



Loading Presentations

Moderators can import PowerPoint presentations, Image files (*.bmp, *.jpeg, *.gif, *.png, and *.tif,) 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.

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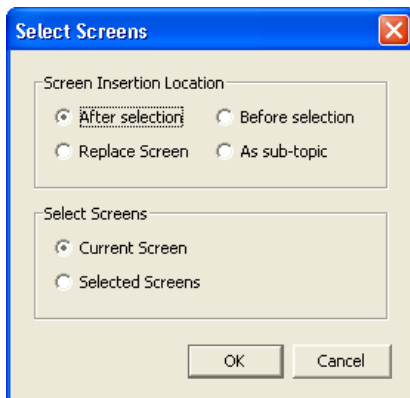
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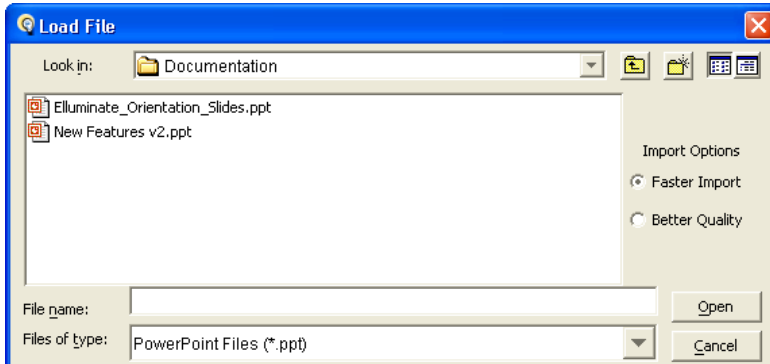
Loading a File

To load your presentation, you must have Moderator status.

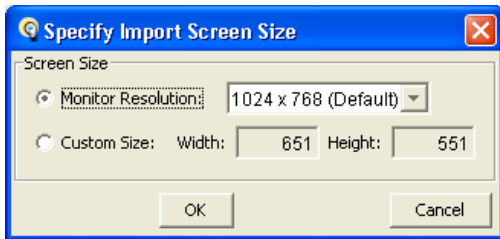
1. Click on the Load Presentation icon  in the Whiteboard toolbar.
2. In the **Select Screens** dialog box, determine where you want to insert the file in relation to the Current Screen or Selected Screens. The file can also replace a screen.



3. Click **OK**. The **Load File** dialog box appears.



4. Navigate to the folder on your computer containing the file you want to load.
5. 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**.
6. Select the import screen size from the **Specify Import Screen Size** window. The default is 1024 x 768.
Click **OK**.



7. Each slide in the presentation or image is loaded onto a separate whiteboard screen.

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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 whiteboard activity indicators are dynamic and are updated and visible to all moderators throughout the session.

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PowerPoint Converter

All PowerPoint files are converted to images when viewed in CCC Confer. The PowerPoint Converter tool (located on our website www.cccconfer.org) allows you to convert your PowerPoint files to whiteboard files before loading them into your room. This can be done when you have a large file size, or many files to upload and want to save time. Save the files to your desktop; the file type becomes *.wbd. The pre-converter is available only to users of the Windows Operating Systems.

When PowerPoint files are not pre-converted and are loaded directly to the whiteboard, they automatically convert in the background. This is the most common choice for loading PowerPoint files.

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Best Practices

- When you are loading PowerPoint presentations, you have two **Import Options** to select from: Faster Import and Better Quality. Better Quality is recommended.
- 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 whiteboard, you can save the slides in the presentation as individual images and then load the images. This method is also ideal for Mac users who have PowerPoint 2004 presentations; these files will not load 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. These indicator lights allow you to adjust the pace of your session accordingly.