

## Loading Content through the Collaboration Toolbar

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The Collaboration toolbar enables you to load any type of file into the Blackboard Collaborate Web Conferencing. If the file is of a type used by one of the modules listed below, it will be loaded into that module:

- Whiteboard (.wbd and .wpb) files will be loaded into the **Whiteboard**.
- PowerPoint (.ppt and .pptx) files will be loaded into the **Whiteboard**.
- OpenOffice.org (.ppt, .pptx, .sxi, and .odp) files will be loaded into the **Whiteboard**.
- Image (.bmp, .gif, .jpg, .jpeg, and .png) files will be loaded into the **Whiteboard**.
- Quiz (.vcq) files will be loaded into the **Quiz Manager**.
- Session Plan (.elp and .elpx) files will be loaded into the **Session Plan Library**.
- Notes (.eln) files will be loaded into the **Notes window**.
- Multimedia (.mp3, .wmv, .mpeg, .mpeg4, QuickTime and Flash) files will be loaded into the **Multimedia Library**.

If the file type is not associated with a module, it will be loaded into the File Transfer Library, which supports all file types. (The number of files you can load is depended upon the size of files. The default total file size is 10 Megabytes.)

To load a file using the Collaboration toolbar, do the following:

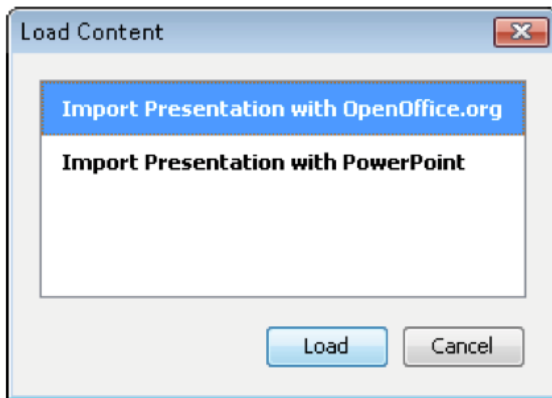
1. (For Whiteboard content only)  
Move to the page you want to be the “current page” referenced by the *Page Insertion Location* preference. This option lets you insert the new Whiteboard content before or after the current page or replace the current page.
2. Add your content file in one of the following ways:
  - Click on the Load Button in the Collaboration toolbar. The Load File dialog will open. Select the desired file and click **Open**.



- Drag and drop the desired file onto the Collaboration toolbar. You will see a dashed box to your cursor as you drop the file.



3. (For .ppt and .pptx files only)  
Select the convertor you want to use to import the presentation file into the Whiteboard file (Open Office.org convertor or PowerPoint converter) and click on **Load**.



The converter will open, showing you the progress of the conversion.

4. The module into which the file is being loaded will open (e.g, if loading an .mpeg file, the Multimedia Library will open).

For more information, contact the Faculty Resource Center at 205.348.3532  
or [frc@ua.edu](mailto:frc@ua.edu)  
or visit our website at <http://frc.ua.edu>.

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