



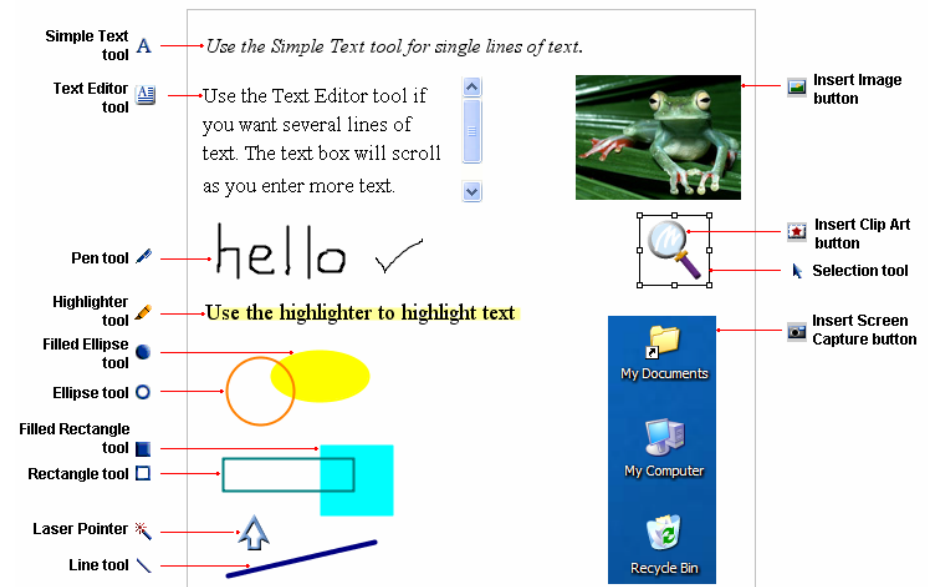
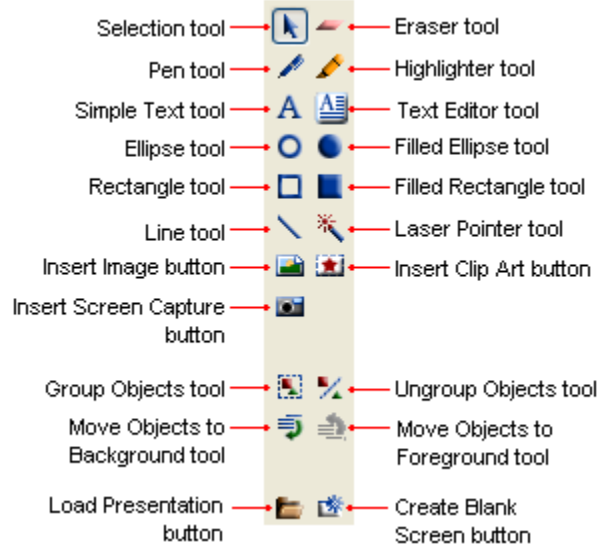
## Whiteboard Tools

### Quick Reference Guide for Moderators

Elluminate Live!® provides powerful and versatile whiteboard tools that allow all users to draw or write on the whiteboard. Multiple users can interact on the whiteboard simultaneously. Moreover, the Elluminate Live! whiteboard is object oriented meaning that all objects placed on the whiteboard can be edited. The moderator controls access to the whiteboard.

#### Available Whiteboard Tools

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




#### Attributes Panel


The attributes panel is displayed along the bottom of the Whiteboard window and is available when you select a whiteboard tool. Some attributes are common to all objects, and some are dependent upon which tool has been selected. These attributes allow you to edit your object. Examples are color, line thickness, font, bold/italics, etc.




#### Pen Tool

To use the Pen tool, click on the pen (  ) and select the color and line thickness from the attributes panel. Press and hold down your mouse button and drag the cursor to where you want to end your line.

#### Highlighter Tool


To use the highlighter click on the Highlighter (  ) and select the color and line thickness from the attributes panel. Press and hold down the mouse button and drag the cursor to where you want to end the highlighter stroke.

#### Line Tool


To draw a straight line, click the Line tool (  ) and select the color and line thickness from the attributes panel. 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

To enter text, click the Text tool () and select the color, size, bold and/or italics from the attributes panel. Click the whiteboard to place an insertion point, and then type your text. Press the <Enter> key when you are done typing each line of text.


### Text Editor

To enter multiple lines of editable text, click the Text tool () and select the color, size, bold and/or italics from the attributes panel. Click the whiteboard to place an insertion point, and then type your text. Press the <Enter> key when you are done typing each line of text.


### Ellipse or Rectangle Tools

To draw either an ellipse or rectangle click on either of the tools (, , , ) and select the color and if applicable the line thickness from the attributes panel. Press and hold down the mouse button and drag your cursor until the shape is the desired size. You can draw a perfect circle or rectangle by holding down the Shift key while drawing either an ellipse or rectangle.

### Laser Pointer

To use the laser pointer, click the Laser Pointer () and select an image from the attributes panel to use as your pointer. As you hold down your mouse and move the pointer on the whiteboard, or single click anywhere on the whiteboard, the participants will see the movement or image.


### Eraser Tool

To erase foreground objects, click on the Eraser tool (). 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

The eraser tool is only available when there are objects in the foreground.


### Loading Images

- To load an Image on the whiteboard click the Load Image tool (). You can load any JPEG, GIF, Animated GIF or PNG file.


### Loading Clip Art

To load clip art to the whiteboard, click the Clip Art tool () and choose from the available clip art collections.

### Loading a Screen Capture





Use the Screen Capture tool () to capture your desktop or selected area of your desktop to a JPEG or PNG file and load this file on the whiteboard.

### Selection Tool



To select an object on the screen, click the Selection tool () and then click on the object. The selected object will appear with a border around it. You can select more than one object by using your Shift key while clicking on each object. To de-select the object, click on a blank space on the whiteboard, or click on the selection tool again.


### Manipulating Objects

#### Grouping Objects


Click the selection tool () and hold down the Shift key while you select the objects you would like to group. Then click the Group button (). To ungroup objects, use the selection tool () to select the grouped objects and then click the ungroup () button.

#### Moving Objects to the Background/Foreground

Only the moderator can move objects into the background or foreground. Objects placed in the background cannot be deleted by participants. Click the selection tool () and select the object you wish to send to the background. Click () to move the selected objects to the background.

To move objects in the background to the foreground, click the move all objects button (). This button is only available if there are objects in the background.

#### Cut/Copy/Paste/Delete Objects

Click on the selection tool () and select the object(s) you wish to manipulate. Then right mouse click anywhere on the whiteboard (for Mac users, hold down your Control or Command key and click on your mouse).

You will have the following abilities:

- Cut Object(s) - cut object on the whiteboard and place on clipboard
- Copy Object(s) - copy object from the whiteboard on to clipboard
- Paste Object(s) - paste a previously cut or copied object onto the whiteboard
- Delete Object(s) - delete object from the whiteboard