




POWERPOINT, OPENOFFICE & IMAGE FILES - UPLOAD

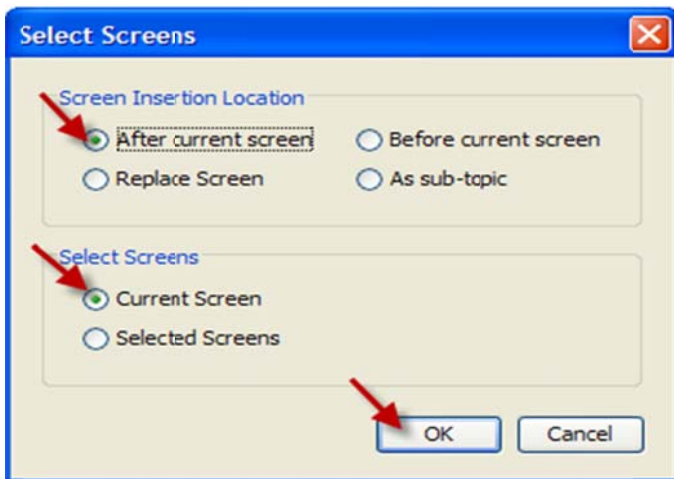
Moderators can import PowerPoint presentations (.ppt and .pptx), OpenOffice (.ppt, .sxi, and .odp), image files (*.bmp, *.jpeg, *.gif, *.png, *.tif, and *.pict), and Whiteboard files (*.wbd and .wbp) onto the **Whiteboard**.

Once imported, the presentation is available for all Participants to see, and can be marked up using the Whiteboard drawing tools.

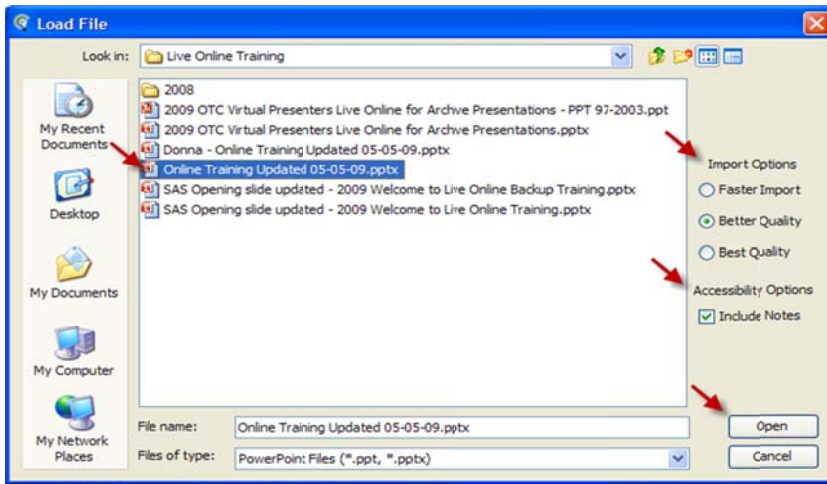
LOADING A FILE

Moderator status is required to load a presentation.

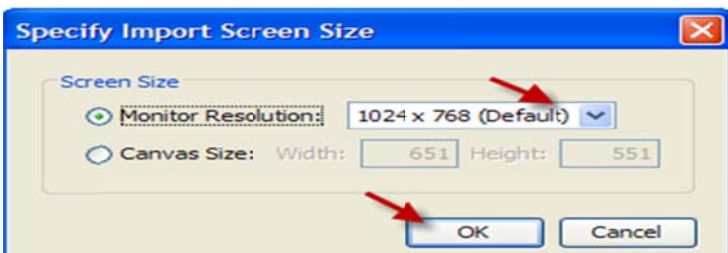
1. Close the PowerPoint program.
2. Click  on the Whiteboard toolbar.
3. **Select Screens** – use the default or choose an option.



1. Locate the file and choose a quality option.
2. Check accessibility option - PPT notes read by screen readers.
3. Click **Open**.

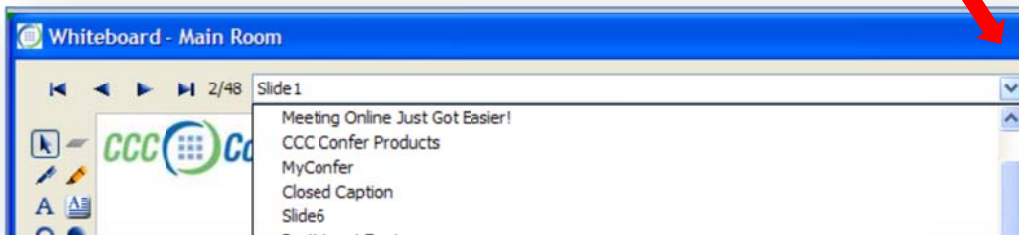


4. **Monitor resolution** - use the default or choose an option.
5. Select the import screen size from the **Specify Import Screen Size** window. Leave the default or choose from the drop-down menu. Click **OK**.



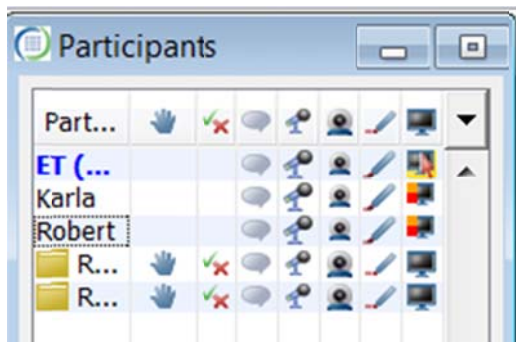
SHOW PRESENTATIONS

Click on the right/left arrows to show slides in sequence. Click the drop-down to choose slides in any order.



Activity Indicators

When you load a presentation, you may see red/orange activity indicators next to your name or a Participant's name. These colored markers indicate the Participant has not completely received the content being shown. The whiteboard activity indicators are dynamic and are updated and visible to all Moderators throughout the session.



BEST PRACTICES

- When loading PowerPoint presentations, Better Quality is recommended on the **Import Options** screen.
- Each slide is converted to a .jpeg image and loaded onto the whiteboard. For transitions/animations to appear, use Application Sharing to show the PPT file.

Loading a Presentation or Whiteboard File

The table below lists the presentation applications that are supported on the various platforms and the file types that can be read by those applications:

Platform	Supported Applications	Supported File Types
Windows XP	PowerPoint 2003	.ppt
	PowerPoint 2007	.ppt and .pptx
	OpenOffice 3.0 and higher	.ppt, .sxi and .odp
Windows Vista	PowerPoint 2007	ppt and .pptx
	OpenOffice 3.0 and higher	.ppt, .sxi and .odp
Mac OS X 10.5	PowerPoint 2004	.ppt
	PowerPoint 2008	.ppt and .pptx
	OpenOffice 3.0 and higher	ppt, .sxi and .odp

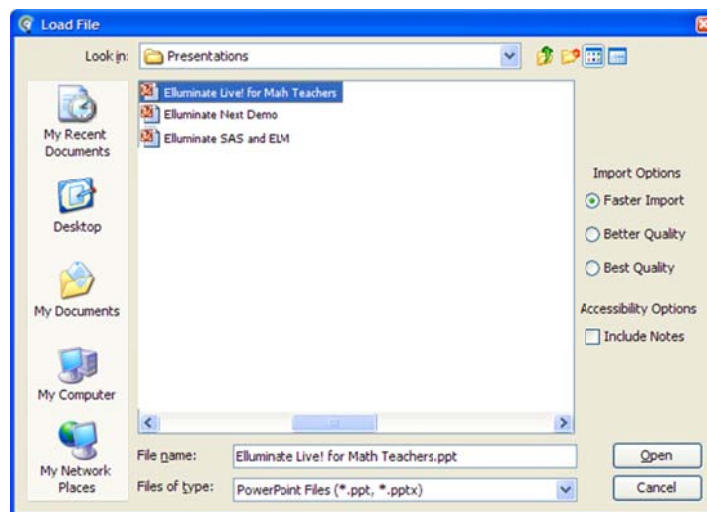
Platform	Supported Applications	Supported File Types
Linux & Solaris	OpenOffice 3.0 and higher	ppt, .sxi and .odp

Import Options when Loading PowerPoint Presentations

In *CCC Confer*, moderators are able to load PowerPoint presentations (*.ppt, *.pptx) on to the whiteboard using one of three import options:

1. Faster Import
2. Better Quality
3. Best Quality

Here are the differences between these three options and recommendations on what option to choose depending on your objective and environment.



Import Options

Faster Import

The **Faster Import** option converts the PowerPoint slides to JPEG images and loads them onto the whiteboard. Of the three options, Faster Import creates the smallest image file size and should be chosen if you are concerned about upload speed or the consumption of whiteboard memory (cache). This default setting can be used in most cases; however, if the text is “fuzzy”¹, try using Better Quality instead.

¹ caused by the compression done when creating the JPEG images

Better Quality

The **Better Quality** option generates both JPEG and PNG images and produces a foreground and background image for each slide. When loaded onto the whiteboard, the conversion will use whichever combination yields the smallest file size. Use the Better Quality setting if you do not get the required quality (particularly for text) from Faster Import.

Best Quality

If you are unable to get the desired text quality using the Better Quality option, choose the **Best Quality** option. This option generates the same image files as Better Quality but the converter chooses between a single PNG image of the entire slide or a PNG backboard image combined with a different image of the background. Since this option does not compress the slides, it gives the best quality for text; however, it will produce the largest file size.

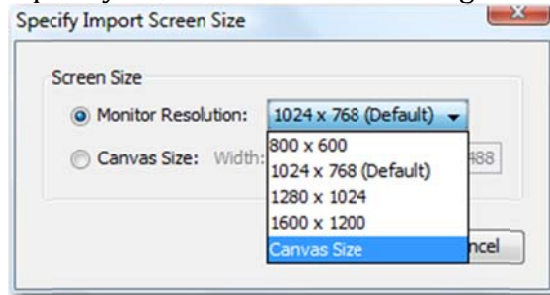
Example: Comparing Whiteboard File Sizes During Import

Note: imported at a screen size of 1024 x 768

PowerPoint Overview	Original File Size	File Size Resulting from Faster Import	File Size Resulting from Better Quality	File Size Resulting from Best Quality
A "typical" PowerPoint presentation with text and images	2.00 MB	3.23 MB	3.69 MB	7.08 MB
A PowerPoint presentation with images only	2.57 MB	0.77 MB	0.86 MB	6.65 MB

Choosing an Import Screen Size

When loading presentations, the Screen Size import setting will also affect the quality of the slides. Typically, we find that the optimal quality is obtained with selecting **Canvas Size**.



- Note that the setting of Canvas Size may cause your whiteboard content to exceed the allowable size quota. If this does occur, you can reduce the import size when loading the presentation by choosing a different size or a different quality.
- **The allowable whiteboard quota is 10MB.** If your PowerPoint presentation has many images and a large number of slides, the resulting presentation may be too large to load onto the whiteboard. There is no explicit limit for the size of a PowerPoint presentation, the limit is for the whiteboard and is imposed by the limit of the maxImageCache.

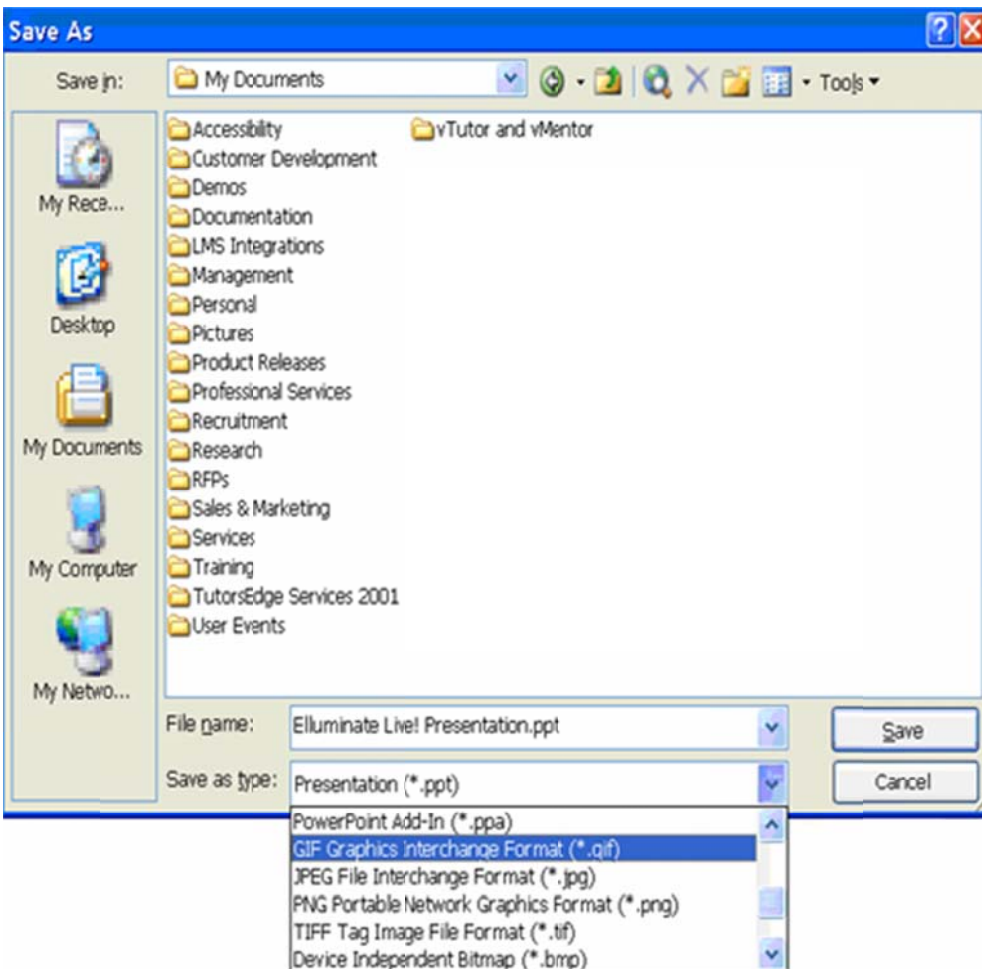
Trouble loading a PowerPoint presentation? Here is another option.

If you are having trouble loading a PowerPoint presentation or would like to load an unsupported file type you have another option. You can load your content as image files within *Elluminate Live!*

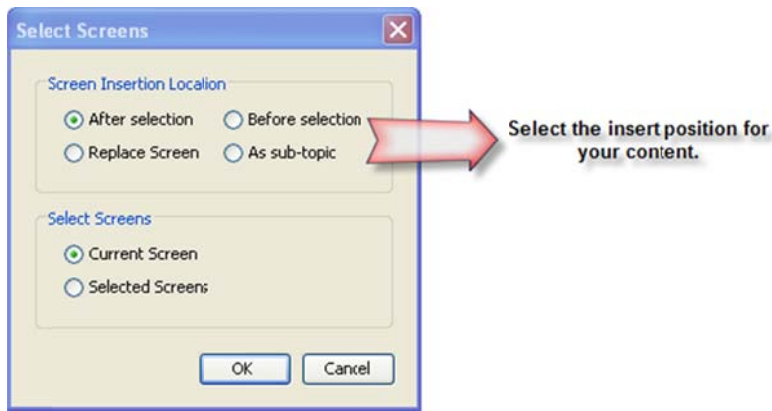
Our solution below gives the steps for exporting the slides to images for PowerPoint and may differ slightly for other applications. The process to load the content will be the same for everyone.

Solution:

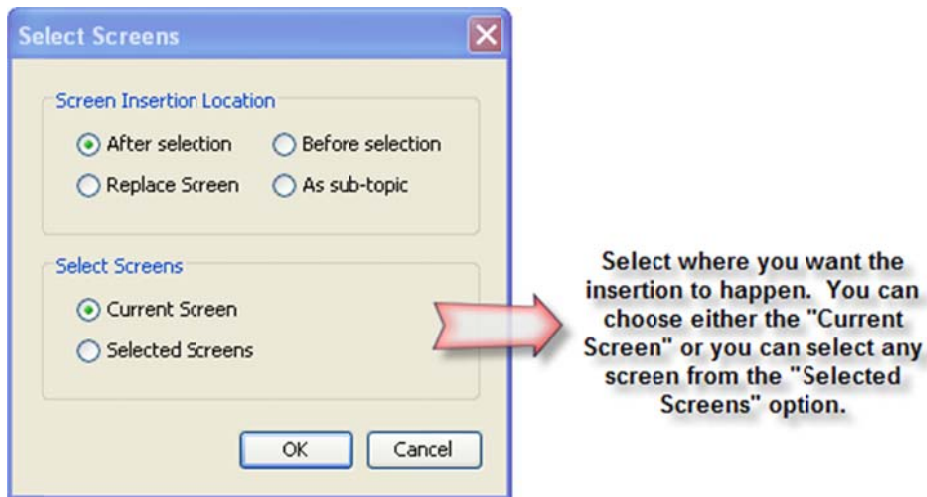
1. Open the PowerPoint presentation
2. From the File menu, select Save As.
3. In the Save As dialogue box, choose either GIF, JPEG, PNG from the Save as type drop-down menu.



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 and each image will be loaded onto a separate whiteboard screen as a background image.