Information and Digital Technologies
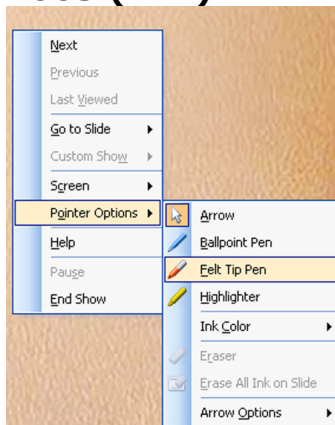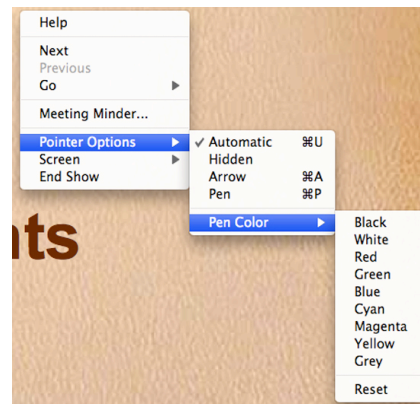**January 28, 2008**

How to Mark a PowerPoint Slide Using the Pen Tool

To mark a slide in **PowerPoint 2003 (Win) or 2004 (Mac)** with the pen tool, you will need to:

1. Select a slide and then click the **Slide Show** button in the lower left corner of the **PowerPoint 2003 (Win) or 2004 (Mac)** screen.
2. Right click anywhere on the slide to bring up the ***Slide Show*** shortcut menu, click **Pointer Options**. This will bring up a submenu. On **2003 (Win),** click **Felt Tip Pen** or if you prefer a different color than shown on the Felt Tip Pen, click **Ink Color** first, to make your marks. On **2004 (Mac**), click **Pen Color** and **Red** (or color of your choosing) to make your marks.

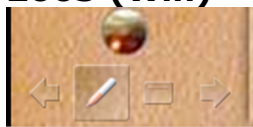**2003 (Win)**   **2004 (Mac)**
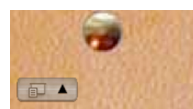

Or use the alternate method:

Move the mouse and once the pointer appears on the slide, go to the Slide Show toolbar in the lower left side of the screen, click on it to select the pen tool.
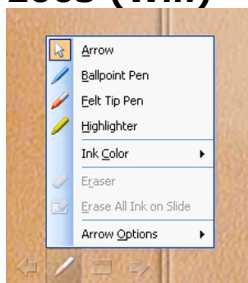
2003 (Win)   **2004 (Mac)**

        Slide Show toolbar

2003 (Win)   **2004 (Mac)**

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