# **SLIDE ANNOTATION USING POWERPOINT**

You can annotate on slides using features built into PowerPoint. These annotations can be saved to the file and shared with students.

## **TO ANNOTATE**

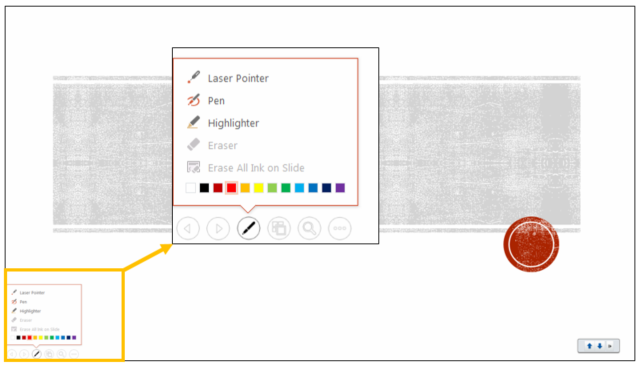
The annotation features can be found in the **lower, left hand corner** of the full screened PowerPoint presentation. **The icons are very faint** in appearance.

## **TOOLBAR**

The **Toolbar** lets you use:

* **Arrows** to navigate through the slides
* **Pen Tool** to write on the slide – clicking on this gives you an expanded menu list.
* **View All Slides** to quickly jump to a particular slide.
* **Zoom** allows you to focus in on a particular area of the slide.
* **Ellipses**  giving more options **–** Hide Ink Markups, Exit the presentation or display different types of screen view.

## **PEN TOOL – EXPANDED VIEW**

Once clicked, the Pen option gives the choice of **Laser Pointer**, **Pen, Highlighter, Eraser, Erase all Ink on Slide,** and the colour of your pen or highlighter.

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## **TO SAVE YOUR ANNOTATIONS**

At the end of your presentation, you may want to save the document with annotations to share with your students. To do so, close the file. A prompt will appear, asking if you want to keep your ink annotations. **DO NOT CHOOSE EITHER OPTION.** **Instead, choose the X,** which will keep your annotations, but not save the file. In PowerPoint, choose **File, Save As, and give the file a new name.** Save it to your G Drive or another storage drive.This file can be uploaded to eConestoga, while preserving your original presentation

## **LIMITATIONS**

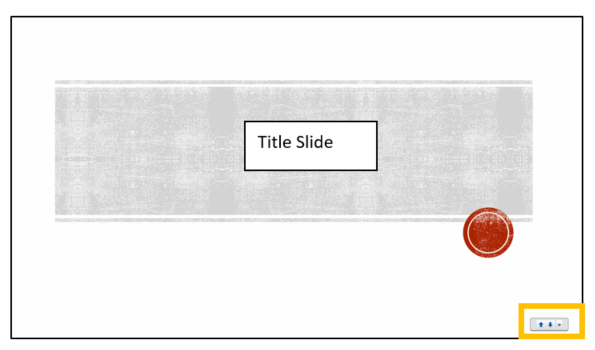
Once you begin using annotation tools, the software assumes you want to continue to annotate. **Your mouse stays a pen or highlighter, until you exit the presentation.** Use the arrows in the Tool Bar to navigate through slides, or your presentation clicker.

# **SLIDE ANNOTATION USING EASY INTERACTIVE SOFTWARE**

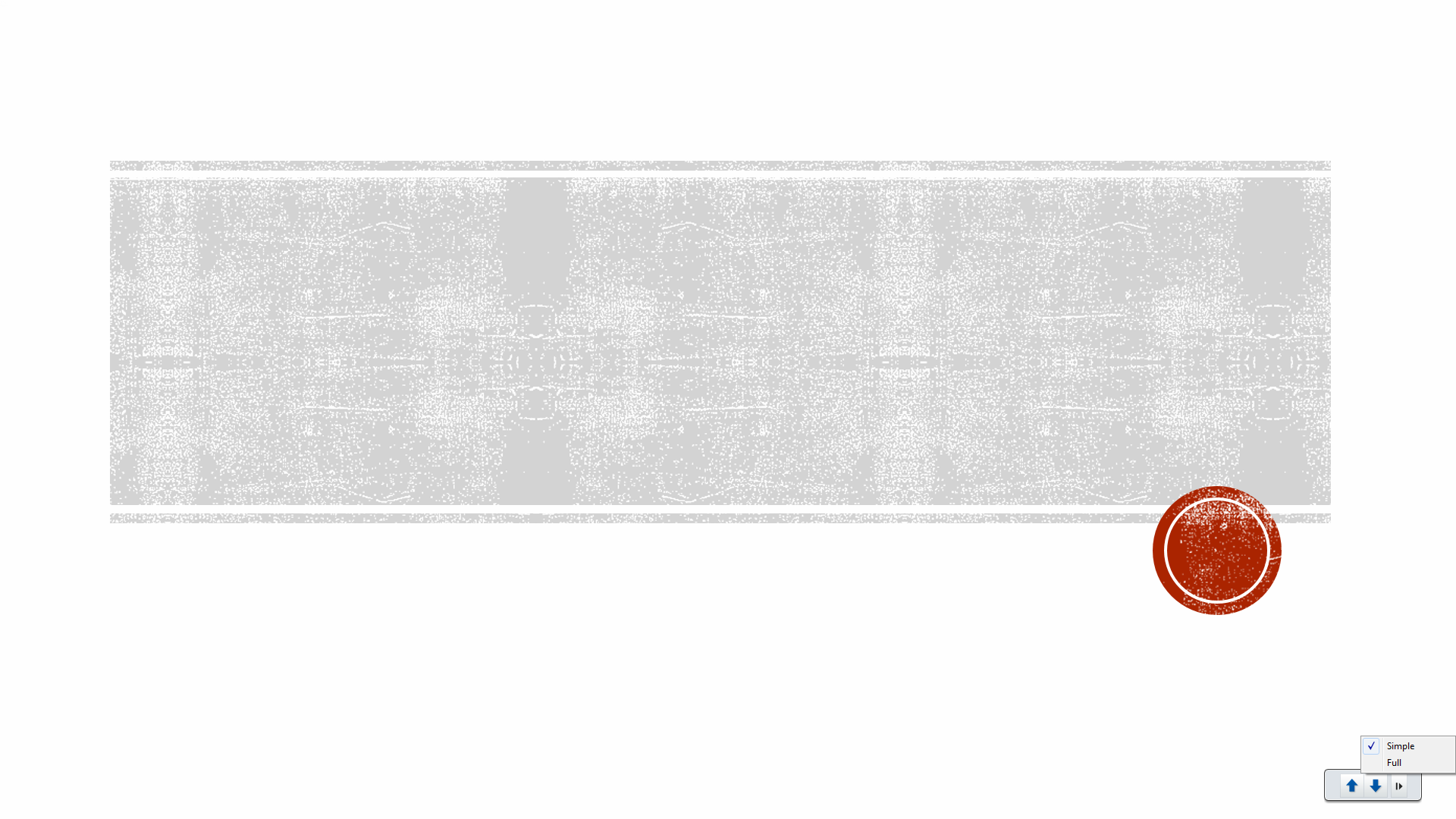
Easy interactive software integrates with PowerPoint. T**o use the Easy Interactive annotation,** y**ou must have Easy Interactive software** open on your PC. It can be found in the **Start menu**, or on the **desktop** of the podium PC.

## **TO ANNOTATE**

The annotation features can be found in the **lower, right hand corner** of the full screened slide. The **default toolbar** is the **Simple** toolbar, offering **arrows** to let you navigate to the next or previous slide.



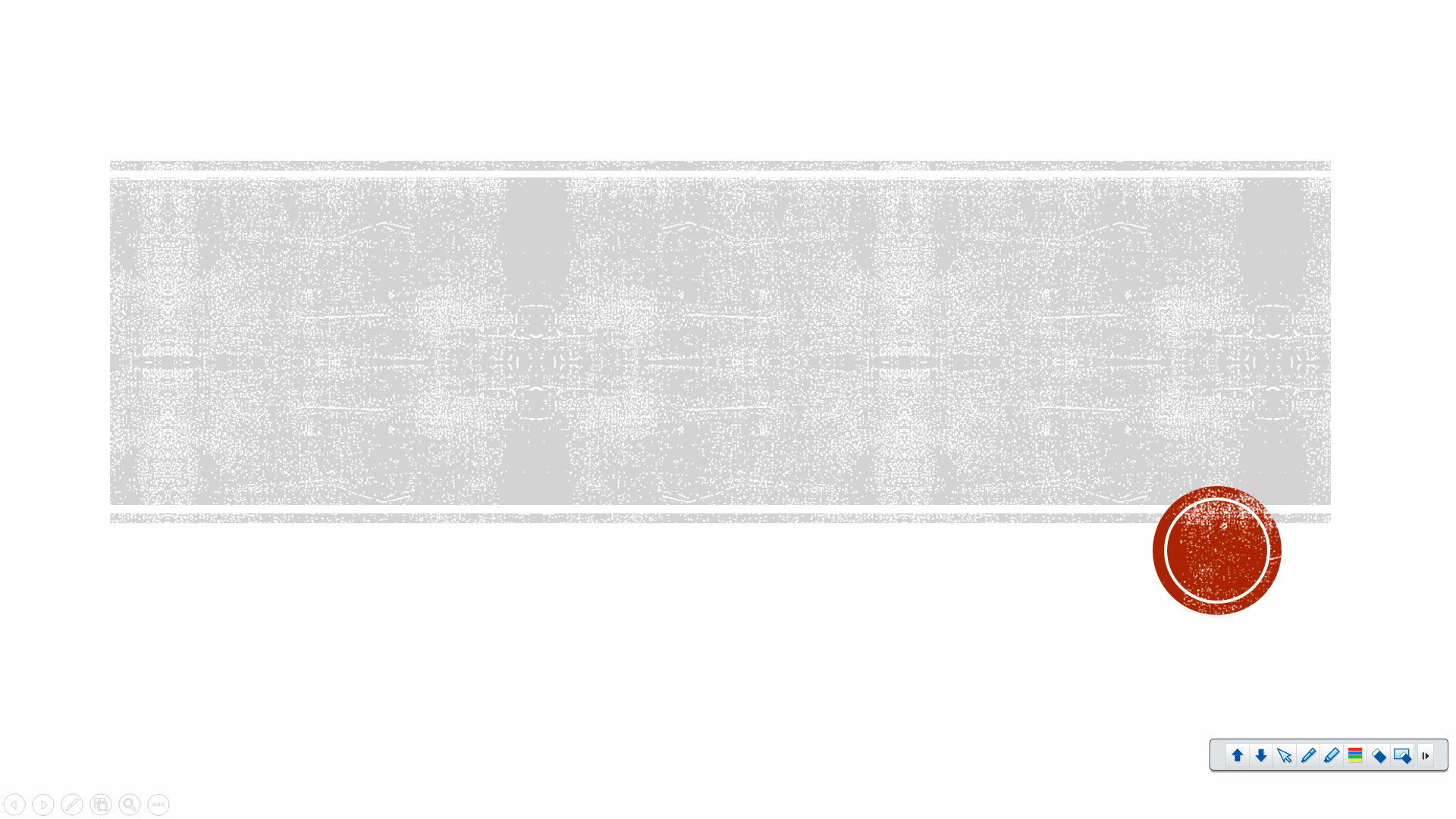
The **Dock** button (third button) lets you select which toolbar features are displayed: **Simple** or **Full**.



## **FULL TOOL BAR**

Choosing the **Full Toolbar** lets you use:

* **Arrows** to navigate through the slides
* **Selection Tool** to select text or images.
* **Pen Tool** to write on the slide.
* **Highlighter Tool** – only yellow highlighter available.
* **Change Pen Colour** gives a pop out selection of colours.
* **Eraser –** erase specific annotations
* **Erase All –** remove all annotations from the screen.



## **LIMITATIONS**

**The annotations do not save to the PowerPoint file**, just with the screen appearance. This means you will not be able to save any notes or information you have added to the slides using this method of annotation.

The annotations also stick around. **Before advancing to the next slide, you would need to erase your annotations,** or else they will appear over top of your next slide.