Manage annotations

Follow this procedure to manage annotations.

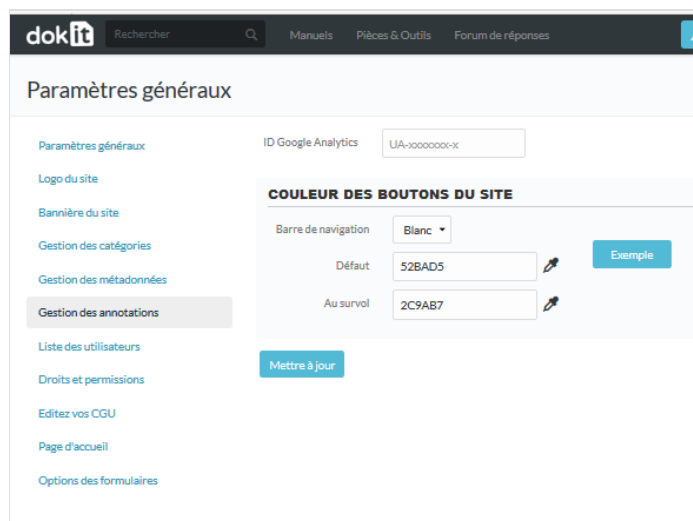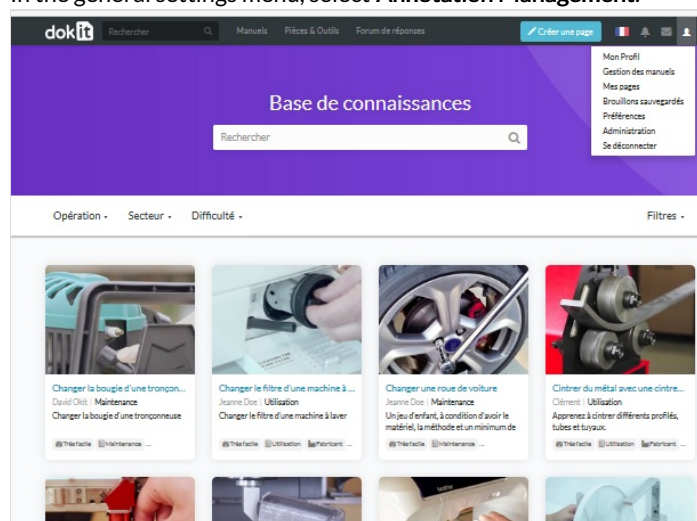| 🎛 Difficulty	Easy		🕐 Duration	10 minute(s)

Contents

Step 1 - Accessing administration settings

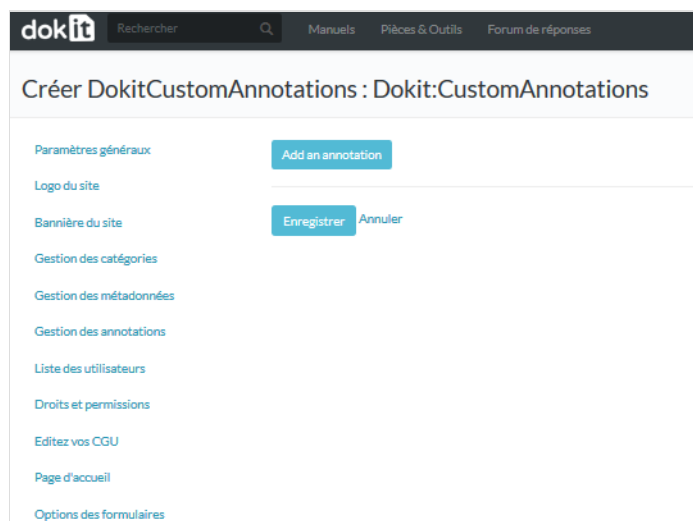On the home page, click on the avatar icon.
Select **Administration** from the drop-down menu.
In the general settings menu, select **Annotation Management**.

Step 2 - Add an annotation
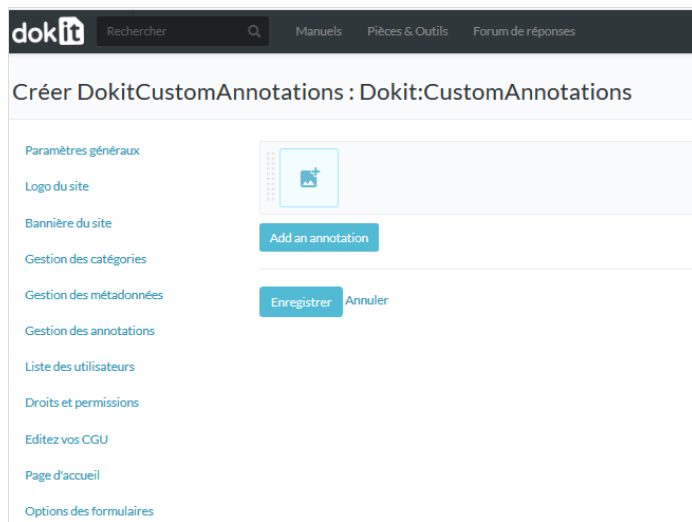
Click on **Add an annotation**.

Step 3 - Write an annotation

Click on the blue insert to add images.
Select **Save** to publish the annotation.

> ℹ️ In the area dedicated to annotations, you have various tools at your disposal:
> - The trash can icon for deleting annotations.
> - The arrow icon with a plus to add an instance above this annotation.
> - The "Add an annotation" icon to edit a new annotation.