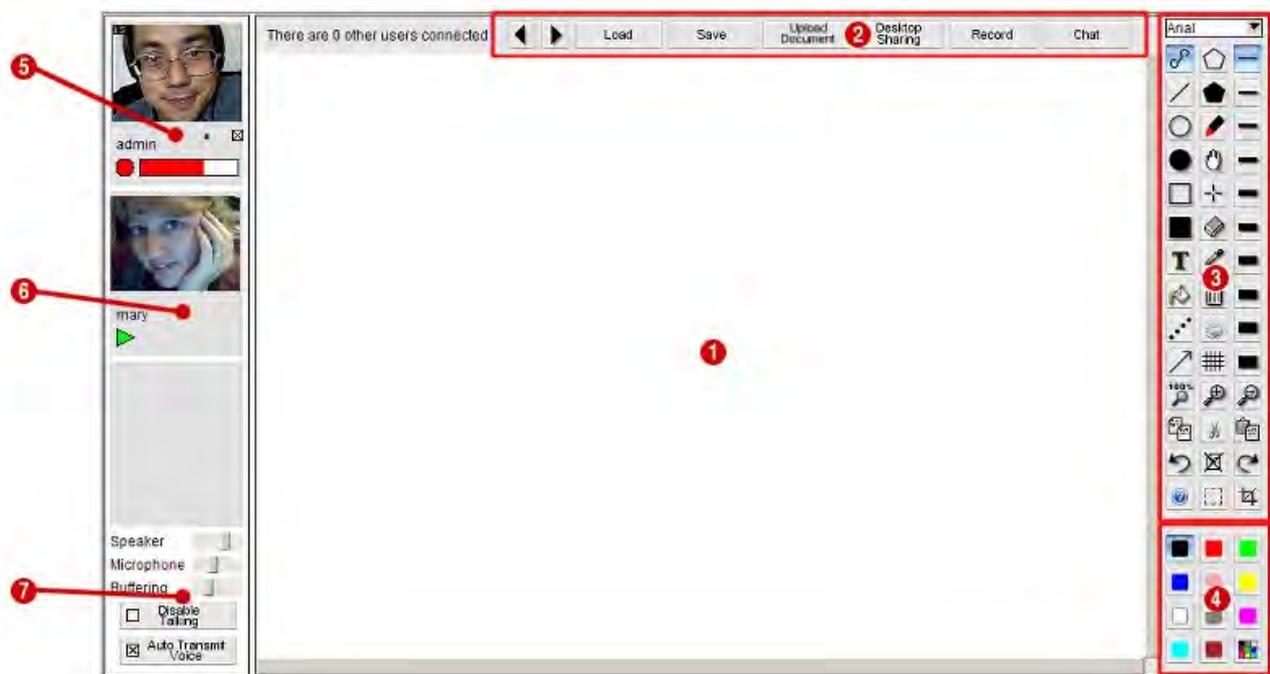


# Room Help



1 The drawing canvas of the whiteboard. Hold the left mouse button down to draw onto the canvas. If other people are connected to the whiteboard, you will see them drawing in real-time. The size of the whiteboard can be configured on the server. If you have loaded a large image onto the board, you can use the scrollbars to move to different areas of the whiteboard.

2 Click on a button to activate that function:



- Go to previous page.



- Go to next page.

**Clear All** - deletes the contents of all pages.

**Load** - allows you to load a previously saved picture, or a jpeg/png background image.

**Save** - allows you to save the current picture. If the filename you enter ends with ".jpg", ".jpeg" or ".png", the picture will be saved as a jpeg or png file. Otherwise it is saved in a custom vector format.

**Upload Document** - allows you to upload a document (.doc, .xls, .ppt or .pdf) or image (.gif, .png, .jpg or .tiff). After uploading, you can load the document by using the Load button. Note that the **Upload Document** button is only displayed if you have upload permission.

**Disable Drawing** - click this button to prevent any other users from drawing onto the whiteboard. Note that this button is only displayed if you have "disable interaction" permission, and the **show\_disable\_drawing** option is set. When you click this button, a window appears showing who can draw. You can click on a user's name to allow only that user to draw.

**Desktop Sharing** (optional) - clicking this button enables the desktop sharing function. Your computer desktop image (or optionally, one of the windows on your screen) will be sent to the other users in real-time, allowing you to demonstrate applications. The other users will be able to view your desktop and your mouse pointer, and if you tick "Allow Control" they will also be able to control your mouse and keyboard. The Desktop Sharing button only appears if the **show\_deskshare** option has been set to **true** in the options file for the whiteboard.

**File Store** (optional) - clicking this button brings up a file store, allowing you to upload and download files. This button only appears if the **show\_filestore** option has been set to **true** in the options file for the whiteboard.

**Icon Library** (optional) - clicking this button brings up the icon library, allowing you to have a library of pre-set icons which can be placed on the whiteboard. This button only appears if the **show\_icons** option has been set to **true** in the options file for the whiteboard.

**Messages** (optional) - clicking this button brings up a bulletin board, allowing you to read and post messages. This button only appears if the **show\_msgboard** option has been set to **true** in the options file for the whiteboard.

**Chat** (optional) - clicking this button brings up a chat window, allowing you to chat to other users. This button only appears if the **show\_chat** option has been set to **true** in the options file for the whiteboard.

**Record** (optional) - clicking this button starts recording the session. This button only appears if the **show\_record** option has been set to **true** in the options file for the whiteboard.

**Send URL** (optional) - Type in a URL, then press the RETURN key or click the Send Url button to open up the web page on the other users' displays. The Send Url button only appears if the **show\_send\_url** option has been set to **true** in the options file for the whiteboard.

3 Click on a button to change the current drawing mode:



- Use to draw freehand lines.



- Use to draw straight lines. Drag and hold down the left mouse button to draw the line.



- Use to draw ovals and circles.



- Use to draw filled ovals and circles.



- Use to draw rectangles and squares.



- Use to draw filled rectangles and squares.



- Use to draw using a highlighter tool.



- Use to draw dotted lines.



- Use to draw arrows.



- Use to draw polygons. Click with the left mouse button to place each vertex, then double-click to finish.



- Use to draw filled polygons. Click with the left mouse button to place each vertex, then double-click to finish.



- Use to place text. Click on the whiteboard with the left mouse button where you want the text to appear, then type in the text. You can change the font by selecting it from the drop-down list at the top. The size of the text is determined by the current [thickness](#) selected.



- Use to flood fill an area with the current colour (note that the flood fill may not display correctly if you subsequently use the pan or zoom functions).



- Enters eye dropper mode, allowing you to pick a colour from the drawing canvas. Click the left mouse button on the whiteboard canvas to select the colour from the pixel at that location. If you have the [RGB colour palette](#) displayed, the colour will also appear in the palette window.



- The eraser acts in the same way as a large freehand brush with white colour.



- Sets the current zoom level to 100%.



- Zooms in on the picture.



- Zooms out of the picture.



- Use this like a laser pointer to highlight items to other users on the whiteboard without actually leaving any mark on the whiteboard. You can change the size and colour of the laser pointer by using the [size](#) and [colour](#) selectors.



- Enters pan mode, allowing you to move the drawing canvas. Click the left mouse button on the whiteboard canvas and drag to pan.



- Click to clear the contents of the current whiteboard page.



- Click to undo the last drawing action.



- Click to redo the last undo.



- Enters select mode, allowing you to select an area of the whiteboard for copy/paste operations. You can also click on objects to select them, and move them by dragging.



- Click to copy the contents of the whiteboard (or selected area, if any) to the system clipboard.



- Click to paste the contents of the system clipboard into the whiteboard.



- Click to cut the selected area and copy it to the system clipboard.



- Click to delete the selected area or objects.



- Click to crop the image to the selected area.



- Click to print the whiteboard (or selected area).



- Click to bring up the gridlines window, allowing you to have a grid on top of the whiteboard and optional snap-to-grid.



- Brings up this window.



- Click on the line thickness you want to use. This will be the pen size for lines and unfilled shapes, and the font size for drawing text.

4 Click on the drawing colour you want to use.



- click to bring up an RGB colour palette window.

5 Your video preview window. Click on the X below the video window to stop sending your video to other users. Below the video window is the audio recording meter: the circle lights up red when your voice is being transmitted to other users, and the red bar shows the current recording signal level of your microphone.

6 Other user's video window. The triangle lights up green when that user is speaking.

7 Audio controls:

**Volume** - Move the slider to the right to increase your headphones/loudspeaker volume (the volume that you will hear other users speaking).

**Microphone** - Move the slider to the right to increase your microphone volume.

**Disable Talking (optional)** - Clicking on this button disables all other users from speaking. Only displayed if the user has disable interaction permissions.

**Grant Presenter (optional)** - Grants another user presenter status. This button is only available if the conference room has been set up in presenter mode, where only one user can talk/draw.