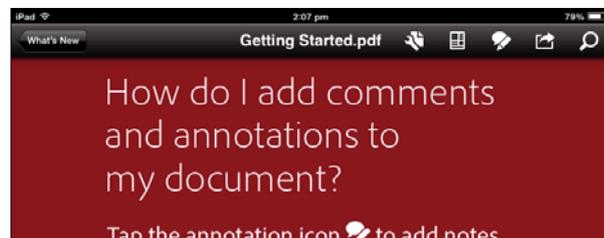


How to annotate PDF files on iPad

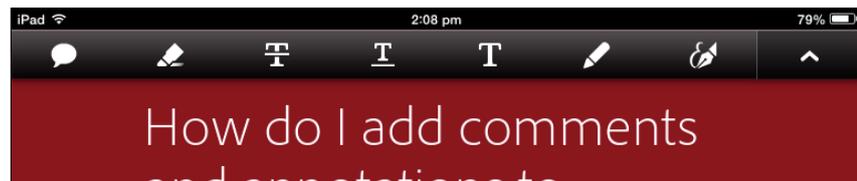
Using Adobe Reader to annotate PDF files

- 1 When you first open Adobe Reader, the “Getting Started with Adobe Reader” guide may automatically open. If it does not open and you wish to familiarize yourself with Adobe for iPad, you can tap on *Getting Started.pdf* and view it. Briefly run through this guide for tips and hints on using the app.

- 2 Once you are familiar with the guide, return to page 12 for some practice annotating PDFs. To the right is a partial screenshot of page 12. To begin annotating, tap the centre of the iPad to bring up the menu, then tap the *Speech Bubble/Pencil* icon at the top right of the screen in the menu bar.



- 3 Tapping the annotation icon will bring up a new menu as shown in the picture below. The menu consists of the following 7 items in order of appearance from the left to right: *Adding a note*, *Highlighting text*, *Striking through text*, *Underlining text*, *Inserting your own text*, *Drawing on the PDF* and *Adding your signature to the document*.



- 4 To annotate your document, tap the *feature* you wish to use to highlight it and you are ready to make changes to your PDF.

How to annotate PDF files on iPad

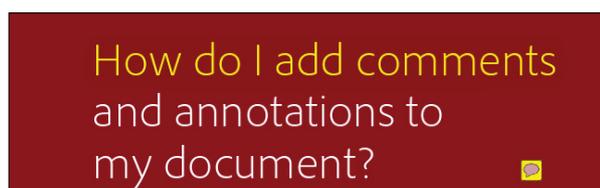
Adding a note to your PDF

- 1 Notes are messages that are visible when they are clicked on by a user reading a PDF. To add a note, tap the *Note icon* then tap on the screen where you wish to place your note. A text box will appear where you can write your note and save it. To re open or delete the note, simply tap the *Note icon* you have placed in the body of your PDF.

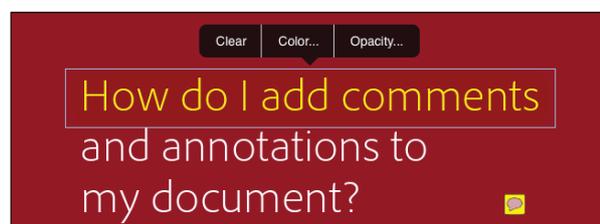


Highlighting text in your PDF

- 1 The highlighter will change the colour of your text to a brighter colour. To use the *Highlighter*, select highlighter from the menu and using your finger, drag it across the text you wish to highlight your PDF.



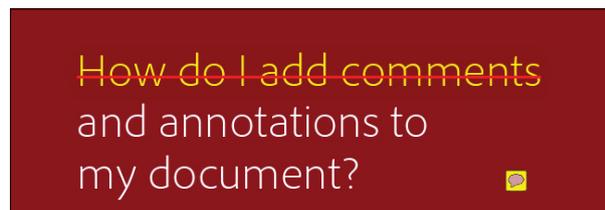
- 2 To clear or edit the highlight you have created, simply tap the *words you highlighted* and select the appropriate option from the menu in the menu bar.



How to annotate PDF files on iPad

Striking through text in your PDF

- 1 Striking through text will add a line through your target text. To strike through text, select the option from the menu and using your finger, drag it across the text you wish to cross out.
- 2 To clear or edit the crossing out you have done, simply tap the words you crossed and select the appropriate option from the menu.



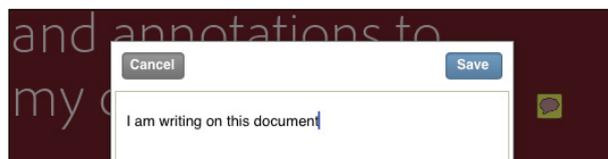
Underlining text in your PDF

- 1 Underlining text will put a bold line under the text you select. To underline text, select the option from the menu and using your finger, drag it across the text you wish to underline.
- 2 To clear or edit the underlining you have done, simply tap the words you underlined and select the appropriate option from the menu.



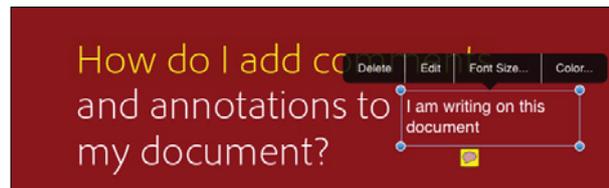
Adding your own text to a PDF

- 1 The add text feature allows you to add text to an area of your choice in a PDF. To add text, select the add text feature from the menu then tap where you wish to add text in your PDF. Tap the *Save* button to insert your text into the PDF.



How to annotate PDF files on iPad

- 2 To clear or edit the text you have added you have done, simply tap the inserted words and select the appropriate option from the menu.



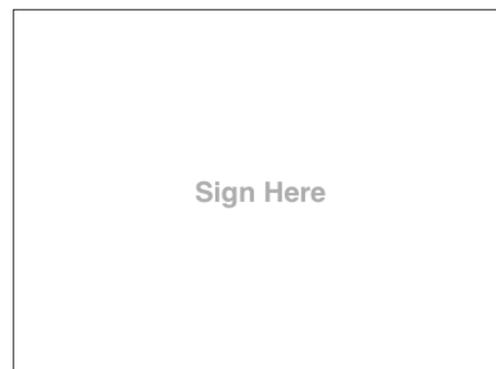
Drawing on a PDF

- 1 The draw feature allows you to draw on a PDF using your finger. To draw on a PDF, select the *Draw* feature from the menu then use your finger to draw where desired.
- 2 To clear or edit the drawing you have done, simply tap the drawing and select the appropriate option from the menu.



Adding your signature to a PDF

- 1 The *Add Signature* feature allows you to easily insert your signature into documents when required. To add your signature to a document, tap the *Add Signature* feature and tap where you wish to add your signature to the



How to annotate PDF files on iPad

- 2 Write your signature and it will be saved for future use. You can re do your signature as many times as you require.

