

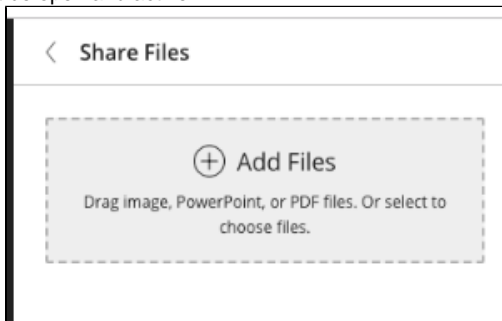
# File Sharing in Collaborate Ultra

To share an application or a website, follow these directions:

1. From an active Collaborate Ultra session, open the Collaborate Panel using the button on the lower right.



2. Click on the Share Content button
3. Click on Share Files - file sharing is limited to 60MB or lower GIF, JPEG and PNG images, PowerPoint, and PDF files. A file explorer or finder window will open, allowing you to browse to find the document you want to share. It need not be open and active.



4. Once the file is loaded, it is ready to share. Note - the file you share is a static image. It can't be edited in real time as with Application sharing, but it can be annotated in the session using the content editing tools.

