

Annotate Tool

This is great for getting them to “do” something, without taking up a lot of time.

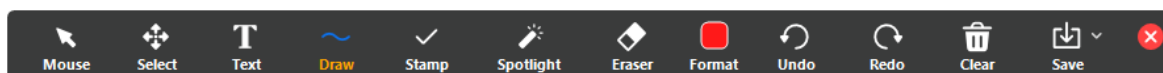
Bear in mind they see it to the right of the green Screen Sharing box, where you have the red button STOP SHARE, they see in black VIEW OPTIONS,

You need to be very clear on your instructions to them on how to access the annotate toolbar.

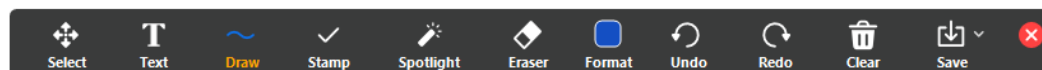
For example, you could say:

- If you hover your mouse at the top of the screen, you should see a green bar saying “You are now viewing Firstname Surnames’s screen (e.g. Barbara Moynihan’s) screen. Can you all see that?”
- To the right of that there should be a black rectangle saying VIEW OPTIONS. Can you all see that?
- Click VIEW OPTIONS, click ANNOTATE and you should see a new toolbar.

The toolbar below is what you see as **host**:



The **participants** do not see all the options, toolbar below is what they see:



Using the Stamp tool

Give them clear instructions on what you want them to do. If you want them to stamp, once their toolbar is turned on, you could say:

4th left button from the left should have a tick and say STAMP – can you see it?

Click Stamp, click whichever stamp appeals to you and click beside *the **one** item in the list most interesting to you, the **ones** you have never see before.*

Turning off your annotate function and clearing drawings

Remember to clear all their drawings as they will remain on screen until you exit

click the Clear button (2nd from right) and clear all

Click Arrow tool on left of your toolbar to return to normal mouse function

🔴 Remember to click Arrow tool on left of your toolbar to return to normal mouse function.