



## REQUIREMENTS FOR UPLOADING MEDIA

### IMAGE

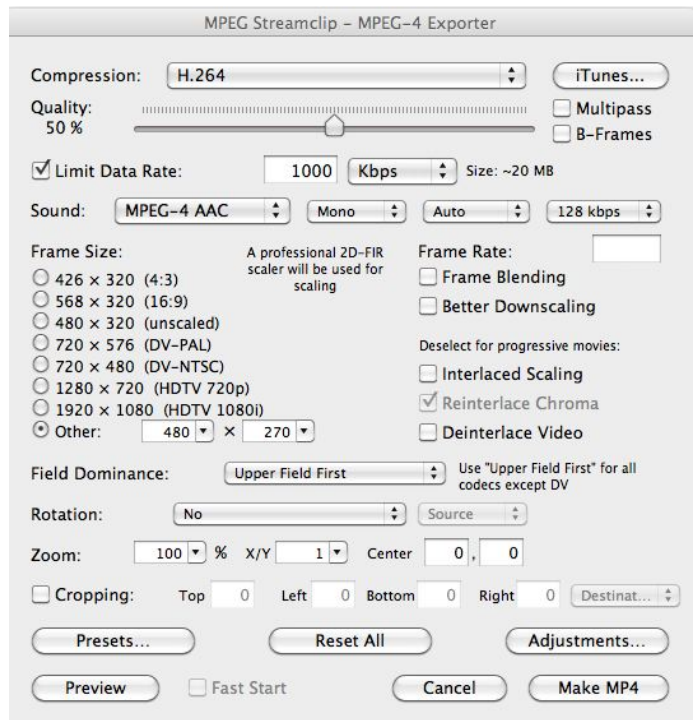
Only JPG or PNG, saved in RGB mode, not bigger than 3MB  
size: 720 x 480 pixels (to fit the TAP) or 1000x1000 pixels maximum.  
TIP: use PNG file for cut-out objects, it keeps transparency.

### VIDEO

video codec: H.264 codec, data rate: 1000kbps  
audio codec AAC, data rate: 128kbps  
Recommended size is 480 x 320 pixels.  
Duration: 30 minutes or 100MB maximum, in file size. ONLY 90 sec for video on the TAP!

Free program to convert video is MPEG  
STREAMCLIP (for Mac & PC)  
<http://www.squared5.com>

If you want to have better quality (when lots of detail) you just slide the quality bar to 70% and tick on multipass  
format 16x9 = 480 x 270 pixels (here)  
format 4x3 = 480 x 360 pixels  
other formats: 480pixels = maximum width in the TAP for the video



### ANIMATION

Only SWF file | size to fit the stage of the Tap = 720 x 480 pixels  
- FOR ANIMATION: frame rate = 24 frames per second  
Export your file with ActionScript 3 (not AS2). Or you can create a small object to drag around the stage of your Tap!  
- FOR SLIDESHOW PRESENTATION: each slide is 1 frame, placed consecutively along the timeline of the SWF file.

### AUDIO

MP3 codec | data or bit rate = 128kbps.



## REQUIREMENTS FOR UPLOADING MEDIA (continued)

### DOCUMENTS - for the WHEEL only, not the TAP!

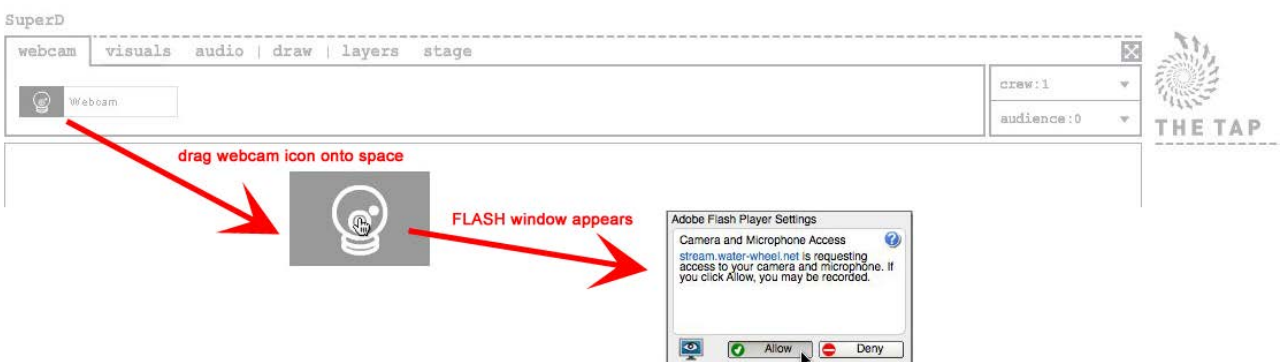
- Rich Text Format (RTF)
- Word Document (DOC)
- Excel Document (XLS)
- PDF Document (PDF)

## HOW TO USE THE TAP

As the TAP is still in development, these are screengrabs which might be already old by the time you get to see them online, but it will give you a good idea where to look at or look for!

- \* once you signed up and activated the link received by email
- \* you can create your TAP (please give it a title) and upload on the WHEEL (check also your junk/spam box, maybe email goes there)
- \* If you want to invite someone on your TAP, add that user in your crew
- \* user will receive an invitation by email with a link
- \* link has to be activated
- \* user will log in
- \* click on 'My Taps'. On the table, there will be 'superD' TAP or another TAP you've been invited to
- \* On the right side of the table, you have a link 'ENTER'. Click on it.
- \* TAP will load on webpage (patience, it might take a few minutes – you might have to update your flash player to new version, that doesn't take much time. Just follow the prompt. You might need to re-log-in)
- \* You can go with or without webcam. You will go on the top menu and select a tab (webcam, visuals, audio, drawing) and within each tab, an icon that you will drag onto the stage below.

With crew view of the TAP, whenever you hover with your mouse over an icon, you get a text describing what it is.





## WEBCAM SETTINGS

### TO CHANGE YOUR WEBCAM SETTINGS



right click or control click on your window



### MICROPHONE



CAMERA - if you use an external camera you will find it in drop-down menu





## WEBCAM PALETTE

appears when you click on the visual object BUT audience does not see it!

**1st ROW: KEEP MOUSE DOWN + click on tool icon**

<b>MOVE</b> window around	<b>ROTATE</b> mouse up or down	<b>RESIZE</b> pull up or down	<b>ALPHA</b> fade in or out	<b>DELETE</b> remove object
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**2nd ROW: RESET BUTTONS**  
position reset = image in middle

**VOLUME**  
keep mouse down  
+ go down to silence

**3rd ROW JUST CLICK ONCE**

<b>HIDE</b>	<b>FLIP</b> VERTICAL	<b>FLIP</b> HORIZONTAL	<b>BRING</b> FORWARD	<b>BRING</b> BACKWARDS
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SuperD

## VIDEO PALETTE

webcam	visuels	audio	draw	layers	stage
1x2-water-mosaic	bouteille	mass critic			
1x3-water-mosaic	desasphalticoo dep	running tap			

drag icon onto stage  
same palette then webcam

+ PLAY | PAUSE | LOOP | VOLUME  
active buttons are black  
keep mouse down + go down to get silence



# WATERWHEEL

UPLOAD REQUIREMENTS | TAP SETTINGS & TOOL PALETTES

## ANIMATION PALETTE

Same as webcam and video  
+ bottom row: PLAY & PAUSE

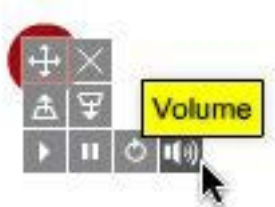


## SLIDESHOW PALETTE

Same as webcam and video  
+ bottom row: NEXT FRAME & PREVIOUS FRAME



## AUDIO PALETTE



## EXAMPLE OF PNG FILE

Cut out object with transparent background  
bottle is brought forward the webcam



## TIP

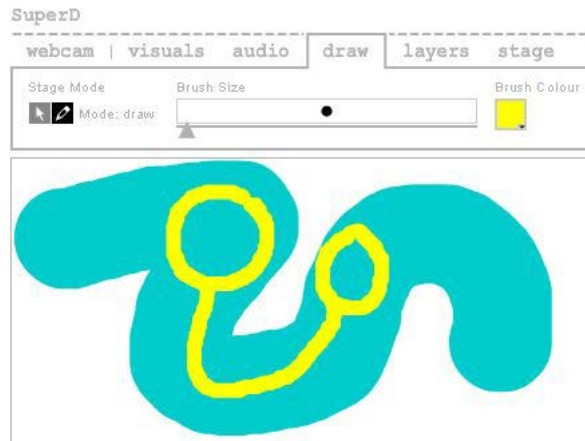
if you want to see what it looks like for audience, put your mouse OUT of the rectangle of presentation space



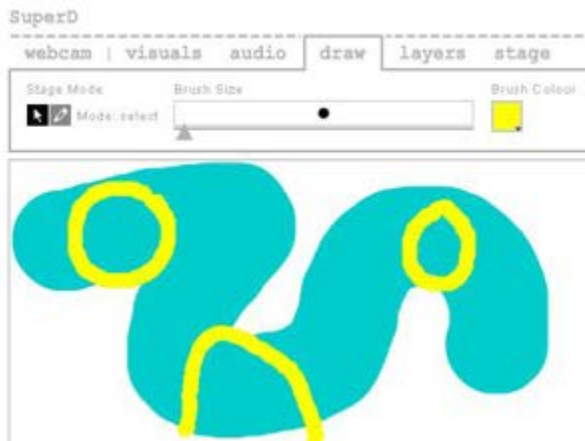
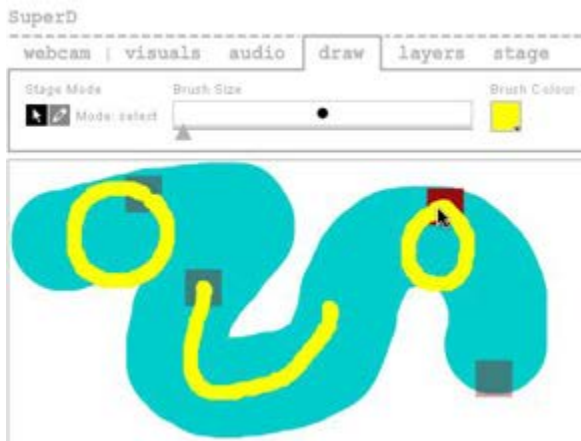


### DRAWING

select the size of your brush in the slider, and the colour on the right

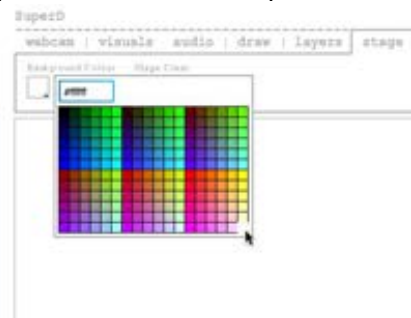


Click on one of the square=beginning of the stroke, you have a palette which allows to move every part of the drawing and make an animation by moving, rotating, flipping, etc...



you can add a colour for the backdrop.

CLEAR THE STAGE and by clicking on the left square, you have a palette of colours to pick from.





### LAYERS

By default, all objects go on layer 1. Layer 1 is at the back & layer 6 at the top.

When you click on 1 object you can see on which layer it is, as the layer has a black frame around. You then select which layer you want to move the object to, here layer 4, and click on 'move selected object to layer'. You can see the bottle is on top of the others now. You can also do that with bring forward button with a layer!



### LAYER PALETTE:

hide | move to layer

delete | target





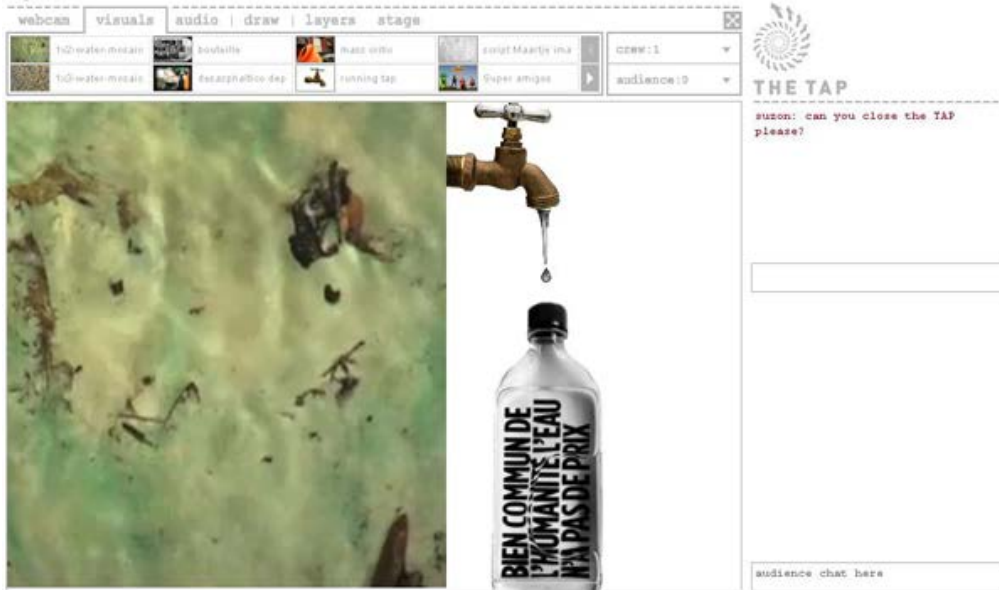
# WATERWHEEL

## UPLOAD REQUIREMENTS | TAP SETTINGS & TOOL PALETTES

### CREW VIEW

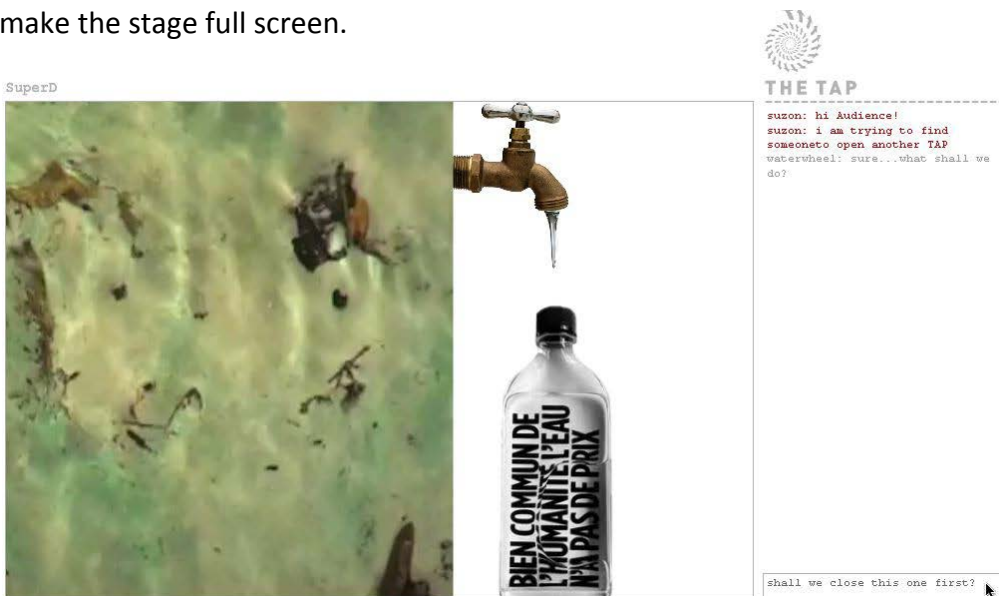
On top we have the palette of media and on the right side, there is a private chat at the top for the crew – not visible by the audience, and a common chat with crew and audience at the bottom.

We can see the numbers of audience and crew members. By clicking on the crew number, you can see their user names. We can have a full screen of the stage, and press escape to get the chat again



### AUDIENCE VIEW

By hovering the mouse near the logo, we can see the numbers of audience & crew members and make the stage full screen.



if you want to have a guided tour of the TAP, please email [suzon@water-wheel.net](mailto:suzon@water-wheel.net) or skype: suzonfuks