



# Centra Overview

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# Quote from the Saba Centra Web Site

" ... Saba Centra is an online learning environment that combines a highly interactive virtual classroom learning, e-meeting, and web seminar platform ... "

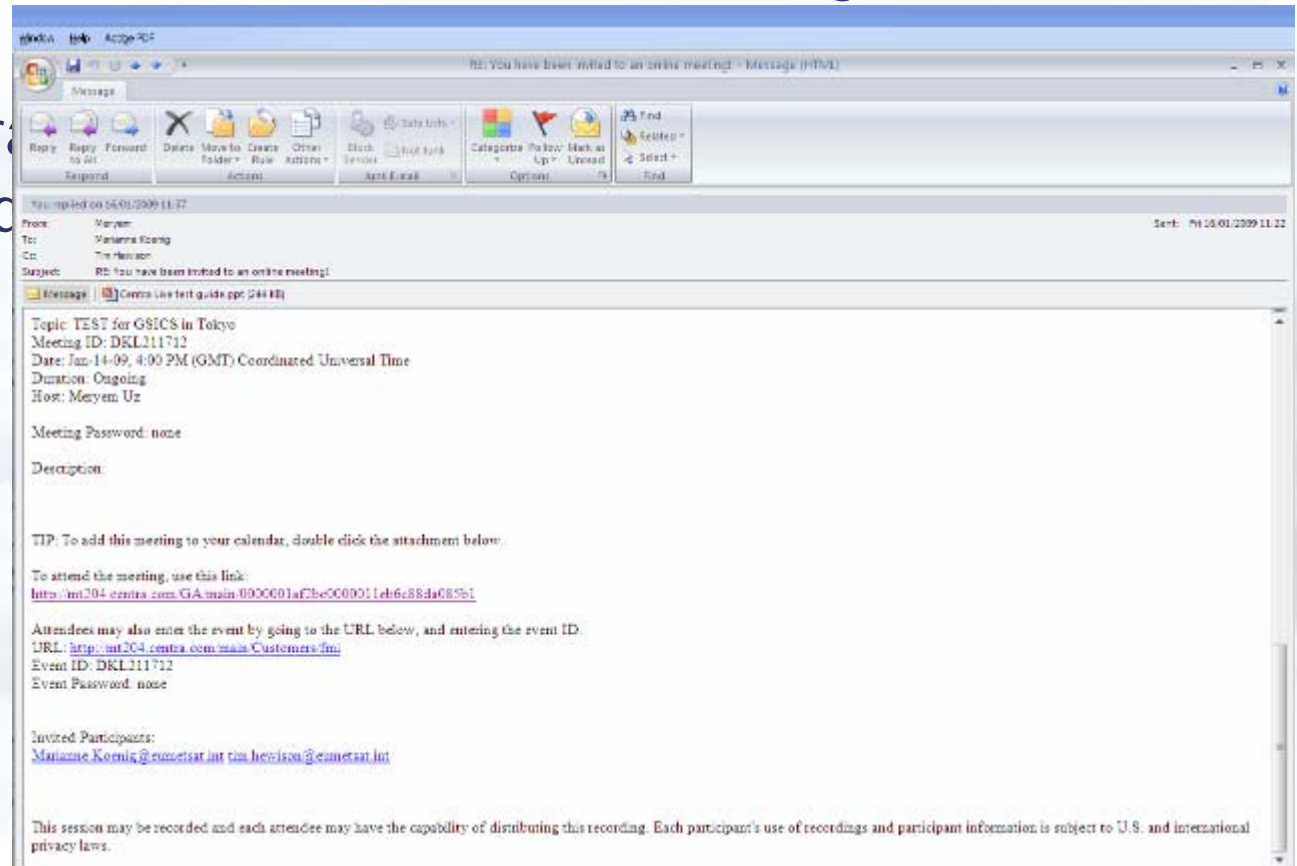
Or:

GDWG and GRWG have used Centra as an enhanced teleconference tool: giving presentations, sharing documents, voice transmission



# How to Participate?

You receive an email from a central Centra organiser  
(e.g. Meryem Uz)  
The actual Centra is not a web based server but web based server





# Centra Screen Opens in a Browser

Saba Centra 7 - TEST for GSICS in Tokyo (DKL211712)

File Edit View Actions Tools Help

Hand Yes No Laugh Applaud Step Out Text Chat Feedback Audio Full Screen

Audio Controls

Participants

Martenne Koenig

Tim Hewison

Agenda

Centra Live test guide .ppt

- Centra Live test guide
- 1. Basics
- 2. Centra Live Web Interface
- 3. Your Centra sessions
- 4. Important things to remember

Using Saba Centra

Talk & Listen Invite Others Import a Presentation Share an Application

**Presenter(s)**

**Attendee(s)**

Telephone Conference Calls

Quick-Tips

- Speaking**: Press and hold the (Ctrl) key to speak during an event.
- Adjusting Audio**: Use the slide next to the icon to adjust the audio during an event.
- Asking a Question**: Use the Hand button to indicate that you have a question.
- Responding Yes**: Click the Yes button to respond to a question.

Saba Centra Essentials | User Documentation | Accessibility Guide

powered by saba

Paused In Session Currently speaking: Networks: [signal strength]



# Presenter?

Saba Centra 7 - TEST for GSICS in Tokyo (DKL.211712)

File Edit View Actions Tools Help

Record Hand Yes No Laugh Applaud Step Out Agenda

Audio Controls

Participants

Invite

Marianne Koenig

Tim Heuvelen

- Clear Microphone/Markup Tools
- Give Appshare Control
- Ask to Share Application
- Send Text Chat
- Adjust Audio
- Promote to Co-presenter**
- Eject from the Event

Agenda

Import

Original presenter can "upgrade" attendees (right mouse click on name)



# Adjusting Audio Control (Microphone / Speakers)

Saba Centra 7 - TEST for GSICS in Tokyo (DKL211712)

File Edit View Actions Tools Help

Record Hand Yes

Audio Controls

Participants

Invite

Tools

- Agenda F5
- Application Share... F7
- Whiteboard F10
- Survey... F9
- Web Confer... F8
- Text Chat... F12
- Feedback...
- Video
- Recording
- Audio Wizard...
- Host Application
- Options...

Saba Centra

Talk & Listen

Invite Others

Import a Presentation

Share an Application

Communicate over the Internet (VoIP)

If you are using VoIP for the event audio, you must have speakers or headphones to listen and a microphone connected to your PC to speak.

To test your audio, select **Audio Wizard** from the **Tools** menu.

A presenter must give you a microphone before you can speak.

Raise your hand to request a microphone.

- To speak, hold down the **CTRL** or **F12** key on your keyboard. (**Option** or **Left Quote** key on the Macintosh).

Telephone Conference Calls

If you are using a conference call for the event audio, the telephone numbers and access codes can be viewed during the session.

- Select **Audio Wizard** from the **Tools** menu.

Quick-Tips

<b>Speaking</b> Press and hold the <b>(Ctrl)</b> key to speak during an event.	<b>Adjusting Audio</b> Use the slide next to the icon to adjust the audio during an event.	<b>Asking a Question</b> Use the <b>Hand</b> button to indicate that you have a question.	<b>Responding Yes</b> Click the <b>Yes</b> button to respond to a question.
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Saba Centra Essentials | User Documentation | Accessibility Guide

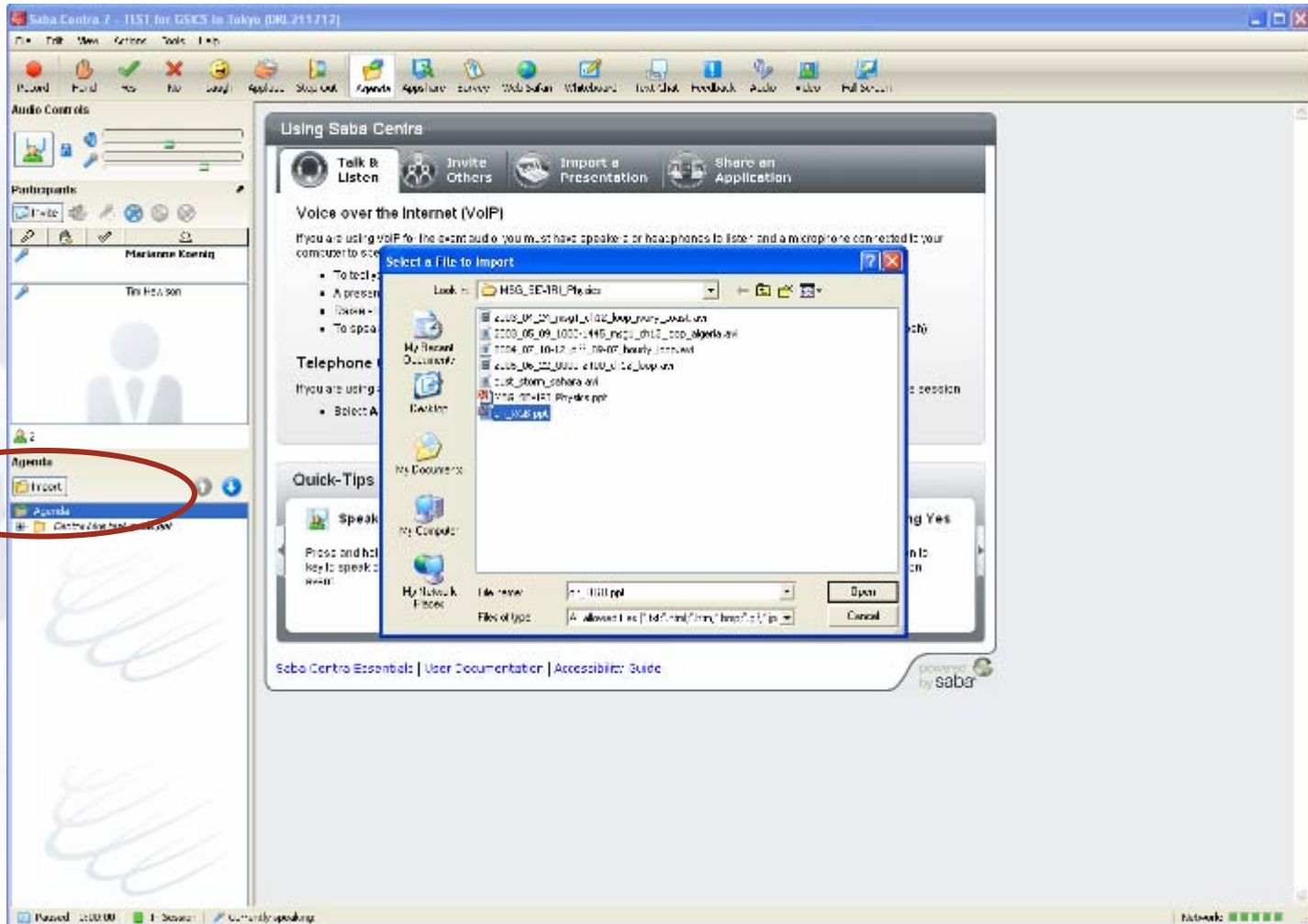
powered by saba

Paused 0:00:00 In Session Currently speaking!

Network: [Signal Strength]



# Presenters can Import Presentations





# Import Options: GIF, JPEG, HTML – Size Configurable

The screenshot displays the Saba Centre software interface. The main window is titled "Using Saba Centre" and features a toolbar with icons for "Talk & Listen", "Invite Others", "Import a Presentation", and "Share an Application". Below the toolbar, there are sections for "Voice over the Internet (VoIP)", "Telephone Conferencing", and "Quick-Tips". A "Select Image Format" dialog box is open, allowing users to choose the format for importing slide images. The dialog box has three radio buttons: "GIF - Best for simple graphics and best compressed file size. Can be used with our notebook.", "JPEG - Best for detailed backgrounds and photos. Can be used with our up tools.", and "HTML - Preserves animations and can be redacted. Large file size." Below the radio buttons, there is a "Select image size" dropdown menu. The dialog box also has "OK" and "Cancel" buttons. The background shows a virtual meeting environment with a toolbar, audio controls, and a participant list.



Import Options





# "Run" the Presentation through the Agenda List

The screenshot shows the Suba Centra 7 software interface. The main window displays a presentation slide titled "Dust / Ash Example" with a colorful satellite image of a dust plume. The slide content includes:

RGB:  
Red: IR12.0 – IR10.8  
Green: IR10.8 – IR8.7  
Blue: IR10.8

Below the image, it says "MSG (SEVIRI), Brussels, 12/14 November 2008" and the "EUMETSAT" logo with "Slide 10" below it.

On the left side, there is an "Agenda" panel with a list of items. A blue arrow points to the item "Dust / Ash Example" in the agenda list.

The agenda list includes:

- Centra live test guidelppt
- Centra live test guide
- 1. Demo
- 2. Centra live Mah. Interface
- 3. Your Centra member
- As slide title 1
- As slide title 2
- 4. Dependant dialog to remember on PIG.ppt
- Control of Color Composition
- Image Enhancement – Multichannel...
- Detail of PIG ...
- Detail of PIG ...
- Detail of PIG ...
- And in Combination We Get ...
- Color Combinations ... But not Rain...
- Spectral Signatures of the Channels...
- Spectral Signatures of the Channels...
- Dust / Ash Example
- Dust / Ash Example
- Summary



# Control Buttons for "Communication"

The screenshot displays the Saba Centra 7 interface for a session titled "TEST for GSICS in Tokyo (DKL211/12)". The top toolbar contains several communication control buttons, each circled in red: "Hand" (muted), "Yes" (thumbs up), "No" (thumbs down), "Laugh" (laughing face), "Applaud" (clapping hands), "Stop Out" (stop sign), and "Text Chat" (chat icon). Below the toolbar is the "Audio Controls" section with a microphone icon and a volume slider. The "Participants" list shows two active participants: Marianne Koenig and Tim Hewison. The "Agenda" pane on the left lists the session content, including "Centre Live test guide.ppt" and various slides on "Concept of Colour Composition" and "Image Interpretation". A "Text Chat" window is open in the center, displaying a message from Tim Hewison: "Good afternoon everyone". The chat window has a "To:" dropdown menu set to "All" and a "Send" button. The status bar at the bottom indicates "Paused", "In Session", and "Currently speaking:".



# Microphone Control via Ctrl Key or Lock

The screenshot shows the Saba Centra 7 interface. At the top, there is a menu bar with 'File', 'Edit', 'View', 'Actions', 'Tools', and 'Help'. Below the menu bar is a toolbar with icons for 'Hand', 'Yes', 'No', 'Laugh', 'Applaud', and 'Step C'. The 'Audio Controls' section features a microphone icon, a lock icon (circled in red), and two volume sliders. A blue arrow points to the right slider. The 'Participants' section lists 'Marianne Koenig' and 'Tim Hewison', with a microphone icon next to 'Tim Hewison' (circled in red). At the bottom, there is an 'Agenda' section with a folder icon and three items: 'Agenda', 'Centra Live test guide.ppt', and 'on\_RGB.ppt'.

Audio slider to adjust volume



# Important things to remember

Divide presentations bigger than 10 MB into separate files for upload

Use Hands-Free only when presenting, release it when getting comments. If Ctrl button does not work, check: Actions -> "Ctrl key for Audio" is not disabled

Remember to check that your mic is on when you talk!

Remember to keep text chat box open at all times for questions and comments

Properly Exit (File -> Exit) the Centra session – time is money!