**How to Annotate a PDF on your Computer**

Download the PDF to your desktop

Go to your desktop and open the document

( See below for more detailed instructions for this step)

On the top left of the document, go to Tools

Select the Comment icon

Across the top of the document, you will see the following tools



Use these to complete your assignment

 (Explanation of each tools’ function listed below.)

On the top left you will select this icon  to save your work

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

|  |  |
| --- | --- |
| 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  |

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.