



USER GUIDE

Annotations 1.0 Mac/Win

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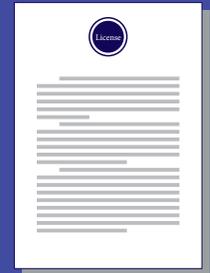
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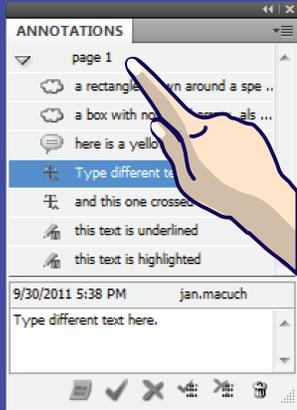
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Annotations Panel



- Annotations Panel
- Annotations Panel Menu

TIP: To show these panels choose
Window → Annotations

Annotations panel

1.1 Annotations Panel

Shows a list of all annotations in the document.

Alt+Click on the list item will bring you to the selected source marker.

1.2 Annotations Panel Menu

Contains additional commands for processing notes and edit

Import Annotations – Opens dialog Import annotations p.7

Clear All – Deletes every annotation from the document, including the swatches used for them (if these are assigned to an object, you will be given the option to keep the swatches)

Previous Annotation – Jumps one annotation up in the list and shows it in the document.

Next Annotation – Jumps one annotation down in the list and shows it in the document.

Show All Popups – Displays a frame in the document for every annotation that has a text comment or edit.

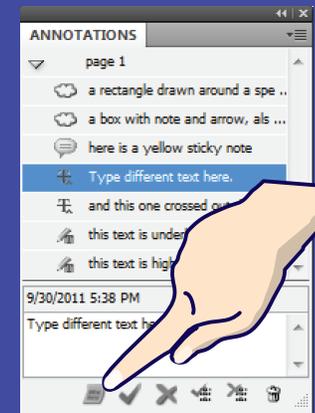
Hide All – With this settings on, note contents is only visible in the panel.

Show Selected Only – Displays a frame in the document for all annotations selected in the panel.

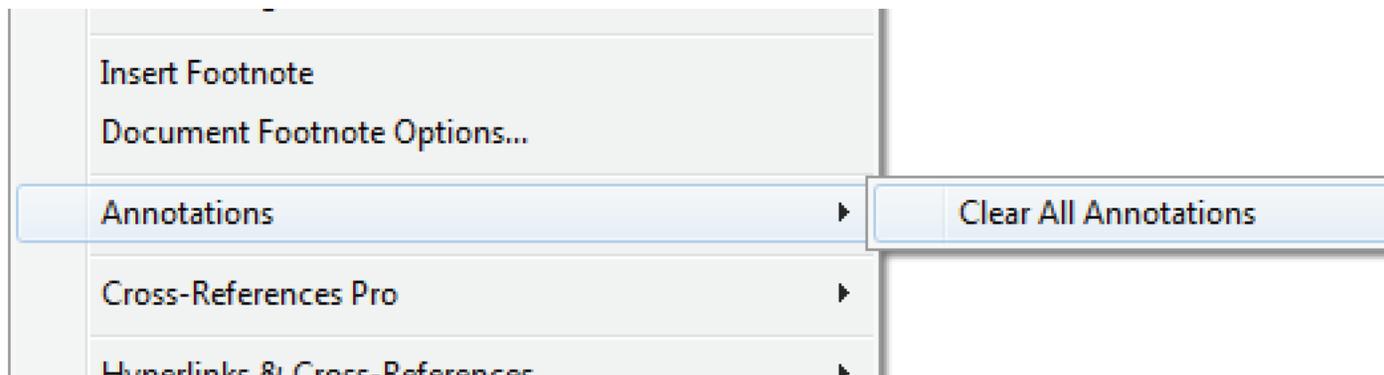
Jump To The Next Text Edit – When this setting is on, InDesign automatically jumps to next note when one is accepted or rejected.

Button	Annotation type	Use
	Insert New Note	Click on this button and the note will be created in place of your next click in the document.
	Accept text change	Click on this button when one or more text edits are selected to propagate the change from edit into the document text.
	Reject text change	Click on this button when one or more text edits are selected to delete them from the annotations list without applying the changes to the original text.
	Accept all text changes	Every change that you can accept or reject in the document will be accepted and the changes applied to the text.
	Reject all text changes	Every change that you can accept or reject in the document will be rejected and the edits will be removed from the annotations list without applying the changes to the text.
	Delete	Removes one or more selected annotations from the list.

Panel buttons + other UI



- Insert New Note
- Accept text change
- Reject text change
- Accept all text changes
- Reject all text changes
- Delete
- Type menu command



A command for deleting all annotations is also in menu *Type -> Annotations*.

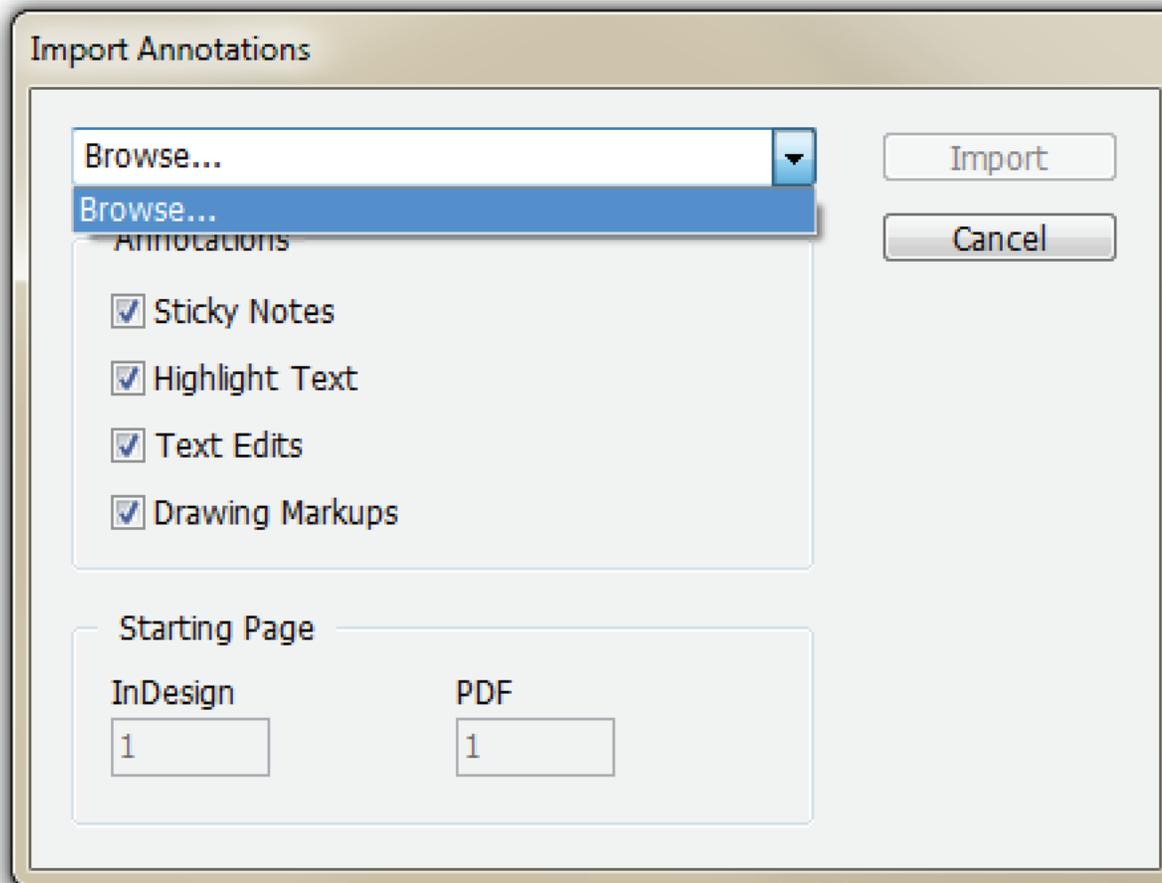
TIP: You can also assign keyboard shortcuts to accept and reject buttons for more efficient workflow.

Annotation types

- Sticky note
- Text Highlights
- Text Edits
- Drawing Markups

Icon	Annotation type	Description / sub-categories
	Sticky note	<p>Sticky note - can be imported to the same spot as in pdf, or created in InDesign.</p> <p>Contents of the note can be read in the bottom part of the panel or in a special note frame in the document.</p>
	Text Highlight	<p>Text Highlight puts a color rectangle under the text and sometimes has a note attached.</p> <p>The note text is in the bottom part of the panel, or in the frame next to the page.</p>
	Text Edit	<p>Inserted, deleted or replaced text via Acrobat comment and markup tool.</p> <p>This edit can be accepted or rejected. Accepting the text propagates the change into the original text flow.</p>
		<p>Underlined text - underlined text can come with a attached note displayed in the panel part below the notes list</p>
		<p>Crossed out text - text marked for deletion. Accepting this change will delete the text from the original text flow.</p> <p><i>Text edits can be accepted one by one or as batch for the entire document.</i></p>
	Drawing Markup	<p>Callout Box is a text frame with arrow pointing to the entry point</p> <p>Text Box is a text frame with note in it.</p> <p>Cloud is a rectangle around the area of interest</p> <p>Line drawn using the Acrobat's comments and markup Line tool</p> <p>Rectangle drawn around the area of interest</p> <p>Oval is an ellipse drawn around the area of interest</p> <p>Polygon line</p> <p>Polygon shape drawn using connected polygon lines</p> <p>Arrow pointing to the area of interest</p> <p><i>Pencil tool markups are not imported in this version</i></p>

TIP: Drawing Markups can have a note attached. If present, you will see it in the lower section of the panel.



Import annotations

- Choosing file
- Choosing note types
- Matching pagination

How to import Annotations

- Go to *Annotations panel menu* → *Import Annotations*.
- Select the PDF file with notes to import from the list, clicking on the **Browse** word lets you choose from anywhere on the computer or network.
- Select the Annotation types to be imported (see opposite page)
- If the InDesign document and the PDF have a different number of pages, you should match the first page of the shorter document with a page in the longer one. **(1)** If the PDF has more pages than the InDesign document (perhaps it was created for a whole book file and you're importing into just one chapter), find the page number in the PDF which corresponds with the

first page of your InDesign document and enter in in the PDF field.

(2) If the InDesign file contains more pages than the PDF (you've only sent portion it for review, or you've exported as spreads), find the page number of the InDesign document that corresponds with the first page in the PDF.

- Click on Import button and wait while the annotations are being placed and loaded. After that you will see all imported notes and edits listed in the Annotations panel. If something goes wrong with the import, you'll get one of the warning or error messages (for explanation of error messages see next page).

TIP: When importing notes to the document, a new swatch for the notes box will be created.

Import Errors

- Page Size Mismatch
- Text Edit Collision
- Unimported Annotations
- General warnings and problems

A screenshot of an Adobe InDesign error dialog box. The title bar reads 'Adobe InDesign'. The main text area contains a yellow warning triangle icon followed by the text 'Cannot Import Annotations: Page Size Does Not Match!'. At the bottom right, there is an 'OK' button.

This error message appears when you try to import notes from a PDF file with a different page size. Annotations plug-in can process files exported with crop marks or bleed and even exported as spreads, as long as the printable page sizes do not differ more than few points.

A screenshot of an Adobe InDesign error dialog box. The title bar reads 'Adobe InDesign'. The main text area contains a yellow warning triangle icon followed by the text 'Some Text Markups May Not Be Imported.'. At the bottom right, there is an 'OK' button.

If you already imported some annotations into current document and kept some of the text edits, you might not be able to import colliding text edits to the same spot.

A screenshot of an Adobe InDesign error dialog box. The title bar reads 'Adobe InDesign'. The main text area contains a yellow warning triangle icon followed by the text '4 Annotation(s) Could Not Be Imported.'. At the bottom right, there is an 'OK' button.

This error message sums up the number of annotations that were not imported. Along these can be freehan drawing markups (unsupported) or text edits on text which is on a position different from the one in PDF.

A large, prominent yellow warning triangle with a black border and a black exclamation mark inside, centered on a white background.

If you notice any problems with importing supported annotations from identical documents or any other problems and concerns, let us know at support@dtptools.com , preferably with the indd and pdf files attached. Your feedback helps to improve the product.

TIP: If possible, try keeping the source file intact from time you send out the PDF for editing until it comes back. This ensures the lossless import.

Recommended workflow

After you get the notes and edits loaded in the document, you can start processing them. If the document is edited properly and only the tools designated for editing and commenting text were used in Acrobat, you can start from top down with the ***Jump to Next Text Edit*** feature turned on in the panel menu. You can assign a keyboard shortcut to accepting and rejecting edits (***Preferences -> Keyboard Shortcuts -> Annotations***). This way you can just press one of the key combinations and get the text changed, while navigating from one edit to the next one.

If your collaborator or customer used also the yellow sticky notes and drawing markups for text edits, we recommend working from bottom up, because this way you get to each note before the edits in the text flow above change the position of the text (sticky notes and drawings are relative to page position, not text).

Showing and hiding annotations

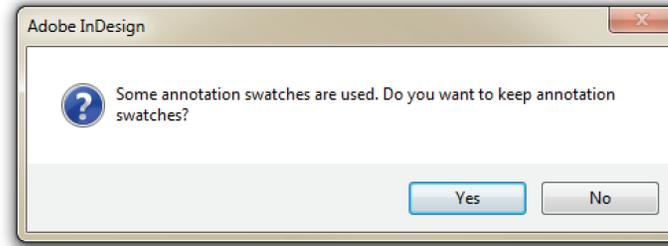
When you turn on the print preview (W key), annotations will not display in the document (they don't print). If you want to hide just the sticky note anchor icons and drawing markups, you can do that by hiding Guides ***View -> Grids & Guides -> Hide Guides (or Ctrl/Apple +) Boxes*** with notes text are shown or hidden using commands in Annotations panel menu.

Compatibility

While the Annotations are present and saved in the file, it will request the Annotations plug-in upon opening in InDesign without this plug-in installed. If you need this document to be edited by someone not using the Annotations plug-in, you can either ask them to install the free reader version (available at www.dtpools.com/annotations), or remove all notes and edits either from the panel, or from the ***Type Menu -> Annotations***

The Free reader plug-in allows safe editing and maintaining of the notes and also has the function for deleting all notes and edits in the document.

When importing annotations, the plug-in creates a set of swatches used for drawing notes, highlights and markups (this allows you to change their color too). We advise not to assign these swatches to any objects in the document. When all annotations are deleted from the document, the plug-in also removes the swatches. If some of these are assigned to your objects, you can choose to keep the swatches in the document, or to delete them.



If you click yes, the annotations related swatches will remain in your document. If you click no, you will be asked to assign one replacement swatch for the deleted ones.

Processing imported annotations

- Recommended practices
- Showing and hiding notes
- Compatibility

TIP: The most efficient use of Annotations requires your collaborators to use the correct tools in Acrobat or Acrobat Reader. By improving their skills you can make your job easier.

Purchasing

- Buying in the application

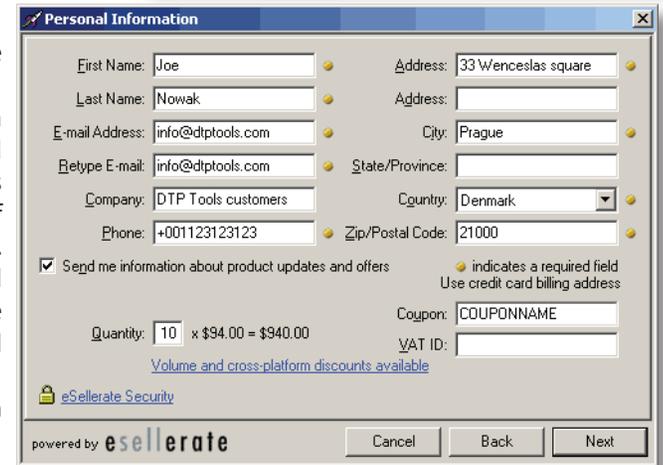
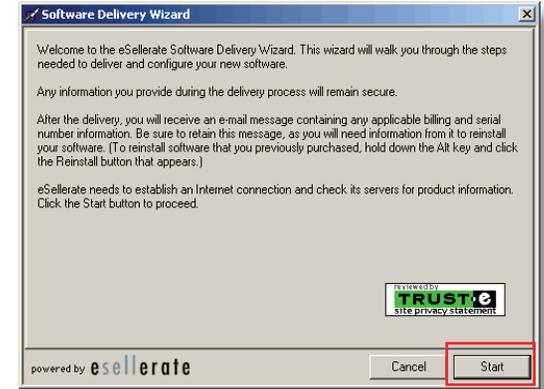
Purchasing

After installation, Annotations plug-in will be in the try-out mode. To get all the benefits of the fully functional software, you need to purchase it. To carry out the purchase, choose **DTP Tools' → Buy Annotations now...** or click the purchase link in the intro screen. Your computer needs to be connected to internet to make a purchase. The eSellerate Software Delivery Wizard will guide you through the purchase. Choose Start in the Software Delivery Wizard dialog.

The next dialog contains the License Agreement. Please read it carefully. You can also save the text of License Agreement for future reviewing. To proceed with your purchase, you must agree with the conditions of Agreement. After indicating so, click on the Next button. For the address field use the billing address for the credit card used for the transaction. For the email address you enter, you will receive Order confirmation e-mail, containing all information regarding the transaction and product's serial number. If you do not wish to receive information about product updates and offers, make sure this item is not checked.

If the billing address you selected at the Personal Information screen was for a country in the European Union, you will have the option to enter a Value Added Tax (VAT) ID number. The VAT ID applies only to qualified business customers from the European Union. All other customers should leave this field blank. If VAT applies to your purchase, you will find the specific amount after proceeding. After you specify the quantity of licenses you want to buy, you will see a total price with volume discounts included. To find out more about current volume and cross-platform discount policy for Annotations, follow the link [Volume and cross-platform discounts available](#).

If there are any Coupons applicable, you will have the option to enter a Coupon ID to obtain the discount.



Buying more licenses	If you need to use this plug-in on more than one computer, you can buy more licenses within the application. The plug-in, which you used for purchase, will activate automatically. To activate remaining copies
Volume discounts	A volume discount is a price reduction applicable if you purchased more licenses of the product. If purchasing amounts exceeding those specified in the discounts table, please contact sales@dtptools.com
Cross-platform discount	Cross-platform discounts is an expansion of usual volume discount. It enables you to use a total number of licenses purchased for Windows® and Macintosh® edition of the plug-in to calculate the discount. Simply choose one of the platforms and use the serial number for activation of all installations regardless of the platform.
Online store	Annotations plug-in is also available for sale in DTP Tools online store. For online purchase visit www.dtptools.com If you prefer other ways of purchasing, please contact us at sales@dtptools.com .

1 DTP Tools menu is located in **Help** menu on Windows and **InDesign** menu on Mac

To proceed with the transaction, fill in your credit card information.

If the billing address you selected at the Personal Information screen was for a country other than the United States, you will have the option to select a local currency (if that currency is supported). This option is supported for Visa and MasterCard only.

If the billing address you selected at the Personal Information screen was in the European Union country, the purchase will be subject to a Value Added Tax (VAT). Unless you entered a valid VAT ID as a qualified business customer, the order total will include VAT.

Your order will be processed after confirming the information. If everything is correct, click on the submit button in the following dialog.

For more information about security follow the link eSellerate security.

You can save or print confirmation page, which contains all information you might need for future reinstallations, upgrading or "switching" of Annotations.

After purchase will the **Buy Annotations now...** item disappear from the **DTP Tools** menu.

Reinstallation

When you reinstall a copy of Annotations that was already purchased and subsequently uninstalled, you need to reactivate it. Your computer needs to be connected the Internet during reinstallation. This option is not available for CS3 Macintosh version. It can be fully replaced by Choose **DTP Tools**¹ → **Buy Annotations now...** Hold **Alt** key in the first dialog of Software delivery wizard. The **Reinstall** button will appear in place of Start button.

To verify that your order was previously processed, please enter your Order number (you will find it on Receipt or in Order Confirmation e-mail you received after buying Annotations). Your order number will start with letters ST (for example, ST123456).

There is a limit of three reinstallations per license. Once you reach this limit, you need to contact support@dtptools.com before reinstalling again.

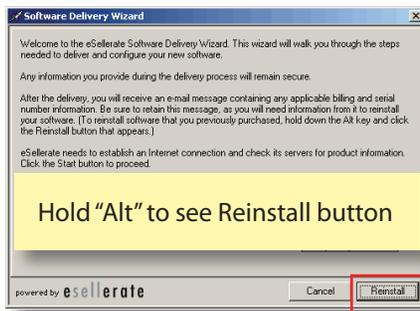


Purchasing

- Buying in the application (continued)

Reinstallation

- Reinstallation



¹ DTP Tools menu is located in **Help** menu on Windows and **InDesign** menu on Mac

Activation

- Standard Activation

Standard Activation procedure

Annotations are activated automatically when the purchase is done within application. However, when you purchase from the web-store or from a reseller, you need to activate it. When you buy more than one license from within the application, only the plug-in on the computer you've used for purchasing will be activated. Remaining copies need to be activated too.

To do so choose **DTP Tools¹** → **Activate**. You will be prompted for your serial number - it is in your order confirmation e-mail.

Your computer has to be connected to the Internet during activation. If this is not possible, please follow the procedure described below.

Activation message	Countermeasure
Entered serial number has incorrect length. Please check whether you typed or copied the whole serial number.	If you were copy/pasting the number, there is most likely an extra space after the last character, or the last four numbers missing.
Entered serial number is not valid. Please check whether you typed or copied it correctly.	DT-106-XXX-XXXX-XXXX-XXXX-XXXX-XXXX - this is a correct form of the serial number. The serial number is in your order confirmation e-mail.
To finish DTP Tools plug-in installation, please restart InDesign/In-Copy with Administrator privileges.	Privileges of your user account are not sufficient to save the activation data. Please log-in as an administrator and start the application again.
eSellerate Engine is not installed or has been damaged. Please uninstall and reinstall your DTP Tools product.	Download the latest installer from www.dtptools.com/Annotations and run it on your computer.
That serial number is unrecognized. Please check the number and try again.	If you have purchased your license in the web-store, please wait 20 minutes before you start the activation. If the problem persists, it might be caused by proxy settings and can be solved by
Serial number is blacklisted.	Please contact support@dtptools.com .
Our records indicate that this product was returned by the purchaser, and its serial number retired. If you believe our records are in error, please contact us.	Please contact us with your order details, we'll double check our records.
Our records indicate that this product has already been activated the maximum number of allowed times.	Please contact support@dtptools.com to get additional activation.
No product on this computer is activated by this serial number.	Download and install the try-out version of the plug-in and try again.
Serial number is already associated with another order.	Please contact us with your order details, we'll give you a new S/N.
The activation server has deemed to deny the action requested.	Please try again in a minute or two.
Activation was not successful. Please check your internet connection and try again. If you receive this message again, please check the 'Manual Activation' box to activate this product via a Web interface.	If you are connected to the internet and still get this message, it is caused by the proxy settings. is a safe workaround for this problem.
Activation completed successfully. Thank you for choosing DTP Tools!	Hurray! This message means your plug-in is now a full version.

TIP: If you've purchased your license through the Web store, it may take up to 20 minutes for the store to notify all activation servers and authorize your serial number. Therefore, if you receive an 'unknown serial number' message, please wait several minutes and try again.

¹ DTP Tools menu is located in **Help** menu on Windows and **InDesign** menu on Mac

Manual Activation

Choose activate, and check **Manual Activation** checkbox in the **Activation** dialog. Fill in the serial number and hit **Activate**. You will be offered to either **Activate using a web browser on this computer**, or to **Activate using different computer that has web access**, or to enter an **Activation Key** (provided you already got one).

Activate using a web browser on this computer - You will be brought to a web page with pre-filled installation ID. You only need to click **Submit** button to get the **Activation Key**. Copy the key and return to the **Activation Dialog** and click next until you'll see the field to fill the key into.

Activate using different computer that has web access - You will obtain your installation ID and a link to the activation website <http://store.esellerate.net/store/support/ManualActivation.aspx>. After entering the **Installation ID** you will obtain **Activation Key** - save it or print it and fill it back in the dialog when prompted. If you have closed the dialog on the first computer meanwhile, start activation again with **Manual Activation** checked and choose **I already have an Activation Key and would like to activate now**. You will be prompted for the Activation Key again.

Activation Transfer

If you plan to reinstall your InDesign or entire operating system, or you simply want to utilize your Cross-Reference license on a different computer, you should de-activate it first to make sure you'll stay within your license's activation limit.

MAC: *InDesign* → *DTP Tools* → *Transfer Activation...*

WIN: *Help* → *DTP Tools* → *Transfer Activation...*

Transfer DTP Tools Activation dialog will prompt you for a serial number of the installed plug-in. If you have more serial numbers, you can easily find out which is used by checking the list of used serial numbers. The last part is replaced by XXXX to prevent unauthorized manipulation. Serial number in full form is in your order confirmation e-mail. If you can not find it, contact support@dtptools.com preferably using the same e-mail address as for ordering.

Activation

- Manual Activation
- Activation Transfer

TIP: Problems with activation caused by Macintosh Proxy settings can be avoided by using manual activation.