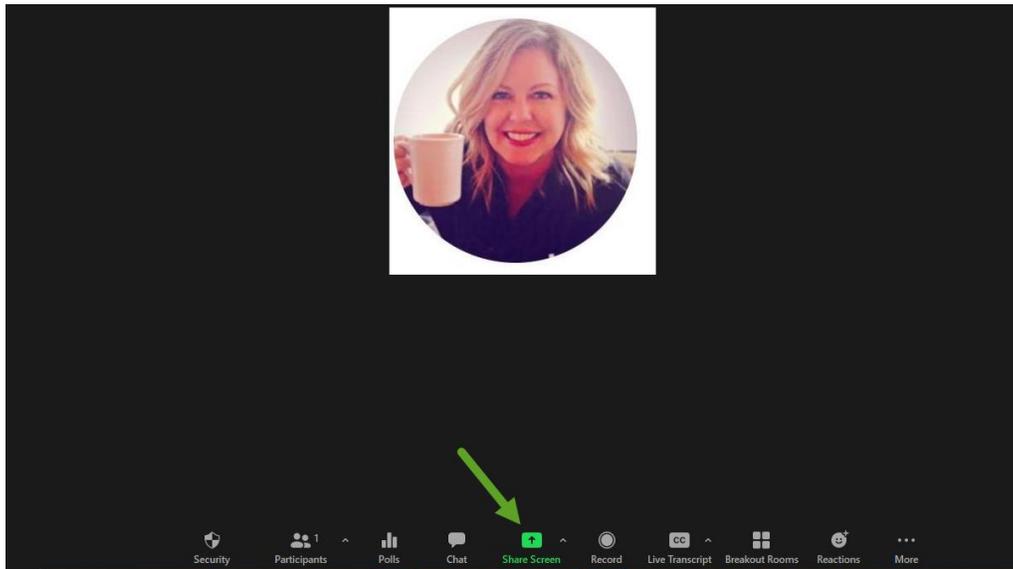
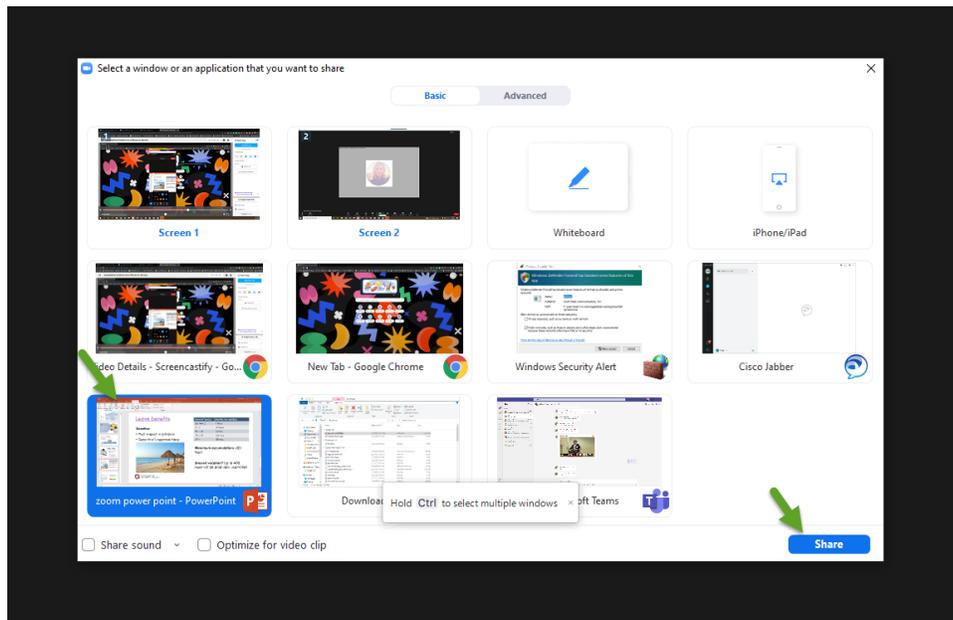


## Zoom Annotate Toolbar Resource Guide

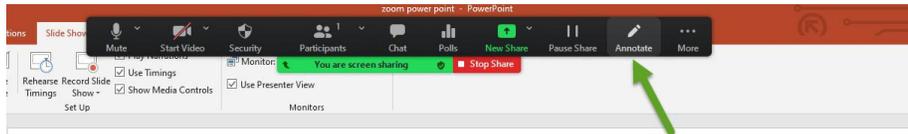
1. In your Zoom meeting, click the share button to access the annotation toolbar feature.



2. Choose to share a PowerPoint, Google Slide, or PDF. Click the blue share button when ready to share



3. Click the annotate button on the Zoom toolbar to access the annotate toolbar.



zoom power point - PowerPoint

Mute Start Video Security Participants Chat Polls New Share Pause Share Annotate More

Rehearse Record Slide Show + Use Timings Show Media Controls Use Presenter View Monitors

Leave benefits

**Vacation**

- Must request in advance
- Supervisor's approve/deny

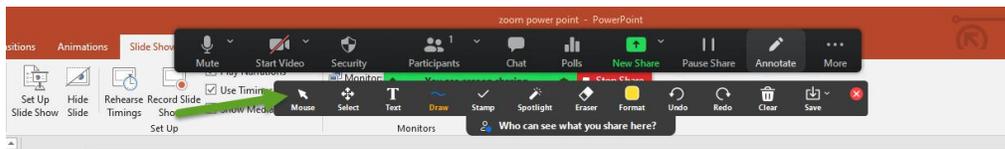


Years of Service	Monthly Accrual
Less than 5	8 hours
5 – 9	10 hours
10 – 14	12 hours
15 – 19	14 hours
20 +	18 hours

**Maximum accumulation**  
hours

**Unused vacation?** Up to  
hours will be paid upon se

4. The annotate toolbar will appear at the top of your screen.



zoom power point - PowerPoint

Mute Start Video Security Participants Chat Polls New Share Pause Share Annotate More

Set Up Hide Slide Rehearse Record Slide Show + Use Timings Show Media Controls Erase Highlight Lasso Stamp Spotlight Eraser Format Undo Redo Clear Save

Who can see what you share here?

Leave benefits

**Vacation**

- Must request in advance
- Supervisor's approve/deny

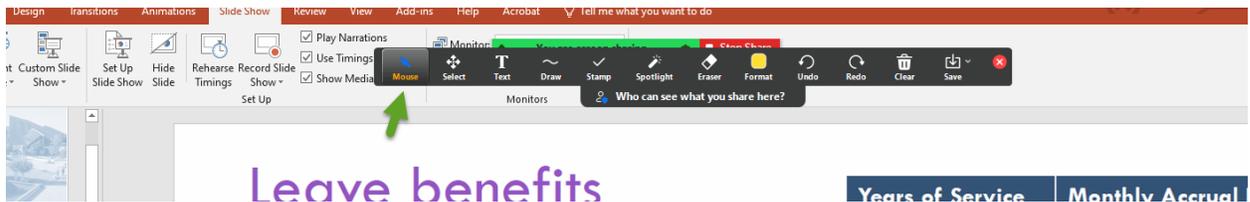


Years of Service	Monthly
Less than 5	8 hours
5 – 9	10 hours
10 – 14	12 hours
15 – 19	14 hours
20 +	18 hours

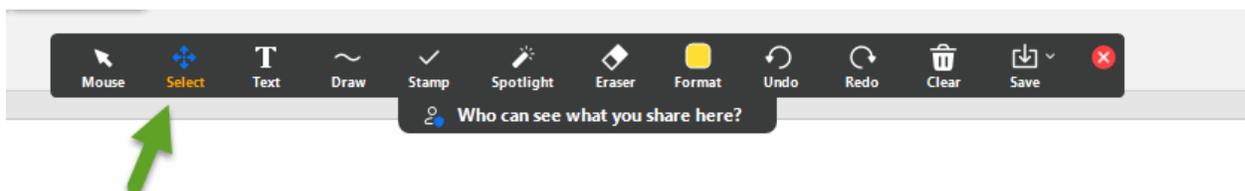
**Maximum accumul**  
hours

**Unused vacation?** l

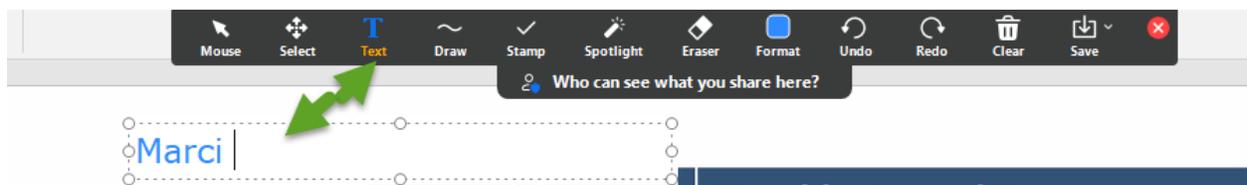
5. Click the mouse button on the annotate toolbar to initiate your mouse click.



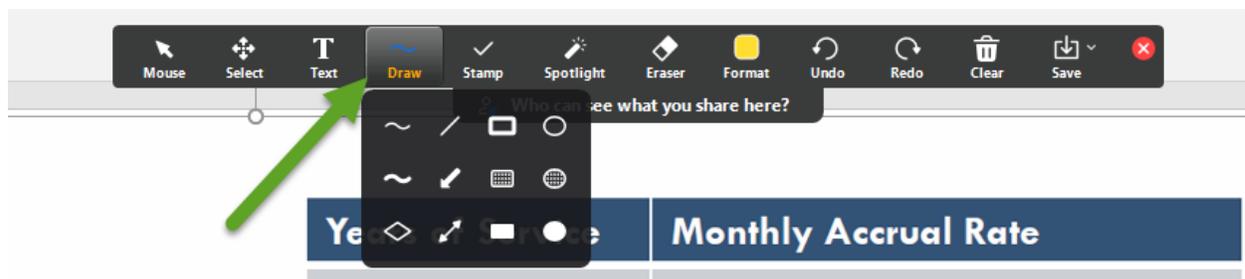
6. Click the select button to select features in the presentation.



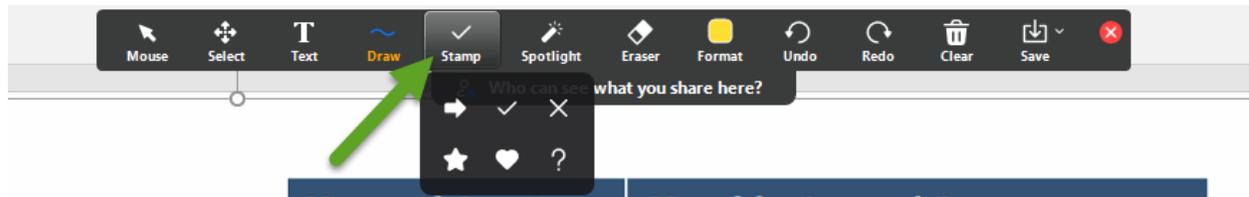
7. Click the text button to type on the presentation.



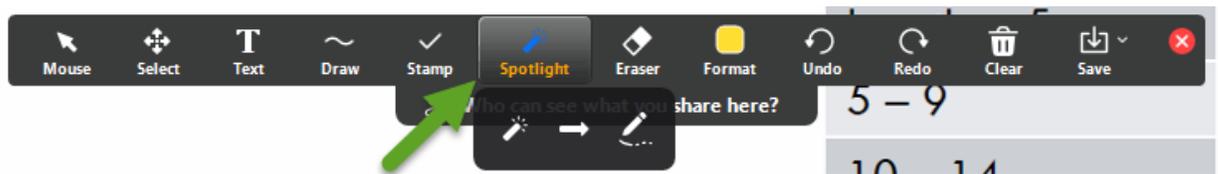
8. Click the draw button to write with a pen feature on the presentation.



9. Click the stamp button to access the stamp menu and stamp features.



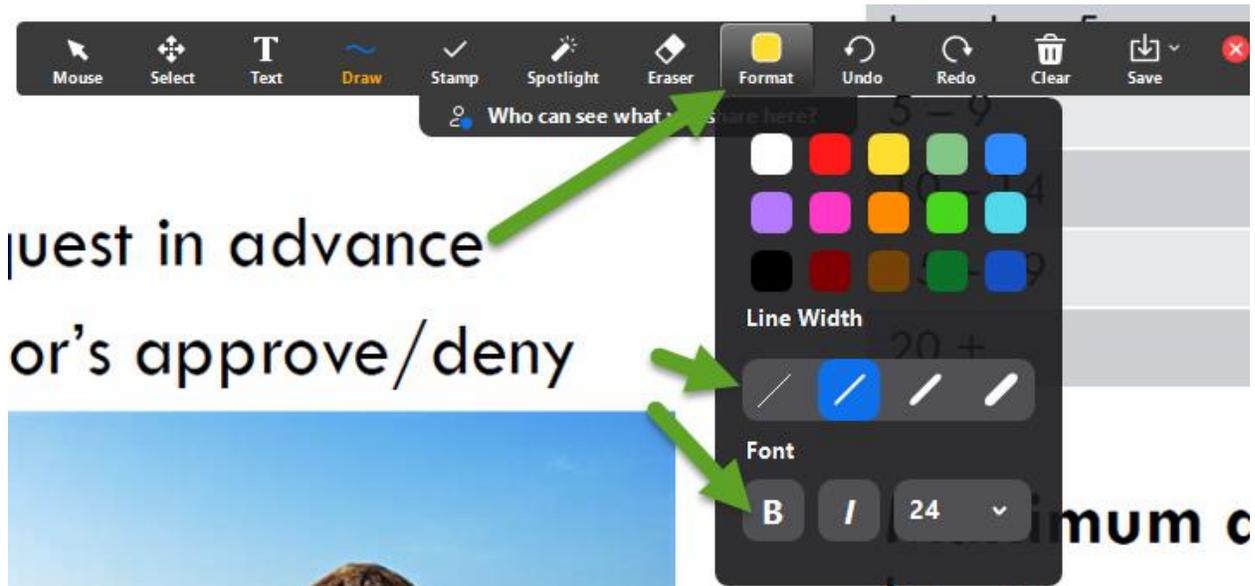
10. Click the spotlight button to initiate a spot on the mouse to highlight while presenting.



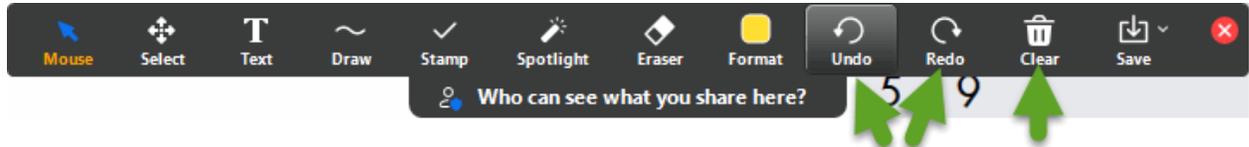
11. Click the eraser button to erase content that has been drawn on the presentation.



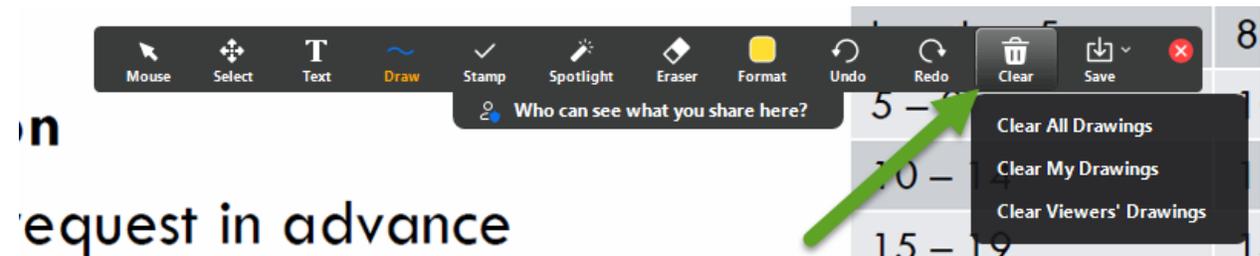
12. Click the format button to change the writing color, font, font size, and line width.



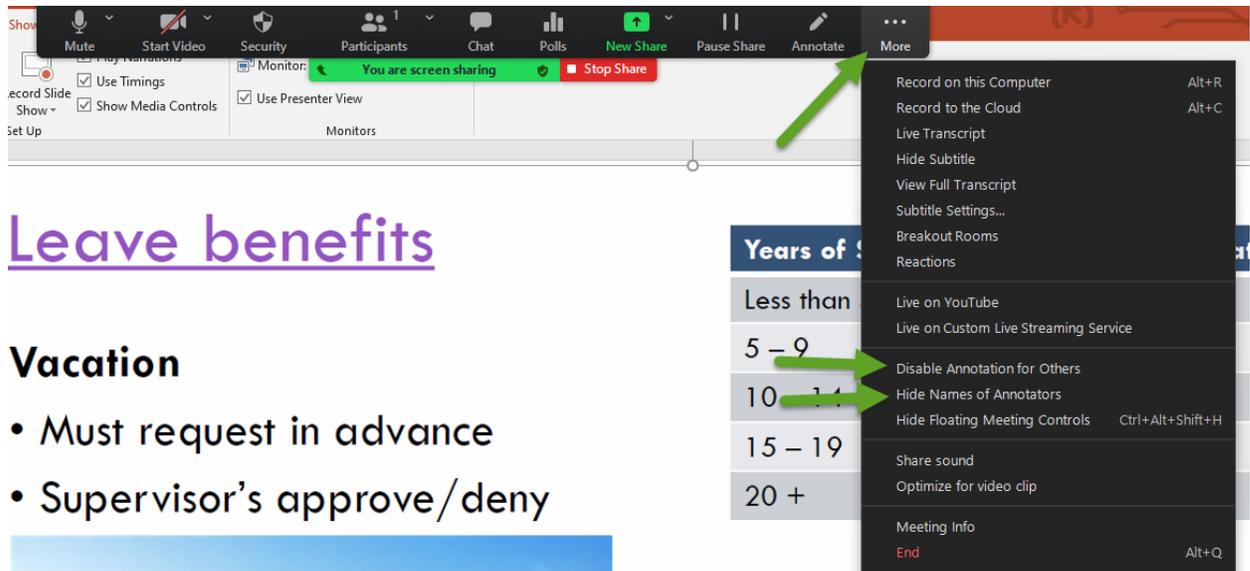
13. Click the undo and redo buttons to undo or redo actions.



14. Click the clear button to see the clear options menu.



15. Click the More button on the Zoom toolbar to disable and enable annotation for participants or to hide participants' names.



Leave benefits

**Vacation**

- Must request in advance
- Supervisor's approve/deny

Years of Service	Options
Less than 5	None
5 - 9	Disable Annotation for Others
10 - 14	Hide Names of Annotators
15 - 19	Hide Floating Meeting Controls (Ctrl+Alt+Shift+H)
20 +	Share sound, Optimize for video clip