

# Sho-Q Operator Reference Manual

–v1.0<sup>1</sup>

Congratulations, we trust you will enjoy using the **sho-Q** Presentation Delivery System.

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<sup>1</sup> In successive releases there may be slight changes and additions in the procedures described in the manual

Here is a quick way to understand what is involved when you report in a meeting with your boss...., or how you participate in an effective seminar:

### ***Sho-Q Quick start:***

Please note, if you were asked to send your presentation ahead of time, setting up was likely already done for you through sho-Q Planner. You can skip to step 6.

1. Install Sho-Q Preprocessor on your notebook. Insert a USB stick into the notebook and transfer a PowerPoint presentation to your USB stick. Right-click the file, choose "Export to Sho-Q module" to add its file with sho-Q formats to accompany it. If you plan on inserting the USB stick into a lectern running Sho-Q Presenter, we recommend that you save one presentation per USB stick for quick recognition. Take the USB stick out of your notebook and bring just that along to your meeting. You can leave your notebook at home.
2. Sho-Q Presenter should be active on the Intelligent Lectern.  
(See configuration requirements)
3. Insert your USB-stick with the pre-processed PowerPoint presentation into the lectern
4. Watch how it takes a place on the Sho-Q Presentation Selector (in the next available space)
5. Your fellow presenters bringing a presentation on a USB stick (or use other methods as described further in this manual) will work the same way.
  
6. During your meeting, conference, or seminar you can select and touch your presentation on the Sho-Q Presentation Selector. Sho-Q will immediately launch into Presentation mode. If your presentation was not yet set up, insert your USB stick containing the presentation and it will instantly add your presentation to the selector screen. Touch to start your presentation.
7. Check if your first slide is projected / displayed on the large screen behind you.
8. You will notice the *previous/current/next slide* representation in Sho-Q in your lectern.  
Use notes to help you make sure you make your point.  
The *notes* window is only visible when you added notes to your slides.  
This way you do not need to put them on the slide to read them out.
9. Hit the *next slide* frame and see the slides change in front of you, while it also happens instantly behind you on the wall. This way you can time your transitions perfectly.
10. Watch the timer, it started counting the moment you went to your second slide, watch it regularly to keep within your allotted time.
11. Use *Show All Slides* when you want to go back or forward to select a particular slide.  
The active slide has a highlighted frame so you can easily see where you currently are.  
Select the slide to go to. Sho-Q immediately displays the new slide.  
(While you were searching for the slide, nothing changed behind you for the audience to see, they still saw your last slide)
12. Sho-Q contextual control. You may have inserted slides that build up line by line, or added messages and graphics in a sequential way, timed or on mouse-click. Watch the current slide on the desktop and see how Sho-Q supports you to control the animations on your slide within the window of the current slide with *forward/backward* step or *play/pause* buttons. Press the relevant action when you want it to occur.  
The *step counter* or *time-line* feature will give you an indication of how much there is to do, or how long it will take to complete the slide.

13. When you are done presenting, press *EXIT*.
14. Watch how Sho-Q returns to the Selector screen, waiting for the next presenter to start.
15. The audience now sees a desktop screen image relevant for the event until the next presentation starts. This way the audience enjoys a continuous and seamless display during your seminar. Nothing is more distracting than changing notebook connections to a projector and watching presenters struggle to find their presentation on a private cluttered desktop. Sho-Q keeps your meeting to the point productively!
16. There are several ways to import presentations into the lectern, see the relevant chapter below. In this example, pull the USB stick with your presentation out of the lectern and watch the presentation disappear from the system. No trace is left behind for security and good housekeeping reasons: sho-Q turns your lectern into a true Presentation Appliance!

If this event is a seminar or conference, the conference planner will have initiated sho-Q Planner to orchestrate all presentations on the sho-Q Presenter Selector screen at the lectern. He/she can do this from his own PC on the network and manage several lecterns in different meeting rooms.

Meeting secretaries would have done the same for managing presentations at the board meeting.

1. Create a folder on the presentations drive in the network with a relevant name for the session. Drag all presentations into this folder including any media attached or embedded in the presentations.
2. Launch sho-Q Planner
3. Point to an empty slot in the Presentation Selector window that mimics the one that will be seen on the lectern. This will open a browser.
4. Locate the desired presentation to fill that slot and open it. Watch how this shows the first slide and a list of all slides by number.
5. You can point to an alternative slide as the title slide, if the first slide is not adequate in describing the presentation instantly (e.g. it is a black slide or a standard template)
6. Press OK and watch the presentation's signature slide occupy the space.
7. Repeat this for all presentations for the event. It truly is a matter of seconds.
8. Exit the program to save the Presentations Plan with a relevant name within that same folder.
9. Export this folder to the lectern. When you already are at the lectern you can double click on the Plan file within the folder to open sho-Q Presenter with this plan. Now you are ready to run the meeting (see page 2 ,start at point 6 )

### ***Registering Sho-Q.***

During the Trial period, users can hold down the Ctrl and Shift key and press the Exit button to see the Trial information and the InstallCode. The InstallCode is actually a machine fingerprint. The InstallCode is required for generating license keys. The purchase page at ShareIt has a mandatory field called InstallCode where you need to fill-in this InstallCode to have a license key generated for Sho-Q Presenter on the lectern. When you need to dispose of the information box, press the Ctrl+Shift keys again and release those. You now can click the "Exit" button, and do a normal exit from Sho-Q Presenter.

After the Trial period is over, Sho-Q Presenter goes in Trial Expired mode. In Trial Expired mode, you are shown a Trial Expired dialog box that contains links to purchase page as well as the InstallCode that needs to be filled-in when purchasing licenses.



## ***Bringing your presentation to the lectern***

How does Sho-Q allow you to introduce new presentations into the lectern, ready to present?

There are 4 ways to do this:

1. Sho-Q Planner
2. Sho-Q Pre-processor
3. Sho-Q Presenter Browser
4. Sho-Q Last minute

Sho-Q Presenter, Planner, Preprocessor have special menu support for inserting movies that will play through Windows Media Player, and for inserting Flash movies into PowerPoint.

### *1. Sho-Q Planner*

The Sho-Q Planner program may be installed on any computer in the network. The meeting planner will use this program to collect all presentations for the event and insert presentations into the frames in agenda order. Upon exiting the program the presentations are processed and stored within the presentation folder. This folder can be sent to the lectern or accessed through the network from the lectern. Be sure to give the Sho-Q file a relevant name for the event, day and location, so that it is easily retrieved at the lectern. Clicking on the .shq icon of the Sho-Q file will open Sho-Q Presenter and reveal all presentations for the day. Just touch the first slide of your presentation and present! Upon exiting, the next speaker will see the presentation selector screen and he/she can touch his/her presentation to start it.... It's an effortless transition from one speaker to another.

### *2. Sho-Q Pre-processor*

If you intend to bring your own presentation so you can insert it into the lectern a few seconds before you start speaking, use the Sho-Q pre-processor. Make sure it is installed on your notebook; you can download the pre-processor from [www.sho-q.com](http://www.sho-q.com).

Pre-processor makes sure your presentation is ready to start instantly on the lectern appliance when you insert your USB stick. You can process multiple presentations without exiting Pre-processor; however it is recommended that you only put one presentation on your USB stick.

This saves time when inserting the memory stick into the lectern; if you put more than one presentation on a USB stick, the program will ask you which presentation to start.

Pre-processor has saved both your PowerPoint presentation and the Sho-Q thumbnails and instructions on the same device. The moment you insert the device, your presentation appears on the Presenter Selector screen in the next available empty slot.

Touch the beginning slide of your presentation and present!

*Please note: if you set a default action to show the explorer window upon introducing a USB stick or other device, please change the setting so that the explorer window will not appear. Sho-Q's own browser will take care of finding available presentations. If you have set a virus scanner to automatically scan the contents of the memory device, that process will occur and leave a window on the desktop, but that window will remain below the Sho-Q window and it will not interfere with the presentation.*

SECURITY: Upon removing the USB stick from the lectern, your presentation disappears instantly from the Sho-Q Selector screen and leaves no trace behind on the lectern PC!

(Instantly, during or after your presentation!....)

Pre-processor and sho-Q Planner install a plug-in in Powerpoint that will assist you in embedding video and flash animations into your presentation. This way Sho-Q Presenter can control – start/pause/continue – these embedded files. All sho-Q placed video files are played by Windows Media Player.

### 3. Sho-Q Presenter Browser

You may have copied your presentation (and all media files that are embedded in this presentation) to the local disc of the lectern using Windows Explorer – without using Sho-Q.

Start Sho-Q Presenter, choose “Manage Presentations”, and touch an empty selector frame.

This will open the Sho-Q Presenter Browser. You can now locate your presentation drive and folder, select the presentation from the list and double-click or press OK. The file will occupy the indicated slot.

If a .shoq file was already processed and available in the folder, the presentation will appear immediately. If a .shoq file was not already processed and available in the folder alongside a PowerPoint file, Sho-Q will process the PowerPoint file instantly and make it available in a few seconds, up to 1 -2 minutes for more elaborate presentations. Sho-Q switches back to Selector mode automatically after adding a presentation.

It’s ready to launch a selected presentation.

You can go back to “Manage Presentations” and add more presentations to the selector screen, before kicking off a presentation.

In its default setting the Browser will show the .shoq files on any selected drive/folder. The .shoq files are immediately available for presenting. If your presentation is not there, select the PowerPoint files view.

### 4. Sho-Q last minute: introducing an unprocessed PowerPoint document real time into Sho-Q Presenter from a portable media device, moments before you start presenting.

When you insert your portable media storage device, the system will want to process the file and determine if it can store its processed file on the same device. If it is unsuccessful in doing so (not enough space, not write-enabled), the Sho-Q command module will be stored on the User Desktop of the lectern. The moment you remove your storage device, the presentation will be removed from the lectern for security reasons. If you wish to use the presentation later in the session, please keep the device inserted in the lectern until you are done presenting. Re-inserting this media will cause sho-Q Presenter to re-process the data before storing it in the selector frame.

If you use a writable device with enough space, the processed Sho-Q file will store and remain on your USB stick.

You may remove the USB stick and insert it again any time for instant use.

That is the difference with point 2 above: when the file was pre-processed it is available instantly. An unprocessed PowerPoint file will take some seconds or even a minute to process and prepare the presentation for Sho-Q Presenter before you can present it.

Before the event starts, you can use the sho-Q Presenter on the lectern to pre-process your presentation on a USB stick. It will store the sho-Q formatted file on that USB stick, you can take it back with you and use it later instantly.

Video clips and flash files can be shown through sho-Q Presenter in the lectern if they were inserted into PowerPoint. The steps to follow within PowerPoint are as follows:

- PowerPoint 2002 and PowerPoint 2003:  
"Insert" menu - "Insert Windows Media Player Movie..." and "Insert Flash Movie..." .
- PowerPoint 2007:  
"Insert" tab - "Windows Media Player Movie" and "Flash Movie".

- When the presentation is not in a folder accessible from the lectern, please make sure it is in the "Sho-Q" presentations folder that is traveling to the lectern.

The intelligent lectern system that runs sho-Q Presenter is making use of two graphics ports on the PC, one supports sho-Q commands and thumbnails on the lectern desktop, the other port displays the PowerPoint presentation on the projection screen or display to the audience.

The PC system runs in "Span"-mode or "Extended desktop mode" when sho-Q is run.

Any other program is run by putting the lectern PC into "mirror" or "duplicate display" mode where the information presented on the lectern is the same as the information that is presented to the audience. Please make sure you attend to the correct resolution (for both the lectern desktop, and the projector/audience display) to avoid image distortion

### ***How does Sho-Q deal with advanced and custom features in PowerPoint?***

As a presenter of impacting news, you may have used more complex slides to captivate your audience, by including custom transitions, building messages line by line, showing timed animations, initiating a brief video or audio message, linking to other programs on a slide....

Sho-Q Presenter aims at first-time and occasional users of a Sho-Q based Intelligent Lectern, those speaking at conferences and events, those renting the lectern system in hotels and business centers, corporate management delivering messages to clients, shareholders and employees.

Sho-Q Presenter must remain so simple and intuitive to use, that it can be used by anyone exposed to the system for the first time without any training. Therefore interactive execution features such as linking to the internet in the middle of a presentation, annotating slides, advanced video deployment were not included in this level.

#### *Slide transitions:*

Sho-Q preserves all slide transitions that were created in the PowerPoint, they execute in the same way as with any regular PowerPoint presentation.

#### *Hidden slides:*

Sho-Q skips hidden slides, so they do not show on the *next/current/previous* slide preview in Presenter; however they are displayed in "*Show All Slides*" so you can still bring any of those slides up.

#### *Building slides step by step ("on mouse-click")*

Here Sho-Q offers much more advanced controls than PowerPoint. Sho-Q offers direct touch control to advance a step ► or to take a step backward ◀. At the same time Sho-Q displays the number of steps required to complete the slide with a counter "1 of 7", so you can add 6 lines or animation steps to complete the slide.

#### *Building slides with timed animations*

Sho-Q will display the final result, so you can anticipate with text, while it builds on the projector screen or external display.

#### *Mixing timed and on-click builds*

Sho-Q regards a series of timed builds between on-click builds as one group. The sho-Q counter shows the number of groups awaiting a 'click' to proceed.

### *Embedded multimedia*

You may have video and or audio files embedded in your slide. If PowerPoint can handle them, Sho-Q can handle them. However PowerPoint has frequently no control over the behavior of such media. Where sho-Q can help, it will offer control options.

Preparing your presentation with Planner, Browser or Pre-processor will allow you to properly take care of inserting WMP or FLASH media files.

If the multimedia sections starts on-click, Sho-Q will offer the play control ►.

There are only a limited amount of file formats on which the user may exert control, i.e. through using Windows Media Player.

If the multimedia starts automatically and the multimedia is not a WMV or WMA file format, it will just play and Sho-q will not offer controls. You can skip by moving to the next slide, or replay by moving to the previous slide and hit next slide again to start playing.

If sho-Q can control the media file it will offer a pause function ( || ) as well.

To prepare your lectern for multimedia compatibility, read chapter ***Expanding sho-Q compatibility for multimedia.***

### *Embedded links to external programs*

Sho-Q Presenter does not support external link other than links to WMP and Flash formats.

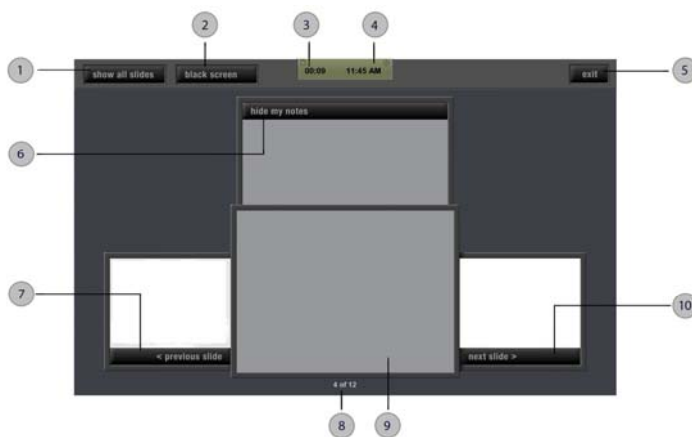
Interactions on the second display have been de-activated.

### *Using a presenter remote controller*

When using a traditional wireless or RF presentation remote controller, the PowerPoint slides will advance on the output port and sho-Q Presenter view will keep in synch with the presentation.

This allows you to freely move around away from the lectern if you desire to do so.

## ***Other Sho-Q Presenter features***



1. Toggle button. Press to show all slides. Select the slide to go to, or press this button again to return.
2. Toggle button. Press to turn the projection screen/output display dark. Press again to turn the projection screen/output back on.
3. Timer. The timer starts the moment you tap the screen and move to the next slide from the title slide. Please keep an eye on the elapsed time, this makes it easy to stay within your allotted time.
4. Clock. The current time is shown on the screen. This makes it easy to stick to the agenda.
5. Exit button. Please press the exit button when you are done with your presentation.
6. Notes window and Hide my notes button.
7. Previous slide window and button.
8. Slide index.(e.g. 4 of 12). Shows your current slide number out of the total number of slides.
9. Current/active slide window.
10. Next slide window and button.



## *Notes*

Use notes generously in your presentation, to remind you of what you surely should say. Keep the notes to the point and short. Start each short note on a new line.. Sho-Q will not show the notes window if there are no notes attached to a slide. If there are notes to a slide, the note window will be visible, and you are offered the choice to turn notes off. If you wish to do so, simply hit “*do not show notes*”. Any following slides with notes will not show the attached notes until you exit from the presentation. However you are offered the choice “*show my notes*” for any slide that has notes present. For the next presenter notes will be turned on as default. The notes text is in Unicode format, so that more languages (like Russian) are supported.

## *Show all slides*

Any time you wish to deviate from the normal sequence, hit “*Show all slides*”. The current slide is highlighted. Select any other slide thumbnail and that slide is instantly presented, your preview windows have adapted to the new position.

When there are more than 50 slides the “*Show all slides*” window pages through sets of slides, the last frame offers to go to the next page. On the next page the first slide offers you to go to the previous page.

To stay on the current slide, you can touch the highlighted current slide, or you can press “*Hide all slides*” in the left top corner.

## *Timer*

The dual timer shows time of day and presentation time. The presentation timer starts counting automatically on starting the **second** slide of your presentation.

## *Black screen / show screen*

If you want to temporarily block the output to the projection screen or display – to get all attention focused on yourself or another event – press the *black screen* button.

You can reemerge from this situation by pressing the button again.

**(when the ‘*Show screen*’ button is visible there is no output to the audience!)**

## *Exit*

When you are done presenting, press ‘Exit’. Sho-Q Presenter returns to the selector frame.

The next presenter hits the first slide he recognizes from his presentation on the Sho-Q Presentation selector, and he can start presenting.

While you have exited, the audience views the desktop screen as programmed into the system.

Exiting Sho-Q Presenter completely can only be done in selector screen mode.

## ***Sho-Q Presenter built-in Browser***

Whenever you touch an empty frame in the Sho-Q Presentation Selector in *“Manage Presentations” mode*, Sho-Q opens its browser. The initial directory shown will either be the User Desktop on the local drive, or the last shown location. When there is an external device inserted, Sho-Q Browser will show the root directory of that device.

Go find your presentation on any storage medium or network drive.

You can either search for Sho-Q formatted files (.shoq) or PowerPoint files (.ppt, .pps,.pptx )  
Automatic filtering mode: If the browser doesn't detect any Sho-Q formatted files, it will automatically set its filter to PowerPoint files. If no PowerPoint files are found, it will reset the filter to Sho-Q formatted files.

Manual filtering mode: If a user selects a particular filter (Sho-Q formatted files, or PowerPoint files), the browser will keep that filter setting until the user changes it.

*Now switch to “Selector View”.* Any frame with a presentation should show the Select button. If it shows *“remove”* than you are in the wrong mode and you may be removing the presentation. During normal use in a seminar, you are always in Selector View. Any .shoq file will open immediately in the selector ready for action. Any PowerPoint file is processed first in real-time and then it finds a place on the selector, ready for use. After adding any presentation in *“Manage Presentations” mode*, the system automatically switches to *“Selector view” mode*, so that you can immediately start the presentation.

To avoid browsing delays during an important session, make sure the conversion was done ahead of time.

## ***Sho-Q Pre-processor***

This external program is used to convert a presentation to the Sho-Q format of the lectern ahead of time.

Typically you start the program on your notebook, hit *“Browse”*, and select the presentation to process for Sho-Q, and then hit *“Export”*. When it says *“done”* you know that the processed .shoq file is stored on the same media in the same folder as your presentation. Click Exit to exit the program.

If you have done this process on a USB stick, introducing the USB stick into the Sho-Q based Intelligent Lectern will immediately bring this presentation up in the selector frame. You can instantly start to present, there is no processing delay. This function is immediate, regardless whether you are in Selector mode or in Change Presentations mode. The latter mode will allow you to save the file on the lectern. When you choose not to save the file on the lectern, it will be removed from the lectern the moment the USB memory stick is extracted. (The same deletion process always occurs when you are in Selector mode)

## ***Sho-Q Planner***

Sho-Q comes with the planner program intended for those that plan, organize or moderate a meeting or seminar. It allows the creation of a template on which you can place the presentations in agenda order. A single .shq command file is created inside a folder that carries all presentations in both PowerPoint and sho-Q formats as well as any possible embedded media files. Although you want all presentations present, in practice you might have to leave a blank where a speaker will show up at the last moment with a portable media device such as a USB stick as described above.

Sho-Q Planner will present you in default with 6 frames to insert presentations into. After inserting the sixth, it will automatically increase its number of presentations to 12. On a higher resolution screen in the lectern you may see different numbers of frames. (e.g. resp. 8 and 15 frames)

It only takes a few minutes to plan a full day's seminar! Drop the presentations in the empty frames, Sho-Q planner allows you to select another slide as the signature slide to appear on the selector screen. You can point to an alternative slide and define this as the title slide. This feature is helpful if the first slide is black or a video or a template that makes it hard to discriminate the presentation between the others on the selector frame. Then save and go to fill the next slot. When you press the *Save* button, the program all presentations will be processed and formatted for Sho-Q in one go and saved within the folder under a meaningful name. This batch process needs no further attention, go have a coffee or get back to your other work on your PC while it processes in the background. Click the *Exit* button to exit the program when the processing is done.

The entire folder can then be transferred to the Sho-Q enabled lectern. Or the lectern accesses the same folder on the network. Locate the .shq plan file and start sho-Q Presenter by double clicking that icon.

## ***Minimum requirements:***

### *Different screen resolutions...*

The supported screen resolutions for Sho-Q Presenter include: 1280x1024, 1366x768, 1440x900, 1440x1050, 1600x1200, 1680x1050, 1920x1200.

Other screen resolutions are supported by positioning Presenter at the center of the screen and blackening the rest of the areas of the screen. The width and height of the Presenter in such a case is determined by the closest supported width and height that smaller than the screen size. If a closest match is not found then 1280x1024 is assumed to be the Presenter's dimension.

When using a lower resolution than 1280x1024 or 1366x768, the program will show only a partial image of the 1280x1024 resolution centered on the screen, you probably do not see the exit button. Sho-Q on such lower resolution touch screens is not supported. Use ctrl-alt-del to end the PowerPoint application in Task Manager under the processes tab.

### *PC Operating Systems.....*

Sho-Q works was developed on International English versions of Microsoft XP SP2 and Vista, using Microsoft PowerPoint releases of 2002 and upwards.

For Windows2000 and NT users with Office2000, restrictions apply and Sho-Q decided not to provide further support for such environments in general.

Great care has been exercised to avoid use of language dependent code.

[Testing has not yet been completed on all other language releases of the OS, individual users have not found any issues with this in English, German and Dutch versions.]

#### *PC Processing power and configuration requirements...*

In order to maintain acceptable response, the minimum configuration is defined as  
Pentium Duo, 1GB RAM, 80GB HDD, free USB slots for XP environments, for VISTA it is strongly recommended to have at least 1.5GB RAM  
Dual head graphics and a large touch screen (17"+)

#### *Recommended configurations:*

Core2Duo, 2GB RAM, 150GB HDD, 4 USB slots, DVD VISTA OS, Office2007, ATI/nVidia dual graphics  
256MB, 19" regular format or 20" widescreen format finger touch display  
-Or-

Core2Duo, 1GB RAM, 120GB HDD, 4 USB slots, DVD XP SP2 OS, Office2007, ATI/nVidia dual graphics  
256MB, 19" regular format or 20" widescreen format finger touch display

It has to be possible to easily switch between "Extended Desktop" and "Clone" modes (or "Span" and "Mirror" modes)

#### *Control button considerations...*

Sho-Q typically uses buttons of the toggle type. That means the text on a button shows what status it moves to: When a button says "Show All Slides", you are in presenter view currently and you move to show all slides after pressing the button. At that time the button will be labeled "Hide All Slides", "Show my Notes" – "Hide my Notes", "Black Screen" means you are sending output to the projector at this time, pressing it will make the projector screen black and the label will show "Show Screen" hence if you see "Show Screen", you know that there is currently no output displayed on the external display/projector! Likewise, if you see the "Pause" button, an animation or video is playing and stops by pressing it, the button will then feature "Play" to continue the animation/video.

## ***Expanding sho-Q compatibility for multimedia.***

After installing Microsoft Office and sho-Q Presenter on your lectern, you may not be able to run all presentations correctly, because some presentation developers may have included non-standard fonts or special media formats and audio/video codecs.

Therefore the first step in compatibility is to ensure that all commonly used drivers, codecs/formats and fonts are present on the lectern PC.

1. Go to Microsoft.com and download latest Windows Media Player.
2. Go to Adobe.com and download the latest Adobe Acrobat Reader, Adobe Flash Player and Shockwave Flash Player.
3. Go to DivX.com and download DivX for Windows Player and Codec.
4. Assure you have installed the fonts that are normally used within your institute or company if they deviate from the standards that come with MS Windows/Office.
5. Several websites offer additional fonts when needed. If many external presenters are using the system it is good to extend the windows fonts library and add typical Macintosh fonts.

## ***Guiding Principles & Trouble shooting.***

Sho-Q Presenter can be viewed as a remote control system for a Microsoft PowerPoint presentation file. In its file processing Sho-Q generates a companion file to the .PPT or .PPTX file in which it stores the relevant control information and thumbnails of each slide.

When sho-Q Presenter starts a presentation, it creates two information streams:

one – read from the sho-Q companion file – that is visible on the lectern monitor;

the other stream is the PowerPoint application that is shown on the display or projection screen to the audience.

Should any problem occur in representing the data in the presentation file, e.g. format errors, available fonts within the PC, Codecs loaded, other error messages from the operating system; test the following:

- Does it run correctly when PowerPoint is presenting the presentation in single screen mode?
- Does it run correctly when PowerPoint is presenting the presentation in extended desktop mode (under Slideshow, tick Use Presenter View, show Presentation on monitor 2)

If the latter works fine, but not in Sho-Q Presenter, please report your findings to [support@sho-q.com](mailto:support@sho-q.com)

When using you use Sho-Q to play video files that are embedded in a PowerPoint presentation, these video files are played by Windows Media Player. Please make sure the file will play in Windows Media player before you insert it into your presentation. If Windows Media Player is not able to play the files, then they won't play in Sho-Q.

Finger touch displays: Microsoft PowerPoint 2007 had a user in mind who uses a mouse or Vista TabletPC, and perhaps a remote clicker to advance the slides step by step. The small buttons, use of drop-down menus, small print and position of the preview strip of slides as well as the need to slide this forward when looking for slides, makes this system less suitable for finger touch displays.

There is always a risk, using finger touch, that the little finger reaches the touch surface ahead of the index finger which could cause unexpected results, such as jumping a number of slides ahead.... This was the primary motivation to develop sho-Q!

Sho-Q has two bands in which it operates: lower display half such that in point, the little finger falls outside the display; and an upper range of buttons, with under it a wide margin without touch functionality, so that nothing can happen to the intended images that the audience views.

Sho-Q brings up additional buttons to control staged slides and animations, only when needed.

All buttons are large and easy to use. Legible text/notes are in the centre of the screen to support your slides – rather than putting the words on the slide! The preview of the next slide allows presenters to lead in to the next slide before showing it. Reveal the slide a little bit later and you create more tension and retention with the audience. This contributes greatly to ease of use and presenter confidence as well as to more excitement with the audience, when speeches are delivered professionally and with confidence.

## *Guides for use*

- If you are using a lectern with a large touch screen and it comes with electrical height adjustment, adjust the height ideally so that you have at least one fist space between your elbow and the surface of the lectern display. This gives you an adequate and comfortable pointing angle, while also allowing space for your body language!
- If the lectern comes with display tilt, assure that the angle is such that you look from a comfortable standing position perpendicular to the centre of the screen. If that leads to reflections from room lighting into the display, request that lighting to be switched off or moved. When that is not possible, try to find the optimum trade-off.
- If you wish to move about – a great thing for a dynamic speech – use a clicker or presenter remote. Sho-Q will keep in synch, so that you can walk to the desk top pick up notes or to select a particular slide from the all slides menu.
- When you develop your slides, move the text off the slides and put them in the notes. Your slide must support your message, not be the message. (Avoid ‘death by PowerPoint’!) Don’t overcomplicate your slide with animations and effects, use common fonts and codecs. Remember, your presentation must work on some one else’s PC or the conference PC.
- The microphone in use is ideally of the condenser type with a standard cardioide response. When you walk about, you will need to be “wired up”!
- Hand in or submit your presentation to the conference organizer/meeting planner ahead of time, so that the folder with all presentations can be readily set up on the lectern. If this is not possible, bring your presentation on a USB stick. Only your presentation should be on it, no additional presentations. Download the sho-Q Preprocessor from [www.sho-q.com](http://www.sho-q.com) When you export your file to the USB stick and allow sho-Q to put the companion file in place on the same stick. You can walk up to the lectern, insert your USB stick and present directly from your USB stick within 3 seconds. The presentation is automatically loaded into the presentations selector frame of sho-Q Presenter. Tap it and get going. When you remove the USB stick containing the presentation, it will immediately remove the presentation from the selector frame. If it is pulled out in the middle of the presentation, the presentation will end and the system returns to the selector frame with your presentation removed.
- Bringing your presentation without the pre-processing done will work fine, however it introduces a processing delay of 10 seconds to – say – 2 minutes for a complex presentation.
- When you are planning a seminar or meeting, create a folder for your presentations on the presentations network drive or on the lectern, or on your local PC. Upon completing the session, move the entire folder to the lectern. Give the folder a relevant name that includes session topic, date and location for easy retrieval on the lectern.
- For more informal meetings where productivity is key, use the network, or in standalone mode use portable media and insert all sticks and cards into the lectern. Use “Manage Presentations” within Presenter to bring all presentations to the Selector frame. Leaving the files attached to the sho-Q Presenter system will allow you to, during the meeting, simply jump back and forth between specific slides of different presentations. This especially comes in handy when questions arise that will cause you to go back to a certain slide in a certain presentation. 4 seconds and that slide is there!
- If the lectern is not connected to a network, the above method works fine and after removing the memory devices, there is no information left to clutter the lectern (this way you will never leave confidential information behind!)
- .shq files will by default be opened with Sho-Q Presenter. If Sho-Q presenter is not installed, .shq will be opened with Sho-Q Planner.

## ***Current limitations and known bugs:***

### *Limitations*

External links are not supported by Sho-Q, it is unknown if extended desktop features would be supported when such a link is followed. The best way to work around this is to prepare the external program on the desktop and alt-tab to that program with a change in settings for the display (toggle to clone mode, depending on the features of the graphics drivers, toggle back to extended desktop mode when continuing again with Sho-Q ).

Assure that memory management / disk caching is set to be automatically adjusted, to prevent large files to hit hard memory limits when it is reading in the thumbnails, enabling the instant jump to any slide.

PowerPoint files that were changed after Sho-Q processed the file may not be detected to have changed when you try to run the file under Sho-Q presenter, if you didn't rename them. This may lead to corruption of the presentation (lectern vs. output out-of-sync).  
Remedy: Do not change a PowerPoint after Sho-Q processing, if you do - rename the file.

### **Close any open PowerPoint files before starting up Sho-Q.**

### *Known bugs*

The title slide or first slide of a presentation does not show the first of build advances when you press *next step* while it is still building thumbnails of all slides in the background. It will show on the lectern as an increase in the step counter but it is not executed on the output display.

Remedy: 1. It will flush out with pressing *next step* again for the second step, or press *show-all-slides* and go back again.

With frequent USB stick exchanges (insert and remove) into the lectern, the file browser may still show the previous directory.

Remedy: switch drives and go back to the latest USB drive, which should now show as updated.