

ANNOTATIONS: Attach a Note

At some point, you may need to attach a note within a document to remember specific settings or other particulars about the image. You may also want to make sure that a print operator, Web programmer, or another computer artist gets important instructions or information about an image as they process it. Photoshop provides several tools to do this. The Notes tool, the Audio Annotation tool, and the File Info palette can record and provide useful information within the image. Also accessible from Photoshop but outside of an image is information available via Adobe Bridge — a file management application included with Photoshop that uses

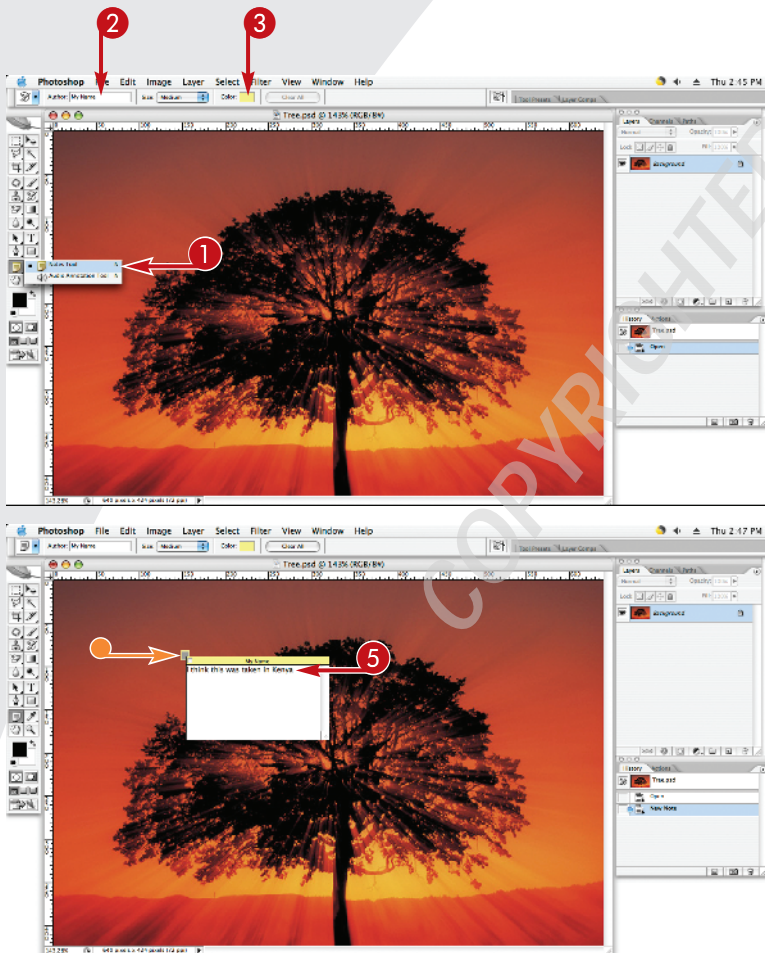
Metadata. The Notes tool works like an electronic post-it note. Just click somewhere on the image and a small window will appear so you can type reminders, warnings, or instructions. When you close the note, a small icon remains. When you want to open the note just click on the icon.

See also>>

Notes tool

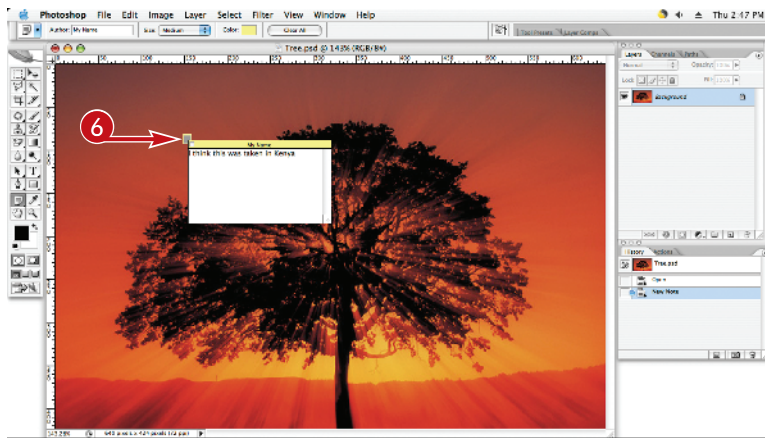
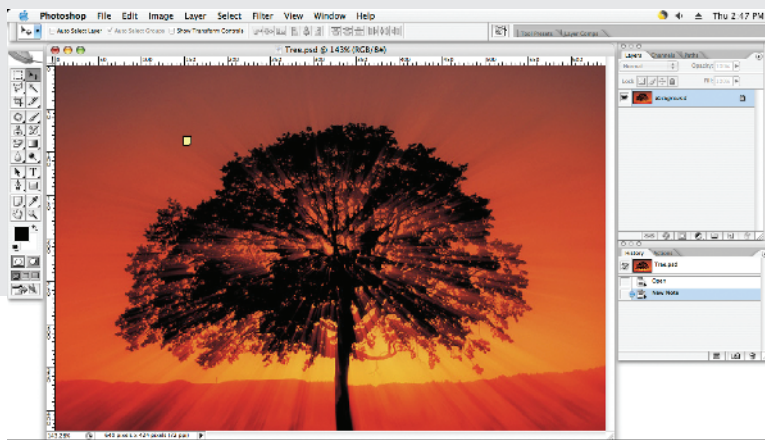
File Info palette

Metadata



- 1 Click the Notes Annotations tool from the Notes tool pull-out menu in the Tools palette.
- 2 In the Options bar, type your name in the Author text box.
The default name in the box is the registered owner of Photoshop.
- 3 Click the Color swatch and choose a color for the note that appears on the image.
- 4 Click the image where you want to place the note.
The Notes Annotations dialog box appears.
- 5 Type a reminder or instruction in the box.
When you are finished you can close the note by clicking here.

Notice that a small icon remains after you close the note.



- 6 Click on the Notes Annotation icon.

The note reappears.

TIPS

Did You Know?

Even though you can see the notes icon on top of your image, it will not print or be visible in another application. In fact, unless you save the image as a Photoshop, TIF file, or PDF it will not be visible (available) in Photoshop.

Try This!

The Audio Annotations tool allows you to actually record an audio message and store it within your image file. Just click on the image and a dialog box appears giving you instructions on how to record your message.

Warning!

Do not use an Audio Annotation unless you really need to record a spoken message. Audio files require more disk space than text files. Attaching an audio annotation to a Photoshop image will not only increase the size of your document, but may also make Photoshop less efficient with its additional need for memory.

Apply It!

To discard an audio or note annotation, click the icon with the Move tool and then press Delete (Backspace). To clear all of the annotations from a document, click the Clear All button in the Options bar. A dialog box appears and asks you if you are sure that you want to omit the annotations. Click OK.