



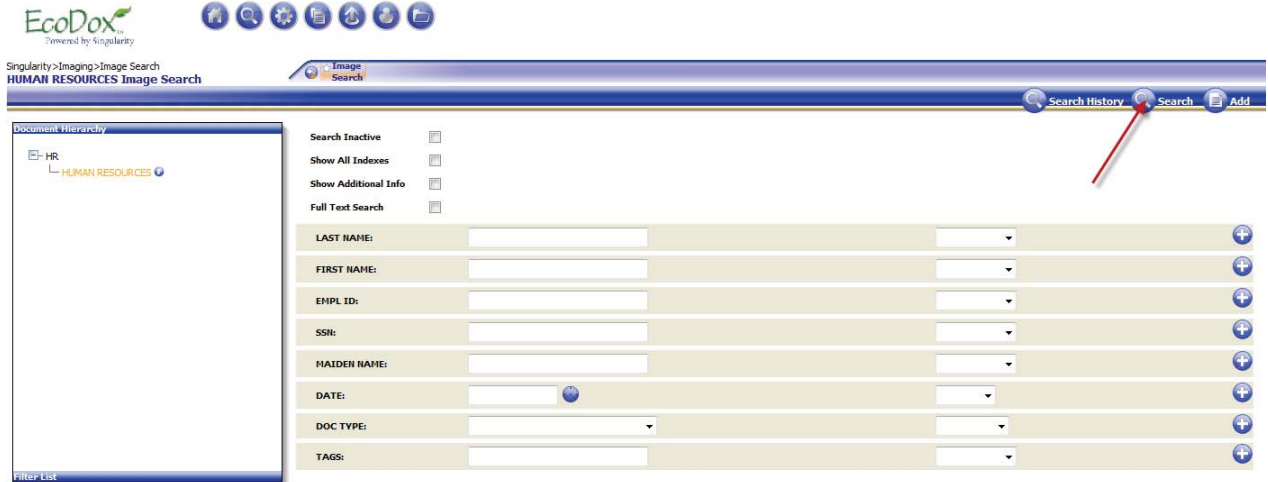
**Goal:** This document focuses entirely on enabling a user to Annotate a Document within EcoDox.

**Complexity Level:** Functional User

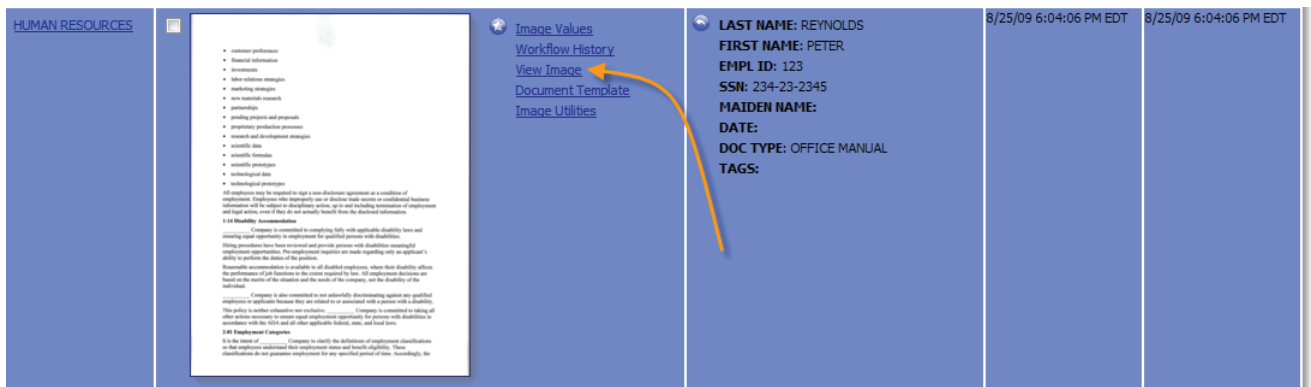
**Prereq / Related Instructions:** NONE

**How To: Annotate a Document**

**Step 1: Search for the desired Document** - Refer to the Search for a Document Cheat Sheet for assistance with searching.



**Step 2: View Image** – Locate the desired Document and select the View Image link or select the Thumbnail image.



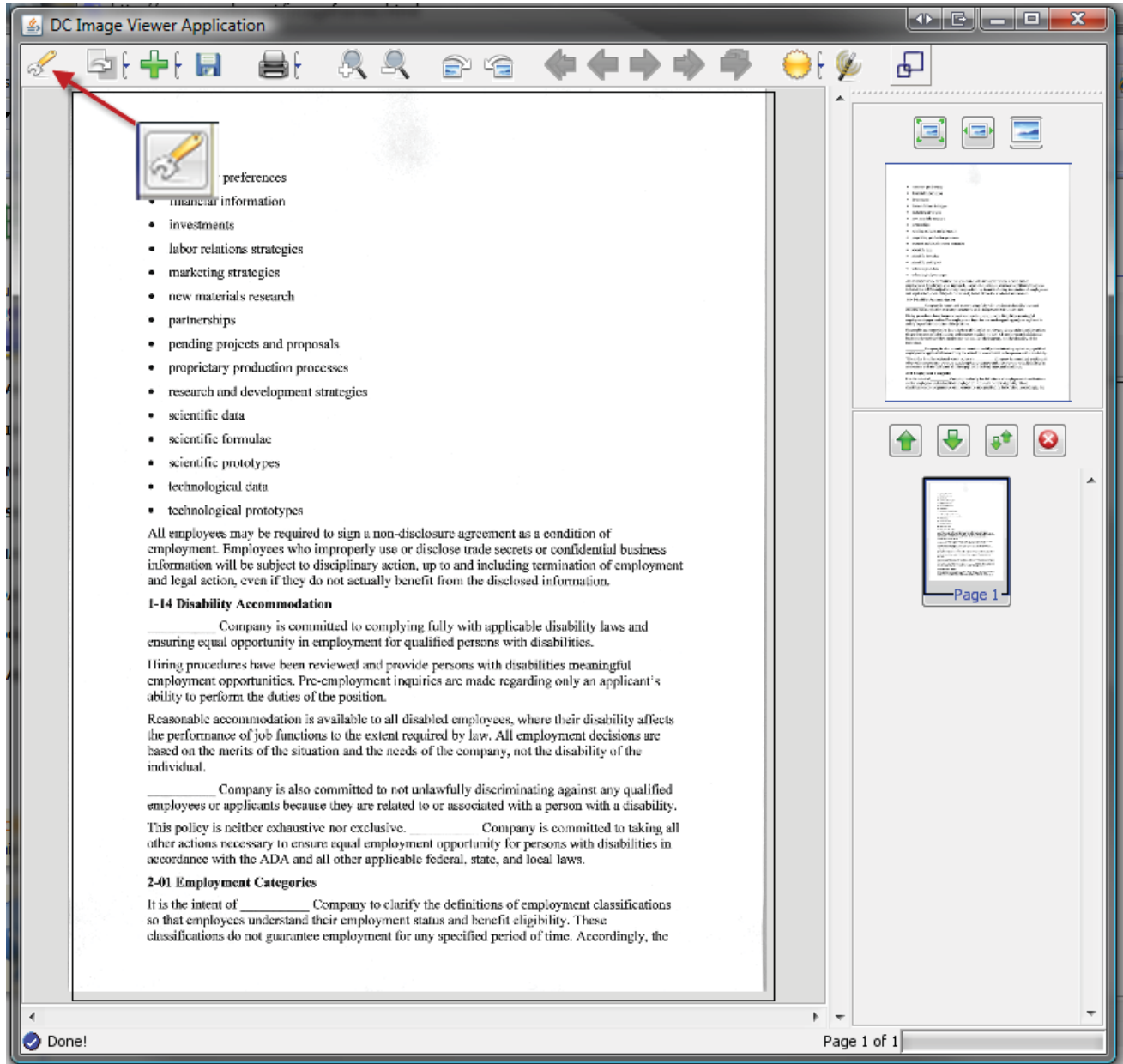


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**Step 3: View Image Applet** – Select the Wrench icon to show Annotation tools



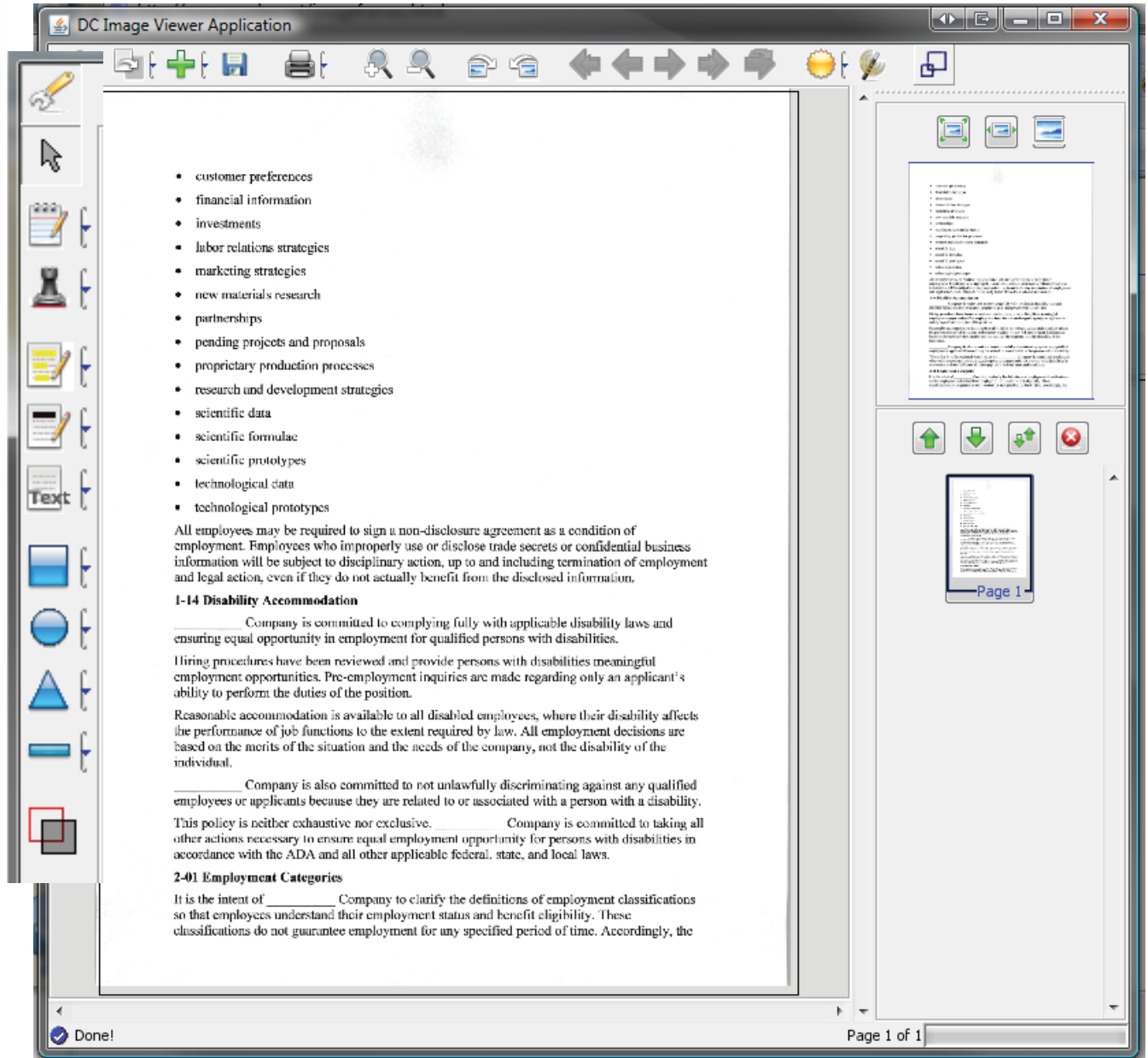


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**Step 3b: Annotate Tool Bar** - Upon selecting the Wrench icon, the Annotate toolbar opens.



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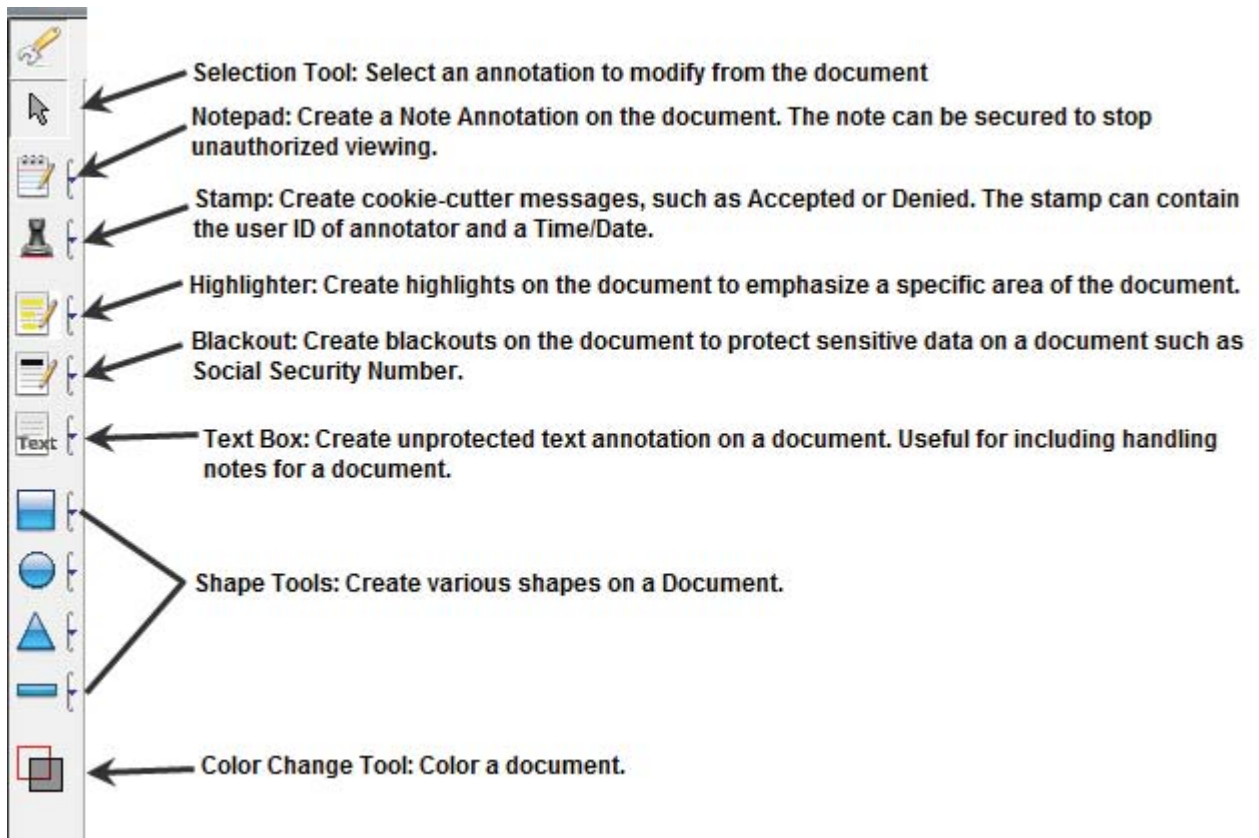
**Complexity Level:** Functional User

**Prereq / Related Instructions:** NONE

How To: Annotate a Document



**Annotation Tools** – These tools will allow you to annotate a document. Please bear in mind that annotations will not print when the document is printed.



**Save Annotations**– Be sure to save your work. Without selecting **SAVE** the changes will not appear once the user leaves the document.



Complete!!!

