Prysm for Web Quick Guide

PRYSM ®

Accessing Projects, Workspaces, and Files

1 **Sign In**

2 **Create a Project**

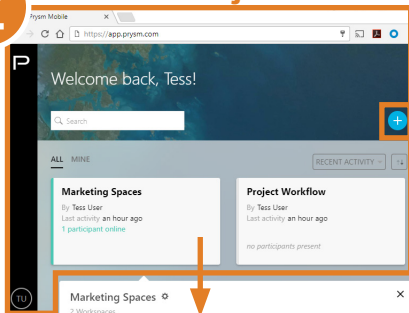**Add a Workspace**

Work with Assets and Files

1 Navigate to **app.prysm.com** using one of the following browsers:

- Google Chrome
- Safari

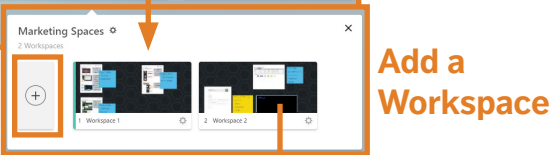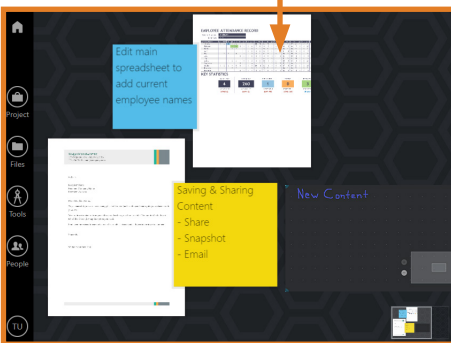Sign in using your network credentials or your Prysm username and password.

2 In the **Project** area, tap ⊕ or select the project you need, then in the **Workspace** area, tap ⊕ or select the desired workspace.

A **Project** contains assets including documents, videos, pictures, and notes.

A **Workspace** is the display and collaboration space for a project. In workspaces, assets and files are arranged for collaboration. Each project contains one or more workspaces.
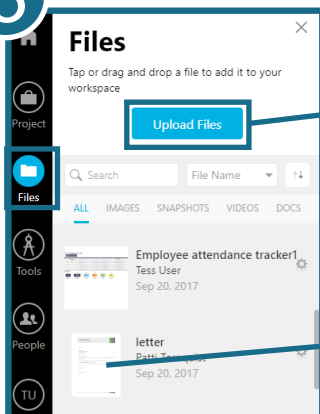
3 From the **Navigation Menu**, expand **Files** and select **Upload Files** to add files to the project for use in any workspace.

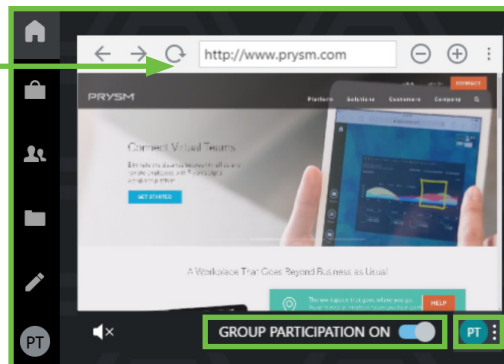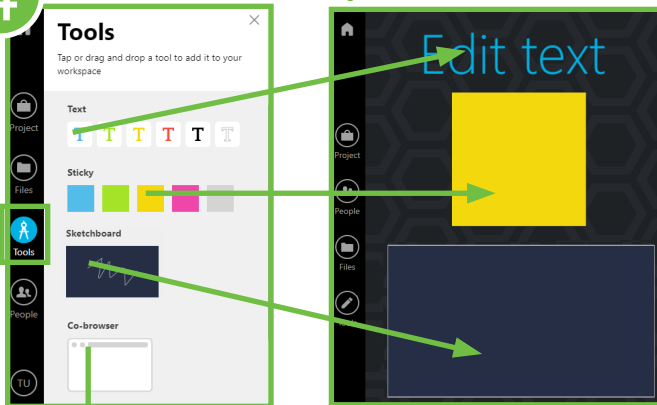Tap or drag files to the workspace for display and collaboration.

3 **Add Files**
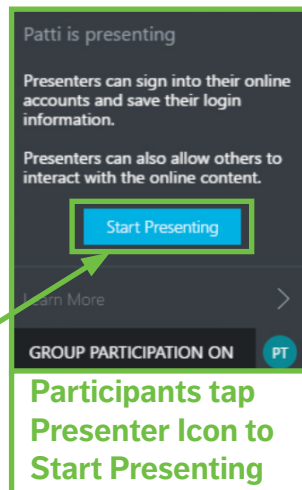

Upload files to the project

Drag files to workspace

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Using Workspaces

4 Use Tools in Workspaces

Tools

Tap or drag and drop a tool to add it to your workspace

Text

Sticky

Sketchboard

Co-browser

Edit text

Search or Type URL

www.prysm.com

Go   Cancel

Enter URL

http://www.prysm.com

GROUP PARTICIPATION ON

Turn ON Group Participation so all participants can collaborate on that website

Patti is presenting

Presenters can sign into their online accounts and save their login information.

Presenters can also allow others to interact with the online content.

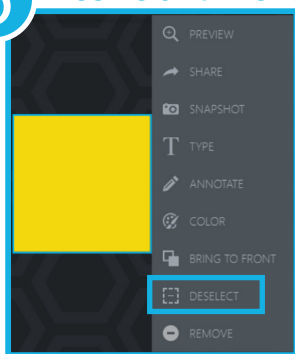**Start Presenting**

Learn More

GROUP PARTICIPATION ON

Participants tap Presenter Icon to Start Presenting

4

From the **Navigation Menu**, expand **Tools** and tap or drag **Text**, **Sticky Notes**, or **Sketchboards** to the workspace for notes, drawing, or markups.

Tap **Co-browser** and enter a URL. Toggle **Group Participation ON** so all participants can interact with the website. By tapping the **Presenter Icon**, participants can start presenting.

5 Resize and Move Content

PREVIEW
SHARE
SNAPSHOT
TYPE
ANNOTATE
COLOR
BRING TO FRONT
DESELECT
REMOVE

Sample Letter

Resize

Sample Letter

Move

5

Before resizing or moving, deselect assets. To deselect, tap outside the asset or select **Deselect** from the side-menu.
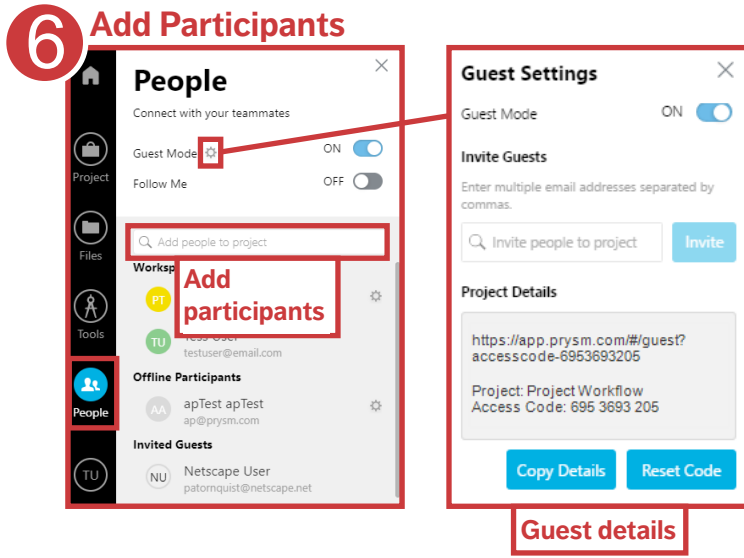
To **resize** an asset,
• Scroll using the mouse wheel.
• Use two fingers on the mouse pad.

To **move** an asset,
• Tap and drag asset.
• Left-click and hold mouse, drag, and release.

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Add Participants to Projects

6 **Add Participants**


Add participants

Guest details

6 From the **Navigation Menu**, expand **People**.

Turn **Guest Mode ON** to allow users without Prysm credentials to participate in a hosted session.

Turn **Follow Me ON** to lead the project and bring all participants into the same workspace so everyone sees the same content.

In the **Add people** field, add participants by name or email. People with credentials are invited as participants, and people without credentials are invited as guests.

Working with Assets

7 **Use Side Menu options**
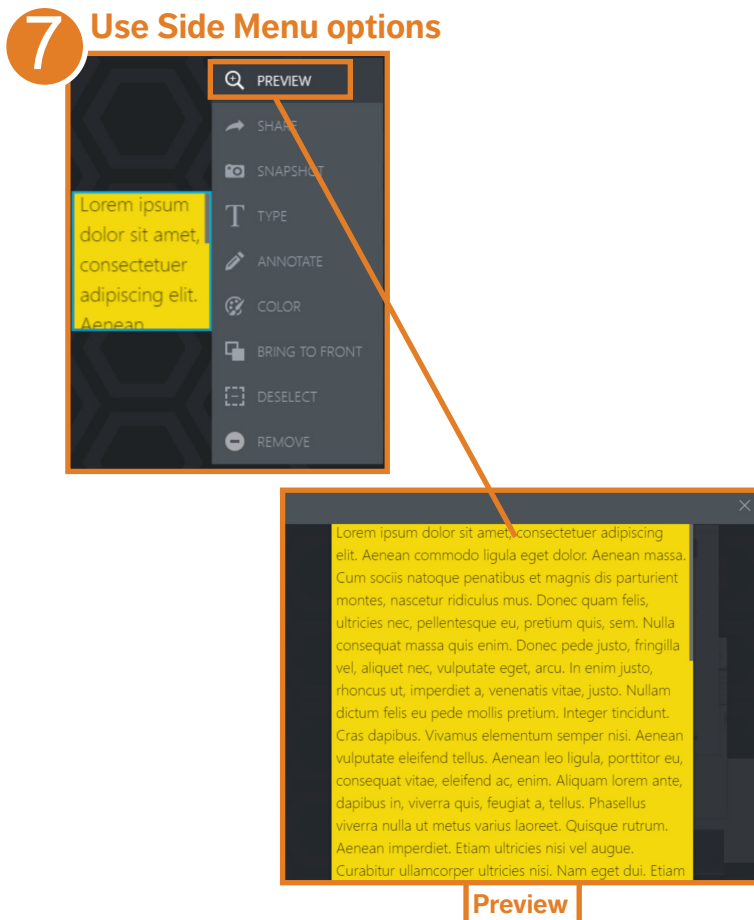
Preview

7 **Select** any asset to display side-menu options. Side-menu options vary by asset type.

In Prysm for Web, **Preview** and **Bring to Front** are very useful.

Preview - Enlarges the asset to full-screen on your device. Preview affects the view of the asset on only your device and allows private pan and zoom abilities.

Bring to Front - Keeps asset positioned in the front so it can't be hidden behind other assets. Bring to Front affects the asset appearance for all project participants.

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Tool & Menus

Navigation Menu
Displayed on the left side of the screen after a project is selected.

🏠	**Home** - Open the project list
💼 Project	**Project** - Add, edit, and reorder work-spaces
📁 Files	**Files** - Add files to your project or the active workspace
📐 Tools	**Tools** - Add text, notes, sketchboard, or Co-browser to a workspace, or take a workspace snapshot
👥 People	**People** - Enable Guest Mode and Follow Me and invite people to collaborate in the project
TU	**User icon** - Options to return to the Home page, change password, and sign out

Side-Menu Tools
Displayed when you select any asset.
The side-menu tools vary by asset type.

🔍 PREVIEW	**Preview** - Zoom asset to fill screen
➡ SHARE	**Share** - Email screenshot of asset
📷 SNAPSHOT	**Snapshot** - Save screenshot of asset to files
T TYPE	**Type** - Add text by typing on sticky notes
✏ ANNOTATE	**Annotate** - Add notes or markups to the asset
🎨 COLOR	**Color** - Change background color of sticky notes
▢ BRING TO FRONT	**Bring to Front** - Keep asset in front so it doesn't get hidden
⬚ DESELECT	**Deselect** - Deselect asset to move and resize
⊖ REMOVE	**Remove** - Remove asset from workspace

Troubleshooting

Issue	Possible Cause	Resolution
I added an asset to my workspace but now it's gone.	You may have removed the asset by mistake.	If the asset was a file, it is saved in the project. Expand the Project menu and drag the file to the workspace again. If the asset was a note or sketchboard and you didn't take a snapshot of it, you may have to recreate it. You can enable a warning to prevent unexpected removal of assets. From the Navigation Menu, select the User icon, then enable Remove Asset Prompt.
I can't add guests to a project.	Guest Mode is not enabled.	Before inviting guests, enable Guest Mode through Prysm for Web. Work with your system administrator to edit guest access to projects in your account if Guest Mode is not visible in Prysm for Web.
Tools or content are missing.	An older version of Prysm for Web is cached.	Clear your browser cache to display the current Prysm for Web version.