

Share Icons: Once click access to Share Documents, Presentations, Applications, or your Desktop.

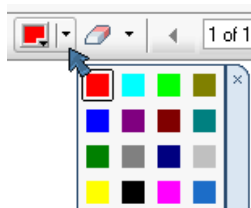
Pointer (Arrow) Tool: Used to draw attention to specific points on screen. Appears when left mouse button is clicked. Color of the arrow is the color assigned when joining the session. Click again to turn pointer off.

Text Tool: Enter text in the Content Viewer (on slides or whiteboard). Click to display text to participants. Color of text is the same as color assigned when joining the session. Change the text color by selecting from the color palette. Click again to turn text tool off.

Drawing Tools: Use the Line tool, Rectangle Tool, or Highlighter/Pencil tools to draw annotations in the Content Viewer or in the different Share modes.

Annotation Color Palette:

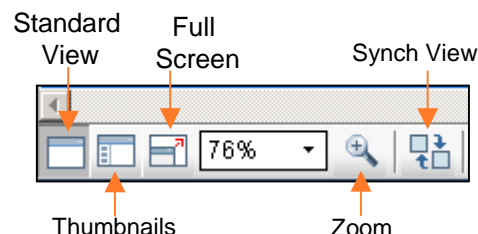
Click the drop-down arrow to open the Annotation Color Palette. Select a color from the palette for text annotations and drawing annotations. Click the "X" to close the color palette.



Eraser: Erase individual annotations in the Content Viewer. Cursor changes to a crosshair. Click on an annotation to erase. Click the drop-down arrow next to the eraser tool and select *Clear All Annotations* to erase all annotations. Select *Clear My Pointer* or *Clear All Pointers* to erase pointers.

Previous/Next Slide: Move through a presentation. If presentation has builds or transitions, arrows will advance each transition or build. You can also use the arrow keys on your keyboard or the spacebar to advance slides in the Content Viewer.

Slide List: Shows which slide is currently being viewed and total number of slides. Drop-down arrow allows you to jump to a particular slide.



Full Screen View: Switch between Standard View, Thumbnails, and Full Screen View.

Meeting Room View displays Polling, Chat, and Participant panels. In Full Screen View, participants can access panels from the floating icon tray.

Zoom: Zoom in and out in the Content Viewer

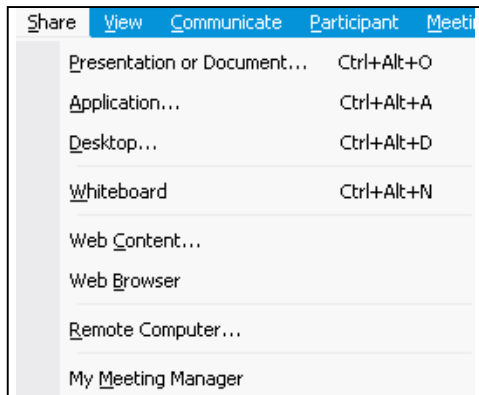
Synch View: Synchronize all participants' views to the same as the presenter's view. Brings all participants back to the meeting room if they are viewing other applications.

To learn more about how to schedule a meeting, manage registration, join a meeting or conduct a meeting visit:

<http://university.webex.com>, or
<http://howdoi.webex.com>

Sharing Presentations, Documents, and Applications

The Toolbar contains icons for the most common Share modes. The Share Menu offers more options. Click *Share* on the Menu bar and select one of the following features:



Presentation or Document: Browse to the desired presentation or document and click **Open**. Presentation or document appears in the Content Viewer.

Application: Select an application from the list of *running* applications and click **Share**.

Note: If the application is not currently running, select **List all applications**. However, to reserve system resources, you should start the application before “sharing.” The application opens a new window on both the presenter and the participants computers.

Desktop: Allows participants to see *your* desktop. A participant can be allowed to take remote control of your desktop.

Whiteboard: Opens a new whiteboard for annotation.

Web Content: Enter URL and click **OK**.
Note: This opens in the Content Viewer.

Web Browser: Allows participants to only see *your* browser. You control what is displayed in the browser – participants follow along as you navigate the web.

Remote Computer: Select computer and click Connect. Enables control of a remote computer. Access Anywhere agent required.

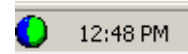
My Meeting Manager: Allows you to show *your* meeting window. Often used for training sessions.

Pause or Stop Sharing an Application, Web Browser, or Desktop

To pause or stop sharing an Application, Web Browser, or Desktop, locate the Sharing icon. The Sharing icon is located in the upper right-hand corner of the screen.

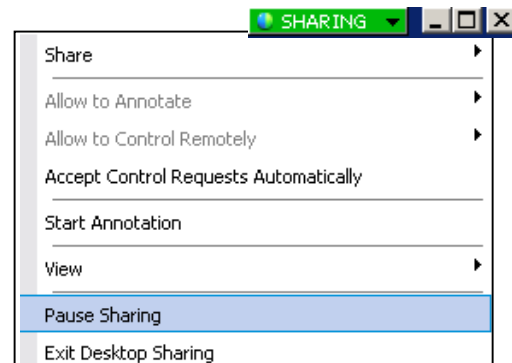


You can also use the Shared Application Icon from the System Tray on your Taskbar, in the lower right-hand corner near the system clock.



Pause Sharing: Click the Sharing icon and select **Pause Sharing**. To resume sharing, click the Sharing icon and select **Resume Sharing**.

Note: Use Pause Sharing to freeze the participants' view of the shared application. For example, Pause Sharing allows you to open a file without allowing participants to view files and folders.



Stop Sharing: Click on the Sharing icon and select **Stop Application Sharing**.

Note: Use Stop Sharing when you are finished sharing an Application, Web Browser, or Desktop to ensure all attendees return to the Meeting Room and do not see a waffle-screen displayed.

