

Auto Presentation Switcher PC

User Guide

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Introduction

The purpose of Auto Presentation Switcher (in this manual also referred to as APS) is to switch quickly between presentations that are displayed in Fullscreen. Commands are enabled that automates tasks of opening, closing, and displaying presentation-files within a folder. APS can work with files for PowerPoint and PDF.

1 Preparation

1.1 Compatibility

Windows-versions

This app works on Windows 10 and Windows 7. Microsoft .net framework 4.7.2 is required. We recommend using Windows 10 for best performance

Programs and file extensions

Program-versions PowerPoint:

PowerPoint 2013 and PowerPoint 2016. Both 32 and 64 bit versions of PowerPoint can be used. For best performance we recommend PowerPoint 2016.

PowerPoint file-extensions:

.pptx, .ppsx, .pps, .pptm and .ppsm. We recommend using pptx format.

PDF

Programs:

Adobe Reader and Adobe Acrobat DC. We recommend using latest versions of these programs since APS PC has not been tested with legacy versions of Adobe software.

PDF file-extensions

.pdf

1.2 Install license

When you open the program for the first time you get the choice between

entering trial-mode or activating with license. See Chapter 6 for more info.

1.3 Preparing presentations

1. Put the presentations you want to display in one folder. Leave all other files outside this folder or put them in a sub-folder.
2. Rename the filenames of the presentations so that they are sorted alphabetically or numerically in the order they will be displayed.

Example:

- 1 John.pptx
- 2 Jane.pptx
- 3 Laura.pdf
- 4 Paul.pptx

Or you could use the time of the day:

- 0900 John.pptx
- 0930 Jane.pptx
- 1000 Laura.pdf
- 1030 Paul.pptx

You can verify that the order is correct by sorting the files alphabetically in File Explorer.

2. User-settings

2.1 Location of program-menu with user-settings

The program-icon is normally hidden. To access program-menu, expand the hidden icons in the taskbar and push the APS PC icon.



2.2 Program-settings for PDF

PDF-screen

If more than one screen is connected, choose the screen where the PDF will be displayed in Fullscreen when using the shortcuts. For example, you can force the PDF to always display in the external monitor that is used to display the presentation in front of an audience.

PDF-screen auto

If switching from a pdf or PowerPoint-file using ctrl + left or right arrow, and next file is PDF, "Auto" will ensure that the new PDF is always displayed Fullscreen on the same monitor as the previous file. When using shortcut ctrl + up arrow on a pdf-file, the pdf will never change monitor before going Fullscreen.

Controlled program

There are two applications that this program can use to control PDF-files: Adobe Reader and Adobe Acrobat. (Reader is the free version, whereas Acrobat is the paid version with extended features.)

If both applications are installed on your PC, you must choose one of them.

If "Installed" is written with green color, this means that this is the default application for opening pdfs on your PC. We highly recommend that you set the default application to be the same as the controlled program.

The "change" button below will open the menu where you can change the default pdf-application on your PC.

2.3 Program-settings for PowerPoint (PPT)

Seamless switching

When seamless switching is on, this changes the transitions between PowerPoint-presentations in Fullscreen: when shortcut is pushed, the current frame of the presentation-window will freeze until the next presentation can be displayed.

2.4 Always launch at startup

When this setting is on, the program will always start when the computer starts.

3 Using APS PC

3.1 Window-focus

The shortcuts provided by the app always work with the file that has «window-focus» in Windows. With PowerPoint and pdf in Fullscreen, the file is in "window-focus" when spacebar or right arrow advances to the next slide in that presentation. This means that if you accidentally mouse click on another program while the presentation is shown, these shortcuts will not work. (but neither will the presentation-clicker)

This rule applies to all the shortcuts being used in Auto Presentation Switcher.

3.2 Switching between presentations

Switching from PowerPoint-presentations:

Using ctrl + left and right-arrow

Open a PowerPoint-presentation and put it in full screen. When in full screen, use shortcut CTRL + right-arrow shortcut to go to the next PowerPoint or pdf-file in folder, and ctrl + left-arrow will mirror this action and go to the previous. The new file will open in Fullscreen

Using ctrl + down-arrow

Open a PowerPoint-presentation. Use ctrl + down-arrow to open next PowerPoint or pdf-file without showing it in Fullscreen

Note: This shortcut also works if the current PowerPoint- file is not in Fullscreen.

Switching from pdf-presentations:

Open a PDF-file using the same program as the controlled program for APS.

Behavior for next and previous file is same as for switching from PowerPoint.

When switching from PDF, it is not necessary that the files are in Fullscreen for these shortcuts to work.

3.2 Putting files in Fullscreen with Ctrl + up-arrow

We have also included a shortcut for putting files in Fullscreen: Ctrl + up-arrow. When a PowerPoint-file is the active program but not in Fullscreen, this shortcut will put the presentation in slideshow-mode. (in this case the shortcut does the same as pushing the f5 button.)

When a pdf-file is the active program but not in Fullscreen, this shortcut will put the PDF in Fullscreen according to the display chosen in the «pdf screen» option in the menu.

3.3 Ctrl + up-arrow when file is in Fullscreen-mode

If PowerPoint or pdf-files are in Fullscreen and has window-focus, the shortcut ctrl + up-arrow will change behavior: All currently opened documents that can be controlled from APS will close, except the one currently displayed.

With PDF, only documents in the currently chosen controlled program will close.

Please note this exception: When an Adobe Reader document is opened an in Fullscreen, ctrl + up-arrow will only close PowerPoint-files.

4 External control

It is possible to trigger our commands using external boxes and devices. There are two types of methods you can use:

4.1 Keyboard-extenders

You can set up keypads and presentation-clickers to perform the keyboard-shortcuts that trigger our commands. Then you can have dedicated buttons to perform the shortcuts using command as key-modifier.

4.2 Network-commands and Companion software

APS has an tcp-ip server that listens for network-commands. It is possible to trigger all our actions using these commands.

By using Companion software with Elgato Stream Deck keypads, this connection

can be set up in an easy way.

In the Companion-user interface you can find our module for APS under our company “PresentationTools”. If APS is running on the same network as Companion, you will be able to connect to our software.

More information about Companion can be found here:

www.bitfocus.io

4.3 Manual TCP/IP control

With Companion the tcp/ip control is set up automatically, but it is also possible to control using other types of software and hardware. Below are instructions for how to set it up manually.

Network: Use Localhost or the ip-adress of the mac running APS

Port: 4777

Commands:

Please add an \$ at the end of each command.

Navigation_NextFS_{SEP}(program shortcut: command + rightarrow)

Navigation_PrevFS_{SEP}(program shortcut: command + leftarrow)

Navigation_NextNoFS_{SEP}(program shortcut: command + downarrow)

Navigation_CurrentFS_{SEP}(program shortcut: command + uparrow)

Navigation_CloseOthers_{SEP}(program shortcut: option + command + uparrow)

Key_Left_{SEP}(keyboard leftarrow)

Key_Right_{SEP}(keyboard rightarrow)

Key_Esc_{SEP}(keyboard escape)

Key_B_{SEP}(keyboard b)

5. Licences

5.1 Trial-mode and activation

When app starts for the first time it will enter trial-mode. In this mode the app will work normally for 10 minutes and then close. To use the app without restrictions, licenses must be installed. Licenses can be bought from our website .

To install the license, copy the license-key to the activation-menu and push “activate”. Activation requires internet-connection.

This menu can be accessed when starting the program in trial mode. On the first popup-menu, push “activate”, then follow steps above.

5.2 Remove license and use it on another computer

The license can be used at 1 PC or Mac at the same time. It is possible to remove the license to use it on another PC. To do so, open the “activation” menu from the top taskbar and push “release”. Now you can use the same license-keycode on another PC or Mac. Note that this operation requires internet-connection.

If you accidentally uninstall the app before releasing the license, then you need to re-install the program to release the license. Uninstalling the program won't remove the program-license from the PC.

Note that the same license can be used for both PC and mac-versions of APS.

5.3 Uninstalling

You can uninstall APS from “Remove Programs” menu in Windows

5.4 Install new version of APS

If you already have installed a version of APS earlier than 1.0.0.6 (previous version) then there is no need to uninstall before installing newest version. Simply download the installer-file from our website and install normally. Old license will still work.

6 More info

Website: <https://presentationtools.com/>

We also put some instructional-videos on our Youtube-channel:

<https://www.youtube.com/channel/UCTqGRENr9V4keDzRjyDmujg>

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