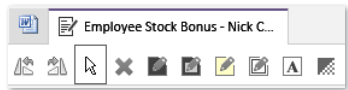
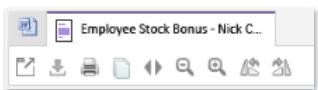
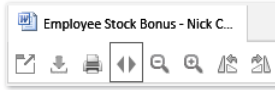
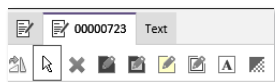
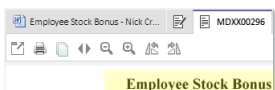
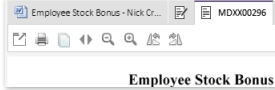


Document View: Options to Control Native File and Image Review

You can control how and when files and annotations can be placed on all documents in a database when you use the Annotations property, which is set for a field in the DB Structure tab in Manager. Although these options are not new, they are more effectively applied with the changes to Document View.

Write Access Annotations Property	Read Access Annotations Property	No Access Annotations Property
NATIVE FILES		
<p>Users can click on the Annotation Mode tab and add annotations and redactions.</p> 	<p>Users can view annotations and redactions in the Annotation Mode tab.</p> 	<p>No Annotation Mode tab displays.</p> 
USE WHEN: Native files need to be annotated and redacted.	USE WHEN: Redacted documents need to be reviewed but not changed.	USE WHEN: Only images have annotations/redactions, or annotations/redactions are not required.
IMAGES		
<p>Users can add annotations and redactions to the image.</p> 	<p>Users can see redactions on the image, but cannot add or modify them.</p> 	<p>Users can see the image only (with no annotations/redactions).</p> 
USE WHEN: Images need to be annotated and redacted.	USE WHEN: Redacted documents need to be reviewed but not changed.	USE WHEN: Images are previously produced, and no additional redactions should be added.

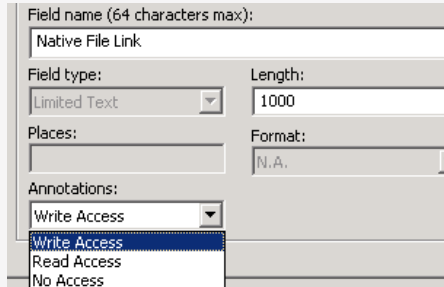
Native File Display Options

You can choose how native files are displayed by setting options in Administration, as follows:

- **Native File Download:** use for files that could contain hidden data (such as Excel files).
- **Do not display these native file types (download only):** use for uncommon file types.
- **Do not annotate these native file types:** use for files that cannot be annotated. This is the same as the **No Access** Annotations property.

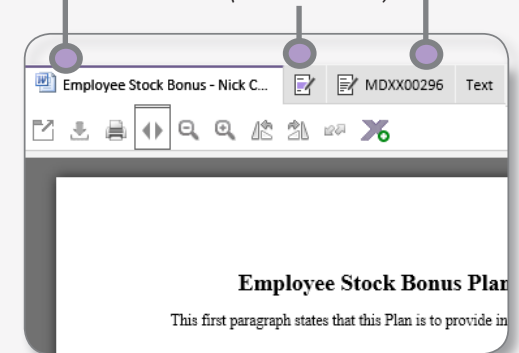
Annotation Property Location

DB STRUCTURE TAB, ANNOTATIONS PROPERTY



Tab Display in Document View

Native file tab Annotation Mode Image tab*
tab* (for native files)



* A highlight on the Annotation Mode or image tab icon indicates the presence of annotations/redactions.