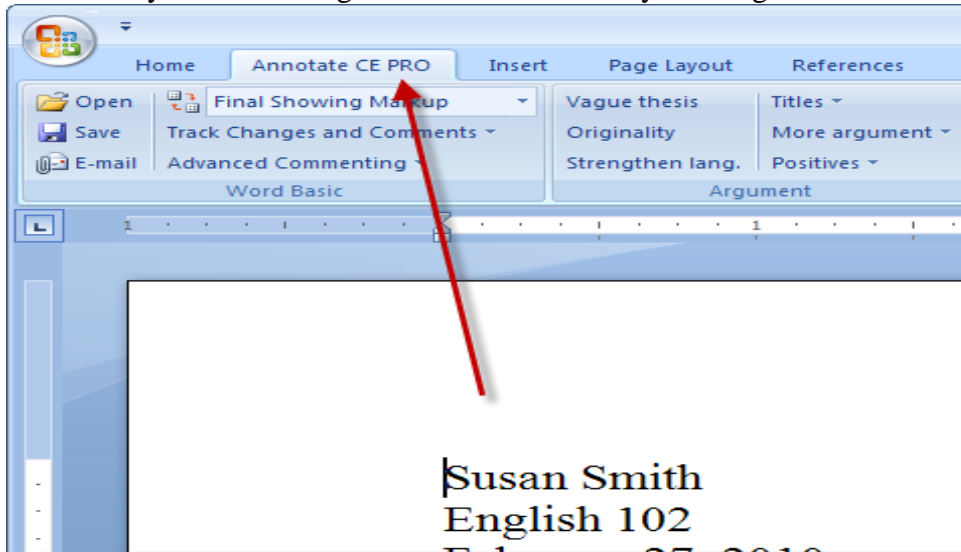


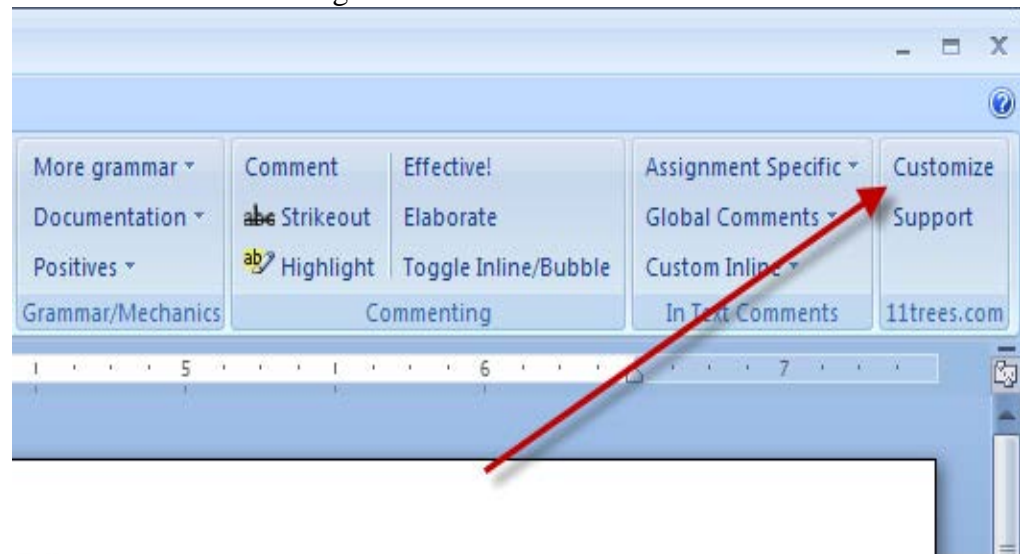
Customizing Annotate for Word 2007/2010

Annotate for Word 2007/2010 PRO makes it easy to change the content that appears when you click. Here's how:

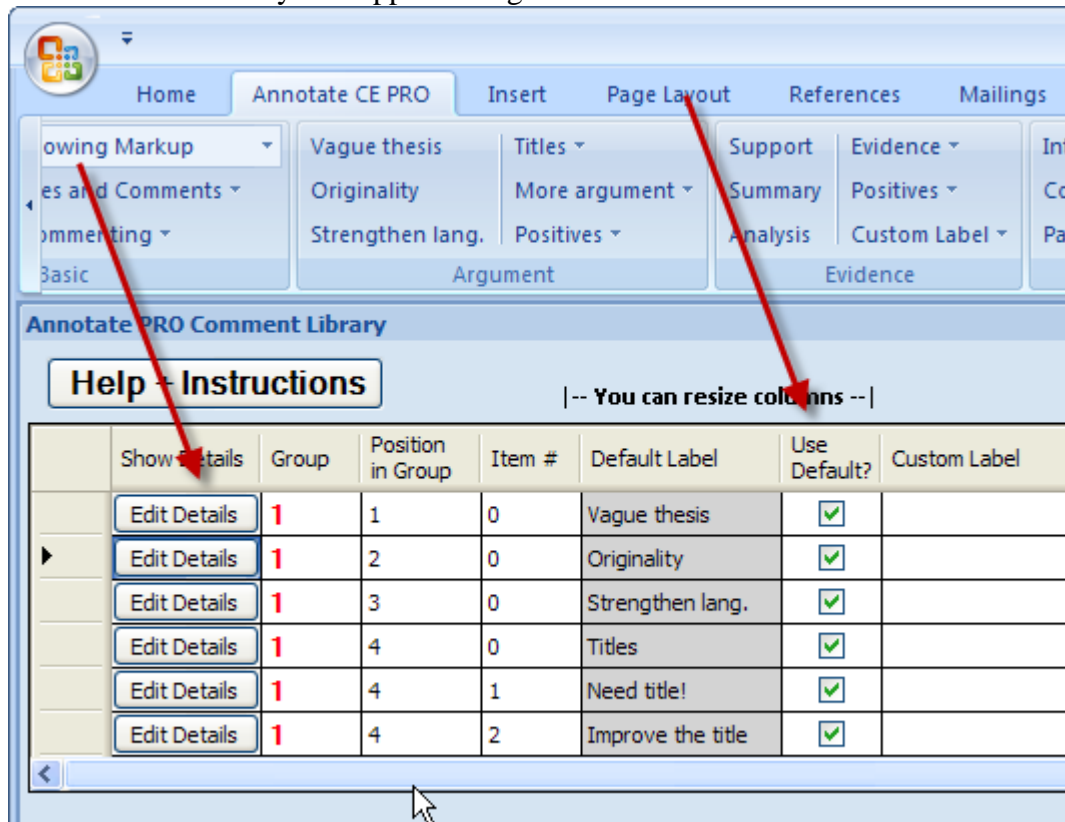
1. Make sure you are viewing the Annotate ribbon by clicking on the Annotate tab



2. Click the **Customize** button on the far right side of the ribbon.
 - o If your monitor has an unusually narrow resolution, you may have to click a right arrow button to see the right side of the ribbon

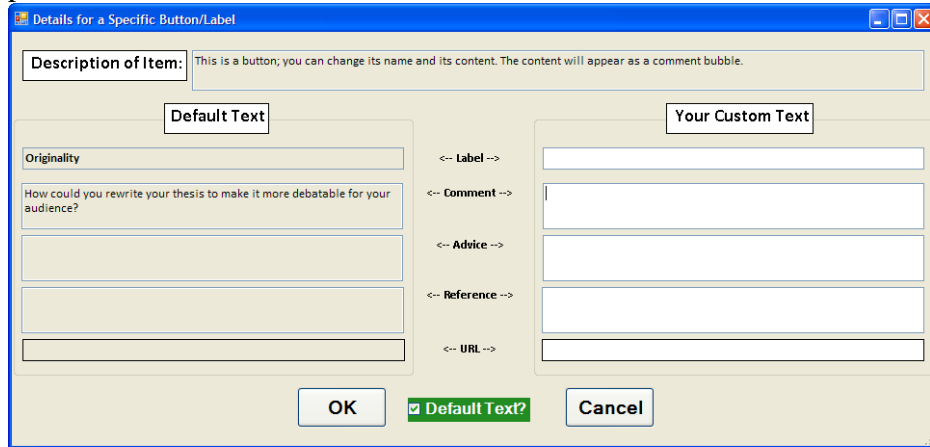


- Your comment library will appear in a grid above the document.



- You can close it at any time by clicking the **x** just above the **Save and Update Menus** button.
- You can quickly scroll through the database, adding Custom Labels, Custom Comments, Custom Advice, or Custom URLs.
- If you want a custom Comment to appear, uncheck **Use Default?** for that specific row.
- Click the **Help + Instructions** button for a pop-up that explains the difference between these items.

- o Click the **Edit Details** button for a specific row for a pop-up that shows you a particular row in more detail.



4. You can click **Save and Update Menus** at any time to refresh the content in your Annotate ribbon (unlike previous versions of Annotate, you can leave this editing window open and continually make changes to your Comment Library)
 - o Notice that the default text is always available, so you don't have to worry about losing the original text and links. Simply check **Use Default?** to return to the default text.
 - o Notice that you have many, many 'Custom' entries that you can change.
 - o Notice that there is an 'In Text Comments' group of buttons that place selected text into the body of the document rather than a marginal note. These can also be edited and added to.
 - o You can change the location and width of the Comment Library. You can resize individual columns and scroll left and right.
5. See your changes - and click to use them!

