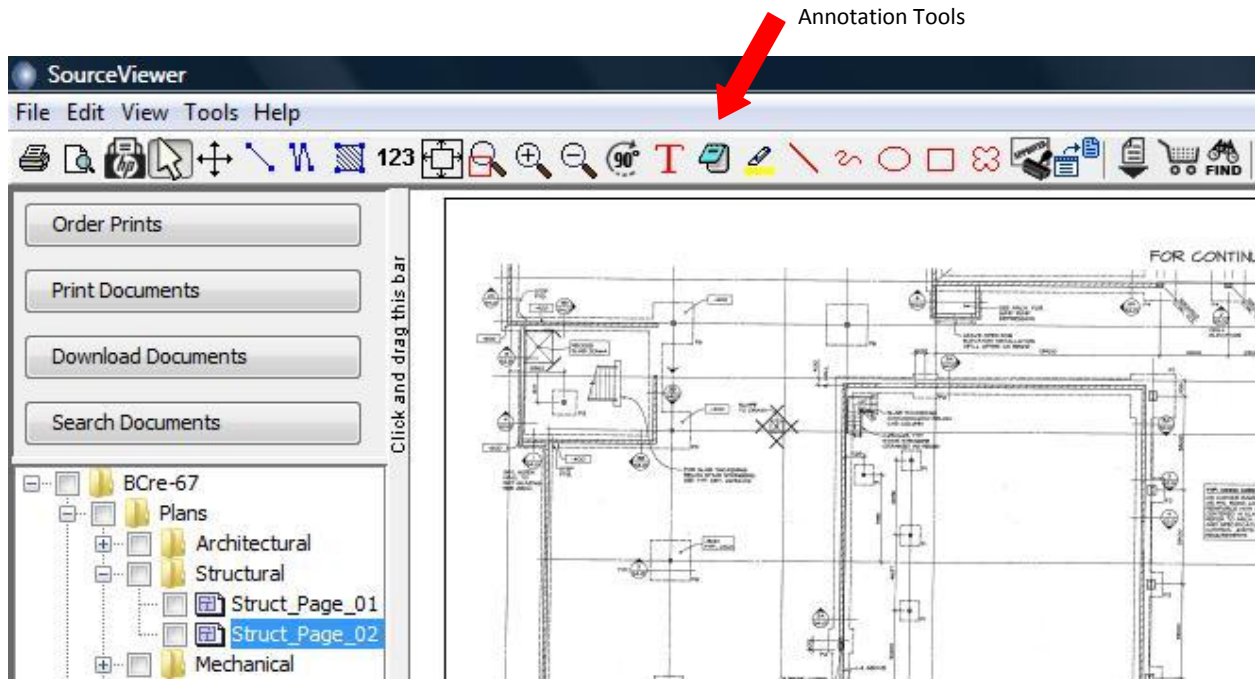











## Electronic Mark-ups and Annotations

The SourceViewer has 9 different tools that allow you to add mark-ups, notes and annotations to your documents online.



*NOTE: All annotations are layers on top of the document. The original document is never altered.*

1.  Annotation Defaults – This allows you to set your own default preferences for colour, size, etc for all of your annotations. You will be able to edit these preferences for each individual mark-up if you do not want them all the same.
2.  Text – This tool allows you to insert your own text onto the document. Select the tool and click on the document to insert. Type your text in the window that pops up.
3.  Note Pad – this allows you to write a note regarding a document or part of that document, but not have the text display. Select the tool and click on the drawing where you want the icon placed and enter your text in the field. To view the note, simply click on the icon.
4.  Highlight – using this tool allows you to highlight a selected area of a document. Select the tool and draw a line through the middle of the area to highlight. Select the thickness and colour of the highlighted area and click OK.
5.  Line and Arrow – select this tool to draw a line on your document. Click on the first point and move and click on the end point of the line. In the pop up box, select the colour, thickness and if you want arrows and click OK.

6.  Freehand – Select this tool to draw a freehand line on your document. Click and drag the pencil to create your line and let go when you are finished. Select the colour and thickness in the pop up box and click OK.
7.  Oval – Using this tool allows you to draw an oval on your document. Click to start the oval and move your mouse until you have reached the desired size. Click to finish. Select the colour, thickness and fill in the pop up window and click OK.
8.  Rectangle – See #6 – Oval
9.  Cloud – See #6 – Oval