




## Methods of Loading PowerPoint Presentations Elluminate *Live!* Version 7

### Method 1: Loading Directly onto the Whiteboard

Elluminate *Live!* allows moderators to load PowerPoint presentations directly onto the whiteboard.

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 whether you wish to insert the file before or after a screen, replace a screen or as a sub-topic of a screen.
3. 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) 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. Then click Open.
8. In the next dialog box, select the screen size of the slides and click OK. Here 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.
9. The presentation will now be loaded and each slide in the presentation or image will be loaded onto a separate whiteboard screen as a background image.

## **Method 2: Using PowerPoint Converter and the Presentation Wizard**

Elluminate provides two external utilities that allow users to create high resolution and larger sized whiteboard files. This allows moderators to convert PowerPoint presentations to a whiteboard file outside Elluminate *Live!* that can be loaded onto the whiteboard once in the session. These utilities are available from <http://www.elluminate.com/support/> in the "Tools" section

### **The PowerPoint Converter**

Available from [http://www.elluminate.com/support/ppt\\_converter.jsp](http://www.elluminate.com/support/ppt_converter.jsp)

Allows you to create high resolution, larger sized whiteboard files directly from PowerPoint presentations. With Elluminate *Live!* supporting the ability for participants to scale the whiteboard content, this utility allows you to convert your PowerPoint presentations to higher resolution and larger sized whiteboard files providing better viewing quality. The Converter can currently only be used for PowerPoint 97, 2000, XP and 2003 running on Windows 98, 2000 and XP.

### **The Presentation Wizard**

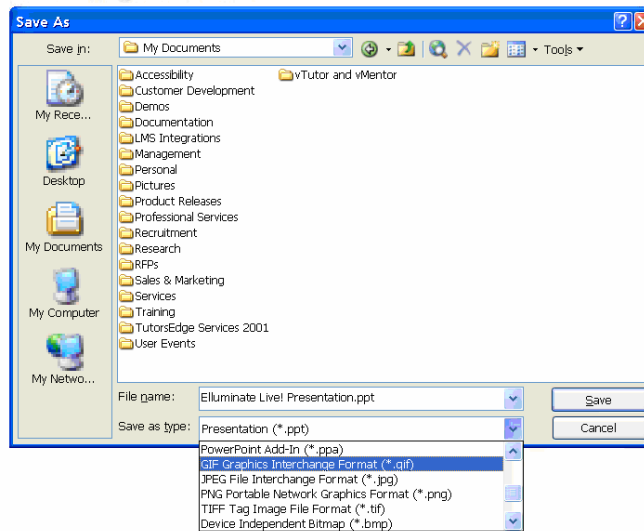
Available from [http://www.elluminate.com/support/ppt\\_converter.jsp](http://www.elluminate.com/support/ppt_converter.jsp)


The Presentation Wizard converts PDF files, PowerPoint presentations, StarOffice and OpenOffice presentations into high quality Whiteboard files that you can easily load into your Elluminate *Live!* sessions. The Presentation Wizard is available to Windows, Mac OS X, and Solaris users. The Presentation Wizard can be used for Microsoft PowerPoint 97, 2000, XP, 2003 on Windows and Office v.X for a Mac. StarOffice / OpenOffice must be installed on your computer to use the Presentation Wizard (Note: StarOffice / OpenOffice is not needed to convert PDF files).

### Method 3: Loading Presentation Slides as Images

For users using PowerPoint 2004 on a Mac, when loading a presentation using Method 1 you will encounter an error. This is due to the way PowerPoint 2004 for the Mac handles its image conversions, which is the first step in the whiteboard conversion process. One solution is the use the Presentation Wizard mentioned in Method 2 but this requires users to install OpenOffice or StarOffice. The steps below provide an alternate method:

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.

Note: This method can be used with other presentation software such as Photoshop, Keynote, etc. The steps to save slides as images will be similar in each application.