

“Solutions” Image Services

Adding Stamps and Notes to a Document in Black Ice

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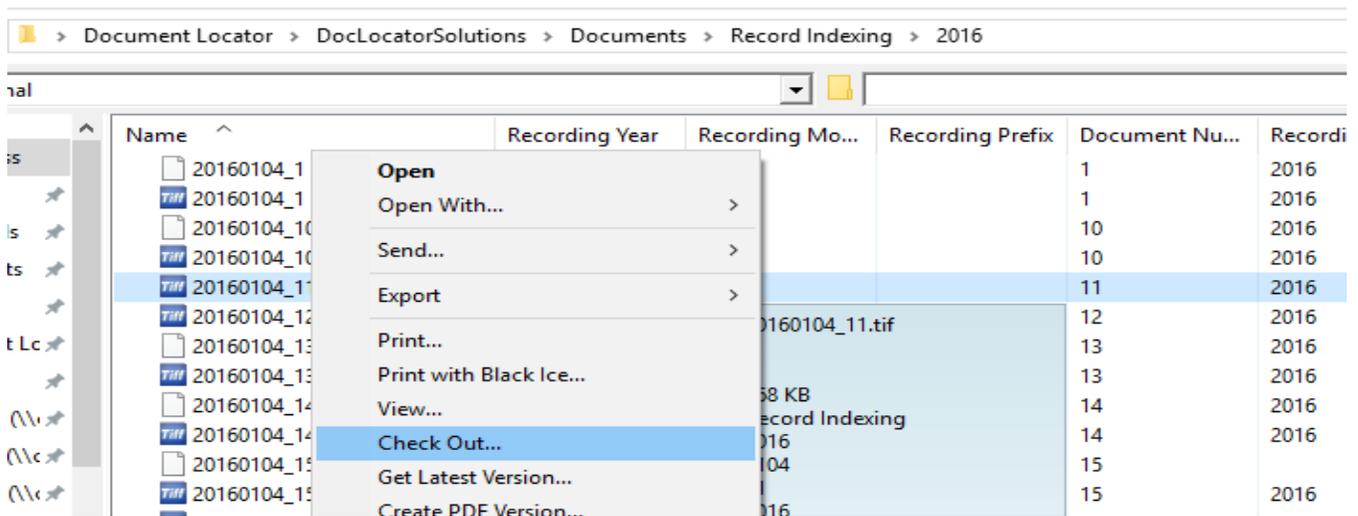
Introduction

This document describes how to add notes and stamps to a document in Black Ice.

Process

Annotations

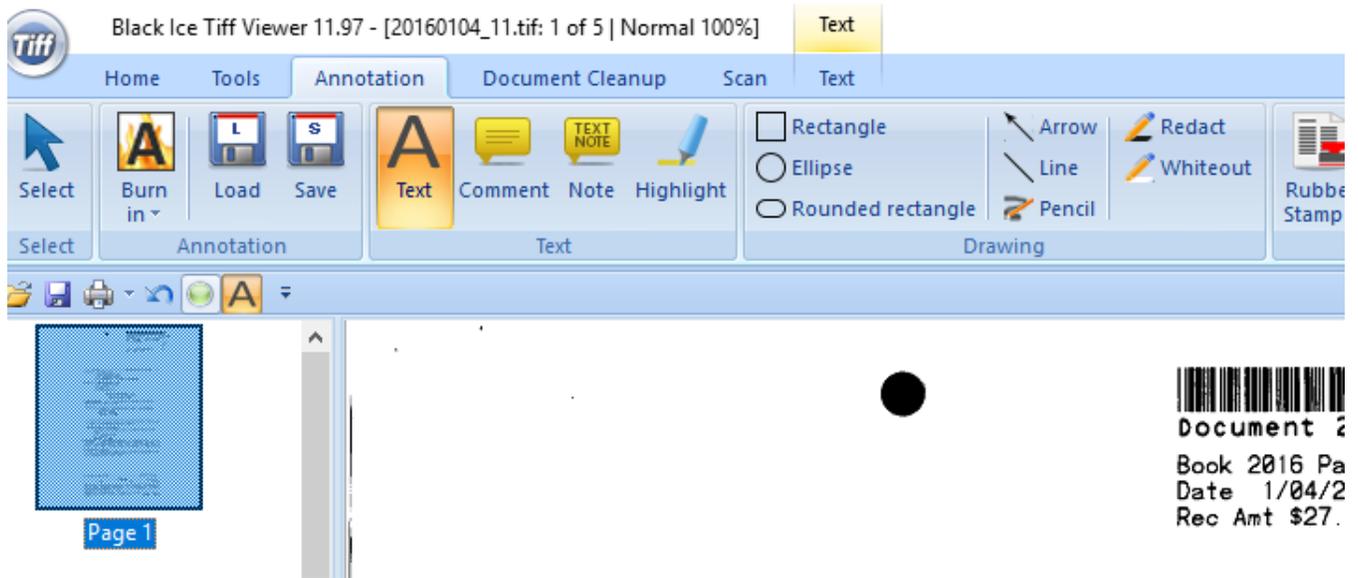
Locate your Document, right click and Check Out.



Once the item opens in Black Ice, click on the Annotation tab to add notes or stamps to the document.

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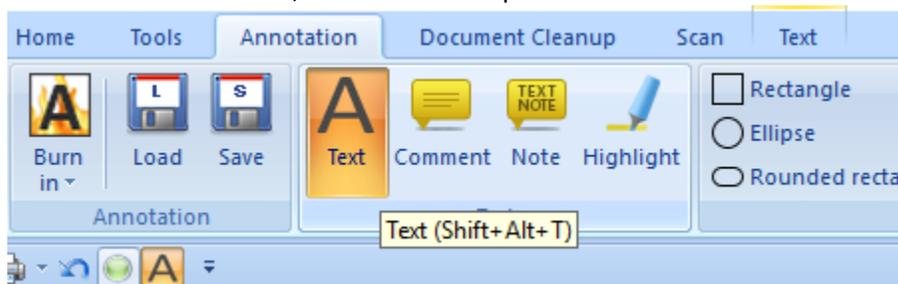
Adding Stamps and Notes to a Document in Black Ice



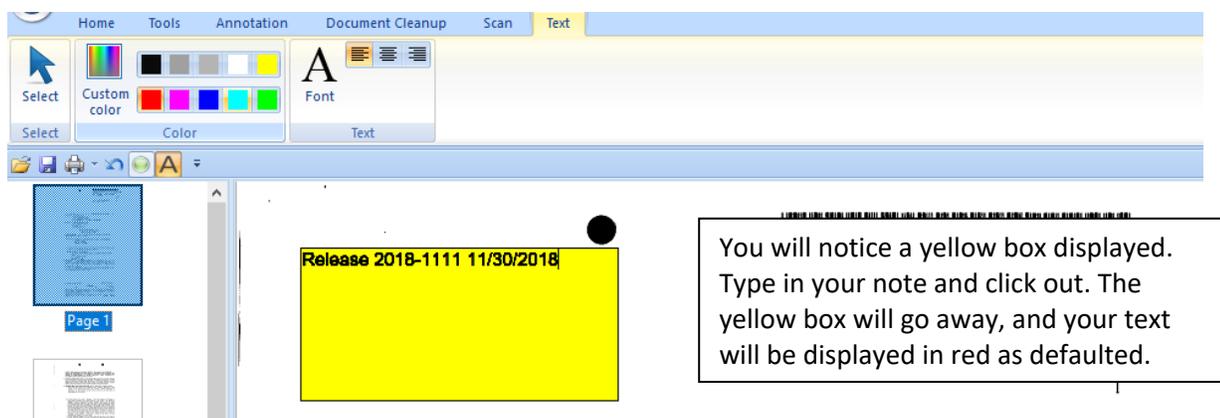
From the annotation tab, various types of annotations, highlights, shapes, lines, notes, and/or stamps can be added to the document.

Text Annotation

To do a Text Annotation, select the Text option.

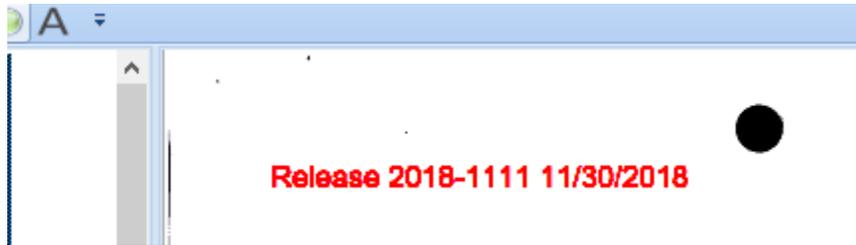


Draw a box on the Document in the area you want your note displayed.



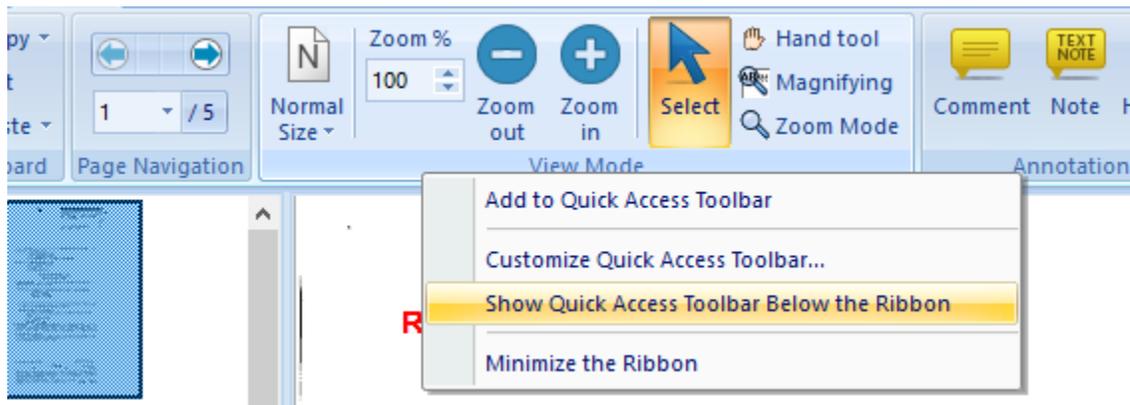
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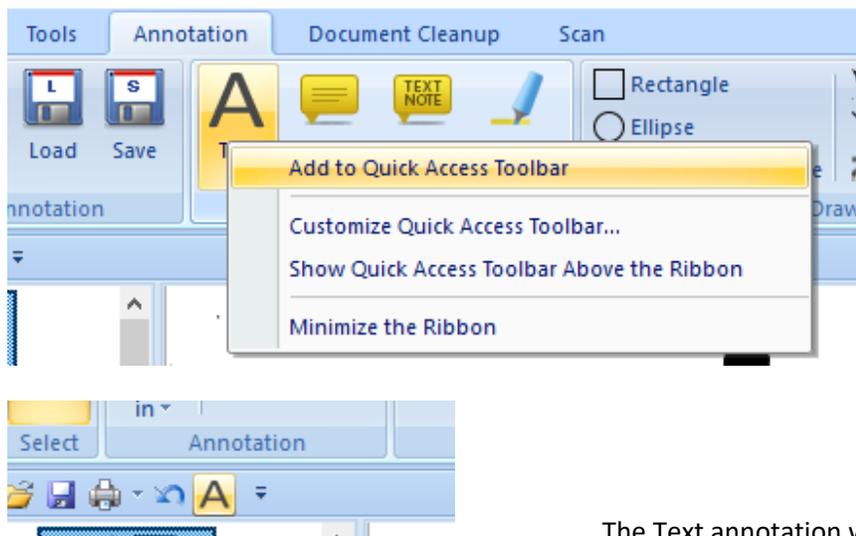


Adding the Text Annotation to your Quick Access Toolbar

If you would like your Text Annotation option displayed in the quick access bar, follow these next steps. You may need to select to show the Quick Access Toolbar if it is not already displayed.



Once your Quick Access bar is showing, go to the Annotation tab, right click on the Text option and select Add to Quick Access Toolbar.



The Text annotation will show up like this.

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Editing Existing Annotations

To edit the text of an existing annotation you will need to double click in the area to get the plus symbol cursor (Crosshair).



Then select your note. This will highlight the note and allow you to change the text.

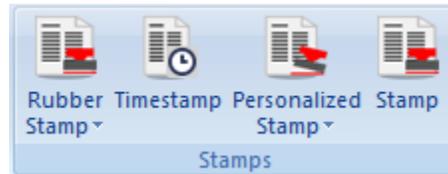


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Adding Stamps and Notes to a Document in Black Ice

Stamps

There are four different types of stamps that can be added to a document. These stamps are also located in the Annotations tab across the top toolbar. Select which stamp you would like to use from the options listed below. To place the stamp, draw a box in the area you would like your stamp placed.



Rubber Stamp allows the user to select from a predefined list of stamps. See the image for rubber stamp options.

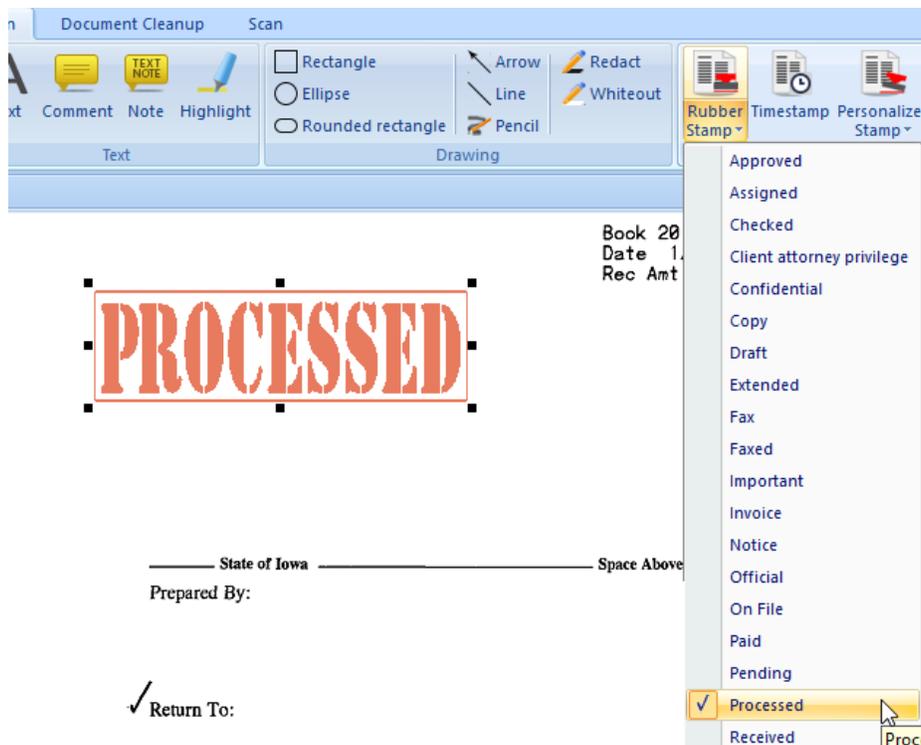
Timestamp allows the user to place a date and time onto the document.

Personalized Stamp allows the user to stamp a signature or other personalized image on to the document. This option will save your most recent stamp used in the selection window. Personalized stamps can be in bitmap or TIFF format.

The Stamp option is like the Personalized Stamp option. The only difference is you will have to find and select the stamp each time.

Rubber Stamp Options

Here you can choose from a predefined list of stamps provided by Black Ice.

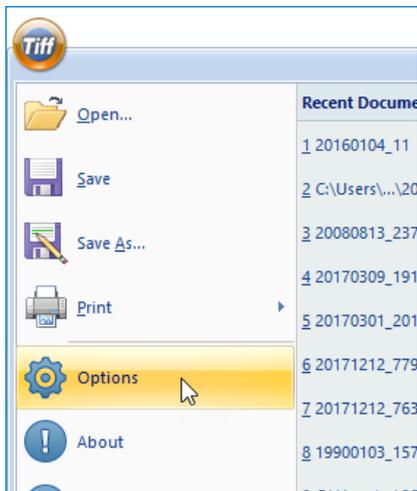


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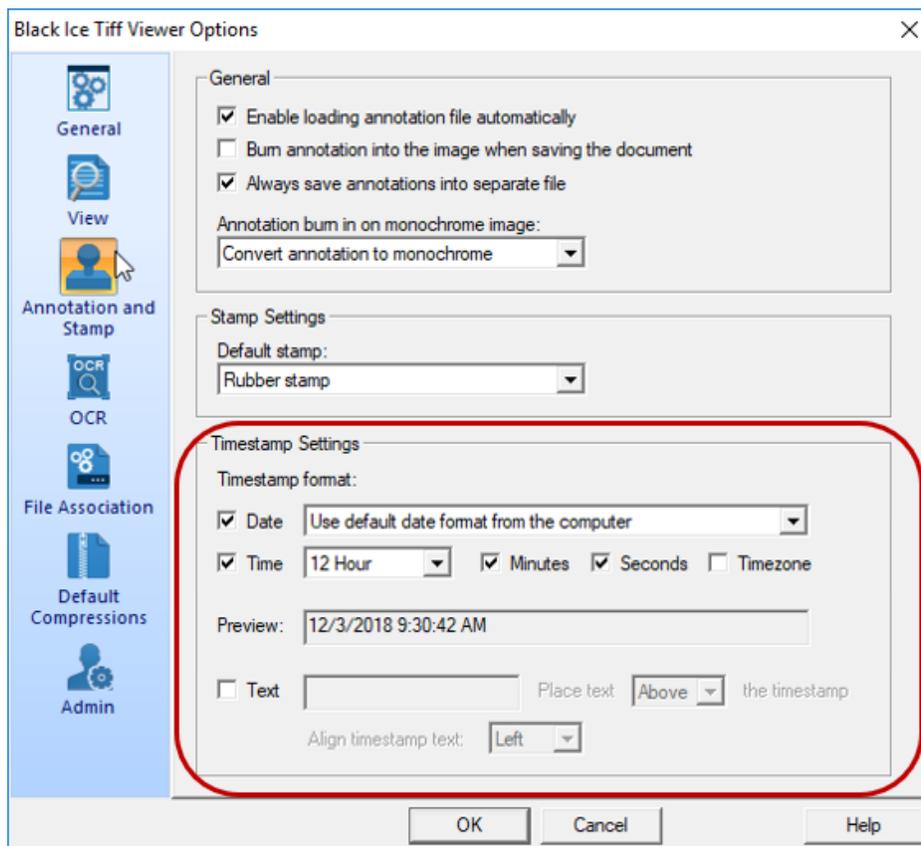
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Time Stamp Customization

You can customize the format in which your timestamp will appear on your document. To do this click the Tiff icon on the top left and select options.



In this window you will be able to select date and time format as well as whether to include minutes, seconds, or time zone in your stamp. The preview will allow you to see how the stamp will appear on your document.



NOTE: The option to change the color of your Timestamp is currently unavailable.

Select OK When Finished

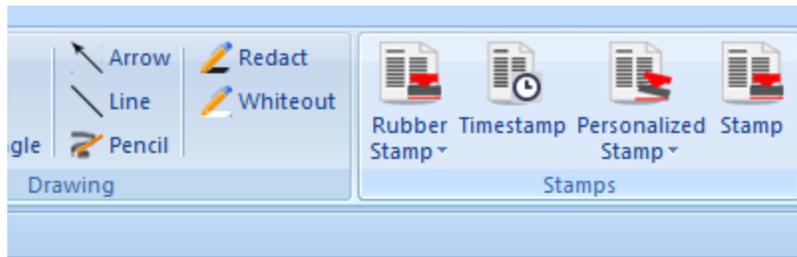
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Personalized Stamp Options

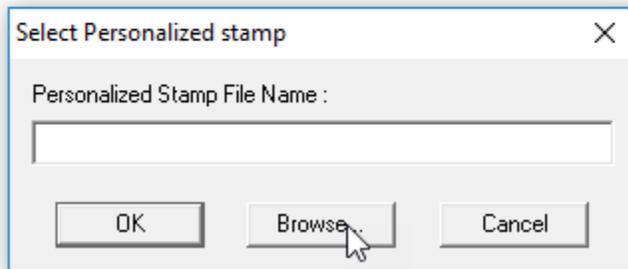
Here you can select personal stamps you have created and apply them to your document.

Once you select Personalized Stamp the option will drop down to select a stamp. Once clicked this window will open. Here you will need to

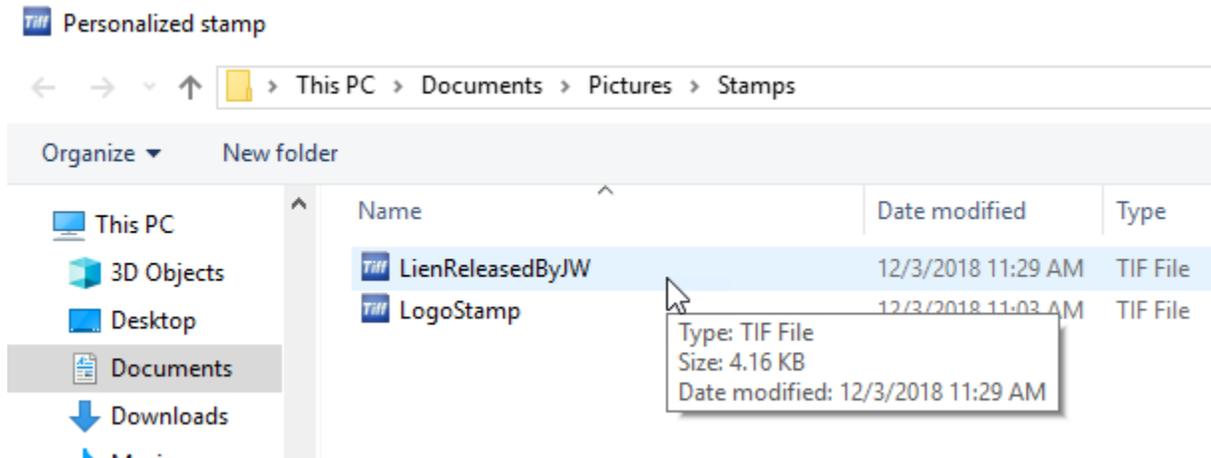


Book 2016 Page 11 Type 04 004 Pages 5
Date 1/04/2016 Time 2:30:43PM
Rec Amt \$27.00

NOTE: If you do not have any personalized stamps and would like some created contact us at dl@gmdsolutions and request us to assist you in created these.



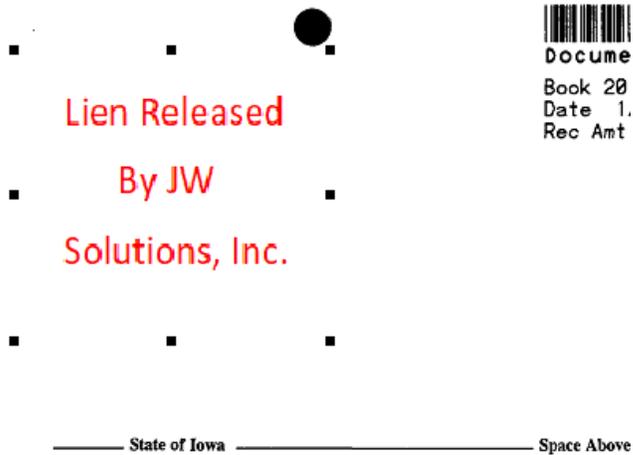
Once Browse is selected you will need to find the file location of your stamp.



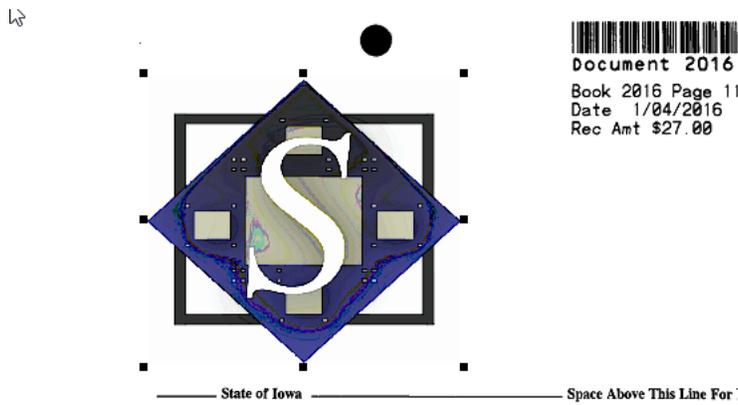
Draw the box in the area you want your stamp.

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You can adjust the size of the stamp by dragging the sizing handles.
You can also use a Logo or Seal stamp to place on the document.



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Adding Stamps and Notes to a Document in Black Ice

.Ann File Extension

If the stamp or note is saved through the annotation tab, you should see a new file with an .ann extension (if view extensions is turned on) along with the original file. See the sample below.

Document Locator > DocLocatorSolutions > Documents > Record Indexing > 2016

Name	Recording Year	Recording Mo...	Recording Prefix	Document Nu...	Recording
20160104_1.ann	2016	0104		1	2016
20160104_1.tif	2016	0104		1	2016
20160104_10.ann	2016	0104		10	2016
20160104_10.tif	2016	0104		10	2016
20160104_11.tif	2016	0104		11	2016
20160104_12.tif	2016	0104		12	2016
20160104_13.ann	2016	0104		13	2016

Deleting Notes

Document

To delete a note, check out the document (if not already checked out) click on the note so the sizing handles are visible and then right click, select cut note or press the Delete key on your keyboard.

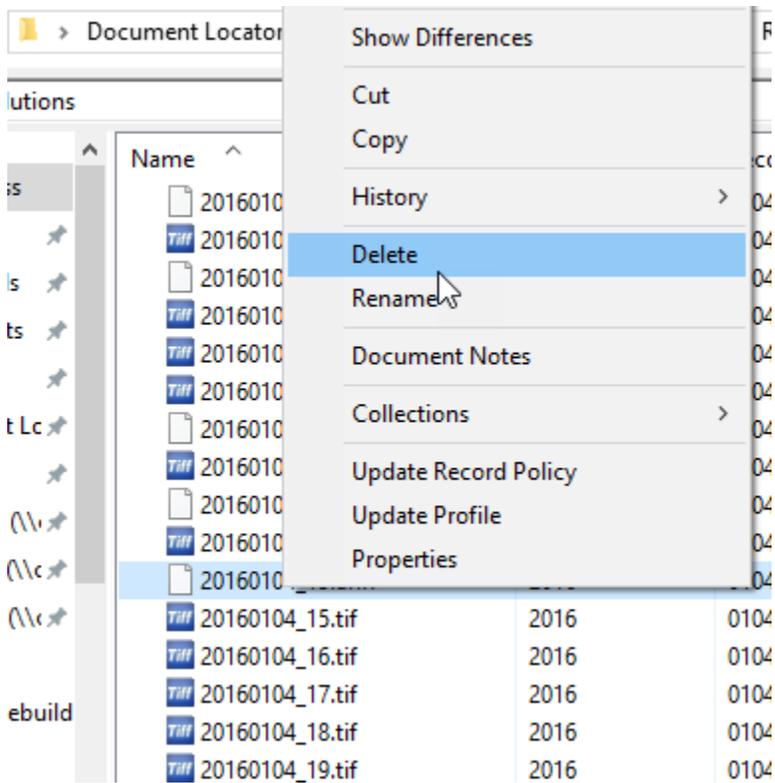
The screenshot shows a document page with a stamp. The stamp text is: "Lien Released By JW Solutions, State of Iowa". To the right of the stamp is a barcode and the text: "Document 2016 11", "Book 2016 Page 11 Type 6", "Date 1/04/2016 Time 2", "Rec Amt \$27.00". A context menu is open over the stamp, with "Cut Annotation(s)" selected. The menu options are: Copy Annotation(s), Cut Annotation(s), Paste Annotation(s), Undo Annotation(s), Apply to All Pages, Deselect Annotation(s), Load Annotation(s) (Replace Current), Add Annotation(s) from File, Save Selected Annotation(s), and Stamp Properties. Below the stamp, there is a checkbox labeled "Return To:" which is checked, and the text "Check in the document."

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Adding Stamps and Notes to a Document in Black Ice

File Folder

If there is only a single note on the document, delete the .ann file within the Document Locator client. Highlight the .ann file and right click and delete or press delete on the keyboard.

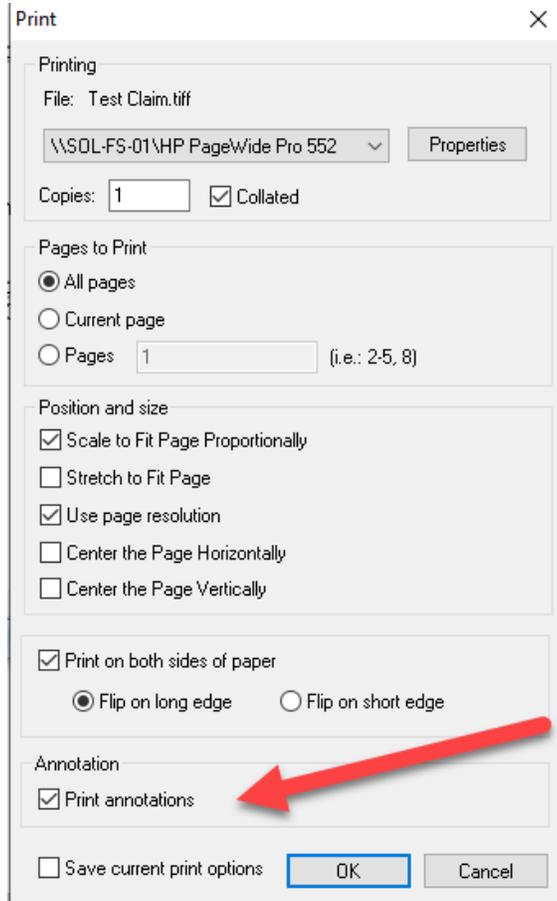


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Printing Documents with Annotations

When printing a document through Black Ice, there is an option to print the document with or without the annotations.



Check the box to include annotations—leave blank to exclude annotations. Print options can be saved. Please note that ‘Comment’ type annotations do not print regardless.



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Considerations:

Typically you do not want to Burn In the annotations as this limits the ability to remove and/or edit annotations. During set up Black Ice is set to save annotations in a separate file. If you get a new pc, these settings need to be checked.

