



## Preloading Content Using the Schedule a Meeting Tool Quick Reference Guide

The Elluminate *Live!* Session Administration System (SAS) provides ASP clients with the ability to pre-load content into each Elluminate *Live!* session. There are two ways to pre-load content using the SAS. This Quick Reference Guide show you how to use the quick and easy “Schedule a Meeting” feature.

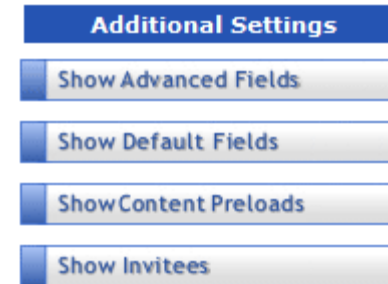
### Preloading Content

1. Login to the **SAS**.
2. In the **Resources** panel, click **Schedule a Meeting**.



3. Complete the Basic Fields, Advanced Fields, Defaults Fields and Invitees Sections as desired.

4. Preload content into the session by clicking **Show Content Preloads**.



Content Preloads		<a href="#">Save Current Settings As Defaults</a>
Whiteboard/Plan Preload	No Preloaded Content	
Multimedia Preload	No Preloaded Content	
File Upload	<a href="#">File Upload</a>	(Upload Whiteboard/Plan and/or Multimedia files. This will open a new window. When finished, close it and return here and refresh the page.)

### To Upload a Whiteboard, Plan or Multimedia file to the SAS

1. Content must first be uploaded to the server then associated with the session. Click the **File Upload** button.
2. Click the **Browse** button to locate the Elluminate *Live!* whiteboard, Plan or multimedia file you want to upload.
  - Elluminate *Live!* preload filenames must be less than 64 characters (including any file extensions).
  - Elluminate *Live!* whiteboard and Plan files end with '.wbd', '.wbp', '.elp' or or '.elpx'.
  - Elluminate *Live!* supports **MPEG files** (mpeg, .mpg, .mpe, .m4v, .mp4); **QuickTime files** ( '.mov', '.qt'); **Windows Media files** (.wmv) ; **Flash files** (.swf) and **Audio files** (.mp3).
3. Enter a file description in the **Specify the file description (optional)** box.
4. Click the **Upload** button.



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Elluminate Live! supports the following Multimedia file types:

- MPEG files: '.mpeg', '.mpg', '.mpe', '.m4v', '.mp4'
- QuickTime files: '.mov', '.qt'
- Windows Media files: '.wmv'
- Flash files: '.swf'
- Audio files: '.mp3'

Administrator File Upload Form		Upload
Specify the upload file	<input type="text"/>	Browse...
Specify the file description (optional)	<input type="text"/>	

## To Attach Previously Uploaded Content to a Meeting

1. Click the **Whiteboard/ Plan Preload** dropdown arrow. All previously uploaded whiteboard / plan files will appear in the drop down menu.
2. Select the file you want to preload into the meeting.
3. Click the **Multimedia Preload** dropdown arrow. All previously uploaded multimedia files will appear in the drop down menu.

Content Preloads		Save Current Settings As Defaults
Whiteboard/Plan Preload	No Preloaded Content	▼
Multimedia Preload	No Preloaded Content	▼
File Upload	<input type="button" value="File Upload"/>	(Upload Whiteboard/Plan and/or Multimedia files. This will open a new window. When finished, close it and return here and refresh the page.)

4. Click **(Optional Step) Save Current Settings As Defaults**. This will add the selected preloaded content to each meeting you create.