

WIMBA CLASSROOM EBOARD TOOLS

The **eBoard Tools** allow you to draw shapes and lines, type text, and import graphics. When you use the **eBoard Tools**, the results are visible to participants.

The **eBoard Tools** are not initially enabled for participants.

POINTER TOOL



The **Pointer** tool places an arrow pointer on the **eBoard**. Click the **Pointer** tool, and then click anywhere on the **eBoard**. The point of the arrow will appear at the current location of your cursor.

If you want to change the direction of the arrow, click the **Pointer** tool again. There are four different arrow directions to choose from:



FREEHAND DRAW TOOL



The **Freehand Draw** tool allows you to draw on the **eBoard**. Click the **Freehand Draw** tool on the toolbar, and then place the mouse on the **eBoard** where you would like to draw. Click and hold down your mouse button and drag the mouse to draw.

Hold down the **Shift** key on your keyboard while performing the steps above to draw a straight line.

You can change the color and line thickness of your annotations using the **Color Palette** and **Line Thickness** tools. (See descriptions for both below).

HIGHLIGHTER TOOL



The **Highlighter** tool brings emphasis to content through transparent drawing. Select the **Freehand Draw** tool on the toolbar, then click it again to reveal the **Highlighter** tool. Place the mouse on the **eBoard** where you wish to highlight. Click and hold down your mouse button, then drag the mouse to highlight.

Hold down the **Shift** key on your keyboard while performing the steps above to draw a straight line.

You can change the color and line thickness of your line using the **Color Palette** and **Line Thickness** tools. (See descriptions for both below).

LINE TOOL



The **Line** tool creates a straight line on the **eBoard**. Click the **Line** tool on the toolbar, and place the mouse on the **eBoard** where you would like one end of the line to appear. Click and hold your mouse button and move your mouse to the desired endpoint of your line. Release the mouse button to complete the line.

You can change the color and line thickness of your line using the **Color Palette** and **Line Thickness** tools. (See descriptions for both below).

CIRCLE TOOL



The **Circle** tool creates several shapes on the **eBoard**. Click the **Circle** tool on the toolbar, and then place the mouse on the **eBoard** where you would like an oval to appear. Click and hold your mouse button and move your mouse until the desired shape appears. Release the mouse button to complete the oval. Hold down the **Shift** key on your keyboard while performing the steps above to draw a circle.

If you click the **Circle** tool again, it will become a rectangle. 

Follow the steps above to draw this shape. Hold down the **Shift** key during this process to draw a square.

You can change the color and line thickness of your shape using the **Color Palette** and **Line Thickness** tools. (See descriptions for both below).

TEXT TOOL



The **Text** tool allows you to type text on the **eBoard**. Click the **Text** tool on the toolbar, and then place the mouse on the **eBoard** where you would like your text to appear. Click your mouse button. A gray box appears indicating you may begin typing. Once you press the **Enter** or **Return** key on your keyboard, your typed text will be seen by all participants.

You can change the color for your text using the **Color Palette**. (See description below).

UNDO TOOL



The **Undo** tool allows you to undo the last action taken on the **eBoard**. Click the **Undo** tool on the toolbar. The last whiteboard marking (i.e. oval, line, freehand drawing, text character, arrow pointer) will be removed. Clicking the **Undo** tool repeatedly removes the next most recent marking with each click.

Any participant with the **eBoard** enabled can use the **Undo** tool to remove the most recent whiteboard markings.

Note that the **Undo** tool will *not* undo **Erase** or **Clear Slide** actions.

LINE THICKNESS SELECTOR



The **Line Thickness Selector** allows you to choose the width of the whiteboard items you draw on the **eBoard**. Click one of the three line thickness choices. A box will appear around the line thickness selected. Next, select and then use the **Freehand Draw**, **Line**, or **Circle** tool. Your markings will appear on the **eBoard** with the selected line thickness.

You may select a new line thickness for each new object you draw, or continue to use the selected thickness for subsequent markings. The line thickness selected only affects items you draw on the **eBoard**. Other users with an enabled **eBoard** can select their own line thickness for items they draw

COLOR PALETTE TOOL



The **Color Palette** tool allows you to select a color for the markings you draw on the **eBoard**. Click the desired color on the color palette in the **eBoard** toolbar. The selected color will appear in the long box below the palette. Select and use the **Freehand Draw**, **Line**, **Oval**, or **Text** tool. Your markings will appear on the **eBoard** in the selected color.

You may select a new color for each new marking you draw, or continue to use the selected color for subsequent markings. All users enabled to use the **eBoard** can select their own color for markings they draw.

ERASE TOOL



The **Erase** tool removes all markings on the **eBoard**. Click the **Erase** tool on the toolbar. All markings on the **eBoard** are erased. If **ScreenGrab** or image files appear on the **eBoard**, these images will *not* be erased.

Erasing the **eBoard** cannot be undone.

All users with an enabled **eBoard** can erase the **eBoard** of all markings it contains at that moment.

CLEAR SLIDE TOOL



The **Clear Slide** tool removes all markings *and* all images from the **eBoard**, leaving it completely white. Click the **Clear Slide** button on the toolbar. All markings and images (**ScreenGrab** or content) on the **eBoard** are erased.

Clearing the **eBoard** cannot be undone.

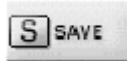
All users with an enabled **eBoard** can clear the **eBoard** of all markings and images.

IMPORT TOOL



The **Import** tool allows you to import an image or graphic onto the **eBoard**. Click the **Import** tool on the toolbar. A pop-up window appears and allows you to browse your hard drive or any disk storage device accessible to the user for an image to import.

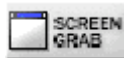
SAVE TOOL



The **Save** tool allows you to take a snapshot of the slide and annotations that you have made using the **eBoard**. This feature gives you the ability to re-use the **eBoard** contents later in a presentation. Click the **Save** tool on the **eBoard** toolbar. The snapshot is saved as a slide within the Snapshots **Content Folder**.

Note: *This tool is only available to participants within Breakout Rooms. Snapshots created in Breakout Rooms are saved to the **Current BOR Folder**.*

SCREENGRAB TOOL



The **ScreenGrab** tool allows you to post to the **eBoard** a static screenshot of a computer application or part of your desktop. Before you can use **Screen Grab**, you must install the **Screen Grab** Controller. For more information, please refer to: [Screen Grab](#).