

Practical Law Canada

Annotations

Practical Law Canada enables you to add your own annotations to documents, either for your own reference or for the benefit of colleagues.

For adding annotations at document level, when viewing a document, select the **Add Annotation** icon from the right-side of the screen.



Figure 1: Annotation icon

A yellow-bordered editable text box appears at the top of the document. Enter your annotation into the text box.



Figure 2: Annotation text box

Simply select **Save** once you have finished your annotation.

Should you wish to share this annotation with others in your firm or organization, select the **Share with contacts** option below the text box.

The annotation will appear at the top of the document.

It can be hidden by selecting the – sign in the top right corner which then becomes a + symbol.



Figure 3: Sample hidden annotation

You can hide the annotation completely by using the **Hide Annotation** icon from the Actions list on the right side.



Figure 4: Hide Annotations icon

You can also annotate or highlight sections of the text within a document. Should you chose to create annotations at a particular pinpoints within a document, such annotations will appear at the particular pinpoint where they were created and not at the top of the document.

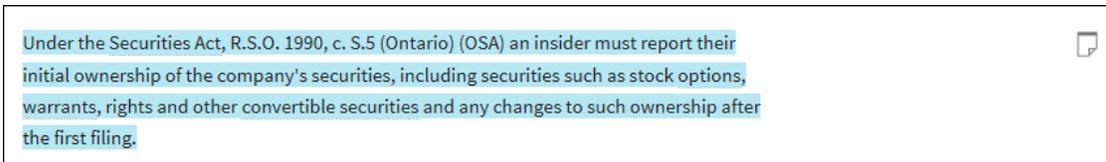


Figure 5: Pinpoint annotation

To add an annotation, select a piece of text. It could be a single word or several paragraphs. As soon as you release your mouse button, a pop-up box appears.

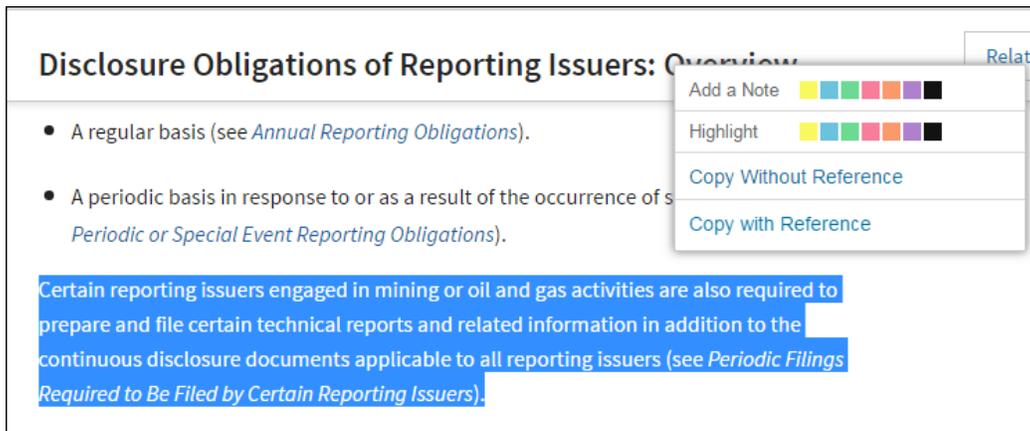


Figure 6: Add an Annotation (Note) option

From here you have various options:

1. **Add a Annotation:**

Having selected a colour for your annotation, the text you selected will be highlighted and an editable text box will appear on the right. Enter your annotation and select **Save**.

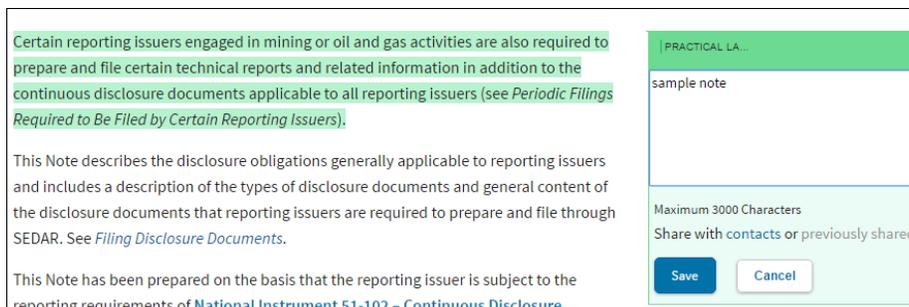


Figure 7: Sample annotation

Once the annotation has been saved, the annotation icon appears on the right and can be selected to display, edit or delete the text of the annotation.

2. **Highlight:**

You can choose the colour to highlight the selected text.

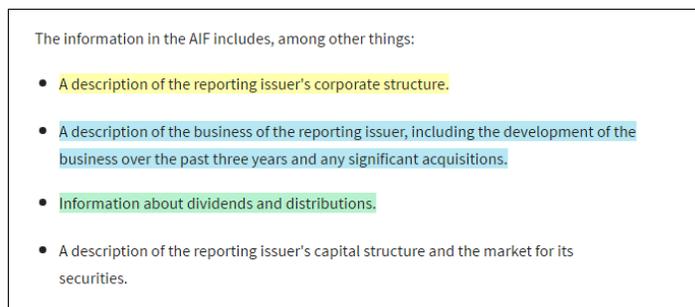


Figure 8: Highlighted text

3. **Copy With/Without Reference**

This tool copies the selected text to the computer's clipboard so that it can be easily pasted into another document or file. It can be better than using the browser options or Ctrl + C as it will maintain the formatting and strips out any html coding for links.

Text as it appears in the document:

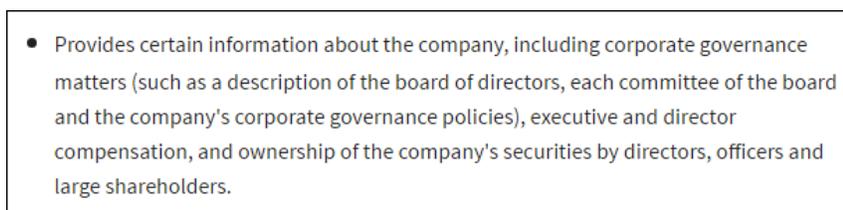


Figure 9: Text in document

Text copied without Reference:

Provides certain information about the company, including corporate governance matters (such as a description of the board of directors, each committee of the board and the company's corporate governance policies), executive and director compensation, and ownership of the company's securities by directors, officers and large shareholders.

Figure 10: Text without reference

Text copied with Reference:

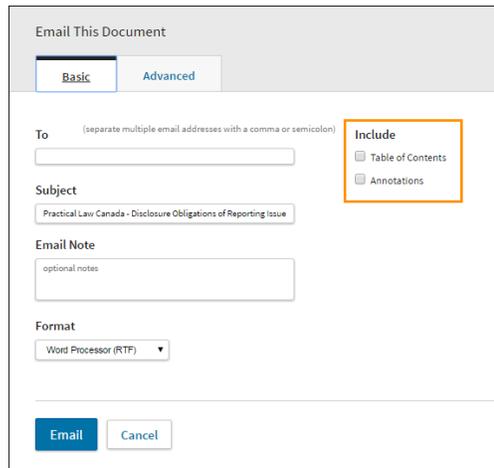
Provides certain information about the company, including corporate governance matters (such as a description of the board of directors, each committee of the board and the company's corporate governance policies), executive and director compensation, and ownership of the company's securities by directors, officers and large shareholders.

Disclosure Obligations of Reporting Issuers: Overview, Practical Law Canada Practice Note Overview 2-575-9986

Figure 11: Text with reference

Delivering Annotations

If a document has been annotated, you can choose to include your annotations when delivering the document. It will appear as an option in the **Include** section.



The screenshot shows a dialog box titled "Email This Document" with two tabs: "Basic" and "Advanced". The "Basic" tab is selected. The dialog contains the following fields and options:

- To:** (separate multiple email addresses with a comma or semicolon) - empty text box
- Subject:** "Practical Law Canada - Disclosure Obligations of Reporting Issue" - text box
- Email Note:** "optional notes" - text box
- Format:** "Word Processor (RTF)" - dropdown menu
- Include:** A section with two checkboxes: "Table of Contents" and "Annotations". Both are currently unchecked. This section is highlighted with an orange border in the image.
- Buttons:** "Email" and "Cancel" at the bottom.

Figure 12: Include section - Annotations

You can tell if a document has been annotated by this icon (📄) appearing in a list of search results.

Where can I find help?

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