

Pointer Options

Pointer Options are used to modify the style of the mouse pointer that is used when presenting a slide show. The following options are available:

- 🔒 **Arrow** – With this option, the mouse pointer displays as an arrow on the slides during the presentation.
- 🔒 **Ballpoint Pen** – When using this option, it is possible to underline text or objects in a slide during the presentation.
- 🔒 **Felt Tip Pen** – This option is similar to the Ballpoint Pen, except a thicker line is used.
- 🔒 **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.
- 🔒 **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 point will not display on the slide.

Displaying and Choosing the Pointer Options

- ❖ Do one of the following:
 - **Right-click** in the slide while **in Slide Show View**.
 - 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.
 - The background color of the button will change depending on the Slide Design chosen.
- ❖ Click **Pointer Options** on the shortcut menu.
- ❖ Select the desired option from the list that appears.



Erasing 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**.
 - 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.
 - The background color of the button will change depending on the Slide Design chosen.
- ❖ 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.

