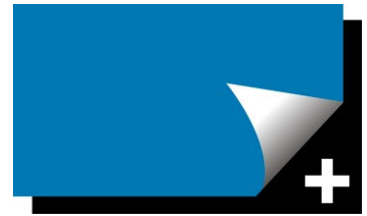


# Digital Flipchart

## Quick Reference Guide



1. Download and install the Digital Flipchart software
2. Start Microsoft PowerPoint™ 2007 or 2010
3. Start a 'slide show' of your presentation (F5 key)
4. On each slide following your welcome slide, Digital Flipchart will automatically insert three small buttons at the bottom of each slide

Left button takes you to the previous slide and changes pointer to arrow.

Centre button inserts a new slide after the current visible slide and immediately navigates to that slide changing the pointer to Black Pen.

Right button takes you to the next slide and changes pointer to arrow.

5. Annotations on pre-prepared slides during a slide show are made by selecting the pen tool from the PowerPoint menu in the bottom left hand corner of the slide.
6. This menu is used to change pen colour and other PowerPoint options (Choose Pen > Arrow Options > Visible – to keep these icons visible at all times)
7. When your slide show ends, PowerPoint will prompt you to “Keep” or “Discard” your annotations. Ensure that you select “Keep” to save your real-time annotations. (Hint: Save your presentation under a different name before you begin your slide show. In this way annotations will be saved into a separate file.)
8. If Digital Flipchart is not required for a presentation, it can be turned off by right clicking on your PowerPoint slide during a slide show, and selecting Digital Flipchart from the menu. Once deselected, reselect from the menu to enable.

For On-line help – please contact [support@multi-slides.com](mailto:support@multi-slides.com)

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