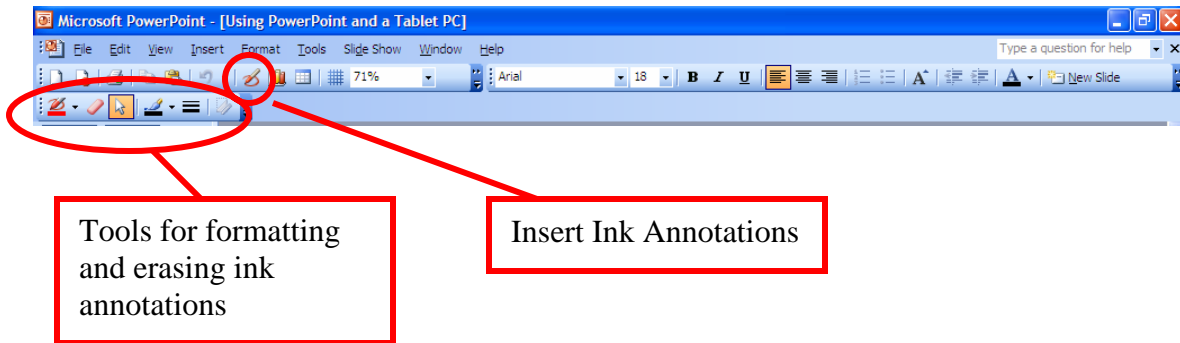
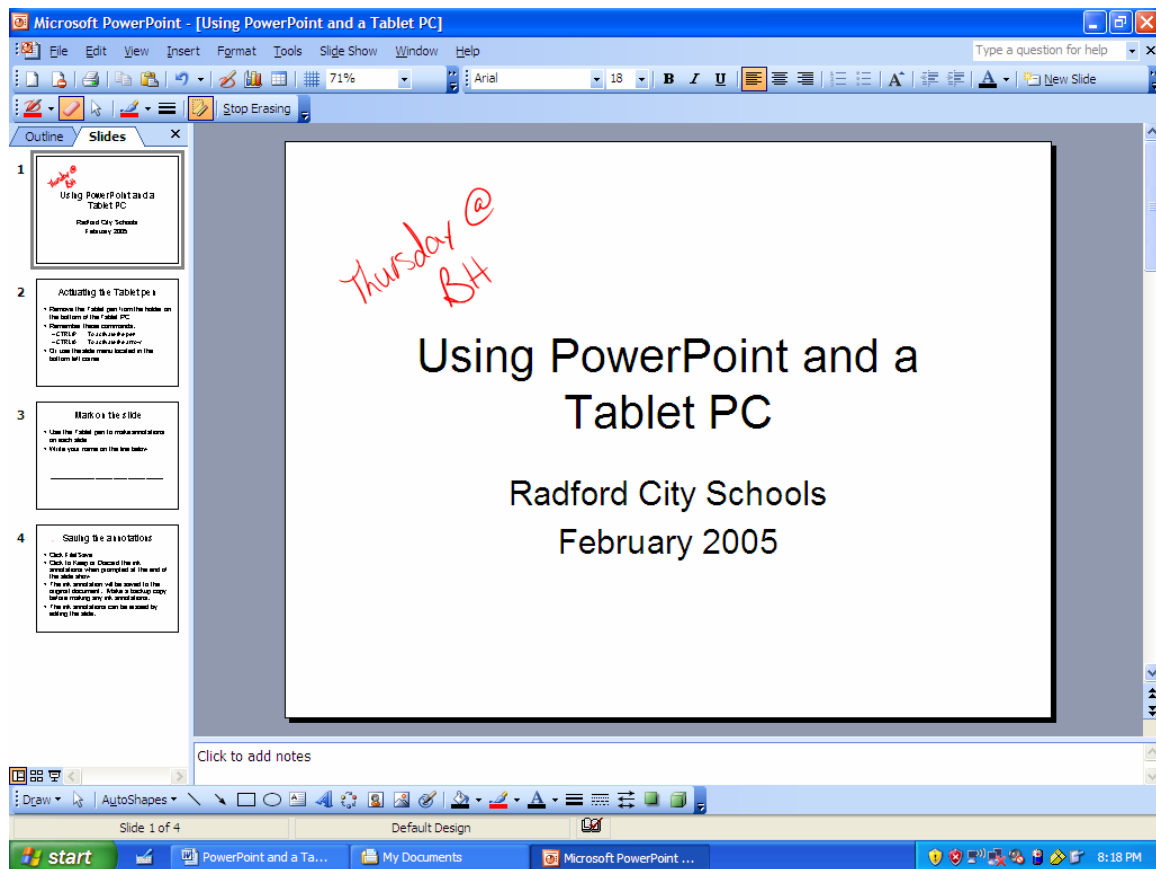


# Using PowerPoint and a Tablet PC



## Create and Save a PowerPoint presentation

- Ink annotation can be added while creating the presentation
- After saving the presentation the ink annotation can be erased.  
Think of the slide as one layer and the ink another layer on top



# Using PowerPoint and a Tablet PC

## Viewing and marking the PowerPoint presentation

- To activate the pen features press and hold the CTRL key and press the P key.  
Make any ink annotations on the slide
- Switch back to the arrow press and hold the CTRL key and press the A key.

## Mark on the slide

- Use the Tablet pen to make annotations on each slide
- Write your name on the line below

Dana Ratcliffe

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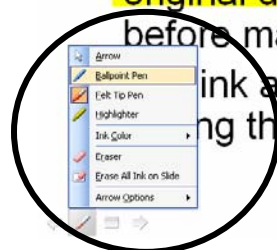


### OR

- Use the shortcut menu located in the bottom left corner of the screen. If the shortcut menu is not automatically displaced right click the mouse on the slide.

## Saving the annotations

- Click File/Save
- Click to Keep or Discard the ink annotations when prompted at the end of the slide show
- The ink annotation will be saved to the **original document**. Make a **backup copy** before making any ink annotations.



ink annotations can be erased by  
ng the slide.

Slide menu

# Using PowerPoint and a Tablet PC

## Saving the presentation

- After the last slide is tapped the option to Keep or Discard the ink annotation will appear.
- The original slide is saved with the annotation. Create a backup of the original presentation before adding the ink annotation.

