

How To: Using the Document Editor Features



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The **Document Editor** gives you the ability to quickly and seamlessly edit items in your Updox Inbox.

Below are the top five common features used across Updox:

1. **Text Box**- The Text Box tool will allow you to type any free text onto a document
2. **Redact Tool** - Redact allows you to hide sensitive information on the document prior to sending out via fax or importing to the patient chart.
3. **Highlighter Tool** - Highlight important information to draw attention of other users in reviewing
4. **Signature** - Easily add a 'rubber stamp' signature to the document
5. **Date & Time** - Add real-time date & time with the signature as needed

[View this short video highlighting these common features in action.](#)
