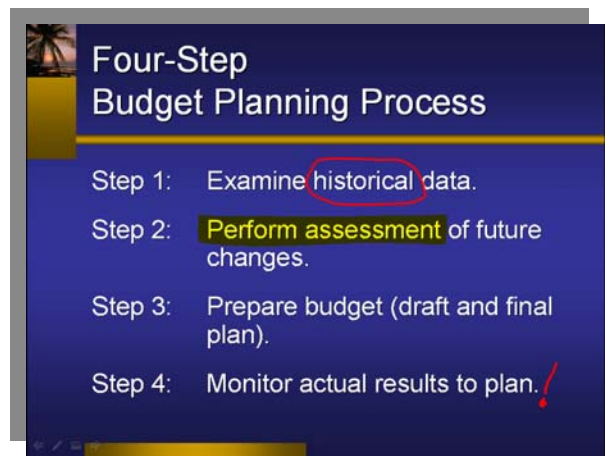
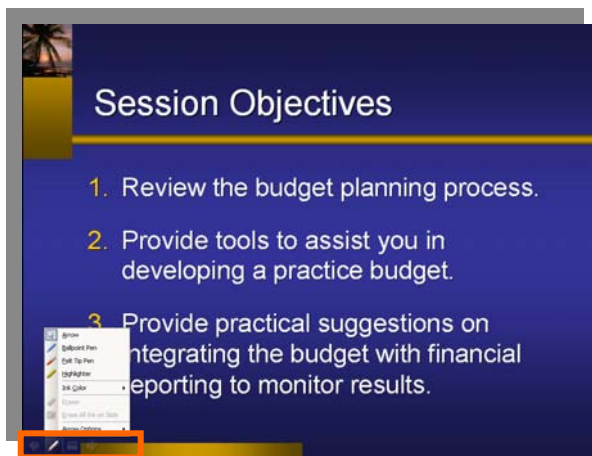


## BSM Connection™ Online Library Software Tips – PowerPoint

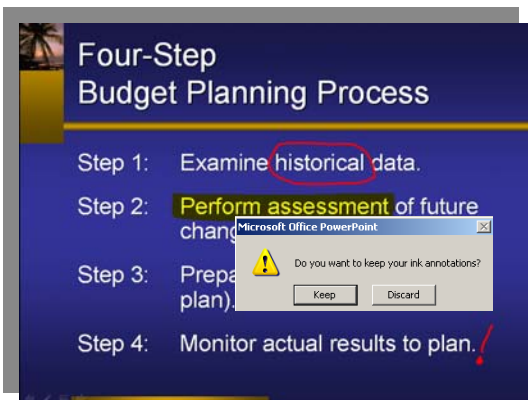
### GIVING A PRESENTATION: The John Madden Effect

For those occasions when you need to emphasize specific points on a slide without introducing animation effects, PowerPoint® offers useful “highlighter” and “felt tip pen” options on every slide.

In the SLIDE SHOW mode, hover the cursor in the lower lefthand corner of the slide. The Pen and Highlighter options will appear – faintly, so they don’t interfere with the message of the slide. Clicking on the pen tool will bring up your options. This particular tool merits experimentation with color and mouse dexterity.



1. Hover the cursor in the lower left corner of the slide.
2. Click on the Pen Tool [icon].
3. Select your [Ink Color].
4. Select your Pen Tool.
5. Click and draw over/around text on the slide.
6. To erase your pen marks, press [CTRL] [E] ... the cursor will change from the pen tool to the eraser tool. Click and “erase” over the pen marks on the slide.
7. When you close the presentation, you will be prompted: to “Keep” or “Discard” your annotations. If you choose “Keep” you will overwrite your presentation, and you cannot go back and erase them later.



*HINT: Save your presentation with a practice-specific name in advance, so that annotations can be kept and printed out at a later date. Otherwise, always choose “Discard.”*