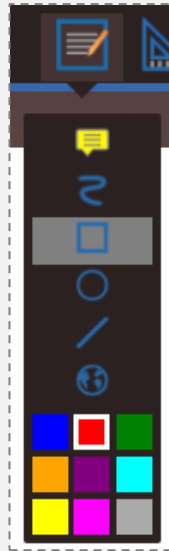


## 1 – Annotation Overview

If you have an active approval stage, an option will show within the top menu bar to create and manage annotations.

This menu may be alternately expanded or collapsed by clicking on the button.



Greenlight supports the following annotation types:

- Post it: used to highlight a specific point on the artwork
- Free draw
- Rectangle
- Ellipse
- Global: leave an annotation relating to the entire artwork.
- 3D: in 3D mode, only one annotation type is possible (not shown in 2D document reviews).

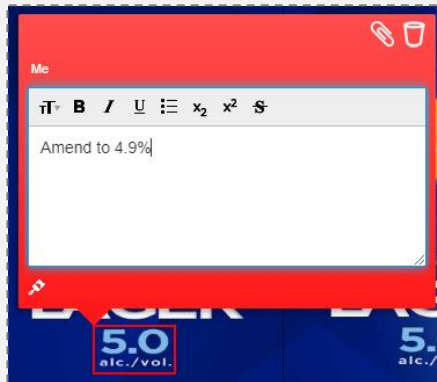
Options are also available to select the colour preference for your annotations.

Note that the annotation type and colour that you select will be remembered by the system as a preference.

## 2 - Making An Annotation

To create an annotation, select one of the tools and click and drag on the canvas (drawing annotation types, e.g. free draw) or click (post it / global annotation / 3D annotation types).

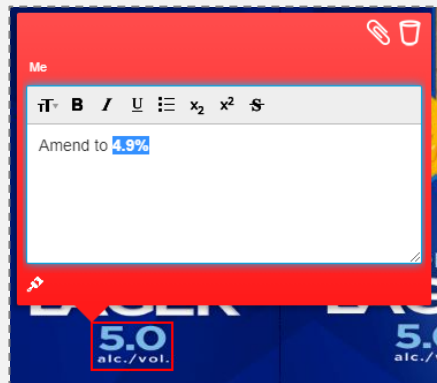
When you release the mouse button, the shape will be drawn and a note box opened for you to leave your comments:




Type your comments into the box.

The box may be resized by dragging the lines in the bottom right hand corner.

Note that options are available in the menu bar of the note pop-up to apply bold, italicised, underlined, bulleted, sub/superscript or strike through text styling. Click one or more of these options and type, or highlight some text that you have already typed and select the relevant option:



Attachments can be optionally added to your annotation by selecting the  icon. This will open an upload area where new files can be uploaded, through drag-and-drop or by browsing to the file.



### 3 – Working with Annotations

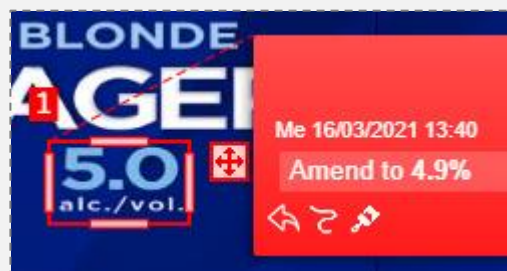
Once you have entered any text within the annotation, clicking outside of the comments box will save the annotation automatically. Once saved, the pop-up will close.


To open an existing annotation, click the mark-up on the artwork canvas.



A read-only pop-up will open showing the annotation text.


If you wish to reposition this pop-up, click the header of the popup and drag it to the desired position. A dashed line will appear to link the pop-up to the annotation mark-up.



If you are the author of the annotation and have not yet left your approval decision, you will see an edit button . Clicking this button will make the annotation text editable; and once you click out of the field, your changes will be saved.



### 3 – Working with Annotations (continued)

When an editable annotation is selected, you can move the annotation by selecting on the [Move Annotation](#) drag handle  at the top right of the annotation. Click and drag this handle to move the annotation and on release the annotation's position will be automatically saved.

To resize an annotation, click on one of the handles (on the left, right, top and bottom of the annotation bounds) and drag them. Upon release, the annotation will be automatically saved.

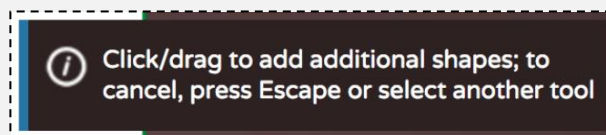


If you are the original author of the annotation, you will also see an option to [Add Shape](#). This option allows you to create another shape of the same type, and link it to the same annotation text box.

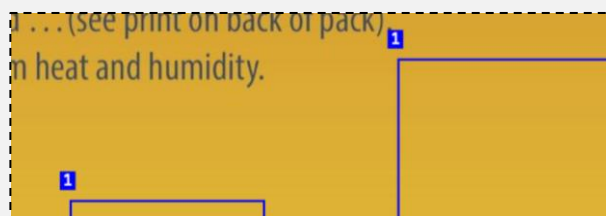
Clicking the option will hide the annotation pop-up. Depending on the annotation type, click and drag, or click on the canvas and a new mark-up will be added. Note that if annotation numbers are shown, the same number as the parent mark-up will be displayed.

Clicking the new shape will display the pop-up against the first shape.

The [Add Shape](#) feature lets you add as many additional shapes as you need without needing to re-select the tool. Whilst the viewer is in additional shape mode a message will show to indicate this:




It remains active until you select a different tool type or select [Escape](#).

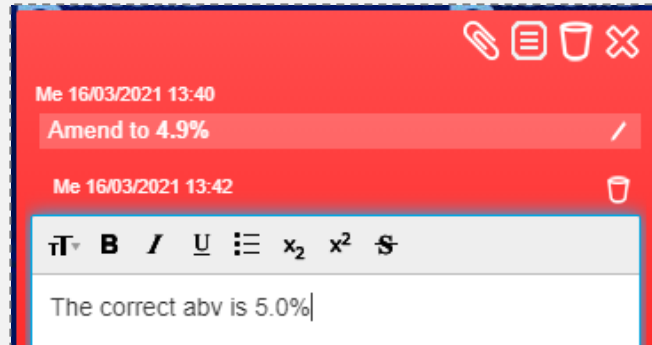



An individual shape can be deleted by selecting the [Delete](#) icon adjacent to the move handle.

If you have access to the [Annotation Reply](#) system permission, you will see an option to leave replies to annotations. This may be helpful to reduce the overall number of annotations left on a design.

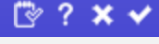
### 3 – Working with Annotations (continued)

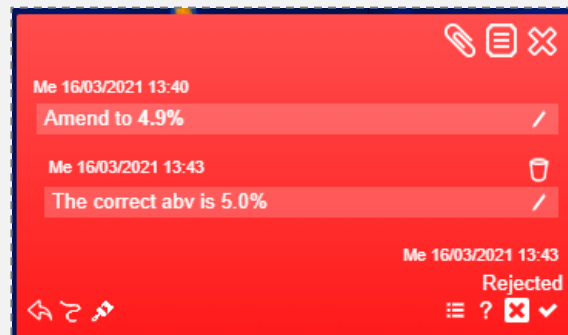
Click the reply button . An editable text box is shown for you to add your reply. The reply area has the exact same functionality as the main annotation text box.



An option is available to change the colour of the annotation you have created, to do this click on the Change Colour  icon.

If you have access to the Annotation Status system permission, you will see options to add a status to annotations. This may be helpful to indicate to the studio whether certain comments are approved to proceed with as an artwork amendment.

Click one of the **Add Status** buttons . The status will be added and the annotation saved automatically; your status is shown at the base of the annotation pop-up:



The statuses are intended to be used as follows:

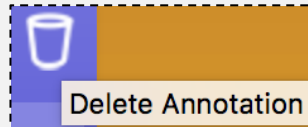
- Approved: The requested change should be actioned
- Rejected: The requested change should *not* be actioned
- Query: The change needs to be clarified before action
- To Do: The change is flagged for further follow up.

Selecting the same status again will remove it from the annotation.

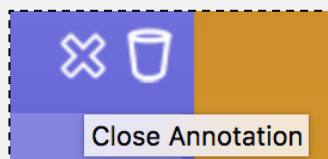
### 3 – Working with Annotations (continued)

If you are the author of the annotation and your approval stage is still active, an option will be present to delete the annotation.

Clicking this option removes the annotation and mark-up from the viewer; you are prompted to confirm before deletion takes place.



The close button closes the annotation pop-up.

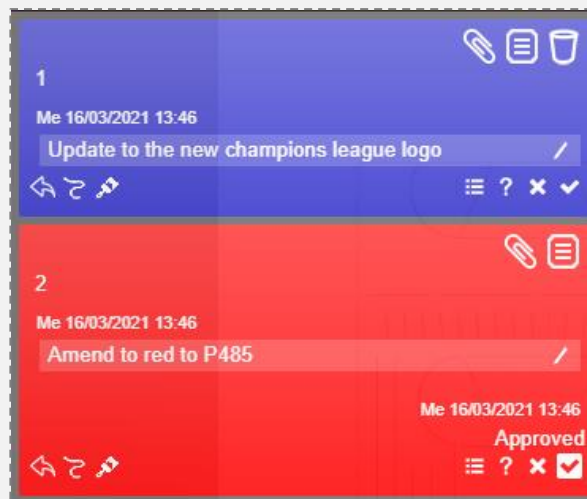


### 4 – The Annotation Manager

A triangle option is shown on the left hand side of the viewer window. Clicking this will open the Annotation Manager.



Clicking the option will show a list of all annotations within the document.




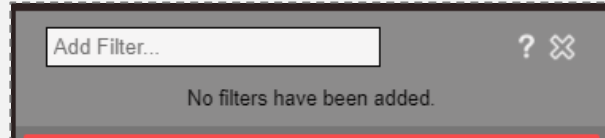
Each annotation has a corresponding item in the list; ordered by creation date.

Clicking an item will navigate to the annotation on the artwork canvas and show its pop-up.

Note that all actions available from the pop-up (edit, reply, add status, add shape, delete) are also available directly from the corresponding item within the list.

#### 4 – The Annotation Manager (continued)

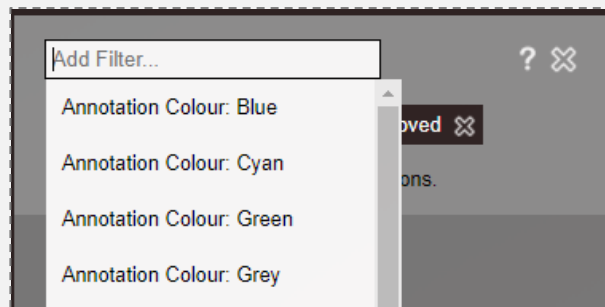
**Filter** options are available in the top right-hand corner of the annotations manager. Clicking the Filter  option will display an additional area.



The available filter options are:

- The annotation's status
- The user who created the annotation (name)
- The role of the user who created the annotation
- The content of the annotation or reply


Selecting into the filter box gives you all the available filters:



Typing into the field will filter the list as-you-type, and options to filter on annotation and reply content will appear once you have started typing into the field.

Select on the filter(s) to add them. Once added selecting on the “+” icon will change this to a “NOT”. Filters in the same category are evaluated with “OR”. Filters in different categories are evaluated with “AND”.

Any annotations which do not match the criteria will be hidden.


A **Step Through Annotations** option  is also available at the top of the annotations manager. Each time this option is clicked, it will step through the annotations in the list, one by one. The current annotation's pop-up is opened, the item is highlighted within the list, and the viewer will navigate directly to that annotation.

If the document consists of more than one page, and annotations exist on another page of the document, pressing the Step Through option will navigate automatically to the next page with annotations once the final annotation has been reached on the current page.


#### 4 – The Annotation Manager (continued)

An option is also available to show or hide annotation numbers within the viewer; these numbers are displayed against each annotation within the Annotations Manager list, and next to each annotation's mark-up on the artwork canvas.

Click the show / hide annotation numbers button  to alternately show or hide these numbers.

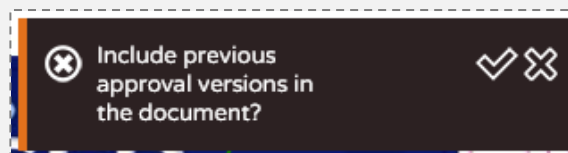
An option is also available to hide annotations . When clicked, this will hide all annotation mark-up on the artwork image.


Note: attempting to draw a new annotation when in 'hide' mode will cancel the mode and all annotations will be displayed again.

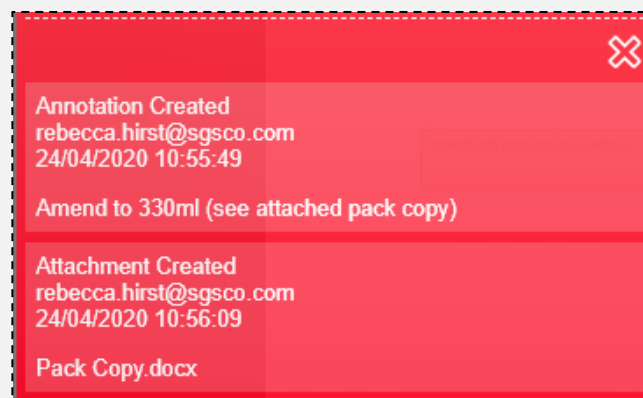
The [View / Print Annotations icon](#)  generates the Greenlight Proof Report, containing the following information:

- File Approval Outcome (Approved/Rejected/Pending)
- Approver Statuses
- Annotations (including preview showing the annotation position)

If the document under approval has previous versions, you will be prompted to confirm whether the report should contain all previous versions in it. Selecting Yes will include all versions and selecting No will include only the selected version.



Selecting the [Annotation History icon](#)  will show you information about changes to the selected (for the main annotation, replies and attachments). This will display against the annotation in the Artwork Manager panel only.





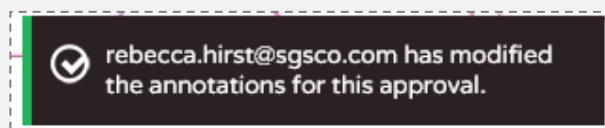
## 5 – Annotations on the Page Selection Control

If a document has more than one page, then the [Approval Document](#) select list will display a list of pages. Any pages with annotations will display the number of annotations on that page.



## 6 – Realtime Annotation Synchronisation

Whenever an annotation is added or changed, the changes are automatically synchronised across all reviewers that currently have the document open for viewing.



When a change is made to the document annotations, you will see a message appear within the viewer window to advise that the relevant user has changed the document's annotations.

Click anywhere within the viewer window to dismiss the message.