







Annotating a Document






You can access various tools to annotate a document. The tools are displayed in a toolbar above the document in a document window.

Note: If you mark up the back of a document, ImageNow will automatically add the page to the document. It is preferable to annotate the first page of a document using the ImageNow tools.



To delete an annotation, right-click on it and then click on OK.

	<p>Digital Signature: Click to select the icon. Click in the document where you want the digital signature to appear. The first time you apply your digital signature, you will be asked to enter and then re-enter a password. Each time you click to apply the digital signature, you will be asked to enter your password first. Not every ImageNow user will have access to the Digital Signature.</p>
	<p>Sticky Note: Allows multiple users to add text to a text box. As you add a comment, the system will add your Employee ID and the date and time to the comment. Click to select the icon, then click in the document where you want the sticky note to appear. A small dialogue box will open. In the Add Text box, enter your comment. Then click Add. Your comment, along with your Employee ID and the date, will move to the History box. Click Close. You can open a sticky note by double-clicking on it. The History box will display existing comments and you can add to them by typing in the Add Text box. You can print the contents of a sticky note by clicking on the Print button in the dialogue box.</p>
	<p>Text Tool: Allows you to create a text box. Click to select the icon. Click in the document where you want the text to appear. Type your text.</p>
	<p>Highlighter: Allows you highlight in color a portion of a document. Right-click on the icon to select a color. Click on the icon. Drag your mouse over the portion of the document you wish to highlight. Type your comment. You may drag the text box to a new location.</p>
	<p>Checkmark: To place a checkmark in your document, click to select the icon, then click where you want the checkmark to appear. You can drag the borders to change the size of the checkmark.</p>
	<p>Pen: Use this tool to “write” or scribble on your document. Click the icon to select it, then begin to drag your mouse in your document.</p>

	Straight Line: Click the icon to select it. Then drag your mouse to draw a straight line in your document.
	Arrow: Click on the icon to select it. Then drag your mouse to draw an arrow in your document.
	Rectangle: Click on the icon to select it. Then drag your mouse to draw a rectangle in your document.
	Circle: Click on the icon, then drag your mouse to draw a circle or oval in your document.
	Hyperlink: Click on the icon, then click in your document. Then enter a complete hyperlink, beginning with http://