

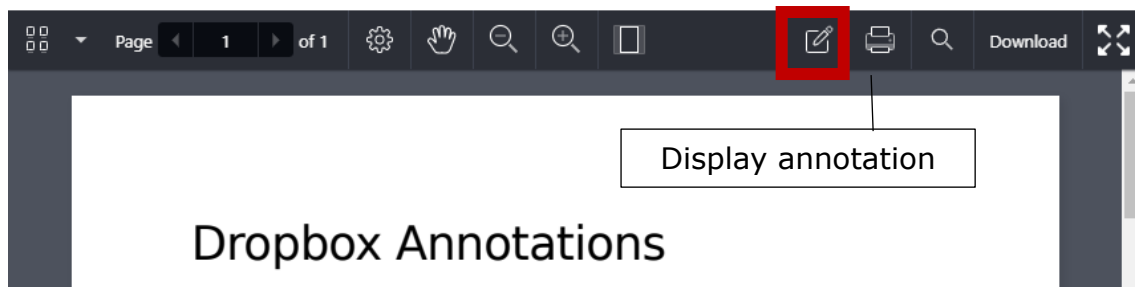
# NOW Dropbox Annotations

Provide feedback directly in submitted assignments using annotation tools

The annotation options within Dropbox provides markers with the ability to leave in-context comments, highlight text, draw freehand and insert symbols to give feedback in an effective way, in a format so that students can see immediately where they have made mistakes or have done well.

## Locating the annotation tools

The annotation tools can be accessed within a document uploaded to the Dropbox area of NOW Learning Rooms. The option to display the available annotation tools is highlighted on the image below. Alternatively, use the Full Screen view to reveal further options.



For text files, if you long press a location where there is no text, do any of the following:

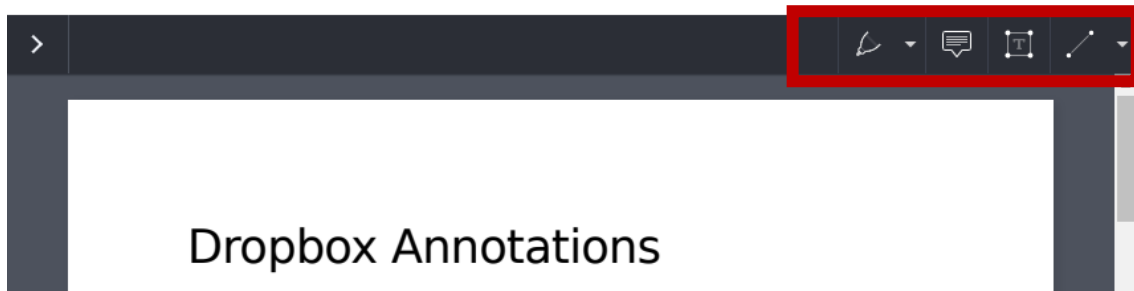
- Tap **Note**. Enter your text. Tap Save.
- Tap **Drawing**. Draw with your finger. With the drawing selected, tap Style to change the properties of the pencil.
- Tap **Eraser** to erase existing annotations.

For text files, if you long press a location where there is text, do any of the following:





- Tap **Copy** to copy the text to your clipboard.
- Tap **Highlight**. With the annotated text selected, select any of the corresponding options to attach a note, change the style, copy to clipboard, change the type of annotation or delete.

- Tap **Strikeout**. With the annotated text selected, select any of the corresponding options to attach a note, change the style, copy to clipboard, change the type of annotation or delete.
- Tap **Underline**. With the annotated text selected, select any of the corresponding options to attach a note, change the style, copy to clipboard, change the type of annotation or delete.

In image documents, the only annotation actions available are **Note**, **Drawing**, and **Eraser**.



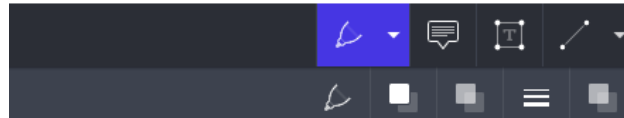
The annotation toolbar displays when the Annotations option is selected. The options available are:

- |   |           |  |
|---|-----------|--|
|  | Pen tool  | Pen, Highlighter, Text Highlighter, Eraser |
|  | Note tool | Add icons into the document                |
|  | Text tool | Add text comments into the document        |
|  | Line tool | Draw lines                                 |



## The Pen tool

The Pen tool provides markers the ability to add freehand notes to students work and highlight areas of the work for emphasis. An eraser can also be found within this area. With this tool selected the marker can change the colour of the pen, set a coloured background, increase or decrease the width of the line, and change the opacity.

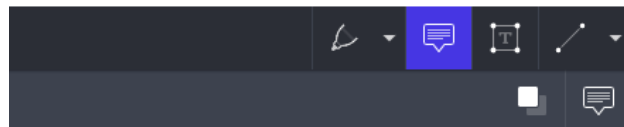


**The Pen tool selected on the annotation toolbar with additional options displayed.**



## The Note tool

Comments can be placed throughout the submission using the notes tool. These comments are added within an icon to preserve space within the document itself. There are a number of different icons available, together with the option to change the icon colour.

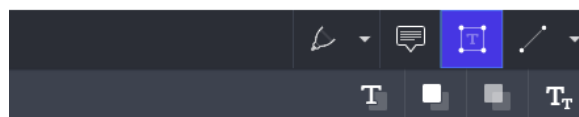


**The Note tool selected on the annotation toolbar with options to change the icon type and colour.**



## The Text tool

Inline comments can be inserted into the document within a text box using the text tool. This enables students to see the comments as they quickly review their work. The marker has the options to change the colour of the text, set a text box background, increase or decrease the opacity and change the font type, size and alignment.

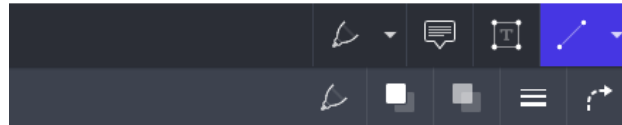


**The Text tool selected on the annotation toolbar with additional options displayed.**



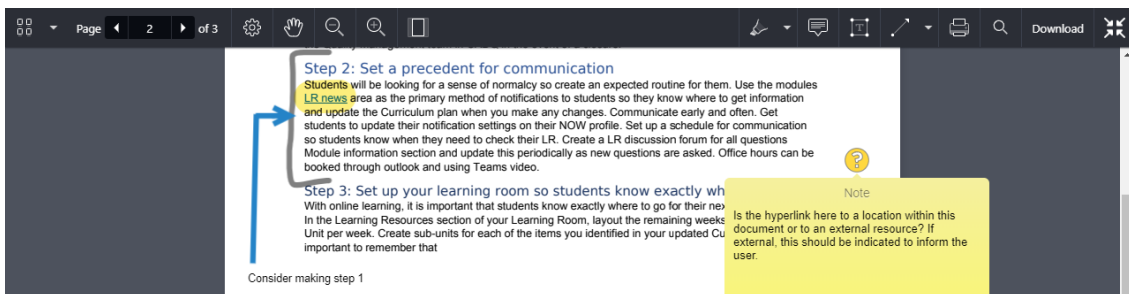
## The Line tool

Lines, arrows and rectangles can be drawn directly on the submission using the Line tool. Markers are able to set the line type, colour and width, the style of the arrowheads, fill colour and opacity.



**The Line tool selected on the annotation toolbar with additional options available.**

### *Example of use of the annotation tools*



**The document shown here includes use of the Pen tool to emphasise the paragraph, the highlighter tool to highlight the web link, the Note tool to provide a comment via an icon, the Text tool to add some inline text, and the Lines tool to relate the text comment to the paragraph.**

## Removing annotations

Certain annotations made using the Pen tool, including the highlighter option can be removed using the eraser found within the options under the Pen tool icon.

All other annotations, including text comments, lines, arrows, icons and highlighted text can be removed by selecting them with the mouse and hitting delete on the keyboard.