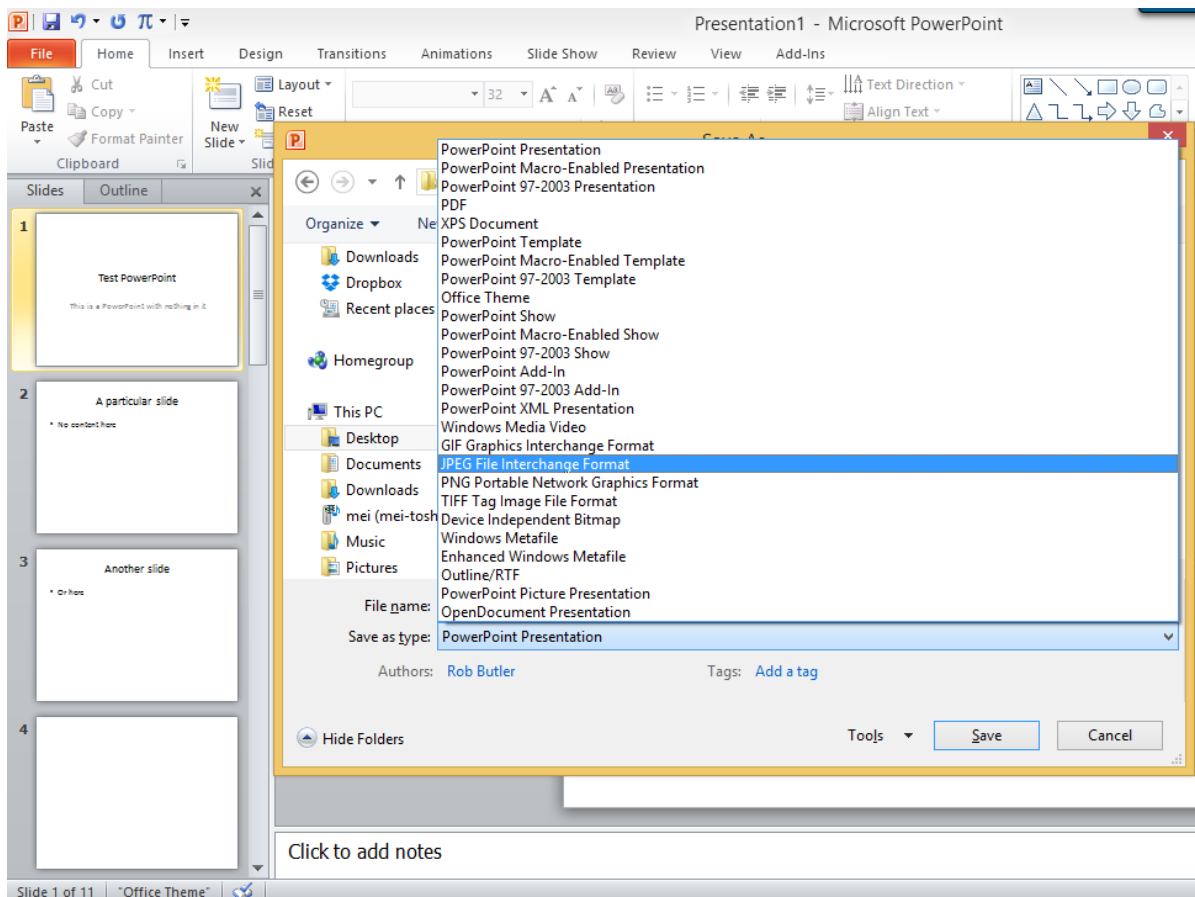


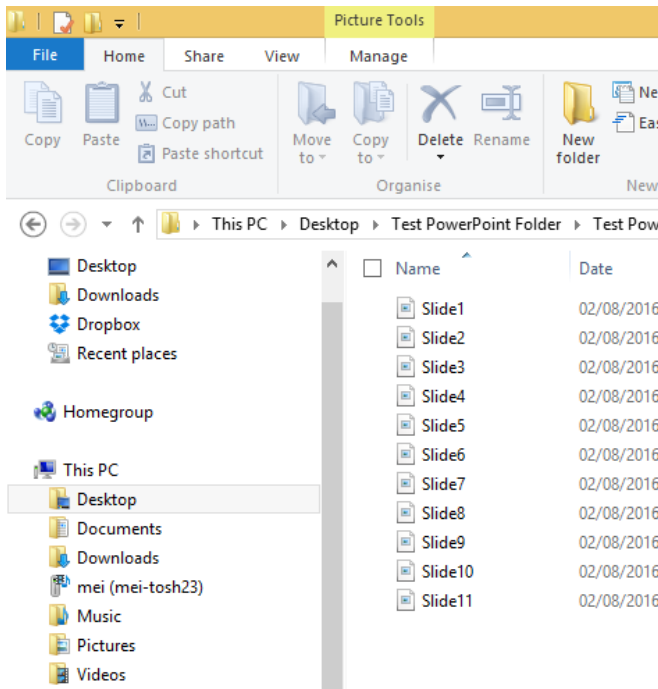
## Uploading a PowerPoint as images

If you are unable to upload a PowerPoint into Blackboard Collaborate then it is possible to save the PowerPoint as a series of images and then upload those instead. The issue with this approach is that Collaborate will upload a series of images in alphabetical order so you often have to rename the images.

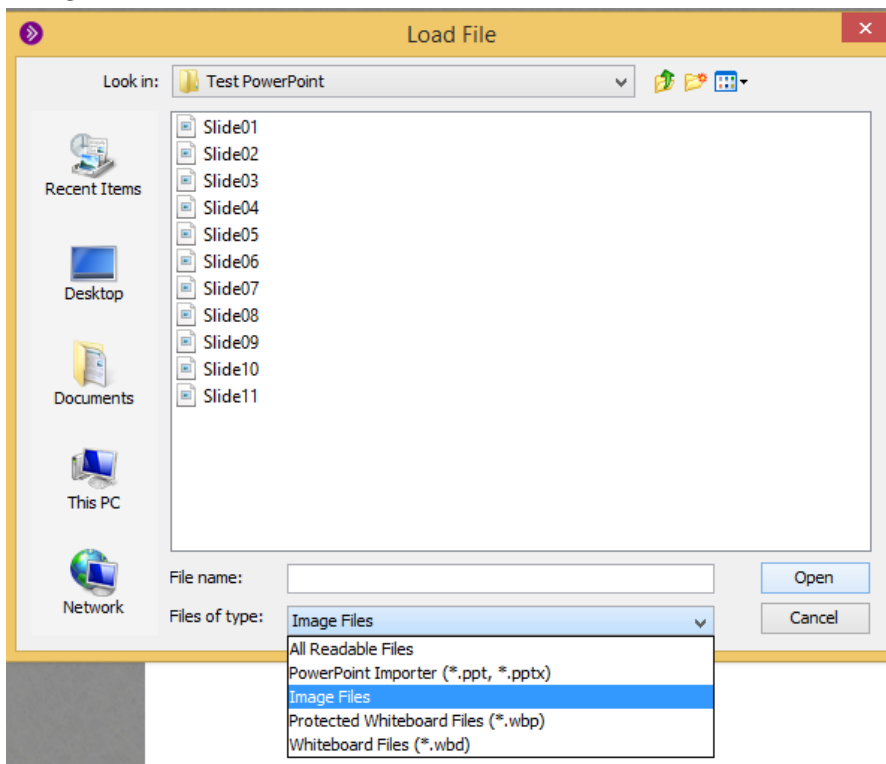
1. Open your PowerPoint presentation and click "Save As". Change the file type into a JPEG as shown and click save:



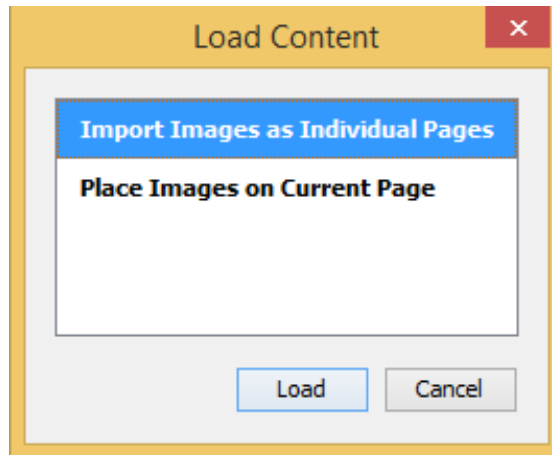
- An option will appear to save all the slides or just the current one. Choose “Every slide” and it will tell you where the files have been saved:



- You will need to rename the slides so that they are in alphabetical order. In the example above, the slides will upload in the order: Slide1, Slide10, Slide11, Slide2, Slide3, ... So by renaming the first 10 slides: Slide01, Slide02, Slide03, ... it will ensure they upload in the correct order
- In Blackboard Collaborate, click “Load Content” or “File>Open>Whiteboard” as normal. In order to find the files you are looking for, you will need to change the file type to either “Image Files” or “All Readable Files”:



5. Select all of the slides you want to upload at once and click open. Select “Import Images as Individual Pages” and “Load” when it gives you the option:



6. The slides will then load as normal