Where Are the Tools?
Most of the markup and
annotation tools can be found
by click Comment:

Or, you can place them in your
toolbar by click on the gear
icon in the toolbar:

1) Under Comment, expand
Annotations & Drawing
Markups,
2) Select tools you want (hold
⌘ to select multiples),
3) Press ⌘ button, then OK.
Tools should appear in toolbar.

What Are the Tools?
Annotation
- Stamps (dropdown)
- Attach File
- Record Audio
- Insert Text at Cursor
- Replace Text
- Strikethrough Text
- Underline Text
- Add Note to Text

Drawing Markups
- Text Box
- Text Callout
- Line
- Arrow
- Oval
- Rectangle
- Cloud
- Polygon

How Do I Use the Tools?
Generally speaking, you simply
need to click the tool’s button,
place your mouse where you
would like the tool to be, then
either click once or click/drag
(depending on tool’s purpose).

To Add a Pop-up Note:
Either double-click on the
annotation or markup OR right-
click and select Open Pop-up
Note.

To Add Bookmarks:
Click the Bookmark icon
on the left sidebar to
open panel, navigate to
the page to bookmark, press
the New Bookmark button,
name the new bookmark.

Helpful Shortcuts:
⌘ + B = Add Bookmark
⌘ + E = Edit Properties

To Add Multimedia:
Click Tools, Content, &
Multimedia, then choose
either Video or Sound:

Go to the document and
click/drag where you want the
multimedia placed. Then:
1) Choose the file,
2) Select Show Adv’d Options
3) Choose Play Content in
Floating Window and OK

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