# 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 … "
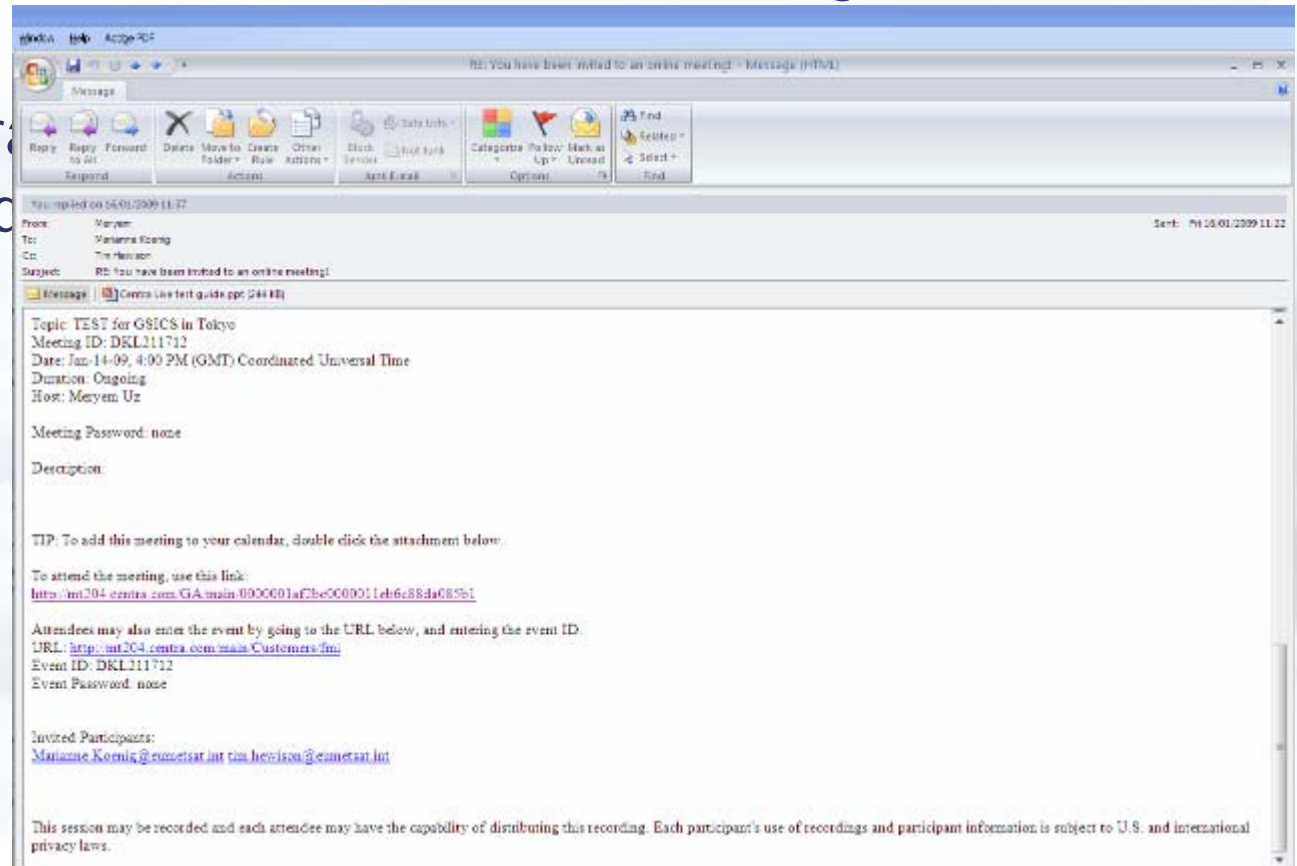
Or:

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

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# How to Participate?

You receive an email from a central Centra organiser (e.g. Meryem

The actual Centra but web based server)

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# Centra Screen Opens in a Browser

# Presenter?



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

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# Adjusting Audio Control (Microphone / Speakers)

# Presenters can Import Presentations

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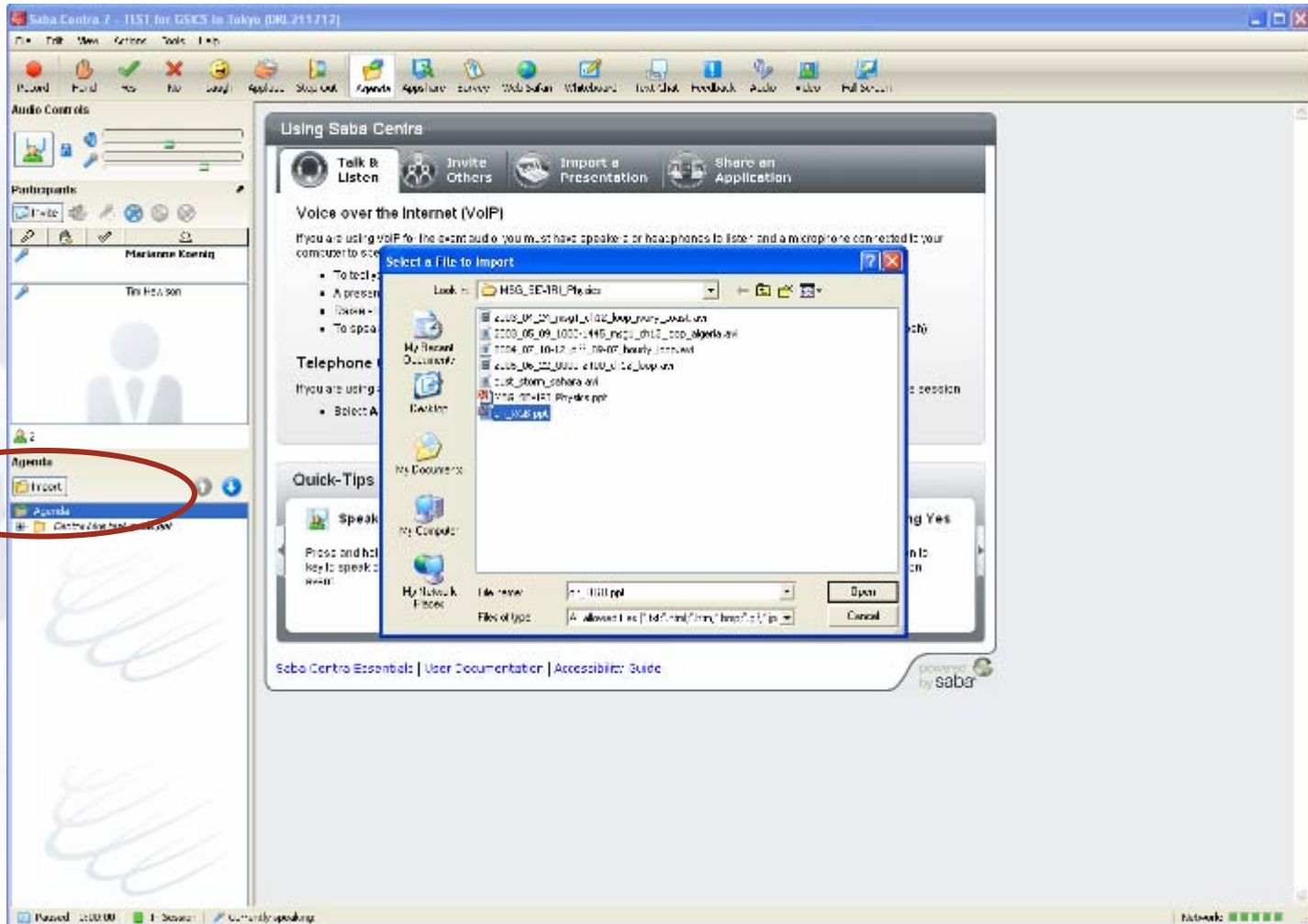
# Import Options: GIF, JPEG, HTML – Size Configurable



Import Options

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# "Run" the Presentation through the Agenda List

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# Control Buttons for "Communication"

# Microphone Control via Ctrl Key or Lock

Audio slider to adjust volume

# Important things to remember

Divide presentations bigger than 10 MB into seperate 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!

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