

## 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.

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{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.

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{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.

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{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.



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.
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.

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{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](#)

## Calling the Dial-Up Server

The sender performs this procedure.

1. If you have not called the receiver's computer running the Dial-Up Server before:
  - From the Windows Start menu, choose Programs - Accessories - Dial-Up Networking.
  - From the Dial-Up Networking menu, choose Connections - Make New Connection.
  - Follow the instructions to create a new icon for the receiver's computer.
2. If you have not yet established voice contact with the person running the Dial-Up Server on the receiver's computer, call that person now to learn the Dial-Up Server password.
3. Double-click the icon in the Dial-Up Networking window for the computer running the Dial-Up Server.
4. In the User name box, type the name by which you want to be known to the Dial-Up Server.
5. In the Password box, type the password for the Dial-Up Server, exactly as it was given to you by the person running that computer. If the Dial-Up Server has no password associated with it, you must supply a blank password here (select the existing password and press Delete).
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 computer, not to the network to which the receiver's computer is connected.

**Note** When you finish with TeamShow, remember to disconnect from the Dial-Up Server.

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{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**

The sender performs this procedure after starting TeamShow from the Windows Start menu. When starting TeamShow from the Freelance Graphics menu, only the currently open file can be used.

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

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{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 receiver to access the more restrictive folder (\March). 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 do not want the receiver to access (for example, your entire C drive might be defined as your only shared folder), switch to Windows Explorer and create a new (more restricted) shared folder or move the file to an appropriate folder.

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{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 using 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.

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{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
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## Overview: Configuring your modem

To run TeamShow using a modem to connect to the other computer, you must first establish a virtual network using Dial-Up Networking. 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.

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{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
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## Overview: Connecting to another computer

The sender and receiver must select the same connection type.

### Network

If both 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.

### Cable

This type of connection is useful when the presenter wants to operate the screen show from one computer (a notebook or laptop, for example), and allow viewers to watch the presentation on a separate (perhaps larger or projection-screen) computer.

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{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 dial-up networking

### Sender procedures

1. (First time only) Complete [Installing Dial-Up Networking or Direct Cable Connection](#).
2. Perform [Calling the Dial-Up Server](#).
3. Choose File - TeamShow - Send.

### Receiver procedures

1. (First time only) Complete [Installing Dial-Up Networking or Direct Cable Connection](#).
2. (First time only) Complete [Installing the Dial-Up Server](#).
3. If it is not already started, perform [Starting the Dial-Up Server](#).
4. Choose File - TeamShow - Receive.

**Note** When you finish with TeamShow, remember to disconnect from the virtual network.

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{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 direct cable networking

### Sender procedures

1. (First time only) Complete [Installing Dial-Up Networking or Direct Cable Connection](#).
2. Perform [Starting the Direct Cable Connection guest](#).
3. Choose File - TeamShow - Send.

### Receiver procedures

1. (First time only) Complete [Installing Dial-Up Networking or Direct Cable Connection](#).
2. Perform
3. [Starting the Direct Cable Connection host](#).
4. Choose File - TeamShow - Receive.

**Note** When you finish with TeamShow, remember to disconnect from the virtual network.

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{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's computer simply waits to be contacted by a TeamShow sender.)

### **If you are the sender**

Get the receiver's computer name over the telephone, and type that name manually when prompted to specify the name of the remote computer. Browsing for the remote computer 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:

1. From the Windows Start menu, choose Settings - Control Panel.
2. Double-click the Network icon.
3. Click the Identification tab in the Network dialog box. Your computer's network name is in the Computer name box.

## Installing Dial-Up Networking or Direct Cable Connection

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. From the Windows Start menu, choose Settings - Control Panel.
2. Double-click the Add/Remove Programs icon.
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. (Optional) In the same panel, 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 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.

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{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 Server

Before you can establish a virtual network over a dial-up connection for the first time, the receiver's computer must install the Dial-Up 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 Networking or Direct Cable Connection](#) for instructions.

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

1. Use 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 icon in the Plus! installation folder.
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 Server software will be installed in 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 Server.
8. Click Continue.
9. Click Restart Windows.

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{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 ESC.

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.

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{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).

### **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 Mobile TeamShow, 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.

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{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, 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 the TeamShow receiver.

**Note** If both 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 computer on which the viewers will watch your presentation as the receiver.

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{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 sender, 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 delete the password for read-only access before you finish the TeamShow setup procedures. 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 operation will fail with the following message:

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's computer (in 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 Windows 95 Help.

### 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 resend 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.

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{button ,AL('H\_CHOOSING\_A\_FILE\_STEPS;H\_CHOOSING\_A\_SHARED\_NAME\_OVER',0)} [See related topics](#)

## Starting the Dial-Up Server

1. From the Windows Start menu, 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.
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 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 computer.  
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.
10. Click OK.

**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 computer.

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{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 sender's computer (the presenter's computer) after performing [Starting the Direct Cable Connection host](#) on the TeamShow receiver's computer (the viewer's computer).

1. From the Windows Start menu, choose Programs - Accessories - Direct Cable Connection.
2. If your computer 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 computer. Both computers 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 finish with TeamShow, click Close in the Direct Cable Connection window.

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{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 receiver's computer (the viewer's computer) before performing [Starting the Direct Cable Connection guest](#) on the TeamShow sender's computer (the presenter's computer).

1. From the Windows Start menu, choose Programs - Accessories - Direct Cable Connection.
2. Select Host.
3. Click Next.
4. Select the port that will be connected to the other computer. Both computers 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 instructions to enable that networking option now. You will need to restart your computer, 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 computer will wait (or "listen") for the guest connection.

**Note** When you finish with TeamShow and the guest has disconnected, click Close in the Direct Cable Connection window.

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{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 computer. 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 computer, 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 Graphics "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.

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{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's and viewer's 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, and so on) 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:

[Overview: Establishing dial-up networking](#)

[Overview: Establishing direct cable networking](#)

**Note** Freelance Graphics provides several alternatives if you need to present to someone whose computer does not satisfy the above requirements. See [Overview: 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.

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{button ,AL(`H\_SHARING\_A\_PRESENTATION\_FILE\_OVER;H\_CONNECTING\_TO\_ANOTHER\_COMPUTER\_OVER;H\_TEAMSHOW\_ALTERNATIVES\_OVER',0)} [See related topics](#)

