

PRESENTING AT-A-DISTANCE WITH BRIDGIT

Overview

Bridgit is a data-conferencing software that enables people at different locations to share information displayed on their computer desktop. Usually, Bridgit and the Internet are used together with a speakerphone / conference calling system to deliver PowerPoint presentations or other computer-generated information, such as documents, graphics, web pages, at a distance.

Computer Hardware and Software

To deliver a PowerPoint presentation using Bridgit, you **must** run both the Bridgit client software and the PowerPoint presentation itself on a PC Windows computer. Bridgit will not run on a Mac computer—see end Tips* for *Create on Mac, move to PC*.

Computer recommendations are:

- Pentium III Windows computer
- Windows 2000, ME, XP or Windows NT 4.0
- 64 MB RAM (128 MB recommended)
- Internet connection[†] plus Ethernet network card and cable
- Microsoft PowerPoint or PowerPoint Viewer[‡]

[†] if possible, use a high-speed Internet connection as dial-up / modem speed may not work reliably

[‡] if the computer from which you are presenting does not have PowerPoint, you can use the free 2003 PowerPoint Viewer to display your presentation, but not edit it. Download Microsoft's 2003 PowerPoint Viewer from <http://office.microsoft.com> and follow the online instructions.

Note: Using other than the above minimum requirements, such as a Pentium II 150 Mhz computer or Windows 98, may cause your computer to freeze when running Bridgit.

Virus Alert

If your computer is equipped with Norton AntiVirus and you open a presentation while Bridgit is running, you may receive a false virus detection warning with some PowerPoint versions and your presentation will not open. To prevent this occurrence:

- Open all PowerPoint files before starting Bridgit
- **or**
- Disable the Office Plug-in within Norton AntiVirus (in Norton 2002, its in Options > Miscellaneous; in Norton 2001 look under Options > General)

Do not disable the anti-virus program itself.

Bridgit Software

The Bridgit program is a single executable file (bridgit.exe) and is simple to install.

1. Download the file from the Dalhousie Bridgit server at <http://bridgit.mcms.dal.ca>
2. Remember where your computer stores the file. Once the download is complete, go to and double-click on the **bridgit.exe** file to start the program. (See end Tips for *Create a Bridgit shortcut on your computer desktop*.)

3. Enter the Dalhousie Bridgit server name **bridgit.mcms.dal.ca** in the **Server Name** field and click **Connect**.
4. Select **Conference Name** and click **Join...**
5. Type in **Your name**—your name identifies you during the Bridgit conference. You will be prompted for a password, enter the password provided to you for the session.
6. Click **OK**.

Note: You will be able to join a conference at the appointed time.

See next page for an outline of Bridgit features.

Telephone Audio Conference

As Bridgit does not provide sound, you will also need a telephone or a speakerphone, if there is more than one person at your site. Test the speakerphone in advance to ensure it is of good quality. A poor quality phone will not project your voice and may result in noise disturbances at the other sites. If your phone has a mute button, use this option to prevent unintentional interference when you are just listening and not presenting.

Join a Conference

At least 15 minutes before the start of a presentation session, you should set up your computer and connect to the Internet. This lead-time will also allow you to join the telephone audio conference. When you receive a telephone call from Halifax Pediatrics, please stay on line--you may be put on hold as other sites connect to the teleconference.

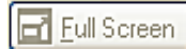
To avoid technical problems, we recommend the following:

- If you are using a laptop, connect the AC power so your computer does not run out of power
- Disconnect or exit any instant-messaging or email programs that may pop up
- Turn off any screen saver so it does not interrupt your presentation, as well as anti-virus update notices
- Mute any computer sound
- Start the Internet browser and ensure that Internet connectivity is working
- Put your telephone speakerphone on mute until you are ready to present or comment on other presentations

Bridgit Instructions



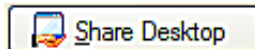
By default, the shared desktop appears within a window. To view full screen without the scroll bars and control menus, click the

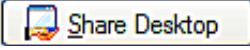


button. The view you choose is displayed on your desktop only—view settings are specific to each participant.

Esc

To return to normal screen view, click the **Esc** (Escape) button in the upper left of your keyboard.

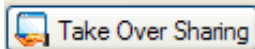


To share the desktop so that others may see your screen, click .

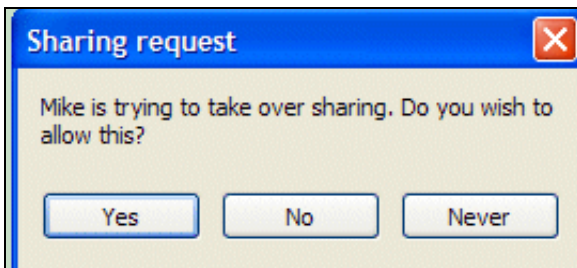


When you have control of the Bridgit desktop and you grant permission for another participant to take over sharing, you

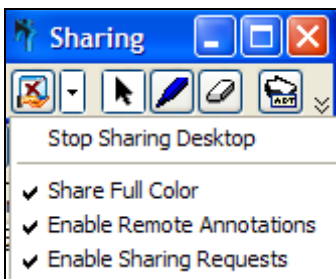
Stop Sharing Desktop by clicking .



If you would like to take over control of the desktop, click on the **Take Over Sharing** button in the upper left-hand corner.




When someone sends a request to **Take Over Sharing**, the current host (participant who has control) will receive a **Sharing request** message. Clicking **Yes** disengages control.




If your presentation includes full-colour images, such as photographs, click on the dropdown arrow to the right of the Stop Sharing Desktop option and select the **Share Full Color** option. By default, display is limited to 256 colours, which is not photo-realistic quality.

Other **Sharing** options:




Click on the **Mouse Cursor** button  to end one of the following **Pen**, **Eraser**, or **Screen Pointer** options.




Use the **Pen** button  to write on the shared desktop. Click and drag the Pen with your mouse to make annotations. Double-click on this button to access controls to change the Pen colour, etc. To quickly remove all annotations, click on the Mouse Cursor button and then click on the desktop.




Use the **Eraser** button  to remove any Pen markings. To remove the Eraser option, click the Mouse Cursor arrow.




The **Screen Pointer**  allows any participant to place a personalized arrow on the shared desktop to emphasize a point. To remove this option, re-click the Screen Pointer button.



Click on the dropdown arrow  to expand to show participants.



To leave and close a data conference, click the  button in the title bar.

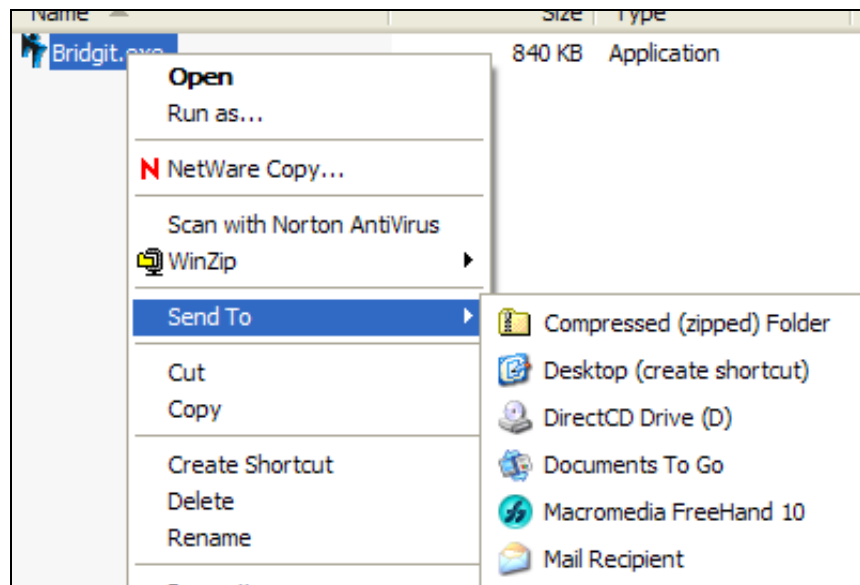
Tips and techniques:

1. *Create on Mac, move to PC.*

- Sharing PowerPoint files between a Mac and a PC works smoothly because PowerPoint 98, PowerPoint 2001, and PowerPoint X for Mac, as well as PowerPoint 97, PowerPoint 2000, PowerPoint 2002 (XP), and PowerPoint 2003 for Windows, all use the same file format. This means that a file created using any of these versions of PowerPoint will open in any other version¹
- However, PC files require a file extension. Therefore, ensure that the **Append file extension** check box is selected in the **Save As** dialog box (**File** menu, **Save As** command) to automatically add .ppt to the end of the filename²
- When you add graphics to slides, use pictures saved in a graphics file format that is common to both Mac and PC platforms, such as Portable Network Graphics (PNG), Joint Photographic Experts Group (JPEG), or Graphic Interchange Format (GIF).³
- Check your fonts. You can safely use the following sans-serif fonts: Arial, Tahoma and Verdana.⁴

2. *Create a Bridgit shortcut on your computer desktop*

- Right-click on the Bridgit program
- Trace down to **Send to**
- Slide your mouse to the right and click on **Desktop (create shortcut)**



¹Microsoft MacTopia. Using PowerPoint X.

http://www.microsoft.com/mac/products/powerpointx/using.aspx?pid=usingpowerpointx&type=tips&article=/mac/LIBRARY/tips_tricks/officex/pp_crossplatformtip.xml. Available online: February 24, 2004

² Ibid


³ Ibid

⁴ PowerPoint PowerTools. <http://www.rdpslides.com/pptfaq/FAQ00281.htm>. Available online: February 24, 2004.

3. **Format pictures: crop, cut, reduce file size, convert file type, etc.**

- Download IrfanView, a free image viewer/editor to adjust your pictures
<http://www.irfanview.com>
- Instructions on how to use IrfanView are available at
http://www.dal.ca/~ilo/ilo_1000.html

4. **Presentation Tips**

- a. Use **Rehearse Timings** under the **Slide Show** option on the Menu Bar to rehearse the delivery and check the length of your presentation.
 - On the **Slide Show** menu, click **Rehearse Timings** to start the show in rehearsal mode
 - Click the advance button  to go to the next slide.
 - When you reach the end of the slide show, click **No** to remove the timings or to start over.
- b. Use the **Notes** feature to sharpen the delivery of your presentation by adding Speaker's Notes to each slide.
 - Click on the slide to which you want to add Notes and, on the Menu Bar, select **View | Notes Page**
 - Click in the text box and type your Notes. You will probably want to increase the Zoom Percent for better viewing
 - When finished, select **View | Normal** to return to normal view.
- c. Have Your Presentation Automatically Start in Screen Show View
 - Open your presentation. Then select **File | Save As...** from the menu bar.
 - Choose PowerPoint Show (*.pps) from the Save As... dropdown list box.
 - When you double-click a PowerPoint Show file, PowerPoint immediately launches the Screen Show mode
- d. Avoid the use of transitions as these may distract your audience AND slow down delivery of the presentation over the Internet.
- e. Detailed pictures, such as photographs, take a little extra time to download from the Internet. Therefore, wait a few seconds before speaking when advancing to a slide with a photo.
- f. When describing a complicated graph, etc., use the Bridgit Screen Pointer or Pen button to highlight particular sections.
- g. Do not forget your off-site audience; direct questions to them.
- h. **And, just in case:** Throughout a presentation session, the main hosting site should verbally check with all off-site locations to ensure everyone is still connected. If your site should lose telephone contact, please hang up as the main site will redial to re-establish the telephone connection. If this fails, the main site will communicate via the Internet, e.g. open up Word on the shared desktop and type further instructions.