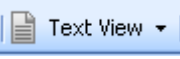





Annotate Documents

1. On the **Review Tags** pane, make sure **Enable edit mode** option is checked to annotate, redact and stamp documents using the image toolbar options.
2. Click **Folders** pane
3. Select a document in **Table view** to create annotations
4. Click  option
5. Select **Image View** from the drop-down
6. Image view for the selected document is loaded
7. Click  and then select text in the document to highlight
8. Click  and then select an area in the image to hide it
9. Click  to stamp images as **Confidential/Attorney/Paid**
10. Click  to save annotations that you created on the image. In addition, this document is saved in the **Annotation** folder
11. Double click on **Annotation** folder to load the annotated documents