


How do I save a whiteboard?

You can save the Whiteboard screens in Elluminate *Live!* in the following formats:

WBD File	When Whiteboard screens are saved as a Whiteboard file (.wbd), they are saved as one file that can only be imported and reviewed in an Elluminate <i>Live!</i> session.
WBP File	When Whiteboard screens are saved as a Protected Whiteboard file (.wbp), they are saved as one file that can only be imported and reviewed in an Elluminate <i>Live!</i> session. These files are protected and cannot be printed, saved, or edited unless the moderator removes the protection flag by going to Tools, Whiteboard, and de-selecting the option Protect Whiteboard.
PDF File	When Whiteboard screens are saved as a PDF file (.pdf), they are saved as one file and can be reviewed outside of the Elluminate <i>Live!</i> environment.
PNG File	When Whiteboard screens are saved as Image files (.png), they are saved as separate images and can be loaded individually onto the Whiteboard as images or used in any other image processing application.

To save Whiteboard screens:

1. Open the Save File dialog by doing one of the following:
 - Click on the  Save button in the Toolbar.
 - From the File menu, select Save and then choose Whiteboard...
 - From the Tools menu, select Whiteboard, and then select Explore Screens.... The Whiteboard Screens window appears. Select the screen you wish to save and then right-click (Control+Click) on the selected screen. The context menu appears. Select Save to a File...
 - Enter Control+S (⌘+S on Macintosh). The Save dialog appears. Select Whiteboard and click on Save.

2. From the Save File dialog box, navigate to and open the file folder in which you want to save the Whiteboard.
3. Type a file name in the File name text box.
4. Scroll through the Files of type drop down menu and choose the file format.
5. Click Save to close the Save File dialog box. The Select Screens dialog box appears.
6. Choose whether you want to save all the screens in the Current Screen Group, only the Current Screen or Selected Screens. If you choose Selected Screens, you will then see a Select Screens window that displays all of the available screens. Select the screen(s) you wish to save. Use the Shift or Control (⌘) key to select multiple screens. Then click OK.

