Basics

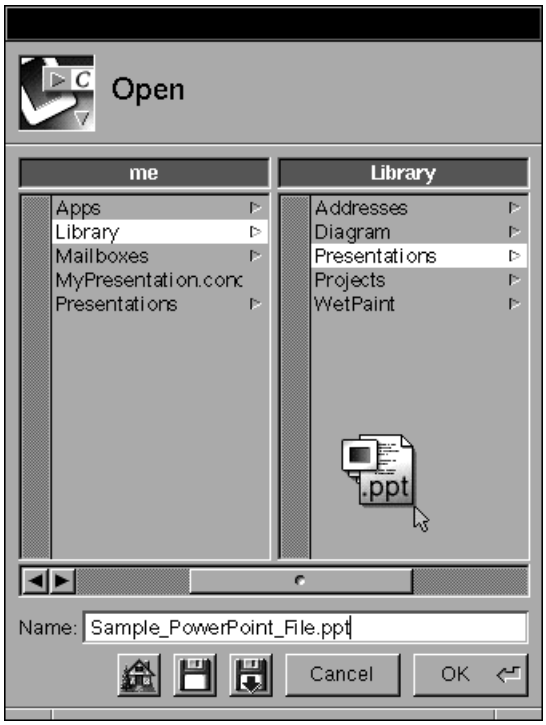
In early versions of Concurrence 2.0, only files created in PowerPoint for the Macintosh are recognized. In later releases, we will be adding compatibility for other presentation applications, including those for the Windows version of PowerPoint.

How to Convert Files

1. **Append the file extension ".ppt" to any files you wish to import into Concurrence.**
2. **Simply raise the Open panel, select the file you wish to convert, then click OK.**

That's all it takes!

convert.



4. Click OK.

Note that the Concurrence converter will be launched (if it's not already running). The icon for this conversion application (which is also used to convert files from Concurrence version 1.0 into version 2.0) looks like this:

After the conversion is complete, the file will be opened in Concurrence.

That's all it takes. The important concepts are listed below for handy reference.

2. Return to Concurrence, and choose Open from the main menu.

This will raise Concurrence's Open panel.

3. Drag the file entitled Sample_PowerPoint_File from the workspace into the Concurrence Open panel.

This will identify the selected Sample file as the file you wish to

Appendix A

Importing Files

This appendix describes the general method to import files into Concurrence that were created and saved in other applications. Over time, we will be adding a significant array of compatible applications, from both the Macintosh and PC. The approach, described below, will remain consistent, however.

File Compatibility

Concurrence's Open panel recognizes more than just files created in Concurrence. In release 2.0 of Concurrence, files created in the Apple Macintosh version of Microsoft's PowerPoint presentation application with a ".ppt" file extension will also be recognized, converted, and opened by Concurrence.

Let's see how this works.

1. Select Samples from the Info menu item.

This will raise a Workspace browser displaying all available sample files.