Can I draw freehand in Online Meeting?

Hosts and Presenters can draw freehand when sharing:

- the whiteboard; or
- a document.

Meeting Participants (students and others) cannot draw freehand unless the Host gives them:

- enhanced rights as a Participant;
- a Presenter or Host role.

1. To draw on the **whiteboard**:

   - choose the “Share” pod
   - click on the Arrow button to the right of “Share My Screen” in the “Share” pod.
   - click on “Share Whiteboard”.

   - When the whiteboard loads the drawing tools will be available in the upper-left corner.
   - Click on a tool to select it then click and drag on the whiteboard to use it.
     Double clicking on each tool shows all the possible options.
   - The freehand drawing tool is the second icon from the left in the shape of a pencil.
2. To draw on a **document**;

- click on the Arrow button to the right of “Share My Screen” in the “Share” pod.
- Click on “Share Document”.

You will be prompted to select a document (from the acceptable file formats) to share.

- Click on a document then click “OK”.
When the document loads, click on “Draw” to access the drawing tools.

The drawing tools will be available to you in the upper-left corner.
Click on a tool to select it then click and drag on the whiteboard to use it. The freehand drawing tool is the second icon from the left in the shape of a pencil.

3. To Undo
Hosts/Presenters can undo the last element drawn by clicking the “Undo” button.

4. To Delete
Hosts/Presenters can delete any drawn element by:

- clicking the Select button, then
- click on the element you wish to delete to highlight it, and finally
- click on the Delete button (or hit the Delete key on your keyboard).

For more information:
1. see:
   - “How can a Host Enhance Participant rights?”

2. visit:
   - Adobe Connect Pro YouTube channel
   - Learn Adobe Connect