

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.

{button ,AL(^H_SELECTING_A_PAGE_STEPS;H_SPECIFYING_THE_FILES_TO_INCLUDE_STEPS;H_THE_MOBI
LE_SCREEN_SHOW_PLAYER_OVER;H_USING_THE_MOBILE_SCREEN_SHOW_PLAYER_STEPS;^,0)} See
related topics

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.

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{button ,AL(`H_SPECIFYING_THE_FILES_TO_INCLUDE_STEPS;H_THE_MOBILE_SCREEN_SHOW_PLAYER_O  
VER;H_USING_THE_MOBILE_SCREEN_SHOW_PLAYER_STEPS;H_ADDING_A_PRESENTATION_STEPS',0)  
} See related topics
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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.
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.

{button .AL(';H_ADDING_A_PRESENTATION_STEPS;H_SELECTING_A_PAGE_STEPS;H_THE_MOBILE_SCREEN_SHOW_PLAYER_OVER;H_USING_THE_MOBILE_SCREEN_SHOW_PLAYER_STEPS',0)} [See related topics](#)

Overview: The 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.

{button ,AL(`H_SELECTING_A_PAGE_STEPS;H_SPECIFYING_THE_FILES_TO_INCLUDE_STEPS;H_USING_TH
E_MOBILE_SCREEN_SHOW_PLAYER_STEPS;H_ADDING_A_PRESENTATION_STEPS',0)} [See related topics](#)

Using the Mobile Screen Show Player

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



2. Add the Freelance Graphics presentation files you want included in the screen show.
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.

{button ,AL(`H_SELECTING_A_PAGE_STEPS;H_SPECIFYING_THE_FILES_TO_INCLUDE_STEPS;H_THE_MOBI
LE_SCREEN_SHOW_PLAYER_OVER;H_ADDING_A_PRESENTATION_STEPS',0)} [See related topics](#)

Choosing a file

The sender performs this procedure after starting the Mobile TeamShow Player. When starting TeamShow from the Freelance Graphics menu, only the current presentation file can be used.

1. In the Files of type list box, select the presentation file type. Presentation files have a .PRZ extension.
2. In the Look in box, select the directory containing the presentation.
3. In the File name list box, specify 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 (directory). If the file resides in multiple shared folders (for example, within the shared folder \March within the shared folder \Sales), you will generally want the receivers to access the more restrictive folder (\March). You will need to tell the receivers the name of the shared folder to use, and if it is password protected, the read-only password for that folder.

If you are running Windows NT, using File and Printer Sharing for Netware Networks, or are using user-level security, then receivers must have user accounts and passwords to attach to your computer.

Tip If the file resides in a shared folder that you do not want the receivers to access (for example, your entire C drive might be defined as your only shared folder), create a new (more restricted) shared folder or move the file to an appropriate folder.

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

Overview: Identifying the other computer

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

Contact each receiver by telephone for their TCP/IP name or IP address. If the receiver cannot find their TCP/IP name or IP address, have them contact their network administrator or Internet access provider for assistance.

For information about resolving problems with connections, see [Troubleshooting TeamShow](#).

Selecting receivers

When you add a TCP/IP name, TeamShow attempts to resolve the name to an IP address. If TeamShow cannot resolve the name, a dialog box displays suggesting that you enter the IP address instead of the TCP/IP name. If the connection succeeds, the name is added to the list of receivers. For more information, see [Overview: TCP/IP, IP addresses, and host names](#).

TeamShow uses the receiver list from the previous TeamShow presentation. A checkmark next to a name in the list indicates that the name is selected for participation in the TeamShow presentation. Remove the checkmark (click the checkmark to remove it) next to names that you do not want to participate in the presentation. To completely remove a name from the list, select the name and click Remove.

Overview: The Mobile TeamShow Player

When you install the Mobile Screen Show Player two application icons are created: one for the Mobile Screen Show Player and one for the Mobile TeamShow Player. With the Freelance Graphics TeamShow Player you can 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's and viewer's computers.

You can download the Freelance Mobile Screen Show Player from the Lotus web site at <http://www.lotus.com>.

Starting Mobile TeamShow

To start the Mobile TeamShow Player, click the Mobile TeamShow icon.



The first panel will ask if you are the sender (presenter) or receiver (viewer).

For information on setting up systems to run TeamShow, see [TeamShow requirements](#).

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).

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.

Note All TeamShow participants must be running one of the following:

- Freelance Graphics 97 for Windows
- Freelance Graphics 96 for OS/2
- Freelance Graphics 97 Mobile TeamShow for Windows
- Freelance Graphics 96 Mobile TeamShow for OS/2

For more information on TeamShow requirements, see [TeamShow requirements](#).

Note You can exit TeamShow by pressing ESC.

{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 (the changing of pages).

All TeamShow participants must be running one of the following:

- Freelance Graphics 97 for Windows
- Freelance Graphics 96 for OS/2
- Freelance Graphics 97 Mobile TeamShow for Windows
- Freelance Graphics 96 Mobile TeamShow for OS/2

For more information on TeamShow requirements, see [TeamShow Requirements](#).

Selecting a file

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

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

Note If each recipient already has a copy of the presentation, or you plan to access the presentation from a shared resource, uncheck the checkbox at the bottom of the panel.

For information about Mobile TeamShow, see [Overview: The Mobile TeamShow Player](#).

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;H_TROUBLESHOOTING_OVERVIEW',0)} [See related topics](#)

Overview: Sending or receiving a presentation

Sender

If you are presenting a screen show to someone else, you are the TeamShow sender. Speaker notes, if there are any, display only on your computer. As the sender, you control the flow of the presentation on both computers.

Receiver

If you are viewing a screen show presented by someone else, you are a TeamShow receiver.

Note If all computers are at the same location (and cabled or networked together), be sure to designate the computer on which you want to view speaker notes and control the presentation flow as the sender, and the computers on which the viewers will watch your presentation as the receivers.

{button ,AL('H_RECEIVING_A_PRESENTATION_OVER;H_SENDING_A_PRESENTATION_OVER;H_TROUBLESHOOTING_OVERVIEW',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 receivers, or indicate that all users already have separate copies and will use those.

Sending a version of the file to the receivers

If you are using a slow connection, such as a modem, this is the best option in terms of performance. Sending a copy of the presentation to each participant is the most reliable method for sharing a presentation file.

Indicating that all users already have copies

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

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 receivers have access.

Sharing from a shared area of your computer

To share a presentation file from a shared area of the sender's computer:

- Windows 95 and Windows NT: The receivers must have access to the shared folder in which the file resides.
- Windows 95 only: The sender must have the file sharing service installed and turned on.

Sharing an external storage document

Freelance allows you to open presentations stored in Notes databases, ODMA Document Management Systems, FTP servers, or Web pages over the Internet. You can share these externally stored documents with receivers that are running Freelance (not the Mobile Screen Show Player) and have access to the document.

Access control

Windows 95 lets you choose either user-level or share-level access. Windows NT only has user-level access. See your operating system documentation for more detailed information.

User-level access

For user-level access, the receiver's name must appear in the list of users having access to the shared folder.

Share-level access

For share-level access, we recommend that you choose a folder that has no password for read-only access, or that you delete the password for read-only access before you finish the TeamShow setup procedures.

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

Overview: TCP/IP, IP addresses, and host names

TCP/IP provides communication across interconnected networks that use diverse hardware architectures and operating systems.

About Names and IP address

To complete a connection between participating computers, TeamShow must obtain the correct IP address of each computer. Computers use these IP addresses to identify each other. Users usually find it easier to work with computer names, and TCP/IP automatically attempts to resolve computer names to IP addresses. However, in many cases the name resolution will not successfully identify the IP address. If a connection cannot be made in TeamShow because the host name could not be found, you must enter the IP address. For more information, see [Troubleshooting TeamShow](#).

TeamShow and the Internet

Computers that are not on the same physical LAN can run TeamShow by communicating over the Internet, provided that:

- None of the computers are behind a firewall (security measures that prevent access to the computer).
- There are one or more "gateways" that can connect the two machines.

If you are not sure if there is a Firewall at your company, or a gateway that can connect you to the remote computer(s), please consult your network administrator. For more information, see [Troubleshooting TeamShow](#).

Note If you use an Internet access provider such as Compuserve or the Microsoft Network, you do not have a Firewall between you and the Internet.

Connecting two computers directly

It is sometimes useful to connect two computers directly. For example, you could connect your laptop to a computer connected to a projection screen. This would enable you to view speaker notes on your laptop while your audience views the presentation on the projection screen.

There are various methods available for connecting the two computers, including:

- Connecting the two computers with Ethernet but not on a LAN
- Having one computer dial up another directly
- Connecting the two computers with a parallel or serial cable

When you connect the two computers directly you must make sure that:

- An IP address is bound to the adapter you're using (network interface card or dial-up networking)
- The IP addresses are on the same subnet (For more information, see [Troubleshooting TeamShow](#))

If you don't understand these requirements you should get help from your network administrator before attempting to connect the computers.

Overview: TeamShow alternatives

Using TeamShow is the best way to present a finished screen show to an audience 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 viewers have access to one of these, you can provide instructions on the use of the appropriate viewing tool over the telephone, as you step the viewers through your presentation.

Mobile Screen Show Player

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

For information about the Mobile TeamShow Player, see [Overview: The Mobile TeamShow Player](#).

World Wide Web Presentations

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

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

TeamShow requirements

To participate in a TeamShow presentation all participants must have:

- Compatible versions of FreeLance Graphics
- An active network connection
- TCP/IP

All participants should be in voice contact for both setting up and running the TeamShow presentation.

Compatible versions of Freelance

TeamShow is not compatible with earlier versions of Freelance Graphics. All TeamShow participants must be running one of the following versions of Freelance Graphics:

- Freelance Graphics 97 for Windows
- Freelance Graphics 96 for OS/2
- Freelance Graphics 97 Mobile TeamShow for Windows
- Freelance Graphics 96 Mobile TeamShow for OS/2

Note You can download a copy of the Freelance 97 Mobile Screen Show Player from the Lotus web site at <http://www.lotus.com>. The installation process for the Mobile Screen Show Player creates an icon to run Mobile TeamShow.

Network requirements

TeamShow is a network-based feature, and uses standard third-party network protocols to communicate between the various participants. TeamShow requires:

- An active network connection between participating systems.
- All TeamShow participants must be running TCP/IP as at least one of their network protocols.

Network connection

An active network connection can be accomplished by having:

- Each system on the same physical LAN, with the TCP/IP protocol bound to each system's network interface card (NIC).
- Each system on LANs that are interconnected by a proprietary WAN. With this type of connection you should consult your network administrator to determine how to use TCP/IP to communicate between the different LANs over your WAN (with TCP/IP bound to each system's NIC).
- Each system on LANs that are interconnected via the Internet (with TCP/IP bound to each system's NIC). With this type of connection you could experience problems if there is a firewall between participating systems. For more information, see [Troubleshooting TeamShow](#).
- One or more systems connected by modem and telephone lines directly to a LAN reachable by the other systems, through utilities such as Microsoft's Dial Up Networking Win95 or Microsoft's Remote Access Services for Windows NT, on the client side, and Microsoft's Remote Access Services, Novell NetWare Connect server, or the Shiva LanRover or NetModem/E families of remote access servers, on the server side (with TCP/IP bound to each system's dial up adapters). If you aren't sure this is the type of connection you have, you should consult your network administrator.
- One or more systems connected by modem and telephone lines to the Internet through an Internet access provider such as CompuServe or the Microsoft Network (with TCP/IP bound to their dial up adapters).
- The computers directly connected through a modem, serial, or parallel cable, using third-party software such as Dial Up Networking or LapLink. With this type of connection you must be sure that each computer has a valid IP address associated with its dial up adapter, and that these IP addresses are compatible with one another for communication. If you use this type of connection you should contact your network administrator. For more information, see [Overview: TCP/IP, IP addresses, and host names](#).

TCP/IP

To verify that you have TCP/IP installed, open the Network Control Panel at Start Menu -Settings - Control Panel, and check to see if TCP/IP is listed as one of the network components installed. If TCP/IP is not installed, you should ask your network administrator or Internet access provider how to install TCP/IP. For more information, see [Overview: TCP/IP, IP addresses, and host names](#).

{button ,AL('H_USING_TEAMSHOW_OVER;H_TEAMSHOW_ALTERNATIVES_OVER;H_TROUBLESHOOTING_T
EAMSHOW_OVER;H_SETUP_TEAMSHOW_OVERVIEW;',0)} [See related topics](#)

Overview: Troubleshooting TeamShow

Testing for a gateway

An IP address is a globally unique identifier for a computer. If you are given the IP address of a host computer, your computer could theoretically reach that host from anywhere in the world. However, to reach the host computer, your computer needs a route to the IP address. Depending on the IP addresses of the two computers, a gateway might be required to define the route to the IP address of the host computer.

An IP address is divided into four subparts called "octets". The range of the first three numbers of the IP address (or first octet) specify the IP address class. There is a subnet mask for each class. In the following table the parts of the IP address, where the subnet mask is 255, describe a subnet. The parts of the subnet mask that are zeros, are the individual workstations in that subnet. For example, if the IP address is 198.184.36.212 then the subnet is 198.184.36 and the individual workstation is 212.

<u>Address class</u>	<u>Range of first octet</u>	<u>Subnet mask</u>
Class A	1 - 126	255.0.0.0
Class B	128 - 191	255.255.0.0
Class C	192 - 223	255.255.255.0

If both IP addresses are on the same subnet, then there is no problem. If they are not, there must be a gateway capable of getting from one subnet to the other. If both subnets are part of your company's LAN, there are probably gateways in place. If the computer you are trying to contact is outside the LAN, your company might have a firewall in place to prevent you from communicating to points outside the LAN. If you cabling two systems together, you will not have a gateway.

There are different utilities you can run (for example, WINIPCFG for Windows 95 or IPCONFIG for Windows NT) to identify your IP address. To find out if you have a gateway, run the utility on both computers and note both the IP address and the subnet mask. For each of the four octets in the subnet mask with a "255", both IP addresses must match. For each octet in the subnet mask with a "0", the IP addresses must differ. If the IP addresses do not match where the subnet mask is "255", then there must be a gateway that knows how to route data from one machine to the other.

Testing name resolution

To check the host name and host IP address to verify the connection with a remote TCP/IP computer, you can use a Microsoft diagnostic utility called "ping". To determine whether you configured the IP address properly, use ping with the IP address of your computer, your default gateway, and a remote host. Refer to Microsoft's documentation for more information about using the Microsoft diagnostic utilities.

Open an MS-DOS prompt, and at the command line, type in PING MACHINE-NAME, using the same name you tried in TeamShow. If ping gives the error "Bad IP address", then your system is unable to resolve that name to an address. If both computers are at the same company, you can try the name without the host.domain suffix. For example, if the receiver's machine is called "myhost.lotus.com", you can type PING MYHOST. If ping successfully receives packets from the other machine, then try that name in TeamShow .

Connection failures

There are three situations in which the connection can fail:

- The sender cannot resolve the name of one or more of the receivers to its IP address.
- The sender cannot reach one or more of the receivers, even if it knows the IP address.
- The computers involved do not have a network connection between them.

The sender cannot connect to the receiver by name

The preferred way of identifying the remote computer(s) is by host name. Host names look something like "myhost.lotus.com" and IP addresses appear as a sequence of four integers separated by dots.

To use the name you enter, TeamShow must resolve the name to an IP address. If it cannot resolve the name, you must use the IP address. If the TeamShow sender fails to connect to one or more of the receivers, first try to determine whether the problem is in name resolution.

The sender knows the address but still cannot connect

If ping determines the address of the receiver's machine by name but displays the message "Request Timed Out" one of the following problems exists:

- The receiver's system is not running TeamShow or has not selected Finish.
- There is not an active network running between the two systems (for example, the direct cable connection or dial-

up networking did not connect properly).

If ping gives the error "Destination Host Unreachable," one of the following problems exists:

- You or the receiver, or both, are behind a firewall. Any computer at a site protected by a firewall must bypass the firewall by logging on to an Internet access provider or dialing up directly to the LAN of the other user.
- The gateway between the computers is down or the route to the destination address cannot be found because the computers are on different subnets. In this case, you should get help from your network administrator.
- There is no gateway because you are using dial-up networking or direct cable connection to directly connect two computers. You must alter the IP address of one of the machines to match subnet mask 255 to the IP address, or, find another method of connecting the machines. Please ask your network administrator or Internet access provider for help.

There is no network between the machines

You should get help from your Internet access provider or network administrator with any of the following situations:

- One or more of the computers does not have a network adapter card.
- One or more of the computers is connected to the Internet at a site protected by a firewall.
- One or more of the computers is attempting to log in to a LAN or the Internet using an Internet access provider, Windows NT remote access server, or other third-party product, but the connection is not properly configured.

Port number

TeamShow uses the hard-coded port number 21300. If you have problems connecting, there might be a conflict with an existing service. If TeamShow fails to work due to a port conflict, you should remove or temporarily disable the service using that port. If you do not know how to do this, consult your network administrator or refer to your operating system documentation.

{button ,AL(^H_USING_TEAMSHOW_OVER;H_TEAMSHOW_REQUIREMENTS_OVER;H_TEAMSHOW_ALTERNATIVES_OVER;H_SETUP_TEAMSHOW_OVERVIEW;','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's and viewer's computers. Speaker notes, when used, display only on the presenter's computer. For information on setting up systems to run TeamShow, see [TeamShow requirements](#).

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, and so on) are contained within your file. If this option is not selected, your presentation file may contain only pointers to items in other files, and those files may not be available to your viewers.

Starting TeamShow

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

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

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).

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{button ,AL('H_SHARING_A_PRESENTATION_FILE_OVER;H_CONNECTING_TO_ANOTHER_COMPUTER_OVE  
R;H_TEAMSHOW_ALTERNATIVES_OVER;H_TROUBLESHOOTING_TEAMSHOW_OVERVIEW;H_TEAMSHO  
W_REQUIREMENTS_OVER',0)} See related topics
```

