

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 below)

The screenshot shows a Mozilla 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, Refresh, Home, and a search field with the URL "http://ondoc.logand.com/d/70/1/". The address bar also displays "OnDoc | sign out ~ my tom ~ pub | pdf txt html url | << >> 1 2 3 4". Below the toolbar is a menu bar with Save, Edit, Select, Move, Delete, Options, and Download. A "Browsing menu" is shown with "Go" and "Find" buttons. The main content area shows the "HM Revenue & Customs" logo and a tax form titled "Residence, remit Tax year 6 Ap". The form has fields for "Your name", "The document", and "Your unique taxpayer ref". A "Document pages and navigation" section shows page numbers 1, 2, 3, 4 with arrows. At the bottom right are "Go - jump to a page" and "Find - search for keywords". Red annotations point to various menu items and buttons.

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.

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

A screenshot of a web browser window titled "OnDoc - Mozilla Firefox". The address bar shows the URL "http://ondoc.logand.com/d/70/1/". The main content area displays a document from HM Revenue & Customs. A red arrow points from the text "Options dialog" to a floating "Options" dialog box. The "Options" dialog contains settings for font type (Chosen: default, Used: sans-serif), font size (12), text color (default, black), line spacing (12.0), and letter spacing (checkboxes for "from font size" and "manual").

Residence status

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

A screenshot of a web browser window titled "OnDoc - Mozilla Firefox". The address bar shows the URL "http://ondoc.logand.com/d/70/1/". The main content area displays a document from HM Revenue & Customs. An annotation "John Cash" has been added to the "Your name" field. A floating "Edit" dialog box is open over the annotation, showing the text "John Cash" in the "Text:" field. The "Edit" dialog includes settings for font type (Chosen: default, Used: sans-serif), font size (12), text color (black), line spacing (12.0), and letter spacing (checkboxes for "from font size" and "manual").