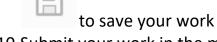
## How to Annotate a PDF on a Computer

- 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



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.

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