# Imaging - R/W Advanced Features

Annotations (requires special security)

To make an annotation in Imaging, open the image in the basic viewer and click on the pencil icon.

This will bring up the advanced viewer to another screen. The advanced viewer is a Java application that requires Java installed on your machine. **NOTE:** If you do not have Java installed, please ask your technical resource to install the latest version of Java.
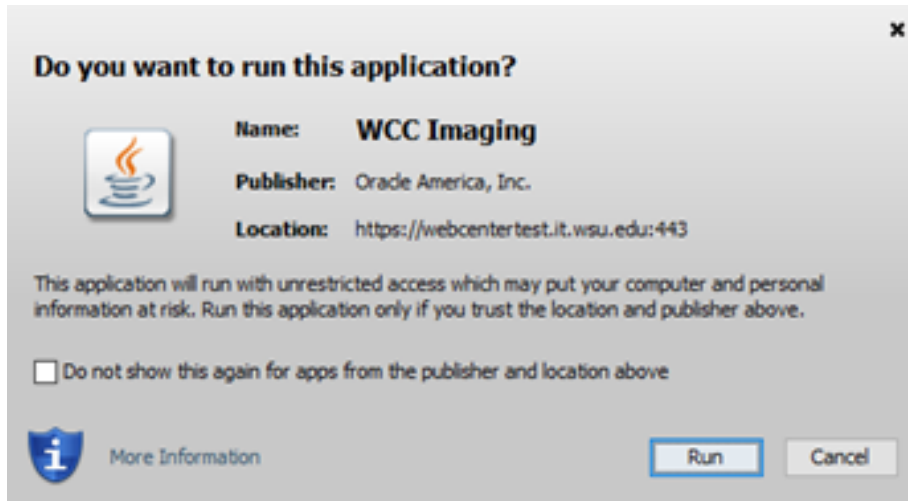
Once you see the above window, click Run and the Advanced Viewer will appear.
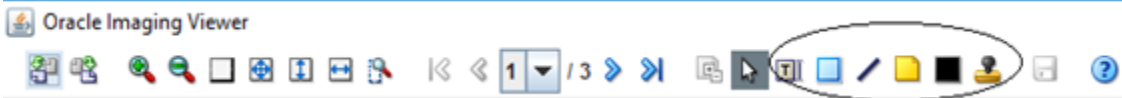
To make an annotation, select the sticky note, text box, line, or stamp buttons from the tool bar as shown above. This will make that action active in the image window. Once you are satisfied with your annotation, click the **Save** button at the far right of the screen (to the left of the help ? symbol).

Desktop Integration (requires special security)

Installation: https://webcentertest.it.wsu.edu/cs/idcplg?IdcService=DOWNLOAD_CLIENT_INSTALL&clientDownloadID=desktopclient

This takes you to a login for the /cs software. All you have to do is login with your NID and password and the download comes up in the bottom left side. **desktop_content_setup.exe** will be the program it downloads. Open this, and follow the prompts.

Once you have the Desktop Integration software installed on your PC, open MS Word, which should prompt you to accept the Add In. Once you have accepted it, go to the WebCenter Content toolbar and click on the Edit Server List Icon.

Click New and enter webcenter.it.wsu.edu in the server name, and add an 's' to the end of "http" in the two places indicated below. Then, click OK.

To test this in Word, take a document and click on the WebCenter Content toolbar. Choose Save As New option, click on Check-in Form, and a Profile will come up. Choose Admissions. Scroll down to Imaging Application and fill in AVeiwerID (enter your WSUID), DocType (enter Communications), Type in your FirstName, LastName, SubDocType (enter "Test"), Owner (enter "Admissions"), WSUID (enter yours), SSN (enter yours), and leave all else blank. Click Ok, which will upload it.

Once you make those entries into Word, all Office applications will see the server links.