

How to Use the Web Version of Jamboard

Welcome! This guide hopes to offer *just enough information* to get going with Google's web version of Jamboard; it is not intended to be all-encompassing.

This has been created as a Google doc for ease of sharing and so it can be easily updated as functionality changes. Let's dive in.

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Why This Guide?

Google makes three versions of Jamboard: 1. a physical hardware Jamboard, 2. a Jamboard app, and 3. a web version. Google's online help guides are a little tricky because of the three versions; they don't have a separate guide just for the web version. So we made one!

Some of the content in this guide comes from Google's [online help guide](#).

Create and Save a Jamboard

1. Go to <https://jamboard.google.com/>
2. Click the circle with + in the bottom right hand corner of your screen:



3. **Name your Jamboard** by clicking your cursor in the top left hand of the Jamboard.

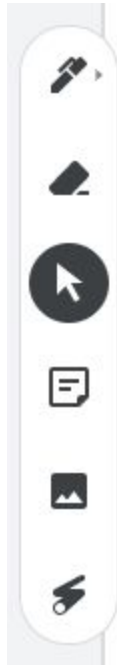


4. **Your Jamboard automatically saves** to your Google Drive account and in your Jamboard home.
5. **To go to your Jamboard home** when you are in a Jamboard, click the Jamboard icon in the top left of the screen.



Write, Draw, and Add Notes

In the Jamboard, you'll see a menu on the left side, with icons for a pen, eraser, selecting, sticky note, add image, and laser. Select which one you want to use by clicking on it. Some additional functionality notes for the pen and sticky notes are below.



Pen: If you double-click on the pen, you'll find further options for marker, highlighter, or brush tool, as well as changing colours.

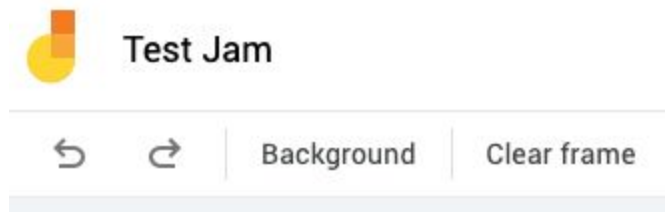
Sticky notes: Tap a color to change the note's color, and then use your keyboard to add text to the note. As you type, you will see a bar advance along the bottom of the sticky note showing how much room you have left on your sticky note. Click save. When you hold your cursor over the note, you can "drag and drop" to move the sticky note, pull a corner to re-size it, or hold the top left corner to turn it. In the top right corner, you can click the three dots to Edit, Duplicate, or Delete the note.

Undoing

Click the Undo sideways u-shaped button  at the right hand of the top menu to Undo.

If you want to erase everything on your Jamboard, click Clear Frame in the top menu.

Important note: Jamboard doesn't have the same revision history functionality as other Google drive documents. You are limited to the Undo and Redo buttons.



Adding Text

There are times when you might want to create a text header, or display a question on your Jamboard. You can now use the Text Box tool on the left hand menu:



1. Click the **Text Box** tool.
2. Click on the Jamboard where you want your text box to go. A text box will appear.

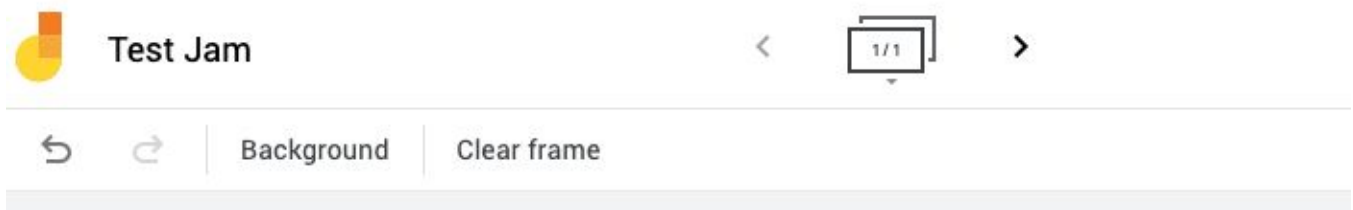


3. **Type** the text you want to display on the Jamboard.
4. You can also **drag and drop, resize** by dragging a corner, or **duplicate** as needed.
5. An alternative: **You could also use other image creation programs** (e.g. Canva, Photoshop, etc) to create the text and then paste or use the Add Image icon.

Add, Duplicate, Reorder, and Delete Jam Frames

You can have multiple frames in a Jamboard.

1. **Adding a Jam Frame:** At the top of the Jamboard, click the “>” to the right of the Expand Frame Bar image (the small rectangle with the numbers). This will add a Jam Frame. Note you can add a maximum of 20 Jam Frames. If you need more, just create a second Jamboard.

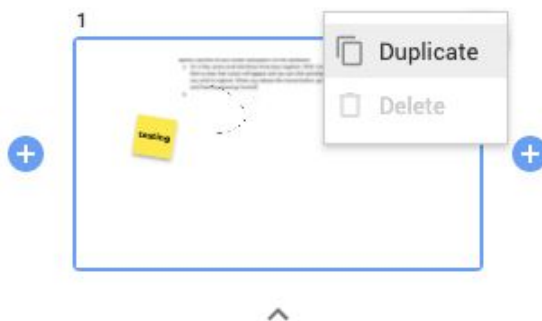


2. Duplicating a Jam Frame:

- a. Click the small arrow under the Expand Frame Bar image (the small rectangle with the numbers) to expand it. *Note: you can click the small arrow to close the expanded view.*
- b. Click the vertical three dot in the top right corner of the frame.




- c. Click Duplicate.



3. Reordering Jam Frames:

- a. Click the small arrow under the Expand Frame Bar image (the small rectangle with the numbers) to expand it.
- b. Click on a Jam Frame to drag and drop to a new location to reorder.

4. Deleting a Jam Frame:

- a. Click the small arrow under the Expand Frame Bar image (the small rectangle with the numbers) to expand it.
- b. Point at a jam frame and click More  > Delete.

Sharing the Jamboard with Editable Access

Once you've created your Jamboard, you might want to invite others to use it with you. Here's one way:

1. Click the **Share** button in the top right corner. Make sure you are not in the Expanded Frame view or you won't find the Share button.



2. Click "Change" beside "Private - Only you can access".

Sharing settings

Link to share (only accessible by collaborators)

https://jamboard.google.com/d/14RCE6XIFqMAXW3ISV_9oLj95sv1M1m_Igx4Lq1-5C

Share link via:  

Who has access

	Private - Only you can access	Change...
	Amanda Fenton (you) amsfenton@gmail.com	Is owner

Invite people:

Enter names or email addresses...



Owner settings [Learn more](#)


☐ Prevent editors from changing access and adding new people


Done


3. Make two changes when the menu appears:

- Select "On - Anyone with the link".
- Change the Access dropdown menu to "can edit", then click "Save". This makes the Jamboard editable for those who have the link.

Link sharing

☐  **On - Public on the web**
Anyone on the Internet can find and access. No sign-in required.

☒  **On - Anyone with the link**
Anyone who has the link can access. No sign-in required.

☐  **Off - Specific people**
Shared with specific people.

Access: Anyone (no sign-in required) **Can edit** ▼

Note: Items with any link sharing option can be shared to the web. [Learn more](#)

☒ Can edit
☐ Can view

[Learn more about link sharing](#)

Save **Cancel**

4. Copy the highlighted link.

Sharing settings

Link to share (allows editing)


https://jamboard.google.com/d/14RCE6XIFqMAXW3ISV_9oLj95sv1M1m_IGx4Lq1-5C

Share link via:  

Who has access

	Anyone who has the link can edit	Change...
	Amanda Fenton (you) amsfenton@gmail.com	Is owner

Invite people:


Enter names or email addresses... 

Owner settings [Learn more](#)




☐ Prevent editors from changing access and adding new people

Done

5. Paste the link somewhere your participants can access it (e.g. in the Zoom chat, etc.).

6. **Bonus tip:** Once you are working with the Jamboard live with others, "Save as PDF" regularly (found under the 'three dots' menu ) to save the content just in case someone accidentally deletes a Jamboard Frame. If someone does this by accident and hasn't closed their screen they could try clicking "Undo" to get the Jamboard Frame back.

Download the Jamboard as a PDF or PNG Image

1. **Download as PDF:** At the top right, tap the 'three dots' menu () then Download as PDF. This will save all the Jamboard Frames in one PDF.
2. **Download as PNG:** At the top right, tap the 'three dots' menu () More  then Save Frame as image. This will only save the Jamboard Frame you are on as a PNG image.

Created April 2020 by [Amanda Fenton](#)

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