

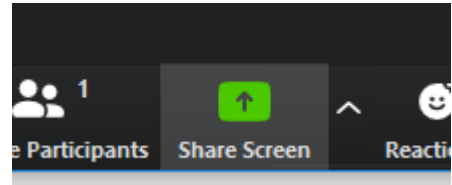


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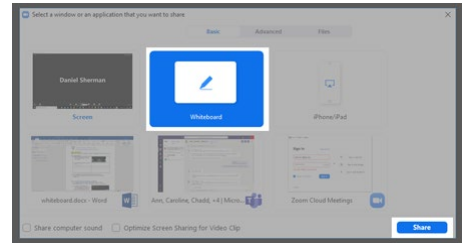
Using the Zoom Whiteboard

How to Get Started

1. Once you have joined the meeting, click on Share Screen in the bottom area of the Zoom interface.



2. Select the Whiteboard and click the **Share** button.



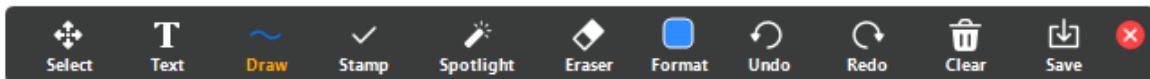
3. The whiteboard will open displaying the annotation tools.



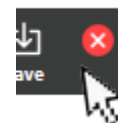
4. To end your whiteboard session, click the **Stop Share** button in the top center area of your screen.



Annotation Tools



1. The Annotation Tool Bar can be moved by grabbing it with your cursor in the far right under the red close button.





Using the Zoom Whiteboard

2. Select

This tool is only available if you started the whiteboard. Select, move, or resize your annotations. To select several annotations at once, click and drag your mouse to display a selection area.



3. Text

This tool allows users to insert text.



4. Draw

The Draw tool dropdown menu allows insertion of lines, arrows, and shapes.



Draw Tool Dropdown Menu

Thin line

Draw thin lines freehand.



Highlighter

Highlight items on whiteboard.



Parallelogram

Draw parallelogram shapes.



Line

Draw straight lines.



Arrow

Draw arrows.



Double-headed Arrows

Draw double-headed arrows.



Open Rectangle

line-only rectangles and squares, no fill



Semi-Transparent Rectangle

rectangles and squares, semi-transparent fill



Semi-Transparent Circle

circles and ovals, semi-transparent fill





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Solid-Fill Rectangle

rectangles and squares, solid fill



Open Circle

line only circles and ovals, no fill



Solid-Fill Circle

circles and ovals, solid fill



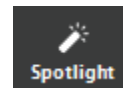
5. Stamp Tool

Insert predefined icons like a check mark or star.



6. Spotlight Tool

Turn your cursor into a spotlight or arrow.



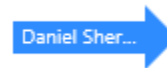
Spotlight

This tool is only available if you started the shared screen or whiteboard. It displays your mouse pointer to all participants when your mouse is within the area being shared. Use this to point out parts of the screen to other participants.



Arrow

This tool displays a small arrow instead of your mouse cursor. Click to insert an arrow that displays your name. Each subsequent click will remove the previous arrow placed. You can use this feature to point out your annotations to other participants.



7. Eraser

Click and drag to erase parts of your annotation.



8. Format

Change the formatting options of annotations tools like color, line width, and font.



Format Tool Dropdown Menu

Color picker

Choose a color for your annotation object.

NOTE: Select a color before creating a shape.





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Line Width

Choose a line width for your annotation object.

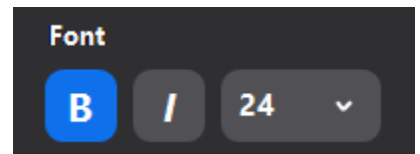
NOTE: Select a line width before creating a shape.



Font

Choose a font size, weight and style.

NOTE: These changes can be made to text at any time.



9. Undo

Undo your latest annotation.



10. Redo

Redo your latest annotation that you undid.



11. Clear

Delete all annotations.



12. Save

(only available if you started the Whiteboard)

Save all annotations on the screen as a screenshot. The screenshot is saved to the [local recording](#) location.



13. Close

Closes the Annotation Tool Bar



Restoring the Annotation Tool Bar

- Move your mouse cursor to the very top of the screen
- A second toolbar will appear.
- Select the **Whiteboard** icon to restore the Annotation Tool Bar.

