



## Whiteboard


The Whiteboard can be used to facilitate collaboration and brainstorming during an Elluminate VCS call. The whiteboard feature is easy to use and can be viewed by all call participants.

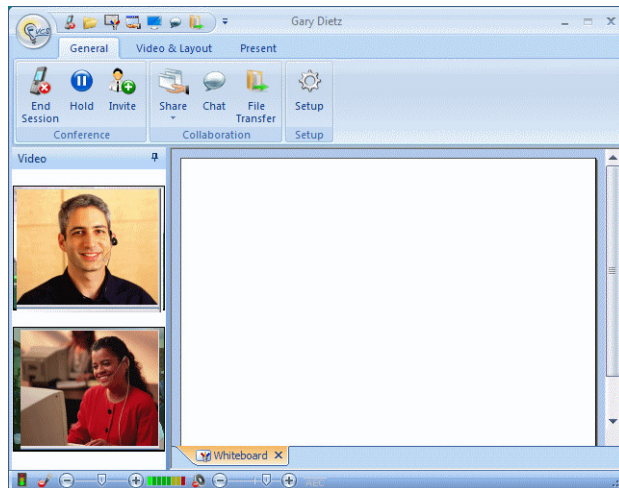
### To Open a New Whiteboard:

1. During a session, click the  button on the **General** tab.

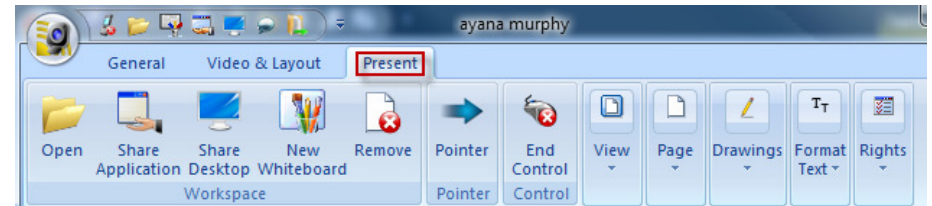
or







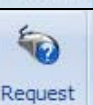


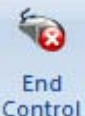



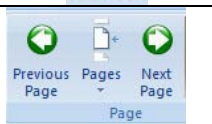
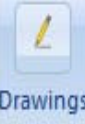
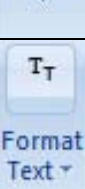

Click the  button on the **Present** tab. A blank whiteboard appears in the Present workspace.



2. Click the **Present** tab contains to view and use the following toolbar buttons:




	<b>Open</b> - Open up a file in one of the supported formats. Supported formats included Microsoft PowerPoint, Word and Excel, Pictures (.jpeg, .png, .bmp, .gif, .tif, .tiff) and Vidsoft Saved Workspaces (.vdf)
	<b>Share Application</b> – opens the Application Share dialog box which allows you to select from a list of running applications. The share session opens in the Present workspace window.
	<b>Share Desktop</b> – opens the Desktop Share dialog box which allows you to select from a list of monitors or select to show your entire desktop. The share session opens in the Present workspace window.
	<b>New Whiteboard</b> – Creates a new whiteboard in the Present workspace window
	<b>Remove</b> - enabled for owner only. Lets you remove the document from the Present workspace.
	<b>Pointer</b> - click on this button to display a pointer that you can use to call attention to topics or other items in a document. Your User ID initials appear under the pointer for identification purposes.
	<b>Request Control</b> - appears on the ribbon bar of the Present window of the participant, not the owner.

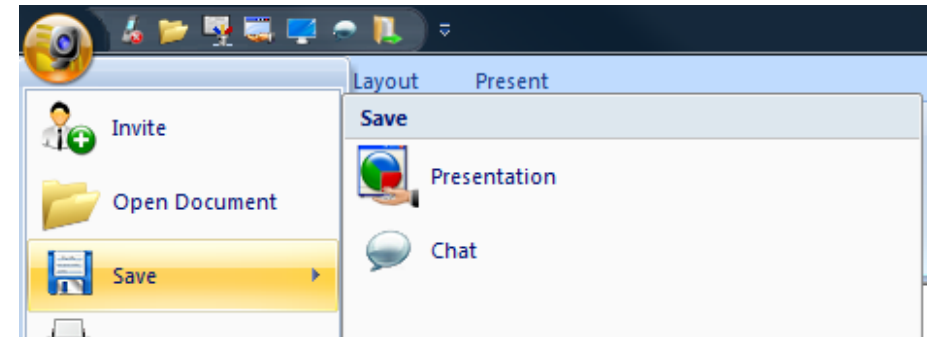
	<b>End Control</b> - appears on the ribbon bar of the Present window of the owner, or user that is in control.
	<b>Zoom</b> - lets you adjust the viewing size the document to 25%, 50%, 75%, 100%, 150%, 200%, or 300%, Fit Page Fit Width Rotate - lets you rotate the document top to bottom and side to side.
	<b>Hide</b> - lets you hide the Present window workspace from view on your system. <b>Unhide</b> - lets you restore the Present window.
	<b>Full Screen</b> - displays a full screen video image. Press the <b>Esc</b> key to exit out of full screen view.
	<b>Page</b> - lets you scroll from page to page with the document. Click the down arrow to select a specific page number.
	<b>Drawings</b> - provides drawing tools for you to use when sharing a document in an active session. This menu may be expanded when window is maximized
	<b>Format Text</b> - lets you format text when annotating a share document in an active session. This menu may be expanded when window is maximized
	<b>Rights</b> - displays rights that the participants of the meeting can have in the document (in addition to viewing it). If you disable one or more, these options are grayed out on the participant's workspace. These rights appear in the <b>Rights</b> button on the ribbon bar. You can grants these rights to a participant from the Rights button when working in an active workspace together. This menu may be expanded when window is maximized

### To Close a Whiteboard:

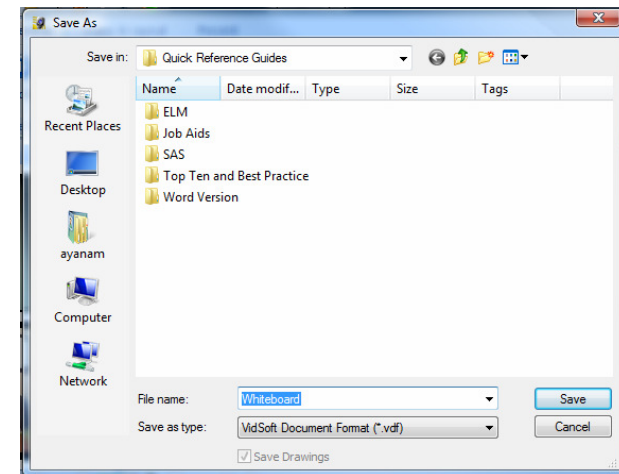
1. During a session, click  button next to the **Whiteboard Title** tab.

### To Save a Whiteboard:

1. While the whiteboard is still open, click the  button in top right corner of the session window.



2. Select **Save, Presentation**. The **Save As** dialog box appears



3. Select a location to save the file, enter the **File Name** and select the **File Type** (.html or .vdf).

**Note:** .vdf is the Elluminate VCS proprietary document format. These files can only be viewed inside an active Elluminate VCS session.

4. Click **Save**.