



Loading Presentations


Quick Reference Guide for Moderators

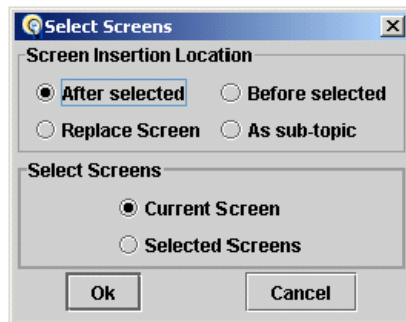
Elluminate *Live!* allows moderators to import PowerPoint presentations (*.ppt), StarOffice/OpenOffice presentations (*.sxi), Image files (*.bmp, *.jpeg, *.gif, *.png, *.tif, etc.), Protected Whiteboard files (*.wbp) and Whiteboard files (*.wbd) onto the whiteboard.

The presentation will then be available for all participants to see, and it can be marked up using the available Whiteboard drawing tools.

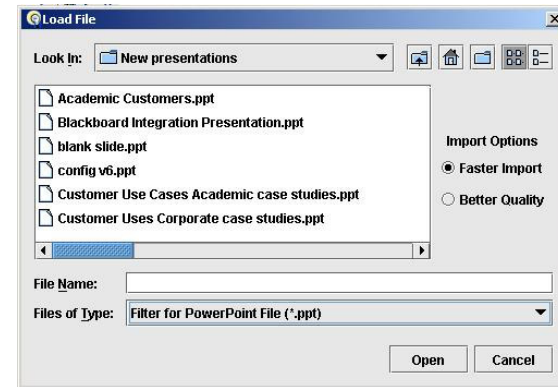
Loading a File

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 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 (single) Screen or Selected Screens (group of).
4. Click Ok. The Load File dialog box appears.

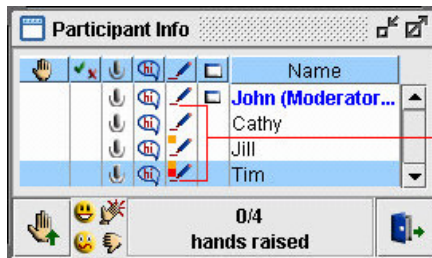


5. Navigate to the folder containing the file you want to load.
6. Select the file type you wish to load by scrolling through the Files of Type drop-down menu. The options are
 - a. Filter for PowerPoint File (*.ppt)
 - b. Filter for StarOffice/OpenOffice Files (*.ppt, *.sxi)
 - c. Filter for Image Files
 - d. Filter for Protected Whiteboard Files (*.wbp)
 - e. Filter for Whiteboard Files (*.wbd)
7. Locate the file/image(s) you want to import, and select it. The file name will appear in the File Name: text box.
8. Click Open which will load the presentation.
9. Each slide in the presentation or image will be 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 each 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 will disappear once the participant has received their current 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 will disappear once the participant has received all of the whiteboard screens.



The orange indicators next to Jill and Tim's names show that they have not received all of the whiteboard screens. Furthermore, the red indicator next to Tim'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 will be 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.elluminate.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/page. This utility is available to users of Windows, Mac OS X and Solaris users.

Best Practices

- If you are loading PowerPoint, StarOffice or OpenOffice presentations, you have two Import Options from within Elluminate *Live!* to select from: Faster Import and Better Quality. Better Quality will take longer to load, while Faster Import will be quicker to load, but lesser quality.
- 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 we recommend using Application Sharing.
- Many users create content using other presentation software such as KeyNote or Photoshop. Though you can not directly import these presentations onto the Elluminate *Live!* whiteboard, we recommend that you save the slides in the presentation to individual images and then load the images onto 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 will allow you to adjust the pace of your session accordingly.