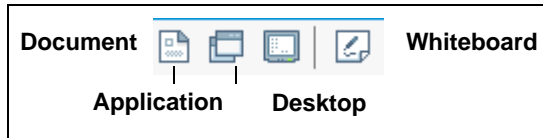


## Introduction

The share features allow everyone in the training session to view the same content just like in a physical classroom setting. This document covers sharing documents, applications, desktops, and whiteboards.

### Sharing Toolbar



## Sharing Documents/Whiteboards

### Documents

1. Click the **Document** icon in the Sharing Toolbar.
2. Select the presentation or document to share and click **Open**. *The document appears in the Content Viewer.*

### Whiteboards

Click the **Whiteboard** icon in the Sharing Toolbar. *A whiteboard will display in the content viewer as a new tab.*

### Using Annotation Tools in Documents/Whiteboards:

1. Select a drawing tool from the Annotation toolbar. If a tool has a drop-down arrow to the right of it, more options are available.



**Note:** Pointer, Text, Line, Rectangle, Highlighter, Annotation Color, Eraser

2. Select a color from the Annotation Color palette.
3. Position your cursor on the whiteboard or document and click to draw.

## Floating Panels

When in full-screen view, a floating icon tray appears. This enables you to see an enlarged view of your content while still maintaining access to your panels.

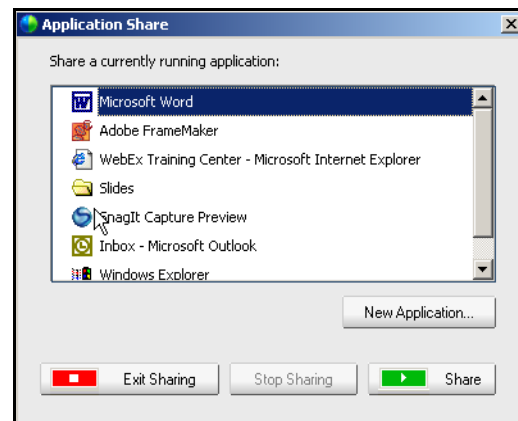


**Note:** Move Tray, Return to Main Window, and Panels: Participant, Chat, Q&A, Video, Polling, Breakout Session, & View Panel menu.

## Sharing Applications/Desktop

### Applications


1. Click the **Application** icon in the Sharing Toolbar.
2. Select the application that you want to share and click **Share**.




**Note:** It is recommended that you open the application before you share it. If you do not have the application open, click **New Application**, choose your application, then **Share**.

### Desktop

1. Click the **Desktop** icon in the Sharing Toolbar. *Your desktop is visible to all attendees.*

**Note:** Exit Application or Desktop Sharing from the  menu.

### Using Annotation in Applications/Desktop:

1. From the **Sharing** menu, select **Start Annotation**. You can also select **Allow to Control Remotely** and **Pause Sharing** from this menu.
2. The Annotation toolbar appears at the bottom of the screen and the  menu appears in the top right corner.
3. Select a tool and click in your application to use.

