

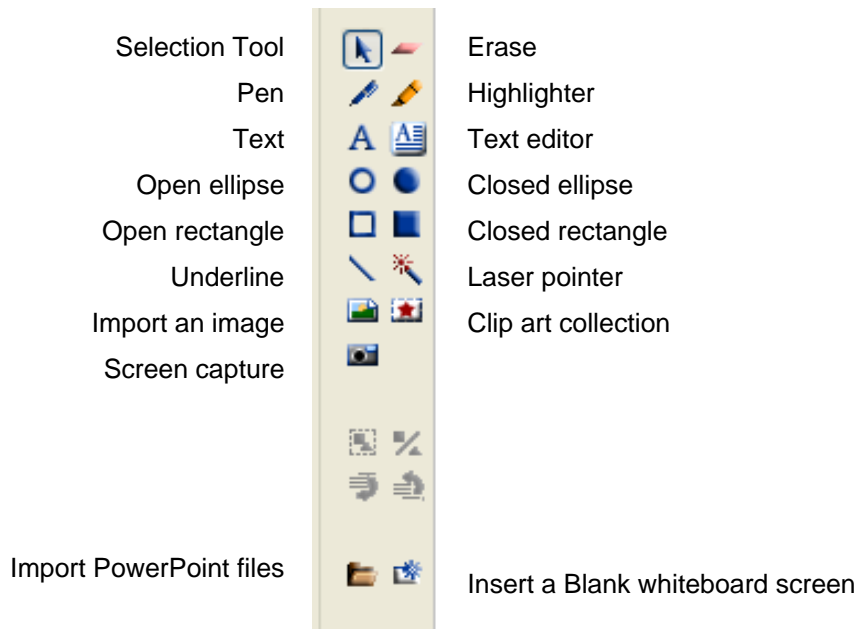


Whiteboard Tools

Powerful and versatile whiteboard tools allow users to mark-up content for focus from PowerPoint files, images and blank screens. The moderator controls access to the whiteboard; permission can be given to participants to use the tools.

Available Whiteboard Tools

The whiteboard tools are located on the left-hand side of the whiteboard frame.



Selection Tool



Click to de-select the use of the pen, highlighter, text, ellipse, rectangle, underline and laser pointer tools. To move an object, click the selection tool, then click the object to edit or move within the whiteboard.

Erase



You will be presented with a Confirm Erase dialogue box where you have three options:







- My Objects -- only erase foreground objects you created
- All Objects -- erase all foreground objects

Cancel -- cancel the erase

Drawing and Text Tools

When the color palette opens at the bottom of the Whiteboard window, choose a color, font type or size and line thickness depending on the tool selected.



- **Pen Tool**  Press and hold down your mouse button and drag the cursor in any direction and length to create a line.
- **Highlighter Tool**  Press and hold down the mouse button and drag the cursor to where you want to end the highlighter stroke.
- **Line Tool**  Press and hold down the mouse button and drag the cursor to where you want to end the line. You can draw a horizontal, vertical or 45 degree angle by holding down your Shift key while drawing the line.
- **Text Tool**  Click on the whiteboard where you want your text to appear and begin typing. Press the <Enter> key on your keyboard when done for the text to appear to others. This tool is best for typing one line of information.
- **Text Editor**  Click on the tool and a cross-hair + symbol appears. Press and hold down the mouse button, then drag your mouse to draw a box for your text. Click inside the box and begin typing. The box can be resized and/or moved around the whiteboard.
- **Ellipse or Rectangle**  To draw either an ellipse or rectangle click on the tools. Press and hold down the mouse button, then drag your cursor to the desired shape and size. You can draw a perfect circle or rectangle by holding down the **Shift** key while drawing.

Laser Pointer

Click the laser and select an image to use as your pointer from the panel at the bottom of the whiteboard screen. Single click on the whiteboard to place the pointer, or hold the mouse button and move the pointer as you navigate the screen.




Import Images

Load any JPEG, GIF, Animated GIF or PNG file into the whiteboard. Mark-up tools can be used on images. The image should be less than 1600 x 1600 pixels; the files size of the image must be less an 2MB.

Clip Art

Choose from available clip art collections, or create your own. (Create your own by > Tools > Whiteboard > Clip Art

Collections > )

Screen Capture*

Capture your desktop, or selected area to a JPEG or PNG file. The file is loaded onto the whiteboard.

Upload PowerPoint Files*

Click the manila folder icon to begin the process of uploading a PowerPoint file.

Blank Whiteboard Screen

Insert a blank screen and use any of the Whiteboard tools.

* See separate document for full details on feature use.