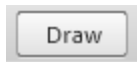




# Adobe Connect Draw Tools

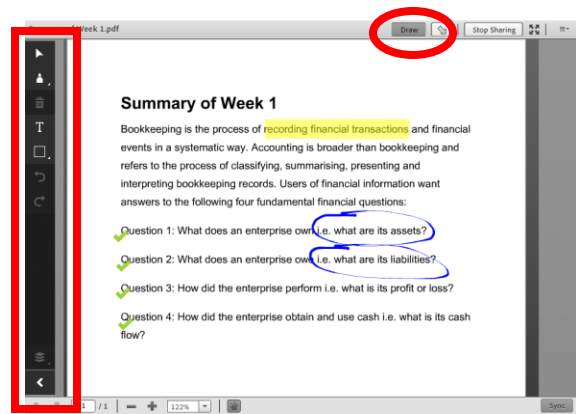
## Annotating Documents and Whiteboards

Annotate – or markup - documents and whiteboards using Adobe Connect Meeting’s Draw feature. When participants are granted drawing rights it creates a collaborative and interactive experience.



Whiteboard draw tools are accessible with other Shared documents that have a Draw option at the top of the Share pod.

Hosts and presenters can click Draw to open the drawing toolbar. It will appear at the left side of your document.



**Select Tool** – click on drawn items to highlight and then delete or edit.

**Writing Tool** – choose a marker, high-lighter, pen or pencil by clicking in the corner.



**Delete** – use the select tool and click on item to be deleted.

**Text Tool** – add text annotations to document or whiteboard

**Shapes and Symbols Tool** – select a shape, arrow, line or symbols by clicking in the corner.



**Undo**

**Redo**

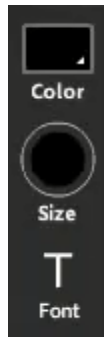
**Arrange Layers**

**Hide Toolbar.** Click to show it again.

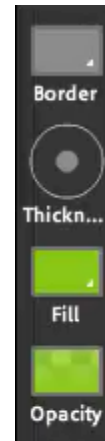
Additional items will appear on the toolbar when certain tools are selected in order to choose colour, size, and make other adjustments.



Select colour and thickness for each of the **Writing** tools.



When the **Text** tool is selected, click in the document or whiteboard to see additional selections for colour, size, and font.

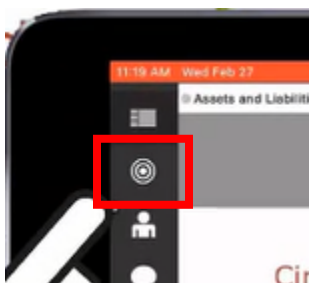


When the **Shapes and Symbols** tool is selected, set the border colour and thickness, fill colour, and opacity (transparency) level.

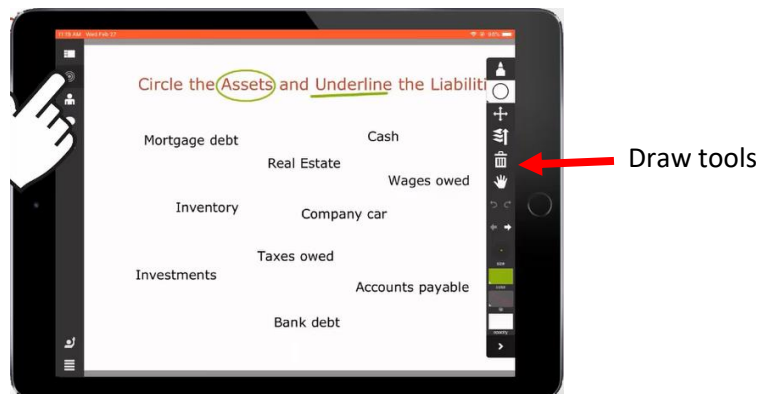
Hosts and presenters can share individual whiteboard pages by printing them or by exporting a snapshot file in PNG format (*participants on laptop or desktop can only Export a Snapshot, if granted the capability by the host/presenter*).

Through the Attendees pod, hosts and presenters can give individual participants the right to draw or from the Share pod Options dropdown, enable all participants to draw for a specific document or whiteboard.

Attendees on tablets can access their drawing tools by tapping the bullseye icon on the left side of their screen. The tablet draw tools display on the right side. (*Note: Participants on smartphones do not have drawing rights.*)



Tablet view



For more information about Adobe Connect Meeting and to see additional resources about the Share Pod features, please visit the resource page at <https://echannelconnect.contactnorth.ca/help/host>.

For technical assistance call the Contact North Helpdesk, Monday to Friday 7:30 am to 10:30 pm at [1-888-850-4628](tel:1-888-850-4628).