When you have a slide deck loaded into WebEx you can use the built in annotation tools to enhance your presentation. To open the tool bar click on the squiggly line at the top of the slide toolbar.

**Video:** Only the instructor uses webcam, so do a video camera at the bottom of the meeting window.

**Logon:** When prompted, select “Call Using Computer Phone”, then you answer it and press “1” to join on the road, as it is listen-only.

**Audio:** To eliminate background noise, students can address the instructor. Please type your questions to the instructor.

**Mobile:** If using a mobile device, you can install...
A new toolbar will appear to the left of the slide toolbar. Many of the tools on the bar have a small arrow in front of them. Clicking on this allows you access additional tools. For example change the color from yellow to another color.

**Video:** Only the instructor uses web camera at the bottom of the toolbar.

**Logon:** When prompted, select "Call phone," then you answer it and press button on the road, as it is listen-only.

**Audio:** To eliminate background noise, students can address the instructor.

**Mobile:** If using a mobile device, you

*To speak, click microphone icon to the left of the slide toolbar.*
Here is a detailed explanation of the tools. Don’t forget that clicking on the small arrows provides additional tool options.

**Allow Annotation:** Presenter-only - click on this option to either allow or disallow participants to use annotations in the Whiteboard.

**Note:** The host/presenter will always have access to the annotations. By default, participants will not be able to write anything in the whiteboard.

**Arrow Pointer:** Select this option to display an arrow pointer which participants can move around the whiteboard. When a participant clicks this menu option, an arrow will display the participant’s name at that position.

**Text Tool:** Select this button to type text on the whiteboard.

**Line:** Select this tool to draw a line on the whiteboard.

**Shape:** This tool gives you the ability to draw shapes like squares and rectangles of any size on the whiteboard.

**Pen Tool:** You can draw on the white using the pen tool.

**Annotation Color:** Select the color for annotations you create.

**Eraser:** Erase any unnecessary material on whiteboard.

**Note:** On the whiteboard, if you have typed something, the backspace and delete keys won’t delete the text. Use the eraser tool for this.

**Save:** Save the whiteboard. You can save the whiteboard as .ucf file (which will allow you to keep working on it to import the same slide with improvements in a future session) or as .pdf file.