

Whiteboard






In a meeting with screen sharing, you can use your screen as a whiteboard by drawing and writing on it so it is visible to the other participants.



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Whiteboard Tools

The following tools are available for the whiteboard:

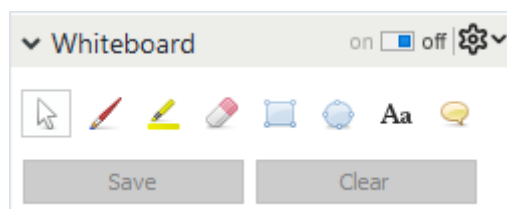
Tool	Description
Cursor 	Pauses the drawing mode in order to use the computer normally. You can alternatively right click with the mouse.
Pen 	Enables freehand drawing. Right clicking on the symbol allows you to set the color and pen width.
Marker 	Used to highlight screen content. Right clicking on the symbol allows you to set the color and pen width.
Eraser 	Used to delete portions of the drawing. Right clicking on the symbol allows you to set the size of the eraser.
Rectangle 	Used to draw a rectangle. Right clicking on the symbol allows you to select the frame and fill colors as well as the line width. In addition, you have the following options: To draw a square, hold down CTRL while drawing. To align the rectangle to the center, hold down SHIFT while drawing. To draw a square that is aligned to the center, hold down CTRL+SHIFT while drawing.


Ellipse 	Used to draw an ellipse. Right clicking on the symbol allows you to select the frame and fill colors as well as the line width. In addition, you have the following options: To draw a circle, hold down CTRL while drawing. To align the ellipse to the center, hold down SHIFT while drawing. To draw a circle that is aligned to the center, hold down CTRL+SHIFT while drawing.
Text Aa	Used to write text. Right clicking on the symbol allows you to set the text size, color, and font type.
Speech Bubble 	Used to draw a speech bubble. Click anywhere to create the speech bubble. Write your text and then click a second time to set the direction of the speech bubble. Right clicking on the symbol allows you to adjust the text size, color, and font type.

Drawing with the Whiteboard

Prerequisite: A meeting with screen sharing is active.

1. In the Blizz panel, expand the **Whiteboard** area.



2. In the title bar of the area, move the slider to **On**.

3. Select a tool from the palette.
4. Use the mouse to insert the drawing anywhere on the screen.

Saving Drawings

You can save a screenshot of your screen with all of the drawings as an image file.

Prerequisite: The On/Off slider is set to **On**.

1. In the **Whiteboard** area, click on the **Save** button.
This opens the **Save Under** dialog box.
 2. Enter a file name and select a file type.
 3. Click **Save**.
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Deleting Drawings

You can delete drawings that you created previously with the whiteboard. Using this function deletes all existing drawing objects at one time.

Prerequisite: The On/Off slider is set to **On**.

- In the **Whiteboard** area, click on the **Delete** button.
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Hiding Drawings

You can also temporarily hide the drawings instead of deleting them.

- In the title bar of the area, move the slider from **On** to **Off**.



The drawings will be visible again as soon as you move the slider back to **On**.

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