

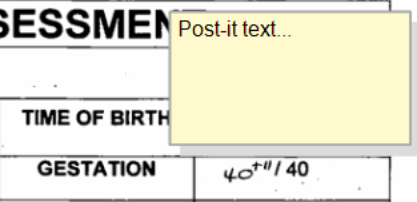
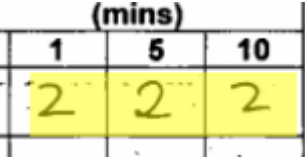
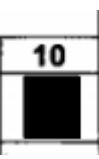



Annotating Documents	
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Select the page of the document that you wish to annotate	
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<p>Post-it – Click on the post-it icon and then click and drag somewhere on the document and draw a box, this creates the post-it. Double click in the post-it to write text and click out of the box when finished</p>	
<p>Highlight – Click on the highlight icon and then click and drag on the document and draw a box where you want to highlight, this creates the yellow highlight</p>	
<p>Redact – Click on the redact icon and then click and drag on the document and draw a box where you want to block out, this creates a solid black highlight</p>	
Line - Draw a line	

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<p>Multiline Annotation - Draw multiple lines</p> <p>Polygon - Draw a polygon</p> <p>Pencil - Draw freehand</p> <p>Ellipse - Draw an ellipse</p> <p>Rectangle - Draw a rectangle</p>																	
To delete an annotation on a document:																	
<p>Right click on the annotation, select Delete</p>																	
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<p>Click on Save</p>	<p>Annotated documents display a link icon  next to the document's name</p>																
<p>Click on this icon which provides access to all versions of the document including annotated documents</p>																	
<p>Document History</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #0070c0; color: white;"> <th colspan="4">Document History</th> </tr> <tr style="background-color: #0070c0; color: white;"> <th>Date</th> <th>Name</th> <th>Edited by User</th> <th>Details</th> </tr> </thead> <tbody> <tr> <td>22/3/2021 14:01:49</td> <td>13:54:01 Outpatient History Sheet (ely-harrism)</td> <td>Ely-Harris Marc (Western Sussex Hospitals)</td> <td>Annotated</td> </tr> <tr> <td>18/3/2021 13:58:59</td> <td>13:54:01 Outpatient History Sheet (ely-harrism)</td> <td></td> <td>Created</td> </tr> </tbody> </table>		Document History				Date	Name	Edited by User	Details	22/3/2021 14:01:49	13:54:01 Outpatient History Sheet (ely-harrism)	Ely-Harris Marc (Western Sussex Hospitals)	Annotated	18/3/2021 13:58:59	13:54:01 Outpatient History Sheet (ely-harrism)		Created
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