

## Share Content

This article is designated for all users.

### About

Quickly and easily present media with the Share Content feature, your go-to for spontaneous presentations or when a file is missing from the storyboard. Plus, access additional functions like displaying the whiteboard and sharing your screen from the menu. Unlike other presentation methods, content shared via the Share Content menu starts presenting immediately, eliminating the need to add it to the storyboard first.

To learn about preparing your files ahead of time, check out our article [Prepare files for your meeting](#).

### Access the Share Content menu

Click the **share icon** on the bottom toolbar to open the **Share content** menu.

The **Share content** menu offers the following options:

- **Video**
- **Presentation**
- **Whiteboard**
- **Image**
- **Break**
- **Share screen**

The following media types are supported: Image, Video, Audio, PPT, PDF

### Video

1. Select **Video** from the menu.

The **Select a video** window displays.

You can use the **search field (1)** to search for a specific video. To upload a video from your computer, click **Upload (2)**. You can also sort videos according to **Name** or **Creation date (3)**.

2. Once you have located the desired video, simply click **Select (4)**.

Your video starts playing immediately. It's also added to the storyboard, with the newest files to the right.

## Presentation

1. Select **Presentation** from the menu.

The **Select a document** window displays.

You can use the **search field** to search for a specific document. To upload a file from your computer, click **Upload**. You can also sort files according to **Name** or **Creation date**.

2. Once you have located the desired document, click **Select**.

A preview window opens.

By default, all slides (pages) in the document are selected (**1**), and the slide number displays underneath (**2**).

The total number of selected slides is displayed at the bottom left (**3**). You can scroll (**4**) to see all the slides in the document.

3. After you have previewed and approved the slides, click **Add to Storyboard** (**5**).

The file with the selected slides starts presenting automatically and is also added to the storyboard (newest files to the right).

## Whiteboard

Select **Whiteboard** from the menu.

The whiteboard displays immediately.

To learn about whiteboard functionalities, check out our article [Whiteboard](#).

## Image

1. Select Image from the menu.

The **Select an image** window displays.

You can use the **search field** to search for a specific image. To upload an image from your computer, click **Upload**. You can also sort images according to **Name** or **Creation date**.

2. Once you have located the desired image, simply click **Select**.

Your image presents automatically. It's also added to the storyboard, with the newest files to the right.

## Break

If you have configured a break (you can learn how in our article [Interludes](#)), you can quickly start the countdown from the Share Content menu.

1. Select **Break** from the menu.

The **Start break interlude** window displays.

2. Click **Start Break**.

The Interlude countdown displays at the top right of the screen. For more information, see our article [Backstage during Interludes](#).

## Share screen

For instructions on sharing your screen, please see our article [Sharing your screen](#).

## Looking for your old files?

You will still be able to access files that you had previously uploaded to the file manager until **June 1, 2024**. You can access them by clicking **Find them here** at the bottom of the window, just above the tool bar.

The **Legacy media** window opens and you can see all your previously uploaded files.

The following functions are available:

- Use the search field (**1**) to search for media.
- Click the download icon (**2**) to download a selected media.
- Click the refresh icon (**3**) to refresh the list of files.
- Click Add to storyboard (**4**) to add the item to the storyboard.
- Click Play (**5**) to play the item immediately.

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