TOUCH SCREEN LASER POINTER AND ANNOTATION OF POWERPOINT INSTRUCTIONS

To start from within PowerPoint:

Choose SLIDE SHOW tab.

Choose FROM THE BEGINNING (upper left corner).

Touch screen in lower left corner. Annotation command menu will appear. If it disappears again, touch in that corner to recover it.

Commands are as follows (left to right):

1) Touch LEFT ARROW for PRIOR SLIDE.
2) Touch RIGHT ARROW for NEXT SLIDE.
3) Touch the pencil icon, then select either LASER POINTER or PEN.

- You can now mark your slide or use the highlighter. Press the RIGHT ARROW to move to next slide.

4) Icon with the squares inside moves to SLIDE SORTER VIEW. Clicking upper left arrow returns to normal view.
5) MAGNIFYING GLASS allows you to drop a shadow box on an area to magnify (left click). Right click to end the magnify view.
6) The ellipse (…) opens a command list that includes END SHOW to return to normal view.

Note that when ending show, you have the option to discard all the annotations you made. Select to discard annotations.