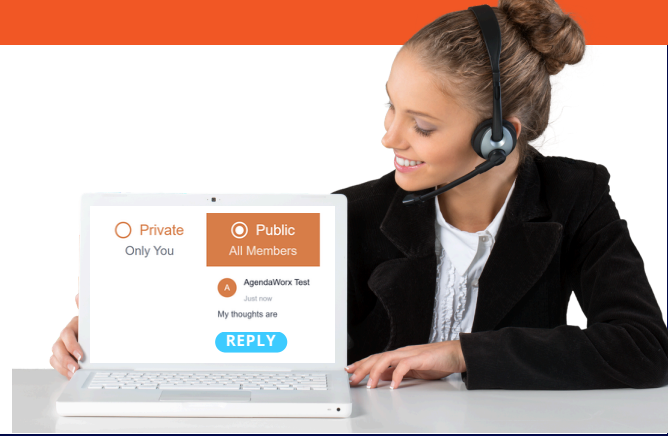


QUICK GUIDE 6

ANNOTATE MINUTES PRIVATELY AND TOGETHER ON AGENDAWORX

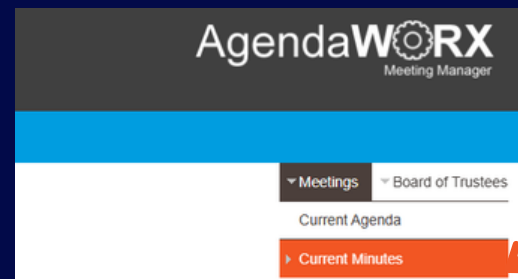
[Watch the video](#)



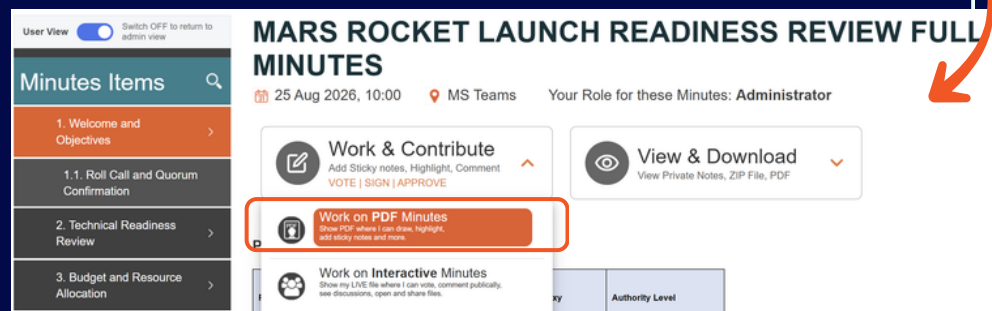
1 WORK AS A TEAM ON MINUTES

CLICK ON THE LINK THAT
WAS EMAILED TO YOU, OR
CLICK ON **CURRENT MINUTES**

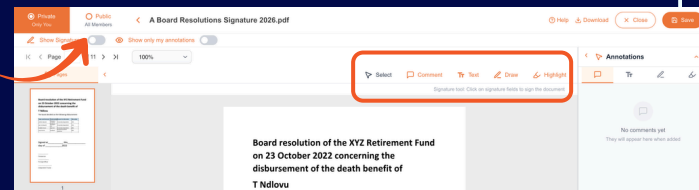
CLICK ON **YOUR MEETING
LINK**



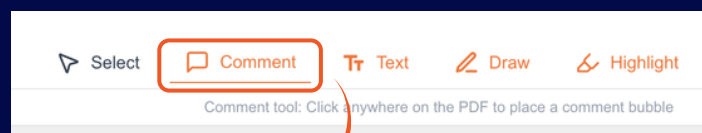
1 Click **Work & Contribute**
underneath the minutes
header and
then **Work on PDF Minutes**



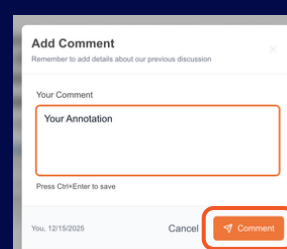
2 You can make **Private**
annotations or annotate a
Public document together
with the rest of your board or
even do **BOTH**



3 An easy to use toolbox at the
top let's you add sticky notes
(Comments), add text, draw
or **highlight** sections with
ease



Select a **tool** and **click** to add your
annotation anywhere on the page



Add your annotation
and click **Comment** to
save.

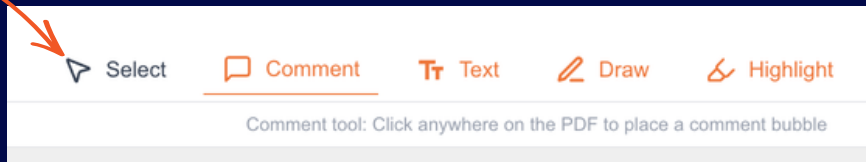
CONTINUE ON THE NEXT PAGE

AgendaWORX
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2

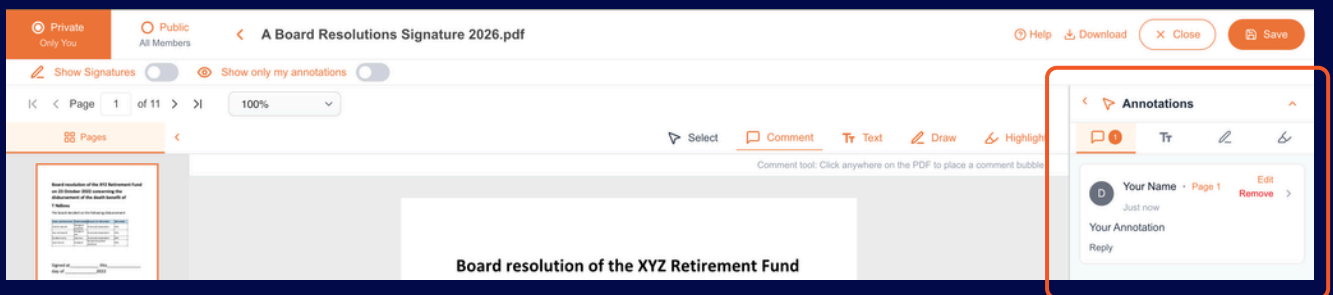
CHECKING MINUTES IS QUICK AND EASY

- 4 Click on  **Select** to move any annotation



- 5 View a list of all your and your team's annotations on the right of the page.

You can **Edit**, **Remove** and **Reply** to annotations here. It also shows you which page the annotation is on



- 6 Save and Close. Voila, done!



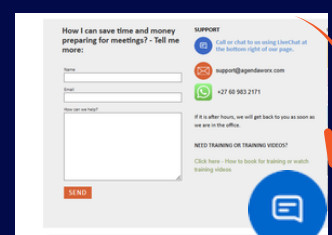
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