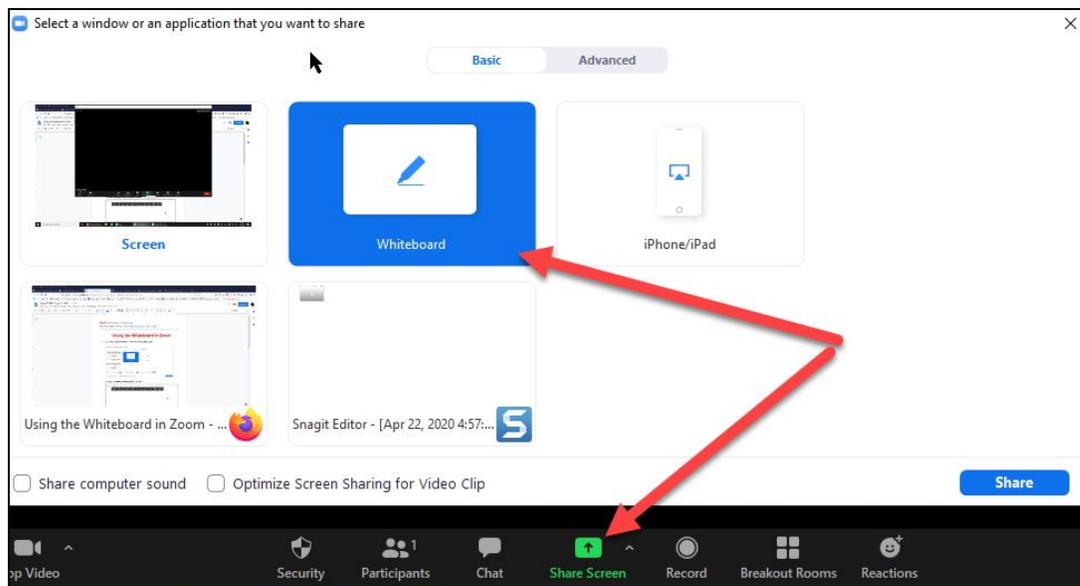
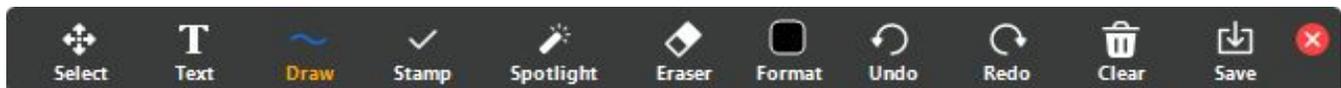


# Using the Whiteboard in Zoom

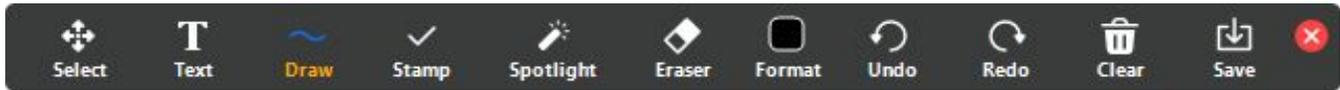
1. Click **Share Screen** in the toolbar and select the **Whiteboard**. Click **Share**.



2. The Zoom whiteboard appears with the annotation toolbar:



- Click **Select** to select any object on your whiteboard. You can then move that object or delete it by clicking **delete** on your keyboard. If you can't select an object because several objects are overlaid, hold down the **Ctrl** key while clicking on objects.
- Click **Text** and then click anywhere on your whiteboard to create a text box. Start typing.



- Click **Draw** to manually draw objects or place objects on your whiteboard. Select an option and then drag your mouse to draw a shape, line or arrow.



- Click **Stamp** to place objects directly on your whiteboard without dragging your mouse. Select the stamp and then click on your whiteboard. These items can't be sized.

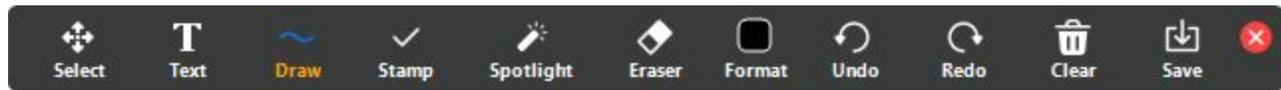


- Click **Spotlight** to put a red spotlight on your cursor so people can see where you are pointing or to place arrows on your whiteboard.

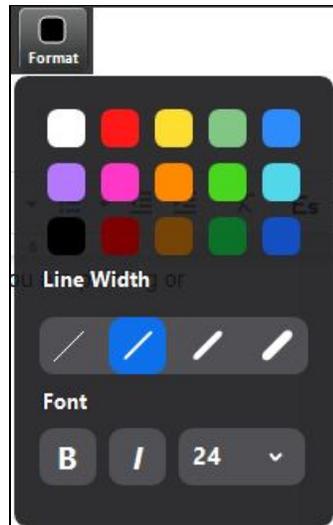


- Click **Eraser** and your cursor turns into an eraser icon. Place your cursor over any objects on your whiteboard and click. Those objects will be erased.

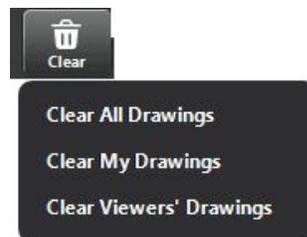




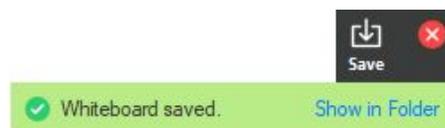
- Click **Format** to change your color, line width or text font.



- Click **Undo** or **Redo** to undo or redo your last step. You can keep clicking either icon until you reach an empty whiteboard or run out of steps.
- Click **Clear** and select an option to clear objects on the whiteboard.



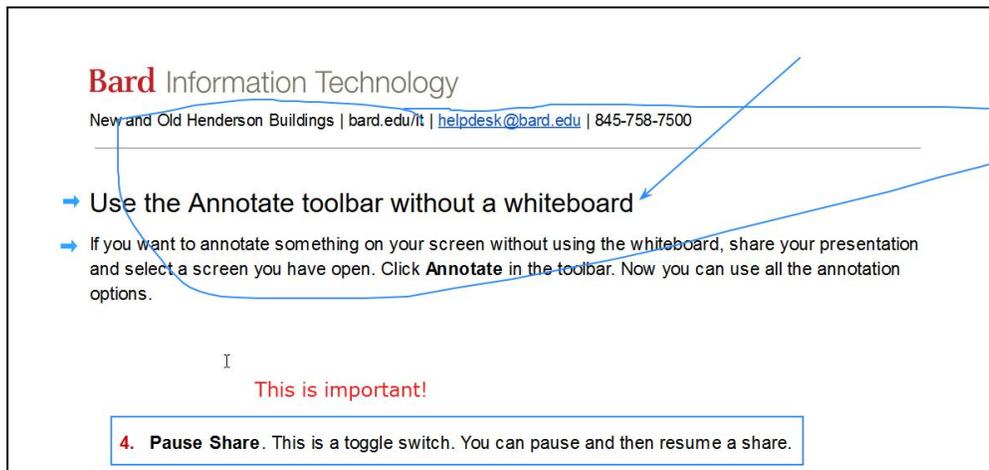
- Click **Save** to save your whiteboard. Click **Show in Folder** to see where the file is saved on your computer.



- Click the **red X** to close the annotations toolbar.

## Use the Annotate toolbar without a whiteboard

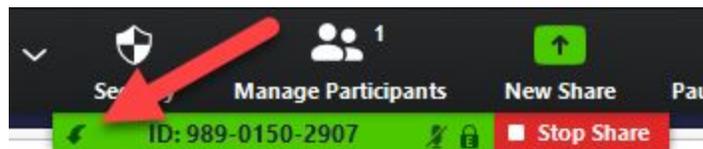
If you want to annotate something on your screen without using the whiteboard, share your presentation and select a screen you have open. Click **Annotate** in the toolbar. Now you can use all the annotation options.



This doesn't affect anything you are writing over.

### NOTES:

- When you want to use your cursor as a regular cursor again, you **MUST** close the annotation toolbar.
- You can still save your annotations the same way you would if you were using a whiteboard. Zoom takes a screenshot of the shared screen and saves it for you.
- You can move your toolbar to the top or bottom of the screen by clicking the arrow in the left hand side of the green ID area.

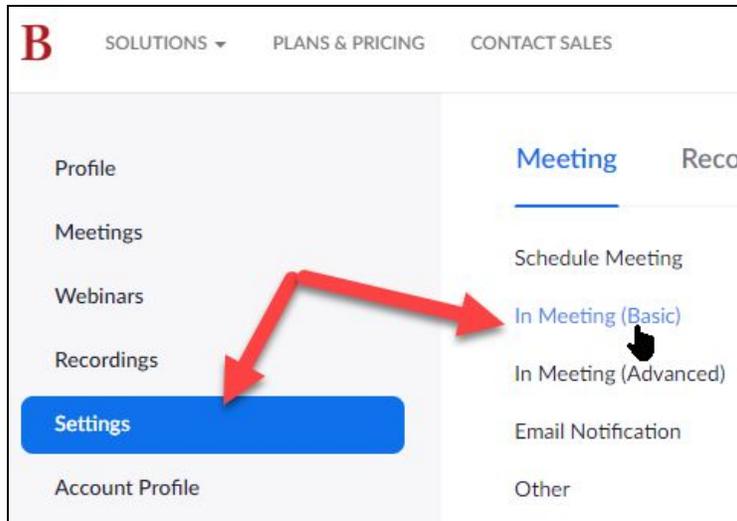


- Click **Stop Share** anytime you want to stop sharing your screen or whiteboard.

## Changing settings for sharing and annotations

If you want to change some settings for when you are sharing your screen and/or using annotations, login via the Bard web portal: <https://bard.zoom.us/>

1. From there, click **Settings, In Meeting (Basic)**.



2. Scroll down to where it says **Screen Sharing**. Turn your options on or off and logout.

