



## Loading Presentations Quick Reference Guide for Moderators

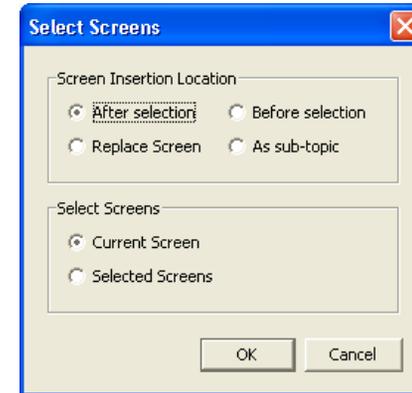
Moderators can import PowerPoint presentations (\*.ppt, \*.pptx), StarOffice, OpenOffice and NeoOffice presentations as well as the following image file formats \*.bmp, \*.gif, \*.jpg, \*.jpeg, \*.png, \*.pict (Mac only) and \*.tif to the Whiteboard. Protected Whiteboard files (\*.wbp) and Whiteboard files (\*.wbd) can also be loaded to the Whiteboard.

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

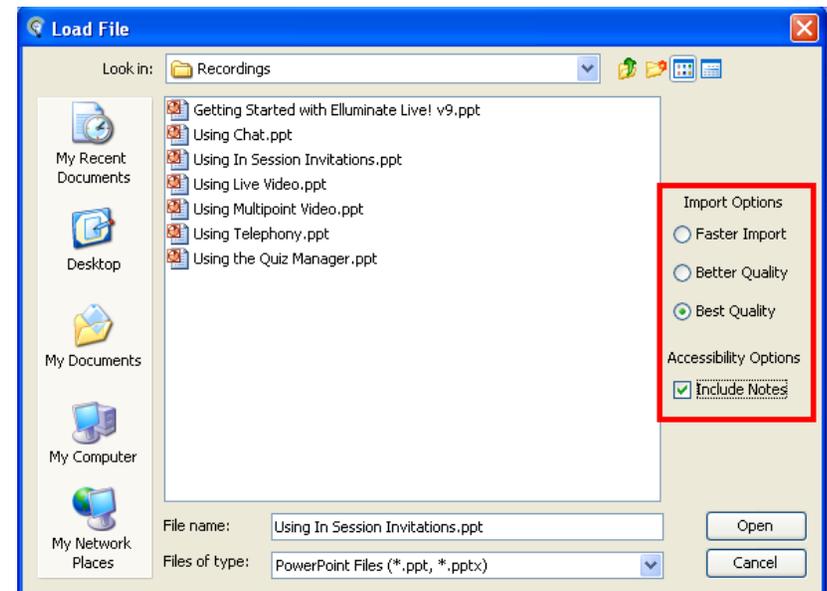
### Loading a File

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.

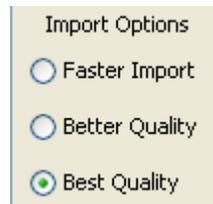


3. Click **OK**. The **Load File** dialog box appears.

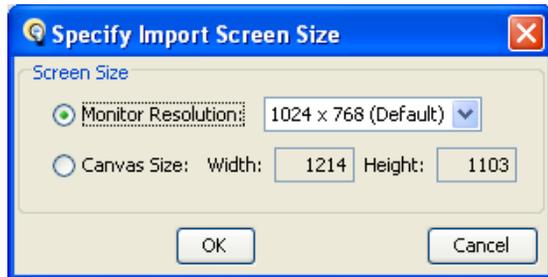


4. Navigate to the folder containing the file you want to load.

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, \*.pptx)
  - b. Image Files
  - c. Protected Whiteboard Files (\*.wbp)
  - d. 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. Choose the Import Options – Faster Import, Better Quality, or Best Quality. In most cases Best Quality is recommended.



8. Select **Include Notes** from the **Accessibility Options** to copy the PowerPoint Notes to the Elluminate *Live!* Notes window.
9. Select the import screen size from the **Specify Import Screen Size** window. The default is 1024 x 768. Click **OK**.



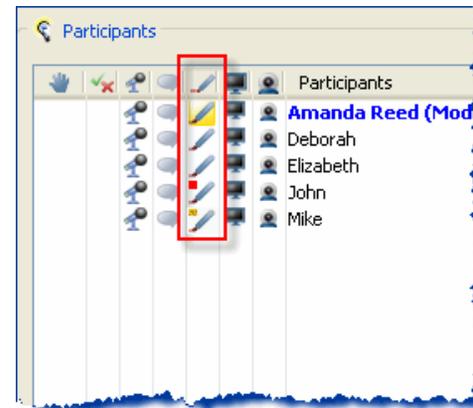
10. Each slide in the presentation is loaded onto a separate whiteboard screen as an image.

### 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.



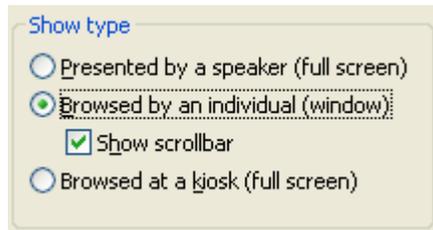
The whiteboard activity indicators are dynamic and are updated and visible to all moderators throughout the session.

### Presentation Conversion Tool

The **Presentation Wizard** converts PDF, PowerPoint, StarOffice, OpenOffice and NeoOffice presentations into high quality Whiteboard files that you can easily load into your Elluminate *Live!* sessions. This utility is available to users of Windows, Mac OS X and Solaris users. It can be accessed from our support site at [www.elluminate.com/support](http://www.elluminate.com/support)

## Best Practices

- When you are loading PowerPoint you have three Import Options to select from: Faster Import, Better Quality, and Best Quality. Best Quality is recommended since each PowerPoint slide is being converted into an image file.
- 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. In PowerPoint, go to Slide Show > Set Up Slide Show > Browsed by an individual (window)



- 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.
- 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.