

## Be Present Virtual Exhibition Companion Guide

### Icons and Instructions

#### Designer's Notes

*When entering the Exhibition and starting the tour, the pace of the artwork is often quicker than the eye can have time to take in the photos, read the panels, and click to hear audio and video associated with the pieces before it advances to the next piece.*

*One good way to view the Exhibition is to go through using the auto-tour function (photos and artwork advance automatically) once and then go through again manually, clicking each piece, clicking to see the information associated with it, and clicking the button on the panel if audio or video is associated with an artwork. **In auto-tour mode, audio and video clips are not presented automatically. You must view the Exhibition manually to view video and audio clips behind the photos.** You can always click on the photo or artwork directly to stop the action, or you can use your mouse to go backward and forward if you'd like to revisit a piece in the gallery.*

*In the manual mode, the viewers process might be: 1) click a photo or artwork to stop the movement, 2) click the information button to read about the piece, 3) click the tringle on the piece to hear the subject's voice or see a video of the subject of the photo, and 4) click the Start tour button to restart the tour.*



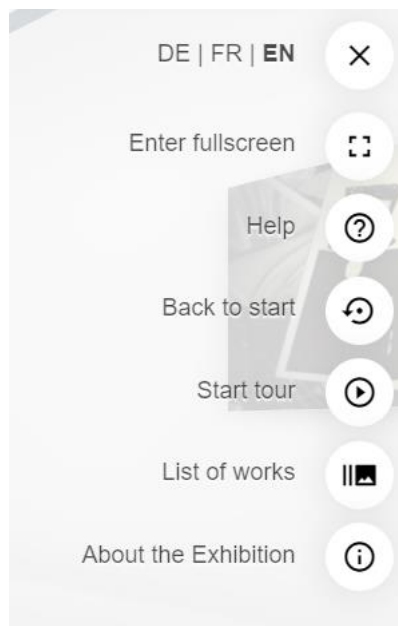
At the top right of the screen for the Exhibition, you'll see the hamburger menu—three lines that bring up the main menu for the Exhibition (see Main Menu below and an explanation of each function). Click here to see options for taking a guided tour, viewing a catalog, and more.



Some of the works in the Exhibition will have this icon at the bottom right corner of the panel. This alerts the viewer that there is audio or video content associated with the graphic or photo.



The Exhibition allows the flexibility to go backwards and forwards, as well as upwards and downwards to look around the room.

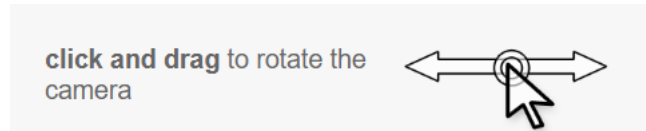


- You can change your view to see content in German, French or English.
- Click here to enter (and then exit) full screen; allows you to remove all other windows display. Full screen mode is recommended for viewing the Exhibit. You can also use your keyboard ESC key to exit full screen mode.
- Access Help for additional assistance on how to maneuver inside the Exhibit
- You can always go back to the beginning of the Exhibition
- Although you can always advance from panel to panel manually, this button allows you to start the guided tour mode.
- Click here if you want to see a list of all the works in the Exhibition.
- A full description of the Exhibition

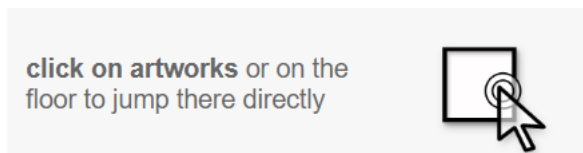


Once you have started the automated tour, you can pause it at any time to take more time with the artwork or video/audio that accompanies it. Simply press the Pause button in the top right corner once the tour has started.

One of the best features of this exhibition tool is that the viewer can use a mouse to move around and through the Exhibition in a manual fashion, much like one would view items in a physical gallery space.



While in the Exhibition and once you have paused the tour, you can click this button to get more information on specific artwork. You can also click on any image to display the More Information button.



You can click on the artwork directly or even on the floor to jump directly to a piece on the wall.

## IMPORTANT!



**Firefox** and **Chrome** browsers are recommended for the best Exhibition viewing experience.

When there is audio/video associated with an image, the volume adjustment box appears in the bottom left of the screen. You can press to play, pause, and adjust the volume of the sound.

