How to read a paper online on a pc

| | Online-annotation has limited functionality on tablets. Using a pc is recommended. |
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| Read in browser - | Choose exam and student/group, and click on "Read in browser". Note: The editor will open in a new browser tab. |
| Show content overview III Show annotation summary | Click on the boxes to remove the two side-columns in order to facilitate reading. Add the side-columns to navigate in document or annotations. |
| 1 af 3 | Scroll through the document with scroll-bar, or page selector (bottom), or activate "Show content overview", and click on the page-icons for quick overview ("thumbnail" images). |
| Highlight | Click on "Highlight" to highlight in yellow. Hold down mouse button and pull to select area. Right-click, and select "Delete annotation" to undo highlight. |
| Sticky note | Click on "Sticky note" to add a comment. Click on the screen to position, write note, and compete by clicking on "-". Right-click, and select "Delete annotation" to delete sticky note. |
| Free-hand sketch | Click on "Free-hand sketch" to draw in the document. Hold down mouse-button and move cursor. Right- click, and select "Delete annotation" to undo. |
| Save annotations | Click on "Save annotations" to save your work. |
| Your annotations Page 1 Highlight break isolation Page 1 Sticky note needs a more precise reference | Click on the box "Show annotation summary" to display column with a list of annotations. The blue text is interactive, linking to the annotated section in the document. |
| Export | Click on "Export" to save a text-file with all annotations. |
| Notes 😧 Add | Online-annotations are copied automatically to your "Notes" on the paper in DE. Click on "Add" display them in the lower section of the pop-up window. |
| 10 - | Grade the paper by choosing grade from the drop- down-menu. The grade is copied automatically to DE, but is not submitted until you click on "Submit assessments". |
| Previous hand-in Next hand-in | If there is more than one paper in an exam, you can scroll through them in the pdf-reader. |

Eksamen.ruc.dk, Roskilde Universitet

