

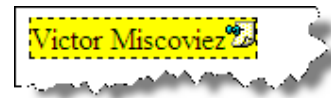
## Understanding Annotations

*Fios Prevail*® supports two types of annotations: document level annotations and selected text annotations.

Document level annotations are like sticky notes on the first page of a document. They are best used for comments or notes that are intended to apply to the entire item, and not just to one particular section of the document.

Selected text annotations are more like using a highlighter on a section of the document and writing in a comment in the document margin.

Selected text annotations are directly visible inline in the document when viewing an item (depending on your Annotation settings in the **Options** window), while document level annotations are visible via the **Annotations** window only.



You can create annotations from the Results, Organizer, or Folder View pages of *Fios Prevail*®. Within each of these areas, there are three different places or pages where you can annotate an item.

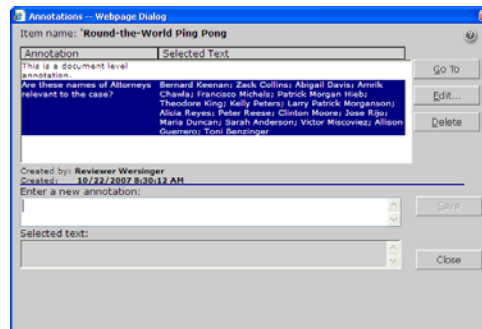
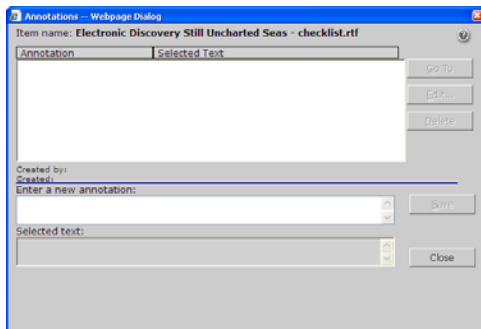
- Item View
- Properties view
- List view

Only the Item View allows you to create selected text annotations. For more details on ways to create annotations, see the Related Topics links.

From the **Search** area, you can search for annotations created by you or anyone else.

### Annotations window

The **Annotations** window lists all existing annotations for the selected item. You can create new annotations from the **Annotations** window. After choosing a specific annotation from the **Annotations** window's annotation list, you can **View**, **Modify**, or **Delete** that annotation. If the currently chosen annotation is a selected text annotation, you can use the **Go To** button to jump to the location of that selected text in the item view.



## Annotating an Item

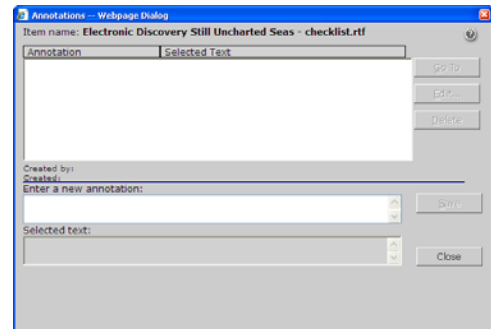
You can create annotations from the **Results**, **Organizer**, or **Folder View** areas of the application. Within each of these areas, there are three different places or pages where you can annotate an item.

- Item View
- Properties view
- List view

The Item View allows you to create highlight specific text in the item and create selected text annotations. This ability to create annotations on selected text is available only from the Item View.

### *To annotate selected text in an item from the Item View*

1. Click and drag in the item view to highlight a section of text that you wish to annotate.
2. Click the **Annotate** button or right-click and select **Annotate**. The **Annotations** dialog appears.
3. Enter your annotation and click **Save**.
4. Click **Close** to close the **Annotations** dialog.



### *To annotate an item from the Properties View*

1. Click the **Annotate** button or right-click and select **Annotate**. The **Annotations** dialog appears.
2. Enter your annotation and click **Save**.
3. Click **Close** to close the **Annotations** dialog.

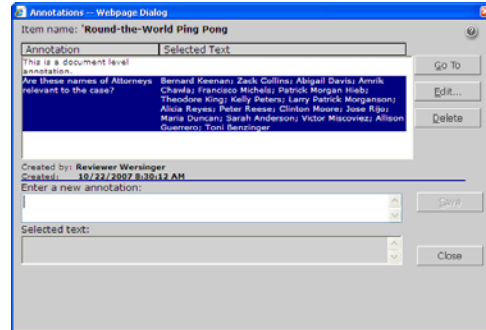
### *To annotate an item from a list view*

1. Select the item from the list that you want to annotate.
2. Right-click on the item and select **Annotate**. The **Annotations** dialog appears.
3. Enter your annotation and click **Save**.
4. Click **Close** to close the **Annotations** dialog.

## Deleting annotations

### To delete an annotation

1. From **Item View**, click the **Annotate** button or right click and select **Annotate**. The **Annotations** window appears.
2. Select the annotation to delete.
3. Click **Delete**.
4. Click **Yes** to confirm deletion of the selected annotation.
5. Click **Close** to close the **Annotations** window.



## Modifying annotations

### To modify an annotation

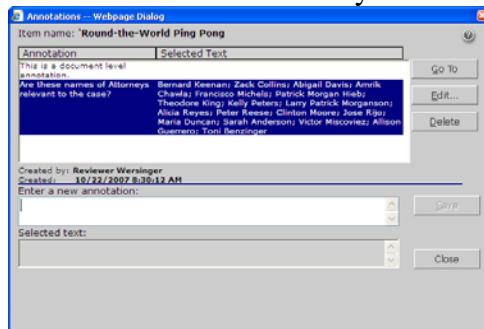
1. From **Item View**, click the **Annotate** button or right click and select **Annotate**. The **Annotations** window appears.
2. Select the annotation to modify.
3. Click **Edit**.
4. Edit the annotation and click **Save**.
5. Click **Close** to close the **Annotations** window.

## Viewing an item's annotations

You can view any annotations associated with an item from Item View.

### To view an item's annotations

1. From Item View, select the **Annotate** button. The **Annotations** window appears and lists all the annotations for the currently selected item.



2. Click **Close** to close the **Annotations** window when you are finished reviewing the annotations for an item.

## Annotation search

An annotation search locates items annotated by you or other reviewers. Since there are two ways to create annotations (annotate the entire document, or selected text of a document), you can search for text existing in either type of annotation.

### To search for annotations

1. Navigate to the **Search** page
2. Select **Annotation** from the **Create search criteria** list box.

1. Create search criteria: Annotation

Find annotations that contain the text...

authored by: Anyone  
Reviewer Wersinger

Annotation  Selected text

Restrict by annotation date

Tip: To select more than one item,

ADD TO CRITERIA

3. Enter the search text.
4. Check **Annotation** to search the text of the annotation itself, and/or **Selected text** to search for the text that was highlighted when the annotation was created.
5. *Optional:* Check **Restrict by annotation date** to find annotations either created or modified within a given date range. Enter a date using the calendar button, or by typing a date directly in the text box using the format: mm/dd/yyyy.
6. Select the author of the annotation. If you don't want to specify an author select **Anyone** from the top of the list.  
*Note:* To select more than one author, hold down the **CTRL** key while making your selections.
7. Click **Add To Criteria**.
8. Click **Search**