

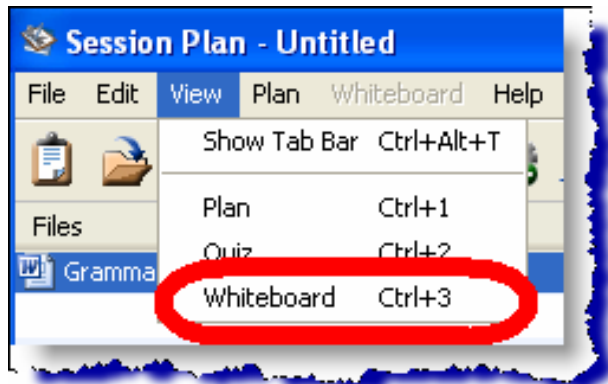


## Using the Whiteboard Editor Quick Reference Guide

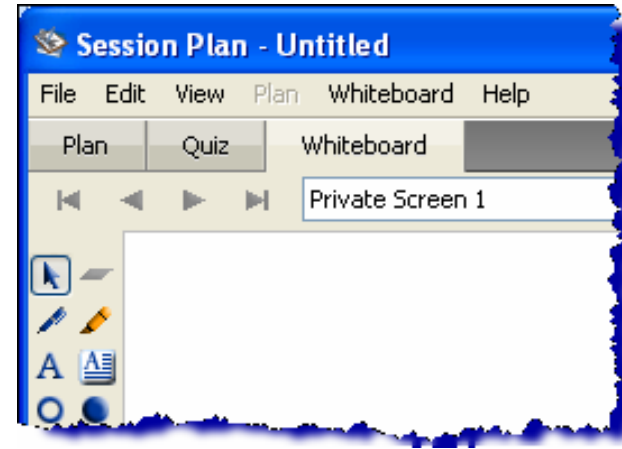
Slide presentations created in tools such as PowerPoint are commonly used in Elluminate *Live!* sessions. These presentations however must be converted to Whiteboard screens or WBD files before they can be placed in the Plan! outline. This can be done by loading PowerPoint into an Elluminate *Live!* session. It can also be done using the Whiteboard Editor in Elluminate *Plan!*


### Method 1 Loading a PowerPoint

1. Open Elluminate *Plan!*
2. Click **View > Whiteboard**



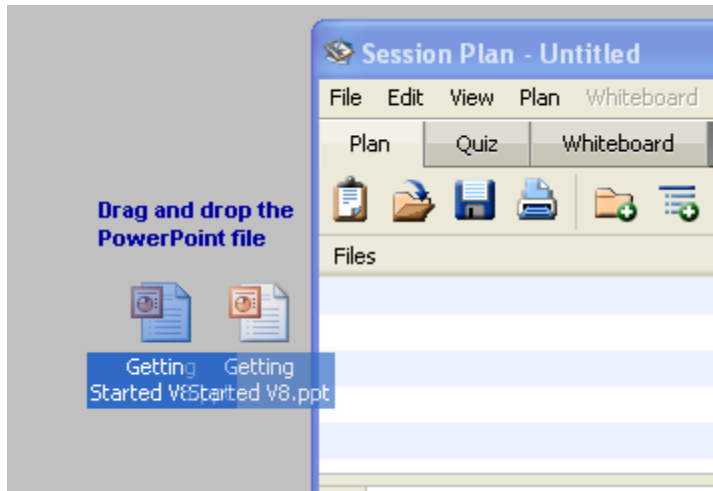
3. The Whiteboard Editor will display. Note the editor looks exactly like the Whiteboard in an Elluminate *Live!* session.



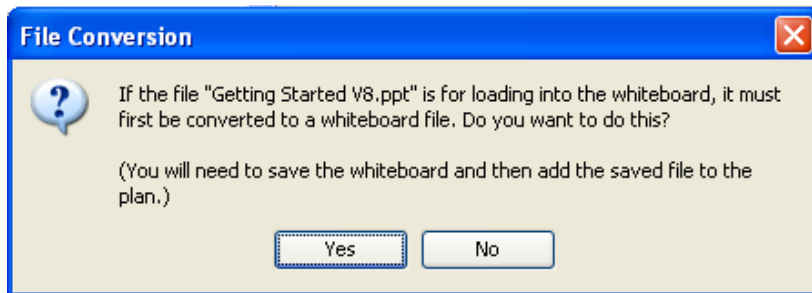
4. Click the  button.
5. From the Select Screens dialogue, select the desired insertion location. Click **OK**
6. Select the desired PowerPoint file and click **OK**. The PowerPoint file will be converted into a series of Whiteboard screens.
7. Select File > Save
8. Choose .wbd or .wbp. Both file types are supported by Plan!


### Method 2 Drag and Drop the PowerPoint File

1. Open Elluminate *Plan!*
2. Find the PowerPoint file you wish to add to your plan.
3. Drag and drop the file directly into *Plan!*



4. Elluminate Plan! will explain that the PowerPoint file must be converted to a whiteboard file. Click **Yes** to start the conversion.



5. The Whiteboard Editor will open and the file will be converted as described above.
6. Select File > Save.
7. Choose .wbd or .wbp
8. Click the **Plan** tab.
9. Load or embed the whiteboard file by clicking the  button.

## Tips

1. Saving the session plan file when in the Plan editor will not save the whiteboard file you just created – you must explicitly save the whiteboard file from within the Whiteboard editor.
2. To embed or load an OpenOffice presentation or image file into a session plan, it first must be converted into a .wbd file.
3. Use the Quiz Editor to create Elluminate quizzes that can be added to your plan file. Quizzes created in the editor must be saved as .vcq files and then loaded under the Plan tab.
4. Whiteboards are object oriented therefore they support animated GIF, GIF, and JPEG images. Interactive whiteboards can be created and loaded into your plan.
5. Follow standard best practices for creating PowerPoint presentations.
6. See Chapter 5 or the Moderator's Guide for more instructions on creating a whiteboard file.