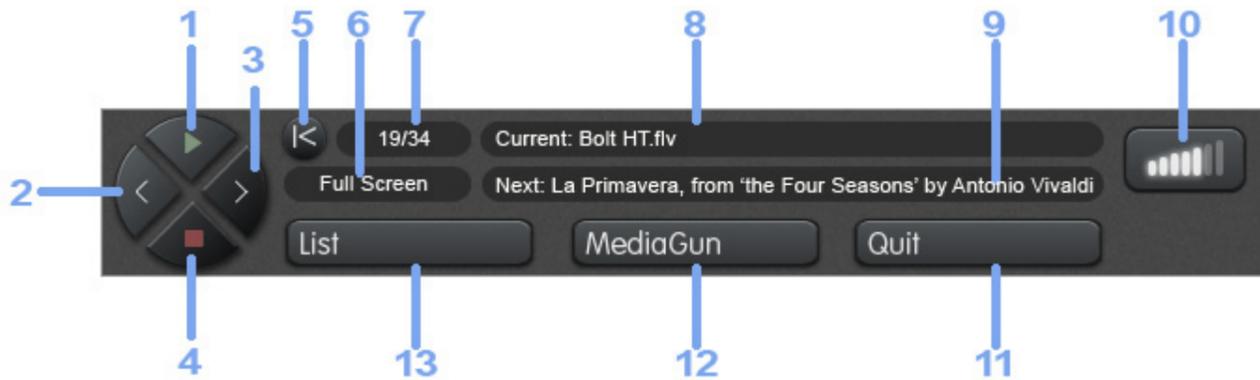


## Playing MediaGun Standard Portfolios

A Portfolio is a MediaGun Master List which is exported ready to be played on any computer (currently only under Windows), **even in the absence of MediaGun**

When a MediaGun Portfolio is launched, it goes directly to the MediaGun Stage, where your Master List is played.. Help is available. Simply click on the **? Button** (or press F1) to enter-exit help mode, and click the area or button on which you want more information.

At the bottom of the stage screen is the **Control Bar**, which contains the following controls:



MediaGun Standard Portfolio: The Control Bar

To **show/hide the Control Bar**, use the space bar or the right mouse button.

On the left are five Navigation buttons.

The **Play button** (1) plays the current event of the Master List, whose name is displayed in the Current Event box (9). You can also use the keyboard **Up arrow**.

The **Left Arrow button** (2) takes you to the previous event. You can also use the keyboard **Left arrow**.

**Option:** You can also click on the bottom-left corner of the screen. This is handy when using a beamer and a cordless mouse which you point at the screen. The Control Bar can then be hidden by pressing the keyboard Space bar, to reduce onscreen clutter.

The **Right Arrow button** (3) takes you to the next event. You can also use the keyboard **Right arrow**.

**Option:** You can also click on the bottom-right corner of the screen. This is handy when using a beamer and a cordless mouse which you point at the screen. The Control Bar can then be hidden by pressing the keyboard Space bar, to reduce onscreen clutter.

The **Stop button** (4) stops the current event. You can also use the keyboard **Down arrow**.

*Note: To Stop an event of type **App**, use the keyboard ESC (Escape) key, or, if found, a Quit menu or button.*

The **Back to Start button** (5) takes you to the first event of the Master List. You can also use the keyboard ALT+Left arrow keys.

Thanks to the keyboard alternative techniques described here, the Control Bar can be hidden most of the time, resulting in a clearer-looking screen.

*Note: If you select event B of your Master List while event A is playing, event B will start playing without further action on your part. In contrast, if you stop Event A by a **Stop** command, then select event B, you will have to send a Play command to play event B. This logic is similar to that of a CD-Player remote control.*

**More options are found to the right of the navigation buttons. You can:**

**Choose the resolution** of videos (6) between Original and Full screen. This only applies to videos.

**Know** the current event's number / the total number of events in the Master List (7)

**Know the name/Start playback of the current** (8) or **next** (9) **event by clicking their name**. Knowing the next event's name can be useful. It saves the presenter from getting sidetracked.

*Tip: Click and hold down the left mouse button on the Current event box (8) to display your entire Master List. Select the element you need to play. This is very practical to quickly respond to a question or remark by the audience.*

**Set the audio level** (10): place the mouse cursor and click.

**Quit MediaGun** (11)

**Visit our website** (12)

Start any event in your Master List. Click the **List button** (13), then double-click on the event name to start playback.