

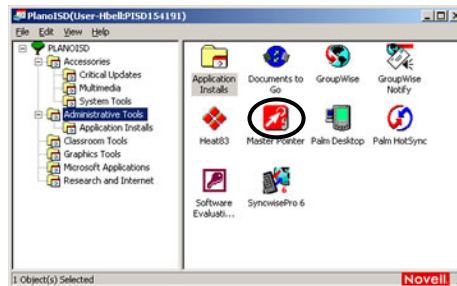


Overview:

MasterPointer is a tool that can be used to enhance presentations and lessons projected in the classroom. Use this tool to mark specific areas on the screen with a variety of annotation tools such as highlighters, color pens, transparent or opaque areas, spotlights, magnifiers, text, and more.

Launching MasterPointer:

1. The MasterPointer icon can be found in the Administrative Tools folder on your NAL desktop. The first time you click on the icon, the program will install on your computer.



2. When the program has launched, you will see the MasterPointer icon on the Window's Taskbar on the lower right-hand side of your screen.



3. Click on the icon to view the MasterPointer toolbar at the top of your screen.



Configuring the MasterPointer Toolbar:

The properties of the toolbar can be modified by using a *context sensitive pop-up menu*. To access this menu, position the cursor over the toolbar and click on the right mouse button. You can modify such properties as the showing Text Labels, Auto Hide, icon size and the automatic location of the toolbar.

Adding Tools to the Toolbar:







There are several tools that can be added to the toolbar. To add tools to your toolbar, click the right mouse button on an empty area of the toolbar. When the menu appears, click on **Customize**. A dialogue box appears. On the right side of the box is a list of tools. Select a tool you wish to add to the toolbar. Hold down the left mouse button and drag the tool to the desired location on the toolbar and release the mouse button.

Removing Tools from the Toolbar:












Position the mouse cursor over the icon you wish to remove. Click the right mouse button. A context sensitive pop-up menu appears. Select **Remove Button**.

The MasterPointer Tools




All MasterPointer tools are accessed by means of buttons in the MasterPointer toolbar. MasterPointer comes with three kinds of tools: Annotation/Drawing Tools, Viewing Tools, and Miscellaneous Tools.

ICON	TOOL	FUNCTION	USING THE TOOL
	Arrow	The Arrow Tool can be used as a pointer to point out different items in a presentation such as PowerPoint or can be fixed in place to direct attention to an item.	<ul style="list-style-type: none"> • Select the Arrow Tool in the toolbar. The mouse cursor turns to an arrow. • Place the mouse cursor in the desired location on your desktop. • Click the left mouse button. • Click the right mouse button to return to disengage the tool and return to a regular mouse cursor.
	Pen	The Pen Tool lets you freeform draw.	<ul style="list-style-type: none"> • Select the Pen Tool or the Highlighter Pen in the toolbar. • Place the mouse cursor the desired location. • Hold down the left mouse button and draw while continuing to hold down the mouse button. • If you double click on the button on the toolbar, the tool can be used multiple times without having to click on the button again and again. • To cancel the tool, right click on the right mouse button.
	Highlighter	The Highlighter Tool lets you freeform draw with a transparent color.	
	Text	The Text Tool allows you to insert text at any location on the screen.	<ul style="list-style-type: none"> • Click on the Text Tool button on toolbar. • Move the mouse cursor to the approximate location where you want to insert the text. • Hold down the left mouse button and drag the mouse to draw a text box. When you release the mouse button, a text cursor will appear in the box. • Enter the text. After you enter the text, click anywhere outside of the textbox. • To edit the text or change the properties (font or color) right click on the text to open the pop-up menu.
	Rectangle Outline	The Rectangle Outline Tool is used to create an rectangular border around a selected portion of the screen.	<ul style="list-style-type: none"> • Place the mouse cursor the desired location. Press and hold down the left mouse button and the cursor turns to a cross. • Drag the cursor to outline the desired portion of the screen. Release the mouse button. • To cancel the tool, click on the right mouse button. • Single click on these tools on the toolbar for onetime use. Double-click to use multiple times without having to click on the button repeatedly.
	Oval Outline	The Oval Outline Tool is used to create an oval border around a selected portion of the screen.	

MasterPointer Tools (continued)

	Transparent Rectangle with Border	These tools are used to create a transparent rectangle or oval, with or without a border, around a selected area of the screen.	<ul style="list-style-type: none"> Place the mouse cursor the desired location. Press and hold down the left mouse button and the cursor turns to a cross. Drag the cursor to outline the desired portion of the screen. Release the mouse button. To cancel the tool, click on the right mouse button. Single click on these tools on the toolbar for onetime use. Double-click to use multiple times with out having to click on the button repeatedly. 	
	Transparent Rectangle			
	Transparent Oval with Border			
	Transparent Oval			
	Filled Rectangle	The Filled Oval and Filled Rectangle Tool let you draw an opaque oval or rectangle on your computer screen.		
	Filled Oval			
	Laser	Use the LaserPointer to draw attention to an important area of the screen.		<ul style="list-style-type: none"> Click on the button to switch the cursor display to a crosshair. Hold down the right mouse button to select the size of the area to be covered with the LaserPointer. Release the mouse button.
	Erase Selection	This tool allows you to erase selected objects.		<ul style="list-style-type: none"> Select the button and hold down the left mouse button. Draw a frame around the object you want to erase. Release the mouse button and the object will be erased.
	Erase All	This tool allows you to erase all objects.	<ul style="list-style-type: none"> Click on the button and all objects 	
	Rectangle and Oval Magnifier	Use the Magnifier viewing tools to Magnify a selected portion of the screen.	<ul style="list-style-type: none"> Select the magnifier button and then use your mouse to drag across the area you wish to magnify. The screen area selected will be displayed in a magnified window. You can move this window anywhere on the screen with your mouse. Use the right mouse button to resize the magnifier window. To exit the magnifier, Right-click and select Exit. 	
	Zoom	Use the Zoom Tool to expand a selected portion of your screen so that it occupies the entire screen.	<ul style="list-style-type: none"> Select the zoom button and drag the mouse across the area you wish to expand. The program enlarges the selection to occupy the entire screen. You can move the magnified section anywhere with the mouse. Use the right mouse button to zoom out and in. 	

MasterPointer Tools (continued)

	<p>Oval Spotlight</p>	<p>The Oval Spotlight tool lets you create a spotlight that can be moved freely across the screen and used to highlight an area of the screen while blocking or graying out the portion of the screen outside the spotlight.</p>	<ul style="list-style-type: none"> • Select the button on the toolbar. Use the left mouse button to draw a border that specifies the size of the spotlight. • Hold down the right mouse button and move the mouse to resize the spotlight. You can move the spotlight by moving the mouse. • Clicking on the right mouse button terminates the spotlight.
	<p>Move Tool</p>	<p>The Move Tool allows you to move any object with your mouse</p>	<ul style="list-style-type: none"> • Select the Move Tool button on the toolbar. Move the mouse cursor to the object you want to move. • Press and hold down the left mouse button to activate the move function and drag the object to the desired location. • Release the mouse button to deactivate the move function.
	<p>Numbering Tool</p>	<p>Use this tool with other tools to sequentially and automatically number objects as they are drawn on the screen.</p>	<ul style="list-style-type: none"> • First select the drawing tool of preference. Then select the number button on the toolbar to activate numbering. To deactivate numbering, press the button a second time.

Tool Tips

Objects Linked to Program:

Each object that is drawn on the screen in MasterPoint is linked to the program, *not* the screen you are viewing. This means that as you change views within a program (from slide to slide in PowerPoint, from page to page in Word, etc.) the objects remain on the screen, as if you had a plastic transparency on your monitor. As you change slides, pages or views, you need to click on the **Erase All** button before you proceed.

To Resize an Object:

On the object you wish to resize, click and hold down the right mouse button. Drag the mouse back and forth to resize the object. All objects can be resized using this method with the exception of the highlighter and pen tools.

Tool Properties:



Properties for all of the MasterPointer tools can be modified (size, color, etc.) by accessing the Properties window.