Whiteboard

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Description

The purpose of a whiteboard is to visualize thoughts, concepts, write down ideas, explain and teach, to plan and create in the group and many other things. Online whiteboards can be used for the same purpose as a real whiteboard, but without the limitations of a real one.

Frequently Asked Questions

**Can I upload a picture and then use it as a whiteboard?**

Yes, you can. Upload the desired image to your LiveWebinar storage, then enter your room, and open the share menu. Once it's opened, please pick the **storage** option, find your image and click "**Present**". Once it's opened you can check on the bottom of content window for an option to enable whiteboard. See the "How to Upload a Background Image" section for more information.

Enabling the Whiteboard

To enable whiteboard in the room you simply need to click the "**+**" icon or "**Open Share Menu**" and select the Whiteboard.
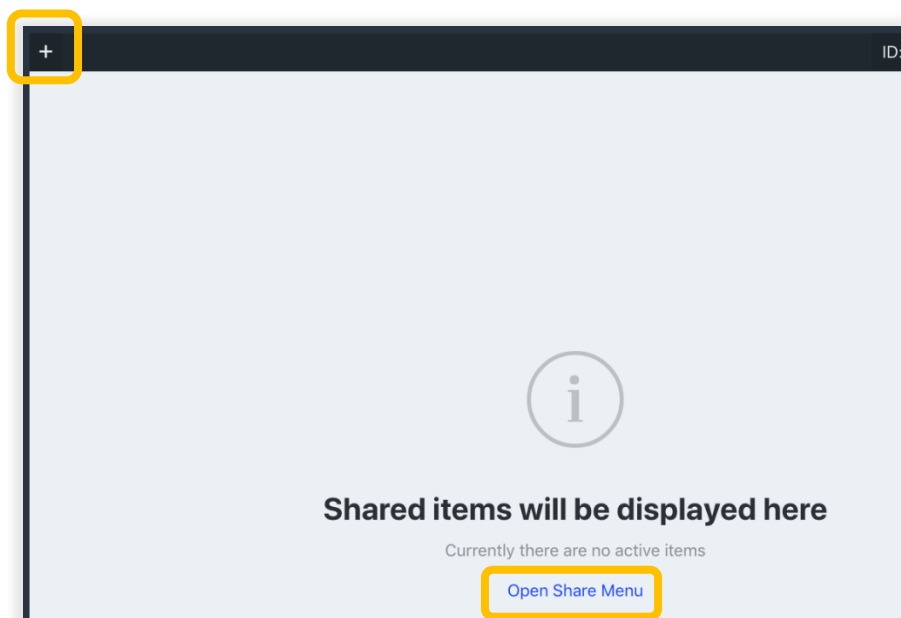
The whiteboard has multiple functionalities, below you'll find a list of the basic functions.
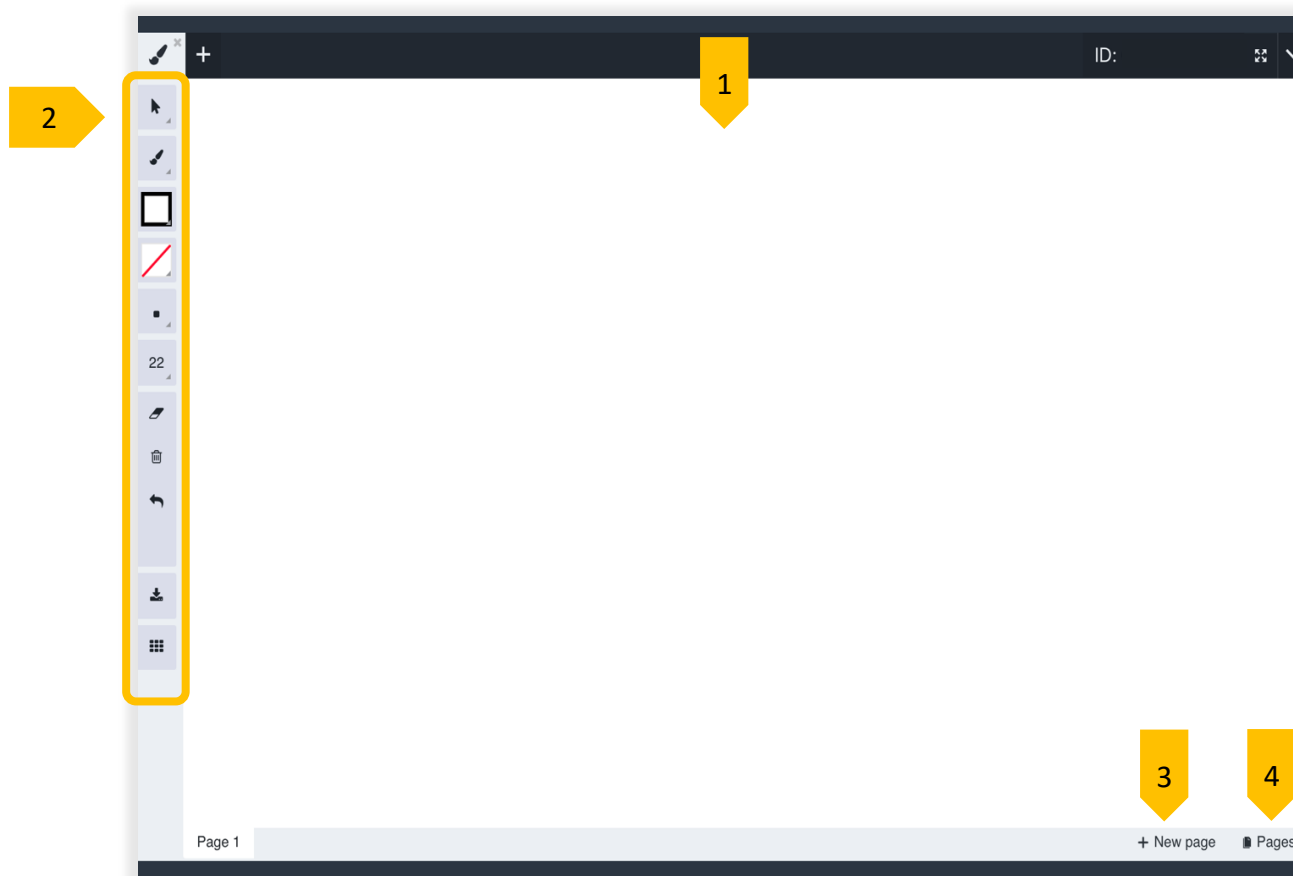
Below you can find a description of each functionality:

1. **Workspace** – this is the place where you can draw on the whiteboard or on a file (after choosing this from the storage and sharing it on the screen)

2. **Drawing tools menu** – gives the opportunity to choose from different kinds of tools for drawing, inserting shapes etc. (see more in Drawing tools menu below)

3. **New page** – click to add a new page

4. **Pages** – click to show all available pages

Whiteboard Options

The whiteboard offers you multiple drawing and writing options.
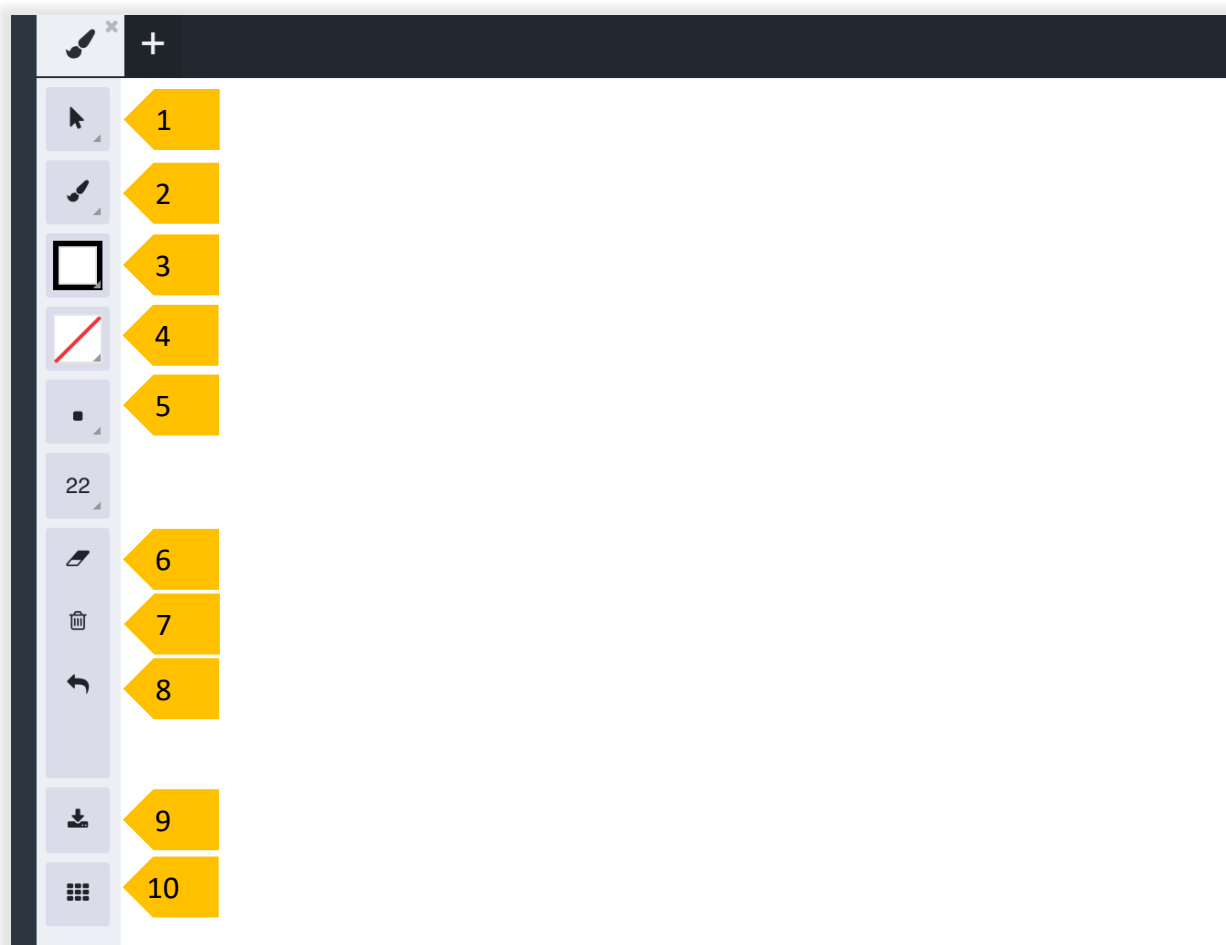
1. **Cursor options** – you can enable the cursor and choose what style it will have (see the additional settings in the cursor submenu below).

2. **Pick a tool** – you can pick a tool for drawing or inserting shapes in the workspace or on the file which you are working on.

3. **Pick a stroke color** – picks a color for drawing.

4. **Pick a fill color** – picks a color for filling shapes if you are drawing any.

5. **Size** – you can choose the thickness of the line that you are drawing with.

6. **Eraser** – use it to erase certain lines or shapes.

7. **Clear all** – pressing this will erase all the drawings which you've made so far.

8. **Undo/Redo** – undo or redo your last action.

9. **Download/export** – lets you download and save the file that you were working on.

10. **Grid** – adds a grid pattern to the work page.
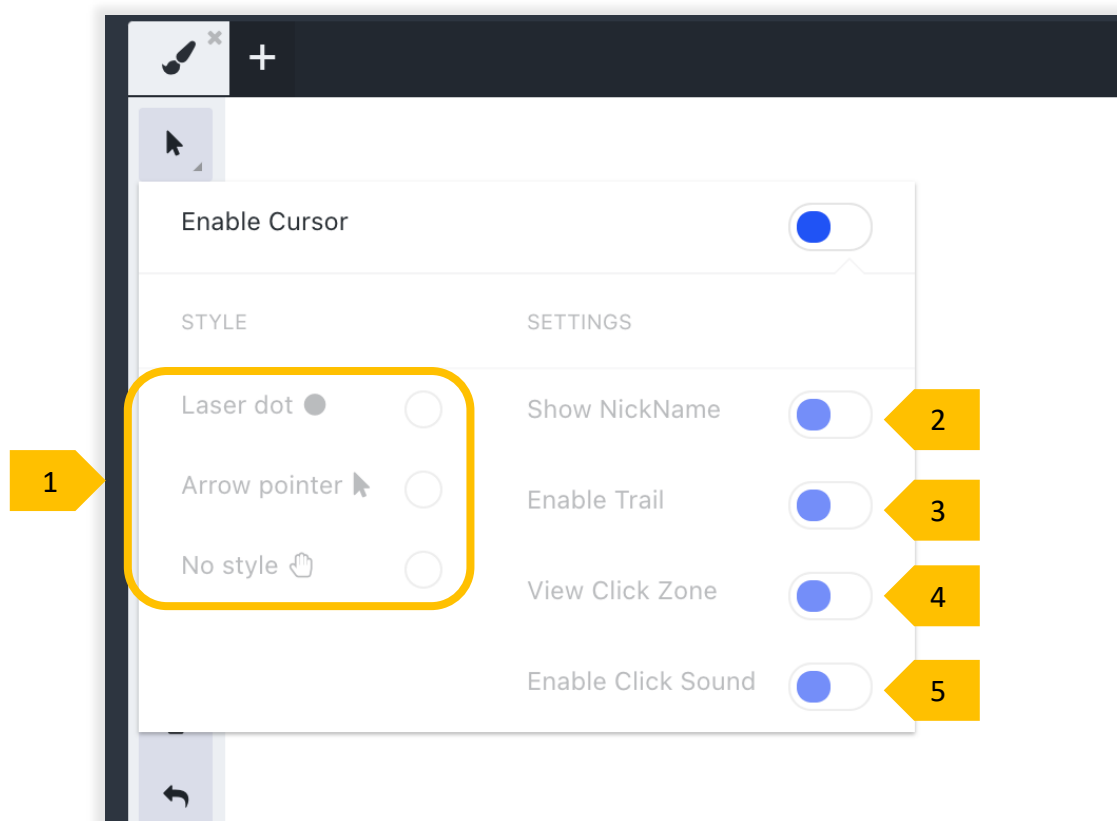
1. **Cursor Style** – choose from three different cursor styles.

2. **Show nickname** – when enabled, the nickname or email of the person who's presenting on the whiteboard will be visible next to the cursor.

3. **Enable trail** – shows the movement of the cursor to the attendees.

4. **View click zone** – by enabling this option, the cursor is bigger when clicking and the attendees can see where the presenter is clicking.

5. **Enable click sound** – enable the 'click' sound for attendees.

How to Upload a Background Image
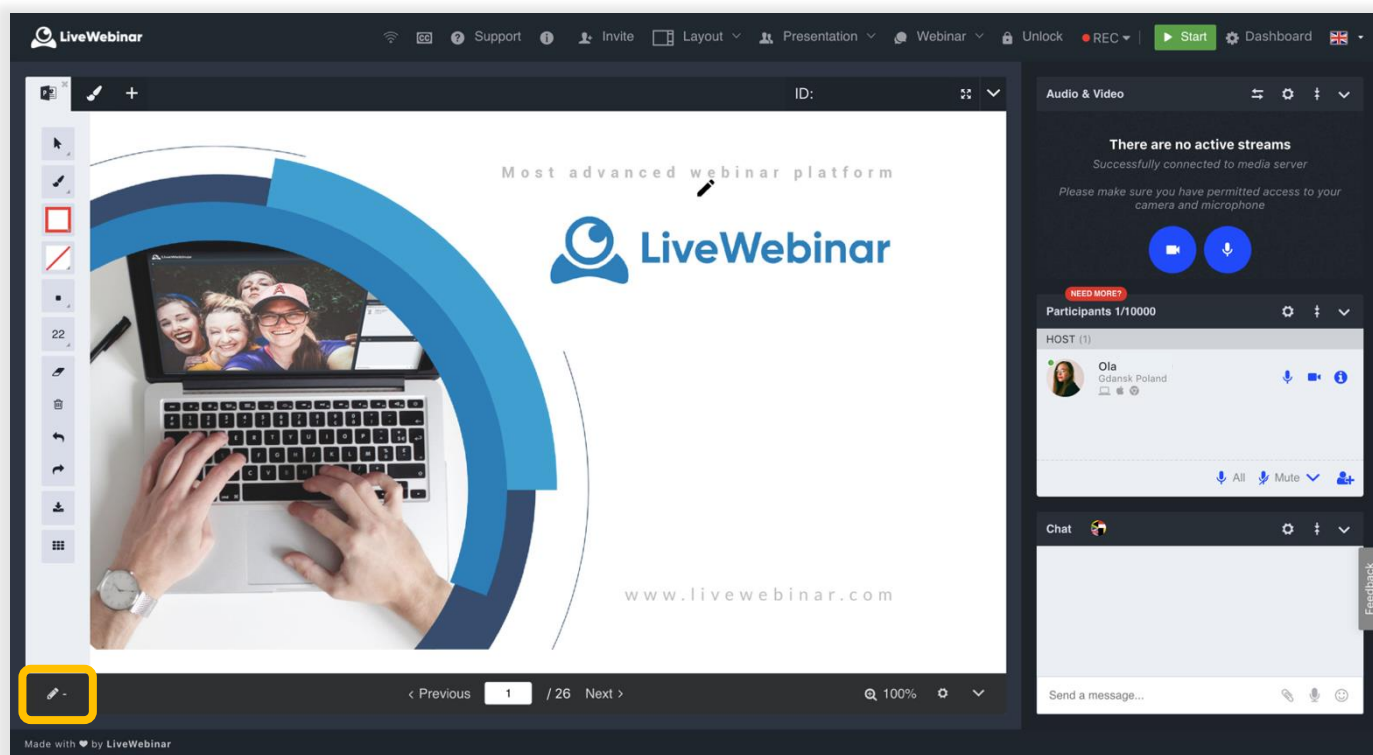
To upload an image, presentation, or other material to serve as the background for your whiteboard, be sure that you've uploaded it to your storage first. Next, open the **share menu**, go to your **storage**, select the image, and click "**Present**". The image will appear in the content window. In the bottom left of the window you'll find an option that enables you to use the whiteboard over the image.