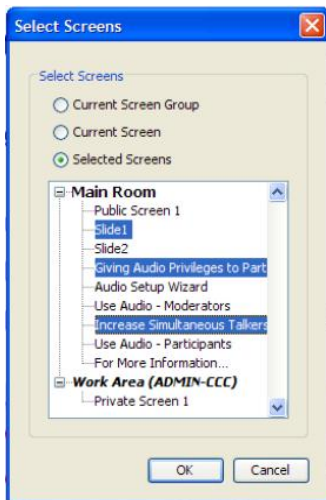
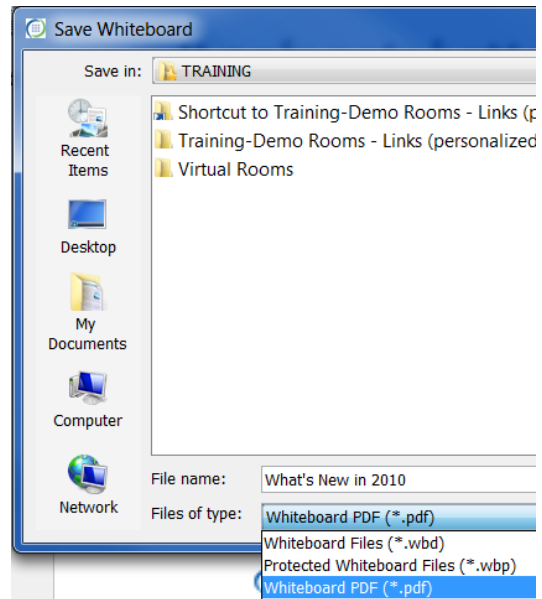
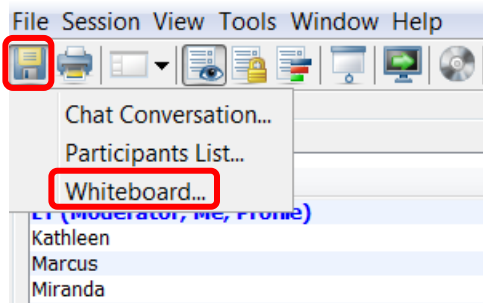



## WHITEBOARD SCREENS

### SAVE – PRINT – PROTECT – DELETE - RESIZE

#### SAVE

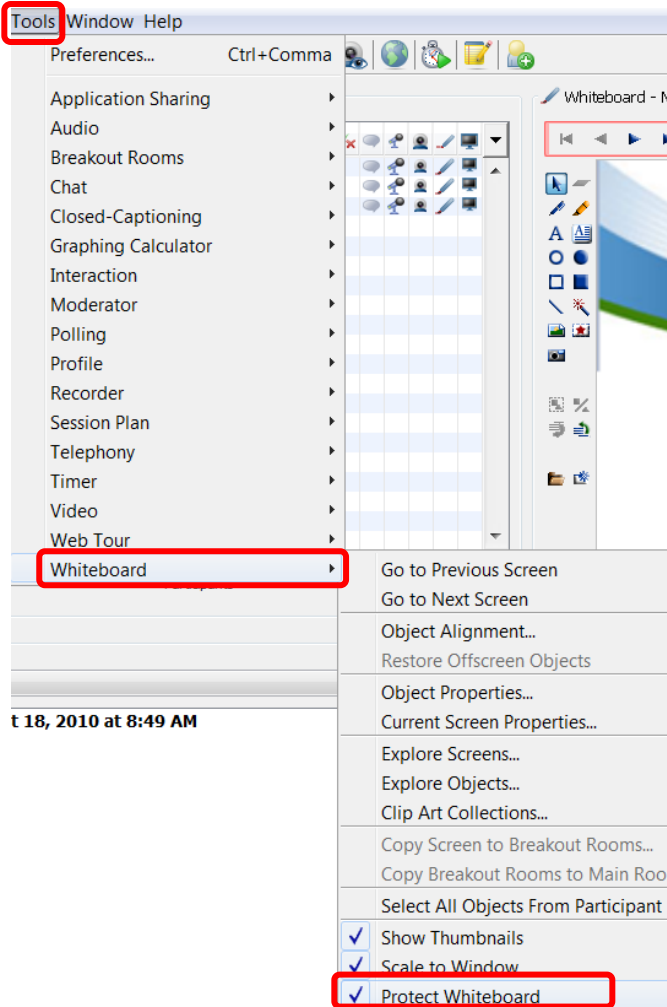
Whiteboard screens can be saved to upload in a future presentation or saved as a **.pdf** to print or email.



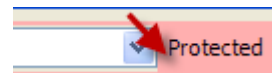
1. Click **Save** icon  on the menu bar.
2. Choose **Whiteboard**.
3. In the **Select Screens** window click:
  - **Current Screen Group** to save ALL slides and screens
  - **Current Screen** to save just the screen being viewed
  - **Selected Screens** to save individual screens
    - a) Click the first slide > use the **CTRL** key to select more slides to save > click **OK**
4. In **Save File** window, select a location to save the file on your computer. In **Files of type** select **.wbd** for future presentations or **.pdf** to print/forward.

#### PROTECT

Prevent others from saving whiteboard screens; the setting remains for the duration of the meeting, unless changed.

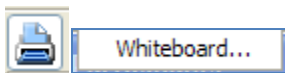


1. Click **Tools** on the menu bar.
2. Click **Whiteboard > Protect Whiteboard** so a check appears. Click to remove the check and allow saving.
3. The Moderator and Participant screens indicate when the whiteboard is protected (framed in pink).

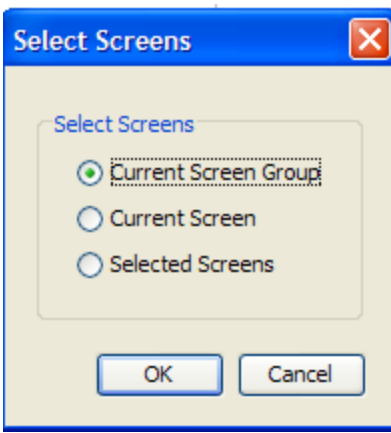


## PRINT

Print a copy of any **Whiteboard** screen.

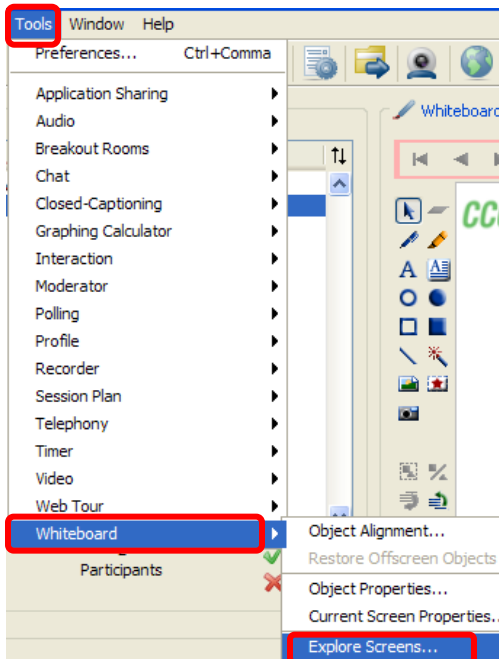


1. Click the printer icon located on the upper left of the room.
2. Click **Whiteboard...**
3. Select which screens to save.
  - **Current Screen Group** to save ALL slides and screens
  - **Current Screen** to save just the screen being viewed
  - **Selected Screens** to save individual screens
5. Click the first slide > use the **CTRL** key to select more slides to save > click **OK**

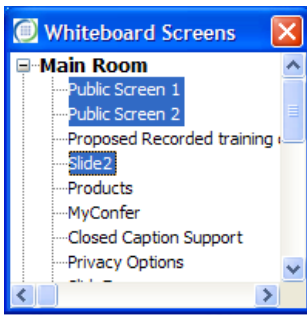


## DELETE

Whiteboard screens are removed from the room upon exiting. During a live meeting you can remove screens that have been uploaded or inserted.



1. Click **Tools** on the menu bar.
2. Select **Whiteboard** in the drop down menu.
3. Select **Explore Screens**. **Whiteboard Screens** pop-up will appear.
4. Click on the screens to delete; use the CTRL key to add screens.
5. Click the delete key on your keyboard



## RESIZE

Click on **Tools > Whiteboard > Current Screen Properties...**

Choose the **Monitor Resolution** you would like to use

