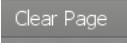


The Whiteboard Tools Palette


The Tools palette contains drawing and text tools you can use to create and manipulate objects in the workspace. It also has options to place a screenshot or clip art from the included libraries.

Tools in the palette with a tabbed lower right corner have additional optional tools that can be swapped into their spot. Click and hold the tool to expand the options.


Participants have access to the Whiteboard tools if they have been granted the Whiteboard tools permission.


Erase all Whiteboard entries can be erased by clicking  at the top of the screen. Remove individual entries by clicking on the Selector Tool, then click on the object and delete.

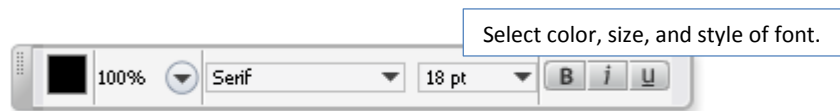


1. **Selector Tool:** Stop use of a tool
2. **Pointer Tool:** Select a pointer icon to use on Whiteboard screens
3. **Pencil Tool:** Draw a pen or highlighter stroke – select a color and width from the palette.
4. **Text Tool:** Type on the Whiteboard with a simple text or text box option.
5. **Filled Shapes:** Select a color from the palette and draw rectangles or circles. Drag your mouse to change the size/shape of the object.
6. **Empty Shapes:** Select a color from the palette and draw rectangles or circles. Drag your mouse to change the size/shape of the object.
7. **Line Tool:** Draw straight lines in any direction – select a color and width from the palette.
8. **Screen Capture:** Create an image of a portion of your desktop, any application or web site and load it to the Whiteboard. (see *Screen Capture* document under **FEATURES** on our website)
9. **Clip Art:** Insert clip art images from the pre-loaded library or create your own collection. (Create your own by > Tools > Whiteboard > Create/Edit Clip Art Collections > )

Using the Text Tool

Use the Simple Text tool  to create text as an object directly on the screen. Place your cursor on screen and type, then press Enter on your keyboard when done. The Simple Text Tool lets you type only one line of text at a time. Select the font name, color, size, bold, underline and/or italics from the Properties Editor.

- a. Use the Text Box tool  to create defined text area. Begin typing, the text will automatically wrap to the next line in the box; a scroll bar appears if the amount of text exceeds the space in the box. You can Enter to create a line break between text. The text box can be enlarged by clicking on the frame and dragging to the desired size. Click on the frame and drag to other locations on the Whiteboard screen.



Identify the Creator of an Object

To identify the creator of a specific object, right-click (Control-Click on Mac) on the object to bring up the Whiteboard context menu. The creator's name appears at the top of the menu (in gray). If you have selected more than one object created by different Participants, the creator will be listed as "Multiple Creators."

Insert External Links

Insert live links onto Whiteboard using either the Simple Text tool or the Text Editor tool. Anyone viewing your Whiteboard page can click on the link to access an Internet site or send an email. Enter the text exactly as it appears on the webpage.

Link Type	Syntax	Example
HTTP web site	http://	http://www.cccconfer.org
Secure HTTP web site	https://	https://addons.mozilla.org/
FTP site	ftp://	ftp://ftp.linuxfocus.org/
Email message	mailto:	mailto:docs@blackboard.com