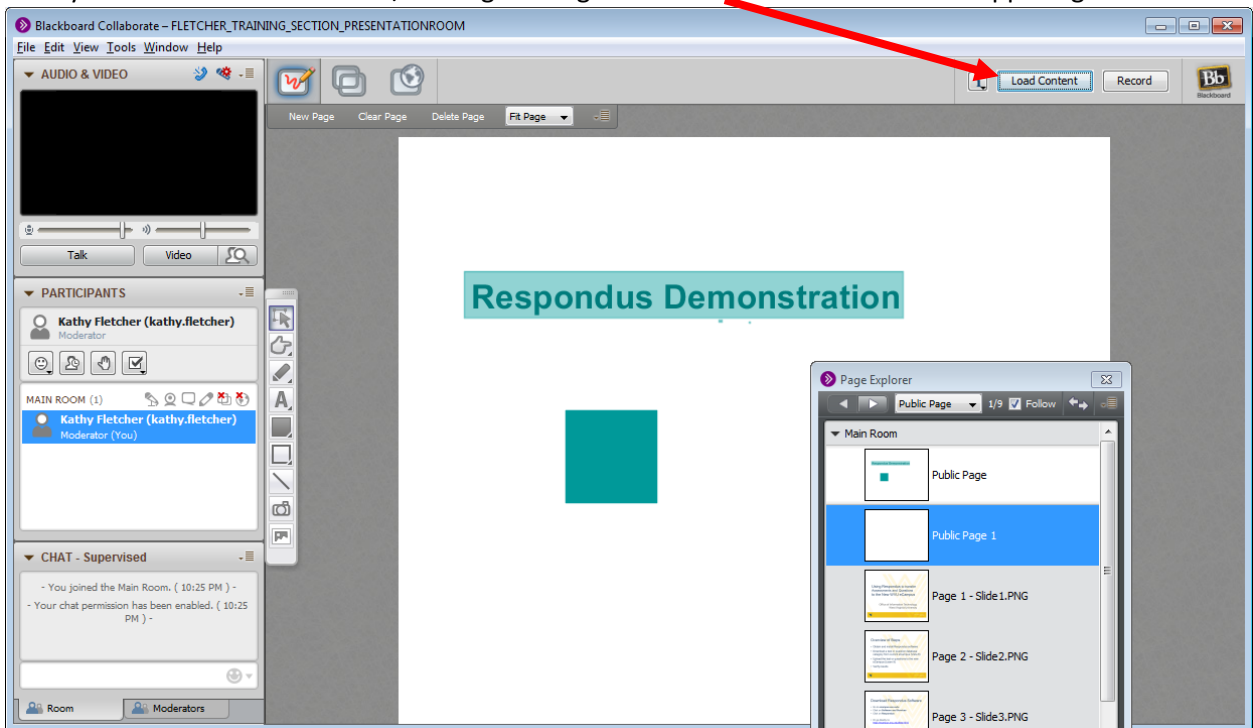


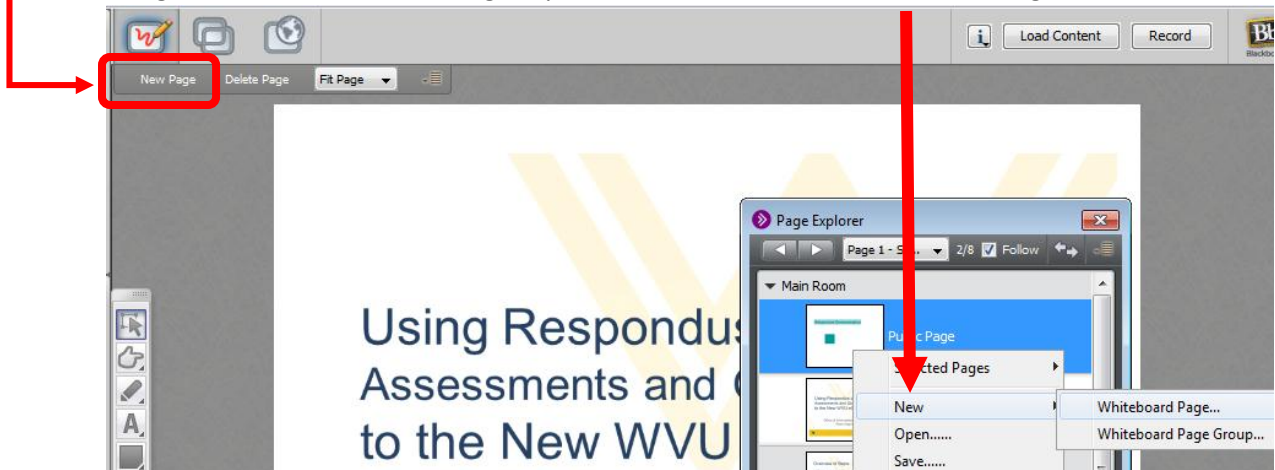
Blackboard Collaborate: How to Save a Whiteboard File for Future Use

1. Start a session.
2. Load your PowerPoint slides and/or images using the **Load Content** button in the upper right corner.

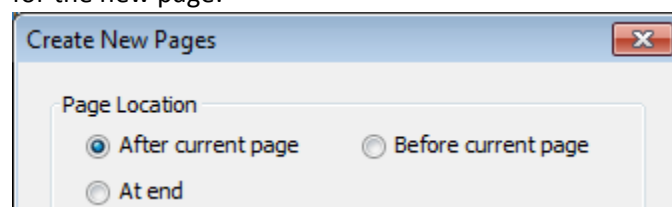


3. Create any whiteboard pages using new pages and the whiteboard tools as desired.

- a. Click on the **New Page** button to get a fresh white screen for creating drawings or right click on a slide in the Page Explorer and choose **New > Whiteboard Page**

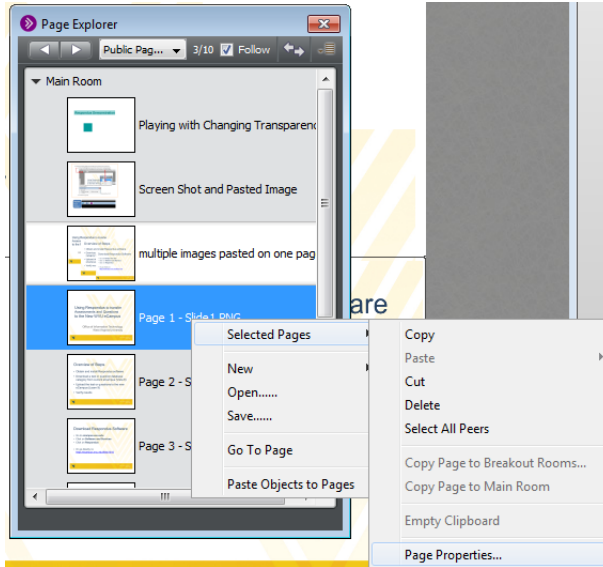


If you use the right click technique, you will be prompted to select the destination for the new page:

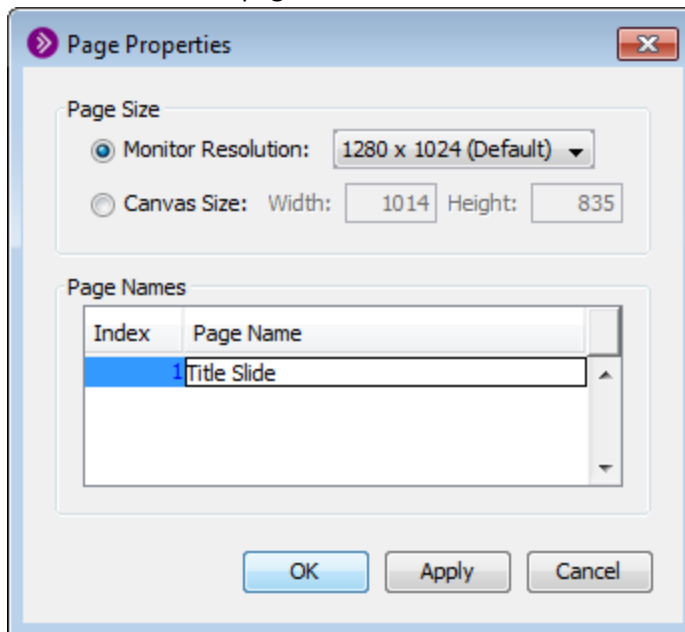


Choose & click on OK.

- b. Use the drawing tools to add text, shapes, lines, and screen shots to your blank page or to your PowerPoint slide pages. You can paste copied images and text from other applications.
4. You can rename a slide.
- a. Right click on the slide in Page Explorer and choose **Selected Pages > Page Properties**

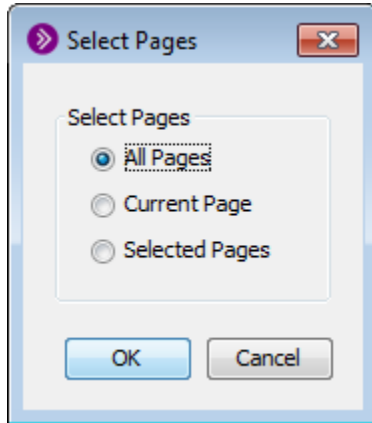


- b. Double click on the page name and enter desired text

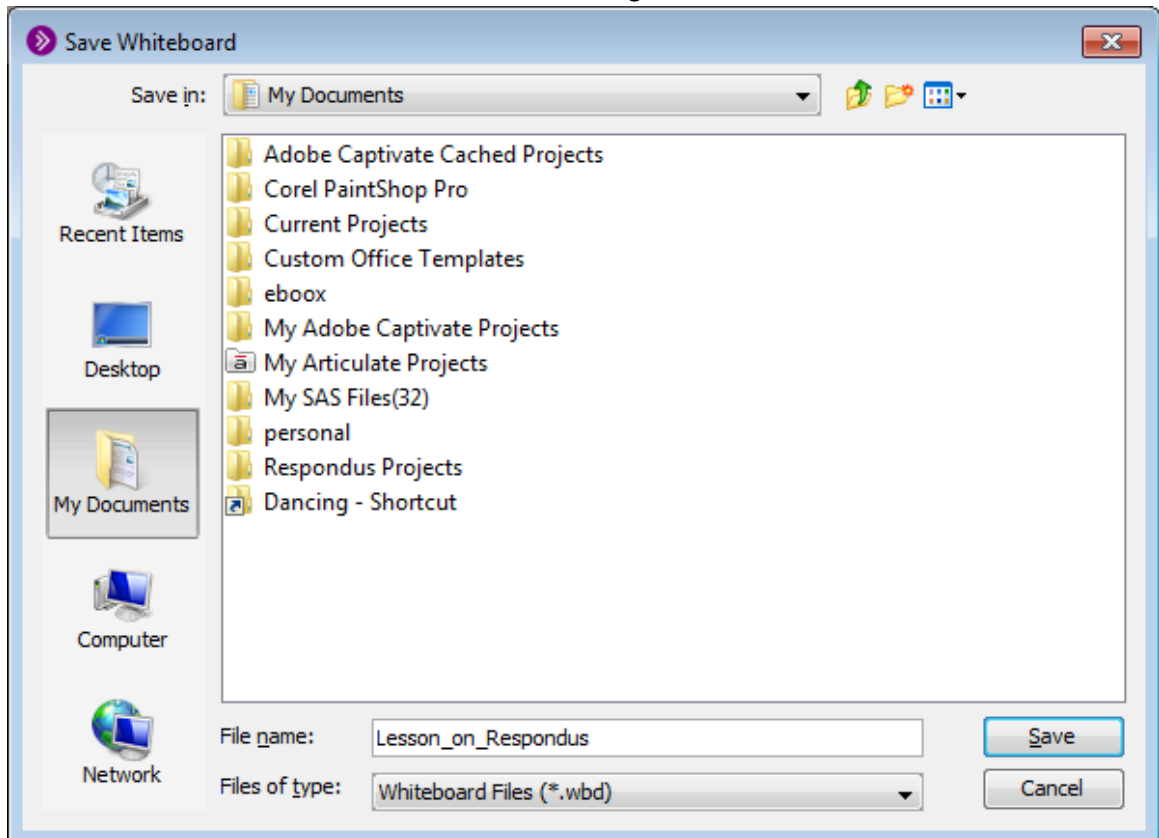


- c. Click on **OK**.
5. To save the whiteboard file for future use
- a. Go to the **File** menu and choose **Save**
 - b. Choose **Whiteboard**.

- c. Select Pages: Choose All Pages, Current Page, or Selected Pages.
If you choose Selected Pages, you can control click on desired pages from a displayed list.



- d. Click on **OK**.
e. Choose a location for the saved whiteboard file and give it a name.

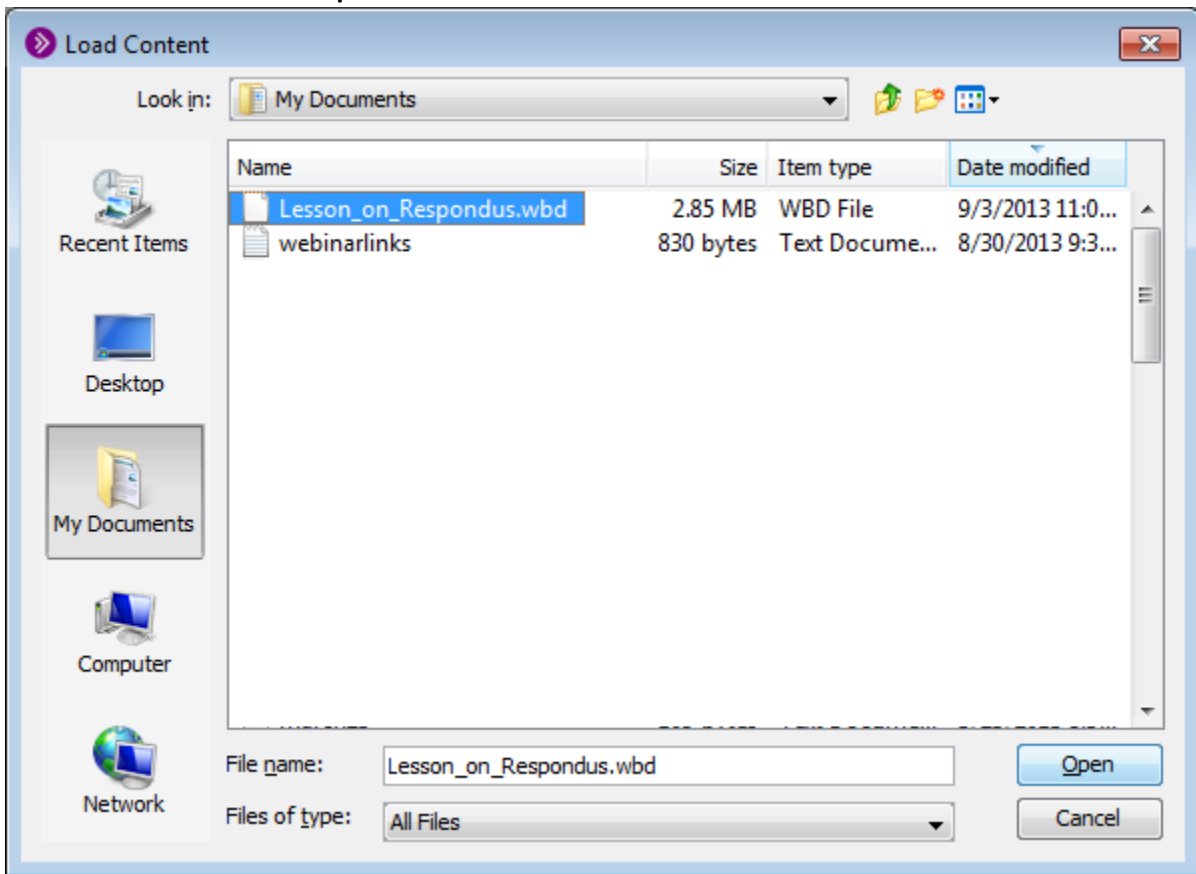


- f. Click on the **Save** button.

How to Use the Saved Whiteboard File in your next session

1. Enter the session.
2. Click on the **Load Content** button in the top right.
3. Look for the saved whiteboard file on your computer.

4. Choose it and click on the **Open** button.



5. The slides will be there as you had them in your last session.