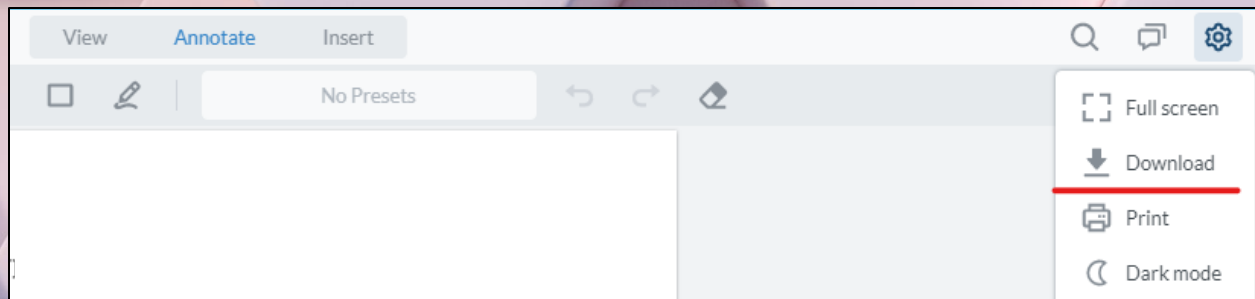


This describes the general flow of using this evaluation webapp. For more details, continue reading the document.

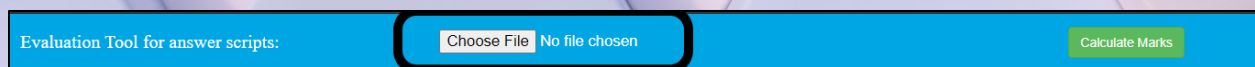
Please download this pdf for future reference

To download the pdf, go to the settings option at the extreme right-hand side of the tool-bar and then click download.



1) Upload a File

To upload a new file, click on the “Choose File” button present at the middle portion of the blue head bar.



After clicking on this button, you will be prompted to choose the file that you want from your local system. Select the file to continue using it in the webapp.

After opening the file, you can choose to perform one of the 3 main modes: View, Annotate, Insert available at the top middle portion of the screen , just below the choose File button.



2) View

In this mode, you will just be able to view the document without changing anything to it.

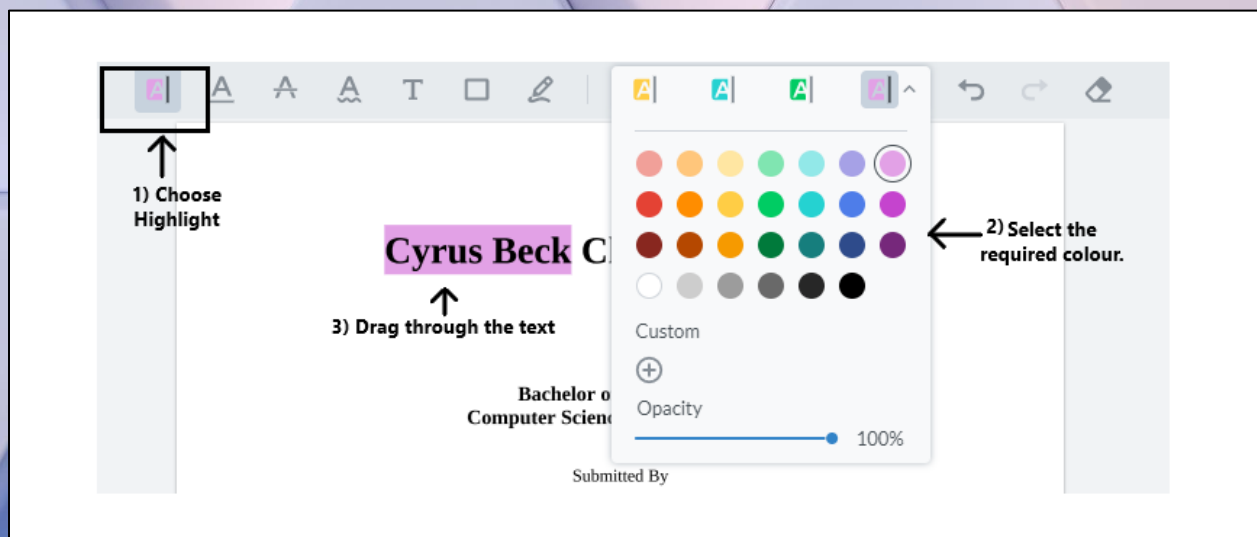
3) Annotate

The Annotate mode comes with various functions which are the main components of the application.

We shall discuss them one by one.

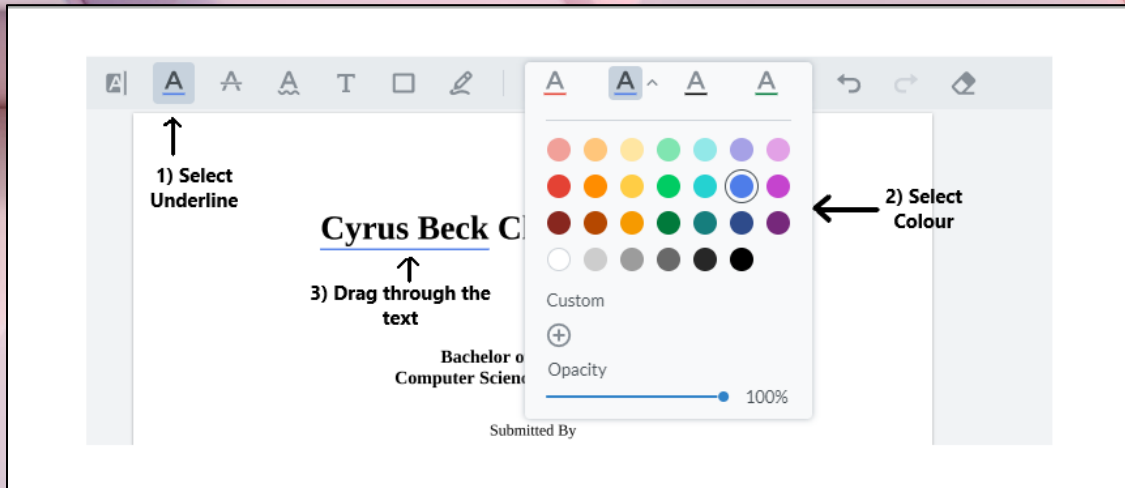
a) Highlight: This is used to highlight any text that you want. All you have to do is select the Highlight option and the colour with which you want to highlight and drag it through the text to be highlighted.

By default, we provide 4 colors, which can be changed by the user. The



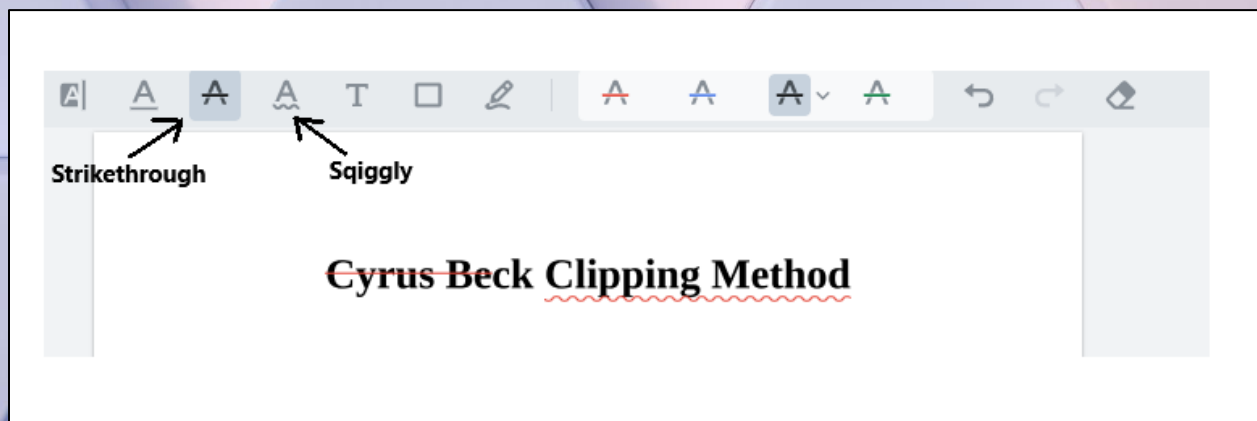
b) Underline: This is used to underline any of the text that you want. The use is similar to that of highlight. Just click on the

underline button and choose the colour and drag it across the text.

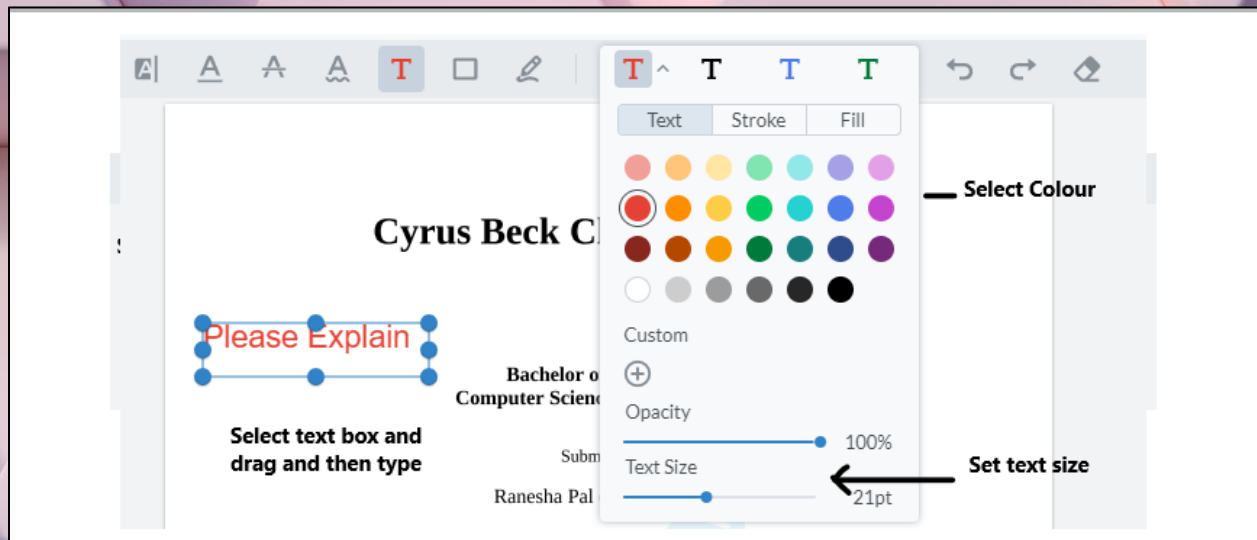


c) Strikethrough: It is used to strikethrough the text.

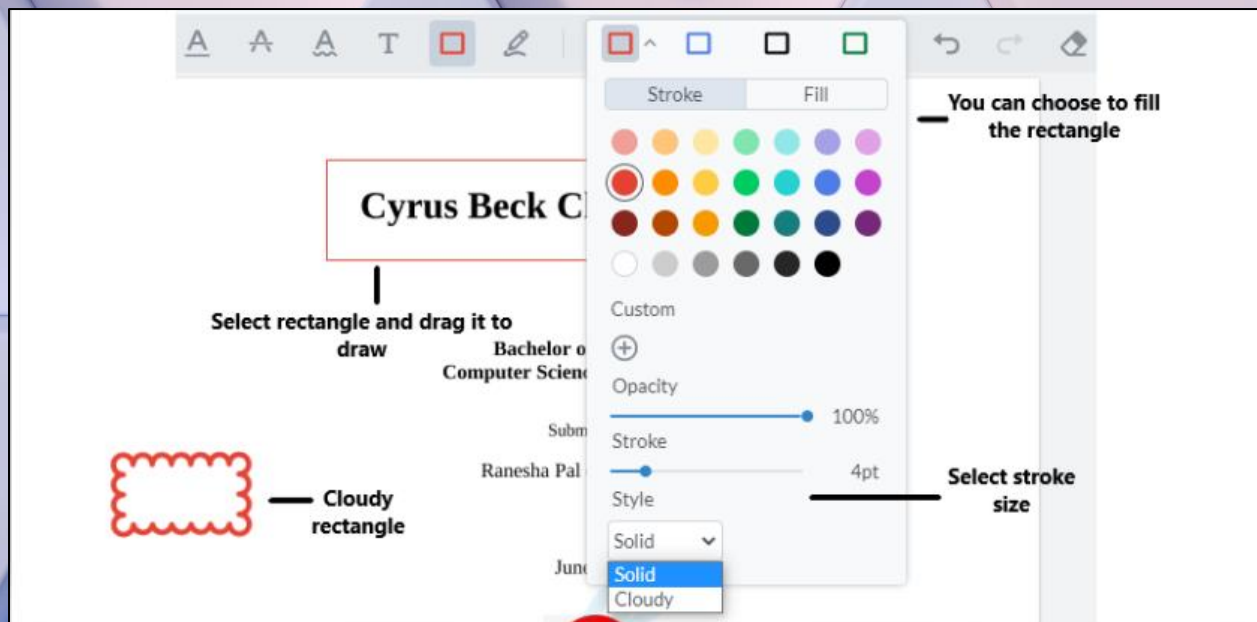
d) Squiggly: It is used to underline the text but the appearance of the line is wavy. The usage is similar to highlight/underline.



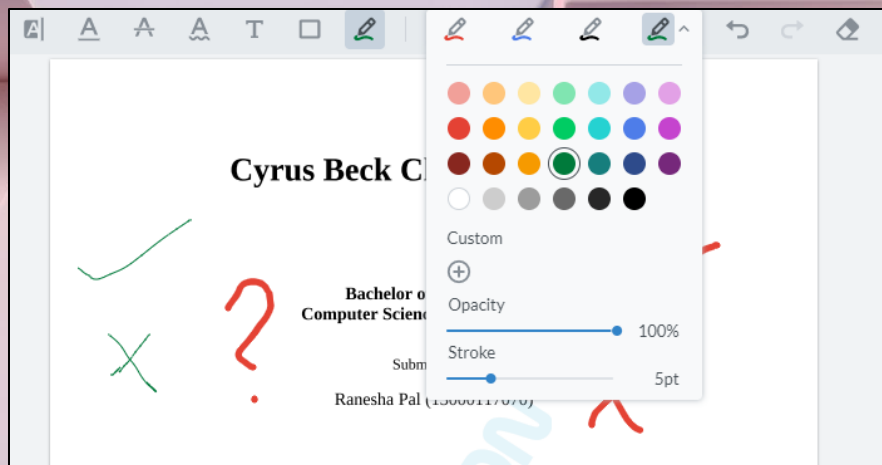
e) **Free Text:** It is basically a textbox where you can type whatever you want to write.



f) **Rectangle:**



g) Free Hand: This is used to write anything and everything, only it will be under mouse control. This is mainly designed to give a tick or cross or just annotate symbols instead of writing.

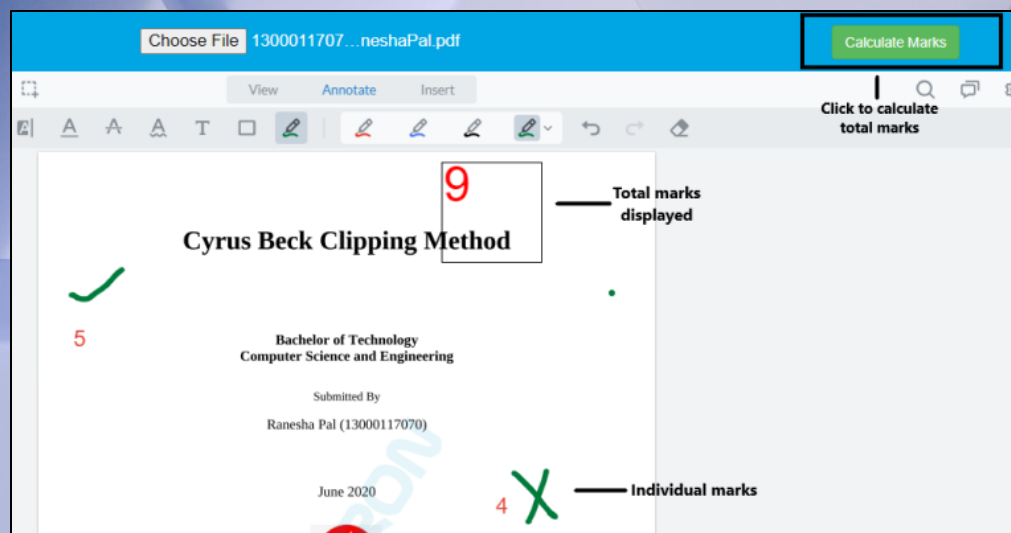


4) Adding Marks and Calculating

To add marks, click on the **Free Text icon** and write the desired marks.

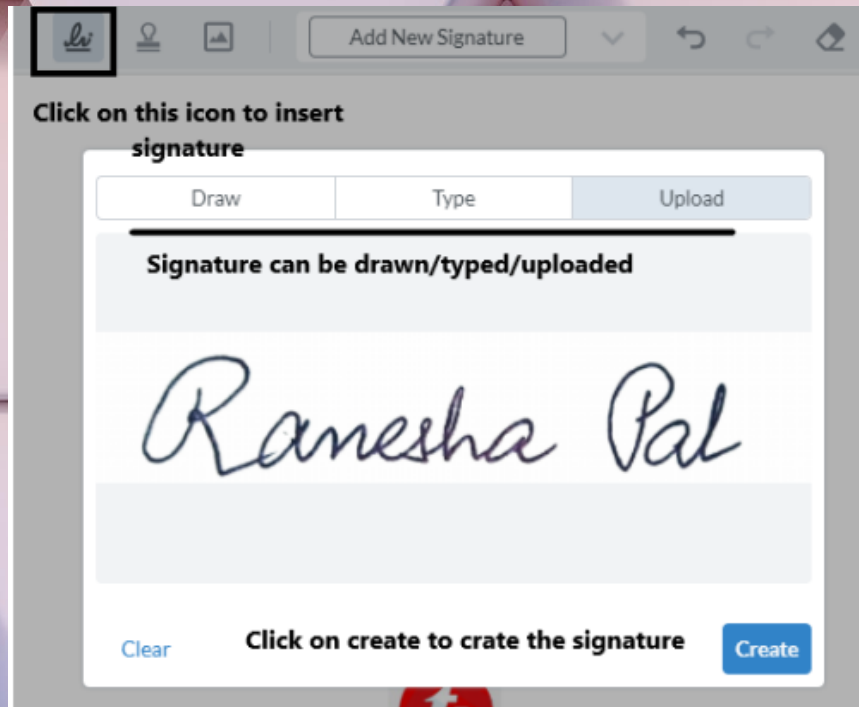
IMPORTANT Note: The marks can only be entered by the free text icon. If it is entered by some other way then marks calculation is not possible.

After the paper has been checked and all the marks added, click on the Calculate button present on the top right corner of the screen. The total calculated marks is shown at the right top corner of the document.



5) Insert

a) Insert Signature: You can either upload your digital signature or type/draw and use it just by clicking on the signature icon.



b) Rubber Stamp: Some Stamps are provided and the provision of custom stamp has been added.

