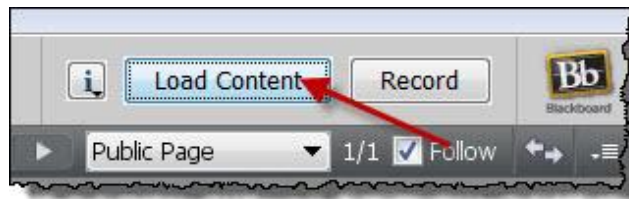


# Load a PowerPoint Presentation and Save as a Whiteboard File

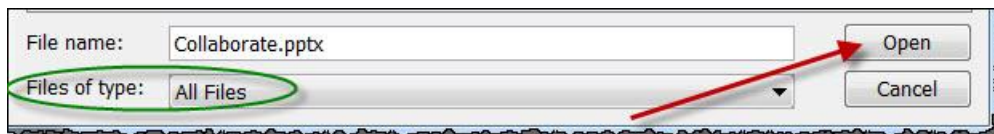
(From a Breakout Room)

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1. Click the **Load Content** button (located to the right of your screen, just above the Whiteboard).

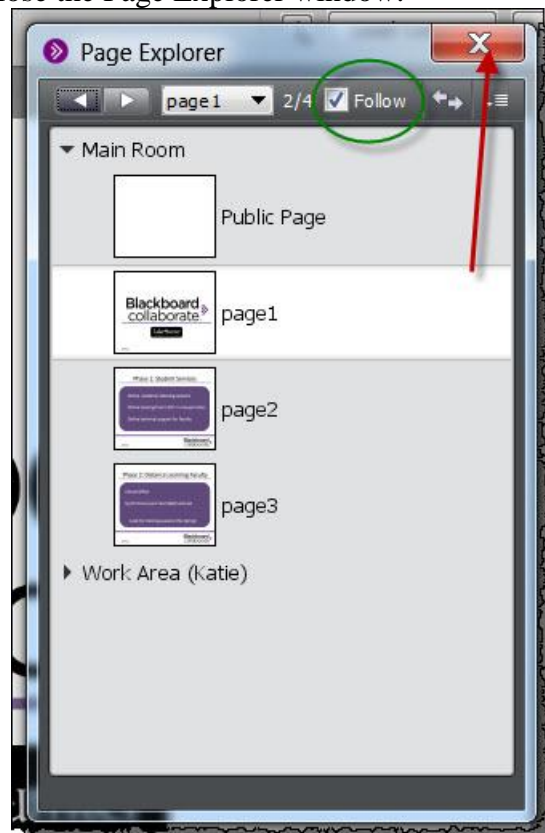


2. Browse your computer for the PowerPoint presentation you want to load to the Whiteboard. Select it, then click **Open**.

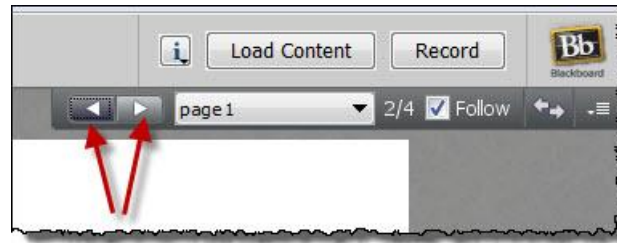


Collaborate will open the PowerPoint software installed on your computer and begin the conversion process. This may take several minutes, depending on the size of your PowerPoint file. Do not click anything until your PowerPoint has finished loading to the Whiteboard.

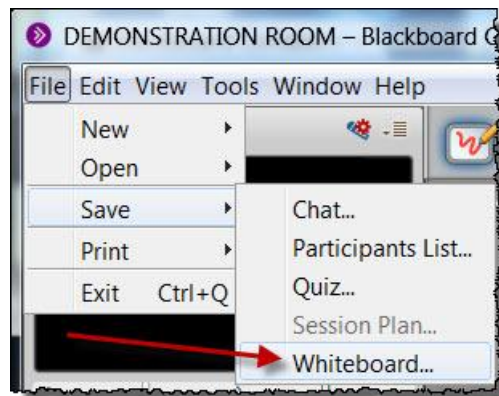
4. Once your PowerPoint has loaded, the Page Explorer window opens in Collaborate. Make sure the checkbox next to **Follow** is checked, then close the Page Explorer window.



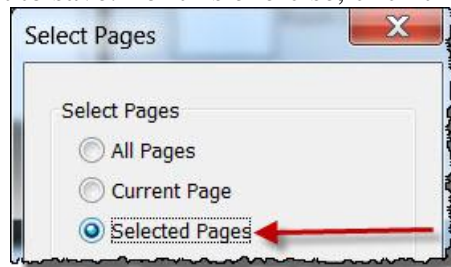
5. Your PowerPoint is now loaded into Collaborate and ready to use. On the top-right of the Whiteboard, use the arrow keys to scroll through your PowerPoint. This is how you can navigate through your slides while teaching a lesson in a Collaborate session.



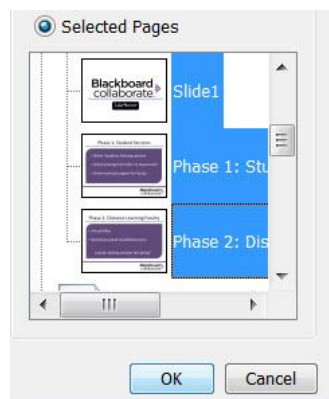
6. To save your PowerPoint as a Whiteboard file (thereby making it easier to load in future Collaborate sessions), click the **File** button at the top-left of the Collaborate window, then select **Save>Whiteboard**.



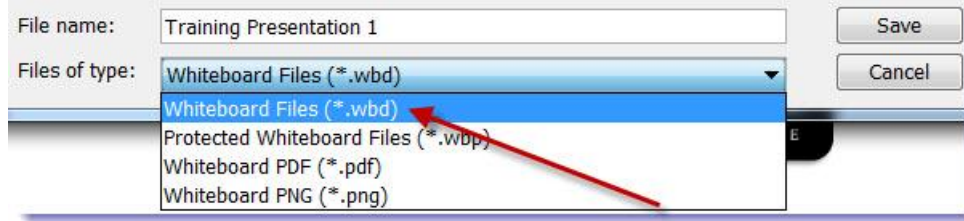
7. A window opens asking you to select the page of your Whiteboard (or rather, the PowerPoint you have loaded into the Whiteboard) you want to save. For this exercise, click the radio button next to **Selected Pages**.



8. Because we are using breakout rooms for this exercise, you will see all of your classmate's PowerPoint slides in the selection list. Scroll down until you find your breakout room on the list, then **hold the SHIFT key and click** the slides you want to save as a Whiteboard file. The slides' titles will highlight in blue as you click. Click **OK** when finished.



9. A window will open prompting you to save the file to your computer. Use the dropdown menu next to **Files of Type** to choose **Whiteboard Files (\*.wbd)**. Save the file to your Desktop so you can find it easily.



To test your new Whiteboard file, delete all of your PowerPoint slides from your breakout room by clicking the **Delete Page** button for each slide. Then, click **Load Content** and select your new Whiteboard file. If you followed the instructions correctly, the file should load in seconds and contain all of your PowerPoint slides!