

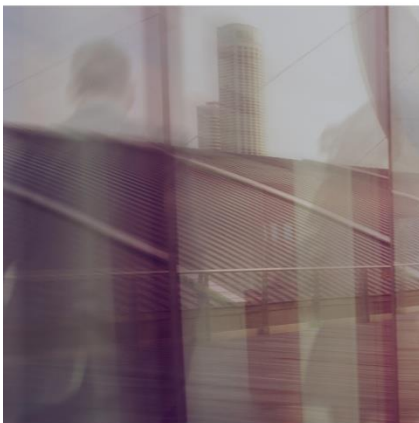
DocBOX®

Document Slicer and Markup Tools



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Document Slicer and Markup Tools

The Document Slice/Markup tools is used when you need to split large documents into multiple files or to markup certain areas of the document.

The Slice/Markup tool is available for use with documents in **DocBox** or the **Documents or Forms** section of your **Transaction**.

1. Select the  icon- to the right of the document and select **Slice/Markup**.

Slice

1. Select the **Slice** option on the next screen.
2. The screen will display the document pages seperately on the screen.
3. Re-order the pages by dragging individual pages to new locations in the document, or tap and hold on mobile devices.
4. Select or multi select any pages to do the following actions:



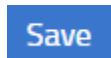
Delete the selected pages



Rotate the selected pages



Zoom




The selected pages:

- Save - saves over the current document
- Save As - allows you to save a new document with the selected pages
- Replace Document - allows you to overwrite a current document with the new saved changes-



5. Toggle to use the Markup Tools for this document (see next section).

Markup

1. Select the **Markup** option on the next screen.
2. For multi-page documents, select the page to mark up using the **Select Page**  icon at the top center.
3. Zoom and Rotate tools are available at the upper right of the screen.
4. Markup options include:




Add a Text area to the document





Free draw Tool


Select Page 




 Add Ellipse shape to the document


 Add Rectangle shape to the document

 Highlight selected area of the document


 Add Straight Line to the document

 Redact to hide selected area of the document

TIP: Right click on any of these tools once placed on the document for additional options

 The selected pages:

- Save - saves over the current document
- Save As - allows you to save a new document with the selected pages
- Replace Document - allows you to overwrite a current document with the new saved changes.

6.  Toggle to use the Slice Tool for this document (see first section of this document).