



# Adding a horizontal or vertical guide

You can add guides to an image to help accurately position elements in the image.

**Note:** In a group review session, anyone can view guides, but only the user who created the guides can move them.

- Add a guide by performing one of the following actions:

To	Do this
Add a horizontal guide	<p>Click <b>Horizontal Guide</b> , and click the image. When the guide appears, drag it to a new position.</p> <p>While the guide is selected, the distance of the guide from the top of the image is also displayed, in the unit of measure specified in your Smart Review preferences.</p> <p><b>Note:</b> To save a horizontal guide as an annotation in a task, click the <b>pin</b> icon.</p>
Add a vertical guide	<p>Click <b>Vertical Guide</b> , and click the image. When the guide appears, drag it to a new position.</p> <p>While the guide is selected, the distance of the guide from the left side of the image is also displayed, in the unit of measure specified in your Smart Review preferences.</p> <p><b>Note:</b> To save a vertical guide as an annotation in a task, click the <b>pin</b> icon.</p>
Move a guide	<p><b>Note:</b> Only the user who created the guide can move it.</p> <p>Click the guide, and drag it to a new position.</p>
Delete a guide	<p>Perform one of the following actions:</p> <ul style="list-style-type: none"><li>• Right-click (Ctrl+click on a Mac computer) the guide and select <b>Delete</b>.</li><li>• In the <b>Annotations</b> panel, right-click the row of the guide that you want to delete, and select <b>Delete</b>.</li></ul>