

Saving a Virtual Whiteboard page as a Background:

1. Create your wanted background on the virtual white board.
(Add pictures, words, whatever!)
2. When your page is complete, click the Thumbnail View icon (3rd from left on virtual whiteboard).
3. Right click the page you want for your Background. (The page number will turn red.)
4. Click **File** from the Thumbnail viewer window. Then click **Export Page(s)**. (Notice when the window appears, it is saved as a jpeg file.)
5. Rename your file appropriately so you'll know what your background is by looking at the name from the background list. (**DO NOT** hit "**Save**" yet!)
6. Click the "up one level" icon in the save window. (The icon looks like a file folder with an arrow on it!) When you see the "Backgrounds" folder, open it and save your new background there in that folder.
7. Next time you open the virtual whiteboard, you'll select **Format** and **Options**. Next click the down arrow under **Sessions Properties** and your new background will be in the list!