



## Symposium—Quick Start Instructions—PowerPoint

### Annotate / Highlight / Erase

**Pick up stylus.** The stylus is tethered to the Symposium and is usually on the desktop or placed in its cradle on the Symposium itself, either on top or on the right of the frame.

**Choose a color.** Choose from the top bar or floating tool bar. The color choices on the top bar are black, blue or red. The default color choices are black and red.

**Write on screen.**

**Use the eraser to erase any part of the writing.** It is on the top right of the Symposium or the fifth button from the top on the floating tool bar.

**Control PowerPoint.** Use menu bar to control presentation (forward or back). You can also use the keyboard or mouse like normal.

**Mouse mode.** To use the stylus as a mouse, always remember to switch back to the mouse mode when done by pressing the arrow button on the Symposium or the top button on the floating toolbar or use your mouse.

**Save annotations.** You can save the annotations when finished (if needed). You will be asked if you want to save the annotations when you end your PowerPoint presentation. Choices: Save show with another name to maintain original presentation.

*Note:* If you need to orient the Symposium (evident when you select something with the stylus but the cursor appears elsewhere), select the red cross icon or Orient from the toolbar icon. Once selected, tap the middle of the nine targets to re-orient the board to your stylus.





## Symposium—Quick Start Instructions—PowerPoint –page2

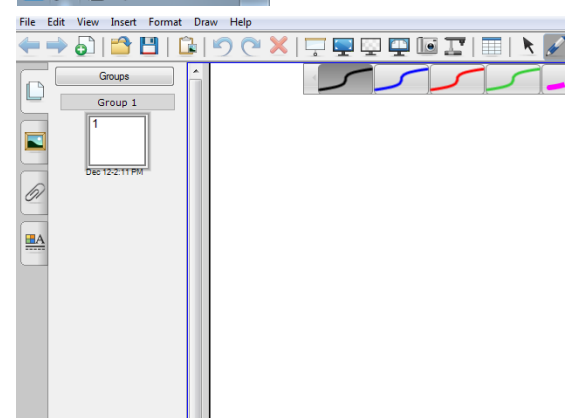
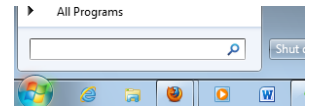
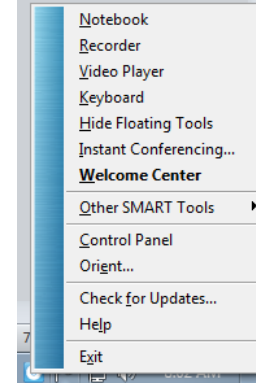
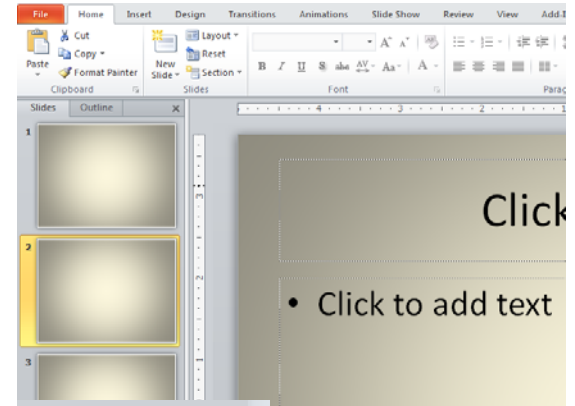
**Tip:** For blank screens to write on, open PowerPoint and create blank slides, then draw on them. Present or save as a pdf document to share.

OR

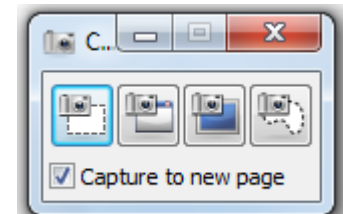
**Smart Notebook—**A “scrapbook” for capturing images and acts as a blank screen for writing is available for your use.

To use: Click on SMART icon (lower right on toolbar) or type in SMART Notebook in Windows 7 search.

Write on screen on the right; add screens by clicking on the icon on the upper left-hand side.



**Screen capture—**You can capture images from any other application and they will be pasted into the pages of the SMART Notebook. To do so, you can click on the camera icon from the Notebook or from the SMART icon (lower right in toolbar).



It opens up a selector window with four camera icons. They represent select area, current window, entire screen and freehand. Try them to find the one that works for you.