




Methods of Loading PowerPoint Presentations Quick Reference Guide

Method 1: Loading Directly onto the Whiteboard

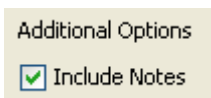
In Elluminate *Live!* moderators can load PowerPoint presentations directly onto the whiteboard.

To load your presentation, you must have Moderator status.

1. Click on the “Load Presentation” tool  from the Whiteboard tool palette.
2. In the Select Screens dialog box, determine whether you wish to insert the file before, after or replace the whiteboard screen you are presently on, or as a sub-topic of a screen.
3. (Optionally) Determine whether you want to insert the file in relation to the Current Screen or Selected Screens.
4. Click OK. The Load File dialog box appears.
5. Navigate to the folder containing the file you want to load.
6. Select Filter for PowerPoint File (*.ppt, *.pptx) from the Files of Type drop-down menu.
7. Locate the file you want to import, and select it. The file name will appear in the File Name: text box.
8. Choose from the three Import Options. Better Quality is recommended since each PowerPoint slide is going to be converted to an image file.



9. Select **Include Notes** from the **Accessibility Options** box to import the PowerPoint notes into the Elluminate *Live!* notes tool. Doing so will enable a screen reader such as JAWS to read the notes from the notes tool as each whiteboard screen is being displayed.



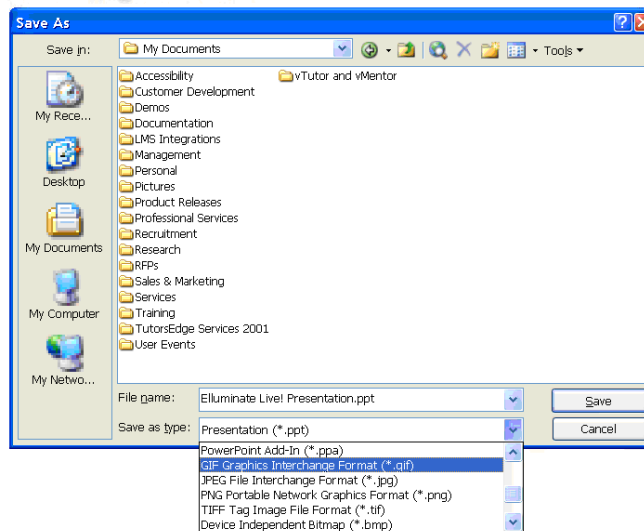
10. Then click Open.
11. In the next dialog box, select the screen size of the slides and click OK. You can set the whiteboard screen size based on a monitor resolution (default of 1024x768) or a customized size where you can specify the height and width of the slides.


12. The PowerPoint presentation will be loaded and each slide in the presentation or image will create a separate whiteboard screen as a background image.

Method 2: Loading Presentation Slides as Images

PowerPoint presentations and Keynote presentations can be saved as JPEG, GIF or PNG files. Additionally, some users will want to create content using other tools such as Photoshop. These image files can be imported directly into Elluminate *Live!* Steps 1 through 4 assume you are using PowerPoint. For Keynote, Photoshop or any other image editor starts at Step 5.

1. Open the PowerPoint presentation.
2. From the File menu, select Save As.
3. In the Save As dialogue box, choose either GIF, JPEG, PNG from the Save as type drop-down menu.



4. Save all the images in the presentation. A folder will be created where each slide in the presentation will be saved as a static image and numbered accordingly.
5. Now to load the slides in Elluminate *Live!*, click on the “Load Presentation” tool  in the Whiteboard window.
6. In the Select Screens dialog box, determine whether you wish to insert the file before or after a screen, replace a screen or as a sub-topic of a screen.
7. Determine whether you want to insert the file in relation to the Current Screen or Selected Screens.
8. Click OK. The Load File dialog box appears.
9. From the Files of Type drop-down menu select Filter for Image Files.
10. Navigate to the folder created in Step 4 containing the images.
11. Select all of the images by clicking the first image and then the last image while holding down your Shift key.
12. From the Screen Creation Options shown on the right be sure to select Alpha-Number order.
13. Click Open which will load the images. Each image will be loaded onto a separate whiteboard screen as a background image.