# "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.

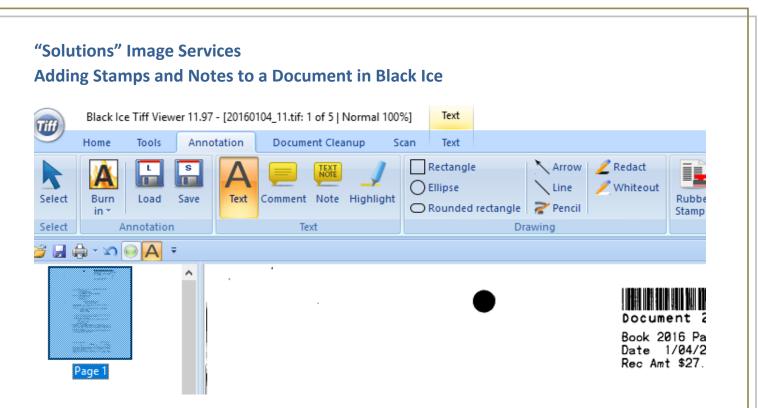
### Process

#### Annotations

Locate your Document, right click and Check Out.

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^	Name ^		Recording Year	Recor	ding Mo	Recording Prefix	Document Nu	Record
5	20160104_1	Open					1	2016
*	20160104_1	Open With.		>			1	2016
- *	20160104_1(	· ·					10	2016
s 🖈	700 20160104_10	Send		>			10	2016
	20160104_11	Export		>			11	2016
*	777 20160104_12				160104 11.	tif	12	2016
Lc 🖈 👘	20160104_13	Print			[		13	2016
*	20160104_13	Print with B	lack lce				13	2016
Ne#	20160104_14	View			58 KB ecord Index	ing	14	2016
	20160104_14	Check Out.			)16	ing	14	2016
\\c *	20160104_15	Get Latest V	errion		104		15	
\\c#	777 20160104_15	Create PDF			1		15	2016

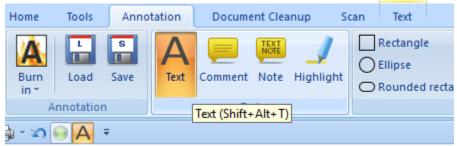
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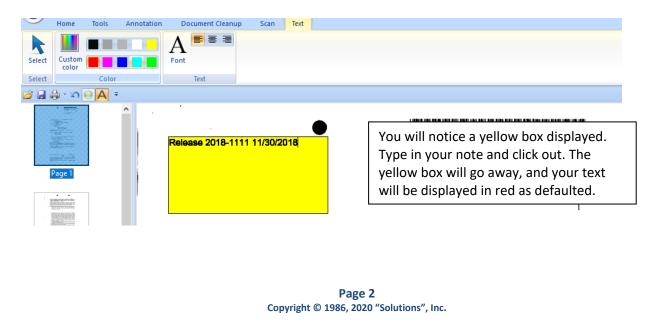
From the annotation tab, various types of annotations, highlights, shapes, lines, notes, and/or stamps can be added to the document.

#### **Text Annotation**

To do a Text Annotation, select the Text option.



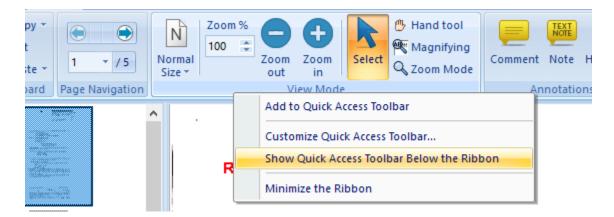
Draw a box on the Document in the area you want your note displayed.



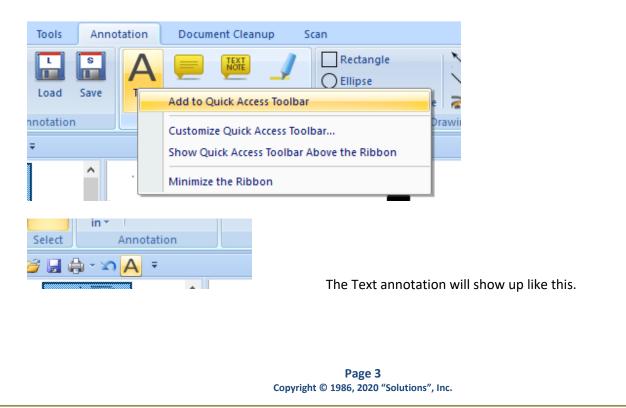


### Adding the Text Annotation to your Quick Access Toolbar

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.



### Adding Stamps and Notes to a Document in Black Ice

#### **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.



### 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.



<u>Rubber Stamp</u> 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.

<u>Personalized Stamp</u> 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 <u>Stamp</u> 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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X xt	Comment Note	J Highlight	Rectangle Ellipse Rounded rectangle	Line	🖉 Redact 🧪 Whiteout	Stamp	Timestamp	Personalize Stamp •
						4	ssigned	
					Book 20 Date 1		Checked Client attorne	y privilege
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	- ININ	<b>N</b> A	DOODI			0	Сору	
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	/					F	ending	
	V Ret	urn To:				√ F	rocessed	2
						F	Received	Proc

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### Adding Stamps and Notes to a Document in Black Ice

#### **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.

Tiff		
	R	ecent Docume
	1	20160104_11
<u>S</u> ave	2	C:\Users\\20
Save <u>A</u> s	3	20080813_237
	4	20170309_191
Print	5	20170301_201
Options	6	20171212_779
	Z	20171212_763
About	<u>8</u>	19900103_157
		c

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.

<complex-block><complex-block></complex-block></complex-block>	Black Ice Tiff View	er Options	Х	
	General View Annotation and Stamp OCR CR File Association Default Compressions	Image: Stamp Settings         Image: Stamp Settings         Default stamp:         Rubber stamp         Image: Timestamp format:         Image: Time 12 Hour         Image: Time 12 Hour		color of your Timestamp is currently unavailable.

### Adding Stamps and Notes to a Document in Black Ice

### **Personalized Stamp Options**

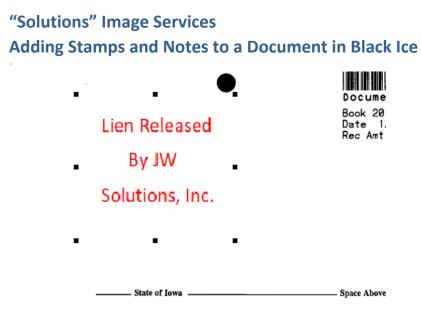
Here you can select personal stamps you have created and apply them to your document.

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

gle Z Pencil Z Redact	Rubber Timestamp P Stamp *	ersonalized Stamp Stamp *		
Drawing	Stam	ips		
Date	016 Page 11 Type 1/04/2016 Time t \$27.00	04 004 Pages 5 2:30:43PM I T S	some created co	mps and would lik ntact us at <u>s</u> and request us t
Select Personalized sta	amp	×F		
Personalized Stamp Fil		Cancel		
Once Browse is selected you	will need to find the	file location of your s	tamp.	
700 Personalized stamp				
$\leftarrow$ $\rightarrow$ $\checkmark$ $\uparrow$ $\square$ $\rightarrow$ This F	PC > Documents >	Pictures > Stamps		
Organize 🔻 New folder				
This PC	Name	^	Date modified	Туре

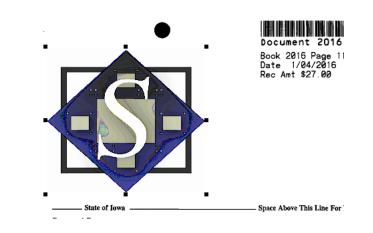
dified Type 🏧 LienReleasedByJW 12/3/2018 11:29 AM **TIF File** 3D Objects 12/3/2018 11:03 AM 📶 LogoStamp ЛŻ **TIF File** Desktop Type: TIF File Size: 4.16 KB Documents Date modified: 12/3/2018 11:29 AM Downloads Draw the box in the area you want your stamp.

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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.

3



### Adding Stamps and Notes to a Document in Black Ice

#### **.Ann File Extension**

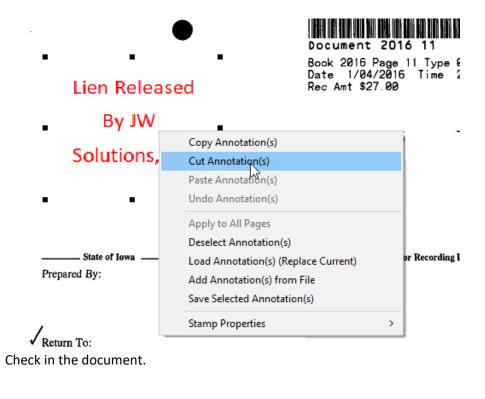
If the stamp or note is saved through the annotation tab, you should see a new file with an .ann extension (if view extensions is turned on) along with the original file. See the sample below.

utions 🗾 🔄						
^	Name ^	Recording Year	Recording Mo	Recording Prefix	Document Nu	Recording
	20160104_1.ann	2016	0104		1	2016
*	7 20160104_1.tif	2016	0104		1	2016
*	20160104_10.ann	2016	0104		10	2016
*	700 20160104_10.tif	2016	0104		10	2016
	7 20160104_11.tif	2016	0104		11	2016
*	20160104_12.tif	2016	0104		12	2016
Lc 🖈 📃	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.



### 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.

📕 > Do	ocument Locator	Show Difference	es	F
utions		Cut		
^	Name ^	Сору		c
is	2016010	History		> 04
*	7// 2016010	Delete		04
s 🖈	2016010	Rename		04
ts 🖈	2016010	Document Not	es	04
≉ tLc≠	2016010	Collections		> 04
*	2016010	Update Record	Policy	04
(\\v.*	2016010	Update Profile		04
(\\c *	2016010	Properties		04
<b>(\\c</b> ≉	70160104_15	.tif	2016	0104
	20160104_16		2016	0104
ebuild	701 20160104_17		2016	0104
	20160104_18		2016	0104
	700 20160104_19	.tir	2016	0104

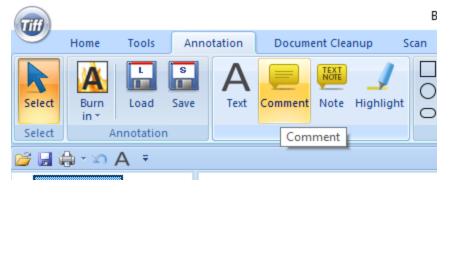
## "Solutions" Image Services Adding Stamps and Notes to a Document in Black Ice

### **Printing Documents with Annotations**

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

Print ×				
Printing File: Test Claim.tiff				
\\SOL-FS-01\HP PageWide Pro 552 V Properties				
Copies: 1 🔽 Collated				
Pages to Print				
<ul> <li>All pages</li> </ul>				
O Current page				
O Pages 1 (i.e.: 2-5, 8)				
Position and size				
Scale to Fit Page Proportionally				
Stretch to Fit Page				
Use page resolution				
Center the Page Horizontally				
Center the Page Vertically				
Print on both sides of paper				
● Flip on long edge ○ Flip on short edge				
Annotation				
Print annotations				
Save current print options OK Cancel				

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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# "Solutions" Image Services Adding Stamps and Notes to a Document in Black Ice 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.

TH	Black Ice Tiff Viewer 12.45
Home Tools Annotation Document Cleanup Copy ~ Cut Page Navigation Clipboard Page Navigation View Mode	Black Ice Tiff Viewer Options ×