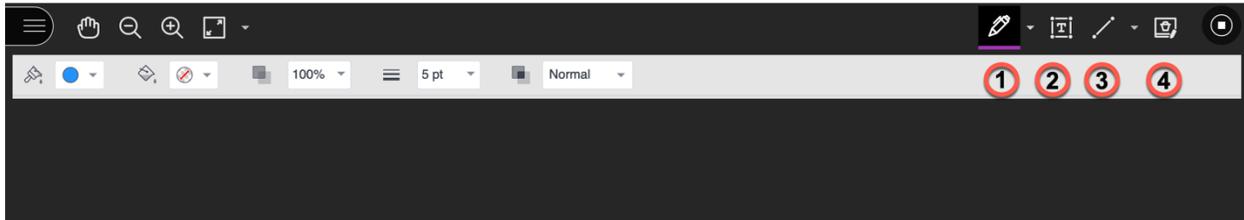**Blackboard Collaborate Ultra Whiteboard Annotation Tools**

Use annotation tools to edit and mark up a document during a live session when files or a blank whiteboard are shared. You'll find the annotation tools at the top of the screen. These tools are available for both the moderator and participants unless the moderator turns it off.

Annotations

1. **Drawing, Brush or Eraser.** Draw freehand on the page with various colors, thickness, and opacity. Select the eraser to remove annotations. You can erase parts of a freehand drawing with the eraser or select the Delete icon to delete the whole drawing.

2. **Text.** Add text directly on the page. You can move, edit, and change the text and select the font, size, alignment, and color of the text.

3. **Shapes.** Choose Line, Arrow, Rectangle, Ellipse, Polygon, and Polyline. Each shape has its own settings to change the color, width, opacity, and more.

4. **Clear Annotations.** Annotations are saved in the session. You can share something new, go to a new slide, or stop sharing. The annotations remain. Moderators can use Clear Annotations to delete all annotations from all pages.

5. **Pointer:** There isn't a pointer option. Create an arrow with the Shapes tool. Move the arrow to point to different areas of the whiteboard. Place the arrow where you want it to be seen on the whiteboard. Attendees can't see the arrow while you have it selected and are moving it.