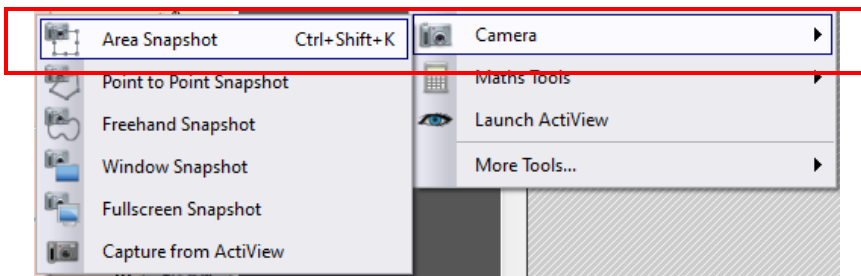
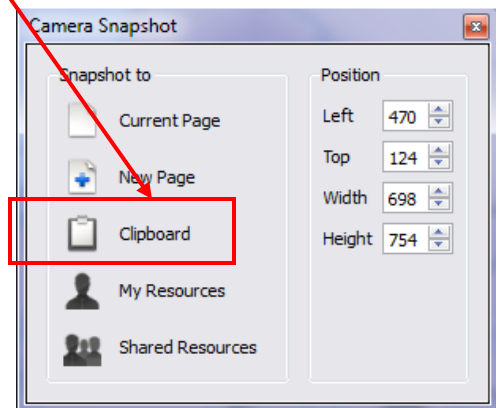
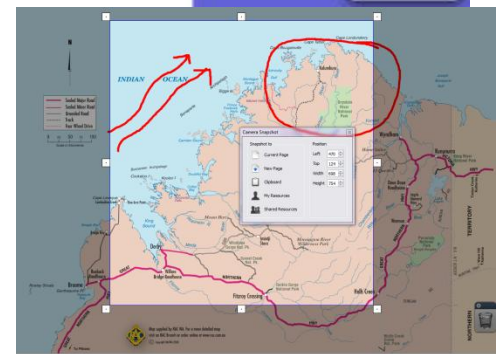


ActivInspire- Using Desktop Annotate

1. Open the PDF document (map) required.
2. Open *ActivInspire* (icon on desktop).
3. On the toolbox, click on the '*Desktop Annotate*' tool. This should take you back to your desktop, where your PDF document will be open and you will see the toolbox is still present on the screen.
4. Use the tools on the toolbox to annotate/edit over your document (i.e. pen, highlighter, shapes).
5. To save the document, take a snapshot: Go to the *Tools menu* → click on *Camera* → *Area Snapshot*.



6. Move the snapshot window (with marquee handles) over the PDF with annotations and resize using the marquee handles.
7. Choose to '*Snapshot to the Clipboard*' on the accompanying window.
8. Click on the '*Desktop Annotate*' icon on the toolbox to return to *ActivInspire*.



9. Go to the *Edit menu* → *Paste*.
10. To save the document: Go to *File* → *Print* → *Export to PDF*

