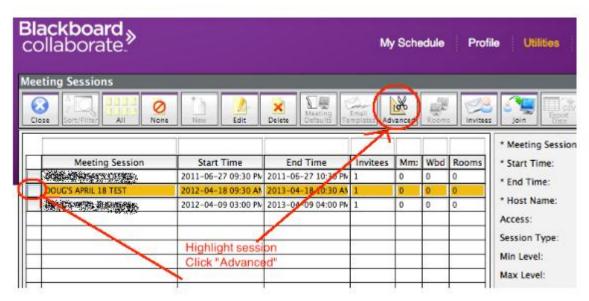
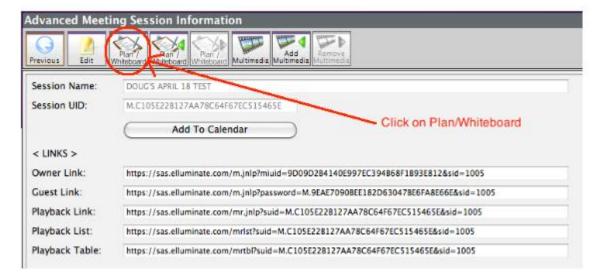
## Preloading a whiteboard slide in your virtual room

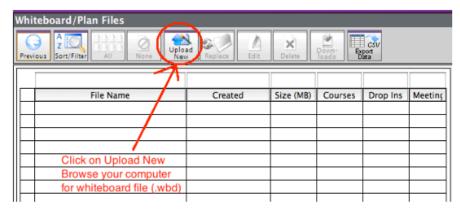
- Using Powerpoint, create the slide you want to pre-load. Save as a PNG file. You will then need
  to log into an Elluminate room and load it. Once loaded, save it as a whiteboard (WBD) file: File
  > Save > Whiteboard. Select current screen and make sure to set the file type as WBD.
- 2. Log out of the session and log into the SAS (using your username/password). https://sas.elluminate.com/site/external/login/user
- 3. Click on Utilities > Meetings
- 4. You will need to click the green checkmark to Accept.
- 5. Once the list loads, select the room where you want to load the slide and click Advanced icon.



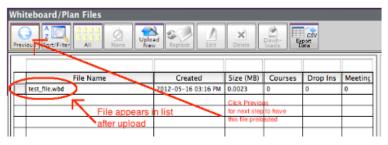
In the new window, click the Plan/Whiteboard button.



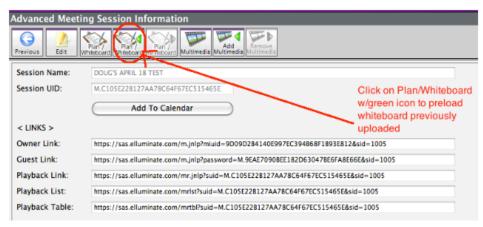
7. In the new window, click Upload New, then browse your computer for the desired whiteboard file (.wbd)



Once uploaded, the file will be listed in the table.

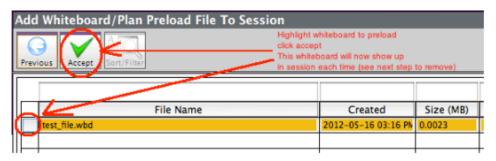


- 8. Click Previous.
- 9. Click the Plan/Whiteboard icon to right with green play button icon. The Add whiteboard window opens.



10. Select the whiteboard file uploaded in previous step.

11. Click Accept to preload this whiteboard into the session.



- 12. Now when you log into the session, you should see the screen preloaded.
- 13. If you want to change the whiteboard, you will first need to remove the current one. Click on the Plan/Whiteboard with the red play button icon, select/highlight the whiteboard that is currently preloaded, and click accept. You can now go back to Step 1 to load a new slide.

