

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.

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

OnDoc Quick Start

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 bellow)

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

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 [input]
The document [input]
Your unique taxpayer re [input]

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.

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).

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

Move selected annotations

Delete selected annotations

Download annotated document

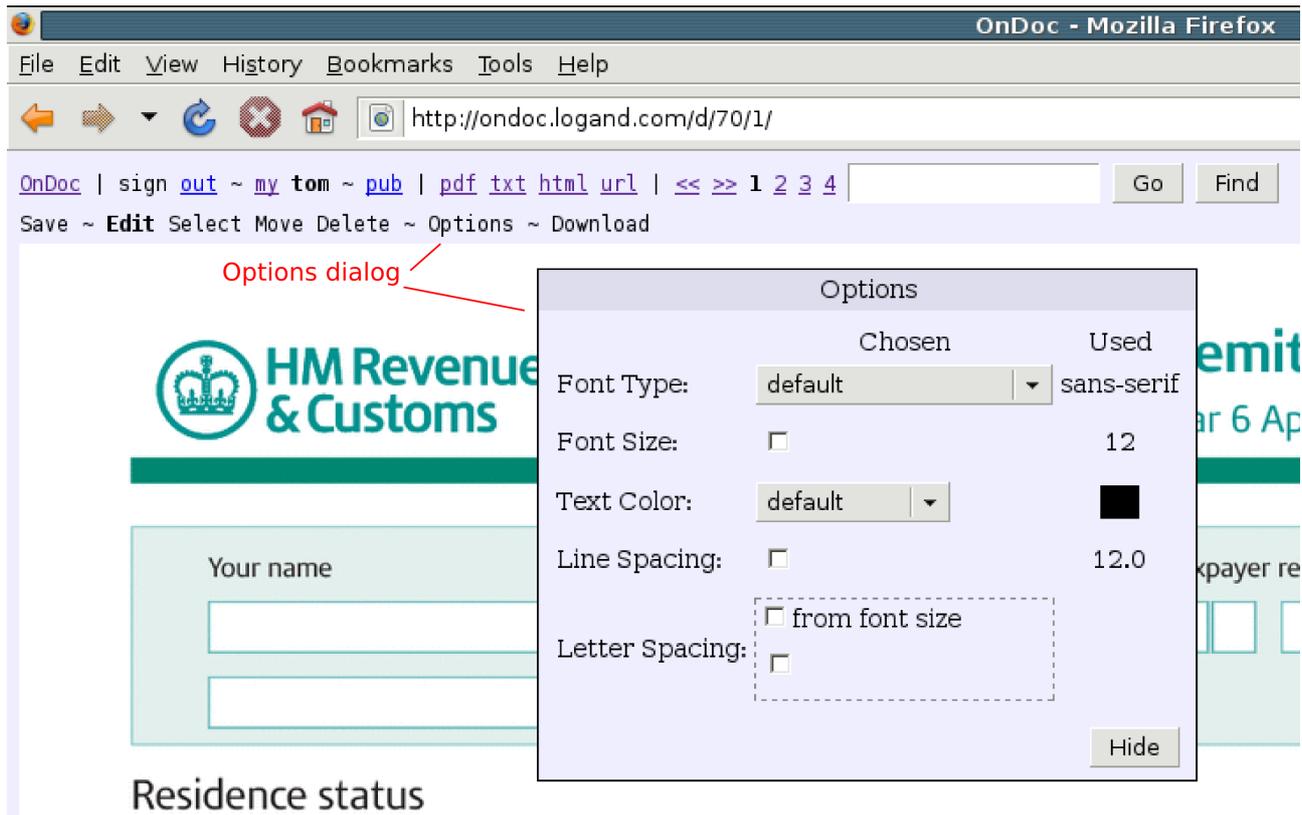
HM Revenue & Customs

Residence, remit
Tax year 6 Ap

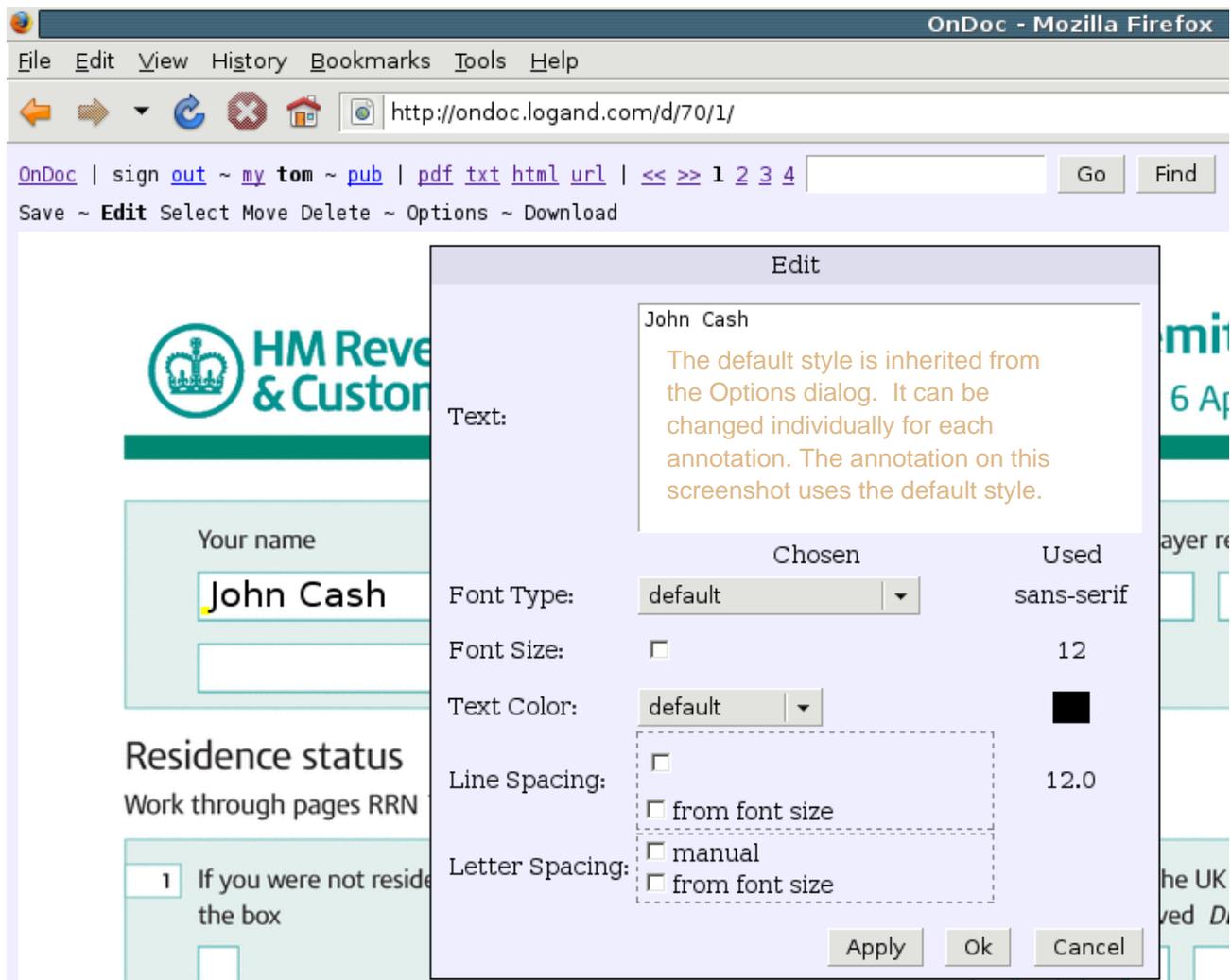
Save annotations before leaving the page

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



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.