Big Blue Button – How to upload presentation 12.13.16 (PKH)

1. From the Big Blue Button conference window, click **upload presentation** button, located in the bottom of the center pane.

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2. From the Add Files to Your Presentation window click Select File.

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Upload any office	document or Porta	able Document upload PDF.	Format (PDF)	file. For best results
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- 3. From the **Open File** window. Find and select the file you wish to upload to Big Blue Button, then select **Open**.
- 4. Select **Upload** from the **Add Files to Your Presentation** window.
- 5. You should now see your presentation in the middle pane of the Big Blue Button conference window.
- 6. You can upload more than one presentation to save from having to upload them later. Repeat steps 1 thru 4 to upload additional presentations.
- 7. To switch between the different uploaded presentations. Bring up the **Add Files to Your Presentation** window.
- 8. You will see all uploaded presentations listed in the bottom half of the **Add Files to Your Presentation** window.

Add Files to You	r Presentation	
No file selected		Select File 🔹 Upload
Upload any office doo	ument or Portable Docume upload PDF	ent Format (PDF) file. For bost results :.
default.pdf		Show
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9. Select the presentation you wish to be displayed by click the **Show** button next to the desired presentation.

Add Files to Your Presentation					
No file selected	Select File				
Upload any office document or Portable Document Format (PDF) file. For best results upload PDF.					
default.pdf	Show				
TestFile.pdf	Show				
	Close				

10. You can switch between slides of your presentation just like you would if using Microsoft Power Point, by using the arrow keys or spacebar. Wireless presenter remotes also work with Big Blue Button.