

CaseLines

Using Present Mode in Review Screen

In the Reading pane at the center of the screen, make sure you're on the page of the exhibit you want to start presenting to other participants

- On the ribbon at the top of the screen, select the Present button

- Alert the other participants that you will be Presenting, and select Start Presentation
- The other participants will need to also select Present and select Follow Presenter
- They will receive a pop-up with available presenters - they can select your name
- On your screen, at the top, you'll see the names of those following you

- When you start presenting, a Red border will appear around the central reading pane on your screen

- Only participants with Permission to see the exhibit(s) you present will be able to see them
- Followers will have a Blue border appear around their central reading pane, and will view what you are presenting, if they have Permission to view what you are presenting

- You can Pause or Stop presenting at any time, and participants can stop following at any time

* - Important to know:

- Present allows you to keep the Index of Exhibits in the left pane of your screen, and your Notes in the right pane, private, it only displays the Reading pane to others
- If, instead, you are sharing your screen through Zoom or Teams, they would be visible

** - How to Share a Screen Without Showing Your Notes:

- From a document you want others to view when sharing your screen in Zoom, etc.:

- At the top of the screen, select the View button
- In the center of the toolbar, select Open in New Tab

- When the new tab opens, you'll see the 3 panes:

- Index on the left, Reading in the center, Notes on the right

- Selecting the white X's in the left and right panes will make only the Reading pane viewable to anyone you're sharing your screen with