



**Reactiv** | **STAGE**

## USER MANUAL

Vers. 1.0.10

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# Introduction

Reactiv STAGE allows you to create touch friendly presentations in no time.

The Express mode is designed to get you started with your content quickly and easily. You can access media content from a variety of removable or mapped drives without creating any STAGE presentations. Click and select the media source to access your content, it's as simple as that.

For customized and polished presentations, you can create a STAGE presentation which allows you to set your own background, preview image and a custom slide show. Creating a STAGE presentation is quite easy, simply add your content by pointing Reactiv STAGE to a folder path and your presentation is ready. Your content can be imported from a variety of storage types, such as local drives, USB drives or mapped network drives.

This guide has been created to get you up to the speed with the fundamentals of STAGE. You will learn how to use STAGE to create or modify a presentation. Let us start by getting ourselves acquainted with various terminologies used in the document.

## Preview Images and Presentation Browser area:



## Library and Workspace:



## Resolution

STAGE has been designed to work with Full HD resolution. All of the controls and icons used in the application will provide the best visual experience on a full HD screen. However, STAGE works with any aspect ratio and resolution. You will be surprised with STAGE's adaptability with wide range of aspect ratios.

## Media

There are two different media sources used in any STAGE project. A preview image for a presentation and presentation background. Each STAGE presentation can have its own unique background and preview image.

## Preview

A presentation preview image can be any supported image type PNG, JPG, GIF or BMP. As STAGE has a dark grayish background, it is advisable that preview image colors are in contrast with the background for better viewing. A presentation title and description should be kept under 30 characters.

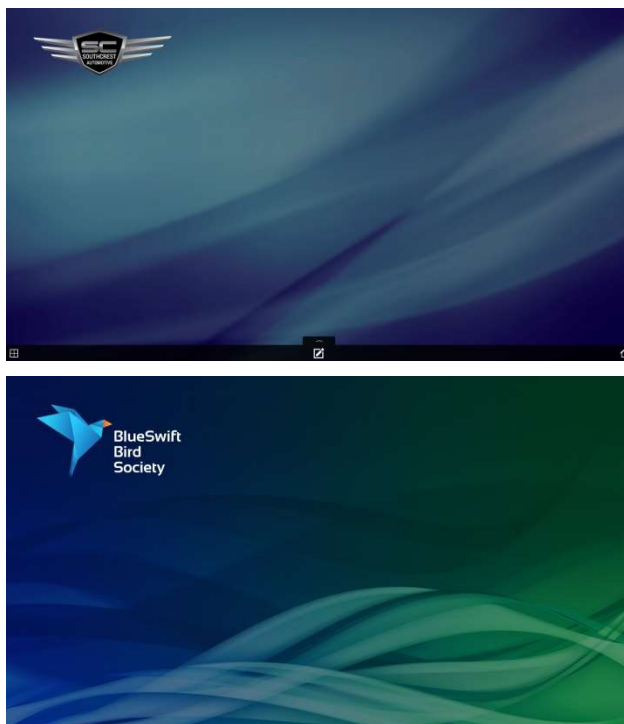
## Background

The background media can be either an image or a video file. While a video background could be intriguing, it could distract your audience. It is desirable that video background should be used sparingly. Please, read through contrast section for additional suggestions on background media.

## Contrast

When selecting background images or video, be careful to choose something that will contrast nicely with your foreground content. Your presentation will have a variety of colors in the images and documents may have a lot of white in it. Therefore a dark background that is not too busy would work the best to make your presentations pop. Monochromatic backgrounds also work comfortably, perhaps using your company logo colors. Branding is always important, so it may work well to compile a background image out of graphics or a dimmed down photograph and place your company logo in the top left corner. This way your presentation will be branded throughout.

### Sample Backgrounds



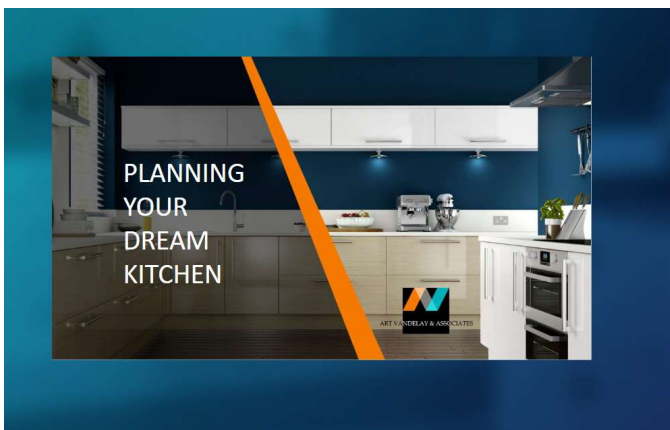


## Using STAGE

### Manipulating The Content

Any content on the STAGE workspace can be moved, rotated and re-sized to fit your needs. Specific content such as video, web and multi-page document offer additional gesture support.

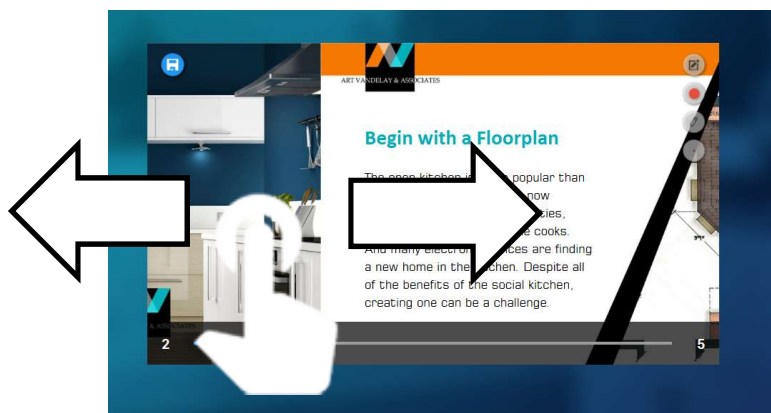
Content is normally 'pinned' to the workspace and cannot be moved without 'unpinning' it first. In order to move, rotate or re-size content on the workspace the user must touch the content and hold until the border of the content changes to the accent colour. The two images below show the graphical change between pinned and unpinned content.



Once the content is unpinned, it can be moved and scaled. The intention of this feature is to stop the user from manipulating the content with unintentional and accidental gestures.

### Selecting\Scrolling Pages

Finger gestures can be used to change pages in multi page documents. Simply moving left\right on the content will move the page forward\backwards. Swiping Up\Down will scroll content in a web object.





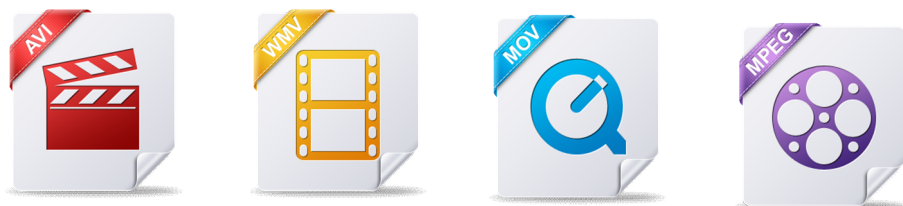
## File Formats Supported by Reactiv

STAGE can support almost any files that a host machine can support. These are the current file formats supported by STAGE.

Image formats: JPEG, PNG, GIF, SVG, BMP



Movies: AVI, WMV, MOV, DivX or MPEG



Microsoft Office: Word, PowerPoint, Excel



Microsoft office documents require Office 2013 or later installed on the host machine.

Adobe PDF



## Slide 6

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**RR5**

**N**

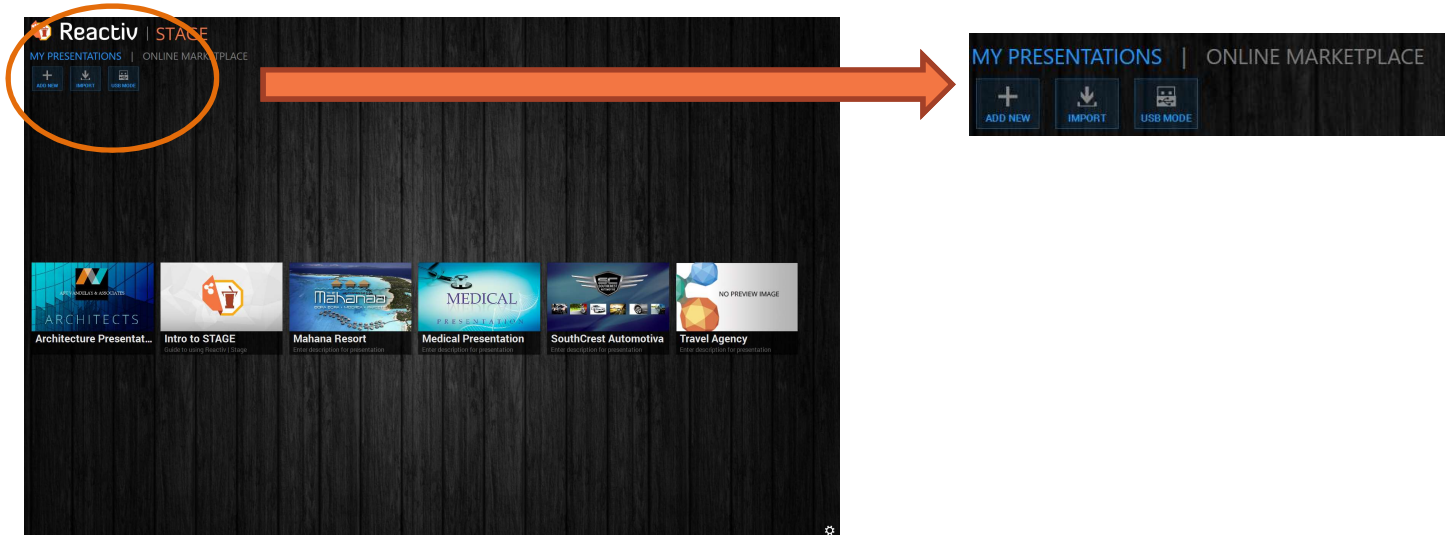
R Raval, 5/5/2016



# Creating a Presentation

## New Presentations

There are a number of ways that presentation content can be brought into STAGE. The Presentation Browser screen allows a user to: Create a blank presentation, Import existing presentation, Open USB drive, or Connect to an Online Server to download content.



If you click the "New" icon, you will be directed to a page as shown below. You need to point to your contents directory to import files to a presentation. You can choose multiple source directories for your assets.

Set up your presentation by selecting the Details button

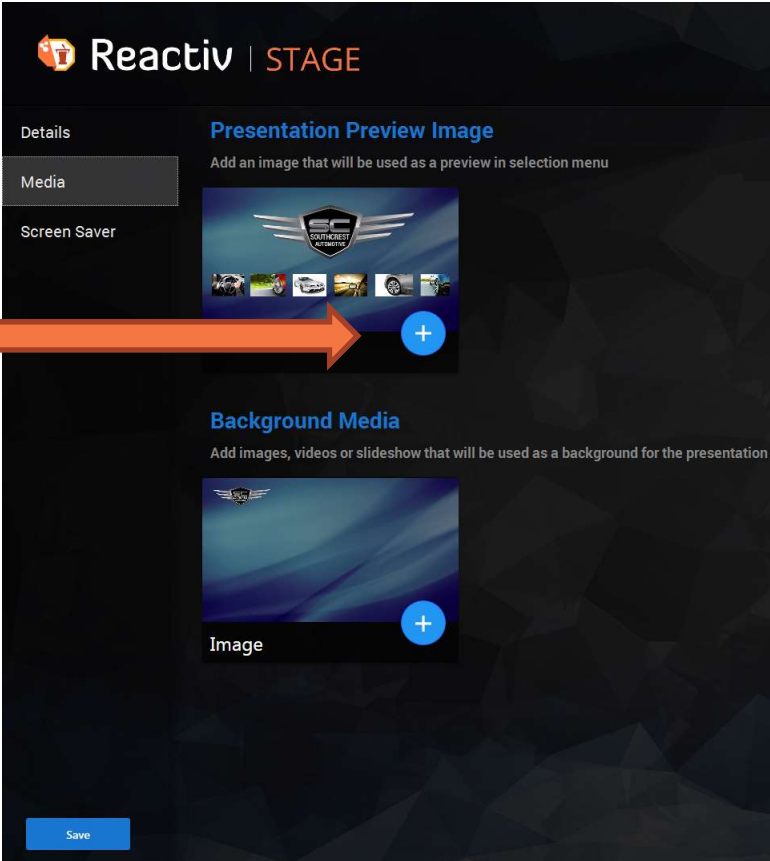
Pressing the "+" icon will bring up a file browser so that you can point to your contents directory. Repeat this procedure for each folder you would like to import to your presentation.

Save your Details when you are done.

You can choose to display or hide file names appearing in a library.



If desired, you can set the presentation preview image and background image. An asset directory can be sourced from local disk or USB drive.



Select the Media button to customize your presentation

Pressing the "+" buttons will bring up a browser to add your Preview image and your Background image

Save your Media when you are done.

**Screensaver**

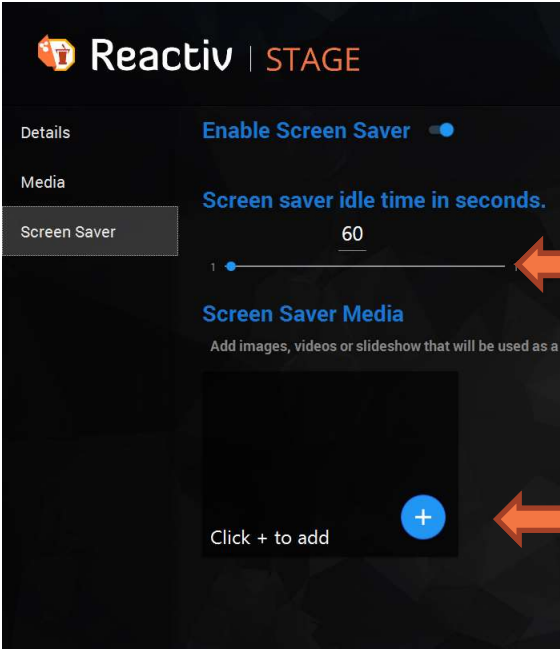
Screen saver or digital signage mode helps owners of STAGE to attract their audience by displaying a relevant message. Once the screen is touched, the view returns to the presentation.

If you need to setup an attract loop, a slide show or a screen saver, then you should enable the screen saver feature. You can setup your screen saver with any of the supported image and video files.

All of the screen saver media files should be within a single directory and should be selected at once.

The screen saver configuration allows you to set idle time and playing speed for screen saver. The screen saver speed and number of image files should be optimized to produce the best results.

The slide show does not limit the number of files you can choose to play; however, it is recommended that screen saver does not contain more than five images.



Use slider or enter idle time in seconds

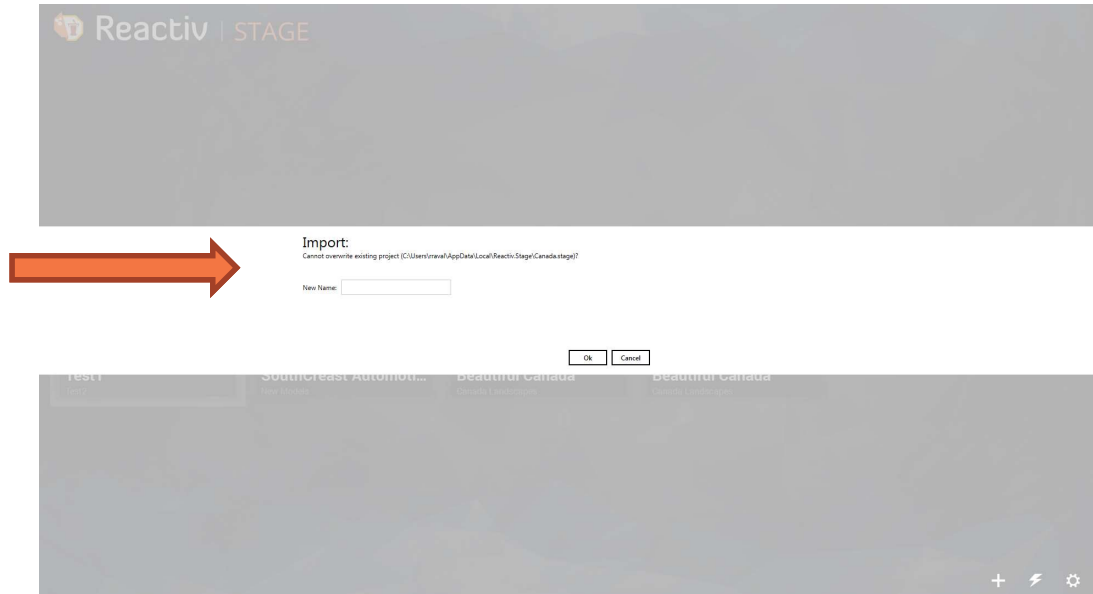
Click to add screen saver media

## Importing an Existing Presentation

To import an existing Presentation, click on the “Import” Icon. This will bring up a file browser where you can point to your desired “.stage” project file. Once, the desired project has been imported, a user can edit, delete or export the presentation. (Refer Section on “Editing an existing presentation”).

If the project file name conflict is detected by STAGE, a prompt to rename the project will be presented with a renaming dialogue as shown below:

Enter new  
Presentation  
name here.

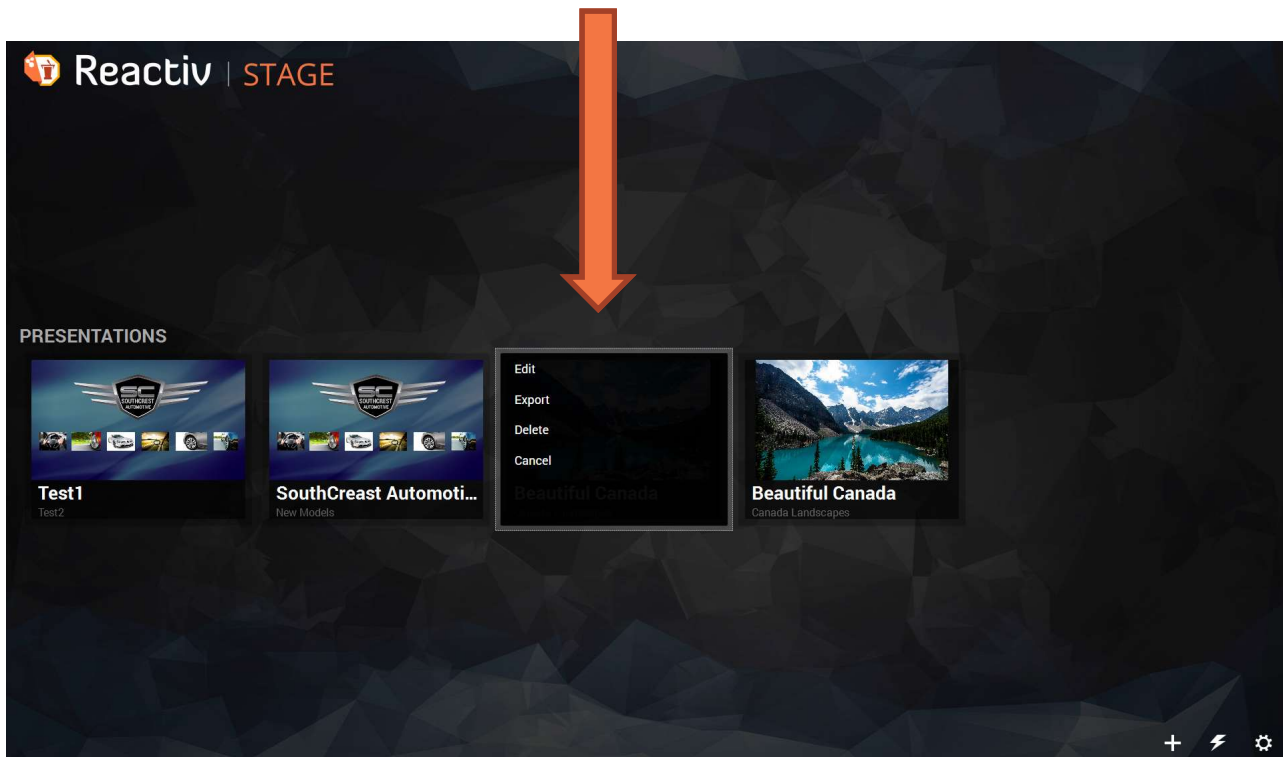


## Editing an Existing Presentation

To edit an existing presentation, a user must click and hold on the presentation preview image. The "Click and hold" action will result in a menu with options Edit, Export, Delete and Cancel. Here is a description of Menu options:

1. Edit : Edit current presentation
2. Export : Creates a project file for exporting a presentation
3. Delete: Removes presentation from a computer
4. Cancel: Brings back control to presentation browser

Pressing and holding on the Preview image of a Presentation will allow you to "Edit", "Export" and "Delete" a selected presentation



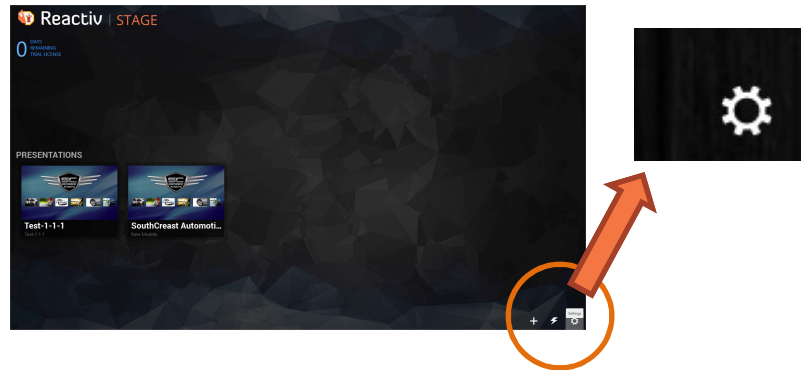
## Exporting

Exporting a presentation allows a user to quickly reproduce the existing presentation on other systems. A user will be able to export any existing presentations to media, such as USB drive, local drives or network places. STAGE takes care of all presentation related assets and settings while it exports a project. In other words, just a click on "Export" button is required to export a project. (Refer to the picture above). While exporting, a user will be asked where to store the exported project. It is recommended that a user should export a project into an empty directory.

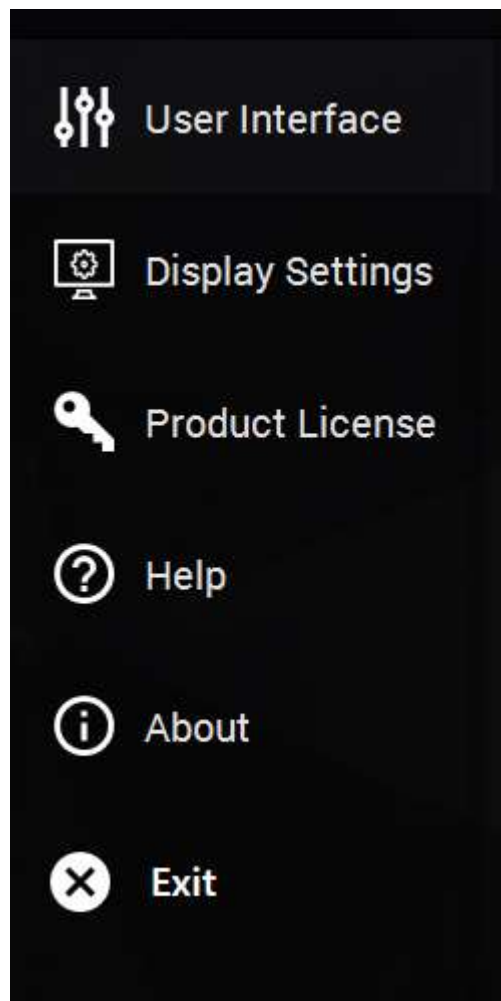


## Global Settings

The Global settings will impact overall operation of STAGE application. Click on the "Settings" button to access global setting.



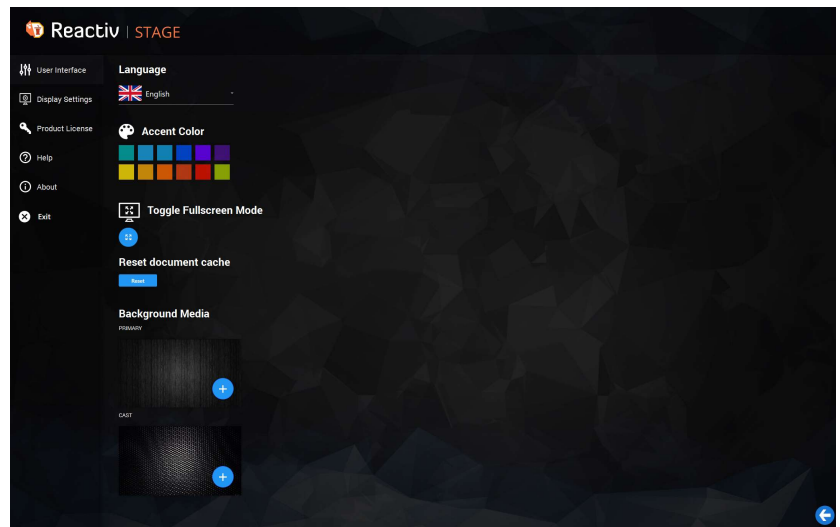
The Settings Menu will allow you to modify the behavior of STAGE in a number of different ways.





# Global Settings

## User Interface



### Language

Preferred Language. At present the following language packs are supported: English, German, Korean, Spanish, Japanese, Polish.

### Accent Color

Accent color defines the overall color of the controls used in the application. Accent color should be carefully selected so that it doesn't blend with the selected background or doesn't interfere with your content and media.

### Toggle Full screen Mode

This button allows a user to toggle the display mode of STAGE between full screen and window mode. In full screen mode all windows task bars, icons are hidden.

### Reset Document Cache

Cleans all intermediate files and thumbnails generated by STAGE. These files are stored in the user's application data directory and once the current user logs out, these files are restricted to all other users.

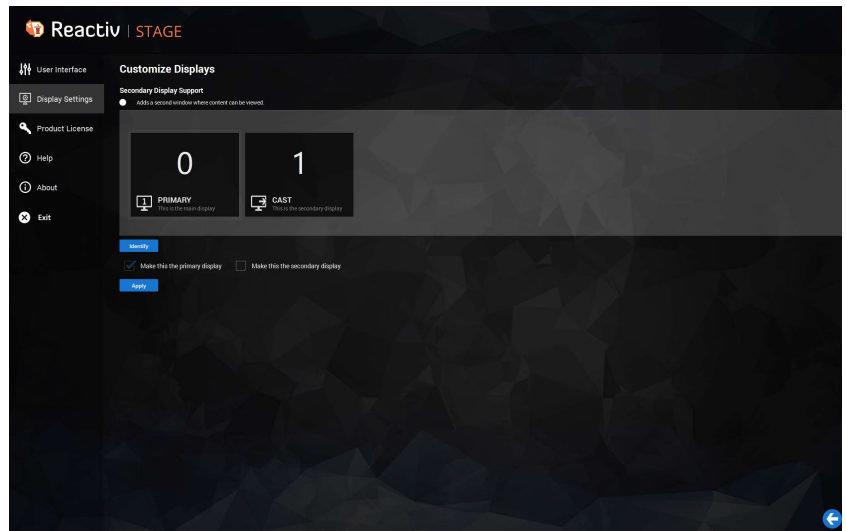
### Background Media

The user can customize the look of STAGE and pick different media for the background layers. Darker backgrounds will allow the content to be more visible. Different media can be used for the primary presentation screen and the secondary cast screen (such as a projector).



## Global Settings

### Display Settings



### Secondary Display Support

STAGE allows you to extend your desktop to a secondary display, such as a projector, and control the content on the secondary display. Toggle this button to enable and disable support onto a secondary display. The secondary display must be connected in a manner that Windows is able to detect and recognize it.

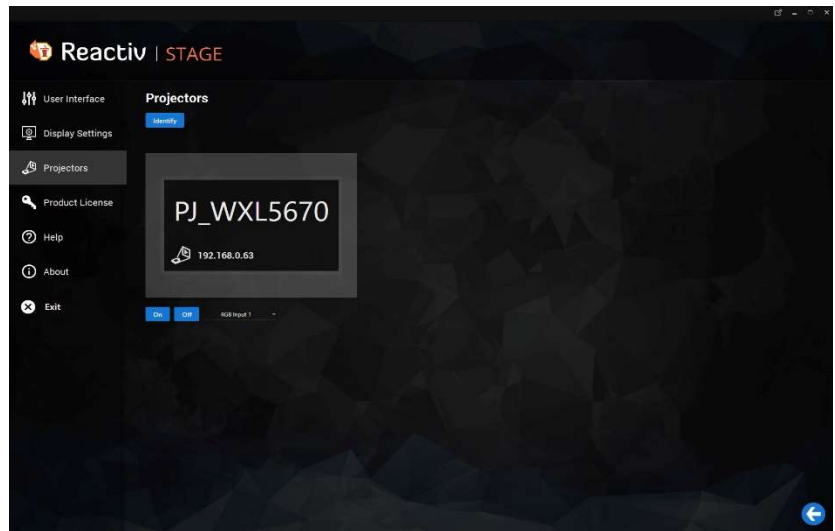
### Identify

This button can be used to identify the display. Each display can be configured as the PRIMARY or SECONDARY screen. The Primary screen contains the UI and all of the presentation screens. The Secondary display will be an extended desktop that will allow content to be presented with no UI.



## Global Settings

### Projectors



### Projector Support

STAGE supports the latest PJ Link standard which you can use to control projectors connected to your local area network.

### Identify

This button can be used search for all available projectors on the LAN.

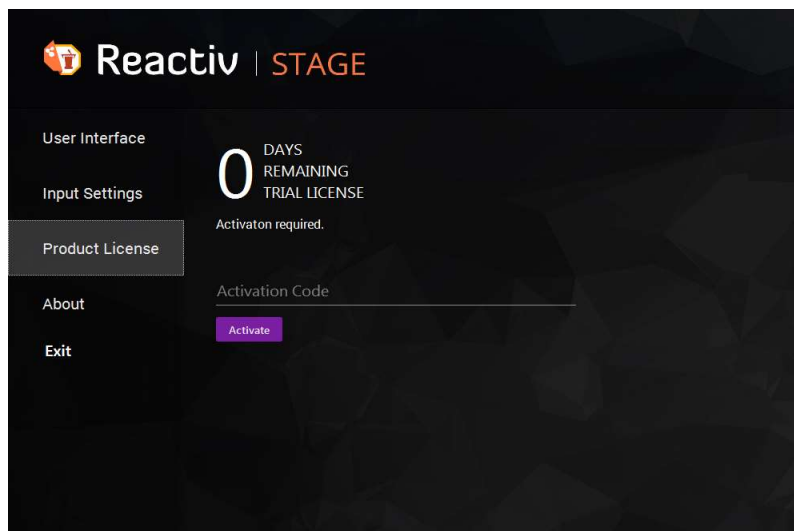
### Other Controls

Once the identification process is completed, a list of available projectors will appear. You can select a projector by clicking on it in the list. Supported functions such as On/Off and input select appear below the selected projector and can be invoked by clicking on the buttons.



## Global Settings

### Product License



### Activation/Deactivation

Product License tab allows a user to enter or update license information for STAGE. Once licensed, a user can deactivate the application by using the same license key used for activation process. Automatic activation/deactivation of STAGE requires internet connectivity. To take advantage of STAGE free upgrades and web access, it is highly recommended that you use STAGE with internet connectivity.

### Manual Activation/Deactivation

STAGE supports manual activations/deactivations for installations where the usage of internet is prohibited. When tech support receives your request to activate your license, they will email you with a response To activate or deactivate a STAGE license using manual activation process, you should generate a signature file and email it to [techsupport@vizetto.com](mailto:techsupport@vizetto.com).code file. You are required to paste the response code file into the "Paste response code" text box.

**Step 1:** Enter the purchased license key.

**Step 2:** Enter your full name.

**Step 3:** Enter your e-mail. It is recommended that you store the name and e-mail address to a safe spot. In case you misplace your key, we will ask for the name and e-mail associated with the key.

**Step 4:** Click on the "Generate Activation Request". This step creates a signature of your machine.

**Step5:** Click on "Copy" button to copy the content of the text box. Open a text editor (Notepad or similar) and paste the content to create a text file using a text editor. You will have to send the signature information to [techsupport@vizetto.com](mailto:techsupport@vizetto.com). If you cannot connect your system with internet, please move the signature file with USB or thumb drive to a machine where you can have access to e-mail.

**Step 6:** You will receive the response code from Vizetto tech support within 24- hours. If you cannot connect your system with internet, use a USB key or thumb drive. Copy the content of response file and click "Paste" button. Your text box will be populated with response code as shown in the picture.

**Step 7:** Click on "Activate" button. Your copy is now licensed.

Reactiv | STAGE

Activation required.

Trial license 0 days remaining

Activation Code: WMCA-AQH7-NC2R-JNT5-NKBR-984N-QSTA

Name: Reactiv STAGE user

Email: sales@vizetto.com

Generate Activation Request

Copy Paste Activate Cancel

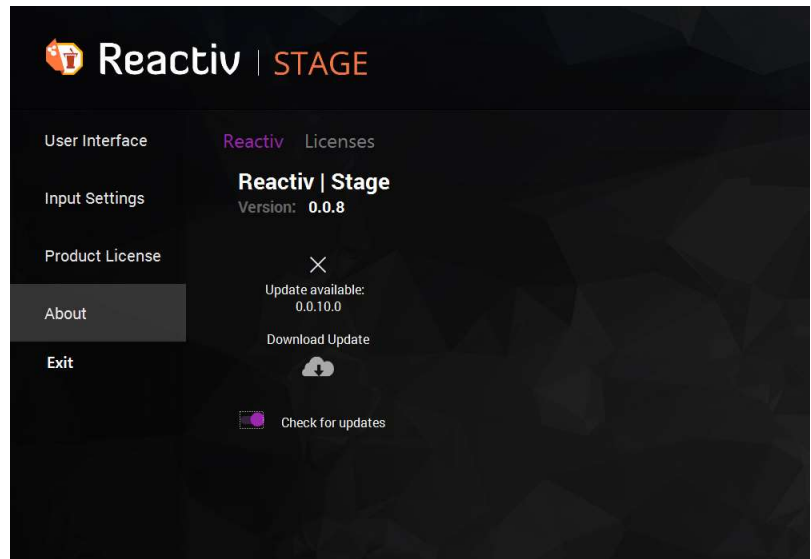
<?xml version="1.0" encoding="utf-8"?>  
<ActivationRequest><ablock data="RbSPZZEv8lvY4aaxs4D 8Kj +fFcIqOryas1aum4Je67zdXbz dfO/ n9r9HVR7-nWn3e7HvawSeir">  
</ActivationRequest></?xml version="1.0" encoding="utf-8"?>  
<Response><activation data="dbxrv97/bUv11K+C6 +TyK7Gy+v5jCMDvsSzELWtl +wqhuyalLgxOhFkJZV2fMz2 pX1ymGneDqQsLq00Xtxu9Qb TVV487eun0N0Nl7dIThVd. IK">  
</Response></?xml version="1.0" encoding="utf-8"?>





## Global Settings

### About

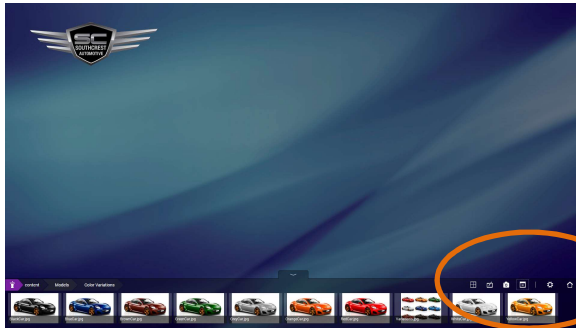


The "About" tab allows a user to view the current software version of STAGE. If automatic check for updates is enabled, STAGE will display latest available version of STAGE software. A user will be able to download any available updates by clicking on "Download Update" icon.



## Major Features and Functionality

### Icons and Usage



Menu Icons



Main Menu

This icon navigates the control back to main home screen or to the presentation browser.



Settings

Settings icon will allow a user to change global settings without leaving the current presentation.



Remove All / Collapse

Closes all open documents within your workspace so that you can quickly start over.



ScreenShot

Takes a screen shot of your screen and stores the image into your current content folder. For security and access control reasons, you must take screen shots while in an active content folder of your presentation. ScreenShots will not be saved outside of active content folder.



Whiteboard

“Whiteboard” allows you to create a blank page where you can jot down your notes or minutes of the meeting. The notes are saved into your current content directory so that you can access them with ease. For security and access control reasons, you must activate whiteboard while in an active content folder of your presentation. Your notes will not be saved outside of active content folder.



## Major Features and Functionality



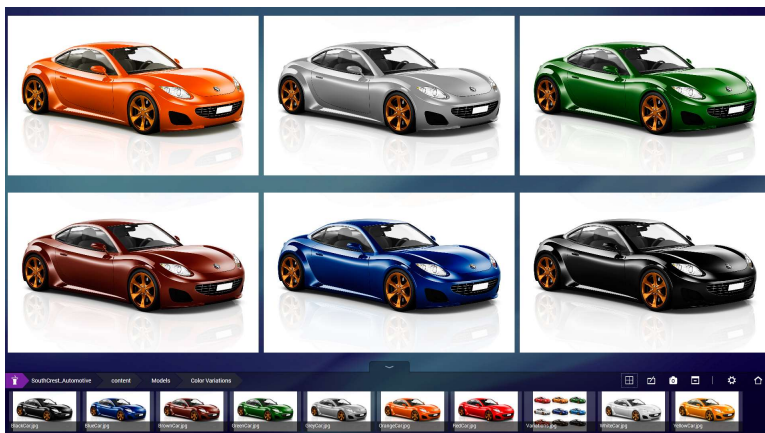
### Auto Arrange / Grid Align

A Grid Align icon will help you organize your workspace with just a button click. A unique feature of STAGE smartly resizes all the active documents within a workspace so that each document maintains its aspect ratio but is displayed as the largest possible size. When a user needs to refer to multiple documents without having to juggle, "Auto Arrange" feature is quite helpful.

Before



After Auto-Arrange /Grid Align





# Major Features and Functionality

## Features

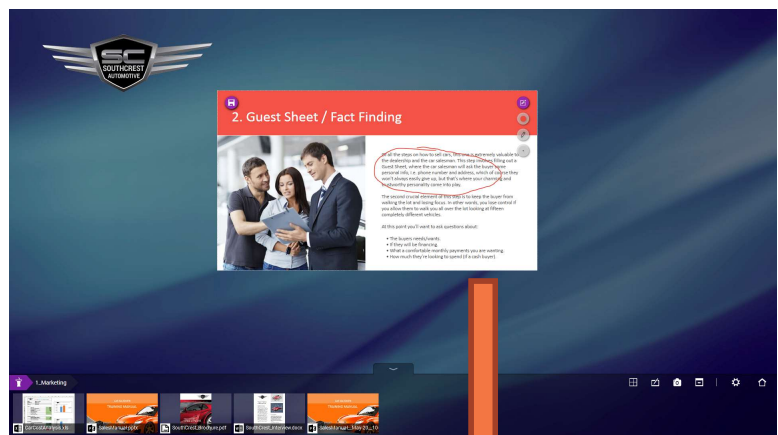
### Multiple Pen Support

As with other touch screen software programs, STAGE won't limit annotations to a single user. STAGE will allow multiple independent pen annotations at the same time.

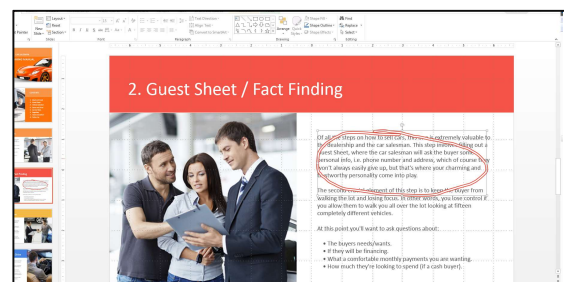
### Native Inking

Native inking feature lets you store your annotations in original document format. STAGE has taken the note taking to a next level. Simply, click on the top left "SaveInk" icon to save your annotations into original file format.

Supported Documents Types:  
MS Word, MS Power Point



Opened in PowerPoint





## Major Features and Functionality

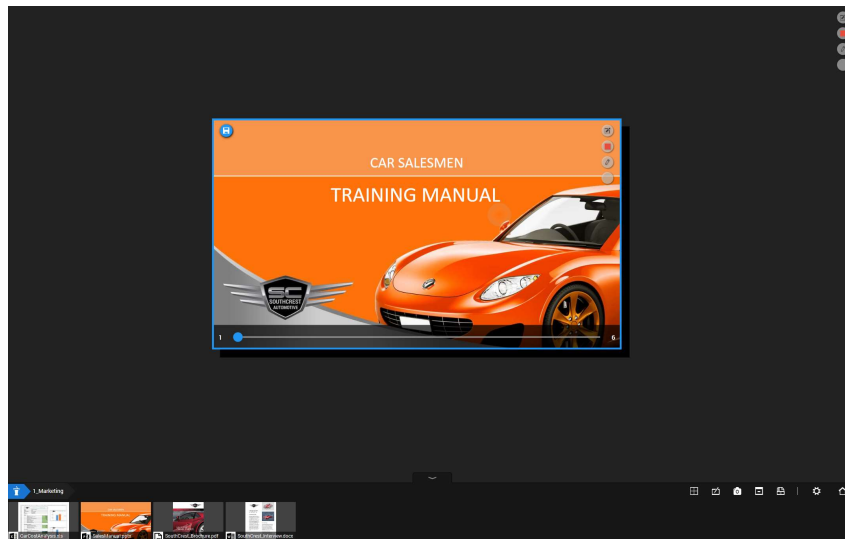
### Web Content

To display web content from a STAGE presentation, you need to import the web page as an asset into your presentation content directory.

Importing a web page/url is quite simple and intuitive. To do so, you should open a web browser, preferably Google Chrome or Mozilla Firefox. Go to the web page and bookmark the page that you need to import. Finally, drag and drop your bookmark to a STAGE presentation directory. That's it, you are ready to use your web asset.

### Move and Zoom

All of the assets within a workspace can be zoomed in and zoomed out with standard pinch and zoom gestures. A single finger drag will allow you to move the document within the workspace area. In order to manipulate an asset, you must hold your finger on the asset until the border turns into the accent colour. Then the asset is unpinned and can be manipulated.



### Page Flip / Scroll

Normal than faster horizontal slide on a document will allow you to flip a page in a direction of a finger movement. A page down will occur when you flip from right to left. A page up will occur while flipping from left to right. You can customize your page flip speed using the "Input Settings" tab of "Global Settings".



## Major Features and Functionality

### Smart Zoom

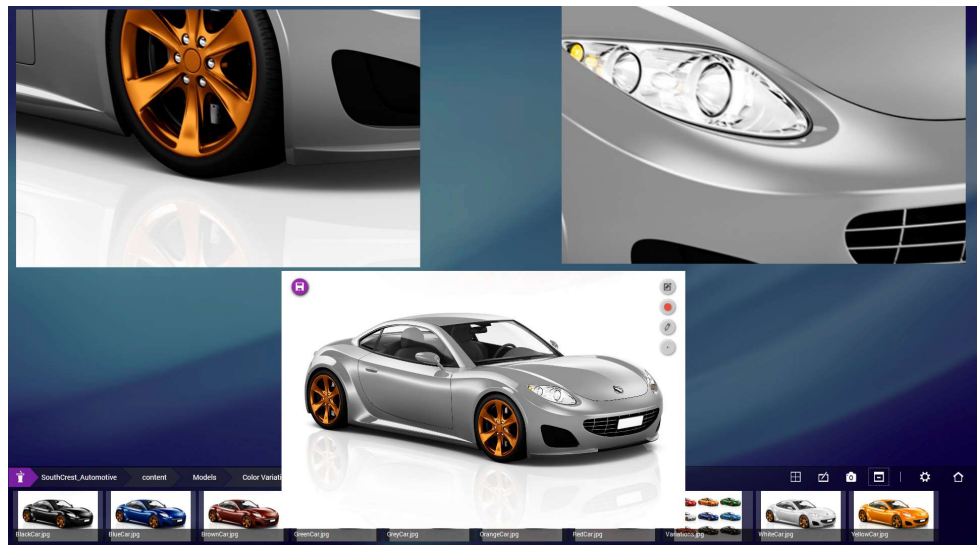
Smart Zoom lets you get into the fine details your high resolution document without having to enlarge the container area.

In other words, a user can choose the area of a document to zoom in. For example, as shown in the picture, a car wheel and car headlight on the right front side are zoomed in without having to increase the size of the whole picture. Even though these two pictures are of the same size as the full car image shown below, they have been zoomed into particular areas of a same image.

Smart zoom gestures:

**Zoom in:** A single finger double tap

**Zoom out:** A double finger single tap



### Adding Background Images

STAGE will allow you to customize the background of the workspace when you navigate to any specific folder. Simply add a file name background.jpg to any folder and this image will be used as the wallpaper of the workspace automatically.

### Adding Folder Images

Each folder can also be customized with its own icon or logo. Simply add a file named folder.jpg to any folder and this image will be used as an icon to represent the folder in the Library.



## System Requirements

### **Computer OS**

Windows 8 or Windows 10

### **Processor**

Intel Core i5 or better

### **Memory**

4 GB (8 GB recommended)

### **Graphics card**

Intel HD 5000+, AMD or NVIDIA, with 1 GB memory or more (Dedicated graphics card recommended)

### **Touch Screen**

Touch screen with 1920x1080 resolution is recommended, but not necessary.

### **Office Documents**

Office 2013 or newer is required to work with Microsoft word, power point or excel documents.