




Add or delete a page from the Whiteboard

- ▶ To add a page to the Whiteboard
- ▶ To delete a page from the Whiteboard

Display a page on the Whiteboard

Do one of the following:

To move among the pages, click **Next Page**  or **Previous Page**  at the lower-right corner of the Whiteboard.

To go to the first or last page, click the page number you want beside either **Next Page**  or **Previous Page** .

Add text to the Whiteboard

1. On the **Tools** menu or in the toolbox, click **Text**.
2. If you want to specify the color, size, or font of the text, click **Font Options** at the bottom of the window, select the options you want, and then click **OK**.
3. Click the Whiteboard at the point where you want the text to start, and then start typing.

Copy a window to the Whiteboard

1. On the **Tools** menu or in the toolbox, click **Select Window**.
2. If the **Whiteboard Select Window** dialog box appears, click **OK**.
3. Click the window you want to copy.

Copy an area of the screen to the Whiteboard

1. On the **Tools** menu or in the toolbox, click **Select Area**.
2. If the **Whiteboard Select Window** dialog box appears, click **OK**.
3. Select the area of the screen you want to capture.

Draw a line or shape on the Whiteboard

- ▶ To draw a line on the Whiteboard
- ▶ To draw a shape on the Whiteboard

Highlight text or an object on the Whiteboard

1. On the **Tools** menu or in the toolbox, click **Highlighter**.
2. Drag the pointer over the text or object you want to highlight.

Note If your monitor uses only 16 colors, the highlighting appears behind text or other graphics.

Point out text or an object on the Whiteboard

1. On the **View** menu or in the toolbox, click **Remote Pointer**.
2. Drag the hand-shaped remote pointer to the text or object you want to point out.

Delete text or an object from the Whiteboard

Do one of the following:

On the **Tools** menu or in the toolbox, click **Eraser**, and then click the text or object you want to delete.

On the **Tools** menu or in the toolbox, click **Selector**, select the text or object you want to delete, and then press DELETE.

▶ [Tip](#)

Prevent others from changing a page on the Whiteboard

On the **View** menu or in the toolbox, click **Lock Contents**.

Prevent others from viewing a page on the Whiteboard

On the **View** menu, click **Synchronize** to remove the check mark.

Zoom in or out on the Whiteboard

On the **View** menu or in the toolbox, click **Zoom**.

Note You cannot change text on the Whiteboard if you zoom in.