WebEx Annotation Tools Guide

Annotation Tool	Icon	Description
Shared Application		Allows a specific participant to annotate by pressing the Right Arrow key and then selecting the participant's name. You can also click on this icon to open and close the Annotation tool to participants.
Arrow Pointer		Draw attention to a specific point on the screen by using the pointer. The pointer displays an arrow with your name and annotation color.
Text		Add text on shared content. To change the font, on the **Edit** menu, choose **Font**. Clicking this button again turns off the text tool.
Line		Draw lines and arrows on shared content. For more options, click the downward-pointing arrow. Clicking this button closes the Rectangle tool.
Square		Draw shapes, such as squares, ovals, check marks on shared content. Press the Right Arrow key to gain access to all 4 options.
Pen		Draw freehand or highlight text in shared content. Press the Right Arrow Key to draw with a pen or pencil tool.
Annotation Color		Change the color of text, lines, shapes, and the pen or pencil tool. Press the Right Arrow key to select a color.
Eraser		Erases text and annotations or clears pointers on shared content. To erase a single annotation, click it in the viewer. For more options, click the downward-pointing arrow. Clicking this button again turns off the eraser tool.
Save		Saves the whiteboard that appears in the content viewer. A saved file contains all the pages or slides in the document, presentation, or whiteboard that is currently displayed in the content viewer, including any annotations and pointers that you or other attendees added to them.