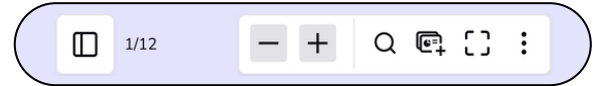# Slide Annotations
Walkthrough

This guide explains the different tools and how to use them to annotate your slides.

Settings and Multiple Upload

Left Panel: Scroll through your slide deck and post new slides to your notes feed
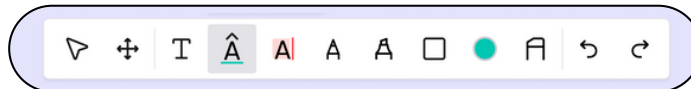**Zoom Settings:** Make your slides bigger or smaller on screen
Search: Find key words and phrases across your original documents
Multiple Upload: Add additional slides and PDF documents to your event
Full Screen: View slides in full screen mode
Menu: Switch between View and Annotate modes, plus replace, delete, download or print slides

Annotate

Select: Pick an annotation to adjust the colour or delete it
Pan: Move the slide around to view annotations at high zoom levels
Free Text: Adds your own text to the slide
Text Format: Add underline, squiggly underline and strikethrough
Highlight: Add background highlight to any text
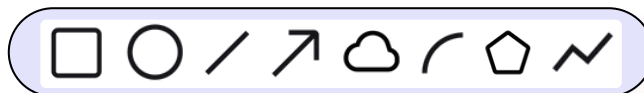**Free Hand:** Add scribbles and drawings to your slides
Free Hand Highlight: Add highlighting anywhere on your slide
Shapes: Add various shapes (see below)
Color Picker: Change the color of your annotations
Erase, Undo & Redo: Delete any mistakes in your annotations

Shapes

Rectangle: Click and drag to draw a rectangle
Oval/Circle: Click and drag to draw an oval, hold SHIFT to draw a perfect circle
Line: Click and drag to draw line, hold SHIFT to create horizontal, vertical or diagonal lines
Arrow: Click and drag to draw an arrow
Cloud: Click to draw multiple cloud lines, then click the start point to create a cloud.
Arc: Click 3 times to draw an arc
Polygon: Click to create connected lines, then click the start point to create a shape
Polyline: Click to draw multiple connected lines, double click the end point to finish