

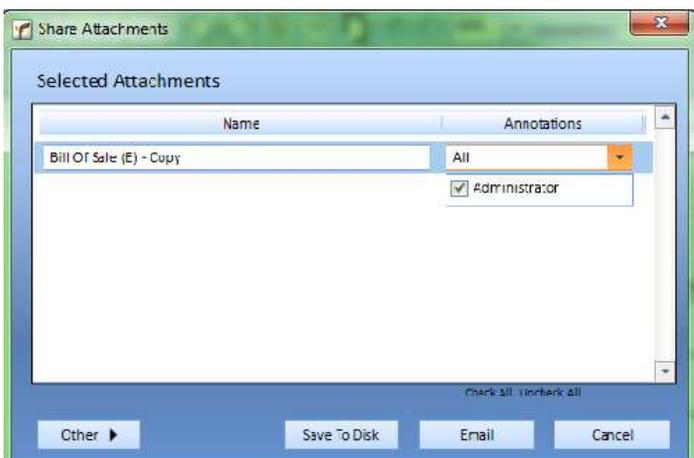
## Email, Save, Print, and Burn Annotations

Your clients may say, “Hey! How did you do that?” when you send them documents with annotations!

Adding your signature, text and highlights to a document in GreenFolders takes just a few simple clicks. But how do you include those annotations when you email or print the document?

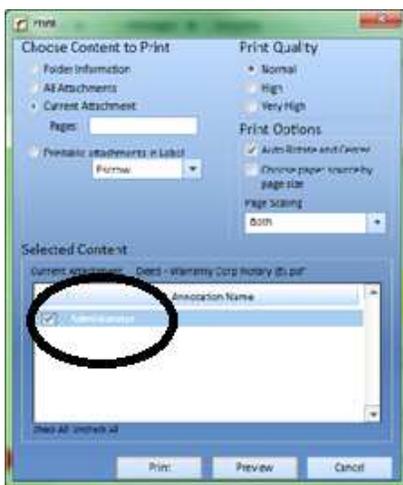
### Including Annotations When Emailing:

After adding your annotations to a document, in the “Attachments” portion of GreenFolders, right click the document/page you are planning to email, select “Share”. Click on the pull down of each document under the column “Annotations”. A list of all users that have added annotations to the document/page is displayed. Place a check in the box next to the user’s name, if you would like to share their annotation layer. Select “Email” or “Save to Disk” and the annotations will be included on the document!



## Including Annotations When Printing:

After adding your annotations to a document, in the “Attachments” portion of GreenFolders, click on the “Print” icon located in the upper right hand corner. Once you click on the printer, a popup box will display. To print the document including annotations, in the lower portion of the popup box, simply place a check in the box next to the user’s name, if you would like to print their annotation layer. Click “Print” and the annotations will appear on your document!



## Burning Annotations on a Document:

*NOTE: Burning an annotation on a document makes the annotation permanent. Once burned, an annotation is no longer considered an annotation but a permanent part of the document that is automatically included when emailing or printing a document.*

You can make an annotation permanent after adding it to a document (i.e., signatures). Position the annotation where you would like it to permanently stay, click the cursor tool located in the upper left corner of the viewing pane in “Attachments”, hover over the annotation, watch for the cross bars, right click and select “burn”. You may “burn” multiple annotations by holding the Ctrl key and selecting the annotations individually, right click and select “burn”.



When emailing or printing a document that includes a burned annotation, it is no longer necessary to include a checkmark next to the user's name. A burned annotation automatically is included in the email or when printing the document.

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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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