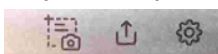


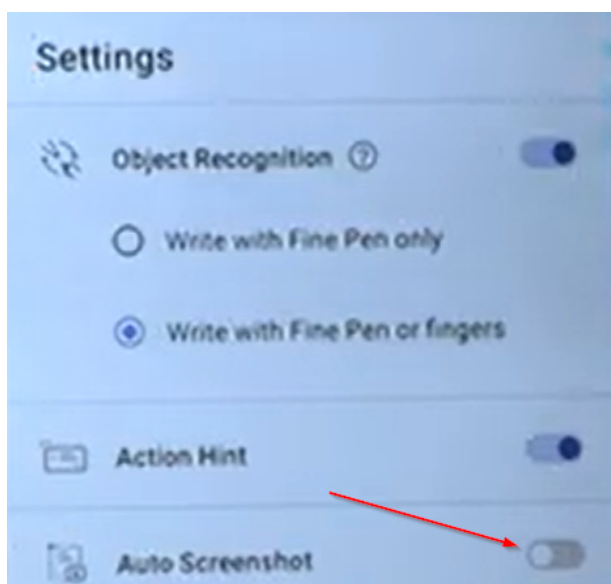
Annotation Tools for Newline Interactive Flat Panels

TO Annotate Using the Built-In Tools in the Panel:

1. Tap the annotation tool on the left or right side menu and you will see a little red **x** appear in the corner of that icon.
2. Use the tools at the bottom of the page to select a pen, highlighter, lasso tool or eraser.
3. Tap the annotation tool on that same side menu again to get out of annotation mode. Once you do, the little red **x** will disappear.
4. When you are in annotation mode, you can choose to TURN OFF or LEAVE ON the auto screenshot.
 - a. To turn off the auto screenshot, tap the settings icon (The gear on the right in the image below) in the lower right corner AFTER you tap on the annotation tool icon on the left or right side menu and you see your little red **x**.



- b. Toggle the “Auto Screenshot” button to off.



5. Screenshots are saved to the File Commander of the Newline Panel and automatically deleted every 30 days, but if you are not going to use the screenshots once saved, I suggest you turn this feature off in the settings COG.

To Annotate On Top Of A Web Browser:

You could install the Page Marker Google Chrome Extension. Full details including usage and installation instructions can be found here:

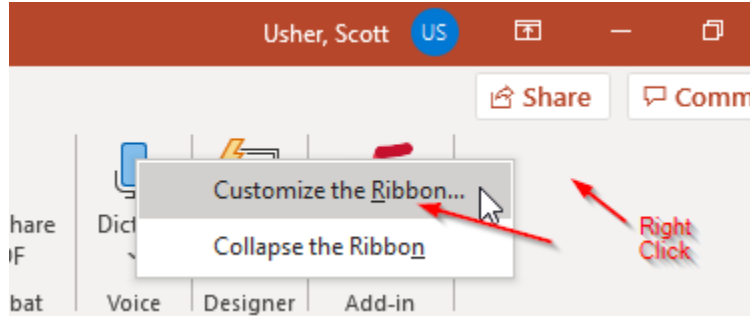
https://docs.google.com/document/d/1ND2zygQYv4vKzA_OswienbZy2IEK6wEU1zA-zXAsicY/edit?usp=sharing

You could also install the Paint Tool - Marker for Chrome Extension.

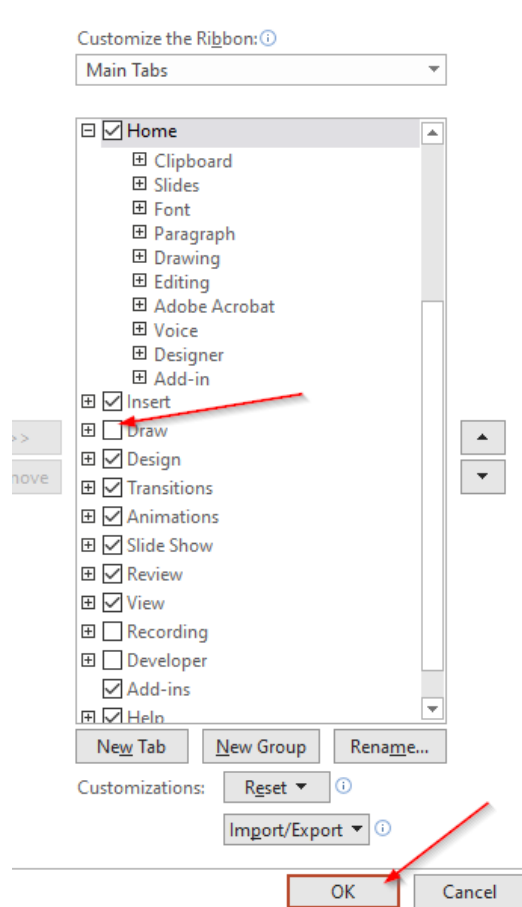


To Annotate In A Microsoft Office 365 Document:

1. If the “Draw” feature is not present on the ribbon in your Microsoft Office Deployment, follow the instructions below:
 - a. Right click on the Ribbon and select “Customize the Ribbon”.

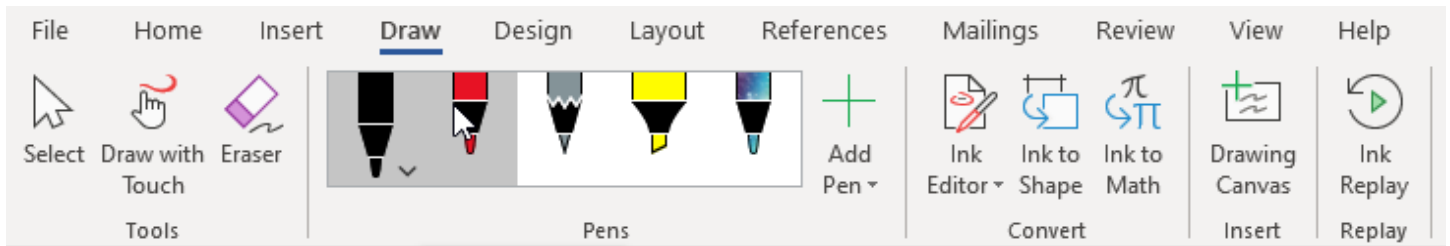


- b. Click the checkbox next to “Draw”.



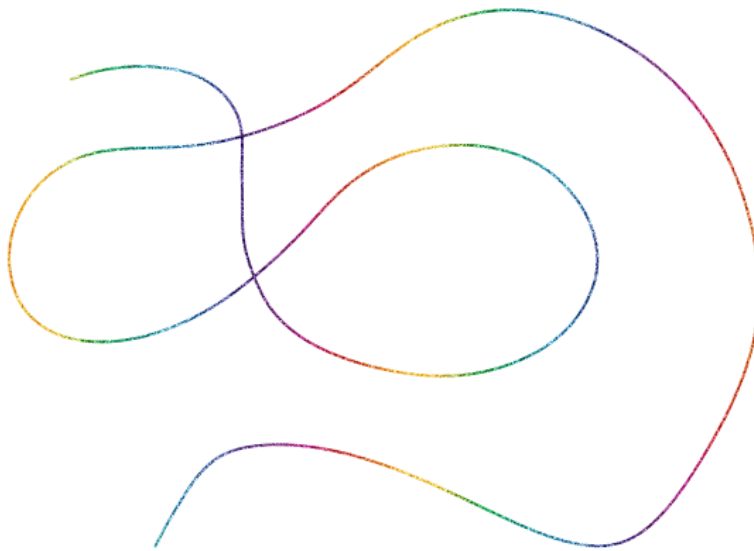
- c. Click “OK”.

2. When you pick up the pen and start to write on a Microsoft Office 365 application such as Word, Excel, or PowerPoint, the drawing tools automatically come up.



3. You can draw anywhere on the document.

This is my text on my Word Document.



To Annotate On Your Desktop or Other Applications:

You will need to open Oktopus and use Glass Mode. Below you will find two brief instructional videos that will help you understand how to use Glass Mode or Simple Glass Mode.

[Simple Glass Mode - Video](#)

[Glass Mode - Video](#)