You can annotate on files and whiteboards that you share during a meeting. If you grant permissions, participants can use both text and graphics tools to highlight, add notes, and create basic images. Then, you can save and distribute all documents created and annotated.

Annotation Tools

You can give participants access to annotation tools when you schedule your meeting, or while the meeting is in progress.

- To show or hide annotation tools, click **Show-Hide** .
- To enable or disable annotation privileges, click **Allow to Annotate** , then select a participant's name.
- Click an annotation tool to turn it on. Click again to turn the tool off.

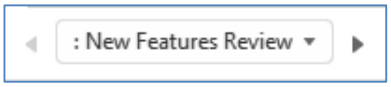
	Use the pointer to draw attention to specific points on the screen. Color is assigned when joining a session. Click, then select **Name Pointer** or **Laser Pointer**. Name pointer appears when you click the left mouse button.
Aa	Use the text tool to add text. After typing, click to display the text to participants. Change the color by selecting from the color palette.
	Use the line tool to draw straight lines. Change the color by selecting from the color palette. Click, then select a line type. Drag your mouse to draw.
	Use the shape tool to draw squares, rectangles, ovals or circles, and to add check or X marks. Change the color by selecting from the color palette. Click, then select a shape or mark type.
	Use the pen tool to draw freehand. Change the color by selecting from the color palette. Click, then select Pen or Pencil.
	Click to open the color palette, then select a color for the text, line, shape or pen tools. The selected color is used the next time you select the tool.
	Click to select the tool, then click on the annotation you want to erase. Or, click and select an option to clear pointers or annotations.

Presentation Tools

When you are the presenter, you can use the page controls to move forward and backward through a document and change how participants' view of content you are sharing.

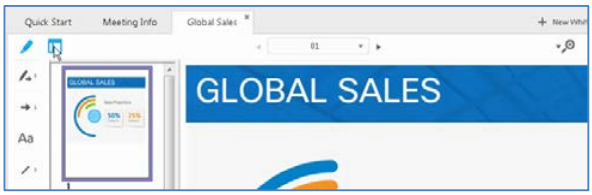
For example if you are sharing a PowerPoint presentation, you can use the controls to move through slides.

Note: The page controls will not advance through transitions and animations when sharing presentations created with PowerPoint 2013 or later.



- To go to the next page in a document, click the right arrow.
- To go to the previous page in a document, click the left arrow.
- To go to a specific page in a document, click the down arrow, then select the page.

Thumbnail view provides you with small previews of the content you are sharing.



To show thumbnail view:

1. Click **Thumbnail View** while sharing content. *Preview images are displayed in the meeting window. The previews are not visible to participants unless they have been granted the Thumbnail privilege.*
2. Click an image to share that page in the document.

The page controls also enable you to change the page view, to show content in full-screen, or to zoom in, for example.

To switch to full-screen view:

Click **Full Screen** . *The shared content is displayed in full-screen view.*

Click **Return** on the control panel to exit full-screen view and return to the meeting window.

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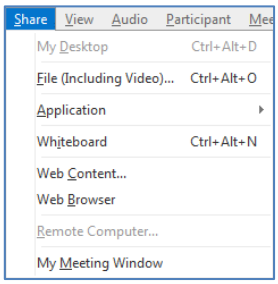
To select a different page view:

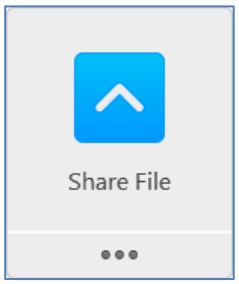
Click **View**, then select an option from the menu.

- Zoom in or out in increments, or select a specific magnification.
- Rotate pages left or right for landscape or portrait orientation.
- Synchronize all participants' view to the same as the presenter's view. Brings all participants' meeting windows to the front if they are viewing other applications.

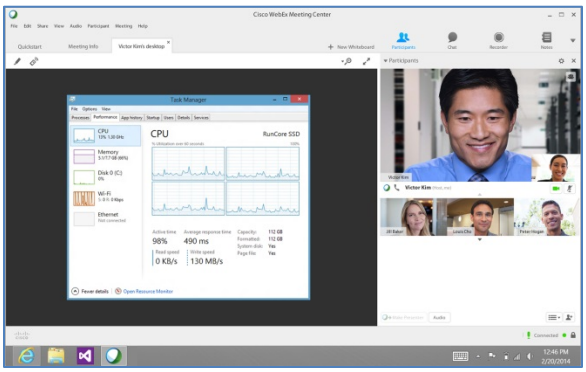
Sharing Content

You can access all options for sharing content during your meeting from the **Share** menu. Or, from the sharing pane on the Quick Start page, you can click the large button to access your most recently used sharing option, and click the dots at the bottom to launch one of the other common sharing tools.





My Desktop—Share your computer desktop with participants instantly. If you have multiple monitors connected to your computer, select the monitor you want to share. *Participants will see everything on your desktop within their Content Viewer, while you see it with session controls at the top of your screen.*



File (Including Video)—Locate files you want to share, then click **Open**. If you select multiple files for sharing, you can access them during your meeting using tabs at the top of the Content Viewer.

Note: If notes have been added to a shared PowerPoint presentation created with PowerPoint 2010 or earlier, they will be available to the presenter in the **PPT Notes** panel.

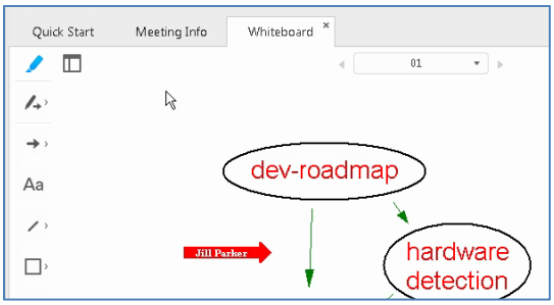
For best results when sharing presentations created with PowerPoint 2013 or later, use **Share Application**.

Application—Select an application from the list of running applications, then click **Share**. *Participants can see the application on your computer, even if they do not have it installed on their own.*

Best Practice: Open the application before you share it. If you don't have the application open, click **Other Application**, choose the application, then click **Share**.

If you have multiple monitors connected to your system, avoid sharing applications displayed on different monitors.

Whiteboard—Open a new whiteboard for annotation. Use the annotation tools to draw or write on the whiteboard. Gran annotation privileges to allow your participants to also collaborate.



Web Content—Enter a URL and click **OK**. *The web content opens in the Content Viewer and participants can navigate the site independently.*

Tip: Sharing Web Content is useful when you want participants to complete a form individually.

Web Browser—Enter a URL and press **Enter**. *Participants can see the website in your browser. You control what is displayed in the browser and participants follow along as you navigate the web.*

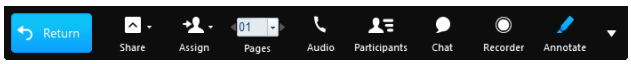
Remote Computer—Select a computer and click **Connect**. Enables control of remote computer. The Access Anywhere agent is required and may not be available for all WebEx users.

My Meeting Window—Allows you to show your meeting window to participants. They will see the meeting and panels exactly as you do.

Best Practice: Close the Chat panel before sharing your meeting window.

Sharing in Full-screen Mode

When you share in full-screen mode, session controls are available in a control panel at the top of your screen.



Note: The image above illustrates the presenter view. Participants see a simplified view.

Return—Exit full-screen view and return to the meeting window.

Share—Access the sharing menu to switch sharing modes instantly, without returning to the meeting window.

Assign—Make another participant the presenter, pass remote control, or assign privileges. If you change presenters while sharing, sharing will stop and all participants will be returned to the meeting window.

Pages—Navigate the pages of a document or presentation. This control shows only when there are multiple pages being shared.

Audio—Join or leave meeting audio, or switch audio connections.

Mute Me—Mute or unmute yourself quickly without returning to the meeting window.

Participants—Display the Participants panel. While the panel is displayed you can drag it to position it anywhere on your screen.

Chat—Display the Chat panel. While the panel is displayed you can drag it to position it anywhere on your screen.

Recorder—Display the Recorder panel from which you can start and stop recording the meeting. While the panel is displayed you can drag it to position it anywhere on your screen.

Annotate—Display the Annotation tools from which you can select to annotate content while in full-screen view. While the panel is displayed you can drag it to position it anywhere on your screen. You must stop annotating before you can navigate to another page in a shared document or presentation.

More Options—Manage panel layout, display the Notes panel, access audio options, synchronize full-screen view for all participants, invite and remind participants, or end the meeting.

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