

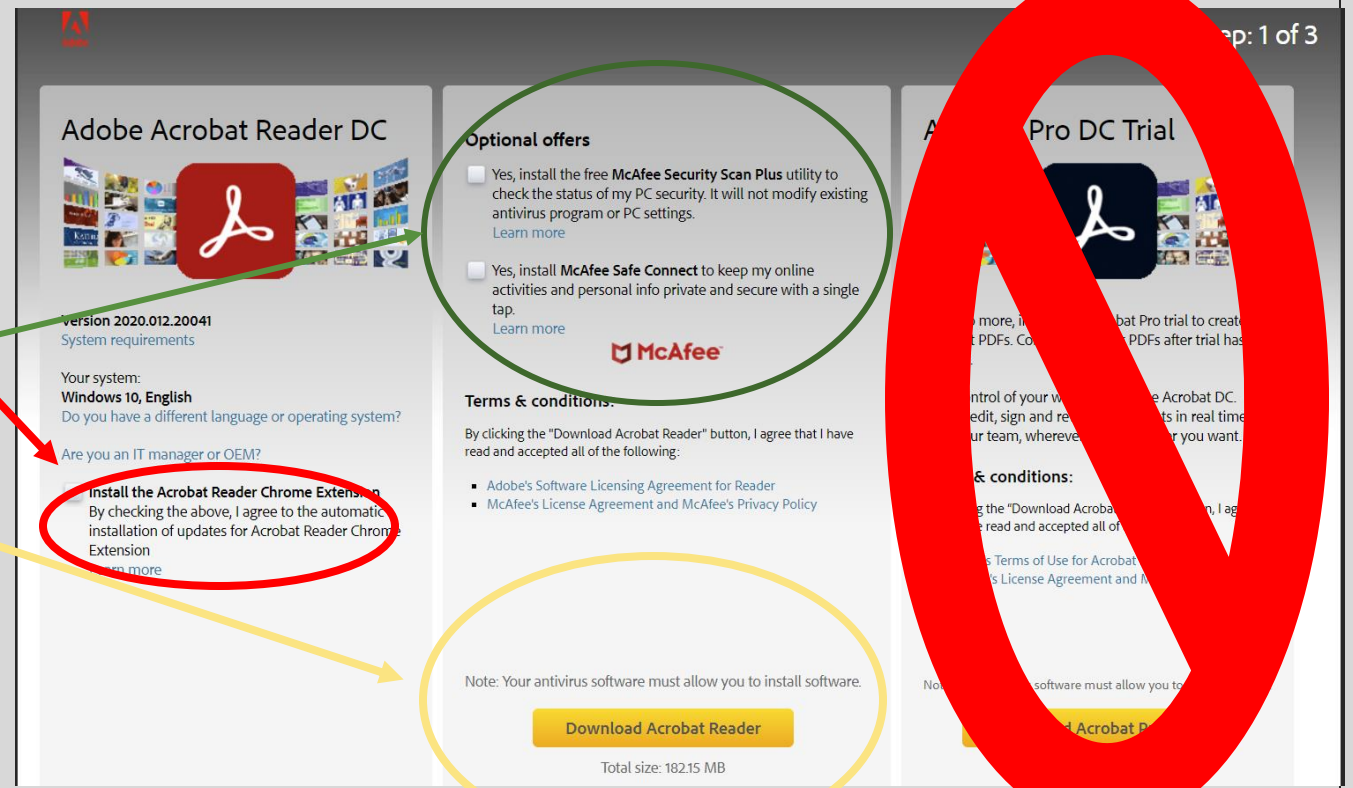
USING ADOBE READER TO ANNOTATE

KBECK

Texas State University, 2020

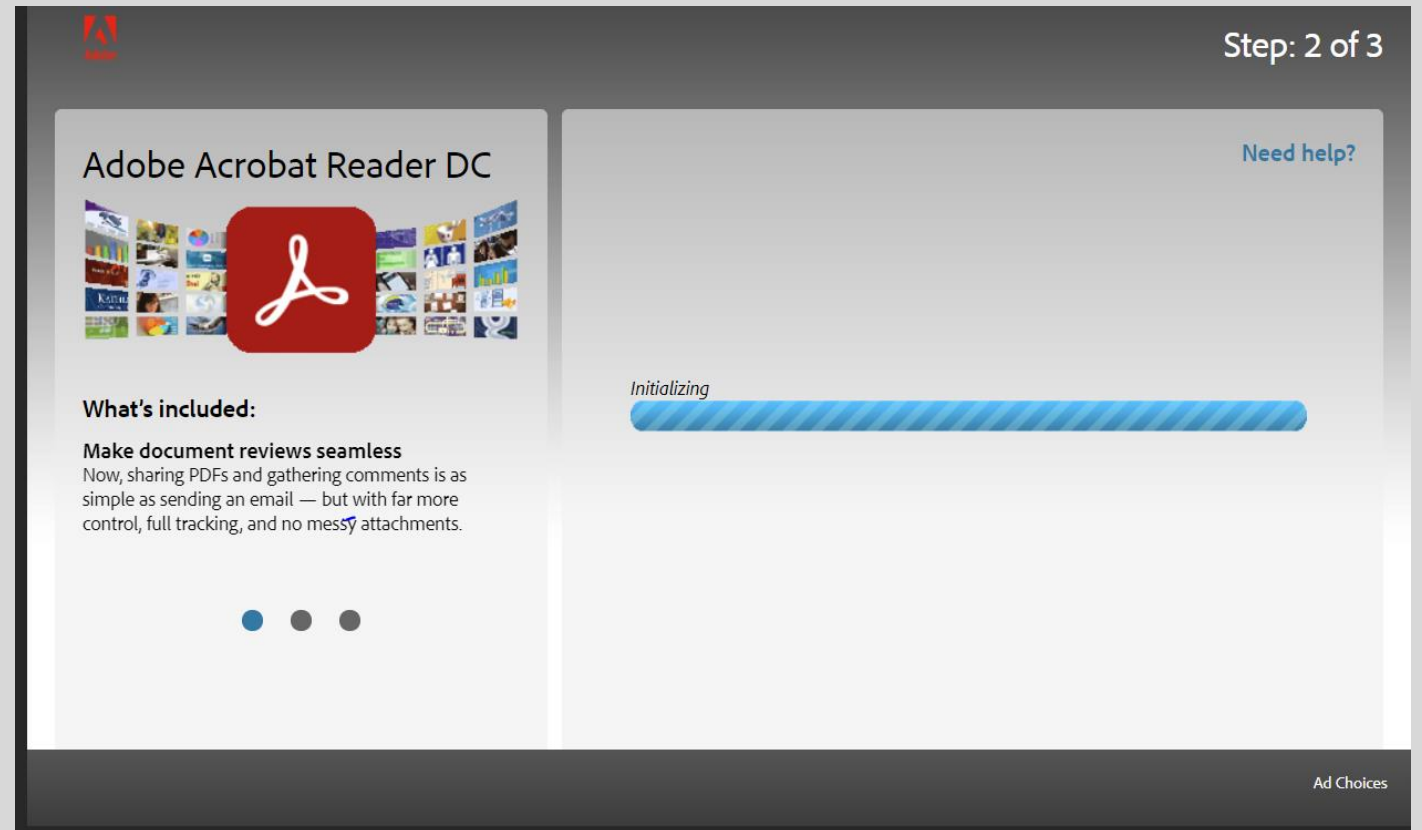
Download Adobe Reader

- Go to:
<https://get.adobe.com/reader/>
- If you are using Chrome (preferred), install the Acrobat Reader Chrome Extension
- Uncheck the optional offers
- Download the application
- **DON'T DOWNLOAD THE ADOBE PRO DC TRIAL!**



The Download

- Your screen will show you this:



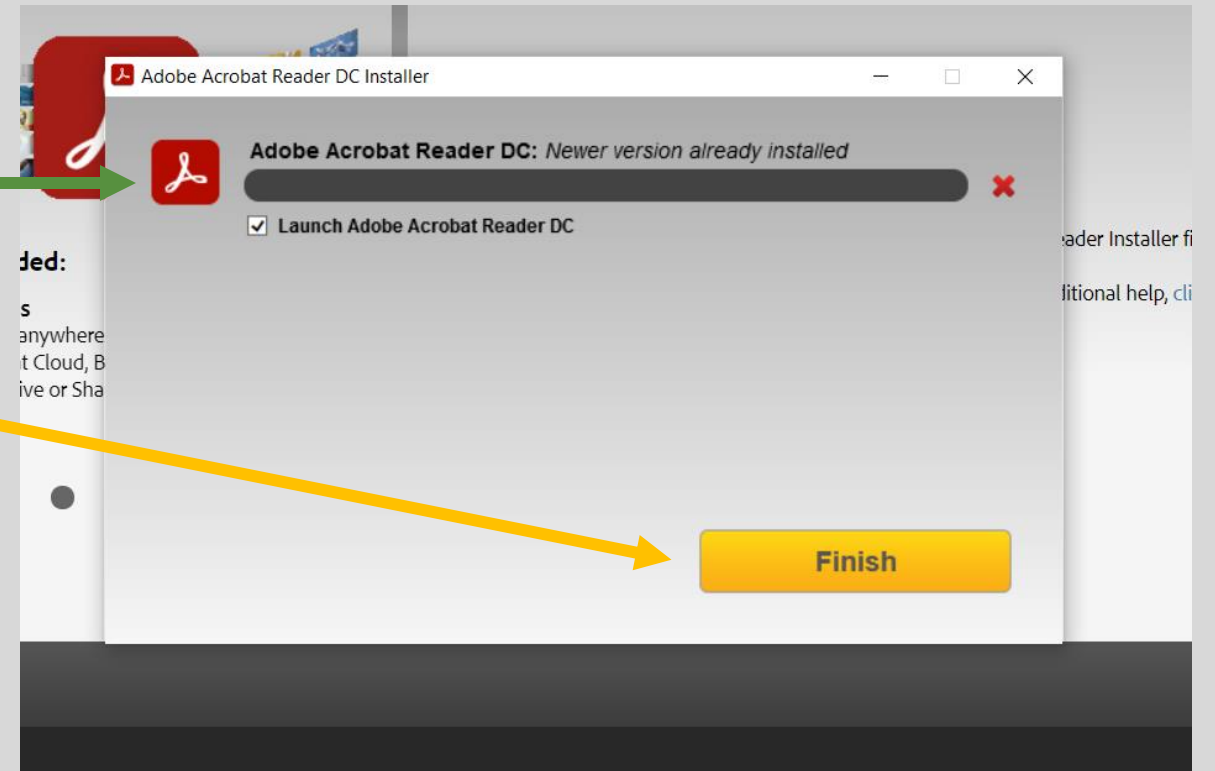
The Download, part 2

- And then this:



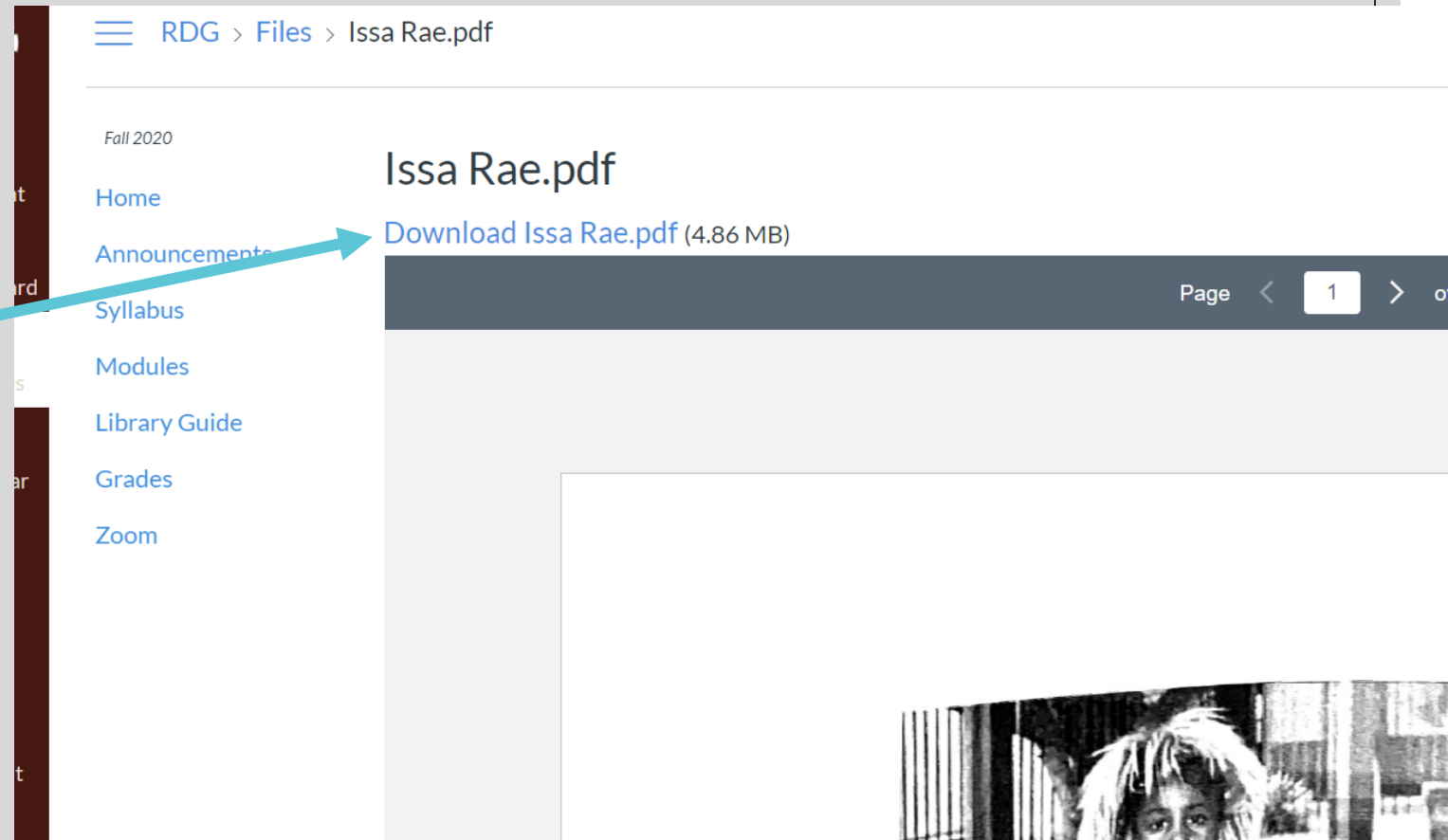
The Download, part 3

- When the download is complete, check the box that reads “Launch Adobe Acrobat Reader DC”
- Click Finish



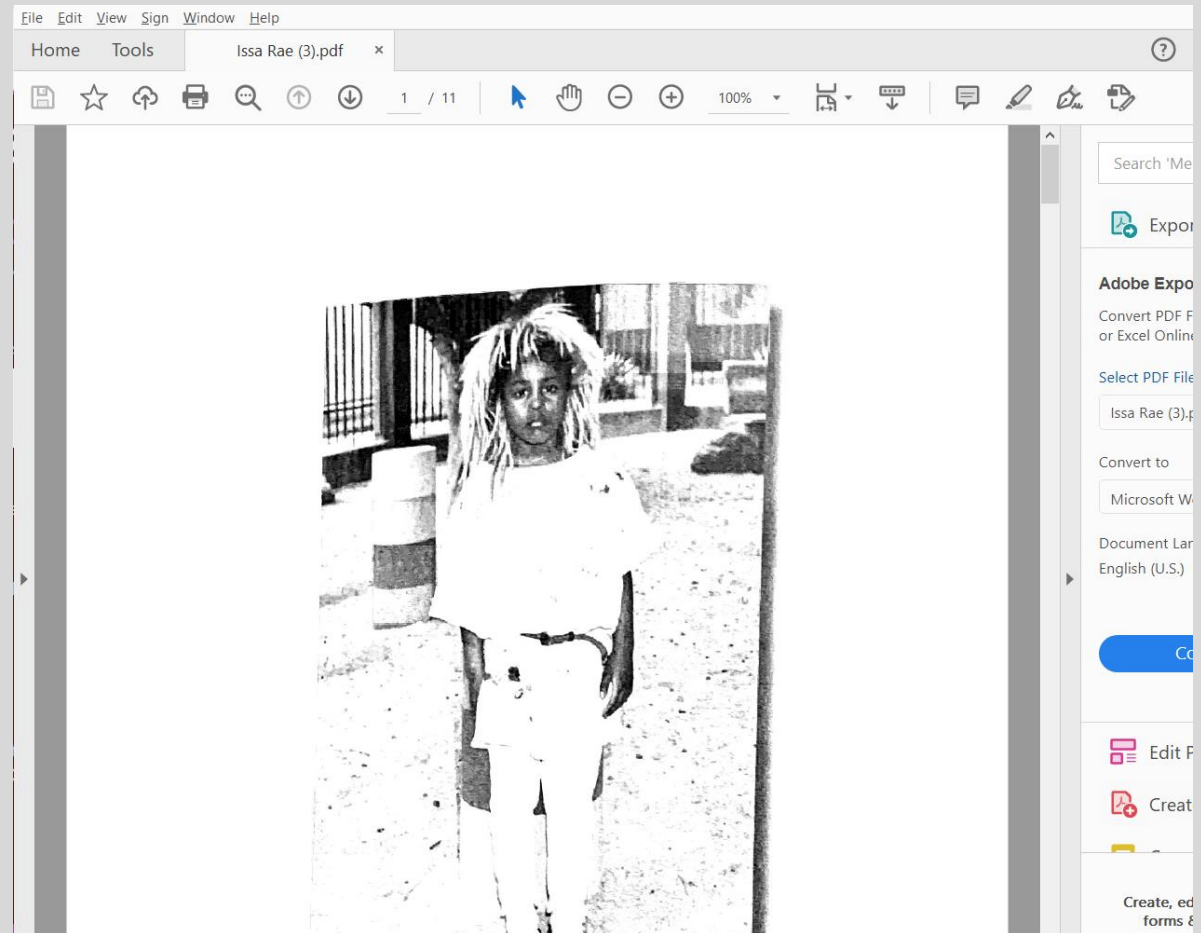
Download your pdf file from Canvas

- NOTE: I recommend creating a separate folder for each of your classes so that you stay organized.
- Click on Download ...



Download your pdf file from Canvas, 2

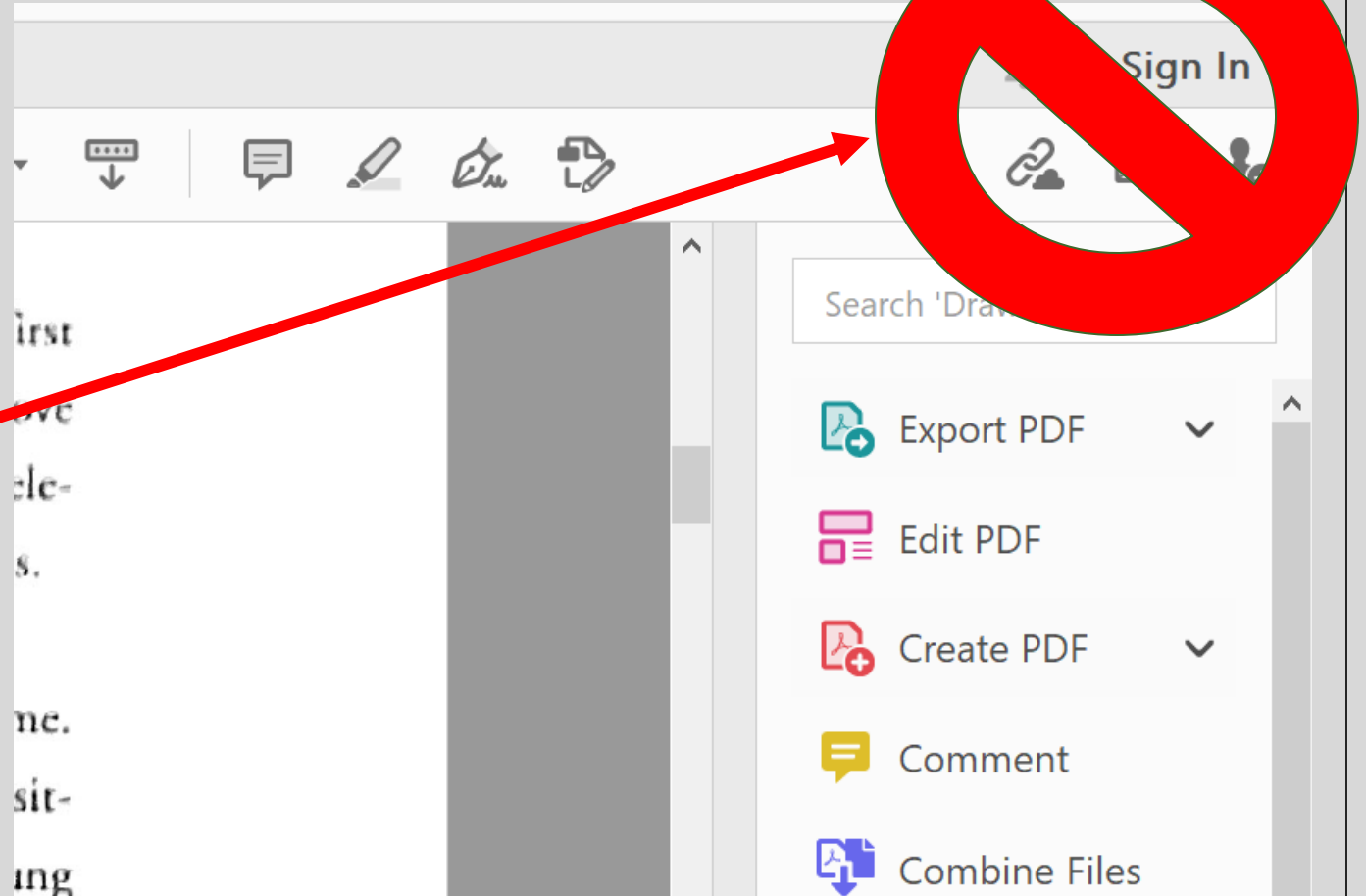
If Adobe Reader is not already open, it will automatically open and you will be able to start annotating.



NO SIGN IN REQUIRED!

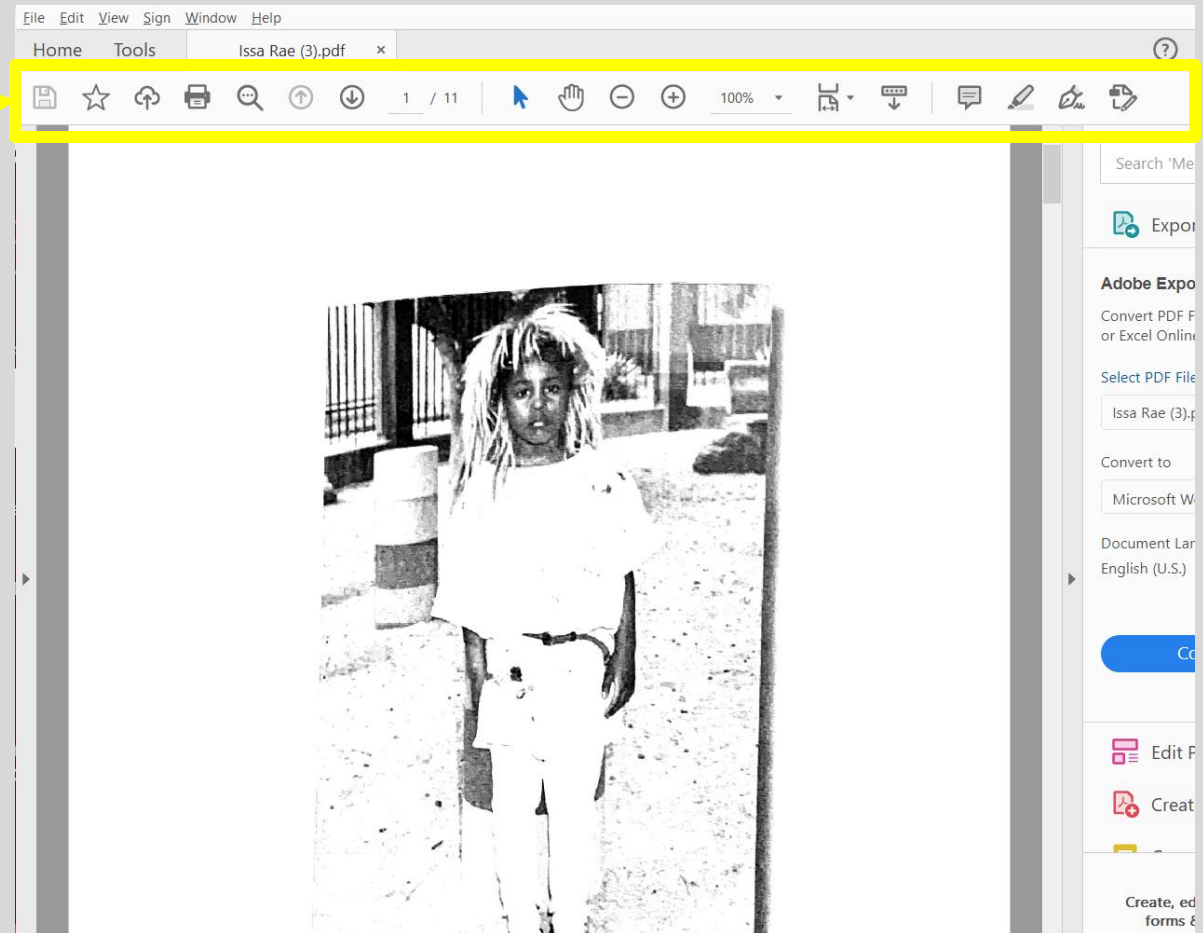
- For the purposes of annotating and your assignments
YOU DO NOT NEED AN ACCOUNT

- **NO SIGN IN REQUIRED!**

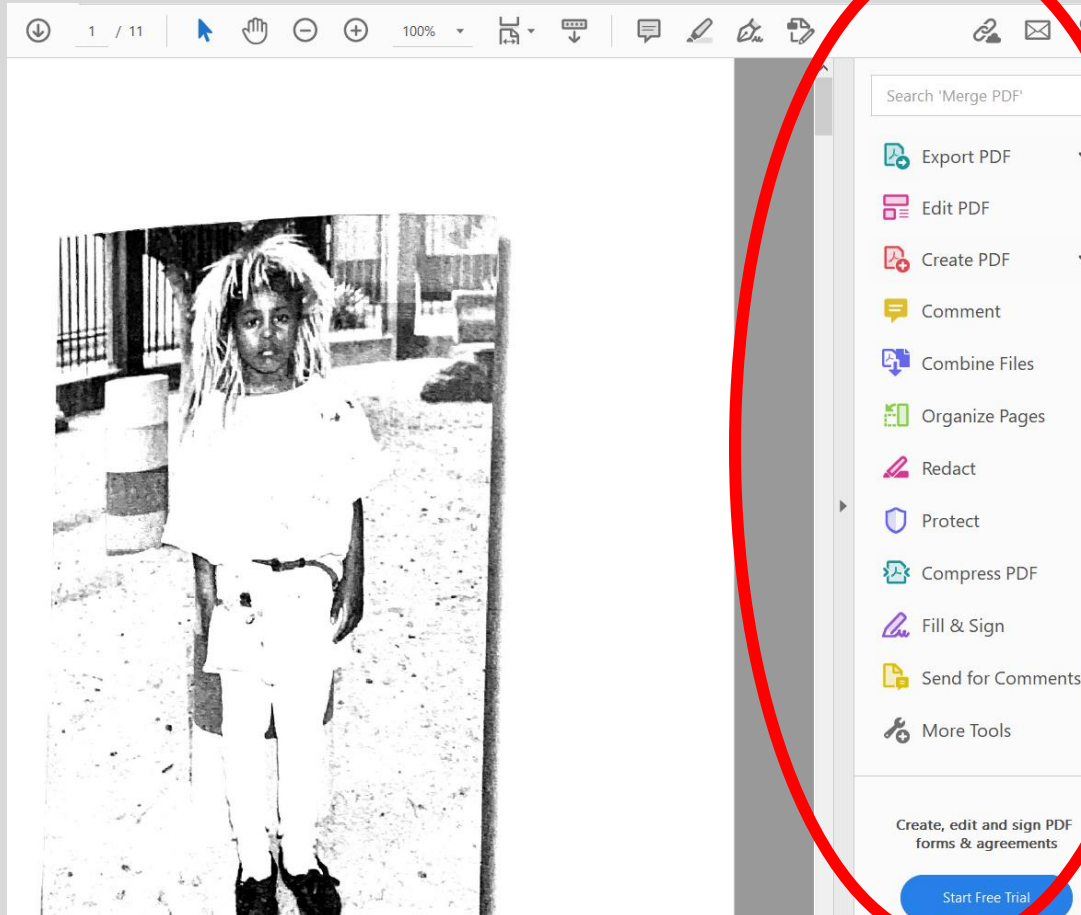


Annotating your pdf file, part 1

- The only tools you will need are at the top

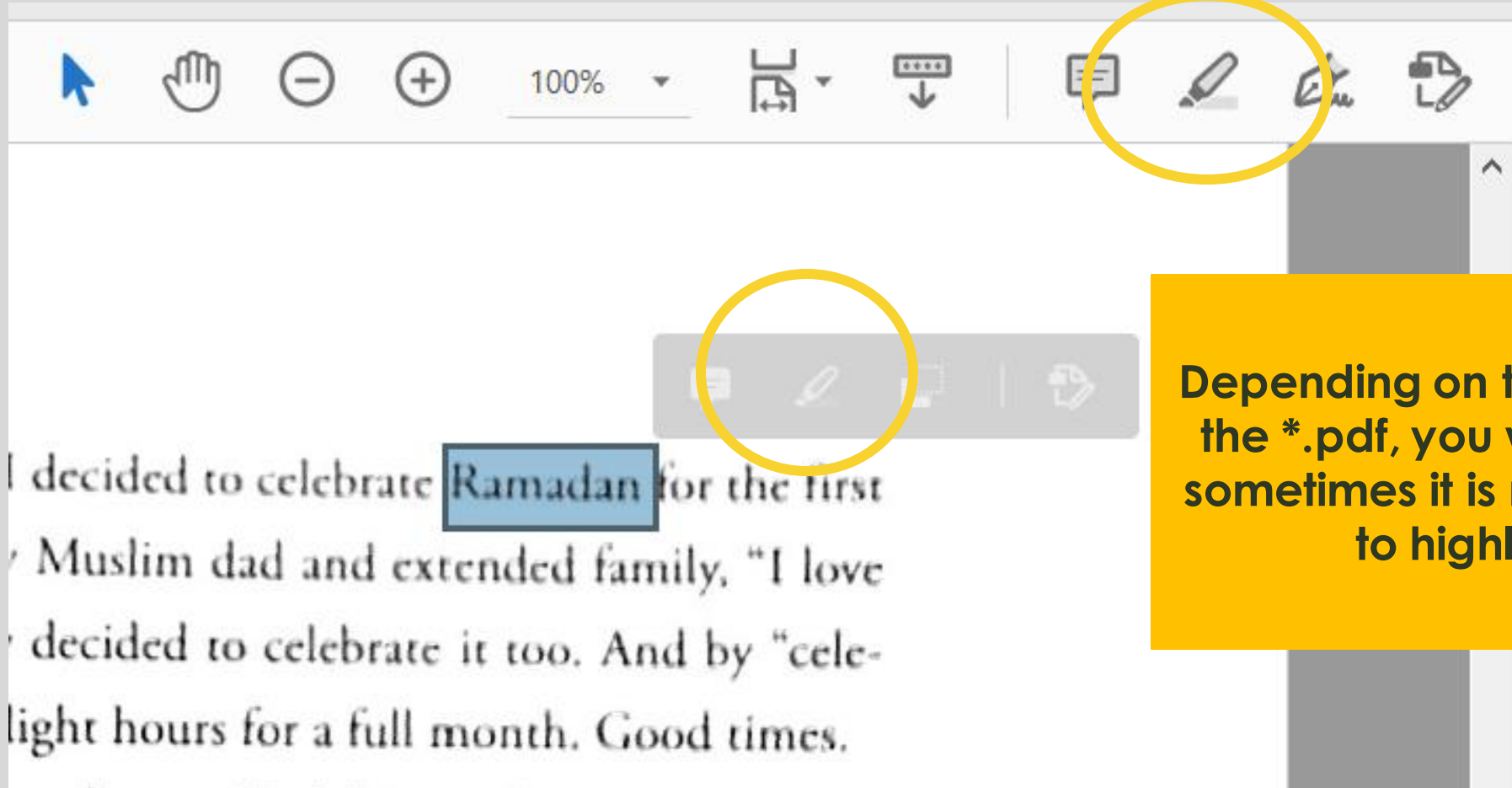


Annotating your pdf file, part 2



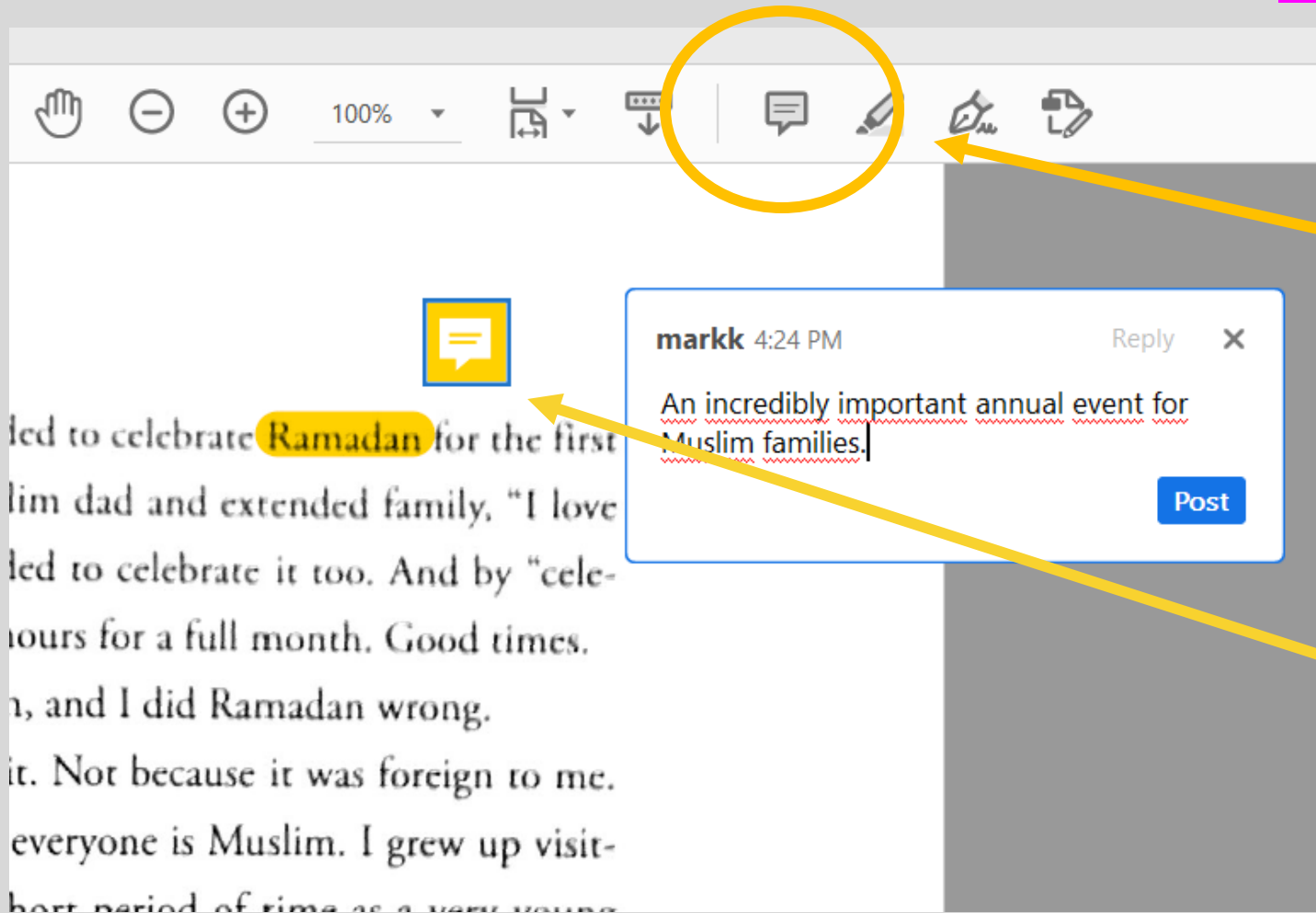
- **STAY AWAY FROM ALL OF THESE OPTIONS.** They are for the PAID version. You do not need them.
- **YOU ARE NOT EDITING THE PDF, you are writing on top of it.**

The most common tools: **Highlighting**



Depending on the quality of the *.pdf, you will find that sometimes it is much easier to highlight.

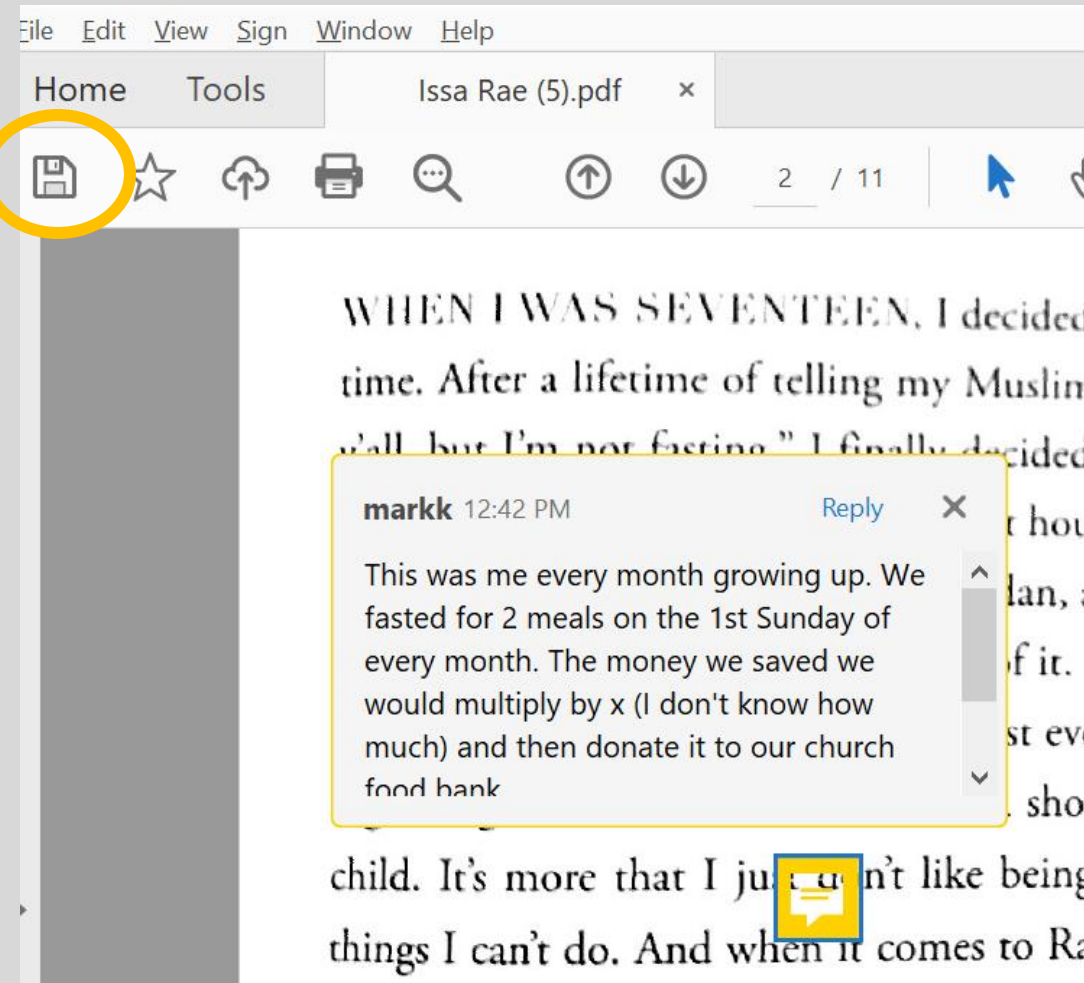
The most common tools: Notes



- Click on the icon that looks like a conversation bubble.
- Enter your notes.
- **Note:** When you click elsewhere in the document, the text box will close. Click on the bubble that has been created to show your notes.

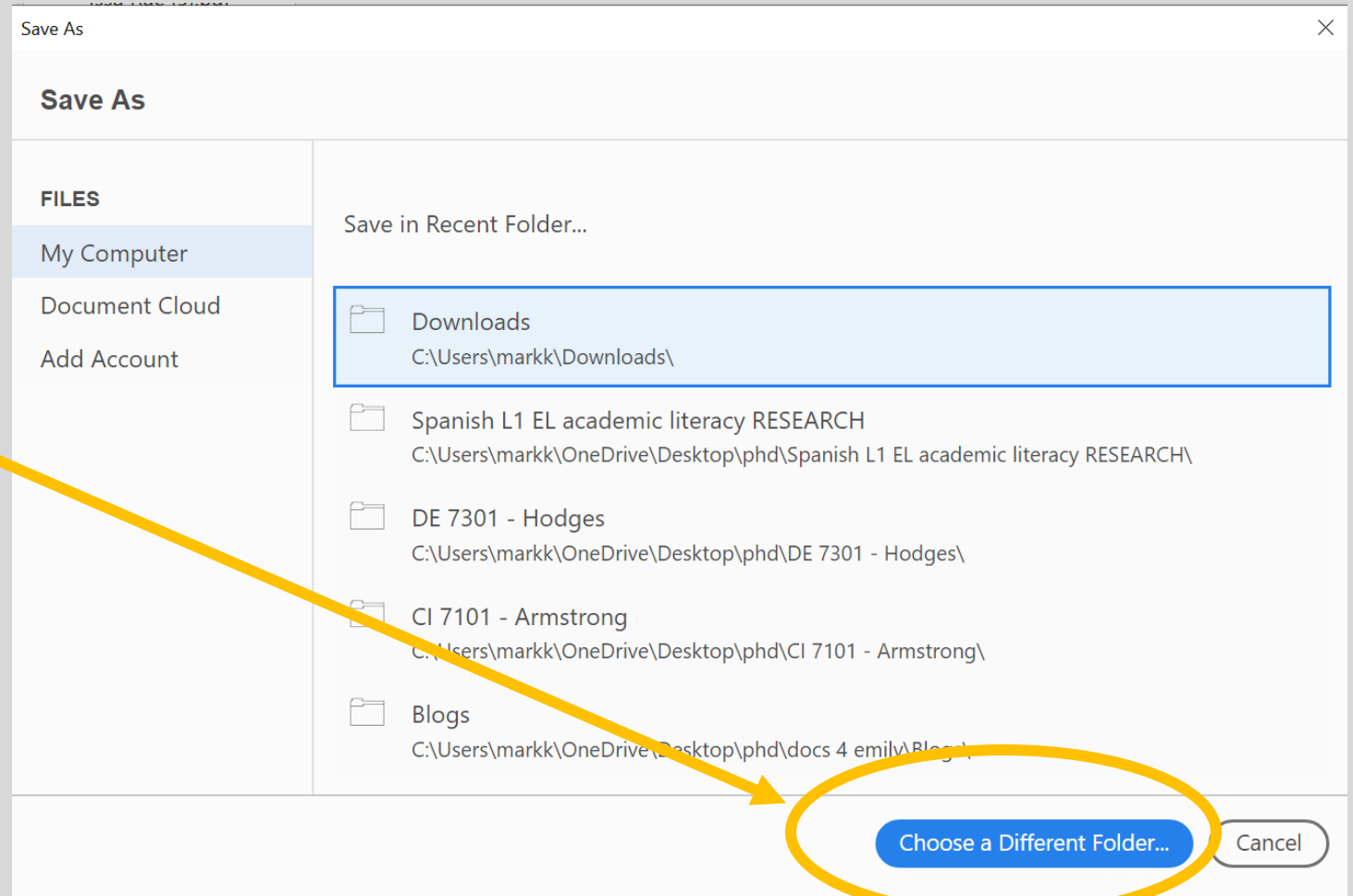
Don't forget to SAVE!!!!, part 1

- Click on the icon in the shape of an ancient computer disk.



Don't forget to SAVE!!!!, part 2

- I keep all of my classes files in separate folders for easier access
- Choose a different folder (if necessary)



Don't forget to SAVE!!!!, part 3

- Note that I have different folders for my different classes
- Generally, you will want to save the document with a name that will help you know what it is later.
- I added "- annotated" at the end of the previous file name
- **CLICK SAVE**

