

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

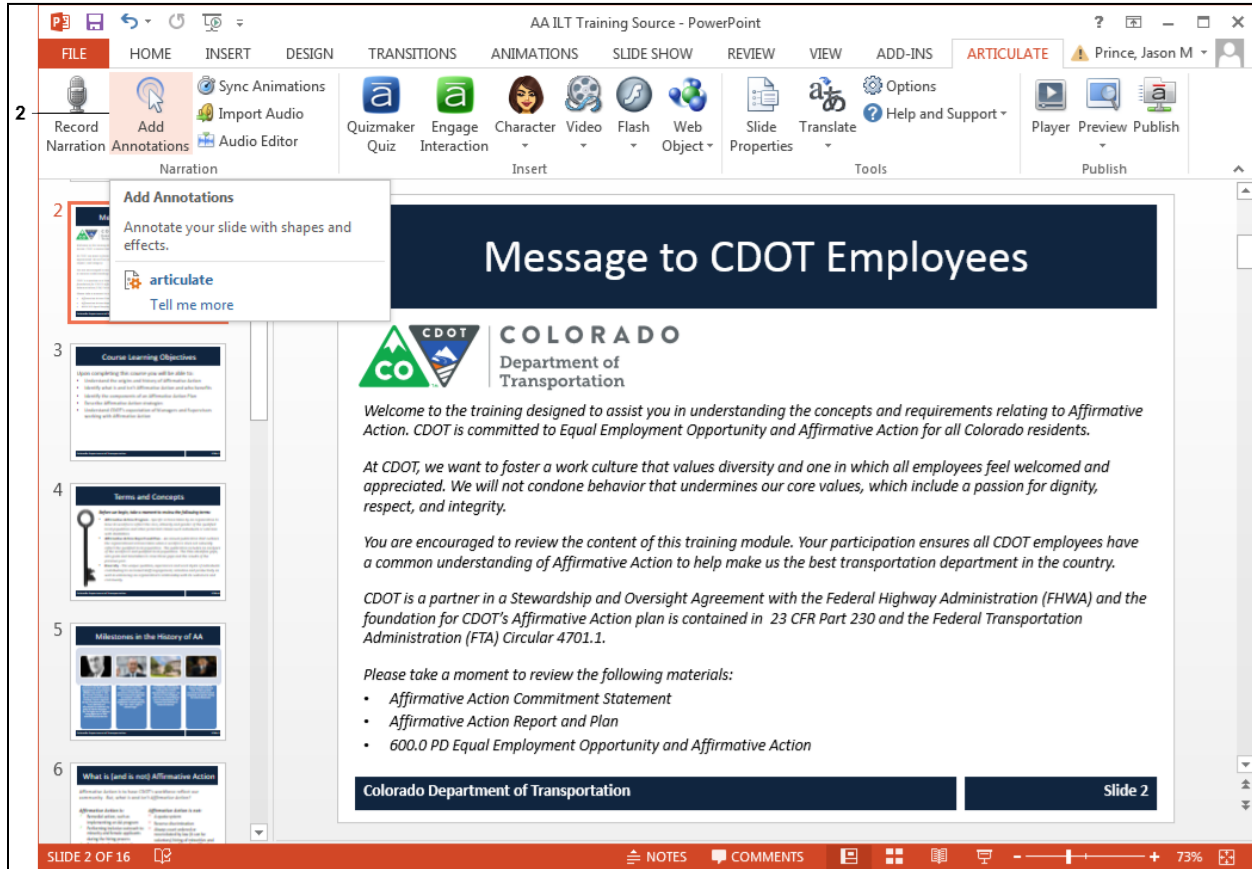
Helpful Hints

- 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

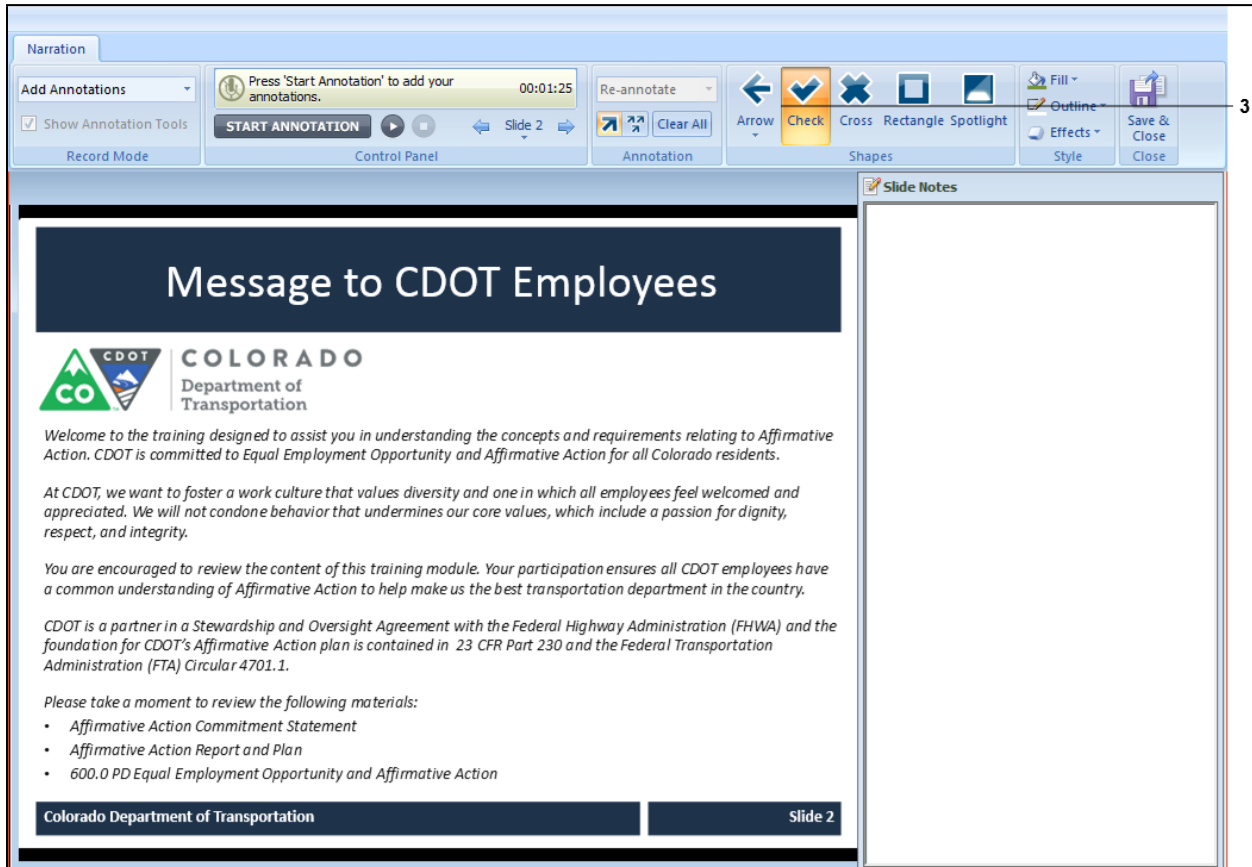


2. Click **Add Annotations** button **Annotations**. The *Presentation* screen closes and the *Narration* screen displays.




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 it matches what we want,

Narration



The screenshot shows the Narration software interface. The top toolbar includes buttons for 'Add Annotations', 'START ANNOTATION', 'Re-annotate', 'Arrow', 'Check', 'Cross', 'Rectangle', 'Spotlight', 'Fill', 'Outline', 'Effects', and 'Save & Close'. The 'Check' button is highlighted. The main slide area displays a slide titled 'Message to CDOT Employees' with the following text:

Message to CDOT Employees

 **COLORADO**
Department of
Transportation

Welcome to the training designed to assist you in understanding the concepts and requirements relating to Affirmative Action. CDOT is committed to Equal Employment Opportunity and Affirmative Action for all Colorado residents.

At CDOT, we want to foster a work culture that values diversity and one in which all employees feel welcomed and appreciated. We will not condone behavior that undermines our core values, which include a passion for dignity, respect, and integrity.


You are encouraged to review the content of this training module. Your participation ensures all CDOT employees have a common understanding of Affirmative Action to help make us the best transportation department in the country.

CDOT is a partner in a Stewardship and Oversight Agreement with the Federal Highway Administration (FHWA) and the foundation for CDOT's Affirmative Action plan is contained in 23 CFR Part 230 and the Federal Transportation Administration (FTA) Circular 4701.1.

Please take a moment to review the following materials:


- Affirmative Action Commitment Statement
- Affirmative Action Report and Plan
- 600.0 PD Equal Employment Opportunity and Affirmative Action

Colorado Department of Transportation Slide 2

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

Form1

Message to CDOT Employees

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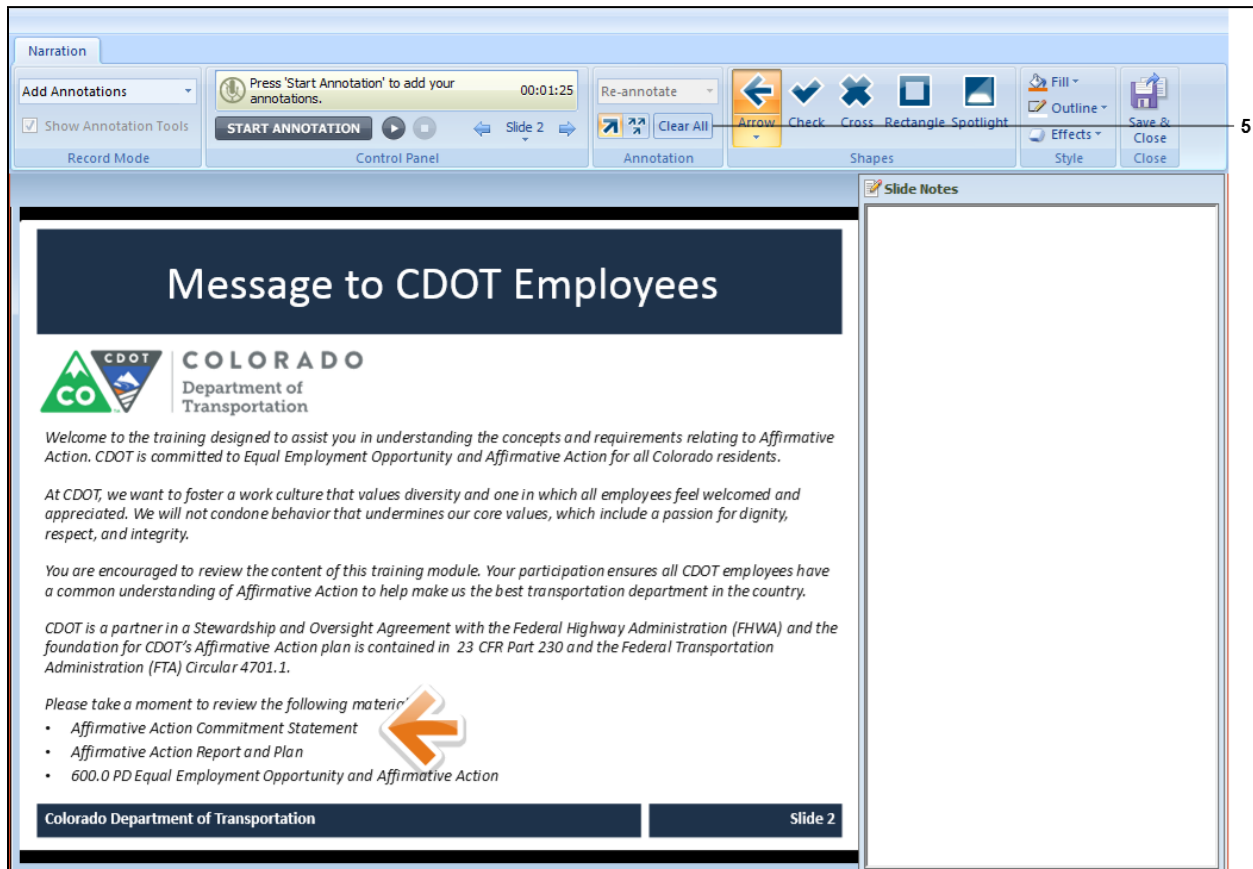
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
- *Affirmative Action Commitment Statement*
- *Affirmative Action Report and Plan*
- *600.0 PD Equal Employment Opportunity and Affirmative Action*

Colorado Department of TransportationSlide 2

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

Desktop


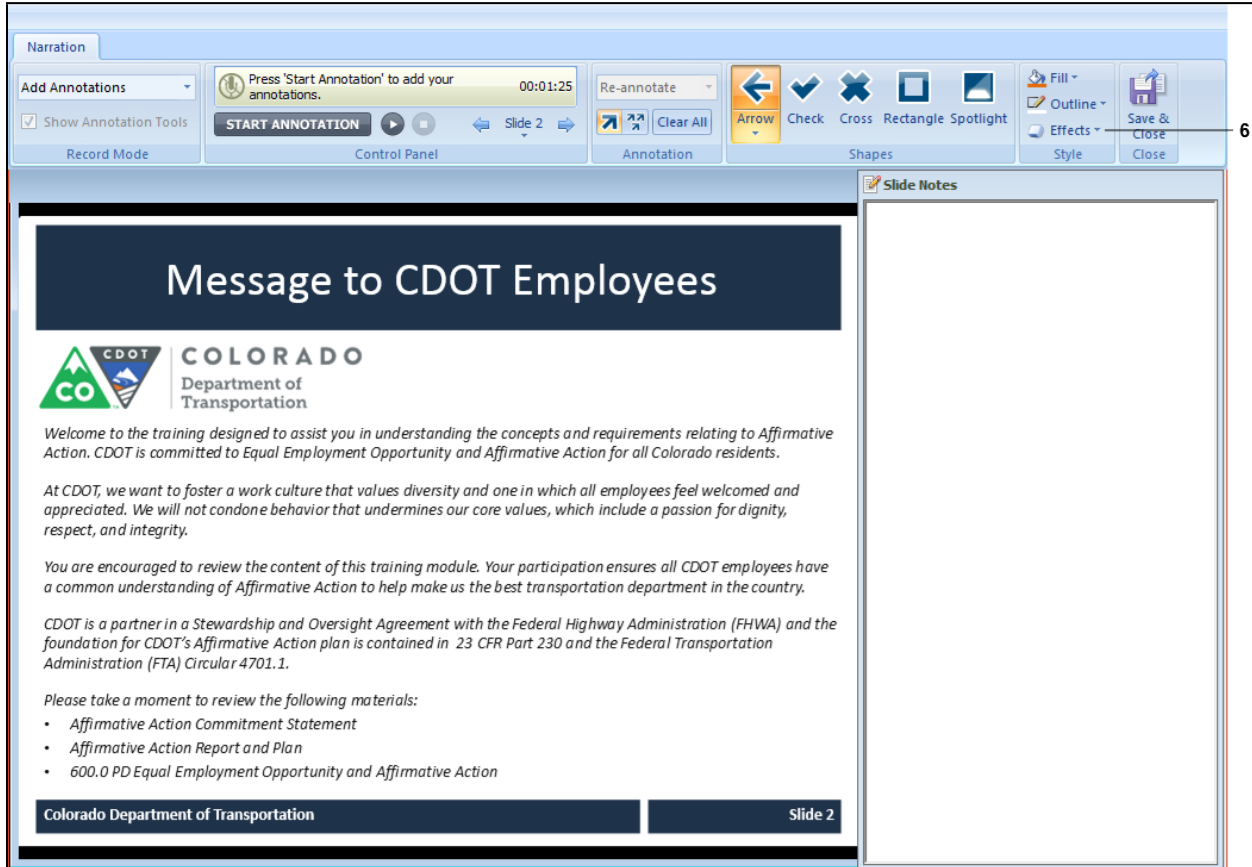
The screenshot shows a presentation software interface. The top toolbar includes a 'Narration' tab, 'Add Annotations' dropdown, a 'START ANNOTATION' button, a 'Re-annotate' dropdown, and a 'Clear All' button. The 'Arrow' button is highlighted with a large orange arrow. The main slide area displays a slide titled 'Message to CDOT Employees' with the CDOT logo and text. The slide content includes a welcome message, a statement of values, an encouragement to review training, and a list of documents to review. The bottom of the slide shows 'Colorado Department of Transportation' and 'Slide 2'. A 'Slide Notes' panel is visible on the right side of the interface.

5. Click **Clear All** button  to remove the current annotation.

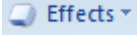


In this example, the arrow is displaying as large and is also orange. This is not the the best arrow because it is both too large and the color is wrong. Let's start with changing the size of the arrow to a smaller arrow.

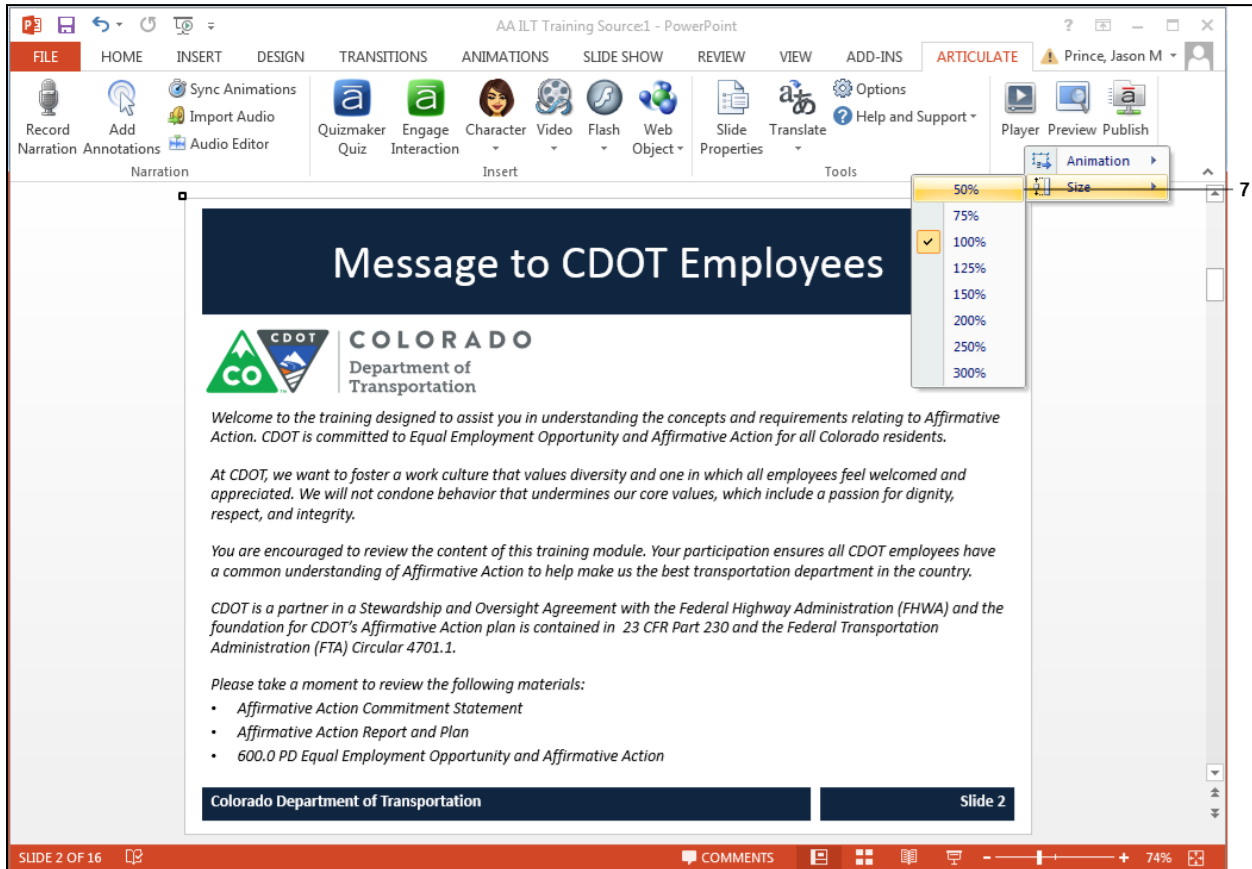
Narration



The screenshot displays the Narration software interface. The main window shows a slide titled "Message to CDOT Employees" with the CDOT logo and text regarding Affirmative Action. The toolbar at the top includes sections for "Record Mode", "Control Panel", "Annotation", "Shapes", and "Style". The "Effects" button in the "Style" section is highlighted with a red circle and the number 6. The "Slide Notes" panel on the right is currently empty.

6. Click **Effects** button . The *Effect* menu displays.

Narration



AA ILT Training Source:1 - PowerPoint

FILE HOME INSERT DESIGN TRANSITIONS ANIMATIONS SLIDE SHOW REVIEW VIEW ADD-INS **ARTICULATE** Prince, Jason M

Record Narration Annotations Add Annotations Audio Editor Sync Animations Import Audio Audio Editor


Quizmaker Engage Character Video Flash Web Object Slide Translate Help and Support

Player Preview Publish

Animation Size

50% 75% 100% 125% 150% 200% 250% 300%

Message to CDOT Employees



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Colorado Department of Transportation Slide 2

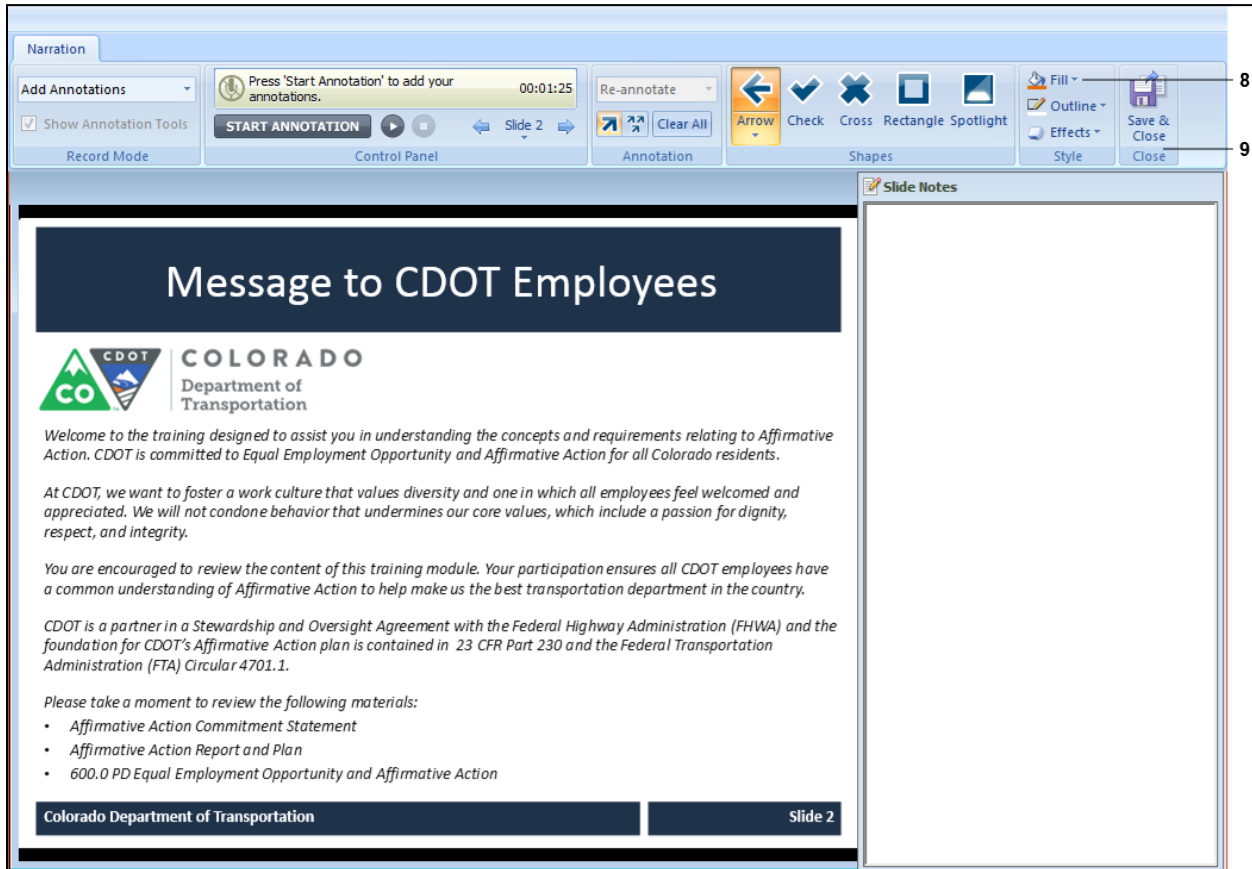
SLIDE 2 OF 16 COMMENTS 74%

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



The screenshot shows the Narration software interface. The top toolbar contains several groups of buttons: 'Add Annotations' (with a dropdown), 'Control Panel' (with 'START ANNOTATION', play, and 'Slide 2' buttons), 'Annotation' (with 'Re-annotate', 'Clear All', and 'Arrow' buttons), 'Shapes' (with 'Check', 'Cross', 'Rectangle', and 'Spotlight' buttons), 'Style' (with 'Fill', 'Outline', and 'Effects' dropdowns), and 'Save & Close' (with 'Save & Close' and 'Close' buttons). The main slide area displays a slide titled 'Message to CDOT Employees' with the CDOT logo and text. The 'Slide Notes' panel on the right is empty. Red lines and numbers 8 and 9 point to the 'Fill' button and the 'Arrow' button in the toolbar, respectively.

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

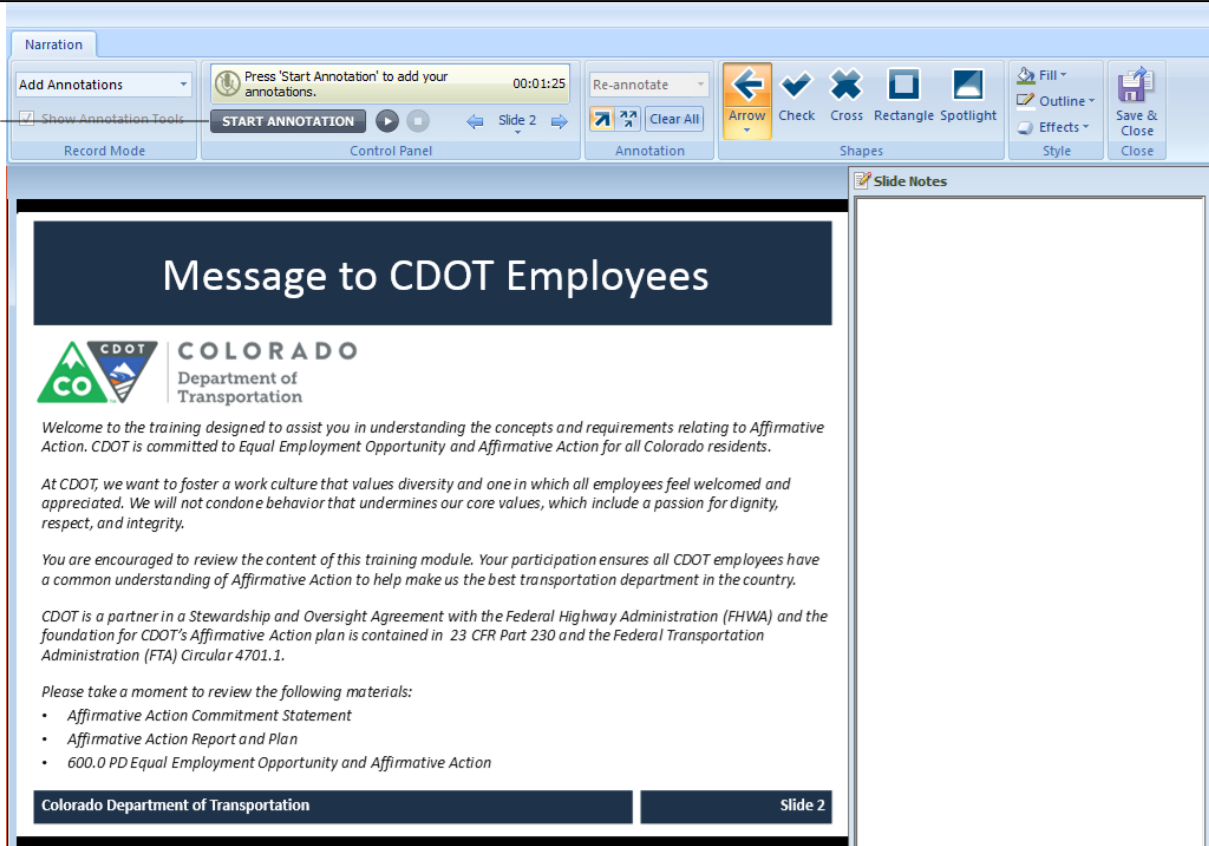
9. Click the **Green** button  to change the fill color of the arrow.



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



The screenshot shows the Narration software interface. The top toolbar contains several sections: 'Add Annotations' with a dropdown menu, a status bar with a timer at 00:01:25 and a 'START ANNOTATION' button, 'Re-annotate' with a dropdown menu, and 'Annotation' with an 'Arrow' button and a 'Clear All' button. The 'Shapes' section includes 'Check', 'Cross', 'Rectangle', and 'Spotlight' buttons. The 'Style' section includes 'Fill', 'Outline', and 'Effects' dropdown menus. The 'Save & Close' section includes 'Save & Close' and 'Close' buttons. The main slide area displays a slide titled 'Message to CDOT Employees' with the CDOT logo and the following text:

Message to CDOT Employees

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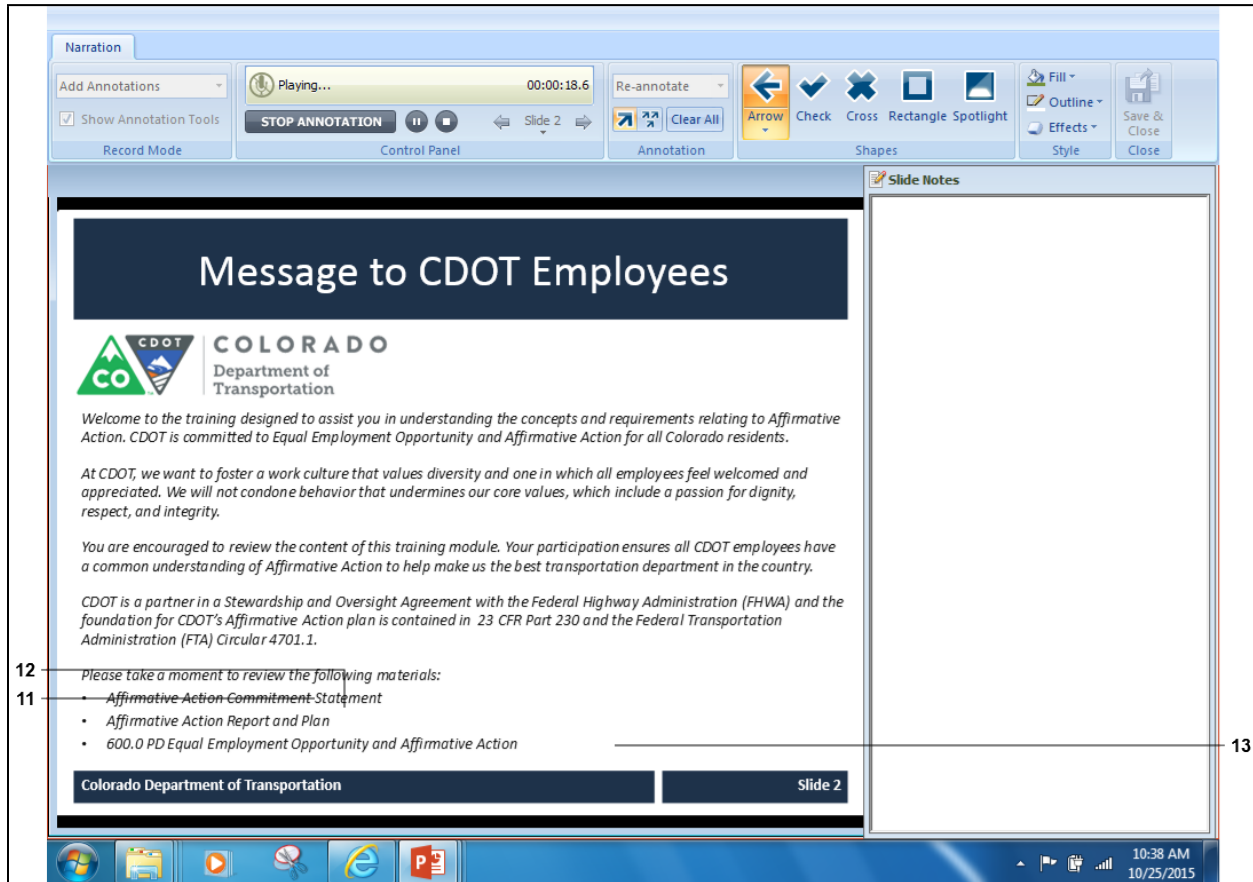
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Colorado Department of Transportation Slide 2

10. Click the **Start Annotation** button  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

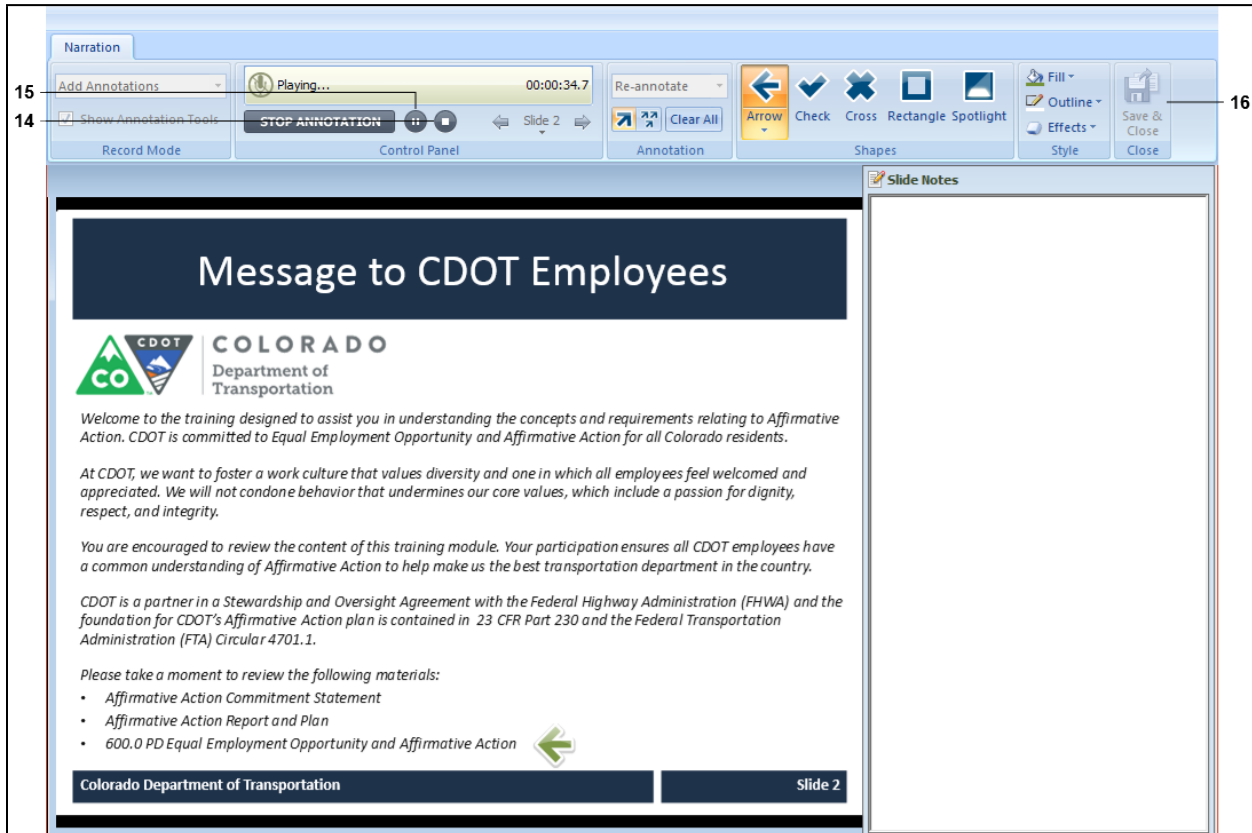


The screenshot shows a presentation software interface. At the top, there is a 'Narration' tab. Below it, a control panel includes a play button, a progress bar showing '00:00:18.6', and buttons for 'STOP ANNOTATION', 'Slide 2', and 'Clear All'. To the right of the control panel are various annotation tools: 'Arrow', 'Check', 'Cross', 'Rectangle', 'Spotlight', 'Fill', 'Outline', 'Effects', and 'Save & Close'. The main slide area displays the title 'Message to CDOT Employees' and the CDOT logo. The slide content includes a welcome message, a statement of values, and a list of materials to review. The list includes: 'Affirmative Action Commitment Statement', 'Affirmative Action Report and Plan', and '600.0 PD Equal Employment Opportunity and Affirmative Action'. A 'Slide Notes' panel is visible on the right side of the slide. The bottom of the screen shows a Windows taskbar with the time '10:38 AM' and date '10/25/2015'.

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


15 Add Annotations

14 STOP ANNOTATION

00:00:34.7


Re-annotate

Arrow Check Cross Rectangle Spotlight

Fill Outline Effects

Save & Close

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Colorado Department of Transportation Slide 2

Slide Notes

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.