



## Loading Presentations


### Quick Reference Guide for Moderators

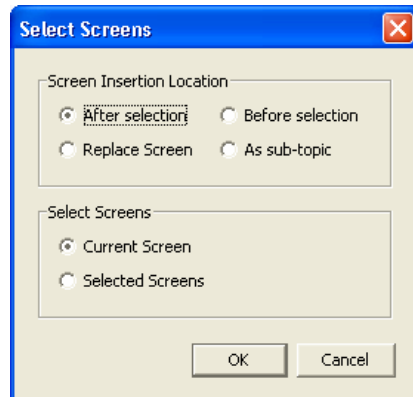
Moderators can import PowerPoint presentations (\*.ppt), StarOffice, OpenOffice and NeoOffice/J presentations (\*.ppt, \*.sxi), Image files (\*.bmp, \*.jpeg, \*.gif, \*.png, and \*.tif), Protected Whiteboard files (\*.wbp) and Whiteboard files (\*.wbd) onto the whiteboard.

Once imported, the presentation is available for all participants to see, and can be marked up using the Whiteboard drawing tools.

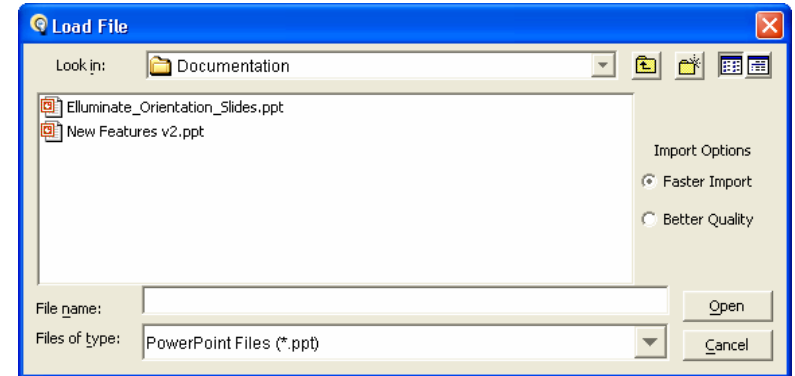
#### Loading a File

To load your presentation, you must have Moderator status.

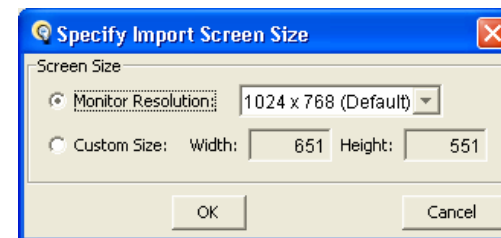
1. Click on the "Load Presentation" tool  in the Whiteboard window.
2. In the Select Screens dialog box, determine where you want to insert the file in relation to the Current Screen or Selected Screens. The file can also replace a screen or become a sub-topic of a screen.



3. Click **OK**. The **Load File** dialog box appears.



4. Navigate to the folder containing the file you want to load.
5. Select the file type you wish to load by scrolling through the **Files of type** drop-down menu. The options are
  - a. PowerPoint File (\*.ppt)
  - b. StarOffice/OpenOffice Files (\*.ppt, \*.sxi, \*.odp)
  - c. Image Files
  - d. Protected Whiteboard Files (\*.wbp)
  - e. Whiteboard Files (\*.wbd)
6. Locate the file or image you want to import, and select it. The file name will appear in the **File name:** text box. Click **Open**.
7. Select the import screen size from the **Specify Import Screen Size** window. The default is 1024 x 768. Click **OK**.



8. Each slide in the presentation or image is loaded onto a separate whiteboard screen as a background image.

## Activity Indicators

When you load a presentation, you may see red and orange activity indicators next to your name or a participant's name. These colored indicator lights represent if participants have received all of the content

- Red: A red light next to a participant's name indicates that he or she has not received the content on their current screen. This light disappears once the participant has received the screen content from the server.
- Orange: An orange light next to a participant's name indicates that he or she is still receiving the whiteboard screens from the server. This light disappears once the participant has received all of the whiteboard screens.



*The orange indicators next to Jill's name shows that she has not received all of the whiteboard screens. The red and orange indicators next to Mike's name shows that he has not received the current screen. Since Cathy does not have an indicator next to her name, she has received all of the whiteboard screens.*

The whiteboard activity indicators are dynamic and are updated and visible to all moderators throughout the session.

## Presentation Conversion Tools

The following presentation tools are available to convert your presentation into a Whiteboard (.wbd) prior to your Elluminate *Live!* session. These tools can be accessed from our support site at [www.elluminate.com/support](http://www.elluminate.com/support).

### PowerPoint Converter

To create Whiteboard files directly from PowerPoint, use our PowerPoint Converter for Elluminate *Live!*. The resulting .wbd or .wbp files can be pre-loaded into your Elluminate session or loaded during the session. The converter is available only to users of the Windows Operating Systems.

## Presentation Wizard

The Presentation Wizard converts PDF, PowerPoint, StarOffice, OpenOffice and NeoOffice/J presentations into high quality Whiteboard files that you can easily load into your Elluminate *Live!* sessions. You can capture the entire file or a certain area from each slide or page. This utility is available to users of Windows, Mac OS X and Solaris users.

## Best Practices

- When you are loading PowerPoint, StarOffice, OpenOffice or NeoOffice/J presentations, you have two Import Options to select from: Faster Import and Better Quality. Better Quality is recommended.
- When loading a presentation, each slide is converted to a static image and loaded onto the whiteboard. If you would like to include any transitions or animations, use Application Sharing.
- Many users create content using other presentation software such as KeyNote or Photoshop. Although you cannot import these presentations directly onto the Elluminate *Live!* whiteboard, you can save the slides in the presentation as individual images and then load the images onto the Elluminate *Live!* whiteboard. This method is also ideal for Mac users who have PowerPoint 2004 presentations. These files will not load directly onto the whiteboard.
- When you load a presentation during your session, keep an eye on the indicator lights next to each participant's name so that you know if any are delayed in receiving whiteboard content. In particular, note the red indicator light as this means the user does not see the current slide. These indicator lights allow you to adjust the pace of your session accordingly.

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