How to use Annotation in ImageNow

2. Click on Document button

3. In the left pane find the View you used to find your documents.

4. In the grid, find the document you want to create an annotation on.
5. Double click on the document to open it.
6. If you don’t have the Thumbnail opened, you can open it in the menu bar by selecting View option and selecting Thumbnail option.

7. Select the page you want to create an annotation.
8. To create annotation on the document you can use the annotation toolbar at the left top of the Viewer Document window.

9. To use Annotation you can follow these instructions.

9.1. **Note** The Sticky Note 📝 and OLE 📁 buttons require only a left mouse button click.

9.2. Click and hold the mouse button on the document image where you want to place the annotation.

9.3. Drag the annotation, as necessary, over the target area, and then release the mouse button.

9.4. Optional. To keep an annotation button active so that you can use the same annotation multiple times, double-click the annotation button.

   **Note:** To deselect an annotation button, click the **Navigate Page 🖐️** button.

9.5. Right-click the annotation, and then select **Delete**.

9.6. In the confirmation dialog box, click **Yes**.

   **Note:** You can also CTRL+click or SHIFT+click to select multiple annotations and then delete them.

10. Different kind of annotation.

    10.1. **Add an arrow annotation**

        10.1.1. In **ImageNow Viewer**, on the **Annotations** toolbar, right-click the **Arrow →** button and then select an arrow annotation from the list.

        10.1.2. Click and hold the mouse button on the document image where you want to place the end of the arrow (the arrowhead appears at the other end).
10.1.3. While holding the mouse button, draw a line towards the area of the document to which you want the arrow to point.

10.1.4. Release the mouse button.

10.1.5. Optional. To keep the Arrow button active so that you can draw multiple arrows, double-click the Arrow button.

**Note** To deselect the Arrow button, click the Navigate Page button.

10.2. Add a check annotation.

10.2.1. In **ImageNow Viewer**, on the Annotations toolbar, right-click the Check button and then select a check annotation from the list.

10.2.2. Click the document image where you want the check mark to be placed.

10.2.3. Optional. To keep the Check button active so that you can place multiple check marks, double-click the Check button.

10.3. Add a highlight annotation.

10.3.1. In the **ImageNow Viewer**, on the Annotations toolbar, right-click the Highlight button and then select a highlight annotation from the list.

10.3.2. Click and hold the mouse button on the document image where you want to start highlighting.

10.3.3. While holding the mouse button, drag the mouse to select the area you want to highlight and then release the mouse button.

10.3.4. Optional. To keep the Highlight button active so you can highlight multiple areas, double-click the Highlight button.

10.4. Add a line annotation.

10.4.1. In **ImageNow Viewer**, on the Annotations toolbar, right-click the Line button and then select a line annotation from the list.

10.4.2. Click and hold the mouse button on the document image where you want to start the line and, while holding the mouse button, draw a line, and then release the mouse button.

10.4.3. Optional. To keep the Line button active so that you can draw multiple lines, double-click the Line button.

10.5. Add an oval annotation.

10.5.1. In **ImageNow Viewer**, on the Annotations toolbar, right-click the Oval button and then select an oval annotation from the list.

10.5.2. Click and hold the mouse button on the document image where you want to start the oval and, while holding the mouse button, draw the oval.

10.5.3. Release the mouse button.

10.5.4. Optional. To keep the Oval button active so that you can place multiple ovals, double-click the Oval button.

10.6. Add a pen annotation.
10.6.1. In **ImageNow Viewer**, on the **Annotations** toolbar, right-click the Pen button and then select a pen annotation from the list.

10.6.2. Click the mouse button on the document image where you want to start the pen image and, while holding the mouse button, move the mouse to create the drawing.

10.6.3. Release the mouse button when you are finished.

10.6.4. Optional. To keep the Pen button active so that you can use it multiple times, double-click the Pen button.

10.6. **Add a rectangle annotation.**

10.7.1. In **ImageNow Viewer**, on the **Annotations** toolbar, right-click the Rectangle button and then select a rectangle annotation from the list.

10.7.2. Click and hold the mouse button on the document image where you want to start the rectangle and, while holding the mouse button, draw the rectangle.

10.7.3. Release the mouse button at the endpoint of the rectangle.

10.7.4. Optional. To keep the Rectangle button active so that you can place multiple rectangles, double-click the Rectangle button.

10.7. **Add a stamp annotation.**

10.8.1. In **ImageNow Viewer**, on the **Annotations** toolbar, right-click the Stamp button and then select a stamp annotation from the list.

10.8.2. Click the document image where you want the stamp to appear.

10.8.3. Optional. To keep the Stamp button active so that you can stamp multiple times, double-click the Stamp button.

10.9. **Add a sticky note annotation.**

10.9.1. In **ImageNow Viewer**, on the **Annotations** toolbar, click the Sticky Note button. Click the document image where you want the Sticky Note to appear.

10.9.3. In the **Sticky Note** dialog box, type your text and click **Add**. After you add text, you cannot change it.

10.9.4. Click **Close**.

10.9.5. Optional. To keep the Sticky Note button active so that you can add multiple sticky notes, double-click the **Sticky Note** button. To deselect the Sticky Note button, click the **Navigate Page** button.

**Notes**

- To view the contents of an existing Sticky Note, double-click the Sticky Note on the document image.
- To print the text in an existing Sticky Note, double-click the Sticky Note on the document image and, in the **Sticky Note** dialog box, click **Print**.

10.10. **Add a text annotation.**

10.10.1. In **ImageNow Viewer**, on the **Annotations** toolbar, right-click the **Text** button and then select a text annotation from the list.

10.10.2. Click the document image where you want the text to be placed.

10.10.3. In the **Add Text** dialog box, type your text message and then click **OK**.
10.10.4. Optional. To keep the Text button active so that you can place multiple text annotations on the document, double-click the Text button.

10.11. Add a URL annotation.

10.11.1. In ImageNow Viewer, on the Annotations toolbar, right-click the URL button and then select a URL annotation from the list.

10.11.2. Click the document image.

10.11.3. If you are prompted to do so, in the URL dialog box, in Address, type the web address, in Text to Display, type the text you want to appear on the document image, and then click OK.

10.11.4. Optional. To keep the URL button active so that you can place multiple links, double-click the URL button.

10.12. Add an image, sound, or video as an annotation.

In ImageNow Viewer, the OLE annotation uses the Microsoft OLE (Object Linking Embedding) technology to insert objects as annotations. This technology lets you insert images, audio files, video files with audio, or any other object supported by your system. There are two ways to insert an OLE item into a document: create a new object or insert an existing object.

10.12.1. Insert an existing object.

- On the Annotations toolbar, click the OLE button.
- Click the mouse button on the document image where you want to insert an object.
- In the Insert Object dialog box, select the Create from File option.
- Use the Browse button to locate the object you want to insert.
- Choose how you want the OLE document to display:
  - To display the document as an icon, select the Display As Icon check box. You can change the icon by clicking Change Icon. In the Change Icon dialog box, for the icon, select Current, Default, or Browse to the icon of your choice, then click OK.
  - Remove the check box selection to display an icon-sized version of the OLE document.
  - Optional. Select the Link check box to create a shortcut to the file so changes made outside of ImageNow are reflected in the document.
- Click OK. The object appears as an icon in the document. Double-click the icon to open the object in its associated application.

Note: To view the contents of an existing OLE annotation, double-click the annotation on the document image.

10.12.2. Create and insert an object.

- On the Annotation toolbar, click the OLE button.
- Click the mouse button on the document image where you want to insert an object.
- In the Insert Object dialog box, select the Create New option.
- Select the type of object you want to insert from the Object Type list.
- Select the Display As Icon check box. Choose how you want the OLE document to display:
  - To display the document as an icon, select the Display As Icon check box. You can change the icon by clicking Change Icon. In the Change Icon dialog box, for the icon, select Current, Default, or Browse to the icon of your choice, then click OK.
- Remove the check box selection to display an icon-sized version of the OLE document.
- Click OK. The associated application of the object you selected starts.
- In the associated application, create the object you want to insert.
- When you are finished, close the associated application (you do not need to save). The object appears as an icon in the document. Double-click the icon to open the object in its associated application.

Nota: Customiza Annotation please put in contact with your system administrator.