

Welcome to A.nnotate!

This is a sample PDF document which you can use to experiment with the a.nnotate.com system. Just highlight some text to start writing a note, and click "Save" to add it to the page.

A.nnotate lets you attach notes to documents online using your web browser without installing any new software or add-ons. The documents and notes can be shared securely with colleagues, making it easy to start a group discussion centered around a document. You can attach notes and replies to precise places in the text, making it easy to find the context.

Once you've created a note, you can move it, edit it and add replies. Click on a note to show the "Edit/Reply/Delete" options. The note editing dialog also lets you enter 'tags' or keywords to notes. These can be useful for organising the index of notes, and also for marking particular parts of the text needing attention. You can also set the color of the note to help classify different annotations (see the color chooser icon in the top left of the note editing dialog).

Whenever you highlight some text and save, the selected text is added to your **notes index** (see the 'notes' link in the top menu) with a link to return to the exact place in the page. The index includes options for searching and sorting alphabetically, by tags, or by date. Sometimes this is all you need: it helps you build up an index of important terms in your documents and means you can easily go back to the right place on each page.

Uploading new documents and annotating web pages

Visit your **documents index** (the first item in the menu at the top) to upload a new document (supported formats: PDF, Word *.doc*, PowerPoint *.ppt*, OpenOffice) or take a snapshot of a web page by pasting a link.

Documents you upload are first converted from other formats into PDF, and then into a form which can be displayed in a browser and annotated. When you upload a document, you can add a short description and tags; these are displayed in the documents index which includes facilities for searching and sorting by date / title / tag.

To annotate a **web page**, use the link in the title bar of the **documents index** to paste the URL. This will take a snapshot copy of the web page which you can annotate as usual. The **help** page includes instructions for adding a special browser button which makes it simple to take a snapshot of any web page as you are viewing it. Advanced users can enable a.nnotate.com features on their own web pages and sites; see your **account page** for the technical details.

Sending documents as email attachments

A simple way to upload documents for annotation is to send them as email attachments to the special email address **cc@nnotate.com**

If you send documents from the same email address you use for your a.nnotate.com account, they will be automatically converted into a format suitable for online display and annotation. Once the conversion process has completed, you will be sent an email containing a link to the online and annotatable version. The process typically takes a few minutes.

Sharing documents and starting discussions

Documents you upload will be private; each document is assigned a unique security code. It is easy to invite people to view and comment on your documents; the **Send...** link in the title bar lets you send invitations by email. Recipients will be able to read your document immediately using their web browser, and will need to enter their email address to add their own notes, or attach replies to yours. There is no limit to the number of people who can annotate a document at once, and all notes and replies will be visible to all readers.

Another simple way to start a group discussion on a document is to send an email with the document attached to all members, and simply CC the message to **cc@nnotate.com**. The attachment will be uploaded to your a.nnotate.com space, and the recipients will receive a link to the online annotatable copy.

Note display styles and positioning

Display styles are set with the drop-down menu from the control box at the top right. Notes can be displayed as movable boxes above the text, in the right-hand margin, or as footnotes below the main text of the page. When displaying the notes in the margin, the width can be changed by selecting a note and then dragging the control on its left edge.

For PDF documents there is often a wide margin on the left. You can make use of this space on the screen by moving the document itself to the left, making more space for notes in the right margin. To move the document, just click and drag on the background of the page, avoiding any text.

Your a.nnotate account

A.nnotate.com operates on a "Pay As You Go" system where you purchase credits in advance. There are no monthly fees, and you only pay for what you use.

The **account** link in the main menu displays details of the number of credits left in your account, the number of credits used, and allows you to purchase additional credits online using a credit or debit card.

Credits are used up when you upload a document for annotation or make a snapshot of a website. PDF and Word documents are charged at 5 credits per page for a year, and snapshots of web pages cost 10 credits. Refunds are available if you delete a document before adding any notes (and within 24 hours of uploading). New accounts come with a number of free initial credits to get you started.

Passwords and user names

When you first create an account, a random password is generated for you, and your email is used as your user name. The **account** page lets you change your password to something more memorable, and also change the short user name or initials used to sign your notes.

Feedback and questions

If you have any questions on using a.nnotate.com or would like to report a bug / suggest a feature / enquire about site licenses, please contact us at **support@nnotate.com**

A.nnotate.com - a service provided by Textensor Limited (www.textensor.com)