Creating and editing graphical comments

On this page

- Creating graphical comments
- Editing graphical comments
- Discarding graphical comments

Creating graphical comments

You can create graphical comments only for images of a published model, e.g. 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 and add text.

> ⚠ **Prerequisites**
> You can create textual comments if:
>
> - Cameo Collaborator is installed with the commercial license.
>
> - You have permission to create comments.
>
> - Commenting is allowed when publishing a model

To create a graphical comment

1. Click ➕ on the bottom right corner of the content pane to enable the commenting mode.
2. On the content pane, select the image you want to comment on.
3. When the screen for creating the comment opens with the selected image displayed, click ✎ on the bottom right corner of the screen to open the drawing tool panel.
4. Use the drawing tool panel to draw as many different shapes as you need.
5. When you finish, click ➤ on the top right corner of the screen, to save the comment.

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 pane by clicking them.

Editing graphical comments

You can edit either the drawing or textual information of a graphical comment.
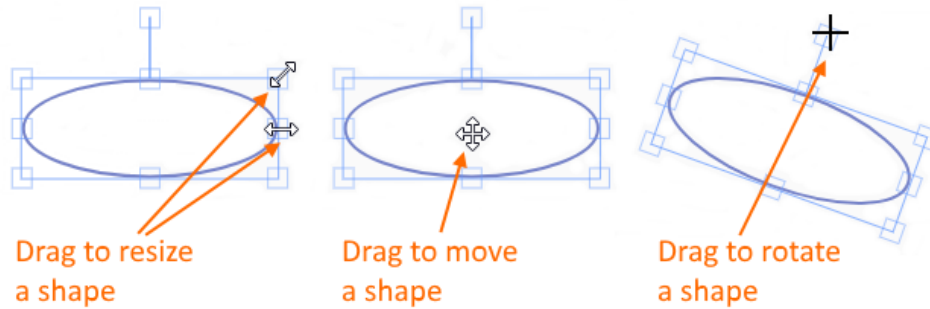
To edit the textual information of a graphical comment

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**. The **Edit comment** pane opens.
4. In the open pane, edit the comment title and/or 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 the changes.

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**.
4. When the screen for editing the comment drawing opens, click ✎ on the bottom right corner of the screen to open the drawing tool panel.

5. Use the drawing tool panel to draw new shapes or select and edit existing shapes, as displayed below.

Drag to resize
a shape

Drag to move
a shape

Drag to rotate
a shape

6. When you finish, click ➤ on the top right corner of the screen, to save the comment.

Discarding graphical comments

If you don't want to save a graphical comment after starting creation or editing, you can either exit the commenting mode or cancel the comment.

To discard a graphical comment

- If you have started creating a comment, but have not selected the image you want to comment on, click ⊗ on the bottom right corner of the content pane to exit the commenting mode.
- If you have started editing a comment, or creating a comment and selected the image you want to comment on, click ✕ on the top left corner of the screen for creating or editing the comment.

Related pages

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