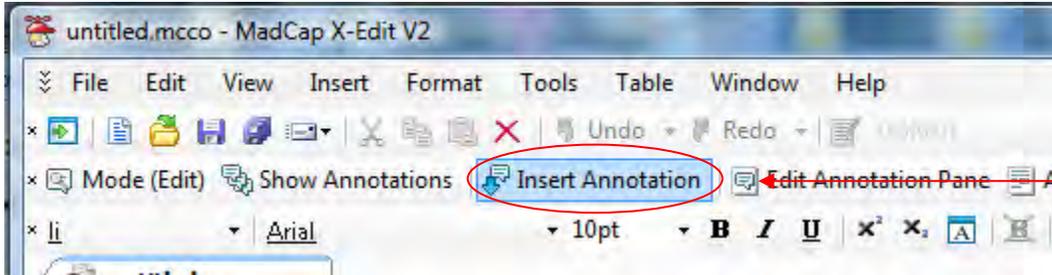


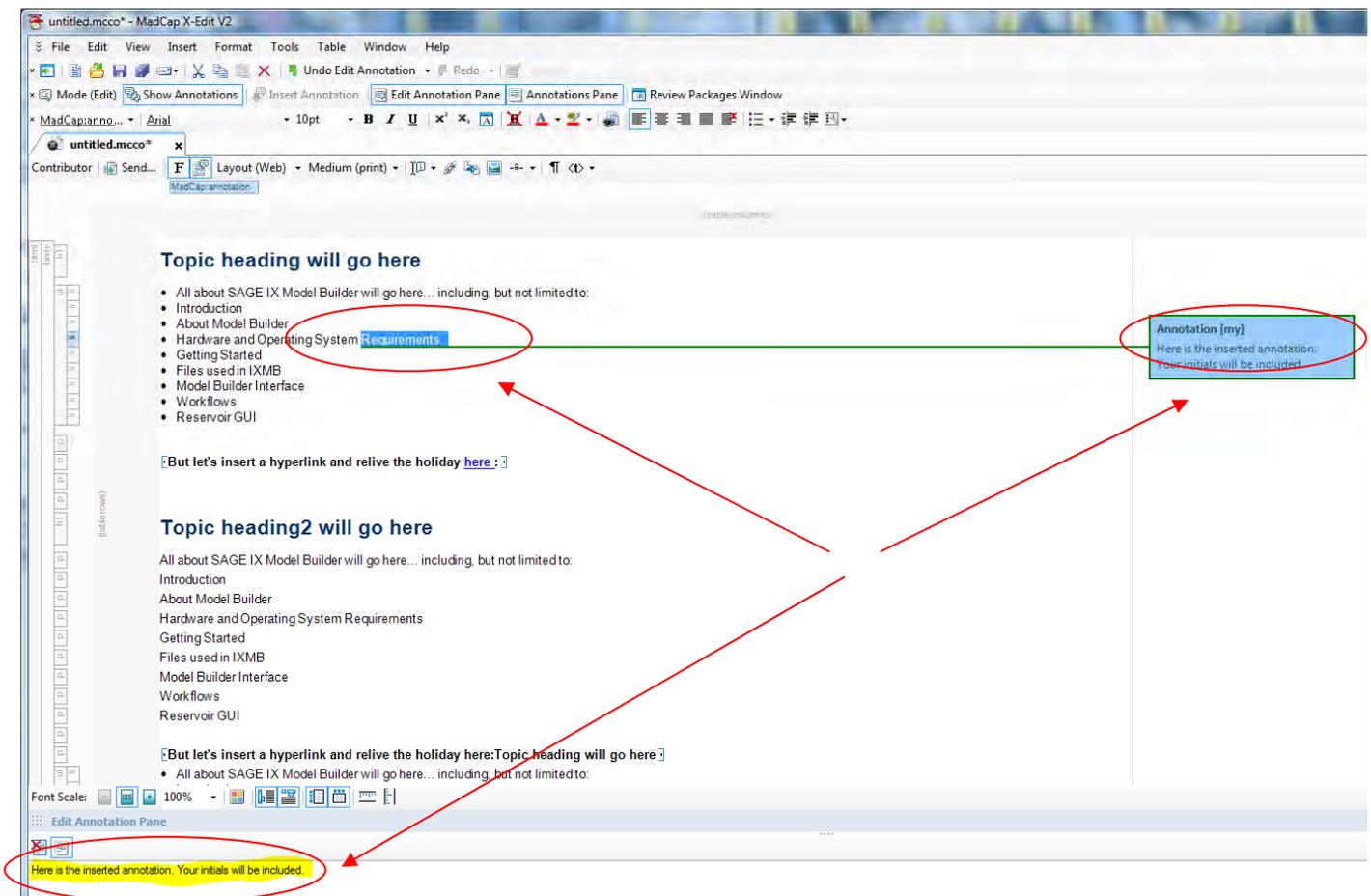
# Adding Annotations in an X-Edit/X-Edit Review file:

## ■ INSERTING AN ANNOTATION IN A CONTRIBUTOR FILE:

Open your file (if not already open), click/insert cursor where you want to place the annotation\*, highlight **Insert Annotation** and click. The **Edit Annotations Pane** will automatically open when you do this.



Enter your annotation text and when you click the annotation field, your text will appear.



### \* Annotation Tips:

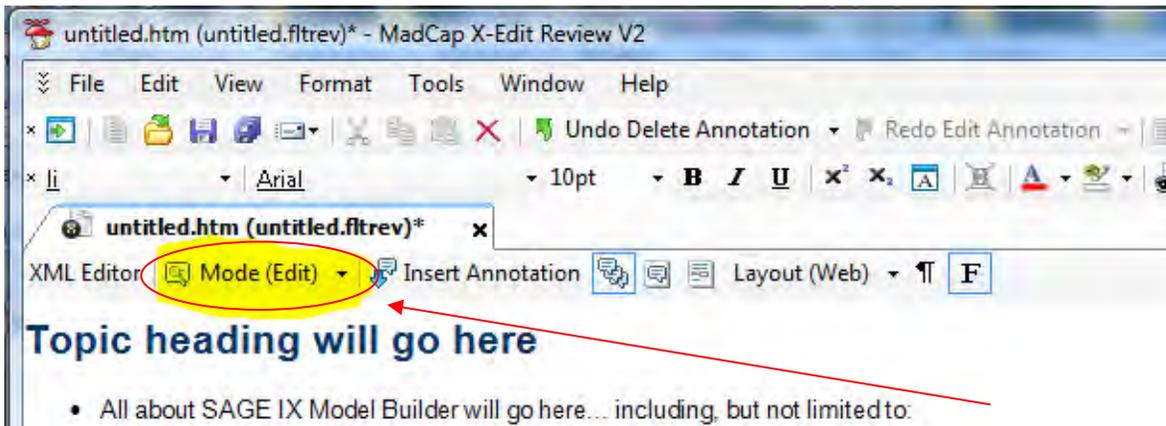
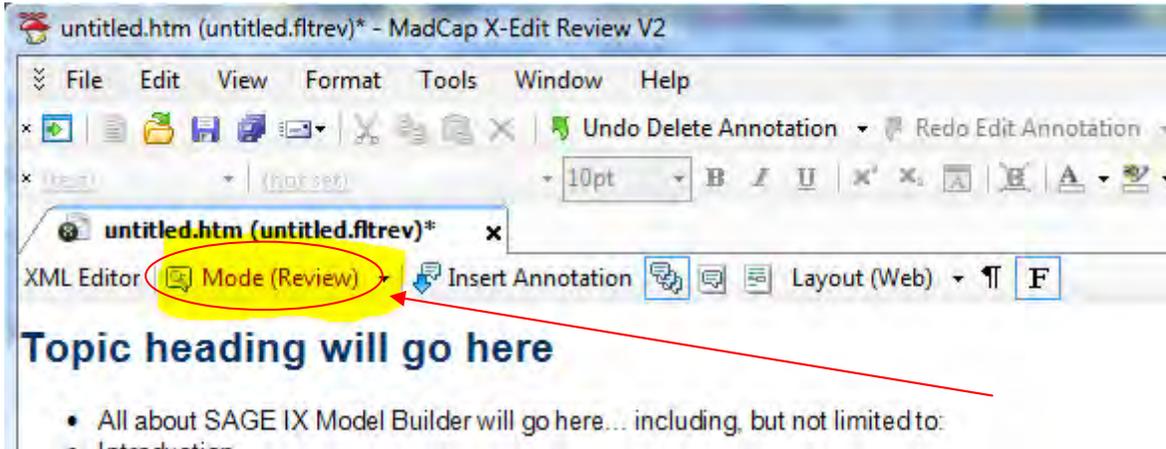
**Do not** highlight more than one paragraph and avoid inserting an annotation at the very end of a paragraph—either may prevent the **Insert Annotation** icon to be disabled.

■ **INSERTING AN ANNOTATION IN A REVIEW FILE:**

**PLEASE NOTE:** This applies to files that have the “fltrev” ending. They work a little differently than a contributor file (.mcco). Most notably, **annotations and text** edits are your **only** options/abilities in a review file.

**PLEASE NOTE:** You will only be able to insert an annotation where there is text, not on a blank line. If you try, you will not see an active Insert Annotation button. (In our sample, there is a period on the line.)

The file can be in **Review or Edit** mode.

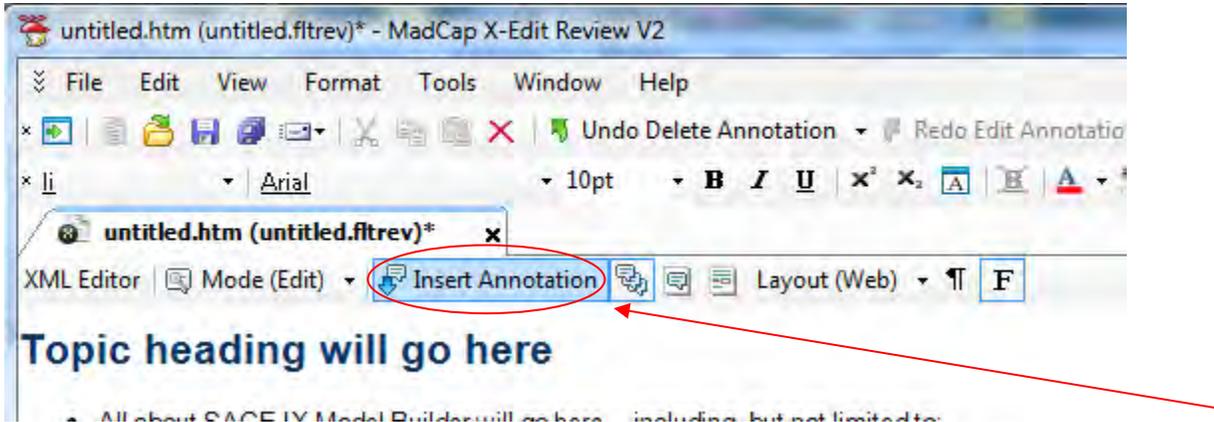


Click the cursor where you want to place an annotation\*.

\* Annotation Tips:

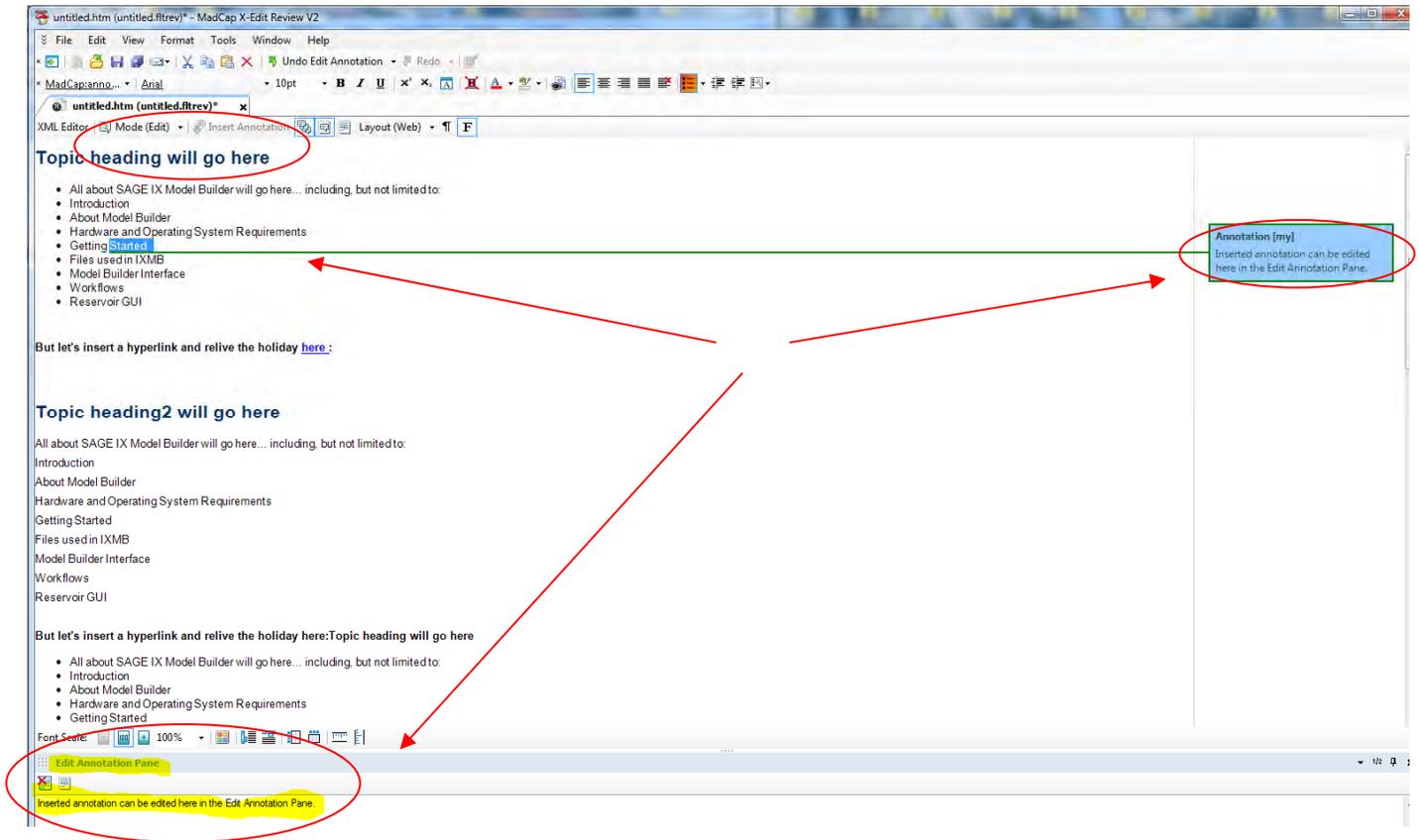
**Do not** highlight more than one paragraph and avoid inserting an annotation at the very end of a paragraph—either may prevent the **Insert Annotation** icon to be disabled.

Click the **Insert Annotation** button:



Information about the annotation will appear in the **Edit Annotations Pane** (automatically opens) and/or **Annotations Pane** (if open). Just enter the text you desire for your annotation.

Click on the annotation box and your comments will appear in the annotation box.



**NOTE:** To delete an annotation in either a **CONTRIBUTOR** or **REVIEW** file **right-click** on the annotation and select **“Delete Annotation”**.

