



Vesta DataXchange™ Application User Guide

Version 1.0

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1 Introduction

In this section you will find a general overview of Vesta DataXchange.

1.1 Overview of Vesta DataXchange

Vesta DataXchange allows you to hold online meetings with other users. An online conference allows computer users in different locations to work together as though they were sitting at the same computer, talking to each other and viewing and controlling the same programs.

You may be familiar with setting up a conference call, so that a group of people from different locations can hold a conference over the telephone. In a similar way, Vesta DataXchange allows you to set up a conference, but in this case people have a much wider range of ways to communicate.

- Chat (sending messages in text format)
- Whiteboard (free-form text and drawings)
- Shared applications (one user can share a program running on his or her computer and other users can see it in operation; another user can even take control and work with the program as if it were running on his or her own computer)
- Slide shows (snapshots of the Whiteboard or applications, PowerPoint slides, or JPEG images, which you can annotate as you discuss them)

In Vesta DataXchange there are two types of users: Attendees and Presenters. Presenters can use the full functionality of the product, while Attendees can view the presented material and use the chat function.

Presenters can use a Promote function to change attendees into presenters during the conference. The functions available to Attendees and Presenters are described in detail in Chapter 4, Attendees, and Chapter 5, Presenters.

1.2 Do I need to install Vesta DataXchange?

You do not have to install Vesta DataXchange on your own machine because it is a web-based application. The software you need is downloaded when you first join a conference.

2 Glossary of terms

This section describes some of the terms used throughout this manual that might be unfamiliar to you.

Administrator	The person who provides the conference reference number and moderator pin code you need to create your own conferences.
Annotation	Using the drawing and text tools to mark part of a conference (the whiteboard, a slide, or a shared area or application) with notes that others in the conference can see.
Attendee	Someone who can participate in a conference only by viewing the conference and using Chat. An attendee is not in control of a conference. An attendee cannot annotate, create a slideshow, or promote or demote anyone.
Chat	The text side of Vesta DataXchange, where the participants can see each other's typed comments in real time.
Current Presenter	The presenter who last changed the presentation (switched a slide or shared a new application).
Demote	To make someone who was previously a Presenter an Attendee.
Moderator	Someone who joins the conference with the moderator pin code. Moderators are automatically given conference Presenter privileges.
Presenter	Someone who is in control of a conference. Presenters can use the full functionality in Vesta DataXchange. They can also promote other users to Presenter level and demote them to Attendee level.
Promote	To make someone who was previously an Attendee a Presenter.
Roster	The list of conference participants.
Share	To allow others in the conference to see applications or areas on your own machine.
Slide Show	A series of snapshots of slides created from the Whiteboard or uploaded from a Presenter's machine.
Whiteboard	The area of Vesta DataXchange where Attendees and Presenters may draw using the tools provided.

3 Getting Started

3.1 Joining a Conference

To join a conference, start your browser and go to the conference login page. If you are to be the moderator of a conference then you should have been given the location of the login page together with your conference reference number. If you have been invited to join a conference then the link in the invitation will take you to the login page with the correct conference reference already filled in.

You will be presented with a login screen with three or four fields:

- Conference Reference - the unique number which identifies your conference
- PIN - the password which allows you to enter the conference
- User name - the name by which you will be known in the conference.
- Show Audio Console – you may also view an audio console from which you can observe (and, if you are a moderator, control) the audio part of the conference.

Fill in the Conference Reference and PIN you have been given, and a name by which you will be known in the conference, and click "Enter Conference."

3.1.1 Security Warnings

The first time you attempt to enter a conference, your web browser generates a security warning. In order to attend the conference, you need to say that you trust the conferencing provider. If you choose "Always trust content from <provider>" then you will not see the warning on future conference entries.

3.1.2 Joining a conference after it has started

If you enter a conference after it has started, you can see all of the previous chat. Simply scroll up and down the Discussion Area using the scroll bar.

3.1.3 Conference Duration

The conference exists from the time the first presenter joins to when the conference is either explicitly ended by a presenter, or all participants have left. All conference data (chat, application sharing, annotations, presentations etc.) is deleted at the end of each conference.

3.2 Leaving a Conference

To leave a conference, follow these steps.

- Click *Conference* on the Conference Desktop menu.
- Choose *Exit Conference* from the menu that appears.

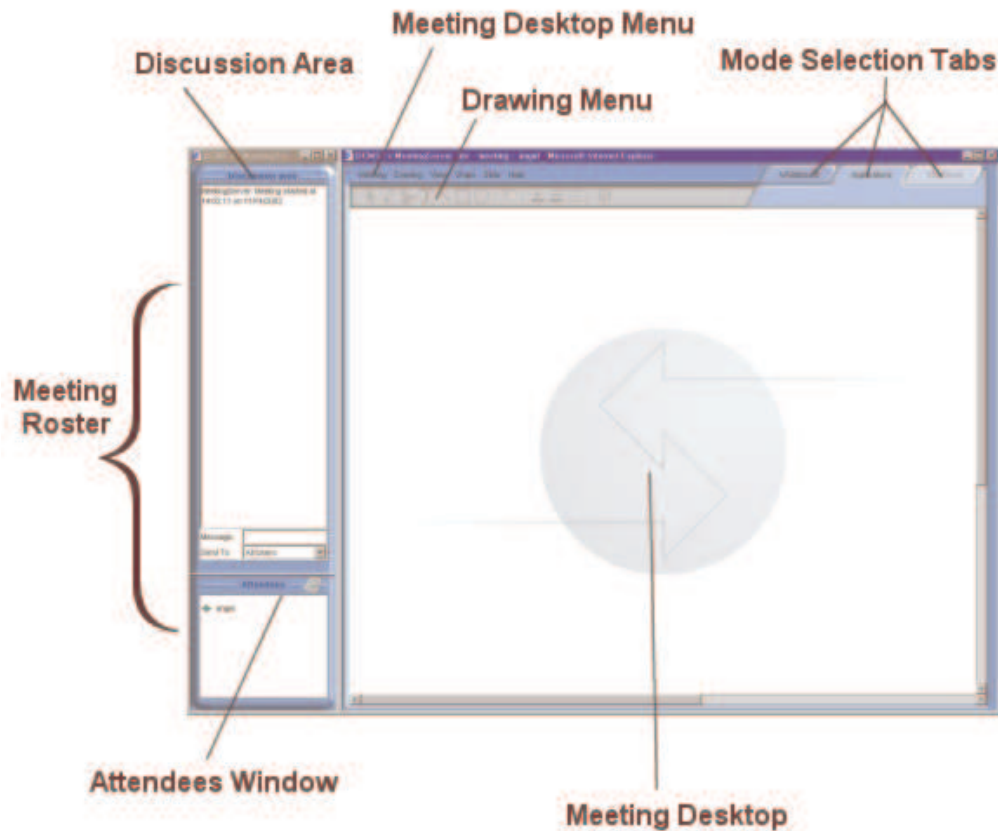
The Conference Desktop and the Discussion area will close. If you wish to log in again, click on *Log in again* on the browser window that appears.

3.2.1 Leaving a conference but returning later

You can leave and rejoin a running conference. If you do so then the other participants will see you disappear and reappear in the roster. When you rejoin, you will still be able to see all of the previous chat, but you will not be able to see any private messages that were sent to you before you logged out.

3.3 What you will see

Once you have logged into a conference you will see a screen like the one below.



GRM: Screenshot will need renewing

- The **Discussion Area** is the place where all of the users in the conference can chat with each other, as described in section 4.2, Chatting.
- The **Attendees Window** lists all of the users in the conference and indicates whether they are Presenters or Attendees. The icons are discussed in section 3.4, Who is in the conference?. Attendees and Presenters are explained in section 4, Attendees, and section 5, Presenters.




- The **Conference Roster** comprises the Discussion Area and the Attendees Window.
- The **Conference Desktop** is the area of the screen where users can view and annotate the Whiteboard, shared applications, or slides, as described in sections 5.4, Using the Whiteboard, 5.5, Sharing applications, and 5.6, Giving a slide presentation
- The **Mode Selection tabs** allow a Presenter to switch between the Slide Show, shared applications, and the Whiteboard.
- The **Conference Desktop menu bar** allows users (depending on permissions) to
 - Exit the conference
 - Invite other users
 - Set options for drawings and shared applications
 - Set options for, and navigate between slides
 - View the Vesta DataXchange online help files.

For more information about the menu options in the Conference Desktop menu, see Chapter 6, Conference Desktop menu.

- The **Drawing menu** allows Presenters to create and alter annotations, as described in section 5.4, Using the Whiteboard.

3.4 Who is in the conference?

The Attendees Window shows a list of other users in the conference. This window displays icons showing whether users are Presenters or Attendees, as well as which Presenter is currently in charge of the presentation.

-  Represents a Presenter.
-  Represents the Presenter who is currently in charge of the presentation.
-  Represents an Attendee.

Each user will have a different colored icon. The color of the icon is the color in which that user's annotations to the Whiteboard appear, which provides a quick reference for distinguishing between annotations.

3.5 Online help

Vesta DataXchange has an online help function. To use online help, take the following steps.

- Click on *Help* on the Conference Desktop menu.
- Choose *Vesta DataXchange Help*.

4 Attendees

4.1 What can you do?

As an Attendee you will be able to:

- Join and leave conferences
- Chat with other Attendees and Presenters.
- View a list of names of all users who are in the conference, in the Attendees Window
- See any shared applications
- Watch Slide Shows
- Watch as Presenters create diagrams on the Whiteboard
- Watch as Presenters annotate slides or shared applications.

4.2 Chatting

Chatting, in a Vesta DataXchange conference, is carried out in text using the pane in the Discussion Area window (at the left of the screen, above the user list). This pane contains a record of Chat messages that have been sent during the conference.

If you cannot see the Discussion Area window, select *View* on the Conference Desktop menu and choose *Discussion Area*. You can change the vertical size of the Discussion Area by dragging the divider between it and the Roster.

Messages prefixed by “Vesta DataXchange” have been sent automatically (for example, to record the conference start time). Other messages are those that have been sent by users in the conference, and are prefixed by the name of the sender.

4.2.1 Sending messages to all people in a conference

To chat with other people in the conference, follow these steps.

- If *All Users* is not currently displayed in the *Send To* box in the Discussion Area, select it.
- Type your message in the Message box.
- Press **Enter** on your keyboard.

4.2.2 Sending private messages to one other person in a conference

To send a private message to one person in the conference, follow these steps.

- Choose that person’s name from the *Send To* box in the Discussion Area.
- Type your message in the Message box.
- Press **Enter** on your keyboard.

Please note that if you later wish to send a message to all of the users, you must choose *All Users* from the *Send To* box.

5 Presenters

5.1 What can you do?

Presenters can use all features of Vesta DataXchange. In addition to the features described in Chapter 4, Attendees, Presenters can use other functionality including:

- Chairing a conference
- Inviting visitors to the conference
- Using the whiteboard
- Giving a slide presentation
- Sharing and manipulating a document or application.

Anyone who joins the conference with the moderator pin is automatically a Presenter. A Presenter may promote an Attendee to Presenter status.

Presenters have special administrative rights that allow them to control the conference, which are discussed in section 5.2, Chairing a conference, below. The extra communications functions they may use, such as the Whiteboard, application sharing, and slides, are discussed in sections 5.4, Using the Whiteboard, 5.5, Sharing applications, and 5.6, Giving a slide presentation.

5.2 Chairing a conference

Presenters have control over how the conference is conducted and who is involved in the conference. These abilities are detailed in this section.

5.2.1 Promoting and demoting others

You cannot promote or demote yourself.

To promote another user

From the Attendees Window, right-click on the user you wish to promote. Choose *Promote* from the menu that appears. The user will now have Presenter status.

To demote another user

From the Attendees Window, right-click on the user you wish to demote. Choose *Demote* from the menu that appears. The user will now have Attendee status.

5.2.2 Removing a participant

If you are a Presenter, you can remove any other user (Attendee or Presenter) from a Vesta DataXchange conference if you do not want him or her to take part any longer. To do this,

- Right-click on the user's name in the Attendees Window

- Choose *Force Off* from the menu that appears
- Click *Yes* to confirm this action.

The user will immediately leave the conference and will receive a confirmation that he or she has been removed from the conference. However, the user can re-enter the conference if they know either of the conference PINs.

5.3 Inviting others to a conference

From the Conference Desktop menu, click on *Invite....* This action will generate a default email in your email client giving your invitees all the information they need to join your conference. Simply enter their email addresses in the *To:* field and click *Send* to send the invitation.

5.4 Using the Whiteboard

This mode is selected using the leftmost of the three tabs on the top right-hand side of the screen. You can also select it by clicking *View* in the Conference Desktop menu and choosing *Whiteboard* from the list that appears.

In the Whiteboard, the right-hand pane displays an initially blank white area in which Presenters can communicate using drawings or text annotations. Please note that any Presenter can take control at any point. The Presenter who is currently in control will have a special icon next to his or her name as described in section 3.4, Who is in the conference?.

The Drawing toolbar allows you to make annotations. The color of the icon next to your name in the Attendees Window will be the color of the annotations you make. You can use the following tools to make annotations. Their use is described in detail in the following sections.

- Select Tool
- Draw Line
- Draw Highlight
- Draw Text
- Draw Straight Line
- Draw Rectangle
- Draw Ellipse
- Toggle Pointer
- Palette
- Line Thickness
- Arrow Style
- Take a Snapshot

5.4.1 Select Tool



The Select Tool chooses an element of the drawing to alter or delete. To use the Select tool, take the following steps.

- Select it from the toolbar.
- Click on the part of the drawing you wish to alter or delete.
- Press **Delete** on your keyboard to delete the element, or follow the steps in the following sections to change the thickness or color of the element or to make a line an arrow.
 - 5.4.9, Palette
 - 5.4.10, Line Thickness
 - 5.4.11, Arrow Style

5.4.2 Draw Line



The Draw Line tool can draw freeform lines, as if you were using your mouse as a pencil. To use the Draw Line tool, take the following steps.

- Select it from the toolbar.
- Move your mouse to your starting point.
- Click and hold the left mouse button while you draw the desired shape.
- Release the mouse button.

If you wish to change the thickness or color of the line, or if you wish to make the line an arrow, see the following sections.

- 5.4.9, Palette
- 5.4.10, Line Thickness
- 5.4.11, Arrow Style

5.4.3 Draw Highlight



Use the Draw Highlight tool to cover an area with a wash of your annotation color. To use the Draw Highlight tool, take the following steps.

- Select it from the toolbar.
- Move your mouse to your starting point.
- Click and hold the left mouse button while you highlight the desired area.
- Release the mouse button.

If you wish to change the color of the highlight, see section 5.4.9, Palette.

5.4.4 Draw Text



Use the Draw Text tool to add text to your annotation. To use the Draw Text tool, take the following steps.

- Select it from the toolbar.
- Click the left mouse button where you want the text to appear.
- Type the desired text
- Click your left mouse button outside the text box.

Please note that the font and size of the text cannot be changed. If you wish to change the color of the text, see section 5.4.9, Palette.

5.4.5 Draw Straight Line



Use the Draw Straight Line tool to draw a perfectly straight line. To use the Draw Straight Line tool, take the following steps.

- Select it from the toolbar.
- Move your mouse to your starting point.
- Click and hold the left mouse button while you draw the line.
- Release the mouse button.

If you wish to change the thickness or color of the line, or if you wish to make the line an arrow, see the following sections.

- 5.4.9, Palette
- 5.4.10, Line Thickness
- 5.4.11, Arrow Style

5.4.6 Draw Rectangle



Use the Draw Rectangle tool to create rectangles of various sizes. To use the Draw Rectangle tool, take the following steps.

- Select it from the toolbar.
- Position your mouse where you would like a corner of your rectangle to be.
- Click and hold the left mouse button while you drag the rectangle to the size you want.
- Release the mouse button.

If you wish to change the thickness or color of the rectangle, see the following sections.

- 5.4.9, Palette
- 5.4.10, Line Thickness

5.4.7 Draw Ellipse



Use the Draw Ellipse tool to create ellipses and circles of various sizes. To use the Draw Ellipse tool, take the following steps.

- Select it from the toolbar.
- Position your mouse where you would like to start drawing the ellipse.
- Click and hold the left mouse button while you drag the ellipse to the shape and size you want.
- Release the mouse button.

If you wish to change the thickness or color of the ellipse, see the following sections.

- 5.4.9, Palette
- 5.4.10, Line Thickness

5.4.8 Toggle Pointer



Use the Toggle Pointer tool to position a pointer symbol on the screen to identify a specific point. To use the Toggle Pointer tool, take the following steps.

- Click the icon on the toolbar. A hand pointer will appear on the Conference Desktop.
- To move the pointer, click on it and hold down your mouse button while you drag it to the place you want it.
- To remove the pointer, click the icon on the menu again.

If you decide to turn the pointer on again, it will appear in the last place you put it.

5.4.9 Palette



Use the Palette tool to change your annotation color to another of the preset colors. Please be aware that if you change your color to the same color another person is using, the resulting annotations could be confusing. To use the Palette tool, take the following steps.

- Select it from the menu.
- On the menu that appears, click on the color you wish to annotate with.

5.4.10 Line Thickness



Use the Line Thickness tool to change the thickness of the lines you are going to draw (or have already drawn). You can make your lines 1, 5, or 10 pixels wide. To use the Palette tool, take the following steps.

- If you wish to change the thickness of a line you have already drawn, select that line using the Select Tool (as described in section 5.4.1, Select Tool).

- Select the Palette tool from the toolbar.
- On the menu that appears, click on the pixel width you wish your lines to have.

5.4.11 Arrow Style



Use the Arrow Style tool to choose whether lines you draw (or have already drawn) have no arrowhead at all, an arrowhead at one end, or an arrowhead at both ends. To use the Arrow Style tool, take the following steps.

- If you wish to change the thickness of a line you have already drawn, select that line using the Select Tool (as described in section 5.4.1, Select Tool).
- Select the Arrow Style tool from the toolbar.
- On the menu that appears, click on the type of arrowhead you wish your lines to have.

5.4.12 Taking a snapshot



At any time, and in any mode (except when no applications are shared in Application Sharing Mode) you can click on the camera icon to take a snapshot of the current annotated image.

This snapshot is then added as a new slide (after the existing slides) so that you can refer to it later or make further annotations. For example, you may want to take several snapshots throughout a conference, so that you have a record of each stage of the conference and not just of the final agreed position.

5.4.13 Deleting all annotations

If you wish to remove all of the annotations from the whiteboard, choose *Drawing* from the Conference Desktop menu and select *Clear Annotations* from the menu that appears. Please note that you will *not* be prompted to confirm this action and it is not reversible.

You can also remove all annotations by taking the following steps

- Choose *Drawing* from the Conference Desktop menu.
- Click *Select All* on the menu that appears.
- Choose *Drawing* from the Conference Desktop menu and select *Delete*, or press **Delete** on your keyboard.
 - If you decide you do not wish to remove all annotations, you can choose *Deselect All* from the *Drawing* menu.

5.4.14 Deleting a single annotation

You can also remove a single annotation by following these steps.

- Choose the Select Tool.
- Click the annotation you wish to remove.
- Press **Delete** on your keyboard, or choose *Drawing* from the Conference Desktop menu and select *Delete*.

5.5 Sharing applications

The central of the three tabs on the top right-hand side of the screen switches the desktop to Applications. You can also select it by clicking *View* in the Conference Desktop menu and choosing *Applications* from the list that appears.

In this mode, it is possible to view and control any applications that have been shared. On Windows systems, when no applications are shared in this mode, a blank screen with the Vesta DataXchange logo is displayed. No snapshots or annotations can be made on the blank screen.

When an application is shared, the annotation features are enabled, and snapshots can be taken. The client will automatically switch to this mode when a new application is shared, or if a Presenter clicks on the *Take Control* button while in either of the other two modes.

You can only share applications that are running on your own machine. To share applications from your desktop so that other users in the conference can see them, take the following steps.

- Start the application you want to share
- Choose *Share* from the Conference Desktop menu. (This will only ever appear on Windows systems, not on UNIX or Mac systems).
- Choose how to select the application or applications to share from the following list of options.
 - Select an Application from a List
 - Share Desktop
 - Share Part of Screen (by clicking and dragging your mouse to indicate the area to be shared)
 - Select an Application with the Pointer (by clicking on the application you want to share)

To view which applications have been shared, or to switch between shared applications, click on the drop-down menu on the upper right-hand part of the screen in the Conference Desktop.

5.5.1 Options for shared applications

When you have shared one or more applications, you have the following options (again by choosing *Share* from the Conference Desktop menu).

- *Unshare* an application so that other users can no longer see it.

You do this by choosing which application you wish to unshare from the menu that appears.
- *Overpaint obscured areas* of a shared application.

Unless you have a very large screen, you will not be able to switch to the viewer window to annotate the application without obscuring part of the shared application. The area that is obscured can no longer be captured for sharing, but the system continues to display the contents of that area immediately before it was obscured.

Selecting the “overpaint obscured areas” option means that, if the application is partly or completely obscured by other windows on your screen, the obscured areas of the application do not appear on the Vesta DataXchange desktop (they

are shown as gray hatched areas instead). This option ensures that other users do not see information in the application that you cannot see.

- *Permit remote control* of the shared applications by other users. Users cannot control your applications unless you permit them. It is a good idea to remain in attendance while you have this option enabled.
- *Use high color hosting* to send screen data from your shared applications using a larger color palette. The default is to send using a more compressed form of data with fewer colors, which is generally imperceptible but causes some color banding on high color images.

The high color option uses more bandwidth and is therefore less responsive, but it gives an exact rendition of the image at the viewers. It is recommended only for users with LAN speed connections.

5.5.2 Annotating shared applications

The Drawing menu allows you to make annotations to shared applications. All of the notes about annotation in section 5.4, Using the Whiteboard, apply to slides and shared applications.

Annotations to a shared application will *not* move if you move the shared application, so you should position the application where you want it before you start annotating it.

5.5.3 Taking a snapshot



At any time, and in any mode (except when no applications are shared in Application Sharing Mode) you can click on the camera icon to take a snapshot of the current annotated shared application.

This snapshot is then added as a new slide (after the existing slides) so that you can refer to it later or make further annotations. For example, you may want to take several snapshots throughout a conference, so that you have a record of each stage of the conference and not just of the final agreed position.

5.5.4 Application sharing tips

There are a few things it is useful to know when sharing or controlling applications:

- Avoid minimizing applications you are controlling, because there is no way to restore them.
- Avoid changing the state of the CAPS LOCK key while others are controlling your shared applications, as this can cause case errors in the remote input.
- Controlling the Command Prompt/DOS Prompt only works if the host is Windows NT, 2000 or XP, and some command-line applications may not recognize remote input.
- Mouse wheel input is not supported.

5.6 Giving a slide presentation

The rightmost of the three tabs on the top right-hand side of the screen selects the Slide Show. You can also select it by going to the Conference Desktop menu and clicking *View* then choosing *Slide Show* from the list that appears.

Slides are pictures that can be displayed in order, just like in a presentation using a slide projector or foils. In Vesta DataXchange, slides can be snapshots of the Conference Desktop at a given moment (described in section 5.6.1, Creating slides), or they can be pictures uploaded from a Presenter's machine (described in section 5.6.2, Uploading slides).

Please note that the Slide Show tab is only available if at least one slide has been created or uploaded during the conference.

5.6.1 Creating slides

To create a slide from the Vesta DataXchange desktop, take the following steps.

- On the Drawing menu, click on the camera icon.
- Press *OK* when the confirmation box appears.

Alternatively, you can take the following steps.

- On the Conference Desktop menu, choose *Slide*.
- Click *Make into Slide*.
- Press *OK* when the confirmation box appears.

5.6.2 Uploading slides

Presenters can upload images to the conference from their own machines. The images must be in one of the following formats.

- A PowerPoint presentation (a PPT file)
- One or more images in JPEG format

If you want to upload multiple JPEG images at once, they must all be sequentially numbered, and in the same directory. Vesta DataXchange will automatically upload all images in the sequence with a higher number than the one you select.

To upload the presentation, take the following steps.

- Choose *Slide* from the Conference Desktop menu.
- Click on *Upload Slides...*
- You can now choose to add one file or all of the image files in a directory.
 - Choose *Select a PowerPoint or JPEG file* to add a single file.
 - Choose *Select the first JPEG in a sequence* to add the files in a numbered sequence of JPEGs.
- Navigate to the location of the file you wish to add, or begin a sequence with.
- Click on its name.
- Click *Open*.

After you have uploaded the image or images, each image appears as a separate slide.

5.6.3 Navigating between slides

You can navigate between slides in three ways.

- Use the left and right arrow buttons in the top right-hand corner of the screen. The double-headed arrows take you to the beginning or end of the slides.
- Click on *View* on the Conference Desktop menu and choose *Slide Thumbnails*. This will let you see thumbnail images of all slides and click on the slide you want to view.
- Use the Page Up/Page Down/Home/End keys, or the number keys 1-9 in the *Slide Thumbnails* window.

5.6.4 Moving a slide

To move an existing slide, perform the following actions.

- On the Conference Desktop menu, click on *View*.
- Choose *Slide Thumbnails*.
- Click and drag the slide you wish to move up or down as desired.

An orange bar indicates the new location for the slide in the sequence.

5.6.5 Slide thumbnails

The thumbnails window allows you to view the slides in your Slide Show. It also allows you to navigate immediately to specific slides and to sort slides, as discussed in section 5.6.3, Navigating between slides, and section 5.6.4, Moving a slide.

5.6.6 Deleting a single slide

To delete an existing slide, navigate to the selected slide as detailed in section 5.6.3, Navigating between slides, and press the **Delete** button on your keyboard.

Alternatively, you can click *Slide* in the Conference Desktop menu and select *Delete Current Slide* from the menu that appears.

In both cases, a warning popup will appear asking you to confirm that you wish to delete the current slide. If you confirm this action, all of the contents of the current slide will be removed.

5.6.7 Annotating slides

The Drawing menu allows you to make annotations to slides. All of the notes about annotation in section 5.4, Using the Whiteboard, apply to slides and shared applications.

5.6.8 Taking a snapshot



At any time, and in any mode (except when no applications are shared in Application Sharing Mode) you can click on the camera icon to take a snapshot of the current annotated slide.

This snapshot is then added as a new slide (after the existing slides) so that you can refer to it later or make further annotations. For example, you may want to take several snapshots throughout a conference, so that you have a record of each stage of the conference and not just of the final agreed position.

6 Conference Desktop menu options

This section describes all of the possible menu options on the Conference Desktop. If you are an Attendee, you will see only those menu options in italics.

Menu Options 6-1

Menu option	Submenu option	Function
<i>Conference</i>		Allows you to invite people, exit the conference, or exit and close the conference
	Invite	Allows you to send an email to another person in order to invite them to the conference
	<i>Exit Conference</i>	Allows you to leave the conference
	Exit and Close Conference	Allows you to leave the conference and close it at the same time. This option is only available to the first person that entered the conference with the moderator pin code (the meeting creator).
Drawing		Allows you to modify all or some of the annotations on the active tab
	Delete	Allows you to delete the selected annotation
	Select All	Allows you to select all of the annotations
	Deselect All	Allows you to clear your annotation selection
	Clear All Annotations	Allows you to remove all of the annotations at once
<i>View</i>		Allows you to switch the view between the Whiteboard, Applications, and Slide Show, to make the Discussion area active, and to turn on the slide thumbnail window
	Whiteboard	See the area where you can draw a new picture
	Applications	See the area where you can see any shared applications
	Slide Show	See the area where you can see any slides that have been taken from the Whiteboard or shared applications, as well as any slides that have been uploaded

Menu option	Submenu option	Function
	Slide Thumbnails	See the slide thumbnail window, which allows you to view all of the current slides, change the order of slides in the Slide Show, and delete slides
	Discussion Area	See the area where all of the text chat in the conference is displayed
Share		Allows you to share and unshare applications with other users and to select options for shared applications
	Select an Application from a List	Shows a list of all open applications on your computer that you can share with other Vesta DataXchange users
	Share Desktop	Allows you to share your entire desktop with the other users in the conference
	Share Part of Screen	Allows you to select a part of your screen to share with the other users in the conference
	Select an Application with the Pointer	Allows you to choose an application to share using your mouse
	Unshare	Allows you to stop sharing a specific application, chosen from the menu that pops up when you click this option
	Overpaint Obscured Areas	Prevents other users from seeing any part of a shared application that you cannot see
	Use High Color Hosting	Allows you to send screen data from your shared applications using high quality
	Permit Remote Control	Allows you to let other users take control of your shared applications
	Unshare All	Allows you to stop sharing all of the files that you currently have shared
Slide		Allows you to create and delete slides, upload slides, and navigate among slides
	Make into Slide	Allows you to take a snapshot of the drawing, slide, or application that is currently displayed. The snapshot will be added to the Slide Show
	Next	Allows you to navigate to the next slide in the Slide Show
	Previous	Allows you to navigate to the previous slide in the Slide Show
	First	Allows you to navigate to the first slide in the Slide Show
	Last	Allows you to navigate to the last slide in the Slide Show



Menu option	Submenu option	Function
	Delete Current Slide	Allows you to delete the slide that is currently displayed
	Upload Slides	Allows you to choose a presentation or images from your own machine to upload to the conference
Help		Allows you to view the Vesta DataXchange online help files, to see an overview of Vesta DataXchange, and to view the About box.
	Web Client Help	Allows you to view the Vesta DataXchange online help files
	Vesta DataXchange Overview	Gives you an overview of Vesta DataXchange
	About Vesta DataXchange	Displays basic copyright, version, and license information about Vesta DataXchange

7 Troubleshooting

7.1.1 **I am trying to join a meeting but I do not see any chat / roster entries / shared applications.**

Sometimes web browsers can encounter resource problems running Java applets. Try closing down all your browser windows and restarting your browser to fix this.

7.1.2 **I'm seeing problems while sharing an application and people say I'm leaving the conference and rejoining it continually.**

Poor quality network connection is the likely cause of this. The network is losing your connection to the conference, and so the system has to reconnect you.

Try reducing the amount of data by, for example, using low-color hosting; sharing fewer applications; sharing a window rather than the whole desktop.

7.1.3 **I'm unable to do anything in a conference except send chat messages.**

You have joined the conference as a visitor. If you have been invited to join as a presenter, make sure you have entered the moderator pin.

7.1.4 **The colors in my shared application aren't displayed correctly—they show banding.**

The conference presenter who is sharing the application has specified low-color hosting. Ask him to enable high-color hosting.

7.1.5 **My conference window keeps saying there was a problem connecting to the conference and reloading**

The conference may have just closed down as you were trying to join it. Try closing all your browser windows and then connecting to the conference again.



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