Annotation software tools for CATS with a Digital Annotation Monitor

Digital Annotation Monitors

Digital Annotation Monitors have been installed at the lectern in several Centrally Managed Teaching Spaces (CATS) across UNSW's Kensington campus. These monitors provide high quality and precision annotation functions, including highly accurate stylus and screen interaction, fantastic resolution and colour, as well as customisable controls on both display and stylus. Use the [Find a Teaching Space](#) search tool to view a complete list of CATS with Digital Annotation Monitors.

There are a range of software applications available which support annotation, and effectively engage with the features of the Digital Annotation Monitor. They include **Drawboard PDF**, **Microsoft Edge**, and **Microsoft OneNote** to annotate PDF documents, **Microsoft Whiteboard** and **Microsoft PowerPoint**. This Support Guide provides instructions on how to get started and where to locate support for these applications.
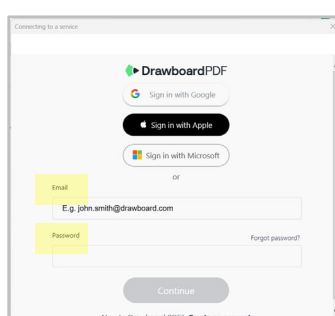
Drawboard PDF

Drawboard PDF is a powerful PDF editor, which includes easy-to-use annotation tools, the ability to add and edit markups directly on your PDF, and the option to store and share documents with others. Access to Drawboard PDF is with your own free account. Follow the steps in Drawboard PDF's *Sign up a new account*, [online support page](#), to create your account.

Access: From the Digital Annotation Monitor located at the lectern:

1. Use the search bar, enter *drawboard*, and then select the **Drawboard PDF** application.
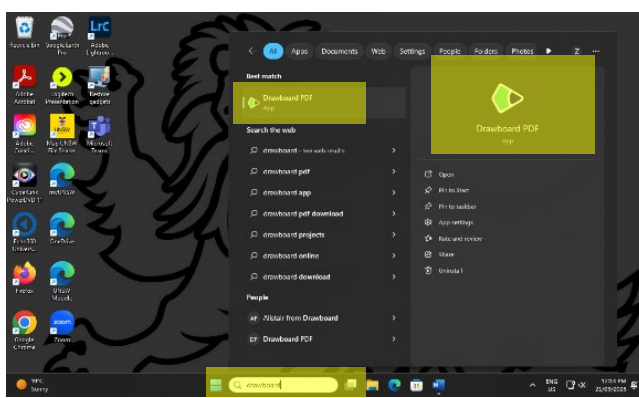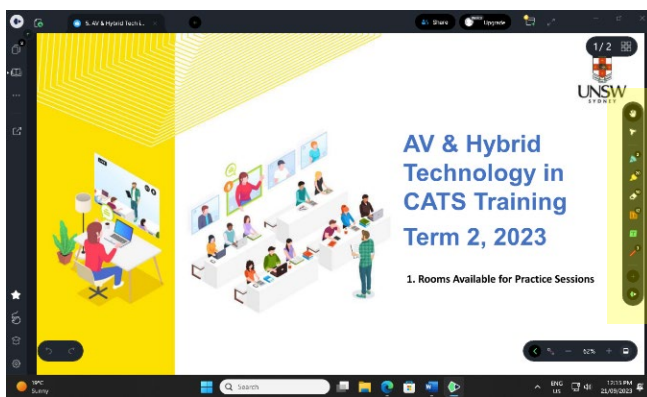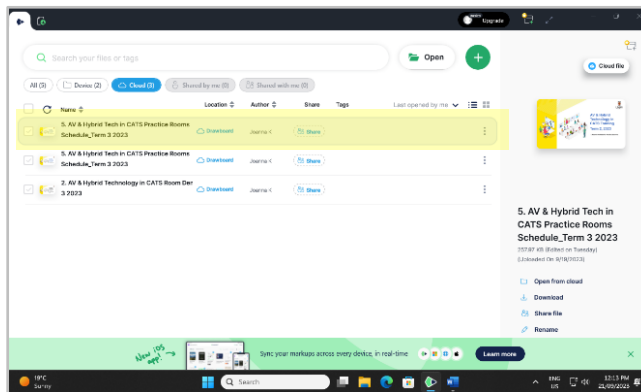

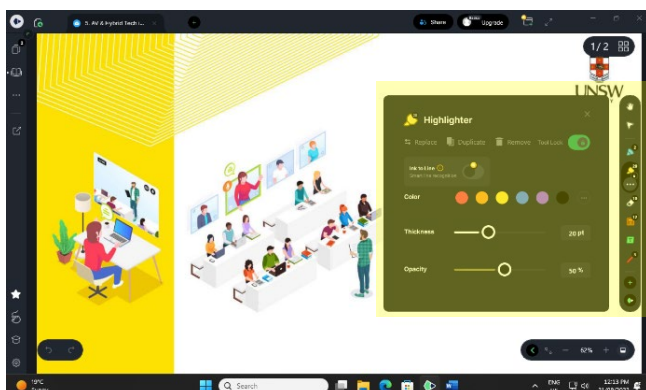2. Sign in with your login details – email and password.

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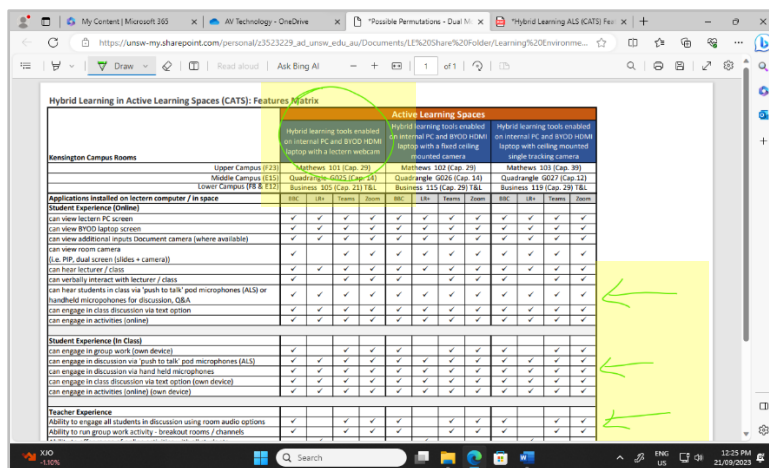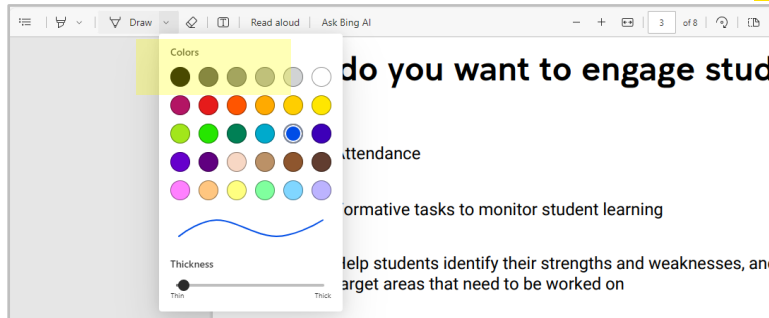3. Select the PDF document you wish to annotate:

4. Annotate using the options are available on the right-hand panel.

Support: [Online Drawboard PDF support](#)

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Microsoft Edge

Microsoft Edge is the only web browser that lets you take notes, write, annotate, and highlight directly on webpages, including PDF documents. It is then possible to save and share your documents in all the usual ways.

Access: From the Digital Annotation Monitor located at the lectern:

1. Locate the PDF document you wish to annotate. If the document is in your **OneDrive**, access this from the OneDrive quick link on the desktop.
   - **Right click** on the PDF document, select **Download** to save a copy of the file to, File Explorer
   - **Open the PDF document** by right clicking the document and select **Open with**, and then choose **Microsoft Edge**

2. Locate the Microsoft Edge annotation options in the top menu, which include drawing and highlighting in a range of colours, as well as erasing unwanted notations.

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3. Retaining a copy of the annotated PDF is done by selecting the 💾 icon on the top right-hand corner of the web browser.

Support: Online Microsoft Edge annotation support

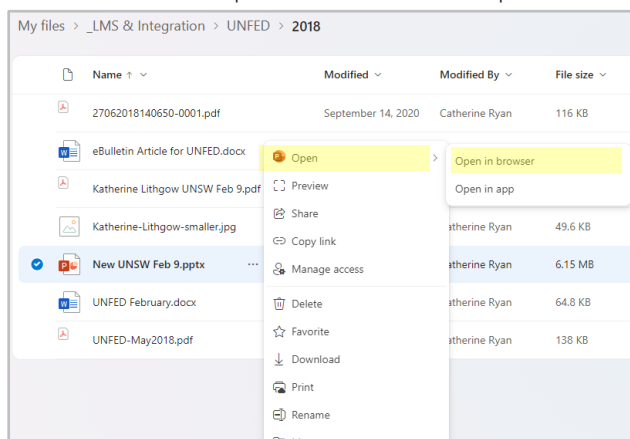# Annotation software tools for CATS with a Digital Annotation Monitor

Microsoft PowerPoint

When presenting with Microsoft PowerPoint, you can also annotate onscreen with a digital pen to emphasise a point or show connections. Using a digital annotation monitor also allows for more intricate annotations to be possible.

Access: From the Digital Annotation Monitor located at the lectern:

1. Locate the PowerPoint document you wish to annotate. If the document is in your **OneDrive**, access this from the OneDrive quick link on the desktop.


- Choose between opening the PowerPoint document in the web browser or via the desktop application. Annotation is possible regardless of how the document is presented.

2. Opening the PowerPoint document in the web browser will look like this.
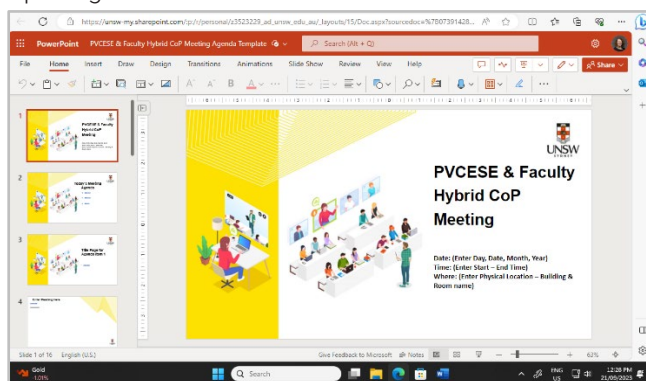
- Select **Slide Show**

3. Right click on the presentation slide and select **Pointer Options**. Annotation options for a PowerPoint document include Laser Presenter, Pen and Highlighter in a variety of colours, as well as the ability to erase unwanted notations.

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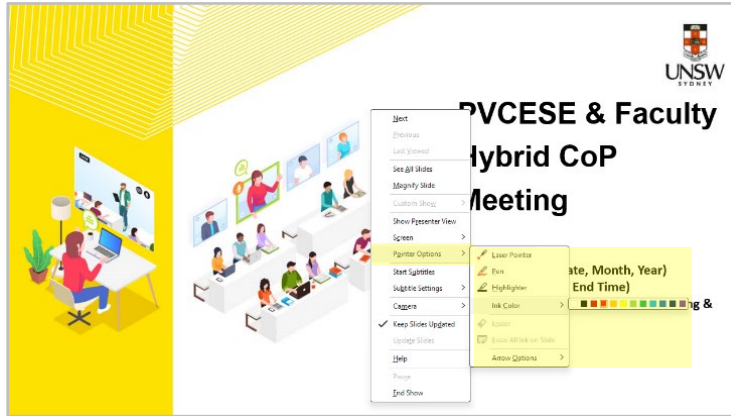
Support: [Annotating a Microsoft PowerPoint document](#)

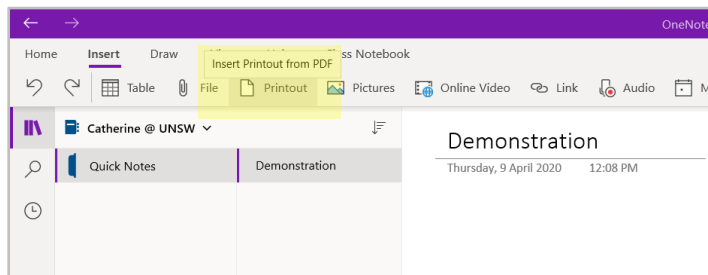# Annotation software tools for CATS with a Digital Annotation Monitor
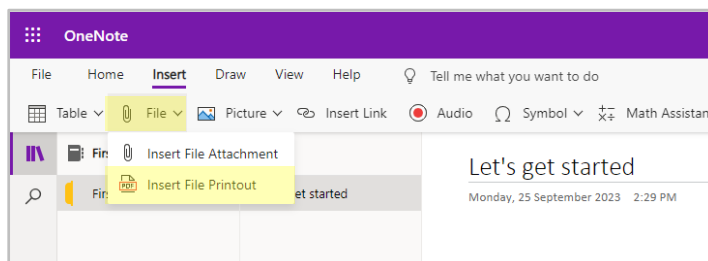

Microsoft OneNote

Microsoft OneNote is another application in the Office 365 suite, which is accessible from the lectern computer. By using the OneNote feature **to insert a file as a printout**, specifically a PDF document, you can annotate the PDF document within OneNote.

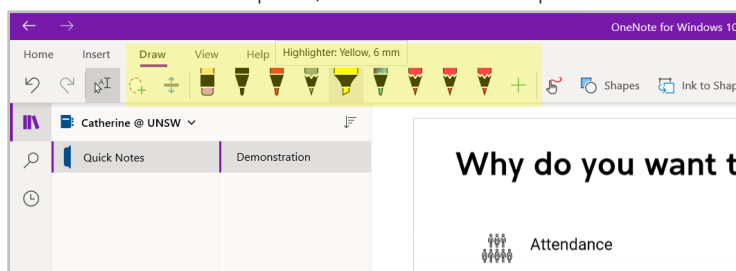**Access**: From the Digital Annotation Monitor located at the lectern:

1. Access **OneNote** from either the desktop application or the web browser version of Office 365.

2. Select **Printout** from the menu from the OneNote desktop application. **OR**

3. Select **File** from the menu, and then **Insert File Printout** from the OneNote web browser version.

4. Select your PDF document you wish to annotate.

5. Use the **Draw** menu option, to access various pen sizes and colour options.

Support: [Microsoft OneNote – Insert or attach files to notes](#)

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# Annotation software tools for CATS with a Digital Annotation Monitor

Microsoft Whiteboard

Microsoft Whiteboard is another application in the Office 365 suite, which is accessible from the lectern computer. By using the **MS Whiteboard** feature you can annotate on the canvas and save your work to **OneDrive**.

**Access**: From the Digital Annotation Monitor located at the lectern:

1. Access **Whiteboard** from either the desktop application or the [web browser](#) version of Office 365

2. Create a **New Whiteboard**, and select a blank canvas or choose a template
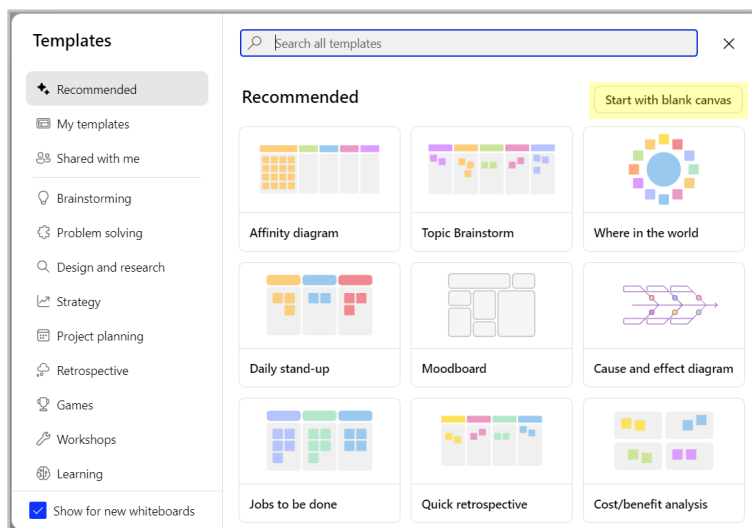
3. Provide a suitable name for the Whiteboard, so that it's easily searchable in **OneDrive's** Whiteboards folder

4. Use the drawing tools for annotation, which are located at the bottom of the screen
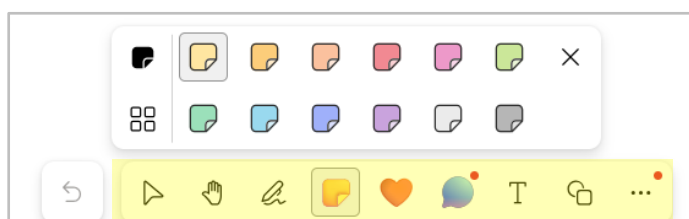
 Support: [Getting started with Microsoft Whiteboard](#)

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