Configuring

Using workflow annotations

You can create annotations to write comments or reminders directly in your workflow. Add descriptions or comments to the steps, step chains, or connectors by using the annotations.

- To create an annotation:
    1. Click the **Workflow** tab.
    2. In the left pane, click **Workflows**.
    3. Click a workflow that you want to open.
    4. In the workflow editor, right-click and select **Add annotation** from the menu.
    5. Enter your comment and click the arrow icon to post the annotation.
       The annotation is saved and visible on the workflow.
- To edit your annotation:
    1. Double-click an existing annotation.
    2. Click the post annotation arrow to save the edited text.
- To switch layers:
    1. To bring an annotation in front of the workflow elements, click ⋮, the more options menu, and select **Bring to front**.
    2. To send an existing annotation behind the workflow elements, left-click ⋮, the more options menu, and select **Send to back**.
- To move the annotations around the workflow editor, drag an existing annotation to the point where you want it placed.
- To change a color of an annotation, click the color wheel to pick the color you want.
- To add an annotation to a step chain:
    1. Click the **Workflow** tab.
    2. In the left pane, click **Step Chains**.
    3. Click a step chain that you want to open.
    4. In the step chain editor, right-click and select **Add annotation** from the menu.
    5. Enter your comment and click the arrow icon to post the annotation.
       The annotation is saved and visible on the workflow.
    6. To save the step chain, click the ⋮ menu in the upper right corner and select **Save step chain**.
    7. To exit the step chain editor, click the **X** in the upper right corner.

Parent topic: Preparing to use workflows