



**MARK5** | *Whiteboard guide*

## 0.0 | *Welcome*

In this lesson we will learn how to use the whiteboard module in MARK5. This module is your advanced messenger within the MARK5 system.

<b>1.0   Short-keys.....</b>	<b>03</b>
<b>2.0   Whiteboard module.....</b>	<b>04</b>
2.1   Whiteboard look area.....	05
2.2   Create whiteboard.....	06
2.3   Use whiteboard.....	07
2.4   Close whiteboard.....	09
2.5   Multiple whiteboards.....	10

# 1.0 | Short-keys

Combine with nothing    Combine with Alt    EDITOR SHORT KEYS: Combine with Ctrl    Combine with Ctrl    Combine with Ctrl + Shift

Esc	F1	F2 ADD EXTERNAL DOCUMENT CREATE NEW EMAIL	F3 SCROLL BETWEEN EMAILS	F4 SCROLL BETWEEN EMAILS	F5 EDIT/SEND DOCUMENT	F6 REPLY ALL REPLY EMAIL	F7 FORWARD EMAIL	F8 SEARCH	F9 SHOW ACTIONS	F10	F11	F12	Print Screen	Scroll Lock	Pause Break	
.	1 ASSIGN TO CATEGORY	2 ASSIGN TO CATEGORY	3 ASSIGN TO CATEGORY	4 ASSIGN TO CATEGORY	5 ASSIGN TO CATEGORY	6 ASSIGN TO CATEGORY	7 ASSIGN TO CATEGORY	8 ASSIGN TO CATEGORY	9 ASSIGN TO CATEGORY	0 QUICK EDIT FILTER	-	=	\	Insert	Home VIEW LATEST RECEIVED DOCUMENT	Page Up JUMP BETWEEN DOCUMENTS
Tab ↵	Q FILE TO FOLDER	W COPY TO PERSONAL WORKTRAY	E CENTER	R ACCESS RIGHTS ALIGN LEFT	T EDIT TEMPLATE INSERT TEMPLATE	Y COPY TO USER WORKTRAY	U UNDERLINE	I INTERNAL MESSAGE ITALIC	O ADD COMMENT OPEN FILE	P PRINT	{ [	}	Enter ↵ SEND EMAIL	Delete	End VIEW FIRST RECEIVED DOCUMENT	Page Down JUMP BETWEEN DOCUMENTS
Caps Lock	A SELECT ALL	S SEARCH FOR FOLDER DOCUMENT TRANSMIT STATUS SAVE	D	F FIND WORD	G	H REPLACE	J	K	L ALIGN LEFT	:	"					
Shift	Z UNDO	X CUT	C OPEN CATEGORY WINDOW COPY	V PASTE	B BOLD	N	M NEW INTERNAL MESSAGE	<	>	?	Shift	Turbo			↑ SCROLL WITHIN EMAIL MOVE FOLDER UP	
Ctrl		Alt	MARK DOCUMENT AS READ				Alt			Ctrl			←	↓ SCROLL WITHIN EMAIL MOVE FOLDER DOWN	→	

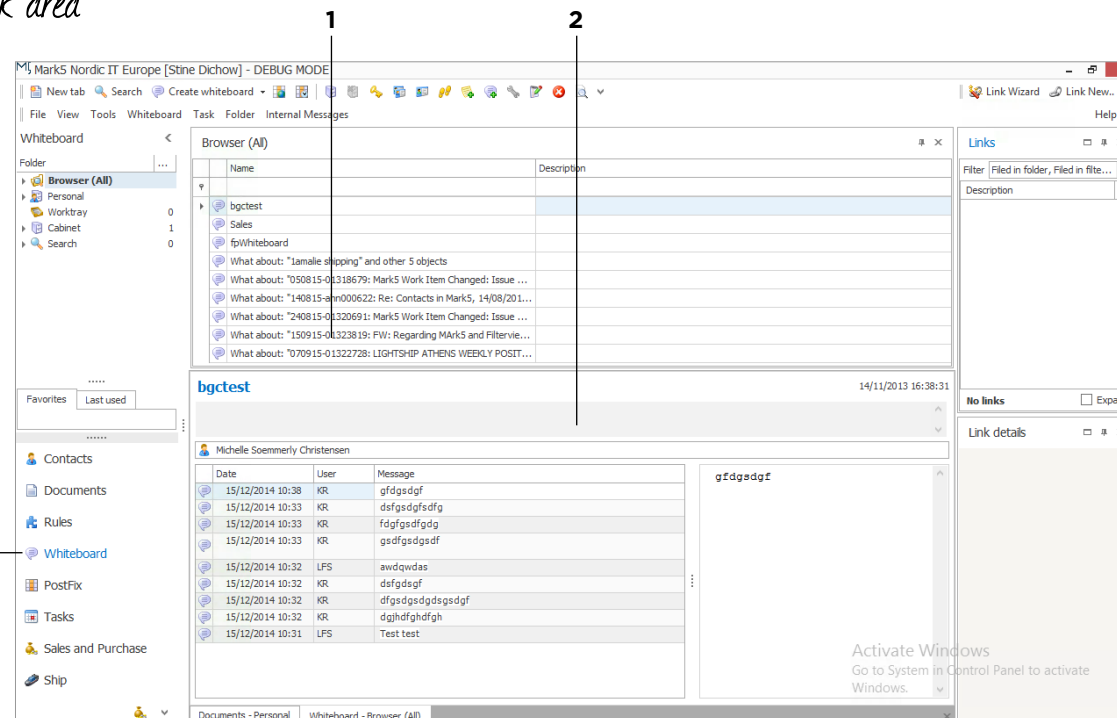
## 2.0 | *Whiteboard module*

The **White Board Module** is beneficial when you need an **on-going conversation, sharing of information, files, documents** and **subjects internally**. We will first get familiar with the module, then learn how to **create a whiteboard** and then learn how to **use the whiteboard**.



## 2.1 | Whiteboard look area

Click here to enter the Whiteboard Module



Lets start with the [whiteboard module look area](#). To access the module, choose from the lower left corner: [Whiteboard](#). The screen will change so it looks similar to the screenshot. This is your [whiteboard view](#).

**1 | Whiteboard list:** Here you can browse through every available [whiteboard](#) in the system. [Right click](#) on a whiteboard to see [editing options](#).

**2 | Whiteboard details:** This is where you can view [existing posts](#) of the [highlighted whiteboard](#).

**NOTE |** You can [open](#) an existing whiteboard by [double clicking](#) on the [create whiteboard](#).

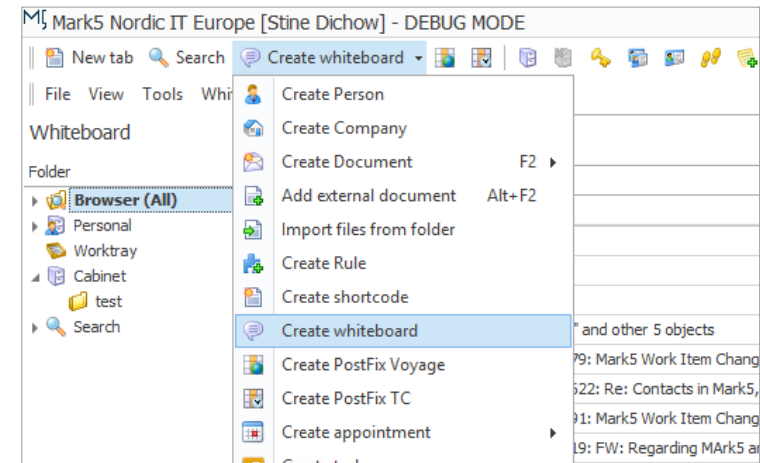
## 2.2 | *Create whiteboard*

**1** | If you wish to **create a new whiteboard**, go the main menu and press **create whiteboard**. If you wish to create a whiteboard from other modules, choose the drop down beside **create** and choose **create whiteboard**.

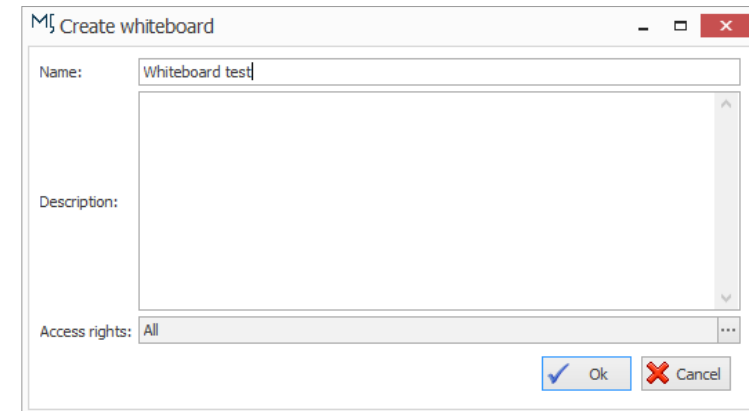
Either way, this will open a new window.

**2** | In this window you **enter name, description** and **edit access rights**. Click **ok** and your whiteboard is created.

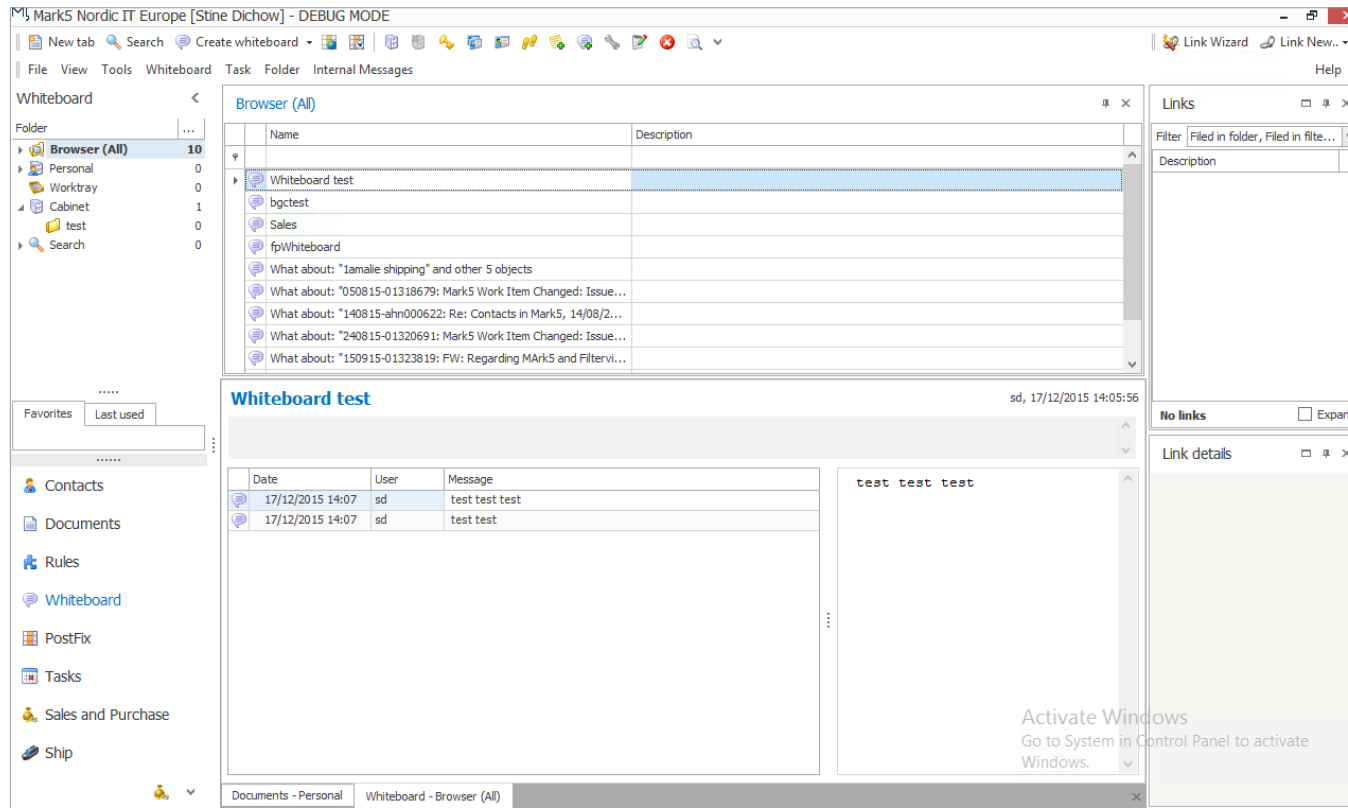
**1.**



**2.**



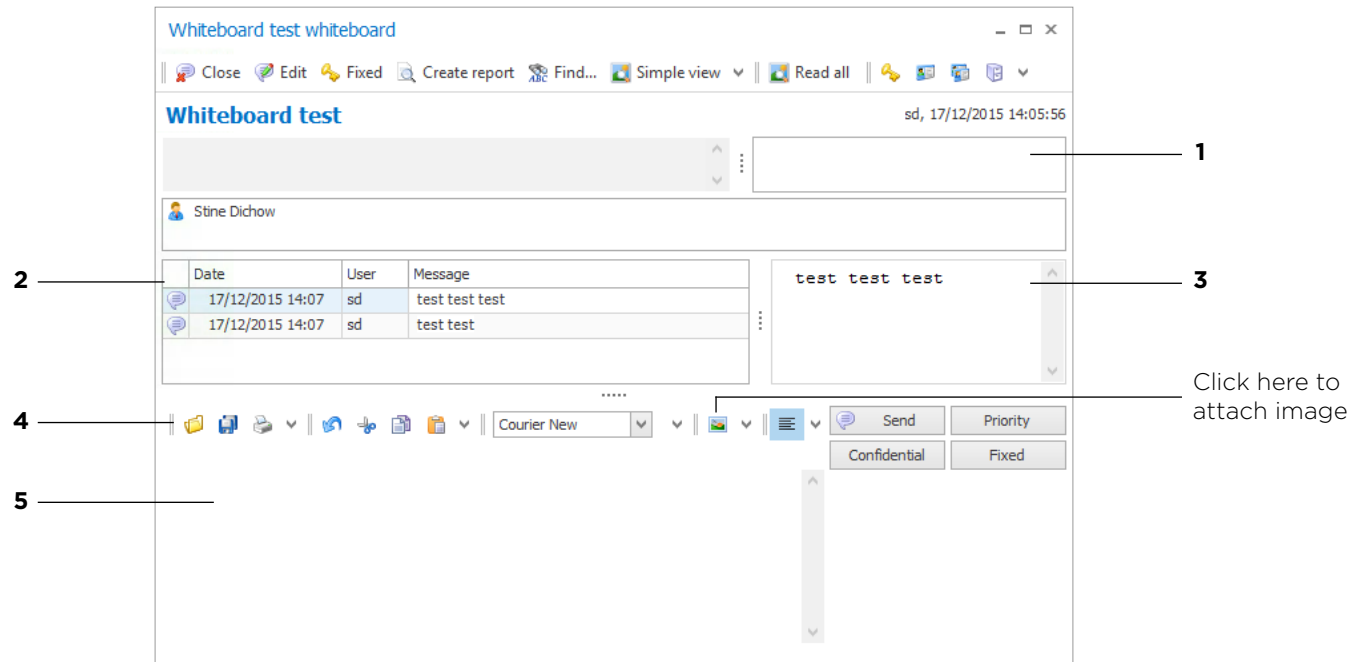
## 2.3 | Use whiteboard



Now, lets actually [use a whiteboard](#). Underneath you see the [work area](#) in the whiteboard module.

To login and [add a post](#) to a whiteboard, you need to open it: [double click](#) on the one you want to open.

## 2.3 | Use whiteboard



Above you see your [whiteboard edit window](#) with your regular [editing options](#). You can type as usual and insert images. Let us go through your options.

**1** | View [links to webpages](#). Use this field to add commonly used webpages related to the whiteboard subject. To add [right click](#) in the field and press [add](#). A small window will appear where you can enter a name of the link as well as insert webpage addresses. Press [ok](#) and the link will appear on your screen. This can be helpful if you need easy access to certain webpages.

**2** | View [messages](#) posted to the whiteboard.

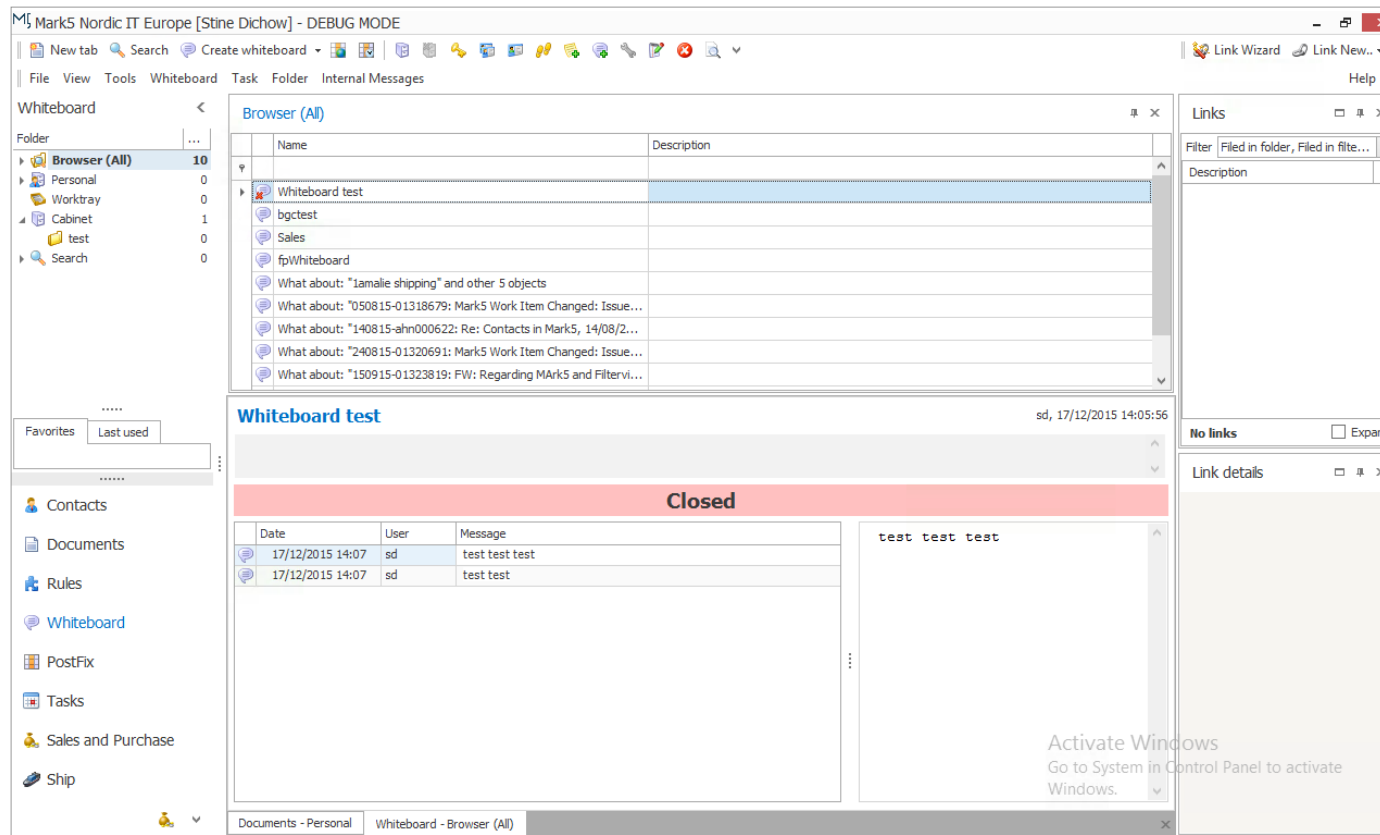
**3** | View [attachments](#). This can both be images and links to other objects in MARK5.

**4** | Here you have your [filing options](#). You can [file](#) the whiteboard to a [folder](#) or a [worktray](#), you can search through find, you can [print](#), [edit](#) or [close](#).

**5** | Here you [type messages](#) and [attach images](#). You have editing choices such as [lay-out](#), [cut](#), [copy](#), [paste](#), [insert hyperlink](#) and [images](#). To [attach image](#), use the [image icon](#) marked above or use drag and drop from your desktop. Use drag and drop to [insert documents](#), [emails](#), [contacts](#) or other objects from MARK5 to post on the whiteboard. Whatever you post will appear on the whiteboard as a link, that you can open by holding ctrl while clicking the link. To post, press [send](#).



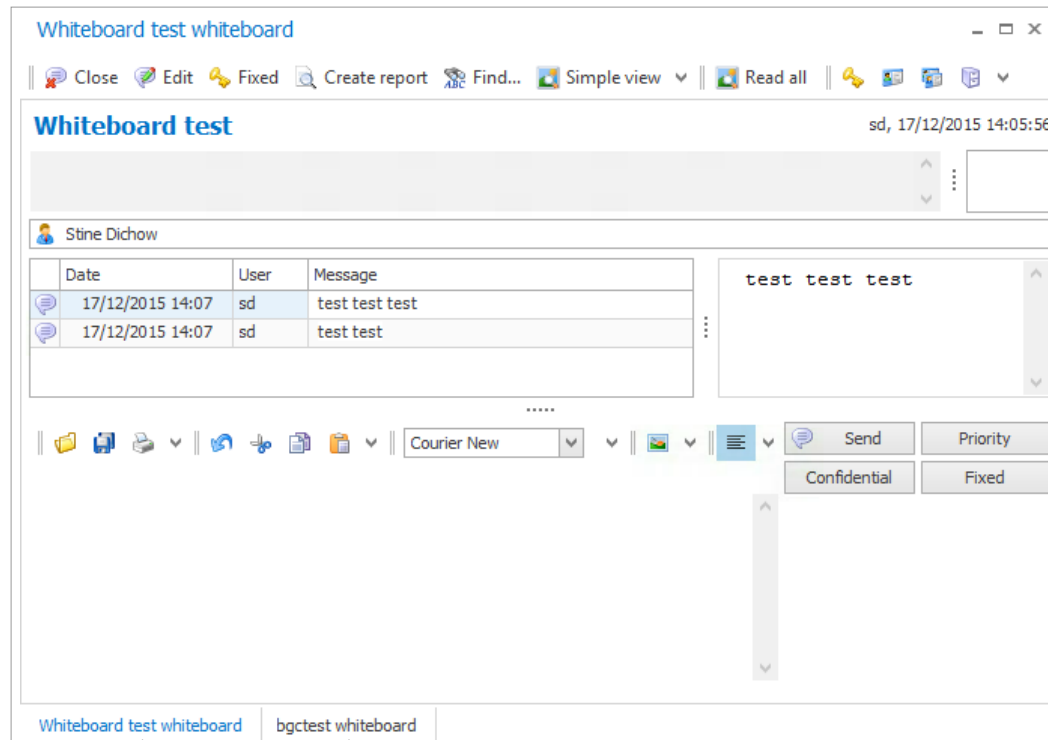
## 2.4 | Close a whiteboard



To set a whiteboard to **inactive**, you need to **open** the board and choose **close** from the **top menu**. This sets the whiteboard to **inactive**. Afterwards, the board will appear as shown.

**NOTE** | When you post a message on a whiteboard you **cannot delete** the message afterwards.

## 2.5 | Multiple whiteboards



When two whiteboards are open

You can work in [several whiteboards](#) at the same time. Just [open a whiteboard](#) and whiteboard window opens. When you then [double click another whiteboard](#), it opens in the same window.

If you have more whiteboards open at the same time, they will show in the same window. You can tab between the different whiteboards via the tabs in the bottom of the window.

**EXERCISE** | Create a whiteboard.  
Post a picture on the whiteboard.  
Add a webpage to the whiteboard.  
Post an email onto the whiteboard.