



How to Share Whiteboard in a Collaborate Ultra Session

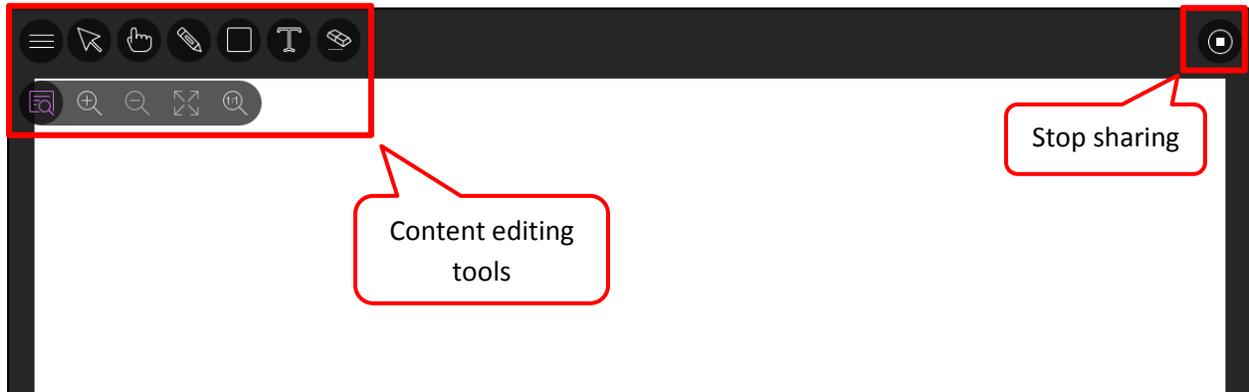
In this handout you will learn how to share whiteboard and edit it.

To share content, open Collaborate Panel button which is located at the bottom right side of the screen, and click Share Content. You can see the options of share content.

The image shows a 'Share Content' menu and a portion of the Collaborate Ultra interface. The 'Share Content' menu is a vertical list with the following items: 'Share Blank Whiteboard', 'Share Application', 'Share Files', a section header 'Secondary Content', 'Polling', another section header 'Interact', and 'Breakout Groups'. Below the menu is a navigation bar with five icons: a speech bubble, a group of people with a notification badge, a document with an arrow, a gear, and a purple circle with a white 'X'. A red callout box labeled 'Share Content' points to the document icon. Another red callout box labeled 'Open Collaborate Panel' points to the purple 'X' icon.



After clicking Share Blank Whiteboard on Collaborate Panel, a whiteboard is seen. To stop sharing the whiteboard, click stop sharing icon at the top right of the screen.



Select tool allows you to select an object on the whiteboard. After the selection, you can resize, move or delete the object.



Pointer tool allows you to point to different areas on the whiteboard.



Pencil tool allows you to draw lines easily.



Shapes tool allows you to draw a rectangle, ellipse, or a straight line depends on your choice.



Text tool allows you to type text.



Clear tool allows you to erase everything on the whiteboard.



View controls tool allows you to show or hide the view controls that are zoom, fit, and size controls.



After clicking view controls tool, you can see zoom in, zoom out, best fit, and actual size tools respectively.