Creating and editing graphical comments

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Creating graphical comments

You can create graphical comments for images in a published document, such as diagrams, maps, and matrices. Later, graphical comments can be edited as many times as necessary. Graphical comments allow you to draw on images using various shapes, as well as add text.
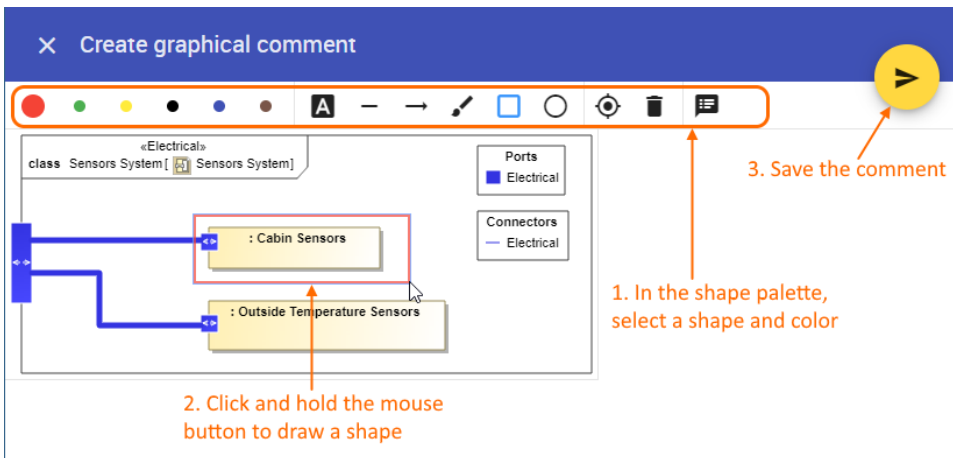
> ⚠️ **Prerequisites**
> You can create graphical comments if:
>
> - Cameo Collaborator is installed with a commercial license.
>
> - You have permission to create comments.
>
> - Commenting is not disabled when publishing a model.

To create a graphical comment:

1. Open a Cameo Collaborator document.

2. Click 💬 on the bottom right corner of the content pane.
3. On the content pane, select the image you want to comment on. The **Create graphical comment** screen opens.
4. Use the shape palette on the top of the screen to draw as many different shapes as you want.

> ✅ **Editing textual information**
> To edit the textual information of a graphical comment, click 📋 on the shape palette. When the comment form opens, change the comment title, text, and/or priority. Click **Done** to save the changes.

5. When you finish, click ➤ on the top right corner of the screen to save the comment, or click ✖ to cancel comment creation.

The graphical comment is created and displayed both on the content pane and comments pane. You can easily navigate between graphical comments displayed on the content pane and comments displayed on the comments pane by clicking them.

Editing graphical comments

You can edit the drawn shapes and/or the textual information of a graphical comment.
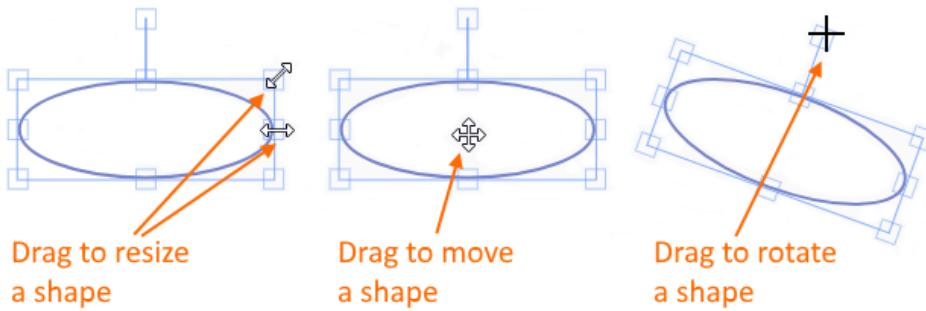
> ⚠️ **Prerequisites**

⚠️

You can create graphical comments if:

To edit the textual information of a graphical comment is installed with a commercial license.

- You have permission to create comments.
1. In the comments pane, find the comment you want to edit.
   - You are the author of a comment. Only users with the Administer Resources permission (or the Index Manager, Resources Manager, or
2. Click ⌄ on the right side of the comment to show available actions.
   Resource Synchronization Manager role) can edit all existing comments.
3. Click ⋮ on the bottom of the comment and select **Edit**. The **Edit comment** pane opens.
4. In the open pane, edit the comment text.
5. If needed, click the **High priority** switch on the bottom of the **Edit comment** pane to change the comment priority.
6. Click ➤ on the top right corner of the pane to save your changes, or click ✕ to cancel comment editing.

To edit the drawing of a graphical comment

1. In the comments pane, find the comment you want to edit.
2. Click ⌄ on the right side of the comment to show available actions.
3. Click ⋮ on the bottom of the comment and select **Edit drawing**. The **Edit graphical comment** screen opens.
4. Use the shape palette on the top of the screen to draw new shapes or select and edit existing shapes, as shown below.

Drag to resize a shape   Drag to move a shape   Drag to rotate a shape

5. When you finish, click ➤ on the top right corner of the screen to save the comment, or click ✕ to cancel comment editing.

Using the shape palette

When creating a graphical comment, use the shape palette on the top of the **Create graphical comment** screen to draw various shapes and even write text on a diagram. The following table describes all the icons found in the shape palette:

Shape palette icon	Icon name	Description
🔴	Color	Click the color icon to select one of the six available colors for the shapes you will draw. You can draw shapes using multiple colors in one graphical comment. You can also select a shape and change its color at any time during the comment creating/editing process.
A	Text shape	Select the text shape icon, click any area of a diagram, and type the desired text. You can select and resize or move the text shape at any time during the comment creating/editing process.
—	Line shape	Select the line shape icon, then click and hold the mouse button to draw a line. You can select and move the line shape at any time during the comment creating/editing process.
→	Arrow shape	Select the arrow shape icon, then click and hold the mouse button to draw an arrow. You can select and move the arrow shape at any time during the comment creating/editing process.
✎	Freeform shape	Select the free form shape icon, then click and hold the mouse button to draw the desired shape. You can select and resize or move the free form shape at any time during the comment creating/editing process.
▢	Rectangle shape	Select the rectangle shape icon, then click and hold the mouse button to draw a rectangle. You can select and resize or move the rectangle shape at any time during the comment creating/editing process.
◯	Ellipse shape	Select the ellipse shape icon, then click and hold the mouse button to draw an ellipse. You can select and resize or move the ellipse shape at any time during the comment creating/editing process.

	Select	Click this icon and select any shape of a graphical comment to move, resize or rotate it.
	Delete	Click the delete icon and select any shape of a graphical comment to delete it.
	Comment form	Click this icon to open the comment form, where you can change the comment title, text, and/or priority. Click **Done** to save the changes.

Related pages

- Working with comments in Cameo Collaborator
    - Creating and editing textual comments
    - Replying to comments
    - Resolving comments
    - Deleting comments