



Easily Annotate Documents Online

GA Notes is an online annotation and indexing system for documents and images supporting PDF and MS Office formats. For user convenience, GA Notes provides an online center for collaboration in which authenticated users can edit, comment and/or reply to changes made to a single read-only online document.



No more sticky notes, no more scribble! Learn how you can add notes electronically online with Global Archives!

The GA Notes document is displayed in high quality with fonts and layout just like the printed version. It is easy to use and runs in all common web browsers, with no software or plugins to install.

The GA Notes user can easily access the required document from Global Archives' online repository, LockBox™, and place notes on the document without making any changes to the original file. You can easily save the notes you have placed on the document or export it for print or email purposes.

GA Notes is one of many software applications Global Archives integrated into its custom solutions to automate and simplify document management.

Open file and annotate.

Review your change and store.

New version stored in a PDF format.

FAQs

1. What does GA Notes do?

GA Notes is an online service that lets you attach private or shared notes to documents and images using a web browser. You can use it individually to store and index documents, or within a group to create a shared layer of comments on top of documents.

2. Do I need to download or install anything?

No. It runs entirely within the web browser and can be found in Global Archives' online repository, LockBox, so there is nothing extra to install.

3. How can I use GA Notes and where can it be found?

You can place GA Notes on any document that is accessible on LockBox. Documents can be uploaded as single pages or in production batches. They can also be easily extracted as PDF files for email and or save functions on your computer.

4. Can I place GA Notes on images in the document as well as the text?

Yes. You can select rectangular or oval regions and attach a note — or draw an arrow to a precise point. The notes will appear above the selection, however they can also be moved to the side panel.

5. How do I know who made the annotation?

Every annotation is date-stamped with the user's name.



Global Archives takes care of all your software needs!

Global Archives Inc. • 6965 El Camino Real • MS: 105-239 • Carlsbad, CA 92009-4101 • (877) 257-7226 • Fax: (760) 650-7249 • www.globalarchives.net