

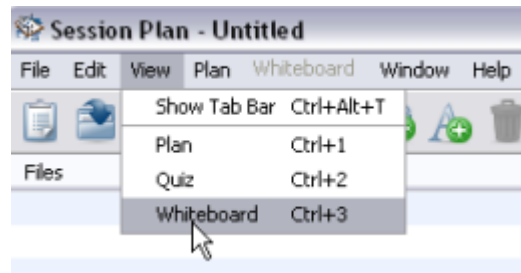



Loading PowerPoint Quick Reference Guide

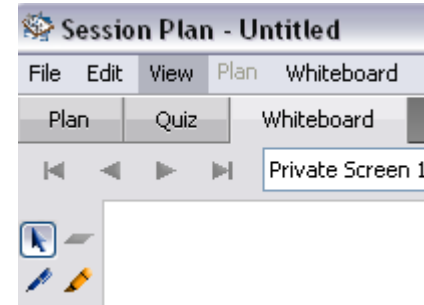
Slide presentations created in tools such as PowerPoint are commonly used in Elluminate *Live!* sessions. These presentations however must be converted to Whiteboard screens or WBD files before they can be placed in the Plan! outline. This can be done by loading PowerPoint into *Plan!* and letting *Plan!* do the conversion for you.

Method 1 Loading a PowerPoint

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



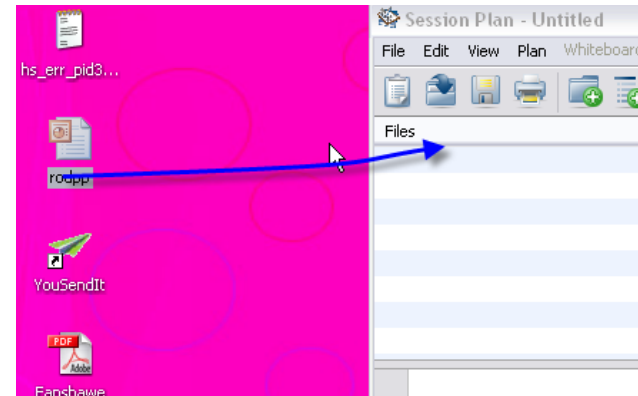
3. The Whiteboard Editor will display. Note the editor looks exactly like the Whiteboard in an Elluminate *Live!* session.
4. Click the  button.



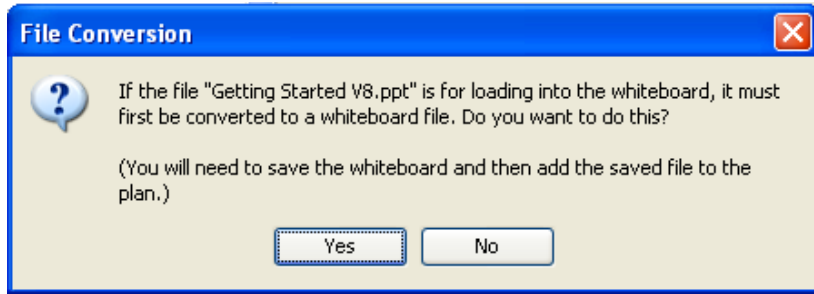
5. From the Select Screens dialogue, select the desired insertion location. Click **OK**
6. Select the desired PowerPoint file and click **OK**. The PowerPoint file will be converted into a series of Whiteboard screens.
7. Select File > Save
8. Choose .wbd or .wbp. Both file types are supported by *Plan!*

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 ask if you want the PowerPoint converted to a whiteboard file or if you want to load the PowerPoint file for File Transfer. Click **Yes** to start the conversion.



5. The PowerPoint file will be converted to .wbk format and added to the Plan! library. (Note if you drag the PowerPoint to the outline instead of the library then the .wbk file is added to the outline and library.)

Tips

1. To save the .wbk file outside of the plan file, drag the file from the library and drop onto the desktop.
2. To embed or load an OpenOffice presentation or image file into a session plan, it first must be converted into a .wbk file. Follow the same process described above.
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.