




Q: How do I add a rubber stamp, annotations or redactions to a document?

A: If you have the proper security access set up within AX, you will be allowed to perform these functions.

1. Select the document you would like to modify (*Note: The original document NEVER gets modified. Overlays are placed on top of the actual image.*) In order to make any modifications to a document, the document must be checked out first. Please see the FAQ tip on how to check-out/check-in a document.
2. Make the necessary changes as follows:
  - a. To add a Rubber Stamp:

On the Annotations toolbar you will see a  icon. Select the drop down arrow and the available rubber stamps will be displayed. Select the stamp you want and then click on the document where you would like to place the rubber stamp. Make sure to place the stamp in an area where it won't interfere with the text already on the page. If you make a mistake, you can erase it with the eraser icon .

- b. To add an Annotation:


On the Annotations toolbar you will see a series of icons, some of which are . You can use these and others to mark up or highlight the page.

- c. To add Redactions (shapes that are filled and opaque to hide the text or image behind them):

On the Annotations toolbar you will see several shapes, a paint can and an "R" as follows:



First you must select a shape, then the paint can (fill) and the R. If you want your redaction to be a specific color, use the rainbow drop down box and select a desired color. When you place the mouse on the image and drag out the shape, it will be filled with a color and block out the text behind it.

3. If you have made changes and you decide you do not want to save them, simply go to the "Document Menu" and choose Cancel Checkout or select the  icon from the Annotations toolbar to undo the annotation changes.
    4. Remember to check the document back in before closing the window. The document will remain checked out until you check it back in, even if you close your AX window. To check the document back in, on the menu bar, select "Document Menu" and choose "Check In".