

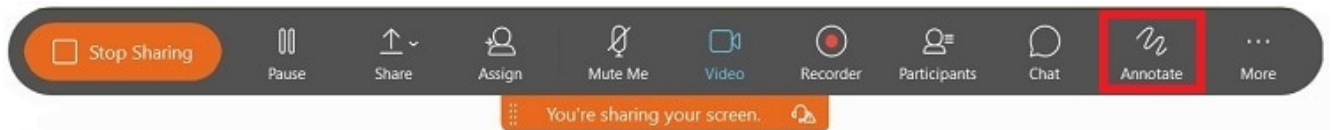
Annotate in Webex Meetings

Use text, lines, shapes, and color options from the Annotate toolbar to draw attention to things you want to point out on content that's being shared.

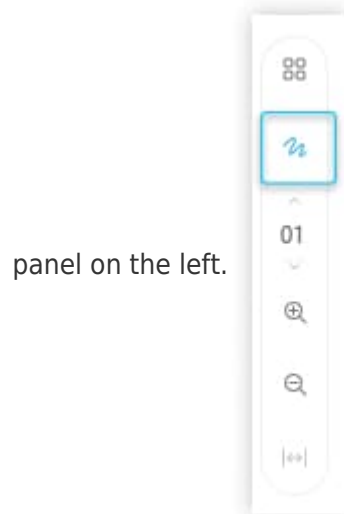
You can annotate several things in your Webex meetings, for example, you can share your screen and annotate whatever is visible on it. You can also upload a document or add a whiteboard to the meeting to annotate with your meeting participants.

Before you can start annotating, you need to enable the Annotate toolbar. Choose one of the options below to enable your Annotate toolbar:

- If you're sharing your screen, go to the Controls panel at the top of your screen and click **Annotate**.



- If you're sharing a document or a whiteboard, but not your screen, click **Annotate** on the Controls



panel on the left.

The Annotate toolbar appears on the left side of your Webex meeting. See the Annotate toolbar table below for a detailed list of your annotate options.

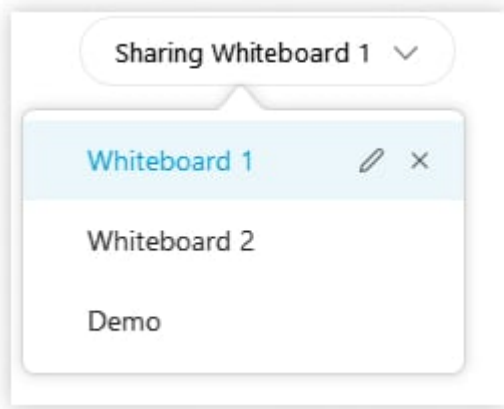
Share a Document to Annotate in Webex Meetings

1 Click **File > Open and Share**.

2 Navigate to the location of your file.

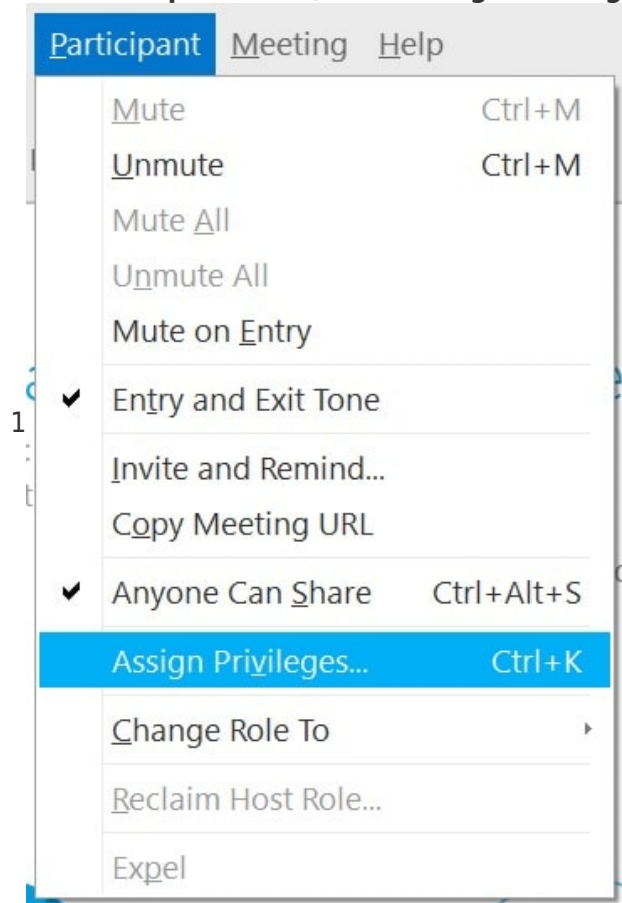
Select the file and click **Open**. To change which page you're viewing you can: Select the page you want to view by clicking on the page thumbnail. Select a page thumbnail then use the up and down arrows on your keyboard. Click the arrows above and below the current page number from the small toolbar on the left. Click the page number in the small toolbar on the left and enter the page you want.

4 To stop sharing click the drop-down arrow next to the document name, then click the close button. If you're sharing multiple documents, you must do this for each of them.



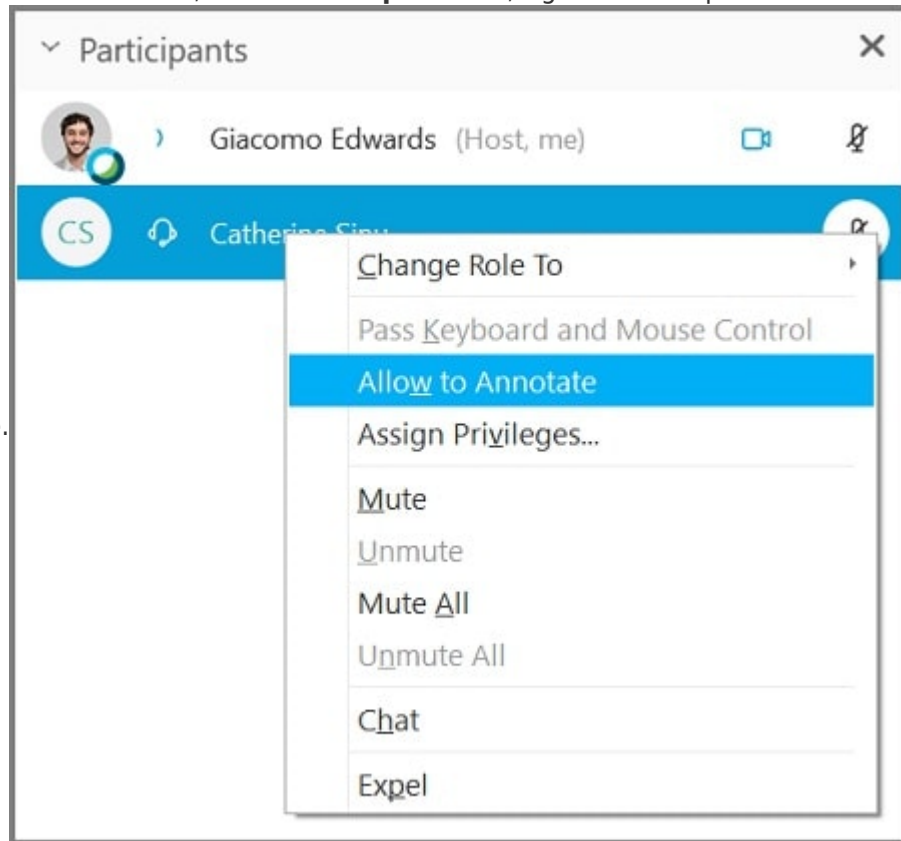
Allow Participants to annotate documents


To allow all participants to annotate content, during the meeting, event, or training session, on the **Participant** menu, select **Assign Privileges**, select **Participants**, and check the **Annotate** check box.



To allow a specific participant to annotate, in the **Participants** list, right-click the person's name and


²select **Allow to Annotate**.



You can also use the annotate toggle  from the Annotate toolbar to enable or disable annotations for all meeting participants. If you click the right arrow, you can enable annotations for specific meeting participants.

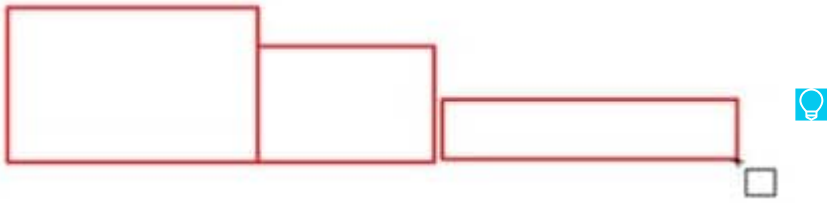
Draw an Annotation



Hosts can annotate shared content. If you're a participant and the host allows you to annotate shared content, you can draw on and add shapes to content that's being shared too.

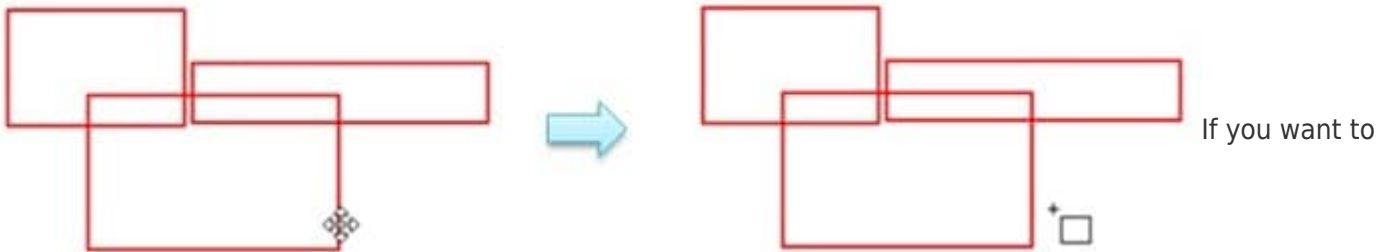
 See the Annotate toolbar table below for details on all your available choices.

¹To draw an annotation, select one of the options on the Annotate toolbar.

Press the left mouse button and drag the mouse to draw. You can draw consecutive annotations.




2 Make sure that your cursor is in draw mode and not move mode . For example, if you selected the square shape on the toolbar, move your cursor until it changes to the draw cursor .



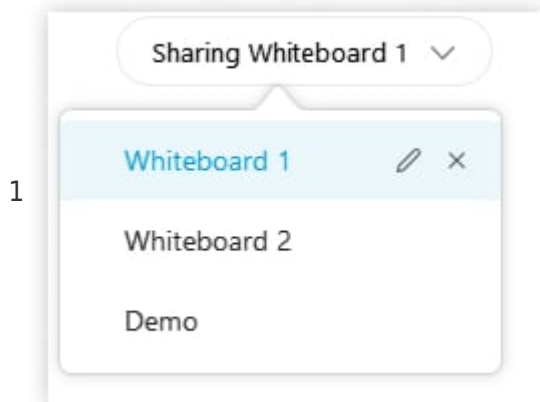
continue to draw directly on top of the annotation you just drew, hold down the **Ctrl** key in Windows (Command key on a Mac) to force the cursor into draw mode, press the left mouse button, and drag to draw.


Save an Annotated Whiteboard or Document

Follow these steps to save your content.

 All unsaved documents and whiteboards will be lost once the meeting ends.

Choose the whiteboard or document you want to save from the list.



2 Click the **Save**  button from the Annotate toolbar on the left.

3 Navigate to where you want to save the file.

Name the file and choose a file type. Available file types are: Universal Communication Format

4 (*.ucf)—choose if you want to reuse in a Webex meeting and continue annotating. Portable Document Format

(* .pdf)—choose if you want to open in other applications, print, or share.

5 Click **Save**.