**Whiteboard for Direct Work**

The whiteboard is a simple, easy to use online tool to interactively complete work with young people. You do not need to sign up or have an account to be able to use this.

**Follow link:** <https://whiteboardfox.com/>

Click **START DRAWING**, this will generate a new whiteboard for you.

Copy link in browser and paste into an email/whatsapp/text to young person/parent. To send via whatsapp/text email link to yourself and then copy and paste into a whatsapp or text message.

Once received by young person/parent they can open it and you can interact together over the whiteboard. The link will remain open until you both close it, once you have closed it you will not be able to re-access it. The link will automatically close after 12 hours.

Always generate a new whiteboard for each individual you are working with.

Always **SNAPSHOT** once the work/session is finished. This will generate an image of the whiteboard in a separate window which you can then save and upload to EHM.

To **SNAPSHOT** go to **OPTIONS** on the left hand side of the whiteboard, **find SNAPSHOT** on the **OPTIONS** bar that appears and press once.

Once your image has been generated save file to upload to EHM.

**DIRECT WORK**

**Images:**

You can add images to the whiteboard for more structured/guided work with a young person.

You are unable to add word or pdf documents.

To change a word document to an image file you can use **SNIPPING TOOL**.

Snip the section of document that you want to use in the session and then save in your pictures.

To upload this onto the whiteboard go to **OPTIONS** and select **ADD PIC** this will then allow you to choose an image from your device to upload.

**Moving/Re-sizing images:**

Select **OPTIONS** and then choose **ZOOM IN** or **ZOOM OUT** from the options bar.

Select **MOVE** from the left-hand side of the whiteboard this will allow you to move the image around the page. Any text/drawings you have added will not move with the picture.

To scroll up and down the page select **MOVE** on the left hand side click to the right hand side of the whiteboard – away from your image and then you can move the page up and down.

**Adding text:**

Both worker and young person can then add text/drawings to this image.

Individuals can ‘write’ free-hand with their mouse or finger on a touch screen device – in order to do so click **DRAW** on the left hand side of the whiteboard which will give you a pencil tool.

Individuals can also add typed text by selecting **OPTIONS** and then **ADD TEXT**. Typing into the **SCRIPT PROMPT** and then clicking **OK.** Click on the text to move it around the page.

**Saving work:**

Always **SNAPSHOT** once the work/session is finished. This will generate an image of the whiteboard in a separate window which you can then save and upload to EHM.

To **SNAPSHOT** go to **OPTIONS** on the left hand side of the whiteboard, **find SNAPSHOT** on the **OPTIONS** bar that appears and press once.

Once your image has been generated save file to upload to EHM.

**INDEPENDENT WORKING:**

If you would like a young person to work on something independently send the link to them in the same way as above.

ALWAYS leave that link open on your computer so that you can go back to it and SNAPSHOT what they have done.

Remember this will need to be done within a 12 hour period.

Once a young person becomes more comfortable using the whiteboard they can SNAPSHOT and send you the image, however if they don’t do this and you haven’t kept the link open any work will be lost.