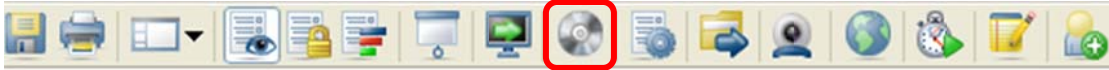



Multimedia

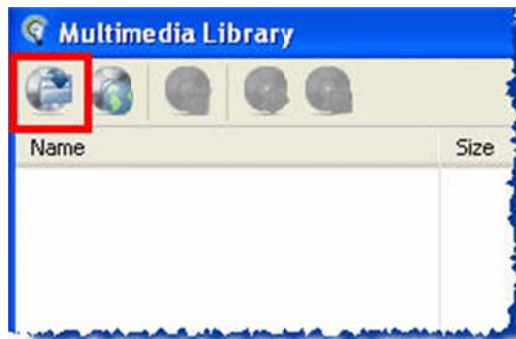
Multimedia files can be loaded and are played from the multimedia library. The moderator will load, start and stop sharing the multimedia files.

Using the Multimedia Library

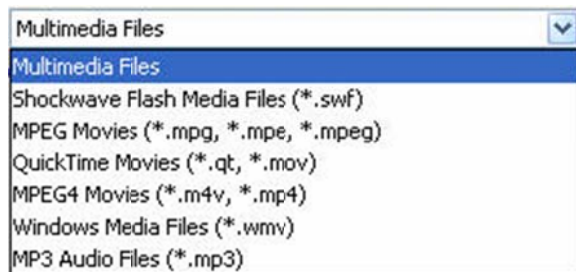


1. Open the library by clicking the Multimedia button or select **Window > Multimedia Library**.

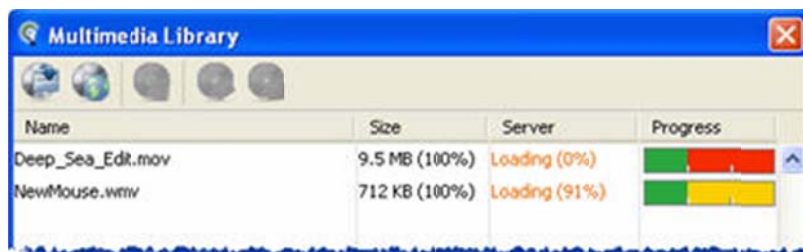
2. Click  button to load a multimedia file.



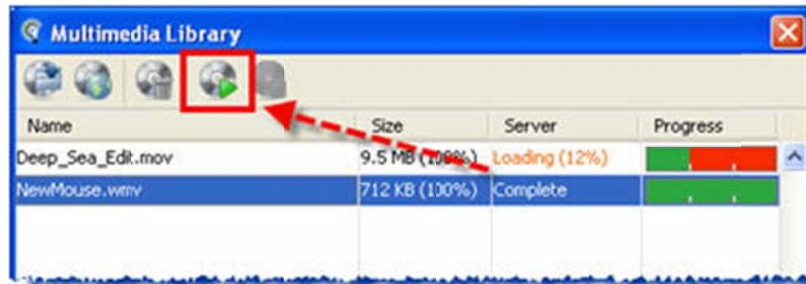
3. Select the multimedia file. Supported formats are Flash, MPEG, QuickTime, MPEG4, WMV and MP3.




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




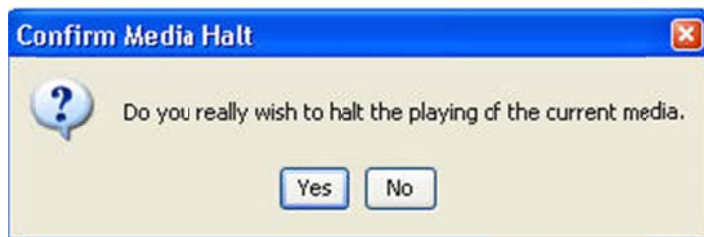
5. Multimedia content is then downloaded to each participant's computer for playback. This process happens automatically and the rate that the content is sent to the participants will vary depending on their connection speed. Each section of the **Progress** indicator represents a participant in the session. The first section represents the moderator. When all sections are green, the Moderator can begin playing the file.



Note on the Progress Indicator: There are five download status reporting levels: Red: 0% – 50%, Orange: 51% – 75%, Yellow: 76% - 95%, Cyan: 96% – 99% and green is 100% complete.

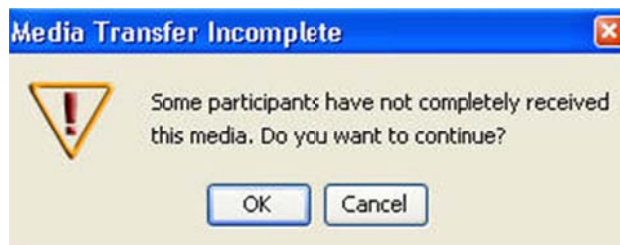
6. To play the multimedia file, the Moderator must first select the desired file from the **Name** list and then click the  button.

7. To stop the multimedia file, the Moderator may click the  button. The **Confirm Media Halt** box will appear. Click **Yes** to stop the media and to close the window.



Tips:

- We recommend to Moderators that they wait until all of the Progress indicators are green before they begin playing the file. If the Moderator chooses to play a piece of multimedia content before all participants have downloaded the file, a warning box will appear. You may still launch the file but it will not play for the users who have not downloaded the complete file.



- Each time the Moderator opens the Multimedia Library, the following box will open. Select **Do not warn me again this session** and then click **OK** to stop the window from opening. This is just a reminder to Moderators that all participants need the appropriate program to view the multimedia file.



Best practices.

- We recommend that all multimedia files be loaded as soon as you join the session to allow time to transfer the files to the server. Moreover, this allows participants to begin downloading the files as soon as they join the session.
- Use several smaller files rather than one large file when possible.
- Participants must have the appropriate plug-ins to view the content, i.e. Flash player to view Flash content.