

Copying an annotation between files

You can copy a text or shape annotation from one file to another file in Smart Review. Copying annotations enables you to quickly apply the same annotation to multiple files. For example, you might want to do this if you need to approve several similar files and you want to add the same annotation to all of the files.

1. To copy a whole text or shape annotation, right-click the annotation that you want to copy and select **Copy**.
Note: You can select and copy multiple annotations at the same time.
2. Select the file to which you want to copy the annotation or annotation text.
3. Right-click the file and select **Paste**.