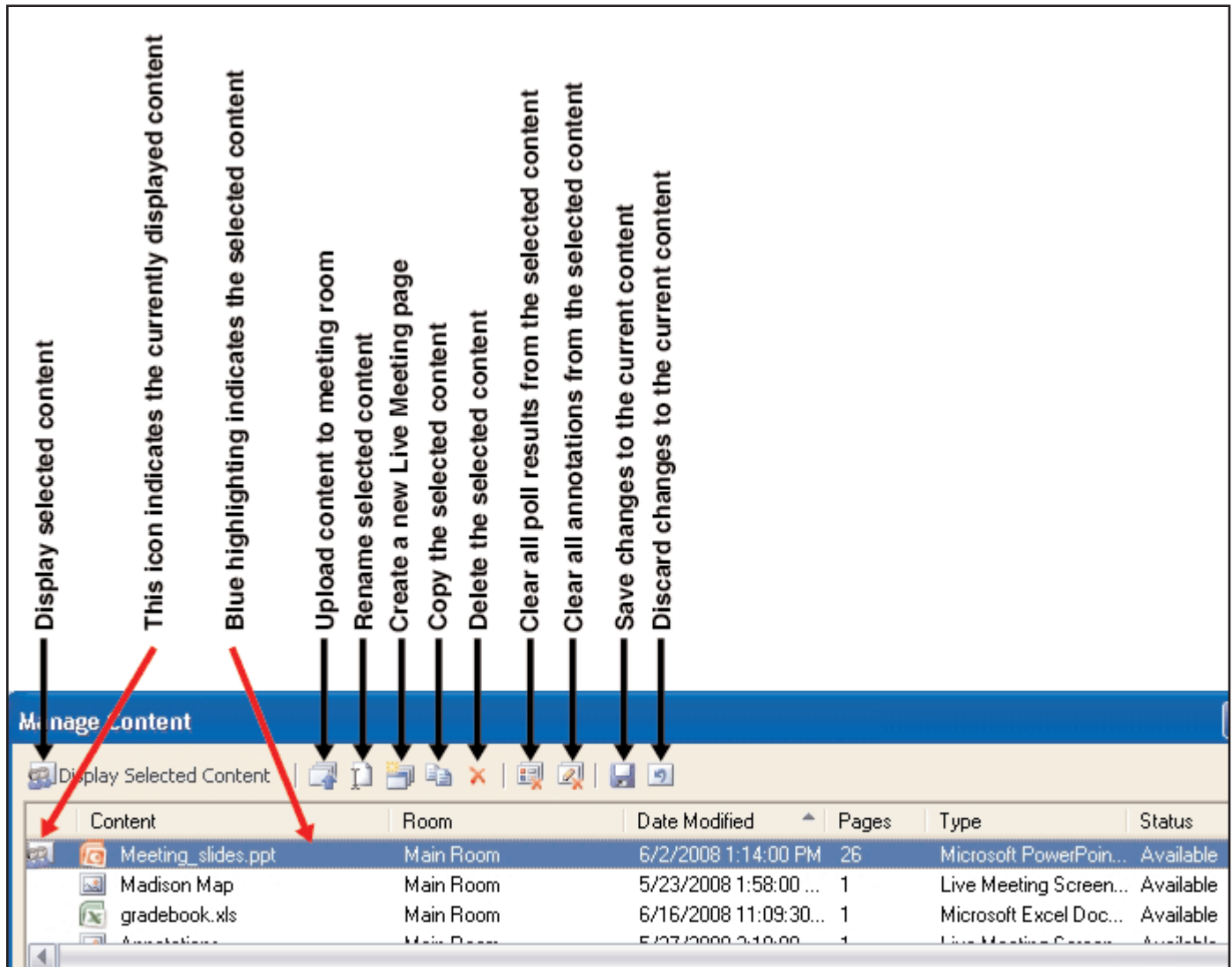


The Manage Content Window

The Manage Content window enables you to perform many actions on the content that you have uploaded to the meeting. To open the Manage Content window, open the Content pane and choose Manage from the menu. If Manage does not appear in the menu, expand the pane until Manage appears.

To start, we will focus on the top part of the Manage Content window, which has many tools. Explanations follow the graphic.



The currently shown content (what the attendees and other presenters see) icon will be located to the left of the content listing. The currently selected content will be highlighted in blue. In the example above, the top listing in the window is both the currently shown content and the selected content.

It is important to know that some media types may not allow all of the actions listed below to be performed, so you should do some practicing with the Manage Content window if you intend use it.

- **Display the selected** content shows the currently selected content to the attendees and other presenters.

- **Upload content to the meeting room** enables you to select content from your computer and upload it to the virtual meeting room. This works the same as opening the Share menu in the Content pane and choosing Upload File (View Only).
- **Rename the selected content** enables you to give the selected content a different name by entering a new name into the window that is provided to you when you click on this button.
- **Create a new Live Meeting page** enables you to create a new blank presentation. This is particularly useful if you want to create a new presentation from other content that you have already uploaded.
- **Copy the selected content** creates a copy of the content you have selected. You will be asked to give the copy a name.
- **Delete the selected content** removes the currently selected content set from the virtual room. Once you have deleted the content, it cannot be retrieved, so be certain that this is what you want to do.
- **Clear all poll results from the selected content** removes the results from all the Poll pages in your content set.
- **Clear all annotations from the selected content** removes all the annotations from all the pages in your content set that can accept annotations.
- **Save changes to the current content** keeps changes you have made to the content since it was last saved, such as the addition of pages or annotations
- **Discard changes to the current content** removes changes you have made to the content since it was last saved. This is particularly useful if you like to add a lot of things during your presentations, but want to revert to the original content set.

The controls in the bottom area of the Manage Content window deals more with individual pages and pages within content sets, as opposed to entire content sets like the controls on the top of the Manage Content window.

When a content set is selected in the top area of the Manage Content window, all of the pages in that content set will appear as thumbnail images in the bottom part of the window. Individual pages can be selected from the thumbnail images that appear by clicking on the images. The selected thumbnail image is identified by the highlighting that surrounds it.

Note that some of these control buttons may be grayed out or different, depending on where your page resides in the collection, or what type of page it is.

- **Display Selected Page** shows the selected page. If the selected page is part of the currently show slide set, that slide is shown to the audience from the slide set. If the selected slide is not part of the currently shown slide set, it will be added to the currently shown slide set.
- **Move the selected page up** moves the selected page up one position in the set
- **Move the selected page down** moves the selected page down one position in the set. Note that pages can also be clicked and dragged within the set to move them several positions quickly.
- **Rename the selected page** enables you to give the selected page a different name.
- **Remove annotations** takes away all the annotations on the selected page, as opposed to removing them from the entire set. Note that this button changes to the Clear polls button when the selected page is a Poll and will be grayed out if the Poll has not received any votes.
- **Delete the selected page** removes the selected page from the currently selected content set. Once the page has been deleted from the content set, it cannot be retrieved.
- **Zoom** enables you to get a closer look at your pages, or to make them smaller for easier place changing using the click and drag feature

