


Manage annotations

Follow this procedure to manage annotations.

 Difficulty **Easy**

 Duration **10 minute(s)**

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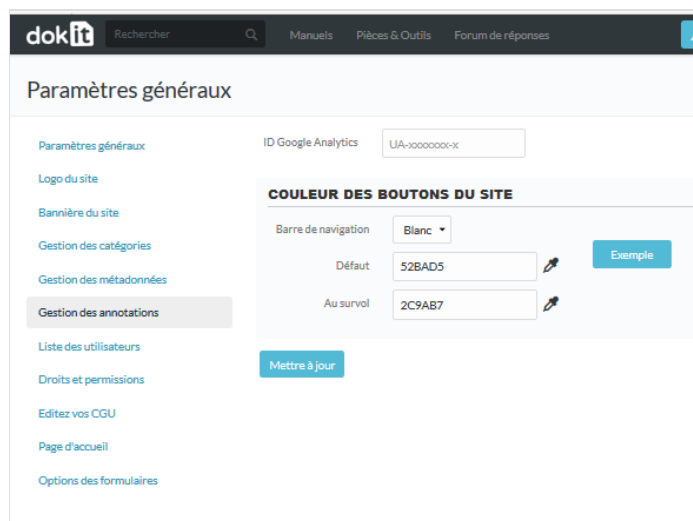
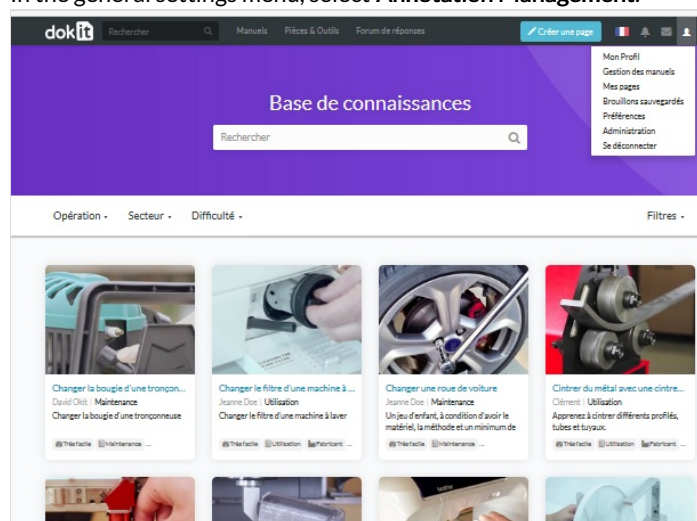
Comments

Step 1 - Accessing administration settings

On the home page, click on the avatar icon.

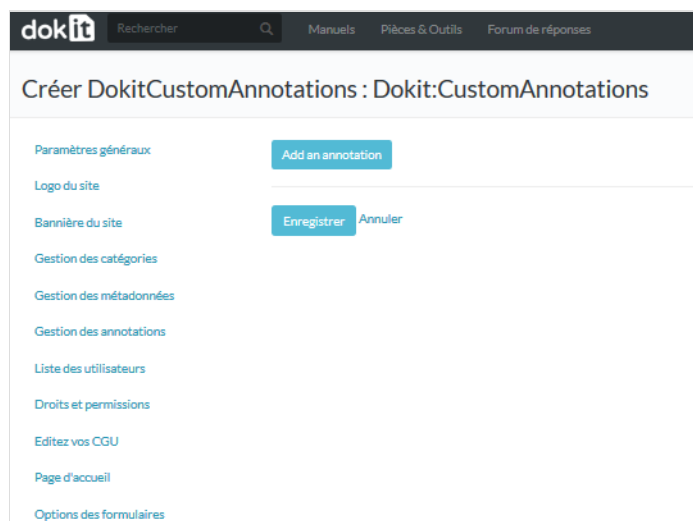
Select **Administration** from the drop-down menu.

In the general settings menu, select **Annotation Management**.



Step 2 - Add an annotation

Click on **Add an annotation**.

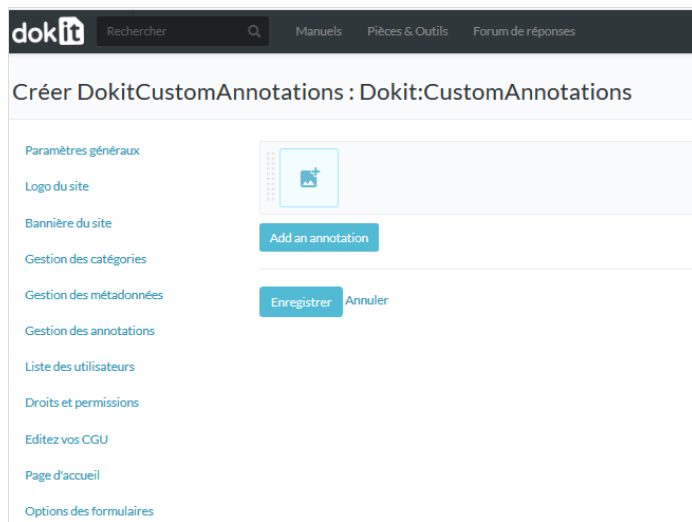


Step 3 - Write an annotation

Click on the blue insert to add images.

Select **Save** to publish the annotation.

- i** 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.



The screenshot shows the administration interface for 'DokitCustomAnnotations'. At the top, there is a navigation bar with the 'dokit' logo, a search bar, and links for 'Manuels', 'Pièces & Outils', and 'Forum de réponses'. The main title is 'Créer DokitCustomAnnotations : Dokit:CustomAnnotations'. Below this, there is a sidebar menu on the left with the following items: 'Paramètres généraux', 'Logo du site', 'Bannière du site', 'Gestion des catégories', 'Gestion des métadonnées', 'Gestion des annotations', 'Liste des utilisateurs', 'Droits et permissions', 'Editez vos CGU', 'Page d'accueil', and 'Options des formulaires'. The main content area on the right shows a 'Logo du site' section with a placeholder image and an 'Add an annotation' button. Below that, there is a 'Gestion des métadonnées' section with 'Enregistrer' and 'Annuler' buttons.