

Working with Annotations

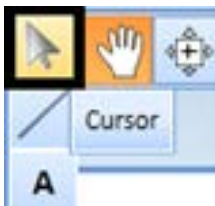
Oops! Need an eraser or just an adjustment? Moving, stretching, shrinking, flipping, rotating, burning and even deleting an annotation in GreenFolders is convenient and "Do Overs" are not so time consuming.

Note: Annotations are added to an annotation layer for each user. Users can only modify or delete their own annotation layer.

Move/Adjust Annotations

Once an annotation is added to an attachment, you can adjust the shape, location, size or color of the annotation.

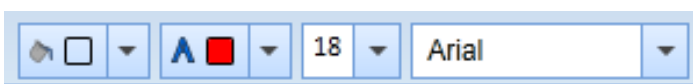
To move the annotation; click on the cursor icon, move the mouse cursor over the annotation you would like to move, then while holding the left mouse button down, drag the annotation to the new location on the attachment.



To adjust the size or shape of an annotation; click the cursor icon, then left mouse click the annotation to select it. The annotation is now surrounded by boxes that you can use to change its size. Left mouse click a box and drag the box to change the annotation's size or shape. Click the green dot at the top of the annotation and drag the mouse to rotate the annotation.



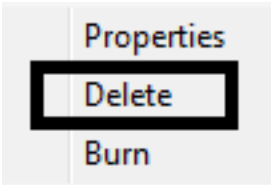
To change the color of an annotation; click the cursor icon, then left mouse click the annotation to select it. Use the toolbar displayed at the top of the attachment view area to adjust the size, color and/or font style.



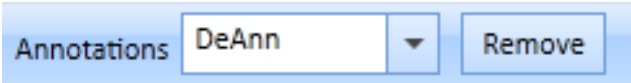
Note: The options available on the toolbar are specific to the type of annotation selected. For text type annotations, the font can only be resized by using the font size adjuster found in the toolbar.

Delete Annotations

To delete an annotation, click the cursor icon, then left mouse click the annotation to select it. Then right mouse click and select 'Delete' from the menu. To delete multiple annotations; hold the Ctrl key and left mouse click each annotation you wish to delete, then perform a right mouse click and select Delete.

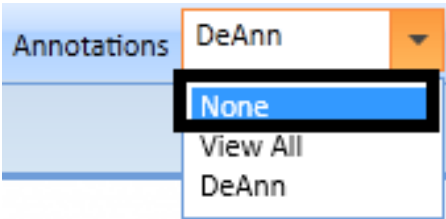


To delete ALL annotations on your layer of the attachment, you can choose "Remove". This action will remove all annotations from your layer, except for those which you may have burned.



Toggle Between a Clean Copy and a Working Copy!

If you need to view the attachment without the annotations, click on the pull down next to Annotations and select "None". This will hide the annotations from your view so you can view the document without any annotations. To bring the layers back, click on each individual's layer or choose View All. Remember, those annotations that have been burned to the attachment are permanent and cannot be removed. You cannot view the contents of the attachment beneath the burned annotation.



If you found this Leaf of Knowledge helpful, you may also enjoy LOKs #2: Stamps and Custom Annotations and LOK #5: Email, Save, Print, and Burn Annotations.

For more information regarding this Leaf of Knowledge, please contact a member of the GreenFolders Support Team at 801-747-2132 or GFSupport@GreenFolders.com.
