

Upload a presentation & enable for download

In order to upload documents and enable them for download you must first have the presenter role.

By default the first **Moderator** to enter the BigBlueButton session is allocated presenter role capabilities; if you are a viewer you will need to request presenter status from the moderator.



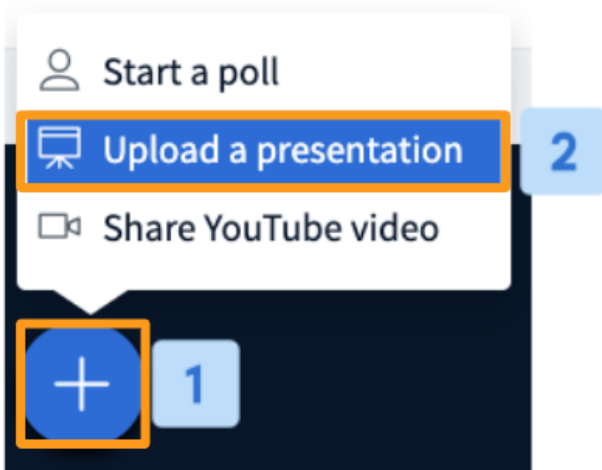
When a user has the presenter role, the **presenter icon** will appear over their avatar in the users list.

Next be sure your documents are within the size restrictions and are an accepted format.

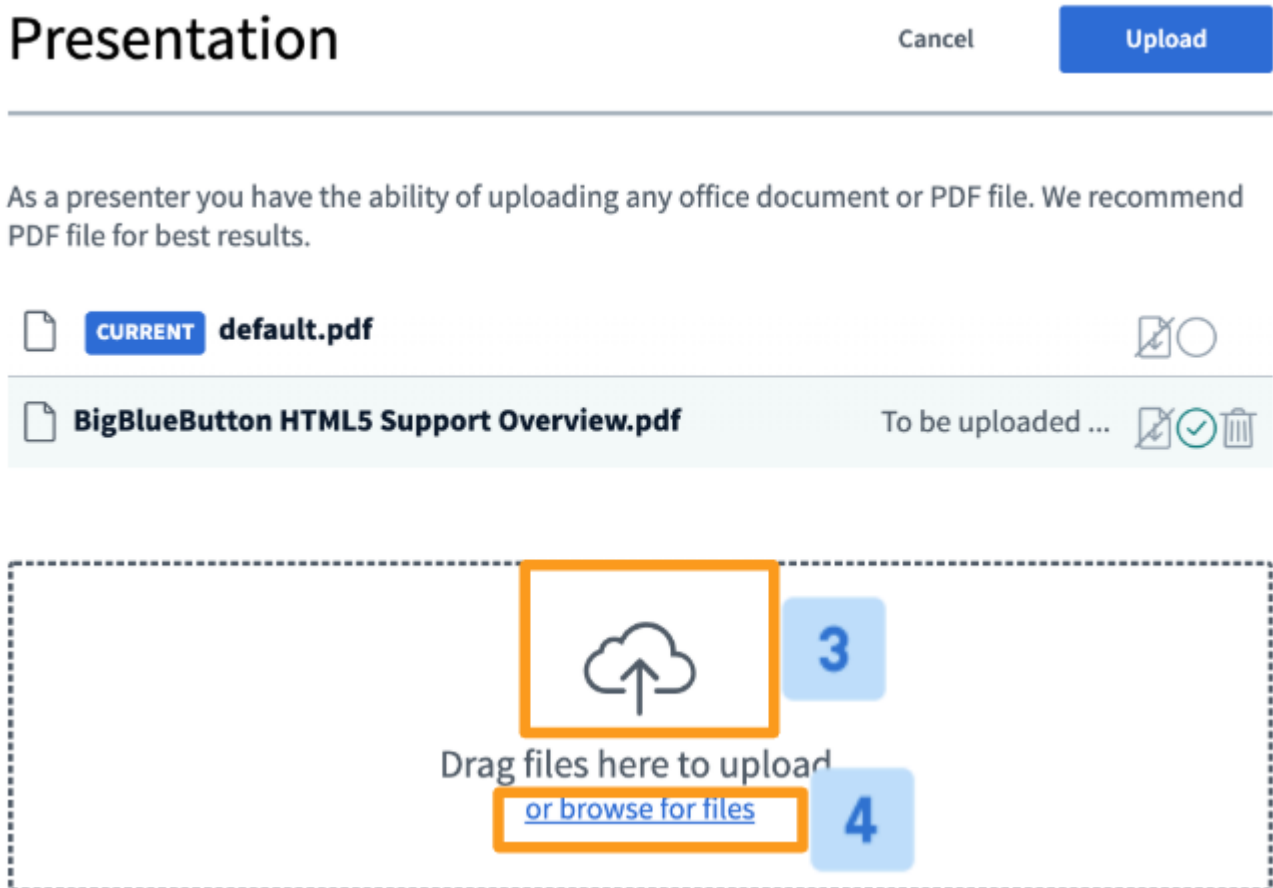
Maximum size is **30 MB or 150 pages** per document; you can upload multiple documents into the BigBlueButton as long as they are under the size restrictions.

BigBlueButton will accept many major document formats such as **.doc .docx .pptx** and **.pdf**; we recommend converting documents to **.pdf** prior to uploading for best results.

To Upload



Select the **Actions menu** [1] in the lower left hand corner of the presentation window, then choose **Upload a Presentation** [2].



The BigBlueButton presentation uploader will appear. The uploader allows you to **drag and drop** files into the uploader or **browse for files** on your OS.

When uploading multiple files at once, be sure to set the file you'd like to be displayed by default, then check the **green circle** to the right of the document.

The screenshot shows a window titled "Presentation" with a "Close" button and an "Upload" button. Below the title bar, there is a horizontal line. Underneath, a text block reads: "As a presenter you have the ability of uploading any office document or PDF file. We recommend PDF file for best results. Please ensure that a presentation is selected using the circle checkbox on the right hand side." Below this text, there are two file entries. The first entry is "default.pdf" with a blue "CURRENT" label and a checked circle checkbox. The second entry is "QRC_ UC Personal (Desktop Capture).pdf" with the text "To be uploaded ..." and an unchecked circle checkbox. Below the file entries is a large dashed box containing a cloud upload icon and the text "Drag files here to upload or browse for files".

Once you have selected your chosen file(s) for upload, press **start** to convert and upload the files.

Depending on the size of your document it may take several moments for it to convert and finally upload to the meeting.

Enabling for Download

Any presenter uploading a document can enable it for download by viewers of the live conference at any time.





To enable, select the **enable download icon** located to the right of the document.


Presentation

Close

Upload

As a presenter you have the ability of uploading any office document or PDF file. We recommend PDF file for best results. Please ensure that a presentation is selected using the circle checkbox on the right hand side.

 CURRENT default.pdf 
 QRC_ UC Personal (Desktop Capture).pdf To be uploaded ...    



Drag files here to upload
[or browse for files](#)

The icon will change to green to indicate the document selected can be downloaded by viewers.

What Viewers See



Viewers will be able to download the enabled documents via the file **download icon** in the bottom left of their screens.