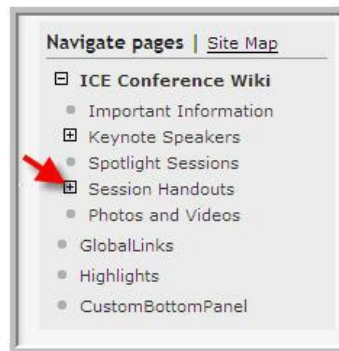


Presenters - How to Upload Session Handouts

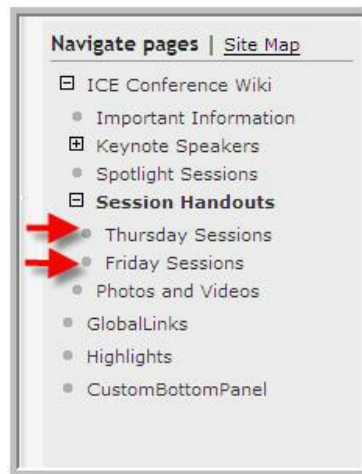
Presenters, if you have not used a wiki before, uploading and attaching your presentations and supplemental information will not be difficult. Below are step by step instructions for attaching any handouts or information you would like to share in your sessions.

If you have any difficulties please email Scott Weidig at scottweidig@me.com

Step 1: On the right side of the screen in the "Navigate Pages" menu click on the "+" next to Session Handouts



Step 2: Click on the appropriate session day (Thursday or Friday). This will bring you to that days session matrix.



Presenters - How to Upload Session Handouts

Step 3: Click on the "Edit" button to begin editing the wiki page. If there is an empty row of cells, begin adding your information there in the appropriate columns. If there is not an empty row, simply click into the session handout link cell for the last session, and hit the "Tab" key to create a new row of cells.



Connecting to the World of Tomorrow
ICE CONFERENCE

Wiki:Public Editing:Public
ICE Conference Wiki > Session Handouts > Thursday Sessions

Edit More actions

Thursday Sessions

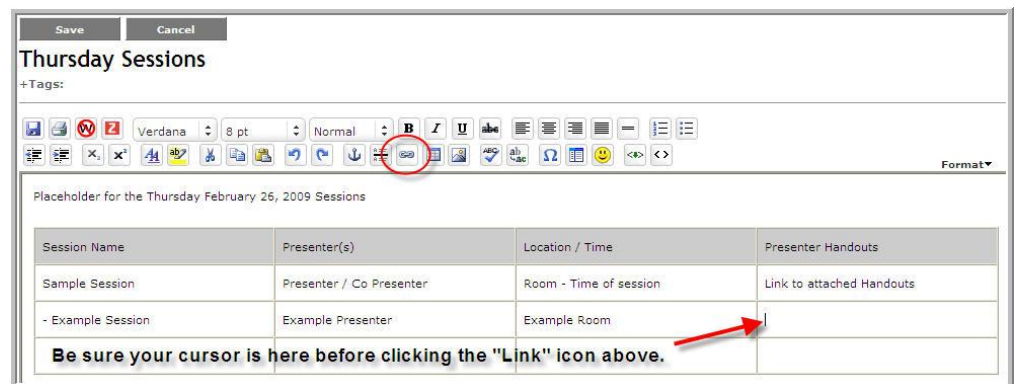
+Tags:

Placeholder for the Thursday February 26, 2009 Sessions

Session Name	Presenter(s)	Location / Time	Presenter Handouts
Sample Session	Presenter / Co Presenter	Room - Time of session	Link to attached Handouts
- Example Session	Example Presenter	Example Room	Sample Handout

Step 4: After you have entered your session information, be sure that your cursor is in the "Link to Attached Handouts"

Click on the "Insert Web Link" icon in the editor to begin attaching your files and creating a link to them.



Save Cancel

Thursday Sessions

+Tags:

Verdana 8 pt Normal B I U abc

Placeholder for the Thursday February 26, 2009 Sessions

Session Name	Presenter(s)	Location / Time	Presenter Handouts
Sample Session	Presenter / Co Presenter	Room - Time of session	Link to attached Handouts
- Example Session	Example Presenter	Example Room	

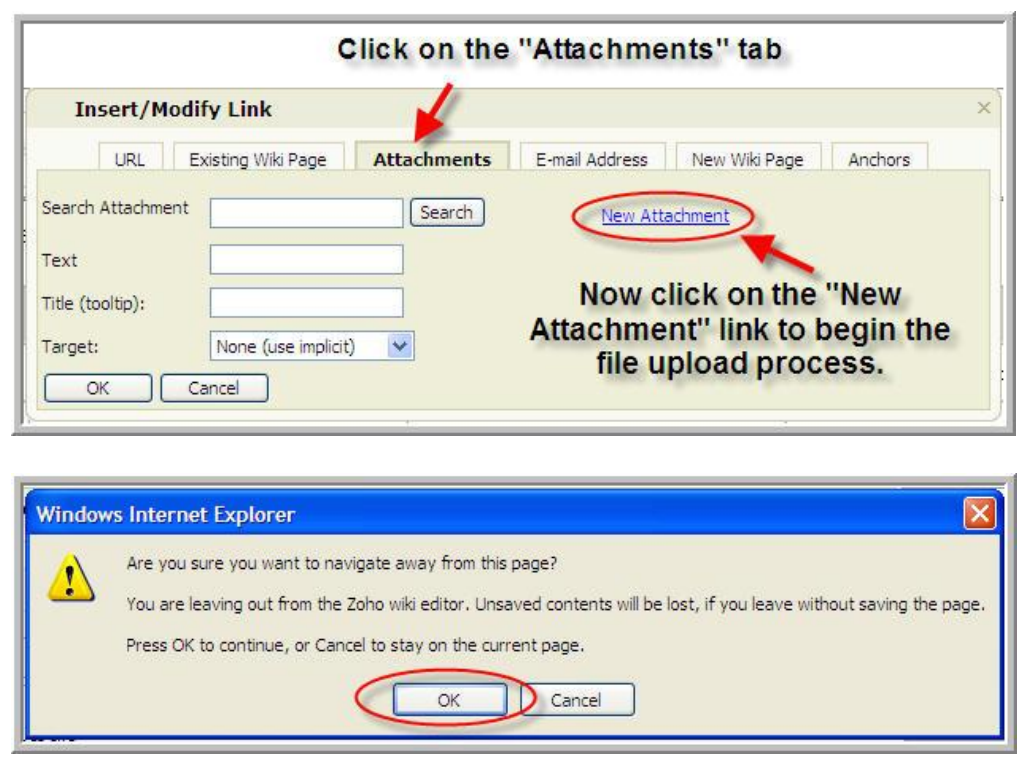
Be sure your cursor is here before clicking the "Link" icon above.

Presenters - How to Upload Session Handouts

Step 5: Click on the "Attachments" tab under Insert / Modify Link window.

Now click on the "New Attachments" hyperlink.

Note: If you receive a windows popup about navigating away from the page, click "Continue" - This will not effect the page you are editing.



Presenters - How to Upload Session Handouts

Step 6: Click on the "Browse" button and locate your presentation on your computer.

-Enter a description for the presentation, and then click on "Upload File" to save your presentation to the wiki.

Step 7: Last Step! After you have clicked the "Upload File" button you will be brought back to the "Attachments" tab. Unfortunately you will now need to "search" for the file you just uploaded. To do this, enter a couple of characters from the file name of your presentation and then click "Search."

Your presentation should appear with a radio button in front of it. Click on the radio button (it will be marked with a green dot after you click on it).

Now you just need to enter the "Text" that you would like attendees to click on to download your presentation.

Now Click "OK" and you will see the text you entered as a

Session Name	Presenter(s)	Location / Time	Presenter Handouts
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- Example Session	Example Presenter	Example Room	

Presenters - How to Upload Session Handouts

hyperlink to your file.

Scroll up to the top of the page and click



Be sure to check your link! Click on your link to ensure that it begins a download. If you have any issues, please email scottweidig@me.com

Session Name	Presenter(s)	Location / Time	Presenter Handouts
Sample Session	Presenter / Co Presenter	Room - Time of session	Link to attached Handouts
- Example Session	Example Presenter	Example Room	Sample Handout