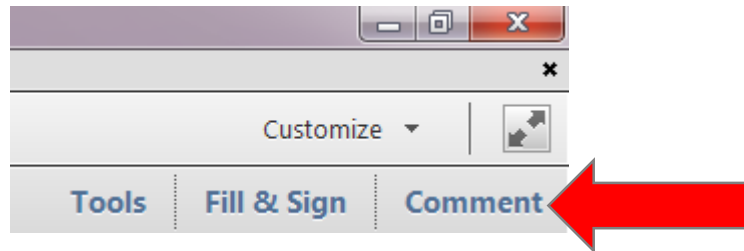
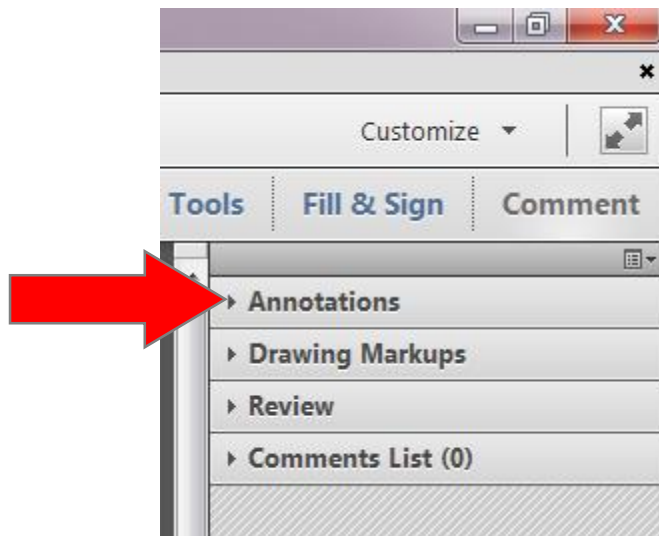


How to add annotations to a PDF

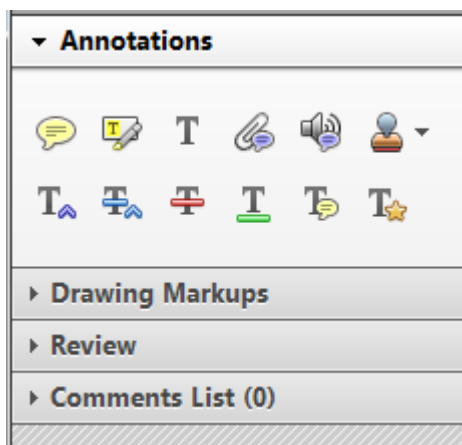
1. Open the PDF file in which you would like to add annotations.
2. Click the Comment button in the top right-hand corner.



3. Open the Annotations menu if it is not already open.



4. Choose the appropriate annotation tool.



Sticky Notes



Highlight Text



Add Text Comment



Attach File



Record Audio



Add Stamp



Insert Text at Cursor



Add Note to Replace Text



Strikethrough



Underline



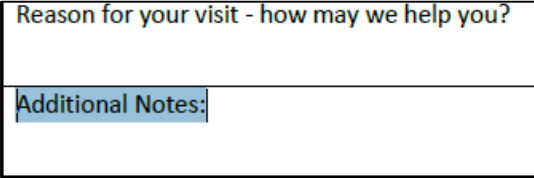
Add Note to Text



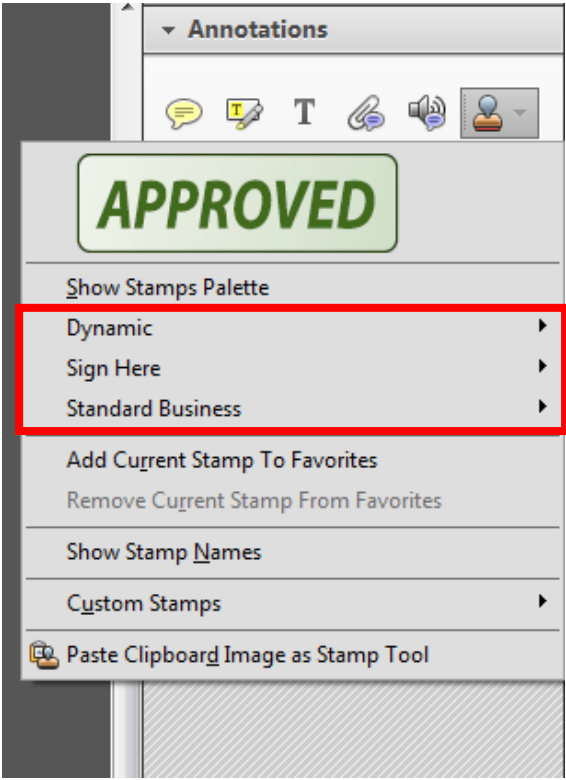
Text Correction Markup

5. The following tools can be used just by left-clicking somewhere on the document:
 - a. Sticky Notes
 - b. Add Text Comment
 - c. Attach File
 - d. Record Audio
 - e. Insert Text at Cursor

6. The following tools can be used by clicking and dragging your cursor over the selected text, highlighting it in blue.
 - a. Highlight Text
 - b. Add Note to Replace Text
 - c. Strikethrough
 - d. Underline
 - e. Add Note to Text



7. If you would like to use a stamp to annotate the document, click the stamp button.
8. You can insert an Approved stamp, select one from the three main categories, or create a custom stamp from the menu that appears.



9. An Identity Setup dialog box will open. Enter the information requested and click complete.
10. Your mouse becomes a cursor and, a left-click anywhere on the page will place the stamp in the document.