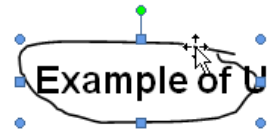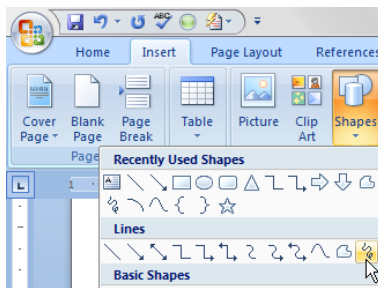# Pencil & Eraser Tools

Region 4 Education Service Center

## Pencil tool - Eraser Tool

Pencil tools can be used to circle correct answers, circle the correct object within an image, draw a free hand line around objects, underline answers in multiple choice questions, etc. They are found in a variety programs from Microsoft Word to Adobe Reader. On a touch screen, or tablets such as an iPad or Android device students could use a stylus or their finger to circle and draw. The eraser tool is usually used to erase drawn lines, allowing a student to erase a circled answer, however in some programs and apps you simply click or tap anywhere on the line, and a pop-up menu will contain a delete option, or pressing the Delete key on the keyboard will clear it as in the example below in Word.
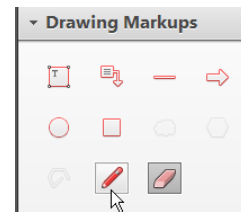
## Example of Using Pencil tool in Word



The draw (or pencil) tool is found on the Insert menu, Shapes. To delete the circle click anywhere on the line, press delete key.

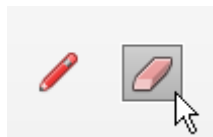## Example of Pencil Tool & Eraser Tool in Adobe Reader X



Under the View menu choose Comment, Drawing Markups. This displays the Annotation and the Drawing Markups Tools windows. The Pencil and the Eraser tools can be found in the Drawing Markups window.

The drawing tool allows a student to circle or write on a PDF document. An example might be to circle the correct answer, or circle a specific object within an image. The eraser allows them to erase what was drawn.



Since PDF documents are locked and can be generated from Word documents, and Adobe Reader X is free for all platforms and the draw and eraser tools can be found in Adobe Reader on all platforms, it becomes a very universal tool to use. On the iPad version, once drawn and saved, tap on the line, choose Delete from the pop-up menu to clear.

**Programs with pencil and eraser tools:**
Computer:
- Microsoft Word
- Intellitools Classroom Suite
- Nearpod (www.nearpod.com) online quiz program - can add draw tool to quiz
- Adobe Reader X


iPad
- ezPDF Reader
- Adobe Reader
- Educreations
- ShowMe!
- Explain Everything
- Nearpod (www.nearpod.com) online quiz program, download app - can add draw tool to quiz

Android
- ez PDF Reader
- Adobe Reader
- Explain Everything
- Nearpod (www.nearpod.com) online quiz program, download app - can add draw tool to quiz

Chromebook
- Notable PDF (highlight, eraser)
- Sketchie