Using Zoom Meeting Annotations
With shared content

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Sharing Content for Annotation

1. Click Share Screen to begin sharing

Zoom Annotations
Sharing Content for Annotation (cont.)

2. Choose the **screen or application** you want to share & annotate

3. Click **Share** if you are ready to share your screen
Getting Started with Annotations

Once your Share has begun, look for the **docked control bar** at the top of the Zoom window.

1. Click **Annotate** to open the annotation toolbar.

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Setting Annotation Permissions

By default, all participants will be able to annotate. To disable participants' annotation, click More in the docked control bar, then select Disable participants annotation if you don’t want other users to annotate.
Annotation Tools – Text

Create a text box that can be typed into and edited

1. Click **Text** to select the Text tool
2. Then, click anywhere on your shared document to create a text box you can type into
Annotation Tools - Draw

Use the Draw tool to insert shapes like arrows and lines

Click Draw to see a drop-down menu of available shapes
Annotation Tools – Draw (cont.)
Select and click to insert shapes, then drag to adjust size if needed

2. Select a shape (for example, the Arrow) from the drop-down menu. Then, click where on the document you’d like the symbol to be created, and drag to determine its size.
Annotation Tools – Erase

The Erase tool allows a user to clear any annotation in a single click.

Click **Erase** to remove annotations one by one.

The cursor will change to match the **Erase** icon; one left click on any annotation will remove it.
Annotation Tools - Format

For customizing your annotations

Click **Format** to open a drop-down menu that will allow you to choose colors for text and drawn shapes, set line width, and format your text.
Annotation Tools - Select
To relocate and resize your annotations

1. Click **Select**, then click on the annotation you’d like to interact with.

2. Drag the selected annotation where you’d like it to move.
Annotate Tools - Select (cont.)
The select tool can also be used to change the size and shape of drawn objects.

After selecting an annotation, you can also click on a corner and drag to resize it.
Annotation Tools - Clear
Erase all annotations together, rather than one at a time
Annotation Tools – Save Screen

Zoom can save a screen capture of your annotations and shared content.

Click **Save** to capture an image of your annotated materials to your local computer.

Click **Show in Folder** to view.