

# Using Whiteboard

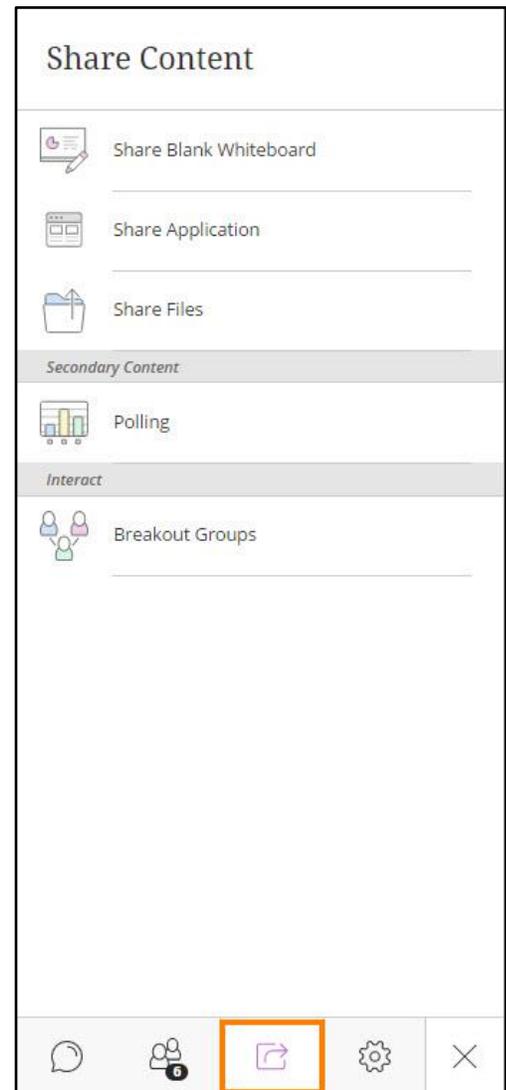
## In Collaborate with the Ultra Experience

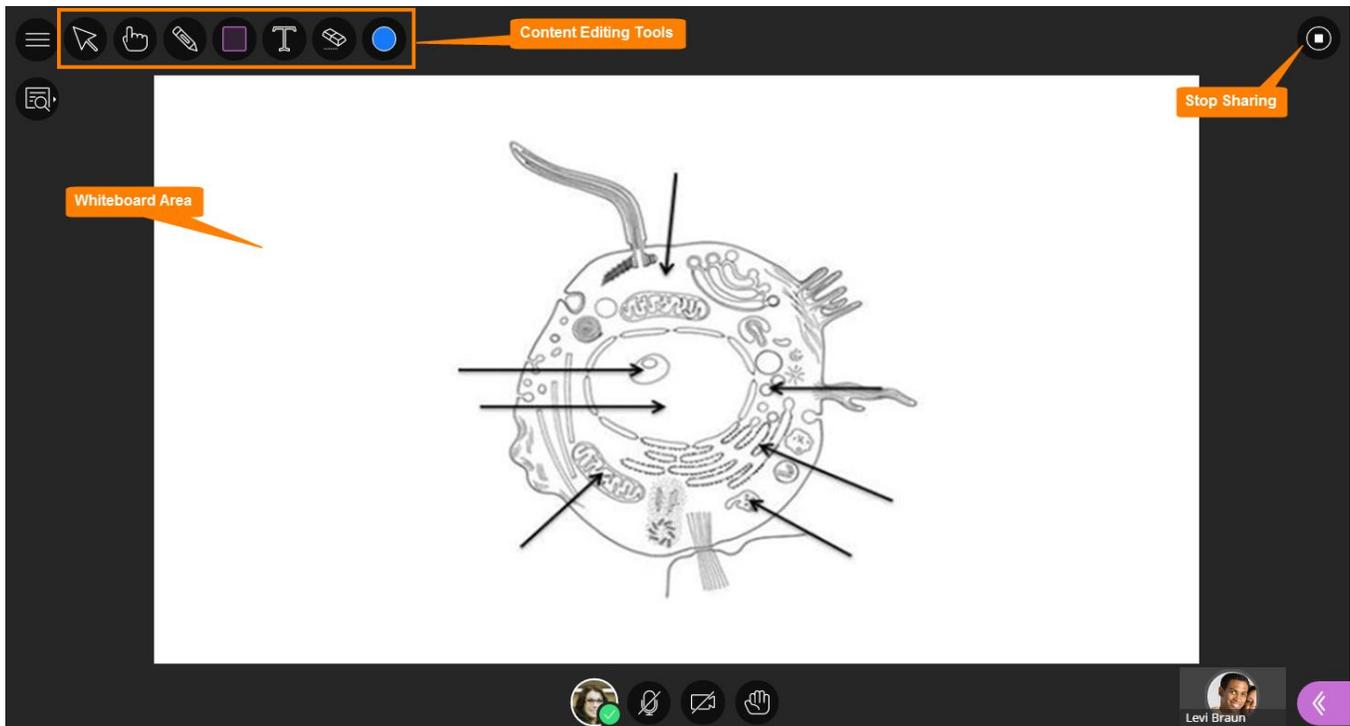
The Whiteboard is used for collaboration between session attendees, who can interact with the content using the whiteboard tools.

### Share a Blank Whiteboard

To begin using the Whiteboard:

1. Click the **Open Collaborate panel** icon in the lower, left-hand corner of the screen.
2. Click the **Share Content** icon at the bottom of the panel that appears.
3. From the Share Content options, select from **Share Blank Whiteboard**.





To stop sharing, click the **Stop** button that appears in the upper, right-hand corner of the Media Space.

Once sharing begins, users can use the **Show/Hide View Controls** toggle to display resizing tools. The Media Space view is user specific so zooming in on your view does not zoom the view for attendees. From left to right:

- Zoom in allows users to make the content bigger. When larger than the available space, users can click and drag to move the content around to see everything.
- Zoom out can be used to make the content smaller, allowing users to see more of the content.
- Best Fit takes advantage of your screen real estate by adjusting content to be completely viewable in the available area. It displays as large as possible while keeping the aspect ratio intact.
- Actual Size returns the content share to the original size.

When content is being shared, the Media Space display adjusts dynamically to feature the content share as a primary focus. Within this view, the speaker's video or avatar displays on the right. Users can swap the primary display from the content to the speaker by clicking on the picture-in-picture frame to swap it with the larger one.

## The Content Editing Tools

The Content Editing Tools, which appear in the upper left corner of the Media Space, include:



- Selection Tool – Use this pointer arrow to select a whiteboard object in order to move or resize the object.
- Pointer Tool – Use to call attention to a specific area of the screen using a laser-like pointer.
- Freehand Drawing Tool – Use the pencil to draw using a freehand style.
- Shapes – Add empty Rectangle, Ellipse, or Straight Line shapes. When using the rectangle or ellipse shapes, hold down the Shift key on your keyboard and drag your mouse to draw a square or circle.
- Text - Create text as an object directly on the whiteboard.
- Erase - Clears all annotations and text from the whiteboard but does not clear uploaded files.
- Color palette - Only appears when the Pencil, Shapes or Text tool is selected, allowing the user to choose a color.

The *Draw on whiteboard and files* permission is granted to Participants by default, enabling them to see and use these tools. As a Moderator, you can use all the available Content Editing tools even if the permission has been disabled for Participants.

## Saving the Whiteboard

Whiteboard content does not persist if a Moderator or Presenter navigates away from the board. In order to preserve whiteboard content, save the Whiteboard page by right-clicking on the board and selecting Save image as... Because these files save using the .png format, they can be uploaded for later use using the File Share feature.

Multiple whiteboard pages are not yet a function of the new user experience. In order to create a blank canvas for additional work, use the Refresh Whiteboard function available in the Whiteboard Tools.

# Best Practices for Using the Whiteboard Feature

- Create interactive Whiteboard activities to engage participants.
- Conduct brainstorming activities on the Whiteboard.
- Save the Whiteboards to share outside of a session.