

Clevertouch & interactive screens | Medium | 2 min read

Presenting from a laptop and annotating over your slides in a meeting

Please note: independent guidance. Vision Tech is not affiliated with the maker. Menus differ between models and software versions, so check the manual or on-screen help.

You can present from your laptop and still use the touch screen to highlight, circle and write notes over your slides. This is the best of both worlds: your own files and the big screen's tools.

Setting up

1. Connect your laptop to the screen with the HDMI cable.
2. Connect the USB cable so touch can control the laptop. Many panels use a separate USB cable for this, so check which one it is.
3. Use the source menu on the panel to choose the matching input.
4. On your laptop, choose to duplicate your screen, or extend it if you want to see speaker notes privately. On Windows you can use **Windows key + P**. On a Mac, use the display settings.

Annotating

Look for the annotation or pen tool in the panel's side toolbar. On many Clevertouch screens it lets you write over whatever is on the screen, even a laptop picture. Use it to circle figures, underline points or draw arrows.

When you finish, choose the option to close or exit the annotation mode so you can move to the next slide. Some versions let you save a snapshot of the annotated slide.

Alternatively, annotate within your software

PowerPoint and many other programs have their own pen or highlighter. With touch working properly, you can use these directly. You do not have to use the panel's tools, so choose whichever feels simpler.

Tips

- Turn notifications off before presenting.
- Keep slide text large.
- Keep the laptop plugged in and stop it from going to sleep.
- Leave extra time the first time you use a new room.

If touch is in the wrong place

The laptop may think the touch belongs to another screen. Check the display and touch settings on the laptop, or ask IT to do so.

When to get more help

Ask IT if you cannot get a picture, annotation tools are missing, or touch controls the wrong screen. Tell them your laptop type and which cables you used.

Still stuck? Email admin@visiontech336.com and tell us what you can see on the screen. Menus and button names can differ slightly between versions and makes. If something does not match, stop and ask rather than guess. Please never send passwords or card details.