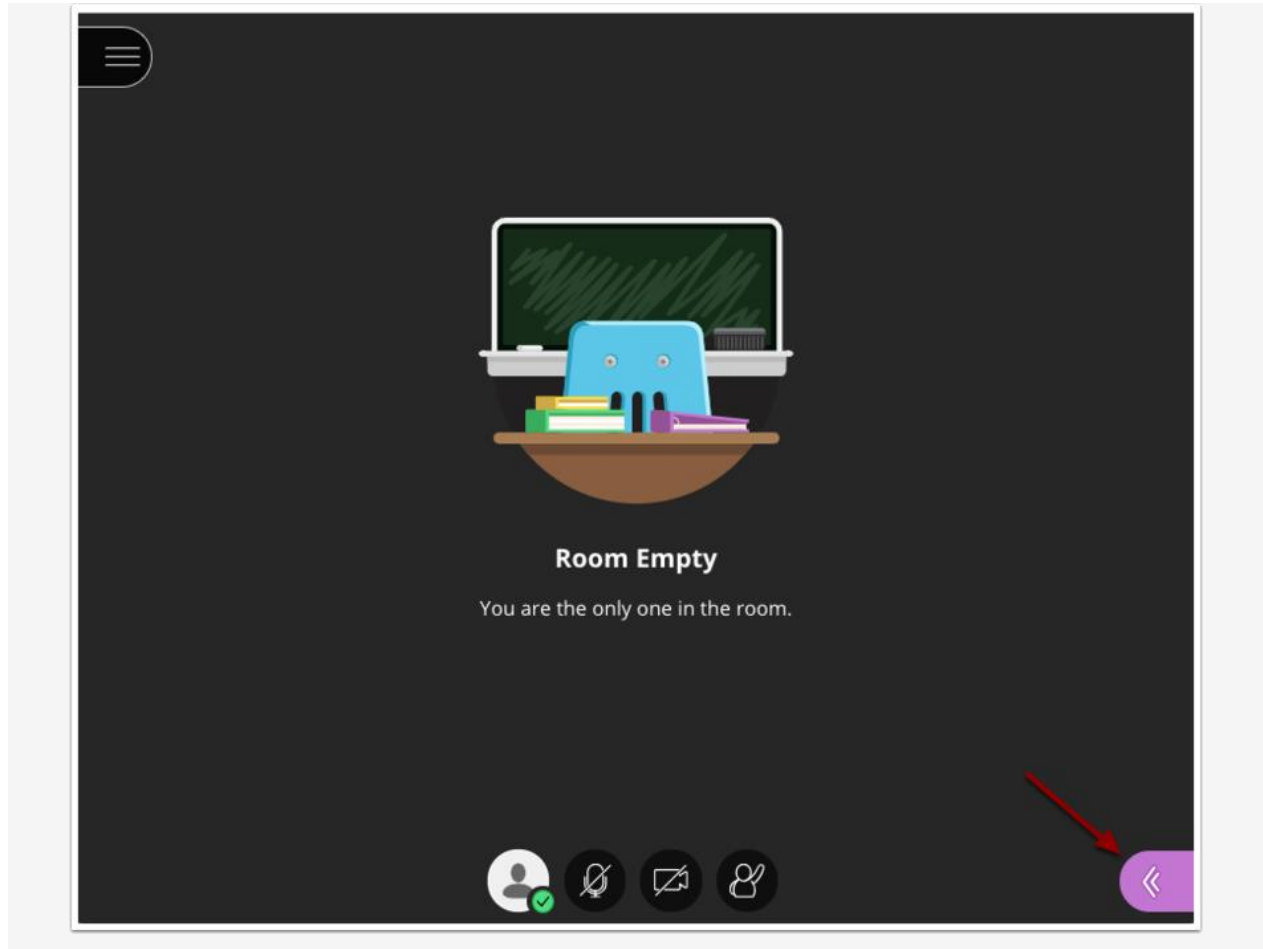


# Accessing Content Sharing Tools

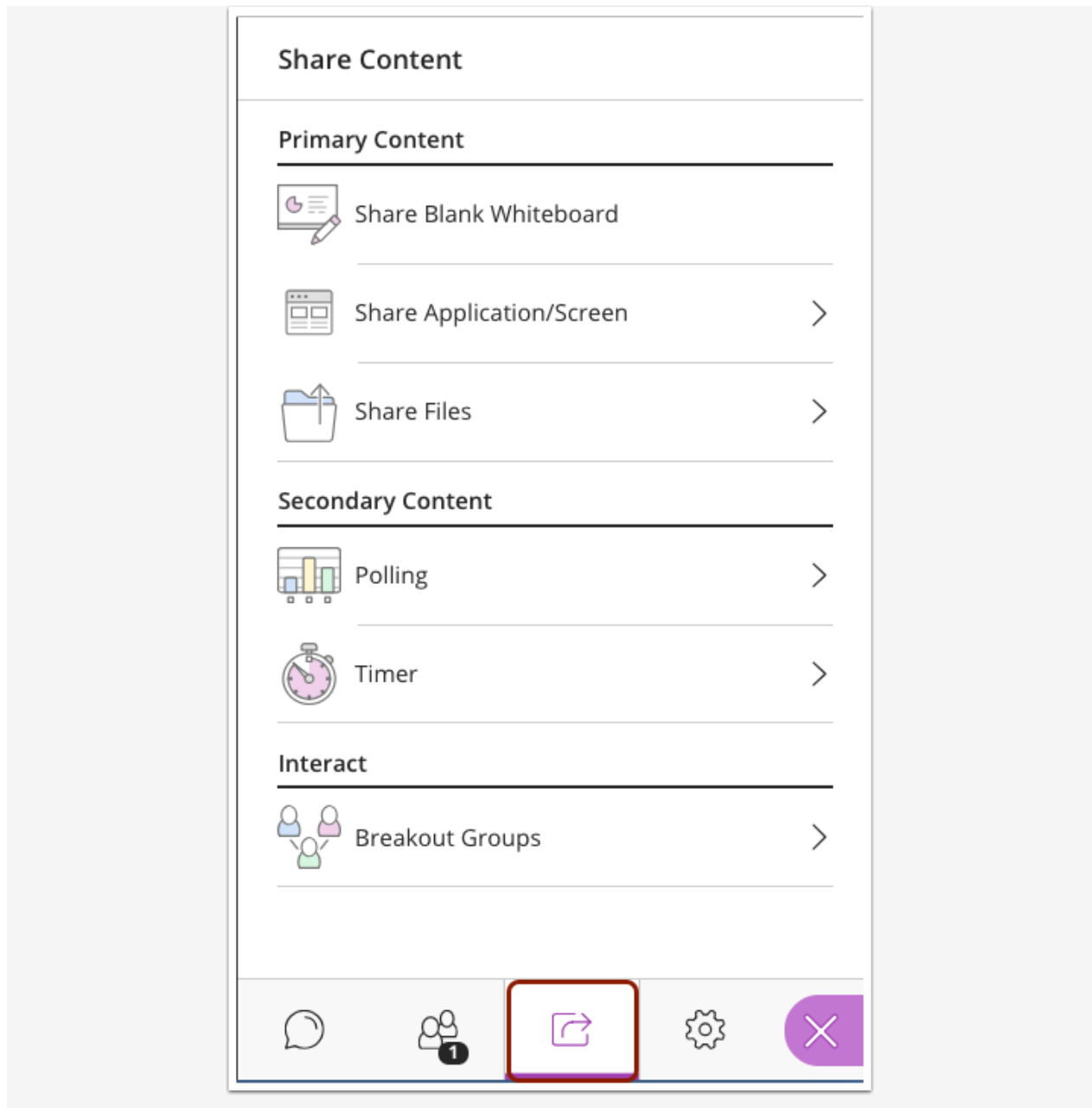
This guide will outline how to access content sharing tools in Blackboard Collaborate, such as how to share files and blank whiteboards.

## Opening the Blackboard Collaborate Panel



To open the Collaborate Panel, click on the purple button in the bottom right corner of the screen.

# Accessing Content Sharing Tools

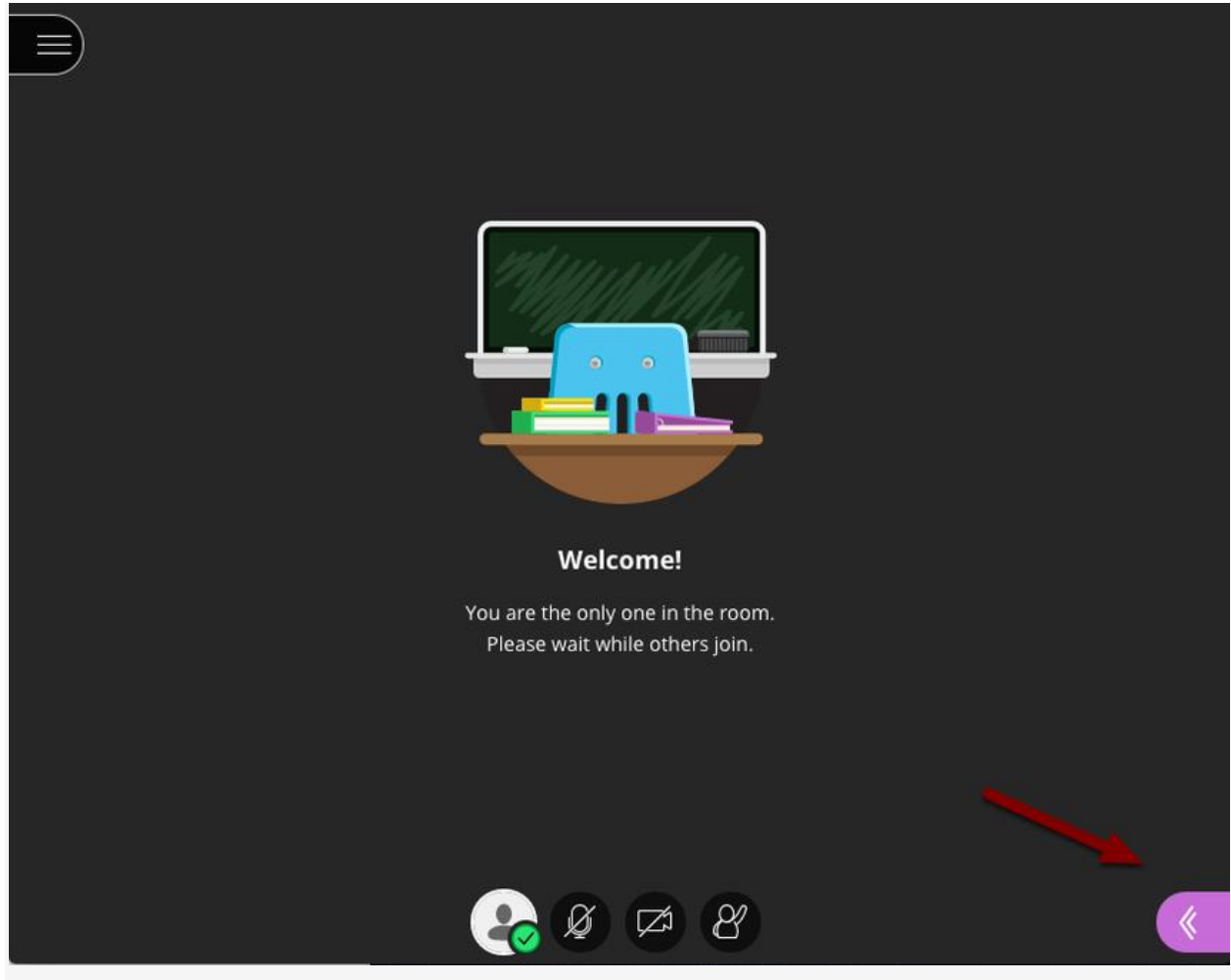


To access the content sharing tools, click on the **Share Content** button in the **Collaborate Panel** (shown as a square with an arrow in it)

# The Whiteboard

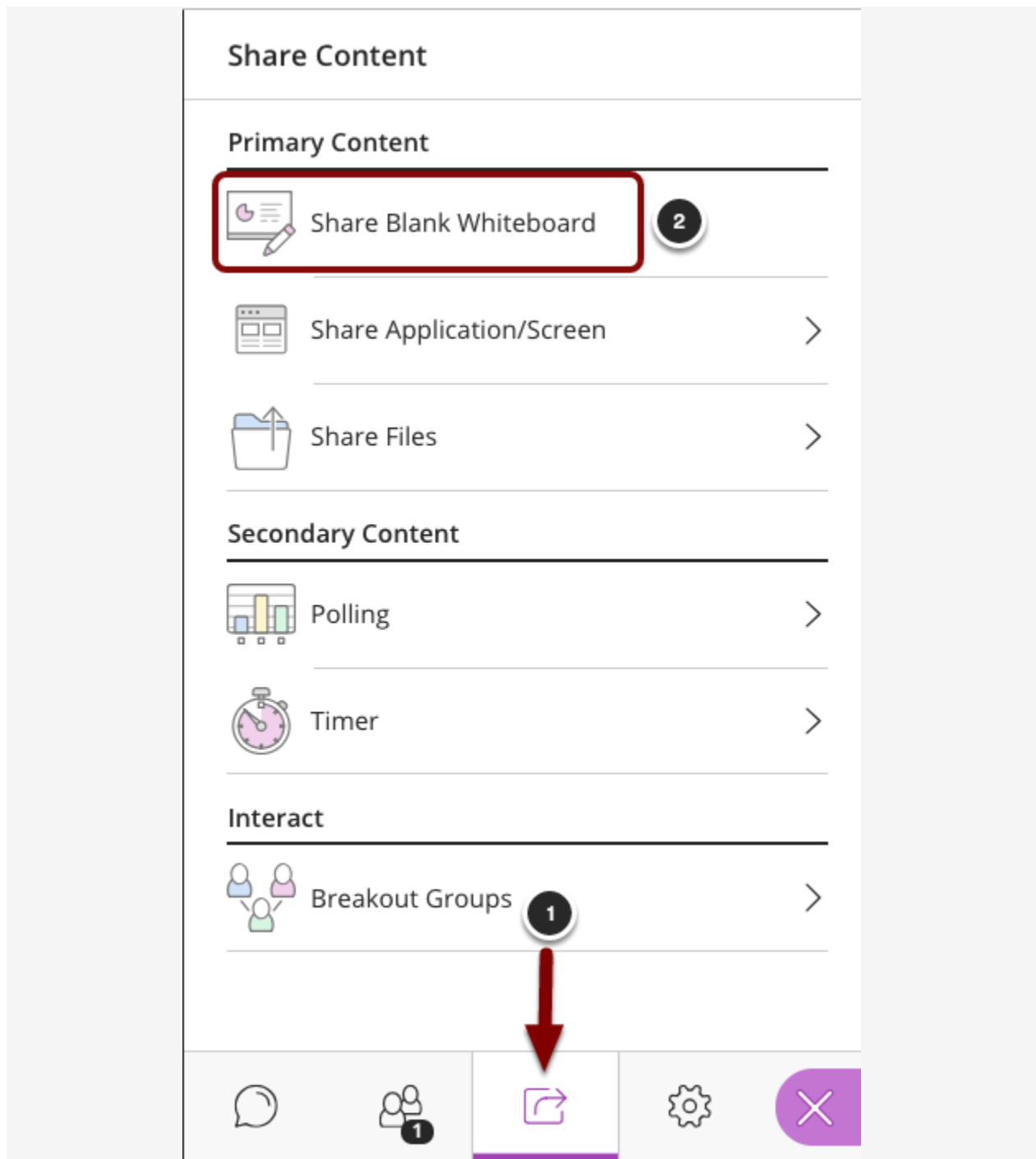
This guide will demonstrate how to share content using the Whiteboard tool in Blackboard Collaborate

## Accessing the Collaborate Panel

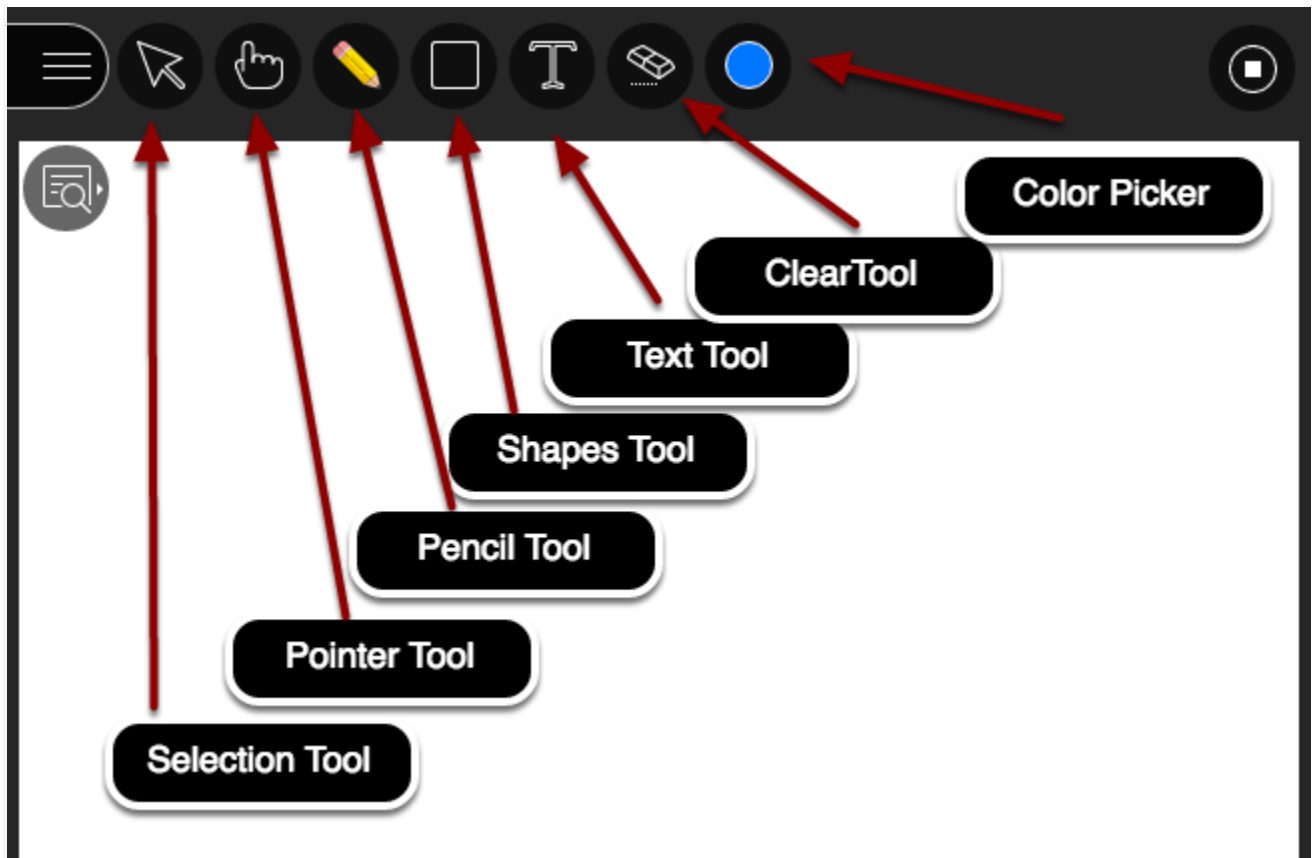


To access the Whiteboard, you will need to open the **Collaborate Panel**. To open the Collaborate Panel, click on the purple button in the bottom right corner.

# Sharing Content Using the Whiteboard



1. In the **Collaborate Panel**, click on the **Share Content** tab.
2. Select **Share Blank Whiteboard**.

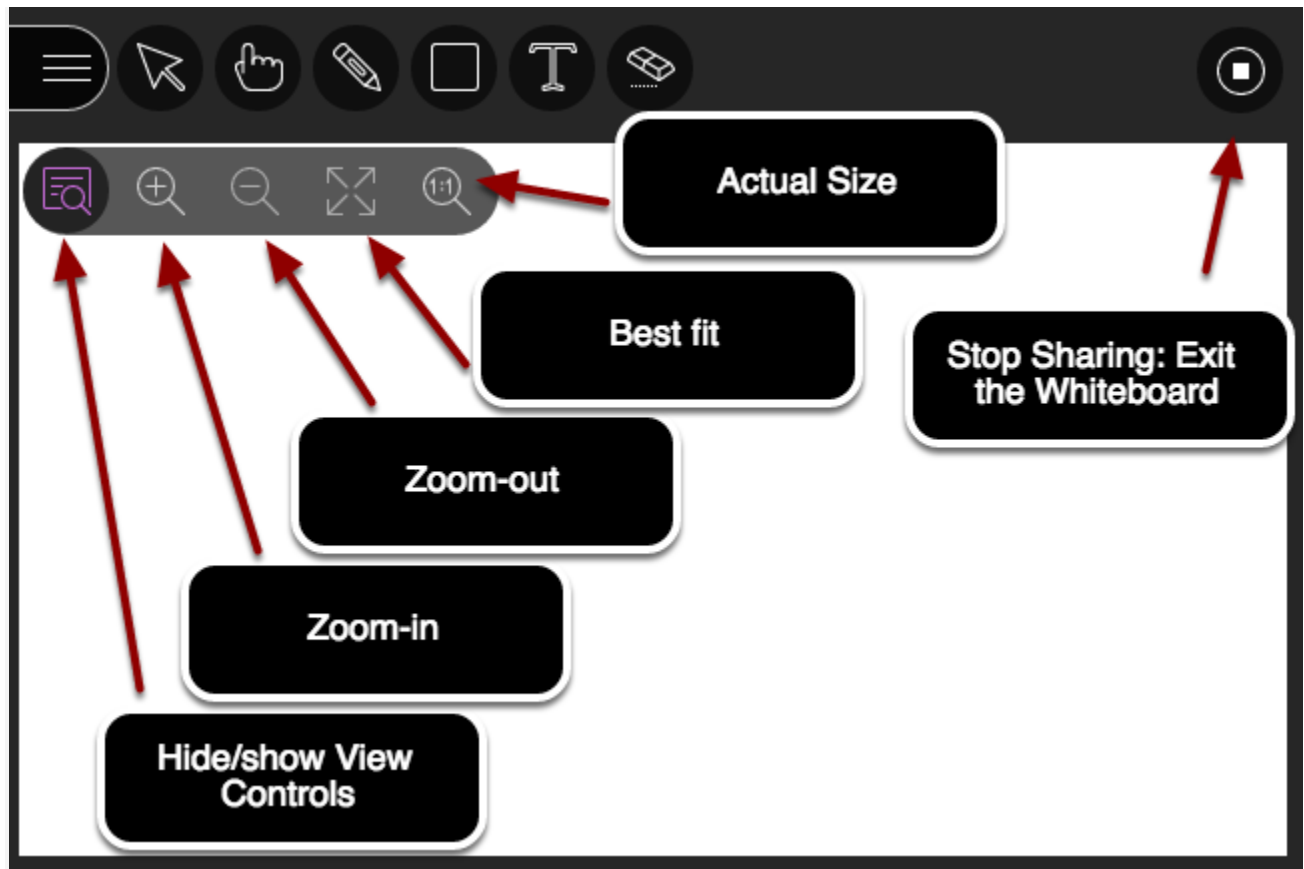


This is the blank **Whiteboard** and the **Whiteboard Tools** are located in the upper left-hand corner of the screen. The **Whiteboard Tools** consist of:

1. **Selection Tool:** Use the arrow to select an object on the **Whiteboard**. After you select it you can resize, move, and delete it.
2. **Pointer Tool:** Use the hand to point to different areas of the visible **Whiteboard**. **Participants** see wherever you are pointing on the slide.
3. **Pencil Tool:** Can be used to draw lines of any shape or length.
4. **Shapes Tool:** Clicking on the Shapes Tool will reveal a drop-down menu allowing you to choose a **Rectangle**, **Ellipse**, or **Line** drawing tool.
5. **Text Tool:** Allows you to type text anywhere on the **Whiteboard**.
6. **Clear Tool:** Completely erases the contents of the **Whiteboard**.
7. **Color Picker:** Displays a color palette allowing you to choose from 9 colors for **Lines Shapes**, and **Text**.

**Tip:** You can also decide if you want to give your participants the same tools in Session Settings.

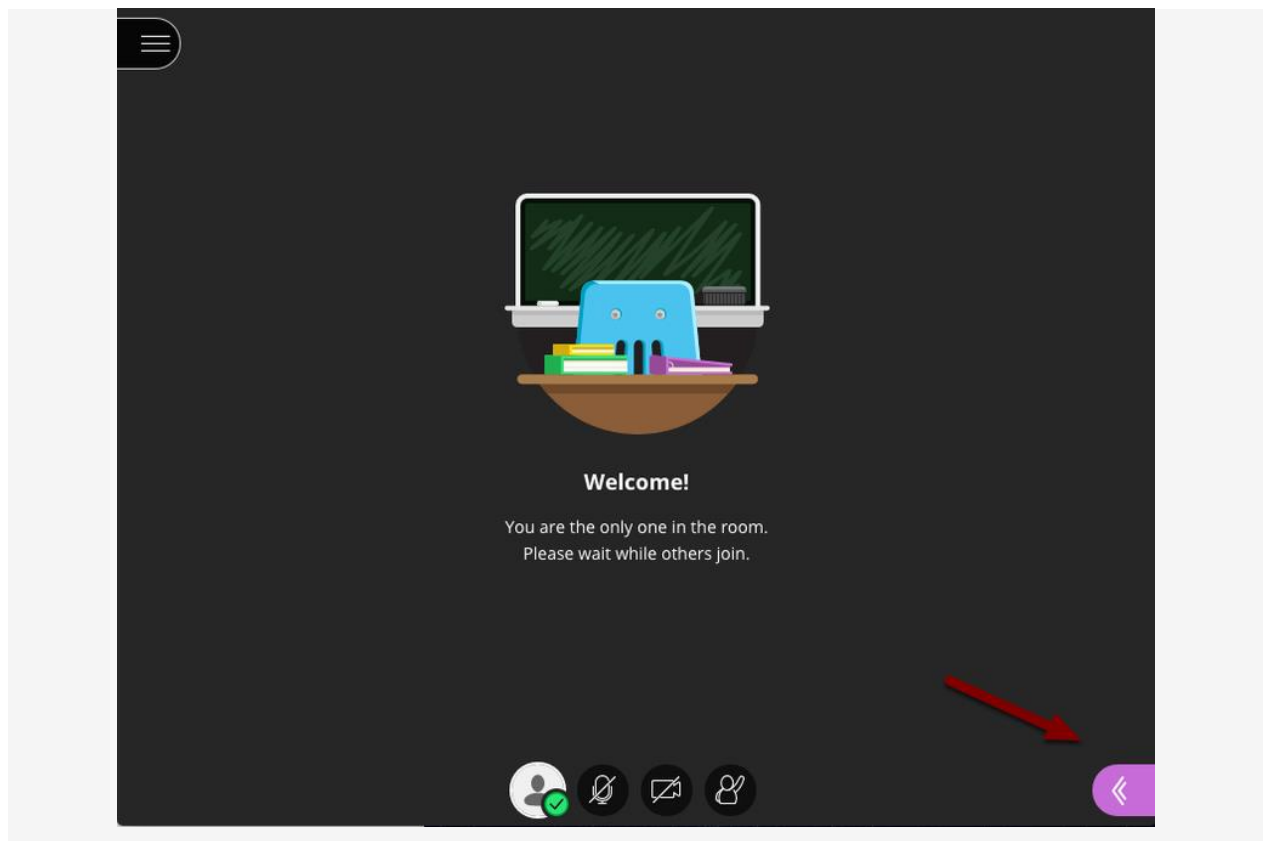
## Show View Controls



Here are the **View Controls** which allow you to zoom in and out of the drawing area:

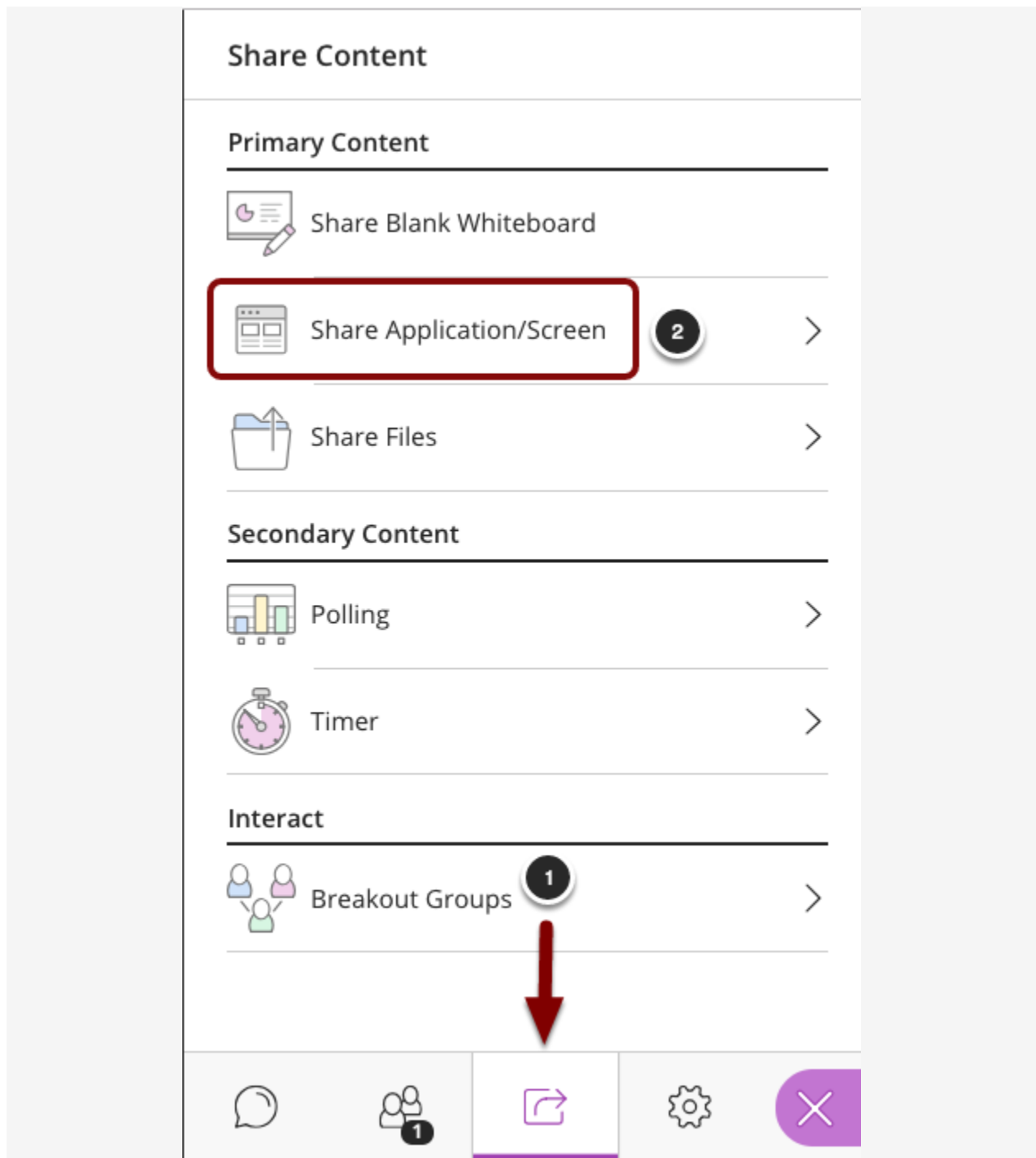
1. **View Controls:** Click to alternately show or hide the tools palette.
2. **Zoom in:** Make the content bigger. Move the content around to see everything.
3. **Zoom out:** Decrease the size of everything on the Whiteboard to increase the drawing area.
4. **Best Fit:** Take advantage of your screen real estate. Content adjusts to be completely viewable in the available area. It displays as large as possible while keeping the aspect ratio intact.
5. **Actual size:** Returns the **Whiteboard** to its original magnification or size.
6. **Stop Sharing:** Click to exit the **Whiteboard** application and return to the **Sharing Content** window.

## Accessing the Collaborate Panel



To share an application or desktop, you will need to open the **Collaborate Panel**. To open the Collaborate Panel, click on the purple button in the bottom right corner.

# Starting Application Sharing



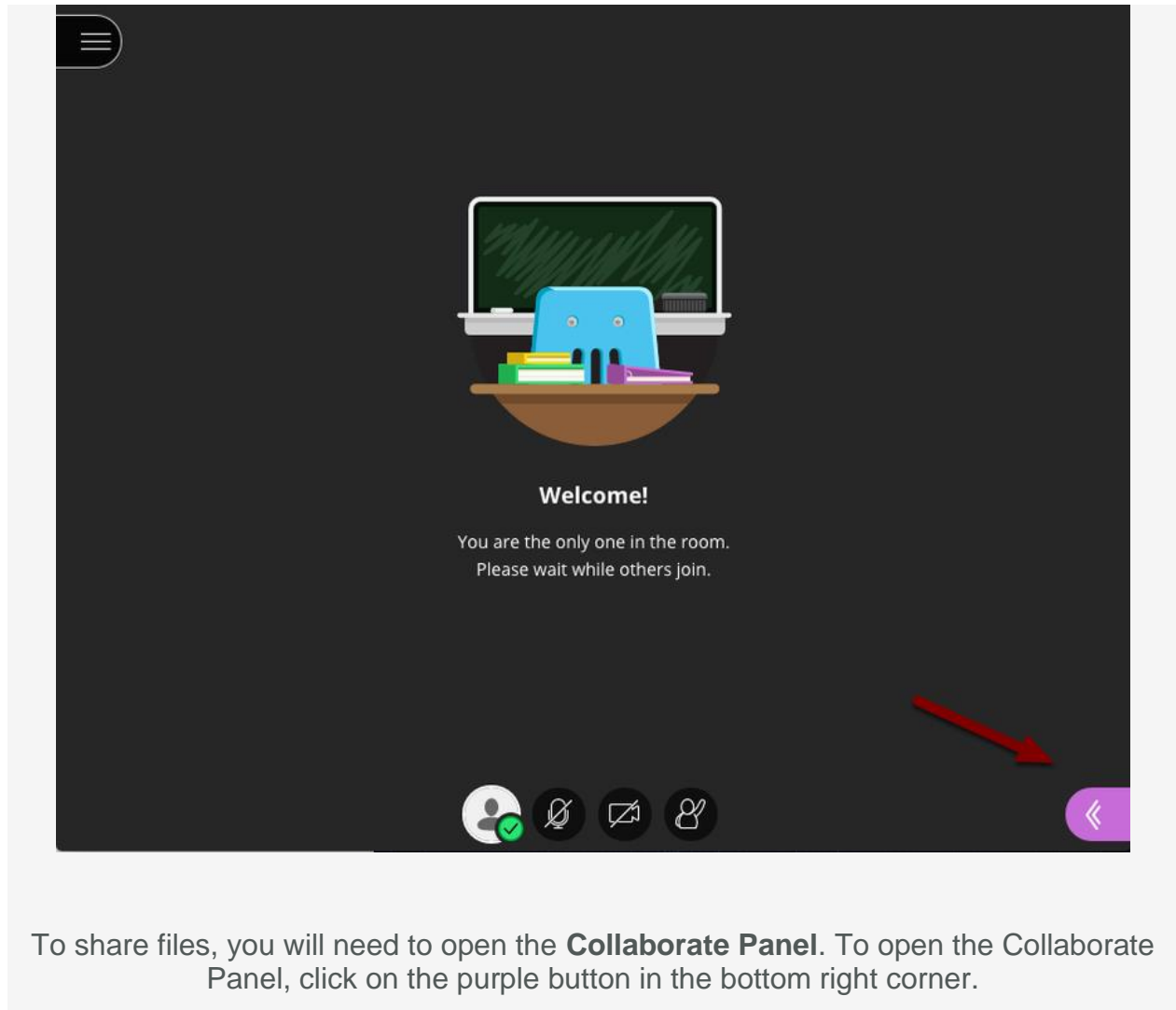
1. In the **Collaborate Panel**, click on the **Share Content** tab.
2. Select Share Application/Screen from the menu.



# Sharing Files

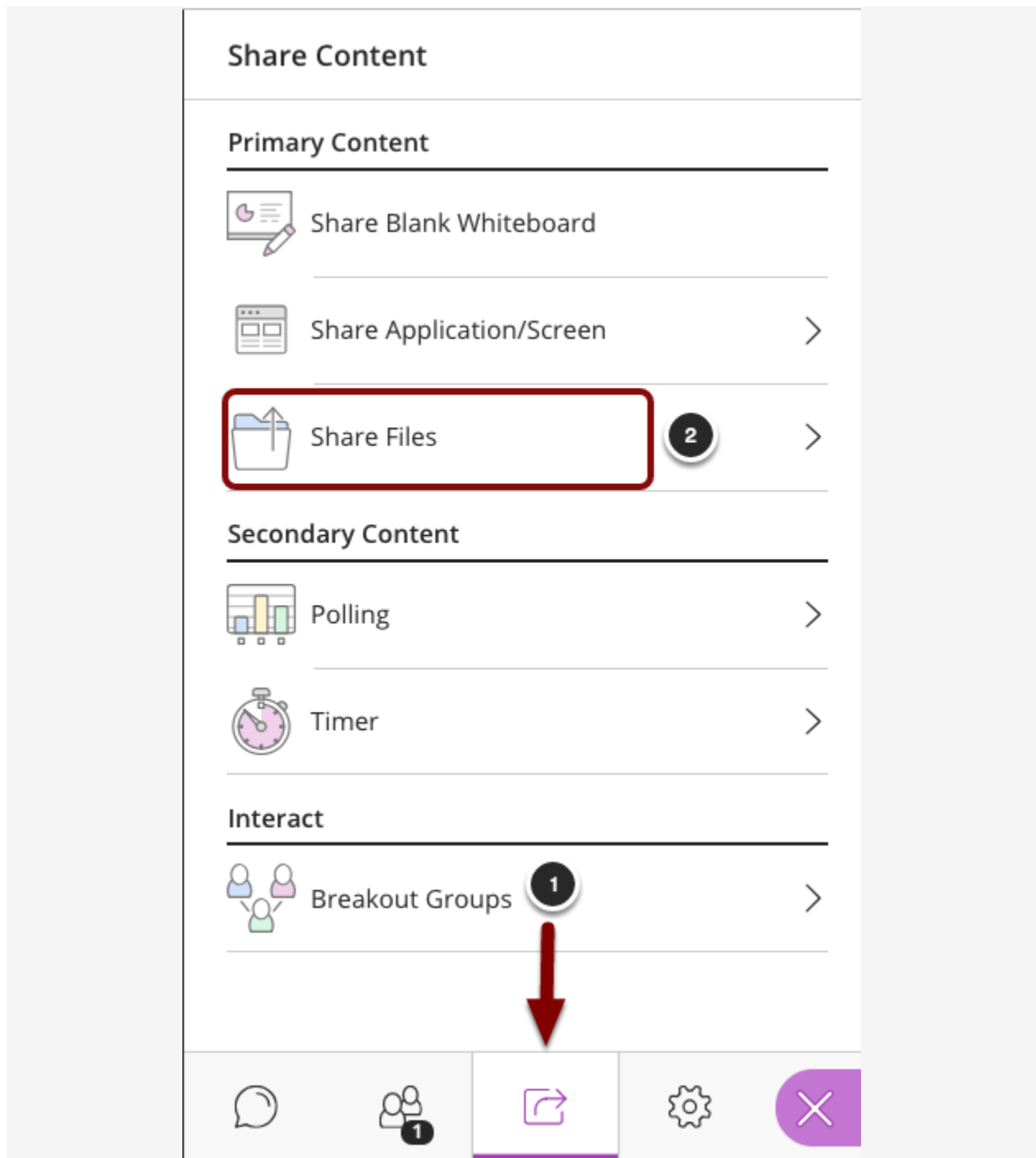
This guide will demonstrate how to share files to other users to present information. Users can share .ppt, .pptx., .pdf., and .jpg files.

## Accessing the Collaborate Panel



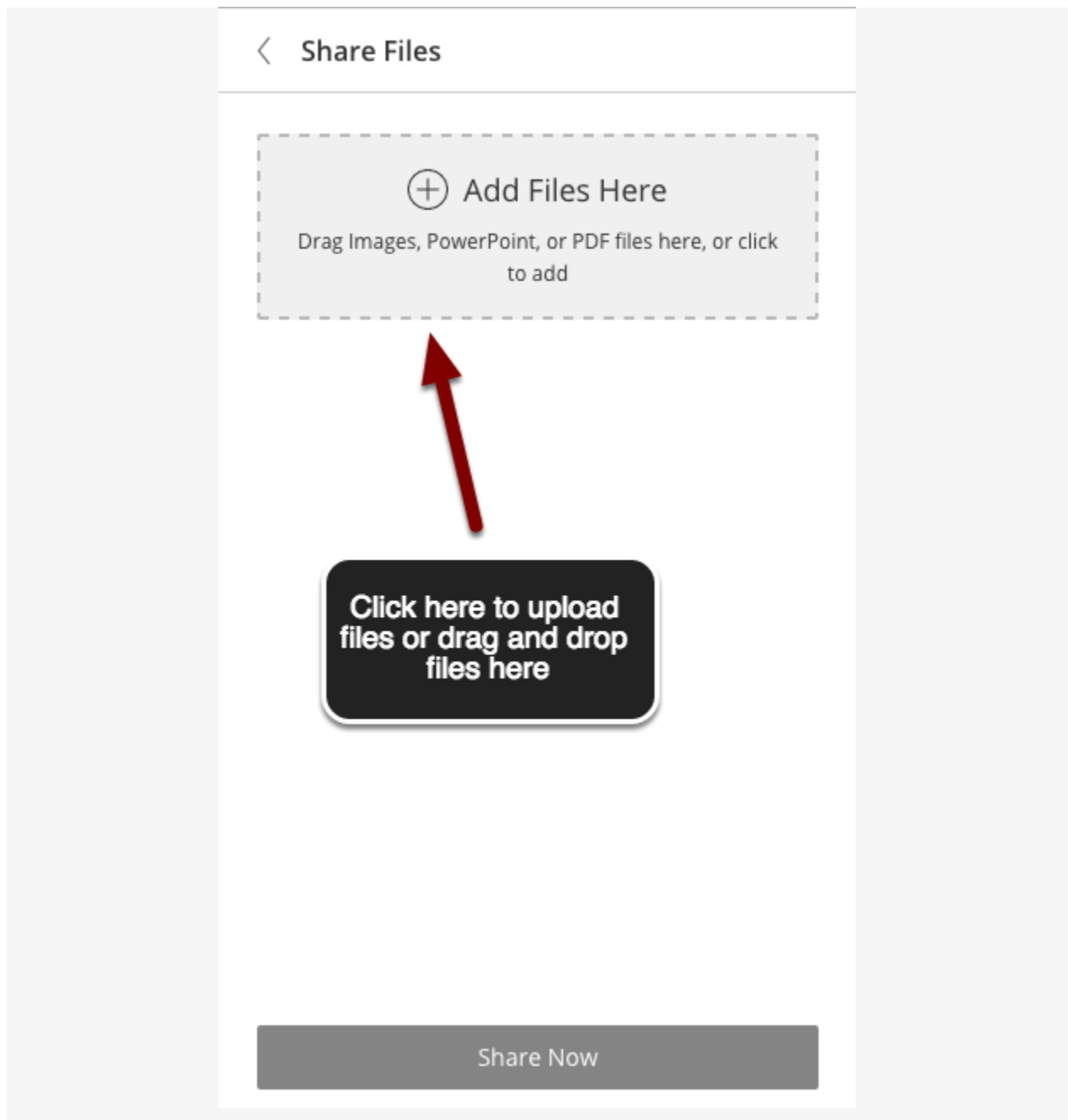
To share files, you will need to open the **Collaborate Panel**. To open the Collaborate Panel, click on the purple button in the bottom right corner.

# Sharing Content Using the Whiteboard



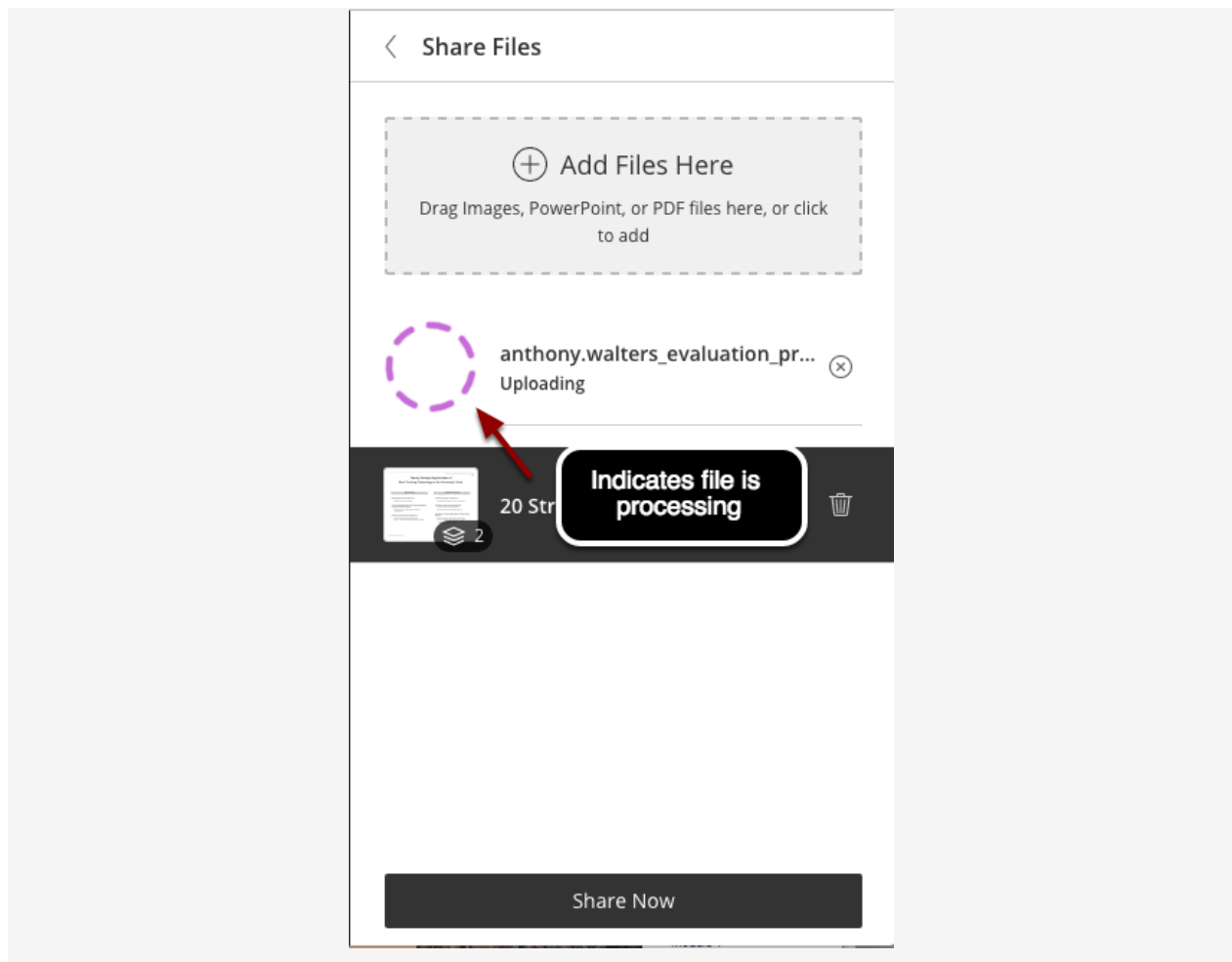
1. In the **Collaborate Panel**, click on the **Share Content** tab.
2. Select **Share Files**.

## Uploading Files for Sharing



To upload a file to share, click on the box that says **Add Files Here** and select the desired file, or drag and drop the desired file into the box.

## File Processing

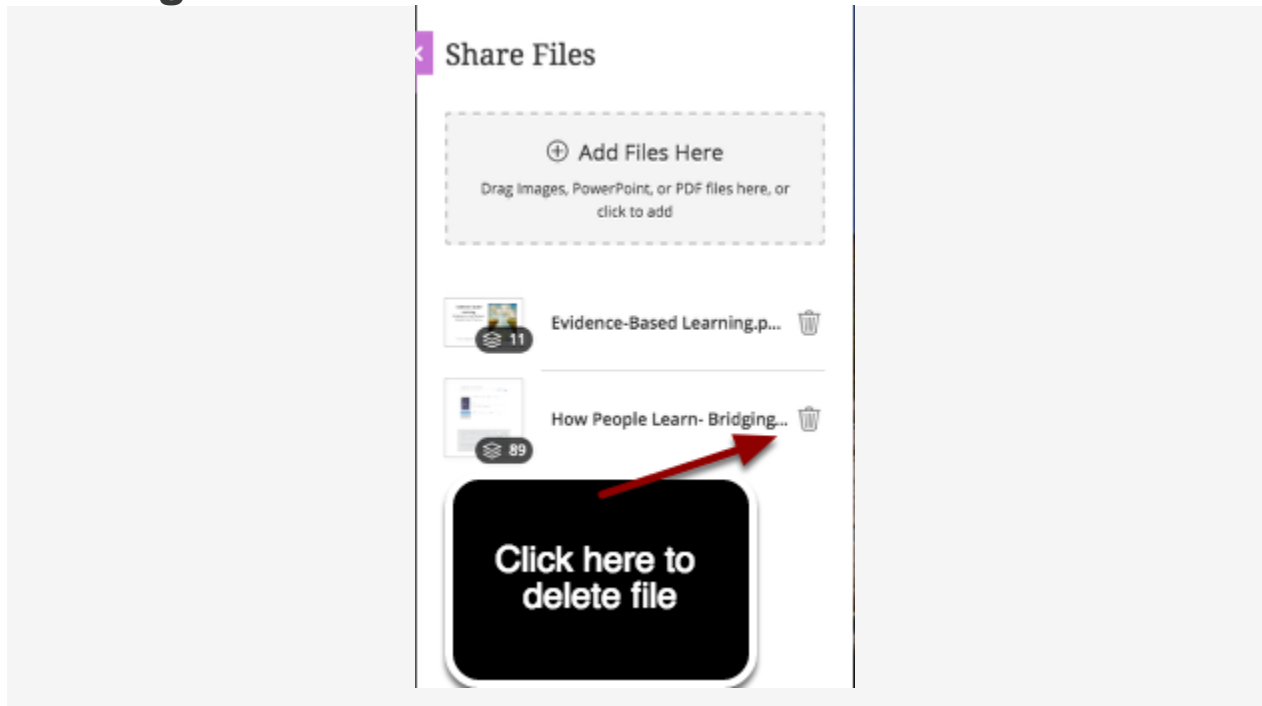


Once your selected file has been uploaded, it needs to be "processed." During the processing, the file or presentation is converted to a **Whiteboard** that can then be shared and marked up (annotated) if desired. Each image file, each slide in a **PowerPoint** file, or each page in a **PDF** is converted to a separate Whiteboard. This means that for PowerPoint files, all slides containing animations or slide builds are converted to static images when placed in a **Whiteboard** (see tip below).

**Please note:** Even after the file has uploaded, it may take a few seconds to several minutes or more for Collaborate Ultra to process your file--during this "processing" time, you will see a rotating ring next to the file name as shown below.

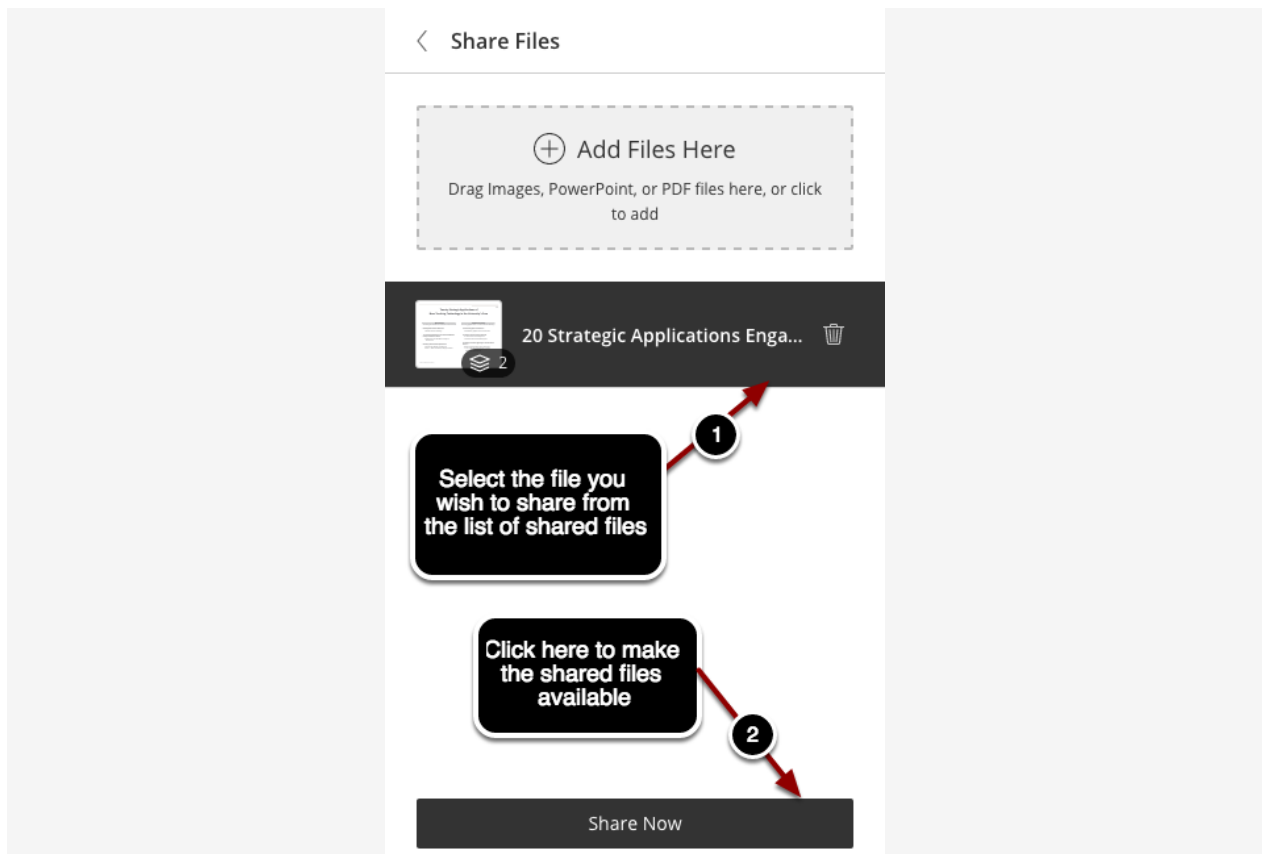
**Tip:** If your slide presentation has builds or animations, you might want to choose **Share Application** rather than **Share Files**. Choose Entire Screen or make sure your presentation is in Present mode before sharing it as an application.

## Deleting a Shared File



Note: If you change your mind and need to delete one of the shared files, click on the "trash can" icon just to the left of the file name.

## Share Now



Once files that you've added have been uploaded and processed, they will be listed in the area just below the **Add Files Here** box. You are now ready to start sharing the selected files with your participants. To make the files available during a session:

1. First select the file you wish to share (the selected file will be highlighted).
2. Then click the **Share Now** button at the bottom of the **Share Files** window.

## Sharing a PowerPoint Presentation

The screenshot shows a presentation viewer with a left sidebar containing a 'Slides' navigation pane. The main area displays two slides. Slide 01, titled 'Twenty Strategic Applications of New Teaching Technology in the University's Core', is divided into two columns. The left column, 'Recruiting 1', lists strategies for growing enrollments and reaching new student populations. The right column, 'Academic Costs 1', lists strategies for increasing efficiency and faculty capacity. Slide 02, titled 'Access and Student Success', is also divided into two columns. The left column lists strategies for increasing graduation rates and reducing opportunity costs. The right column lists strategies for enhancing the academic experience and providing faculty support. Both slides include a copyright notice for 2008 Pearson Education, Inc.

After clicking the **Share Now** button, you are taken back to your **Collaborate Ultra** session and the file you have chosen to share (in this case a PowerPoint presentation) is displayed in a page/slide navigation pane on the left side. You can now select a particular slide that you want to share--if you wish to show the entire PowerPoint presentation from the beginning, you would simply select the first slide and it would be displayed in your session as shown below.

## Presenting Your Slides

Your PowerPoint presentation now appears on a **Whiteboard** along with all the **Whiteboard Tools** so that you can mark up the slides as you are giving your presentation if you wish. To advance the slide presentation or to go back to a previous slide, just click the "<" or ">" slide controls. You can also re-open or close the slide navigator panel by clicking on the PowerPoint Presentation name. When you are finished sharing, click the **Stop Sharing** button in the upper right hand corner of the screen.

**Note:** For a full description of the **Whiteboard Tools**, see the [Share Whiteboard](#) guide.

**Tip:** With your keyboard, press Alt + Page Up/Down to move forward or backward through you slides. On a Mac, press Alt + Fn + Up/Down Arrow.

**Tip:** You can decide if you want to give your participants the ability to use these same **Whiteboard Tools** during the presentation in the **Session Settings**.