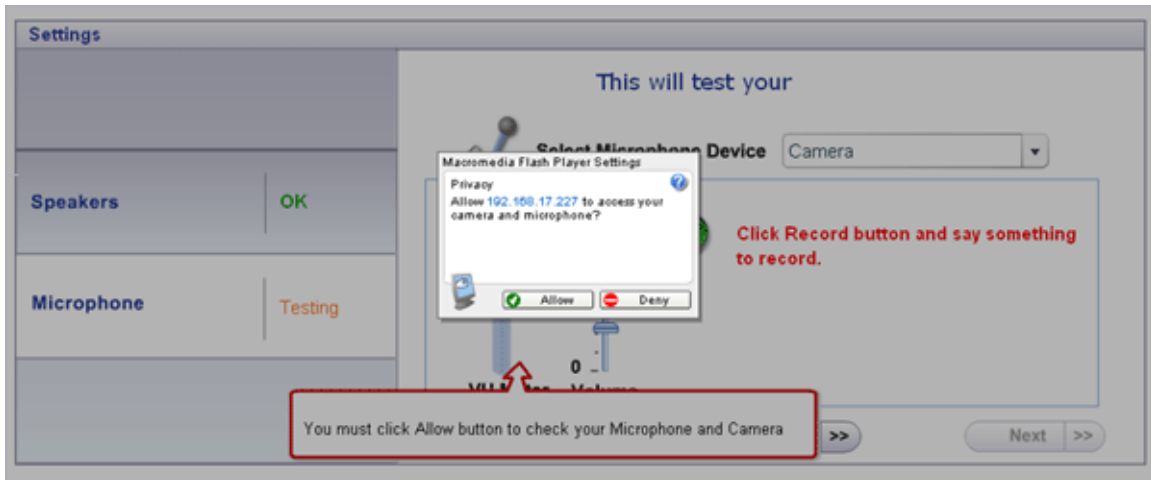
Note:

- If you want to skip Speakers' test, click on '**Skip**' button. But we strongly recommend that you go through this test so that you don't encounter any problem during the event.

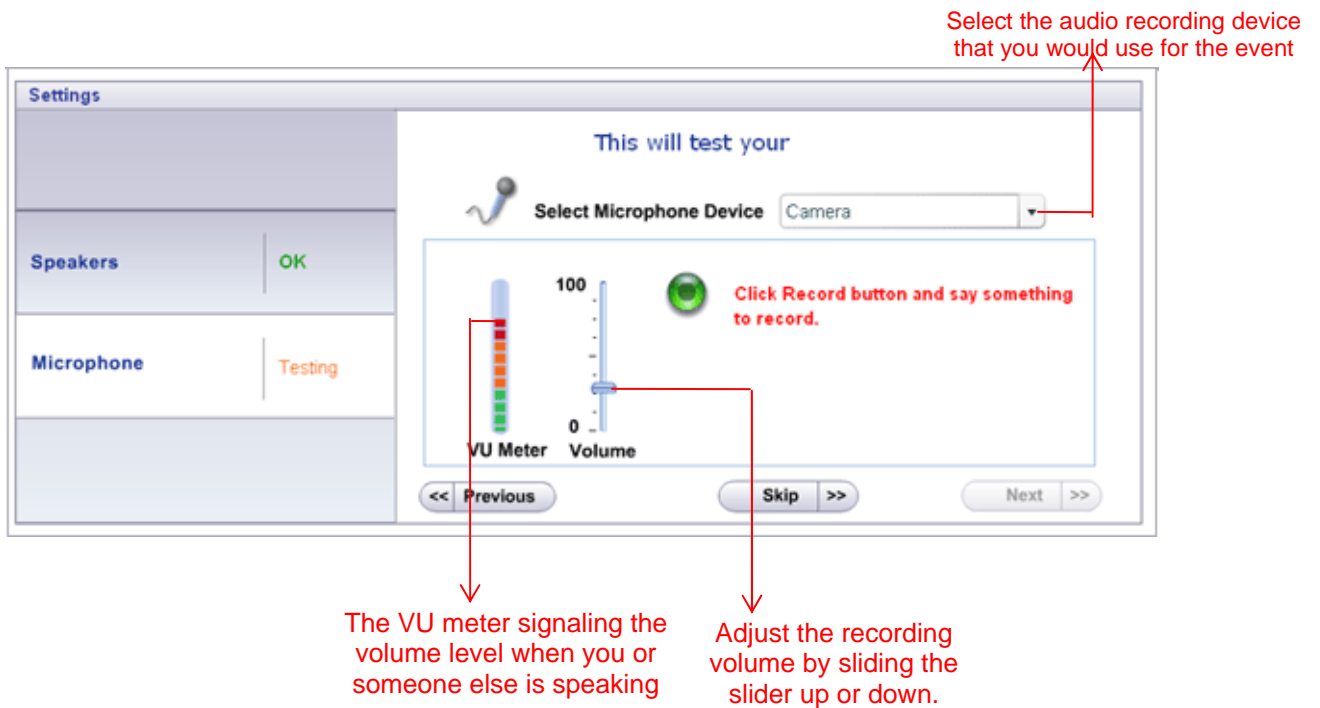
b) Microphone Test:

Microphone Test verifies that microphone attached to your system captures your voice and finely distributes to all other the event participants. You can choose to test your microphone or skip its testing.

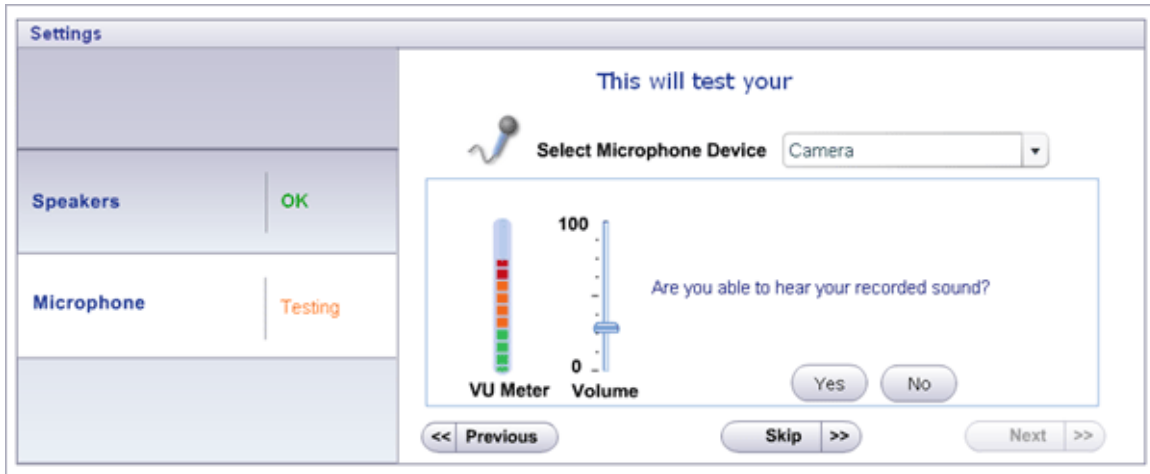
1. Initiating the test, launches the Macromedia Flash Player Settings window seeking your affirmation to authorlive's access to your camera and microphone. You can allow or deny the test. We suggest, you must conduct the microphone test.
2. Click on button marked '**Allow**' to go for this test.



3. The Microphone test window opens up. Select the audio source configured on your computer and to be used for the event in *Select Microphone Device* field.



4. The system prompts you to speak through microphone to test your microphone sound level. To check for that,
 - a) Click on '**Record**' button. The recording countdown begins.
 - b) After the recording is over, the system plays the recorded soundtrack.



- c) Hit on button marked '**Yes**' to confirm the audibility of your recorded sound. You have successfully accomplished the microphone test.
 - d) To adjust the volume, eventually move the slider up or down in the *Volume* field.

Enter Screen Name:

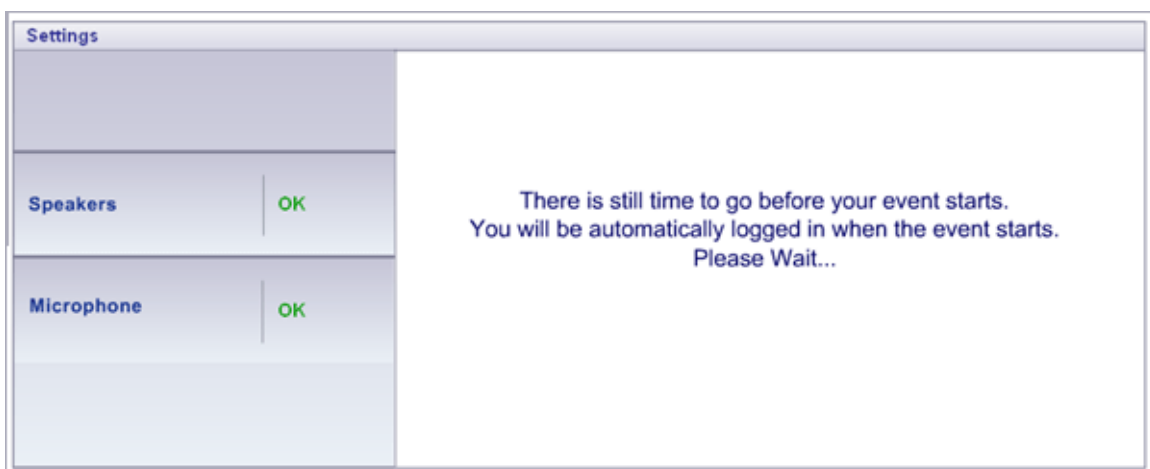
1. Enter your screen name. The Screen Name is just your name for the event in launch. For example, if you are Mark Thorpe, just enter MarkThorpe or even Mark would suffice. *Remember not to include blank space in your screen name.*



The screenshot shows a window titled 'Settings' with a sidebar on the left containing 'Speakers' and 'Microphone' sections, each with an 'OK' button. The main area displays the text 'Screen Name is your name for this event.' followed by 'Enter Screen Name' in bold. Below this is a text input field containing the name 'John'. At the bottom, there are two buttons: '<< Previous' and 'Enter Event'.

2. Hit '**Enter Event**' button to launch the Event Broadcast Window.

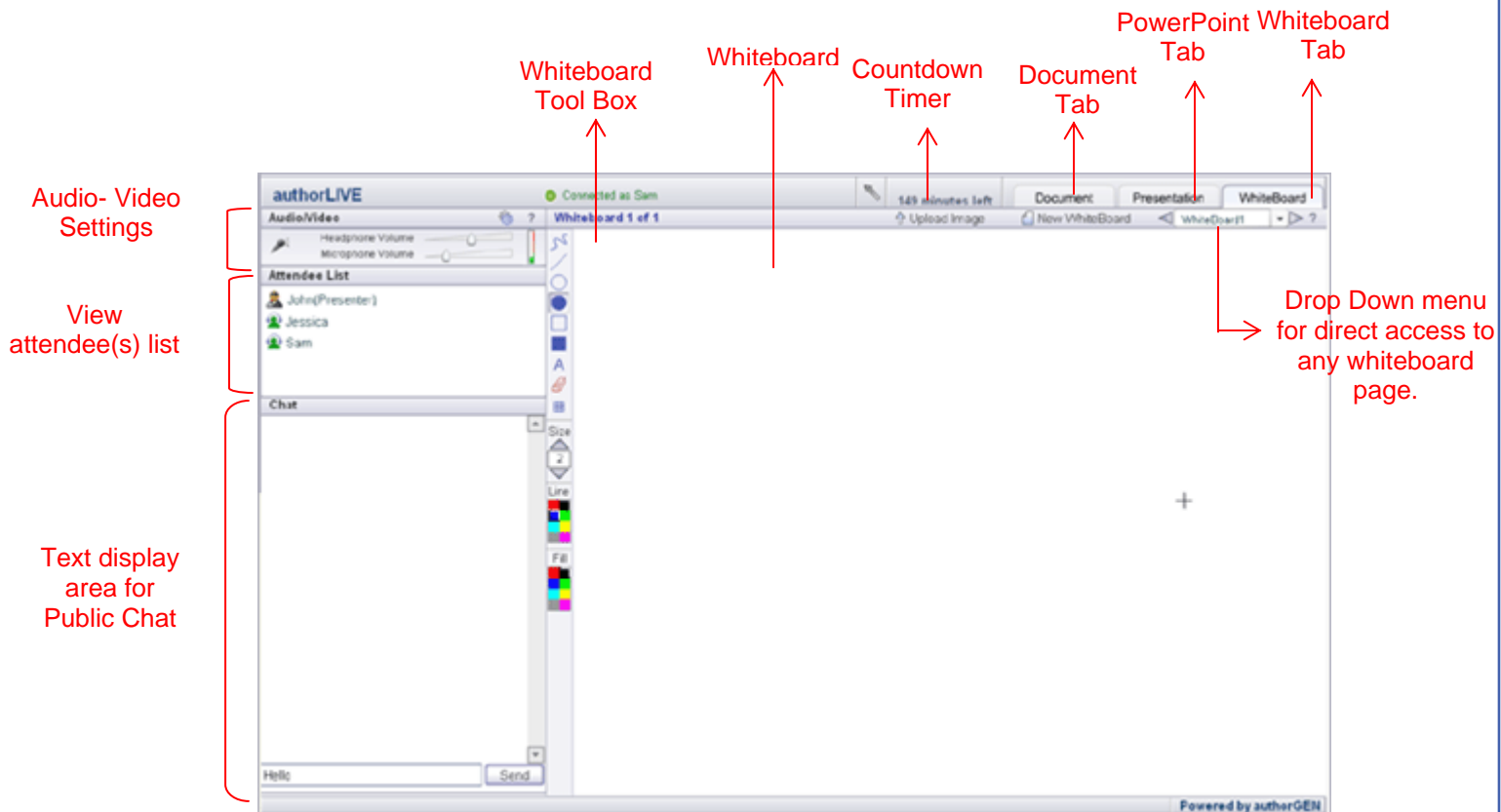
If the scheduled time for the event is up, the event broadcast window opens up automatically; but if there is still some time for the event to start, you are asked to wait. When the event's scheduled time arrives, you are automatically logged in.



The screenshot shows a window titled 'Settings' with a sidebar on the left containing 'Speakers' and 'Microphone' sections, each with an 'OK' button. The main area displays the text: 'There is still time to go before your event starts. You will be automatically logged in when the event starts. Please Wait...'

Live Session:

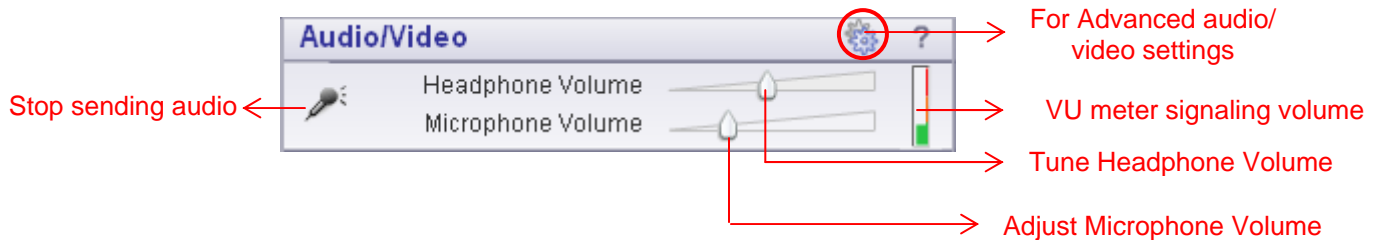
Below is the interface for the authorLIVE live event broadcast window for attendees.




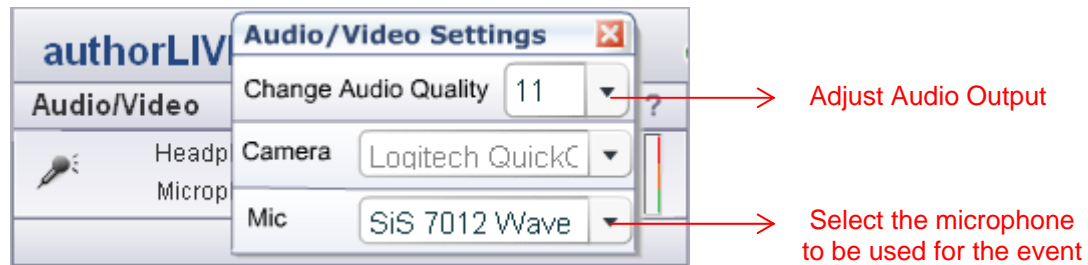
On launching the session, a message notifying that Speaker has transferred full control to you is displayed.

Audio Video Settings:

The application supports 'Live Video' and 'Two-way full duplex audio'. This increases the effectiveness as the ability to talk over the internet enhances the attendees' participation in the event.



- Adjust the Headphone and Microphone volumes by moving their sliders right or left.
- When you click on the icon  encircled in the figure above, the *Audio/Video settings* window opens up (as shown in figure below).



- By default the volume of speakers is the level that you set in *Settings Wizard*. You can readjust the volume of your speakers by selecting an appropriate value in *Change Audio Quality* field.

If you are using MAC Machine you need to set a minimum audio quality of 11 otherwise the audio will not be heard properly.




- *Mic* field lets you select the microphone that you would use for the event from the list of microphone devices configured on your system.





Tip:

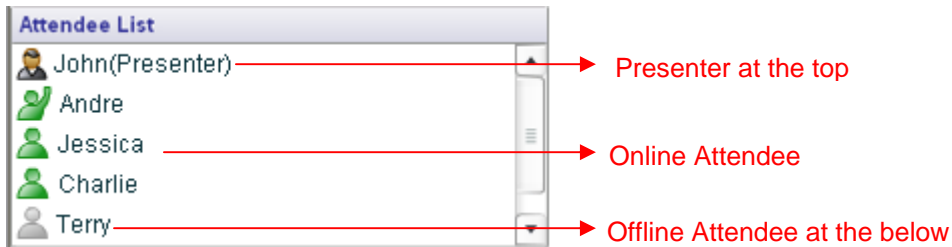
1. Ensure that all participants can hear you and that you can hear them when they speak.
2. Address the other event (session) members by name so that they may know who you are speaking to in your discussion.

Capture Audio/Video:

- Use  button to stop sending audio. Clicking once this button turns off the audio output  and your audience can not hear you. The feature helps you to take short breaks or like attending your phone calls during the event.
- Click again on the  button to resume the transmission of your voice in the event or seminar.

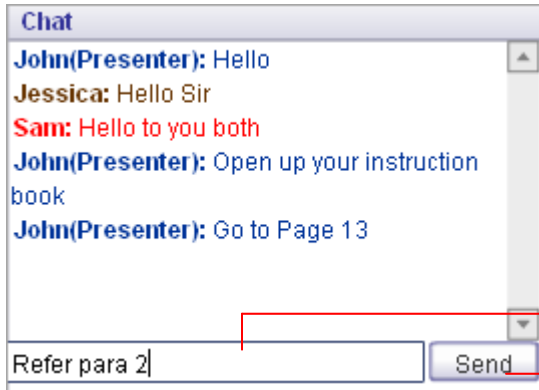
Attendees' List:

The Attendees' list window provides the list of members participating in the event. You can easily ascertain the total number of attendees: online  and offline  in the event.



Chat:

authorLIVE features *Public Chat* through which you can send instant text messages to the presenter and the other attendee(s) in an event. This feature enables you to communicate or raise a question without disturbing the audio portion of the meeting.



To send an instant message in a chat, type your text message in the box located below the chat window and click on **'Send'**.




Tip:

- Remember that when you are communicating through Chat, everyone in the event can see it. To chat with a particular attendee, make sure you address him/her by name so that the attendee may know that you are addressing him or her.


Hand Raising:

From the very beginning of the event, you enjoy privileges similar to the event presenter. However, the presenter may take back these rights from you anytime. If you want the presenter to restore your privileges you can use the hand raising mechanism.

Hand Raising  is one of the unique features that make authorLIVE more interactive and powerful. *Raising Hand* means that you have a query and you are requesting the Presenter to restore presenter's privileges back to you. At any time you can raise your hand to call the presenter's attention without disturbing the other attendees.

1. Click on your name in the Attendees' List column and the Raise Hand field opens up.




2. Click on the Raise Hand field, your icon in the attendee list panel changes to  indicating your raised hand.

Responding back to your request, the presenter may assign you rights (audio) or may simply reject it.

Transfer of Control (Restoration of Initial Privileges)

The presenter holds the rights to transfer and restore your control rights including audio, annotation and file upload rights, to you.

1. If the presenter transfers controls in your favor. An alert message pops up on your screen informing that you have been granted full control.
 - 'Full Control'  makes a two way audio communication (full-duplex) possible between you and the presenter.
2. The Presenter can take back the control from you at anytime. Again, an alert message informs you that the presenter has taken back the assigned privileges from you.



Tip:

- Whenever you have a question or a comment, raise your hand. It makes the event lively and interactive and gives you an opportunity to make your point with Annotation and Whiteboard tools.

Buzz User:

Buzz user is a quick way to call the attention of some other participant in the conversation or discussion. Similar to sending an instant nudge to the event participant, buzz user option shakes the conversation window of the target user. To buzz a user:

1. In the Attendees' List window, click (use left mouse button) on the name of the attendee.
2. A context sensitive menu containing 'Buzz User!!!' Option pops up.



3. Click it and the recipient instantly receives a nudge from you.



Note:

- *Buzz user option must be used cautiously else it may annoy the other user.*

Whiteboard:

A *whiteboard* is a blank page that provides an ideal place to draw any graphic and write quick notes during an event. Use annotation feature on the whiteboard to build a more participative and compelling discussion environment.



Note:

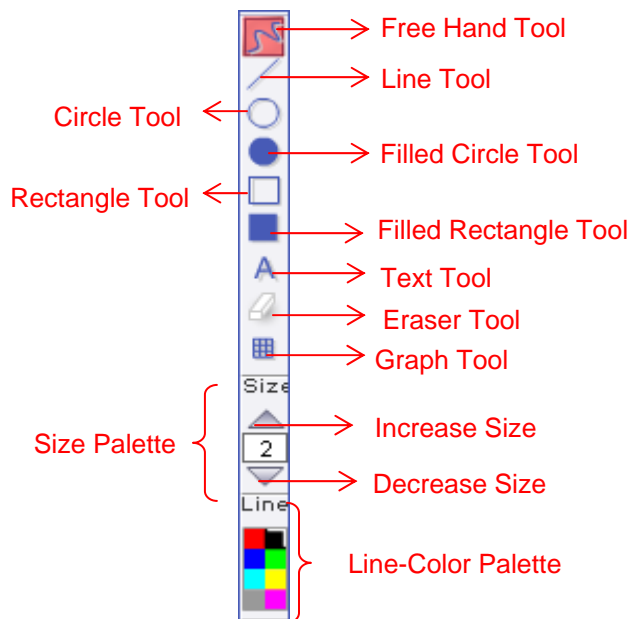
You can use whiteboard toolbox and its annotation features only if you hold full control rights during the event. If the presenter has taken back your rights, you are able to just listen and view the presenter's session.

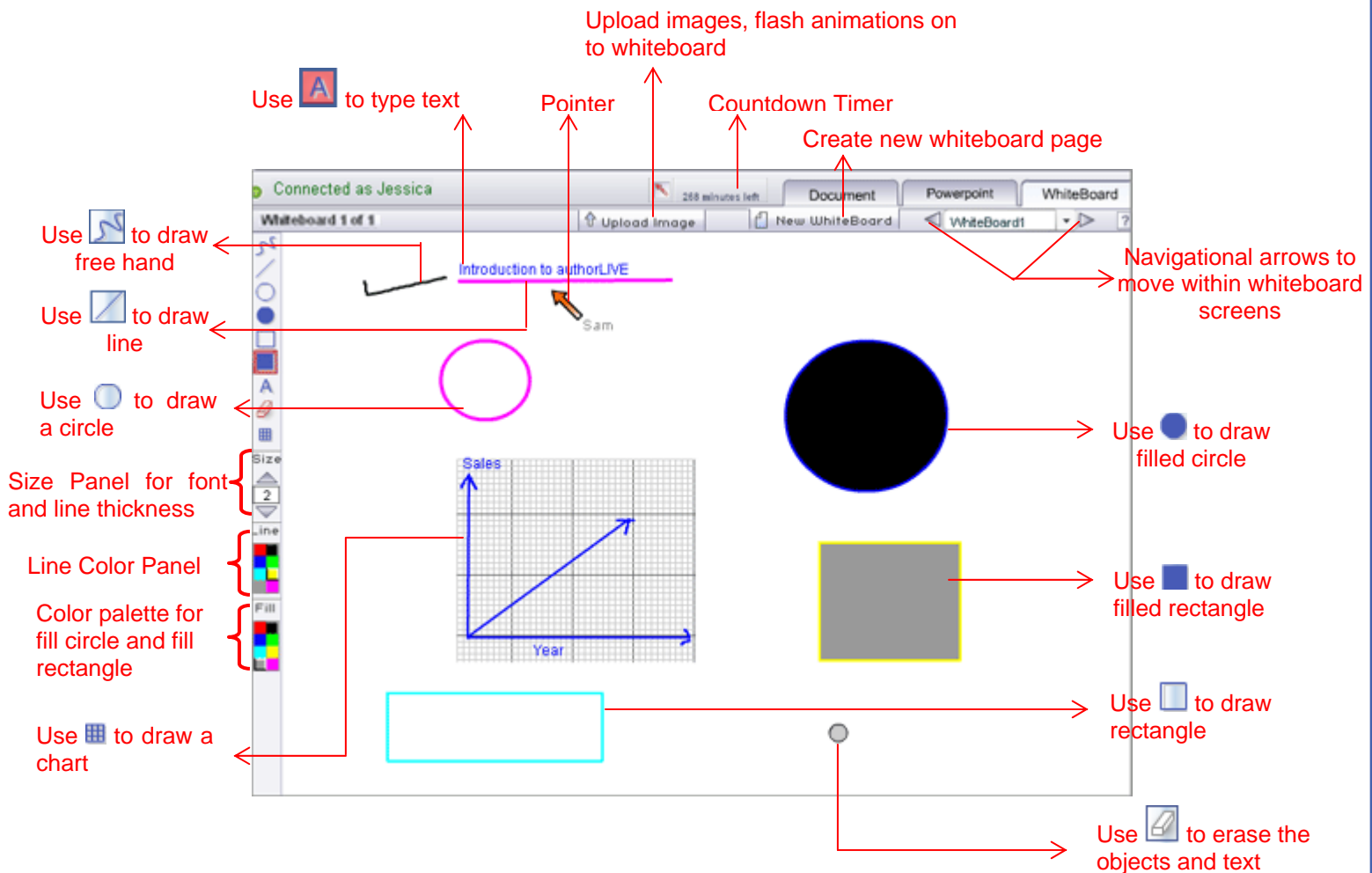
Feature Set:






- *Multiple Page* creation and navigational support helps you create any number of pages and also scroll back and forth between the created pages;
- A comprehensible *Tool Box* to emphasize your words through proper annotations (available in PowerPoint and Document tabs); and
- A *Pointer Tool* to call attention of the participants to a specific point on the page (also available in PowerPoint and Document tabs)






Whiteboard Tool Box:

Quite resourceful, *Whiteboard tools* are available on the left hand side and top of the whiteboard.






1. The **free hand** tool  is enabled by default. Press and hold down your left mouse button and drag the cursor to write free hand on the whiteboard. Likewise, you can use **Line tool**  to draw a straight line on the whiteboard page.
2. The **text tool**, represented by , opens a writable text box on the whiteboard. Position the text box by clicking on the screen where you want to write and then type the text in the box. You can choose the text color by left clicking on the color of your choice in color palette.
3. Draw hollow circle through  or a hollow rectangle through  tools. Position the cursor on the whiteboard, press and hold down your left mouse button and drag your cursor until the shape is of the desired dimensions. You can draw shapes for varied color and sizes by selecting the desired characteristics from their respective palettes.

4. Use  to draw a filled **circle** and  for a **filled rectangle**. Make your choice for boundary color and size from the **Line** and **Size** palettes. Use colors in Fill Palette to fill color inside the circle and rectangle.
5. **Eraser** tool  clears off the earlier placed objects (graphics/text) from the whiteboard screen. Select the tool, then select the size of eraser from size panel and press and hold down your left mouse button and drag your cursor until the object is erased.
6. **Graphs** tool  is a great tool to illustrate complex information through simple charts in the session. Click the graph icon, position the cursor on the whiteboard, press and hold down your left mouse button and drag your cursor until the graph area is of the desired dimensions. You can draw objects like line, rectangle or circle of varied colors and size on the graph using their tools.
7. You can distribute your content among multiple pages during an event if you require. Click on  to create a new blank whiteboard page. You can always page through different whiteboards through navigational arrows anytime.
8. If your discussion demands, you can upload unlimited image and flash animation files during the event. The image files that can be easily uploaded on the discussion whiteboard include flash animations (.swf), and .jpeg.

Pointer Tool:

You can use the **Pointer** tool by clicking on  icon on the Whiteboard menu. Clicking the icon positions the pointer tool on the screen and a hand cursor appears. Press and hold down the left mouse button and drag the hand cursor to move the pointer on the whiteboard. Your screen



name Jessica is visible immediately below the pointer confirming your hold on the pointer tool.

A synchronized movement of the pointer is visible on all the participants' screens as well.

Click again on the Pointer icon to disable the pointer tool.

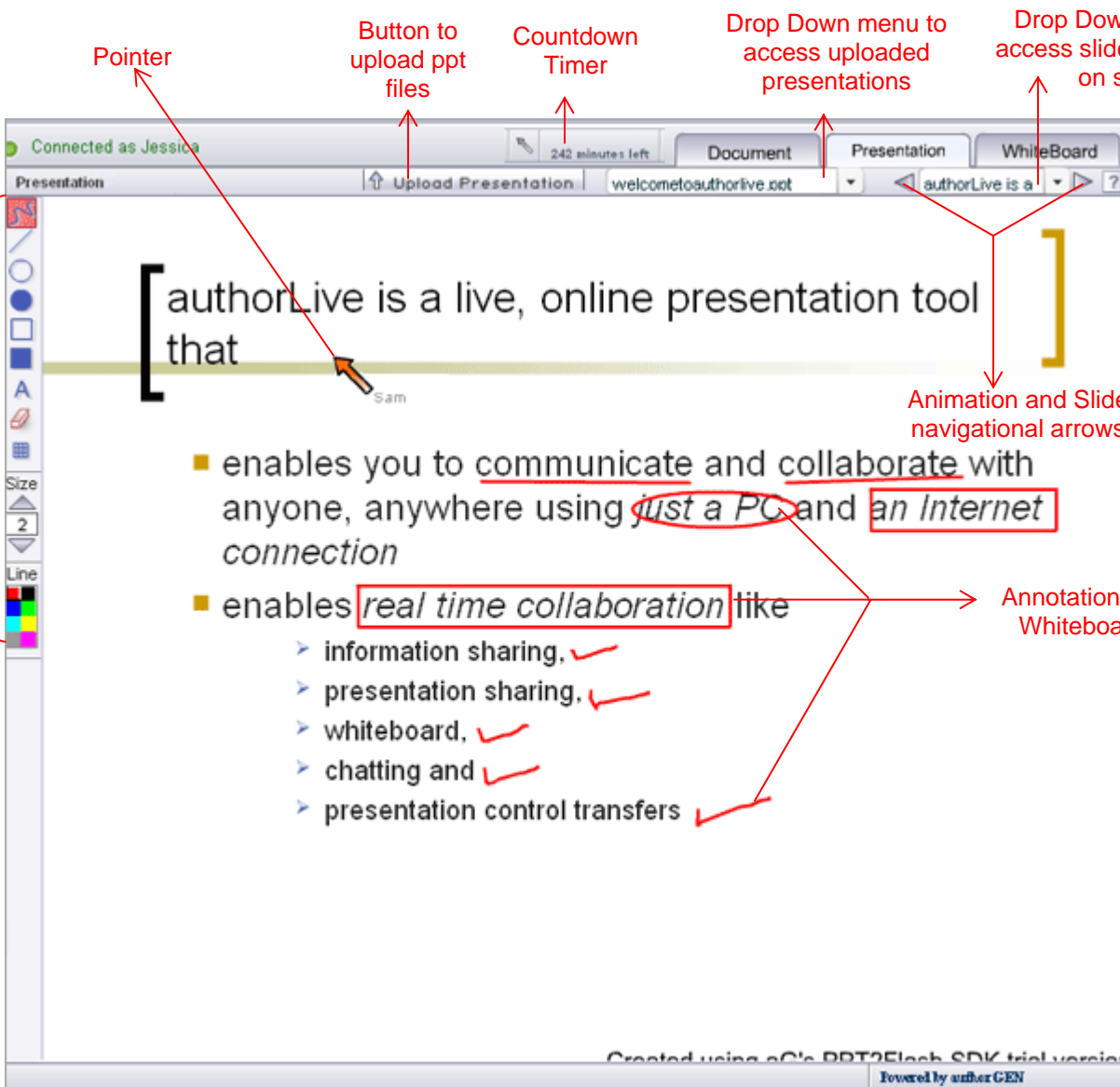
PowerPoint™ Presentation:

With authorLIVE's PowerPoint feature you can effectively communicate with all the participants. You can easily upload and present any number of PowerPoint slide shows to the event members and use the whiteboard tool box to annotate on the top of PowerPoint® presentations.



Note:

You can upload and annotate presentations only if you hold full control rights during the event. If the presenter has taken back your rights, you are able to just view and listen the presenter's session.



The screenshot shows the authorLIVE interface during a presentation. The top bar includes a status bar (Connected as Jessica), a timer (242 minutes left), and tabs for Document, Presentation, and WhiteBoard. The main area displays a slide titled "authorLive is a live, online presentation tool that". The slide content includes a bulleted list of features: "enables you to communicate and collaborate with anyone, anywhere using just a PC and an Internet connection" and "enables real time collaboration like" followed by a list of activities: "information sharing", "presentation sharing", "whiteboard", "chatting and", and "presentation control transfers".

Annotations on the screenshot include:

- Pointer:** Points to the slide title.
- Button to upload ppt files:** Points to the "Upload Presentation" button.
- Countdown Timer:** Points to the "242 minutes left" timer.
- Drop Down menu to access uploaded presentations:** Points to the "Presentation" tab.
- Drop Down menu to access slides of the ppt on show:** Points to the "authorLive is a" dropdown menu.
- Tool Box:** Points to the vertical toolbar on the left side of the slide.
- Animation and Slide navigational arrows:** Points to the navigation arrows at the bottom of the slide.
- Annotations made using Whiteboard Tool Box:** Points to the red checkmarks and boxes drawn on the slide content.

Uploading Presentations:

Prepare a PowerPoint slide show prior to the event and save it to a file on your computer.

1. In the *Event Broadcast* window, hit the PowerPoint tab. All the event participants are automatically synchronized to PowerPoint tab. Click '**Upload Presentation**' button.
2. Browse to the location of the presentation file and select it.
3. Click on '**Submit**' button. After the presentation is loaded, the first slide in the presentation file is automatically loaded to the whiteboard.



Note:

- To upload PowerPoint presentation, you must have PowerPoint installed on your system and have access to a PowerPoint document. However, participants viewing the PowerPoint presentation need not have PowerPoint installed on their computer.



Tip:

- The drawing and annotation tools work in the PowerPoint tab too. Accentuate your viewpoint through appropriate annotations where you need to. It's as good as writing on your presentation.

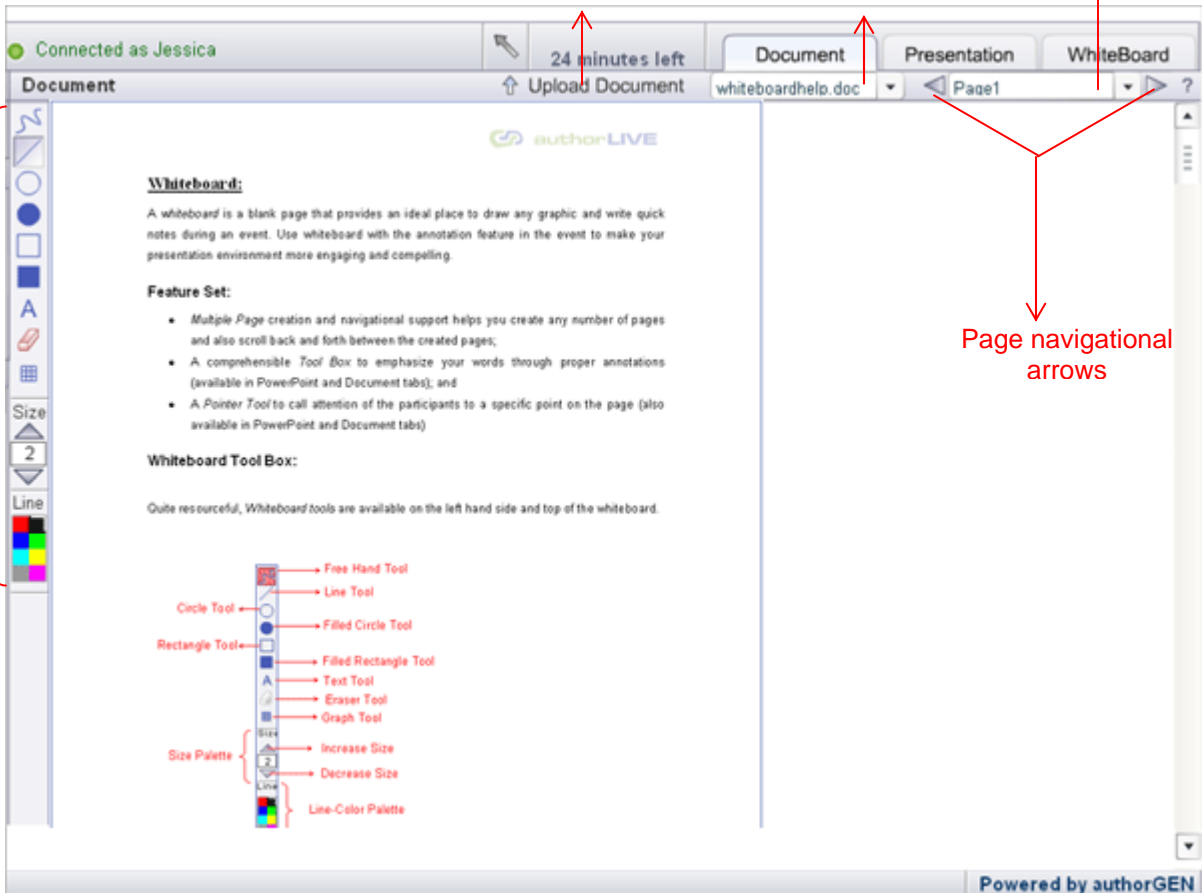
Word Document Sharing:

Feature to upload and broadcast documents like Microsoft® Word to the remote participants in the real time makes authorLIVE a powerful collaboration tool. Adding power and persuasiveness to your online collaborative environment, authorLIVE allows you to share a variety of content – Word documents with other users in an event.



Note:

You can upload and annotate documents only if you hold full control rights during the event else you are able to just view and listen to the presenter. You can ask for full control rights through hand raising.



The screenshot shows the authorLIVE interface with several red annotations pointing to specific features:

- Button to upload documents:** Points to the "Upload Document" button in the top toolbar.
- Drop Down menu to access uploaded documents:** Points to the dropdown menu next to the "whiteboardhelp.doc" document name.
- Drop Down menu to access pages of the document on show:** Points to the "Page1" dropdown menu.
- Page navigational arrows:** Points to the left and right arrow buttons next to the "Page1" dropdown.
- Tool Box:** A red bracket on the left side of the interface groups the various drawing and editing tools.

The main content area displays a "Whiteboard" with the following text:

Whiteboard:
A whiteboard is a blank page that provides an ideal place to draw any graphic and write quick notes during an event. Use whiteboard with the annotation feature in the event to make your presentation environment more engaging and compelling.

Feature Set:

- Multiple Page creation and navigational support helps you create any number of pages and also scroll back and forth between the created pages;
- A comprehensible Tool Box to emphasize your words through proper annotations (available in PowerPoint and Document tabs); and
- A Pointer Tool to call attention of the participants to a specific point on the page (also available in PowerPoint and Document tabs)

Whiteboard Tool Box:
Quite resourceful, Whiteboard tools are available on the left hand side and top of the whiteboard.

A detailed list of tools is shown at the bottom of the tool box:

- Free Hand Tool
- Line Tool
- Circle Tool
- Filled Circle Tool
- Rectangle Tool
- Filled Rectangle Tool
- Text Tool
- Eraser Tool
- Graph Tool
- Size Palette (Increase Size, Decrease Size)
- Line-Color Palette

At the bottom right of the interface, it says "Powered by authorGEN".

Upload Documents:

Before you initiate the event, prepare the documents and save them on your computer.

1. In the *Event Broadcast* window, hit the tab marked 'Document'. All the event participants are automatically synchronized to Document tab. Click '**Upload Document**' button.
2. Browse to the location of the document file and select it.
3. Click on '**Submit**' button. After the document is loaded, the first page in the document file is automatically loaded to the whiteboard.



Note:

- To upload documents during an event, you must have MS-Word installed on your system and access to the documents. However, participants viewing the documents need not have these programs installed on their computer.



Tip:

- Annotate with different drawing and writing tools to call your viewers' attention.

View Recording:

The application automatically records a copy of an event. It captures all activity in the meeting including the audio, live demonstrations, annotations, notes, and even live web slides.

You can view the recorded event. If the speaker sends you the Recording URL, you can replay the recorded event in any web browser that has flash player installed. You can view the event as recorded with every animated action, whiteboard activity and annotations.