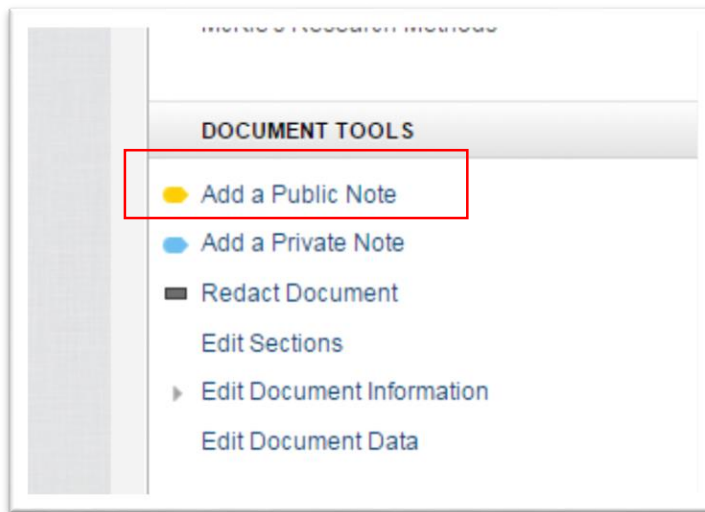


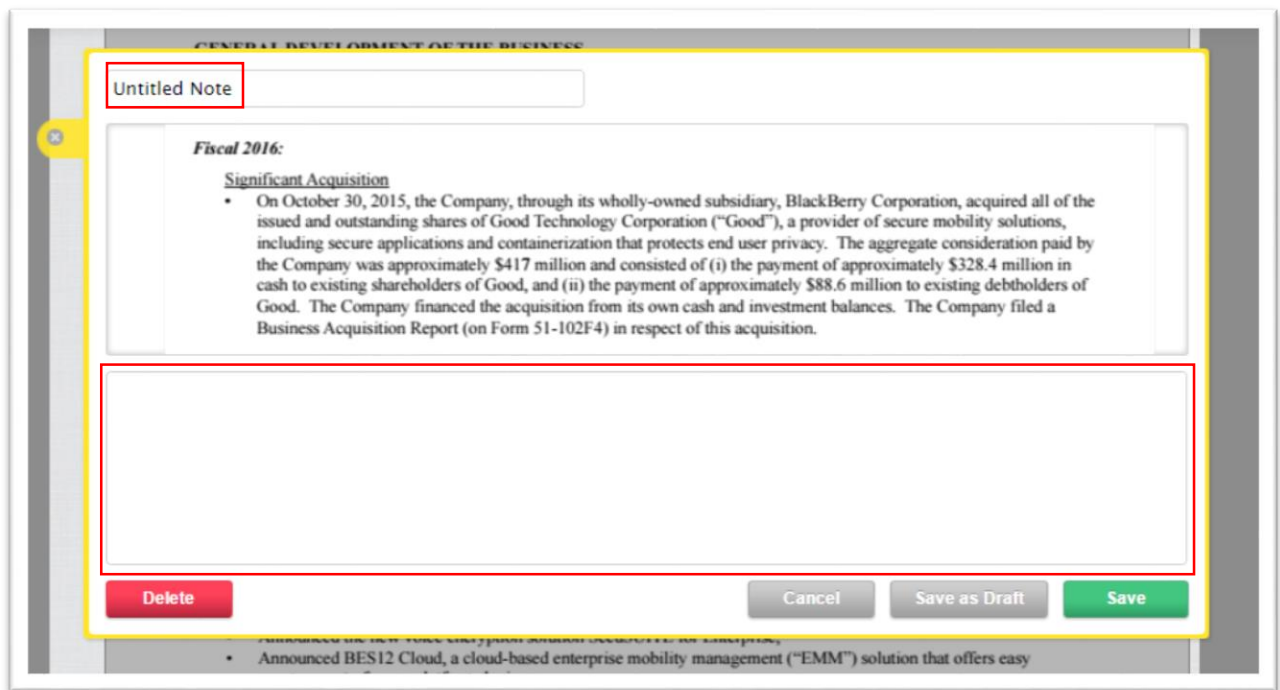
# Annotating in DocumentCloud

1. Be sure to make your document public when uploading it to DocumentCloud
2. Once you're located a section you want to annotate, go to the "Document Tools" section to the right-hand side, and select the "Add Public Note" option.

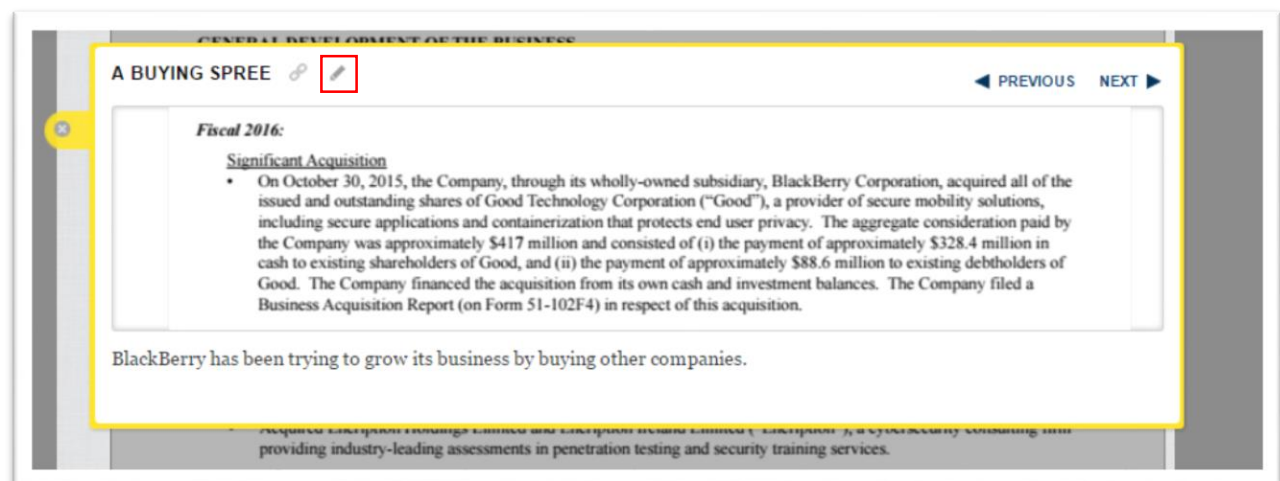


3. Clicking on the option, turns your cursor into a black cross when hovering the mouse over the text you want to annotate.

4. Press down on the mouse with your index finger to draw a box around the area, which produces this:



5. Key in a title in the "Untitled Note" area, and then in the space below the document's text, type your notes, and save the annotation.



6. To edit the annotation, select the icon to the right of the title that resembles a pencil.

7. To obtain the URL for the annotation, select the chain link icon to the left of the pencil, which adds an address to the end of the URL, which goes from this:

//www.documentcloud.org/documents/2938892-

BlackBerryFiscal-2016-Annual-

Financial.html#document/p22/a307519 to this:

<https://www.documentcloud.org/documents/2938892->

[BlackBerryFiscal-2016-Annual-Financial.html#annotation/a307556](https://www.documentcloud.org/documents/2938892-BlackBerryFiscal-2016-Annual-Financial.html#annotation/a307556)

8. Once you have a number of annotations, you'll find them under DocumentCloud's "NOTES", one of the four tabs across the top.
9. To embed an annotation in your WordPress story, go to the "EMBED TOOLS" section to the right, and select the "Embed a

EMBED TOOLS

Embed this Document

Embed a PageRESPONSIVE

Embed a NoteRESPONSIVE

Note ” option.

Step One: Select a Note to Embed

Step 1 of 2

Choose note: A BUYING SPREE

A BUYING SPREE (p. 13)

Fiscal 2016:

Significant Acquisition

- On October 30, 2015, the Company, through its wholly-owned subsidiary, BlackBerry Corp issued and outstanding shares of Good Technology Corporation (“Good”), a provider of services including secure applications and containerization that protects end user privacy. The aggregate value of the acquisition was approximately \$417 million and consisted of (i) the payment of approximately \$300 million in cash to existing shareholders of Good, and (ii) the payment of approximately \$88.6 million in Good. The Company financed the acquisition from its own cash and investment balances. See the Company’s Business Acquisition Report (on Form 51-102F4) in respect of this acquisition.

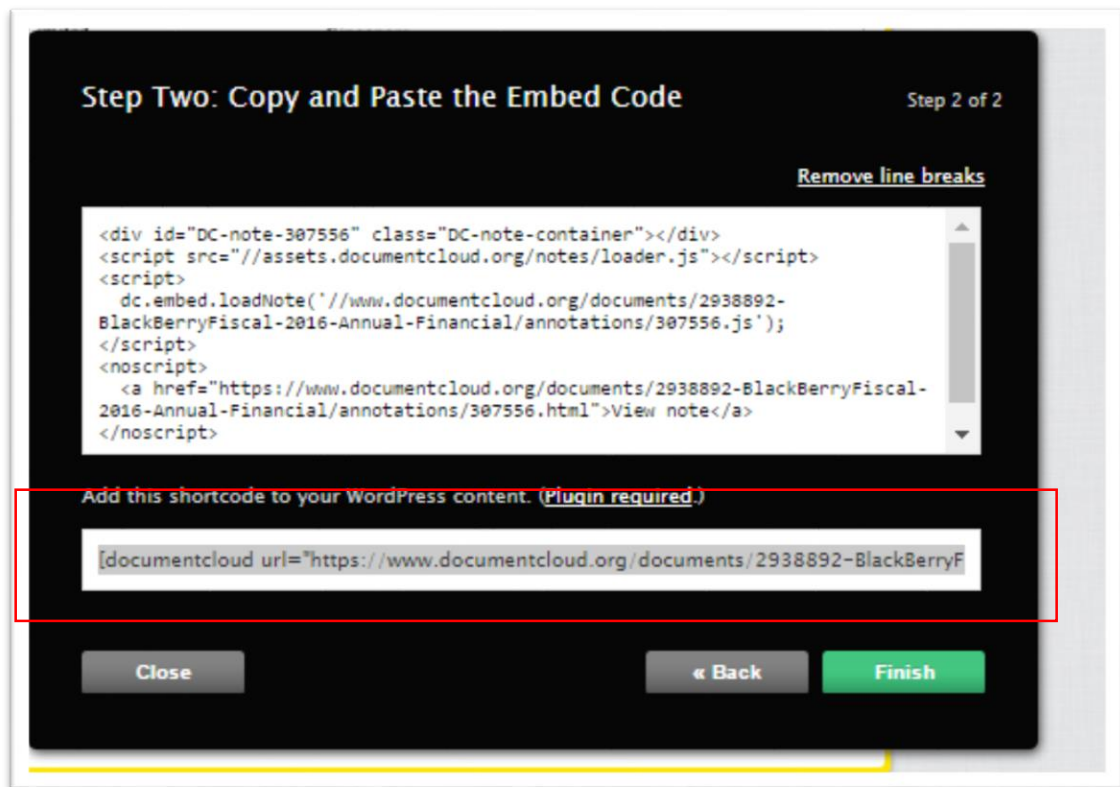
BlackBerry has been trying to grow its business by buying other companies.

Close

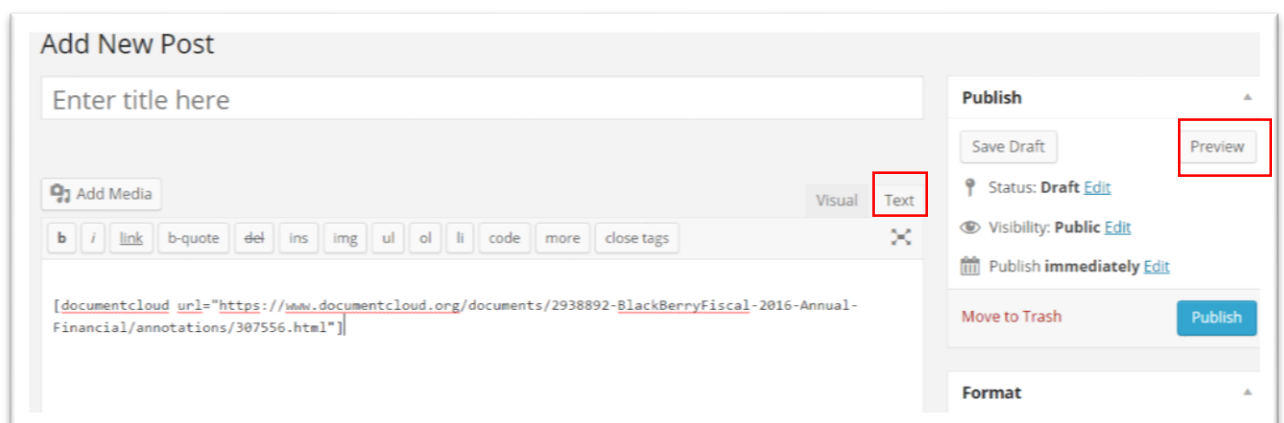
« Back

Next »

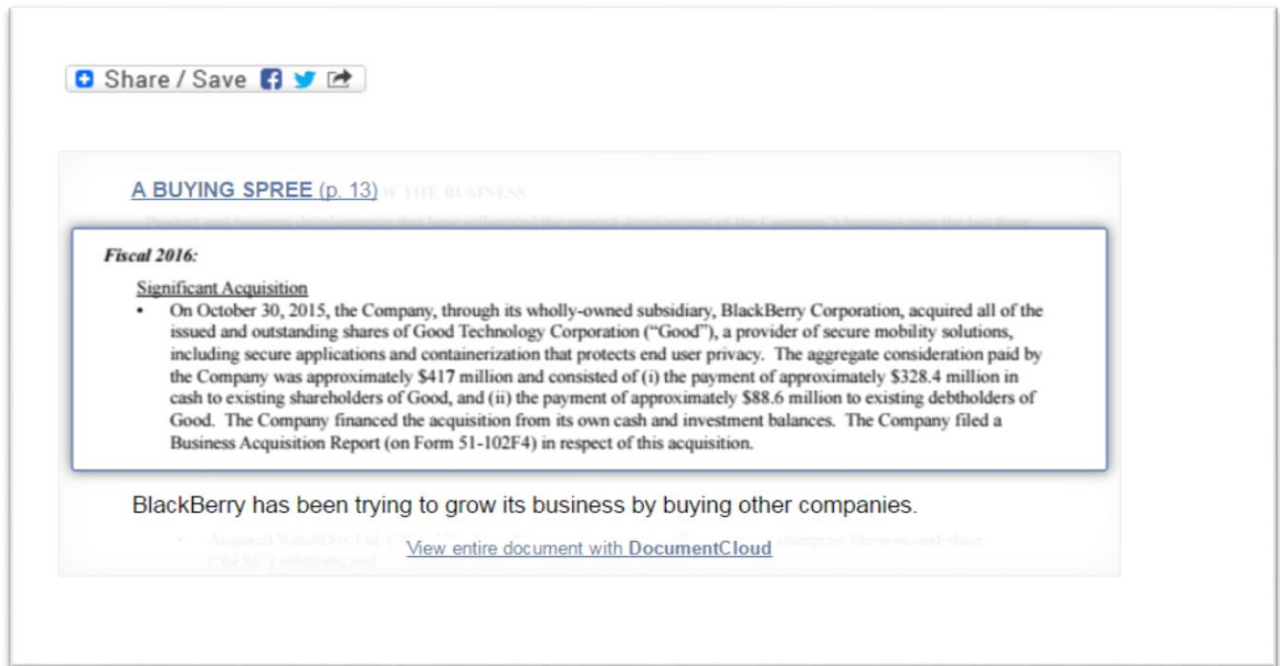
10. Be sure to choose the proper annotation from the drop-down menu to the right of “Choose note”. Select the “Next” tab.



11. Choose the “shortcode” option and hit the “Finish” tab.
12. Go to the “Text” portion of the WordPress blog and paste the URL.



13. Select the “Preview” tab to see what it looks like.



14. When embedding annotations and pages into your story, be sure to set up the annotation with instructions. (NOTE: You will not see embedded visuals in WordPress’ “Visual” category. So to preview your visualizations, stay in the “Text” view, only switching to the “Visual” view when you want to keep adding text.
15. For an idea of how DocumentCloud’s annotations were used in previous stories, check out the business assignments in the “[Assignment One Business](#)” category under my site’s “Reporting Methods: Journalism 5206-Winter 2016” section.
16. NOTE: Though we won’t be spending too much time on HTML and CSS, a good way learn the coding, is to review your document in the “Text” view. Once you’ve done this enough time, you’ll begin the understand the language.
17. The steps in this tutorial, will get your started. However, DocumentCloud is a wonderful tool that can be used in many ways. To find out more, go to the hyperlinked help section under to the “TEXT TOOLS” section located at the bottom right-hand

side.

