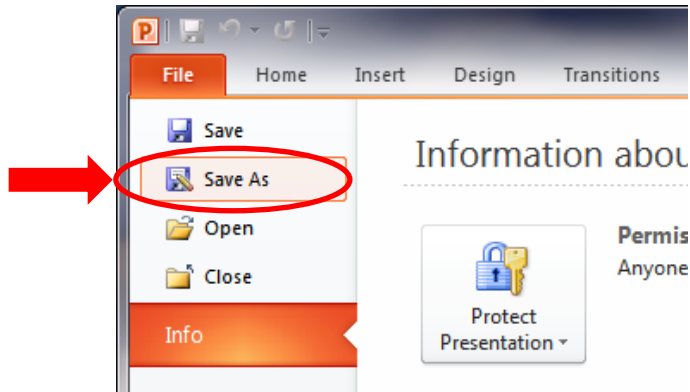## POWERPOINT TO SECOND LIFE SLIDE TUTORIAL

1. Open your PowerPoint slide in PowerPoint.
2. Select **FILE > SAVE AS.**

3. Choose where you want to save the slides to. Don't worry about making a folder for your slide. A new folder will automatically be created for multiple slides. Click the drop down arrow next to **SAVE AS TYPE:** and select **JPEG File Interchange Format**.
[Note: JPG or just JPEG are the same if that is what you have listed]
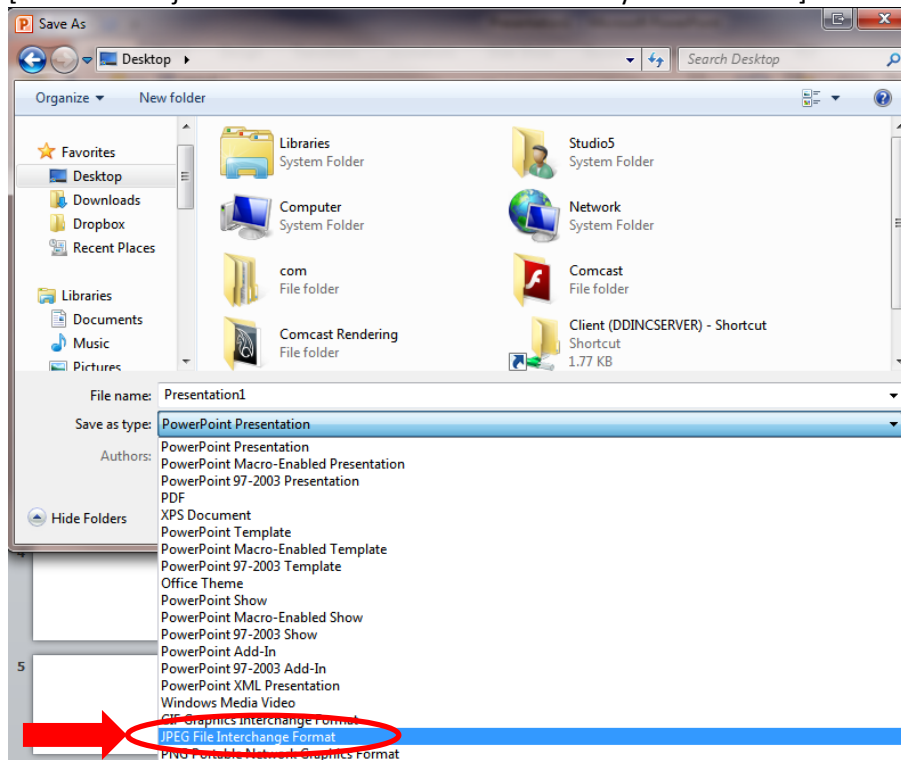
4. When you click **SAVE** a prompt will appear asking if you want to save out every slide of the presentation or just the one selected. If you are exporting out the entire presentation select **EVERY SLIDE**. PowerPoint will save the files in order and give them a number. Do not change the number of the slides as this will keep them in order, making it easier for transferring and helping the whiteboard read the files in order.
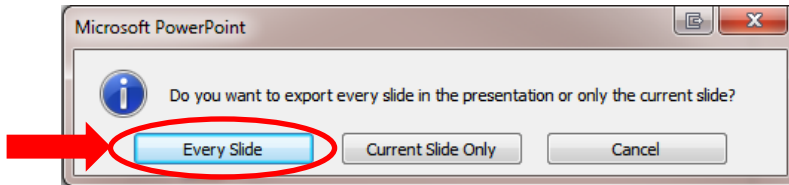

5. Open Second Life and log in.

6. Go to the menu near the top of the screen and select **BUILD > UPLOAD**.
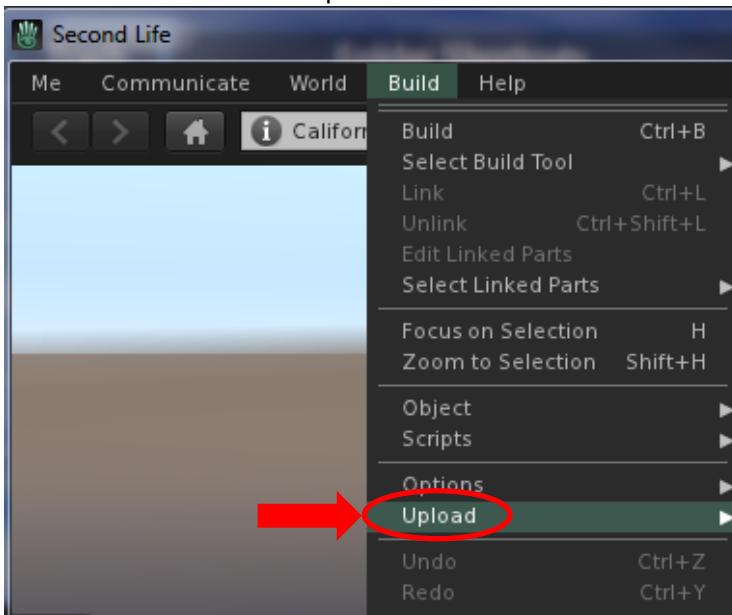
7. If you are only uploading one slide you can select **IMAGE (L$10)….** If you are uploading several slides you will need to select **BULK (L$10 PER FILE)….** When doing a bulk upload you still have to pay L$10 per file. There is no discount for uploading files together; it is just a bit easier than uploading them one at a time.
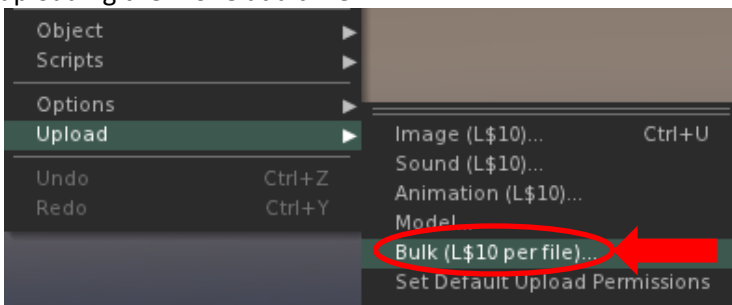
8. Select all of the slides you wish you upload to Second Life and then click **OPEN.**
[Note: Using the shift or ctrl key on the keyboard and clicking files will allow you to select multiple files at once]
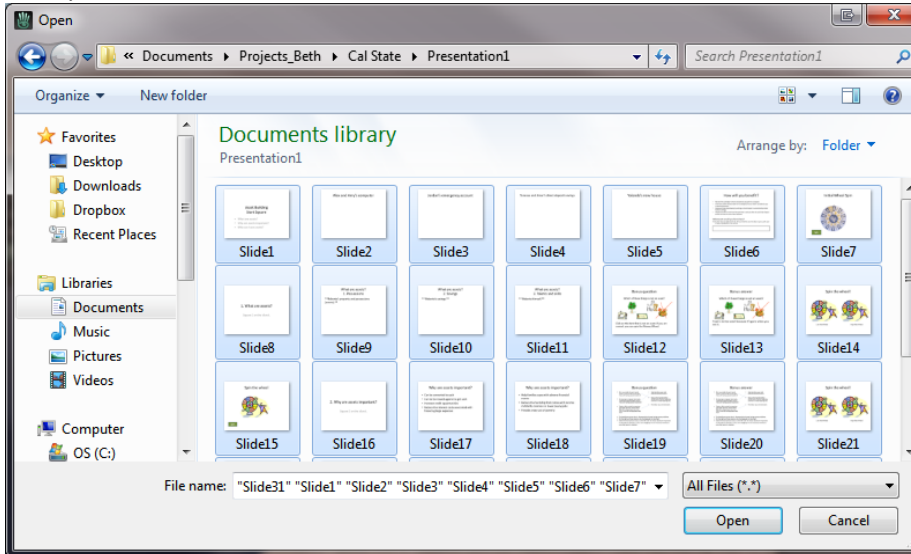

9. When the files are finished uploading they will appear as textures in your **INVENTORY** under the **TEXTURES** folder. To get to your **INVENTORY** folder go to the Main Menu, click **ME** and go to **INVENTORY**.
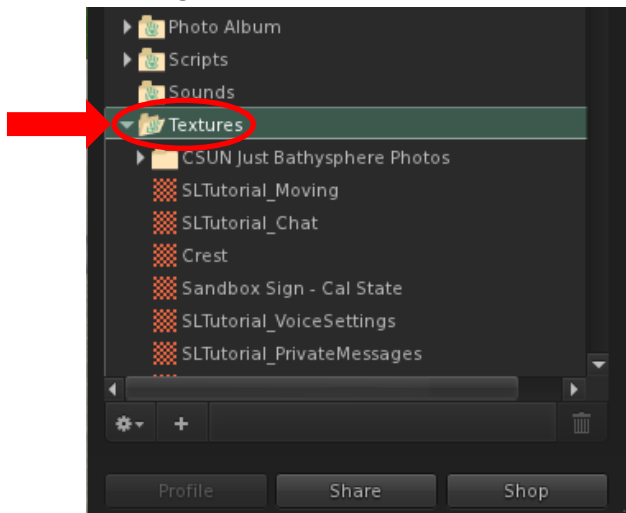
10. After you have uploaded the textures into your Inventory you will need to make sure the textures are shared with the CSU group. To do this, select your textures, right click, and choose **PROPERTIES**. Make sure you check **GROUP: SHARE**. If you skip this step then the textures won't work properly in the whiteboard.
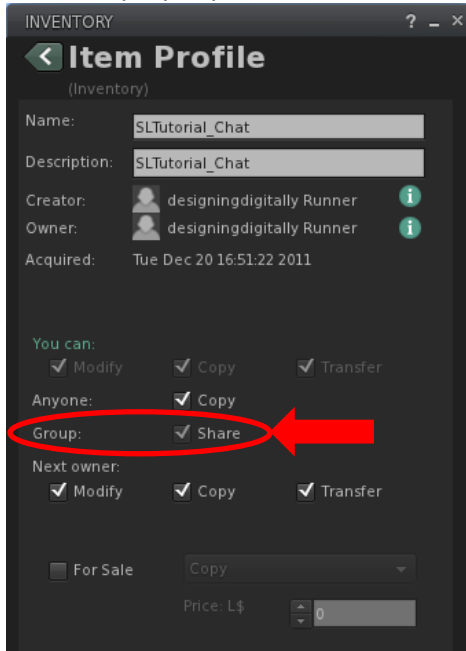
11. To keep things organized it is recommended you create a folder specifically for these slides. To create a new folder right click on the **TEXTURES** and then select **NEW FOLDER**. To rename the folder right click on the new folder and select **RENAME**.
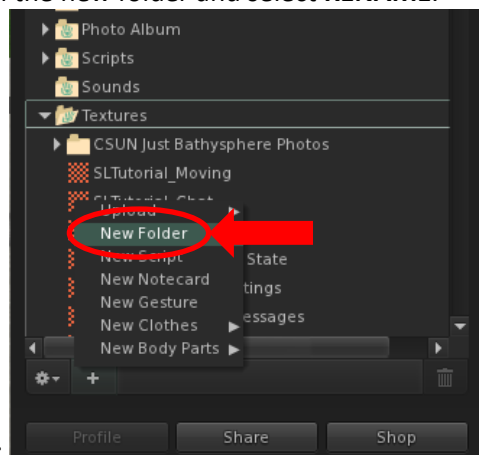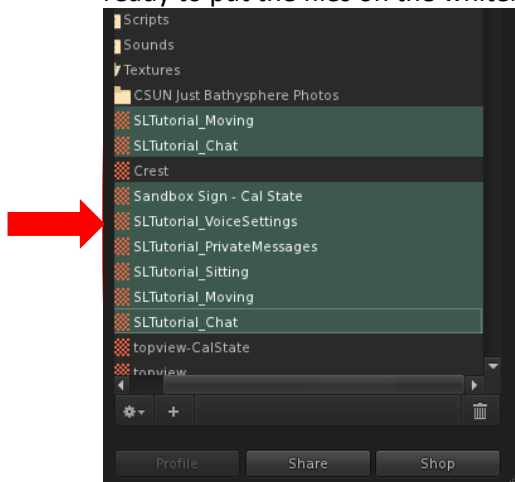

Create New folder:
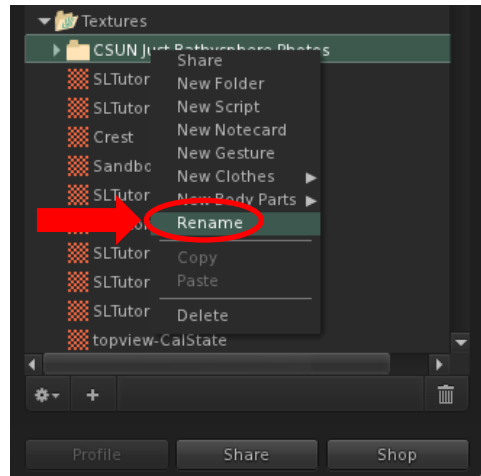
Rename folder:

12. Once the new folder is created and renamed select all of the slides of your presentation by clicking the first texture, then holding the shift key on your keyboard and clicking on the last texture. Then drag and drop the textures into the new folder you just created. You're now ready to put the files on the whiteboard.

13. Locate the whiteboard you would like to put the slides on. [Note: There should be a whiteboard in each of the designated classroom sections on the island.] Once you've found it go into Build Mode. To enter Build Mode you can go to the Menu Bar at the top of the screen, select **BUILD > BUILD**. This will open your **BUILD WINDOW**. Another way to access it is by holding **CTRL+B** on your keyboard.
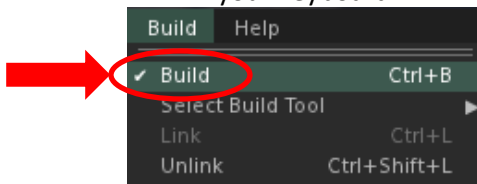
[Note: If you can't enter Build Mode it means that you do not have access to that ability. To get access please contact Ashley Skylar or the person who is responsible for overseeing Second Life for access.Once you are in Build Mode left click on the whiteboard to select and modify it. Yellow and blue lines will appear around the edges of the board to let you know that you have it selected.
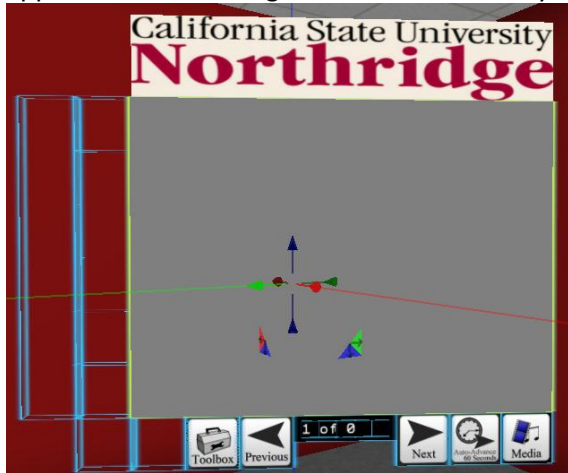
14. With the whiteboard selected look at your **BUILD WINDOW**. It will contain all of the information about the whiteboard. Click the **CONTENT** tab on the far right. Once **CONTENT** is selected you will see a **CONTENTS** folder beneath the **NEW SCRIPT** and **PERMISSIONS** buttons. If it is closed open it by clicking on the small white arrow to the left of the folder, or double clicking on the folder. You will be placing all of the slide textures into this folder.
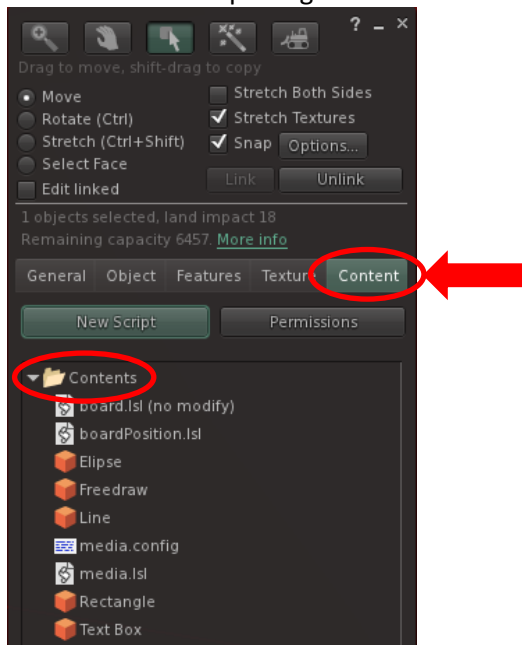
15. Go back to your **INVENTORY WINDOW** and select all of the slides you want to be displayed on the board by clicking on the first texture then holding shift on your keyboard and clicking the last texture. Then hold down the left mouse button and drag them into the **CONTENTS** folder on the **BUILD WINDOW**. All the slides will now load on the board.v
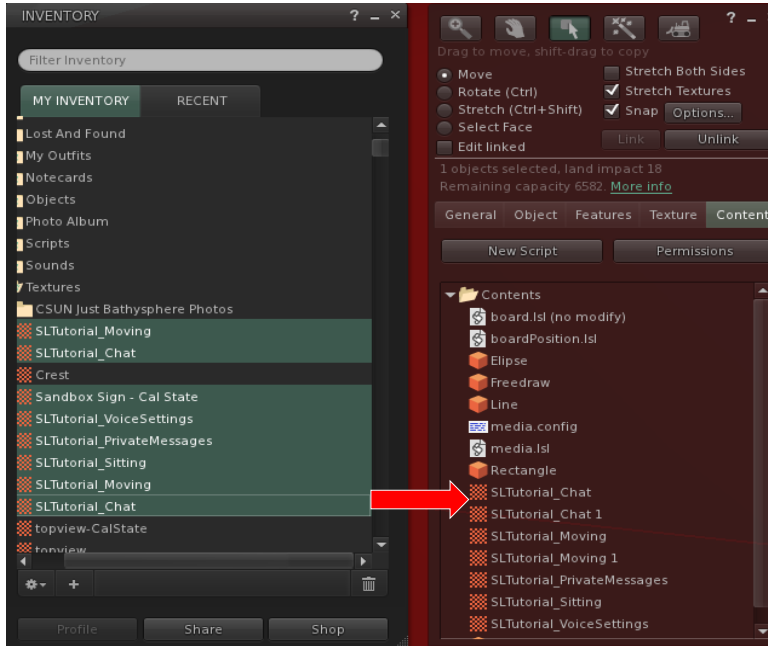
16. You're slides are now on the whiteboard.
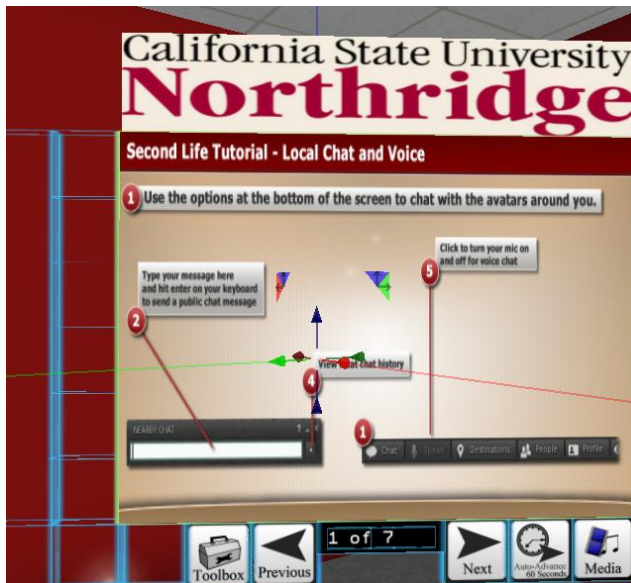
17. Exit Build Mode by clicking the X in the top right corner of the **BUILD WINDOW**.
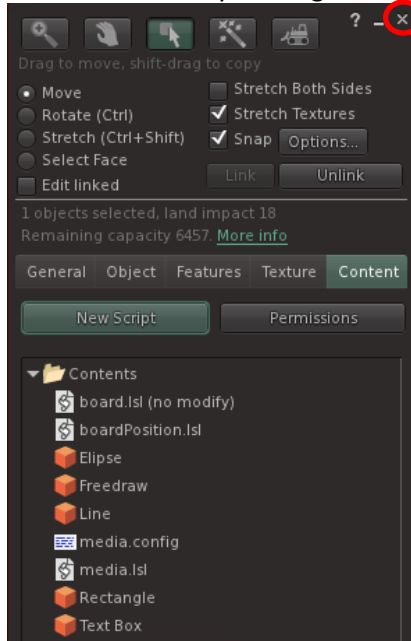
18. You will then be able to cycle through the slides using the arrow buttons on the bottom of the whiteboard.

19. To remove slides from the board simply go back into Build Mode, select the board, and go back to the **CONTENT** tab. Select the textures you want to delete, right click on the highlighted texture(s), and select **DELETE**. **ONLY** delete the textures you placed in the contents folder. Deleting or modifying anything else in the board will cause it to malfunction.

If you have any questions don't be afraid to contact Designing Digitally, Inc. either by calling the office at **866-339-3231** or emailing Elizabeth Osterhues at elizabeth.osterhues@designingdigitally.com.