You can annotate on files and whiteboards that you share during a meeting. 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 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 meeting. 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 Tool**: 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 presentation 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 and 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 dropdown allows you to jump to a particular slide or to advance slides in the Content Viewer.

**Full Screen**: Switch to Full Screen.

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

**View Menu**: Select a viewing option