

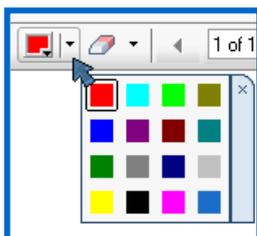
Pointer (Arrow) Tool: Used to draw attention to specific points on screen. Appears when left mouse button is clicked. Color of the arrow is the color assigned when joining the session. Click again to turn pointer off.

Text Tool: Enter text in the content viewer (on slides or whiteboard). Click to display text to participants. Color of text is the same as color assigned when joining the session. Change the text color by selecting from the color palette. Click again to turn text tool off.

Drawing Tools: Use the Line tool, Rectangle Tool, or Highlighter/Pencil tools to draw annotations in the Content Viewer or in the different Share modes.

Annotation Color Palette:

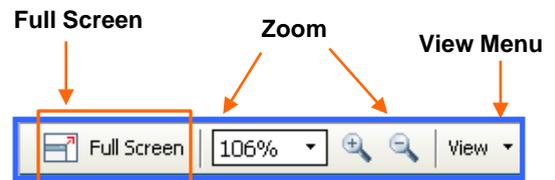
Click the drop-down arrow to open the Annotation Color Palette. Select a color from the palette for text annotations and drawing annotations. Click the "X" to close the color palette.



Eraser: Erase individual annotations in the Content Viewer. Cursor changes to a crosshair. Click on an annotation to erase. Click the drop-down arrow next to the eraser tool and select *Clear All Annotations* to erase all annotations. Select *Clear My Pointer* or *Clear All Pointers* to erase pointers.

Previous/Next Slide: Move through a presentation. If presentation has builds or transitions, arrows will advance each transition or build. You can also use the arrow keys on your keyboard or the spacebar to advance slides in the Content Viewer.

Slide List: Shows which slide is currently being viewed and the total number of slides. Drop-down arrow allows you to jump to a particular slide.



Full Screen: Switch to Full Screen View.

Zoom: Zoom in and out in the Content Viewer.

View Menu: Select a viewing option.

Switch to thumbnail view.

Rotate document pages to the left or right for landscape or portrait orientation.

Synchronize all participants' views to the same as the presenter's view. Brings all participants' session windows to the front if they are viewing other applications.

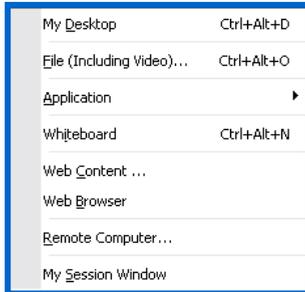
To learn more about how to schedule training, manage registration, join a session, or conduct a session, visit:

<http://university.webex.com>, or

<http://howdoi.webex.com>

The Share Menu

The Toolbar contains icons for the most commonly used Share modes, while the Share menu offers more options. Click *Share* on the Menu bar and select one of the following features:



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.

File (Including Video): Locate the desired file and click **Open**. *The file content will be visible in the Content Viewer.*

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

Application: Select an application from the list of *running* applications and click **Share**.

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

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

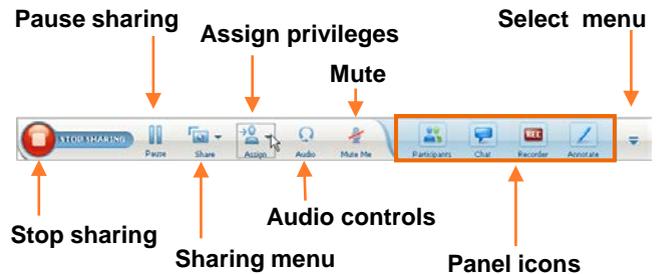
Web Browser: Enter URL and press **Enter** on your keyboard. *Participants can see the website in your browser. You control what is displayed in the browser, and participants follow along as you navigate the web.*

Remote Computer: Select computer and click **Connect**. Enables control of a remote computer. Access Anywhere agent required.

My Session Window: Allows you to show *your* session window.

Sharing in Full-Screen Mode

When you share in full-screen mode, session controls are available in a control panel.



Note: The image above represents the presenter view. Attendees will see a simplified view.

Stop Sharing: Exit full-screen sharing mode and return to the session window.

Pause Sharing: Freeze the participants' view of a shared application, web browser or desktop. For example, if you are sharing your desktop, you can pause sharing while you look at a confidential file without attendees seeing it. To resume sharing, click **Pause** again.

Sharing Menu: Access the sharing menu to switch sharing modes instantly, without returning to the session window.

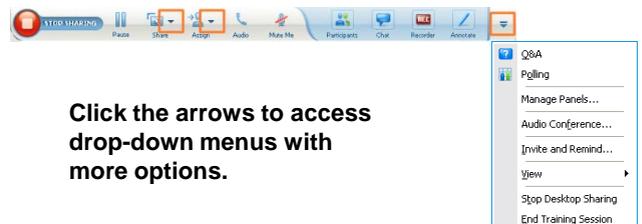
Assign Privileges: Make another attendee the presenter, pass remote control, or assign attendee privileges. Note that if you change presenters while sharing, sharing will stop and all attendees will be returned to the session window.

Audio Controls: Access the audio controls without returning to the session window.

Mute: Mute/un-mute yourself quickly without returning to the session window.

Panel Icons: Access session panels and view alerts for panel activity. Only the first four panels you have open appear minimized in the tray; you can reorder panels by selecting **Manage Panels** from the menu option at the end of the control panel, and then selecting the four panels you want to view.

Select Menu: Manage panel layout, access audio options, synchronize the full-screen view for all session participants, invite or remind participants, or end the session.



Click the arrows to access drop-down menus with more options.