# Markup Tools Tip Sheet

The purpose of this tip sheet is to be a reference on how the markup tools work. The markup toolbar will be available on lesson page and PDF tasks (*Activities Workbooks*) within most MyDay courses and select Course Player courses. The markup toolbar will NOT be available on learning objects that do not require any markups such as lesson videos or third-party websites.

***IMPORTANT:*** *If any markup tools are grayed out, this is because there are no prompts on the current lesson page which suggest this type of interaction with the lesson content. In other words, there is nothing to draw on.*

As a quick reference, there are instructions present on the markup toolbar itself which can be accessed by selecting the "Help" icon.

## Textboxes

Many lesson pages have textboxes and text fields built into the content which allow a typed response. An example would be completing a practice problem in a mathematics course or writing a short passage in an English course.

> This is where students can type their response.

The **Save** icon will save all text you type for future reference.

## Text-based markup tools

Text-based markup tools are available within lesson pages and only work on text, NOT images. There are two text-based markup tools, **Text Highlight** and **Underline**, as indicated by the following icons:

Select the desired text-based markup toolbar icon and then select the text to be highlighted or underlined. The selected tool will remain active until the button is deselected which would deactivate the tool from use. If there is text already selected when a tool icon is selected, the given formatting will be applied to the previously selected text.

**Note:** Please see the section on *Canvas-based markup tools* below for information on highlighting on images.

The color of the highlight and underline can be changed by selecting the color palette and choosing the desired color.
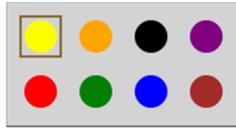


## Canvas-based markup tools

Many lesson pages will prompt you to interact with the content by drawing on a specific picture or designated area called a *canvas*. An example would be solving a mathematics problem using a number line.

The canvas-based markup tools will only work on canvas elements in the lesson page. Not all images in a lesson page can be drawn on. If the canvas-based markup tools are grayed out, that means that there are no canvas elements available on the current lesson page - there is nothing to draw on.

The canvas-based markup tools are the rectangular **Highlighter**, **Circle**, **Line**, and **Marker** as indicated by the following icons.



To begin drawing, select the desired tool icon and all elements on the page that are NOT canvas elements will be grayed out. The images or areas that can be drawn on will stand out from the gray areas.

After selecting the canvas-based markup tool and locating the canvas that you would like to draw on, select it and you will notice that the canvas is given a red border to indicate it can be drawn on. An example can be found below. Notice that the lower picture is surrounded by a red border. This means that you are now able to draw as you wish on that picture using the rectangular **Highlighter**, **Circle**, **Line**, and **Marker** tools.
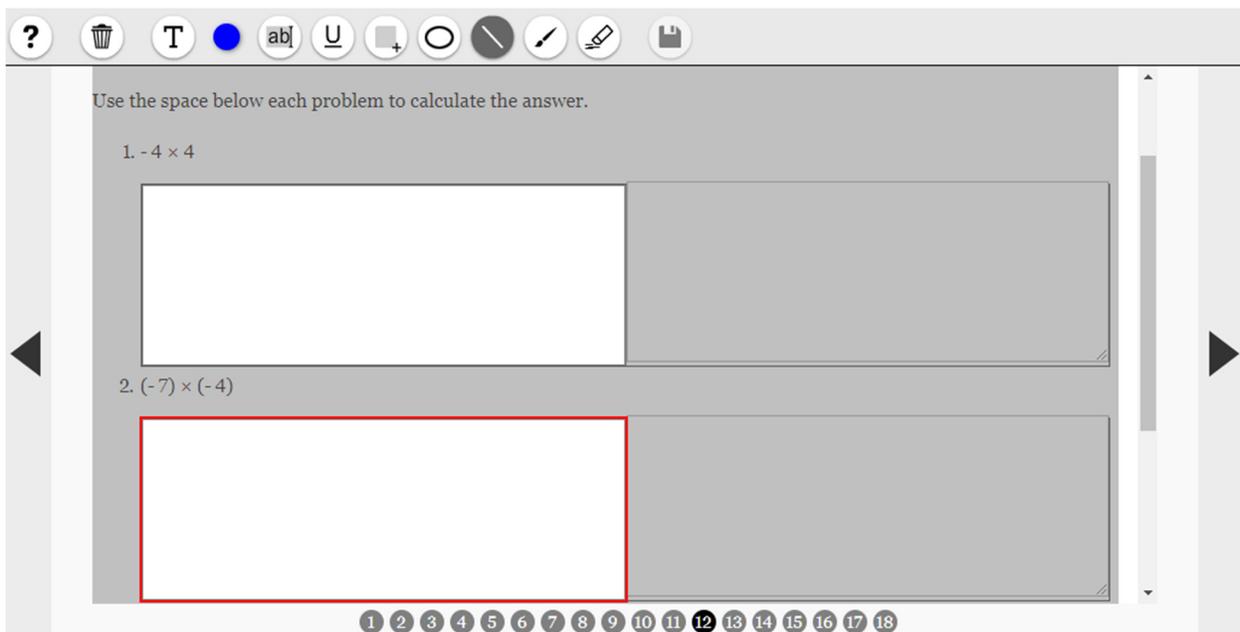
## Clearing markups

To delete any of the markups you've created, select the **Eraser** icon  and then select the markup you would like to delete. Notice that the eraser will delete a markup in its entirety. The eraser tool will work on both text-based and canvas-based markup but will NOT erase any of the pre-existing lesson page or PDF content.

Additionally, if you would like to clear all markups on the current page, use the **Clear All Markup** icon. 

## PDF markup tools (e.g. Activities Workbook tasks)

In general, many of the markup tools found in the *Activities Workbooks* work in the same ways as stated above for lesson pages. The main differences are described below.

Unlike lesson pages, the entire PDF page is able to be drawn on, and you **do NOT** have to first select a canvas element to begin drawing rectangular highlights, circles, lines, or freehand marker.

You will only be able to draw markup on the PDF page and not in the margins of the PDF Viewer.

There are no text highlight or text underline tools available in the Activity Workbook. Instead please use the rectangular **Highlighter**, **Line**, and **Marker** tools where preferred.

To use the **Type Tool**, select the icon  then click anywhere to create the textbox and begin typing. You are able to move a textbox you create by dragging it around and you can resize it using the bottom right corner. Use the **X** icon in the upper right of a textbox to delete it.