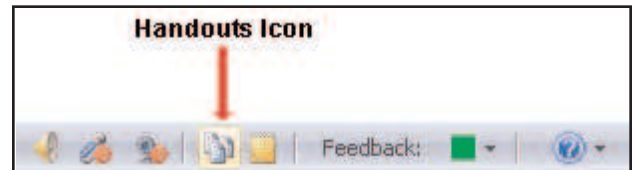


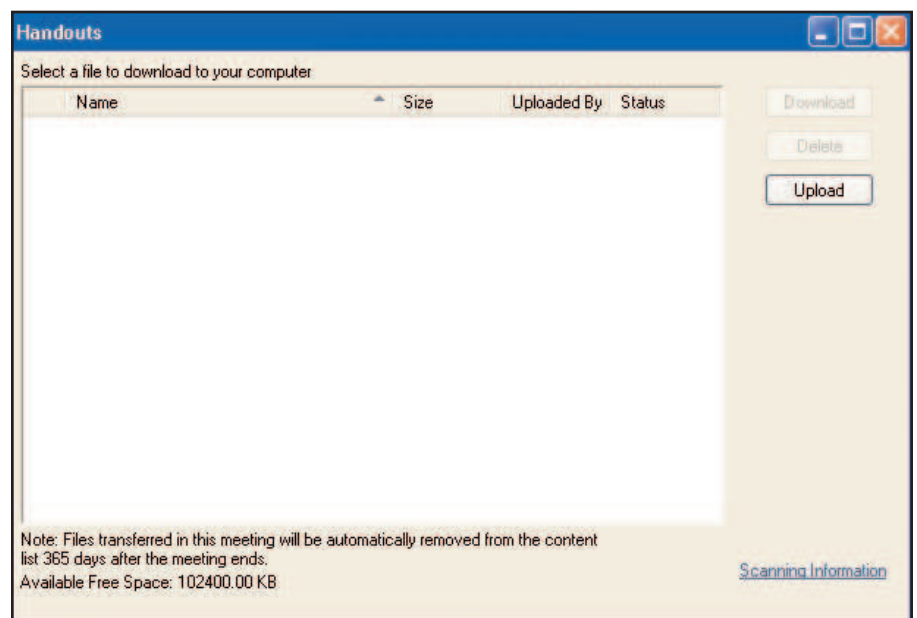
The Handouts Feature

With WisLine Web, you can post handout materials to the virtual meeting room. Your attendees can download these files to their own computers and view them at a later time. WisLine Web enables you to post over 60 different file types into the Handouts area. Please keep in mind that your attendees must have the proper software application on their own computer to view the files you post to the Handouts area. Also note that these are file types that you can load to the Handouts area, not the Content pane. Many of these file types do not work when loaded to the Content pane.

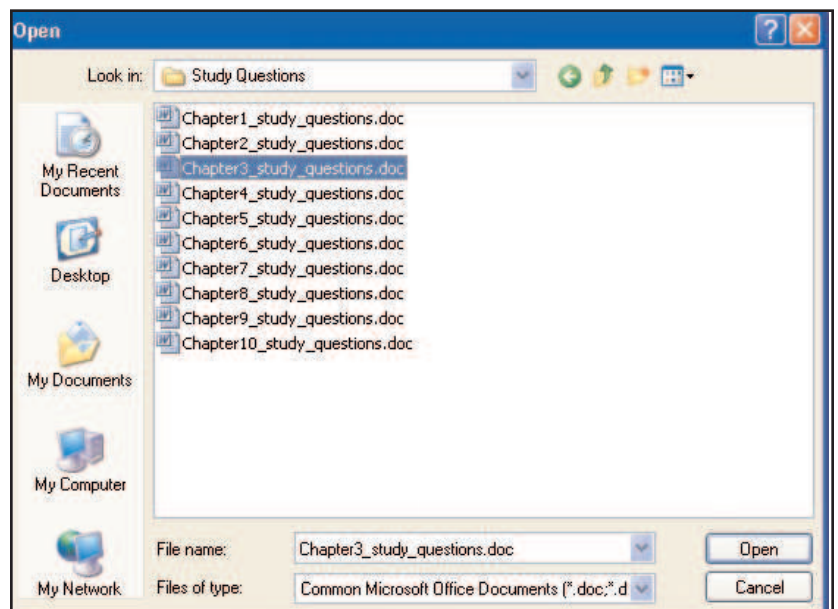
To get started, you must open the Handouts window. Do this by clicking on the Handouts icon in the upper right hand corner of the Presenter's console.



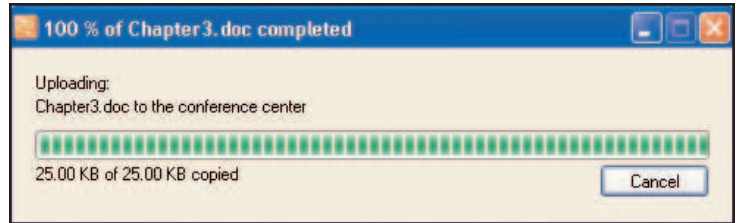
After you click on the icon, the Handouts window will open. Click the Upload button.



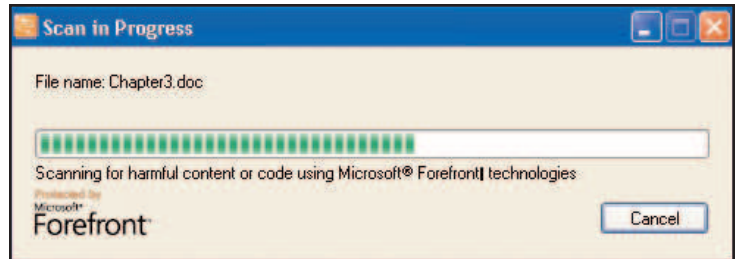
After you click on the Upload button, you can browse for the files you want to upload. You can choose more than one file from the same folder to upload. Once you have found the file you want, click on the Open button.



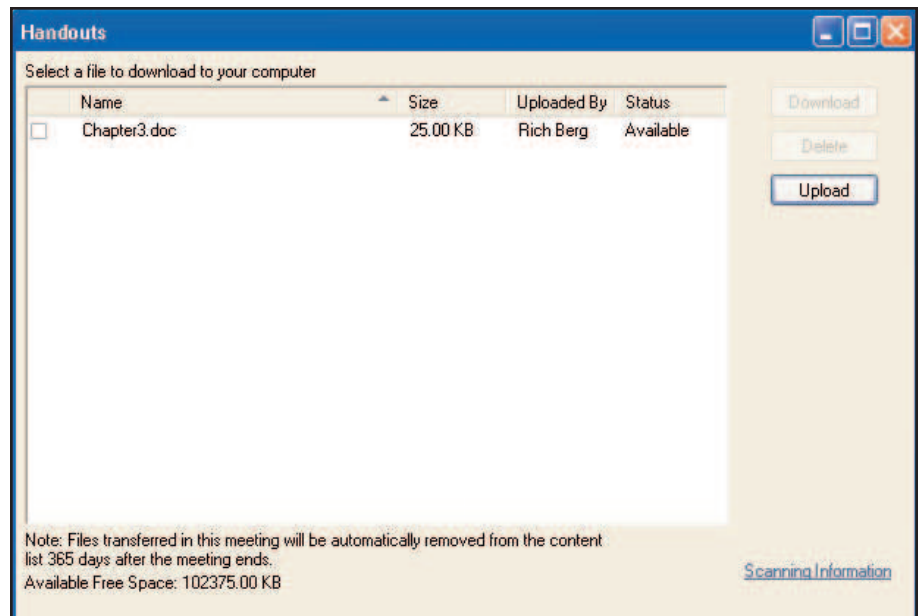
The file will go through the uploading process.



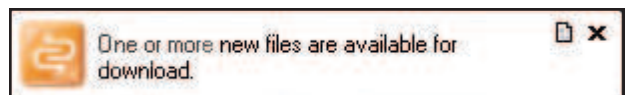
The file will also be scanned for harmful content or code.



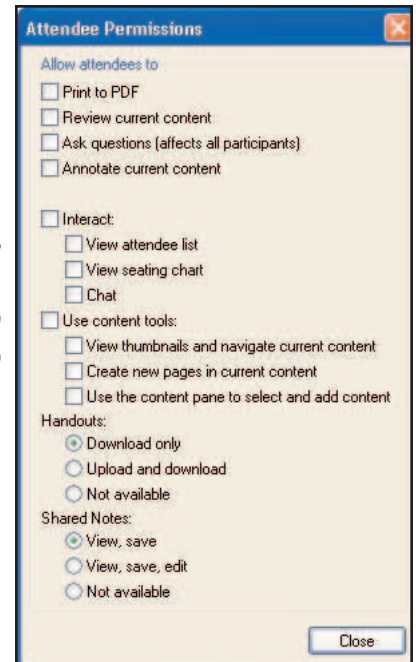
After the uploading and scanning are completed, your file should appear in the Handouts window.



A message will appear in the lower right-hand corner of the console, telling presenters and attendees that there are files available for download.



For attendees to download the handout file you have uploaded, you must give them permission in the Attendee Permissions pane. Do this by checking the radio button for "Download only" or "Upload and download" in the Handouts section. If you only want the attendees to download files you and other presenters have uploaded, make sure to check the Download only button. If you do not wish to use handouts, or wish to keep the handouts hidden, check the Not available button, which will hide the Handouts icon on the attendees' consoles.



Attendee Permissions

Allow attendees to

- Print to PDF
- Review current content
- Ask questions (affects all participants)
- Annotate current content

Interact:

- View attendee list
- View seating chart
- Chat

Use content tools:

- View thumbnails and navigate current content
- Create new pages in current content
- Use the content pane to select and add content

Handouts:

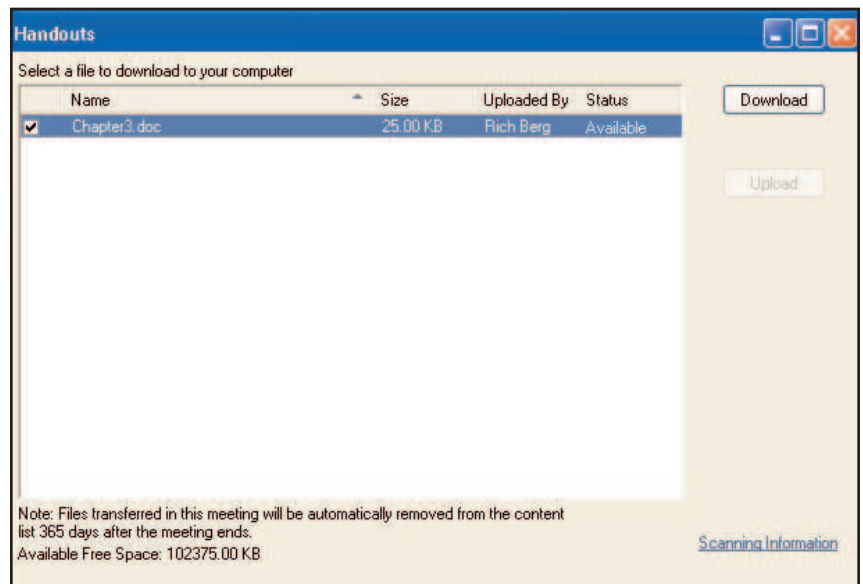
- Download only
- Upload and download
- Not available

Shared Notes:

- View, save
- View, save, edit
- Not available

Close

When attendees click on the Handouts icon on their consoles, the Handouts window will open. To download a file, they must select it and then click on the Download button. The Download button will not become activated until a file has been selected. For them to use the Upload button and upload a file, the radio button for Upload and Download in the Handouts section of the Attendee Permissions window must be selected.



Handouts

Select a file to download to your computer

| Name | Size | Uploaded By | Status |
|--|----------|-------------|-----------|
| <input checked="" type="checkbox"/> Chapter3.doc | 25.00 KB | Rich Berg | Available |

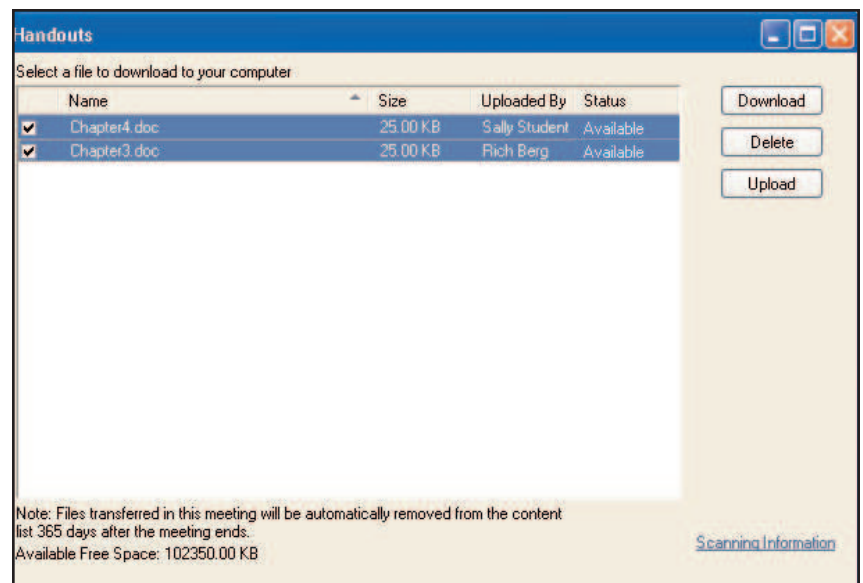
Download

Upload

Note: Files transferred in this meeting will be automatically removed from the content list 365 days after the meeting ends.
Available Free Space: 102375.00 KB

[Scanning Information](#)

Presenters have the option of deleting any handout file at any time. To delete a file or group of files, the presenter must highlight the file to be deleted. Once this is done, the presenter clicks the delete button. The presenter must confirm his or her decision to delete the file, after which the files are removed. The attendees do not have the ability to delete files from the Handouts area.



Handouts

Select a file to download to your computer

| Name | Size | Uploaded By | Status |
|--|----------|---------------|-----------|
| <input checked="" type="checkbox"/> Chapter4.doc | 25.00 KB | Sally Student | Available |
| <input checked="" type="checkbox"/> Chapter3.doc | 25.00 KB | Rich Berg | Available |

Download

Delete

Upload

Note: Files transferred in this meeting will be automatically removed from the content list 365 days after the meeting ends.
Available Free Space: 102350.00 KB

[Scanning Information](#)

Here is a list of the file types that can be uploaded to the Handouts area.

| | | | | | | | |
|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|
| au | avi | csv | doc | docm | docx | dot | dotm |
| dotx | gif | htm | html | jpg | lmp | m1v | mdi |
| mid | midi | mov | mp2 | mp2v | mp3 | mp4 | mpa |
| mpe | mpeg | mpp | mpt | msg | one | pdf | potm |
| potx | ppam | pps | ppsm | ppsx | ppt | pptm | pptx |
| pwp | rtf | sldm | sldx | smi | smil | swf | thmx |
| tif | tiff | txt | vdx | vsd | wav | wmv | xlam |
| xls | xlsb | xlsm | xlsx | xlt | xltm | xltx | zip |