



Loading Presentations


Quick Reference Guide for Moderators

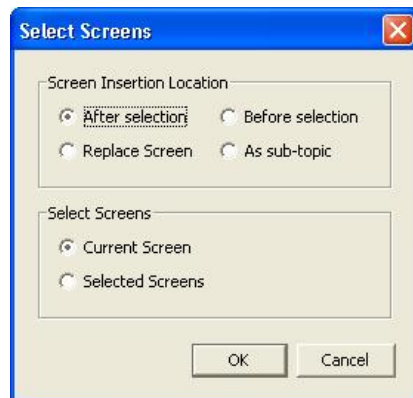
Elluminate *Live!*® allows moderators to import PowerPoint presentations (*.ppt), StarOffice/OpenOffice presentations (*.sxi), Image files (*.bmp, *.jpeg, *.gif, *.png, *.tif, etc.), Protected Whiteboard files (*.wbp) and Whiteboard files (*.wbd) onto the whiteboard.

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

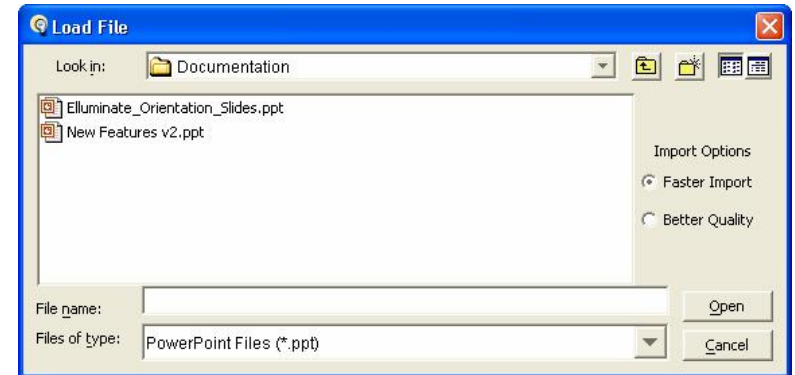
Loading a File

To load your presentation, you must have Moderator status.

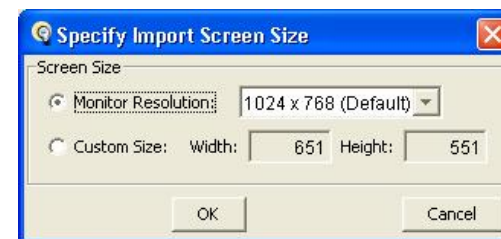
1. Click on the “Load Presentation” tool  in the Whiteboard window.
2. In the Select Screens dialog box, determine where you want to insert the file in relation to the Current Screen or Selected Screens. The file can also replace a screen or become a sub-topic of a screen.



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 and Mike's names show that they have not received all of the whiteboard screens. Furthermore, the red indicator 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.illuminate.com/support.

PowerPoint Converter

To create higher resolution, larger sized Whiteboard files directly from PowerPoint, use our PowerPoint Converter for Elluminate *Live!*. This converter is available only to users of Windows Operating Systems.

Presentation Wizard

The Presentation Wizard converts PDF files, PowerPoint / StarOffice / OpenOffice 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 or OpenOffice presentations, you have two Import Options to select from: Faster Import and Better Quality. Better Quality will take longer to load but will have better quality, while Faster Import will be quicker to load, but the quality will not be as good. Faster Import is recommended. To obtain better quality, use the PowerPoint Converter.
- 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 some Mac users who are unable to load PowerPoint presentations 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.