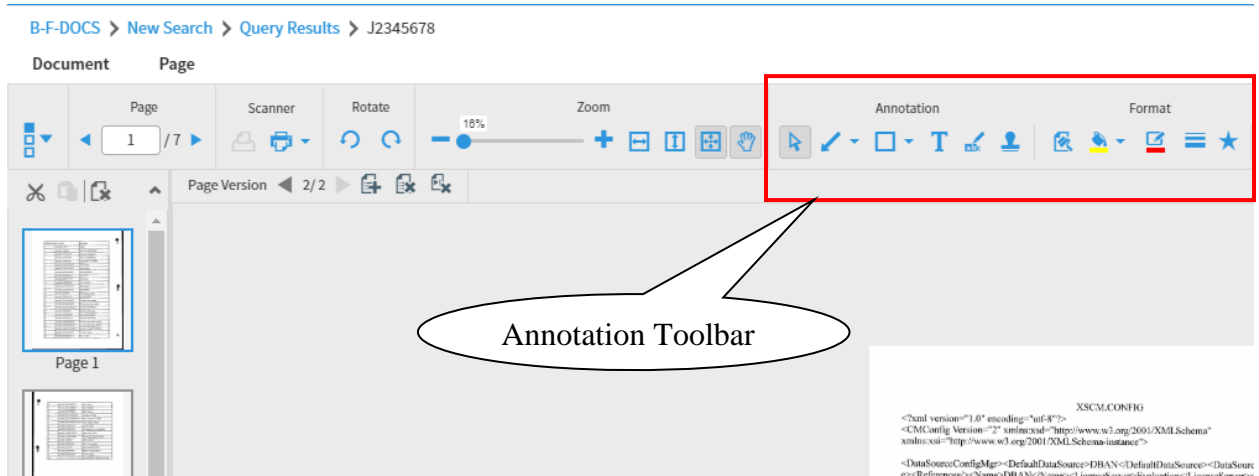


# Add Annotations in BDMS







You may add annotations to documents to add text, bring attention to certain portions, hide portions from view, or add rubber stamps and signatures. Once the annotations are saved to the document, they become available to view with the document.


The annotation toolbar will be available for use whenever a document is displayed.








## Annotation Toolbar

### Annotation

1.  **Select tool.** Select any existing annotations.
2.  Click the dropdown to select between the following options. Whichever option you last selected will display in the toolbar.
  - a.  **Straight line.** Draw straight lines.
  - b.  **Arrow:** Create arrows to draw attention to portions of a document.
  - c.  **Freehand:** Draw freehand shapes around portions of the doc
  - d.  **Polyline.** Draw line segments connected end-to-end

7.  Click the dropdown to select between the following options. Whichever option you last selected will display in the toolbar.






- a.  **Rectangle.** Draw rectangles around a portion of the document.
- b.  **Rounded Rectangle.** Draw a rectangle with rounded edges around a parts of the document
- c.  **Oval:** Draw circles or ovals around parts of the document.
- d.  **Polygon:** Draw irregular-shaped polygons around parts of the document.

12.  **Text tool.** Use to add text annotation to a document.

13.  **Highlight tool.** Use to highlight any information on a document.

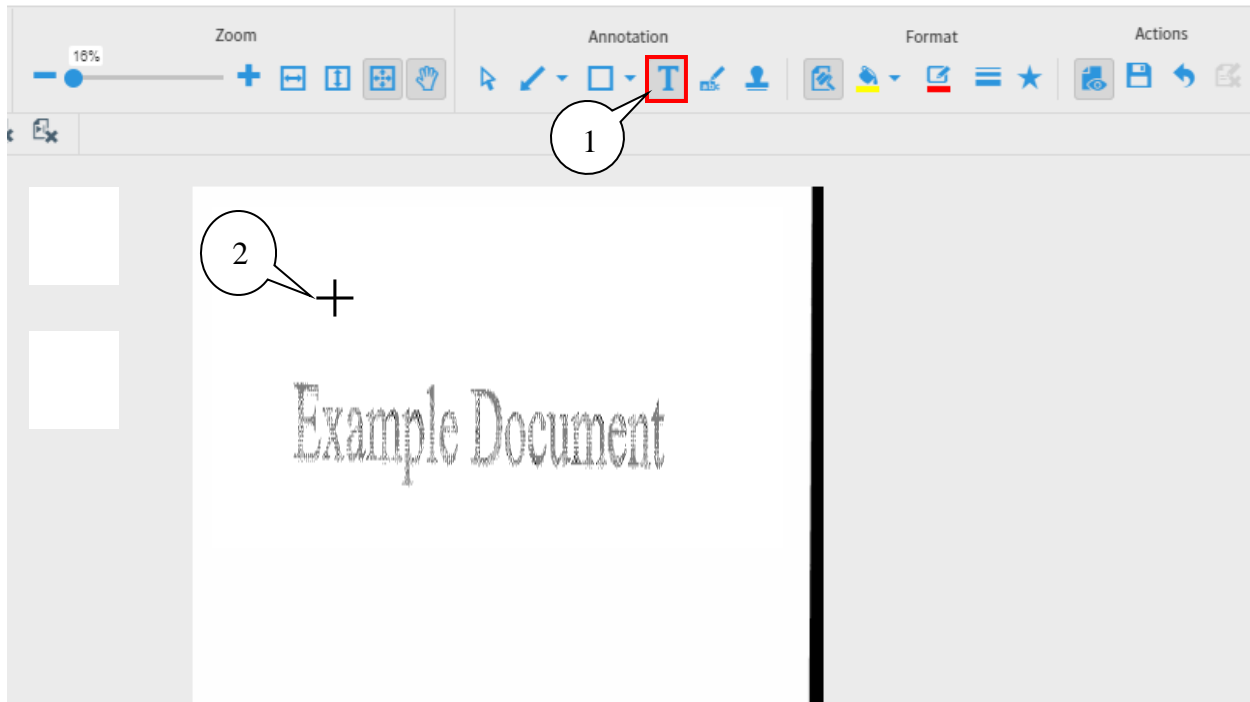
14.  **Rubber stamp:** Select from a list of available stamps.

## Format

15.  **Redaction tool.** Use in combination with 3, 7, and 8 to create a redaction. *Redactions are not available on PDF documents. Create a second annotation on top of the first one to darken the annotation and create a redaction*
16.  **Fill tool.** Color your annotations. Click the drop down to select a color.
17.  Choose your **Line Tool.**
18.  Choose the **Line Width** of your annotation
19.  Choose an annotation group. (This option is not generally used.)

## Add a Text Box

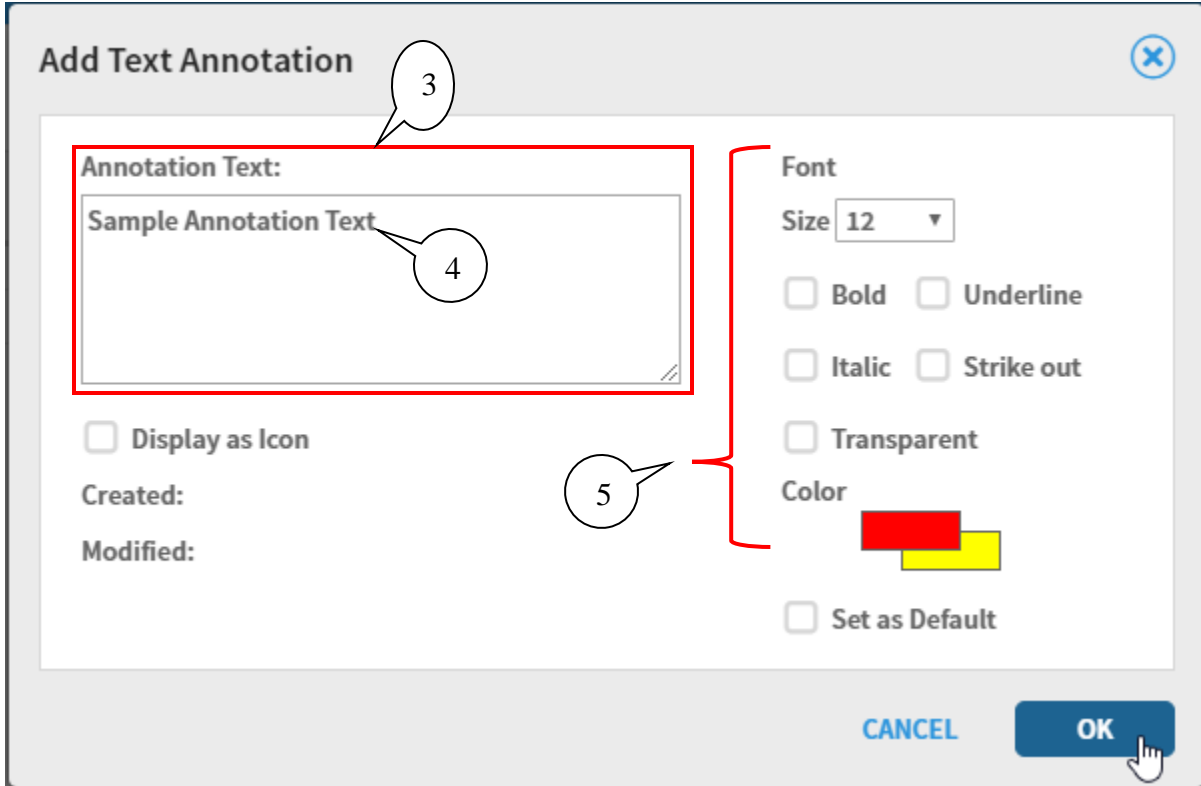
Use the **Text** tool to add text annotation to a document.



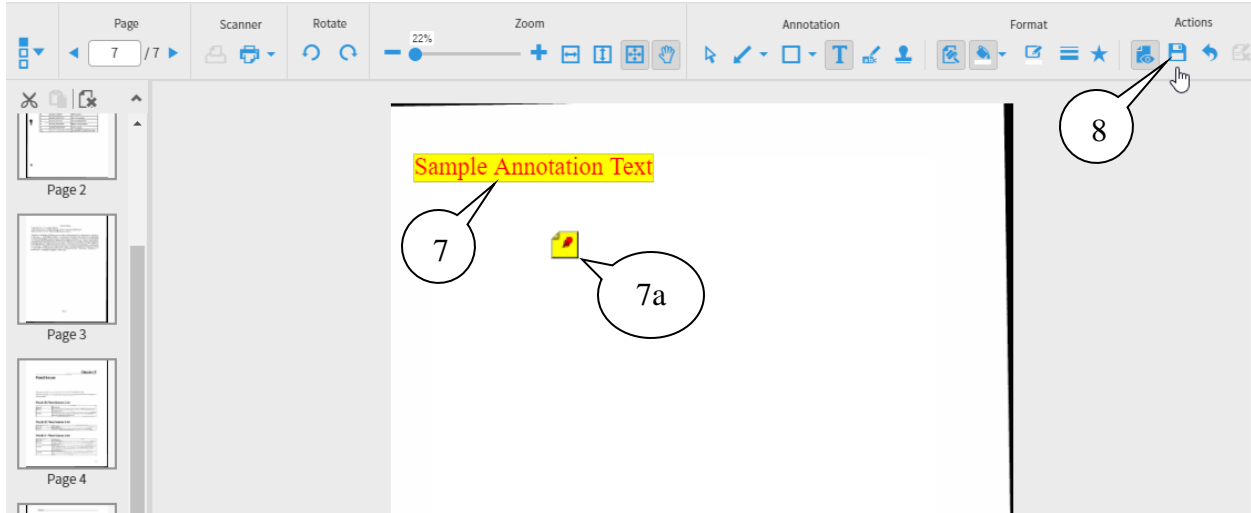
1. Click the **Text** icon.
2. Place the cursor on the document and click; this is where the top left corner of the text box will be located.

*Note:* To delete the text box, see [Delete an Annotation](#).

The **Annotation Text Editor** window is now displayed.

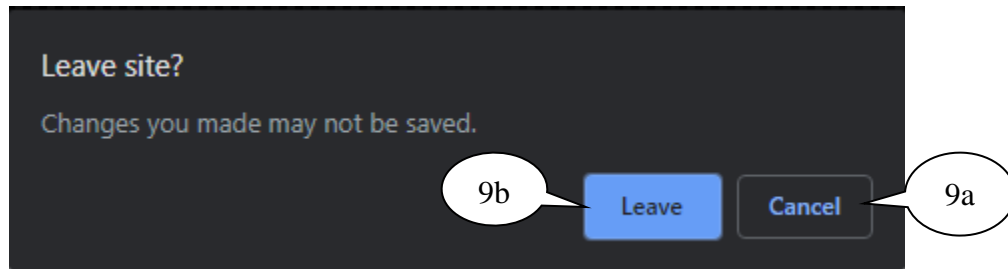


3. The text in the **Annotation Text:** box will appear on the document
4. Enter the text.
5. Format.
6. Click **OK**.



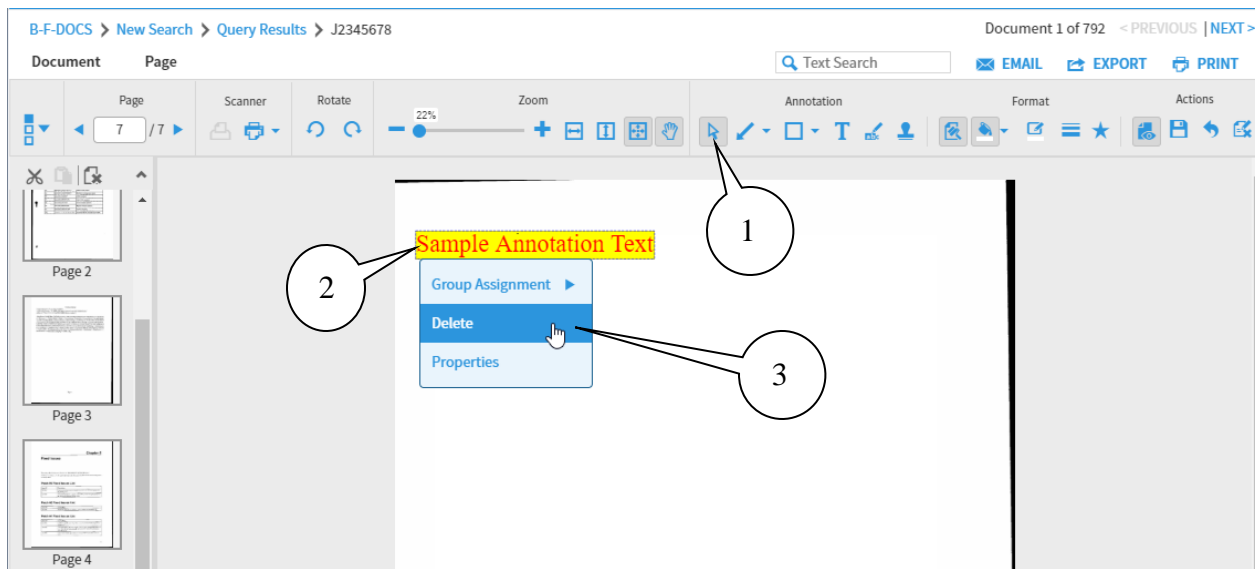
- 7. The annotation text box will be displayed on the document or
  - a. will display as an icon (if **display as icon** was chosen).
  
- 8. To save the annotation, click the **Save Changes** icon.

*Note: If logout is attempted before saving the annotation, the following will be displayed.*



- 9. a. Click **Cancel** to finish saving the annotation(s).  
b. Click **Leave** to close the document without saving the annotation(s).

## Delete an Annotation

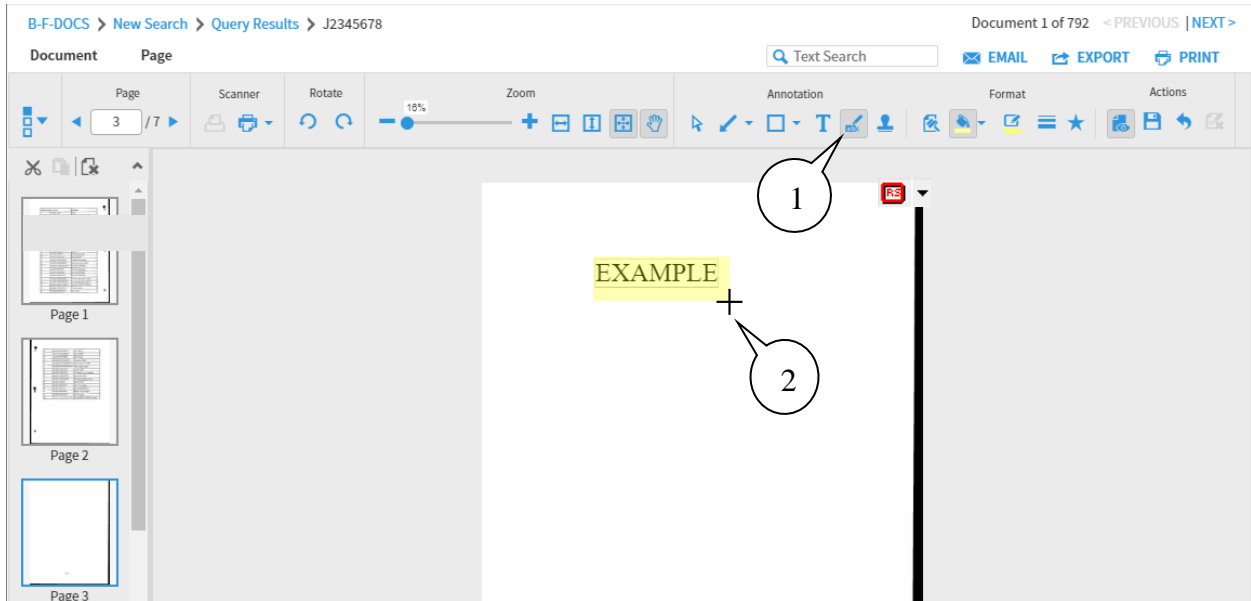


To delete an annotation:

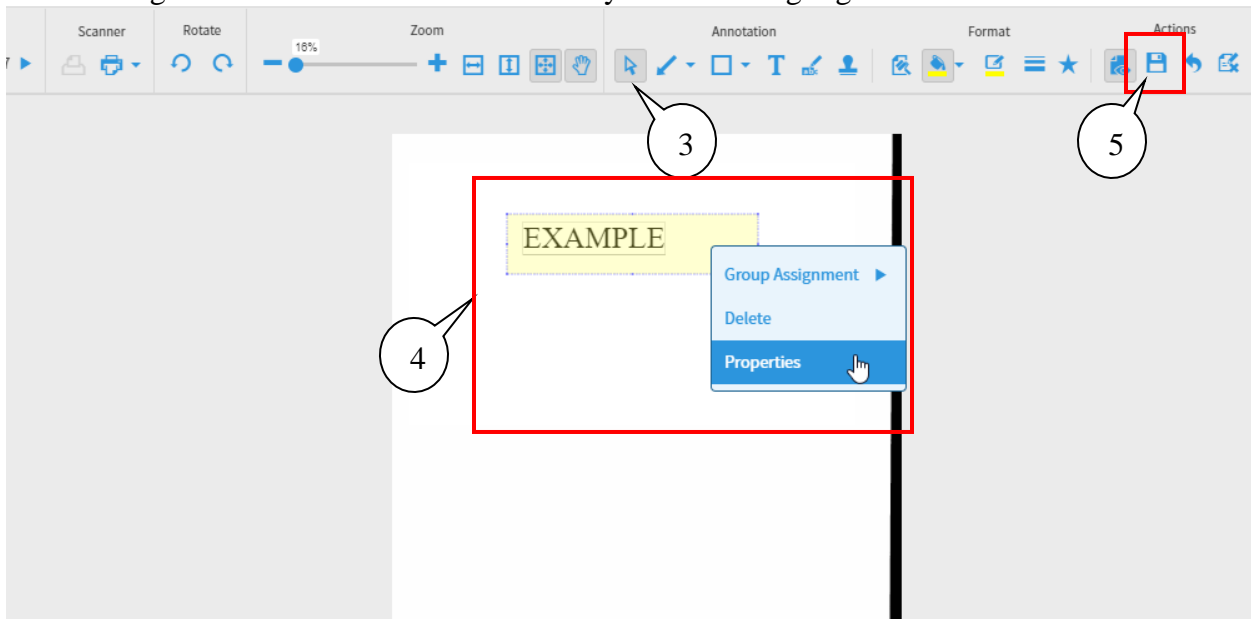
1. Click the **Select** icon.
2. Place the cursor on the annotation and right click to make a selection.
3. Click **Delete**.


## Add Highlighting

Add highlighting to portions of a document to draw attention to information.



1. Click the **Highlight** icon.
2. Drag the crossed lines over the section you wish to highlight.



3. Select the pointer tool and
4. Right click the highlight to see the highlighter properties, change colors, or delete the highlight.
5. Click the Save icon  to save your changes.