



Google Jamboard is a collaborative whiteboard that redefines how companies communicate and brainstorm.

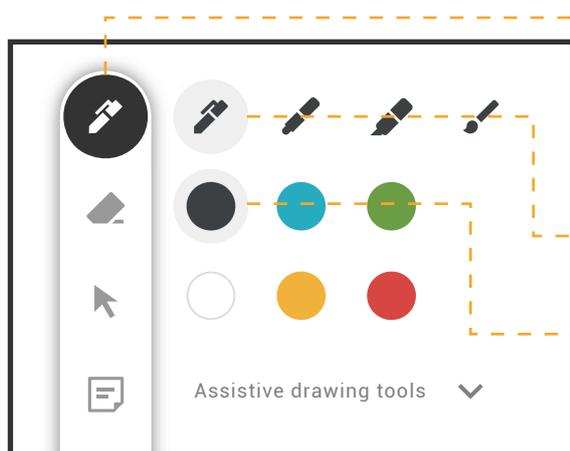
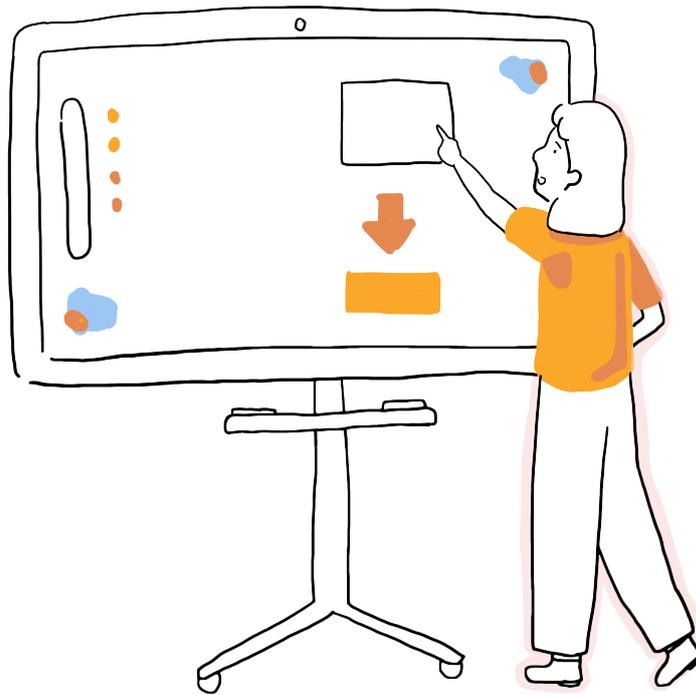
Here are some tips and tricks to help you quickly level up and become a Jamboard expert.

# WHITEBOARDING

Digitalize your workflow by getting ideas off the wall and into the cloud.

## ANNOTATE

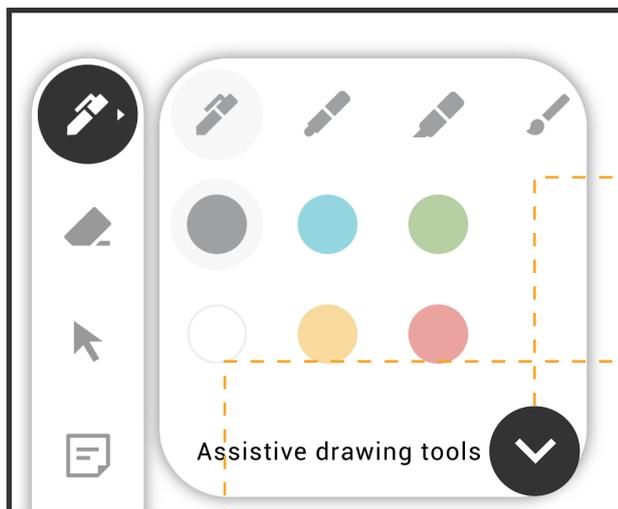
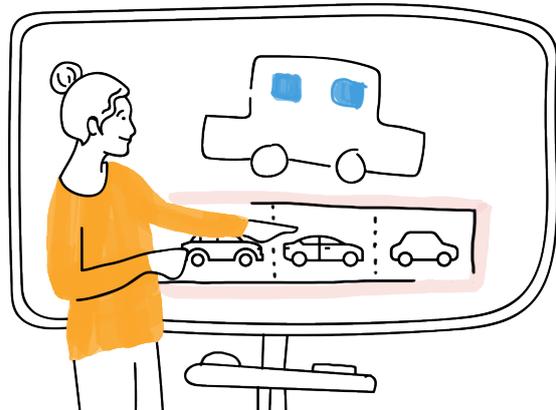
Easily select different pens and colors to bring life into your Jam.  
Never worry about lost or dried out markers.



- 1 Go to the toolbar on the left.
- 2 Tap the pen tool. 
- 3 Select a pen.
- 4 Select a color.
- 5 Jam.

# CREATE PERFECT TEXT, SHAPES, & IMAGES

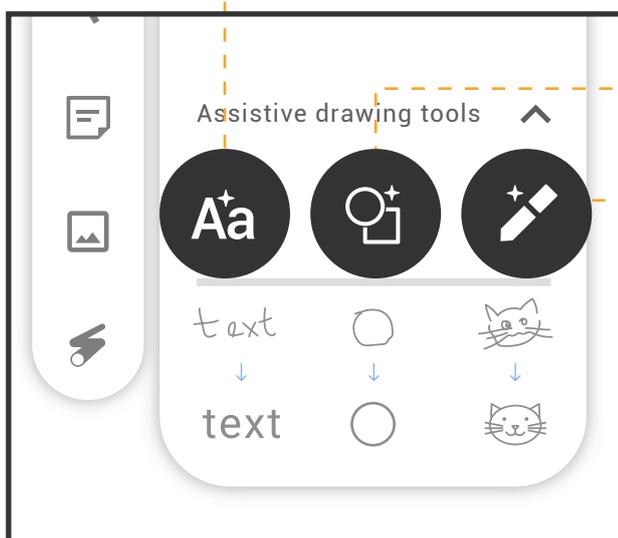
Use assistive drawing tools that leverage machine learning to enhance your Jam.



- 1 Go to the toolbar on the left.
- 2 Tap the pen tool. 
- 3 Tap **Assistive drawing tools**.

## Handwriting Recognition:

- 4 Tap the handwriting recognition tool. 
- 5 Write in print or cursive.



## Shape Recognition:

- 4 Tap the shape recognition tool. 
- 5 Draw shapes.

## AutoDraw:

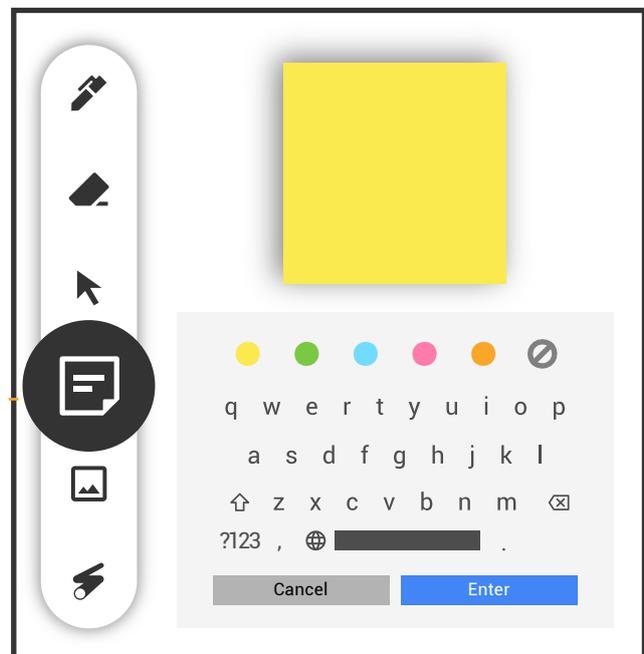
- 4 Tap the AutoDraw tool. 
- 5 Draw picture.
- 6 Select a favorite image from the selection at the bottom.

# BRAINSTORM WITH STICKY NOTES



Brainstorm ideas and organize information with different colored sticky notes.

- 1 Go to the toolbar on the left.
- 2 Select the sticky note tool. 
- 3 Choose sticky note color.
- 4 Type note.
- 5 Tap **Enter**.



## Pro Tip

### Edit:

Double tap a sticky note to edit.

### Insert Text:

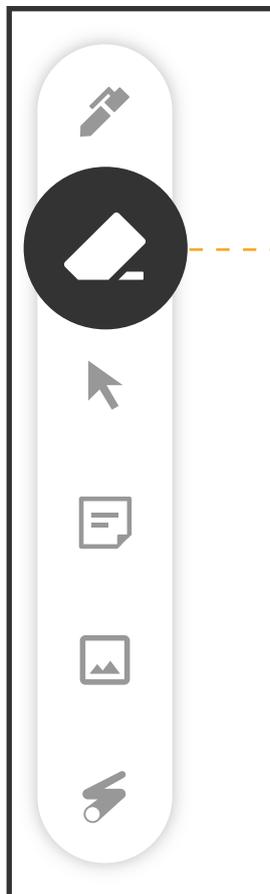
1. Tap with two fingers to select a handwriting recognition text object.
2. Drag and drop into sticky note.

### Insert blank sticky note:

1. Go to the toolbar on the left
2. Select the sticky note tool. 
3. Tap the blank sticky note with two fingers and drag it onto the frame.

# ERASE ANNOTATIONS

Erase as much or as little as you want.



## Determine finger erasing setting:

- 1 Tap the menu icon. ☰
- 2 Tap **Jamboard settings**.
- 3 Check **Finger erasing** setting.

## Finger eraser on:

- 1 Erase with a finger, palm, or Jamboard eraser.

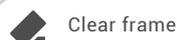
## Finger eraser off:

- 1 Go to the toolbar on the left.
- 2 Tap the eraser tool. 🧽
- 3 Erase with a stylus, finger, palm, or Jamboard eraser.

### Pro Tip

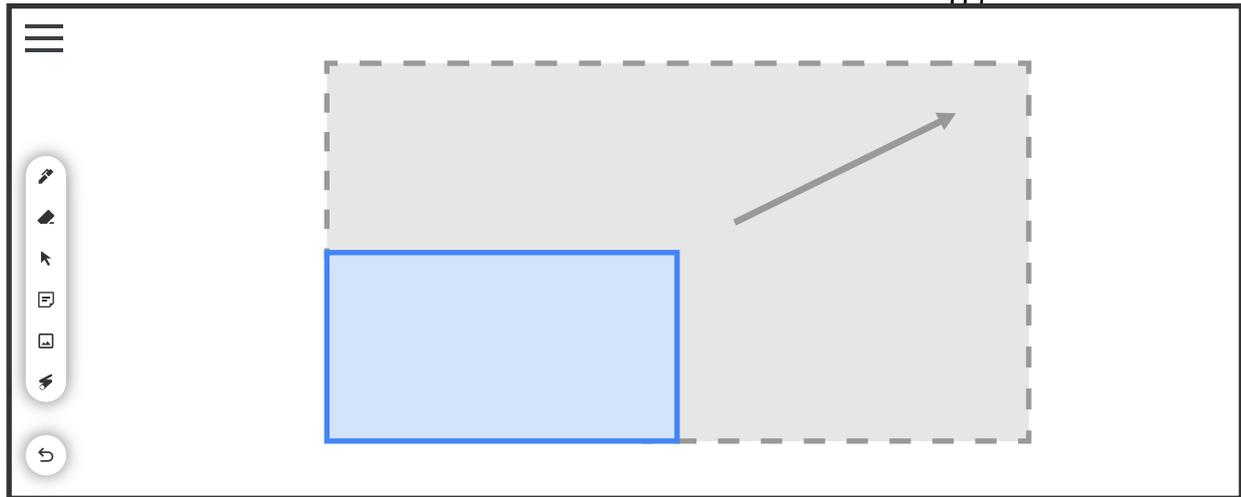
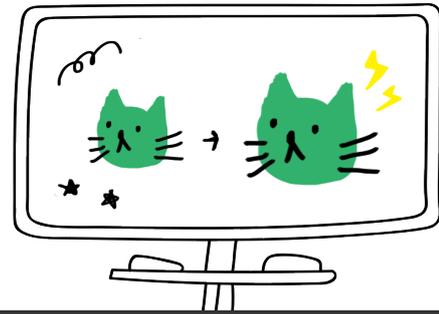
Clear entire frame:

1. Tap the eraser tool. 🧽
2. Tap **Clear frame** at the bottom.



# MOVE AND RESIZE OBJECTS

Control objects on the board by moving or resizing them.



## Finger eraser off:

- 1 Go to the toolbar on the left.
- 2 Tap the select tool. 
- 3 Tap on an object.
- 4 Drag it to a new location or pinch to resize.

## Two-finger tap:

- 1 Tap with two fingers to select objects.
- 2 Drag it to a new location or pinch to resize.

### Pro Tip

#### Select multiple objects:

1. Go to the toolbar on the left.
2. Tap the select tool. 
3. Circle objects.

#### Move objects to different frames:

1. Tap on frame bar.
2. Tap an object with two fingers.
3. Move object into another frame.

# INSERT IMAGES

Add images, web content, stickers, and take pictures.



- 1 Go to the toolbar on the left.
- 2 Tap the insert image tool. 

## Image search:

- 3 Tap **Image search**. 
- 4 Enter query.
- 5 Tap **Search**.
- 6 Drag an image onto the frame.

## Web search:

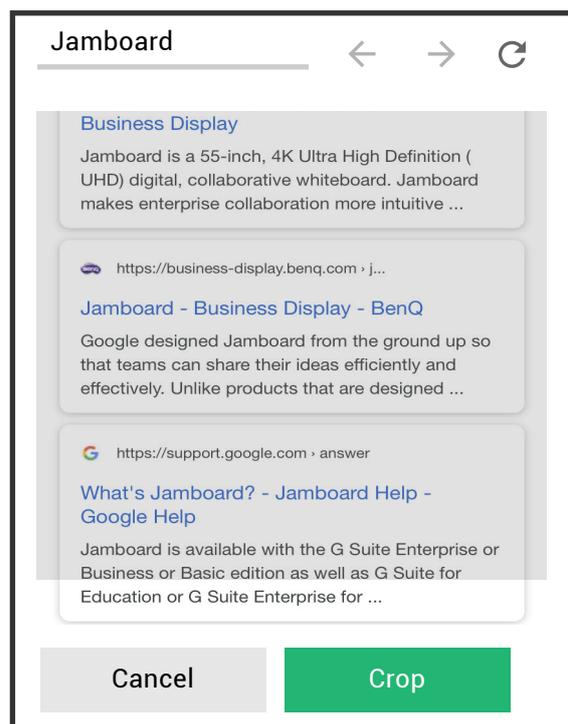
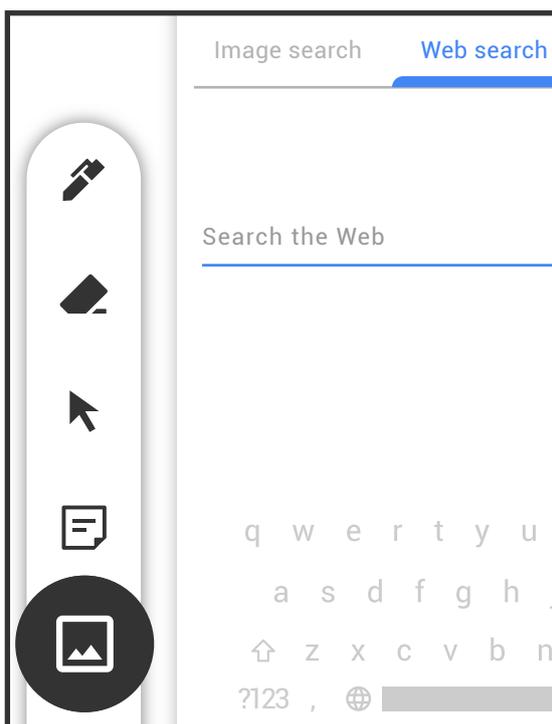
- 3 Tap **Web search**.
- 4 Enter query.
- 5 Tap **Search**.
- 6 Tap **Crop**.
- 7 Optional: Resize crop zone.
- 8 Tap **Insert**.

## Stickers:

- 3 Tap **Stickers**.
- 4 Drag a sticker onto the frame.

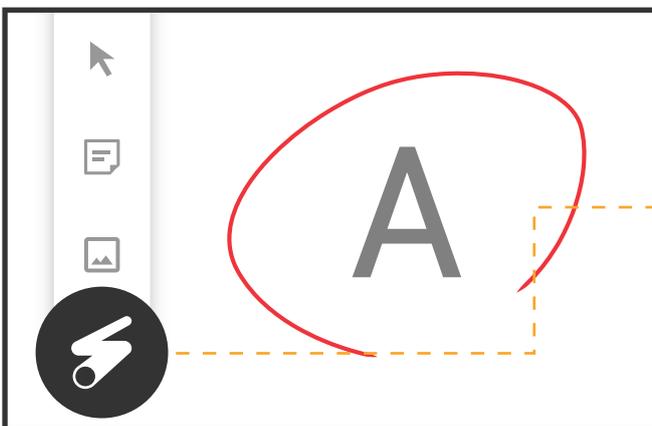
## Take photos:

- 3 Tap the camera icon on the top left. 
- 4 Tap the take photo icon at the bottom. 



# LASER POINTER

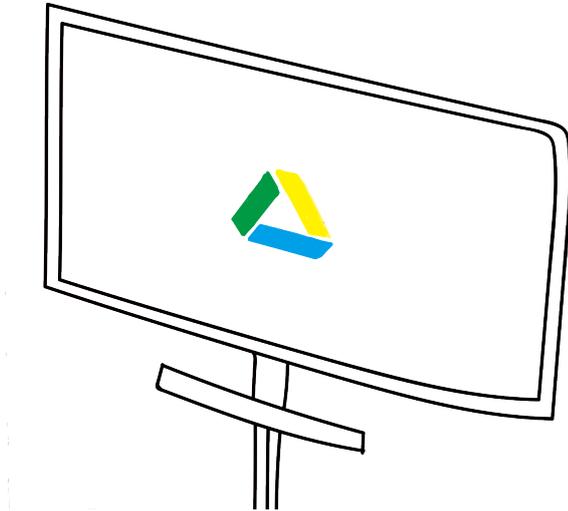
Use the built-in laser pointer to draw attention to important information.



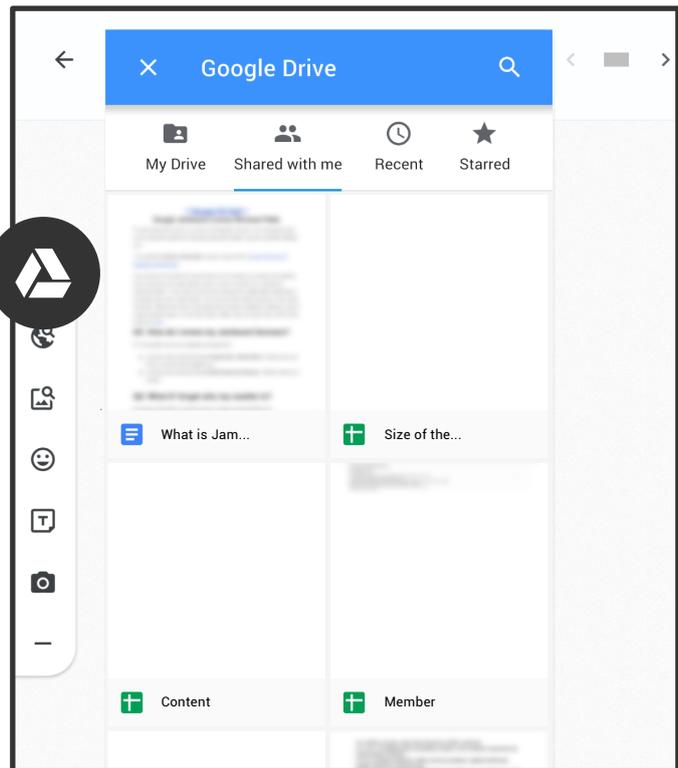
- 1 Go to the toolbar on the left.
- 2 Tap the laser pointer tool. 
- 3 Use a stylus to direct the direct laser pointer.

# IMPORT GOOGLE DRIVE CONTENT

Add Google Drive content using the Jamboard app.



- 1 Launch the Jamboard app on an Android or iOS device. 📱
- 2 Open a Jam.
- 3 Go to the toolbar.
- 4 Tap **Google Drive** tool. 🗄️
- 5 Select file.

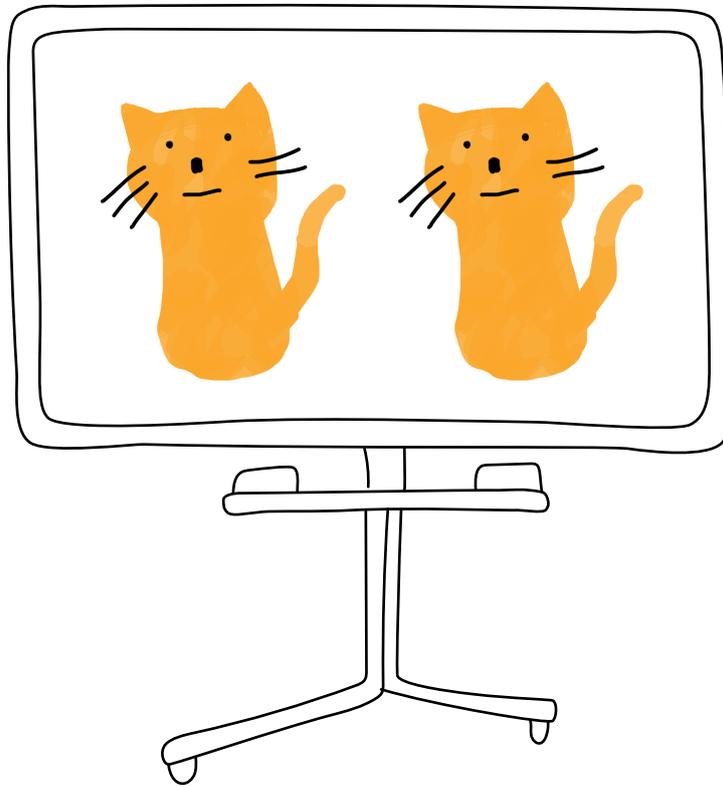


## Pro Tip

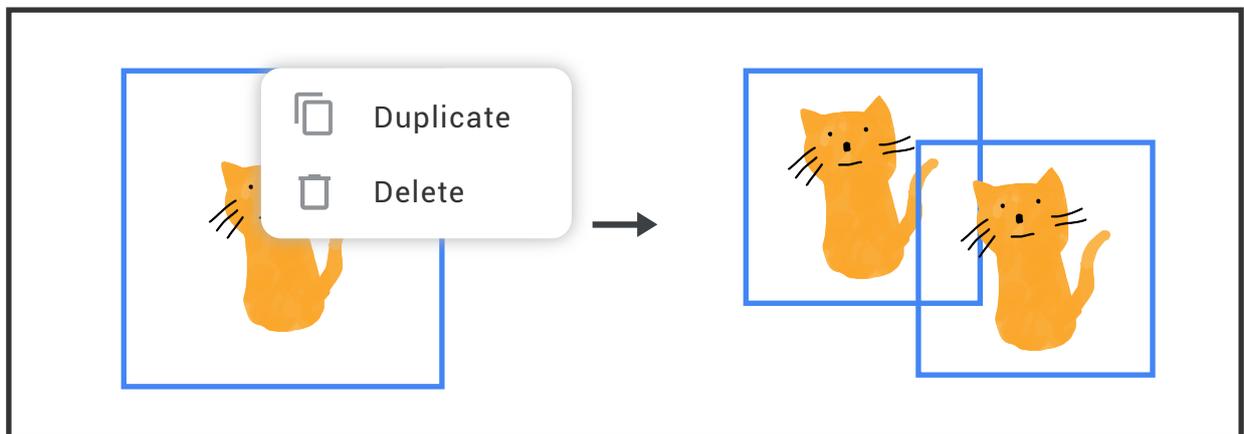
Double tap on a Google Doc, Sheet, Slide, or PDF to view all pages. To insert specific pages into the Jam, drag them onto the frame.

# DUPLICATE OBJECTS

Make copies of objects.

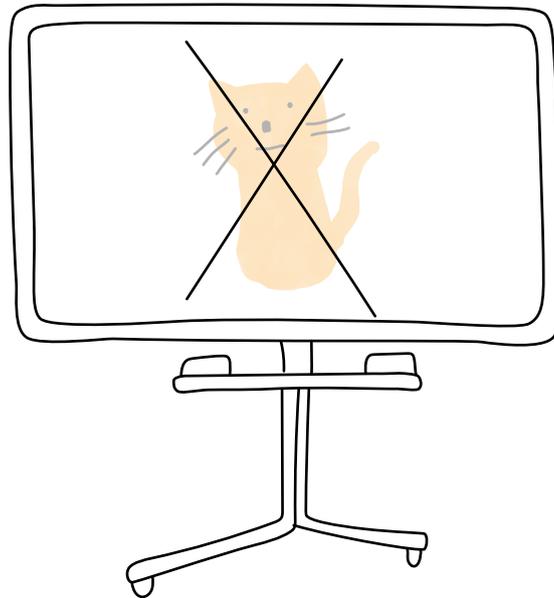


- 1 Tap and hold an object with two fingers until a blue border appears.
- 2 Tap the overflow icon. :
- 3 Tap **Duplicate**.

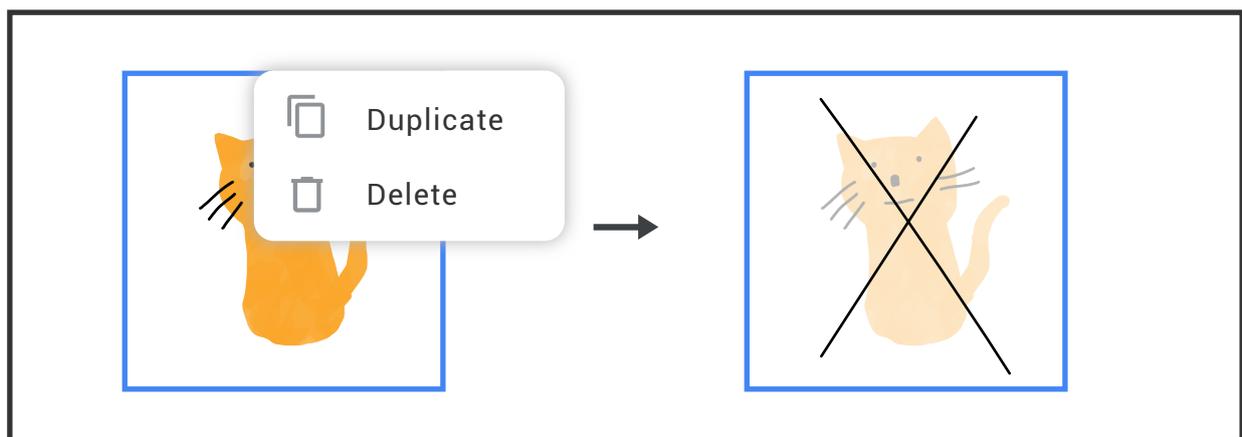


# DELETE OBJECTS

Get rid of unwanted images, stencils, text, and other objects.



- 1 Tap and hold an object with two fingers until a blue border appears.
- 2 Tap the overflow icon. :
- 3 Tap **Delete**.



## Pro Tip

Drag objects to the bottom of the frame to delete.

# MANAGE FRAMES

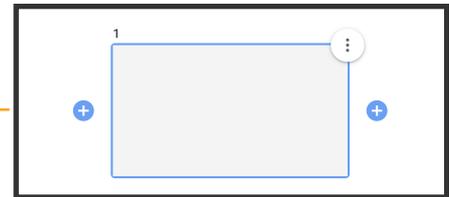
Add, reorder, duplicate, and delete frames.



- 1 Tap the frame bar at the top. 

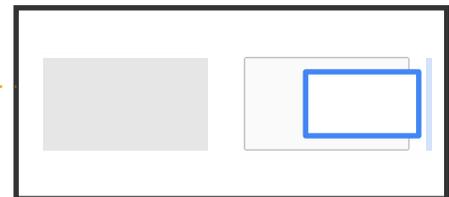
## Add:

- 2 Tap the plus icon. +



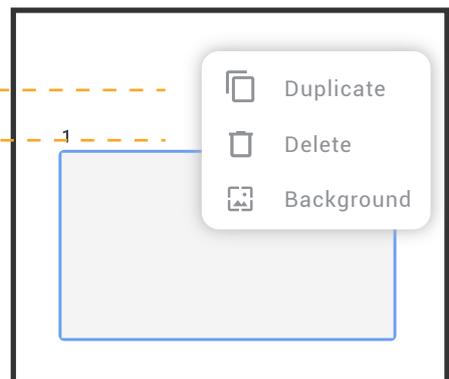
## Reorder:

- 2 Tap and hold a frame, then move it left or right.



## Duplicate:

- 2 Tap the overflow icon. :
- 3 Tap **Duplicate**.



## Delete:

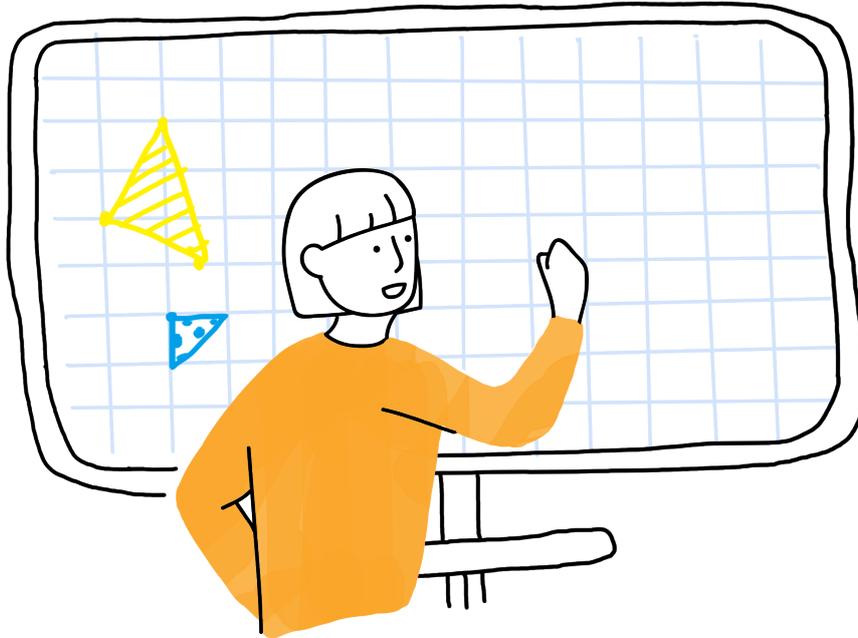
- 2 Tap the overflow icon. :
- 3 Tap **Delete**.

### Pro Tip

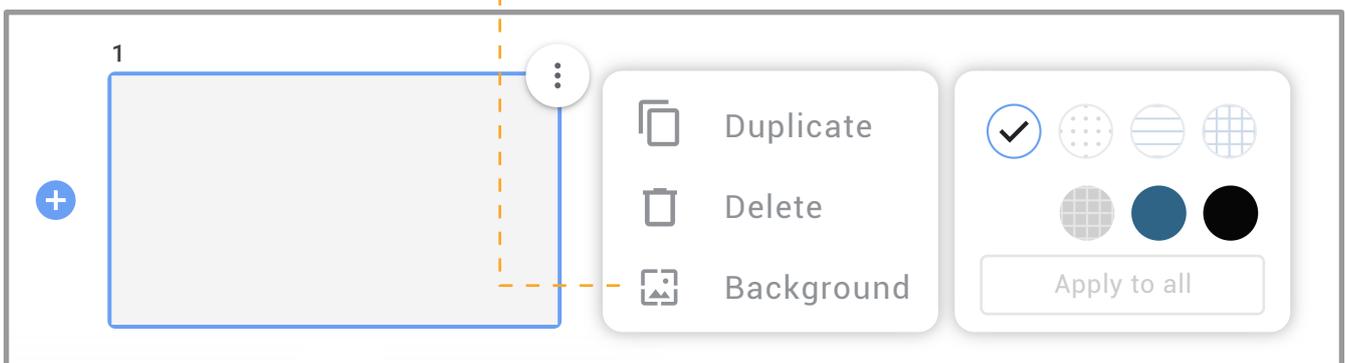
From the last frame, tap the right arrow on the frame bar to add more frames. >

# CHANGE BACKGROUND

Customize frames with different backgrounds.



- 1 Tap the frame bar. 
- 2 Tap the overflow icon. 
- 3 Tap **Background**. 
- 4 Select a background for the current frame.
- 5 Optional: Tap **Apply to all** to set the background of every frame.

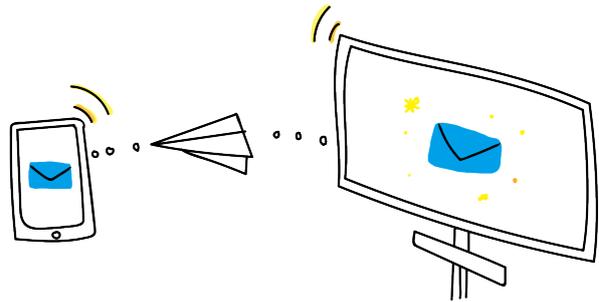


# COLLABORATING

Jamboard is an easy-to-use collaborative device that allows teams to collect, organize and utilize information.

## ADD COLLABORATORS BY EMAIL

Enter email addresses to add users to a Jam.



### Save the Jam:

- 1 Tap the **Save** icon at the bottom. 🗑️
- 2 Enter your work email.
- 3 Tap **Save**.

### Add collaborators:

- 4 Tap the menu icon. ☰
- 5 Tap **Share this Jam**.
- 6 Add collaborators by email.
- 7 Choose between: **Can edit** or **Can view** for each user.

### Pro Tip

#### View or edit collaborators:

1. Tap the menu icon. ☰
2. Tap an avatar under Who has access.
3. Select: **Can edit**, **Can view**, or **Remove access** for users.

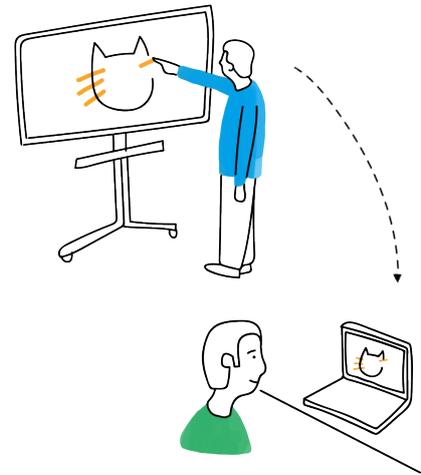
#### Collaborate Jamboard to Jamboard:

See **Collaborate Board to Board** section under **Video Conferencing** on page 19.

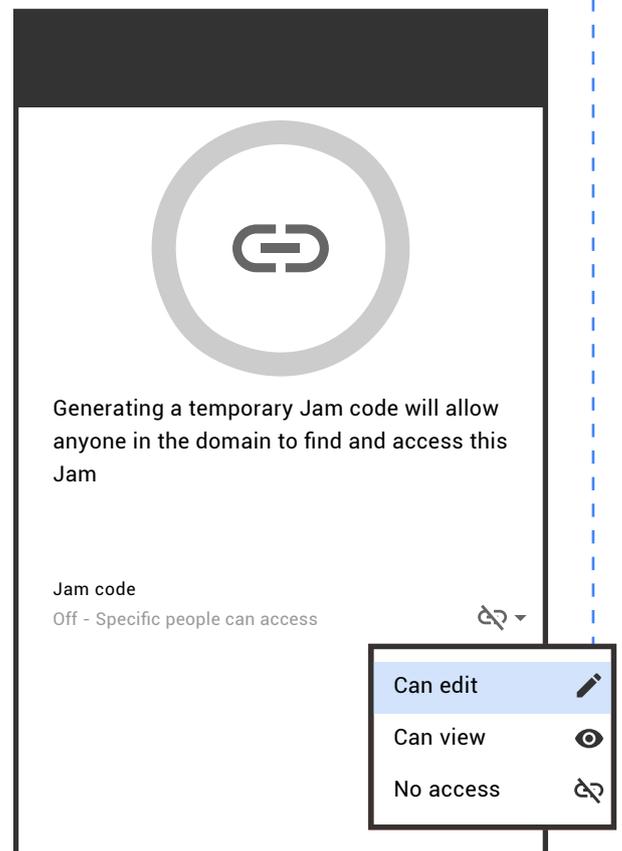
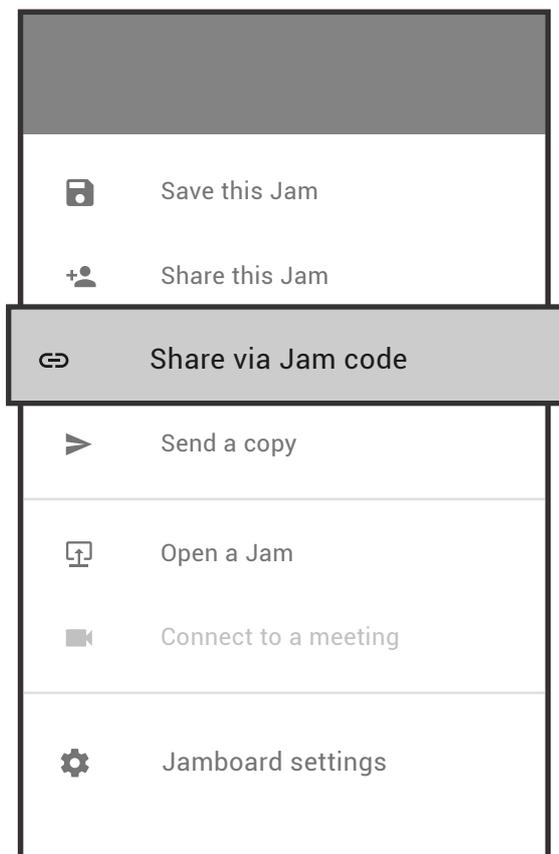
# ADD COLLABORATORS BY JAM CODE

Share Jam code to allow others to join a Jam.

Note: Jam codes can only be shared with collaborators in the same domain. To add users outside of your domain, see ADD COLLABORATORS BY EMAIL on page 14.



- 1 If unsaved, save the Jam.
- 2 Tap the menu icon. ☰
- 3 Tap **Share via Jam code.**
- 4 Choose between: **Can edit, Can view, or No access.**
- 5 Share Jam code with collaborators.



# PUSH A JAM

Push an existing Jam onto a nearby Jamboard from the Jamboard app or web browser.

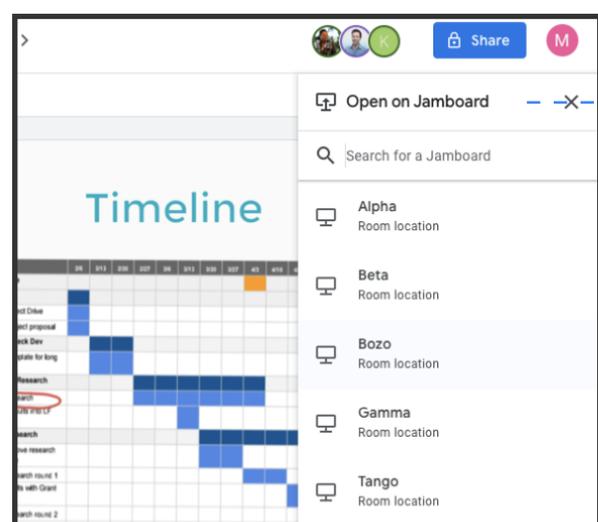
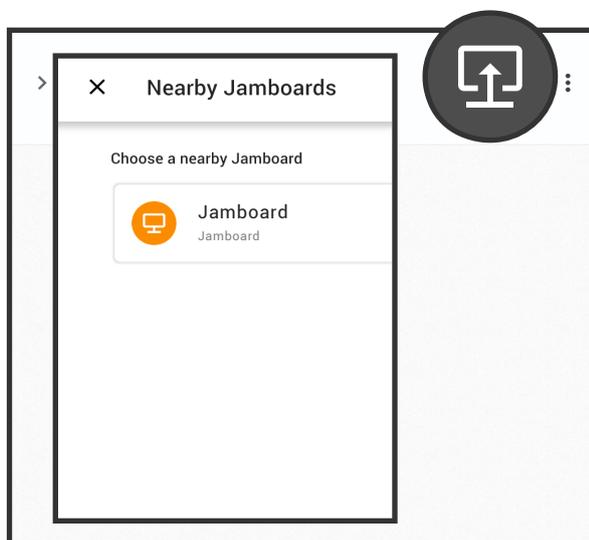


## From mobile app:

- 1 Launch the Jamboard app. 
- 2 Open a Jam.
- 3 Select the Open on Jamboard icon. 
- 4 Select a Jamboard.
- 5 On the Jamboard: Tap **Open** on the prompt.

## From web browser:

- 1 Visit [jamboard.google.com](https://jamboard.google.com).
- 2 Open a Jam.
- 3 Select **Open on Jamboard**.
- 4 Search for and select a Jamboard.
- 5 On the Jamboard: Tap **Open** on the prompt.

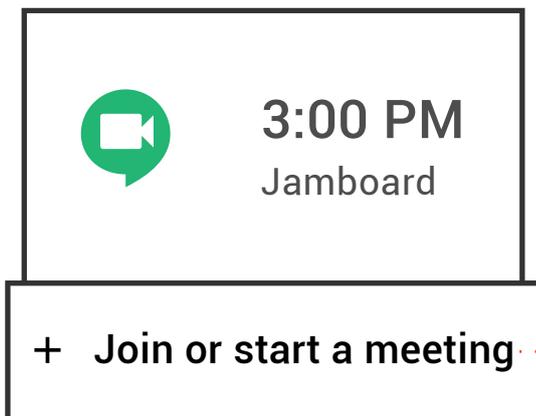
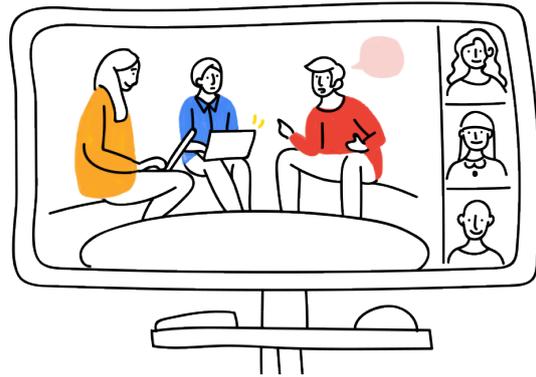


# VIDEO CONFERENCING

Seamlessly switch between presenting, video conferencing, and whiteboarding.

## START OR JOIN A MEETING

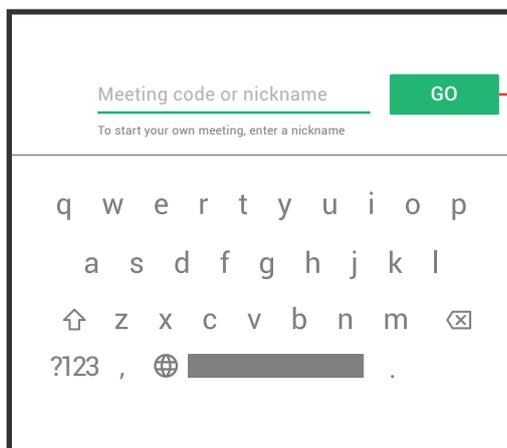
Enjoy full-screen video conferencing with Jamboard.



- 1 Tap the Meet icon on the right. 

### Start meeting:

- 2 Select **Join or start a meeting**.
- 3 Leave meeting code blank.
- 4 Tap **Go**.



### Join scheduled meeting with Jamboard:

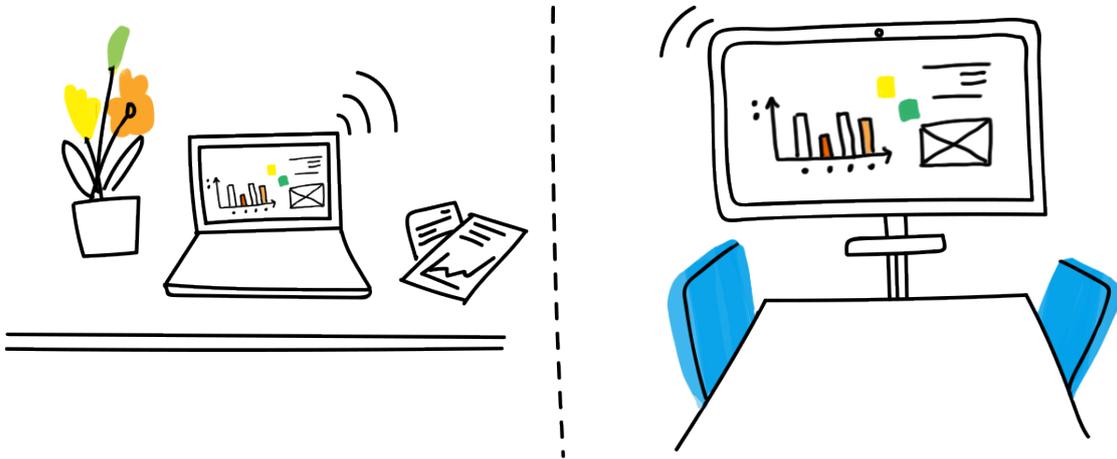
- 2 Tap on a meeting.

### Join meeting with meeting code:

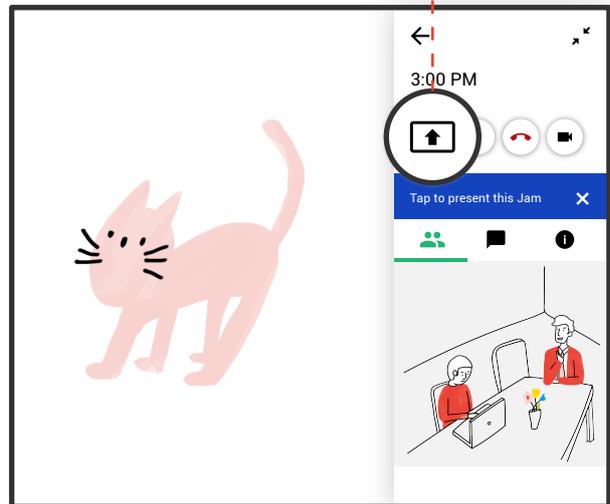
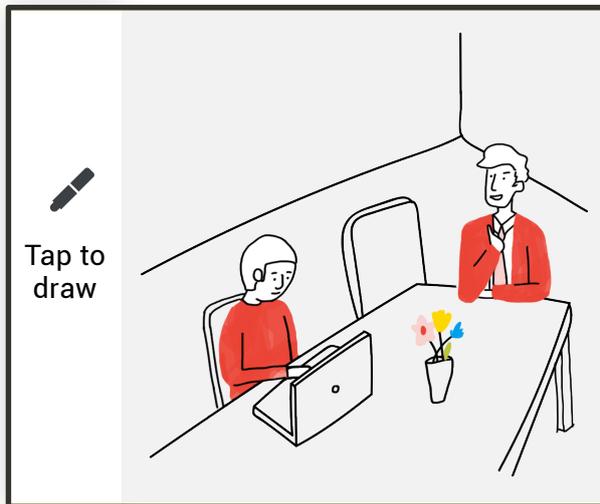
- 2 Select **Join or start a meeting**.
- 3 Enter meeting code.
- 4 Tap **Go**.

# PRESENT JAMS

Make Jam content visible to everyone in a meeting.



- 1 Start or join a meeting.
- 2 Tap on **Tap to draw**.
- 3 Tap on **Tap to present the Jam** icon. 



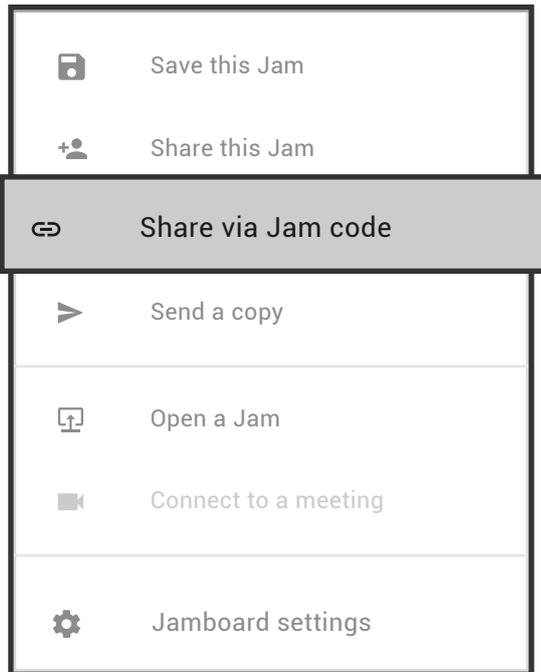
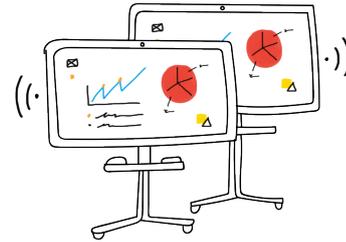
## Pro Tip

Use laser pointer:

1. Tap the laser pointer icon. 
2. Use stylus to draw attention.

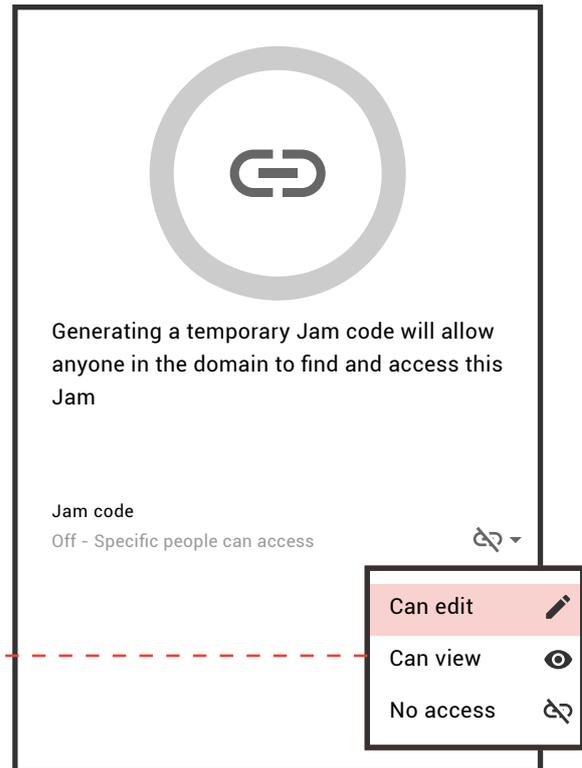
# COLLABORATE BOARD TO BOARD

Connect to the same Jam on different boards while video conferencing.



## Use a Jam code (recommended for new Jams):

- 1 On one Jamboard, tap the menu icon. ☰
- 2 Tap **Share via Jam code**.
- 3 Tap **Save**.
- 4 Enter your email address.
- 5 Tap **Save**.
- 6 Choose between: **Can edit**, **Can view**, or **No access**.
- 7 Enter Jam code on other Jamboards.

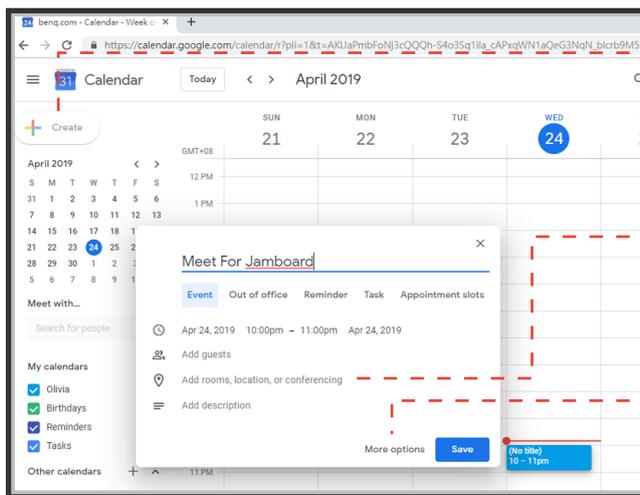
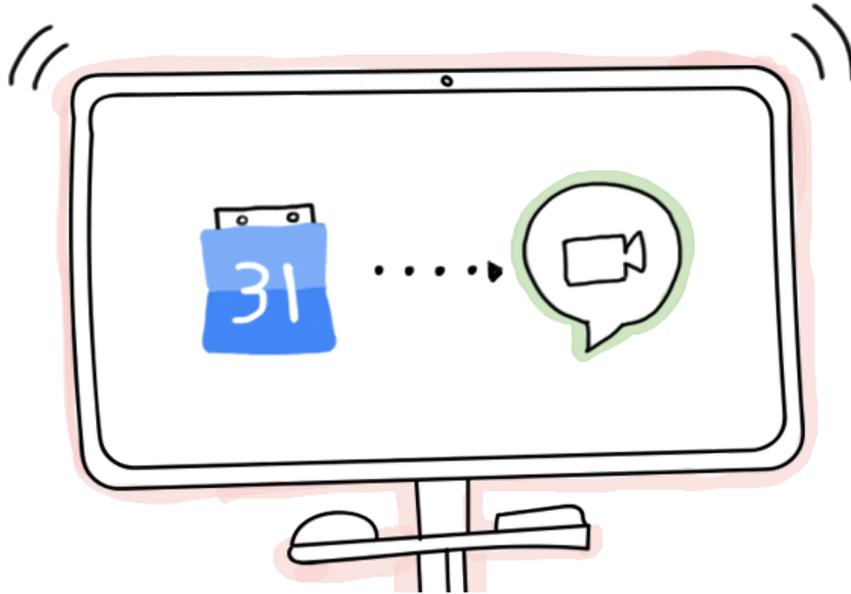


## Use a personal device (recommended for existing Jams):

- 1 Push a Jam onto a Jamboard from on a personal device. (See the **PUSH A JAM** section on page 16.)
- 2 Repeat step 1 with the same Jam on a different Jamboard.

# CREATE AND SCHEDULE EVENTS

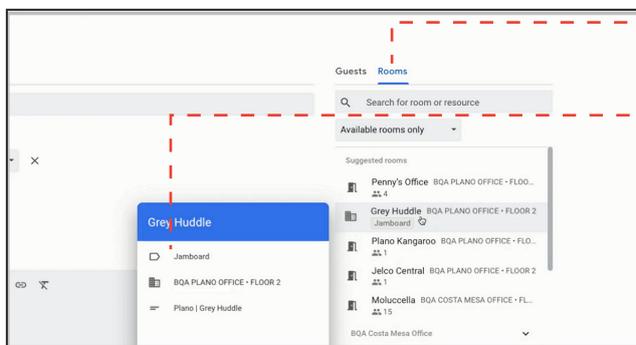
Create meetings in Google Calendar.



1 Create an event in Google Calendar from personal device.

2 Click on the **Add conferencing**.

3 If **Add conferencing** doesn't appear, click on **More Options**.



4 Click on **Rooms**.

5 Select a Jamboard for the event.

6 Click **Save**.

Note: The Jamboard must be paired with a room calendar.  
Contact your IT admin for assistance.

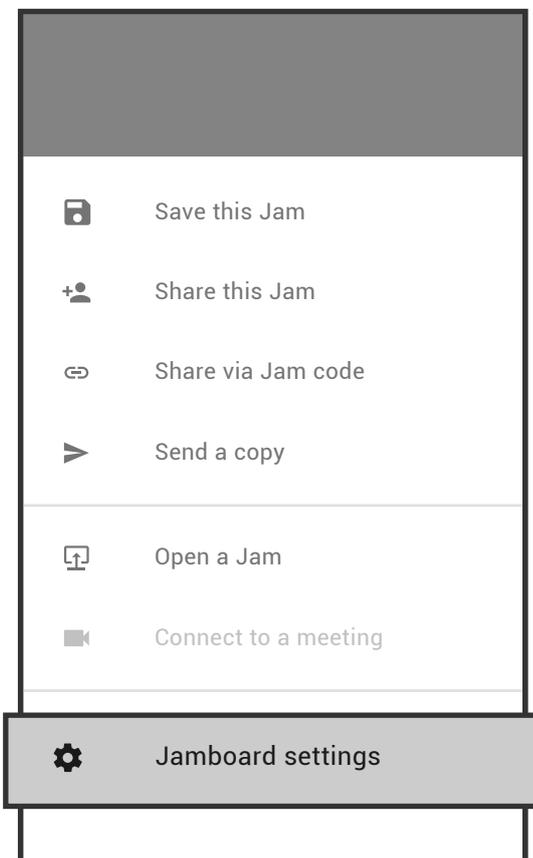
# JUMP START WITH DEMO MODE

Use Demo Mode to learn the basics.

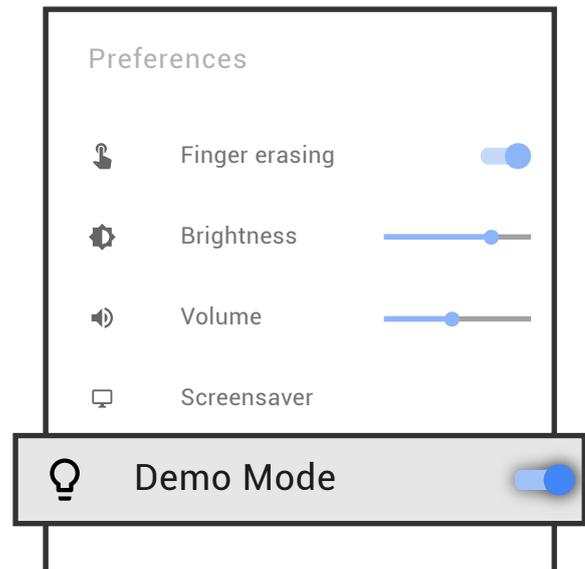


1 Tap the menu icon. ☰

2 Tap on **Jamboard settings**.



3 Enable **Demo Mode**.



4 Tap **Start demo**.



5 Disable **Demo Mode** after finishing.