Auto Presentation Switcher PC
User Guide
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Introduction

Auto Presentation Switcher (APS) is a Software Presentation Switcher that allows you to switch, display and close presentations and still-images using network-commands and keyboard-shortcuts.

Presentation-control works with PowerPoint and PDF-files.

1 Compatibility

Windows-versions
APS for PC works on 64 bit Windows 10. Microsoft .net framework 4.7.2 is required.

Programs and file extensions

PowerPoint:
PowerPoint 2016 is supported. Both 32 and 64 bit versions of PowerPoint can be used.

PowerPoint file-extensions:
.pptx, .ppsx, .pps ,.pptm and .ppsm. We recommend using pptx format.

PDF
Programs:
Adobe Reader 32 bit
Adobe Acrobat DC 32 bit

PDF file-extensions
.pdf

Still-images
Jpeg or PNG files

2. Licences and installation

2.1 Installation

Download the application and run the installer.
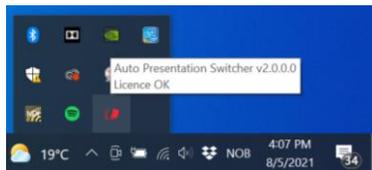
2.2 Trial-mode and activation

When the 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 licence-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.

2.3 Verify that the program is running

The program-icon can be found on the bottom right corner on the taskbar. This icon means that the program is active.

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2.4 Remove the license

The licence can be used at 1 computer at the same time, PC or Mac. It is possible to remove the license to use it on another computer. To do so, open the

"activation" menu from the top taskbar and push "release". Now you can use the same license-keycode on another computer. 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 licence. Uninstalling the program doesn't remove the program-license from the machine.

2.5 Uninstalling

You can uninstall the program from the Control Panel menu

2.6 Install new versions of APS

If you already have installed a version of APS 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.

3 Control presentations

3.1 Prepare 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	6/19/2020 1:57 PM	Microsoft PowerPoint...
2 Jane.pptx	6/19/2020 1:57 PM	Microsoft PowerPoint...
3 Pauline.pptx	6/19/2020 1:57 PM	Microsoft PowerPoint...
4 Lilly.pptx	6/19/2020 1:57 PM	Microsoft PowerPoint...

Or you could use the time of the day:

Name	Date modified	Type	Size
09.00 John.pptx	6/19/2020 1:57 PM	Microsoft PowerPoint...	
10.30 Jane.pptx	6/19/2020 1:57 PM	Microsoft PowerPoint...	
11.30 Pauline.pptx	6/19/2020 1:57 PM	Microsoft PowerPoint...	
14.00 Lilly.pptx	6/19/2020 1:57 PM	Microsoft PowerPoint...	

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

3.2 Window-focus

When controlling presentations, the shortcuts and commands 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 commands will not work. (but neither will the presentation-clicker)
This rule applies to all the shortcuts being used for controlling presentations in Auto Presentation Switcher.

3.3 Switching between presentations

Switching from PowerPoint-presentations
All the commands listed below can also be triggered over the local network using Companion. See ch. 6 for more info.

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 ctlr + 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.

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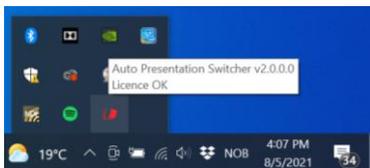When a pdf-file is the active program but not in Fullscreen, this shortcut will put the PDF in Fullscreen according to the display chosen in the «pdf screen» option in the menu.

3.5 Close files with Ctrl + up-arrow
If PowerPoint or pdf-files are in Fullscreen and has window-focus, the shortcut ctlr + 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.
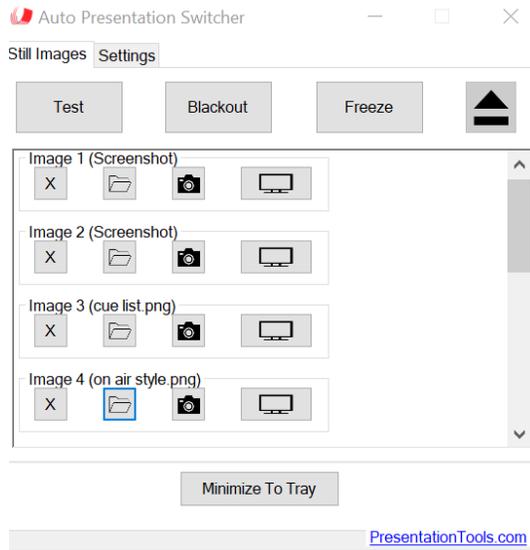
4. APS user-interface

The app-icon can be found in the taskbar on the bottom right corner. Push this to open the user-interface.

4.1 Still-images menu

From here you can display images that are screenshots or files from the disk.

The images will always be captured and displayed in the Main Presenter Screen which can be set from the Settings menu. (see 4.3)

Buttons are explained below

Test   Display color bars

Blackout   Display black screen

Freeze   Take a screenshot of the Main Presenter Screen and display that as an image

Image 1-10

There are 10 user-configurable images that can be displayed. They can be set in 2

different ways:

⬚ Load image from file. This button also works with drag and drop.

📷 Take a screenshot of the Main Presenter Screen and load this as the selected image

These options will override what was previously selected. To delete the selection press ☒

Other buttons:

🖥 Display the selected image. When displayed the button will lit red.

⏏ Eject the image so that no APS-image is displayed. You can push any of these buttons to perform the same command

! Note the difference between this button and delete: "Eject" will not delete the image from the harddrive.

Export Export images 1-10 in folder you choose on your Mac

4.2 Keyboard-shortcuts for still-images

These are global shortcuts that will work regardless of what is application is in window-focus.
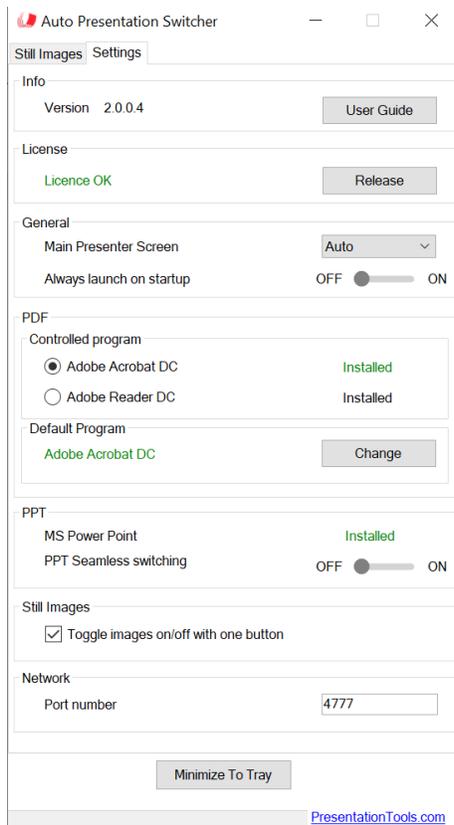
Ctrl + shift + 1 or 2: Display image 1 or 2

Ctrl + shift + 3 or 4: Take screenshot and load this as image 1 or 2

Ctrl + shift + 3: Display test-image

Ctrl + shift + 4: Display black image

Ctrl + shift + esc: Eject images

4.3 Settings

The second tab in the menu is for the general user-settings.

User Guide
Opens this document

Licence
Remove and install licences

Main Presenter Screen

This sets the screen when:
- displaying PDF-files using APS-methods

- displaying images

- capturing screenshots

The Auto setting automatically sets the extended screen as the main. In most cases people use the extended screen to display presentations, and ithenvthe auto-setting will work fine. If more than two screens is connected to your Mac, it is better to choose this screen manually instead.

Always launch at startup
When this setting is on, the program will always start when the computer starts.

Program-settings for PDF - Controlled program
Please note that APS is currently only compatible with 32 bit versions of Adobe Reader and Adobe Acrobat DC. You need to check this yourself as APS will not notify you if the 64 bit versions are installed. Read here for more info on how to install 32 bit versions of Adobe Reader on your Windows computer.

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.

Program-settings for PowerPoint - 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.

Options for still images - Toggle images on/off with one button

When activated the same button and command can be used to turn on and off the image.

Network

Here you can set the port-number for where APS listens for TCP/IP commands. This can be used to remote-control APS with Companion.

5 External control

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

5.1 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.

5.2 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

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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