


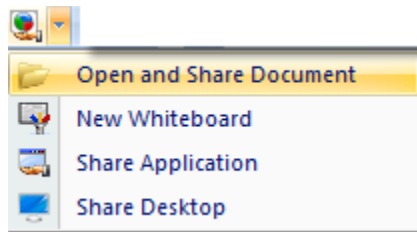


Document Share

The Open and Share Document feature allows session attendees to share documents for collaboration on the Whiteboard. While the document itself cannot be edited, all conference participants can browse through the document and make annotations using the drawing tools. The document can also be saved.

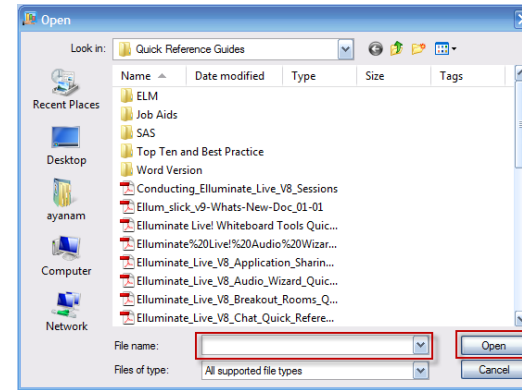
To load a document to the whiteboard:

1. From the Elluminate VCS client, click the  button and select **Open and Share Document**.

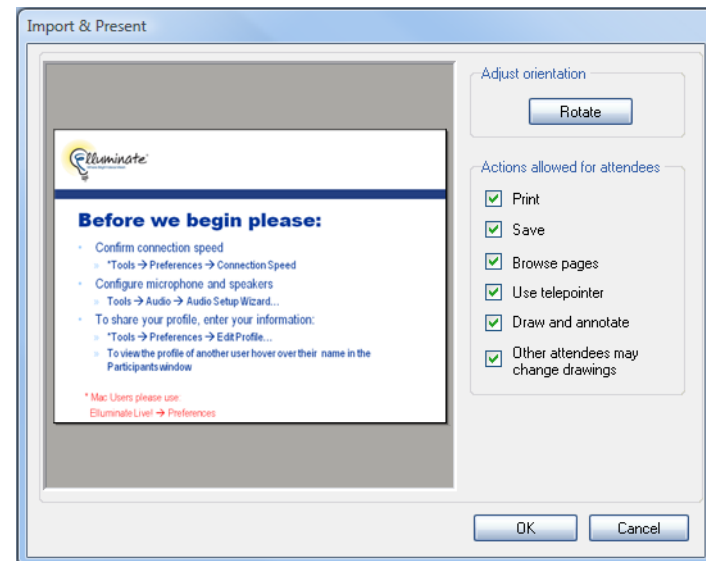


2. Select a file from the **Open** dialog box and click the **Open** button.

Note: Valid file types are PowerPoint presentations, Word documents, PDF, Excel, pictures (jpg, jpeg, bmp, png, gif, tif, and tiff).










3. The **Import & Present** dialog box opens. Click **Rotate** to adjust the orientation if required.
4. Click to place a checkmark in the checkbox next to the **Actions allowed for attendees** that you would like to activate.

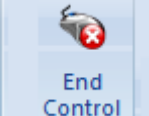



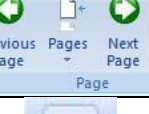
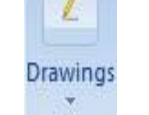
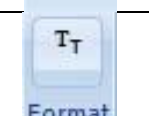



5. Click **OK**. The presentation / document will be converted and uploaded to the workspace.


6. Click the **Present** tab to view and use the following toolbar buttons:




	Open - Open up a file in one of the supported formats. Supported formats included Microsoft PowerPoint, Word and Excel, Pictures (.jpeg, .png, .bmp, .gif, .tif, .tiff) and Vidsoft Saved Workspaces (.vdf)
	Share Application – Opens the Application Share dialog box which allows you to select from a list of running applications. The share session opens in the Present workspace window.
	Share Desktop – Opens the Desktop Share dialog box which allows you to select from a list of monitors or select to show your entire desktop. The share session opens in the Present workspace window.
	New Whiteboard – Creates a new whiteboard in the Present workspace window
	Remove - Enabled for owner only. Allows you to remove the document from the Present workspace.
	Pointer - Click on this button to display a pointer that can be used to call attention to topics or other items in a document. Your User ID initials appear under the pointer for identification purposes.
	Request Control - Appears on the ribbon bar of the Present window of the participant, not the owner.

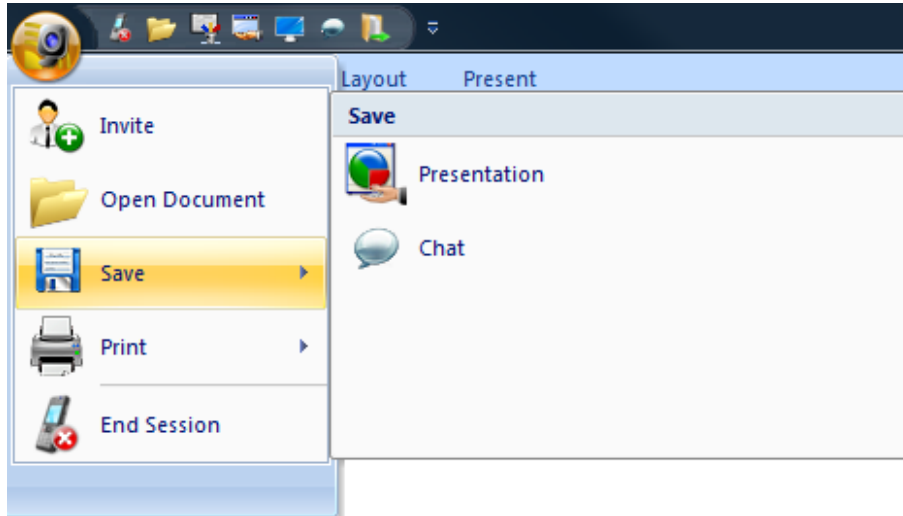
	End Control - Appears on the ribbon bar of the Present window of the owner, or user that is in control.
	Zoom - Adjust the viewing size of the document to 25%, 50%, 75%, 100%, 150%, 200%, or 300%, Fit Page, Fit Width, Rotate - to rotate the document top to bottom and side to side.
	Hide - Hides the Present window workspace from view on your system. Unhide - restores the Present window.
	Full Screen - Displays a full screen video image. Press the Esc key to exit out of full screen view.
	Page – To scroll from page to page with the document. Click the down arrow to select a specific page number.
	Drawings - Provides drawing tools when sharing a document in an active session. This menu may be expanded when the window is maximized.
	Format Text - Format text when annotating a shared document in an active session. This menu may be expanded when window is maximized.
	Rights - Displays rights that the meeting participants can have in the document (in addition to viewing it). If you disable one or more, these options are grayed out on the participant's workspace. These rights appear in the Rights button on the ribbon bar. Rights can be granted to a participant from the Rights button when working in an active workspace together. This menu may be expanded when window is maximized.

To close a shared document:

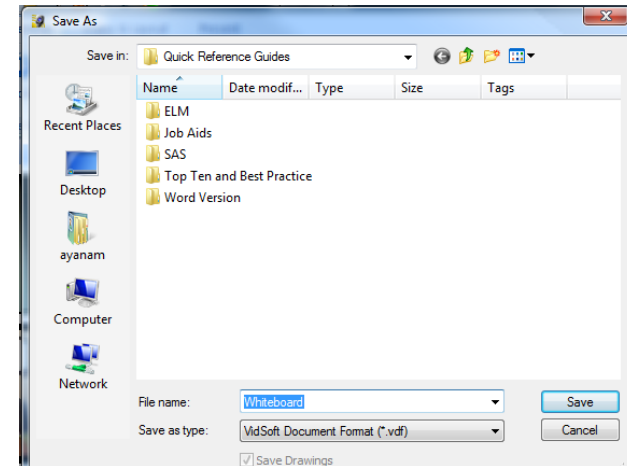
1. During a session, click  button next to the **Document Title** tab.

To save a Whiteboard:

2. While the presentation is open, click the  button in top right corner of the session window.



3. Select **Save, Presentation**. The **Save As** dialog box appears.



4. Select a location to save the file, enter the **File Name** and select the **File Type** (.html or .vdf).
Note: .vdf is the Elluminate VCS proprietary document format. These files can only be viewed inside an Elluminate VCS active session.
5. Click **Save**.