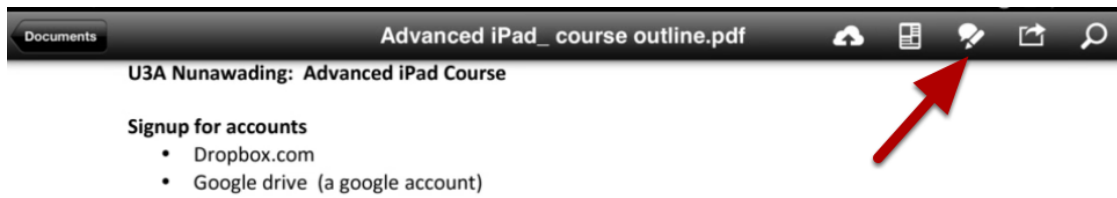


Editing a .pdf with Adobe Reader

How to edit and annotate a .pdf document using Adobe Reader

Open a .pdf document in Adobe Reader



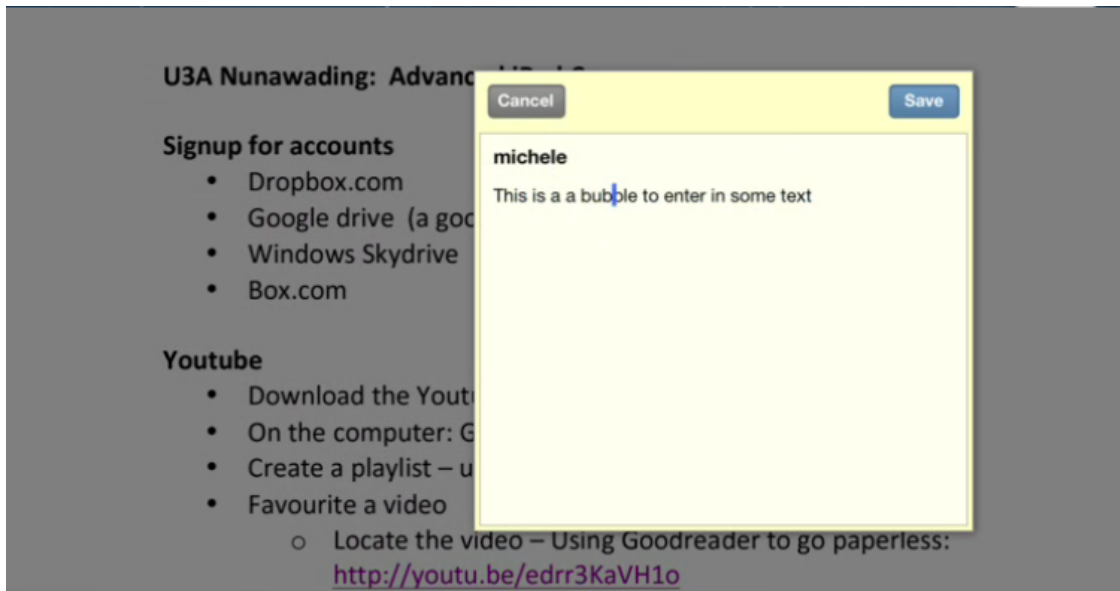
Tap the screen anywhere in thew document to bring up the menu.
Tap the Editing icon.

The Editing Toolbar



1. Insert a bubble
2. Highlight text
3. Cross out text
4. Underline text
5. Type text
6. Freehand drawing
7. Add / edit a signature
8. Close the editing toolbar

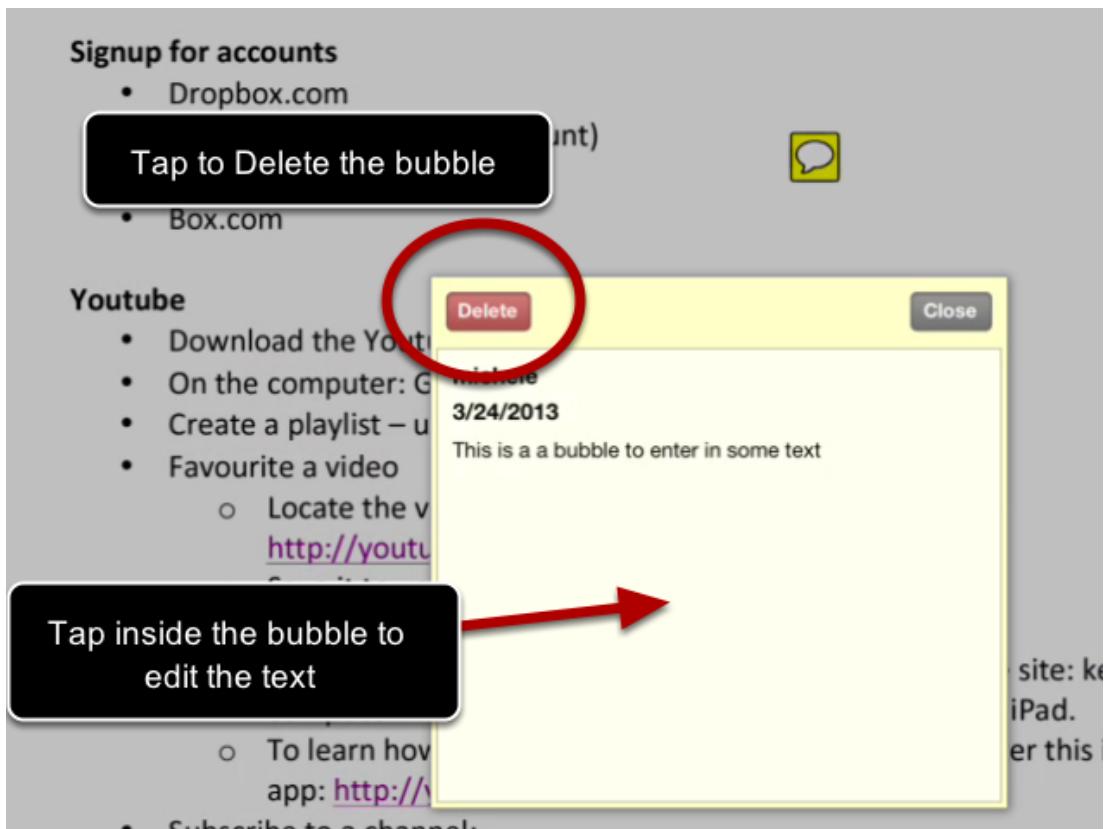
Bubble tool



Tap the Bubble tool.

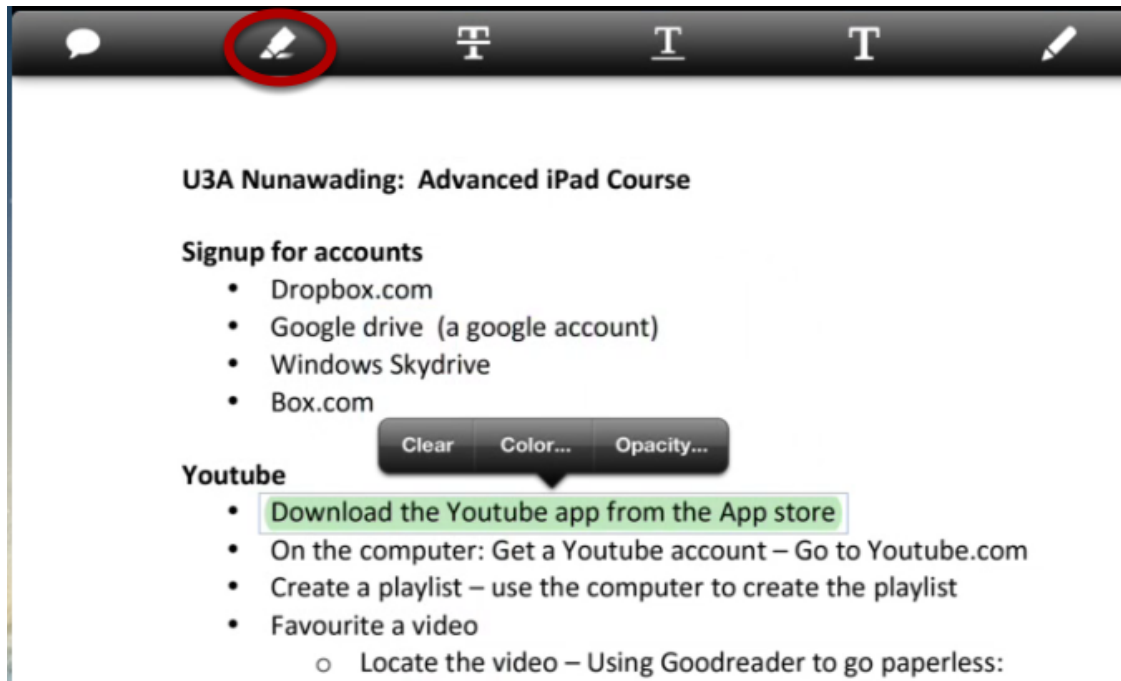
Tap on the document at the point where you want to insert the Bubble.

You can type in any text then click Save.



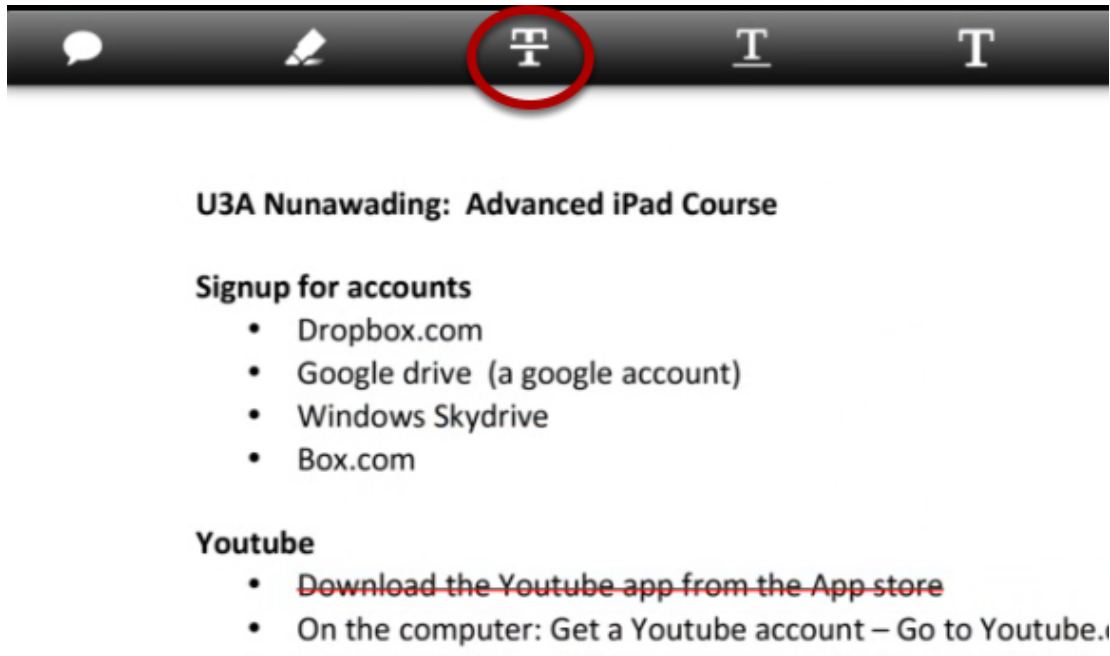
A bubble will appear in the text. When you tap on it, the bubble will open to reveal your text. It can also be edited.

Highlight tool



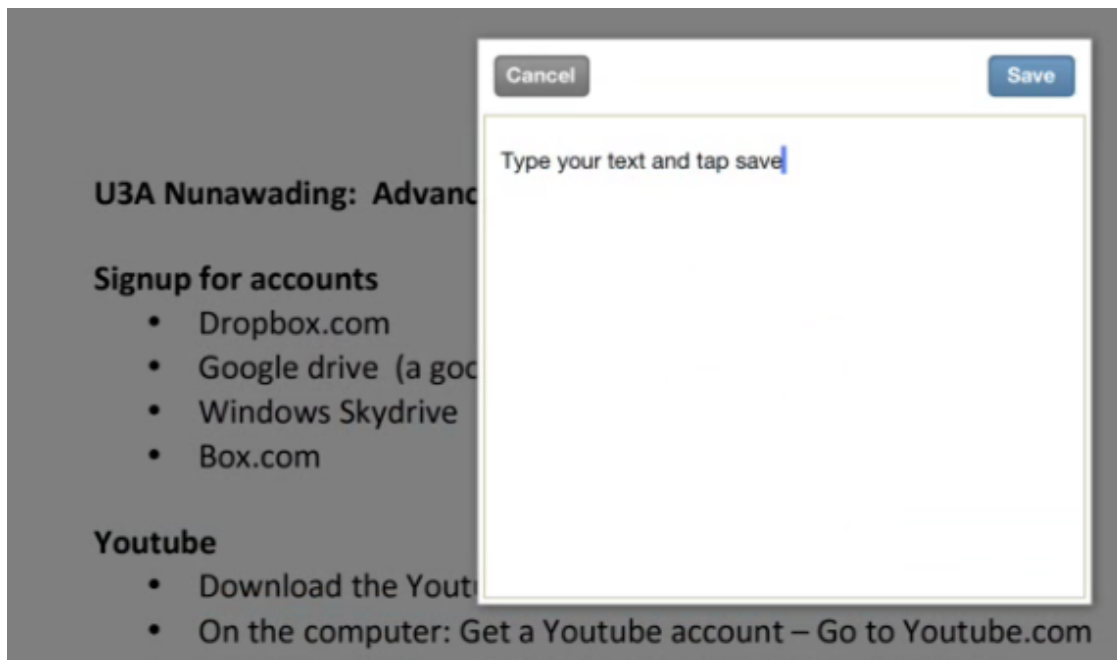
Select the Highlighting tool, hold and drag your finger over the text you want to highlight. Hold your finger over the highlighted text to change the colour, clear the text and change the opacity.

The strikeouts tool



Hold your finger and drag over the text you want to strike out. Hold your finger over the text to clear, change the colour and change the opacity.

Text Tool



tap on the screen where you want to place the text to bring up the keyboard. Type your text and tap **Save**.

Text options

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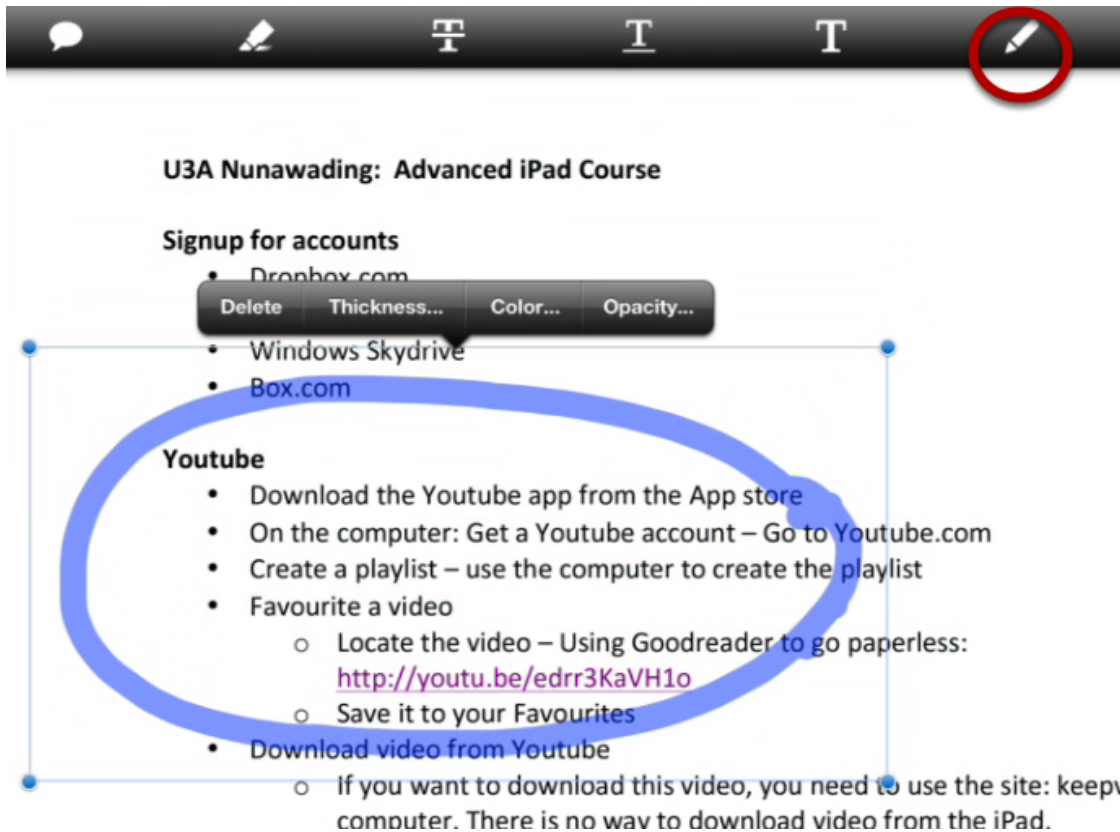
Signup for accounts

- Dropbox.com
- Google drive (a google account)
- Windows Skydrive
- Box.com



Hold your finger over the text to bring up options: Delete, Edit, change the font size and colour. With your finger held down over the text, you can also move the text box around the page.

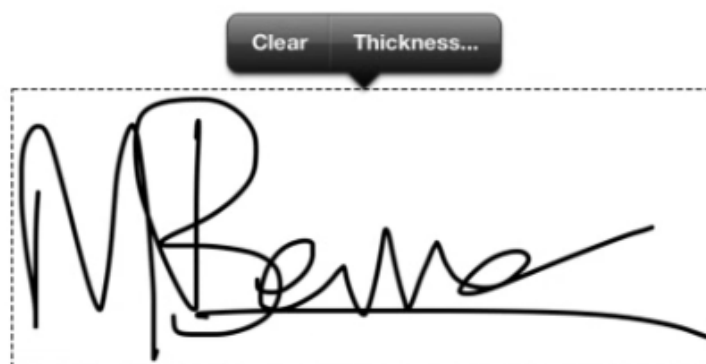
Freehand drawing tool



Draw with your finger or a stylus and tap Save.

Hold down the drawing for options: delete, change colour, thickness and opacity. You can also move it around the page.

Add a signature

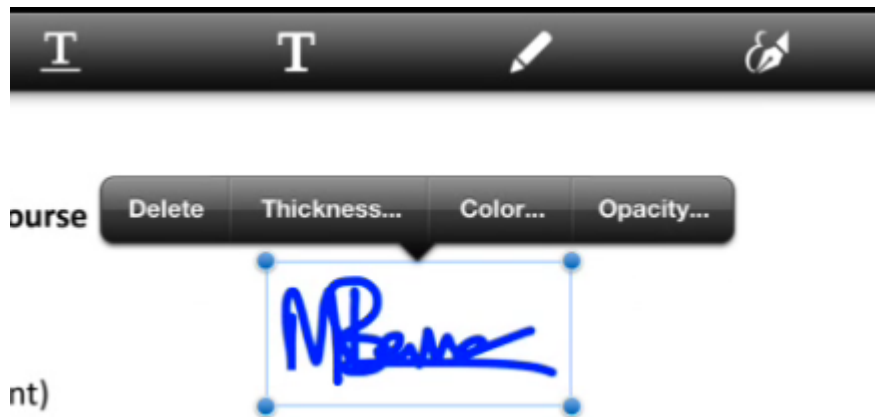


Tap on the page where you want the signature to go. NOTE: you cannot move the signature once it has been placed. You can only delete it and start again.

You need to add a signature first. As soon as you tap the signature tool, it will take you directly to

where you can write your signature - either with your finger or stylus. Then tap, Save.

Edit the signature



Tap the signature to bring up the options.