

T4L Support Guides

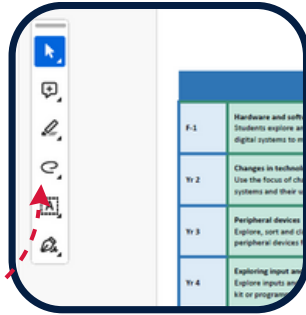
Adobe Acrobat Reader

Draw, Annotate and Highlight a PDF

Draw and Annotate

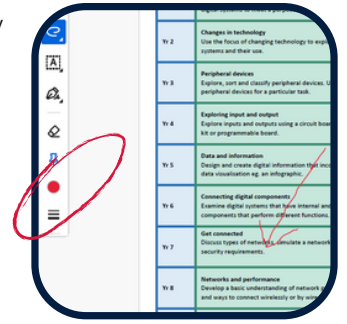
Step 1

In Acrobat Reader, select your PDF file and open it. On the tools panel to the left hand side of the window, click the circular line. This is the inking panel.



Step 2

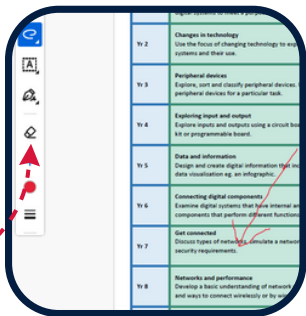
The panel will expand to show digital inking tools. These include ink colour and line weight. Use your mouse or stylus on a touch enabled device to draw or write on your PDF.



The ink will stay in position unless moved.

Step 3

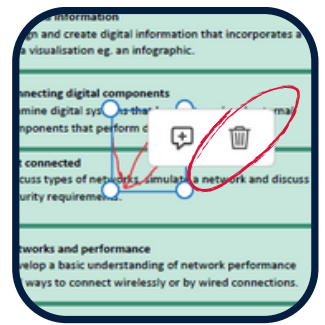
To erase digital ink, click the eraser icon in the left hand panel. Then move your mouse or stylus over the ink. The ink will erase.



Step 4

To delete a large item of ink, click the select arrow at the top of the tool panel.

Click on the ink you would like to delete, then select the trash can icon.

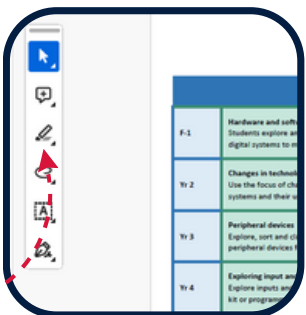


Highlight

Step 1

On the tools panel to the left hand side of the window, click the highlighter icon.

The panel will expand to show colour and line weight.



Step 2

Select the colour you would like to use to highlight the text in the colour panel.

Click to use the cursor to select the text in the document you would like highlighted.

Release to have the text overlay change to your chosen highlighted colour.

