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BREEZE

Breeze Live User Guide for Meeting Participants



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INTRODUCTION

Overview of Breeze Live

Macromedia Breeze is a rich web communication system that eliminates the time and cost of travel and unnecessary meetings. It enables organizations to easily share important information over the Internet by connecting people to people, and people to information.

Macromedia Breeze includes a set of components that provide an integrated solution for your communication, collaboration, and training needs. Breeze can be deployed with either some or all of these components together:

Breeze Presentation Personalize presentations with your own voice-over and easily deliver them to standard web browsers through the ubiquitous Flash Player.

Breeze Training Rapidly create content and build complete online training systems including integrated surveys, tracking, analysis, and course management.

Breeze Live Meet and collaborate instantly with colleagues over the Internet.

The underlying Breeze platform provides a flexible central library, administration tools, and more. Breeze offers flexibility in deployment: a Hosted Service for enabling web communications with zero setup time, and a Licensed Server for deploying within corporate firewalls for complete control and security.

Intended audience

This document provides information for Breeze meeting participants who are not presenters. For information on creating and managing Breeze meetings, see the *Using the Breeze Manager* guide. For information on being a presenter, see *Using Breeze Live (for Presenters)*.

System requirements

To take part in a Breeze meeting, you need the following:

- An Internet connection
- One of the supported operating systems listed on www.macromedia.com/go/breeze_sysreqs
- One of the supported browsers listed on www.macromedia.com/go/breeze_sysreqs
- Macromedia Flash Player 6.0.65 or later as a browser plug-in

Note: Macromedia Flash Player is standard in most browsers. You can find out what version of the Flash Player you have at the Test Macromedia Web Players page at www.macromedia.com/software/flash/about/

- (Optional) A sound card and speakers to hear audio broadcasts from other meeting participants
- (Optional) A microphone to broadcast audio to other meeting participants
- (Optional) A web camera to broadcast video to other meeting participants

Breeze documentation

The documentation for Breeze Live consists of four guides:

Using the Breeze Plug-In for PowerPoint This guide is for Breeze users who are publishing Breeze presentations from PowerPoint. You can access this guide from within PowerPoint by selecting Breeze > Help.

Using the Breeze Publish Wizard This guide is also for Breeze users who are publishing Breeze presentations from PowerPoint. You can access this guide from a help link within the Breeze Publish Wizard web application.

Using the Breeze Manager This guide is for Breeze users who have permission to manage or administer users, content, courses, or meetings. You can access this guide from a help link within the Breeze Manager web application.

Breeze Live User Guide This guide is for participants and presenters in a Breeze meeting. There are two versions: *Breeze Live User Guide for Meeting Presenters* and *Breeze Live User Guide for Meeting Participants*. You can access this guide from within a Breeze meeting by selecting Meeting > Help.

Note: If you purchase just the Breeze Live module of the Breeze Presentation platform, only the Breeze Live User Guide applies to you.

Additional Macromedia resources

More information is available at the Breeze Product Center and Breeze Support Center websites.

Breeze Product Center The Breeze Product Center is updated regularly with the latest information on Breeze, including FAQs, white papers, testimonials, and tips. Check the website often for the latest news on Breeze at www.macromedia.com/software/breeze.

Breeze Support Center The Breeze Support Center contains the latest support information, including tech notes, Breeze presentation tutorials, and support program details. Check the website often for the latest Breeze support information at www.macromedia.com/support/breeze.

CHAPTER 1

Attending a Breeze Meeting

This chapter tells you how to enter a Breeze meeting room to attend a meeting and it describes the online features of a meeting room.

Entering a meeting room

To participate in a Breeze meeting, you need to enter (log in to) its meeting room.

To enter a Breeze meeting room:

- 1 Make sure that you have the URL to the meeting room.
Typically, the person who set up the meeting will send you the URL in an e-mail invitation.
- 2 In your browser, go to the meeting room's URL.
This displays a login window with options for logging in as either a Breeze user, with a user name and password, or as a guest.
- 3 Log in to the meeting.

If you do not have a Breeze user name and password, log in as a guest. If the meeting's organizer has designated the meeting as *public*, your guest login is automatically accepted. If the meeting's organizer has designated the meeting as *private*, your guest login generates the following message:

This is a private meeting. Your request to enter has been sent to the presenter. Please wait for a response.

The meeting's Breeze presenter receives your request to enter and has the option of admitting you or refusing admission.

When you log in successfully, if the meeting has started, your browser immediately displays the meeting room. If the meeting has not started, you receive a text message such as the following:

The meeting room is currently closed. You will be admitted when the presenter starts the meeting.

During the login procedure, a bandwidth test will be performed. The Login button will be momentarily disabled while the test runs.

Inside a Breeze meeting room

A meeting room is made up of two main areas: a title bar at the top and a stage below it. The stage displays content related to the meeting. It consists of display areas (*Pods*) for showing various types of content, such as slides, video, whiteboards, shared files, polls, and messages to participants and presenters.

There are three types of meeting room participants: presenters, preparing presenters, and participants who are not presenters.

Presenters can change the setup, content, and layout of the meeting room, share their screen (make anything displayed on the presenter's computer screen appear on the meeting-room stage of all participants and presenters), and promote other participants to be presenters.

Preparing presenters can create or modify a meeting room layout that is not displayed until it is activated by a presenter. Preparing presenters can do this while a meeting is in progress.

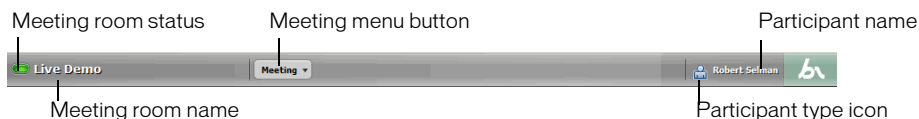
Participants can view a meeting and send text messages. During a meeting, if granted permission by a presenter, participants can also broadcast audio or video content. In this guide, "participant" usually means "participant who is not a presenter." In some cases, however, "participant" is used more generally to include presenters. The context determines which usage is in effect.

For more information on participant types, see "Participant type" on page 15.



Meeting room title bar

The meeting room title bar is located at the top of the meeting room window. Every participant has a personalized version of the meeting room title bar.



From left to right, the title bar contains:

Meeting room status An oval indicating the connection status of the meeting room. A green oval means that the room is online. A yellow oval indicates network congestion. A red oval means that you have been disconnected due to network problems and Breeze Live is in the process of trying to re-establish your meeting connection. Clicking the connection indicator when it is green or yellow displays information about your connection (for example, its current data-transmission rate). Clicking the indicator when it is red initiates an attempt to go back online. This is useful if you have been disconnected and want to reconnect immediately.

Meeting room name The name assigned to the meeting room by the room's creator.

Meeting menu button A menu with options for specifying the type of connection you have to the Internet, for switching between full-screen and a resizable views of the meeting room, for adjusting your microphone or camera, and for accessing help and troubleshooting.

Participant type icon An icon indicating the user type (participant, presenter, or preparing presenter).

Participant name A participant's or presenter's name—either the Breeze user name or, if a participant is a guest, the participant's guest name.

Using the Meeting menu

When you click the Meeting button, it displays the Meeting menu. From the meeting menu you can set the type and speed of your Internet connection, and you can switch between a full-screen view of the meeting room and a resizable view of the meeting room.

To set the type and speed of your Internet connection:

- 1 Click the Meeting button at the top of the meeting window.
- 2 From the pop-up menu, select My Connection Speed.

This displays the following connection types:

- Modem
- DSL
- LAN

- 3 Select the type of connection that your computer is using.

To switch from a resizable view of the meeting room to a full-screen view:

- 1 Click the Meeting button.
- 2 From the pop-up menu, select Full Screen.

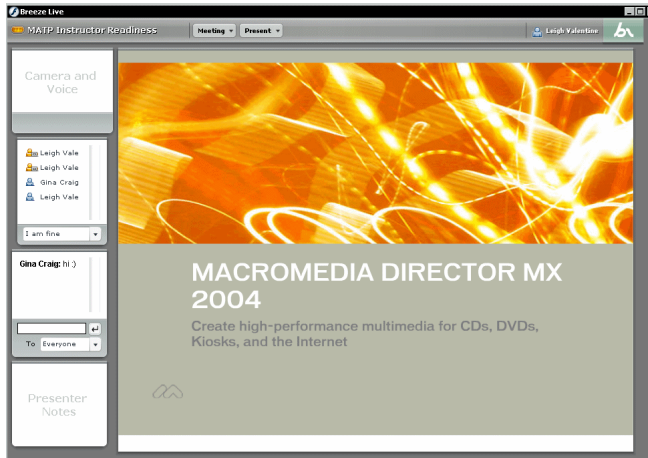
To switch from a full-screen view of the meeting room to a resizable view:

- 1 Click the Meeting button.
The pop-up menu shows Full Screen with a check mark in front of it.
- 2 Select Full Screen.

Clicking and dragging a layout tab allows you to re-order the layouts. This enables the layout navigation bar to be used like a meeting agenda (for example, left to right, one layout for each phase of the meeting), allowing you to easily customize the meeting to suit your needs.

Stage

The meeting room stage consists of separate pods for displaying different types of content, such as slides, video, or the duplication (screen sharing) of whatever appears on the computer screen of a presenter. The pods that make up the stage are visible to everyone attending a meeting.



Meeting room pods

A meeting room usually contains a number of display panels, called *pods*, each with its own function. There are several types of pods. When presenters set up a meeting room, they determine the number and types of pods that participants see. The following types of pods are available:

- Participants List
- Chat
- Note
- Whiteboard
- Camera and Voice
- Content
- Screen Sharing
- File Sharing
- Polling
- Web Links

To create custom pods, see the *Developing Pods for Breeze* document.

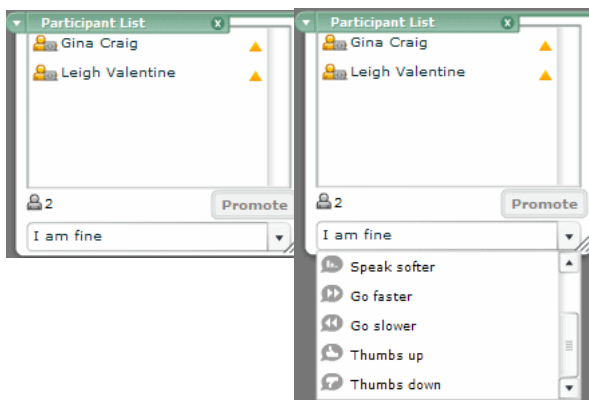
About the Participants List pod

The Participants List pod displays the name and type of each participant and shows both your current status and your approximate network bandwidth. The Participants List pod displays the name, type, and status of each participant (including presenters). An icon identifies each participant's type—participant, presenter, or preparing presenter. An additional round icon to the right of each meeting participant identifies the approximate network capacity that they are experiencing. No color indicates an acceptable network connection. Orange indicates that the user's connection is less than the current room bandwidth, the user's network is experiencing high latency, or the user's network connection is dropping 5% to 20% of packets. Red indicates that the user's network latency is greater than 4 seconds, the room is on LAN and the user is connected by a modem, or the user's network connection is dropping over 20% of packets.

Each participant sets his or her own status by selecting it from a pop-up menu available from the Participants List pod. The following are examples of the status selections available:

- I am fine
- I have a question
- Speak louder
- Speak softer
- Go faster

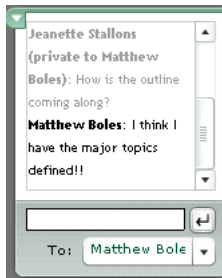
For more information, see [Chapter 2, “The Participants List Pod,”](#) on page 15.



About the Chat pod

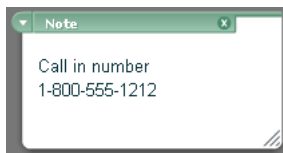
The Chat pod allows you to send text messages to other meeting participants. If you include URLs, the chat pod automatically creates live links, making link content easy to access. You can broadcast a message to all meeting participants (including presenters), or you can restrict it to presenters or to individual participants.

For more information, see [Chapter 3, “Using the Chat Pod,”](#) on page 17.



About the Note pod

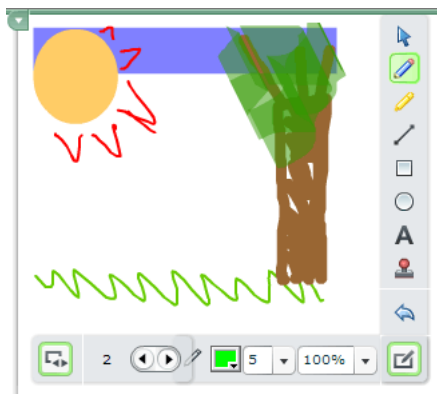
The Note pod displays a text message to all meeting participants. Only presenters can enter or change a message in the Note pod.



About the Whiteboard pod

The Whiteboard pod lets meeting attendees share text and other drawing annotations collaboratively in real time. Presenters can create new Whiteboard pods, clear the whiteboards, and grant participants access to draw on the whiteboard. A Whiteboard pod can also be placed on top of a Content pod for easy access to the whiteboard.

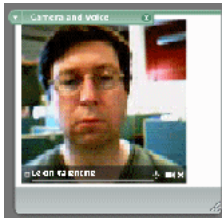
For more information, see [Chapter 4, “Using the Whiteboard Pod,”](#) on page 19.



About the Camera and Voice pod

The Camera and Voice pod broadcasts live audio and video to meeting participants. Presenters can always choose to broadcast audio or video (or both) to a meeting, and they can enable meeting participants who are not presenters to broadcast audio or video.

For more information, see [Chapter 5, “The Camera and Voice Pod,”](#) on page 21.



About the Content pod

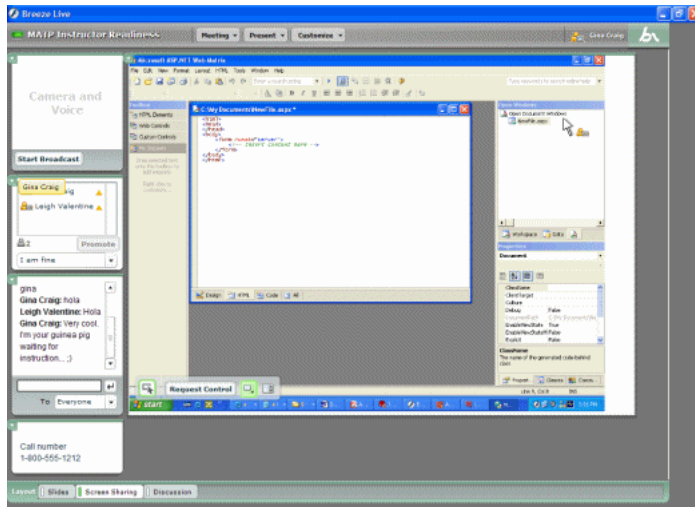
The Content pod displays PowerPoint presentations, Breeze presentations, Flash SWF files, images (JPEGs only), Flash videos (FLVs), or FlashPaper documents (those created by Contribute 2.0 and later) to meeting participants.



About the Screen Sharing pod

The Screen Sharing pod broadcasts a live display of your desktop or of an application that is open on your desktop. The Screen Sharing pod also includes application sharing functionality, which, when enabled, allows participants to control applications that are visible on their screen.

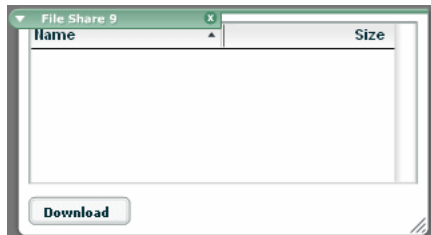
Note: Screen sharing is supported only on Windows and requires the Presenter Add-In for Breeze.



About the File Sharing pod

Participants can download files for shared use.

For more information, see .



Leaving a meeting room

To leave a meeting room:

- Click the Close button in the upper right corner of the meeting room window.

Note: If all the presenters leave a meeting room, it is still open to any remaining participants. If you want access to the meeting room to end when you leave it, you need to stop the meeting. If your meeting room view is set to full screen, the Close button is not visible. To access the Close button, resize your meeting room.

CHAPTER 2

The Participants List Pod

The Participants List pod lists everyone who is logged in to a meeting, and gives the following information about each participant:

- Participant name (see “Participant name” on page 15)
- Participant type (see “Participant type” on page 15)
- Participant status (see “Participant status” on page 16)
- Participant bandwidth (see “Participant bandwidth” on page 22)

Participant name

If a participant is logged in to a meeting as a guest, the participant’s name is the guest name entered at login. Otherwise, the name listed is the participant’s full name as registered with the Breeze Manager. If the Participants List pod is small, the full text of a name might not be visible. Roll over each name to view the user’s full name.

Participant type


There are three types of meeting participants:



Participant Can view and participate in a meeting.

Presenter Can show slides and content, screen share, broadcast audio and video, change the meeting setup, and customize the meeting space.

Preparing Presenter Can view and edit meeting room layouts without interfering with the meeting. Any layout besides the one currently being used in the meeting by the presenter can be edited by a preparing presenter.





Participant type is indicated by an icon to the left of a participant’s name, as follows:

Participant Type	Icon
Participant	

Participant Type	Icon
Presenter	
Preparing Presenter	

Participant status

By default, a participant's status is "I am fine." However, a participant can change their own status. If a participant's status is anything other than "fine," the status is identified by an icon to the right of the participant's name. The following table lists the available statuses and their icons.

Participant Status	Icon
I am fine	none
I have a question	
Speak louder	
Speak softer	
Go faster	
Go slower	
Thumbs up	
Thumbs down	

To change your status:

- 1 Click the arrow in the bottom right corner of the Participants List pod.
This displays a pop-up menu with a list of the available statuses.
- 2 Select the status you want displayed to presenters.

CHAPTER 3

Using the Chat Pod

You use the Chat pod to send text messages to other meeting participants and to receive messages from other participants.

Sending text messages

During a meeting, you can use the Chat pod to compose a text message and address it to a specific participant or to all presenters at the meeting or to all presenters and all participants.

To send a text message:

- 1 In the pop-up menu at the bottom of the Chat pod, select one of the following addressees:
 - Everyone
 - Presenters
 - The name of a specific participant to whom you want to send a message
- 2 Click the text box in the Chat pod.
An insertion point appears in the text box.
- 3 Enter your message.
- 4 Do one of the following:
 - Click the Enter button next to the text field.
 - Press Enter or Return on your keyboard.Your name appears in the Chat pod, followed by the addressee you selected and your message.

Receiving a message

When you receive a chat message from a meeting participant, your Chat pod shows the sender's name and the message. If the message was addressed to everyone, the sender's name is followed by the message. If the message was sent only to you, the sender's name is followed by “*(privately)*.”

CHAPTER 4

Using the Whiteboard Pod

There is a selection of line, text, drawing, and pointer tools in the Whiteboard pod. As a meeting participant, you can request to draw on a whiteboard. For more information about requesting to draw on a whiteboard, see [“Requesting to join a whiteboard” on page 19](#). For more information about drawing on a whiteboard, see [“Drawing on a whiteboard” on page 19](#).

For more information about drawing on a whiteboard, see [“Drawing on a whiteboard” on page 19](#).

Requesting to join a whiteboard

As a meeting participant, you can request to join a whiteboard to add your input to the presentation. If this option is available, a tool will be available.

To request to join a whiteboard:

- 1 Click the Whiteboard Tools button in the lower right corner of the Whiteboard pod.
This displays a pop-up window with the message:
Waiting for approval to use Whiteboard.
- 2 The selection of drawing and text tools will be displayed after your request is accepted.

Drawing on a whiteboard

After you create the whiteboard and process requests to join the whiteboard, you are ready to start creating text and drawings for the whiteboard. As a meeting participant, you can draw on a whiteboard after the meeting presenter accepts your request.

To draw on a whiteboard:

- 1 Click the Whiteboard Tools button in the lower right corner of the Whiteboard pod.
- 2 Select a text or drawing tool.
- 3 Click in the whiteboard area to start writing or drawing.

Note: If you (as a participant) collapse the selection of drawing tools during a meeting, you must re-request to draw on the whiteboard to view the selection again.

The following tools are available to create text and drawings on the whiteboard:

Selection Tool Selects a shape or area of the whiteboard. Click on a shape to select it. Click and drag on the canvas to create a selection rectangle that selects all the shapes within the rectangle. The selection rectangle will have eight control points to resize the shape or shapes selected. Holding down Shift while dragging a corner control point will force resizing to maintain the aspect ratio. Dragging selected shapes will move them. To add a shape to the selection, press Shift-click on the shape.

Pencil Tool Creates an array of shapes connected by lines. Stroke color and stroke weight can be customized by using the color picker and stroke weight pop-up menu at the bottom of the Whiteboard pod.

Marker Tool Creates an array of shapes connected by lines with a diagonal line stroke. Stroke color and stroke weight can be customized by using the color picker and stroke weight pop-up menu at the bottom of the Whiteboard pod.

Line Tool Draws a line between two points. Stroke color and stroke weight can be customized by using the color picker and line width pop-up menu at the bottom of the Whiteboard pod. Arrows can be created by using the arrow buttons at the bottom of the Whiteboard pod. Holding down the Shift key while drawing will make the line snap every 45 degrees.

Rectangle Tool Creates square and rectangle shapes. Stroke color, fill color, and stroke weight can be customized by using the color picker and the stroke weight pop-up menu. No fill can be used as a setting for stroke color and fill color; however, you cannot use no fill for both stroke color and fill color. Click and drag to expand the shape. Holding down the Shift key while drawing will force the rectangle into a square shape.

Ellipse Tool Creates circle and ellipse shapes. Stroke color, fill color, and stroke color can be customized by using the color picker and stroke weight pop-up menu. No fill can be used as a setting for stroke color and fill color; however, you cannot use no fill for both stroke color and fill color. Click and drag to expand the shape. Holding down the Shift key while drawing will force the ellipse into a circle shape.

Text Tool Creates a floating multiline text character. Fill color, font face (`_sans`, `_serif`, `_typewriter`, Arial, Courier New, Times New Roman, and Verdana) and font size (7 point through 31 point) can be customized by using the color picker, font pop-up menu, and font size pop-up menu. Click and drag to create a text area to type in.

Stamper Tool Leaves a check mark, right facing arrow, star, or carat image on the screen. A check mark is the default stamp. You can change the stamp image by clicking the arrow, star, and carat buttons. Image color and shape size can be customized by using the color picker and size pop-up menu.

Undo Performs an undo of the previous action. You can undo the following actions: drawing a shape, moving a shape, resizing a shape, clearing the whiteboard, and changing a property of a shape. There is no limit to the number of times that you can perform this operation in the pod.

CHAPTER 5

The Camera and Voice Pod

The Camera and Voice pod is used for displaying video that is broadcast live to meeting participants, and it provides controls for regulating broadcasts of live audio and video to participants. Presenters can send and regulate broadcasts, and they can enable broadcasts from participants who are not presenters. Unless a presenter enables them, participants cannot broadcast either audio or video. A presenter can specify that both audio and video can be broadcast, or that only video or only audio can be broadcast.

For broadcasting audio, a microphone must be connected to the broadcaster's computer. Similarly, for broadcasting video, a web camera must be connected to the broadcaster's computer.

The following are two scenarios for the use of broadcasting. In the first, both audio and video are broadcast. In the second, only video is broadcast:

Virtual classroom The meeting room is a virtual classroom and a presenter functions as the course instructor. What the instructor says is broadcast to participants. A video camera broadcasts an image of the instructor as the instructor speaks. Participants in the class are not enabled to use audio or video. To communicate with the instructor, participants can use the Chat pod (see [Chapter 3, "Using the Chat Pod," on page 17](#)) and the Participants List pod (see [Chapter 2, "The Participants List Pod," on page 15](#)).

Virtual meeting The meeting room is used as a virtual meeting place in which geographically separated colleagues can carry on a discussion. Broadcasting is enabled for all participants. When a participant speaks, a video image of the participant is broadcast. However, because of limitations in the way the Internet handles audio material, a conference call is used for spoken communication between participants, instead of audio broadcasting.

Broadcasting audio and video

If a presenter has enabled broadcasting by participants, your Camera and Voice pod shows a Start Broadcast button.

To start broadcasting:

- 1 In the Camera and Voice pod, click the Start Broadcast button.
This sends a request for permission to start broadcasting to a presenter. If your request is approved, a Macromedia Flash Player Settings window opens.
- 2 In the Macromedia Flash Player Settings window, click the Allow button to give the Flash Player access to a video camera, if one is connected to your computer, and to a microphone, if one is connected to your computer.
Your name appears in the Camera and Voice pod along with buttons for controlling your broadcast. Audio and video, are now sent to all meeting participants. Audio broadcasting is indicated by a line under your name. A green line indicates the broadcast volume level.

Controlling audio and video broadcasts

Depending on whether you are a participant or a presenter, and whether participant broadcasting has been enabled, you can pause, resume, and stop broadcasts. The following table lists the capabilities of each meeting participant category.

Functionality	Participant (broadcast viewing)	Participant (broadcast ing)	Preparing Presenter	Presenter
Pause broadcasting of your own audio or video to participants		✓	✓	✓
Select the broadcasts you want to receive	✓	✓	✓	✓
Stop broadcasting of your own audio or video to participants		✓	✓	✓
Stop the broadcast of an individual participant's audio or video to all participants				✓
Change the aspect ratio of videos				✓

Pausing your own broadcasting

You must move your mouse over your name in order for these controls to be displayed properly.

To pause broadcasting of your own audio to participants:

- Click the Microphone icon in the Camera and Voice pod next to your name.
A red line appears over the Microphone icon.

To pause broadcasting of your own video to participants:

- Click the Camera icon in the Camera and Voice pod next to your name.
A red line appears over the Camera icon.

To resume broadcasting of your own audio to participants:

- Click the Microphone icon in the Camera and Voice pod next to your name.
The red line disappears from over the Microphone icon.

To resume broadcasting of your own video to participants:

- Click the Camera icon in the Camera and Voice pod next to your name.
The red line disappears from over the Camera icon.

Selecting the broadcasts you receive**To block audio broadcasts from a participant:**

- Click the Microphone icon in the Camera and Voice pod next to the participant's name.
A red line appears over the participant's Microphone icon.

To block video broadcasts from a participant:

- Click the Camera icon in the Camera and Voice pod next to the participant's name.
A red line appears over the participant's Camera icon.

To unblock audio broadcasts from a participant:

- Click the Microphone icon in the Camera and Voice pod next to the participant's name.
The red line over the participant's Microphone icon disappears.

To unblock video broadcasts from a participant:

- Click the Camera icon in the Camera and Voice pod next to the participant's name.
The red line over the participant's Camera icon disappears.

Stopping your own broadcast**To stop broadcasting your own audio and video:**

- Click the Close icon button in the Camera and Voice pod next to your name.
Your name, image, and media control buttons disappear from all participants' Camera and Voice pods.

Microphone and Camera settings

Presenters and participants can choose the microphone and microphone settings they want to use for broadcasting, and they can choose the camera to use for broadcasting. The following procedure assumes that participant broadcasting is enabled.

To select a microphone and set its audio characteristics:

- 1 Click the Meeting button at the top of the meeting window.
- 2 From the pop-up menu, select Tune Audio.
A Macromedia Flash Player Settings window opens, with the Microphone tab selected.
- 3 From the Microphone pop-up menu, select the microphone that you want to use.
- 4 Speak at a normal level.
The audio level bar in the middle of the Macromedia Flash Player Settings window goes up and down as the audio level changes.
- 5 Continue speaking at a normal level, and drag the Record Volume slider to the right or left until the audio level bar changes from green to red and hits the top of the audio level bar while you are speaking.

- 6 To reduce the microphone's echo, select the Reduce Echo check box.
- 7 Click the Close button.

The Macromedia Flash Player Settings window closes.

To select a camera:

- 1 Click the Meeting button at the top of the meeting window.
- 2 From the pop-up menu, select Select Camera.

A Macromedia Flash Player Settings window opens, with the Camera tab selected.

- 3 From the Camera pop-up menu, select the camera that you want to use.

Note: If no camera is connected, a No camera found message is displayed instead of a Camera pop-up menu.

- 4 Click the Close button.

CHAPTER 6

Using the File Sharing Pod

Meeting participants are not able to upload files; however, the presenter can change your participant type to enable you to upload files. You must have the Presenter Add-In for Breeze installed to upload files. For more information about changing participant type, see [“Changing participant type” on page 23](#).

Downloading a file

Presenters and meeting participants can download files in the File Sharing pod for viewing.

To download a file:

- 1 Select the file that you want to download in the File Sharing pod.
- 2 Click the Save To My Computer button in the lower left corner of the File Sharing pod.
- 3 Click Save in the File Download dialog box.
A Save As dialog box appears.
- 4 In the Save As dialog box, browse to the desired location.
- 5 Click the Save button.

Note: This operation will change only the label that is displayed in the File Sharing pod, not the actual filename.

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