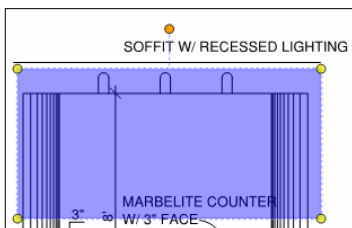


Resizing & Adjusting Markups

Once an annotation is selected you can resize it by selecting the yellow circles (“control points”) and dragging. All of the available control points will display when the annotation is selected.



With the annotation selected, reposition the annotation by holding the left-mouse button down and dragging. The selected annotation's position will update in real-time. Place the annotation by releasing the left-mouse button.

Rotate the annotation by pressing the left mouse button to select the orange colored control point. As the mouse pointer moves, the rotation angle will displayed. The rotation is set to increment by 15 degrees; hold the Shift key to rotate one degree at a time.

Selecting Multiple Markups

There are four ways to select more than one annotation. Selecting multiple markups allows you to edit the properties, align them, group or move them, or delete markups simultaneously.

Option 1 - Hold down Shift and while holding down the left mouse button, drag the mouse cursor over the annotations you wish to select and group.

Option 2 - Hold down Shift and click each annotation on the document you wish to select with the left mouse button.

Option 3 - In the Markup List panel, hold down Shift and click each row of annotations you wish to select with the left mouse button.

Option 4 - Use the lasso tool  to define a region. All annotations within and partially within the region will be selected.

Option 5 – Hold down the right mouse button, drag a box around the markups you wish to select, and release the button.

Properties of selected annotations can be changed simultaneously through the toolbars or the Properties Panel. To deselect annotations, click on any other part of the PDF.