This is a window that displays all the Whiteboard pages. It allows for easy navigation and management of the pages. Only Moderators have the ability to perform page management functions in the Main Room and Breakout Rooms. Participants can manage pages in their own Private Work Area. They can also copy a page from the Main Room or the Breakout Room to their own Private Work Area.

Do one of the following to open Page Explorer:

- Click the Options Menu in the Whiteboard Navigation area (upper right side of window), and then select Show Page Explorer.
- On a Windows computer, use the keyboard combination Ctrl + Shift + P.
- On a Mac computer, use the keyboard combination Command-Shift-P.

The Page Explorer window will display (see below).

When a file is uploaded to the Whiteboard, Page Explorer will open automatically.

The table below explains the Toolbar Buttons for this window.

<table>
<thead>
<tr>
<th>Options</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Previous Page Button</td>
<td>This button is used to move to a previous page on the Whiteboard. To move to a different room or group, double-click on the page or navigate to it using the Go to Page menu.</td>
</tr>
<tr>
<td>Options</td>
<td>Description</td>
</tr>
<tr>
<td>-------------------</td>
<td>------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Next Page Button</td>
<td>Use this button to move to the next page on the Whiteboard. To move to a different room or group, double-click on the page or navigate to it using the Go to Page menu.</td>
</tr>
<tr>
<td>Go To Page Menu</td>
<td>This menu is used to select and move to a different page. When the option is selected, a list of the pages will display. Other Participants will remain in the current page when the Moderator moves to a page belonging to a different room, to a private page, or have Explore Mode activated.</td>
</tr>
<tr>
<td>Page Counter</td>
<td>This option reflects the position of the current page within the Page Group. The Moderator can choose to turn this feature on or off.</td>
</tr>
<tr>
<td>Follow Option</td>
<td>Participants will not be allowed to view other pages on the Whiteboard when this option is selected. They must view what the Moderator is viewing. By default this feature is enabled in the Main Room and disabled in Breakout Rooms.</td>
</tr>
<tr>
<td>Explore Mode Button</td>
<td>This button will allow the Moderator to move to other pages while the Participants stay on the current page.</td>
</tr>
<tr>
<td>Navigation Options Menu</td>
<td>Select this option to hide the Page Explorer window.</td>
</tr>
</tbody>
</table>
| Right-click       | To perform the following functions while in the Page Explorer select this option.  
|                   | ✴ Cut, copy, paste and delete pages.  
|                   | ✴ Create new pages.  
|                   | ✴ Load Whiteboard PowerPoint and Image Files.  
|                   | ✴ Save the Whiteboard.  
|                   | ✴ Move to a selected page.                                                                                                                                                                                   |

**Select Pages**

One or more pages can be selected in the Page Explorer. To select the pages, do one of the following:

- **Select a Single Page** – Click on the page.
- **Select Multiple Pages-Individually** – This will select pages that are separated by other pages.
  - On a Windows computer, hold down the Ctrl key while clicking on pages.
  - On a Mac computer, hold down the Command key while clicking on pages.
- **Select Multiple Pages-Group** – This will select pages that are all together in one area.
  - Click on the first page in the group.
  - Hold down the Shift key and click on the last page in the group. This will select the first and last page along with all the pages in between.
- **Select All Pages in Room or Page Group**
  - On a Windows computer, right-click on a page, select Selected Pages from the Context Menu, and then click Select All Pages Peers.

Once the pages are selected, different operations can be performed by doing one of the following:
On a Windows computer, right-click to open the Context Menu and then select the desired function.

On a Mac computer, Control-click to open the Context Menu and then select the desired function.

View Thumbnails
Pages can be configured by Moderators in the Explorer window using the Page Explorer, Object Explorer, or the Select Page(s) options. When thumbnails are configured, the display is changed for all Participants in the session.

Turn On Thumbnails
- Click the Tools Menu.
- Select Whiteboard at the bottom of the list.
- Check Show Thumbnails in Explorer Window.

Turn Off Thumbnails
- Click the Tools Menu.
- Select Whiteboard at the bottom of the list.
- Uncheck Show Thumbnails in Explorer Window.

Rearrange/Duplicate Pages
Pages can be rearranged and copied using the Page Explorer window. Moderators can rearrange any of the pages. Participants can only rearrange the pages in their Private Work Area.

Move a Page
- Select the Page(s) that is to be moved.
- Drag the Page(s) to the desired location.

Duplicate a Page
- Hold down the Ctrl key (Option on Mac).
- Select the Page that is to be copied.
- Drag the page to the position where the duplicate is to be placed.
  - A plus (+) sign will appear over the image.
  - A dark line will appear where the duplicate page will display.
- Release the Mouse button.
- Release the Ctrl key.
  - If the Ctrl key is released first, the page will be moved instead of copied.

Move to Next Page
Do one of the following to move to the Next Page in the Whiteboard.
- Click the Next Page button in the Whiteboard Navigation Bar or in Page Explorer.
- Click the Tools Menu, select Whiteboard, and then select Go to Next Page.
- On a Windows computer, use the key combination Alt + Page Down.
- On a Mac computer, use the key combination Options-Page Down.

Move to Previous Page
Do one of the following to move to the Previous Page in the Whiteboard.
- Click the Previous Page button in the Whiteboard Navigation Bar or in Page Explorer.
- Click the Tools Menu, select Whiteboard, and then select Go to Previous Page.
On a **Windows** computer, use the key combination **Alt + Page Up**.

On a **Mac** computer, use the key combination **Options-Page Up**.

**Move to Non-Adjacent Pages**

Do one of the following to move to a Non-Adjacent Page in the Whiteboard.

- Double-click on the page.
- On a **Windows** computer, right-click on the page and then select **Go to Page**.
- On a **Mac** computer, **Control-Click** and then select **Go to Page**.
- Click the **Go To** list arrow and select the page.