

Follow the '>>' link above to navigate to the next page of this document.

This annotation is added on top of the original OnDoc Quick Start document.

## OnDoc Quick Start

Follow the OnDoc link (top left corner) to read more about OnDoc and upload a PDF document from the Internet or your computer.

Take a PDF document from the Internet or your computer and OnDoc will display it in your web browser allowing you to fill out forms and add annotations.

To browse a PDF document:

1. Sign in (optional)
2. Upload the document from the Internet or your computer
3. View the document (see the screenshot below)

To create new annotation, simply click on the page and the "Create" dialog will pop up.

OnDoc - Mozilla Firefox

File Edit View History Bookmarks Tools Help

OnDoc | sign out ~ my tom ~ pub | pdf txt html url | << >> 1 2 3 4 | Go Find

Save ~ **Edit** Select Move Delete ~ Options ~ Download

My account menu

Editing menu

Download menu

Browsing menu

Document pages and navigation

HM Revenue & Customs

Residence, remit  
Tax year 6 Ap

Your name

The document

Your unique taxpayer ref

An annotation can be moved by dragging it over the page.  
It can be edited by clicking on it (when the Edit menu is highlighted).

Go - jump to a page  
Find - search for keywords

To fill out form:

1. Sign in
2. Upload the form into your account
3. Add annotations
  - o Click on the page image. A dialog pops up where you can enter the annotation text and style information (font type, size, color, line and letter spacing).
  - o Press Save (in the editing menu) before leaving the page.
  - o Change Options (in the editing menu) to apply chosen style to all annotations by default.

OnDoc - Mozilla Firefox

File Edit View History Bookmarks Tools Help

OnDoc | sign out ~ my tom ~ pub | pdf txt html url | << >> 1 2 3 4 | Go Find

Save ~ **Edit** Select Move Delete ~ Options ~ Download

Select/group annotations

Add new or edit existing annotation

Delete selected annotations

Move selected annotations

Download annotated document

HM Revenue & Customs

Residence, remit  
Tax year 6 Ap

Save annotations before leaving the page

A patch contains all annotations on one document. You can give it a name so that you can have many patches for a particular document at the same time. For example, the text color is set to "Burly Wood" and line spacing is set to 13pt in the Options dialog for this patch. This annotation has font size 9pt and line spacing 10.5pt as an exception.

The Options dialog sets the default style information (font type, size, color, line and letter spacing):

The screenshot shows a Firefox browser window with the title bar "OnDoc - Mozilla Firefox". The menu bar includes File, Edit, View, History, Bookmarks, Tools, and Help. The toolbar includes Back, Forward, Stop, Home, and Refresh buttons. The address bar shows the URL "http://ondoc.logand.com/d/70/1/". Below the toolbar is a navigation bar with links like OnDoc, sign out, my tom, pub, pdf, txt, html, url, and page numbers 1, 2, 3, 4. To the right are Go and Find buttons. A status bar at the bottom shows Save, Edit, Select, Move, Delete, Options, and Download. A red arrow points from the text "Options dialog" to the "Options" button in the top right corner of the OnDoc interface. The main content area displays the HM Revenue & Customs logo and a form with fields for "Your name" and "Residence status". A modal dialog titled "Options" is open on the right, containing settings for Chosen and Used font type (default, sans-serif), font size (12), text color (black), line spacing (12.0), and letter spacing (from font size). A "Hide" button is at the bottom right of the dialog.

The Create/Edit annotation dialog appears after clicking on the image of the document page:

The screenshot shows a Firefox browser window with the title bar "OnDoc - Mozilla Firefox". The menu bar, toolbar, and address bar are identical to the previous screenshot. The status bar shows Save, Edit, Select, Move, Delete, Options, and Download. A modal dialog titled "Edit" is open on the right, containing a "Text:" field with the text "John Cash". Below the text field is a note: "The default style is inherited from the Options dialog. It can be changed individually for each annotation. The annotation on this screenshot uses the default style." The "Edit" dialog contains settings for Chosen and Used font type (default, sans-serif), font size (12), text color (black), line spacing (12.0), and letter spacing (from font size). The "Edit" dialog also includes Apply, Ok, and Cancel buttons. The main content area displays the HM Revenue & Customs logo and a form with fields for "Your name" containing "John Cash" and "Residence status".

Each annotation has a little yellow dot indicating its position. This dot changes color to red when the annotation is selected (click on the Select menu and then click on annotations).

Selected annotations can be moved or deleted quickly.