

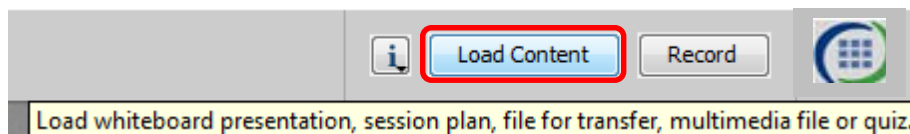
FILE TRANSFER

The File Transfer feature permits Moderators to upload files into the File Transfer Library in order to share them with everyone in the session. Uploaded files can be pushed out to everyone in the session and explicitly saved by the receiving Participants and Moderators.

The File Transfer Library

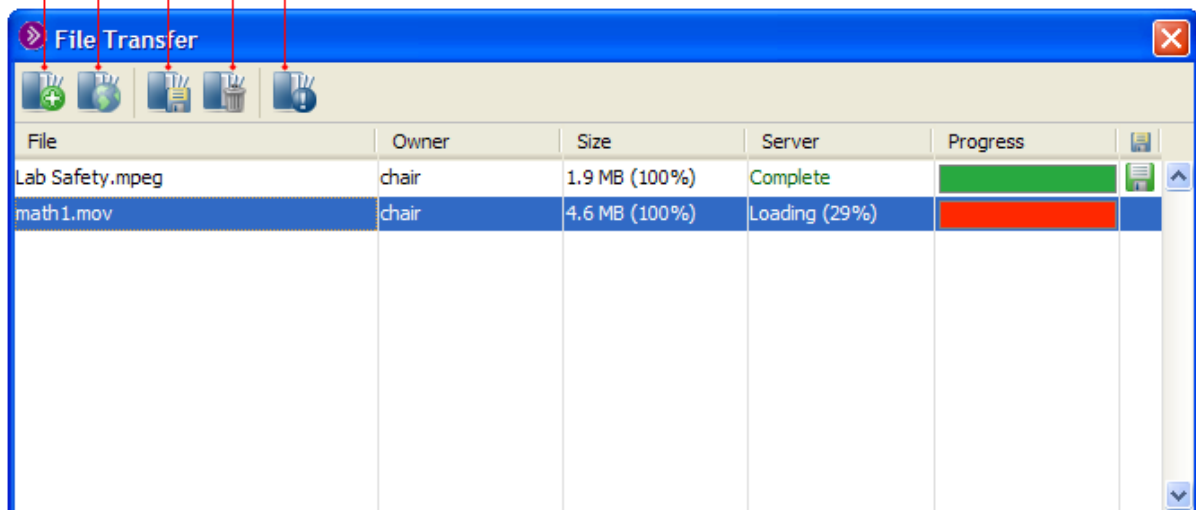
You can open the File Transfer Library in one of two ways:

- o From the *Window* menu, select *Show File Transfer Library*.
- o Load a file for transfer through the Collaboration toolbar. The File Transfer Library will automatically open.



The File Transfer Library displays a list of all the preloaded files and files currently being loaded into the library.

- Load URL File for Transfer
- Remove File from Library
- Load File for Transfer
- Save File to Disk
- Prompt Recipients That File Can be Saved



Each file or URL displayed in the list contains the following information:

- Name of the File — the name of the file is derived from where the file was loaded. If the file was loaded from a user's file system, then this is the name of the original file. If it was loaded from a URL, this is the last component of the URL path.
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- Owner of the File — this is the name of the person who loaded the file. If the file was preloaded by the server, then the owner will be listed as a dashed line (---).
- Size – the size of the file and what progress has been made downloading the file to your machine.
- Server — indicates the status of loading the file onto the server. If the file has been fully loaded onto the server the status will read Complete. If the file is uploading, it will indicate the status as Loading and the percentage of completion. If the file has not been completely uploaded to the server and the user who was uploading the file has left the session or been disconnected, the status will read Partial and the percentage of completion.
- Progress — the Progress bar is a status indicator showing the progress of loading the file into the library. It shows a graph with red, orange, yellow, cyan, and green bars. Red: the number of users who have 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.

Note: If you had saved the file locally, you can find out where by hovering your mouse over the filename in the library. A tool tip will display the full path name.


Loading Files for Transfer

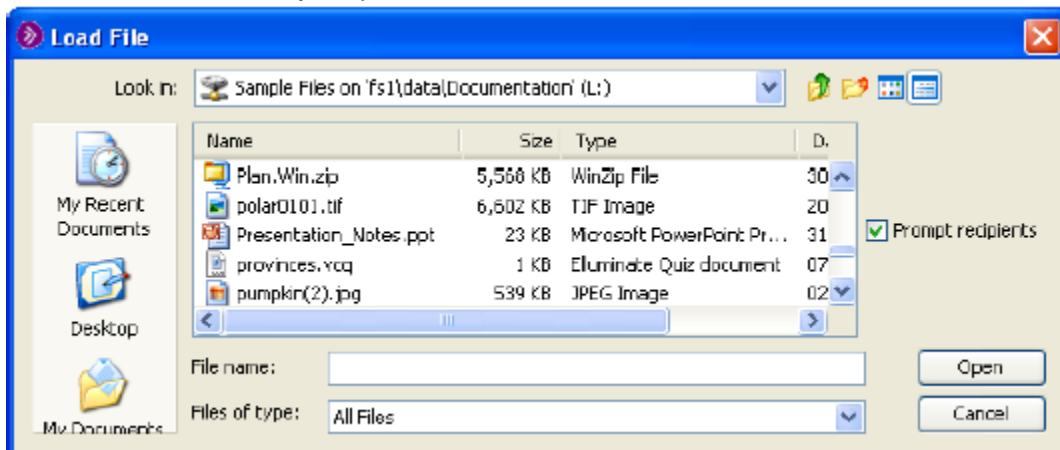
The number of files you can load is dependent upon the size of the files. The default total file size is 10 Megabytes.


You can load a file for transfer in a few different ways:

- Through the Collaboration Toolbar.
- Through the Load File dialog.
- Through a URL.

Loading a File through the Load File Dialog

1. Open the Load File dialog in one of the following ways:
 - From the *File* menu, select *Open* and then *File for Transfer...*
 - If the File Transfer Library is open, click on the  **Load File** button.




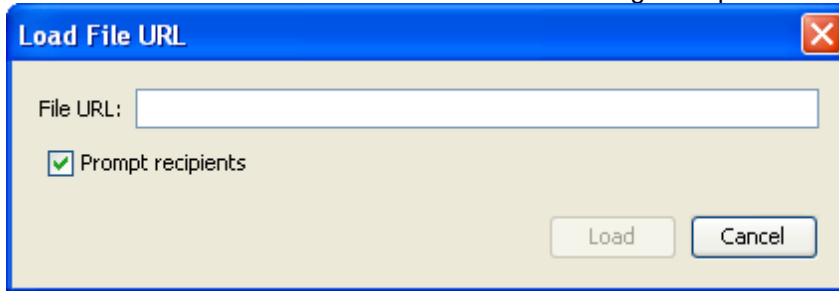
2. Navigate to the appropriate folder and select the file you wish to transfer.
3. Select the option *Prompt recipients* if you wish to have everyone in the session be notified to save the file as soon as it is added to the library. If you do not select this option, you can prompt recipients later using the  **Prompt Recipients** button in the toolbar.
4. Click **Open** to close the dialog and load the file into the File Transfer Library.


Loading a File by URL

Loading a file by URL can be used to avoid uploading to the Blackboard Collaborate Web Conferencing server over a slow connection. The URL is sent to the server, which then loads the data directly from the target of the URL. This can save time if connection between the Blackboard Collaborate server and the target of the URL is faster than that between the Blackboard Collaborate server and the uploading user.

To load a file from a URL, do the following:


1. Open the File Transfer Library.
2. Click the  **Load URL** button. The Load URL dialog box opens.

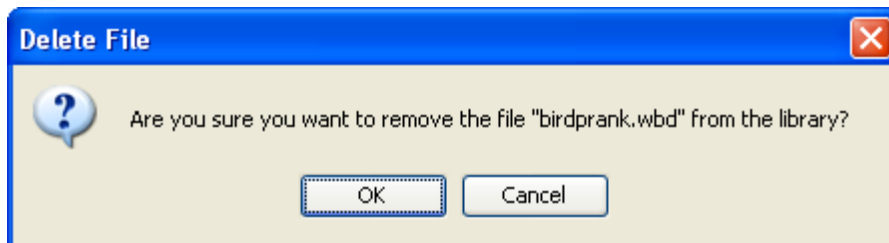


3. Enter the URL of the file in the File URL text box.
 - ✓ **Tip:** Don't forget to include the "http://", "https://", "ftp://", etc. at the beginning of the File URL field.
4. Select the option *Prompt recipients* if you wish to have everyone in the session be notified to save the file as soon as it is added to the library. If you do not select this option, you can prompt recipients later using the  **Prompt Recipients** button in the toolbar.
5. Click **Load** to close the dialog and load the file into the File Transfer Library.

Removing a File

To remove a file from the File Transfer Library, do the following:

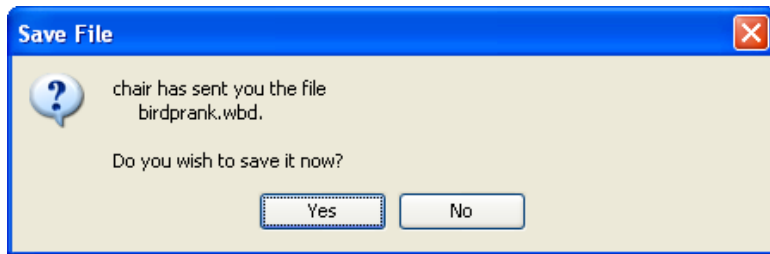
1. Select the files and/or URLs you would like to remove from the library.
2. Click on the  **Remove** button in the toolbar. The Delete File confirmation dialog will appear.



4. Click **OK**. The selected file(s) will be removed from the library.


Saving a File

A Moderator may prompt you to save a file. If so, the Save File dialog will appear.



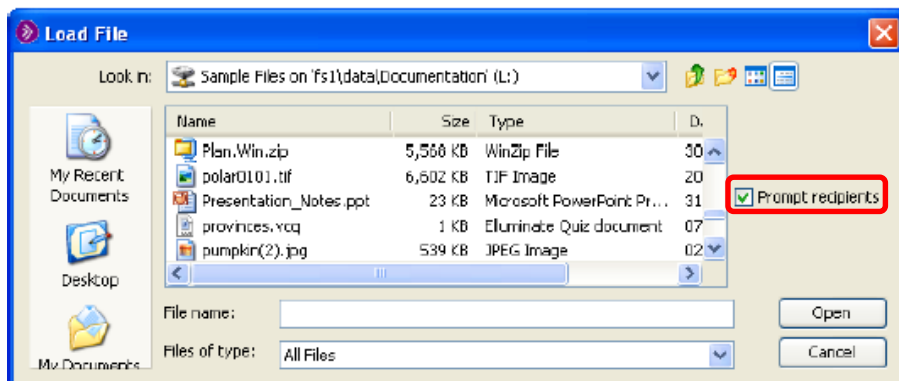
1. Click on **Yes**. The Save dialog will open.
2. Navigate to the folder to which you wish to save the file and click **Save**.


You also can save the file without being prompted to do so.

1. In the File Transfer Library, select the file you would like to save.
2. Click on the  **Save** button in the toolbar. The Save dialog will open.
3. Navigate to the folder to which you wish to save the file and click **Save**.

Prompting Recipients to Save a File

If you want everyone in the session be notified to save the file as soon as you add it to the library, select the option *Prompt recipients* in the Load File or Load File URL dialog box.



Alternatively, you can prompt recipients later by clicking on the  **Prompt Recipients** button in the File Transfer Library toolbar or, if you want to give the file to only a few people, notify them directly that the file is available for download.

Closing the File Transfer Library

Closing the File Transfer Library will not affect the files already loaded into the library – it just closes the window. To close the window, do one of the following:

- o Click on the window's **Close** button in the title bar of the window.
- o Enter Ctrl+W (Command-W on Mac)
- o Enter Alt+F4 (Windows and Linux only)