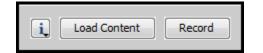


# Loading a PowerPoint File Quick Reference Guide

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.

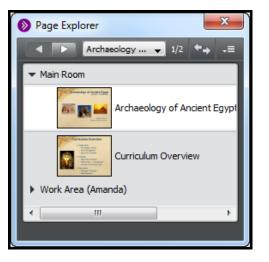


#### Steps:

- 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.

Load Content			×
Look in:	🔒 Blackboard	d Collaborate PowerPoint Content 🔹 🚽 🎓 🖽 📾	
Recent Items	🔛 Blackboar	d Collaborate Workshop - Beyond the Basics.pptx d Collaborate Workshop - Essentials.pptx d Collaborate Workshop - Putting it all Together.pptx	
Desktop			
My Documents			
Computer			
Network	File name: Files of type:	Blackboard Collaborate Workshop - Essentials.pptx All Files	Open Cancel

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



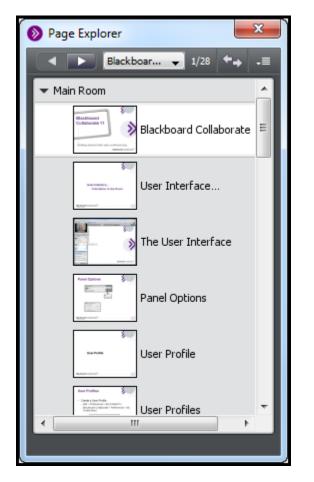
2. Right-click anywhere in the Page Explorer and select **Open**.

Page Explorer					
	lic Page 🚽 1/1	<b>*</b> → -≡			
▼ Main Room					
	Public Page				
<ul> <li>Work Area (Amanda)</li> </ul>					
	Selected Pages	►			
_	New Open Save	•			

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

I	PowerPoint Importer (*.ppt, *.pptx) -	
	All Readable Files	
	PowerPoint Importer (*.ppt, *.pptx)	
Image Files		
Protected Whiteboard Files (*.wbp)		
	Whiteboard Files (*.wbd)	

- 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.



Fit Page 🛛 👻

#### 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.

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