



CongressMediaCenter

USER GUIDE

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CongressMediaCenter® User Guide for Windows®.

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Chapter 1: Getting started

If you do not have the software installed, read some installation information and other preliminary steps before starting. Before starting to work with the software, take a few minutes to read the overview of the CongressmediaCenter Guide and the various resources available to users.

Installation

CongressMediaCenter is a suite of programs that includes all the software needed to manage the Event.

CongressMediaCenter includes:

- C-Builder the software to create the Event DB and synchronize the rooms
- C-Browser software for the Speakers' Ready Room to collect and send presentations in the rooms.
- C-Backup for automatic backup of presentations
- C-Presenter SetUp to create the layout and graphics of the projection
- C-Setting to configure C-Presenter
- C-Presenter the software for the layout of the Hall and the launch of presentations

During installation, all the software will be installed on the machine, although C-Builder, C-Browser and C-Backup will be used in the Speakers' Ready Room, while C-Presenter SetUp, C-Setting and C-Presenter will be used in the room.

In addition to the aforementioned softwares, CongressMediaCenter suite includes C-Glance, software for the Room Information and C-Board software for the electronic nameplate and panels outside the rooms

System requirements

- Microsoft Windows 10 or higher.
- Intel® Core 2 or AMD Athlon® 64 processor; 2 GHz or higher.
- 2 GB of RAM (recommended: 84 GB).
- 1.5 GB of available hard disk space for installation.
- Minimum screen resolution 1024x768 (recommended: 1280x800).
- Sound card, microphone and speakers compatible with Windows (recommended) PowerPoint 2007 (32-bit)
- Microsoft Office PowerPoint 2010 or 2013 (32-bit or 64-bit) or higher.
- MP Video Player - <https://mpc-hc.org/>

In some cases, an Internet connection is required to activate the product and / or validate subscriptions or update the USB dongle.

Preliminary configurations

Before launching the installation package, it is necessary to complete some preliminary configurations of the operating system to make sure that the software, which uses low-level functions, has the necessary accesses.

* Microsoft Office PowerPoint Set up

Microsoft PowerPoint needs some configuration for a proper interaction with CongressMediaCenter. Open Microsoft PowerPoint and create a new empty presentation.

1. Click on file -> *Options*
2. Open *Trust Center* and click the on the right bottom button *Trust Center Settings*
3. In the *Trusted Locations* area: add the following paths:
 - C: \ cmc
 - C: \ Program Files (x86) \ CongressMediaCenteradding check on *Subfolders of this location are also trusted*
4. In the *Add-ins*: check the *Disable all application add-ins*
5. In the *ActiveX Settings*: check *Enable all controls without restrictions and without prompting*
6. In the *Macro Settings*: check *Enable all Macros* and *Trust access to VBA project object model*
7. In the *Message Bar*: check *Never show information about blocked content*

Click OK to save the settings.

* Antivirus and Firewall Set up

If an antivirus or firewall is configured on the machine, make sure that they grant the necessary permissions to the software to interact with the operating system and write to the file system. Otherwise the software will not be able to perform the functions correctly.

If you are not sure if you can give the necessary permissions, disable the antivirus and / or the firewall.

* Turn off UAC (User Account Control)

User Account Control is a security component in Windows operating systems.

Windows 10

To disable the UAC on Windows 10 click on the Start button located in the lower left corner of the screen, type Control Panel and set the view by *Category*. Select *System and Security*.

Click on *Change user account control settings*.

Set the User Account Control bar to *Never notify* (that is, set the adjustment bar to the lowest "step").

Click on *Apply* and then *Yes* to save the changes.

* Set the Name of the PC, Workgroup and Network

The softwares use Windows network to communicate with each other and exchange data.

The network must be properly configured and all PCs using the CongressMediaCenter software must be configured with the same Workgroup.

It is also strongly recommended to name PCs with recognizable names that identify the location of the PC (Eg: PC-Auditorium, PC-CentroSlide).

Change Computer name and Workgroup

Right-click on *This PC* then select *Change Settings*. In the window that opens, click on *Change* on the *Computer Name* and type the name of the computer and the workgroup that you want to adopt (Computer Name and Workgroup fields). To save the settings, click on the OK button.

Restart your computer to save changes.

Sharing of resources on the network

Enable the resources sharing on the network. Click on Start, and type Control Panel, click on *Network and Internet* and select *Network and Sharing Center*; click on the *Change advanced sharing settings* and open the section *Home / Work or Private* (the name may change depending on the version of the operating system in use) and put the check mark next to the *Turn on network discovery* and *Turn on file and printer sharing*; check *Turn off password protected sharing* and finally turn off; click the *Save changes* button to save the settings.

Now all the PCs are properly configured and you can start the installation of CongressMediaCenter.

Launch the installation package provided, making sure you have administrator privileges and follow the Wizard to complete the installation and activate the libraries necessary for the software and USB dongle.

At the end of the procedure you will be asked to restart the computer in order to complete the installation.

The restart is necessary.


During the installation phase, CongressMediaCenter completes and configures the workspace that will be used before and during the Event.

In addition to the Windows network, CongressMediaCenter takes advantage of folders and file sharing.

The functions that it performs during the installation are:

- sharing of the folders necessary to work with the appropriate permissions
- creating of software shortcuts on the desktop
- creating of a sample structure in the workspace repository that will host the presentations of the speakers. The repository is located in:
-

C:\cmc\workspace

 The repository path and the name of the Workspace folder can not be changed.

The "tree structure" used replicates the structure of a classic Event program

days -> session -> speech (speakers)

Through the C-Builder and C-Browser softwares it will be possible to create the DB that will host the presentations, which will be the same of the one created during the installation with all the metadata that will be visible in projection (session title, speaker name etc.) and then synchronize the rooms.

Dongle Key

The software in the CongressMediaCenter suite is protected by a dongle key.

C-Presenter needs n. 1 dongle key into the PC running it.

You will need n. 1 dongle key for each projection / room PC.

C-Browser needs at least n. 1 dongle key connected via network to a PC with a dongle key and an installation of CongressMediaCenter: from the Speakers' Ready Room it is possible to connect the Speakers' Ready Room PC(s) with a remote dongle key or with a local key.

C-Builder needs at least n. 1 dongle key connected via network to a PC with a dongle key and an installation of CongressMediaCenter: from the Speakers' Ready Room it is possible to connect the Speakers' Ready Room PC(s) with a remote dongle key or with a local key.

The other softwares of the suite do not need a dongle key.

Chapter 2: C-Builder

C-Builder is the software that allows, in the pre-event phase, to create and edit the rooms and the related DB following the program of the event and to synchronize all the rooms in order to receive the presentations.

First, C-Builder will look for the USB dongle locally: if it does not find it, it will ask you to set a network path where to find the dongle key (Eg: a room PC with a key and CongressMediaCenter installed or another PC granted on the network).

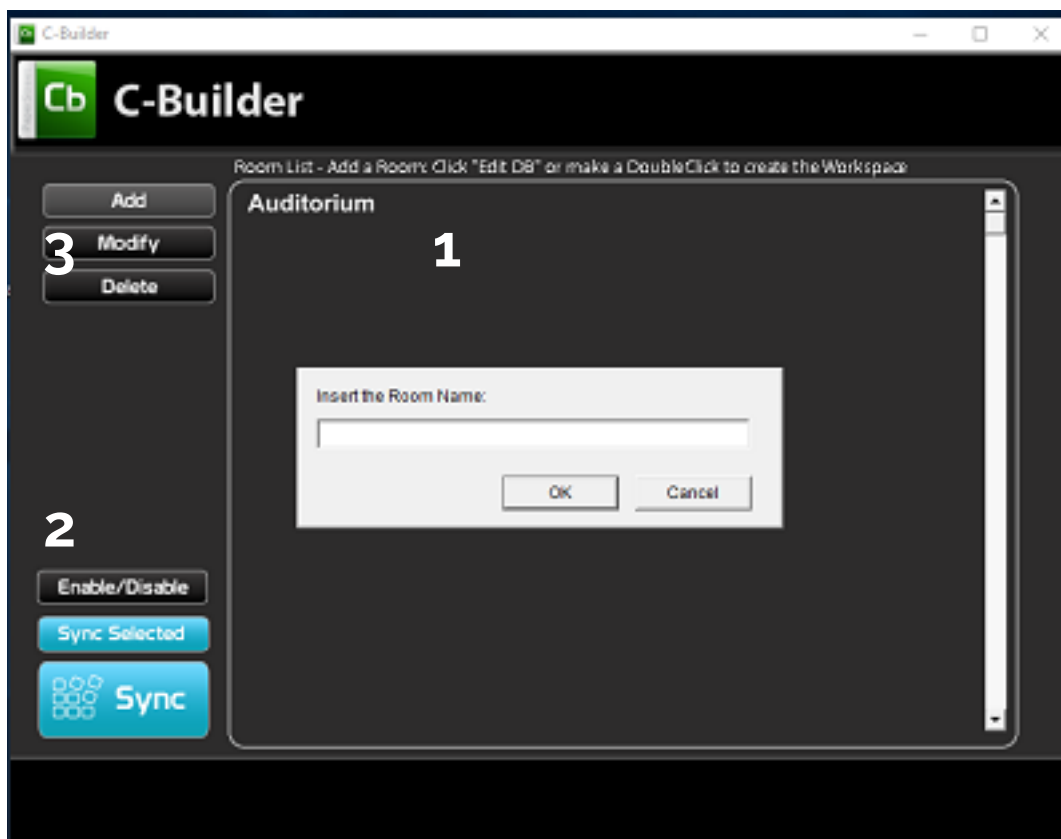
DB creation

C-Builder is the software that allows you to create the DB of the event and synchronize all the rooms once they are online before the Event.

Open C-Builder from Start -> All programs -> PaperStreet -> CongressMediaCenter -> C-Builder

Create Rooms

Through C-Browser you can create all the rooms and the DB that will host the presentations.



Area 1 - room list (it will be empty at first opening, if no rooms have been created)

Area 2 - buttons to synchronize PCs

Enable / Disable - to enable and disable any rooms in case you do not want to include it in the synchronization, click on a room and use the button to enable or disable it. If you disable it, the room name will become gray: so that room will not be synchronized

Sync Selected - to synchronize only the selected room. Once the button is pressed, the software will only synchronize the selected room.

Sync - to synchronize all the rooms.

Before synchronization, an alert will ask you if you want to perform automatic or manual sync.

The automatic sync will copy all the rooms DBs into their respective folders.

The manual sync will give you the ability to manually copy the DB, which you can then paste into the related PC with a copy / paste in the related workspace of each PC.

Synchronization must occur when all the PCs in the rooms are connected to the network and are visible to each other. Synchronization must be done once all the complete metadata DB has been created.

C-Builder takes care of synchronizing the DB in the corresponding projection PC.

If one of the rooms / PCs is not reachable, an alert will warn you.

Area 3 - buttons necessary to create / edit a room

Add - to add a room. Click *Add* and write the name of the room to add.

The name entered must match the PC name, the name that it will also have during the Event

Modify - to change the name of a room, select it and edit the text in the metadata area. Press *Modify* to save.

Delete - to delete the room, select it and press *Delete* to delete it.

Once the room has been created, double click on the name of the room, to create the calendar and the metadata for the projection.

Click on *Edit Calendar* and then on *Add New Day* to create a day.

Add/New - to set the date from the calendar: type the name of the day as you want to display it in the room (Ex: 21 June).

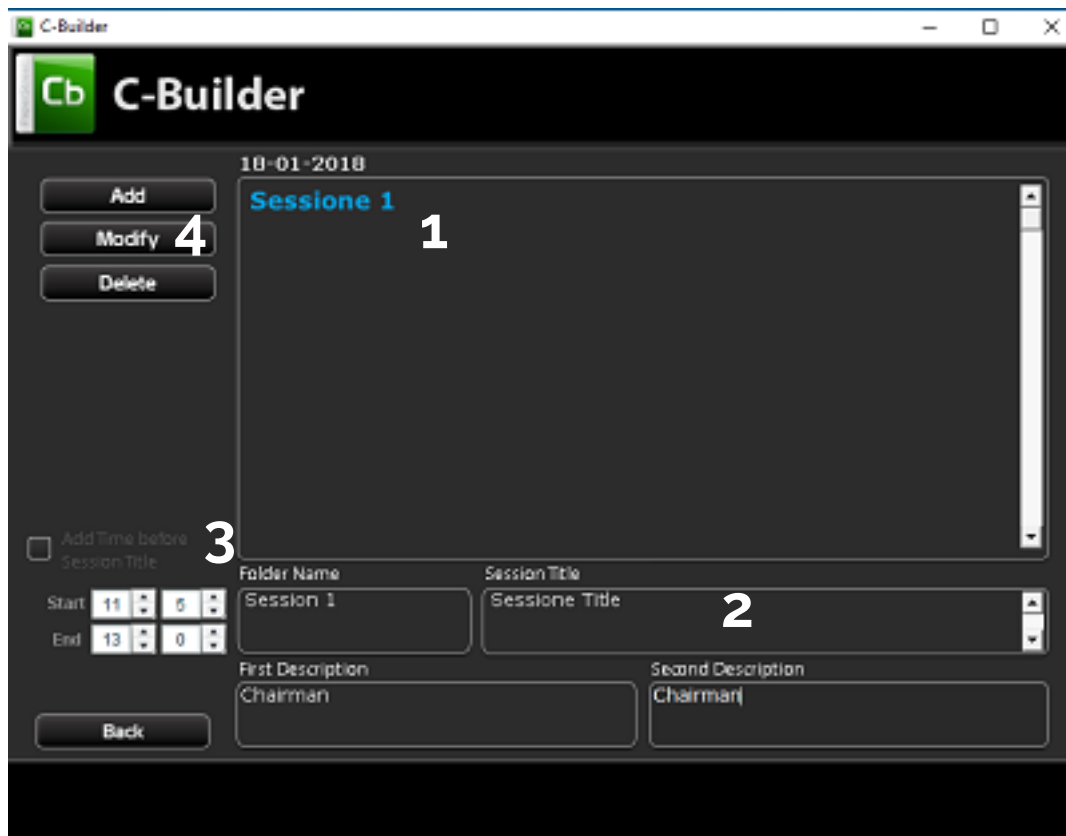
Edit - to change the date and label of the day, select the day to edit, press *Edit* and change the date.

Delete - to delete a day, select it and press *Delete* to delete it.

Back - to go back to the day list.

Create Sessions

Double-click on a day to enter session metadata.



Area 1 - session list (it will be empty on first opening, if no sessions have been created)

Area 2 - session metadata input area

Folder Name - (*required field*) the name of the folder that will host the sessions (not visible in the projection except for lack of the Session Title field).

 This field does not accept special or punctuation characters.

Session Title - the title of the session

First Description - optional field 1 for moderator names, additional descriptions

Second Description - optional field 2 for moderator names, additional description

Area 3 - session option area

Add Time before Session Title - to automatically add the time in front of the session title


Start - start session time

End - end session time

Back - to go back to the days list

Area 4 - buttons necessary to create / modify sessions

Add - to add a session, enter the text in the metadata area (Folder Name, Session Title etc ...) and press *Add* to save

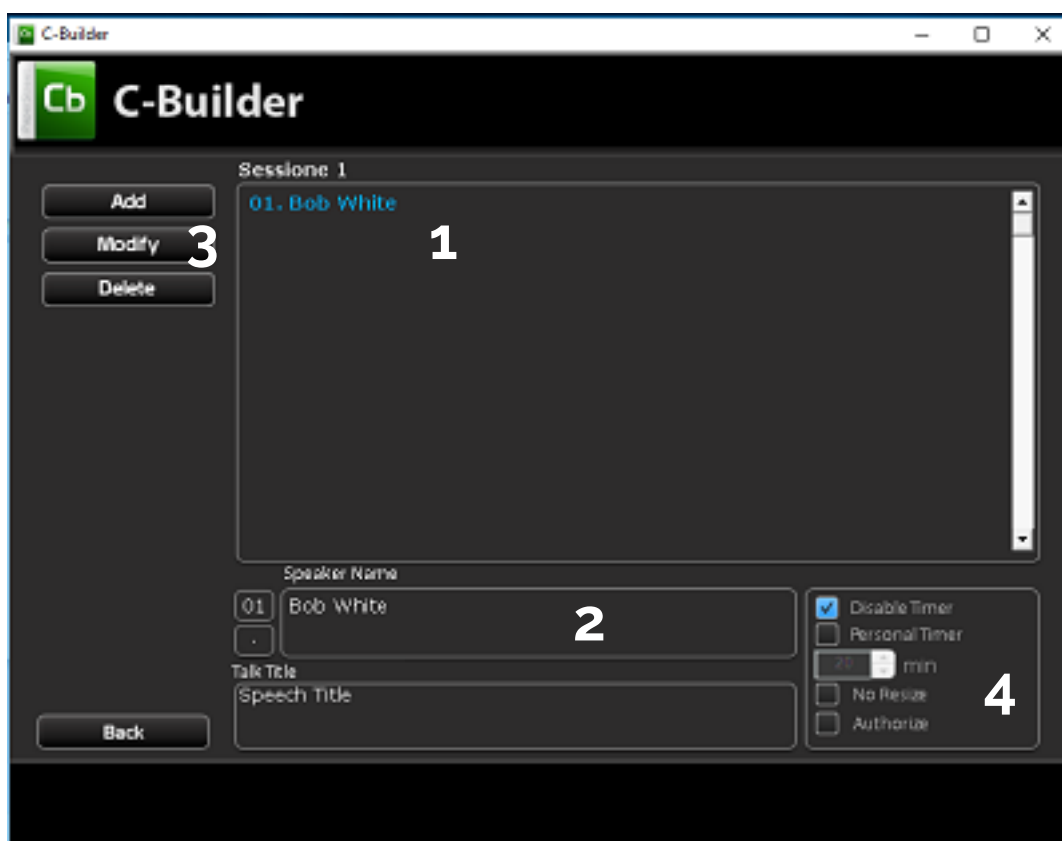
 The name entered must match the PC name, a name that will have during the Event

Modify - to change the name of a session, select the session and edit the metadata and then press *Modify* to save.

Delete - to cancel a session and all its content. select the session to delete and press *Delete*.

Create Speeches

Double-click on a session to enter speech metadata.



Area 1 - list of speeches (empty when first opened, if no speech have been created)

Area 2 - speech metadata input area

Numbering - numbering is automatic progressive. It is necessary to make the list of speakers appear in the desired order rather than in alphabetical order. You can take advantage of the field that contains the " ." (Point) to add a name

between two existing ones in case of need, instead of changing the numbering of all. The C-Presenter room software does not display the part of the name relating to numbering in projections.

Speaker Name - (required field) the name of the speaker who will do the speech.

This field does not accept special or punctuation characters.

Speech Title - the title of the speech

To speed up the work you can use key combinations to copy / paste from the PDF program to the software:

Select the text you want to copy in the PDF and press:

ALT + 1 to copy the speaker name

ALT + 2 to copy the speech title

ALT + 3 to save

Area 3 - buttons necessary to create / modify speech

Add - to add a speech, enter the text in the metadata area (speaker name, speech title) and press *Add* to save.

Modify - to change the name of a speech, select the speech and edit the metadata and then press *Modify* to save.

Delete - to delete a speech and all its contents, select the speech to delete and press *Delete*.

Build Timer - to automatically set the timer for the speech; click Build Timer, the software will automatically divide the total time set for the session in the previous screen and set it for each speech.

Once the DB has been created with all the necessary metadata, it is possible to create a new room or synchronize all the rooms created.

Area 4 - buttons necessary to set speech specific option

Disable Timer - to turn of the timer for this specific speech (e.g. a Round Table) even if the general timer is activated.

Personal Timer - to set a different timer for this specific speech, different from the general timer

No resize - to open this specific presentation full screen even if the presentation is set as full size in C-Presenter

Authorize - to create a report about whether a speaker give or not his/her permission to use the presentation

Always click on Modify to save changes

Chapter 3: C-Browser

C-Browser is the software for the Speakers' Ready Room that allows you, during the event, to create and edit the rooms and the related DB, to search for speakers and insert presentations and to do the report of the received data.

Open C-Builder from

Start -> All programs -> PaperStreet-> C-Browser

First C-Browser will look for the USB dongle locally: if it does not find it will ask you to set a network location where to find it (Eg: a PC room or another PC granted on the network with a dongle Key and CongressMediaCenter installed).

C-Browser searches for a possible background file that will allow you to customize the background of the Speakers' Ready Room PCs with the graphics of the event. Otherwise, C-Browser will warn you via an alert.

To load a background file, press CTRL + F2 and select the desired file.

The first screen shows 3 buttons

Create / Edit Data to create and edit DB

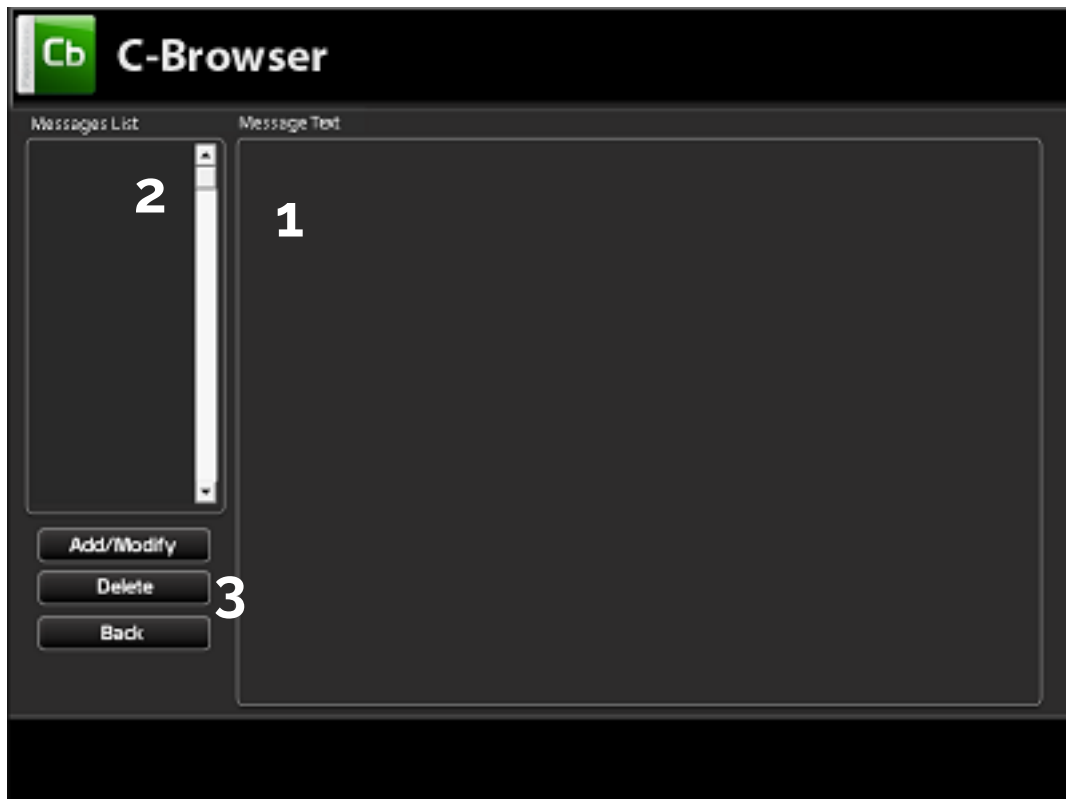
Search and Load to search and insert presentations

Reports to create event reports

plus an additional button

Messages to send messages to C-Glance the information room software.

Messages



Area 1 - Message Text is the area where you can type the message you want to display on C-Glance.

Area 2 - List of active and visible messages on C-Glance.

Area 3 - message creation / entry buttons.

Add/Modify - to save the message select the message from the Messages List, type the text and press *Add / Modify*.

Delete - to delete a message, select the message path and press *Delete*

Back - to go back to the main screen

Create/Edit DB

Using C-Browser you can create / edit the event DB

Open C-Browser from Start → All programs -> PaperStreet -> C-Browser

Managing Rooms



Area 1 - days list (it will be empty until the Workspace has been selected)

Area 2 - buttons necessary for selecting the room to be managed

Select Workspace - to select the room to manage select the *Workspace* folder of the desired room PC, browsing the Windows network. By default the software sets the Workspace folder of the local PC (for example

Select Room - type the name of the PC of the room to manage: the software automatically select the Workspace folder of the that PC.

Area 3 - buttons necessary to create / edit the program calendar.

First select the local or remote Workspace, then click on *Edit Calendar* and then on *Add New Day* to manage calendar.

Add / New - to set a date from the calendar and add a label as you want to display in the room (Ex: 21 June).

Edit - to edit a selected date and the related label.

Delete - to delete a day, select it and press *Delete*.

Back - to go back to the day list.

Once the calendar is created, click back to go back to the day list.

Managing Sessions

Double-click on a day to enter the session metadata.



Area 1 - session list (it will be empty on first opening, if no sessions have been created)

Area 2 - session metadata input area

Folder Name - (required field) the name of the folder that will host the sessions (not visible in the projection except for lack of the Session Title field). This field does not accept special or punctuation characters.

Session Title - the session title.

First Description - optional field 1 for chairman names, additional descriptions.

Second Description - optional field 2 for chairman names, additional descriptions.

Area 3 - session option area

Add Time before Session Title - to automatically add the time before of the session title

Start - session start time

End - session end time

Back - to go back to the days list

Area 4 - buttons necessary to create / modify sessions

Add - to add a session, type the text in the metadata area (folder name, session title etc ...) and press *Add* to save.

The name must match the PC name that will also have during the Event

Modify - to change the name of a session, select the session and edit the metadata and then press *Modify* to save.

Delete - to delete a session and all its contents. select the session to delete and press *Delete*.

Managing Speeches



Double-click on a session to enter the speech metadata.

Area 1 - list of speech (it will be empty at first opening, if no speech have been created)

Area 2 - area of the speech metadata

Numbering - numbering is automatic progressive. It is necessary to make the list of speakers appear in the desired order rather than in alphabetical order. You can take advantage of the field that contains the ". "(Point) to add a name between two existing ones in case of need, instead of changing the numbering of all. The C-Presenter room software does not display the projection numbering part.

Speaker Name - (mandatory field) the name of the speaker who will hold the presentation.

This field does not accept special or punctuation characters.

Speech Title - the title of the speech (visible in the projection)

To speed up the work you can use key combinations to copy / paste from the program in PDF to the software:

Select the text you want to copy in the PDF and press:

ALT + 1 to copy the speaker Name

ALT + 2 to copy the speech Title

ALT + 3 to save

Area 3 - buttons necessary to create / modify speeches

Add - to add a speech, enter the text in the metadata area (Speaker Name, Speech Title) and press Add to save.

Modify - to change the name of a speech, select the speech and edit the metadata and then press Modify to save.

Delete - to delete a speech and all its contents, select the speech to delete and press Delete.

Build Timer - to automatically set the timer to speech; press Build Timer, the software will automatically divide the total time set for the session in the previous screen and set it for each speech.

Area 4 - buttons needed to create / edit the speech option

Disable Timer - to turn of the timer for this specific speech (e.g. a Round Table) even if the general timer is activated.

Personal Timer - to set a different timer for this specific speech, different from the general timer

No resize - to open this specific presentation full screen even if the presentation is set as full size in C-Presenter

Authorize - to create a report about whether a speaker give or not his/her permission to use the presentation

Always click on Modify to save changes

Shortcut buttons

MyComputer - to open the C: \\ disk

Desktop - to open the Desktop

PowerPoint - to launch PowerPoint

Search and Load

Search and Load area is used during the event to search for the speaker and insert the presentation.

The software automatically checks if an index exists and notifies the creation date: if the index is too old or there have been changes to the DB, it is necessary to update the index.

Room Index

If the index is old or does not exist the software will prompt what to do: click Yes to create / update the index; a window will open to insert the rooms to be indexed.

At the first opening the list will be empty.

Add Room - to enter the PC name of the room to be synchronized - the name must match the PC name

Delete - to delete a room, select the room and press *Delete*

Import List - to import a list already created, select the list and click *Open*

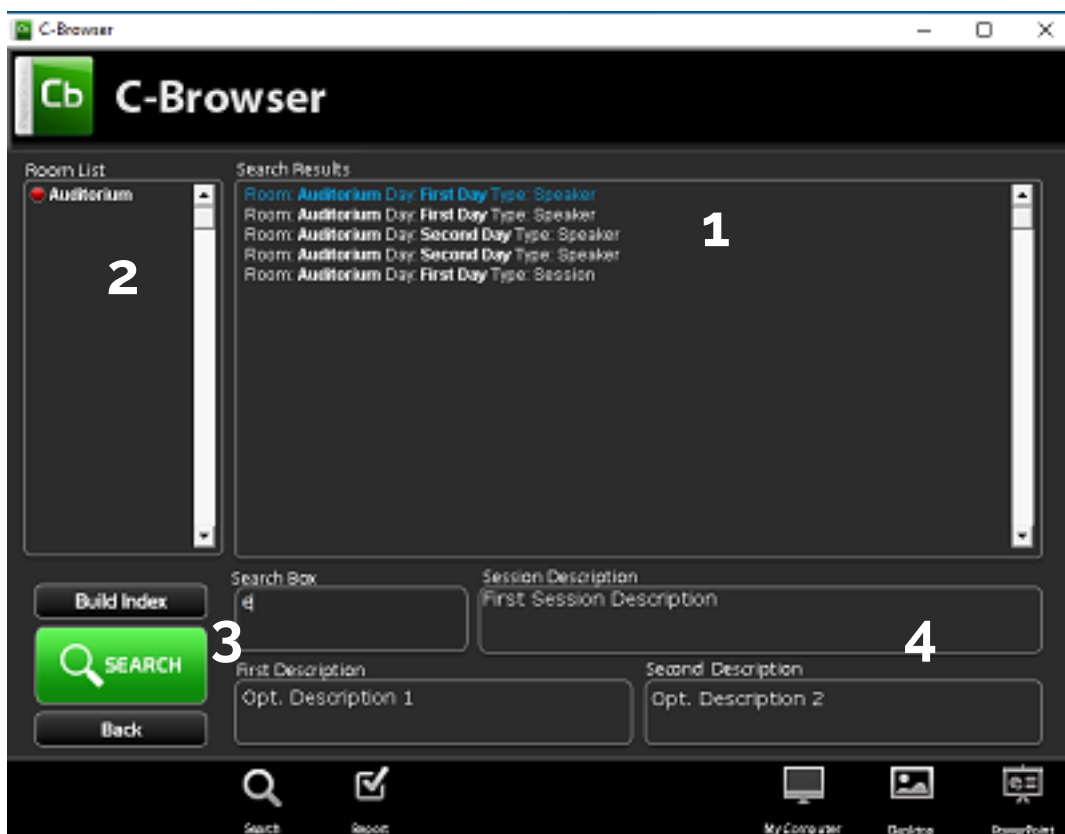
Export List - to import a list, press *Export* and set a path for saving

Build Index - to create the index click *Build Index*

To build the index, the rooms that are added to the list must be connected to the network and visible. In case one or more rooms can not be reached, C-Browser will notify you at the end of the procedure.

Close the indexing window.

Search



Area 1 - list of results

Area 2 - indexed rooms list

A green icon will show the online and reachable rooms.

A red icon will notify the rooms that can not be reached (any Windows network problems).

Area 3 - buttons necessary for the search

Area 4 - metadata area of results

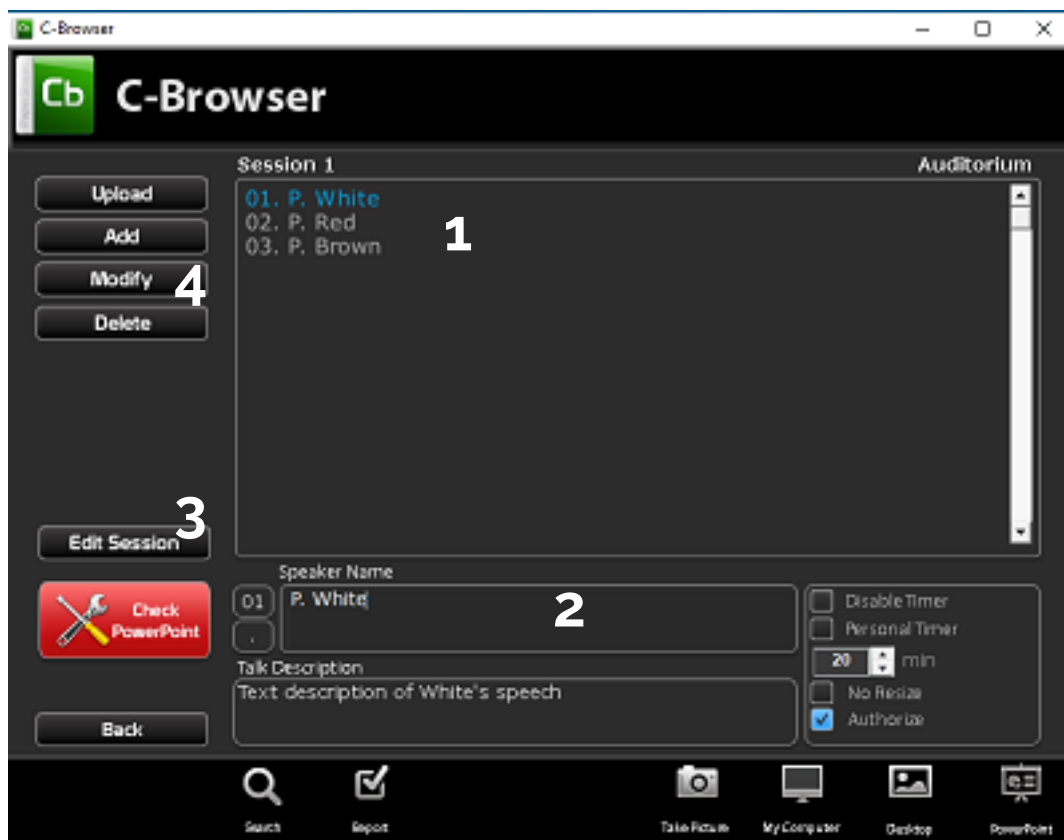
Enter the name (or part of the name) of the presenter or the title (or part of the title) in the Search Box field.

Press Enter or the green *Search* button. All compatible results will be shown in the results area.

By selecting each result in the metadata area you can see all the details of the selected object.

Double click on the result: the detail screen will open: from this position you can edit the speech metadata.

Presentations Upload



Area 1 - list of speech

Area 2 - metadata area for the speech, from which it is possible to modify the details of each speech following the criteria already discussed in the C-Browser chapter "Manage Speech"

Area 3 - buttons necessary for the PowerPoint check and to edit Session that contains the speech you see in the speech list area.

Area 4 - necessary buttons to manage the metadata of the speech, following the criteria already discussed in the chapter C-Browser "Manage Speech".

Double-click or press the Upload button on a speech to load the presentation.

The software will ask you, through an alert, if the presenter gives or denies his/her consent to the use of the presentation. This action will create a digital report of the granted and denied permissions.

Copy the presentation and the related files to the remote folder that will open.

You can upload files of the following formats:

PPT

PPS


PPTX


PPSX

PDF

VIDEO FILE

There is no need to rename uploaded files.

 C-Presenter will open the file you will find in this position: it is therefore not possible to create a folder within this path. C-Presenter will ignore it

 Be sure to copy a single presentation file in this folder, otherwise C-Presenter will open the first file in alphabetical order.

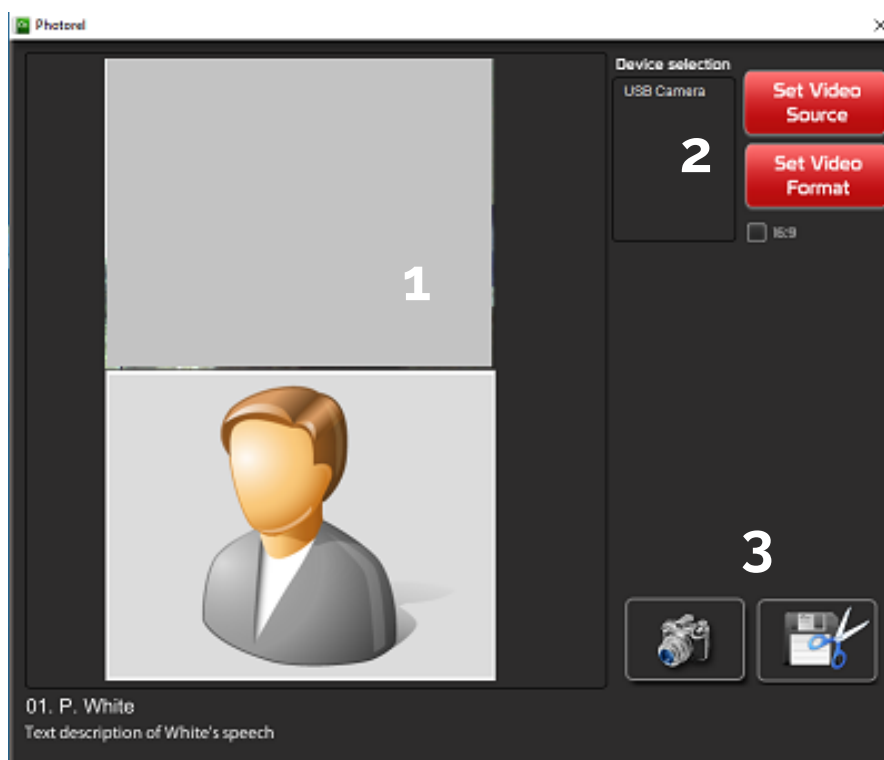
Press *Check PowerPoint* to check the presentation once it has been copied and check:

1. any external or web links - if the internet is not available, they may not work.
2. any timed slides, to choose whether to keep them or not.
3. any embedded videos.

PhotoRel

To take a picture of the speaker, both for the projection and for the C-Glance salt situation software, select the speaker's mo from the list and press Take Picture to open the PhotoRel tool

PhotoRel automatically interfaces with the integrated PC camera or with a connected USB camera.



Area 1 - image preview area.

Area 2 - buttons necessary for the management of the device camera. Press Set Video Source to select the correct video source

Area 3 - buttons necessary to save images. Press *Shoot* to take a picture. The preview will show the result. You can take many photos as you need until you get the desired result. Press *Save* to display the area to be cropped. Center the image in the red square and use the "+" (*plus*) and "-" (*minus*) buttons to set the save area. Press *Save* to save: the software will automatically open the correct speaker's folder where to save the file. File is automatically saved in 2 different formats: *cmf* used by CongressMediaCenter and a *jpg* file for the preview. Close PhotoRel.

Now the presentation are in the PC of the room and will be available for opening via C-Presenter.

Report

In the report area you can find a digital report of all the presentation that have been uploaded into the system.

First the software will ask you to create / update the index (as already seen in Search and Load - Rooms Index). Once updated you will see the Room list on the left. By double clicking a Room name you will open a tree chart with each session and speech and for each of them a green or red square that indicates whether a presentation exists or not (green square presentation arrived, red square presentation is missing).

With the button on the bottom left of the screen you can:

Open Selection: open the selected path (both room folder and session folder)

Build Index: to update the index

Print Report : to save a XLS file with the report

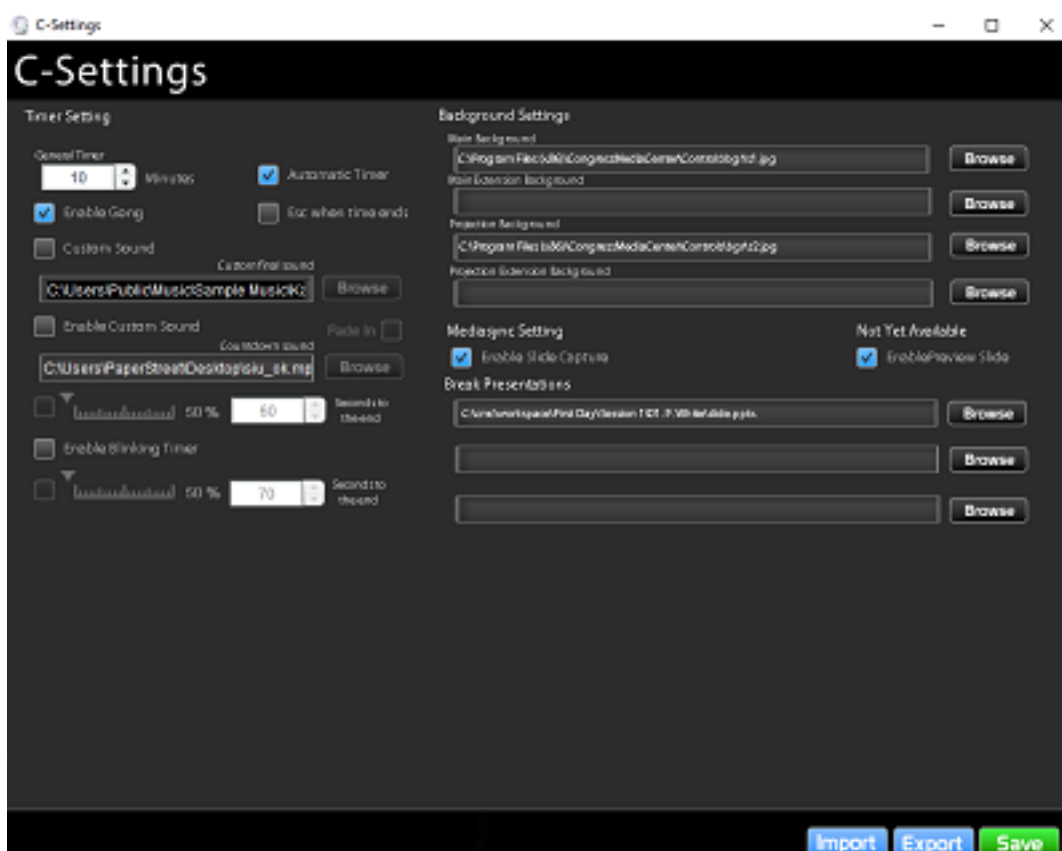
Back: to go back to the main screen.

Chapter 4: C-Settings

The C-Settings software manages the general settings of C-Presenter, the Sala program. C-Setting settings are personal to each projection PC.

Open C-Settings from:

Start → Tutte le app → PaperStreet → Settings



Timer Settings

General Timer to set the time of the general timer. The countdown starts automatically when the presentation is opened, even if the Timer is set as not visible

Automatic Timer - to set the Timer as automatically visible. The Timer will appear when the presentation is opened

Esc when Time ends - to close the presentation automatically at the end of the countdown

Enable Gong to activate the gong at the end of the presentation

Custom Sound - to set a custom sound instead of the default gong

Enable Custom Sound - to activate the automatic sound

Seconds to End - to set the number of seconds / percentage of the total at the end of which the sound should start

Enable Blinking Timer - to activate the flashing Timer

Seconds to end - to set the number of seconds / percentage of the total at the end of which the Timer must start to flash

Background Settings

Main Background - the main background that will be the background of the days list, sessions, speeches

Main Extension Background - the background of the extended screen

Projection Background - the projection background that will be the background of the slide in case of a resized projection

Projection Extension Background - the projection background of the extended screen that will be the background of the slide in case of resized projection. IL software accept JPG, BMP, PNG files.

MediaSync Settings

Enable Slide Capture - enables the capture of slides in case of realization of the Event's registration.

Break Presentations

You can set 3 different presentations to be launched via shortcut in C-Presenter in the speaker list screen.

Using the Import and Export buttons it is possible to export and import settings to duplicate the configuration on another PC.

Click on *Export* to export and save the configuration file complete with graphics images.

On the PC where the settings are to be imported, you will open C-Setting and click on *Import* and select the file.

Click on *Save* to save.

Chapter 5: C-Presenter Setup

C-Presenter Setup is the projection configuration software: through C-Presenter Setup you can set the C-Presenter layout, as well as import and export the configuration to replicate it on other PCs.

You can create the layout via C-Presenter Setup on any PC, not necessarily the one that will take care of the projection in the room, and then export the configuration to import it again on another PC and on all the others that will have the same settings.

Note: If you make the graphic configurations with the definitive DB of the Event, you will be sure to set the dimensions of each field and label correctly.

If the extended screen is used, connect the second screen before starting the software which, upon opening, will detect the extension and open in extended mode.

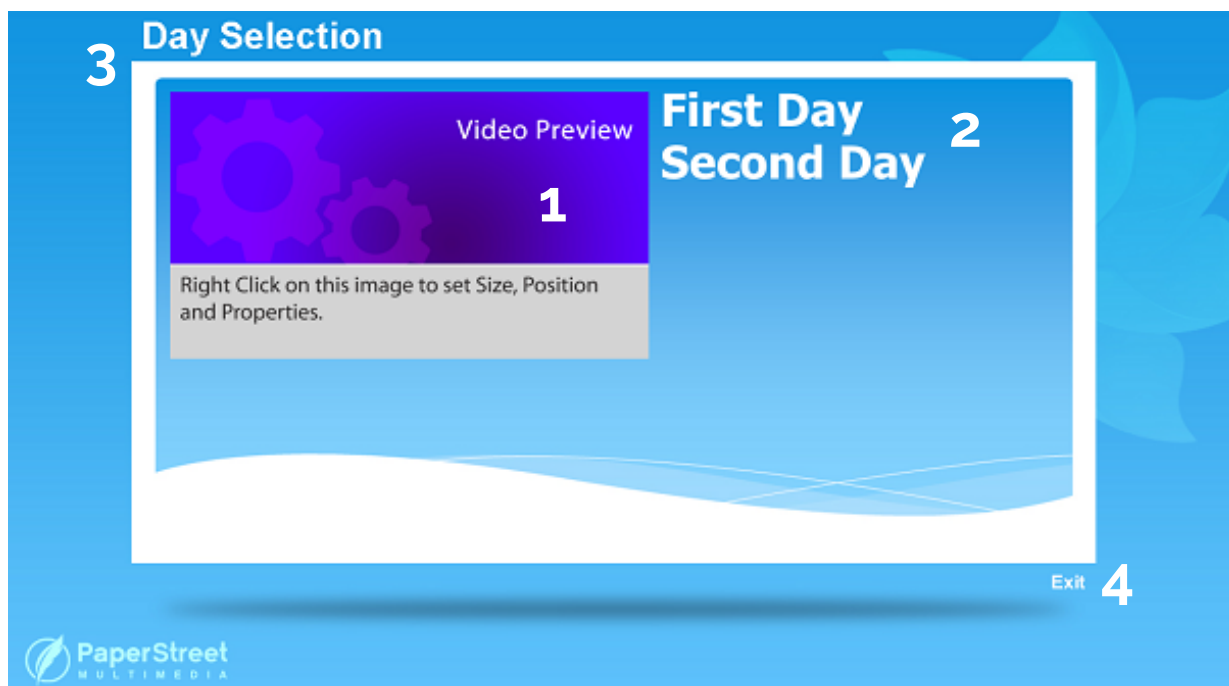
The software adapts to whatever resolution the main screen is set and the extended screen (if any).

If opened, close C-Presenter.

Open C-Presenter Setup from:

Start -> All programs -> PaperStreet -> C-Presenter Setup

The software will ask you to set the main background of the main screen and the extension if they have not already been set by C-Settings. Alternatively, you can set backgrounds using shortcuts:



CTRL + F2 for the main background

CTRL + F3 for the extended screen background

The software accepts JPG, BMP, PNG files

The software faithfully reproduces the C-Presenter layout, but does not open any presentation. Instead, it offers the functionality necessary for customizing the graphics.

Area 1 - video preview area. C-Presenter offers the possibility to manage, in addition to the PowerPoint slide, a video streamed through an external video capture card.

You can configure the video by right clicking on the preview

Properties and Size - to configure the size, the ratio.

Width - video base size

Height - video height size

Keep Aspect Ratio - to maintain the base / height ratio if one of the two increases

Fit Preview - to adapt the content

Reset Ratio - to set a correct ratio

Save Position - to move the position of the video, drag while holding down the left mouse button; to save click on *Save Position*.

Hide - to hide the video from the presentation

These video-related settings will be retained for all the following screens and can be changed and saved from all screens (Speech List, Day List and Slide screen).

Area 2 - days list. The software considers the local DB, so that it finds in the local Workspace.

To change the layout of the day list, click on the element with the right mouse button

Font - to set the font and font size

- **Style** - to define whether bold or italic
- **Font Size** - to define the font size
- **Line Space** - to define the line spacing
- **Width** - to define the width of the field
- **Height** - to define the height of the field

Color - to set the color of the text

- **Text** - to define the color of the text, click on the Text square and set the RGB color
- **Roll** - to define the color of the rollover, click on the Roll square and set the RGB color

Click *Set Color* to save

Align - to set the text alignment (Left, Center, Right)

Move - to activate the motion mode. Select the field to move and move it. Right-click on the field and press *Stop Move* to save.

All fields can be placed either on the main screen or on the extended monitor.

Area 3 - Day Selection title. Right click on the field to edit text.

Area 4 - Exit button that will be used on C-Presenter to exit the program and on C-Presenter Setup to close and save the configuration. To change the layout of the Exit button, click on the button with the right mouse button

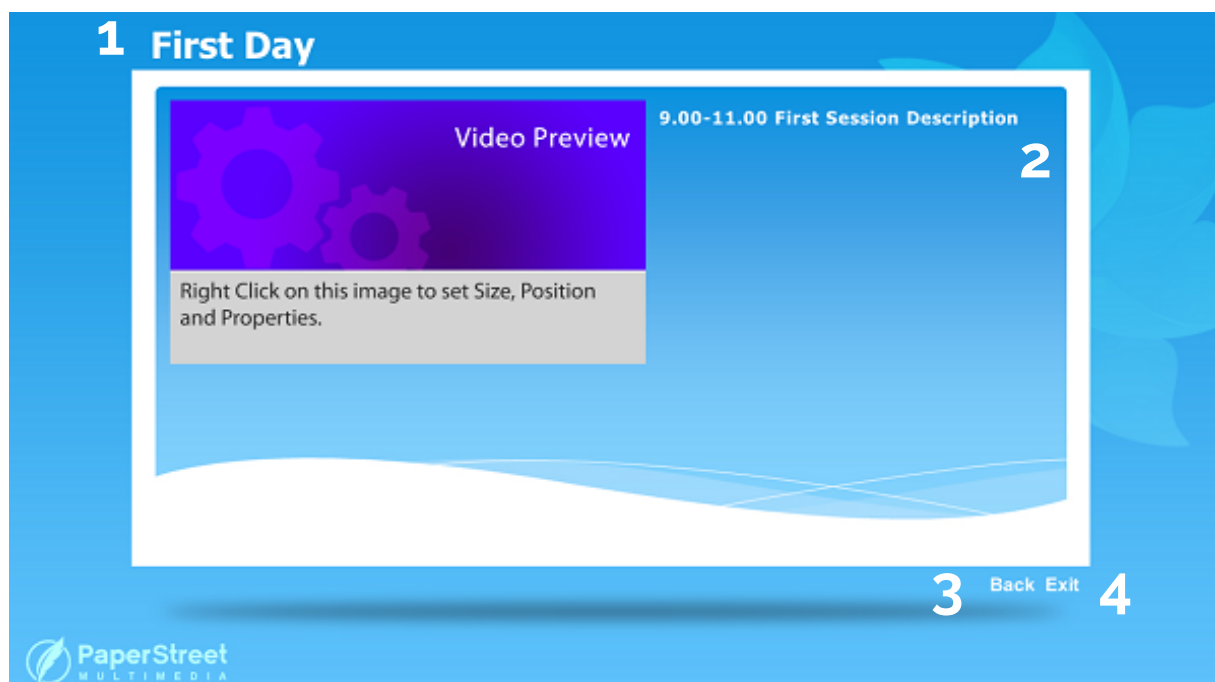
Element Settings

Right mouse button anywhere in the background, taking care not to select any of the visible fields. You will see options for configuring elements.

Reset Position - to reset the position of the elements, in case they were positioned off-screen, and therefore not visible

- Main Title
- Video preview - to reset the position of the video preview
- Day List - to reset the position of the day list
- Exit - to reset the position of the Exit button
- Nameplate - to reset the position of the nameplate
- Exit - to reset the position of the Exit button
- Elements - to hide / show fields selectively
- Main Title - to hide / show the main title
- Nameplate - to hide / show the knight camp
- Back1 - to hide / show the Back button

Click on a day to enter the session list.



Area 1 - day field, the description of the day you entered.

To change the layout of the session list, click on the element with the right mouse button

- **Font** - to set the font and font size
- **Style** - to define whether bold or italic
- **Font Size** - to define the font size
- **Line Space** - to define the line spacing
- **Width** - to define the width of the field
- **Height** - to define the height of the field
- **Color** - to set the color of the text
 - **Text** - to define the color of the text, click on the Text square and set the RGB color
 - **Roll** - to define the color of the rollover, click on the Roll square and set the RGB color, Click *Set Color* to save
- **Align** - to set the text alignment (Left, Center, Right)
- **Move** - to activate the motion mode. Select the field to move and move it. Right-click on the field and click *Stop Move* to save.

Area 2 - session list, the list of session descriptions (in case they have not been inserted, the software will show the

Folder Name (compare with Chapter 2: C-Builder - Creating Sessions).

To change the layout of the session list, click on the list with the right mouse button

- **Font** - to set the font and font size
- **Style** - to define whether bold or italic
- **Font Size** - to define the font size
- **Line Space** - to define the line spacing
- **Width** - to define the width of the field
- **Height** - to define the height of the field
- **Color** - to set the color of the text
 - **Text** - to define the color of the text, click on the Text square and set the RGB color
 - **Roll** - to define the color of the rollover, click on the Roll square and set the RGB color, Click *Set Color* to save
- **Align** - to set the text alignment (Left, Center, Right)
- **Move** - to activate the motion mode. Select the field to move and move it. Right-click on the field and press *Stop Move* to save.

Area 3 - Back button that will be used on C-Presenter to return to the days list

- **Font** - to set the font and font size
- **Style** - to define whether bold or italic
- **Font Size** - to define the font size
- **Line Space** - to define the line spacing
- **Width** - to define the width of the field
- **Height** - to define the height of the field
- **Color** - to set the color of the text
 - **Text** - to define the color of the text, click on the Text square and set the RGB color

- **Roll** - to define the color of the rollover, click on the Roll square and set the RGB color
Click Set Color to save
- **Align** - to set the text alignment (Left, Center, Right)
- **Move** - to activate the motion mode. Select the field to move and move it. Right-click on the field and press Stop Move to save.

Area 4 - Exit button that will be used on C-Presenter to exit the program and here on C-Presenter Setup to close and save the configuration.

- **Font** - to set the font and font size
- **Style** - to define whether bold or italic
- **Font Size** - to define the font size
- **Line Space** - to define line spacing
- **Width** - to define the width of the field
- **Height** - to define the height of the field
- **Color** - to set the text color
 - **Text** - to define the text color, click on the Text box and set the RGB color
 - **Roll** - to define the color of the rollover, click on the Roll square and set the RGB color
Click Set Color to save
- **Align** - to set the text alignment (Left, Center, Right)
- **Move** - to activate the motion mode. Select the field to move and move it. Right-click on the field and press Stop Move to save.

Elements Settings

Click with the right mouse button anywhere in the background, taking care not to select any of the visible fields. You will see options for configuring fields.

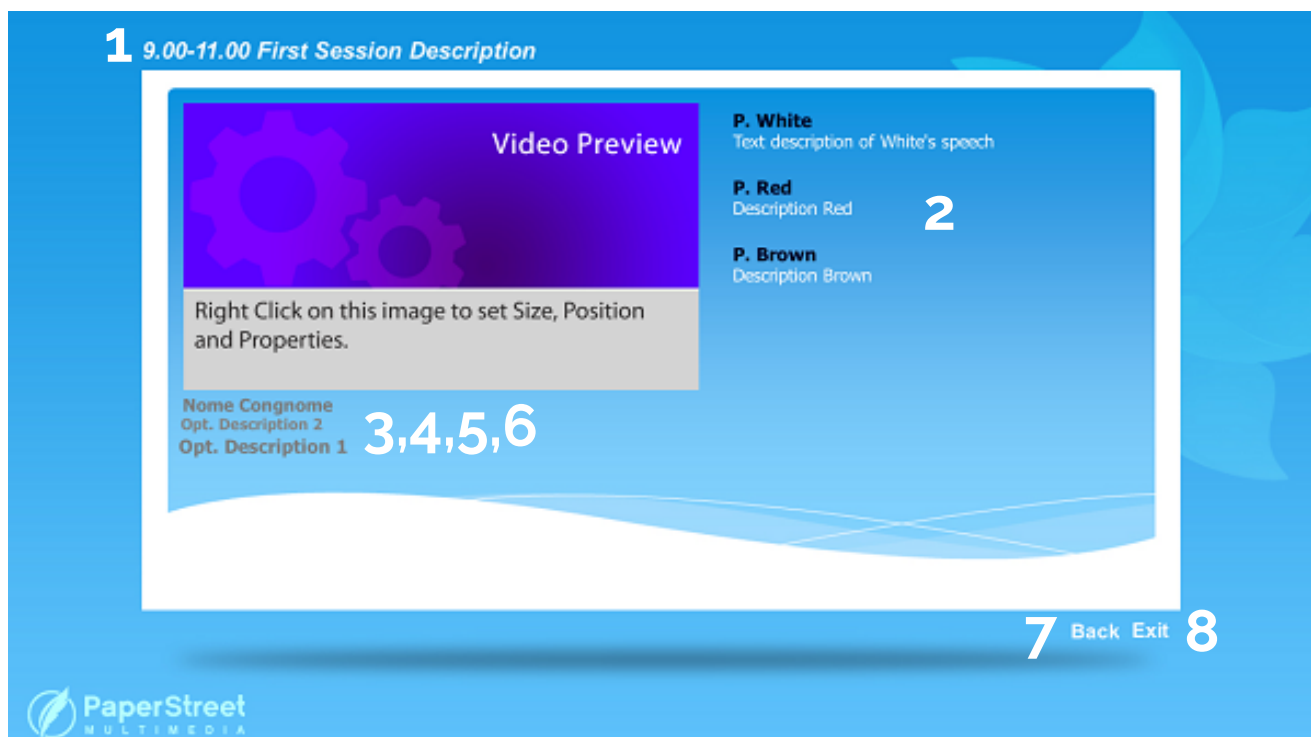
Reset Position - to reset the position of the text fields, in case they were positioned off-screen, and therefore not visible

- Day - to reset the position of the day field
- Exit - to reset the position of the Exit button
- Session List - to reset the session list position
- Nameplate - to reset the position of the nameplate
- Video preview - to reset the position of the video preview
- Back1 - to reset the Back button position

Elements - to hide / show fields selectively

- Day - to hide / show the day field
- Nameplate - to hide / show the knight field
- Back1 - to hide / show the Back button

Click on a session to enter the speech / speakers list.



Area 1 - session field, the title of the session in which you entered.

To change the layout of the speech list, click on the element with the right mouse button

- **Font** - to set the font and font size
- **Style** - to define whether bold or italic
- **Font Size** - to define the font size
- **Line Space** - to define line spacing
- **Width** - to define the width of the field
- **Height** - to define the height of the field
- **Color** - to set the color of the text
- **Text** - to define the text color, click on the Text box and set the RGB color
- **Roll** - to define the color of the rollover, click on the Roll square and set the RGB color
Click *Set Color* to save
- **Align** - to set the text alignment (Left, Center, Right)
- **Move** - to activate the motion mode. Select the field to move and move it. Right-click on the field and click *Stop Move* to save.
- **Speaker List Option** - to choose how to display speech title (only speaker name, speaker and talk description, talk description and speaker name)
- **SpeakerPhoto Option** - to choose whether or not to display the photo

Area 2 - list of the speech of the session.

To change the layout of the speech list, click on the element with the right mouse button

- **Font** - to set the font and font size
- **Style** - to define whether bold or italic
- **Font Size** - to define the font size
- **Line Space** - to define line spacing
- **Width** - to define the width of the field
- **Height** - to define the height of the field
- **Color** - to set the color of the text
- **Text** - to define the text color, click on the Text box and set the RGB color
- **Roll** - to define the color of the rollover, click on the Roll square and set the RGB color
Click *Set Color* to save
- **Align** - to set the text alignment (Left, Center, Right)
- **Move** - to activate the motion mode. Select the element to move and move it. Right-click on the field and click *Stop Move* to save.

Area 3 - optional field 1 (any chairmen etc.)

To change the layout of the optional field 1 click on the element with the right mouse button

- **Font** - to set the font and font size
- **Style** - to define whether bold or italic
- **Font Size** - to define the font size
- **Line Space** - to define line spacing
- **Width** - to define the width of the field
- **Height** - to define the height of the field
- **Color** - to set the color of the text
- **Text** - to define the text color, click on the Text box and set the RGB color
- **Roll** - to define the color of the rollover, click on the Roll square and set the RGB color
Click *Set Color* to save
- **Align** - to set the text alignment (Left, Center, Right)
- **Move** - to activate the motion mode. Select the element to move and move it. Right-click on the field and click *Stop Move* to save.

Area 4 - optional field 2 (any moderators etc.)

To change the layout of the optional field 2 click on the field with the right mouse button

- **Font** - to set the font and font size
- **Style** - to define whether bold or italic
- **Font Size** - to define the font size
- **Line Space** - to define line spacing
- **Width** - to define the width of the field
- **Height** - to define the height of the field
- **Color** - to set the color of the text
- **Text** - to define the text color, click on the Text box and set the RGB color

- **Roll** - to define the color of the rollover, click on the Roll square and set the RGB color
Click *Set Color* to save
- **Align** - to set the text alignment (Left, Center, Right)
- **Move** - to activate the motion mode. Select the element to move and move it. Right-click on the field and click *Stop Move* to save.

Area 5 - Next Speaker field, which shows the next Speaker in list order

To change the layout of the Next Speaker field, click on the element with the right mouse button

- **Font** - to set the font and font size
- **Style** - to define whether bold or italic
- **Font Size** - to define the font size
- **Line Space** - to define line spacing
- **Width** - to define the width of the field
- **Height** - to define the height of the field
- **Color** - to set the color of the text
- **Text** - to define the text color, click on the Text box and set the RGB color
- **Roll** - to define the color of the rollover, click on the Roll square and set the RGB color
Click *Set Color* to save
- **Align** - to set the text alignment (Left, Center, Right)
- **Move** - to activate the motion mode. Select the element to move and move it. Right-click on the field and click *Stop Move* to save.
- **Rotate** - to rotate the field and possibly use it in the extension that serves as an Electronic nameplate.

Area 6 - Next Speaker Label field, is the label to indicate the Next Speaker element

To change the layout of the Next Speaker Label field, click on the right mouse button

- **Font** - to set the font and font size
- **Style** - to define whether bold or italic
- **Font Size** - to define the font size
- **Line Space** - to define line spacing
- **Width** - to define the width of the field
- **Height** - to define the height of the field
- **Color** - to set the color of the text
- **Text** - to define the text color, click on the Text box and set the RGB color
- **Roll** - to define the color of the rollover, click on the Roll square and set the RGB color
Click *Set Color* to save
- **Align** - to set the text alignment (Left, Center, Right)
- **Move** - to activate the motion mode. Select the element to move and move it. Right-click on the field and click *Stop Move* to save.
- **Rotate** - to rotate the field and possibly use it in the extension that serves as an Electronic nameplate
- **Change Label** - to change the text label

Area 7 - Back button that will be used on C-Presenter to return to the days list

Area 8 - Exit button that will be used on C-Presenter to close the software and on C-Presenter Setup to close and save the configuration.

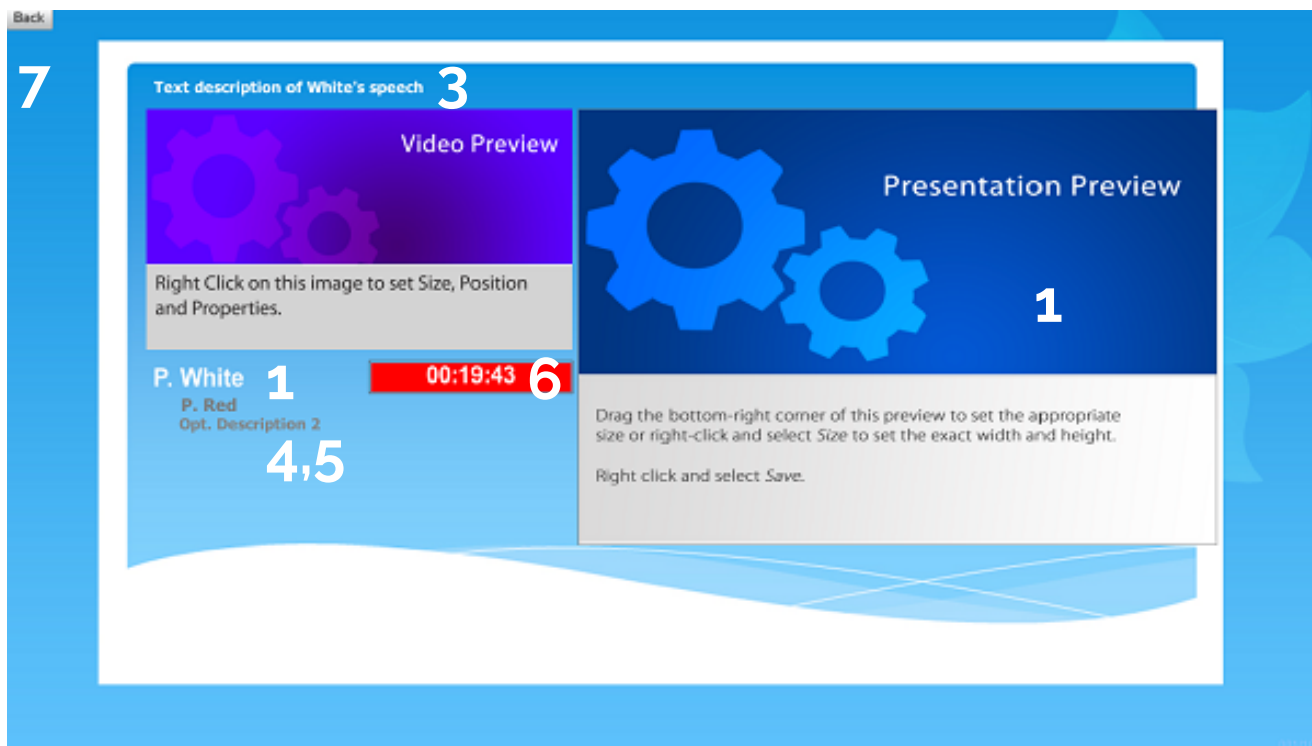
Elements Settings

Click with the right mouse button anywhere in the background, taking care not to select any of the visible elements.

You will see options for configuring elements.

- Reset Position - to reset the position of the text fields, in case they were positioned off-screen, and therefore not visible
- Session - to reset the position of the day field
- First Description - to reset the position of the First Description field
- Second Description - to reset the position of the Second Description field
- Speaker List - to reset the position of the Speaker list
- Nameplate - to reset the position of the cCavaliere field
- Next Speaker - to reset the position of the Next Speaker field
- Next Speaker Label - to reset the position of the Next Speaker Label field
- Video preview - to reset the position of the video preview
- Exit - to reset the position of the Exit button
- Elements - to hide / show fields selectively
- Session - to hide / show the Session Title field
- First Description - to hide / show the First Description field
- Second Description - to hide / show the Second Description field
- Next Speaker - to hide / show the Next Speaker field
- Next Speaker Label - to hide / show the Next Speaker Label field
- Nameplate - to hide / show the Cavaliere field
- Back2 - to hide / show the Back button

Click on a speech title to enter the preview of the slide preview.



Area 1 - Preview Slide, is the area where the presentation will be displayed.

To change the size of the slide to project you can drag the lower right corner of the preview slide until you reach the desired size, then right click on the slide and click *Save* to save.

Alternatively, right-click on the slide and select

- **Size** - to open the size configuration panel and set the size manually, then right click on the slide and press *Save* to save.
- **Full Screen** - to set the slide in full screen. In this case, the projection slide will occupy the whole screen, going to the foreground also including the video if present).

Since PowerPoint is responsible for the resizing of the slide, the slide will always keep the proper ratio, even if you select a preview size with a wrong size.

If the slide is set to full-screen, the Timer will appear at the top right, while the name of the speaker will appear at the top left.

The layout of these two fields can not be changed.

Area 2 - Speaker name

To change the layout of the field, click on the field with the right mouse button

- **Font** - to set the font and font size
- **Style** - to define whether bold or italic
- **Font Size** - to define the font size
- **Line Space** - to define line spacing
- **Width** - to define the width of the field
- **Height** - to define the height of the field

- **Color** - to set the color of the text
- **Text** - to define the text color, click on the Text box and set the RGB color
- **Roll** - to define the color of the rollover, click on the Roll square and set the RGB color
Click *Set Color* to save
- **Align** - to set the text alignment (Left, Center, Right)
- **Move** - to activate the motion mode. Select the element to move and move it. Right-click on the field and click *Stop Move* to save.

Area 3 - Speech title

To change the layout of the element, click on the field with the right mouse button

- **Font** - to set the font and font size
- **Style** - to define whether bold or italic
- **Font Size** - to define the font size
- **Line Space** - to define line spacing
- **Width** - to define the width of the field
- **Height** - to define the height of the field
- **Color** - to set the color of the text
- **Text** - to define the text color, click on the Text box and set the RGB color
- **Roll** - to define the color of the rollover, click on the Roll square and set the RGB color
Click *Set Color* to save
- **Align** - to set the text alignment (Left, Center, Right)
- **Move** - to activate the motion mode. Select the element to move and move it. Right-click on the field and click *Stop Move* to save.

Area 4 - Next Speaker field, which shows the next Speaker in list order

To change the layout of the Next Speaker element, click on the element with the right mouse button

- **Font** - to set the font and font size
- **Style** - to define whether bold or italic
- **Font Size** - to define the font size
- **Line Space** - to define line spacing
- **Width** - to define the width of the field
- **Height** - to define the height of the field
- **Color** - to set the color of the text
- **Text** - to define the text color, click on the Text box and set the RGB color
- **Roll** - to define the color of the rollover, click on the Roll square and set the RGB color
Click *Set Color* to save
- **Align** - to set the text alignment (Left, Center, Right)
- **Move** - to activate the motion mode. Select the element to move and move it. Right-click on the field and click *Stop Move* to save.
- **Rotate** - to rotate the field and possibly use it in the extension that serves as an Electronic nameplate
- **Change Label** - to change the text label

Area 5 - Next Speaker Label field, is the label near the the Next Speaker element

To change the layout of the Next Speaker label element, click on the element with the right mouse button

- **Font** - to set the font and font size
- **Style** - to define whether bold or italic
- **Font Size** - to define the font size
- **Line Space** - to define line spacing
- **Width** - to define the width of the field
- **Height** - to define the height of the field
- **Color** - to set the color of the text
 - **Text** - to define the text color, click on the Text box and set the RGB color
 - **Roll** - to define the color of the rollover, click on the Roll square and set the RGB color
Click *Set Color* to save
- **Align** - to set the text alignment (Left, Center, Right)
- **Move** - to activate the motion mode. Select the element to move and move it. Right-click on the field and click *Stop Move* to save.
- **Rotate** - to rotate the field and possibly use it in the extension that serves as an Electronic nameplate
- **Change Label** - to change the text label

Area 6 - it is the Timer that can be displayed in projection.

To change the Timer size, drag the bottom right corner of the Timer with the mouse until the desired size is reached then right mouse button click and *Set Rect* to save.

To change the Timer layout, click on the Timer with the right mouse button

- **Move** - to activate the motion mode. Select the Timer and move it. Right-click on the Timer and press *Stop Move* to save.
- **Font** - to set the font and the font size of the Timer
- **Style** - to define whether bold or italic
- **Font Size** - to define the font size
- **Line Space** - to define line spacing
- **Width** - to define the width of the field
- **Height** - to define the height of the field
- **Color** - to set the text color
 - **Text** - to define the text color, click on the Text box and set the RGB color
 - **Roll** - to define the color of the rollover, click on the Roll square and set the RGB color
Click *Set Color* to save
- **Align** - to set the text alignment (Left, Center, Right)
- **Move** - to activate the motion mode. Select the field to move and move it. Right-click on the field and press *Stop Move* to save.
- **Rotate** - to rotate the Timer and use it in the extension that serves as an Electronic nameplate.
- **Set Rect** - to Save settings

Area 7 - Back button to go back to speech list

Click on back button to go back. Click Exit to exit and save.

Chapter 6: C-Presenter

C-Presenter is the projection software that will open the presentations loaded in the Speakers'Re day Room

Open C-Presenter Setup from

Start -> All programs -> PaperStreet -> C-Presenter

The software will present it self graphically as you have previously set it by the C-Presenter SetUp.

Clicking on a day to enter the sessions list screen.

Clicking on a session to enter the speech list.

Clicking on a Speech to open the presentation.

The Timer will start automatically if configured in C-Settings.

Otherwise, to view the Timer press:

- If the presentation is full-screen press F4 and then F9
- If the presentation is resized, press F4

As previously mentioned in C-Setting, you can insert 3 as break presentation that you can open with

CTRL + b + 1

CTRL + b + 2

CTRL + b + 3

To adjust the timer while the presentation is running:

CTRL + " + " to add minute to the timer

CTRL + " - " to subtract minutes to the timer

Near the Speech title you can see some icons:

- **Green dot:** the presentation has been uploaded
- **Red dot:** the presentation has not been uploaded
- **Purple cross:** there are 2 presentations in the folder and the C-Presenter does not know what to open
- **Green film icon:** there is an external video in the presentation
- **Purple film icon:** there is an internal video in the presentation
- **Icon option:** to choose what kind of icon black display the Speaker name
- **Open Folder:** to open the Speaker folder to launch the presentation outside C-Presenter

For question, comments or suggestions please write to staff@pstm.it