

How to Use the Annotation Feature in Form Simplicity

The Annotation Feature in Form Simplicity lets you highlight, underline, strike through, and add comments to your forms.

To use it, click the **ANNOTATE** button next to the **INSERT CLAUSE** button.

The annotation menu will appear.

You can select red or black for strike-through, underline, and comments. For highlighting, you can choose yellow, pink, or cyan. Click the drop-down arrow next to each annotation option to see the available colors.

By checking the eye icon boxes, you can choose to hide annotations on screen or when printing.

How to Apply an Annotation:

1. First, highlight the text where you want to add a highlight, underline, strike-through, or an addendum.

Example:

In reference to [Contract to Buy and Sell Real Estate] in (Listing Contract) (select one) dated between

2. Next, click on the annotation you want to use. (In this example, we used the yellow highlighter.)

Example:

In reference to [Contract to Buy and Sell Real Estate] in (Listing Contract) (select one) dated between

Adding Comments:

Click the **Comment** icon. Type your note in the large box. You can resize and move it anywhere on the form. Text can be red or black.

Example:

This is my comment.

Adding Addenda:

Click the **Addendum** icon. Type your addendum in the large box or use the insert clause button. You can resize and reposition it. Addenda will automatically be numbered and appear on a separate page added to the end of your form when you print, email, or send for eSign. (You won't see the Addendum page on screen.)

Deleting Annotations:

- Click the trash icon to remove all annotations.
 - Click the undo icon to remove only the last one.
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Important:

Remember to **SAVE** your form after annotating, or your changes will not print.