

## Sharing a PowerPoint File

File sharing is ideal for presenting information that you do not need to edit during the meeting, such as video or slide presentation. Participants can

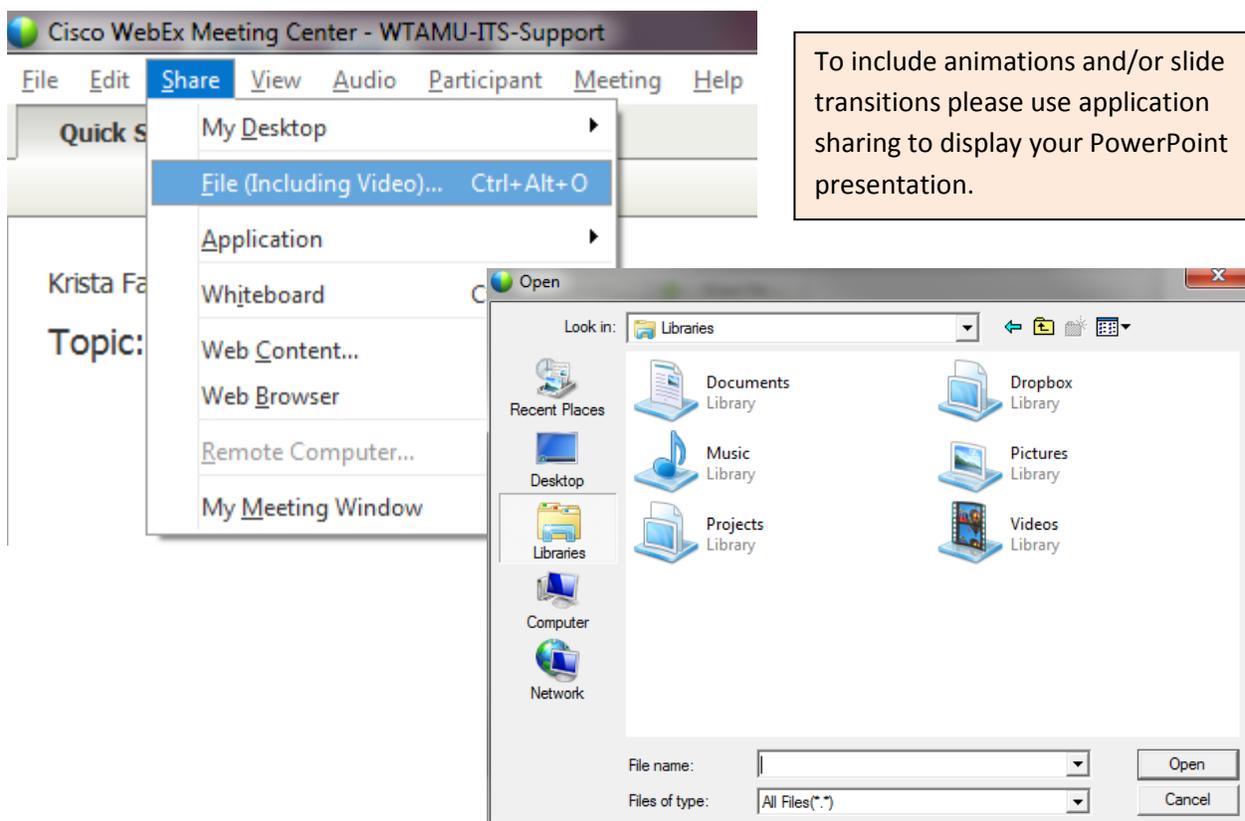
- Viewed shared files in their content viewer without the need for the application.
- View a media file, such as video, without the need for special software or hardware.
- View animation and transition effects on shared Microsoft PowerPoint slides.

While sharing, you can:

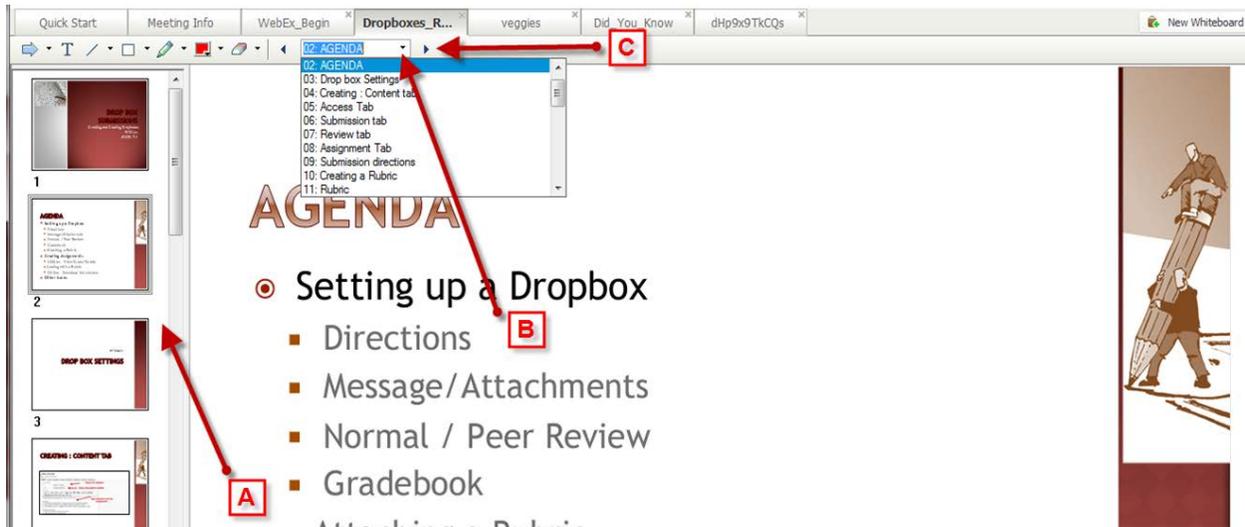
- Draw on the screen
- Use a pointer
- Print it
- Display at various magnifications (thumbnail or full screen)
- Synchronize all participants' displays
- Save it to a file

### To share a PowerPoint File:

In the Meeting window, click **Share**, then **File (Including Video)...**, a dialog box will open. Select the PowerPoint file that you wish to display and then click "Open." The slides will display in a static format (no animation or transitions)



## To Move Between Slides

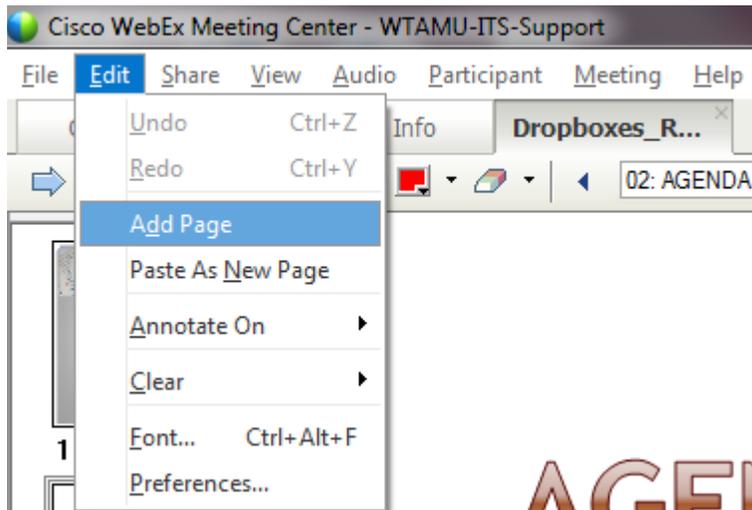


- A. Thumbnails of all the slides to easily switch between non-adjacent slides
- B. Dropdown list of all slides to easily switch between non-adjacent slides
- C. Arrow to move between adjacent slides.

## Add a Slide or a Page

When sharing a PowerPoint file in the content viewer, you can add a new, blank page for annotation.

In the Meeting window, select **Edit**, and then click on **Add Page**. A new page will be added to the end of the PowerPoint.



## Annotate Toolbar

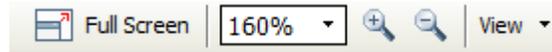
In a meeting, you can use annotation tools on PowerPoints to annotate, highlight, explain, or point to information.



Annotation Tool	Icon	Additional Content	Description
Pointer			Allows you to point out text and graphics on shared content. The pointer displays an arrow with your name and annotation color. To display the laser pointer, which lets you point out text and graphics on shared content using a red “laser beam, click the downward-pointing arrow. Clicking this button again turns off the pointer tool.
Text			Allows you to type text on shared content. Participants can view the text one you finish typing it and click your mouse in the content viewer, outside the text box. To change the font, on the Edit menu, choose Font. Clicking this button again turns off the text tool.
Line			Allows you to draw lines and arrows on shared content. For more options, click the downward-pointing arrow. Clicking this button closes the line tool.
Rectangle			Allows you to draw shapes, such as rectangles and ellipses on shared content. For more options, click the downward-pointing arrow. Clicking this button again closes the rectangle tool.
Highlighter			Allows you to highlight text and other elements in shared content. For more options, click the downward-pointing arrow. Clicking this button again closes the highlighter tool.
Annotation Color			Displays the Annotation Color palette, on which you can select a color to annotate shared content. Clicking this button again closes the Annotation Color palette.
Eraser			Erases text and annotations or clears pointers on shared content. To erase a single annotation, click it in the viewer. For more options, click the downward-pointing arrow. Clicking this button again turns off the eraser tool.

## Other Tools

All shared files, such as presentations, documents, or whiteboards, appear in the content viewer in the Meeting window. A tab at the bottom of the content viewer appears for each document, presentation or whiteboard that is being shared.



### Full screen



You can maximize the size of a page, slide, or whiteboard in the content viewer to fit your monitor's entire screen. A full-screen view replaces the normal meeting window view. You can return to a normal view at any time.

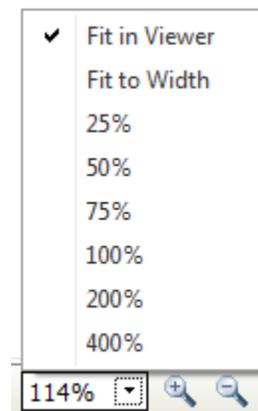
**Note:** If you display a full-screen view of a page, slide, or whiteboard, participant's screens automatically display a full-screen view as well. However, participants can control full-screen view independently in their meeting windows.

### Zoom in to or out from a page, slide, or whiteboard



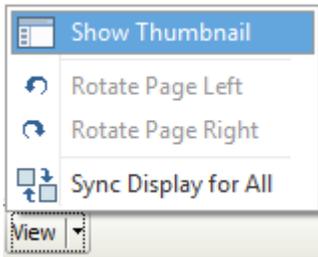
You can zoom in or out from a page, slide, or whiteboard by selecting the magnifying glasses

### Adjust the size of a page, slide, or whiteboard



You can adjust the size of a page, slide, or white board by selecting the down arrow, and then selecting the desired percentage, Fit in Viewer, or Fit to Width.

## View Thumbnails

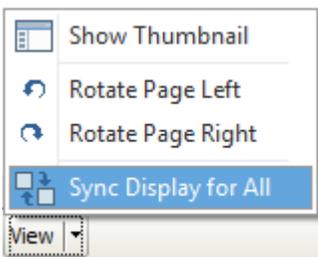


thumbnail viewer, in the left column.

You can view thumbnails of the shared pages, slides, and whiteboards that appear in the content viewer. Thumbnails provide a fast way to locate a shared page or slide that you want to display in the content viewer. Thumbnails of all pages or slides in the selected document, presentation, or whiteboard appear in the



## Sync Display for All



You can synchronize the display of a shared page, slide, or whiteboard in all participant content viewers with the display in your viewer. Once you synchronize displays, the page, slide, or whiteboard in participant content viewers appears at the same magnification as in your content viewer.

For Video inclusion see documentation on how to embed video in your WebEx PowerPoint