




## File Transfer

### Quick Reference Guide

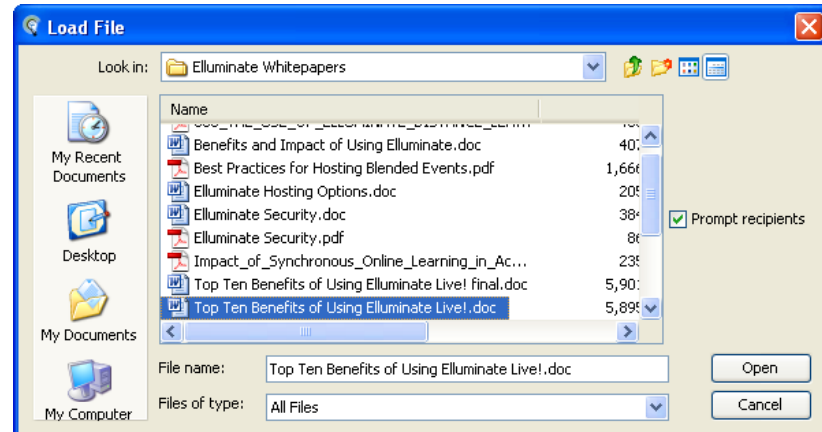
The File Transfer tool permits files to be uploaded to the server to be shared with everyone in the session. Files and URLs can be transferred. Uploaded files and URLs are pushed out to everyone in the session and must be explicitly saved by the receiving participants and moderators. Use File Transfer to distribute handouts before, during or at the end of the session.

#### Loading a File

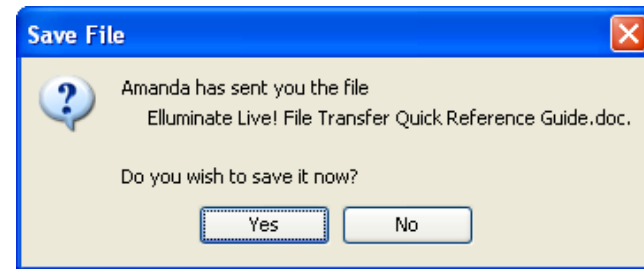
1. Open the File Transfer window by clicking the  button or select **Window > File Transfer**.
2. Click Select a file button to load a file.



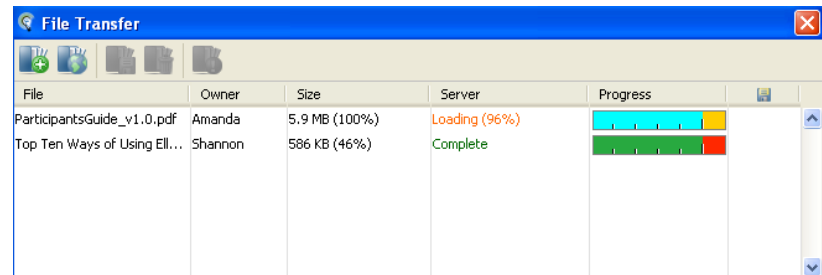
3. Select the file. All files 10MB or smaller can be loaded.



4. Select  **Prompt recipients** if you want participants to be notified when files are available in the File Transfer window.




5. The file will load to the server. When the **Server** status indicator reaches 100%, the file is fully uploaded to the server.

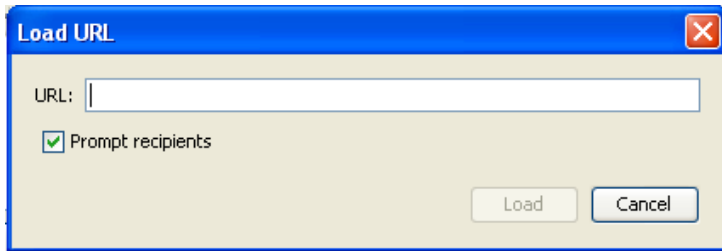


6. Each section of the **Progress** indicator represents a participant in the session. The first section represents the moderator. When all sections are green, all participants have received the file.

**Note on the Progress Indicator:** There are five download status reporting levels: Red: 0% – 50%, Orange: 51% – 75%, Yellow: 76% - 95%, Cyan: 96% – 99% and green is 100% complete.

### Loading a URL

1. Open the File Transfer window.
2. Click  button to load a URL.
3. The Load URL dialog box appears. Enter the URL in the text box.

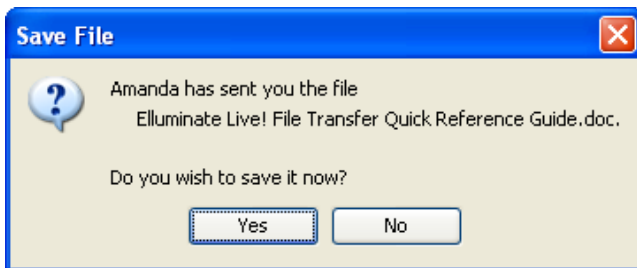




4. Type the URL and then click Load.

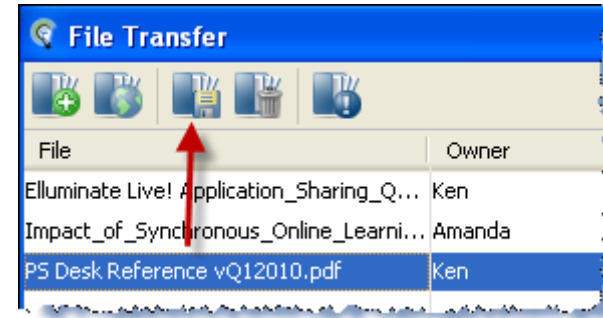
### Saving a File

Participants can save a file that has been loaded into the File Transfer library. There are two ways:





1. If **Prompt recipients** is selected, then participants will receive the Save File dialog.



2. If **Prompt recipients** is not selected, participants can still save the file by selecting the  button. The File Transfer window will open. The participant can select the file they wish to save and then click the  button.



### Tips

- Files can be deleted from the library by selecting the file and clicking the  button.
- The save button displays
  - Green  to indicate the file has been saved.
  - White  to indicate the file has not been saved.
  - Yellow  to indicate the file is being saved.
- Participants can upload files to the File Transfer library if given permission. The moderator opens the File Transfer window and then clicks in the File Transfer column next to the participant's name. Once the participant has the File Transfer icon, they may open the File Transfer window and select **Load File...** or **Load URL...**

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