

AppXtender Annotations & Rubber Stamps

This guide provides you with simple instructions for utilizing AppXtender Annotations & Rubber Stamps.

Learn how to mark a document with a rubber stamp to highlight or clarify information, add comments about a document or redact page content.

About Annotations & Rubber Stamps

- Your AppX security profile must have Annotation/Rubber Stamp privileges to use it. If you need access submit a request via this link:
<https://www.sis.yale.edu/sfasAccessRequests/accessRequest/create>.
- Annotations may not be applied to Word, Outlook, Excel, PowerPoint, or any other foreign files that were dragged into the document window and indexed directly.
- Annotations may only be applied to images (scanned files), text and PDF files.
- Annotations are customizable. Right-click and select **Properties** to modify an annotation. Modifications to line width, colors, and fills can be saved them for future use.

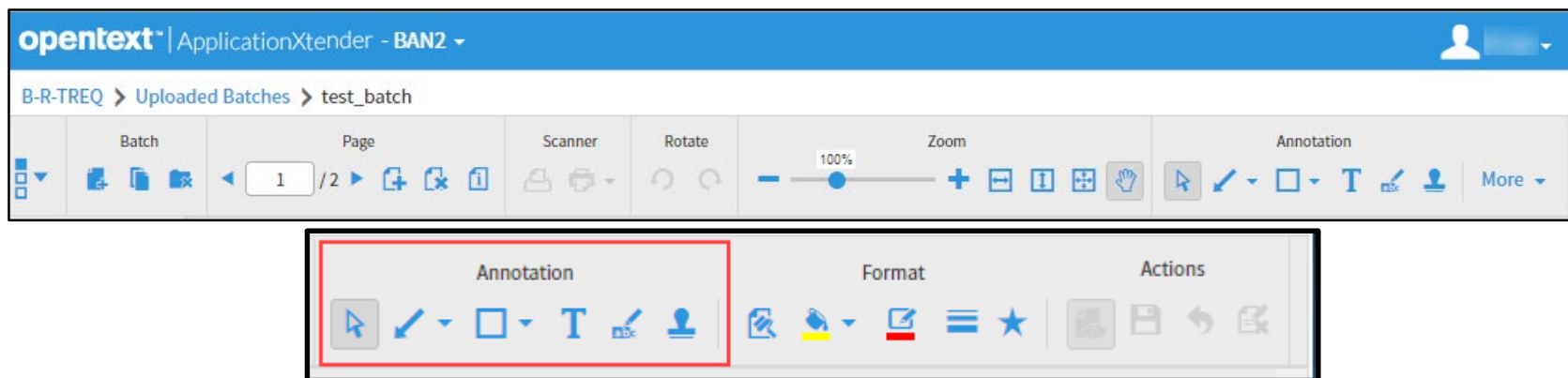
About Annotations & Rubber Stamps


About Annotations & Rubber Stamps continued

- Annotations can be layered, but too much layering may cause readability issues within the document.
- Annotations can be hidden from view by using the **Show/Hide** button in the Actions tool bar group.
- Rubber stamps are a type of Annotation. They are predefined markings used to mark documents.
- Rubber Stamps are stored separately from the document. They are not a permanent part of the document and can be removed at any time.
- Be aware that too many rubber stamps on a document may slow or distort page rendering.

Adding Rubber Stamps to Documents #1

1. Load a document using a query, search, scan, or drag & drop into the AppXtender document panel.
2. Find and open the document you would like to mark with a rubber stamp.



3. Look for the **Annotation** section in the tool bar above the document panel. If the **Annotation** section is not displayed try the following.
 - a. Hide the Indexing panel on the right using the **Show/Hide** icon  and see if it appears.
 - b. AppXtender may not be setup to support Annotations for the type document you have open. Remember that only PDF, text files and images files can have annotations.
 - c. Your AppX security profile may not have authorization to add Annotations to documents. Contact the System Administrator.

Adding Rubber Stamps to Documents #2

4. Click the **Rubber Stamp** icon in the Annotations section of the tool bar.
5. The **Select a Rubber Stamp from the list** dialog box will open.
6. The rubber stamp list is long, so scroll down to find the desired rubber stamp **Name**.

Select a Rubber Stamp from the list ✕

Name	Description
CONFIDENTIAL	CONFIDENTIAL
CUR1040	INAR STAMP
CUSTODIAL PARENT	
FEDA	INAR STAMP
INA	INAR STAMP
LIKELY	LIKELY ADMITTED STAMP FOR FINAID
NON CUSTODIAL PARENT	
NONA	INAR STAMP
O/S SCHP	INAR STAMP
PCTR	PARENT CURRENT TAX RETURN
PPTR	PARENT PRIOR TAX RETURN

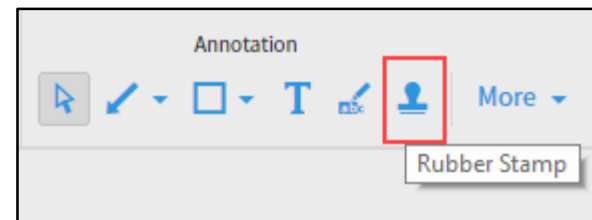
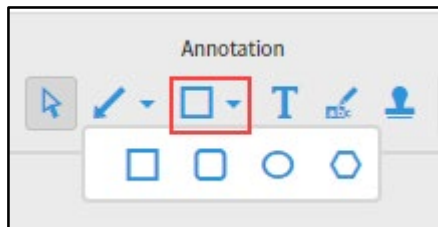
CANCEL OK

Select a Rubber Stamp from the list ✕

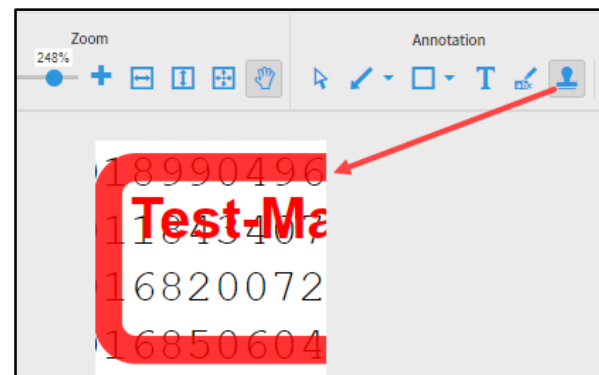
PCTR	PARENT CURRENT TAX RETURN
PPTR	PARENT PRIOR TAX RETURN
PREREAD	PREREAD
RETREAD	INAR STAMP
RFR	
SHAP	INAR STAMP
SICADJ	INAR STAMP
SICWG	INAR STAMP
SUMMER	SUMMER INAR
TEST	MARY
USERNAME	USERNAME
VERA	INAR STAMP

CANCEL OK

Adding Rubber Stamps to Documents #3



7. When you find the rubber stamp you want, click the **Name** of the stamp *once*.
 8. Click **OK**.
 9. Now in the document position the + (plus sign) cursor where you want to place the rubber stamp.
 10. When the rubber stamp is in the desired position, click *once* to set it.
 11. Add any other annotations required using the same steps.
 12. When your stamping and annotating is complete, click **Save**.
- Above are the sub-menus in the Annotation section of the tool bar.
 - On the right is an example of the test rubber stamp on a testing document.



Note: For help contact the Registrar's Office at registrar@yale.edu.