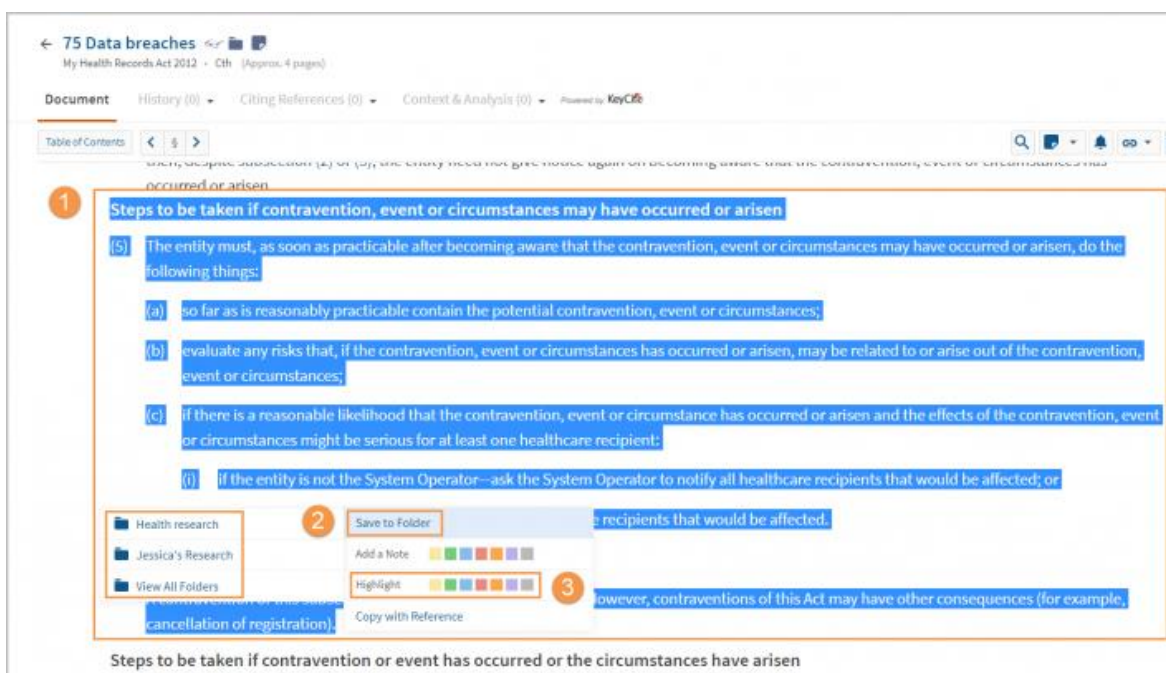# Annotating documents

You can increase your efficiency annotating documents online then then print, email or download them or store in a folder for using later.

## Making Highlights and notes

1. When you select text in a document, a shortcut menu will appear.

2. You can save the highlighted text to a folder using the Save to Folder option which displays your folders/ select the folder you want to save the text into.

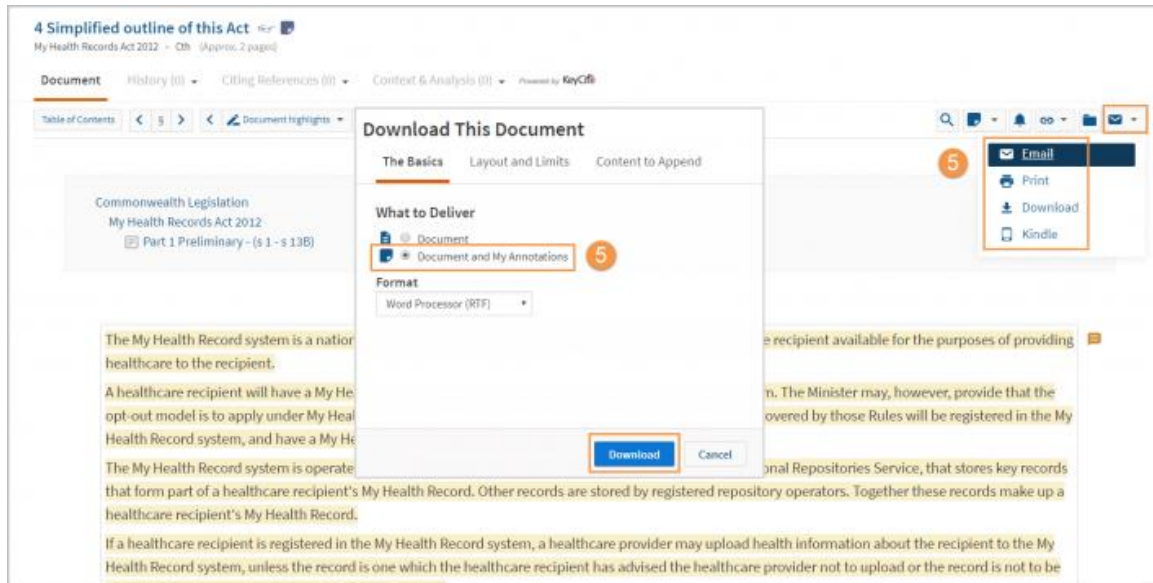3. You can choose to highlight the text in a particular colour.



4. To delete a highlight, click on the highlighted text and select **Delete Highlight.**

5. When you print, download or email documents that have highlights, you have the option to include these using the Document and My Annotations option. The Document option do not include annotations.
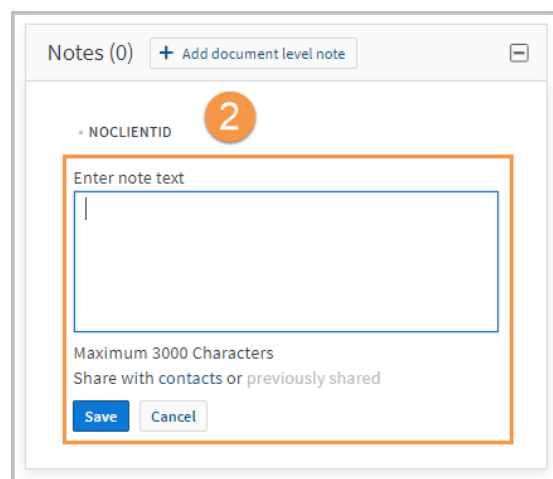


# Adding a note to a document

Document-level notes display at the top of the page, rather than next to the text. These notes remain indefinitely or until you delete them.

1. From the document view page, click on the Add note icon from the tool bar and select **Add document level note**.
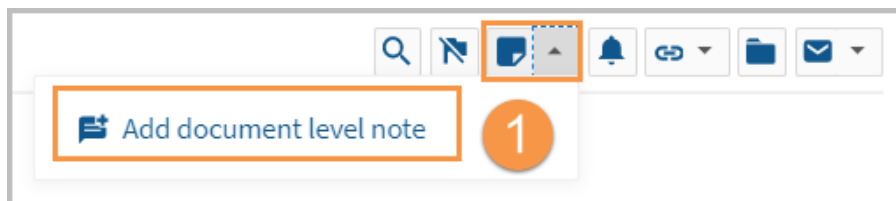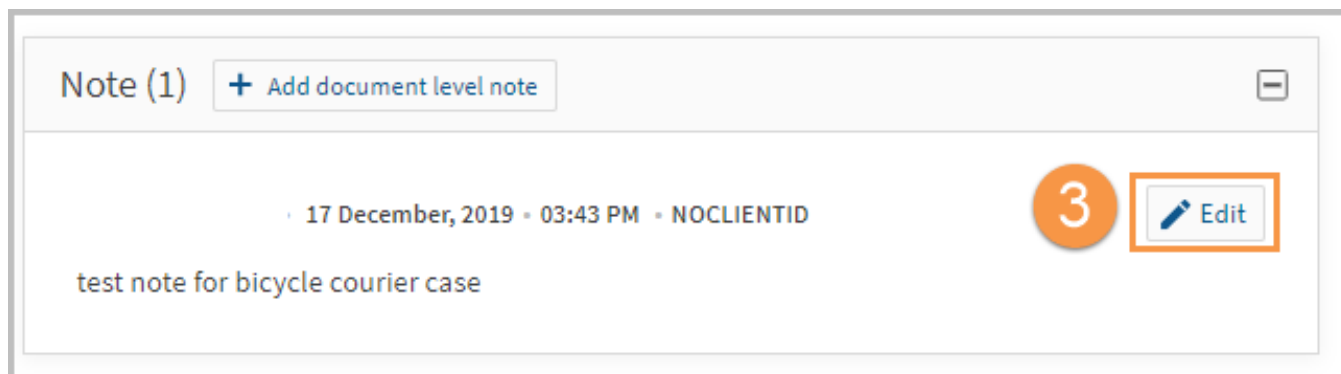


2. Write your note in the space provided in the Note box. The maximum number of characters is 3,000.
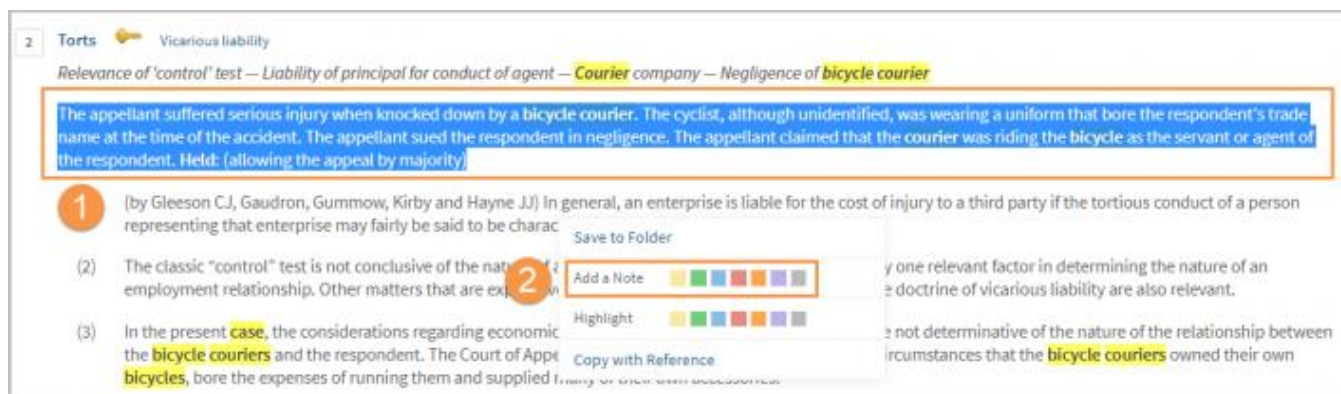
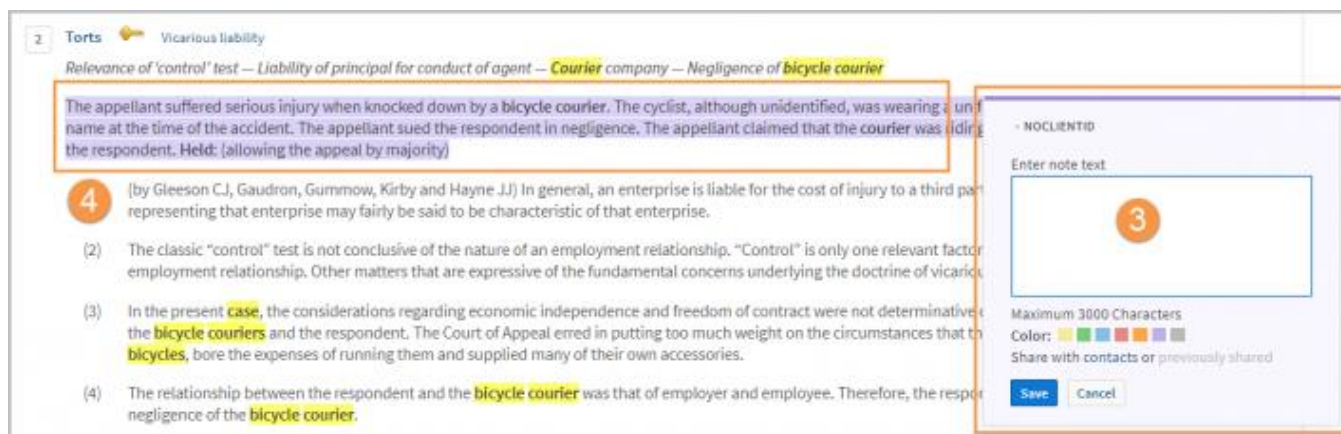3. Edit a note or delete by clicking **Edit**.



## Adding a note in-line with text

1. Highlight the text that you would like to add a note to.

2. From the shortcut menu that appears, select **Add Note**.



3. Write your note in the space provided in the Add Note box and click the **Add Note** button to save. The maximum number of characters is 3,000 (including spaces).

4. The text will be highlighted in the same colour as the note.



5. Edit the note by clicking the note and selecting **Edit**.

6. Delete a note by clicking **Delete** in the Edit box.
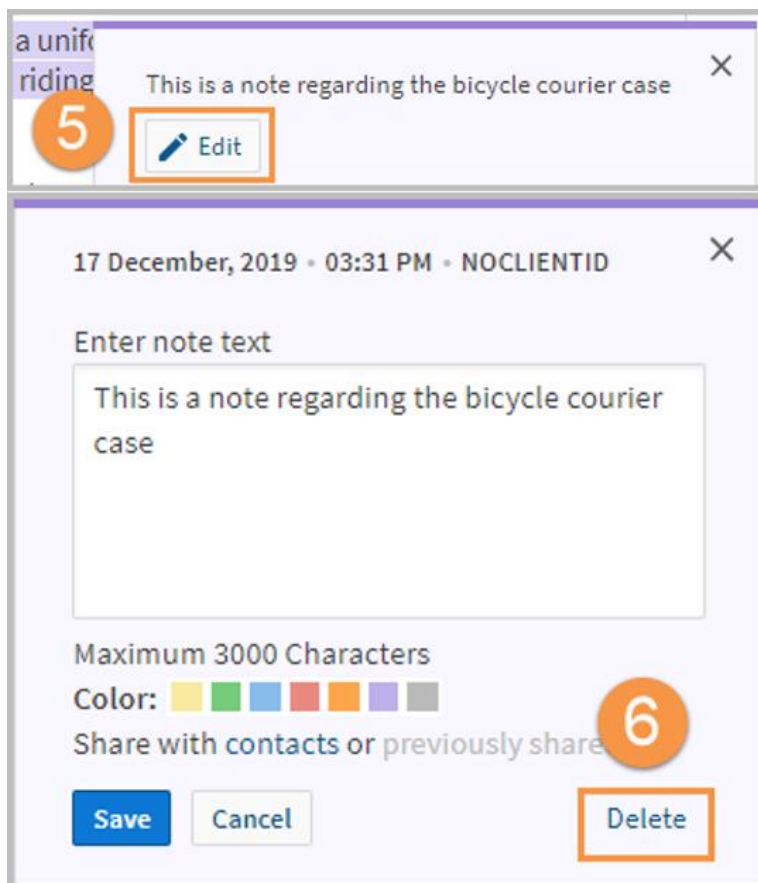
## Save a Snippet

A snippet is a section of text which may include a quote, legal principal and/or relevant text. Snippets are saved to a folder and when you click on a saved snippet it will take you directly to that section of the document referenced.
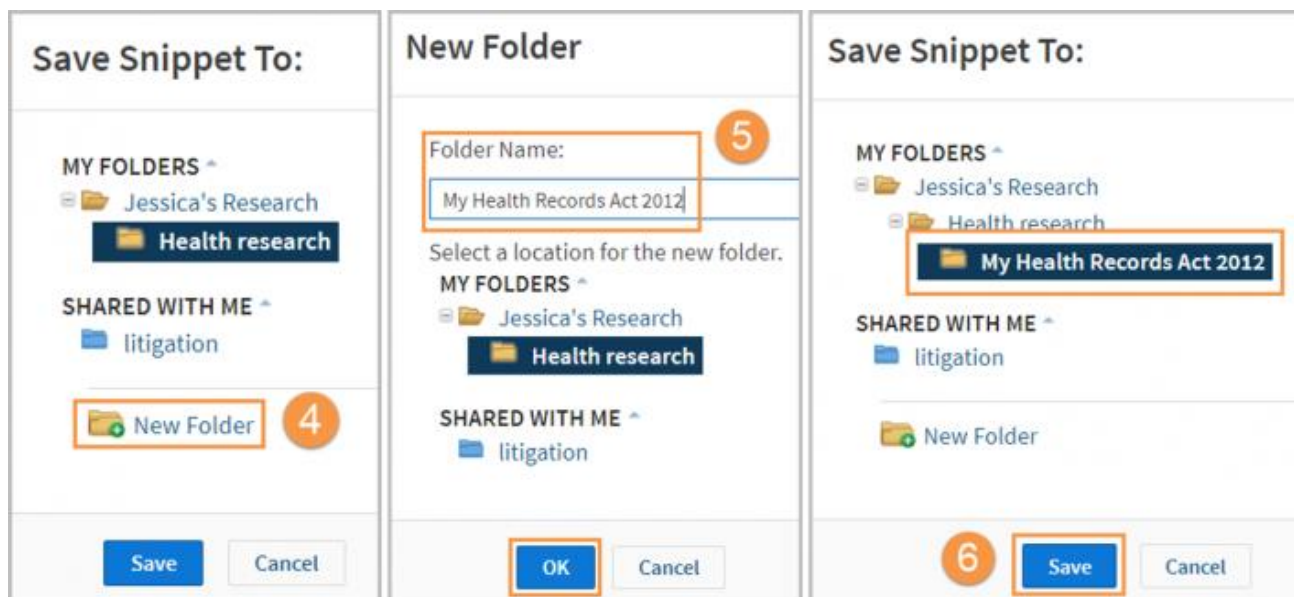
1. Select a section of text you want to save.

2. To save the snippet to a folder that is already created, select the folder from the menu.

3. To save the snippet to a new folder, select **View all Folders**.

4. Select New Folder.

5. Name the folder and choose the folder's location, then click OK.

6. Ensure the folder is in the correct location and click Save.



## Looking for more information?

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To request training, click https://support.thomsonreuters.com.au/request-training

For additional training materials, visit https://support.thomsonreuters.com.au/product/new-westlaw-australia