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Interactive Presentation Manual

69TH INTERNATIONAL
ASTRONAUTICAL CONGRESS

BREMEN | 1-5 OCTOBER 2018



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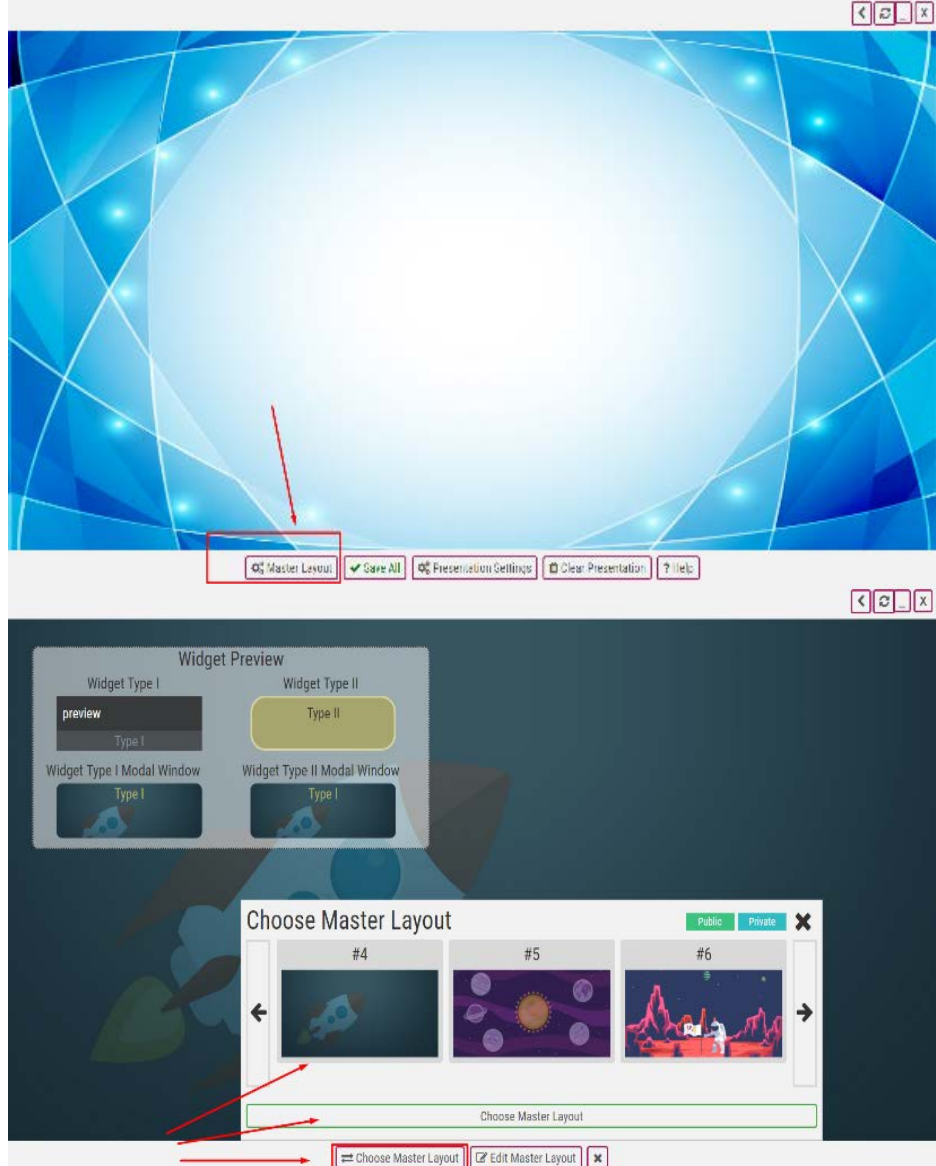
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1. Basic Use

1.1. Master Layout

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The master layout determines the default style and look of your presentation. The widgets that are added to the presentation will look the way you specify them when setting the master layout. Within the master layout you choose two pre-set widget styles. You can also set the background image for the presentation here.

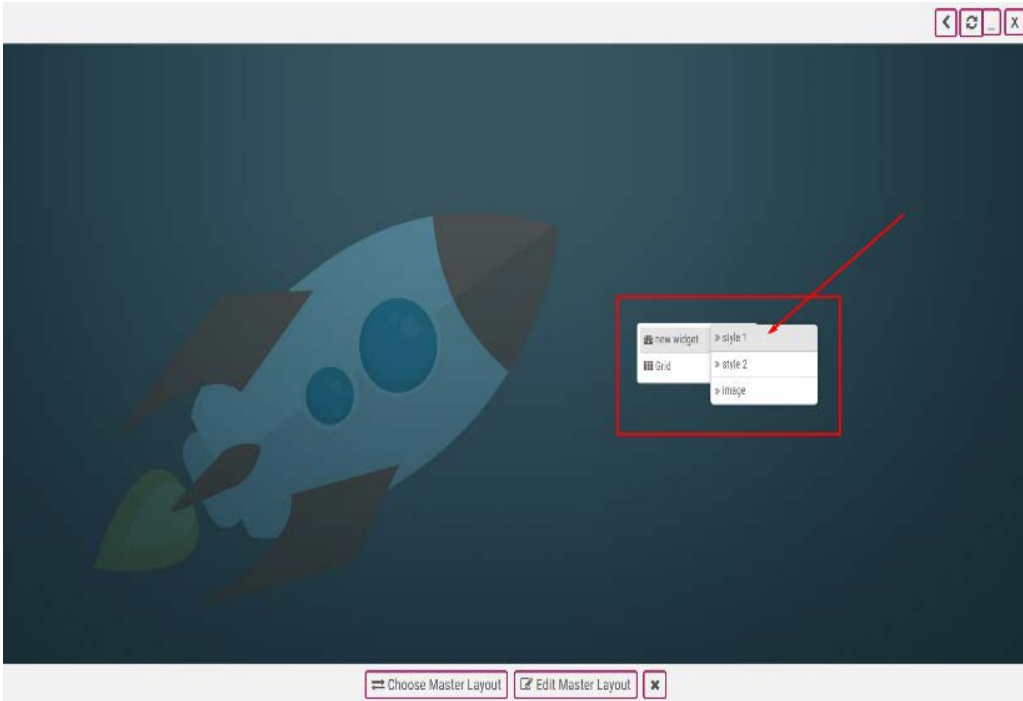
WARNING:

It is **HIGHLY RECOMMENDED** that you select/modify your master layout **BEFORE** starting work on your presentation. Any changes made later to the master layout will **OVERWRITE ALL** widgets that already exist.

1. Basic Use

1.2. Widget Creation

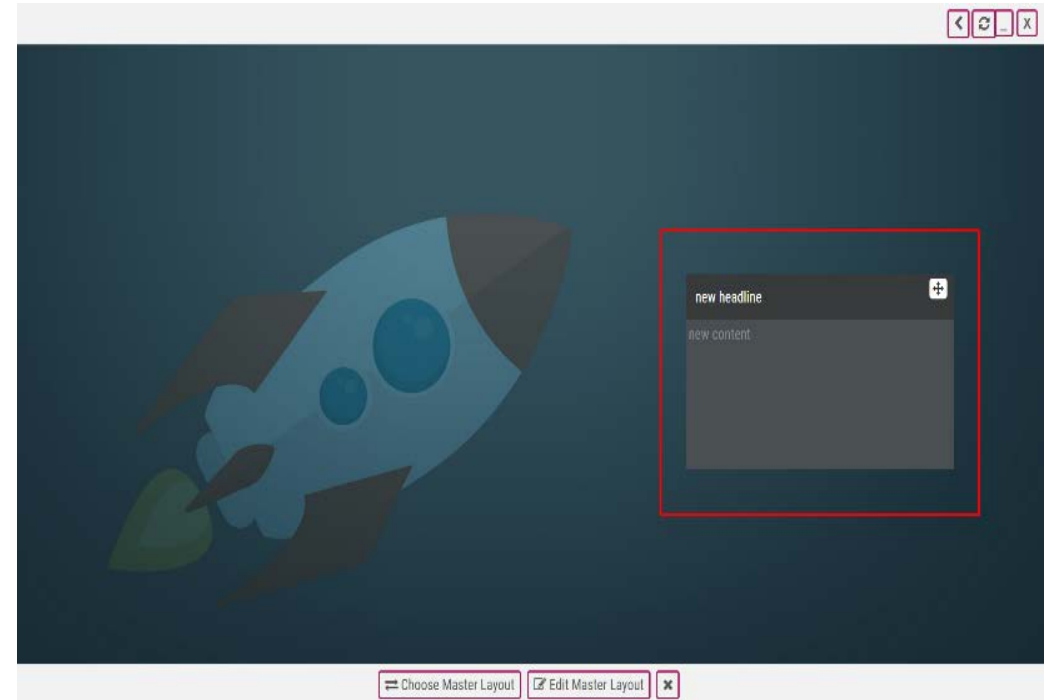
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You can **add widgets** anywhere in your presentation by right clicking in the desired space.

The newly created widgets will be displayed in the styles selected in the master layout [Chapter 1.1 Master Layout].

Widgets are content boxes that allow you display text, images, video and other types of media.



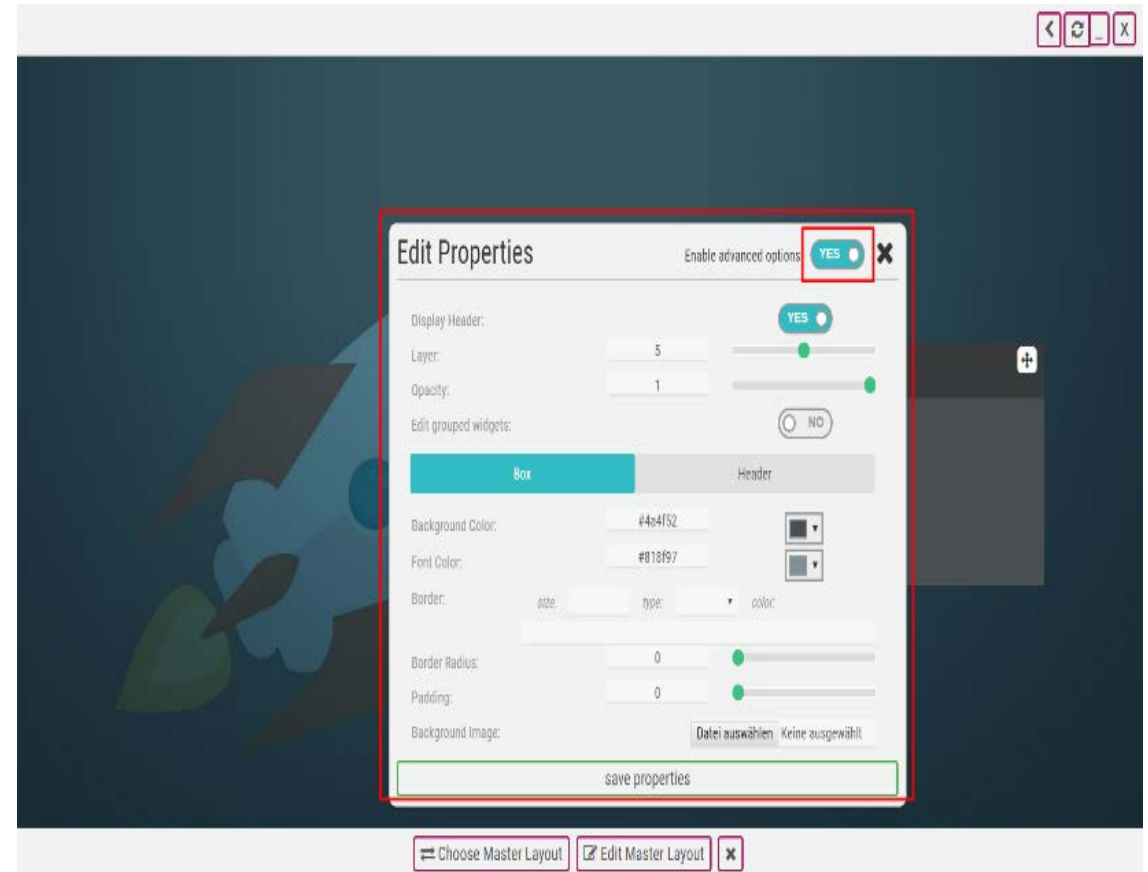
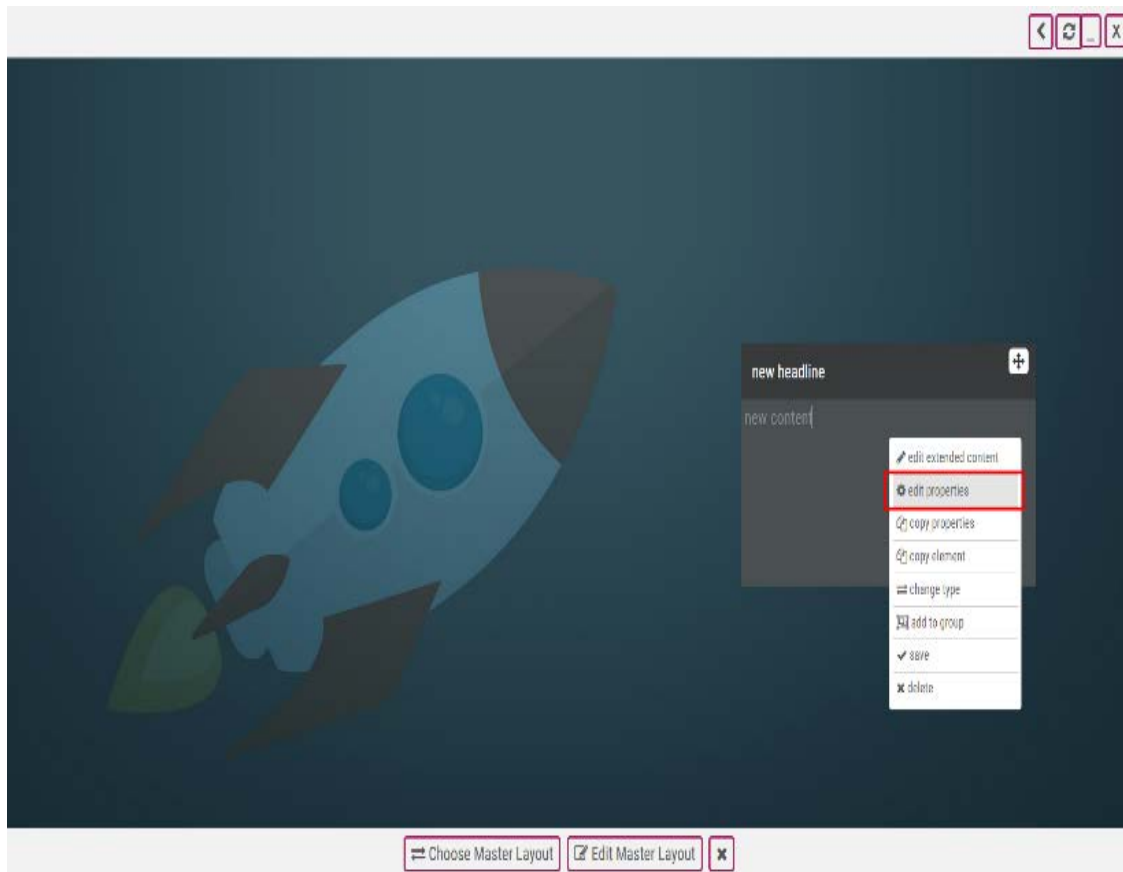
1. Basic Use

1.3. Widget Customization

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Customize **widgets** individually by right clicking and choosing “edit properties” in the drop-down menu that appears.

There you have many options to edit the look of your widget.

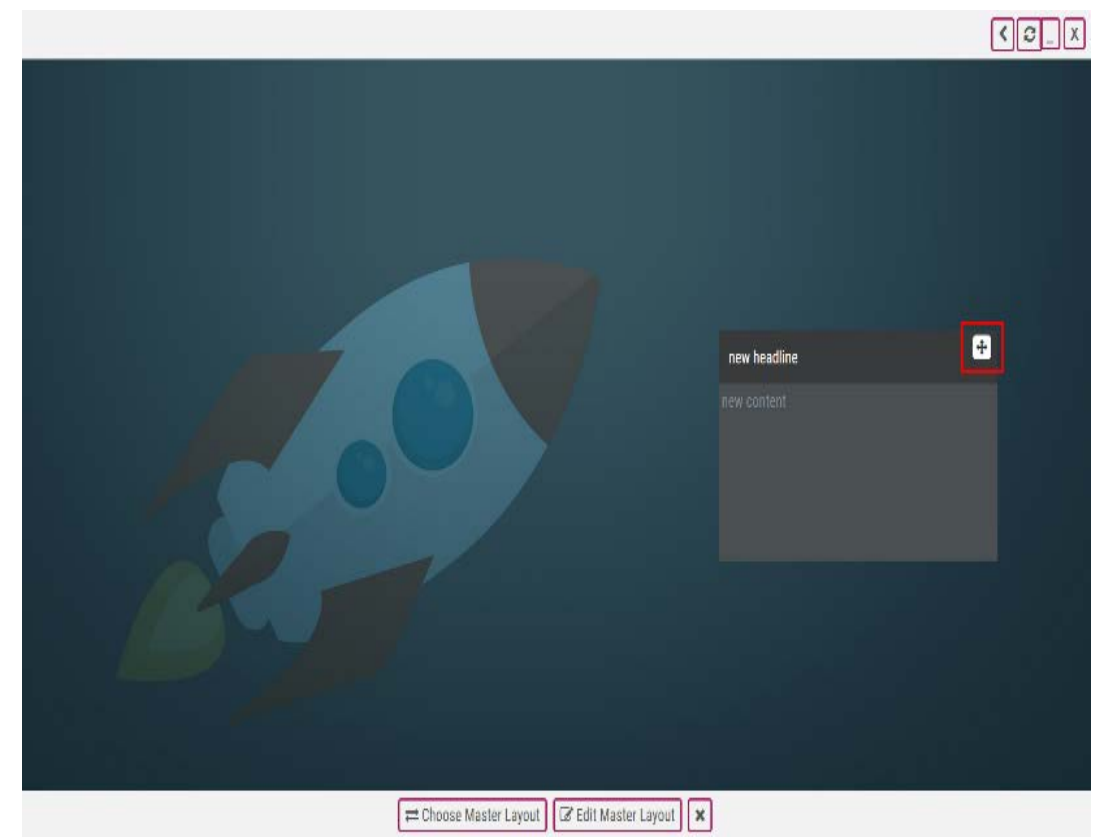
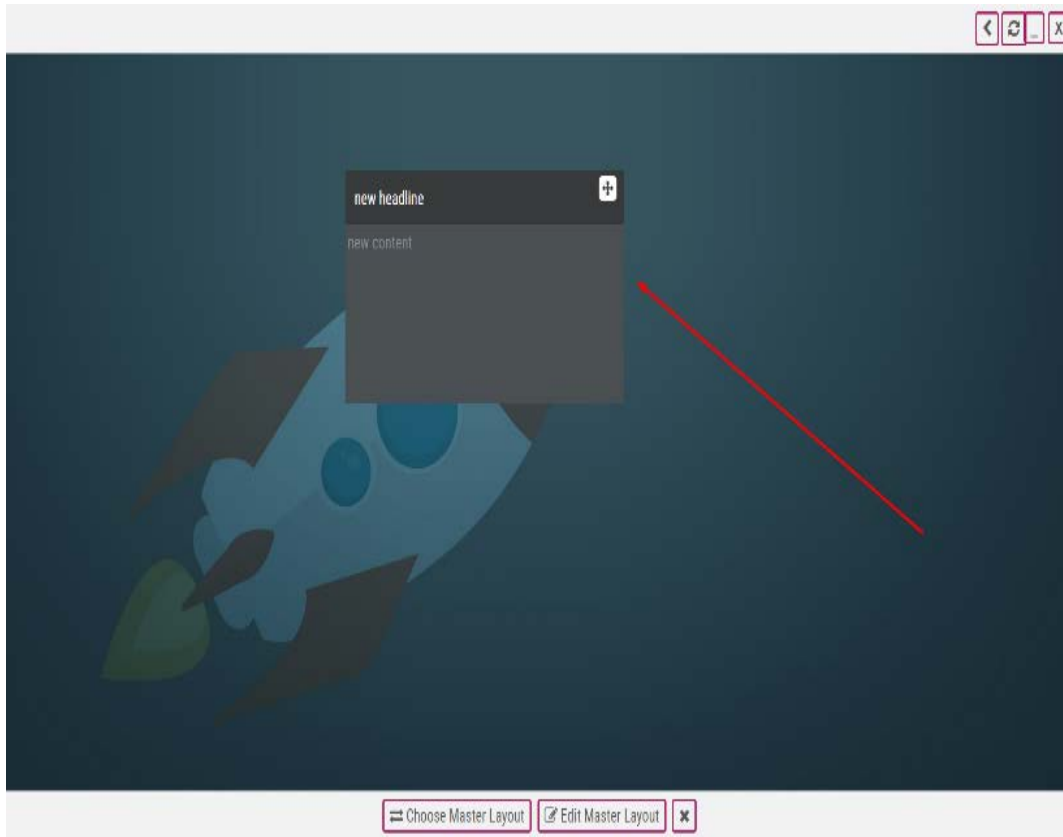


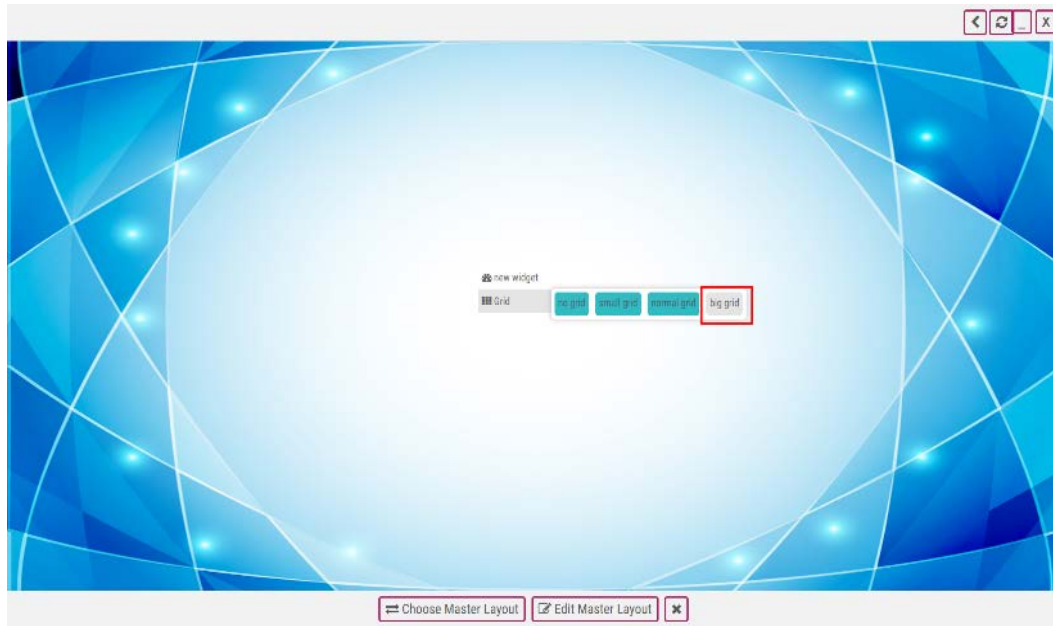
1. Basic Use

1.4. Move Widgets

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Move your widgets around by left clicking on a widget and dragging the small box that appears in the top-right corner.

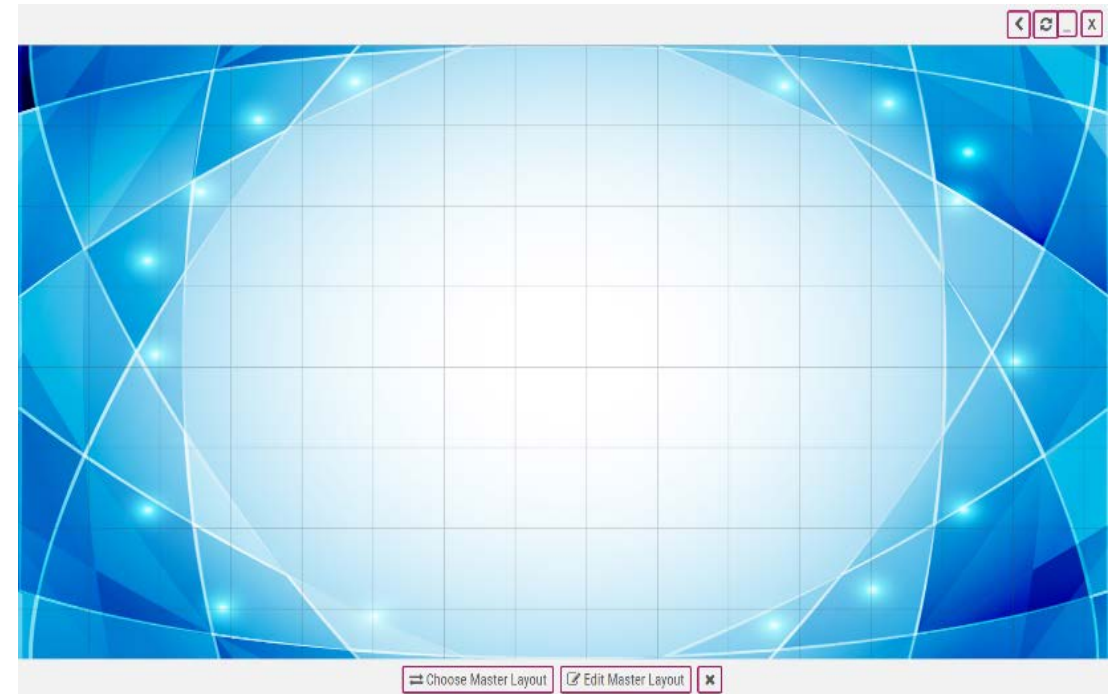




You can **turn on** one of three different sized grids in your presentation.

Grids can be **turned on/off** with a right click on empty space in the presentation

Grids can help you with aligning your widgets perfectly.



1. Basic Use

1.6. Saving Your Progress

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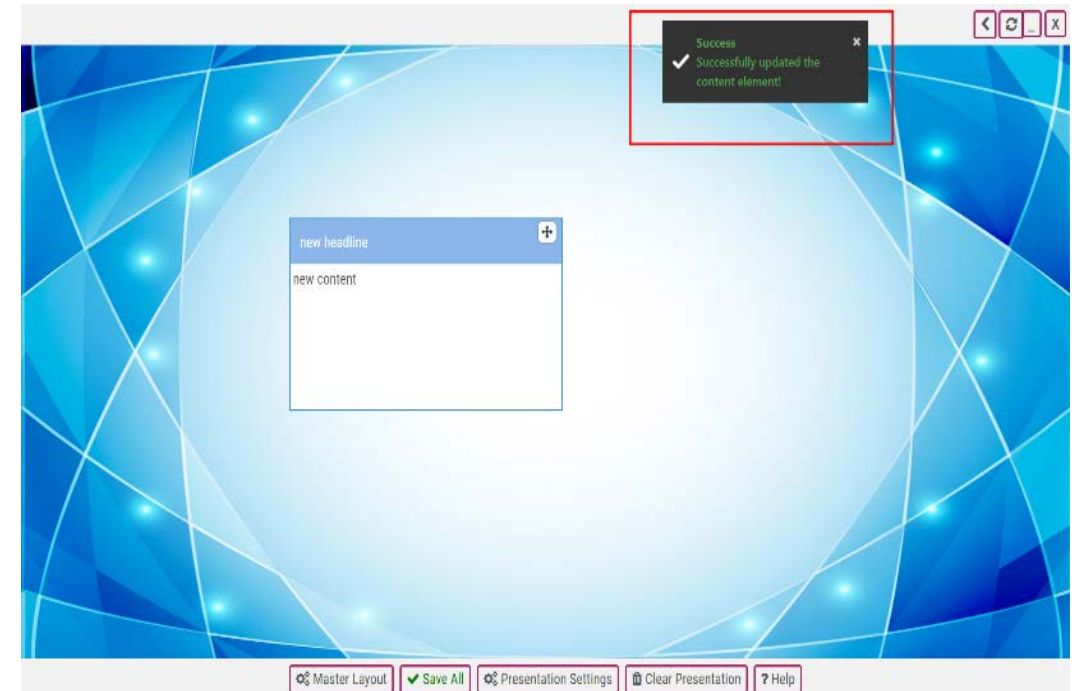
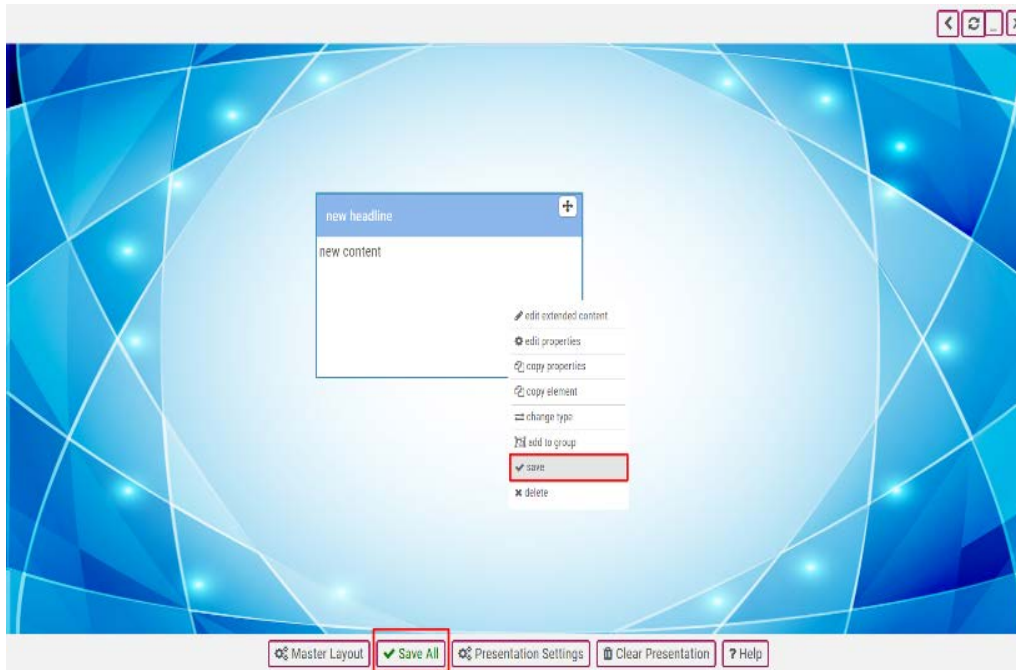
You can **save** your presentation in two ways.

Either save an individual widget by right clicking it and choosing **“Save”**, or save all your changes at once by clicking on **“Save All”** in the main menu at the bottom of your screen.

WARNING:

Remember your presentation will look exactly the way you saved it when you open it later on.

If you save your presentation with a specific group visible, that group will be visible for everybody who opens the presentation for the first time.

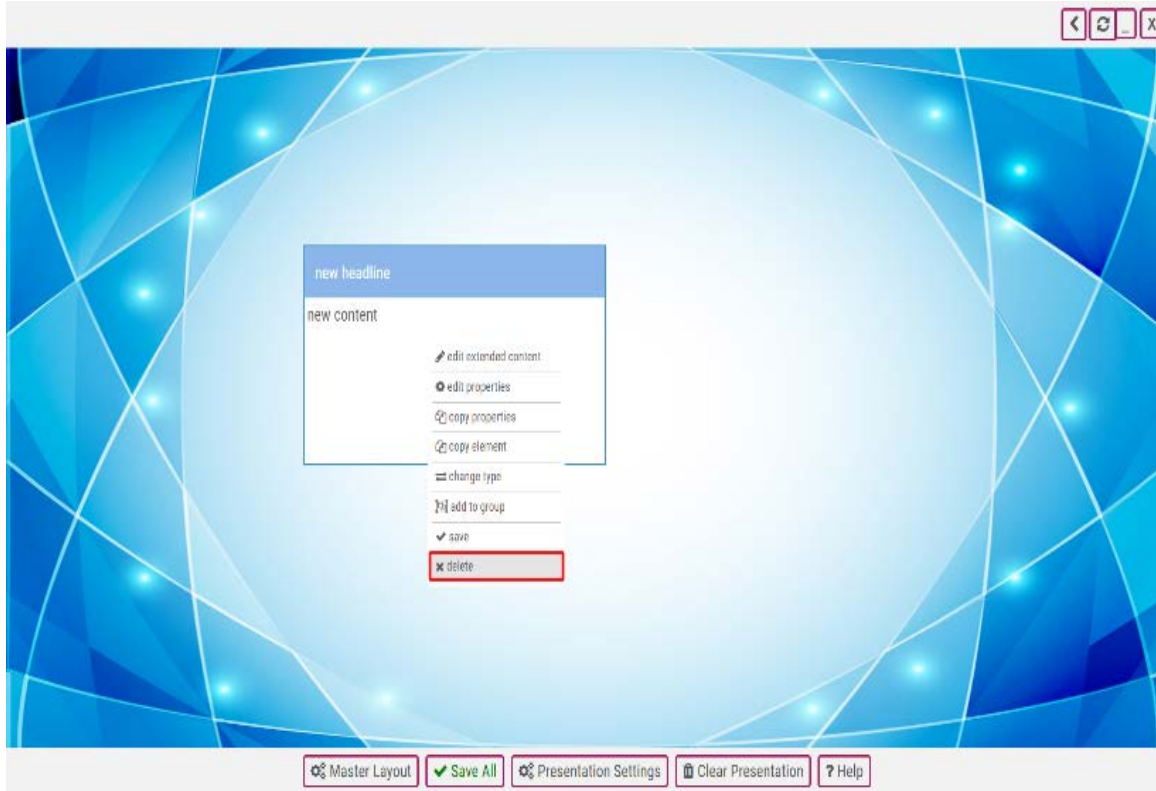


1. Basic Use

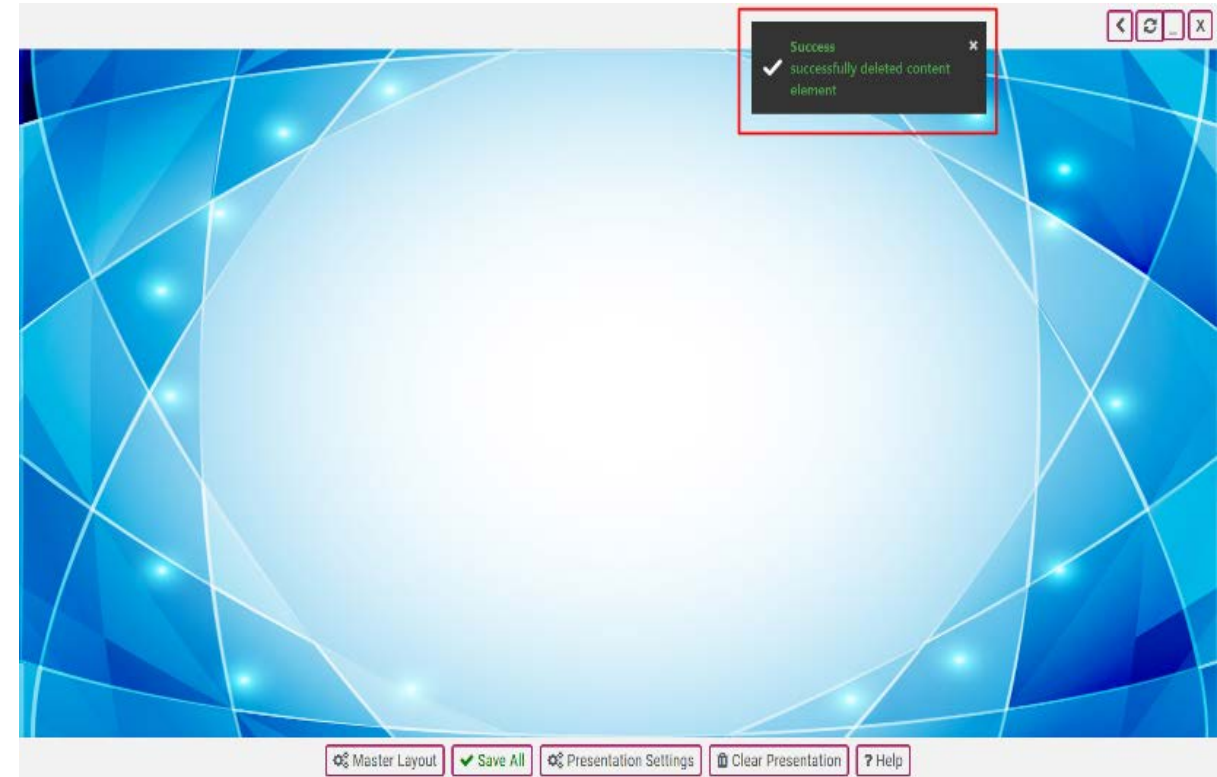
1.7. Deleting Widgets

1.7.1. Single Widgets

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Right click a widget and click “delete”.

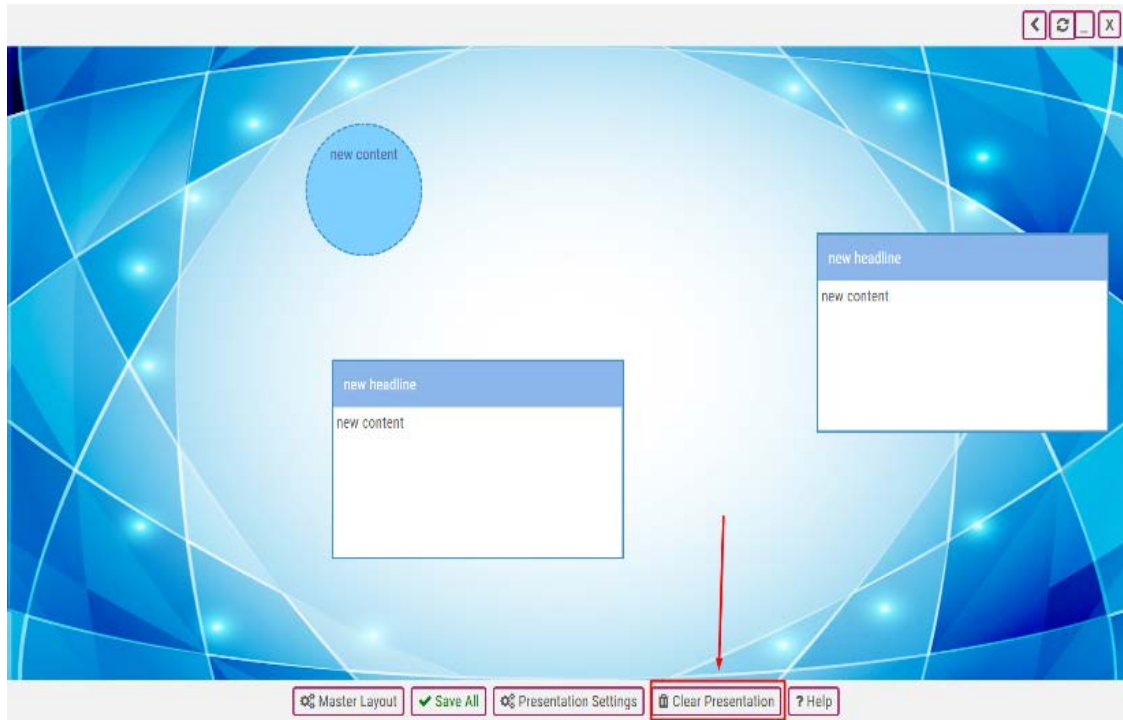


1. Basic Use

1.7. Deleting Widgets

1.7.2. Clear Presentation

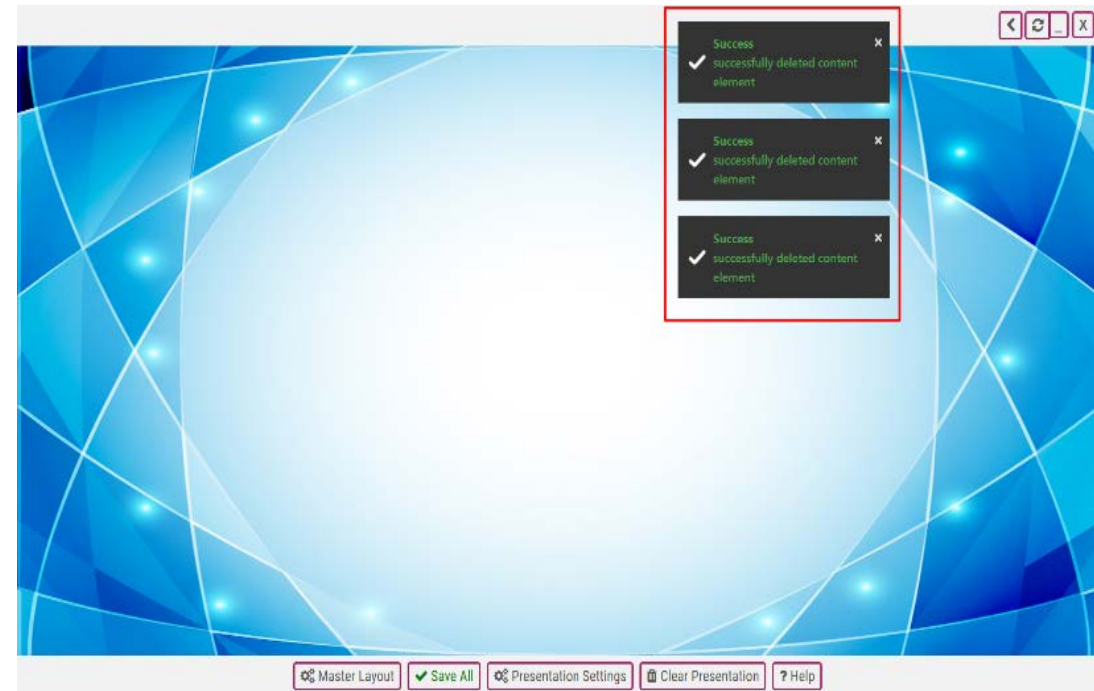
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WARNING:

If you clear your presentation it will **delete EVERYTHING** in your presentation and lets you start from scratch.

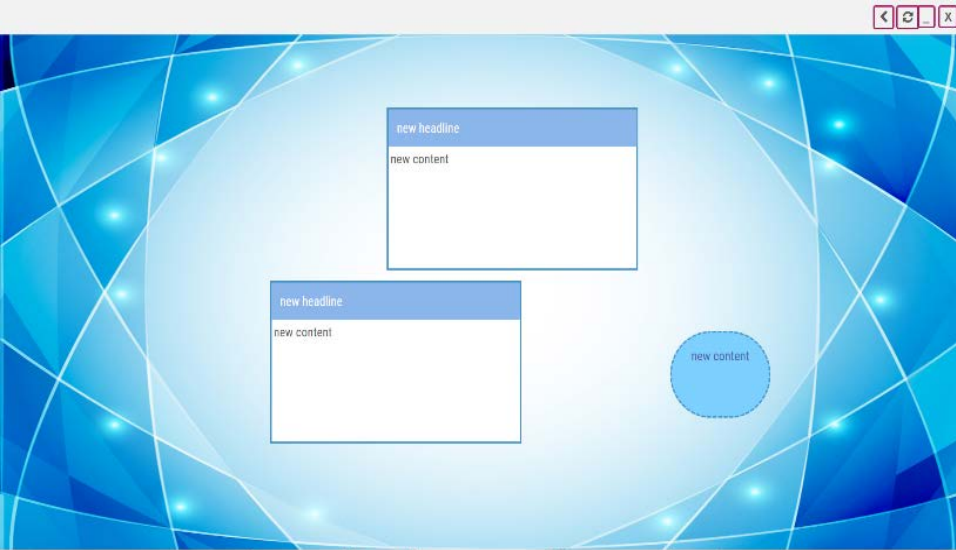
There won't be any backups!



2. Advanced Use

2.1. Select Multiple Widgets

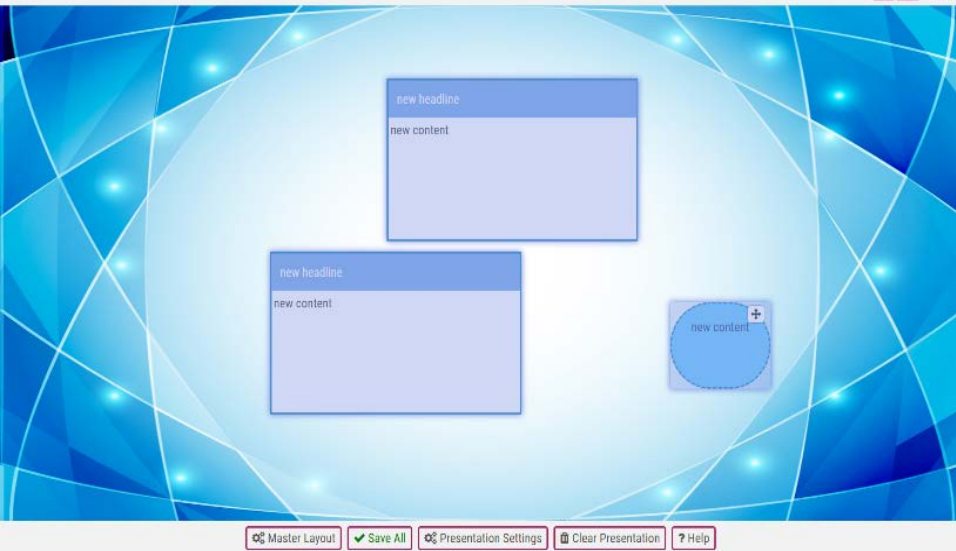
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Select **multiple widgets** at once by “CTRL+ left clicking” each widget. The selected widgets can be edited at the same time.

To **deselect widgets**, either “CTRL+ left click” the widget again or left click an open area in the presentation.

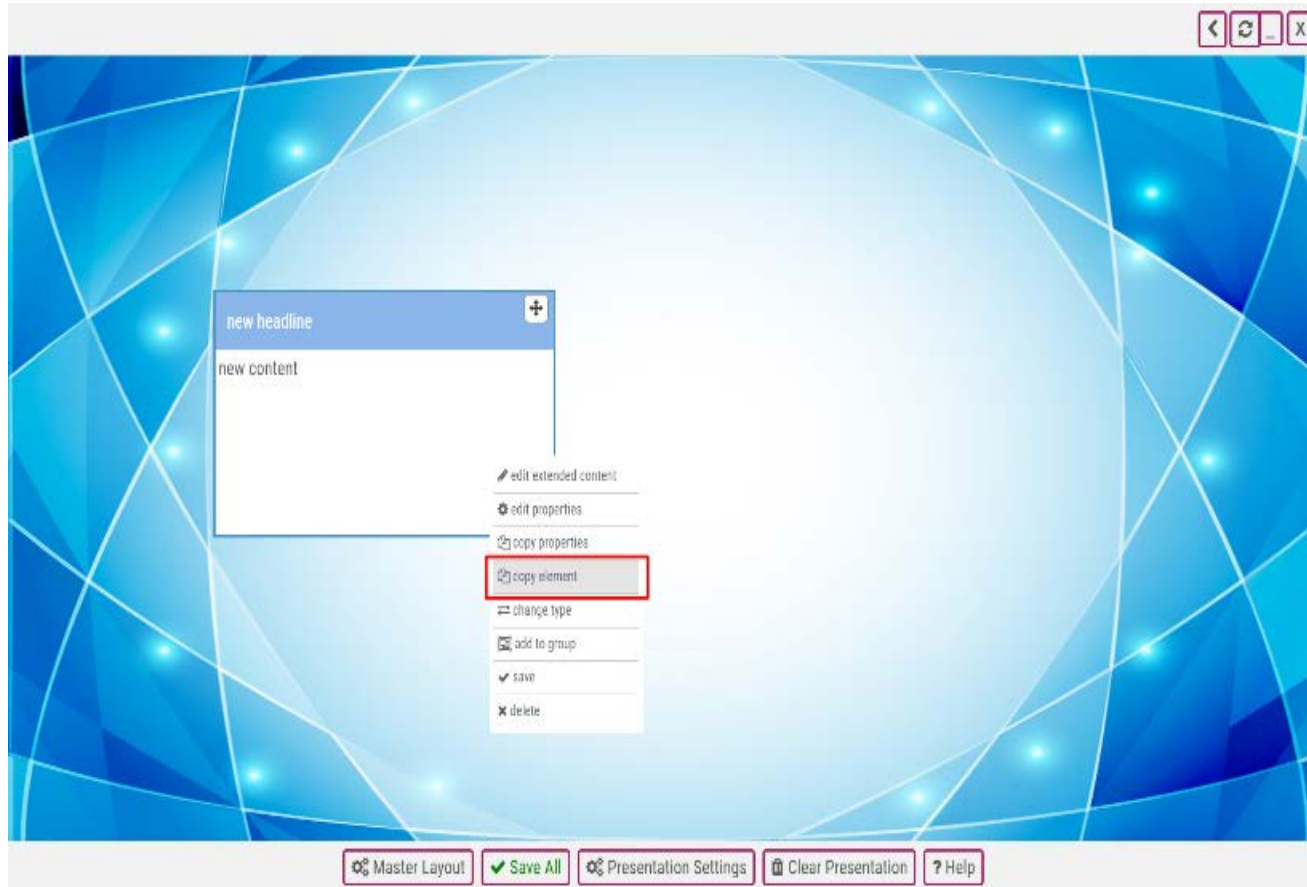
You can also **select all widgets in a certain group**. To do that Shift+ left click on a widget and it automatically select all widgets in its group.



2. Advanced Use

2.2. Copy/Paste

2.2.1. Widgets



Copy widgets by either right clicking on the widget and choosing “copy element” or left clicking it once and pressing “CTRL+ c”.

Paste widgets by either a right clicking on an empty space in your presentation and choosing “paste widget” or pressing “CTRL+ v”.

2. Advanced Use

2.2. Copy/Paste

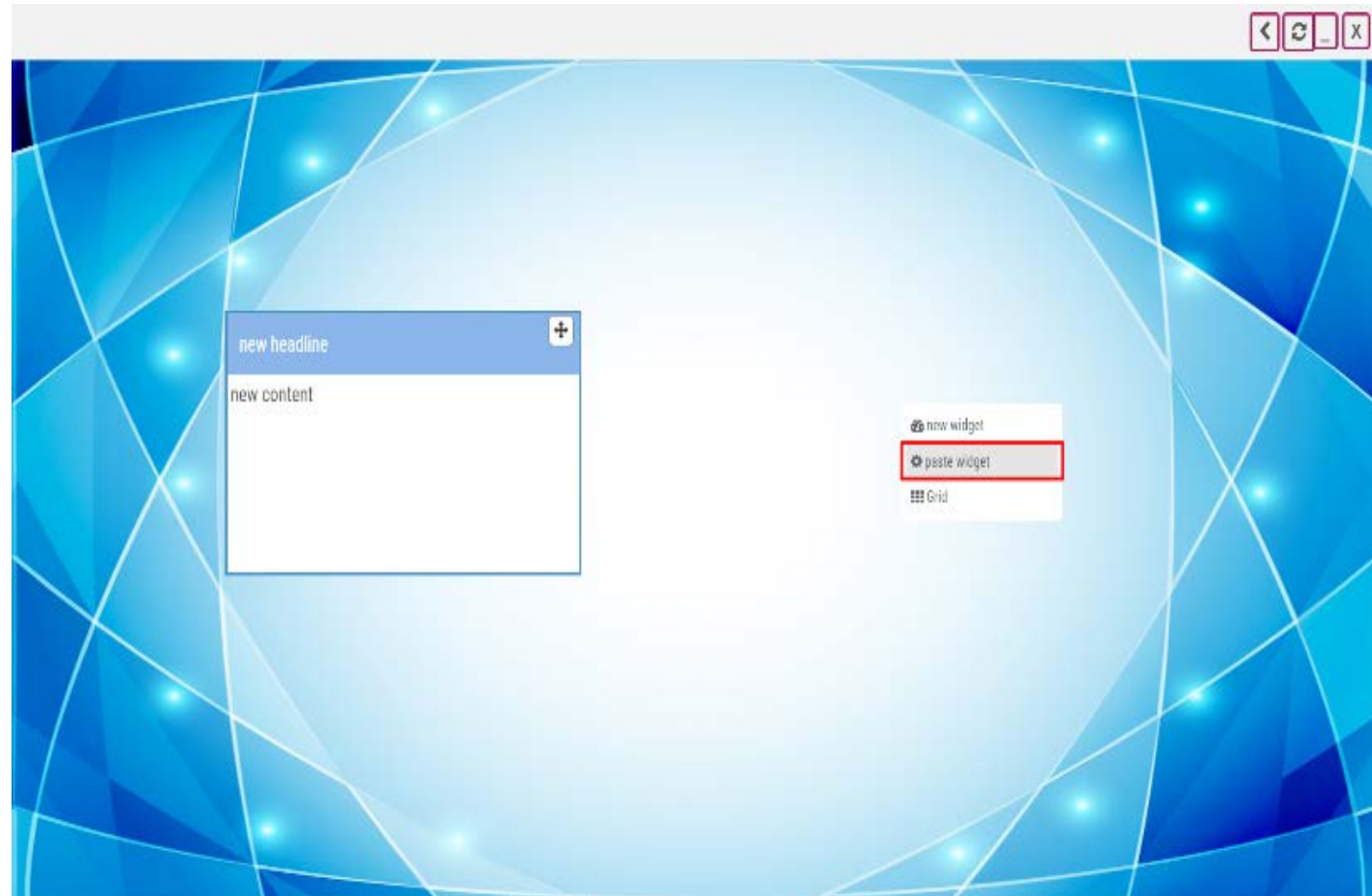
2.2.2. PowerPoint

To **copy text** from PowerPoint to your IP, click into the element and highlight the text.

When you **paste** the highlighted **text** from PowerPoint directly into your presentation it will automatically create a text widget with the copied content.

WARNING:

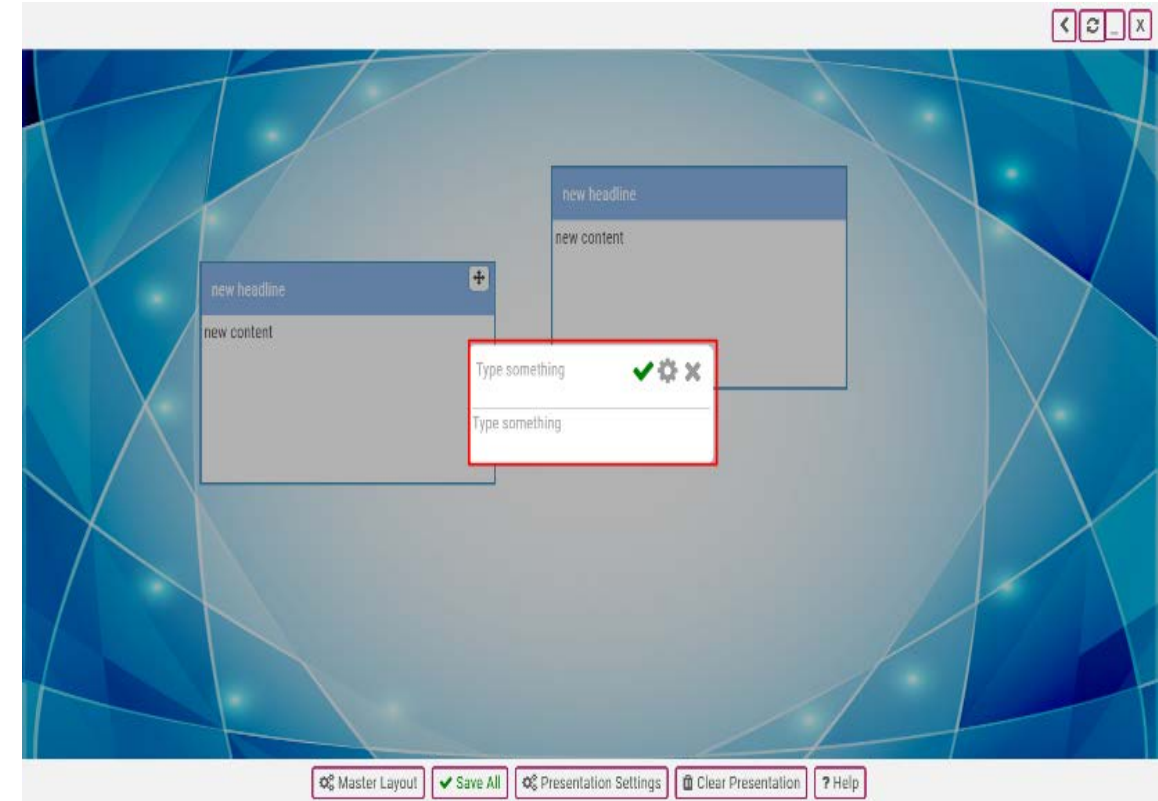
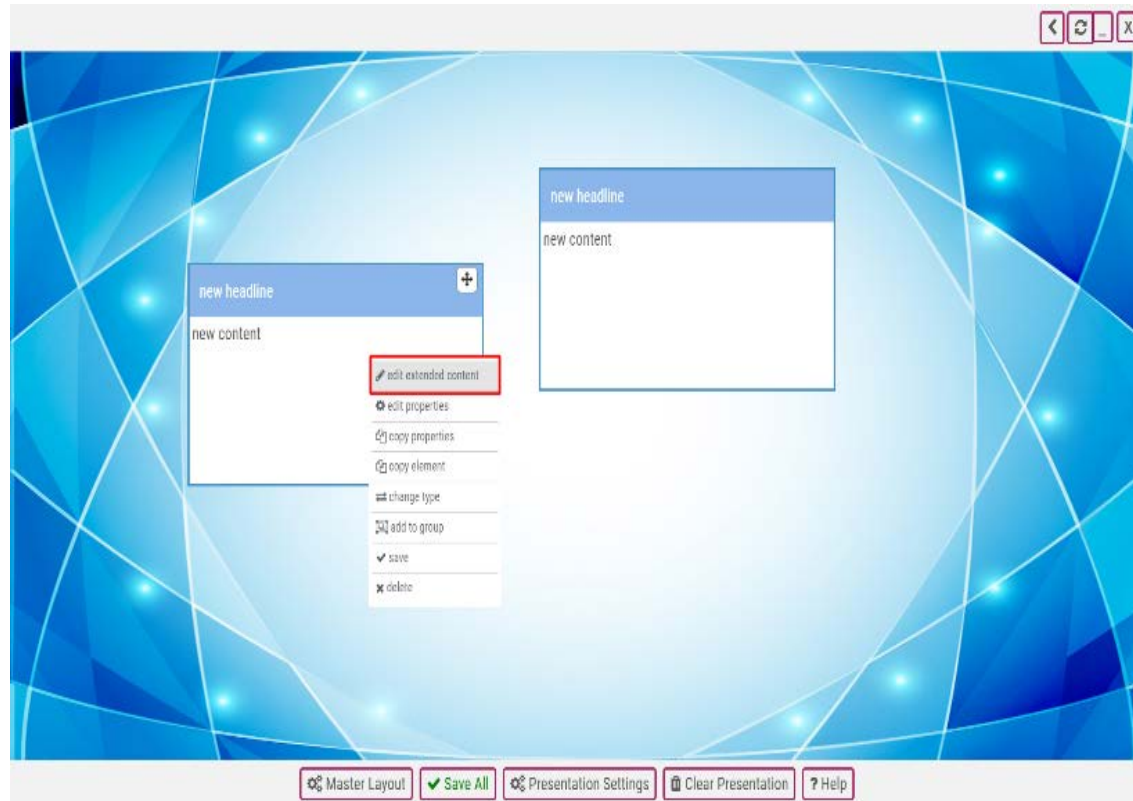
If you just copy the entire element, it will be pasted into IP as an **image** which **can't be edited**.



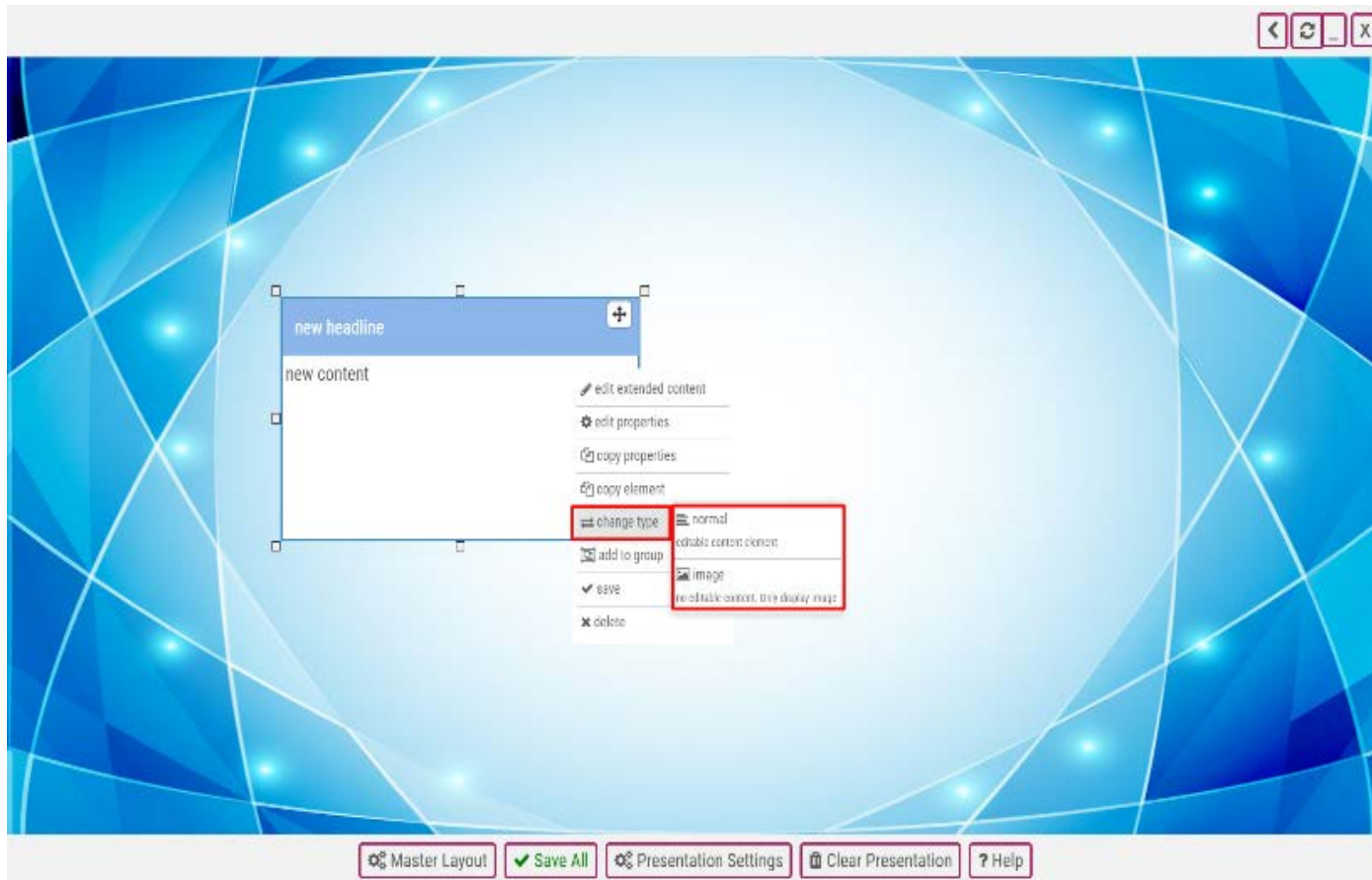
Extended content basically functions as a **PopUp**.

Right click on the widget you want to **create a PopUp** for and click on “edit extended content”.

You can check out your PopUp by performing an “Alt+ left click”, which emulates a “Touch” or “Tap” on your widget.



You can **change the type of widget** by right clicking it and choosing one of the following two types under “change type”.



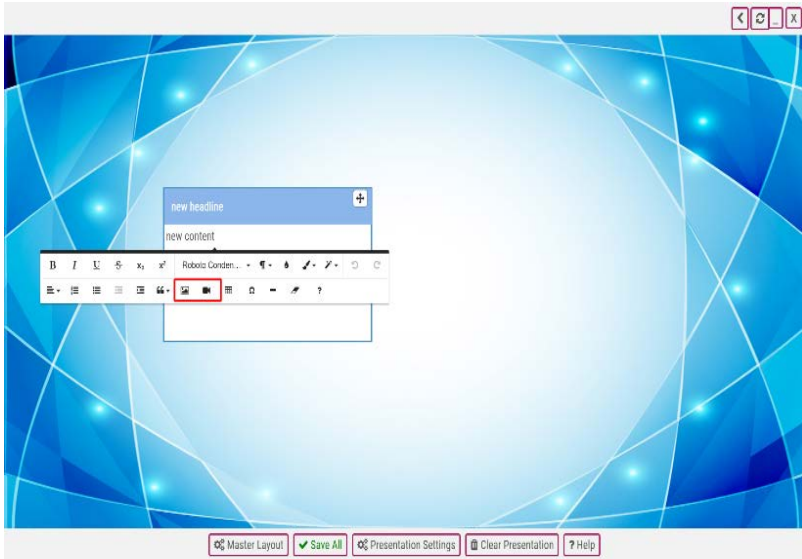
2.4.1. Normal Widgets

Normal widgets can be filled with content that is editable in many ways.

2.4.2. Image Widgets

Image widgets only display images and act as triggers which will be explained in [Chapter 2.7 Animations].

Supported image formats are: .jpg, .png, and .gif
Supported video formats are: .webm, .mp4, .ogg



2.5.1. Normal Widget

If you want to have an **image within your text element** you need to open the text editor [Chapter 3] with “CTRL+ e”. Then you can pick “Insert Image” or “Insert Video” to upload your media. After you’ve uploaded your images once, it is accessible in the little folder that is displayed when you click “Insert Image”.

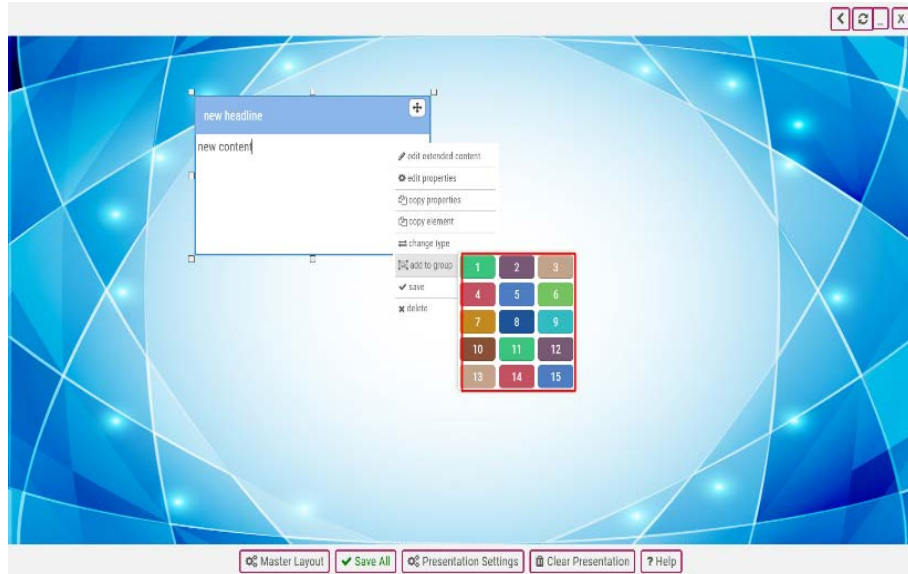
Everything you previously uploaded will be saved there, so you can use it multiple times.

2.5.2. Image Widget

If you just want an image in your presentation you have to **create an Image Widget**.

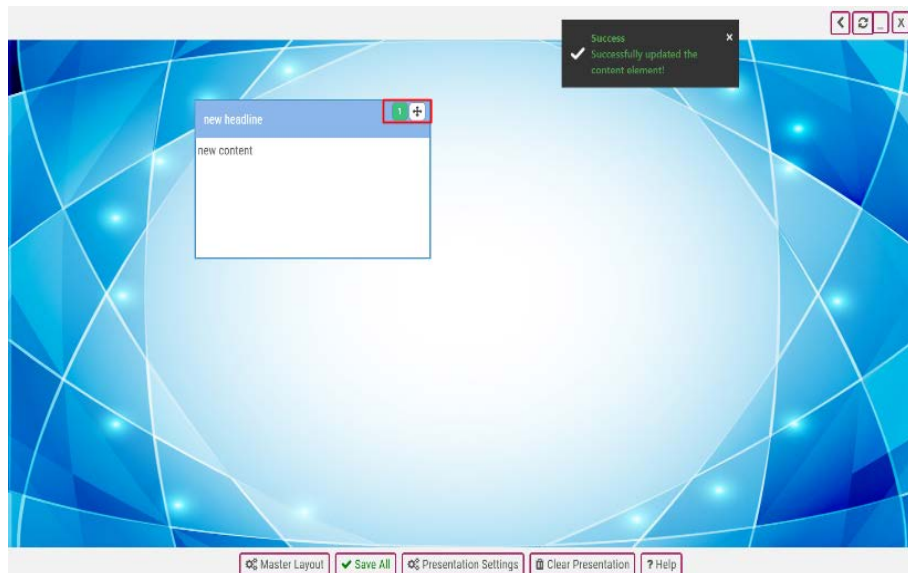
You can edit the image with a right click and upload the image you need.





You can **group widgets** by right clicking them and putting them in a group under “add to group”. This can be used to hide certain widgets when others are visible.

Only one group of widgets can be active at a time. The normal widgets from all other groups are invisible if another group is active.



WARNING:

Image widgets will always be visible and clickable because they **work as triggers** to show/hide groups, which will be covered in [Chapter 2.7 Animations]

2. Advanced Use

2.7. Animations

To **add animations** to appearing/disappearing widgets simply right click an already grouped widget. Select an animation. Now you can make your grouped normal widgets disappear by Alt+ Left clicking onto an image widget of the group you want to hide.

To make that group appear again simply Alt+ left click the image widget again.

You can also select a filter for your image widget that indicates whether that particular group is active or not. To do that just right click your image widget and click “edit image”.

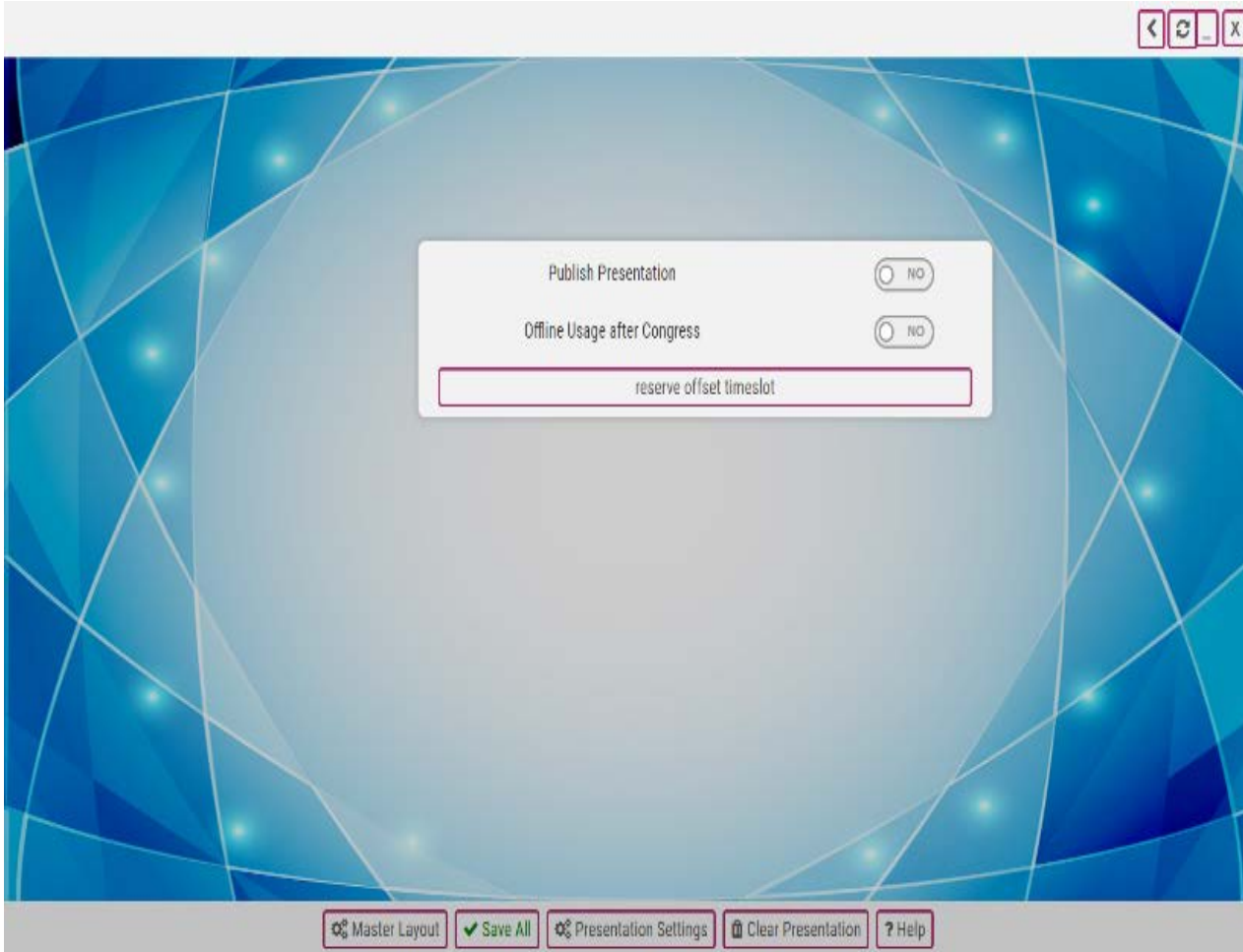
There you can choose a filter for your trigger.

The **text editor** can be accessed by either highlighting the text you wish to edit or pressing “CTRL+ e” while your cursor is in the widget.



4. Presentation Settings

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Here you can **publish your presentation** after you are done creating it. You can still work on your presentation after you have published it. You can choose, if your presentation shall be available after the IAC 2018.

You can also **reserve an offset timeslot** for your presentation.

You can **showcase** your presentation during the time you choose with your timeslot.

We will send out emails to remind you of your timeslot on September 17th.



5. System Requirements



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The Interactive Presentation App is available on the following **platforms**:

- Windows
- Mac
- Linux

Usage	Command
Open a text editor	Highlight Text or CTRL+ E (while cursor is in the widget)
Emulate a “Touch” or “Tap”	Alt+ Left click
Select widget	CTRL+ Left click
Select grouped widget	Shift+ Left click
Copy widget	CTRL+C
Paste widget	CTRL+V
Deactivate/Activate groups	Alt+ Left click onto an Image widget that is grouped with one or more normal widgets



7. Contact Information



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For IP Technical Assistance: ip.support@iac2018.org

For all **other IP questions** (schedule, IP competition, paper submission, change of presenters, cancellations, speaker replacements, and related issues): ipsupport@iafastro.org

To contact the **Local Organizing Committee** in Bremen: registration@iac2018.org