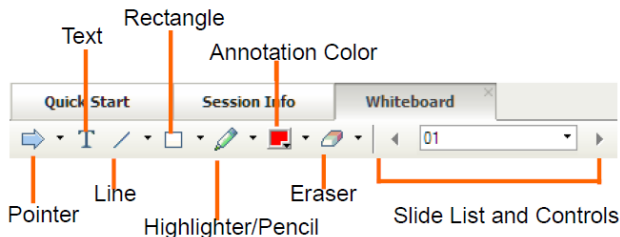You can annotate on files and whiteboards that you share during a training session. If you grant permissions, participants can use both text and graphics tools to highlight, add notes, and create basic images. Then, all documents created and annotated can be saved and distributed for further reference.
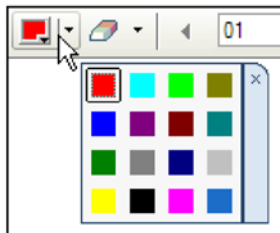

Annotation Tools

Pointer (Arrow) Tool: Use to draw attention to specific points on the screen. Appears when the left mouse button is clicked. The color of the arrow is assigned when joining a session. Click again to turn the pointer off.

Text Tool: Enter text in the content viewer (on slides or whiteboard). Click to display text to participants. The color of text is the same as the color assigned when joining the session. Change the text color by selecting from the color palette. Click again to turn the text tool off.

Drawing Tools: Use the Line Tool, Rectangle Tool, or Highlighter/Pencil tools to draw annotations in the Content Viewer or in the different Share modes.

Annotation Color Palette: Click the drop-down arrow to open the Annotation Color Palette. Select a color from the palette for text annotations and drawing annotations. Click **X** to close the color palette.

Eraser: Click on an annotation to erase it. Click the drop-down arrow next to the eraser tool and select **Clear All Annotations** to erase all annotations. Select **Clear My Pointer** or **Clear All Pointers** to erase pointers.

Presentation Tools

The page controls allow the presenter to move forward and backward through a document. For example, if you are sharing a PowerPoint presentation, you can use the controls to move through the slides.

Previous/Next Page: Move forward and backward through a document. If the presentation has animations or transitions, the arrows will advance each transition. You can also use the arrow keys on your keyboard or the spacebar.

Note: The page controls will not advance through transitions and animations when sharing presentations created with PowerPoint 2013 or later.
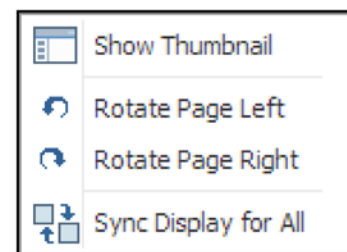
Slide List: Shows which slide is currently being viewed and the total number of slides. The drop-down arrow allows you to jump to a particular slide or to advance slides in the Content Viewer.
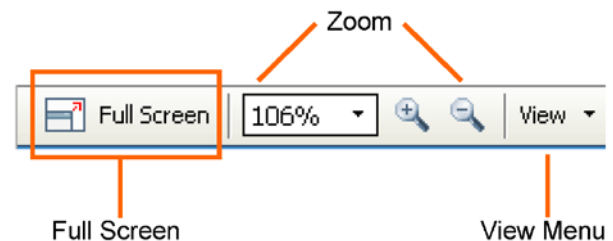
Full Screen: Switch to Full Screen View.

**Zoom:** Zoom in and out in the Content Viewer.

View Menu: Select a viewing option.

- Switch to thumbnail view.
- Rotate document pages to the left or right for landscape or portrait orientation.
- Synchronize all participants' views to the same as the presenter's view. Brings all participants session windows to the front if they are viewing other applications.

Sharing Content

You can access options for sharing content during your session from the **Share** menu.
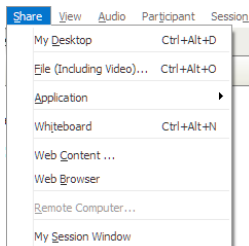
My Desktop: Share your computer desktop with participants instantly. If you have multiple monitors connected to your computer, select the monitor you want to share.

File (Including Video): Locate files you want to share, then click **Open**. If you select multiple files for sharing, you can access them during your session using tabs at the top of the content window.

> **Note**: If notes have been added to a shared PowerPoint presentation created with PowerPoint 2010 or earlier, they will be available to the presenter in the **PowerPoint Notes** panel.
>
> For best results when sharing presentations created with PowerPoint 2013 or later, use **Share Application**.

Application: Select an application from the list of running applications and click **Share**.

> **Best Practice**: Open the application before you share it. If you don't have the application open, click **Other Application**, choose the application, then click **Share**.
>
> If you have multiple monitors connected to your system, avoid sharing applications displayed on different monitors.

Whiteboard: Open a new whiteboard for annotation.

Web Content: Enter a URL and click **OK**. *The web content opens in the Content Viewer and participants can navigate the site independently.*

Web Browser: Enter a URL and press **Enter**. Participants can see the website in your browser. *You control what is displayed in the browser, and participants follow along as you navigate the web.*

Remote Computer: Select computer and click **Connect.** Enables control of a remote computer. Access Anywhere agent required.

My Sesson Window: Allows you to show *your* session window to participants.

Sharing in Full-screen Mode

When you share in full-screen mode, session controls are available in a control panel.
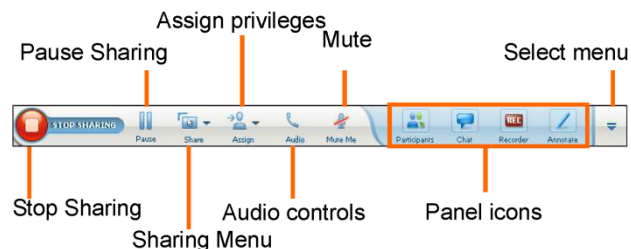
> **Note**: The image above illustrates the presenter view. Attendees see a simplified view.

Stop Sharing: Exit full-screen sharing mode and return to the session window.

Pause Sharing: Freeze the participants' view of a shared application, web browser or desktop. For example, if you are sharing your desktop, you can pause while you look at a confidential file without attendees seeing it. To resume sharing, click **Pause** again.

Sharing Menu: Access the sharing menu to switch sharing modes instantly, without returning to the session window.

Assign Privileges: Make another attendee the presenter, pass remote control, or assign attendee privileges. If you change presenters while sharing, sharing will stop and all attendees will be returned to the session window.

Audio: Select to join or leave session audio.

Mute Me: Mute or unmute yourself quickly without returning to the session window.

Panel Icons: Access session panels and view alerts for panel activity. Only the first four panels you have open appear minimized in the tray. To reorder the panels, select **Manage Panels** from the menu at the end of the control panel, then select the four panels you want to view.

Select Menu: Manage panel layout, access audio options, synchronize the full-screen view for all participants, invite or remind participants or end the session.
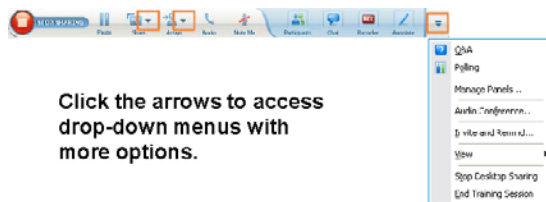
Click the arrows to access drop-down menus with more options.