

Annotate Toolbar

In a meeting, you can use annotation tools on PowerPoints to annotate, highlight, explain, or point to information.



Annotation Tool	Icon	Additional Content	Description
Pointer			Allows you to point out text and graphics on shared content. The pointer displays an arrow with your name and annotation color. To display the laser pointer, which lets you point out text and graphics on shared content using a red “laser beam, click the downward-pointing arrow. Clicking this button again turns off the pointer tool.
Text			Allows you to type text on shared content. Participants can view the text one you finish typing it and click your mouse in the content viewer, outside the text box. To change the font, on the Edit menu, choose Font. Clicking this button again turns off the text tool.
Line			Allows you to draw lines and arrows on shared content. For more options, click the downward-pointing arrow. Clicking this button closes the line tool.
Rectangle			Allows you to draw shapes, such as rectangles and ellipses on shared content. For more options, click the downward-pointing arrow. Clicking this button again closes the rectangle tool.
Highlighter			Allows you to highlight text and other elements in shared content. For more options, click the downward-pointing arrow. Clicking this button again closes the highlighter tool.
Annotation Color			Displays the Annotation Color palette, on which you can select a color to annotate shared content. Clicking this button again closes the Annotation Color palette.
Eraser			Erases text and annotations or clears pointers on shared content. To erase a single annotation, click it in the viewer. For more options, click the downward-pointing arrow. Clicking this button again turns off the eraser tool.