

➔ Presenting Slides

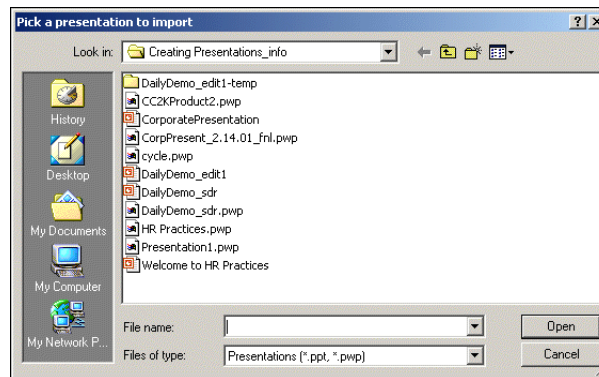
Use Microsoft® Office Live Meeting for easy and effective delivery of your presentations. After you join a meeting, you can quickly import Microsoft PowerPoint® files, show slides to attendees, insert new slides, and add annotations.



Importing a presentation

To import a presentation

- 1 On the **File** menu, click **Import presentation**.



- 2 Locate the PowerPoint presentation that you want to import, and then click **Open**. A message appears telling you when the presentation is imported.

Note: If you are the only presenter in the meeting, the imported presentation automatically appears in the meeting console. If another presenter is in the meeting, the presentation does not appear, so as not to disrupt a presentation in progress, but is available when you Choose a presentation.

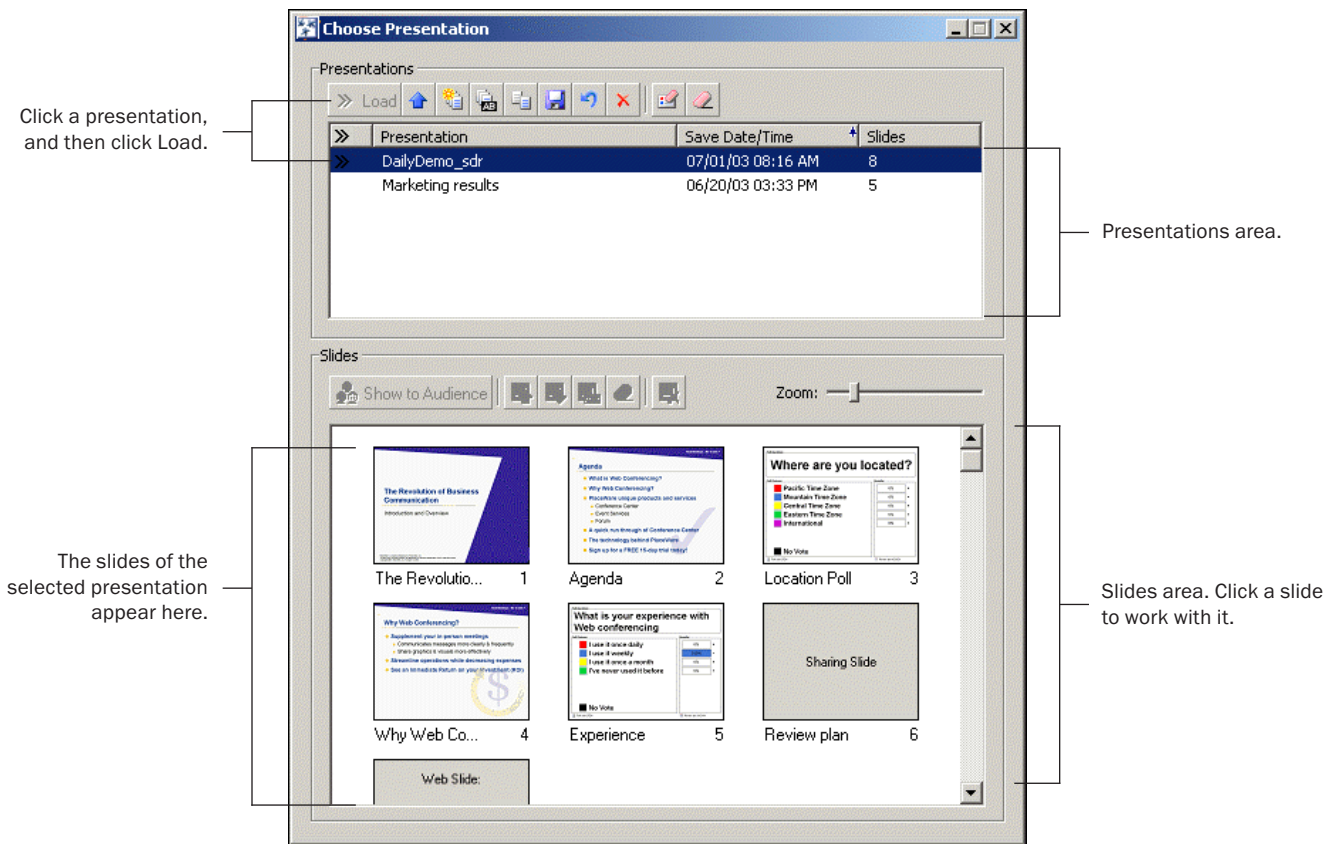
- 3 Click **Done**.

Choosing a presentation

Use the Choose Presentation window to choose a presentation for use in the meeting console. After you choose a presentation, all of the slides that it contains appear in the Presentation panel in the console.

To choose a presentation

- 1 On the **File** menu, click **Choose Presentation**. The Choose Presentation window shows you all of the imported presentations for the meeting.



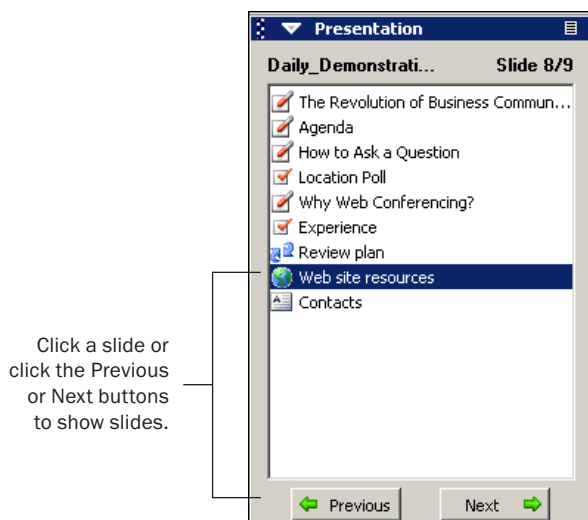
- 2 In the list of presentations, click the one that you want to use in the meeting console, and then click the **Load** button. The presentation slides appear in the Presentation panel.

Showing slides

With a click of the mouse you can select and show slides to the attendees.

To show slides





In the Presentation panel, click the slide that you want to show, or click the **Previous** or **Next** buttons.





Tip: You can also use the Choose Presentation window to show slides from other slide sets and to manage your presentations and slides. For example, if you want to copy a slide from another presentation into the presentation loaded in the console, click the other presentation in the Choose Presentation window, click a slide in the Slides area, and then click the **Copy to Loaded Presentation** button. For more information, click the Help in the meeting.


Inserting new slides

In addition to the slides that you create by using PowerPoint and then import to the meeting, you can insert new slides into your presentation at any time.





-  A **White Board slide** is a blank image slide upon which you can draw, add text and stamps, and highlight information by using the Annotation tools. For example, you might want to insert a White Board slide to quickly create a flow chart to illustrate a point.
-  A **Web slide** shows a Web page to the attendees, allowing them to access the page and click the links on the page to navigate to different information. This type of slide is great for posting surveys and online registration forms in your meeting.
-  A **Text slide** is a blank editable text slide upon which you can type, copy, and paste text. For example, you might want to paste a project outline from another application, and then work on it in the context of your meeting.
-  A **Polling slide** is a great way to solicit feedback from attendees by allowing them to select from several responses to a question.

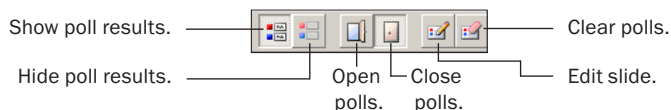
-  A **Snapshot slide** shows a captured screen shot from your computer, such as a captured spreadsheet or graphic. After you create a Snapshot, you can use the Annotation tools to add annotations to it.
-  A **Sharing slide** is not like the other slides that you create. In fact, a Sharing slide is really not a slide, but a way for you to share a view of your computer or the use of an application or your desktop with an attendee. For more information, see *Sharing Applications* on the [Live Meeting Resource Center Web page](#).


To insert a slide

- 1 In the Presentation panel, click the slide that you want to insert the new slide after.
- 2 On the **Insert** menu, click the type of slide that you want to insert, or click the Insert slide button on the toolbar. For example, to insert a White Board slide, you click .

Your next step depends on the type of slide that you insert:

-  For a **White Board slide**, add annotations, such as lines, shapes, text, stamps, and more to the blank slide that appears. (For more information about annotations, see the next section.)
-  For a **Web slide**, enter the Web address of the Web page that you want to show. The slide appears on attendee computers after you verify the URL, and click the **Create Web Slide** button.
-  For a **Text slide**, type the text that you want to appear. You can use the Edit menu commands to copy, cut, and paste text.
-  For a **Polling slide**, follow the instructions on the page to enter a question and choices on the slide. After you click OK, the slide appears to the attendees and Polling control buttons appear on the toolbar. Use the Polling controls to work with the slide.



- 3  For a **Snapshot slide**, position the Snapshot frame that appears over the image or application that you want to capture, and then click the **Snap** button. You might find it helpful to start the application before you click the Snapshot button, and then minimize the meeting console so it is not in the way of the Snapshot frame.








Adding annotations

Use the Annotation tools to add text, lines and shapes, and stamps to White Board, Snapshot, or PowerPoint slides. After adding annotations, you can move them, delete them, or clear all annotations at once. You can also use Edit menu commands to copy, paste, and delete annotations.

To work with Annotation tools

- 1 Show the PowerPoint, Snapshot, or White Board slide with which you want to work. The Annotation tool buttons appear on the toolbar.



- 2 Click the tool with which you want to work, and then click the area on the slide where you want to use the tool.
 -  Use the **Pointer tool** to point to information on the slide, similar to how a laser pointer works.
 -  Use a **Draw Freehand tool** to draw lines, arrows, and shapes. Click the arrow that appears next to the button, and then click the tool that you want.
 -  Use the **Highlighter tool** to highlight an area, similar to how you would use a yellow marker to underline a passage in text.
 -  Use a **Stamp tool** to add an arrow, check mark, or X to the slide. Click the arrow that appears next to the stamp button, and then click the tool that you want.
 -  Use the **Draw Text tool** to add text to a slide.
 -  Use the **Clear Annotation tool** to remove all annotations from a slide.
 -  Use the **Select Annotations tool** to select an annotation that you want to copy, move, or delete. You can also use it to select an annotation for use with Edit menu commands, such as Copy.

Learn more about Live Meeting

Get the most out of your meetings by taking advantage of all of the Live Meeting features. For more information, visit the [Live Meeting Resource Center Web page](#).

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