

How to Annotate a PDF on a Computer

1. Download the PDF to your desktop
2. Go to your desktop and open the document
3. (See below for more detailed instructions for this step)
4. On the top left of the document, go to Tools
5. Select the Comment icon
6. Across the top of the document, you will see the following tools



7. Use these to complete your assignment
8. (Explanation of each tools' function listed below.)
9. On the top left you will select this icon



to save your work

10. Submit your work in the module by uploading your work from your desktop.

To open a file:

If using a Windows-based computer (Dell, HP, Toshiba, etc.), download the pdf file to your computer, then use the File Explorer to open it with Acrobat Reader. One way to access the File Explorer is to right-click the Start button, then click File Explorer. Once in File Explorer right-click the downloaded file, click "Open With" and choose Acrobat Reader.

If using a Mac computer, download the pdf file to your computer, then use Finder to open the file with Acrobat Reader. Finder is located in the bottom left corner of your taskbar. After entering Finder, locate the downloaded file, right-click it, then click "Open With" and choose Acrobat Reader.

Icon	Function
	Add Sticky Note
	Highlight text
	Underline text
	Strikethrough text
	Add note to replace text
	Insert note at cursor
	Add text comment
	Add text box
	Use drawing tool
	Erase drawing
	Add stamp
	Add attachment
	Drawing tools
	Keep tool selected
	Change color
	Change line thickness
	Text Properties