The Spotlight is used to draw attention to a particular area of the desktop. This is a feature that is only available with the Windows operating system. The Spotlight can be displayed in three different shapes: ellipse, rectangle, or star. To use the Spotlight feature, follow the instructions below.

† Click the **Show Hidden Icons** button in the bottom right corner of the computer screen (see illustration below).

† Click the **SMART Board** icon in the menu that displays (see illustration below).

† Select **Spotlight** from the list of tools.

† A spotlight will appear on the screen (see illustration below).
To change the Spotlight’s appearance:
- Press the **Menu** button that appears at the bottom of the **Spotlight**.
- Select **Shape** from the list.
- Press one of the shapes: ellipse, rectangle, or star.
- The shape will change to the one specified.

To change the background transparency:
- Press the **Menu** button that appears at the bottom of the **Spotlight**.
- Select **Transparency** from the list that appears.
- A list of degrees of transparency will appear.
- Select one of the options from this list.

To **Move** or **Resize** the **Spotlight**:
- Click the **Menu** that appears at the bottom of the **Spotlight** and then drag it in the direction to which the **Spotlight** is to be moved.
- Click the edge of the **Spotlight** area and then drag it outwards or inwards to resize the **Spotlight**.

To remove the **Spotlight**, do one of the following:
- Press the **Menu** button and then select **Exit**.
- Press the **Esc** key on the keyboard.