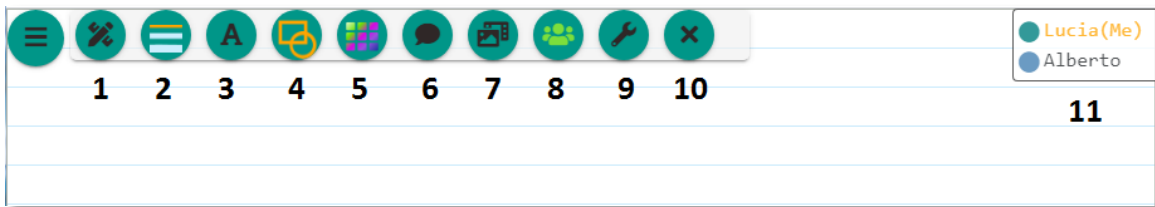


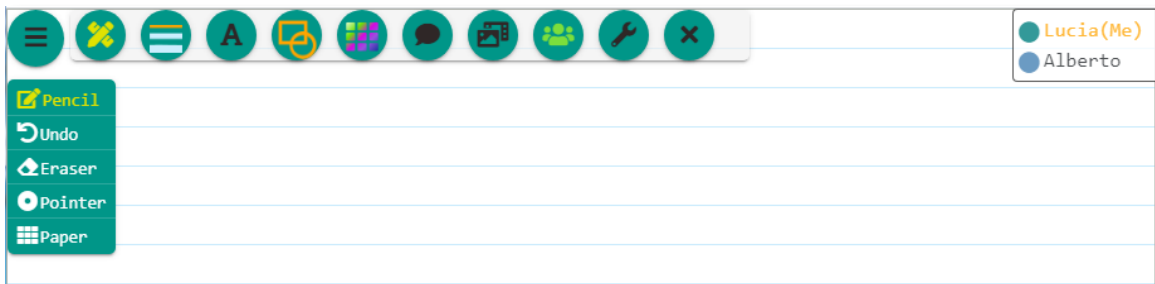
Whiteboard Fast Reference

Fast reference for the whiteboard menu items:



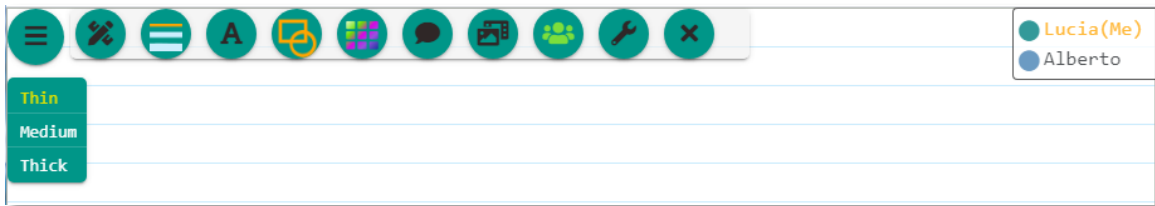
Next are the top menu elements and each of the second menu elements.

1. Pencil



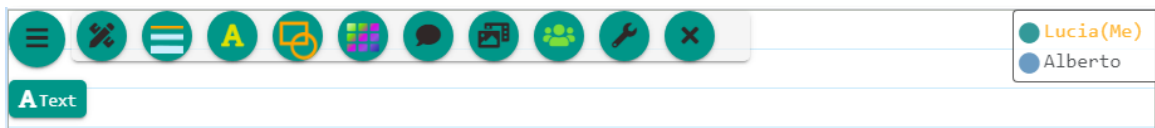
- **Pencil:** Pencil for free draw.
- **Undo:** Undo the last actions.
- **Eraser:** Free eraser to erase any part of the drawing.
- **pointer:** Real-time laser pointer tool, which shows a different colour for each guest.
- **Paper:** Change the paper background, available options are, small or big squares, lines and white.

2. Line width



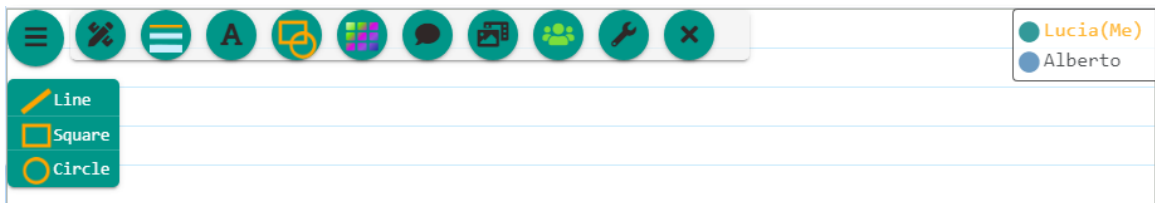
This allows to change the line width of the pencil and shapes drawing.

3. Text



Choose your preferred colour and add the text anywhere on the whiteboard.

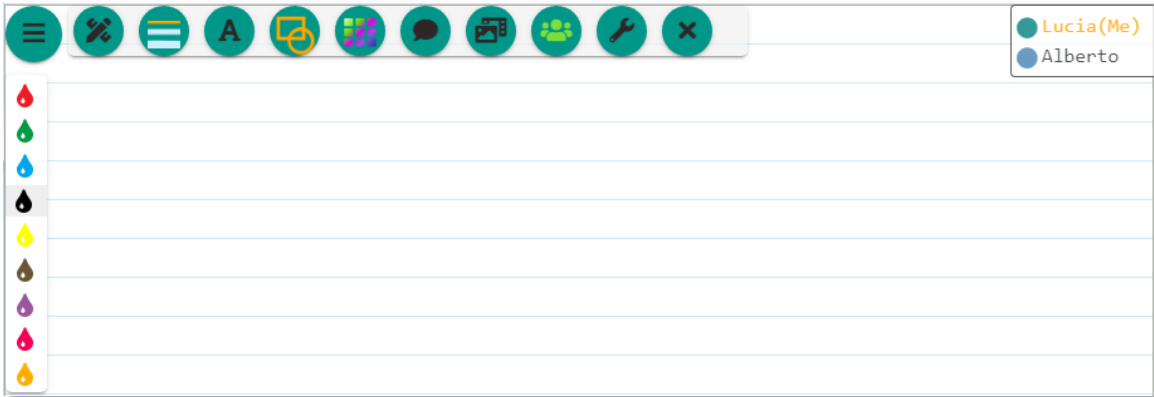
4. Shapes



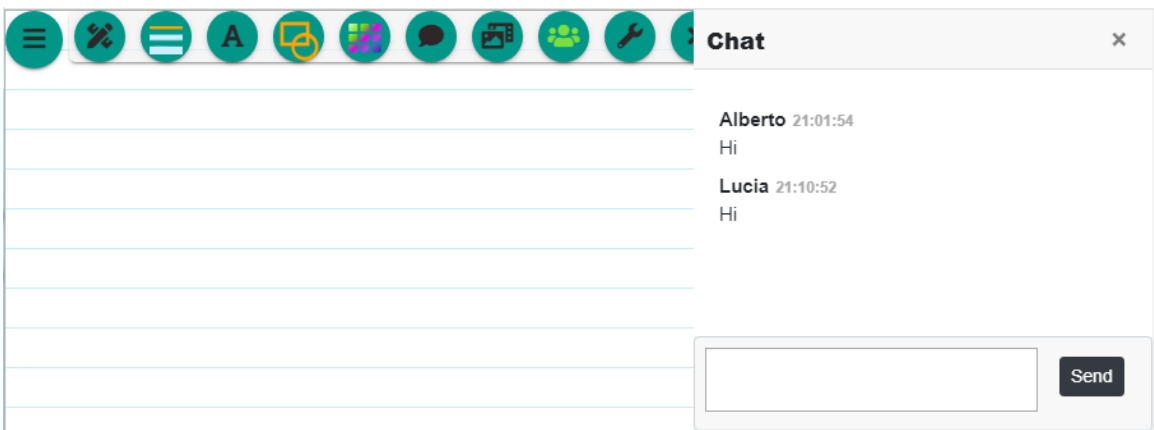
- **Line:** Line shape where you select the begin and the end of the line.
- **Square:** Square shape where you select the begin and end of the diagonal.
- **Circle:** Circle shape where you select the centre and the radius of a circle.

5. Colour

Nine different colours are available.

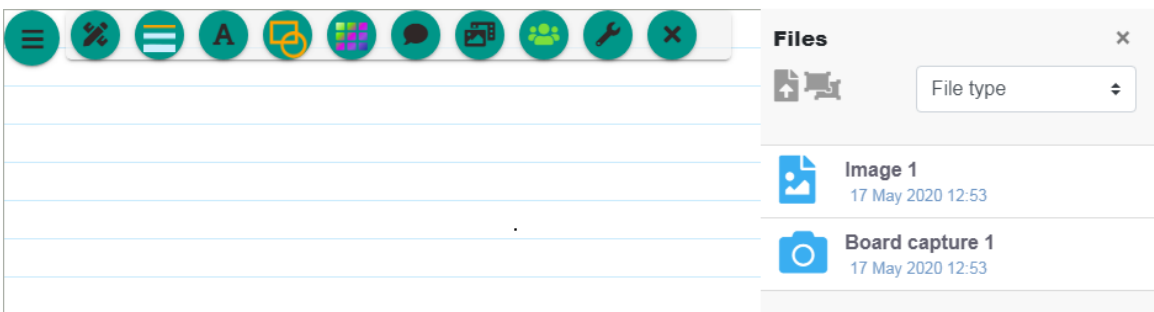


6. Chat



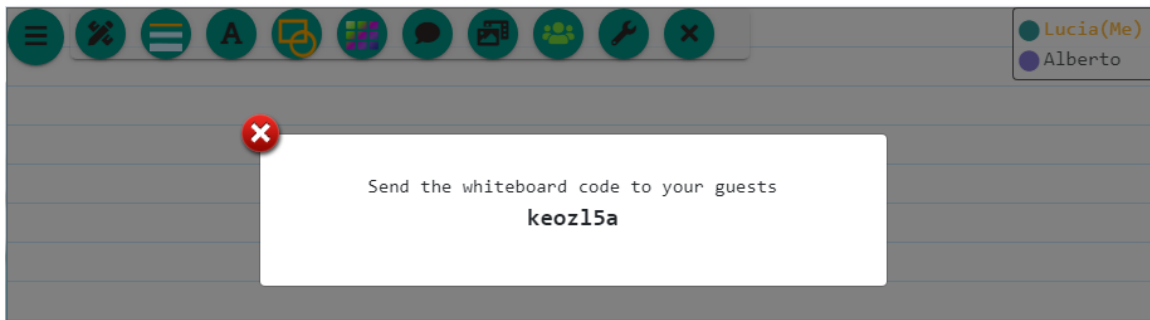
Real-time text chat. The flashing chat icon with numeral notification reminds you of unread messages.

7. Files management



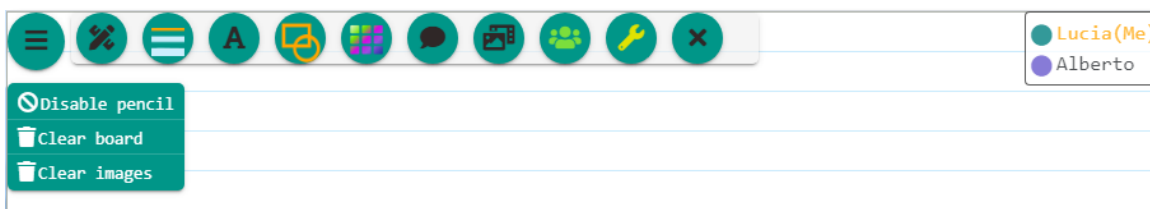
Upload image and create board capture freely. Also manage your files easily: add image to the whiteboard, edit the title, download a board capture or delete.

8. Invite to board



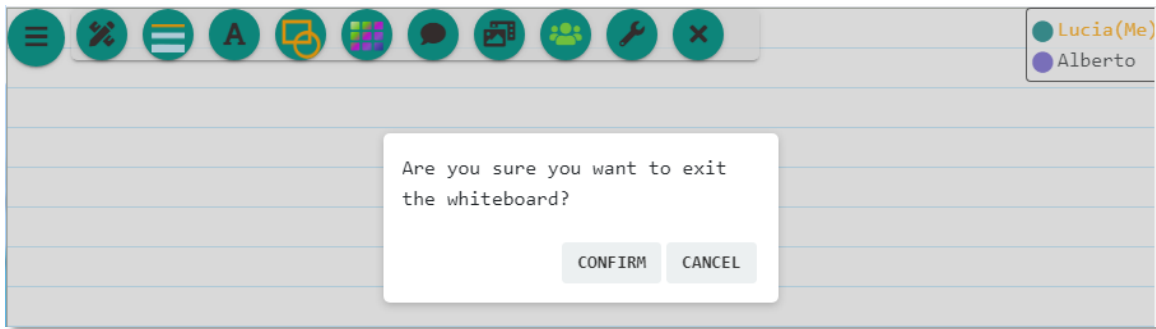
Invite your guests to join a real-time whiteboard using the whiteboard cord.

9. Board settings



- **Disable pencil:** This disables the action of the pencil, mostly useful for touch devices when not using a mouse.
- **Clear board:** Clear everything in the whiteboard.
- **Clear images:** Clear all the images added on the whiteboard.

10. Close board



Exit and the whiteboard will be saved automatically in your account.

11. Connected users list

List of the currently connected users to the whiteboard, highlighting current active users.

Frequently Asked Questions:

1. How to customize whiteboard size?

When creating a new whiteboard, choose “Custom size” in the board size menu, then a sample board will appear as shown in the picture below. Enter the width and height of the whiteboard or directly drag the icon in the lower right corner to your desired board size and save it.



2. How to move the whiteboard in touch screen devices?

For touch screen devices, when the size of the whiteboard exceeds the screen size, tap the screen with two fingers or choose “Disable pencil” through the board setting menu, and you will see this pattern, allowing you to move the whiteboard in any direction. After the operation, click the green check mark or touch the screen again with two fingers to return to the editing mode.

