# Annotate Visualization

1. Open the visualization
2. Click the **pencil** icon
   - This icon looks like a pencil within a circle in the lower left corner of the visualization
   - If this icon isn't there, you aren't allowed to annotate the visualization
   - If you're the visualization owner, learn more at Enable Audience Annotations
   - A toolbox will open
3. Click the **icons** at the bottom of the toolbox
   - Each icon represents a different shape you can draw
4. Fill out the fields for the shape
5. Click on the visualization to place the shape; drag your cursor to expand the shape
   - The shape will appear
6. To change a shape you drew, click on the shape
   - The shape will highlight
   - Drag the bounding box to change the shape, then release the mouse to set your changes
7. To delete a shape, click on the shape and press delete on your keyboard
   - The shape will disappear