

Internal Communication Software Solutions



NETPRESENTER[®]

Getting Started



**NETPRESENTER
GETTING STARTED**

Netpresenter Player	3.8
Netpresenter Editor	3.1

INTRODUCTION

Whether you are head of communications, Human Resource manager or PC helpdesk manager, you have no effective tool to broadcast and instantly display urgent messages! Email is frequently simply ignored and an Intranet requires a user to look for news first. Netpresenter pushes your news automatically to desktops and TV's in seconds, instantly visible to all your personnel.

If you have an Intranet, you probably know that even the best Intranets can suffer from a lack of popularity. Netpresenter allows you to publish your Intranet headlines automatically on its **Screensaver** or **Desktop (Pop-up) Player**. With one click on Netpresenter players such as the **Screensaver**, users can click-through to the Intranet, greatly enhancing the effectiveness of your Intranet.

This "Getting Started" document shows you how to quickly create a presentation with the Netpresenter **Editor**. Next, you will learn how to display the presentation automatically on the PCs in your network with the Netpresenter **Players**. After reading this document, you will have learned that Netpresenter is a powerful tool for improving your internal communications, reducing the abundance of Emails, and popularizing your **Intranet**.

The Software Components

The user-friendly **Netpresenter Editor** is as easy to use as any presentation program. Your presentation can then become your corporate Screensaver using the **Netpresenter Screensaver Player**. **By simply copying and pasting Hyperlinks** in your presentation you can turn your corporate screensavers into a pro-active front end to your intranet. Additionally the **Netpresenter Desktop (Pop-up) Player** will display your presentation anywhere on the network on demand either by the user, or forced up by you, for emergency or critical communications.

Your presentations can also be displayed in other areas, such as the reception area, company cafeteria, or the factory unit etc. with the **Netpresenter TV Player**.

Netpresenter 3.8: What's new?

- Text wrap allows the player to automatically wrap text around an object or reclaim empty space otherwise used for displaying for example an image. This feature is typically used in combination with the Message Server.
- Url's will now be opened in new browser windows instead of re-using existing ones
- Remote configuration of the player is now possible, also over the internet. This allows for easy remote administration.
- Advanced scheduling in combination with the Message Server (version 5.1 and up). For example slides can be scheduled to display from April 1 2006 12:00 until April 31 2007 16:00, every Wednesday.

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NEW FEATURES IN NETPRESENTER 3.7:

- Netpresenter 3.7 now plays audio and video files using Microsoft's DirectShow framework. It now supports more video and audio codecs (including .mp3). Also new is that slides will display until the last video fragment has finished playing.
- Automatic slide change when a video has finished is now possible, for example by setting the slide time to 0 (WAIT).
- Power Management options: Optionally the screensaver can be made more effective by denying monitor power down during office hours

NEW FEATURES IN NETPRESENTER 3.6:

- Script support. The results of PHP, Perl and other web scripts can now be displayed in the players, making content management system integration, or grabbing content from websites seamless
- Add-on module support. Modular expansion of the player is now possible. The first (optional) module is a queue system for displaying queue numbers (who's turn is next) on a Netpresenter TV Player
- Support for Unicode (double byte code) text files. Players can now display non-western languages such as Chinese, Japanese, Arab and Hebrew.

NEW FEATURES IN NETPRESENTER 3.5:

- Improved scaling and 16:9 support of players
- An emergency alert pop-up for immediate information to all employees in the event of an emergency
- Enhanced integration with content management software
- Accelerated display of presentations and smoother screen transitions, thanks to an optimized graphic engine using on average 90% less CPU and network resources
- Enhanced multimedia-video compatibility (MCI support)
- Supports the energy saving mode (power/screen shutdown)
- Support of large installations on a single web or FTP server, thanks to improved scaling and optimized use of the network
- Thin client support for Citrix clients and Windows based Terminal servers
- Hyperlinks and dynamic content on each Microsoft Windows 32-bit version
- Enhanced support of Microsoft Windows security policies
- Easier network installations and lower installation costs, thanks to a new installation module (MSI)
- Channel selector: Possibility to allow users to quickly select another predefined channel.

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MINIMAL OPERATING SYSTEMS REQUIREMENTS:

16Mb Ram, 10 Mb free HD space.

- Windows 95/98 SE/Me
- Windows NT 4.0 SP3 or later
- Windows 2000 SP1 or later
- Windows XP (all Service Packs)
- Citrix

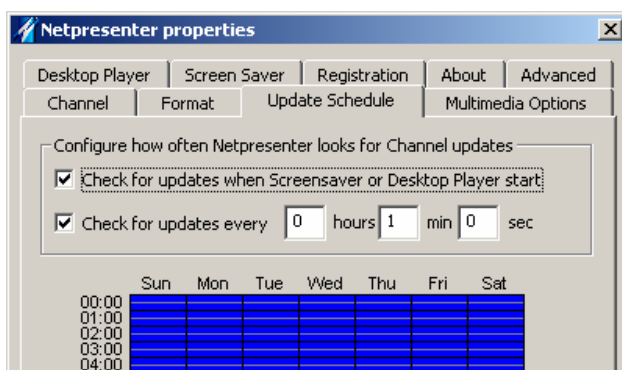
Tips:

Netpresenter offers some features that are not immediately visible from operating the Editor:

- **Popup**
To make a channel pop-up, set a slide's priority to 10 in the editor, as shown below (Slide tab):



To assure that alert messages reach the recipients on time, we recommend lowering the poll interval. Select the schedule tab of the Player's property dialog and set the poll interval to for example 1 minute:

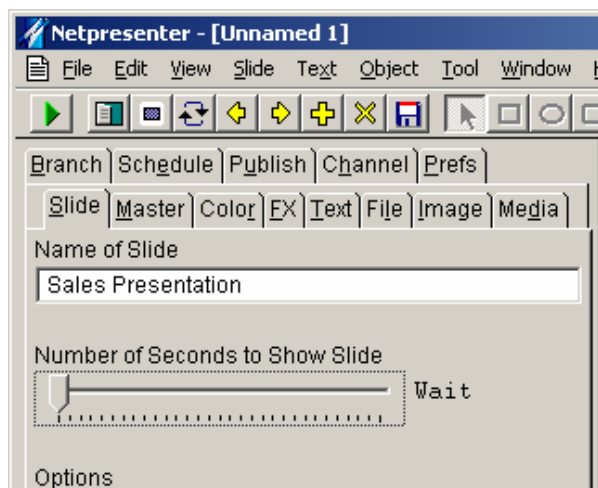


(Also see the section titled "how to configure Netpresenter with the Netpresenter Editor to popup).

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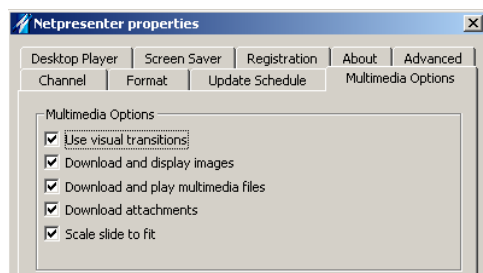
- Video

In the Netpresenter editor move the slider that indicates a slide's display duration all the way to the left until the numerical indicator for duration displays "wait". Netpresenter players (3.7 and up) will **wait until the last video to be displayed in an object has finished** before advancing to the next slide. When setting the slide's duration to "wait" AND selecting the "play and loop" option for the video, the slide will play the video forever.



Best is to use the player for previewing the channels containing video, since it supports far more different codecs..

- After creating a channel with the Netpresenter Editor, always check it first in the Netpresenter Player. The 3.5 and up Player scales differently (The player scales in all directions, while the editor imposes a width:height ratio of 4:3). Also the 3.7 player plays more types of video files as the editor.
- Optimal setting for **terminal server clients** only:
Turn **off** the following options for optimal settings for thin clients;

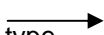
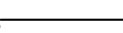


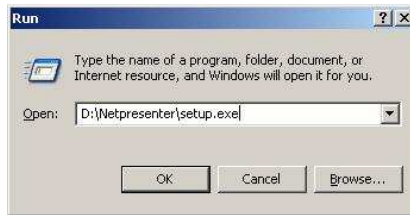
Use visual transitions
Download and play multimedia files
Download attachment
Scale slide to fit

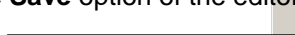
Preferably the images of presentations used on thin clients are the same size as the screen resolution. E.g. use a 800x600 background if your screen resolution is the same. This saves CPU time.

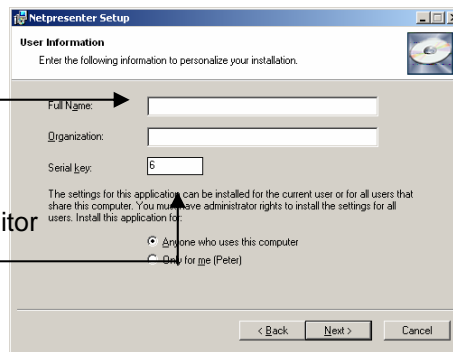
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INSTALLING NETPRESENTER

1. Put the Netpresenter CD in CD-ROM player. Skip step if the installation starts automatically.
2. Click **Start**, and then **Run**.
3. In the **Open** field, type  `d:\netpresenter\setup.exe`. (Replace d: by the drive letter of your CD-ROM player, if required.)
4. Click **OK**. The Netpresenter installation program will start. Follow the instruction provided on the screen.
5. On the **User Information** dialog, enter your name and company name. 



If you do not enter a **serial number**, you can use Netpresenter for **30 days**. After that period the **Save** option of the editor will be disabled. 

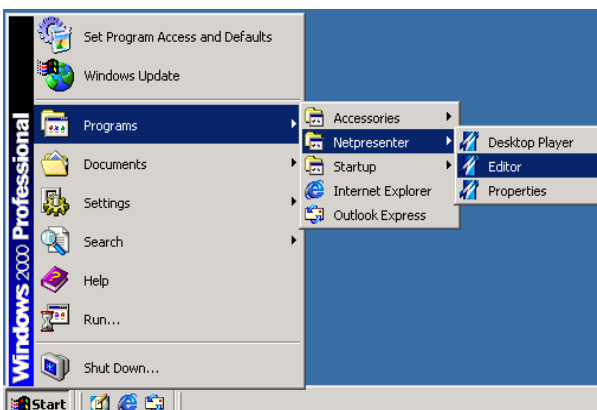


STARTING THE EDITOR

1. Click **Start**, **Programs**, and then **Netpresenter**. You will see four menu items:

Editor is the Editor, which you use to create your presentations.
Desktop Player is the Player, which will play your presentations.
Properties displays a configuration screen for the **Desktop (Pop-up) Player** and **Screensaver**.

2. Select **Editor** to start the Editor.



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THE EDITOR

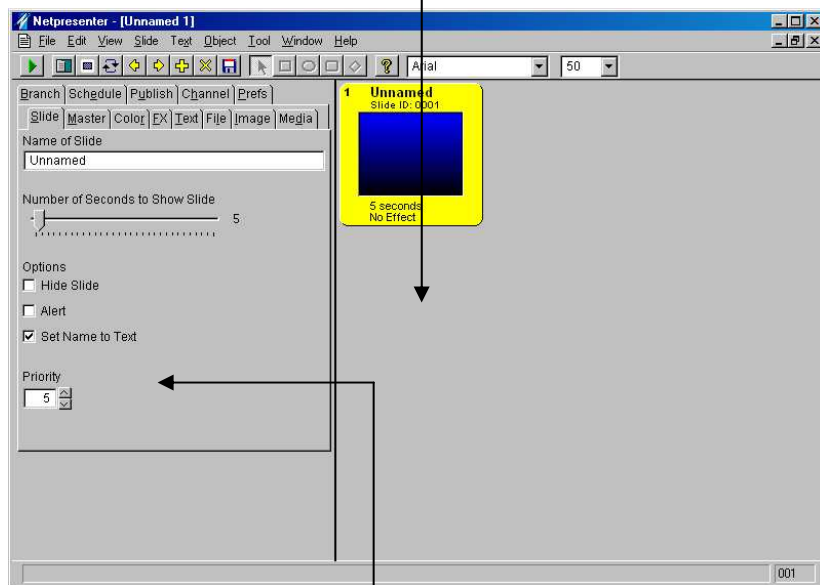
The **Editor** is the program you use to create your presentations. These presentations can range from simple ones that contain just one slide to complex ones consisting of a large number of slides with numerous **objects** such as images, texts, video clips, or even **hyperlinks** to web pages.

MAIN MENU

Contains all the commands and options available within

PREVIEW PANE

Displays the slides. Click on the center of a slide to edit it.



TOOL BAR

Offers easy access to the most frequently used options from the Main Menu.

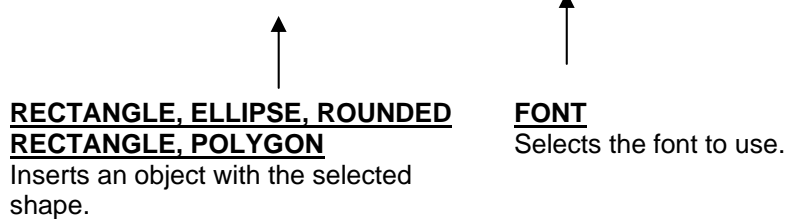
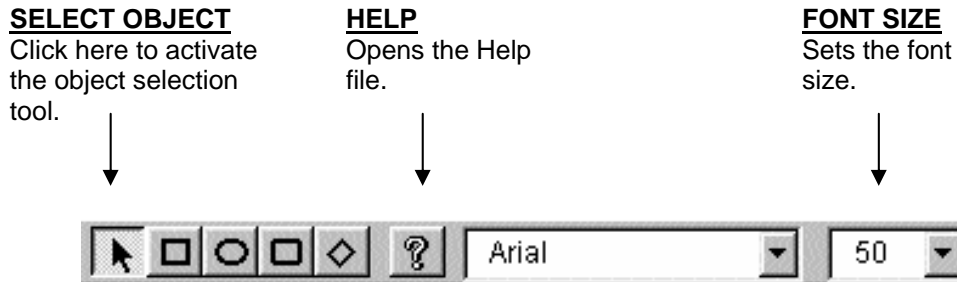
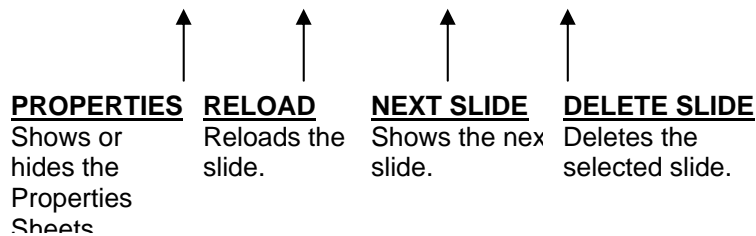
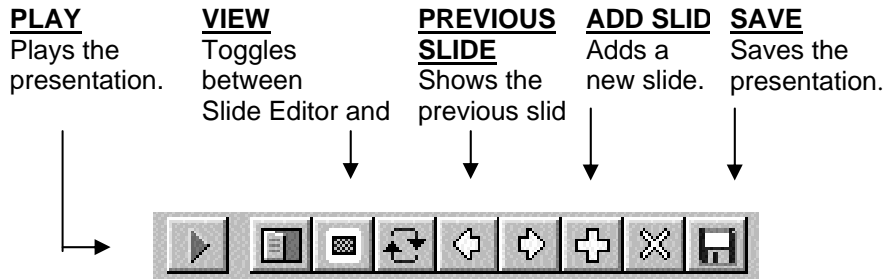
PROPERTY SHEETS

Using the tab pages you can edit the selected slide or object.

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THE TOOL BAR

The Tool Bar offers easy access to the most frequently used options from the Main Menu. These options can also be found on the Main Menu.



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CREATING A SIMPLE PRESENTATION

Adding a Picture:

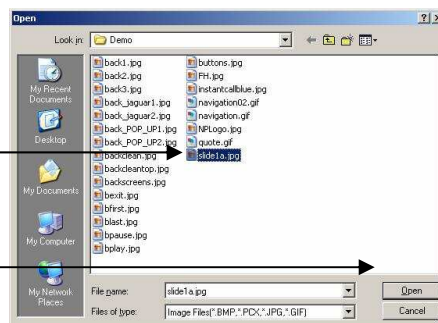
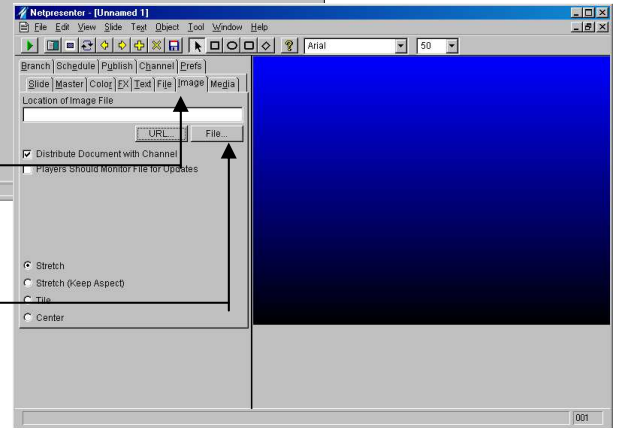
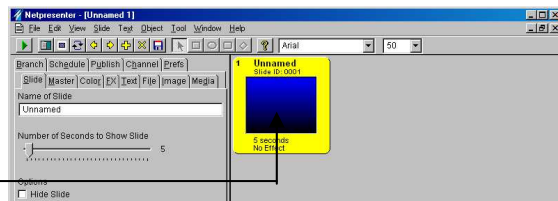
1. Click on the center of the slide. The slide will now completely fill the **Preview pane**

2. Select the **Image** tab.

3. Click **File...**

4. Select for example **C:\ProgramFiles\Netpresenter\Demo\Slide1a.jpg**

5. Click **Open** to insert the image.




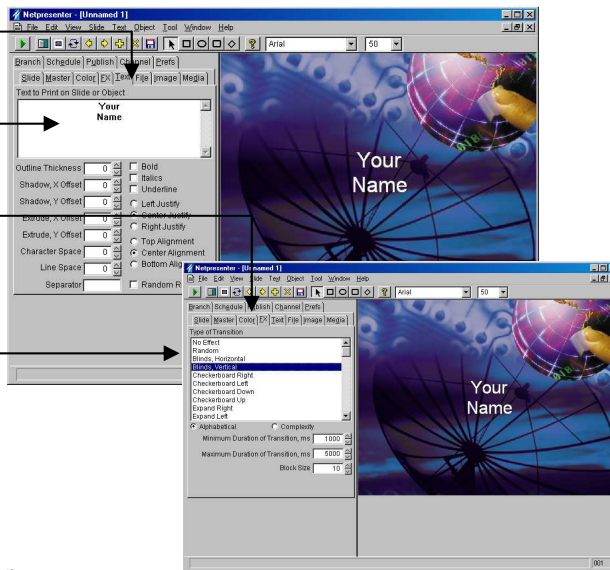
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Adding text:

6. Click the **Text** tab.
7. Enter some text. For example: **Your Name**

Adding an Effect:

8. Select the **FX** tab. This is where you select the type of transition.
9. Select the required effect.
10. Click the  button to play the presentation full-screen.
11. Click the right-hand mouse button or press **[ESC]** to return to the Editor.

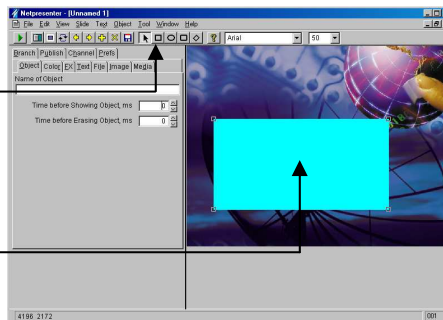


Now add a new slide by clicking the  button on the **Tool Bar**.

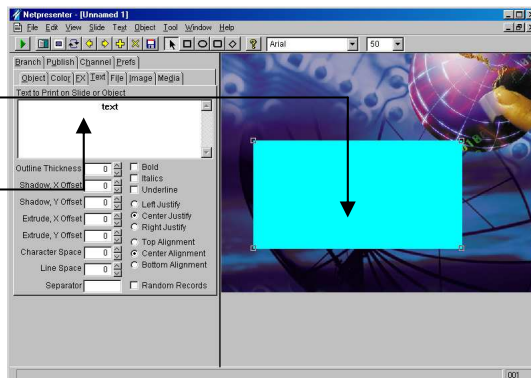
12. Add a picture to the new slide (or repeat step 1 to 5).

Adding an Object:

13. Click the **Rectangle** button on the **Tool Bar**. The mouse cursor will change into a cross:
14. Create a rectangle by keeping the left-hand mouse button pressed down while moving the mouse.



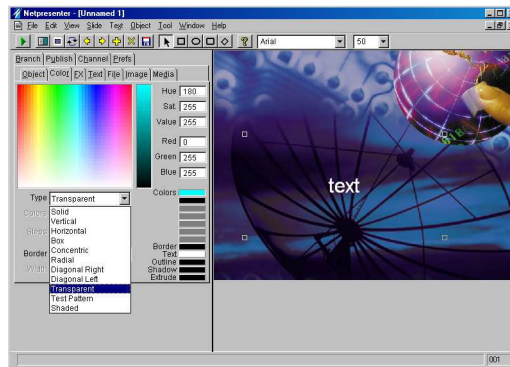
15. Click the Object to select it.
16. Add some text (or repeat step 6 to 7).



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17. Select the **Color** tab.

18. Click the **Type** dropdown list, and then select **Transparent**.



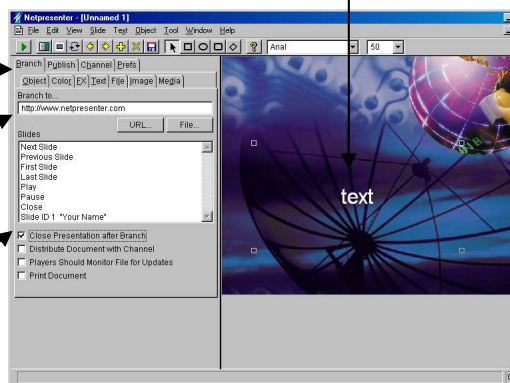
Adding a hyperlink:


19. Click the Object to select it.


20. Select the **Branch** tab.

21. In the **Branch to...** field, type a web address (URL).
For example:
http://www.netpresenter.com

22. Select the **Close Presentation after Branch** checkbox.
This will close the presentation when the web browser opens.



23. Click the  button to play the presentation, and then click on the hyperlink. Your web browser will open, and display the web page you specified.

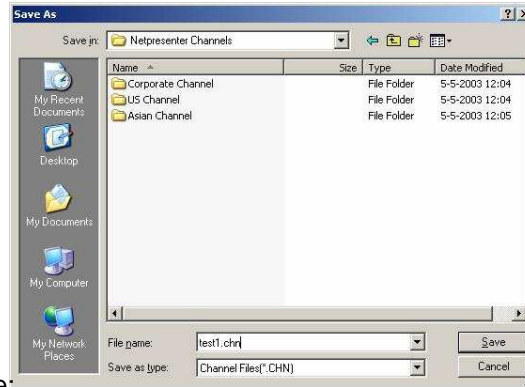
Now try adding more slides by clicking the  button.

The Properties Sheets refer to the Object, if no Object is selected it refers to the background.

PUBLISHING YOUR PRESENTATIONS (EDITOR)

To have the **Desktop (Pop-up)** or **Screensaver** Player play your presentation from the network, the presentation needs to be published to a network drive or a website.

1. Click **File** on the Main Menu, and then click **Copy**.
2. A dialog appears as displayed on the right.
3. Select the folder where you want to save the presentation.
4. In the **File name** field, type a name for your presentation. For example: **test1**.
5. Click **Save**.



Of course, you can also use the **Save** or **Save as...** options on the File menu to (temporarily) save your presentation locally, and to prevent loss of work. However, to publish your presentation you will have to use the **Copy** option. (Only the copy function correctly copies the channel and all the images and multi-media file it uses to a public location.)

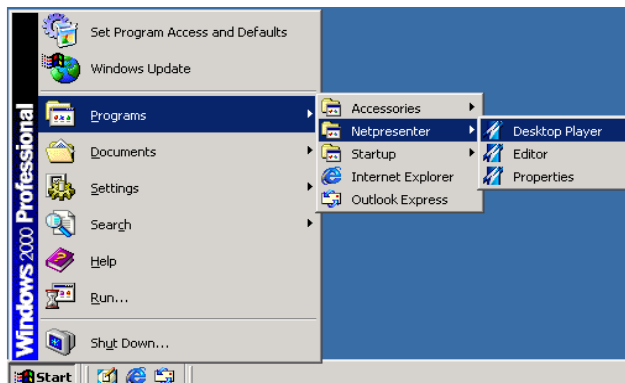
For more information on this topic, see the Netpresenter Online Help or read the Manual.

THE DESKTOP (POP-UP) PLAYER



The Pop-up Player automatically detects and downloads new presentations from a network drive. It automatically pops up when detecting the new presentation. If the pop-up function is disabled, the Pop-up Player icon will change color when a new presentation is detected. The presentation can then be manually started by clicking on the Pop-up Player icon.

To open the Desktop (Pop-up) Player:

1. Click **Start, Programs**, and then **Netpresenter**.
2. Select **Desktop Player** to start the **Pop-up Player**.



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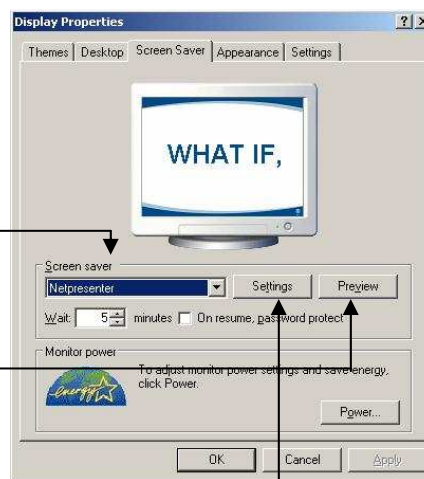
- When the player has started, you will see the **Desktop (Pop-up) Player icon** in the task bar.
- Clicking the Minimize button  will hide the Player again.
- Clicking the Close button  will stop the Player.

NETPRESENTER SCREENSAVER

A complete Netpresenter installation also includes the Netpresenter **Screensaver**. This screensaver displays the same presentation as the **Desktop (Pop-up) Player**.

To activate or deactivate the Netpresenter Screensaver:

- Click **Start, Settings**, and then **Control Panel**.
- In the **Control Panel**, double-click the **Display** icon.
- Click the **Screensaver** tab.
- If Netpresenter is not yet selected in the **Screensaver** dropdown list, do so now.
- In the **Wait** field, you can select the number of minutes the screensaver should wait for inactivity before starting
- Click **Settings**. The **Netpresenter Properties** dialog appears.

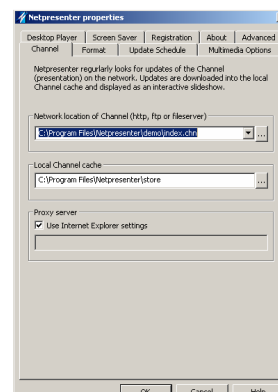


NETPRESENTER PROPERTIES

The **Netpresenter Properties** dialog is used to configure the **Desktop (Pop-up) Player** and **Screensaver**. You can use this program to select the presentation you want to see, how often the Players should check the presentation for updates, and how the **Desktop (Pop-up) Player** is to appear (normal mode, or full-screen mode).

Opening the Netpresenter Properties dialog:

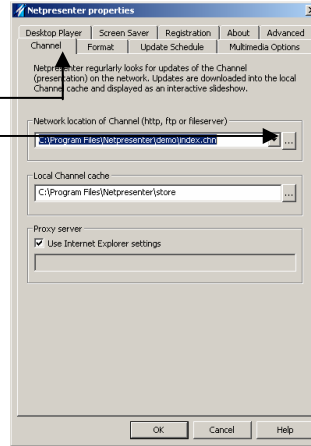
- Click **Start, Programs**, and then **Netpresenter**.
- Select **Properties**.
- The Netpresenter Properties dialog appears.



(The Netpresenter Properties dialog can also be started by changing the settings of the Screensaver as discussed on the previous page).

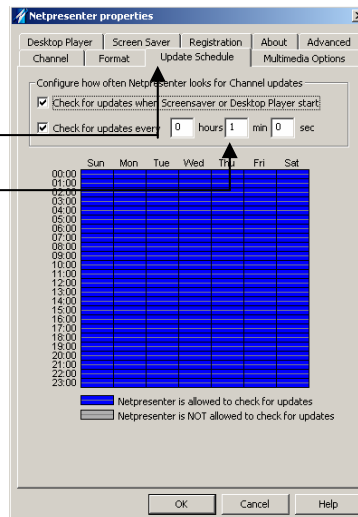
Selecting Your Presentation:

1. Select the **Channel tab**.
2. Click the browse button (...) to select a presentation. This can be any file with the **.chn** extension. For example **startup.chn**.



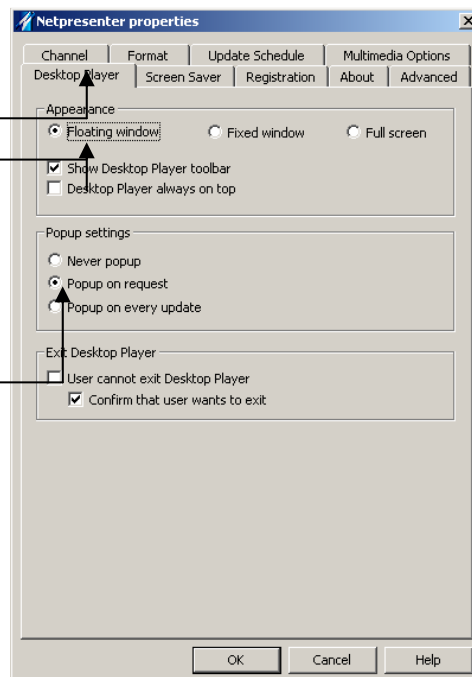
Polling the Presentation for Updates:

1. Select the **Update Schedule tab**.
2. Make sure that both checkboxes are selected (as in the example displayed on the right). Then indicate the time(s) at which the **Players on your computer** should check for updates. For example, every one (1) minute.



Player Settings:

1. Select the **Players tab**.
2. Select **Floating Window** or **Fixed Window** to have the **Desktop (Pop-up) Player** appear in a small window, or select **Full Screen** if the **Desktop (Pop-up) Player** is to take up the entire screen.
3. Select **"Popup on request"**. When any slide in the channel selected contains a slide with priority 10, the player will pop-up. With this feature important messages will be brought under your employee's attention immediately.



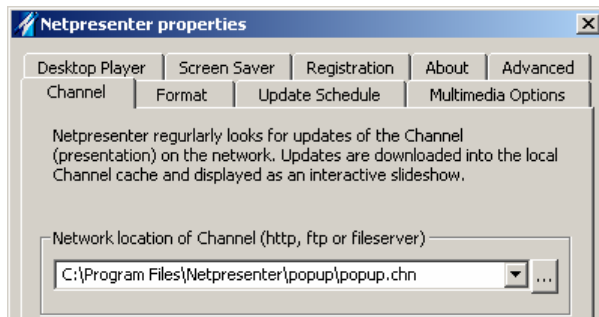
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Alternatively select "**Popup on every update**", to make players pop-up upon every change in the channel file, or select "Never popup" to prevent any popups.

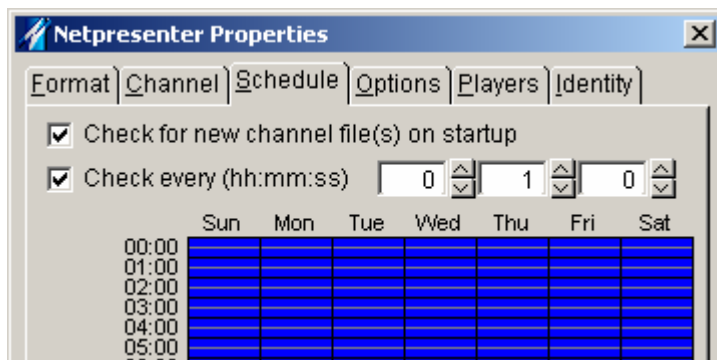
4. Select "**User cannot exit Desktop Player**" so that the user cannot close the player. The player will minimize to the taskbar notification area whenever a user attempts to close it. With this option set, users will always be notified upon the arrival of high priority messages (in accordance with the pop-up option selected above). (Note that when you allow the user access to a task manager or any kill utility he will still be able to 'kill' the process).

HOW TO CONFIGURE NETPRESENTER WITH THE NETPRESENTER EDITOR TO POPUP

1. Start with making a simple presentation in the **Netpresenter Editor** and save it using "File/Copy".
2. Open the **Netpresenter Properties dialog** and go to the Channel tab.
3. Change the Channel into the channel you just created.

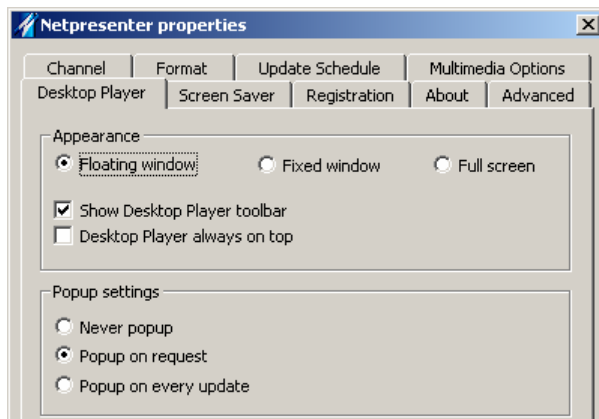


4. For demonstration purposes, set the update time as low as possible. Go to the Schedule tab and change it to "**check every minute**", and make sure it is selected.



5. Go to the Player tab and select "**Popup on request**" as shown below.

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6. **Close the Properties dialog** by clicking OK.
7. Start the Netpresenter Player and **minimize the player**. (the icon of the remains in the taskbar notification area).

8. Go back to the editor and **change the "priority"** to 10 as shown below. (on the slide tab).

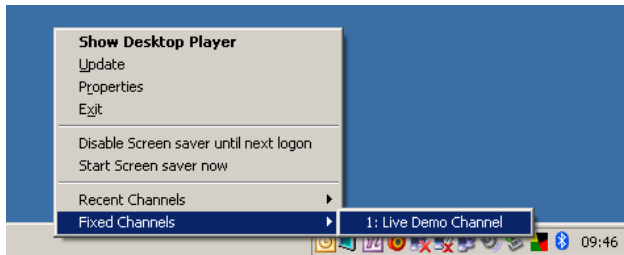


9. **Change** something in your channel, e.g. the background color.
10. Save your channel and overwrite the existing presentation.
11. Wait now, within one minute the player should **pop-up**, showing the updated channel.

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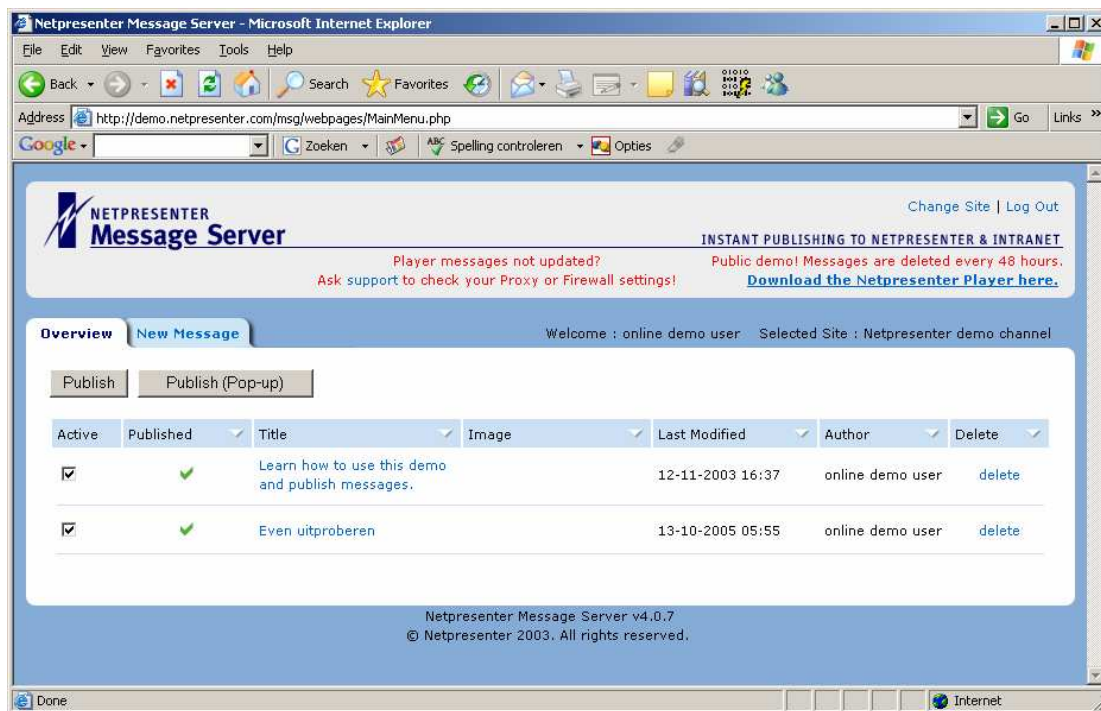
POPOP DEMO USING THE NETPRESENTER ALERT SERVER

1. Set the player to our demo "Message and alert server channel" at <http://demo.netpresenter.com>". Fastest is to use the channel selector, click on the players icon using the right mouse button and select "Message and alert server channel":



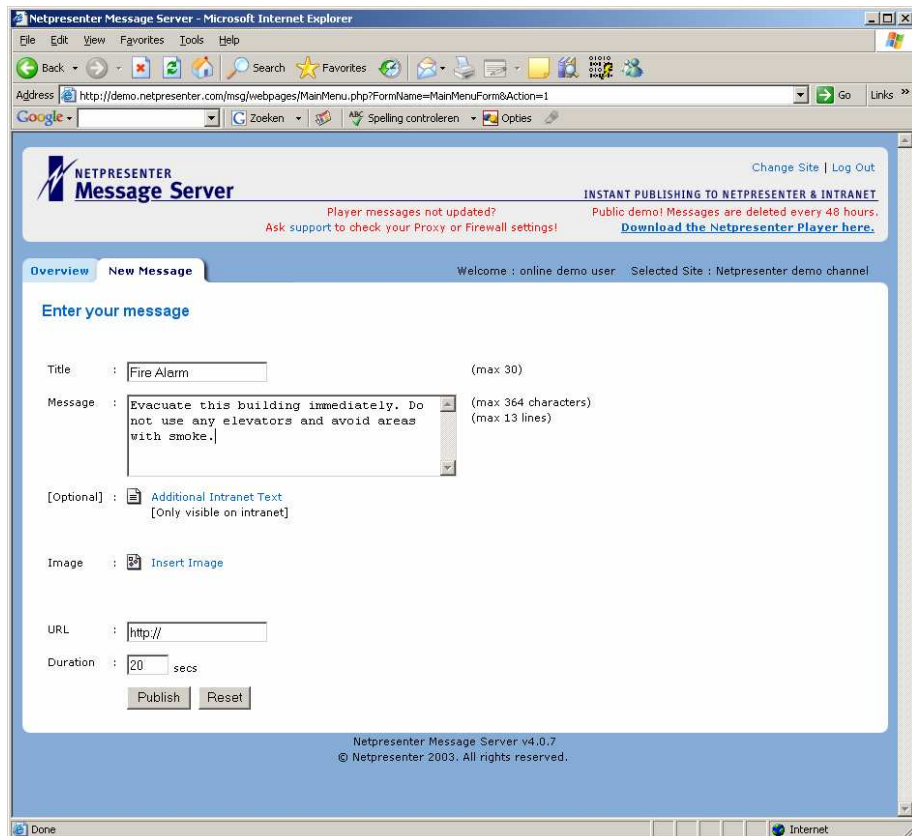
The player will start showing the current channel.

2. To demonstrate the effect of popping up, minimize the player
3. Now point your webbrowser to our demo Web form for generating alert messages at <http://demo.netpresenter.com/>:

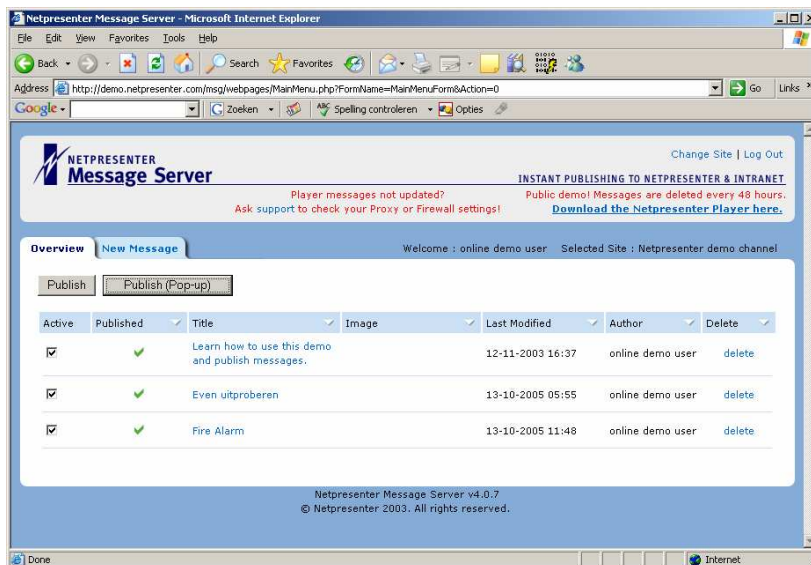


4. In the browser, Select "New Message":

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5. Enter the message and select “publish”

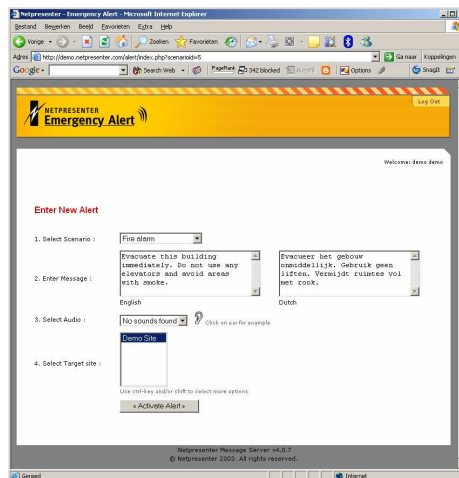


6. On the overview page, select Publish(Pop-up)
7. Now sit back (or continue working!) and wait for the popup to appear within the time set:

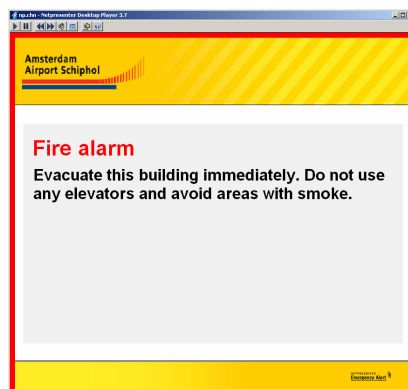
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8. We also have a dedicated alert server which holds pre-defined scenarios and can be operated much faster
9. You would select one of the pre-defined scenarios, for example the “Fire Alarm” scenario:

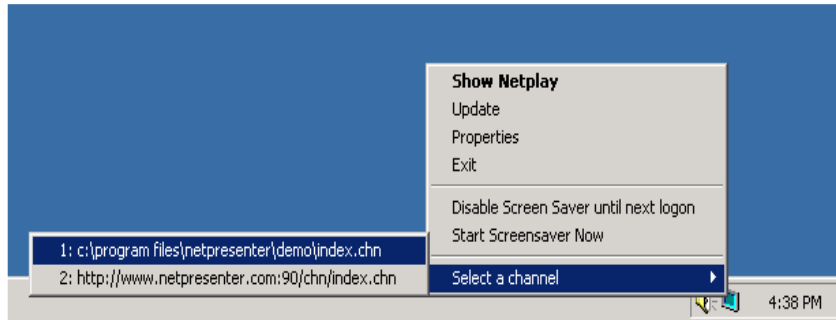


10. Press the “Activate Alert” button.
11. Now sit back (or continue working!) and wait for the popup to appear within the time set:



NEW DESKTOP (POP-UP) PLAYER MENU OPTIONS

When right clicking the Netpresenter icon  in the taskbar notification area, some new menu options can be seen.



Channel selector

If configured, the menu item “Select a channel” appears at the bottom of the context sensitive menu. When expanding this menu option (hover the mouse pointer over it), it is possible to select any pre-selected channel.

Start Screensaver now

Start the screensaver immediately for security as well as information reasons.

Disable Screensaver until next logon

Stop the screensaver from firing up until the next logon, useful if you are doing a presentation from your laptop.

Internal Communication Software Solutions

More information?



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System Requirements:

- 16Mb of free memory
- 10MB available disk space

- Windows 95 B/98 SE/Me
- Windows NT 4.0 SP3 or later
- Windows 2000 SP1 or later
- Windows XP

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