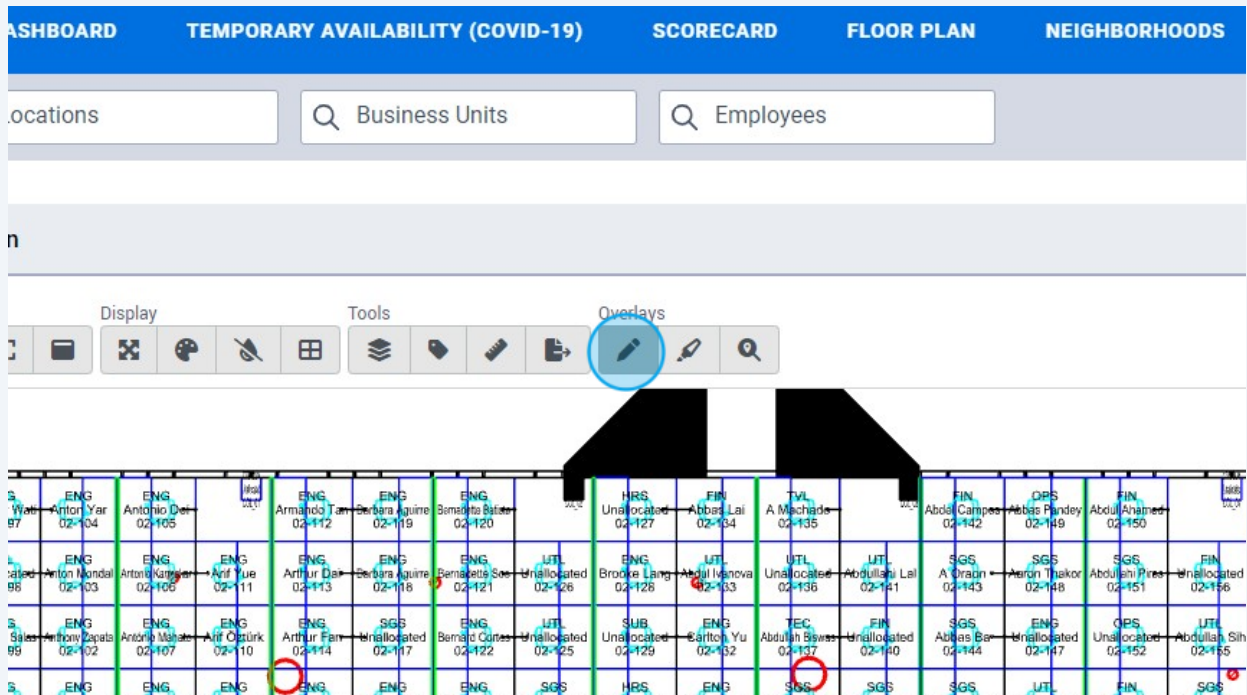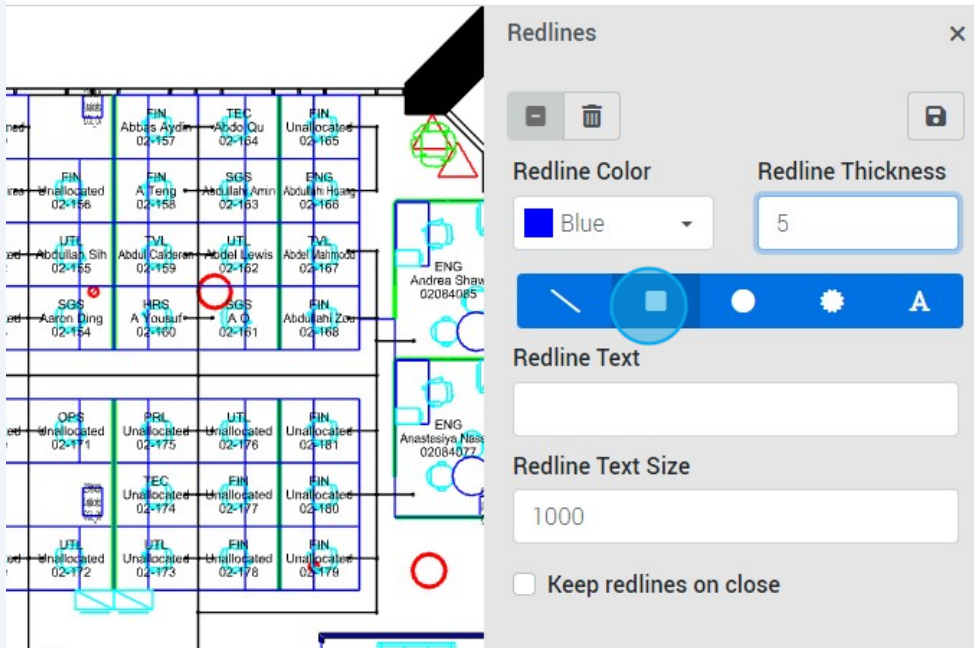# How to Annotate Drawings In Space Dashboard

1 You can annotate any drawing in Space Dashboard using Redlines.
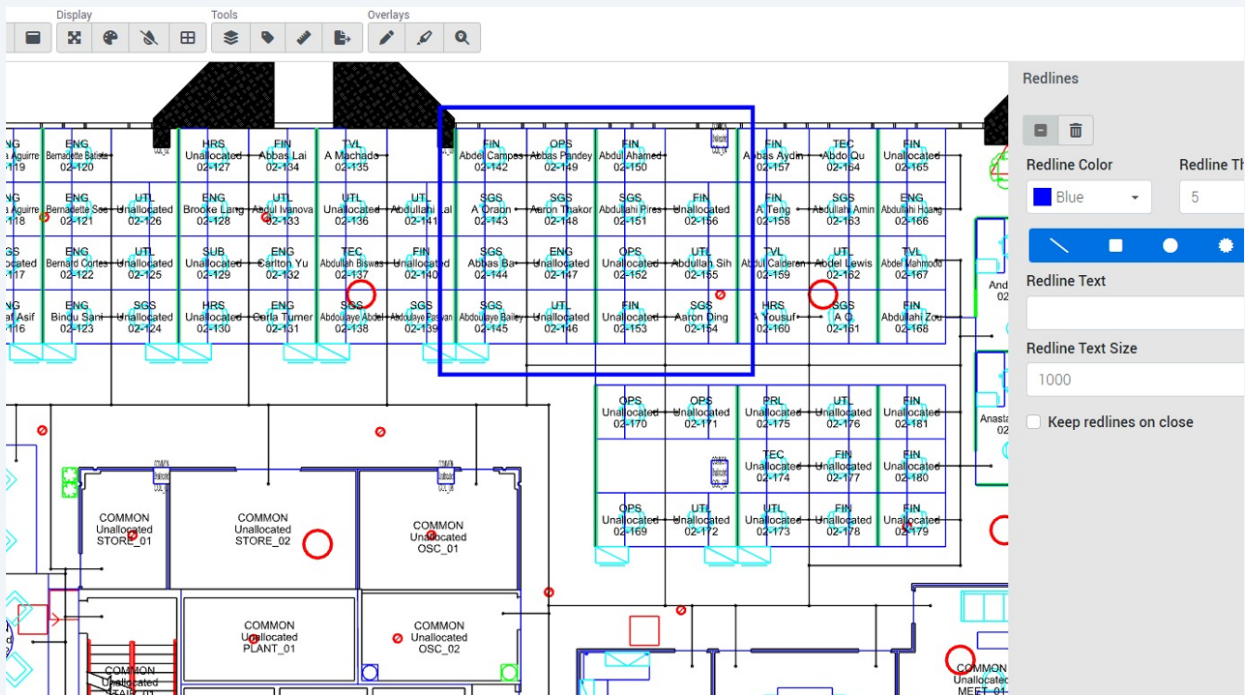
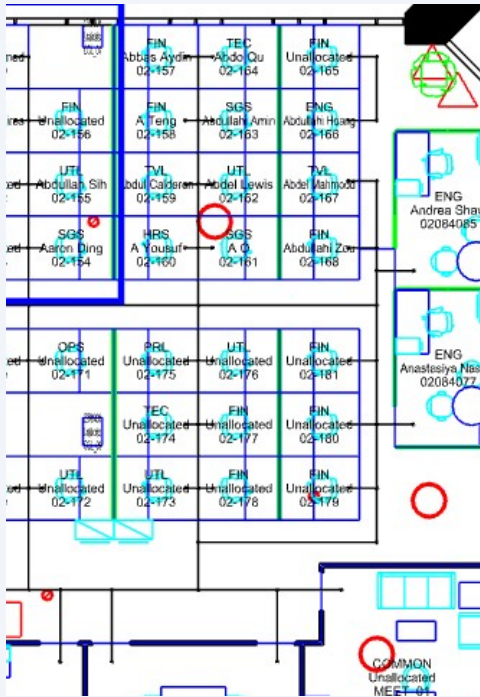**2** Click "Redlines".

3 You can apply lines, shapes and text to a drawing

4 To apply an object, select the shape or line, and click and drag to place

5   To apply text, click "Redline Text" and input your text

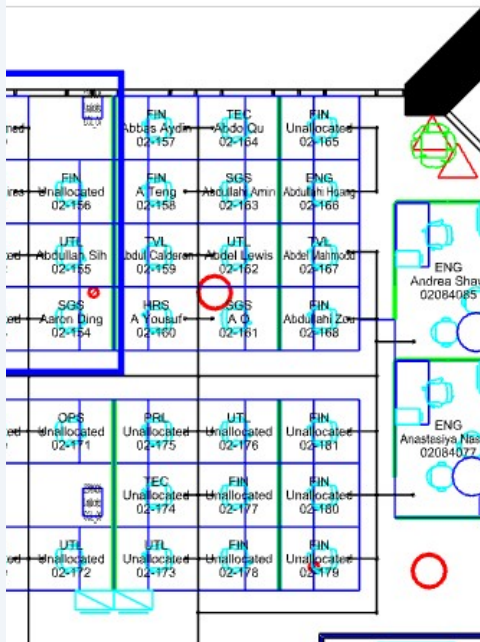**6**   Click "Redline Text"
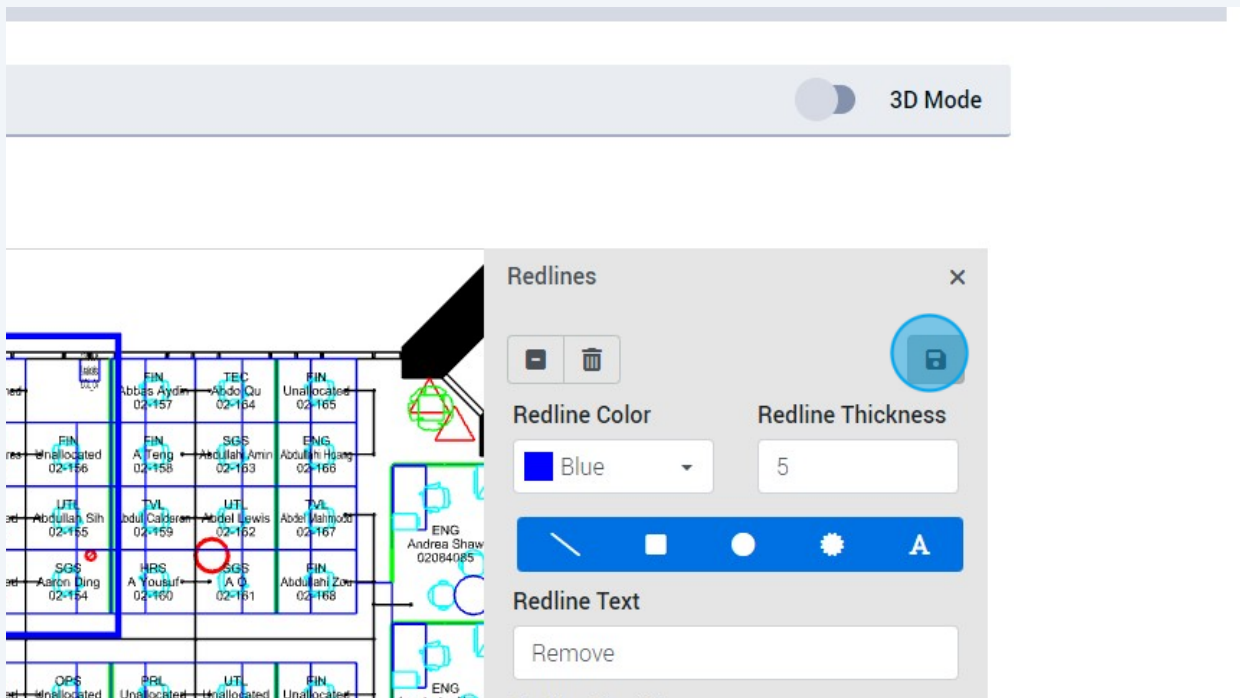
7   And click where you would like it to be positioned
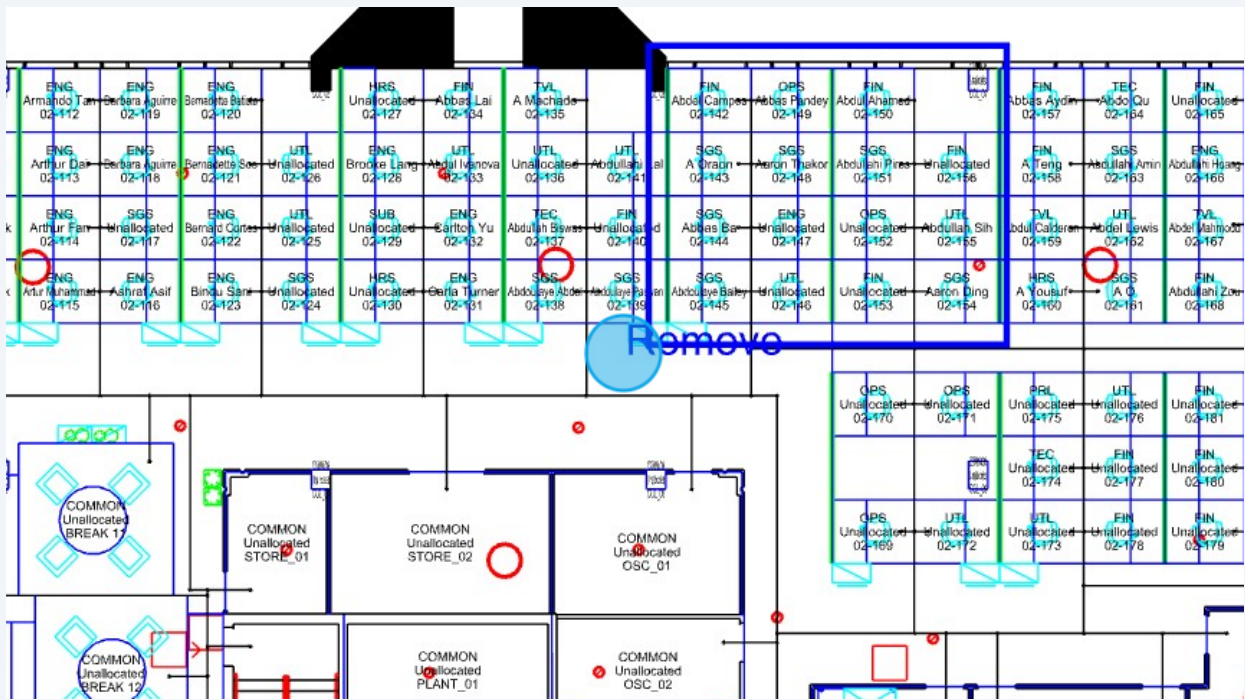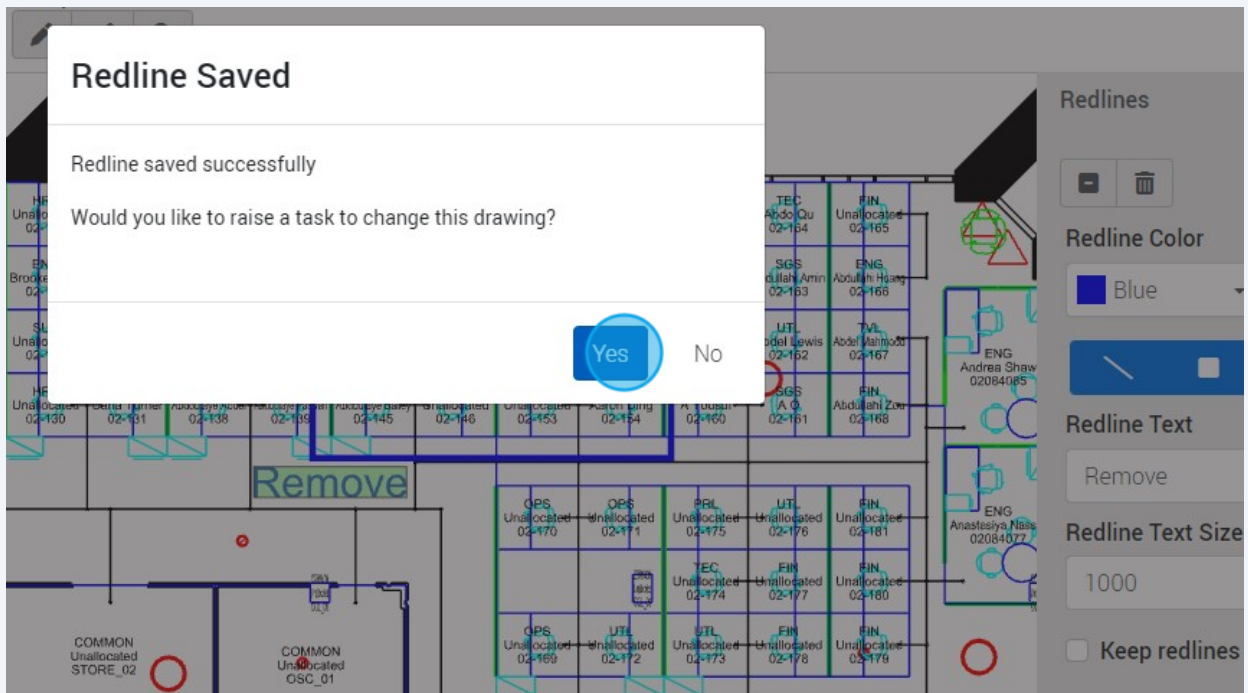

8   You can re-position redlines by holding left clicking and dragging
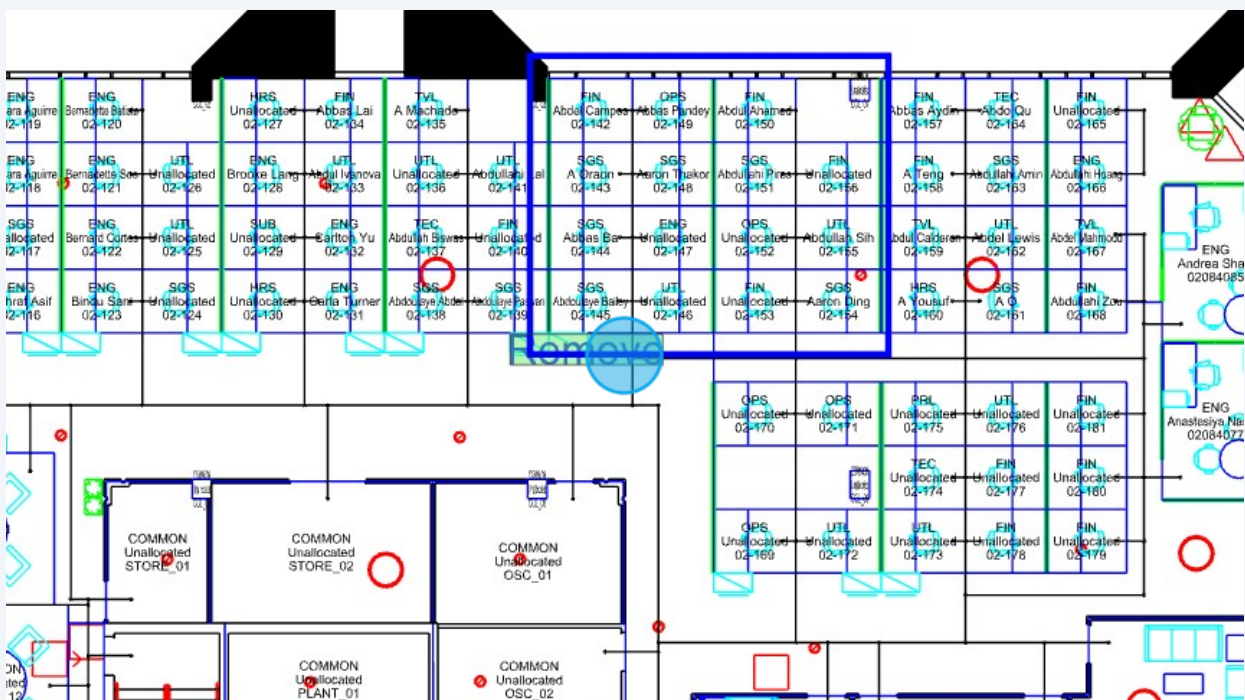
9 To save your redlines, click "Save Redlines"

10 You can create a floor plan task by clicking "Yes"

11 You will be re-directed to the task system, where your new task will contain the redline already attached