

iAnnotate now allows you to take a picture of your worksheet or document, thus eliminating the need for a second scanning app. (Previously JotNot Scanner Pro was used with iAnnotate).

To take a picture of your worksheet, go the Library tab which functions as the home screen for the app. Select ADD, then IMPORT IMAGE. You can choose to take a pic using the camera or select an image from your Camera Roll.

(Hint: The app does not allow you to crop the image. You may want to take the pic in your Camera app vs iAnnotate so you can use the editing/cropping tools in the Photos app.)

Once imported, you will need to name the image and then select it. You can now modify the document using a variety of annotation tools.

- Can create Custom Toolbars:
 - Click the + sign at the top right corner
 - Then select ADD TOOLBAR/+ at the top right corner
 - Select NEW CUSTOM TOOLBAR
 - Press the icon you want to use and drag to right side of screen
 - Repeat this for each icon, you can have up to 11 icons per toolbar (you can have multiple toolbars but only one visible at a time when annotating)
 - Toolbar can include multiple colors of same tool (i.e. many colored pencils, colored highlighters)
 - Press DONE when finished
- To edit toolbar (adding or removing tools):
 - Click the box at the right bottom corner
 - Once it expands, select the toolbar you want to edit
 - To remove tools, press icon and drag to left
 - To add tools, select icon and drag to right
- To remove toolbar:
 - Click the box at the right bottom corner
 - Once it expands, select the toolbar you want to remove
 - Then press the + sign at the top right corner
 - Select the trashcan icon at the lower right corner
 - Select REMOVE TOOLBAR
- Can select from a variety of toolbars
 - Click the box at the right bottom corner to display all toolbars available.
 - Select the of toolbar

ANNOTATION TOOLS

- Caption: Creates notes on page
- Pen/marker: Use finger to write, can change color
- Highlighter, Underline, Strikeout: Works only with text in a document not a PDF

- Stamp: Can choose from a variety of graphics, including your own photos
 - If using a photo, select STAMP
 - Tap where you would like stamp to go
 - Press + in upper right corner
 - Choose image source: CAMERA OR PHOTO LIBRARY
 - Select image
 - Name stamp and press checkmark
 - Tap image
 - If you need to resize: tap image again, edit and press DONE
- Custom Stamp: Can create a custom stamp to save time, especially if stamp used repeatedly. Can create multiple custom stamps.
 - Add the icon STAMP WITH A SPECIFIC IMAGE to your toolbar
 - Select graphic or image you would like to designate to that stamp
 - Press DONE
- Custom Stamp with Signature/Name:
 - For signature, add the Feather icon to your toolbar, press DONE
 - For text name, add the Typewriter icon to your toolbar, press DONE
 - Select Feather, tap on area and sign name, press DONE OR
 - Select Typewriter, tap on area and type name, press DONE
 - Tap on signature/name until it blinks. In the upper right, press STAMP
 - Enter a Stamp Name and press CHECKMARK
 - Press DONE
 - Now go back and edit toolbar and add a new icon (STAMP WITH A SPECIFIC IMAGE)
 - Find your signature/text and SELECT.
 - Press DONE
- Typewriter: Creates text boxes, can change font/color. If built-in dictation available, can dictate answers.
- Feather: can create signature
- Wrist guard: available for pencil/straight-line, highlight, underline and strikethrough annotations, provides an annotation ribbon that allows wrist stability when using select tools and prevents touch screen registration
- Camera: insert photo or take photo
- Microphone: record a sound annotation
 - If sharing the 'annotated' version, the recipient will get sound/audio but only if opened in iAnnotate. If they do not have iAnnotate, the sound/audio will not play. If they do not have iAnnotate, send "flattened" version so mark ups can be viewed.
- Can print or email
 - Can send original or flattened version (viewable but not editable) or annotated version (viewable and editable)
- Other sharing options: export to other apps such as Dropbox or Google Drive
 - Must add OPEN IN EXTERNAL APPLICATION icon on toolbar
- Can also create folders to help with organization
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