Purpose

Use this procedure to add annotations to a presentation.

Trigger

Perform this procedure when you need to add annotations to a presentation.

Prerequisites

- An audio file must be attached to the slide you want to add annotations.
- The presentation must be saved as an Audacity file.

Menu Path

Use the following menu path to begin this transaction:

- N/A

Transaction Code

Articulate

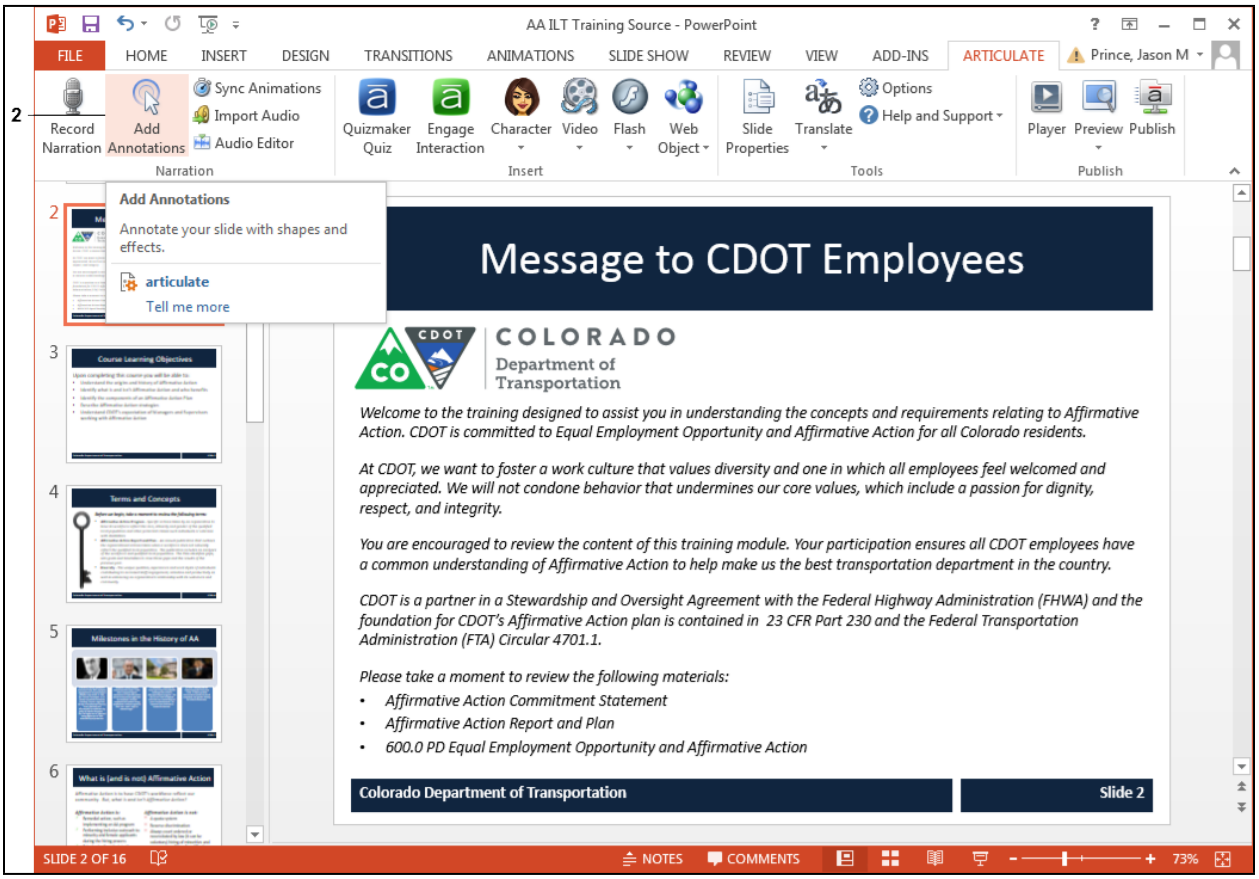
Helpful Hints

- There are five kinds of annotations you can add to a presentation. They are Arrow, Check, Cross, Rectangle and Spotlight.
- If you want to re-annotate the slide select the **Clear All** button to clear all of the previous annotation from the slide.
- Annotations are set to be created on the centerpoint of the crosshairs.
- Position the crosshair before you need to click to get the best possible results.

Procedure

1. Start the transaction from an open presentation with the Articulate ribbon selected.

AA ILT Training Source - PowerPoint

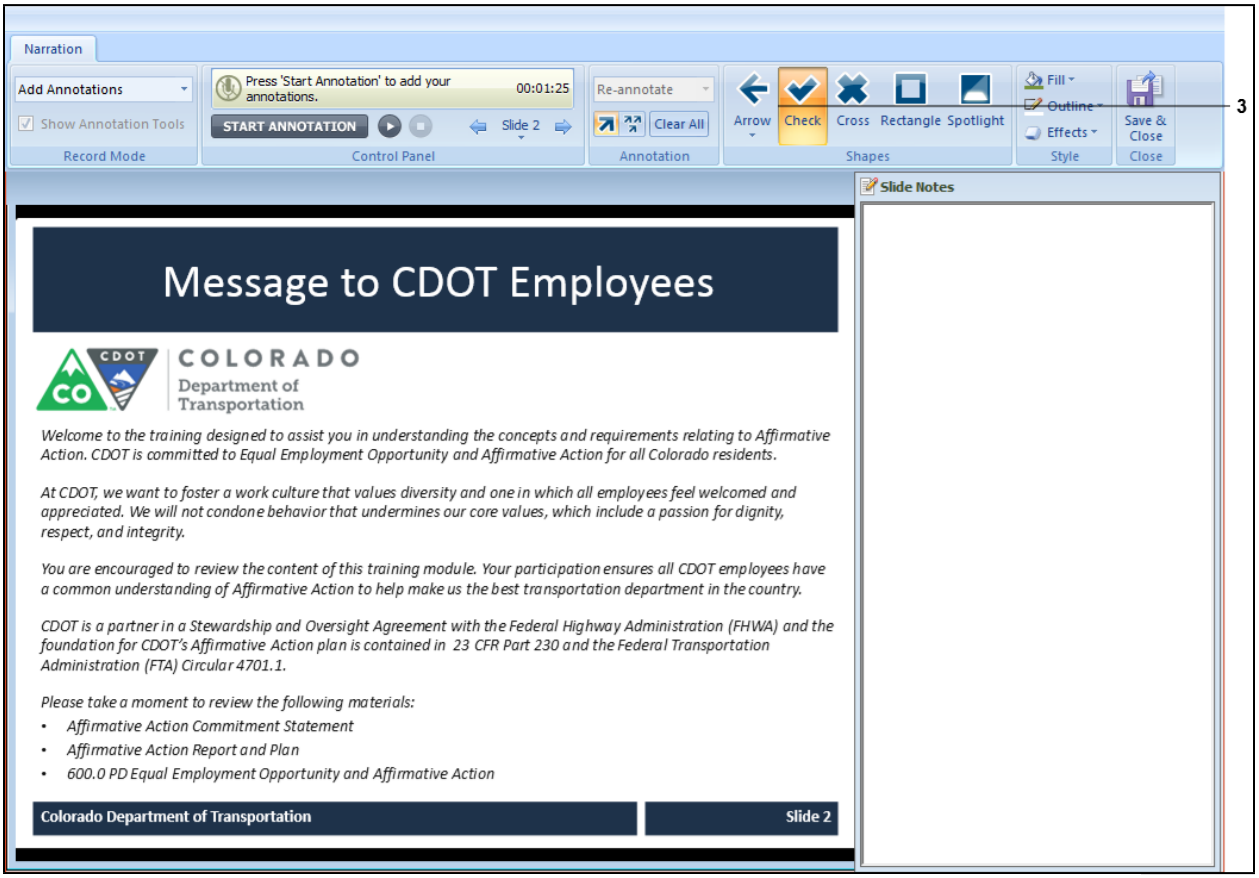


2. Click **Add Annotations** button

. The *Presentation* screen closes and the *Narration* screen displays.

In this example, three arrow annotations are being added to the bullets at the bottom of the page. The annotations are timed with the narration just prior to the reading of the item to draw the participants attention to the item. The first step is to review the arrow and make changes to the arrow so that is matches what we want,

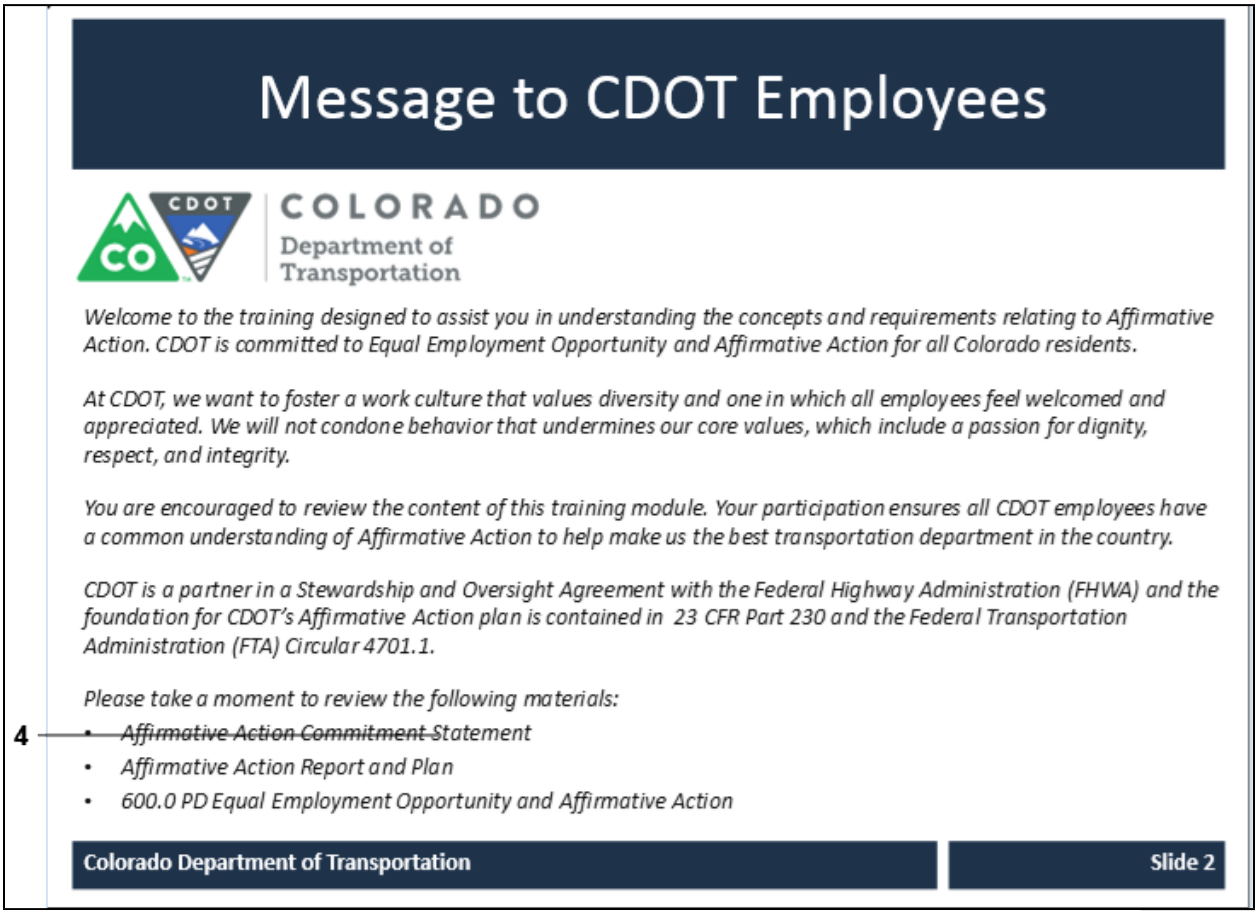
Narration



3. Currently, the *Check* annotation is selected. Click **Arrow** button

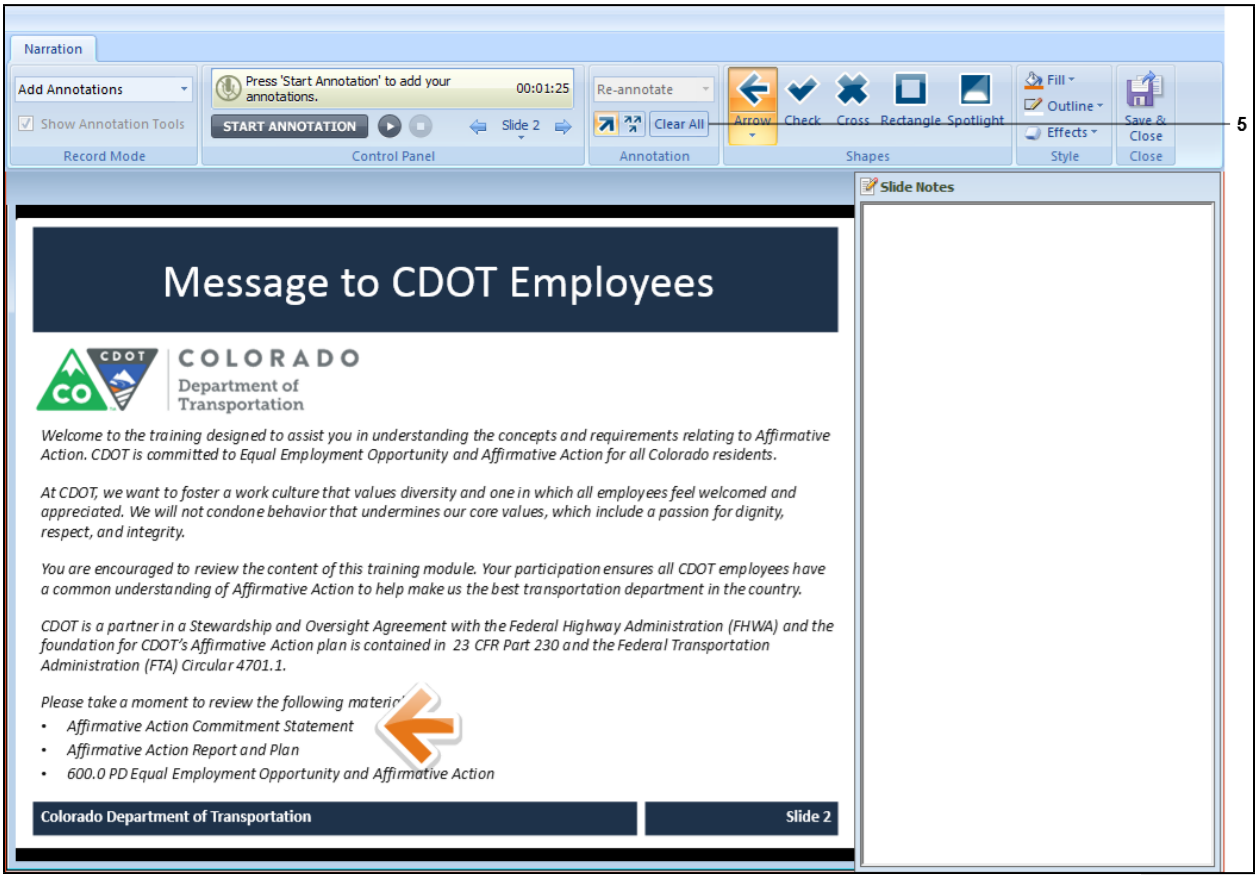
to select.

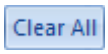
Form1



4. Click anywhere on the screen to see the way the Arrow Annotation displays.

Desktop

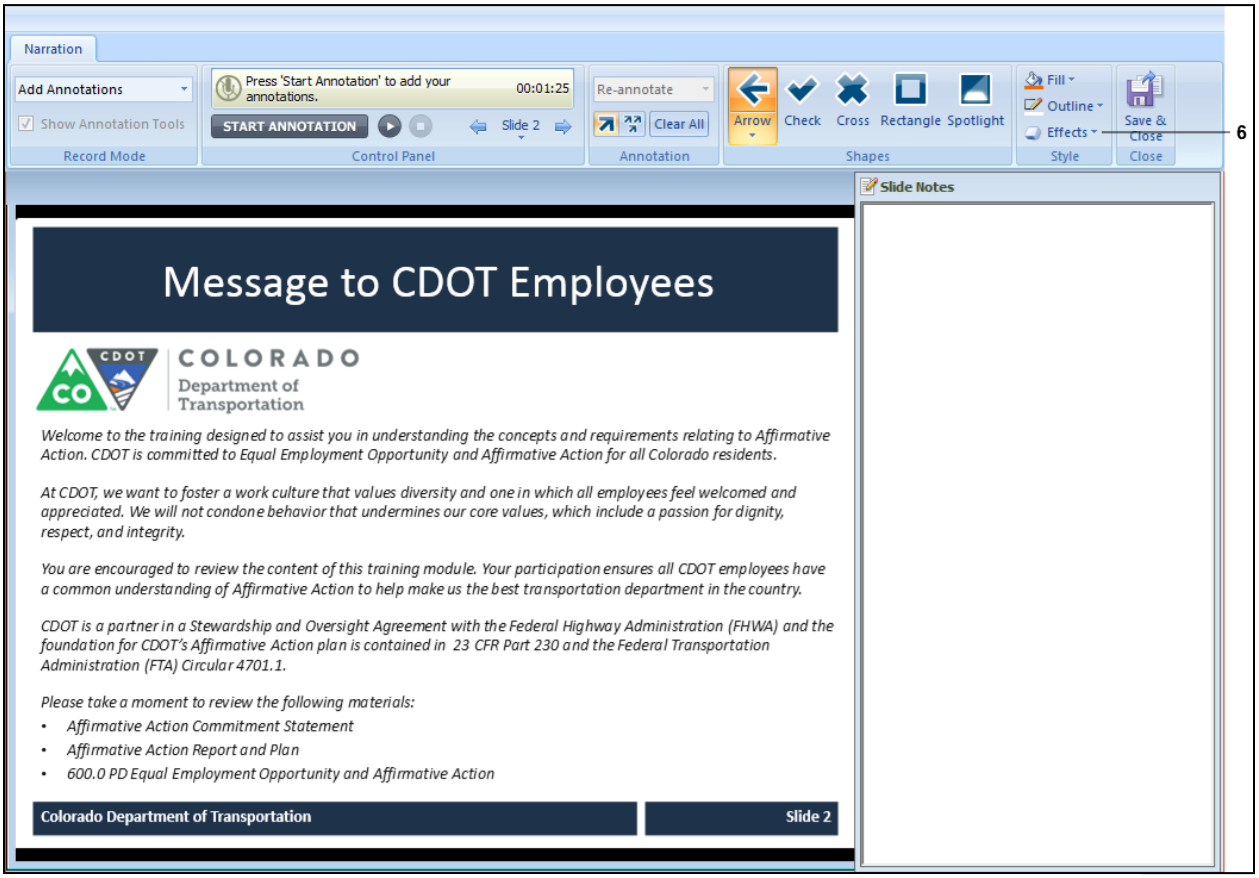


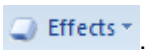
5. Click **Clear All** button 

to remove the current annotation.

In this example, the arrow is displaying as large and is also orange. This is not the the best arrow because it is both too large and the color is wrong. Let's start with changing the size of the arrow to a smaller arrow.

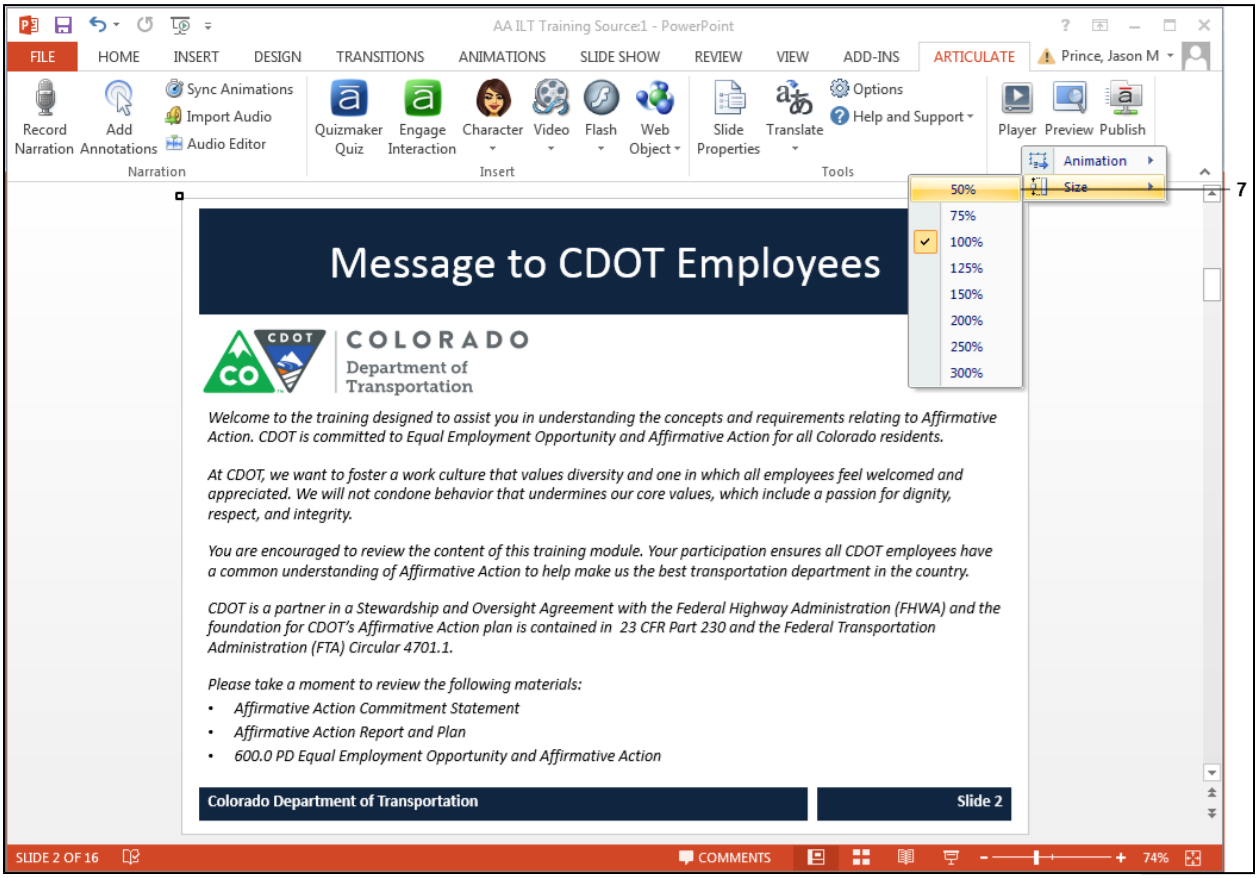
Narration

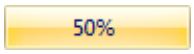


6. Click **Effects** button 

. The *Effect* menu displays.

Narration

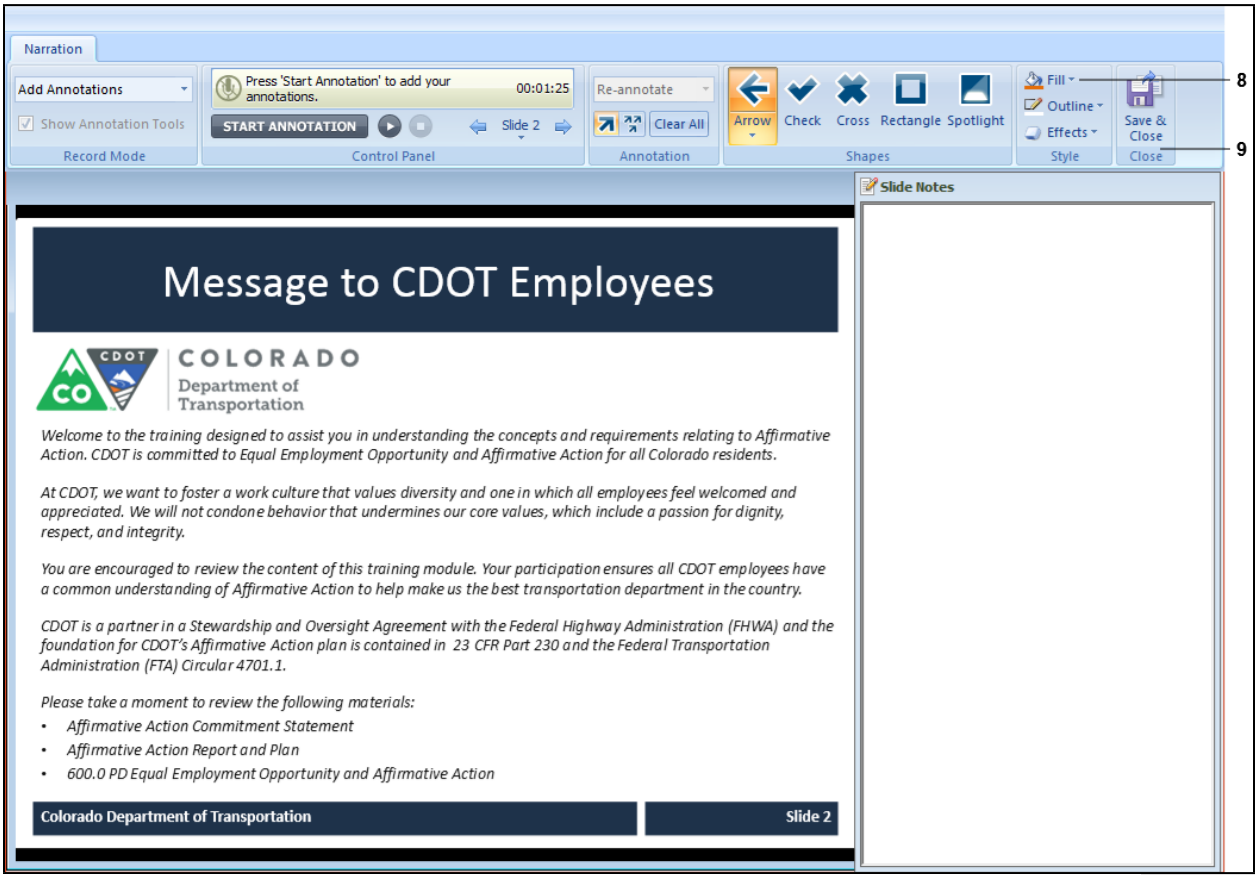


7. Click **Size** ➔ **50%** menu item 

to reduce the size of the arrow.

After this step you could test the size of the arrow by repeating steps four and five above. In this example, you know that this is the right size. Now let's change the fill color of the arrow from orange to green.

Narration

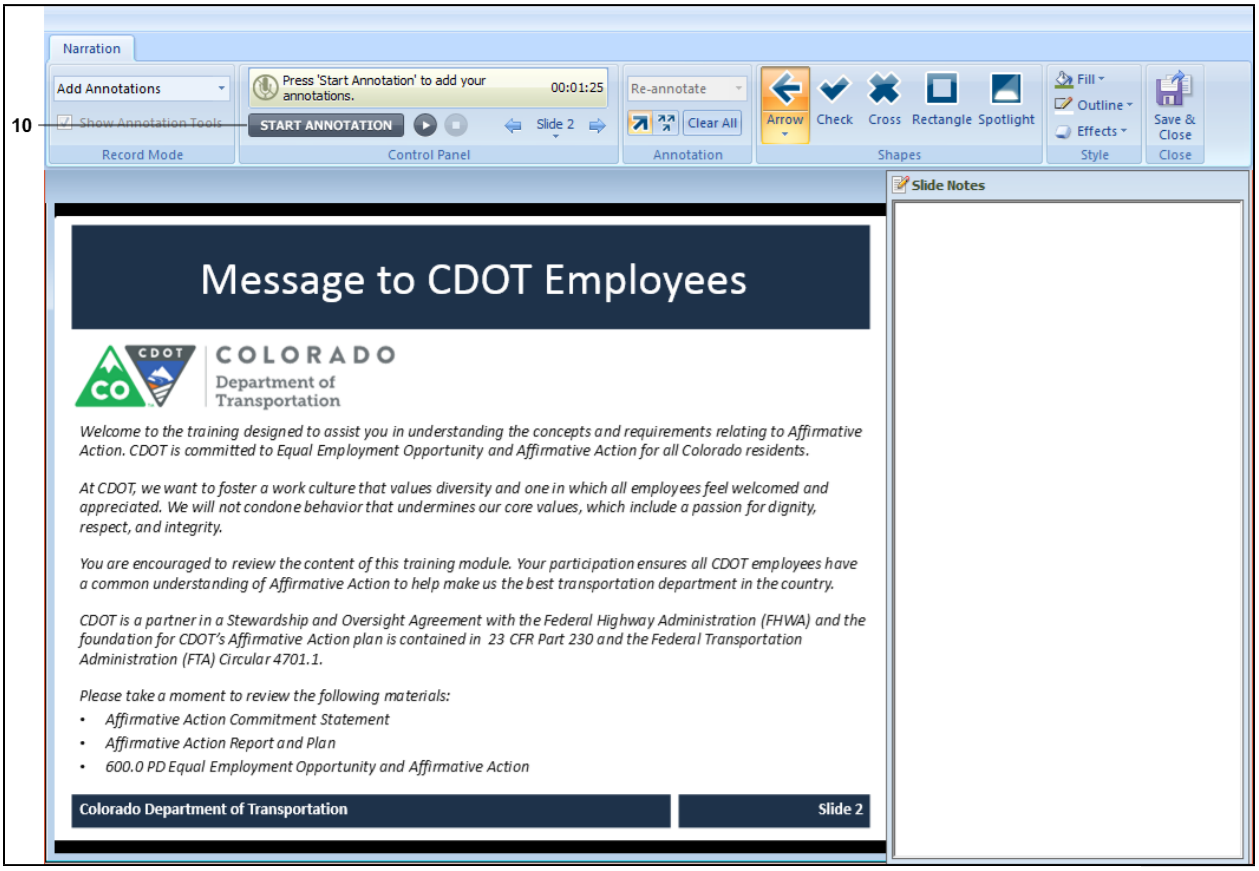


8. Click **Fill** button to display a menu of fill colors to choose from.

9. Click the **Green** button to change the fill color of the arrow.

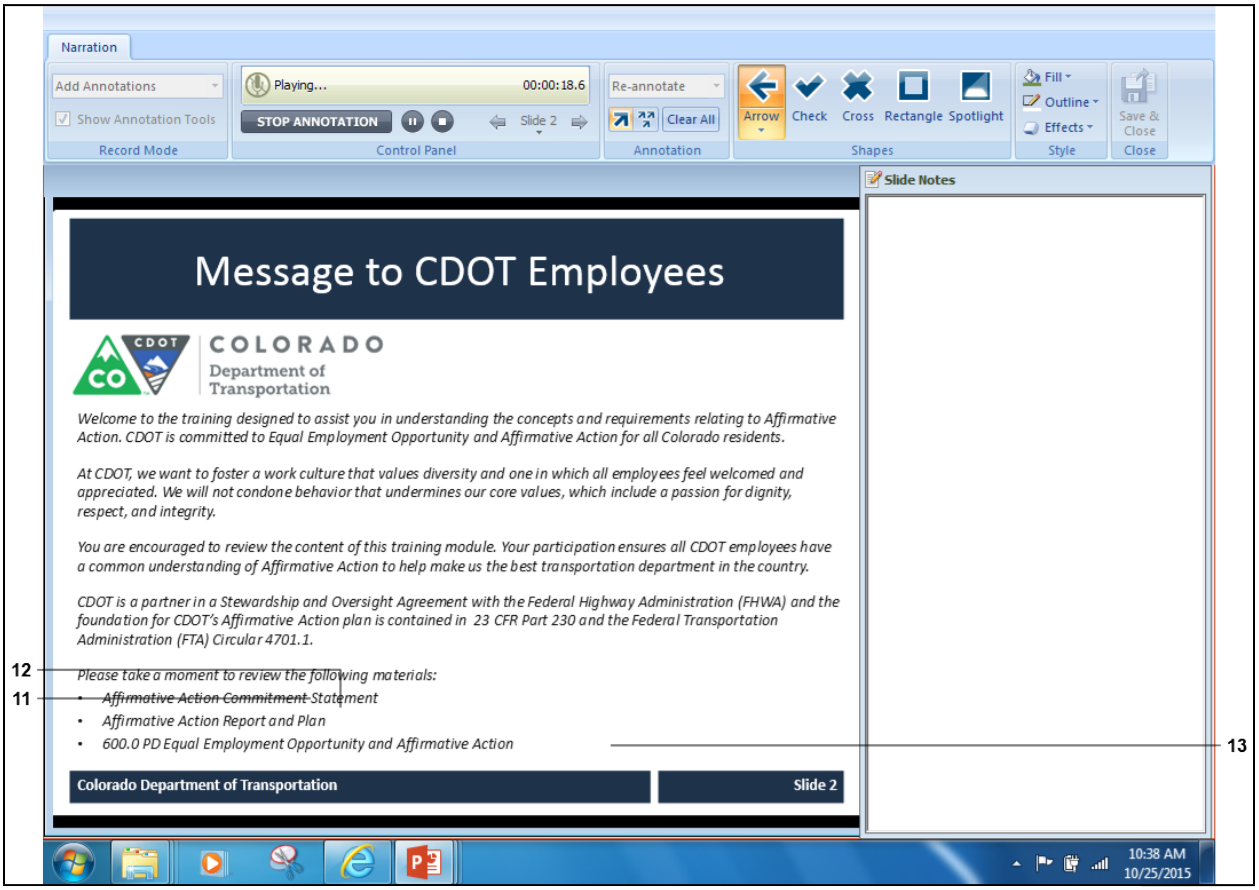
After this step you could test the color of the arrow by repeating steps four and five above. In this example, you know that this is the right color. Now let's begin the process of adding an annotation using the arrow style that was just created.

Narration



10. Click the **Start Annotation** button START ANNOTATION to play the sound file. You have listened to the file and are ready to add the annotations as you listen to the file based on the timing of the narration.

Narration



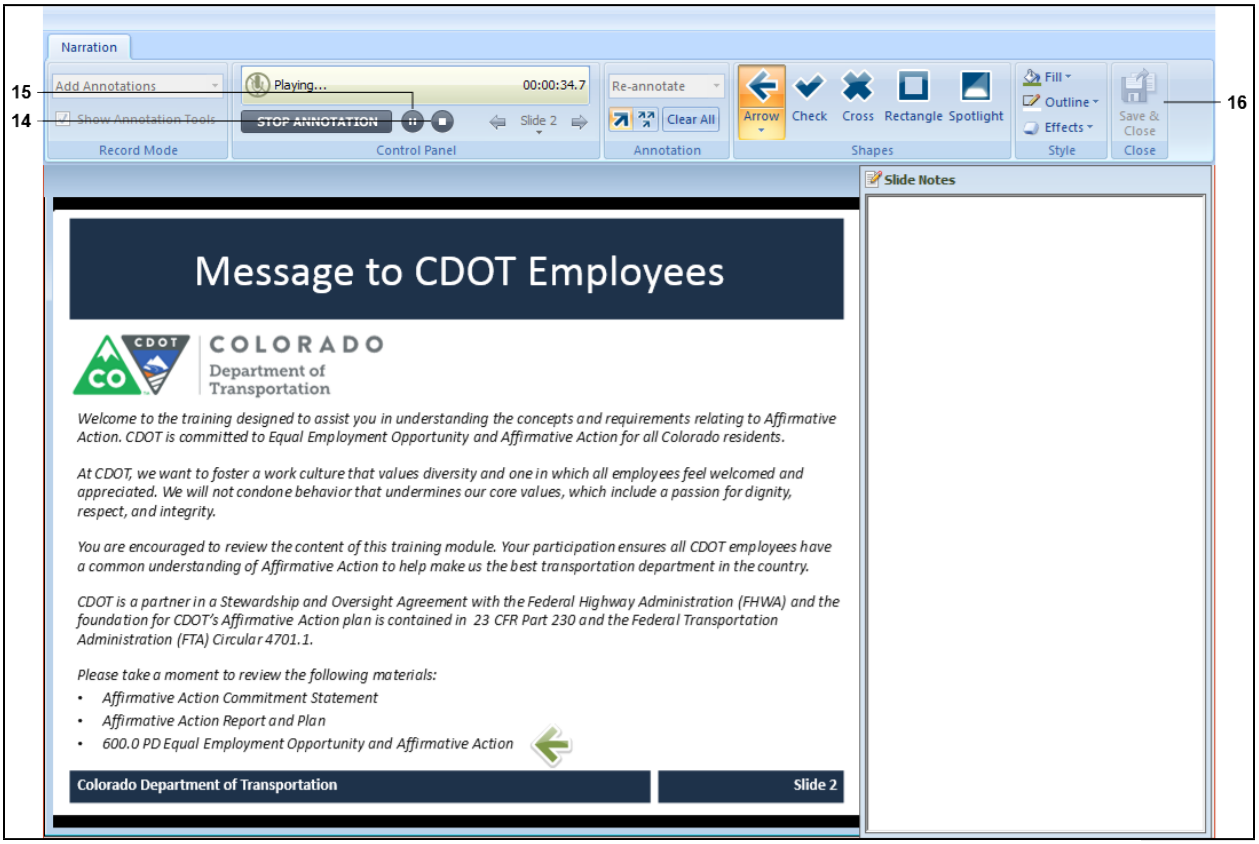
11. Click the area to right of the first bullet to annotate.

12. Click the area to the right of the second bullet to annotate.

13. Click the area to the right of the third bullet to annotate.

When you click to create the annotation, only the most recent annotation displays.

Narration



14. Click the **Stop** button after you have added all of the annotations.

15. To review the annotations, click the **Play** button. The annotations display in the order and time they were created.

16. Click the **Save & Close** button to save your results and return to the PowerPoint presentation.

Result

You have changed an annotation and added it to a presentation.