

## WHITEBOARD SCREENS

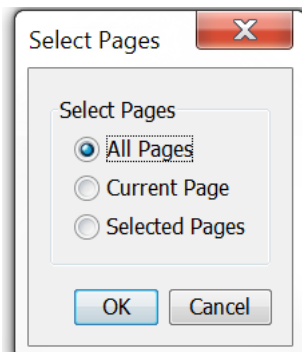
### Saving Whiteboard Pages

Save Whiteboard pages in the following formats:

1. **WBD File**– When Whiteboard pages are saved as a Whiteboard file (.wbd), they are saved as one file that can only be imported and reviewed in a Blackboard Collaborate session.
2. **WBP File**– When Whiteboard pages are saved as a Protected Whiteboard file (.wbp), they are saved as one file that can only be imported and reviewed in a Blackboard Collaborate session. These files are protected and cannot be printed, saved, or edited unless the Moderator removes the protection flag by selecting *Tools*, then *Whiteboard*, and de-selecting the command *Protect Whiteboard*.
3. **PDF File** – When Whiteboard pages are saved as a PDF file (.pdf), they are saved as one file and can be reviewed outside of the Blackboard Collaborate environment.
4. **PNG File**– When Whiteboard pages are saved as Image files (.png), they are saved as separate images and can be loaded individually onto the Whiteboard as images or used in any other image processing application.

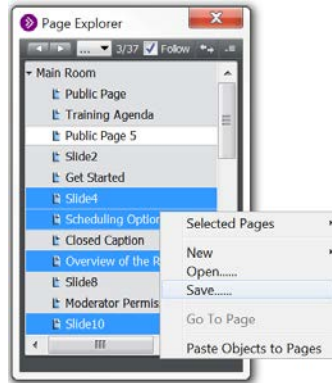
To save Whiteboard pages, do the following:

1. Open the Save Whiteboard dialog by doing one of the following.
  - From the *File* menu, select *Save* followed by *Whiteboard...*



- Choose All Pages, Current Page which is only the screen you see, or Selected Pages. Selected Pages are chosen from the **Page Explorer** window.

2. In the **Page Explorer** window, choose your slides then right-click (Control-Click on Mac) The context menu appears. Select **Save...**



2. Give a file name in the File name text box, choose a file format, save to desired location.
  - Note: Refer to the file formats

## Deleting a Page

To delete a page permanently, do one of the following:

1. In the **Whiteboard**, navigate to the page you wish to delete and click **Delete Page** in the Whiteboard Page toolbar.



2. In the **Whiteboard**, navigate to the page you wish to delete and right-click (Control-Click on Mac). From the context menu, select *Current Page* and then choose *Delete Page*.
3. Select the page(s) in the **Page Explorer** and press the delete key.
4. Select the page(s) in the **Page Explorer** and then right-click (Control-Click on Mac) on a selected page. The context menu appears. Select *Selected Pages* and then select *Delete Page*. The page is deleted.