

# Sign or Annotate a Document



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## About

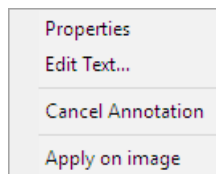
In Document Management, patient Documents can be signed or annotated for various reasons, such as to indicate acknowledgment or to send a signed Document to another contributor to the patient's care via Direct Message or eFax, if enabled. Signatures and annotations can only be made to **non-PDF** Document Types, such as .TIFFs.

## Sign a Document

1. Navigate to the patient's Document.
2. Click the **Edit** button. A toolbar is displayed at the bottom of the window.
3. Click the **Sign** button . Your cursor is converted to a pen-like tool.
4. Use your cursor to manually draw your signature on the Document. The signature is displayed as dotted lines until you release your cursor.
5. *(Optional)* If you're not satisfied with the appearance of your signature, click the **Undo** button  and repeat Step 4.
6. Click the **Save** button to save the edited Document.
7. If you signed the Document for the purpose of sending it to a party outside of OP, proceed with your normal workflow for creating a Direct or eFax Message.

## Annotate a Document

1. Navigate to the patient's Document.
2. Click the **Edit** button. A toolbar is displayed at the bottom of the window.
3. Click the **Add annotation** button .
4. Using your cursor, draw a rectangular text box on the Document and release your cursor. The Annotation options are displayed.



5. Proceed with your Annotation using the following options:
  - **Properties:** Gives you options to change the overall appearance of the Annotation, such as the background and outline color and style, the font, font size, and text justification.
  - **Edit text:** Opens the Annotation text-entry field where you'll enter the text of your annotation. Once your text is entered and you click OK, click into the Annotation box to populate your text.
  - **Cancel Annotation:** Removes the Annotation box from the Document.
  - **Apply on image:** Applies the Annotation box to the Document thumbnail image.
6. *(Optional)* If you're not satisfied with the appearance of your Annotation, click the **Undo** button and repeat Step 5 to start over.
7. Click the **Save** button when finished.