Displaying or hiding annotations

- Perform one of the following actions:

To	Do this

Display or hide all annotations	○ To display or hide annotations based on the annotation status:
	
	  a. In the **Annotations** panel, click the arrow button to the right of the **All Users and Status** check box.
	  b. In the list that appears, select or clear the check box beside the annotation status.
	  c. Click **Apply**.
	
	○ To display or hide annotations based on the work progress status:
	
	  a. In the **Annotations** panel, click the arrow button to the right of the **All Users and Status** check box.
	  b. In the list that appears, select or clear the check box beside the work progress status.
	  c. Click **Apply**.
	
	○ To display or hide annotations based on the user:
	
	  a. In the **Annotations** panel, click the arrow button to the right of the **All Users and Status** check box.
	  b. In the list that appears, select or clear the check box beside the user name.
	  c. Click **Apply**.
	
	○ To display or hide annotations based on the annotation type:
	
	  a. In the **Annotations** panel, click the arrow button to the right of the **All Users and Status** check box.
	  b. In the list that appears, select or clear the check box beside the **User** and **Content Check**. The User is for the regular annotations and Content Check is for the content check annotations.
	  c. Click **Apply**.

Hide a specific annotation	In the **Annotations** panel, clear the check box for the annotation that you want to hide.
Display a specific hidden annotation	In the **Annotations** panel, select the check box for the annotation that you want to display.

Change the display options	To change what to display on each annotation row in the panel:
	
	  a. In the **Annotations** panel, click the arrow button to the right of the **All Users and Status** check box.
	  b. In the list that appears, select one of the following display options: **User Full Name**, **Number**, and **Annotation Comment**.
	  c. Click **Apply**.