Annotation feature allows you to mark up on a shared screen or whiteboard. Annotation will bring up a new control menu with a variety of tools to mark up on your or someone else’s shared screen during a meeting.

Whiteboard allows you to write on a blank screen which can be shared with participants. To share a Whiteboard select **Whiteboard** (1a). from screen sharing activity panel then click **Share** (1b).

Also you can annotate on your shared screen without using the whiteboard feature. To view/hide annotation controls while sharing your screen, click on **Annotate** (1c) in your meeting controls. This button will be displayed as Whiteboard if you are sharing whiteboard instead of your screen.

This guideline is prepared for meeting hosts with Zoom v4.6

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2 To customize annotation security settings, click More (2a) from your meeting controls. You can execute following actions from the More Menu.

1. **Allow/Disable participants annotation:** (2b) Allow or prevent the participants from annotating on your shared screen.

2. **Show/Hide Names of Annotators:** (2c)
   Show or hide the participants' name when they are annotating. If set to show, the **participant's name** (2d) will briefly display beside their annotation.

3 During using whiteboard or sharing your screen, you can use annotation tools to mark up. Annotation tools can be dragged and dropped anywhere on the screen/whiteboard. Selected tool will appear in blue on your Annotation Toolbox. You can execute following actions from the Annotation Tools.

   **Mouse:** This tool is used to deactivate annotation tools and switch to your mouse pointer. It will turn blue if annotation tools are deactivated. This tool is only available while annotating on shared screen and not available while using whiteboard.
Creating ER Diagram

**Select**: This tool is only available if you started the shared screen or whiteboard. You can select the annotations(3a) then drag them move or click on the corner of the selected region and drag them to desired size to resize(3b) your annotations. To select several annotations at once, click and drag your mouse to display a selection area. This tool is beneficial to downsize your scripts and organize your annotations.

**Text**: This tool is used to insert text(3c)

**Draw**: This tool is used to insert lines(3d), arrows(3e), shapes(3f), and script(3g). To insert script use wavy line(3h) icons. To highlight(3i) an area of the shared screen or whiteboard, select following translucent object(3j) icon to insert a semi-transparent square or circle. (Selected tool will be displayed on Annotation Toolbox)
PID Controller

**Stamp** *(3k)*: This tool is used to insert predefined icons like an arrow, check mark *(3l)*, question mark, or star. You can insert more than one stamp in your shared screen. *(Selected tool will be displayed on Annotation Toolbox)*

**Spotlight** *(3m)* / **Arrow**: This tool is used to turn your cursor into a spotlight or arrow to draw more attention. When you want to point out parts of the screen to other participants, **Spotlight** *(3m)* displays your mouse pointer to all participants when your mouse is within the area being shared. On click Spotlight acts like a cursor(pointer) and it lets you select text or images on your shared screen while spotlighting it. **Arrow** *(3n)* displays a small arrow instead of your mouse pointer. Arrow displays the user name *(3o)* of the person who indicated the mark. Only one arrow can be displayed between all the annotators. Each subsequent click will remove the previous arrow placed. You can use this feature to point out something on your screen or your annotations to other participants. *(Selected tool will be displayed on Annotation Toolbox)*