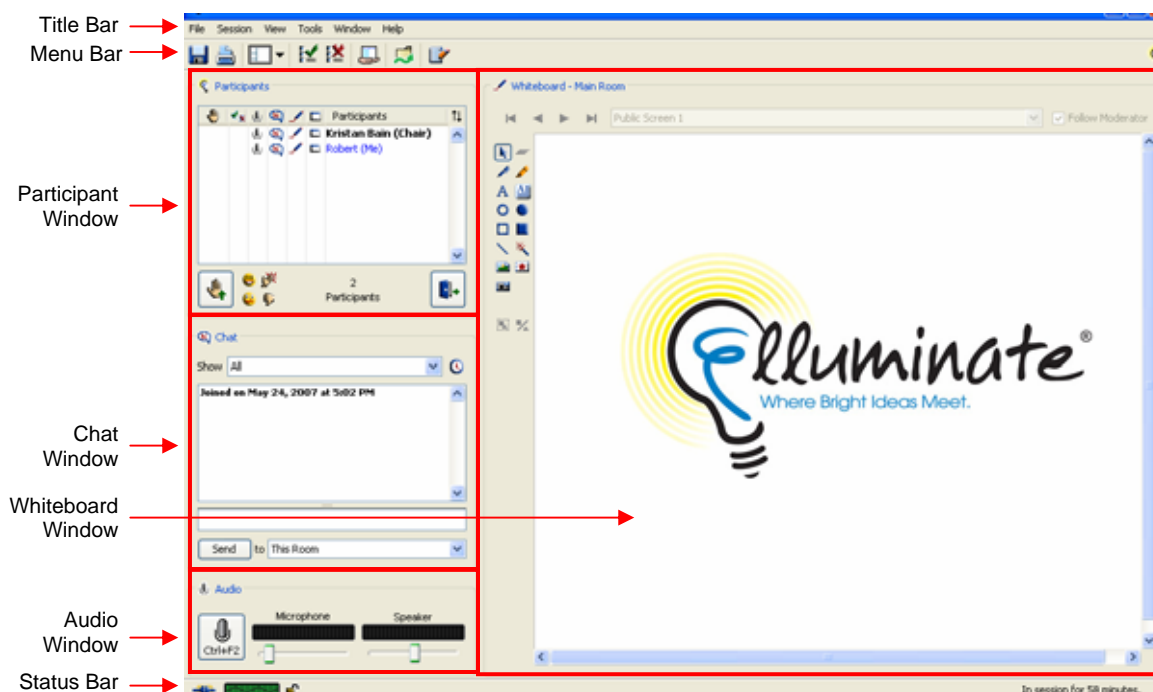


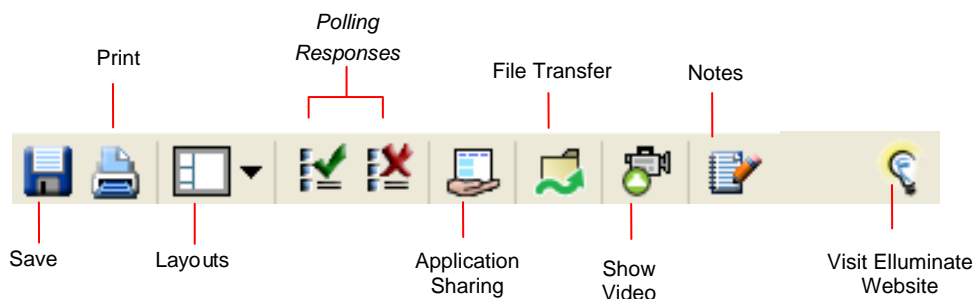


This chapter describes the different parts of the Elluminate *Live!* main window (the menus, Toolbar, and Status Bar), using mnemonic and accelerator keys to choose a command, managing your windows layout and exiting an Elluminate *Live!* session. The Participants, Chat, Notes, Audio, and Whiteboard windows are described in detail in their respective chapters.






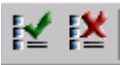





The Toolbar


The Elluminate *Live!* toolbar contains buttons for some of the more common commands that you may use during your session.



Using the Toolbar Buttons






You can use the toolbar buttons or select the options from the pull-down menus found on the menu bar. The following tables describe what each button does.

Toolbar Buttons	
Button	Description
	Saves the Whiteboard or Chat conversation to a file. Menu command: File > Save
	Prints the selected Whiteboard screens. Menu command: File > Print
	Displays the current window layout. Use the pull-down menu to choose a new layout. Menu command: View > Window Layouts
	Lets users respond to 'Yes/No' polling questions. These response buttons may change depending on the type of poll selected by the Moderator. Menu command: Tools > Polling
	Enables the Application Sharing feature, which allows users to share application(s). Menu command: Tools > Application Sharing > Host Applications...
	Shows the File Transfer window. The File Transfer window appears, which allows you to Open a File or URL, view the list of shared files, save, and delete the shared files. Menu command: Window > File Transfer
	Shows the Video window, opens the Video window. This button only appears when the Video has been enabled. Menu command: Window > Video
	Hides the Video window, closes the Video window and stops transmitting and/or receiving video. This button only appears when the Video window is open. Menu command: Window > Video
	Opens the Notes window so you can take personal notes. Menu command: Window > Notes

Toolbar Buttons	
Button	Description
	Takes you to the Elluminate website.

Status Bar

The Status Bar is found at the bottom of the window. Located here are session status indicators, buttons, and text indicating how long the session has been open, what application you are sharing, etc. Depending on what window layout you are in, the text message may be a scrolling message to the right of the buttons. The indicators are dynamic in nature and may change to buttons depending on how the room is currently configured.

Status Bar Indicators and Buttons	
Indicator	Description
	Indicates that you are connected to a session. Click on the button, to leave the session. This command changes to a Connect button when you are disconnected from a session. Menu command: Session > Leave Session
	Indicates that you are disconnected from a session. Click on the button, to join the Elluminate <i>Live!</i> session. The button changes to a Disconnect button when you are already connected to the session. Menu command: Session > Join Session
	When this indicator is green it indicates that you are connected to the Elluminate <i>Live!</i> session. If the color is yellow, this indicates that you have an unstable connection and if the indicator turns red, then you have been disconnected from the Elluminate <i>Live!</i> session.
	This indicates whether the communication with the Elluminate <i>Live!</i> server is encrypted. When an open lock appears, the communication is unencrypted.
	When this indicator appears in red, it indicates that your session is being recorded. If the session is not being recorded or the recording has been paused, the indicator will appear dim (grey in color). Menu command: Tools > Recorder and then select the Record option

The Menus

Virtually every computer program includes a set of options, which you can find, and access via menus. Like other programs, the Elluminate *Live!* main window offers a series of pull-down menus that are found on the menu bar.

To choose an option,

1. Click on the menu name on the menu bar. The menu will open.
2. Drag the mouse down the menu to the option you desire. The option will be highlighted.
3. Click on the option to select it. The command will be executed.

This section offers a reference guide to the menus when you need a particular feature.

File Menu

The File menu contains options for creating, opening, printing and saving Whiteboard screens; printing and saving the Chat messages; and exiting a session.

The File menu	
Option	Description
New	The Whiteboard option is available only if the Moderator has given you permission to use your private work area (<i>Work Area [Your Name]</i>) and follow Moderator has been de-selected. The Whiteboard option allows you to create new Whiteboard screens and screen groups.
Open	The Open option allows you to load a Whiteboard presentation.
Save	The Save option allows you to save the Chat Message Conversations and Whiteboard to individual files.
Page Setup...	Opens the Page Setup dialog box for configuring the page and printer for printing Whiteboard screens.
Print	Opens the Select Screens dialog box that enables you to select the Whiteboard screens you wish to print.
Exit	Closes the Elluminate <i>Live!</i> application.

Session Menu

The Session menu contains options for connecting, leaving, joining, and stepping away from a session; raising or lowering your hand, showing emotions, configuring your connection speed on login and defining whether you wish to be prompted to set your connection speed on login.

The Session menu	
Option	Description
Join Session ...	The Join Session option allows you to join the session. This option also updates the Participants window indicating that you have joined the session.
Leave Session	The Leave Session option, allows you to exit the session. This option also updates the Participants window indicating that you have left the session.
Raise Hand	<p>To get the speaker's attention, you can raise your hand to ask a question.</p> <p>To raise your hand, select the Raise Hand option. In the Participants window, a number appears next to your name indicating your place in line to ask a question.</p> <p>To lower your hand, de-select the Raise Hand option. In the Participants window, the number next to your name will be removed.</p>
Show Emotion	<p>The Show Emotion option provides you with a list of emotion options that you send to everyone in the session, indicating Laughter, Applause, Confusion, and Disapproval.</p> <p>Selecting one of these options will result in the appropriate icon flashing for approximately 3 seconds in the Participants window next to your name.</p>
Away	<p>When you select this option, the Participants window shows you as "Away". You are still connected to the session, but the Away message indicates that you are temporarily unavailable.</p> <p>De-select this option to inform the others that you are back and available to participate in the session. The Participants window will remove the "Away" text from your name.</p>


View Menu

The View menu contains options for window layouts, locking windows so they cannot be moved, switching to the Mini-Controller and viewing a shared Whiteboard or application in Presentation Mode.

The View menu	
Option	Description
Switch to Mini-Controller	The Mini-Controller toolbar provides the ability to manage the Elluminate <i>Live!</i> Main window and Application Sharing session with a minimum on-screen presence.
Layouts	<p>Displays a list of the different layouts that you can choose from to display the various windows in the Elluminate <i>Live!</i> room.</p> <p>The Docked Layout views are only available on the Windows platform.</p>
Layout Locked	<p>When the Layout Locked option is selected, the windows are locked in their current layout and cannot be moved, resized, or minimized.</p> <p>When the Layout Locked option is not selected, you will be able to change the window layout and each individual window can be moved, resized, or minimized</p>
Show Presentation	Toggles between viewing Whiteboard or Application Sharing session in Presentation Mode. You can opt out of Presentation Mode view and then opt back in.

Tools Menu

The Tools menu provides access to the various features available in Elluminate *Live!*

The Tools menu	
Option	Description
Preferences	<p>Provides a central location for setting Elluminate <i>Live!</i> preferences for Application Sharing, Audio, Hot Keys, Proxy Settings, Profile, Session Connection, Video and Whiteboard.</p> <hr/> <p> There is no Preferences menu item under the Tools menu on the Macintosh. The Preferences menu item can be found under the Elluminate <i>Live!</i> menu.</p> <hr/>
Application Sharing	Displays a list of options that you can perform when hosting an Application Sharing session. Not all the menu items are enabled until you start Host Applications.
Audio	<p>The options Audio Setup Wizard, Adjust Microphone Level, Adjust Speaker Level and Select Source appear in the Audio sub-menu.</p> <p>The Audio Setup Wizard option calls up the Audio Setup Wizard dialog, which uses the Elluminate <i>Live!</i> set up Audio feature where you can test, verify, and configure your speaker and microphone volume settings</p> <p>The Adjust Microphone Level option allows you to adjust the level of your microphone either Up or Down.</p> <p>The Adjust Speaker Level option allows you to adjust the level of your speakers either Up or Down.</p> <p>The Select Source option lets you select your audio input device.</p>

The Tools menu	
Option	Description
Chat	<p>Displays the options: Enter Message, Conversation Area, and Message Text Field.</p> <p>The Enter Message option immediately moves your cursor to the Message Text Field in the Chat window where you can start typing in your message.</p> <p>The Conversation Area option allows you to change the size of the text displayed in the Chat Window.</p> <p>The Message Text Field option allows you to change the size of the text displayed in the Message Text Field of the Chat Window.</p> <p>The options available for both the Conversation Area and Message Text Field are <i>Make Text Bigger</i>, <i>Make Text Smaller</i>, <i>Default Size</i>, and <i>Text Size</i>. The default text size is 12 point.</p>
Polling	<p>The Polling sub-menu contains options to enter a polling response.</p> <p>The polling responses listed in the sub-menu will vary depending on the type of poll being conducted.</p>
Profile	<p>The options listed in the Profile sub-menu vary depending on whether a participant is highlighted or not in the Participants window.</p> <p>If no one is selected or you have highlighted your own name in the Participants window, then the option Edit Profile will appear. Selecting this option calls up the Edit Profile dialog box where you can create your own user profile and store the profile locally.</p> <p>If a Moderator or participant is highlighted in the Participants window, then the options in the Profile sub-menu will be based on that participant's configuration. If the participant has a user profile with both home and work email addresses, then you will have the options View Profile, Send E-Mail @ Work, and Send E-Mail @ Home. If any of these parameters are missing in the participant's user profile, then the option will not appear in the Profile sub-menu.</p>
Whiteboard	<p>Displays a list of options that can be performed on the Whiteboard; choose one of the options.</p>