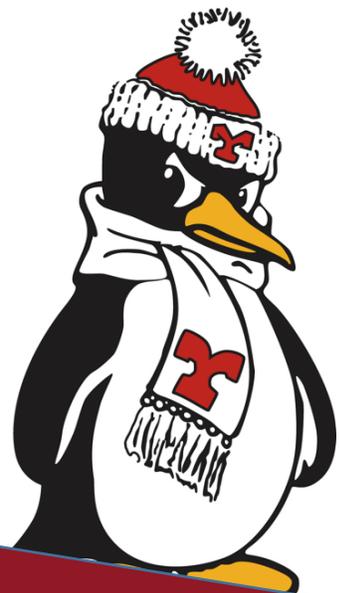


WhiteBoard in Webex



Technology Training

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Using the Whiteboard in Webex Meetings

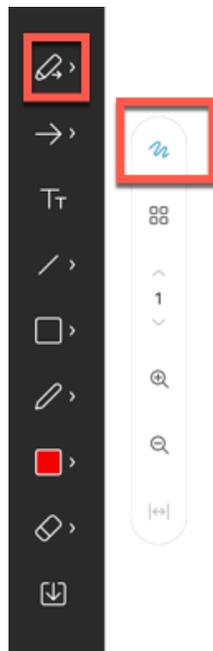
The whiteboard is a great tool for teaching in Webex. It provides a space to annotate including the ability to type text, draw and also allows others in your meeting to annotate at the same time.

Accessing the Whiteboard

1. Click the Share Content Icon.



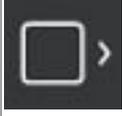
2. Scroll to the bottom of the pop-up window.
3. Select Whiteboard
4. Click the annotate icon to begin.



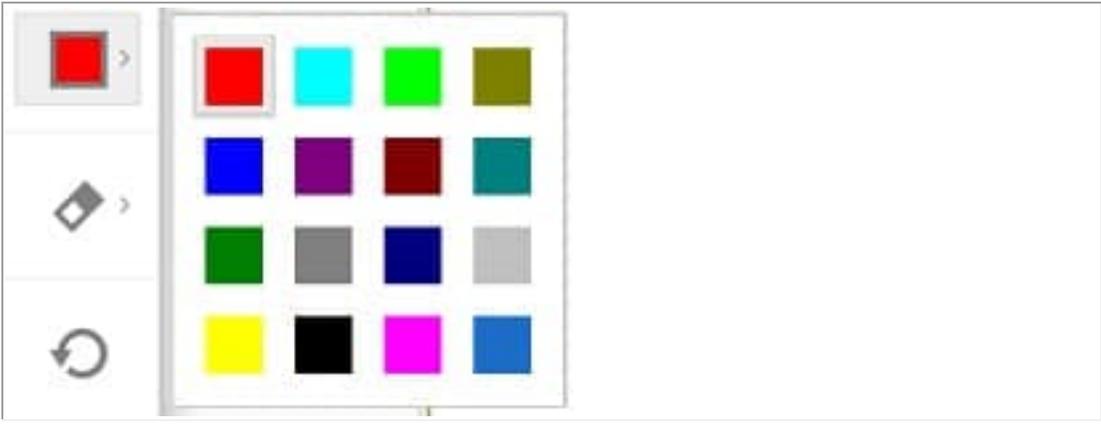
5. Select the various tools you want to use from the left tool bar.
6. Click the pen with the arrow at the top of the tool bar to enable participants to annotate with you.

Using the Tools

Tool	Description
	Click to enable and disable annotation for all participants. Click the arrow next to the image and select a participant's name to allow specific participants to annotate.

Tool	Description
	<p>Draw attention to specific a point on the screen by using a pointer. The arrow pointer includes your name</p>  <p>Windows users can click the arrow to select the laser pointer.</p> 
	<p>Add text to shared content.</p>  <p>Change the text color by selecting first.</p>
	<p>Draw straight lines to underline content or draw attention to it. Drag your mouse to draw a line.</p> <p>Windows users can click the arrow and select single or double arrowhead.</p>   <p>Change the line color by selecting first.</p>
	<p>Draw a square.</p> <p>Windows users can click the arrow to draw an oval, check mark, or x mark.</p>

Tool	Description
	  <p>Change the color by selecting first.</p>
	<p>Draw freehand using the pen.</p> <p>Windows users can click the arrow to draw with a pencil.</p>   <p>Change the ink or lead color by clicking first.</p>
	<p>Change the color of text, lines, shapes, and the pen or pencil tool.</p> <p>Click the arrow to select a color.</p>

Tool	Description
	
	<p>Erase an annotation by selecting the eraser and then selecting the annotation.</p> <p>Windows users can click the right arrow to erase all annotations or only theirs.</p>
	<p>Save your annotations.</p> <p>You must save your whiteboards and documents before ending the meeting or they will be lost.</p>

Saving your Whiteboard

1. Click the arrow down at the bottom of the tool bar
2. Save the document.
3. Name the file and select the file type.
 - a. PDF
 - b. UCF-This format allows you to use the Whiteboard in other Webex Meetings.
4. Click Save.

If you need further assistance please contact the Technology Training Team.

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