


USING THE SCREEN SHADE

The Screen Shade is used to focus attention to a specified portion of a document. This feature allows you to insert a **Shade** over the page and then gradually drag it back to reveal portions of the text and graphics. Handles appear at the top, bottom, left, and right sides of the page. This allows you to reveal the contents of the page from any direction. To use the Screen Shade:

- ✦ Press the **SMART Board icon** (see illustration at right) on the **System Tray** which is located on the right side of the **Task Bar**. 
- ✦ Press the **Other SMART Tools** option in the shortcut menu.
- ✦ Press the **Screen Shade** option from the list that appears.
- ✦ A **Shade** will appear over the current page in the document (see illustration at right).
- ✦ Drag one of the four handles on the **Shade** to reveal the text or graphics.
- ✦ To cover the screen again with the **Shade**, double-click on the **Shade**.
- ✦ To close the **Screen Shade**, press the **Close (X)** button in the upper right corner of the screen.

