

Share Files

In Collaborate with the Ultra Experience

File share allows you to upload content with drag-and-drop simplicity for display at any point during your session. Content Editing tool availability allows for real-time annotation of shared files.

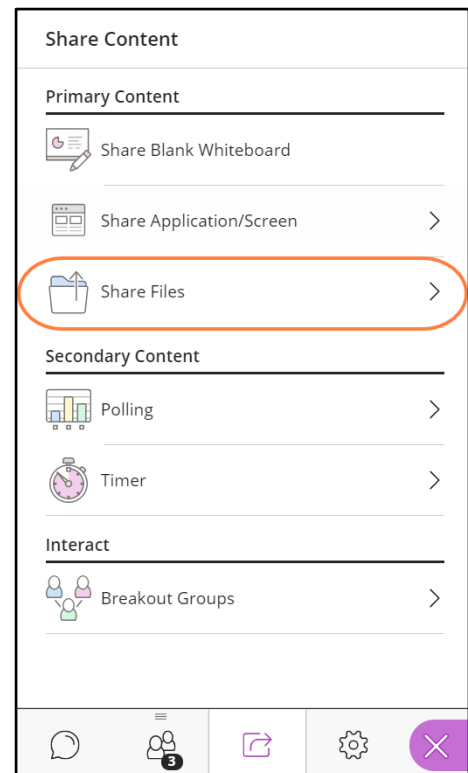
Moderators can open a session at any time and load the files they want to share. These files stay in the session until deleted by a moderator. Load them once and reuse them as often as you want.

Moderators and Presenters can upload GIF, JPEG and PNG images, PDF files, or PowerPoint presentations of 60MB or lower to your session. You can upload multiple presentations, however the total size allowed is 125 MB or lower for any particular session.

Upload a File for Sharing

To upload a file to the system for sharing:

1. Click the **Open Collaborate panel** icon in the lower, left-hand corner of the screen.
2. Click the **Share Content** icon at the bottom of the panel that appears.
3. Select **Share Files**.



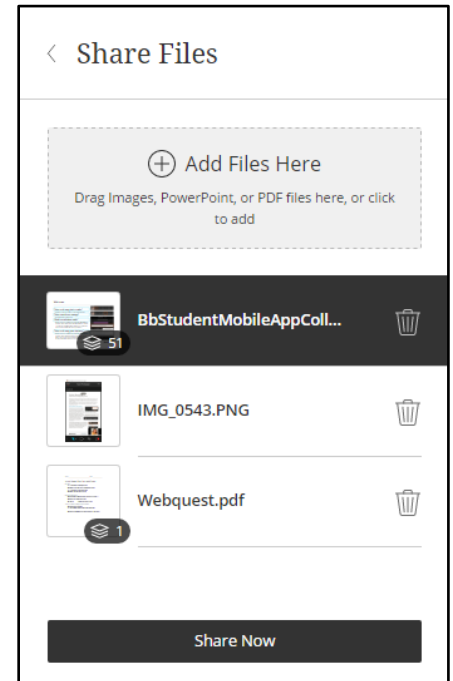
4. Upload files by dragging-and-dropping them on the Add Files Here box. Iconography displayed on the upload in progress will let you know the progress of the added file.
5. Once files have been delivered to the Collaborate system by Box, the file name and thumbnail will appear in the Share Files list.
6. If desired, click the **Trash** icon next to an uploaded file to delete it.

Share Files

To share a file:

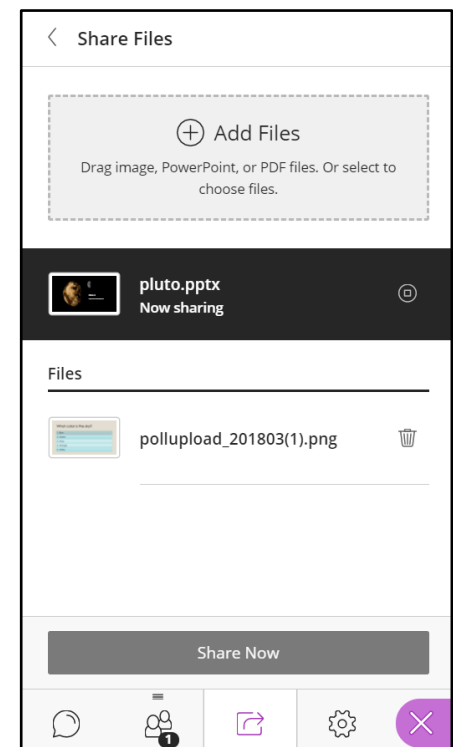
1. Click on one of the available files and click the **Share Now** button at the bottom of the window.
2. Select the slide or page you wish to display from the Slides panel to begin the share.
3. Click **Share Now**.

Once a file is being shared, moderators and session presenters can see what file is currently being shared and move between uploaded files without stopping the file share.



Switching Between Files

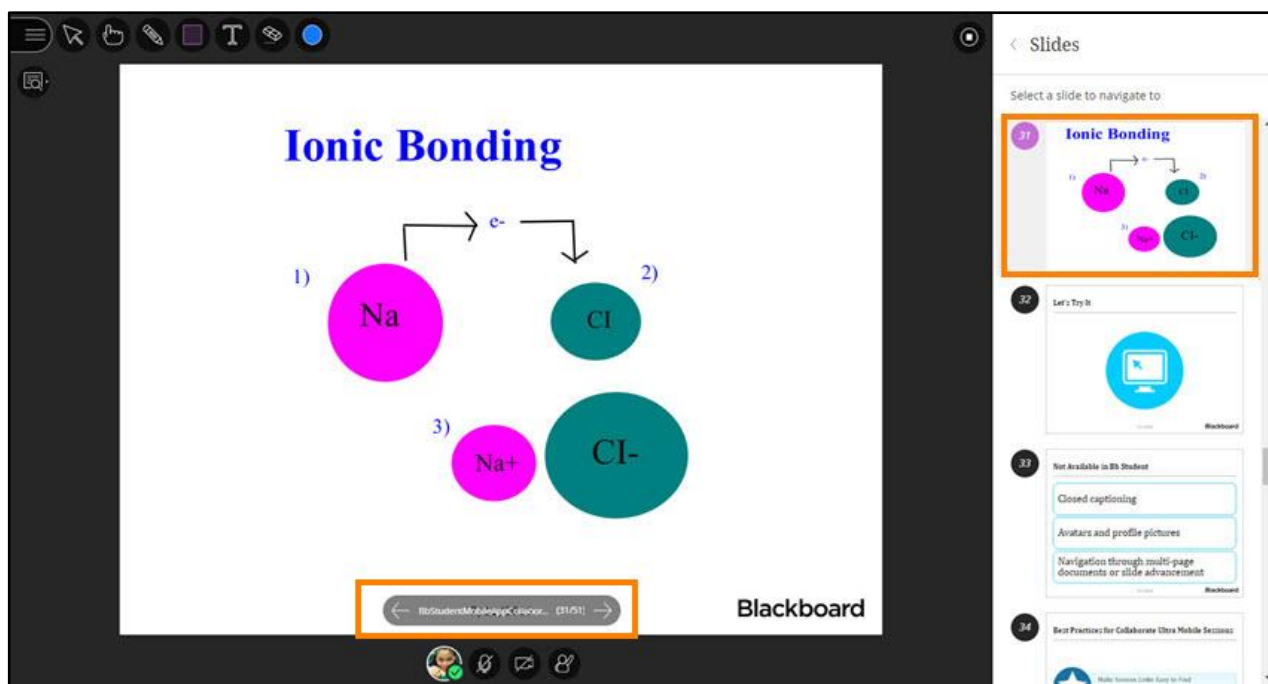
Within the Share Files panel, the file currently being shared is highlighted and displays above the Files header, as shown in the screenshot on the right. To begin sharing another uploaded file immediately, select the file and click Share Now.



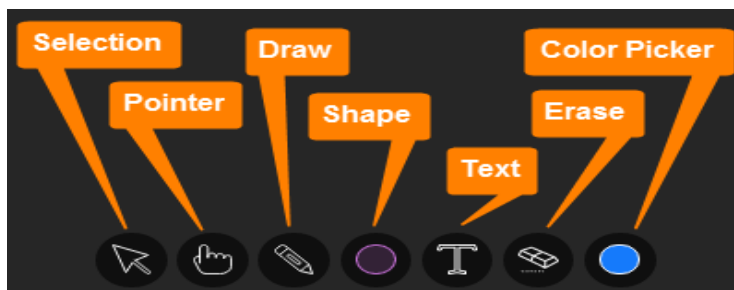
Navigating Shared Files

Navigation tools will display above shared files that include multiple pages, such as PowerPoint slide decks, or PDF files, allowing the Moderator or Presenter to navigate forward and backward through the various pages of the file. To navigate to a particular slide or page:

1. Double-click the **file title** within this navigation area to open the Slides panel.
2. Select the slide or page you wish to display to change the current share view.



If the **Draw on whiteboard and files** permission is enabled, participants may employ the Content Editing tools to annotate the shared file. As a Moderator, you can use all the available Content Editing tools even if the permission has been disabled for Participants.



Once sharing begins, users can use the **Show/Hide View Controls** toggle to display resizing tools. The Media Space view is user specific so zooming in on your view does not zoom the view for attendees. From left to right:



- Zoom in allows users to make the content bigger. When larger than the available space, users can click and drag to move the content around to see everything.

- Zoom out can be used to make the content smaller, allowing users to see more of the content.
- Best Fit takes advantage of your screen real estate by adjusting content to be completely viewable in the available area. It displays as large as possible while keeping the aspect ratio intact.
- Actual Size returns the content share to the original size.