

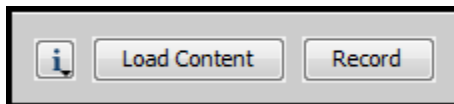


Loading a PowerPoint File Quick Reference Guide

Content in various formats can be loaded into a web conferencing session. This guide specifically addresses ways to load a PowerPoint file to the Blackboard Collaborate Whiteboard.

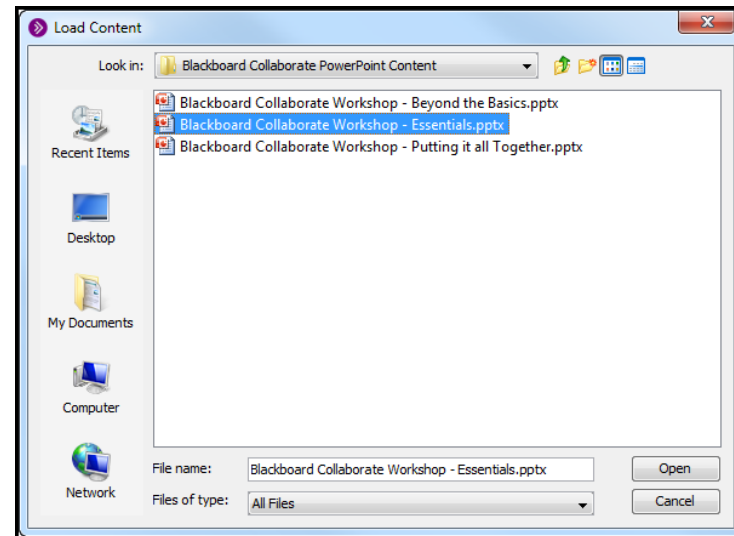
Using the Load Content Button

The **Load Content** button is located in the upper right hand corner of the Moderator's interface.

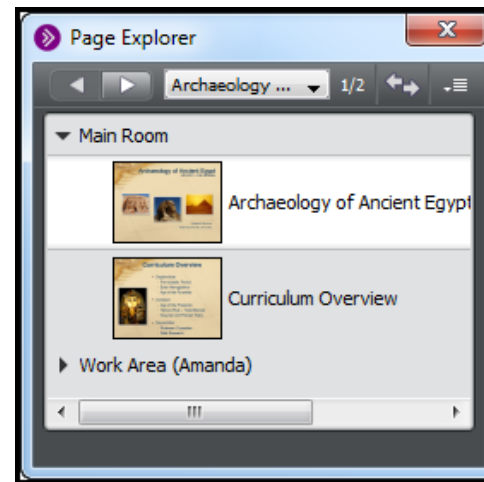


Steps:

1. Click the **Load Content** button.
2. Locate the desired PowerPoint file - .ppt or .pptx
3. Select the file and click **Open**. Wait for the PowerPoint file to be converted to the Whiteboard format.



4. The **Page Explorer** will open automatically. Use the Page Explorer to navigate the pages or click the X in the upper right corner to close. Page navigation will be at the top of the Whiteboard.




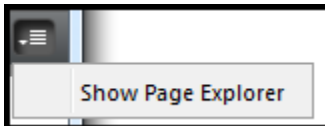
Using the Page Explorer

The Page Explorer can be used to:

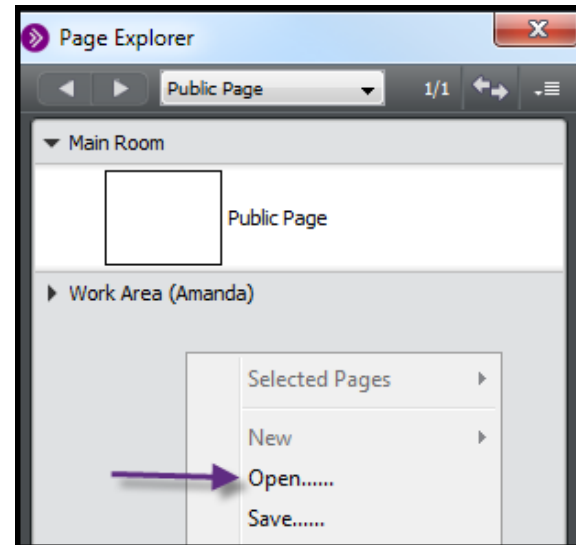
- Load content
- Reorder pages
- Cut, copy, paste and delete pages
- Add new pages or page groups
- Access page properties
- Save
- Navigate pages

To load a PowerPoint file using the Page Explorer:

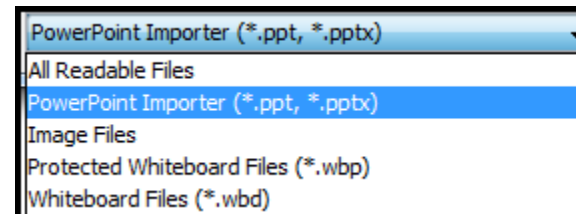
1. Click the  menu and select **Show Page Explorer**



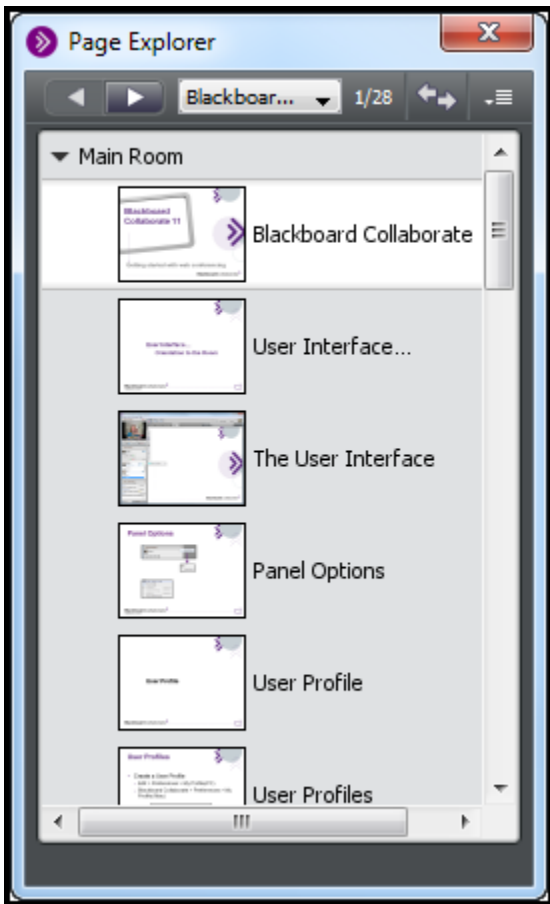
2. Right-click anywhere in the Page Explorer and select **Open**.



3. Select the file use wish to load and click **Open**. PowerPoint, Image Files, Protected Whiteboard Files and Whiteboard Files can be loaded.



4. Each slide will be represented by a page in the Page Explorer.
 - a. Click and drag to reorder the pages.
 - b. Right click for cut, copy, paste and delete.

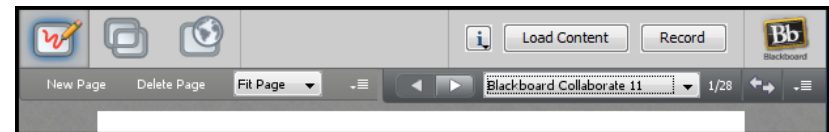
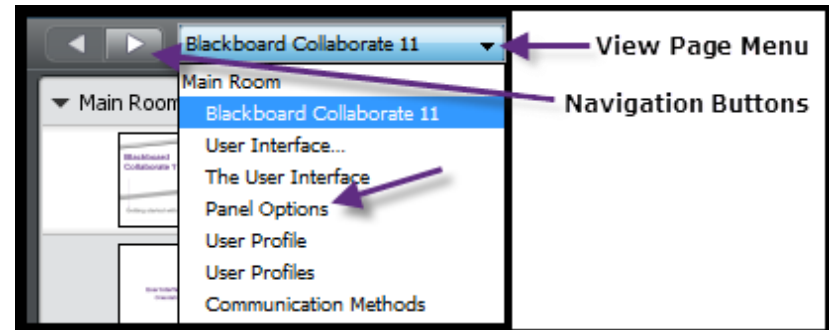


Navigating Pages

The pages can be navigated from the Page Explorer or from the Whiteboard.

Options:

- Move sequentially forward page by page with the Navigation Buttons.
- Move to the page of your choice from the View Page Menu.



Tips

- PowerPoint must be closed before starting the loading process.
- In PowerPoint use a layout that includes the Title field. This will be recognized by Blackboard Collaborate and each Whiteboard Page will be named accordingly.