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Icon	Description
	Click the BDMS – Display Document icon from a form within Banner to access BDMS.
	Click the Open Document icon to select a document to view.
	Click the Upperleft corner or Application Name to access the Application List page.
	Click the Back arrow icon to access previous pages in a document.
	Click the Forward arrow icon to access the next page in a document.
	Click the New Query icon to query BDMS for documents.
	Click the Query Results icon to access the Application Query Criteria page.
	Click the Batch List icon to view the Application Batch List.
	Click the Open Batch for Indexing icon to open a batch for indexing.
	Click the New Page icon to scan, delete, add or import a page.
	Click the Attach Current page icon to add an additional page to a saved document.
	Click the Attach All pages icon to add all pages to a saved document.
	Click the Logout key icon to log out of BDMS.
	Click the New icon to display index fields.

Annotation Icons	
Icon	Description
	Click the Text icon to draw a text box in a saved document.
	Click the Save Changes icon to save annotation changes to a document.
	Click the Highlight icon to highlight in a document.
	Click the Freehand icon to draw freehand shapes around portions of the doc.
	Click the Line icon to draw straight lines.
	Click the Arrow icon to easily create arrows to draw attention to portions of a document.
	Click the Rectangle icon to draw rectangles around a portion of the document.
	Click the Rounded Rectangle icon to draw a rectangle with rounded edges around a portion of the document.
	Click the Oval icon to draw circles or ovals around parts of the document.
	Click the Polyline icon to draw line segments connected end-to-end.
	Click the Polygon icon to draw irregular-shaped polygons around portions of the document.
	Click the Line Width icon to select a thicker or thinner line for drawing.
	Click the Color icon to select a change of color for Redactions.
	Click the Redaction icon to make shapes appear opaque.
	Click the Fill icon to cover portions of the document.
	Click the RubberStamp icon to select from a list of stamps available.
	Click the Select icon to resize, move, or delete annotations or redactions.