Quick Reference

SMART Technologies

Special Features with Bridgit Conferencing Software

Bridgit® conferencing software 3.1 on the Macintosh® computer allows users to collaborate on ideas and share information at the same time and in different locations. Before you begin, ensure all participants have an Internet connection and Bridgit software 3.1 installed. For more information on the basics of Bridgit software, please review *Bridgit Conferencing Software Basics* at www.smarttech.com/trainingcenter/macintosh/trainingmaterials.asp.
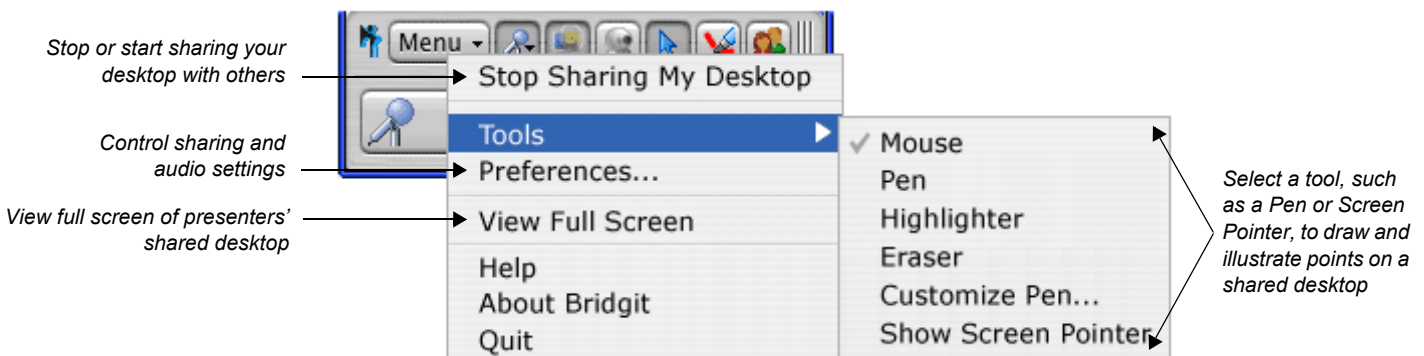
Toolbar

Once you have joined or created a data conference, the toolbar located at the top of the Bridgit software interface will offer you a number of settings and features to enhance and control your conference.

Menu ▾ Select to access drawing tools, manage desktop sharing and adjust audio settings

Show/hide voice technology audio settings

Start/stop sharing my desktop

Show/hide webcam video window

Select for Mouse pointer

Select Pen tool to write with digital ink

View list of participants

Move toolbar while sharing your desktop

Open Mic Open microphone to speak to participants using voice technology

Select and adjust speakers and microphone when using voice technology

While the toolbar is identical for all participants, the options available to you will depend on your role as owner, presenter or participant. Click the **Menu** button on the toolbar to manage and control desktop sharing as well as select and adjust audio settings and devices.
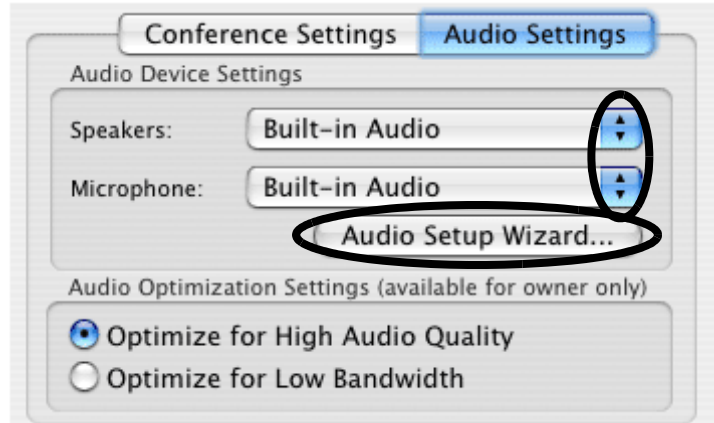
Stop or start sharing your desktop with others → **Stop Sharing My Desktop**

Control sharing and audio settings → **Preferences...**

View full screen of presenters' shared desktop → **View Full Screen**

Tools → ✓ Mouse / Pen / Highlighter / Eraser / Customize Pen... / Show Screen Pointer

Select a tool, such as a Pen or Screen Pointer, to draw and illustrate points on a shared desktop

Help / About Bridgit / Quit

Voice technology

There are two ways to speak to participants in a conference with Bridgit software 3.1. The first method is to speak over the telephone, and the second is to use the voice technology feature. This feature is a simple, cost-effective way of communicating over a broadband Internet connection and requires the presenter and participant(s) to use a microphone and speakers in combination to talk.

To select the appropriate audio devices, click **Menu > Preferences**, then select the **Audio Settings** tab. Choose your device from the Speakers and Microphone drop-down menus.

When running Bridgit software for the first time, you may be prompted to use the Audio Setup Wizard to adjust the settings for your microphone and speakers. To access these settings at any time, click the **Audio Setup Wizard** button.

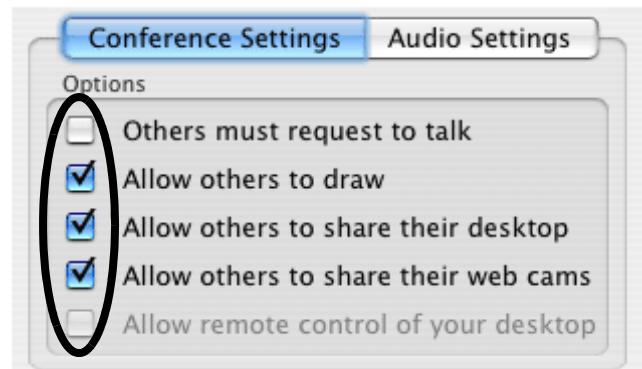**NOTE**: Conference owners can optimize audio quality for participants using a slower Internet connection.

Conference settings

If you are a conference owner, you can manage how and when information is communicated. For example, you may want to allow one participant to speak about their research and share findings on their desktop.

Select **Menu > Preferences** to view the Conference Settings tab. There are a number of conference settings that can be controlled by selecting or deselecting each option.

NOTE: By default, *Allow remote control of your desktop* is disabled unless the Bridgit software administrator has enabled it on the server.

Webcam viewing

To show or hide a participant's shared webcam image, select or deselect the **webcam video window** icon on the toolbar.

Webcam video window

TIP: Click on a thumbnail image at the bottom of the webcam video window to view a larger image.