ClassLive-Whiteboard Mode-Tools Palette

This palette contains drawing and text tools. These tools can be used to create and manipulate objects in the Whiteboard workspace. Tools are available to place screen captures and clipart images on the Whiteboard.

Additional optional tools are available for the items where a tab appears in the lower right corner. To access these tools, click and hold or double-click the left mouse button. The option selected will depend on the operating system being used. These tools are available if Whiteboard tools permission has been granted by the moderator.

The table below provides an image and description of each of the tools on this palette.

<table>
<thead>
<tr>
<th>Tools</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Selector Tool</td>
<td>To select objects within the Whiteboard, select this tool. Once the tool is selected, click and drag to draw a box around the item(s) that are to be selected.</td>
</tr>
<tr>
<td>Pointer Tools</td>
<td>This tool is used to point to different objects on the Whiteboard. A gallery of different types of pointers, as shown in the illustration, will display when the triangle in the bottom-right corner of the tool is clicked.</td>
</tr>
<tr>
<td>Pencil Tool</td>
<td>Select this tool to write or draw on the Whiteboard. Click the tool once to select and then the second time (see below) to activate the pencil tool. Click the triangle in the lower right corner to display the Properties Editor as shown in the illustration.</td>
</tr>
<tr>
<td>Text Editor Tool</td>
<td>To add text to the Whiteboard, select this tool. The Simple Text button (shown at left) is used to enter a Label on the page. The Properties Editor as shown in the illustration will display. The Text Editor Tool (see below) is used to enter text on the page.</td>
</tr>
<tr>
<td>Filled Shape Tools</td>
<td>This tool is used to insert filled shapes into the Whiteboard area. Two different shapes (ellipse and rectangle) can be drawn. When the shape is selected, the Properties Editor as shown in the illustration will display.</td>
</tr>
<tr>
<td>Empty Shape Tools</td>
<td>Select this tool to insert a shape outline into the Whiteboard. An ellipse and rectangle can be drawn using this tool. When the shape is selected the Properties Editor as shown in the illustration will display.</td>
</tr>
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<td>Tools</td>
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<tr>
<td>Line Tool</td>
<td>To draw a straight line on the Whiteboard, select this tool. The Properties Editor as shown in the illustration will display when the tool is selected.</td>
</tr>
<tr>
<td>Screen Capture Tool</td>
<td>This tool is used to capture the screen of the most recently used program on the computer and display it on the Whiteboard. Portions of the screen can be captured by moving the mouse pointer to the corners of the capture. When the mouse pointer changes to a two-headed arrow, move the mouse to remove portions of the capture. To move the capture area around the window, move the mouse pointer to the edge of the capture area until the mouse pointer changes to a four-headed arrow and then drag the capture to the area that is to be captured.</td>
</tr>
<tr>
<td>Clipart Tool</td>
<td>Select this tool to insert a clipart image on the Whiteboard. A gallery of different images will appear when this option is selected. Click one of the tabs to view different types of images.</td>
</tr>
</tbody>
</table>

**Note:**
- If two or more different kinds of tools are selected the Properties Editor will display only the attributes common to all the tools.
- When a color is selected in the Properties Editor, click outside the color palette once to close it and then click a second time to start the drawing.
- Click the scroll bars to display more images.