

User Guide - Working with inserts or comments

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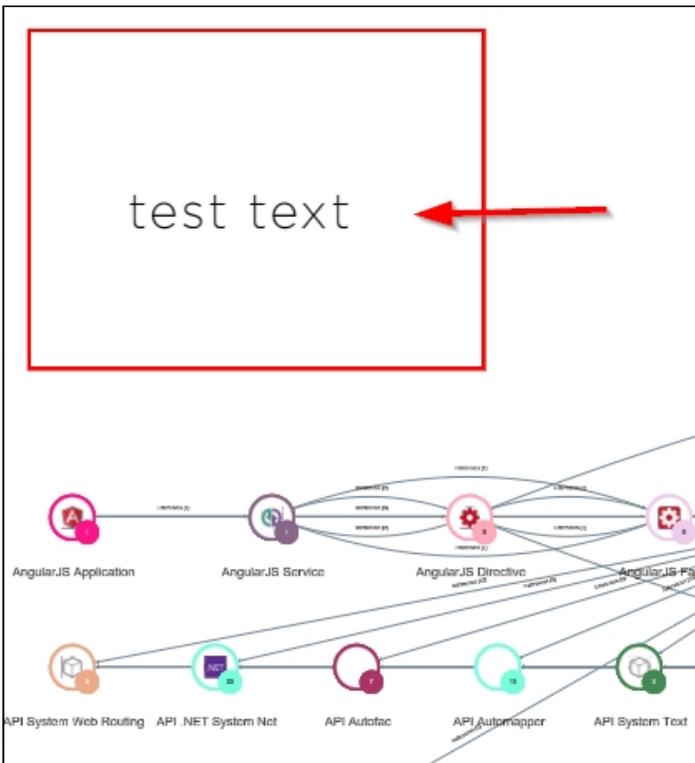
 **Summary:** this page describes how to work with inserts/comments.

Introduction

It is possible to add multiple **inserts** or **comments** to the view when working in **any level or the object nodes view**, to annotate a view, or perhaps to highlight specific nodes. This feature is known by different names in different releases and consequentially has differing behaviour as explained below.

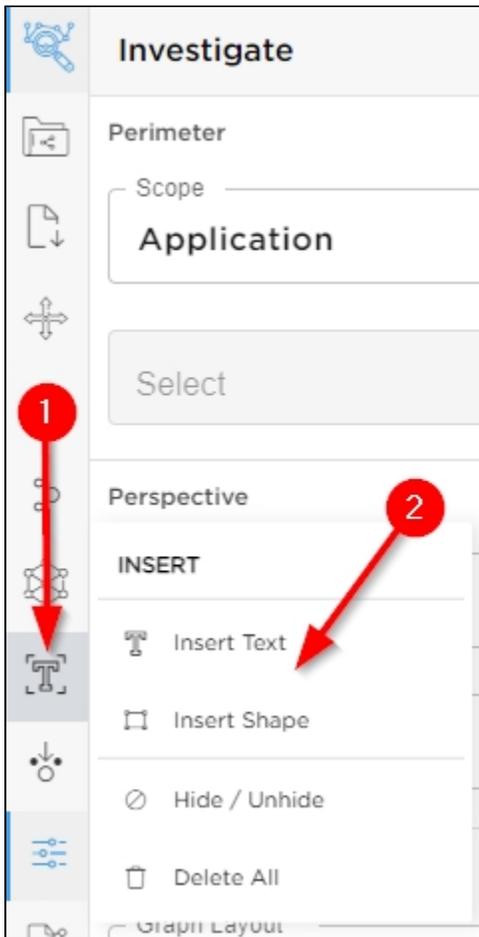
2.12.x

The feature is known as **Inserts**. Both **text** and **shapes** can be inserted:



Adding inserts

Click **Insert** and choose **Text** or **Shape** as required:



Text

Choosing **Insert Text** will show the following popup, allowing you to:

- enter the text you want to display in the view
- format the text:
 - size
 - colour
 - bold
 - italic
 - underline

Clicking **Create** will add the text to the view:

INSERT TEXT ✕

Paragraph ▾ ● **B** *I* U

Enter your text here...

CANCEL **CREATE**

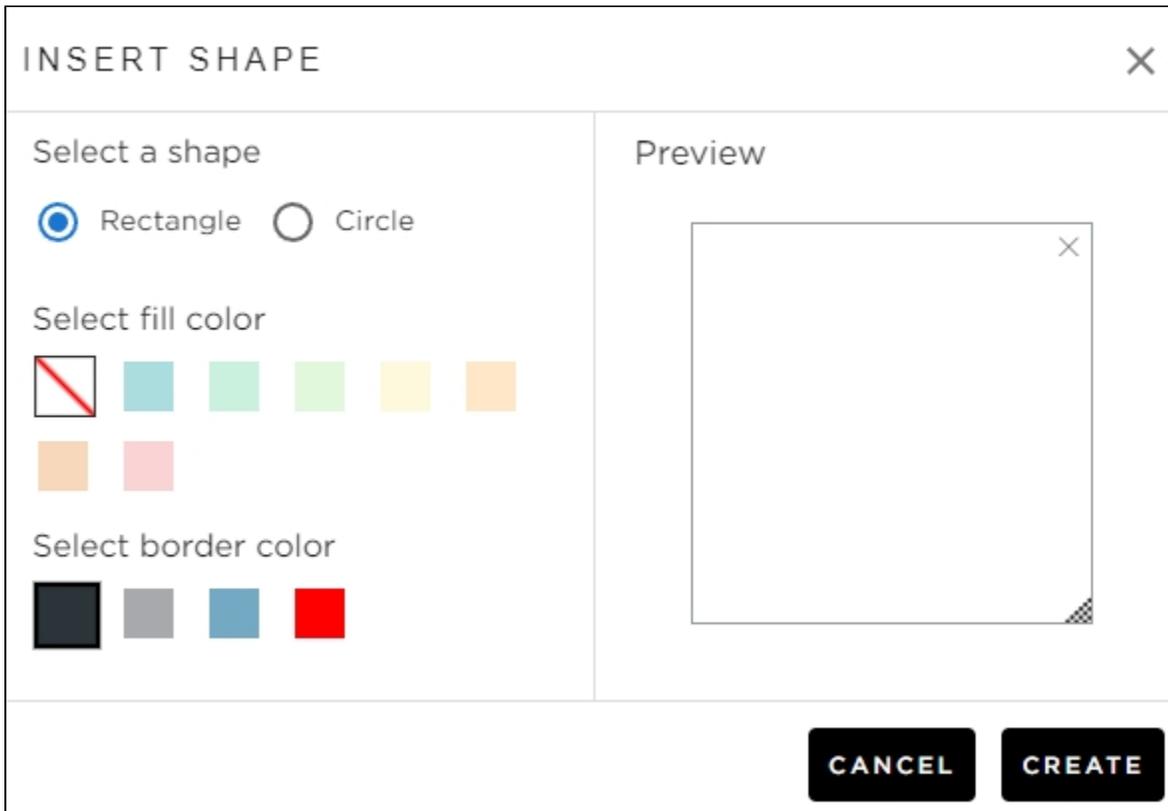
Clicking **Create** will add the text to the view. Text inserts can also be dragged to their required position with the mouse:



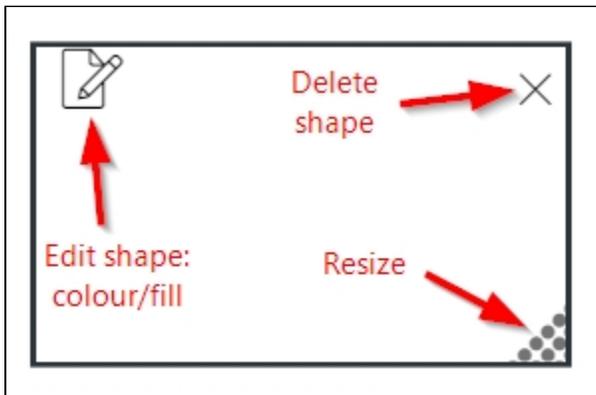
Shape

Choosing **Insert Shape** will show the following popup, allowing you to:

- Choose between a **Rectangle** (default) or **Circle** shape.
- Choose whether you want the shape to be **filled** with a specific colour (default no fill).
- Choose a **border colour** for your shape (default is black).
- View a preview of the shape in the right hand section of the popup.



Clicking **Create** will add the shape to the view. Shapes can also be dragged to their required position with the mouse:



Deleting inserts

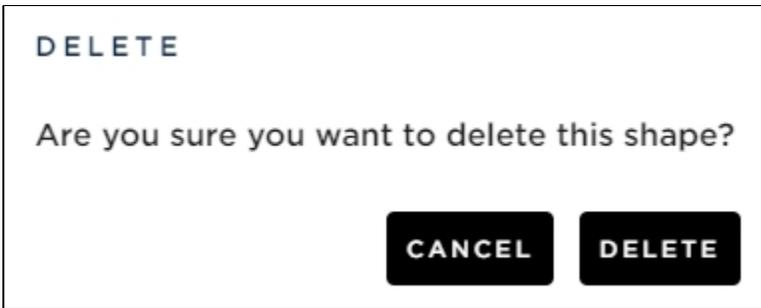
 Inserts can be deleted from unsaved and saved views.

Individual inserts

To delete individual inserts, click the insert and then click the cross icon in the top right corner:

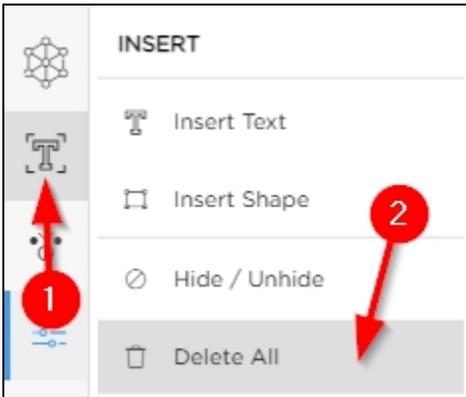


And then confirm the deletion:



All inserts

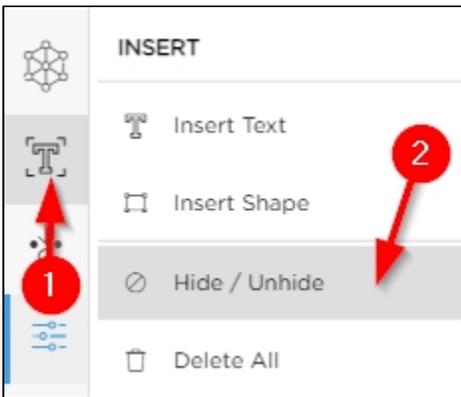
To delete all inserts in a view use the following option and confirm the deletion:



Hiding inserts

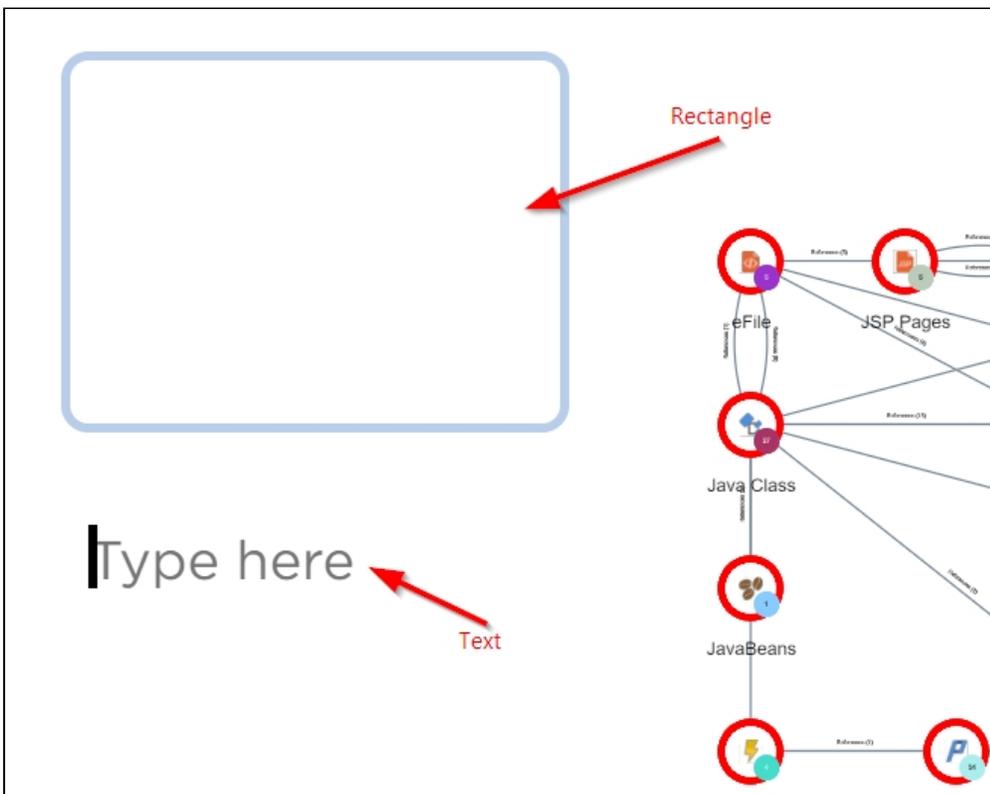
 Inserts can be hidden/unhidden in unsaved and saved views.

Use the **Hide/Unhide** toggle button:



2.3.x - 2.11.x - Inserts

The feature is known as **Inserts**. Both **text** and **rectangles** can be inserted:



- Inserts can be **resized** and **moved** around the view

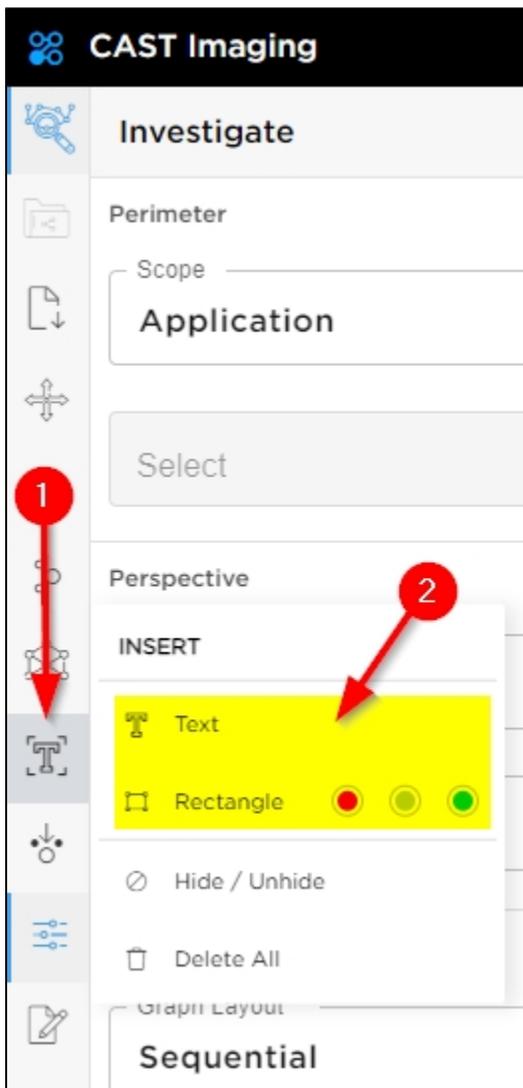


- Inserts **do not persist**, therefore to retain inserts, you must save the view using the  button located in the left panel.
- Inserts can be toggled between **hidden** and **visible** in the view
- A **Delete All** option exists to remove all comments in a view
- **Text inserts** can be placed over **Shape inserts**:

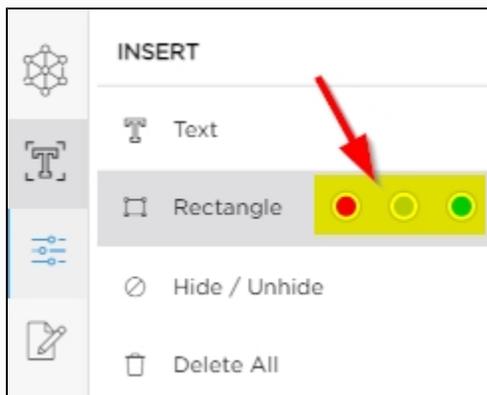


Adding inserts

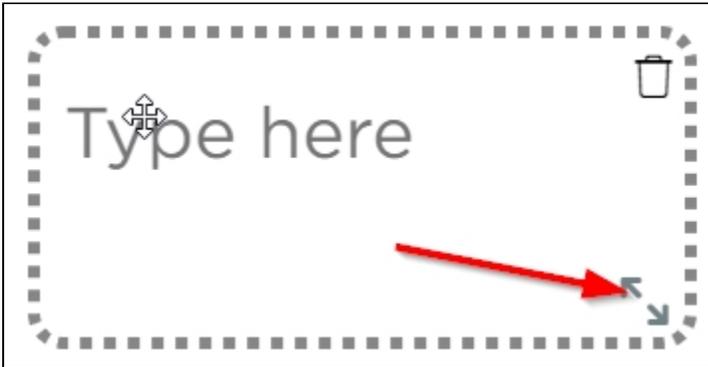
Click **Insert** and choose **Text** or **Rectangle** as required:



i Note that when choosing **Rectangle**, you can choose the colour as required - the light blue colour is the default:



The chosen item will appear in the view. If you have chosen Text, click within the text box and then add the required text. Resize as necessary:



Items can be dragged to their required position with the mouse. Repeat to add additional comments.



Inserts **do not persist**, therefore to retain inserts, you must save the view using the  button located in the left panel.



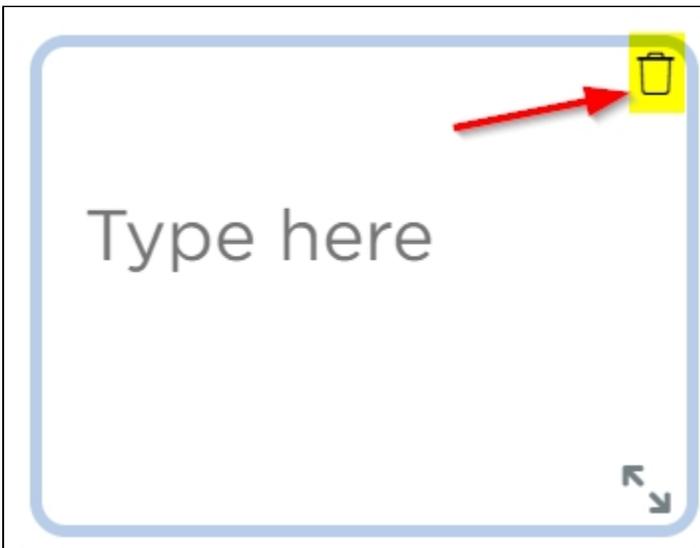
Deleting inserts



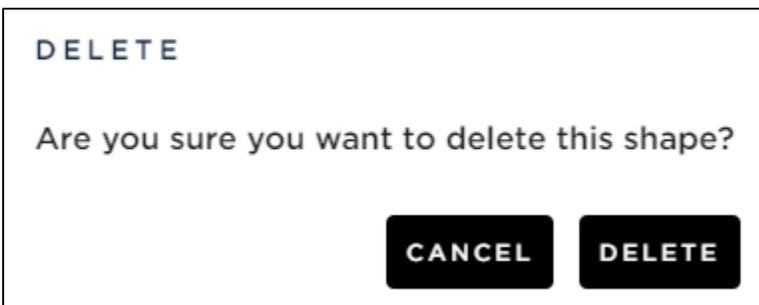
Inserts can be deleted from unsaved and saved views.

Individual inserts

To delete individual inserts, click the insert and then click the cross icon in the top right corner:

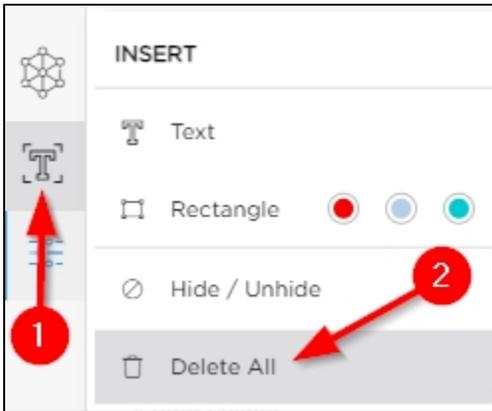


And then confirm the deletion:



All inserts

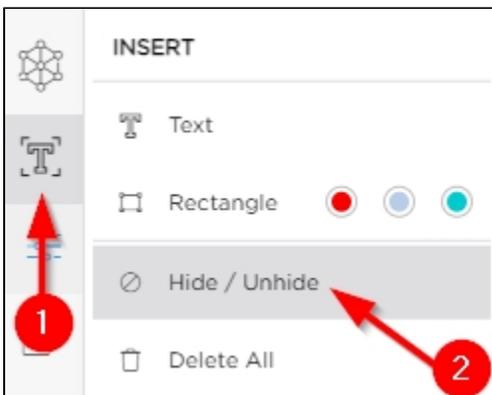
To delete all inserts in a view use the following option and confirm the deletion:



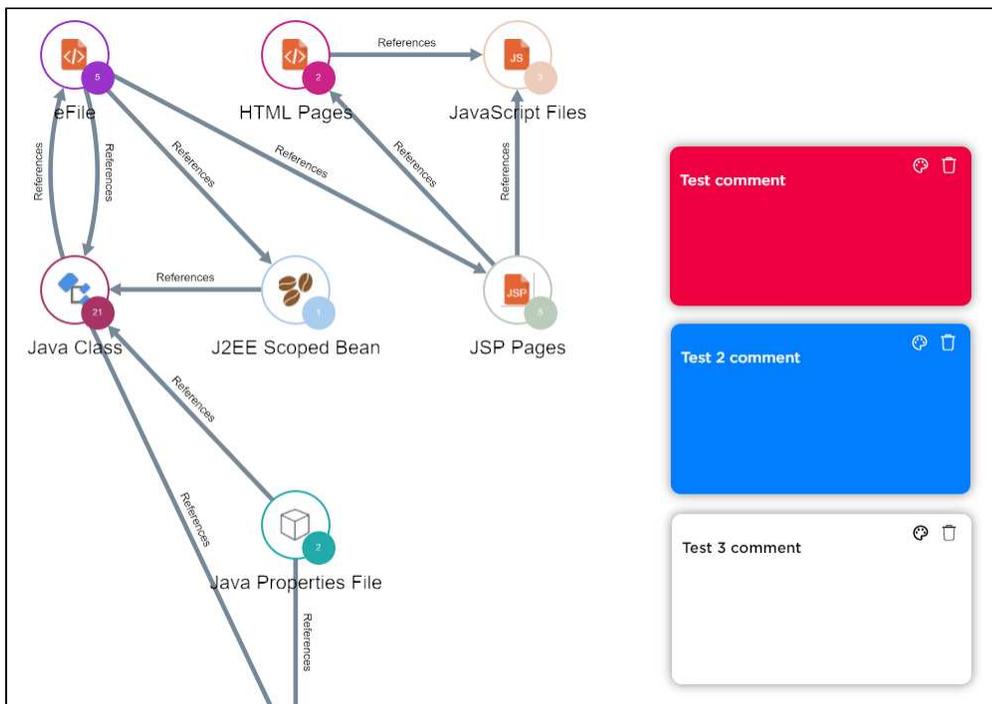
Hiding inserts

i Inserts can be hidden/unhidden in unsaved and saved views.

Use the **Hide/Unhide** toggle button:



2.2.x - Comments



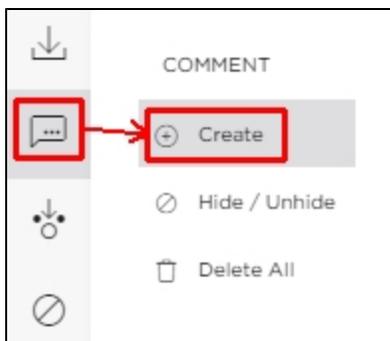
- Comments can be **resized** and **moved** around the view



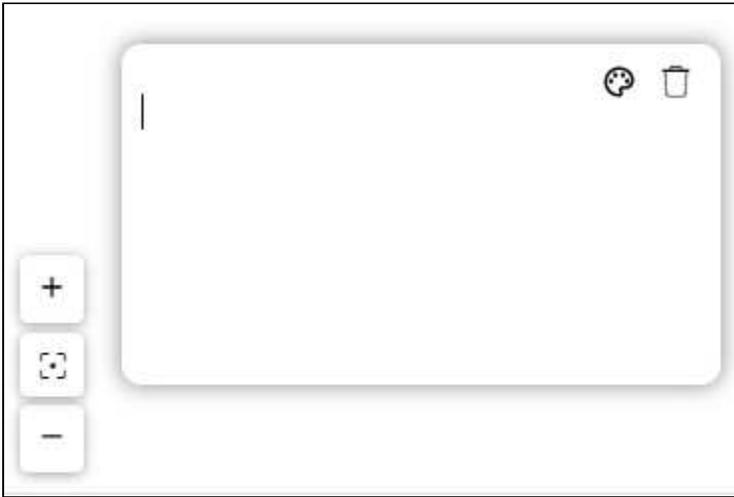
- Comments **do not persist**, therefore to retain comments, you must save the view using the  button located in the top right corner of the view.
- Comments can be toggled between **hidden** and **visible** in the view
- A **Delete All** option exists to remove all comments in a view
- **Background color** of comments can be configured - default color is transparent.

Adding comments

Click the **Comment > Create Comment** button:



The comment dialog appears in the bottom left corner of the view:



Enter the comment and drag the box to wherever you would like to position it in the view:



Repeat to add additional comments.



Comments **do not persist**, therefore to retain comments, you must save the view using the



button located in the top right corner of the view.

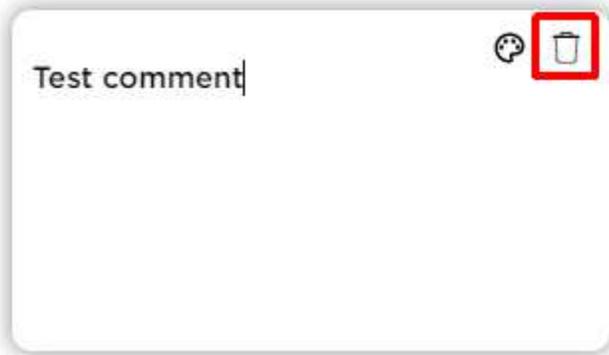
Deleting comments



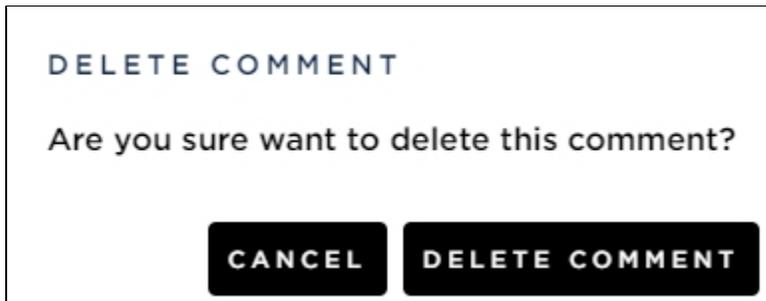
Comments can be deleted from unsaved and saved views.

Individual comments

To delete individual comments, click the cross icon in the top right corner of the comment:

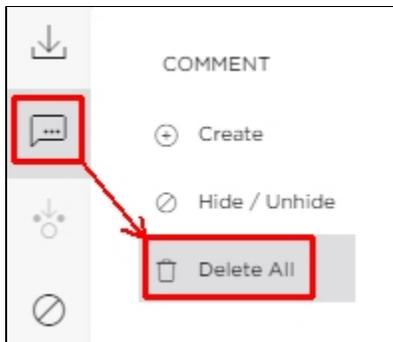


And then confirm the deletion:



All comments

To delete all comments in a view (there is no confirmation before the comments are deleted):



Hiding comments



Comments can be hidden or visible as required. Use the **Hide/Unhide** toggle button:



Changing the background color of a comment

By default comments are "transparent". You can change their background colour using the pallet icon:

