

Pointer Options

Pointer Options are used to modify the style of the mouse pointer that is used when presenting a slide show. These options can be accessed in Slide Show View by moving the mouse pointer to the bottom left corner of the slide. The following options are available:

- ✦ **Laser Pointer** – This button is used to change the mouse pointer into a laser pointer.
- ✦ **Pen** – When using this option, it is possible to underline text or objects in a slide during the presentation.
- ✦ **Highlighter** – To highlight a word or group of words during a presentation, choose this option.
- ✦ **Ink Color** – To change the color of the pens or the highlighter, click this option. A gallery of colors will appear.
- ✦ **Eraser** – This option is used to erase areas of the annotations on the slide.
- ✦ **Erase All Ink on Slide** – Select this option to remove all the annotations that have been applied to a slide.
- ✦ **Arrow Options**
 - ✦ **Automatic** – This option is the default. The mouse pointer appears as an arrow when the slide show is being presented.
 - ✦ **Visible** – Click this option to make the mouse pointer visible when a slide show is being presented.
 - ✦ **Hidden** – When the slide show is being presented, the mouse pointer will not display on the slide.

Display and Choose the Pointer Options

- ✦ Do one of the following:
 - ✦ **Right-click** in the slide while in **Slide Show View** and select **Pointer Options**.
 - ✦ Click the **pen** option in the **Navigation Button** area on the slide (see illustration).
 - The Navigation Area can be accessed by moving the mouse pointer to the lower left side of the slide.
 - Four buttons will appear within the slide.
- ✦ Click **Pointer Options** on the shortcut menu.
- ✦ Select the desired option from the list that appears.



Erase the Pen Marks

Once an item on a slide has been highlighted using the Pen option, it is possible to remove the marks. To do this:

- ✦ Do one of the following:
 - ✦ **Right-click** in the slide while in **Slide Show View** and select **Pointer Options**.
 - ✦ Click the **pen** option in the **Navigation Button** area on the slide (see illustration).
 - The Navigation Area can be accessed by moving the mouse pointer to the lower left side of the slide.
 - Six buttons will appear within the slide.
- ✦ Choose one of the following options:
 - ✦ **Eraser** – This option is used to erase individual marks in the slide. To do this, move the mouse pointer over the mark. The mark will be erased.
 - ✦ **Erase all Ink on Slide** – To erase all the marks on a slide at one time, choose this option.

