

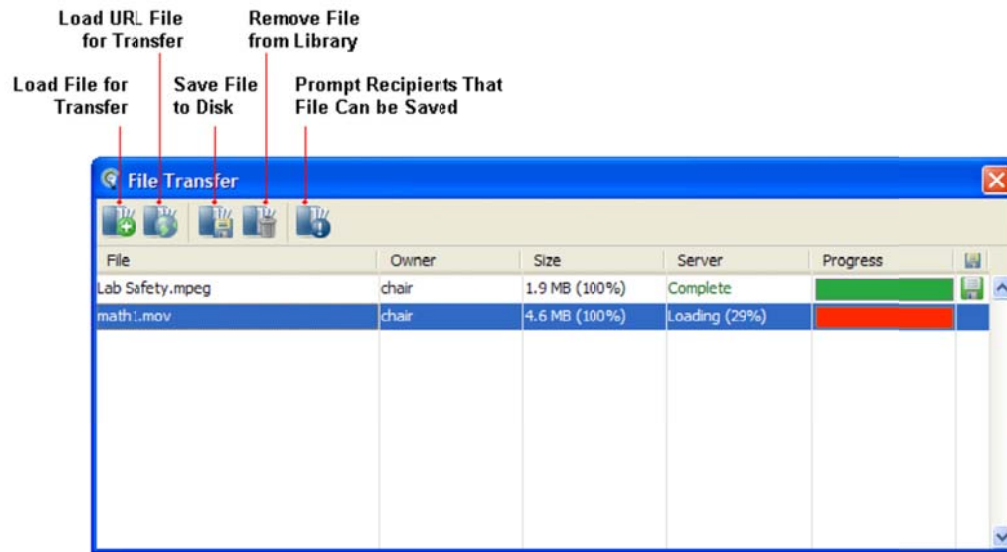
File Transfer


The File Transfer tool permits files and URLs to be shared with everyone in the session. The files must be saved by the participants to their computer. Use File Transfer to distribute handouts before, during or at the end of the session.

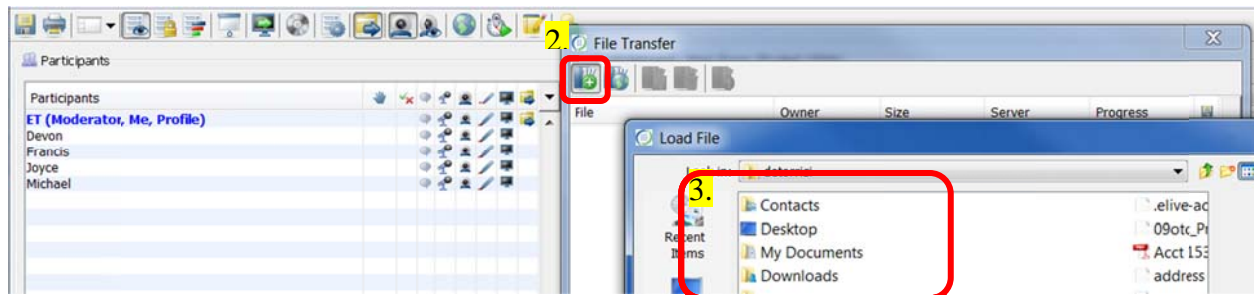
Loading a File



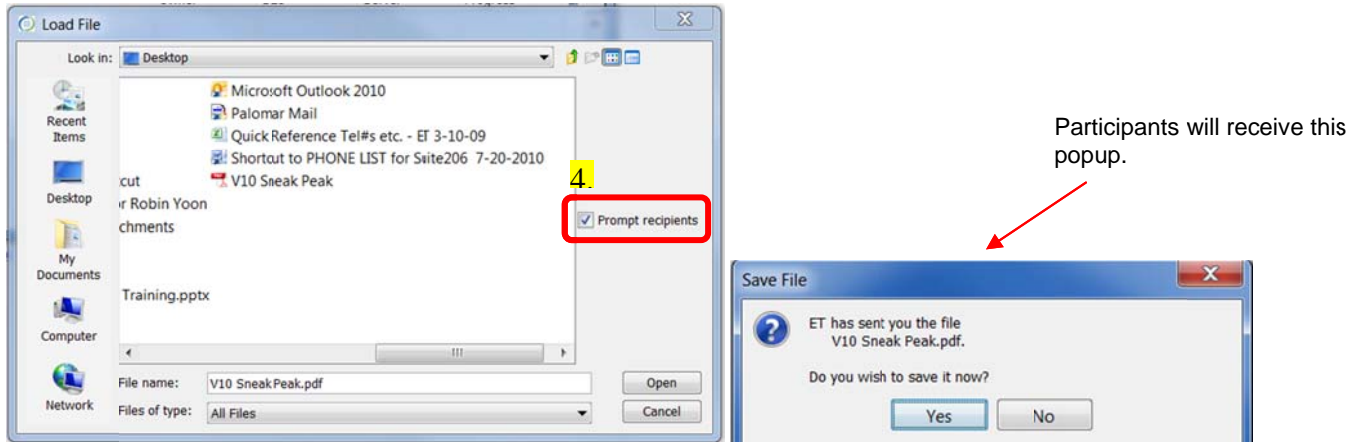
1. Open the File Transfer window by clicking the file transfer button or select **Window > File Transfer**. The file transfer library displays a list of all the preloaded files and files currently being loaded into the library.



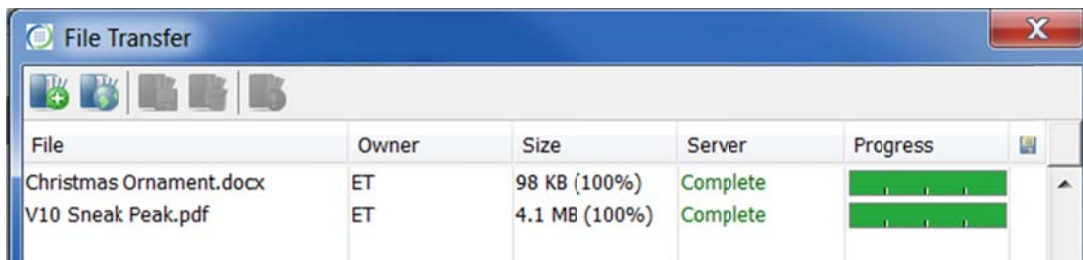
2. Click  button to load a file.
3. Select the file. All files 10MB or smaller can be loaded.



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




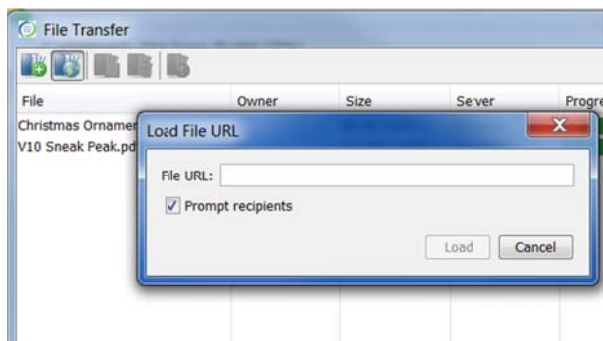
- The file will load to the server. When the **Server** status indicator reaches 100%, the file is fully uploaded to the server.



- Progress — the Progress bar is a status indicator for each Participant and Moderator indicating the overall progress of deploying the file to the Participants and Moderators of the session. It shows a graph with red, orange, yellow, cyan, and green bars. Red: the number of users who has less than 50% of the file. Orange: users with less than 75%. Yellow: users with less than 95%. Cyan: users with less than 99%. Green: is 100% complete and all participants have received the file.

Loading a URL file

- Open the File Transfer window.
- Click  button to load a URL file. The Load URL dialog box appears.

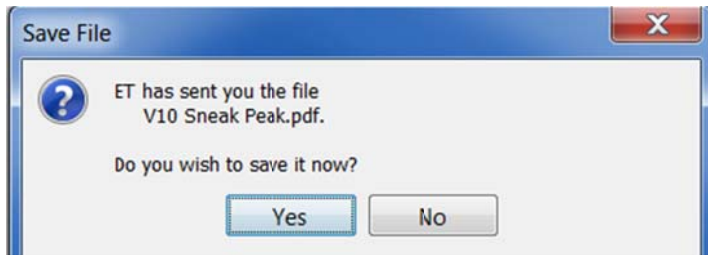




- Enter the URL with file path in the text box and click Load.

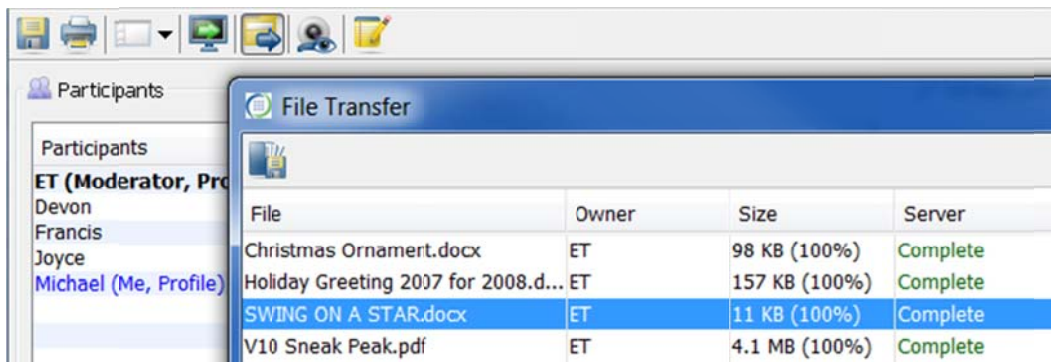
Saving a File

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 Delete File confirmation dialog box will appear. Click OK to confirm or Cancel. (Moderators only)
- 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 ( Kay) has the File Transfer icon, they may open the File Transfer window and select **Load File...** or **Load URL...**