

## Creating Stamps and Custom Annotations

Calling attention to a particular section of a paper document is as simple as adding a sticky note or circling the words with a pen. But how do you do it when the document is electronic and on your computer?

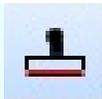
GreenFolders provides the ability to do just that using multiple annotation tools and custom stamps! Create and save a stamp/annotation in any folder containing an image type document, i.e. PDF, TIFF. Once stamp created, the stamp becomes available to the user that created it in every folder. Stamps can also be “shared” with others.

*NOTE: Make shared stamps using the Admin profile. If the user who created the stamp is deleted, the stamps are also deleted and will no longer be shared. It is possible to Export the users stamps prior to removing a user profile.*

### Creating Customized Stamps

To create a customized stamp, be sure that you have opened any GreenFolders folder, clicked on Edit, and then beneath “Attachments” you have clicked on a PDF or image type document. Follow the steps below:

1. Click on the rubber stamp icon.



2. Next, click on the Wrench icon located in the upper left hand corner of the image-viewing pane.



3. Next, click on the box labeled “New” located in the upper left corner of the Custom Annotations window.



4. Click on the rubber stamp icon, appearing at the bottom of the tools. Now left click in the white empty box located to the right of the annotation tools. You will receive an image that looks like this:



5. On the right hand side of the white empty box is a smaller white box named “Stamp Text”, highlight or backspace over the word STAMP and type the desired stamp content, i.e. “Certified”.
6. The default color of the text is red. If you would prefer a different color font, simply choose a different color by selecting the pull down below “Fore Color”. The box right above named “Back Color” will permit you to apply a background color if desired. (To remove the border or make it clear, click on the box labeled “Transparent”.)
7. You will not be able to save the stamp until you provide an Annotation Name and Button Abbreviation in the boxes located at the top of the window.

The image shows a light blue rectangular panel with two white input boxes. The first box is labeled 'Annotation Name' and contains the text 'I LOVE STAMPS'. The second box is labeled 'Button Abbreviation' and contains the text 'ILS'.

8. Once created, the name of the stamp will appear in the column on the left, beneath “My Annotations”. By placing a check mark in the box next to the name of the stamp, an icon will appear next to the wrench on your image-viewing pane.
9. Click Save and Close at the bottom of the box.

## Sharing Customized Stamps

You may want to share your stamp or have others share their stamps with you. To share stamps, click on the rubber stamp, left of the viewing pane, then click on the wrench. Highlight the stamp you would like share from the list beneath “My Annotations” Click on the “Sharing” box located at the bottom of the box and place a check mark next to the person, group, or select “everyone” with whom you would like to share the stamp. The person you are sharing the stamp with, will then need to place a check mark in the box next to the shared stamp to have it display next to the wrench at the top of the viewing pane.

To use the Annotation/Stamp tools, click on the “Attachments” portion of the folder. Annotation tools are displayed on the left side of the viewing area. You must click the “Edit” button in order to use the Annotation Tools. Below is a listing of how each annotation tool can assist you.



### Selection

The Selection Tool allows you to select annotations you have placed on the image.



### Line

The Line Tool enables you to draw lines on the image. With this tool selected, click and drag on the image to draw a line.



### Text

The Text Tool allows you to add text to the Image. After clicking this tool, click on the image and begin typing. If you need to modify the text of a text annotation, select the selection tool and then double-click on the text annotation you want to modify.

**Sticky Note**

The Sticky Note Tool allows you to add text to the image. After clicking this tool, click on the image and begin typing. If you need to modify the text of a text annotation, select the selection tool and then double-click on the text annotation you want to modify.

**Rectangle Highlight**

The Rectangle Highlight Tool allows you to highlight a portion of the image, click and drag to create the highlight.

**Redact**

The Redact Tool allows you to redact, or black out, a portion of the image, which is helpful when you need to protect sensitive information contained in the image. With this tool selected, click and drag to create the redaction.

**Ellipse**

The Ellipse Tool allows you to draw an ellipse or circle on the image. With this tool selected, click and drag to draw an ellipse.

**Pen**

The Pen Tool allows you to draw freehand on the image. With this tool selected, click and drag to draw.

**Highlighter**

The Highlighter Tool lets you highlight freehand on the image. With this tool selected, click and drag to create highlighted areas.

**Image Annotation**

The Image Annotation Tool lets you add an image as an annotation. Clicking on the Image Annotation tool will pop up a file browser window, prompting you to choose an image to add to the annotation layer. Locate your desired image on your hard drive (or on a connected network drive), select it and click Open. Then, click on the image to embed the selected image in your annotation layer. (The maximum size is 800 x 800 pixels).

**Snippet**

The Snippet Tool allows you to copy part of an image, set it as a selection in the Snippet Bar (the Snippet Bar appears above the Viewing Area) and use it like a custom stamp, or send the Snippet to the Windows Clipboard (similar to Copying) and paste it into another application such as Microsoft Word. When pasted into another application Snippets will appear as an image, any text shown in the snippet will not be editable. Snippets reset when the user logs out.

**Custom Annotations/Stamps**

The Custom Annotations/Stamps Tool gives you access to create and modify your custom annotations. When you click this tool, the Custom Annotation Bar appears above the viewing area.

*If this is your first time accessing this feature, there will only be one button with a wrench icon on it. This button provides access to the Custom Annotations Window, which has tools similar to the images tools. You can create a New Custom Annotation, Import/Export, Share, Rename, Delete, and Add/Remove the annotations that display on the Custom Annotation Bar.*



## The Annotation Menu

After selecting an annotation, you can right-click it to bring up the annotation menu. This menu allows you to perform three actions.

**Properties** - Clicking the Properties menu option will open the annotations properties window. Here you have access to all properties of the annotation.

**Delete** - Clicking the Delete menu option will remove the annotation from the annotation layer.

**Burn** - Clicking the Burn menu option re-rendered the image with the selected annotations embedded into it. Once burned, annotations cannot be removed from an image.

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*For more information regarding this Leaf of Knowledge, please contact a member of the GreenFolders Support Team at 801-747-2132 or [GFSupport@GreenFolders.com](mailto:GFSupport@GreenFolders.com).*

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