

Adding a text annotation

Note: When you annotate a file that has multiple revisions, the annotations apply to the current revision only. If you display a different revision in Smart Review, annotations that you added to other revisions do not appear.

1. In the **Annotations** toolbar, click **Text** , and click the position where you want to place a note.
2. In the dialog box that appears, type the text of the note, and click **Create**.
Note: To add annotation stamps to the page, right-click the page and select the required annotation stamp.

The note's placement is reflected by a  icon (a filled circle in the annotation color of the user who made the annotation). The user who created the annotation can move its physical location.

Note: When you select the **Show Annotation comments on canvas** check box in the Smart Review preferences, the text dialog box in which you type your comments, will stay open on the canvas.