

HOW TO UPLOAD & NAVIGATE POWERPOINT, OPENOFFICE AND IMAGE FILES

Loading Content through the Collaboration Toolbar

These are the supported file types and the location where they are loaded:

- Whiteboard (.wbd and .wbp) files will be loaded into the Whiteboard.
- PowerPoint (.ppt and .pptx) files will be loaded into the Whiteboard.
- OpenOffice.org (.ppt, .pptx, .sxi and .odp) files will be loaded into the Whiteboard.
- Image (.bmp, .gif, .jpg, .jpeg and .png) files will be loaded into the Whiteboard.
- Quiz (.vcq) files will be loaded into the Quiz Manager.
- Session Plan (.elp and .elpx) files will be loaded into the Session Plan Library.
- Notes (.eln) files will be loaded into the Notes window.
- Multimedia (.mp3, .wmv, .mpeg, .mpeg4, QuickTime and Flash) files will be loaded into the Multimedia Library.

If the file type is not supported through Load Content, the file can be offered to all Participants through the File Transfer Library, which supports all file types. A total file size of 10 megabytes can be loaded.

To load a file using the toolbar, do the following:

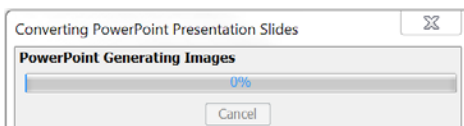
1. Click on the **Load Button**. The Load File dialog will open. Select the desired file and click **Open**.
2. Drag and drop your file onto the toolbar.



Loading Content through the File Menu

1. From the *File* menu, select *Open* and then *Whiteboard....*
 - Keyboard shortcut Ctrl+O (Command-O on Mac).
2. Select the file type you wish to load by selecting it from the *Files of type* drop-down menu.
 - Some file import options (e.g., *PowerPoint Importer* and *OpenOffice.org Importer*) will not appear if the supporting applications are not installed on your computer.
 - The file type you select not only will filter which files you will see in the Load File dialog box, but also controls which application to use to load a .ppt file – either PowerPoint or OpenOffice.org.
3. The options are as follows:
 - All Readable Files — Displays all file types that can be loaded into the Whiteboard.
 - PowerPoint Importer (*.ppt and *.pptx) — Displays all PowerPoint file types and uses the PowerPoint converter to open these files.
 - OpenOffice.org Importer (*.ppt, *.pptx, *.sxi and *.odp) — Displays all OpenOffice.org file types and uses the OpenOffice.org converter to open these files.
 - Image Files (*.bmp, *.gif, *.jpg, *.jpeg and *.png) — Displays all image files that can be loaded into the Whiteboard.
 - Protected Whiteboard Files (*.wbp) — Displays all protected Whiteboard files. A Protected Whiteboard file cannot be saved, printed, or edited by any Moderator or Participant. - *These are files that were saved from within a CCC Confer room that can only be imported & reviewed in a CCC Confer room.*
 - Whiteboard Files (*.wbd) — Displays all (unprotected) Whiteboard files. - *These are files that were saved from within a CCC Confer room that can only be imported & reviewed in a CCC Confer room.*
4. Locate the file you want to load and select it.

If you are loading a PowerPoint or OpenOffice.org presentation, the Load Whiteboard Data File window will open and show you the progress of the conversion of the PowerPoint file to a Whiteboard file.

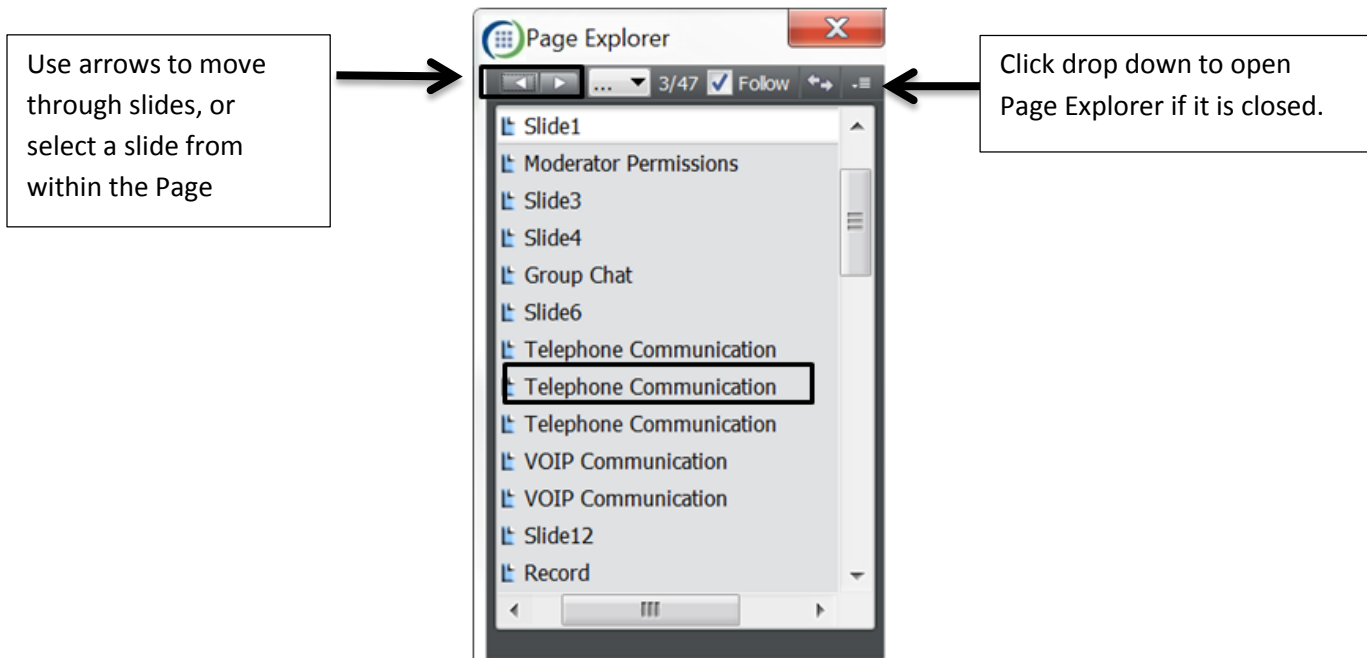


Each presentation slide will be loaded onto a separate Whiteboard page as a static image in the background and the title from each slide will appear as the page name.

Images will be loaded onto a new Whiteboard page and will be centered on the page as a background image.

The Page Explorer

The Page Explorer automatically opens when you load a file into the Whiteboard. It can be used for navigating through pages or to select slides to delete.



If you choose to close the Page Explorer, you can use the Whiteboard Navigation Bar to move through your slides.

Use the Whiteboard Navigation Bar (instead of the Page Explorer navigation bar)

The Whiteboard navigation bar allows you to move within a page Group, to a new page Group or to your private work area.

The Whiteboard Navigation bar is located in the upper right corner of the Content area whenever the Page Explorer is not open.



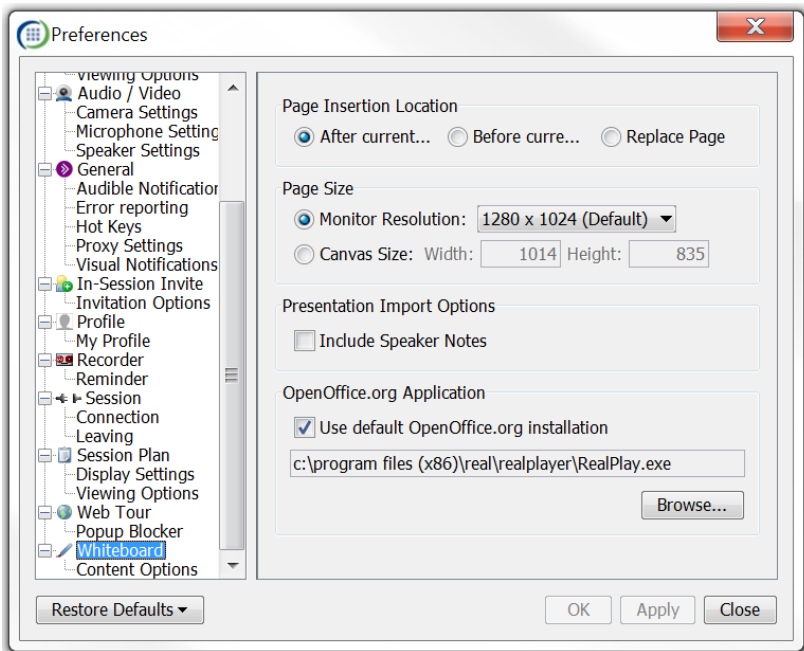
- | | |
|------------------------|---------------------------|
| 1 Previous Page button | 5 Follow option |
| 2 Next Page button | 6 Explore Mode button |
| 3 Go to Page menu | 7 Navigation Options menu |
| 4 Page Counter | |

To return to Page Explorer view, click on the Navigation Option button and select **Show Page Explorer**.



Whiteboard Preferences

Set preferences for Whiteboard screens. Go to **Edit > Preferences > Whiteboard Options**



Page Insertion Location:

Where do you want the slides you are loading to appear in relation to the active screen.

Page Size: The default setting is recommended.

Presentation Import Options: Include speaker notes allow screen readers to read the Speaker Notes entered in a PPT presentation.

OpenOffice.org Application: Select if you upload slides using the OpenOffice program.

The table below lists the PowerPoint and OpenOffice.org presentation applications that are supported on the various platforms and the file types that can be read by those applications and imported into the Whiteboard.

Platform	Supported Applications	Supported File Types
Windows XP	PowerPoint 2003	.ppt
	PowerPoint 2007	.ppt and .pptx
	PowerPoint 2010	.ppt and .pptx
	OpenOffice.org 3.1 and higher	.ppt, .pptx, .sxi and .odp
Windows Vista	PowerPoint 2007	ppt and .pptx
	PowerPoint 2010	.ppt and .pptx
	OpenOffice.org 3.1 and higher	.ppt, .pptx, .sxi and .odp
Windows 7	PowerPoint 2007	ppt and .pptx
	PowerPoint 2010	.ppt and .pptx
	OpenOffice.org 3.1 and higher	.ppt, .pptx, .sxi and .odp
Mac OS X 10.5 & 10.6	PowerPoint 2004	.ppt
	PowerPoint 2008	.ppt and .pptx
	OpenOffice.org 3.1 and higher	ppt, .pptx, .sxi and .odp
Linux (Ubuntu)	OpenOffice.org 3.1 and higher	ppt, .pptx, .sxi and .odp



Note: Various editions of OpenOffice.org (such as StarOffice and NeoOffice) exist but OpenOffice.org is the only edition officially supported by Blackboard Collaborate Web Conferencing.