

## How to Annotate (add your comments, highlights and sticky notes) to your PDF Learning Manuals.

To view and annotate your PDF Learning Manual you will need Adobe Reader version 9 (or higher). This program is freely available and can be downloaded from <http://get.adobe.com/reader/>. The exact system requirements are given at the Adobe site: <http://www.adobe.com/products/reader/reader/tech-specs.html>.

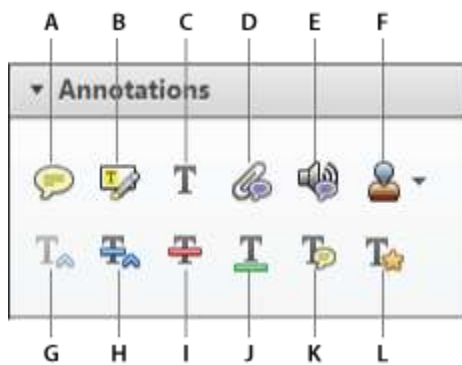
### PDF ANNOTATIONS

#### Adobe Reader version 9 Adobe Reader version X and XI

When you open the PDF file using Adobe Reader, the Commenting tool bar should be displayed automatically; if not, click on 'Tools', select 'Comment & Markup', then click on 'Show Comment & Markup tool bar'

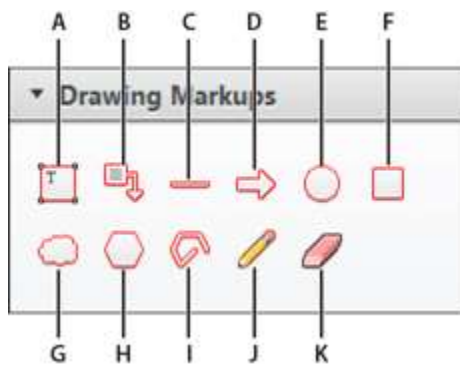
To make annotations in the PDF file, open the PDF file using Adobe Reader XI, click on 'Comment'. This opens a task pane and, below that, a list of all Comments in the text.

You can add comments on PDF files using the annotations and drawing markup tools. All annotation and drawing markup tools are available. When you receive a PDF, you can annotate it by using the commenting and markup tools.



Annotations panel

**A.** Add Sticky Note **B.** Highlight text **C.** Add Text Comment **D.** Attach file **E.** Record audio **F.** Add Stamp tool and menu **G.** Insert text at cursor **H.** Replace text **I.** Strikethrough **J.** Underline **K.** Add note to text **L.** Text Correction Markup



Drawing Markups panel

**A.** Add text box **B.** Add text callout **C.** Draw line **D.** Draw arrow **E.** Draw oval **F.** Draw rectangle **G.** Draw cloud **H.** Draw polygon **I.** Draw connected lines **J.** Draw free form **K.** Erase free form

## HOW TO...

### Highlight text/ make a comment

Click on the 'Highlight' button on the Commenting tool bar. Click and drag over the text. To make a comment, double click on the highlighted text and simply start typing.

**Insert a note/ comment** Click on the 'Note Tool' button or 'Add Sticky Note' button on the Commenting tool bar. Click to set the location of the note on the document and simply start typing. The text will appear in a commenting box. You may also cut-and-paste text from another file into the commenting box.