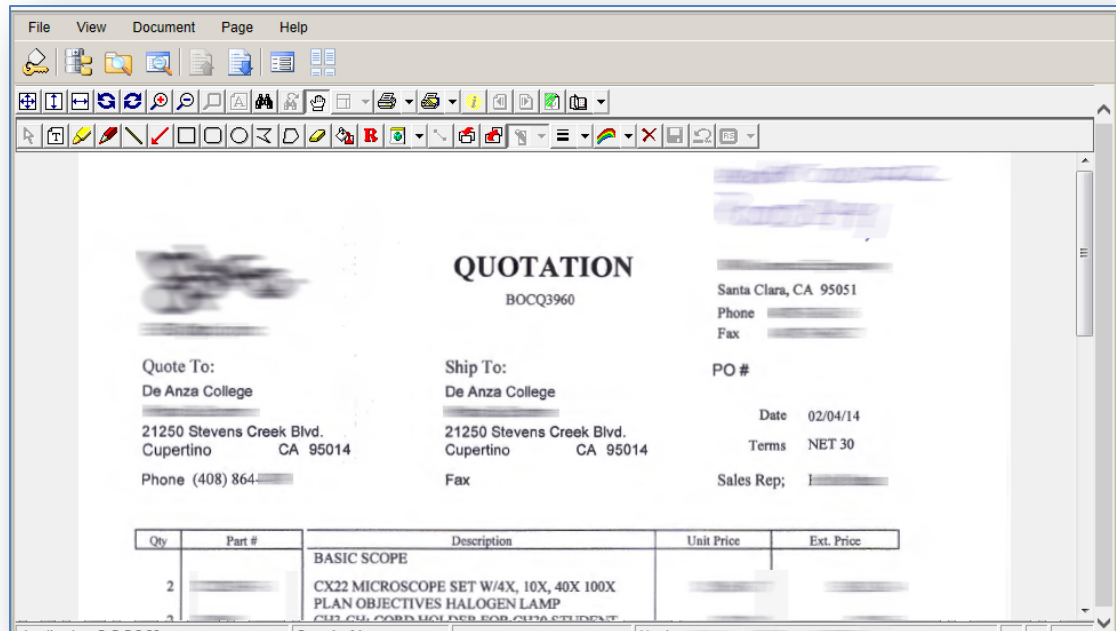


## BDM's Annotation User Guide

Users with Read/Write access can annotate (markup) documents if they retrieve the document using Microsoft's Internet Explorer (IE) browser. IE is only available on a PC.

The annotation tool bar will appear when you open a document:

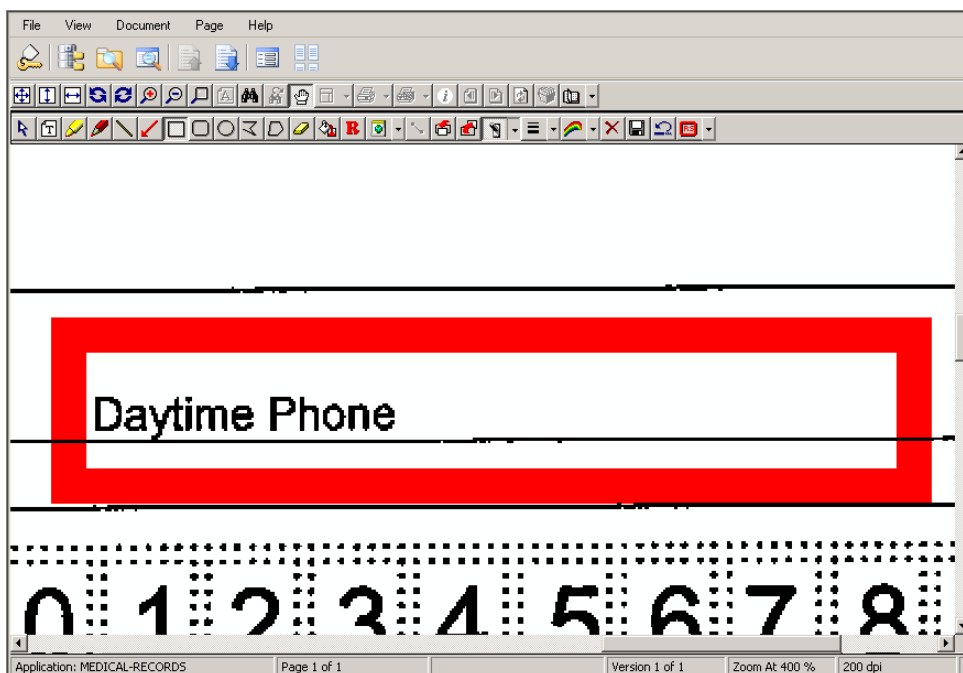


Instructions for its use are contained in the BDM User Guide and are part of this document.

## Annotations

The ApplicationXtender Web Access Interactive Client (IRC) allows authorized users to attach annotations to AppXtender document or batch pages to highlight important information, comment on the contents of the page, or block areas of the page from view. You can add annotations to images, text, and Portable Document Format (PDF) files.

**Figure 178. Annotation Added to Page**



You can customize several annotation properties to create desired effects. For example, you can change the line width and colors of annotations. Or you can use the filled setting in combination with the redaction feature to block sections of a document from view. You can also overlap annotations by moving one annotation in front of or behind another annotation. A show/hide feature allows you to view or hide annotations with a single click.

There is no limit to the number of annotations that can be placed on a page; however, a large number of annotations could slow down or distort page rendering.

Annotations can easily be saved or deleted. You can also use the Cancel Changes function to remove changes you made to annotations since the last save.

**Note:** Contact your ApplicationXtender administrator if you have any questions about your annotation privileges.

For more information, refer to the following topics:

- [Annotation Types, page 244](#)
- [Saving Annotations, page 244](#)
- [Creating Line and Shape Annotations, page 245](#)
- [Creating Text Annotations, page 254](#)
- [Rubber Stamp Annotations, page 257](#)
- [Hiding Annotations, page 258](#)
- [Modifying Annotations, page 263](#)
- [Printing Text Annotations, page 272](#)
- [Removing Annotations, page 272](#)

## Annotation Types

There are five types of annotations that you can use to annotate your documents:

- Line annotations include the straight line, the freehand line, the arrow, and the polyline.
- Shape annotations include the rectangle, the rounded rectangle, the oval, and the polygon. Shape annotations have a fill color and a line color.
- Highlight annotations are similar to rectangle annotations except that they have no fill color and the default color is not configurable.
- Text annotations have both fill color and line color configuration options, and can be displayed as either text or icons.
- Rubber Stamp annotations include rubber stamp annotation attributes such as type (text or image) and content (text string or embedded bitmap) as well as standard annotation attributes.

**Note:** Rubber stamps must be created and configured by the AppXtender system administrator before they are available for use.

Annotations can be transparent or non-transparent (opaque). Lines, shapes, highlights, and rubber stamps are transparent by default. Text annotations, on the other hand, are non-transparent by default. You must have redaction privileges to create or modify non-transparent annotations.

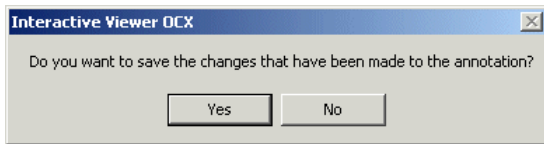
## Saving Annotations

After creating an annotation, you have these options for saving the annotation to the document page:

- Click the Save Changes button on the Annotation toolbar.
- Press w.
- Close the document or batch.

Click Yes on the Interactive Viewer OCX dialog box to save the annotation if you choose to close the document or batch.

**Figure 179. Saving an Annotation After Closing a Document or Batch**



Refer to [Modifying Annotations, page 263](#) for information on modifying annotations after they have been saved to a page.

## Creating Line and Shape Annotations

The process to create line and shape annotations involves configuring annotation properties and then creating the annotation on the page.

For information on these tasks, refer to the following topics:

- [Configuring Annotation Properties, page 245](#)
- [Creating Annotations, page 249](#)

## Configuring Annotation Properties

The first step in creating a line or shape annotation is to check the current annotation properties and, if necessary, change the defaults. For example, all annotations have default color settings that you can change. You can select a different line color, fill color, or both before adding an annotation to a document. Another property you may want to modify is the default line width, making the line broader or more narrow.

**Note:** Default colors for text annotations are set separately from line and shape annotation settings. For information on configuring text annotations, refer to [Creating Text Annotations, page 254](#).

Two other properties you can set for annotations are fill and redaction.

- Use the fill property to fill an annotation with a selected fill color rather than using only a line color to show the outline of the annotation.
- Use the redaction property to hide parts of a document from view by changing annotation colors from transparent to opaque.

All annotation properties are set using buttons on the Document Display window Annotation toolbar.

**Figure 180. Annotations Toolbar**



For more information on specifying annotation properties, refer to the following topics:

- [Setting the Default Line Width, page 246](#)
- [Setting Line and Fill Colors, page 246](#)
- [Setting the Color for Highlight Annotations, page 247](#)
- [Using the Fill Annotation Feature, page 247](#)
- [Using the Redaction Feature, page 248](#)

**Note:** The steps to modify annotation properties for existing annotations are discussed in detail in [Modifying Annotations, page 263](#).

## Setting the Default Line Width

Line width settings are used for line and shape annotations. You configure line width from the Annotation toolbar.

### To set the line width for line and shape annotations:

1. On the Annotation toolbar, click the list box arrow for the Line Width button. The Line Width list box appears.

**Figure 181. Line Width Button and Drop-Down List**



**Note:** The currently selected setting is highlighted.

2. Click the line width you want to use. Your selection is highlighted, and the list box closes.

**Note:** Line width settings for existing annotations are set from the Annotation Properties dialog box. For more information, refer to [Modifying Annotations, page 263](#).

## Setting Line and Fill Colors

You use the color feature to set the line and fill colors for line and shape annotations. Select your default colors before creating the annotation.

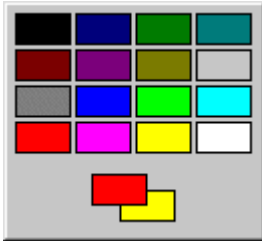
**Figure 182. Color Button**



### To set the default colors for lines and shape annotations:

1. Click the list box arrow for the Color button. The color selection box appears.

**Figure 183. Color Selection Box**



Available colors appear in the grid of colors in the upper part of the selection box. Two overlapping rectangles appear in the lower part of the box. The rectangle to the front shows the current line color for lines and shape annotation outlines. The rectangle to the back shows the current fill color for shape annotations.

2. To change the line color, on the color grid, click the desired color. The rectangle to the front fills with the selected color.
3. To change the fill color for shape annotations, on the color grid, right-click the desired color. The rectangle to the back fills with the selected color.

**Note:** The colors of existing line or shape annotations are changed from the Annotation Properties dialog box. For information on changing colors of existing annotations, refer to [Modifying Annotations, page 263](#).

## Setting the Color for Highlight Annotations

The default color for new highlight annotations is yellow. This setting cannot be changed. After creating a highlight annotation, change the highlight color from the Annotation Properties dialog box. Refer to [Modifying Annotations, page 263](#) for more information.

## Using the Fill Annotation Feature

The filled setting is used to fill annotation shapes with the default fill color.

**Figure 184. Filled Annotation Shape**



**Note:** When you create an annotation shape without selecting the filled setting, only the outline of the shape appears on the page.

Normally, when annotations are filled, the fill color is transparent, and you can see anything appearing on the page through the fill color. When you select both the Fill button and the Redaction button before creating the annotation, however, the fill color is opaque, hiding the part of the page underneath the shape from view. (For information on redaction, refer to [Using the Redaction Feature](#), page 248.)

To toggle the fill setting on and off, choose one of the following options:

- Click the Fill button on the Annotation toolbar.
- Press i.

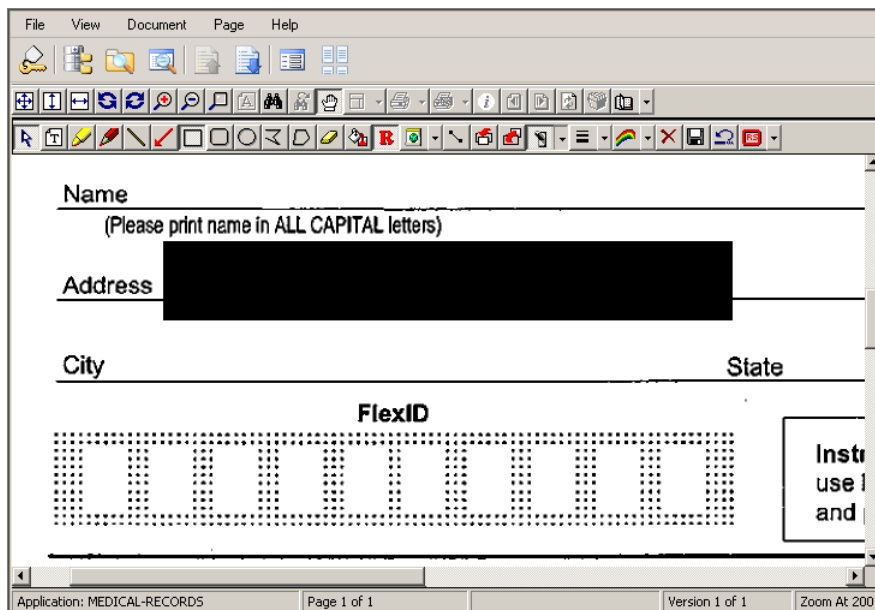
**Note:** You change the fill setting of an existing annotation from the Annotation Properties dialog box. For more information, refer to [Modifying Annotations](#), page 263.

## Using the Redaction Feature

The redaction feature causes colors to appear opaque rather than transparent. When you select the redaction feature before creating a line or shape annotation, the line or shape outline appears opaque.

**Note:** You can use redaction along with the fill feature to block areas of images or text pages from view.

**Figure 185. Redacted Annotation Shape**



To toggle redaction on and off, choose one of the following options:

- Click the Redaction button on the Annotation toolbar.
- Press d.

**Note:** You change the redaction setting of existing annotations from the Annotation Properties dialog box. For more information, refer to [Modifying Annotations](#), page 263.

## Interaction Between Redactions and OCR/Full-text

When applying redaction annotations, keep the following points in mind:

- If you use an annotation with redaction to hide text on a document that was previously OCR-processed and then save the annotated page, the existing text view of the document is deleted.
- If you use an annotation with redaction to hide text on a document that was previously full-text indexed and then save the annotated page, the existing text view of the document is deleted and the document is automatically resubmitted to the Index Server.
- If you use an annotation with redaction to hide text in a PDF file, the text is still considered a hit by a text search. When you display a PDF document and perform a text search with a word that is hidden under a redaction as search criteria, the search stops when it hits the word, but the highlighted word remains hidden.
- If you use an annotation with redaction to hide text in a PDF file and the PDF file is later submitted to the Index Server for full-text indexing, the text hidden behind the redaction is not removed. This means that users who do not have the appropriate privileges to use redaction to hide text can find the document by performing a full-text search with the hidden text as search criteria.

## Creating Annotations

After configuring annotation properties, you can add any one of several different types of annotations to an AppXtender page. You can apply any text, line, shape, or highlight annotation that best emphasizes the desired area of the image. You can also apply rubber stamp annotations created by your AppXtender administrator. Rubber stamps can be custom text strings or embedded bitmaps.

Only users with appropriate privileges can work with annotation features.

**Note:** If your user account includes annotation group options but does not give you individual annotation privileges, your annotation group must be set as the default in order for you to use annotation features. If you have questions about the annotation privileges assigned to your AppXtender user profile, consult your AppXtender system administrator or refer to the "Managing Security" section of the *ApplicationXtender Core Components Administrator's Guide*.

For more information, refer to the following topics:

- [Creating Line Annotations, page 249](#)
- [Creating Shape Annotations, page 251](#)
- [Creating a Highlight Annotation, page 253](#)

## Creating Line Annotations

You can add basic line annotations and polyline annotations to AppXtender documents. Basic line annotations include straight lines, freehand lines, and arrows. Polyline annotations consist of a series of connected straight lines.



For more information, refer to the following topics:

- [Creating a Basic Line Annotation, page 250](#)
- [Creating a Polyline Annotation, page 250](#)

## Creating a Basic Line Annotation

Basic line annotations include straight lines, freehand lines, and arrows.




**Note:** You can use the freehand line feature to draw curved lines, straight lines, and combination lines (lines with curved parts and straight parts).

### To add a basic line annotation to a page:

1. Display the document page to which you want to add the annotation.
2. Choose one of these options to select a line annotation:
  - Click the appropriate button on the Annotation toolbar.
  - Press the keyboard shortcut.

The following table lists the available line annotations.

**Table 60. Creating Basic Lines**

To Create	Click	Keyboard Shortcut
A straight line		L
A freehand line		F
An arrow		A

A button showing the selected line type appears with the mouse pointer.

3. Drag the mouse pointer from a starting point on the page to an end point. As you drag the pointer, a new line annotation appears on the page.

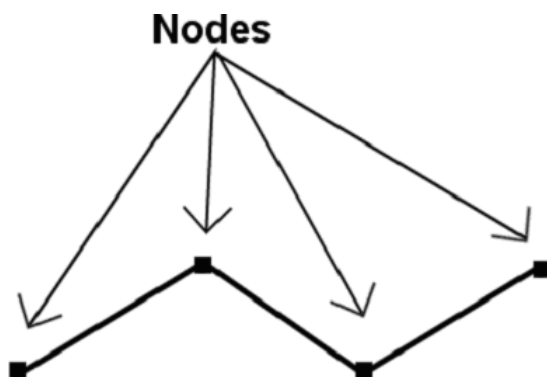
**Note:** To erase the new line, right-click the mouse.

4. When you want the line to end, release the mouse button.
5. Save the annotation. Refer to [Saving Annotations, page 244](#) for more information.

## Creating a Polyline Annotation

A polyline is a series of lines connecting multiple points, or nodes. Because the nodes defining the polyline do not have to be aligned, you can create line annotations that are not straight lines. Polyline annotations can contain angles and can even delineate shapes.

**Figure 186. Sample Polyline Segments With Nodes Highlighted**



**Note:** A shape created with the polyline feature cannot be filled with color. To create a custom shape using straight lines and a fill color, you can use the polygon feature rather than the polyline feature. For information on polygon annotations, refer to [Creating a Polygon Annotation, page 252](#).

Each point in a polyline annotation is specified by a single left mouse click. You draw the line point by point, stretching each straight-line segment from the endpoint of the previous segment.

#### **To add a polyline annotation to a page:**

1. Display the document page to which you want to add the annotation.
  2. Choose one of these options to activate the polyline annotation symbol:
    - Click the polyline button on the Annotation toolbar.
    - Press p.
  3. Click where you want the polyline to start. This creates the first node in the line.
  4. Move the pointer and click again to set the endpoint for the first segment of the polyline. This node is also the starting point of the next segment in the polyline.
  5. Continue to add line segments by moving the pointer and clicking wherever you want each segment to end.
- Note:** To erase a new polyline, right-click the mouse.
6. When the polyline is complete, double-click to create the last node.
  7. Save the annotation. Refer to [Saving Annotations, page 244](#) for more information.

## **Creating Shape Annotations**

You can add basic shape annotations and polygon annotations to AppXtender documents. Basic shape annotations include rectangles, rounded rectangles, and ovals. Polygon annotations consist of a series of connected, straight lines that form a closed shape. Polygon annotations can be filled with color like any other shape.

For more information, refer to the following topics:

- [Creating a Basic Shape Annotation, page 252](#)
- [Creating a Polygon Annotation, page 252](#)

## Creating a Basic Shape Annotation




Basic shape annotations include rectangles, rounded rectangles, and ovals.

### To add a basic shape annotation to a page:

1. Display the document page to which you want to add the annotation.
2. Choose one of these options to select a shape annotation:
  - Click the appropriate button on the Annotation toolbar.
  - Press the keyboard shortcut.

The following table lists the available shape annotations.

**Table 61. Creating Basic Shapes**

To Create	Click	Keyboard Shortcut
A rectangle		R
A rounded rectangle		N
An oval		O

A button representing the selected shape type is added to the mouse pointer.

3. Drag the mouse pointer from a starting point to an end point. As you drag the pointer, the shape annotation appears on the page.
4. When you reach the end point, release the mouse button.
5. Save the annotation. Refer to [Saving Annotations, page 244](#) for more information.

## Creating a Polygon Annotation

With the polygon feature, you can create asymmetrical shape annotations with a number of user-defined sides. Each left mouse click defines the point of a corner, or node, of the polygon.

**Note:** The nodes defining the polygon do not have to be in alignment.

### To add a polygon annotation to a page:

1. Display the document page to which you want to add the annotation.
2. Choose one of these options to activate the polygon annotation symbol:
  - Click the polygon button on the Annotation toolbar.
  - Press g.
3. Click where you want the polygon to start. This creates the first node in the shape.
4. Move the pointer to create the first line of the polygon.

5. To set the endpoint for the line, click again to add a second node. At this point, the shape appears as a line between the two points.

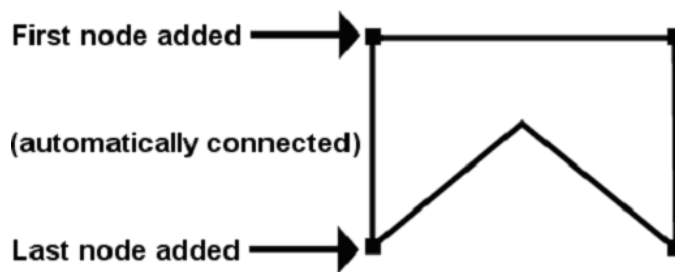
**Note:** The second node is also the starting point for the next line of the polygon.

6. Draw the next line of the polygon by moving the pointer and then clicking wherever you want the third node in the shape to be located.

When you click to create the third node, a line is automatically added to attach the third node to the first node of the polygon, forming a triangle shape.

7. Continue to create the desired polygon shape by moving the pointer and clicking to add lines and nodes. Each time a new node is added, a line is automatically created to attach the last and first nodes of the shape.

**Figure 187. Example of a Polygon**



**Note:** To erase the new polygon, right-click the mouse.

8. When the polygon shape is complete, double-click the mouse.
9. Save the annotation. Refer to [Saving Annotations, page 244](#) for more information.

## Creating a Highlight Annotation

Use the highlight annotation feature to emphasize or bring attention to a particular area of an AppXtender document.

**Note:** New highlight annotations are always colored yellow.

### To add a highlight annotation to a page:

1. Display the document page to which you want to add the highlight annotation.
2. Choose one of these options to activate the highlighter annotation symbol:
  - Click the highlight button on the Annotation toolbar.
  - Press h.
3. Drag the mouse pointer from a starting point to an end point. As you drag the pointer, a new highlight annotation appears on the page.

**Note:** To erase the new highlight, right-click the mouse.

4. Save the annotation. Refer to [Saving Annotations, page 244](#) for more information.

## Creating Text Annotations

AppXtender has two tools that allow you to attach text annotations to AppXtender documents. The text appears on the document page inside a box. Both the text and the box are non-transparent by default.

**Note:** You must have redaction privileges to create and modify non-transparent text annotations.

**Note:** You must have the Global Annotations privilege to view or modify the text of a text annotation created by another user. If you have questions about the privileges assigned to your AppXtender user profile, consult your AppXtender system administrator or refer to the "Managing Security" section of the *ApplicationXtender Core Components Administrator's Guide*.

The following topics explain how to create text comments:

- [Using the Annotation Text Editor, page 254](#)
- [Using the In-place Text Editor, page 256](#)

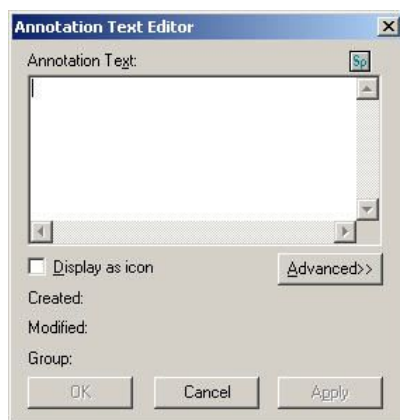
## Using the Annotation Text Editor

The Annotation Text Editor is a dialog box text annotation tool.

### To use the Annotation Text Editor to create a text comment:

1. Display the page to which you want to add the text comment.
2. Choose one of these options to activate the text annotation symbol:
  - Click the text button on the Annotation toolbar.
  - Press t.
3. Click the location on the image where you want to place the comment. The Annotation Text Editor dialog box appears.

**Figure 188. Annotation Text Editor Dialog Box**



4. In the text box in the upper part of the dialog box, type the text that you want to use as the comment. Press Enter to start a new line in the editor.

5. To check the spelling of the text comment, click Sp. The Check Spelling dialog box appears.

**Note:** You must install the spell-checker software component if ApplicationXtender Web Access displays a message stating the check spelling engine is missing. [Installing Web Access Client Components](#), page 92 explains how to install third-party software components.

6. Correct or confirm the spelling of any questionable words.

**Note:** Click Help on the Check Spelling dialog box for more information on spell-checker options.

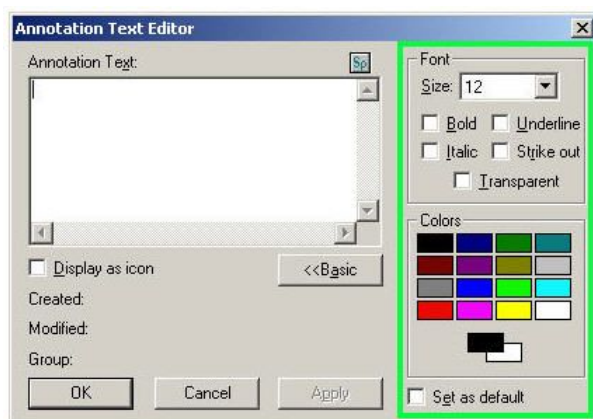
7. Click OK to close the ApplicationXtender message box after all words are checked.

8. To display this comment as an icon, select Display as icon.

**Note:** If a check mark appears in the Display as icon check box and you want to display the annotation as text, click the box to clear the check mark.

9. To modify the text font and color, click Advanced. The dialog box expands to show the advanced options.

**Figure 189. Annotation Text Editor Dialog Box: Advanced Options**



The boxes in the upper part of the Advanced settings area control the text font characteristics, such as font size and appearance.

Notice the grid of colors in the lower part of the Advanced settings area. These are the available colors. Under this grid, there are two overlapping rectangles. The color in the rectangle to the front is the current text line color (the color of the text itself). The color in the rectangle to the back is the current text fill color (the color that appears in the background behind the text).

**Note:** Color selections in the Annotation Text Editor dialog box apply only to text annotations and do not affect shape, line, or highlight annotations.

- To change the text color, click the desired color on the grid. The selected color appears in the selection box to the front.
- To change the background color behind the text, right-click the desired color on the grid. The selected color appears in the selection box to the back.
- Select the desired font size from the Size list box.

**Note:** To modify the size of a text annotation, you must change the text font size.

10. Select the check boxes for any other desired font properties.
11. Select the Set as Default check box to save the current settings as the default.

12. Click OK. The text annotation appears on the page.
13. Save the annotation. Refer to [Saving Annotations, page 244](#) for more information.

## Using the In-place Text Editor

The in-place text editor is a What You See Is What You Get (WYSIWYG) text annotation tool.

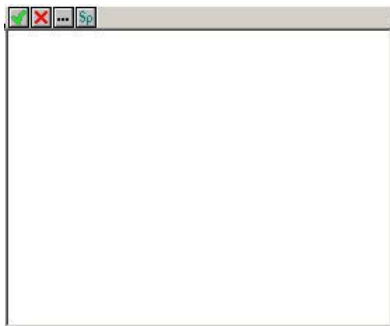
### To use the in-place text editor to create a text annotation:

1. Display the page to which you want to add a text annotation.
2. Choose one of these options to activate the text editor:
  - Press Shift-t.
  - Press and hold down Alt, left-click the Text button on the Annotation toolbar, release Alt.

The cursor becomes a pushpin.

3. Left-click and drag the pushpin over the page to define the border of the text editor.

**Figure 190. In-place Text Editor**



4. Type the text annotation. Press Ctrl-Enter to start a new line in the editor.
5. Click Sp to check the spelling of the text annotation. The Check Spelling dialog box appears.

**Note:** You must install the spell-checker component if ApplicationXtender Web Access displays a message stating the check spelling engine is missing. [Installing Web Access Client Components, page 92](#) explains how to install third-party software components.
6. Correct or confirm the spelling of any questionable words.

**Note:** Click Help on the Check Spelling dialog box for more information on spell-checker options.
7. Click OK to close the ApplicationXtender message box.
8. Click:
  - The green check mark to apply the text annotation to the image.
  - The red x to cancel the operation.
  - The bracketed ellipsis to open the Annotation Text Editor described in [Using the Annotation Text Editor, page 254](#).
9. Save the annotation. Refer to [Saving Annotations, page 244](#) for more information.

# Rubber Stamp Annotations

Rubber stamp annotations are predefined annotations that can be used to describe certain events. For example, you could have a rubber stamp that says "Added by <Username> on <Date>," where Username and Date are populated by your name and the date you added the annotation. Some rubber stamps can be composed of an image so that you can place a signature or other relevant graphic on a document page.

When you select the Rubber Stamp tool, AppXtender places the stamp on the AppXtender page wherever you click your mouse. You can move or delete a rubber stamp annotation, just as you can other types of annotations.

**Note:** You must have redaction permissions to edit rubber stamp annotations. For information about your user permissions, consult with your AppXtender system administrator.

**Note:** Rubber stamps must be created and configured by the AppXtender system administrator before they are available for use. Also, only users with appropriate privileges can control rubber stamp annotation features. If you need a rubber stamp that has not been configured or if you have questions about the privileges assigned to your AppXtender user profile, consult your AppXtender system administrator.

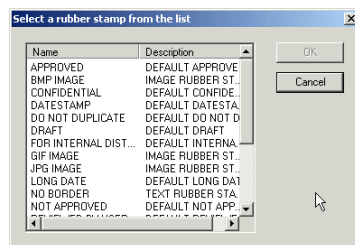
## Adding Rubber Stamp Annotations to Documents

You can select rubber stamps from a list of available stamps. This list includes all the rubber stamps created for the current application.

### To add a rubber stamp annotation:

1. Display the document page to which you want to add the annotation.
2. Choose one of these options to open the rubber stamp selection list:
  - Click the rubber stamp button on the Annotation toolbar.
  - Press s.

**Figure 191. Rubber Stamp Selection List**



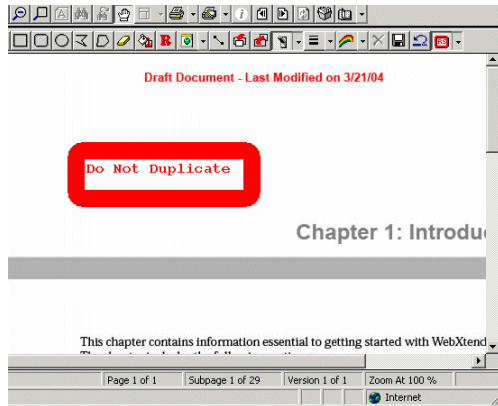
**Note:** If the rubber stamp list box appears when you click the button, click More rubber stamps... to open the rubber stamp selection list.

3. From the list of stamps, click the rubber stamp you want to use.
4. Click OK. The rubber stamp selection list closes. On the image, the mouse pointer changes to a include a rubber stamp button.



- Place the cursor where you want the rubber stamp to appear and click. The stamp appears on the page.

**Figure 192. Rubber Stamp Applied to Image**



**Note:** To add a rubber stamp to a document more than once, click each point on the page where you want the stamp to appear.

- To cancel the rubber stamp function, click the Rubber Stamp button on the Annotation toolbar. The mouse pointer returns to its normal state.
- Save the annotation. Refer to [Saving Annotations](#), page 244 for more information.

## Hiding Annotations

When you display, print, e-mail, or export annotated AppXtender documents, for security reasons, you may want to hide the annotations. And when you finish, you will probably want to reveal the hidden annotations to return the image to its original state.

Only users with appropriate privileges and appropriate annotation group options can hide annotations. Annotation groups are allowed to hide only those annotations assigned to their annotation group.

**Note:** If you have questions about the privileges assigned to your AppXtender user profile, or about the annotation group configuration of your AppXtender user account, consult your AppXtender system administrator or refer to the "Managing Security" section of the *ApplicationXtender Core Components Administrator's Guide*.

The procedure you follow to hide and show annotations depends on the specific task you are performing. The following topics describe the procedures for hiding annotations when viewing, printing, e-mailing, and exporting documents:

- [Hiding Annotations When Viewing Documents](#), page 259
- [Hiding Annotations When Printing](#), page 259
- [Hiding Annotations When E-mailing](#), page 261
- [Hiding Annotations When Exporting](#), page 262

## Hiding Annotations When Viewing Documents

To hide all annotations when viewing AppXtender documents, on the Annotation toolbar, click the Show/Hide button. To redisplay the hidden annotations, click the button again.

**Figure 193. Show/Hide Button on the Annotation Toolbar**



## Hiding Annotations When Printing

You can print AppXtender documents, pages, and images without showing annotations. AppXtender Web Access provides an option on the Print dialog box to hide all annotations. The Print dialog box can be accessed using either the Print current page or Print Document/PDF Print buttons on the Annotation toolbar.

**Figure 194. Print current page Button and Print Document/PDF Print Button**



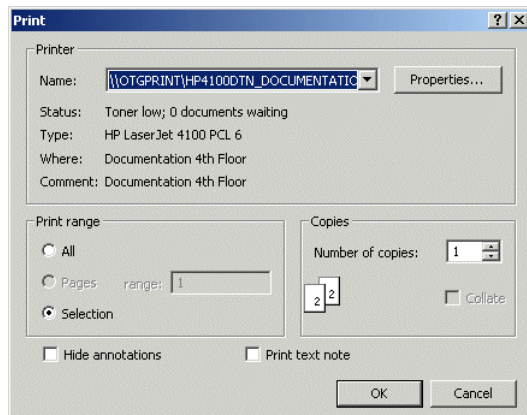
**Note:** You can also hide annotations when printing AppXtender documents from Query Results view.

Only users with appropriate privileges can hide annotations when printing.

**Note:** If your user account includes annotation group options but does not grant you individual annotation privileges, the annotation group to which you are assigned must be set as the default for you to use annotation features. If you have questions about the privileges assigned to your AppXtender user profile, consult your AppXtender system administrator or refer to the "Managing Security" section of the *ApplicationXtender Core Components Administrator's Guide*.

### To hide annotations when printing the currently displayed page:

1. Display the document you want to print.
2. On the Annotation toolbar, click the Print current page button. The Print dialog box appears.

**Figure 195. Print Dialog Box**

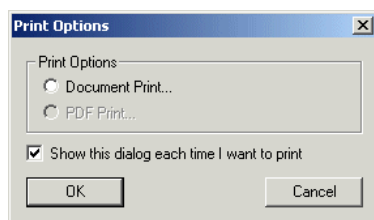
3. Select to hide any annotations by clicking the Hide annotations check box to add a check mark to the box.

**Note:** If the Hide annotations check box is already selected, do not change the setting.

4. To begin printing, click OK. The document without annotations is sent to the printer, and the Print dialog box closes automatically.

### To hide annotations when printing an entire document or a PDF document:

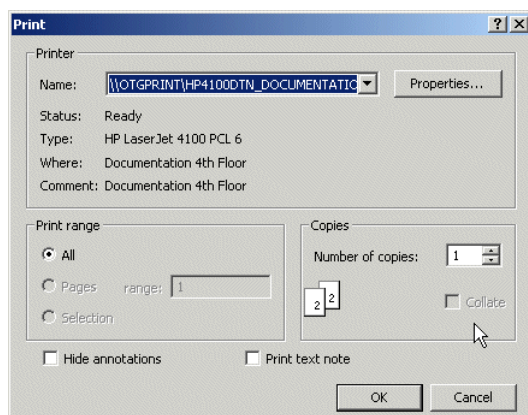
1. Display the document you want to print.
2. On the Annotation toolbar, click the Print Document/PDF Print button to print the displayed document or PDF. The Print Options dialog box appears.

**Figure 196. Print Options Dialog Box**

Only the selection button appropriate to your document (Document Print... or PDF Print...) is available.

**Note:** If you do not want the Print Option dialog box shown every time you print a document using the Print Document/PDF Print feature, click the Show this dialog each time I want to print check box to clear the check mark from the box. The next time you click the Print Document/PDF Print button, AppXtender Web Access bypasses the Print Options dialog box and immediately opens the Print dialog box.

3. Click the available selection button and then click OK. The Print dialog box appears.

**Figure 197. Print Dialog Box for Print Document/PDF Print Function**

4. To select a different printer, select a printer from the Name list box.
5. To print more than one copy of the document, select the appropriate number from the Number of copies box.
6. Select to hide any annotations by clicking the Hide annotations check box to add a check mark to the box.  
**Note:** If the Hide annotations check box is already selected, do not change the setting.
7. To begin printing, click OK. The document is sent to the printer, and the Print dialog box closes automatically.

## Hiding Annotations When E-mailing

You can hide annotations on AppXtender documents when you send the documents by e-mail. Only users with appropriate privileges can hide annotations when e-mailing documents.

**Note:** If your user account includes annotation group options but does not grant you individual annotation privileges, the annotation group to which you are assigned must be set as the default in order for you to use annotation features. If you have questions about the privileges assigned to your AppXtender user profile, consult your AppXtender system administrator or refer to the "Managing Security" section of the *ApplicationXtender Core Components Administrator's Guide*.

To hide annotations when e-mailing a document, on the Annotation toolbar, click the Show/Hide button. To redisplay the annotations, click the button again.

**Note:** For details on the steps to e-mail a document, refer to [Using E-Mail Functionality, page 287](#).

## Hiding Annotations When Exporting

You can export AppXtender documents and pages without annotations. The steps you follow depend on whether you are exporting a document or a page. For details, refer to the following topics:

- [Hiding Annotations When Exporting Documents and PDFs, page 262](#)
- [Hiding Annotations When Exporting Document Pages, page 262](#)

Only users with appropriate privileges can hide annotations when exporting documents and pages.

**Note:** If your user account includes annotation group options but does not grant you individual annotation privileges, the annotation group to which you are assigned must be set as the default in order for you to use annotation features. If you have questions about the privileges assigned to your AppXtender user profile, consult your AppXtender system administrator or refer to the "Managing Security" section of the *ApplicationXtender Core Components Administrator's Guide*.

## Hiding Annotations When Exporting Documents and PDFs

The Export Document Pages dialog box allows you to hide all annotations when exporting documents and PDFs.

### To hide annotations when exporting documents and PDFs:

1. Display the document or PDF you want to export.
2. From the Annotation toolbar, click the Show/Hide Annotations button. Any annotations on the page are hidden from view.

**Figure 198. Show/Hide Annotations Button**



3. From the Annotation toolbar, click the list box arrow button for the Print Document/PDF Print button to see a list box.

**Figure 199. Print Document/PDF Print List Box**



4. Click Export. The selected document or PDF is immediately exported.

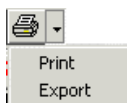
## Hiding Annotations When Exporting Document Pages

### To hide annotations when exporting document pages:

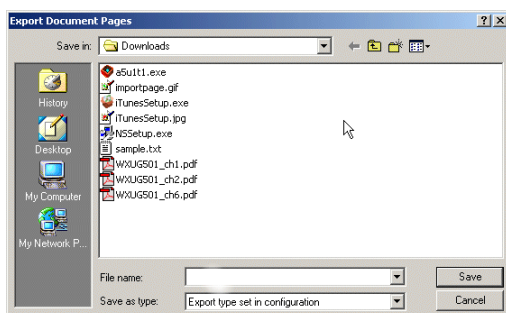
1. Display the document page you want to export.
2. From the Annotation toolbar, click the Show/Hide Annotations button. All annotations in the document are hidden from view.

**Figure 200. Show/Hide Annotations Button**

3. From the Annotation toolbar, click the list box arrow button for the Print current page button to see a list box.

**Figure 201. Print Current Page List Box**

4. Click Export. The Export Document Page dialog box appears.

**Figure 202. Export Document Pages Dialog Box**

5. Select the appropriate file from the list of files. When you click your selection, the file name appears in the File name field.

**Note:** AppXtender Web Access automatically populates the Save as type field.

6. Click Save to begin the export process. The Export Document Pages dialog box closes, and a message appears as the selected page is exported. The message clears automatically when the export process finishes.

## Modifying Annotations

The properties of an annotation can be modified after it has been added or saved to an image. You can alter the line width, color, opacity, or fill of the annotation. For more information, refer to the following topics:

- [Selecting an Annotation, page 264](#)
- [Moving an Annotation, page 265](#)
- [Resizing an Annotation, page 265](#)
- [Overlapping Annotations, page 266](#)
- [Modifying Annotations, page 263](#)
- [Editing Text Rubber Stamp Annotations, page 270](#)

**Note:** Only users with appropriate privileges can modify annotations. If you have questions about the privileges assigned to your AppXtender user profile, consult your AppXtender system administrator or refer to the "Managing Security" section of the *ApplicationXtender Core Components Administrator's Guide*.

**Note:** If you created and saved annotations while the CM security provider was in use and now are using the Windows security provider, you must have both the Global Annotations and Edit Annotations privileges assigned to your profile to modify the annotations before the security provider was changed. If you have questions about the privileges assigned to your AppXtender user profile, consult your AppXtender system administrator or refer to the "Managing Security" section of the *ApplicationXtender Core Components Administrator's Guide*.

## Selecting an Annotation

To select a single annotation on a page, on the Annotation toolbar, click the Select button and then click the annotation.

**Figure 203. Select Button**

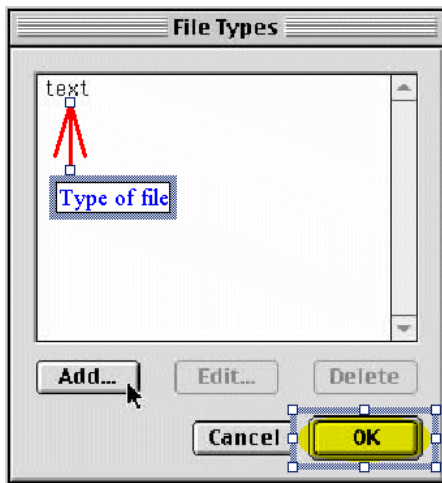


To select more than one annotation at a time, you follow different steps depending on whether you want multiple annotations or all annotations on the page. The following table describes these two methods:

**Table 62. Selecting Multiple or All Annotations**

To Select	Do This
Multiple annotations	On the Annotation toolbar, click the Select button. Click one of the annotations that you want to select. While holding the Shift key, click each additional annotation that you want to select.
All annotations	Click the Select All button on the Annotation toolbar.

When you select an annotation, the appearance of the annotation changes to indicate that it is selected. The way the annotation is changed depends on the type of annotation. For example, a selected text annotation is enclosed in a gray frame, a selected arrow has a handle on each end, and a selected oval is both enclosed in a gray frame and has handles at various points around the frame.

**Figure 204. Appearance of Selected Annotations**

**Note:** Press the spacebar to toggle between annotation selection mode and pan mode.

## Moving an Annotation

You can use the mouse pointer to move a single annotation or multiple annotations at once.

### To move annotations:

1. Select the annotations that you want to move. For instructions, refer to [Selecting an Annotation, page 264](#).
2. Hold the pointer over the selected annotation or annotations. The pointer changes to crossed double arrows.
3. Drag the annotation or annotations to a new location. Changes to the selected annotation or annotations are reflected immediately.
4. Save your changes. Refer to [Saving Annotations, page 244](#) for more information.

## Resizing an Annotation

You can use the mouse pointer to resize any type of annotation, including text annotations created with the in-place text editor.

### To resize a single annotation:

1. Select the annotation that you want to resize. For instructions, refer to [Selecting an Annotation, page 264](#).
2. Hold the pointer over one of the handles on the selected annotation. The pointer changes to a double arrow.
3. Drag the handle to a new location. Changes to the selected annotation are reflected immediately.



4. Save your changes. Refer to [Saving Annotations, page 244](#) for more information.

## Overlapping Annotations

In addition to placing multiple annotations on an image, ApplicationXtender allows you to overlap annotations, extending one annotation over another.

When a new annotation is created, it is placed on the top, or front, "layer" of the page. Any existing annotations are on a bottom, or back, "layer" of the page.

Using buttons on the Annotation toolbar, you can move annotations from one layer to the other. One button allows you to move one annotation in front of another annotation. Another button allows you to move one annotation behind another annotation.



**Caution:** When overlapping annotations, create the annotations using the redaction feature so that the colors are opaque. Otherwise, the colors will be transparent and you cannot distinguish which annotation is in front and which is in back.



**Caution:** When you draw a freehand annotation around an existing annotation on an AppXtender page, you cannot select the existing annotation. For example, if you draw a "freehand" annotation around a text annotation and then try to select the text annotation, only the freehand annotation is selected. In addition, when a freehand annotation only crosses part of another annotation, AppXtender may not allow you to select the other annotation.

**Note:** AppXtender can accurately pinpoint the exact hit for a simple shape annotation. For example, if you click the lines or border of a line annotation or a non-filled rectangle, oval, or rounded-rectangle, AppXtender determines whether or not the mouse pointer hit the simple shape annotation. However, since a freehand annotation is not a simple shape annotation, AppXtender uses a minimum rectangular area, which covers all the nodes of a freehand annotation, to determine whether or not the mouse pointer hit the freehand annotation.

### To move an annotation to the front layer:

1. Select the annotations that you want to move to the front. For instructions, refer to [Selecting an Annotation, page 264](#).
2. Choose one of these options to move the annotations:
  - Click the To Front button on the Annotation toolbar.

**Figure 205. To Front Button**



- Press Shift-semicolon (;).

### To move an annotation to the back layer:

1. Select the annotations that you want to move to the back. For instructions, refer to [Selecting an Annotation, page 264](#).

2. Choose one of these options to move the annotations:
  - Click the To Back button on the Annotation toolbar.

**Figure 206. To Back Button**



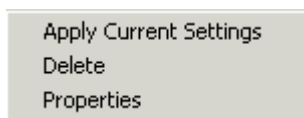
- Press the semicolon (;) key.

## Modifying Shape Annotations

### To modify a shape annotation:

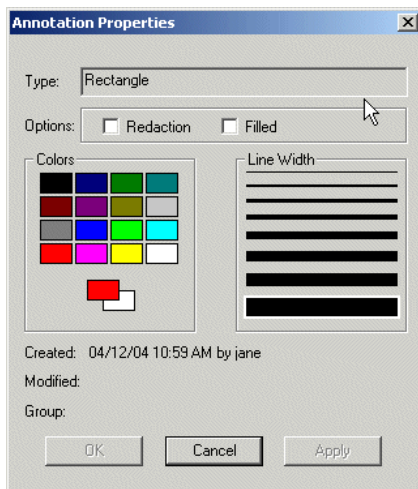
1. Select the annotation. For instructions, refer to [Selecting an Annotation, page 264](#).
2. Right-click and select Properties from the shortcut menu.

**Figure 207. Annotation Shortcut Menu**



3. The Annotation Properties dialog box appears.

**Figure 208. Annotation Properties Dialog Box**



The upper part of the Annotation Properties dialog box provides information on the selected annotation including type of annotation, whether the redaction and/or filled properties are selected, the selected line and fill colors, and the selected line width.

The following information appears in the lower part of the dialog box:

- The creation date and time and the name of the user who created the annotation
- For modified annotations, the date and the name of the user who made the modification
- If the annotation is assigned to an annotation group, the name of that annotation group

**Note:** If the AppXtender system is using the Windows security provider, the domain name is provided with each user name.

4. Change the properties of the annotation. The following table describes how to change each property in the Annotation Properties dialog box:

**Table 63. Modifying the Properties of a Shape Annotation**

To Modify	Do This
Transparency/Opacity	Next to Options, select the Redaction check box.
Fill/No Fill status	Next to Options, select the Filled check box.
Line color	Under Colors, select a new color.
Fill color	Under Colors, right-click a new color.
Line width	Under Line Width, select a new line width.

5. Click Apply. Web Access applies the new properties to the annotation.
6. Click OK to close the Annotation Properties dialog box.
7. Save your changes. Refer to [Saving Annotations, page 244](#) for more information.

## Modifying Text Annotations

Web Access allows you to modify the properties of a text annotation and annotation text.

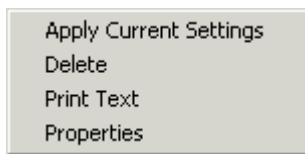
For more information, refer to these topics:

- [Changing the Properties of a Text Annotation, page 268](#)
- [Modifying Annotation Text, page 270](#)

## Changing the Properties of a Text Annotation

**To change the properties of a text annotation:**

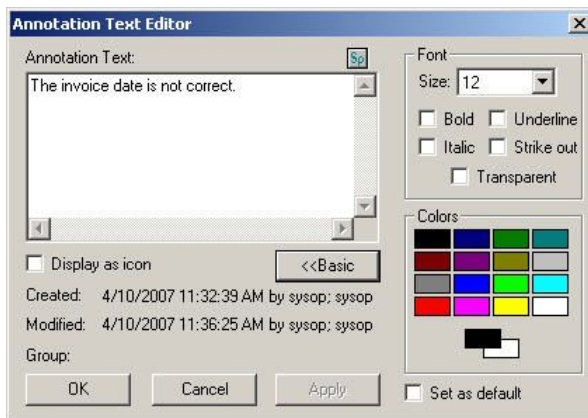
1. Select the text annotation. For instructions, refer to [Selecting an Annotation, page 264](#).
2. Right-click and select Properties from the shortcut menu.

**Figure 209. Text Annotation Shortcut Menu**

**Note:** Click the ellipses button (...) on the in-place text editor if it appears.  
The Annotation Text Editor dialog box appears.

**Figure 210. Annotation Text Editor Dialog Box**

3. Click Advanced. The advanced options appear.

**Figure 211. Annotation Text Editor Dialog Box: Advanced Options**

4. Change the properties of the annotation. The following table describes how to change each property in the Annotation Text Editor dialog box:

**Table 64. Modifying the Properties of a Text Annotation**

To Modify	Do This
Display status	Click the Display as button check box.
Font size	Under Font, select a value from the Size list box.

To Modify	Do This
Font appearance	Under Font, click the check boxes that you want to change (Bold, Underline, Italic, and/or Strike out).
Outline status	Under Font, click the Transparent check box.
Text color	Under Colors, click a new text color.
Fill color	Under Colors, right-click a new fill color.

**Note:** Refer to [Modifying Annotation Text, page 270](#) for more information.

5. Click Apply. Web Access applies the new properties to the text annotation.
6. Click OK to close the Annotation Text Editor dialog box.
7. Save your changes. Refer to [Saving Annotations, page 244](#) for more information.

## Modifying Annotation Text

### To modify annotation text:

1. Select the text annotation. For instructions, refer to [Selecting an Annotation, page 264](#).
2. Right-click and select Properties from the shortcut menu.

The Annotation Text Editor appears if it was used to create the annotation.

The in-place text editor appears if it was used to create the annotation.

**Note:** If the in-place text editor window is too small in the Document Display view, the Annotation Text Editor appears after you select Properties from the shortcut menu.
3. Change the text.
4. Apply the new text:
  - Click the green check mark if you changed the text in the in-place text editor.
  - Click Apply if you changed the text in the Annotation Text Editor, and then click OK to close the editor.
5. Save your changes. Refer to [Saving Annotations, page 244](#) for more information.

## Editing Text Rubber Stamp Annotations

You can make changes to the annotation properties of rubber stamp annotations, including the redaction option, the line and fill colors, and the line width.

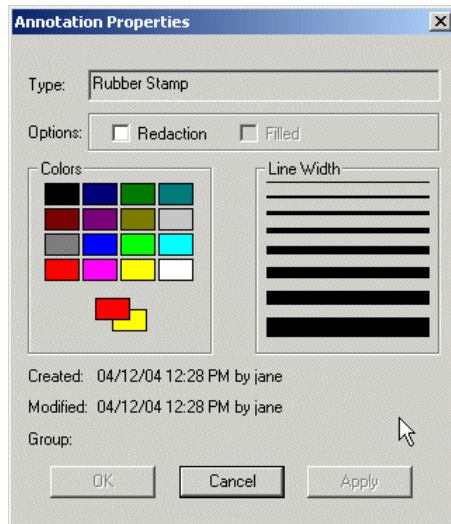
**Note:** The text of a rubber stamp can be modified only in ApplicationXtender. See your AppXtender system administrator about modifying rubber stamp text or creating new rubber stamps.

### To edit an existing rubber stamp annotation:

1. Display the document page with the rubber stamp annotation you need to modify.

- Right-click the rubber stamp to access the Annotation shortcut menu, and then click Properties. The rubber stamp Annotation Properties dialog box appears.

**Figure 212. Rubber Stamp Annotation Properties Dialog Box**



The upper part of the Annotation Properties dialog box provides information on the selected rubber stamp annotation including type of rubber stamp, whether the redaction property is selected, the selected line and fill colors, and the selected line width.

The following information appears in the lower part of the dialog box:

- The creation date and time and the name of the user who created the rubber stamp annotation
- For modified rubber stamp annotations, the date and the name of the user who made the modification
- If the rubber stamp annotation is assigned to an annotation group, the name of that annotation group

If the AppXtender system is using the Windows security provider, the domain name is provided with each user name.

- Change the properties of the rubber stamp annotation as required. The following table describes how to change each property in the Annotation Properties dialog box:

**Table 65. Modifying the Properties of a Rubber Stamp Annotation**

To Modify	Do This
Transparency/Opacity	Next to Options, select the Redaction check box.
Line color	Under Colors, select a new color.
Fill color	Under Colors, right-click a new color.
Line width	Under Line Width, select a new line width.

- To preview the modifications, click Apply. The rubber stamp annotation changes to show the new properties, and the dialog box remains open so that you can continue to make changes if desired.

5. When you are satisfied with your changes, click OK. The rubber stamp annotation is modified and the Annotation Property dialog box closes.
6. Save your changes. Refer to [Saving Annotations, page 244](#) for more information.

## Printing Text Annotations

You can print the contents of one or more text annotations from the Document Display window.

**Note:** Only users with appropriate privileges can print text annotations. If you have questions about the privileges assigned to your AppXtender user profile, consult your AppXtender system administrator or refer to the "Managing Security" section of the *ApplicationXtender Core Components Administrator's Guide*.

### To print text annotations:

1. Select the text annotations that you want to print. For instructions, refer to [Selecting an Annotation, page 264](#).
2. Right-click the selected annotations.
3. When the shortcut menu appears, select Print text. The standard Windows Print dialog box appears.
4. Click OK. The contents of the selected text annotations print.

## Removing Annotations

You can remove annotations from a page either by erasing or deleting them.

**Note:** Only users with appropriate privileges can modify and delete annotations. If you have questions about the privileges assigned to your AppXtender user profile, consult your AppXtender system administrator or refer to the "Managing Security" section of the *ApplicationXtender Core Components Administrator's Guide*.

**Note:** If the AppXtender system has been converted from the CM security provider to the Windows security provider and you created and saved annotations while using the CM security provider, you must have both the Global Annotations and Edit Annotations privileges assigned to your profile to modify and delete those annotations. If you have questions about the privileges assigned to your AppXtender user profile, consult your AppXtender system administrator or refer to the "Managing Security" section of the *ApplicationXtender Core Components Administrator's Guide*.

For more information about removing annotations, refer to the following topics:

- [Erasing Annotations, page 273](#)
- [Deleting Annotations, page 273](#)

## Erasing Annotations

Use the eraser tool to remove single annotations from the displayed image.

### To erase an annotation:

1. Choose one of these options to activate the eraser tool:
  - Click the Eraser button on the Annotation toolbar.

**Figure 213. Eraser Button**



- Press e.
2. For shape annotations, click the any part of the annotation. For line, text, and rubber stamp annotation, click the annotation line/outline. The annotation is erased from the page.
  3. Save your changes. Refer to [Saving Annotations, page 244](#) for more information.

## Deleting Annotations

You can delete one or more annotations from a displayed image.

### To delete annotations:

1. Select the annotations that you want to delete. For instructions, refer to [Selecting an Annotation, page 264](#).
2. Choose one of these options to delete the annotations:
  - Right-click, then select Delete from the shortcut menu.
  - Press x.
3. Save your changes. Refer to [Saving Annotations, page 244](#) for more information.