

## Image Annotations

Add a personal touch to your documents by adding your logo or picture!

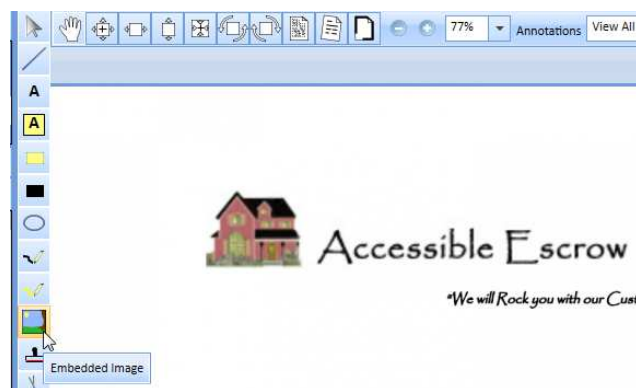
Have you ever wanted to add your picture, logo or another image to your documents? The Image Annotation Tool lets you add an image as an annotation!

## Attachments

While in a folder, click on the Attachments section and choose a PDF or Image Type attachment that you would like to add an Image Annotation to then click on the attachment, making sure you are in Edit mode.

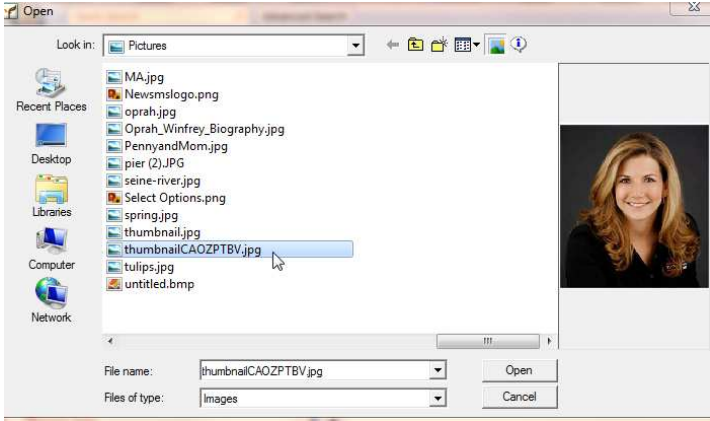


Attachments

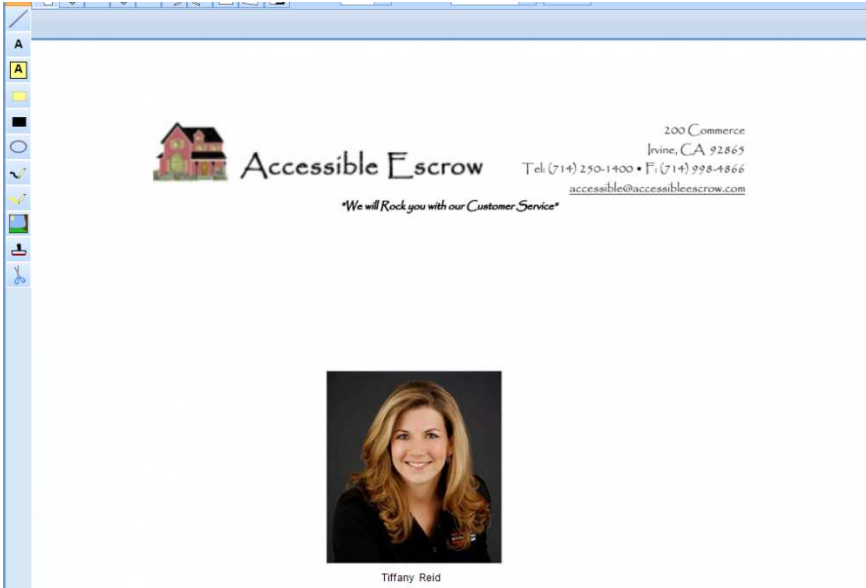


Annotations – Embedded Image

Select the Embedded Image icon. A file browser window will pop up, prompting you to browse and locate an image to add to the annotation layer of the attachment. After locating the desired image; select it and click open. Click on the Image to embed the selected image in your annotation layer. The permitted maximum size of the image is 800 X 800 pixels.



File Browser



Document with Image Annotation

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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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