

Adding a presentation

You can add one file at a time to the list of files in the screen show.

1. Under Files of type, select the presentation file type.
Presentation files have the .PRZ extension, and presentation list files have the .PLZ extension.
2. Under Look in, select the directory containing the presentation.
3. Under File name, select the file name from the file list box, or enter the file name.
4. Click Open. The selected file will be added to the list.

Note You can use any text editor or word processing application to create a presentation list file. The file must be an ASCII text file that has one file name per line, and should be saved with a .PLZ extension.

You can specify full path names for each file, but to maximize cross-machine flexibility, you should save all presentation files in the same directory, and simply list the file names in the text file.

Selecting a page

1. Under File name, select the presentation file containing the page you want.
2. Under Page to go to, select the page you want to display.
3. Click Go To Page.

Notes

To open the Screen Show Pages dialog box, press the ESC key at any time during a screen show.

To end the screen show at any time, click Quit Screen Show.

To close the dialog box and return to the page you were on when you opened it without going to the selected page, click Resume Screen Show.

Specifying the files to include

Use the Freelance Graphics Mobile Screen Show Player dialog box to add or change the order of presentations in the screen show.

1. Click Add to add one or more presentations or lists of presentations to the screen show. See [Adding a presentation](#).
2. Click Run Show to start the screen show.

Notes

To remove a file from the list of included files, select the file in the list box and click Remove.

To change the order in which the files are played, drag and drop the files in the order you want.

Overview: The Freelance Graphics Mobile Screen Show Player

The Mobile Screen Show Player is a separate application that runs externally to Freelance Graphics. You can use the player to assemble and play screen shows using existing Freelance Graphics presentation files.

Software availability

Anyone running Windows 95 or Windows NT 3.51 or later can use the player. You can e-mail a compressed version of the player to other users, so they can view your presentation files.

No licensing requirements

You do not need to be a Freelance Graphics user or have the Freelance Graphics application installed to use the player.

The player cannot modify Freelance Graphics presentation files

You can only change a Freelance Graphics presentation file using the Freelance Graphics application.

How do I use the player?

See [Using the Mobile Screen Show Player](#).

W

Using the Mobile Screen Show Player

1. Click the Mobile Screen Show Player icon to start the application.

If you are a Freelance Graphics user, the icon will be installed in the same folder (directory) as Freelance Graphics.

If you received the player from another user, you supplied the location of the icon during installation.

2. Add the Freelance Graphics presentation files you want included in the screen show. See [Adding a presentation](#).
3. Click Run Show. The presentations will play one after the other in the order listed.
4. Click the left mouse button to advance a page, or click the right mouse button to return to the previous page.

If a presentation contains a VCR-like control panel, you can use these buttons to move around in the screen show:



5. When you are done, choose File - Exit to close the Mobile Screen Show Player.

Note During a screen show, press the ESC key to open the Screen Show Pages dialog box, which allows you to jump to any page in the show or exit the Mobile Screen Show Player. See [Selecting a Page](#) .

Calling the Dial-Up Networking Server

1. If you have not called the receiver system running the Dial-Up Networking Server before:
 - Choose Start - Programs - Accessories - Dial-Up Networking.
 - Choose Connections - Make New Connection.
 - Follow the instructions to create a new icon for the receiver system.
2. If you have not yet established voice contact with the person running the Dial-Up Networking Server on the receiver system, call that person now to learn the Dial-Up Networking Server password.
3. Double-click the icon for the system running the Dial-Up Networking Server.
4. In the User name box, type the name by which you want to be known to the Dial-Up Networking Server.
5. In the Password box, type the password for the Dial-Up Networking Server, exactly as it was given to you by the person running that system. If the Dial-Up Networking Server has no password associated with it, you must supply a blank password here.
6. Click Connect. If a connection status message indicates that the call or connection could not be completed, follow the instructions and retry connecting to the server.

Dial-Up Networking will attempt to log you on to the receiver's network. It may give you error messages telling you that it cannot find your preferred server, or that it cannot validate you on any server with your user name and password. Ignore these messages. You only need to establish a virtual network connection to the receiver's machine, not to the network to which the receiver machine is connected.

Note When you are finished with your TeamShow session, be sure to disconnect from the server.

{button ,AL(^H_CONNECTING_TO_ANOTHER_COMPUTER_OVER;H_INSTALLING_DIALUP_OR_DIRECT_CABLE_CONNECTION_NETWORKING_STEPS;H_STARTING_THE_DIALUP_NETWORKING_SERVER_STEPS',0)}
[See related topics](#)

Choosing a File

1. Under Files of type, select the presentation file type. Presentation files have the .PRZ extension.
2. Under Look in, select the directory containing the presentation.
3. Under File name, select the file name from the file list box, or enter the file name.
4. Click Open.

{button ,AL('H_SHARING_A_PRESENTATION_FILE_OVER;H_CHOOSING_A_SHARED_NAME_OVER',0)} See related topics

Overview: Choosing a Plug-In Protocol

TeamShow has detected one or more plug-in protocols that can be used for communications. Both the sender and receiver must select the same protocol.

Overview: Choosing a Shared Name

TeamShow has determined that the file you want to share resides in a shared folder. If the file resides in multiple shared folders (e.g., within the shared folder /FLG/WORK within the shared folder /LOTUSAPP), you will generally want the user to access the most restrictive folder (/FLG/WORK). You will need to tell the receiver the name of the shared folder to use, and if it is password protected, the read-only password for that folder.

Tip If the file resides in a shared folder you don't want the receiver to access (for example, your entire C drive might be defined as your only shared folder), switch to the Windows Explorer and create a new (more restricted) shared folder or move the file to an appropriate existing folder.

{button ,AL('H_CHOOSING_A_FILE_STEPS;H_SHARING_A_PRESENTATION_FILE_OVER',0)} [See related topics](#)

Overview: Configuring Your Cable

To run TeamShow using a serial or parallel cable to connect to the other computer, you must first establish a virtual network over the direct cable connection. Once you have made the virtual network connection, you can start and stop TeamShow, running or viewing any number of presentations without having to reestablish the connection.

For detailed configuration instructions, see [Establishing the Direct Cable Networking Connection](#).

```
{button ,AL(`H_CONNECTING_TO_ANOTHER_COMPUTER_OVER;H_ESTABLISHING_THE_DIRECT_CABLE_NETWORKING_CONNECTION_OVER;H_STARTING_THE_DIRECT_CABLE_CONNECTION_GUEST_STEPS;H_STARTING_THE_DIRECT_CABLE_CONNECTION_HOST_STEPS',0)} See related topics
```

Overview: Configuring Your Modem

To run TeamShow using a modem to connect to the other computer, you must first establish a virtual network over the dial-up connection. Once you have made the virtual network connection, you can start and stop TeamShow, running or viewing any number of presentations without having to reestablish the virtual network connection.

For detailed configuration instructions, see [Establishing the Dial-Up Networking Connection](#).

```
{button ,AL('H_CONNECTING_TO_ANOTHER_COMPUTER_OVER;H_ESTABLISHING_THE_DIALUP_NETWORKING_CONNECTION_OVER;H_INSTALLING_DIALUP_OR_DIRECT_CABLE_CONNECTION_NETWORKING_STEPS;H_INSTALLING_THE_DIALUP_NETWORKING_SERVER_STEPS;H_STARTING_THE_DIALUP_NETWORKING_SERVER_STEPS',0)} See related topics
```

Overview: Connecting to Another Computer

The sender and receiver must select the same connection type.

Network

If all participants are connected to the same local or wide area network, this connection will provide the best service.

Modem

You can use modems to establish a virtual network between the sender and receiver computers. For more information, see [Establishing the Dial-Up Networking Connection](#).

Cable

This type of connection is useful when the presenter wants to operate the screen show from one system (a notebook or laptop, for example), and allow viewers to watch the presentation on a separate (perhaps larger or projection-screen) system. For more information, see [Establishing the Direct Cable Networking Connection](#).

```
{button ,AL('H_CALLING_THE_DIALUP_NETWORKING_SERVER_STEPS;H_CONFIGURING_YOUR_CABLE_OVER;H_CONFIGURING_YOUR_MODEM_OVER;H_ESTABLISHING_THE_DIALUP_NETWORKING_CONNECTION_OVER;H_ESTABLISHING_THE_DIRECT_CABLE_NETWORKING_CONNECTION_OVER;H_INSTALLING_DIALUP_OR_DIRECT_CABLE_CONNECTION_NETWORKING_STEPS;H_INSTALLING_THE_DIALUP_NETWORKING_SERVER_STEPS;H_STARTING_THE_DIALUP_NETWORKING_SERVER_STEPS;H_STARTING_THE_DIRECT_CABLE_CONNECTION_GUEST_STEPS;H_STARTING_THE_DIRECT_CABLE_CONNECTION_HOST_STEPS',0)} See related topics
```

Overview: Establishing the Dial-Up Networking Connection

Before starting

Before you can establish a dial-up networking connection:

- Both systems must have Dial-Up Networking installed. See [Installing Dial-Up or Direct Cable Connection Networking](#).
- The TeamShow receiver system must have the Dial-Up Networking Server installed. See [Installing the Dial-Up Networking Server](#).

Establishing the virtual network using dial-up networking

If your system will run the Dial-Up Networking Server, follow the steps in [Starting the Dial-Up Networking Server](#). This procedure is usually performed by the TeamShow receiver.

If your system will call the Dial-Up Networking Server, see [Calling the Dial-Up Networking Server](#). This procedure is usually performed by the TeamShow sender.

Once the virtual network has been established, you are ready to start TeamShow.

Note After you are done with your TeamShow session, remember to disconnect from the virtual network.

{button ,AL(`H_CALLING_THE_DIALUP_NETWORKING_SERVER_STEPS;H_CONFIGURING_YOUR_MODEM_OVER;H_CONNECTING_TO_ANOTHER_COMPUTER_OVER;H_INSTALLING_DIALUP_OR_DIRECT_CABLE_CONNECTION_NETWORKING_STEPS;H_INSTALLING_THE_DIALUP_NETWORKING_SERVER_STEPS;H_STARTING_THE_DIALUP_NETWORKING_SERVER_STEPS',0)} [See related topics](#)

Overview: Establishing the Direct Cable Networking Connection

Before starting

Before you can establish a direct cable networking connection, both systems must have Direct Cable Connection Networking installed. See [Installing Dial-Up or Direct Cable Connection Networking](#).

Establishing the virtual network using a direct cable connection

If your system will be the Host in the direct cable connection virtual network, follow the steps in [Starting the Direct Cable Connection Host](#). This procedure is usually performed by the TeamShow receiver.

If your system will be the Guest in the direct cable connection virtual network, follow the steps in [Starting the Direct Cable Connection Guest](#). This procedure is usually performed by the TeamShow sender.

Once the virtual network has been established, you are ready to start TeamShow.

Note When you are done using TeamShow, click Close in the Direct Cable Connection window (on both machines) to close the virtual network.

{button ,AL(`H_CONFIGURING_YOUR_CABLE_OVER;H_CONNECTING_TO_ANOTHER_COMPUTER_OVER;H_INSTALLING_DIALUP_OR_DIRECT_CABLE_CONNECTION_NETWORKING_STEPS;H_STARTING_THE_DIRECT_CABLE_CONNECTION_GUEST_STEPS;H_STARTING_THE_DIRECT_CABLE_CONNECTION_HOST_STEPS',0)} [See related topics](#)

Overview: Identifying the Other Computer

When you are the sender, you must identify the receiver's computer. (The receiver does not need to identify the sender. The TeamShow software on the receiver computer simply waits to be contacted by a TeamShow sender.)

Tip If you are the sender, get the receiver's computer name over the telephone, and type that name manually in the Remote computer's name box. Browsing for the name on a large network or over a modem or cable connection can be slow. If you are the receiver, you can find your computer's network name in the Identification panel of the Network control panel.

Installing Dial-Up or Direct Cable Connection Networking

Before you can establish a virtual network for the first time, you must install special Windows 95 networking software that is not installed by the default installation.

You will need to restart Windows to complete this procedure, so before starting, close any other applications that are running.

1. Double-click the Control Panel folder.
2. Double-click Add/Remove Programs.
3. In the Add/Remove Programs Properties box, click the Windows Setup tab.
4. Under Components, double-click Communications.
5. In the Communications panel under Components, select Dial-Up Networking. (Even if you only want to use a Direct Cable Connection, you must install Dial-Up Networking, since the former requires the latter.)
6. In the same panel, optionally select Direct Cable Connection if you want to use that feature.
7. Click OK to close the Communications panel.
8. Click OK in the Add/Remove Programs Properties box. The Copying Files message box displays the progress of the installation.

Note You will be prompted to restart Windows as part of the installation procedure. You must restart Windows before using Dial-Up Networking.

{button ,AL('H_CONNECTING_TO_ANOTHER_COMPUTER_OVER;H_INSTALLING_THE_DIALUP_NETWORKING_SERVER_STEPS;H_STARTING_THE_DIALUP_NETWORKING_SERVER_STEPS',0)} [See related topics](#)

Installing the Dial-Up Networking Server

Before you can establish a virtual network over a dial-up connection for the first time, the receiver system must install the Dial-Up Networking Server, which is included in the Plus! package (Microsoft Plus! for Windows 95).

Dial-Up Networking must be installed before performing this procedure. If you have not yet done this, see [Installing Dial-Up or Direct Cable Connection Networking](#) for instructions.

You will need to restart Windows to complete this procedure, so before starting, close any other applications that are running.

1. Use the Windows Explorer to locate the CD, diskette, or network drive containing the Plus! installation folder.
2. Double-click the Plus! installation folder.
3. Double-click the Setup application.
4. Enter your name and organization name, and note your product ID, as directed by the first three dialog boxes. (If installing from a CD, you will also be prompted for your CD serial number.)
5. When prompted to select a program folder, click Continue. Regardless of what you enter here, the Dial-Up Networking Server software will be installed in the previously installed the Dial-Up Networking folder.
6. In the Microsoft Plus! for Windows 95 Setup dialog box, click Custom.
7. In the Microsoft Plus! for Windows 95 - Custom dialog box, select Dial-Up Networking Server.
8. Click Continue.
9. Click Restart Windows.

{button ,AL('H_CALLING_THE_DIALUP_NETWORKING_SERVER_STEPS;H_CONNECTING_TO_ANOTHER_COMPUTER_OVER;H_INSTALLING_DIALUP_OR_DIRECT_CABLE_CONNECTION_NETWORKING_STEPS;H_STARTING_THE_DIALUP_NETWORKING_SERVER_STEPS',0)} [See related topics](#)

Overview: Receiving a Presentation

As the TeamShow receiver, your computer is the passive audience for the presentation. The TeamShow sender controls the flow of the presentation (the changing of pages).

Note You can exit TeamShow by pressing the ESC key.

Before starting, you will need to agree with the sender on how to connect the two computers.

If you are not in voice contact with the sender, use the telephone to contact that person now.

{button ,AL('H_SENDING_A_PRESENTATION_OVER',0)} [See related topics](#)

Overview: Sending a Presentation

As the TeamShow sender, you select the presentation file and control the flow of the show.

Selecting a file

If you start TeamShow from within Freelance Graphics, the currently open presentation file is the only file that you can share with the receiver.

If you start the Mobile TeamShow Player, you will need to identify the presentation file.

Connecting with the receiver

Regardless of how you start TeamShow, you will need to identify the computer to receive the presentation. You will also need to agree with the receiver on how to connect the two computers.

If you are not in voice contact with the receiver of the presentation, use the telephone to contact that person now.

{button ,AL('H_RECEIVING_A_PRESENTATION_OVER',0)} [See related topics](#)

Overview: Sending or Receiving a Presentation

Sender

If you are presenting a screen show to someone else, your computer is the screen show sender. Speaker Notes, if there are any, display only on the sender. From the sender machine, you control the flow of the presentation on both machines.

Receiver

If you are viewing a screen show presented by someone else, your computer is the screen show receiver.

Note If both machines are at the same location (and cabled or networked together), be sure to designate the machine on which you want to view Speaker Notes and control the presentation flow as the sender, and the machine on which the viewers will view your presentation as the receiver.

{button ,AL('H_RECEIVING_A_PRESENTATION_OVER;H_SENDING_A_PRESENTATION_OVER',0)} [See related topics](#)

Overview: Sharing a Presentation File

You can share a copy of the presentation file, send a copy of the file to the receiver, or indicate that both users already have separate copies and will use those.

Sharing from a network server

To share a presentation file from a network server:

- Make sure that the file is stored on a server to which the viewer has access.

Sharing from a shared area of your computer

To share a presentation file from a shared area of your computer:

- Both you and the receiver must have the file sharing service installed (a Windows installation option).
- As the presenter, you must have file sharing turned on (a My Computer option).
- The file must reside in a shared folder on your computer, and the receiver must have access to the shared folder.

Share-level access

If you are using share-level access, we recommend that you choose a folder that has no password for read-only access, or that you blank out the password for read-only access before you finish the TeamShow setup dialogs. If you must use a folder with a password, you have two options:

1. Ask the receiver to map a drive to the shared folder before starting TeamShow. When mapping the drive, the receiver will be prompted for the password.
2. Run TeamShow normally. When the receiver attempts to open the shared file, the open will fail with a message in the following format:

The file <filename> cannot be found in the current directory.

Do you want to try to find it?

The receiver must respond Yes and navigate through a standard open dialog box to the receiver machine (in the Network Neighborhood) to the shared folder. The receiver will be prompted for the password for the shared folder, and after successfully entering it, can "open" the presentation file.

User-level access

If you are using user-level access, the receiver's name must appear in the list of users having access to the shared folder. See the Windows 95 Help for instructions on how to do this.

Sending a version of the file to the receiver

If you are using a modem connection, this is the best option in terms of performance.

Indicating that both users already have copies

This option is useful in the case where the connection was interrupted, but you know that your receiver already has a copy of the file, and do not want to have to re-send it. You must exercise caution, however, and be certain that your receiver has the same version of the file you have, and not an earlier one.

{button ,AL('H_CHOOSING_A_FILE_STEPS;H_CHOOSING_A_SHARED_NAME_OVER',0)} [See related topics](#)

Starting the Dial-Up Networking Server

1. Choose Programs - Accessories - Dial-Up Networking.
2. Choose Connections - Dial-Up Server.
3. Select Allow caller access.
4. Click Change Password.
5. Use the Old, New, and Confirm boxes to change the Dial-Up Networking password to the password you want the caller to use.
6. Click OK to complete the password change.
7. If you have an external modem, make sure that it is turned on.
8. Click Apply to start the Dial-Up Networking Server.
9. Wait for the Status control to change from Idle to Monitoring. Once it has changed, the server will wait for a call from the other system. You can click OK to close the dialog.

If the status does not change to Monitoring, you will not be able to receive calls. Consult your Microsoft or modem vendor documentation for troubleshooting with the Dial-Up Server or modem.

Note When you have completed your TeamShow session and the caller has disconnected, reopen the Dial-Up Server dialog box and select No caller access. This will prevent someone else from calling into your system.

{button ,AL(`H_CALLING_THE_DIALUP_NETWORKING_SERVER_STEPS;H_INSTALLING_THE_DIALUP_NETWORKING_SERVER_STEPS',0)} [See related topics](#)

Starting the Direct Cable Connection Guest

Perform this procedure on the TeamShow sender system while performing Starting the Direct Cable Connection Host on the TeamShow receiver system.

1. Choose Programs - Accessories - Direct Cable Connection.
2. If your system was previously configured as a direct cable connection Host, click Change in the dialog box that informs you of this.
3. Select Guest.
4. Click Next.
5. Select the port that will be connected to the other system. Both machines must use the same type of port (serial or parallel).
6. Connect the cable.
7. Check that the Host has been prepared and is waiting for a connection.
8. Click OK to connect to the Host.

Note When you have completed your TeamShow session and the guest has disconnected, click Close in the Direct Cable Connection window.

{button ,AL('H_INSTALLING_DIALUP_OR_DIRECT_CABLE_CONNECTION_NETWORKING_STEPS;H_STARTING_THE_DIRECT_CABLE_CONNECTION_HOST_STEPS',0)} [See related topics](#)

Starting the Direct Cable Connection Host

Perform this procedure on the TeamShow receiver system while performing Starting the Direct Cable Connection Guest on the TeamShow sender system.

1. Choose Programs - Accessories - Direct Cable Connection.
2. Select Host.
3. Click Next.
4. Select the port that will be connected to the other system. Both machines must use the same type of port (serial or parallel).
5. Connect the cable.
6. If you do not have File sharing enabled, click File and Print Sharing and follow the wizard instructions to enable that networking option now. You will need to restart your system, and then restart the direct cable connection.
7. Click Next.
8. Click Finish. (For this type of connection, you typically will not want password protection.) The Host system will wait (or "listen") for the guest connection.

Note When you have completed your TeamShow session and the guest has disconnected, click Close in the Direct Cable Connection window.

{button ,AL('H_INSTALLING_DIALUP_OR_DIRECT_CABLE_CONNECTION_NETWORKING_STEPS;H_STARTING_THE_DIRECT_CABLE_CONNECTION_GUEST_STEPS',0)} [See related topics](#)

Overview: TeamShow Alternatives

Using TeamShow is the best way to present a screen show on remote computers. As the presenter, you control the sequence and timing of the presentation pages. Your viewers can focus on your presentation without being distracted by the mechanics of moving from page to page.

But if you need to present to someone whose computer does not have Freelance Graphics or the TeamShow application installed, you can create one of the alternative standalone presentations described below. Once your viewer has access to one of these, you can provide instructions on the use of the appropriate viewing tool over the telephone, as you step the viewer through your presentation.

Mobile Screen Show Player

The Mobile Screen Show Player is a separate application that runs externally to Freelance Graphics. You can mail a Freelance Graphics presentation file, together with the Mobile Screen Show Player, to anyone running a 32-bit Windows operating system. For more information about using the Mobile Screen Show Player, open that application and choose Help - Help Topics.

World Wide Web Presentations

This approach is best if your viewer's computer (a Macintosh or UNIX system, for example) cannot run Freelance Graphics or the Mobile Screen Show Player. If your intended viewer has a World Wide Web browser (Mosaic or Netscape, for example), you can have Freelance "publish" your presentation as a set of Web pages. You can then store the pages on a Web server, or mail them directly to that user as file attachments.

{button ,AL(`H_USING_TEAMSHOW_OVER',0)} [See related topics](#)

Overview: Using TeamShow

Use TeamShow to present or view screen shows on connected computers. While a presenter on one computer runs a show, TeamShow coordinates the display of pages on the presenter and viewer computers. Speaker notes, when used, display only on the presenter's computer.

Before you start

If you are the presenter, make sure that your presentation was saved with "Prepare for Mobile Screen Show Player" selected in the Save As dialog box. This ensures that all of the items in your presentation (charts, images, sounds, etc.) are contained within your file. Without that box selected, your presentation file may contain only pointers to items in other files, and those files may not be available to your viewers.

TeamShow requirements

Any computer that participates in a TeamShow must have:

- Freelance Graphics or the TeamShow application installed.
- An appropriate networking connection with the other computer. The simplest case is when both computers are on the same network, but you can also run TeamShow over a virtual network using either a dial-up or direct cable connection. Both of the latter options require some setup work on both systems. See the following topics for more information:

[Establishing the Dial-Up Networking Connection](#)

[Establishing the Direct Cable Networking Connection](#)

Note Freelance Graphics provides several alternatives if you need to present to someone whose computer does not satisfy the above requirements. See [TeamShow Alternatives](#).

Starting TeamShow

You can start TeamShow from within Freelance Graphics, or you can run TeamShow as a separate application.

To start TeamShow as a separate application, click the TeamShow icon (which is installed in your Freelance Graphics folder). The first panel will ask if you are the sender (presenter) or receiver (viewer).

To start TeamShow from within Freelance Graphics, choose File - TeamShow - Send to present a show, or File - TeamShow - Receive to view a show.

{button ,AL('H_SHARING_A_PRESENTATION_FILE_OVER;H_CONNECTING_TO_ANOTHER_COMPUTER_OVE
R;H_TEAMSHOW_ALTERNATIVES_OVER',0)} [See related topics](#)

