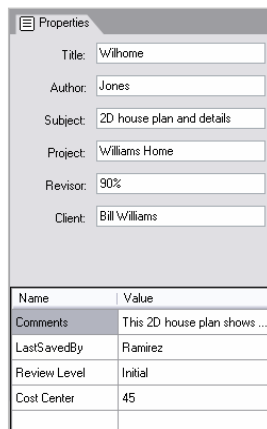


Properties Tab

Document Properties

When a PDF is active, the Properties Tab will display file document properties. This is metadata included with the active document, which include file properties such as the *Title* of the file and *Author* or custom properties such as *Project*, *Revision*, or *Client*.

Additional properties may be added to the PDF by selecting an empty cell under *Name* in the lower section of the Properties Tab, entering the name of the field, and then entering the field data under the *Value* column.



The screenshot shows the Properties Tab with the following fields:

- Title: Wilhome
- Author: Jones
- Subject: 2D house plan and details
- Project: Williams Home
- Revisor: 90%
- Client: Bill Williams

Below these fields is a table with two columns: Name and Value.

Name	Value
Comments	This 2D house plan shows ...
LastSavedBy	Ramirez
Review Level	Initial
Cost Center	45

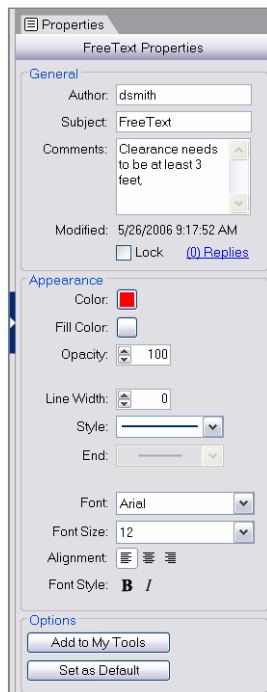
Annotation Properties

When an annotation such as Text or Callout is selected, the Properties panel will switch to an annotation properties mode.

All of the settings that are configurable for a particular annotation can be set from this panel.

Double-clicking on an annotation within an active PDF will also open the Properties panel (except for Free Text and Callout as double-clicking will allow you to edit the text), if the panel is closed.

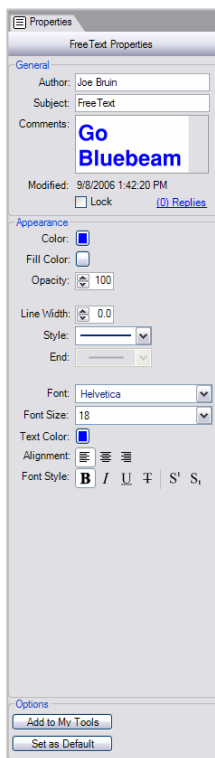
The Properties Tab can also be accessed through the *View/Tabs* menu.



The screenshot shows the Properties Tab with the FreeText Properties panel open. The panel is divided into three sections:

- General**:
 - Author: dsmith
 - Subject: FreeText
 - Comments: Clearance needs to be at least 3 feet
 - Modified: 5/26/2006 9:17:52 AM
 - ☐ Lock [\(0\) Replies](#)
- Appearance**:
 - Color: ■
 - Fill Color: ■
 - Opacity: 100
 - Line Width: 0
 - Style:
 - End:
 - Font: Arial
 - Font Size: 12
 - Alignment:
 - Font Style: **B** / *I*
- Options**:
 - [Add to My Tools](#)
 - [Set as Default](#)

Each annotation has a set of properties that control its appearance. The Properties Tab can be displayed in any one of the dockable areas (left, right or floating mode). There are three sections of the Properties Tab in annotation mode:



General – includes information about the annotation such as the author of the annotation, subject, date added or modified, and a count of any replies or comments associated with the markup. *Replies* is further described in the **Markups Tools** section.

Appearance - controls the settings for how a markup will appear. Each annotation type has different parameters that are configurable based on its type. More details on annotation settings is described in subsequent sections.

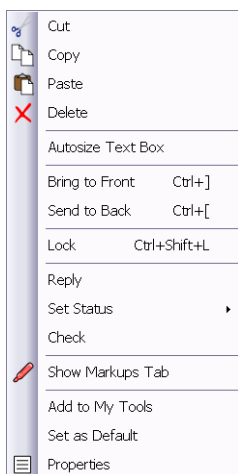
Options – The *Add to My Tools* button adds the annotation with its current settings to *My Tools* in the *ToolChest*. *Set as Default* applies the current settings as the default settings for the markup type.

For example, if the *Set as Default* button is pressed in the figure to the left, the next use of a Text annotation will have blue text, no fill, no border, will not be transparent, with 18 point, left justified, Helvetica font.

The annotation mode of the Properties Tab can be enabled by selecting a markup if the Properties Tab is already displayed, double clicking on a given markup if it is not displayed, going to the menu View/Tabs and selecting Properties, or using the keyboard shortcut, Alt-P.



For common operations to perform on an annotation, click the right mouse button on an annotation to display the context menu.



Cut – Removes the annotation and stores it in the copy buffer so that it can be placed in a different location.

Copy – Stores a copy in the clipboard to be pasted in the active PDF or another document.

Paste – Places copy of any annotations in copy buffer into the current PDF.

Delete – Removes the currently selected annotation.

Autosize Text Box (*Free Text, Callout*) – Reduces the box to fit around the text.

Bring to Front – Moves selected annotation in front of other annotations.

Send to Back – Places selected annotation behind others.

Lock – Set the lock flag for the current annotation so that it cannot be moved or modified.

Flip Text (Leader Line) – Inverts text to appear right-side-up.

Reply – Displays the markups list and allows you to reply to or comment on an annotation. See Markup List for more information.

Set Status – Changes status to *Accepted*, *Rejected*, *Canceled*, *Completed*, *None*. Status is visible in the markups list.

Check – Applies a checkmark to item that is visible in markup list.

Show Markups Tab – Displays the Markup list of all annotations.

Add to My Tools – Adds the annotation to My Tools for reuse.

Set As Default – Uses the current annotation properties settings for all new annotations of this type going forward.

Properties – Displays the Properties Tab with the current settings for the selected annotation.