Microsoft Surface Hub 2S

Microsoft Whiteboard tools and basics



- 1. Microsoft Whiteboard includes several useful tools for drawing and editing content.
- 2. There are 6 pens that can be set to any of the 16 available colors and 4 thickness levels, 1 highlighter, and an eraser tool.
- 3. Toggle the ruler tool to display the on-screen ruler for drawing straight lines.

4. Use the selection tool to select objects by circling them. You can move, copy, cut, and delete selected objects.

After selecting copy or cut, press the insert button to display the option to paste.

5. To insert images, text, and sticky notes, press the insert button.

Use undo and redo to step backward and forward through the most recent actions.