

# Using PalMA

Source: Help-Section inside your PalMA Installation:

## Introduction

With PalMA, you can share documents, websites and your desktop with your learning group. The PalMA team monitor shows up to four contributions simultaneously.

## Connect

Team members can join the session at any time by opening the PalMA URL or using a QR-Code as provided in the help section.

## Add

Use the Add-Section to share content on the PalMA monitor.

- For PDF files, office files, images or videos use the file section.
- To display a website use the URL field.
- To share your desktop in real time download the VNC screen sharing software and
  - Windows:
    - Run the downloaded file.
    - Double-click the name of your PalMA station in the appearing list.
  - Mac:
    - CTRL + click the downloaded file and run it.
    - A second window opens, in which you can start "VineServer".
    - In the upper left corner, click on "VNC Server".
    - Select "Reverse Connection".
    - Enter the URL of your PalMA station and click "Connect".
  - Linux:
    - Run the downloaded shell script.

## Control

With the grey monitor buttons at the top you can choose how the shared content should be arranged on the PalMA monitor.

Below that you find the controls for each item:

- In the top bar you can
  - Hide and show,
  - Zoom in and out,
  - Rotate,

- Download,
- Delete the item.
- Below you find the navigation controls.
  - Buttons on the left jump to the top, to the end, a page up or a page down.
  - Arrow buttons in the middle scroll gradually.
- On the right you can choose the position on the PalMA monitor.

Controls that are not available for certain kinds of content are marked grey.

## **Extras**

Some additional features are:

- The help section,
- Your chance to recommend us or give us your thoughts in the "Feedback" section,
- A list of all logged-in users as well as a button to disconnect everyone and therefore end the session.