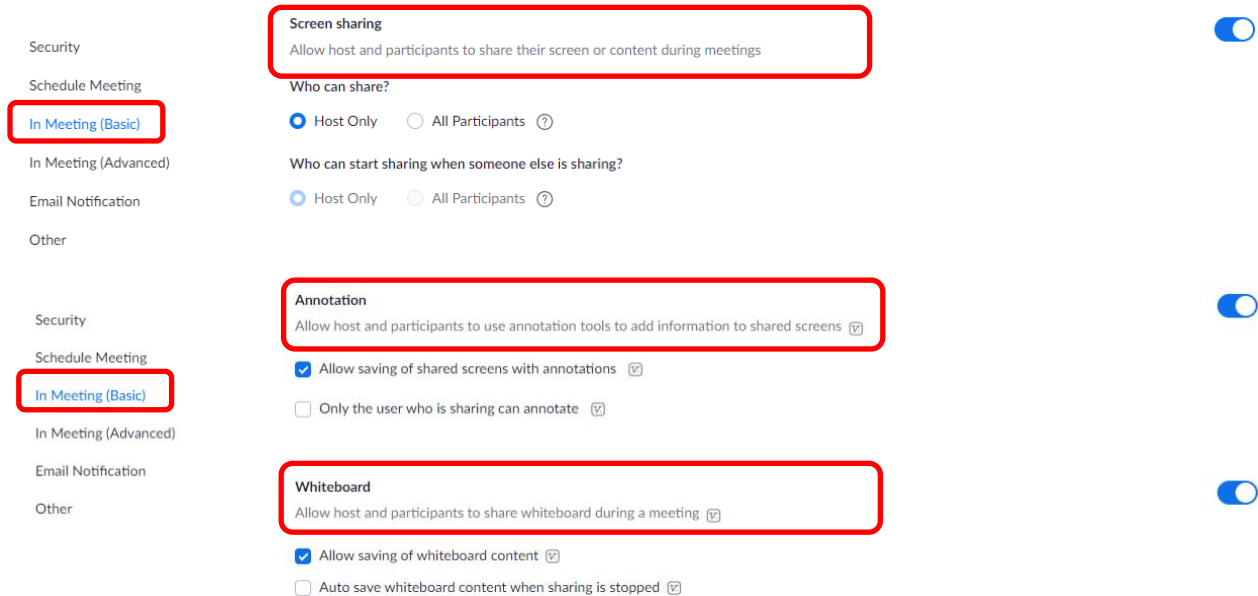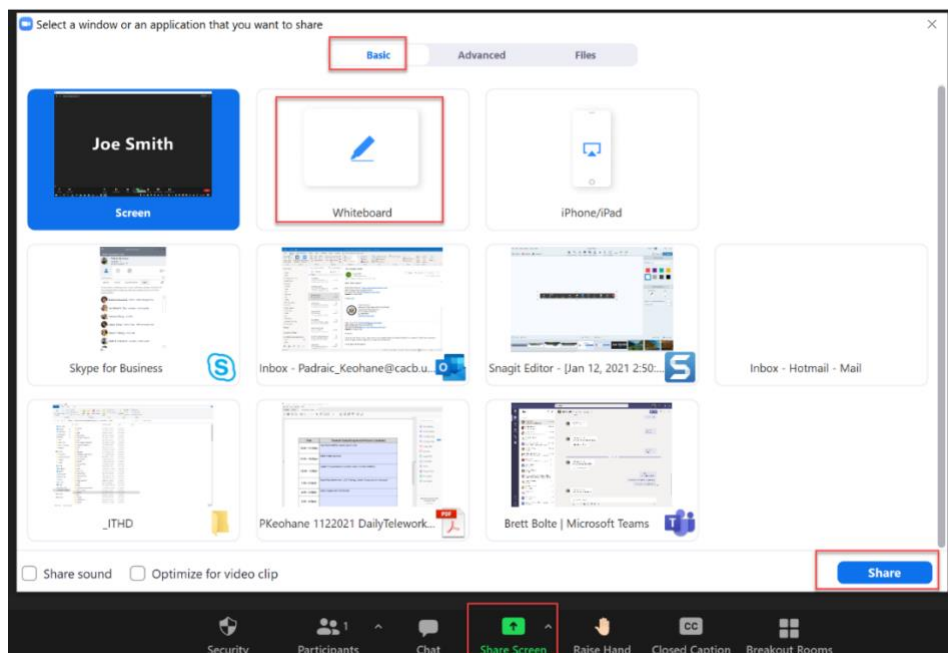# Using the Whiteboard in Zoom

In ZoomGov, under Settings > Meeting > In Meeting (Basic), turn on Screen sharing, Annotation and Whiteboard
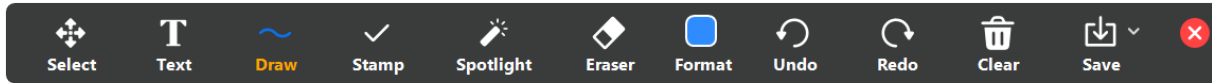

Sharing the Host's Whiteboard

- Click on **Share Screen** on the Zoom toolbar, on the **Basic** tab choose **Whiteboard**, and then **Share**.

The Whiteboard will appear on all screens and the Annotation toolbar (below) will be available for the Host:


| Select	Click on drawn objects to move, format, or delete them.
Text	Type text on the screen.
Draw	Shape/freeform drawing tool.
Stamp	Preset shapes, click on the screen to place them.
Spotlight	A red dot, similar to a laser pointer or an arrow, to point out something on the screen.
Eraser	Deletes items that the mouse is clicked on or dragged across.
Format	Change color or size of selected shapes or text.
Undo/Redo	Correct mistakes.
Clear	Erase all items, just your items, or just the participant's items.
Save	Save an image of the white board to a pre-selected folder, which cannot be changed. There will be a choice to show the folder for easy access. The drop-down arrow will give a choice of saving as a PNG (image) or PDF (document).

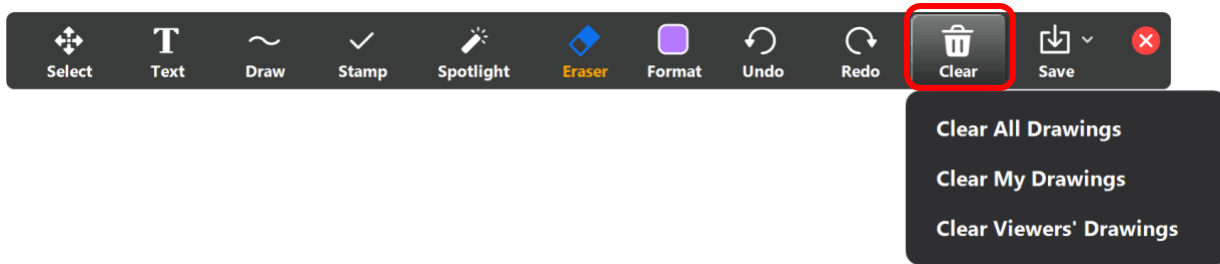   o **Draw Tools:**
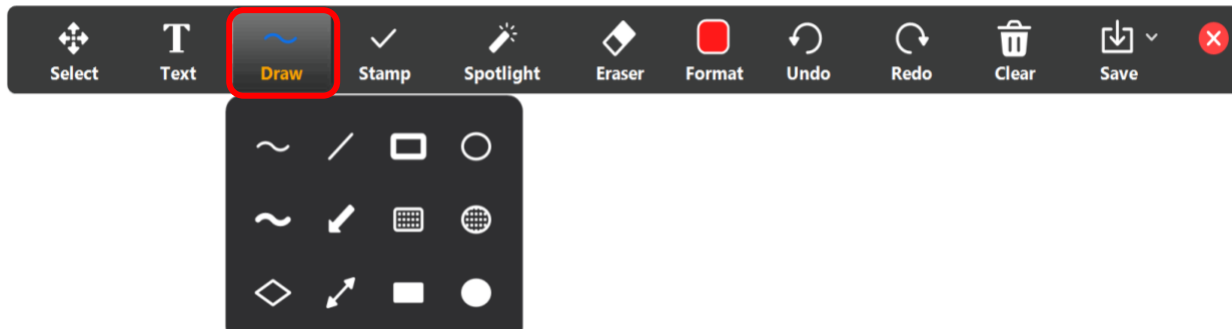
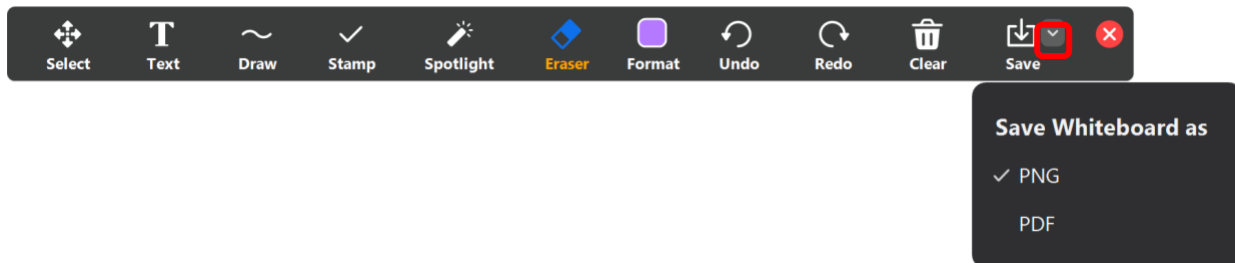   o **Stamp Tools:**
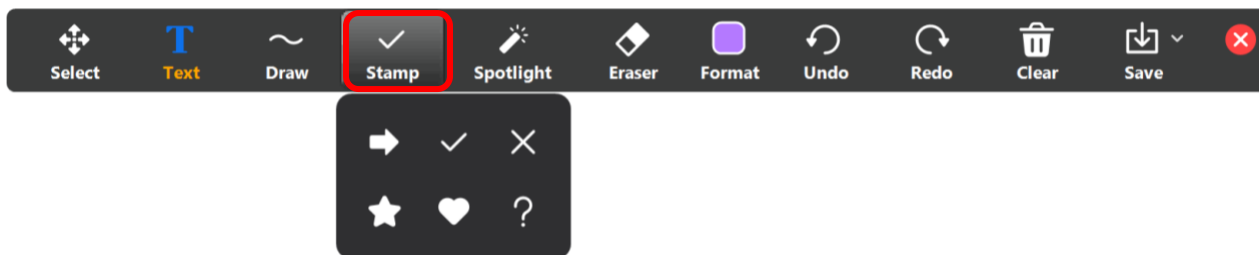
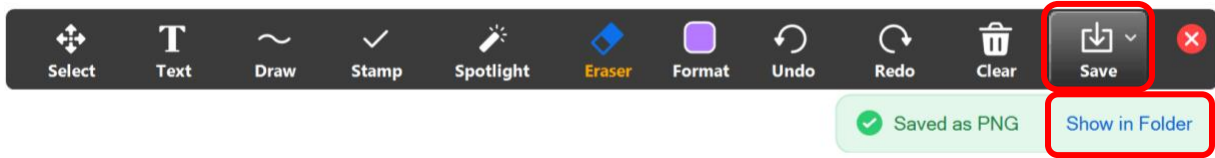- o Spotlight Tools:
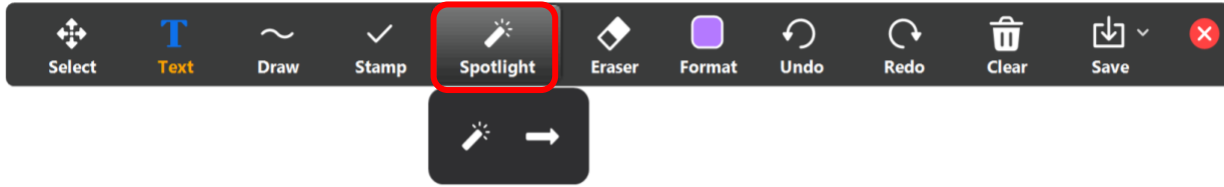
- o Format Tools:
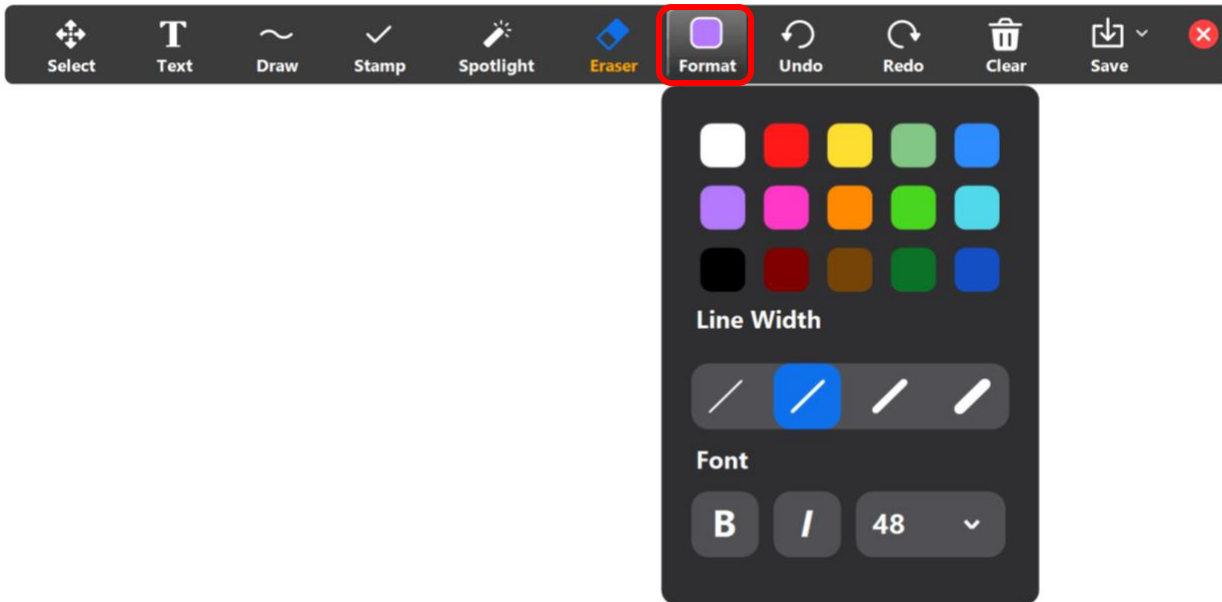
- o Clear Tools:


- o Saving a Whiteboard as a .png or .pdf:

o Locating the folder where a Whiteboard is saved:

The Host can allow participants to Annotate a Whiteboard

- The **More** button on the Zoom toolbar allows the Host to **Enable Annotation for Others** or **Disable Annotation for Others**.

- If **Enable Annotation for Others** is selected, the name of the person who adds an item to the Whiteboard will appear. For the Host to turn this off, choose **Hide Names of Annotators**.
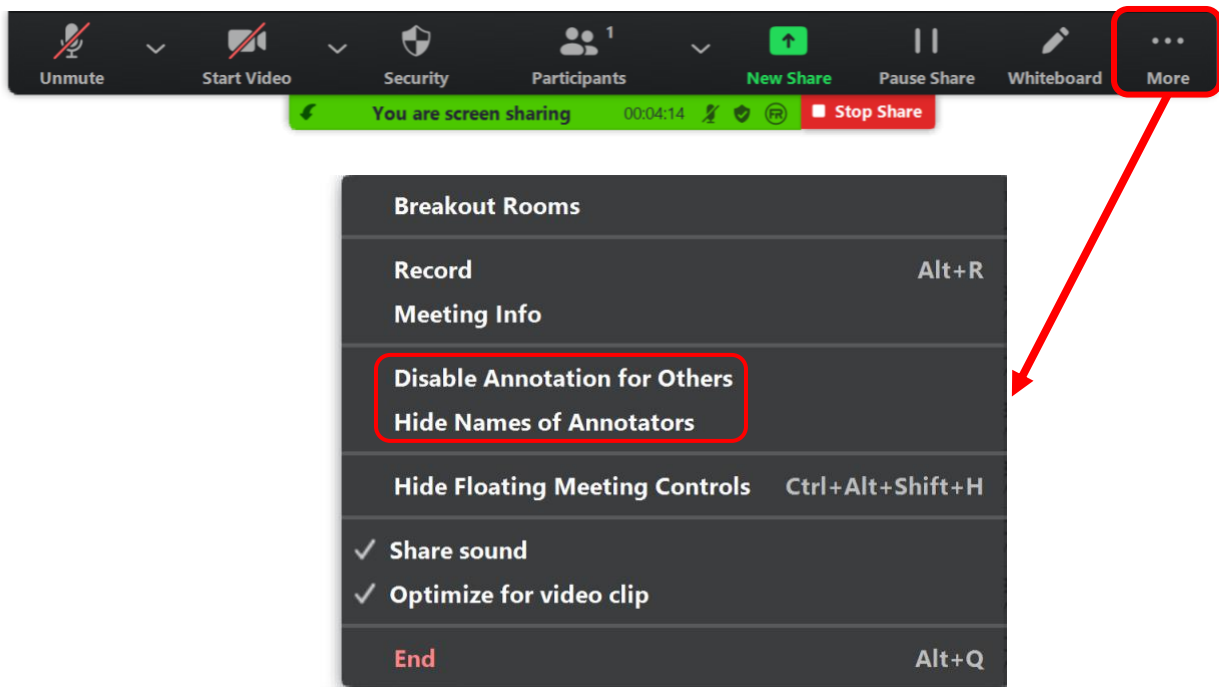

- The Host can add new Whiteboards while in a Zoom meeting. As shown below, in the lower right corner, there is an icon to add a new Whiteboard. If there is more than one Whiteboard, navigation arrows will display beneath the add a new Whiteboard icon.
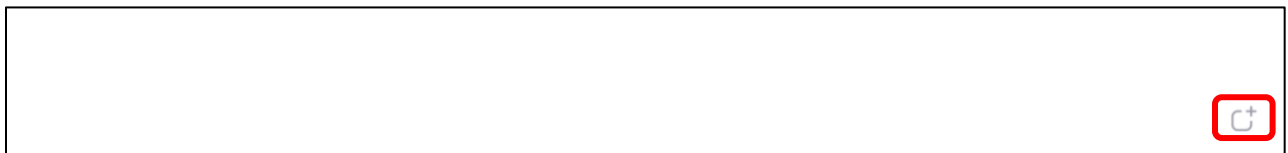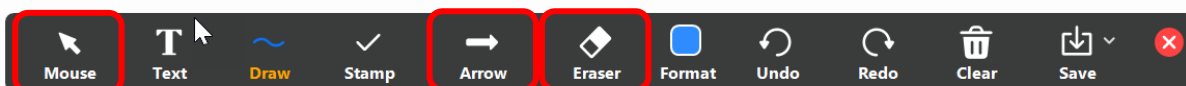
Participant Tools for Annotation on the Zoom Whiteboard

- A participant can annotate a Whiteboard in a Zoom meeting if the host allows it <u>and</u> if the participant turns on **Annotate**.

- For participants to turn on **Annotate**, they must move their mouse to display the "You are viewing…screen | View Options" choices. Click on **View Options** > **Annotate**.
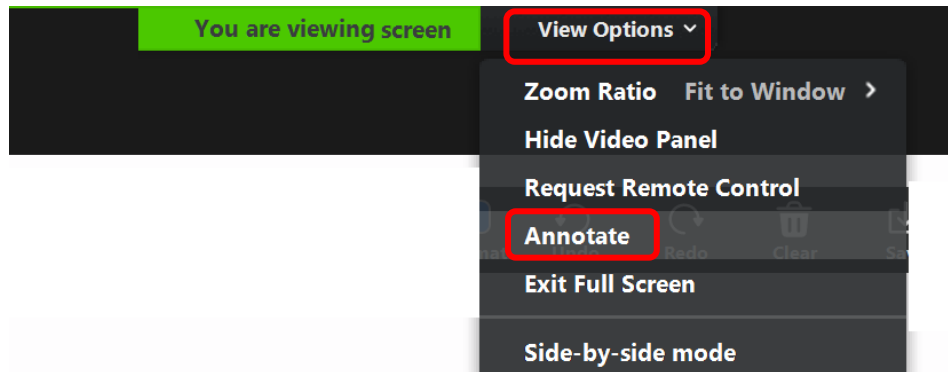
- Participants' Annotation Tools are substantially the same as the Host's. The only differences are that participants have a:

  o a **Mouse** tool that allows them to switch from a selected tool to a mouse pointer but not a **Select** tool;
  o an **Arrow** tool but not a **Spotlight** tool; and
  o an **Eraser** tool that allows them to erase their own work but not anyone else's work.

Mouse	Switch from a selected tool back to the mouse pointer.
Text	Type text on the screen.
Draw	Shape/freeform drawing tool.
Stamp	Preset shapes, click on the screen to place them.
Arrow	Place an arrow to point out something on the screen.
Eraser	Deletes items that the mouse is clicked on or dragged across.
Format	Choose color of shapes or text.
Undo/Redo	Correct mistakes.
Clear	Erase your items.
Save	Save an image of the white board to a pre-selected folder, which cannot be changed. There will be a choice to show the folder for easy access. The drop-down arrow will give a choice of saving as a PNG (image) or PDF (document).