Adding Annotations in an X-Edit/X-Edit Review file:

■ INSERTING AN ANNOTATION IN A CONTRIBUTOR FILE:

Open your file (if not already open), click/insert cursor where you want to place the annotation*, highlight **Insert Annotation** and click. The **Edit Annotations Pane** will automatically open when you do this.

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Enter your annotation text and when you click the annotation field, your text will appear.

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* Annotation Tips:

Do not highlight more than one paragraph and avoid inserting an annotation at the very end of a paragraph—either may prevent the **Insert Annotation** icon to be disabled.

■ INSERTING AN ANNOTATION IN A REVIEW FILE:

PLEASE NOTE: This applies to files that have the "fltrev" ending. They work a little differently than a contributor file (.mcco). Most notably, **annotations and text** edits are your **only** options/abilities in a review file.

PLEASE NOTE: You will only be able to insert an annotation where there is text, not on a blank line. If you try, you will not see an active Insert Annotation button. (In our sample, there is a period on the line.)

The file can be in **Review or Edit** mode.



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All about SAGE IX Model Builder will go here... including, but not limited to:

Click the cursor where you want to place an annotation*.

* Annotation Tips:

Do not highlight more than one paragraph and avoid inserting an annotation at the very end of a paragraph—either may prevent the **Insert Annotation** icon to be disabled.

Click the Insert Annotation button:

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Information about the annotation will appear in the **Edit Annotations Pane** (automatically opens) and/or **Annotations Pane** (if open). Just enter the text you desire for your annotation.

Click on the annotation box and your comments will appear in the annotation box.

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NOTE: To delete an annotation in either a **CONTRIBUTOR** or **REVIEW** file **right-click** on the annotation and select **"Delete Annotation".**

