

Importing PowerPoint Slides into Virtual Whiteboard

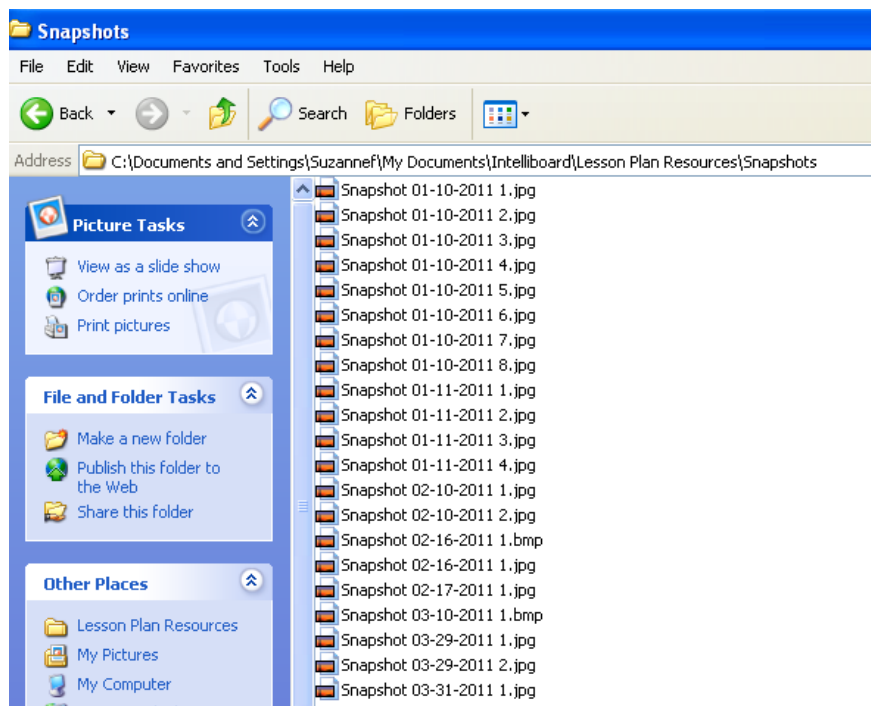
Many of our end users already have their materials created in PowerPoint but may be frustrated when they annotate over the material and cannot easily save those annotations.

There's a simple way to import your PowerPoint slides into a virtual whiteboard session, make your annotations and save the presentation with those annotations for future reference.

For this demonstration, I'm using the Intelliboard software, but the instructions are true for DPA and Easyboard as well.

The first thing you'll want to do is organize your Snapshots folder. You can either empty the folder, or, if you want to save any existing snapshots, create a subfolder and move the current snapshots there. For users with the most current version of our software, the snapshot folder is located at

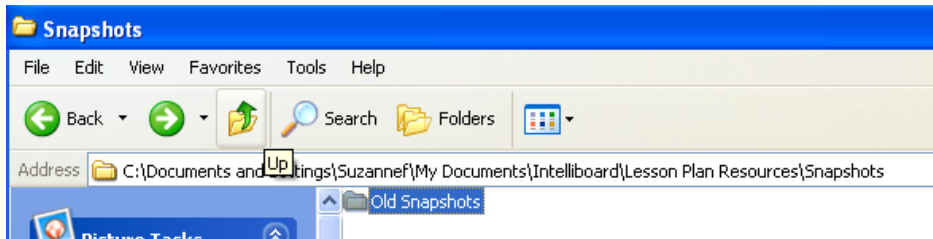
C:\Documents and Settings\



Note: Those of you who may have an older version will find the folder at C:\Program Files\Intelliboard\Lesson Plan Resources\Snapshots

Step 1

Either delete existing snapshots or create a subfolder and move those snapshots you want to save.



Step 2

Open your PowerPoint presentation in slide show mode. Using the snapshot softkey, go through your presentation slide by slide, taking a snapshot of each slide.

Step 3

Open your virtual whiteboard application. Use the **Next Page** tool on the toolbar to create as many pages as your PowerPoint presentation.



Step 4

Go back to page 1 of your virtual whiteboard session. From the **Insert** dropdown on the toolbar, choose **Backgrounds** and browse to your Snapshots folder. Click OK to open the Background Image Viewer. Note: You may want to use your mouse to expand the image viewer so that you can more easily identify your slides.

Click and drag the first image onto the VWB page, advance to page two in VWB and click and drag the second snapshot onto the VWB page. Continue until all your slides have been imported as backgrounds.

Step 5

Save your VWB session with a name that clearly identifies it.

Step 6

Now you're ready to present to your audience! Simply open the VWB session and present, annotating as you go. When you're finished, be sure to do **File / Save As** and give it another name so you don't overwrite your original presentation. Now you've got your original AND the one with the annotations which you can use to print handouts for your audience and/or recall it for review later.

Good Habit

Always keep a backup of your original VWB presentation in case you accidentally overwrite it. At some point it happens to the best of us!