

Working with Annotations and Highlighting in BoardBook Premier

In this document we'll go over the steps to add, edit or delete annotations hereafter simply called notes, and highlighting on attachments. This document contains references to other documents and videos located on our support page. As always access the support page by clicking on the blue circle with the question mark (found at the top of the BoardBook page) and selecting 'BoardBook Help'.

Who can see notes and highlighting?

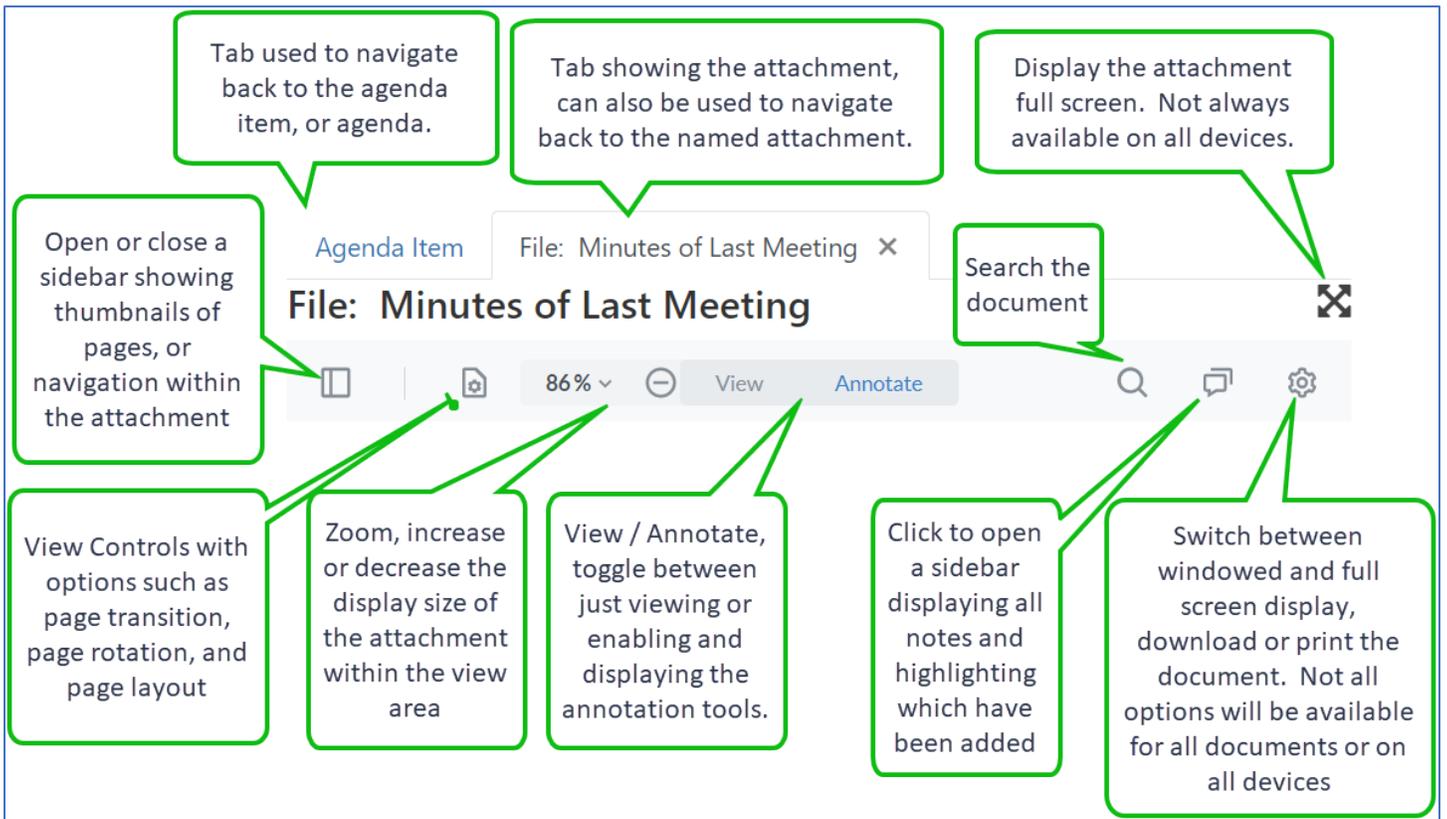
This document is intended as a guide for BoardBook users interested in adding notes or highlighting to attachments or other files they are viewing through the BoardBook PDF viewer. Any notes or highlighting made through this tool will be tied to the user's account and visible only to the user who added the annotations or highlighting.

Note for governmental organizations and meetings

For governmental organizations that may be subject to sunshine laws (such as for open meetings or public information), any notes, annotations, or highlighting you make may be subject to a request for disclosure by the public. Contact your organization if you have any questions about required or discretionary disclosures in your state.

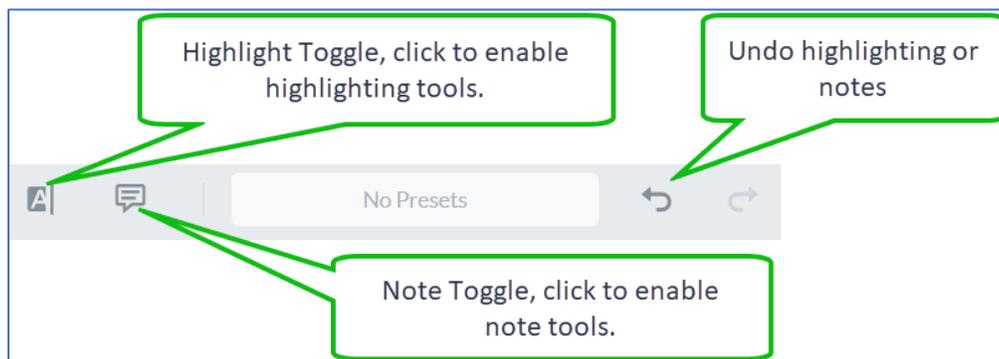
The View PDF Screen (Main Header)

Once you've opened a file or attachment within the view PDF screen, you'll see a 'main header', and an 'annotation tools' header. Let's look at the main header first.



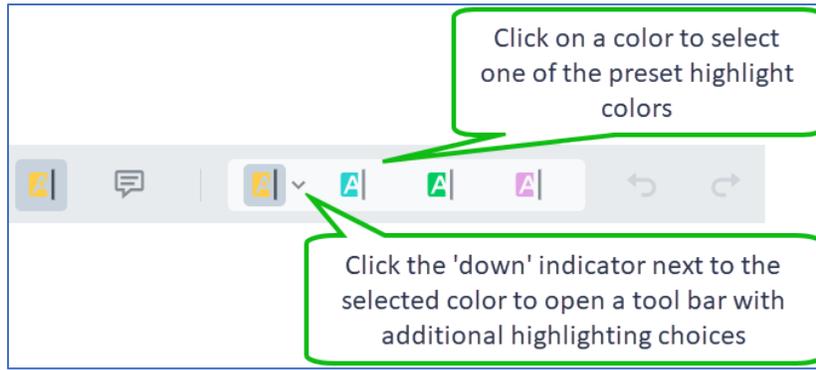
The View PDF Screen (Note Tools)

This shows 'annotation tools' header with neither the highlight nor note tools selected. This screen will usually open with the highlighting tool already selected as shown in the next section

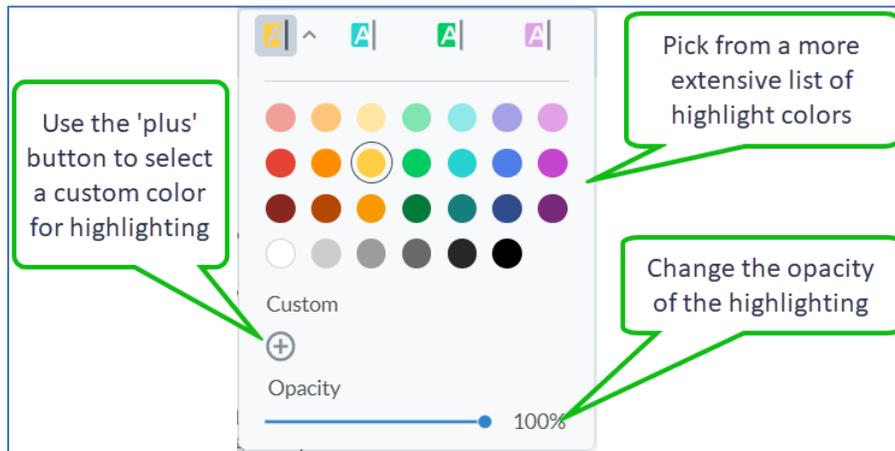


Highlighting Text

With the highlight tool selected, color options are available for highlighting



Additional color choices and opacity adjustments can be selected by clicking the 'down' indicator next to the selected color. Note these same adjustments are available for the note icon.



Adding Annotations (notes)

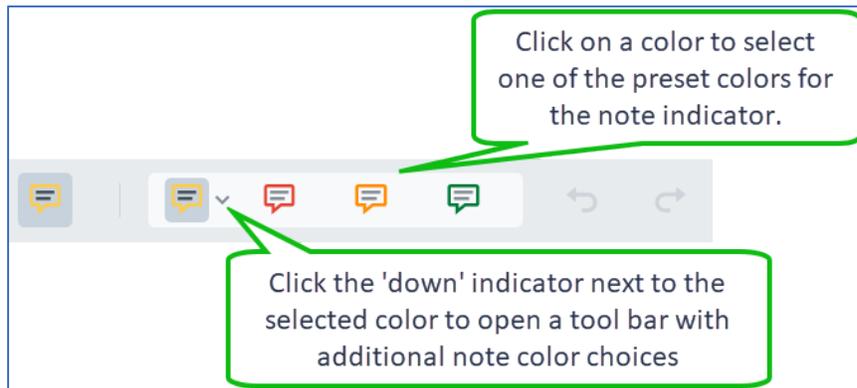
Selecting the 'notes' tool will make notes active allowing you to add notes. This also provide options for choosing the color of the note icon.

Click within the document where you want to add your note. This will add a note icon as seen below.



The annotation sidebar will open and you will be able to type in the note area provided.

Note options

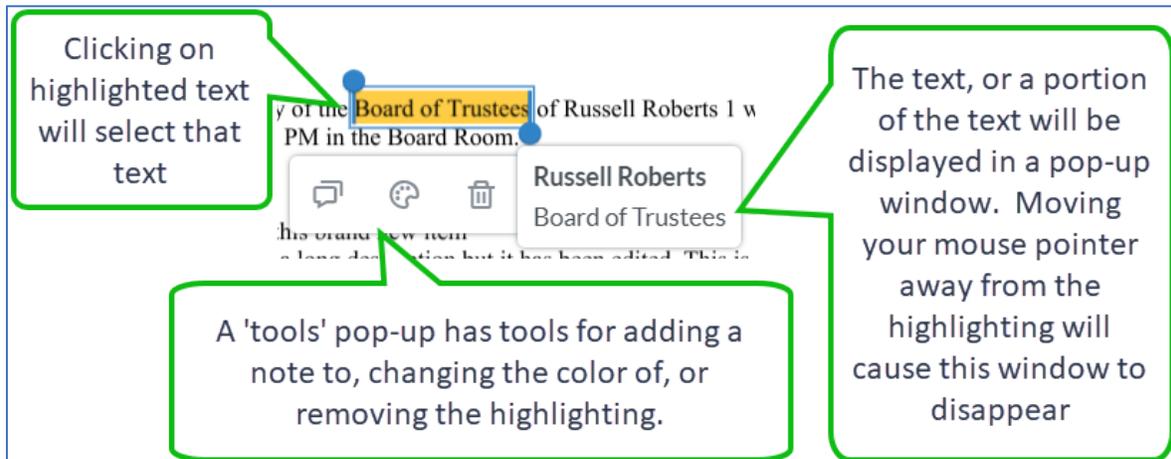


These are the additional note icon choices match those described in the highlight section.

Updating or removing existing Highlighting or Notes

Adding a note to, changing the color of or removing a note, note icon, or highlighting can be done one of two ways:

Clicking directly on the highlight text or note icon produces a toolbar as shown below



You can also bring up the same options by clicking on the highlight information or note information in the sidebar

The image shows a document viewer interface. At the top, there is a toolbar with icons for window management, zoom (107%), and view options (View, Annotate). A search icon and a settings gear are also present. Below the toolbar, there are icons for text annotation and comments. A sidebar is open on the right side, displaying a search bar for comments, filter and sort options, and a list of comments. The main document content is titled "Minutes of Azure Test July" and "The Board of Trustees Russell Roberts 1". The text in the document includes a paragraph about the start time and a list of items. One item, "A. imported, then rejected, then resubmitted", has a comment icon next to it. The sidebar shows two comments: one from Russell Roberts at 11:38 AM titled "Board of Trustees" and another from Russell Roberts at 11:40 AM titled "Test Note".

107% View Annotate

Open the sidebar

Search comments

Filter Sort

Page 1

Russell Roberts
Jun 2, 11:38 AM
Board of Trustees

Russell Roberts
Jun 2, 11:40 AM
Test Note

Minutes of Azure Test July

The Board of Trustees
Russell Roberts 1

A Azure Test July of the **Board of Trustees** of Russell Roberts 1 was beginning at 9:00 PM in the Board Room.

1. Opening
2. I've edited this brand new item
This is still a long description but it has been edited. This is still a long description but it has been edited. This is still a long description but it has been edited.
Presenter: Russell
Time: Morning but not too early
- A. imported, then rejected, then resubmitted
Presenter: Russell
Time: Morning but not too early