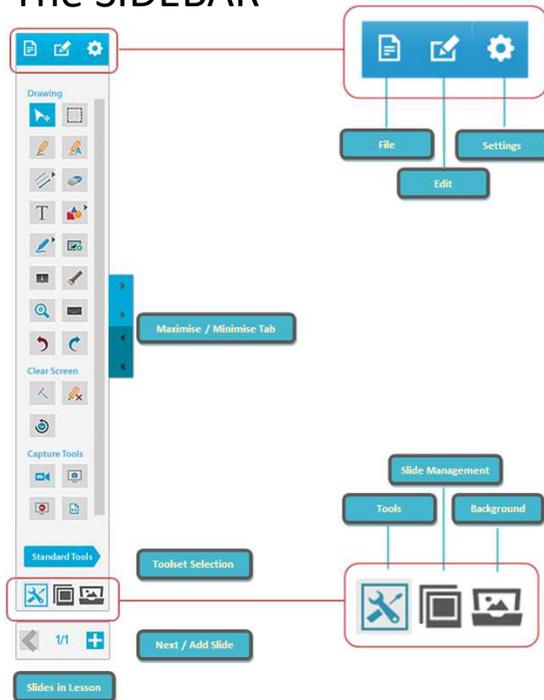
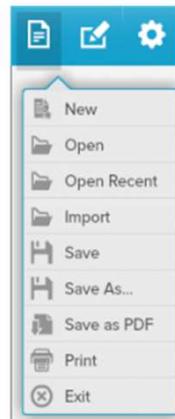


## The SIDEBAR

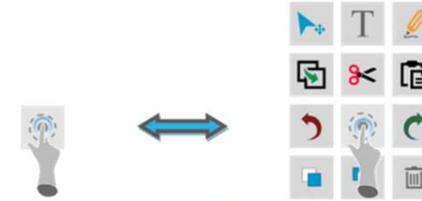


## CREATING NEW LESSONS



When MyndShare opens, a new lesson file is automatically created. To create a new lesson at any point, select 'File', and choose 'New' from the dropdown.

## Quick Tool Palette



Click or tap the centre button to toggle between a minimized and maximised state.

To show the Quick Tool Palette at any location, right-click on any MyndShare object or directly on the slide background, if one has been applied. On a touchscreen device, a right-click command is normally initiated by a pressing and holding.

The Quick Tool Palette will stay on the screen permanently in a minimized state unless it is dragged to the trash can. To show it again, choose Quick Tool Palette from the Settings menu.



## Slide Management



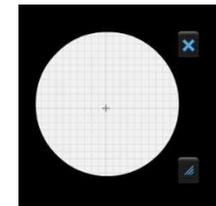
You may change the name of the lesson, re-order the slides or simply pick and choose the slides in the Slide Management area.

To change lesson name, simply select the current name and edit to a new name.

To select the slides, simply select the boxes corresponding to the images you want.

To re-order, simply hold the images for a second and dragging it to the desired order/location.

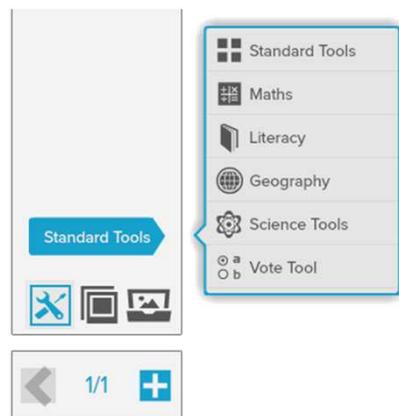
## Flash Light



Enabling the flashlight will shroud the screen and will show a small visible area of the screen, similar to a flashlight being operated in a darkened room.

Click or tap and drag the flashlight to move it around the screen. Adjust the size of the flashlight area by dragging the resize button, and tap the X to close it.

## Tool Selection



To start using a tool, tap or click it once to activate.

## Pen Tool



The pen tool can be used to annotate over MyndShare objects, backgrounds, and, when Glass Mode is active, even desktop applications.

The pen's thickness, alpha, and colour can be adjusted before and after annotating. Prior to annotating, use the Pen Tool's properties box to adjust: