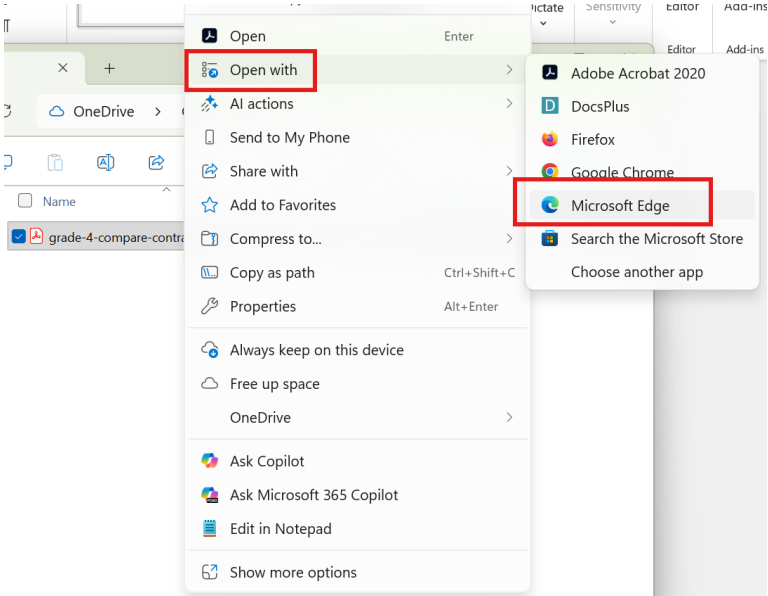


Annotated PDF (Windows)

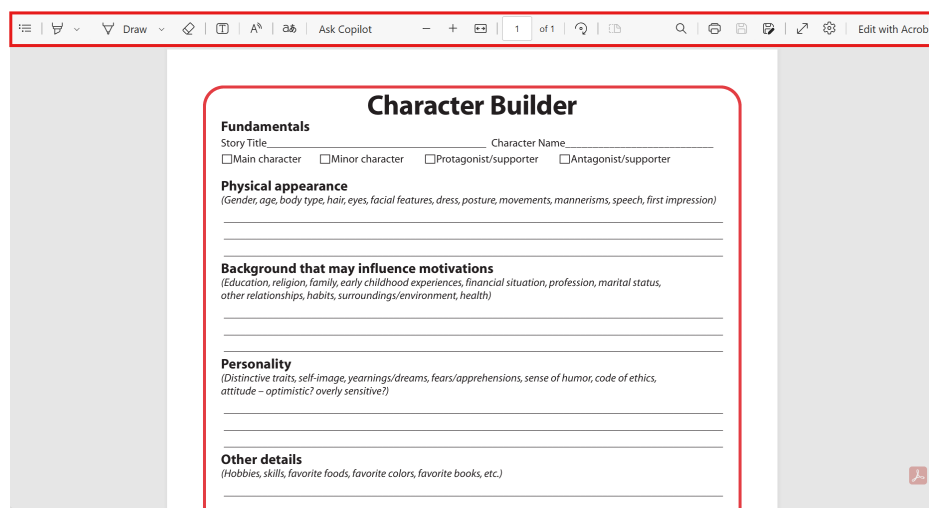
Introduction

PDF annotation on a Windows device allows users to interact directly with documents by highlighting text, adding notes, drawing, and marking up content using simple tools. This feature supports active reading, editing, and organizing information without the need for additional software programs or extensions. The following steps outline how to access and use annotation tools on a Windows device.

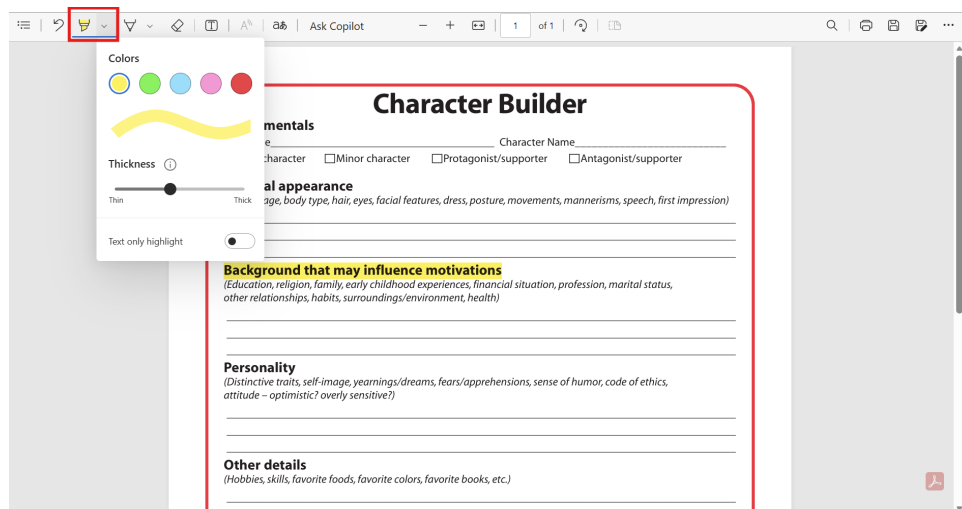
Step	Instruction	Visual Depiction
1	On your Windows device, open your Files Folder and right click on the PDF that you would like to open. Choose “Open With” then “Microsoft Edge.”	

Step Instruction Visual Depiction

- 2 Once the PDF opens in Microsoft Edge, you will see a toolbar at the top of the screen. This is what will be used to annotate the PDF.

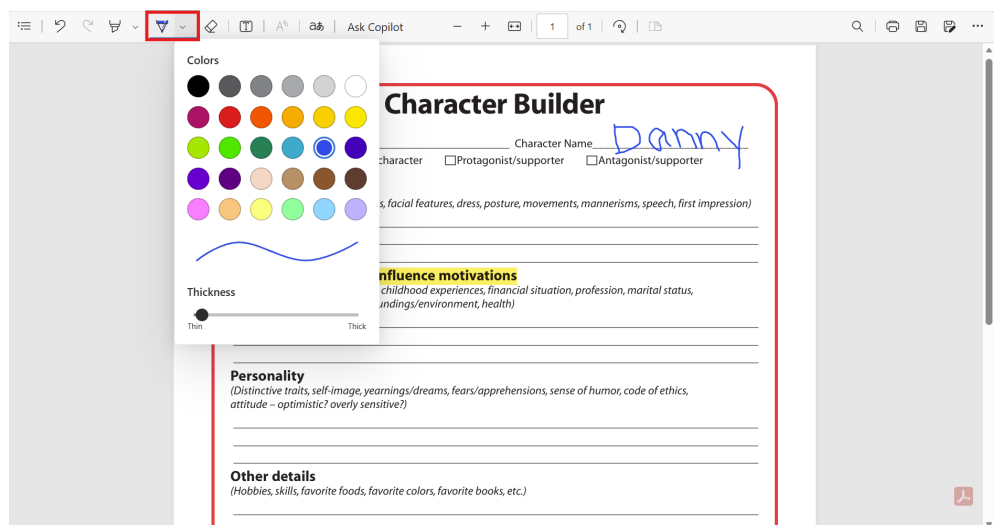


- 3 The first option available is the highlight option. This can be used to highlight portions of the text that you would like to emphasize. You can also change the colour and the thickness of the highlighting.

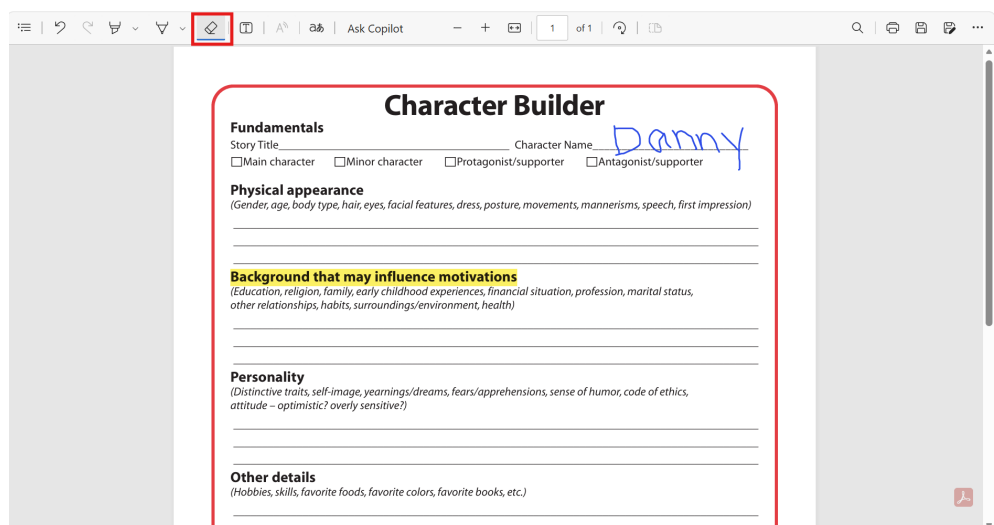


Step Instruction Visual Depiction

- 4 Next, you have the option to write freehand. Again, there is an option to change the colour and thickness of the pen.

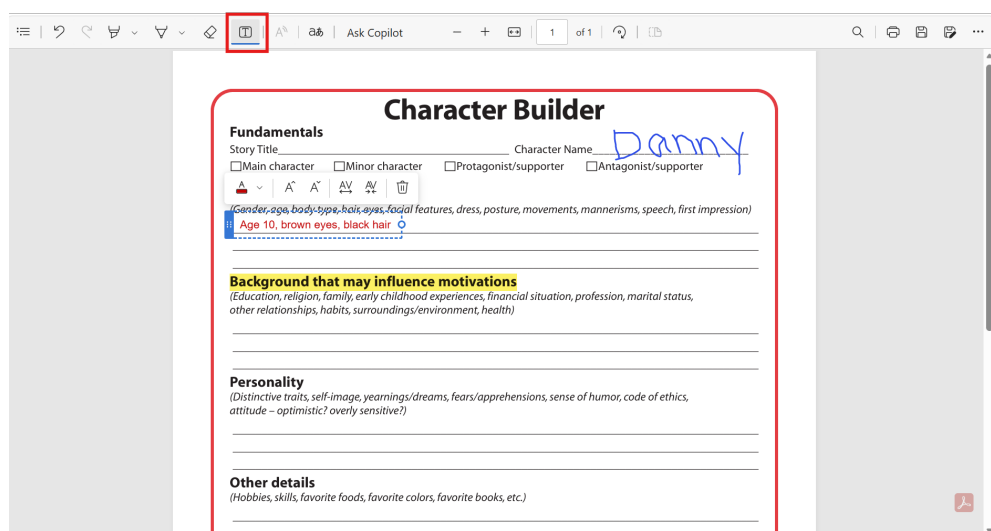


- 5 If you would like to erase something that was written or drawn, you can use the eraser option in the toolbar.

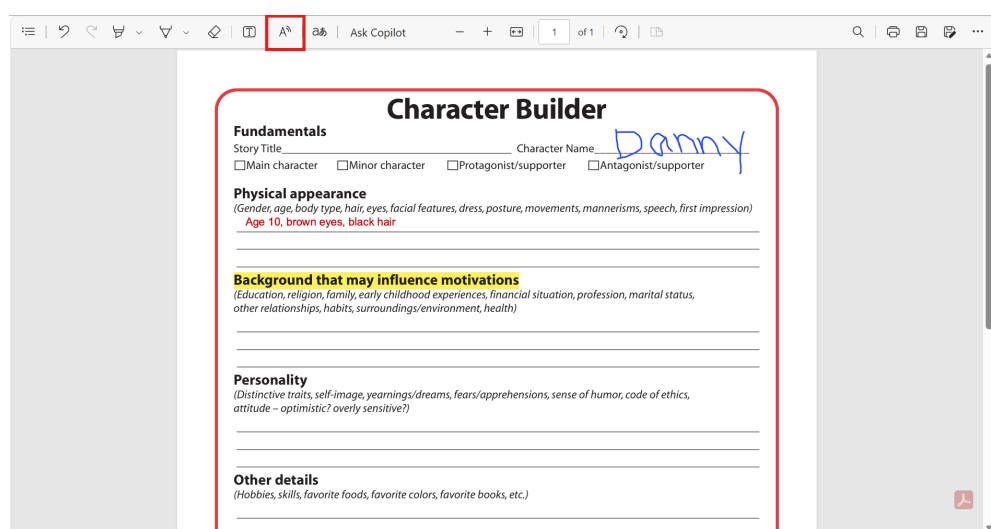


Step Instruction Visual Depiction

- 6 The next option is the ability to add a textbox. Here, you can type your text or you can use dictation. You also have the option to change the font colour, size, and spacing. You can also move the text box to different areas of the screen by clicking and dragging on the blue bar on the lefthand side of the text box.

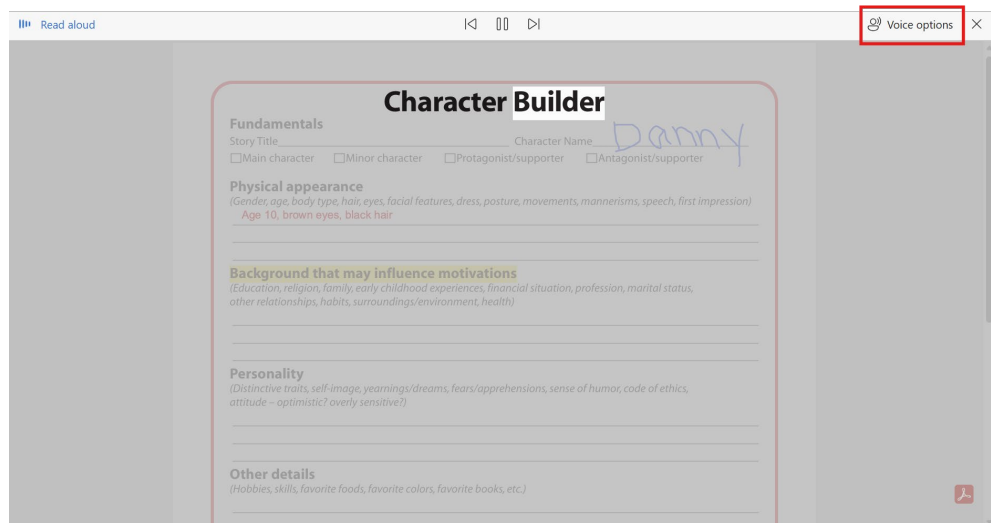


- 7 You can also choose to have the text read aloud.

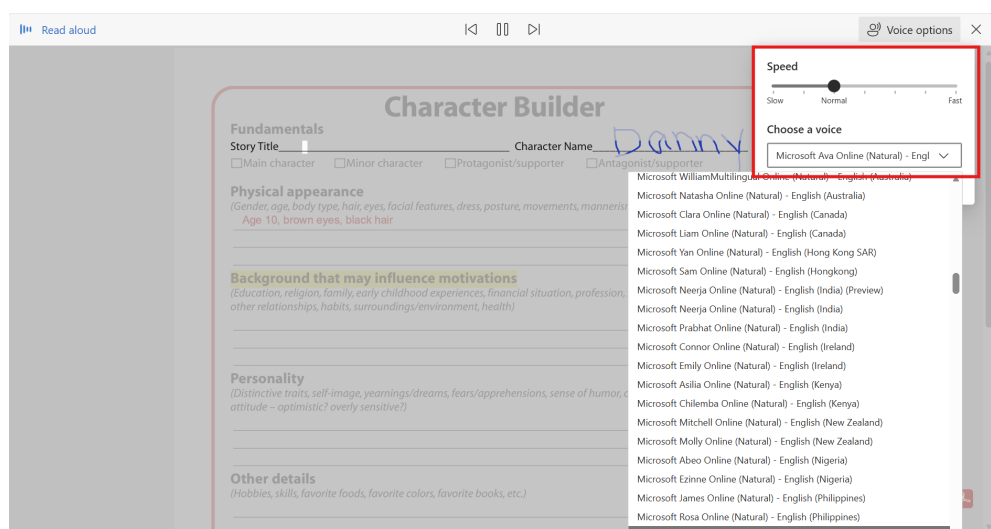


Step Instruction Visual Depiction

- 8 Once read aloud is selected, you can choose to pause/play, as well as change some voice settings.

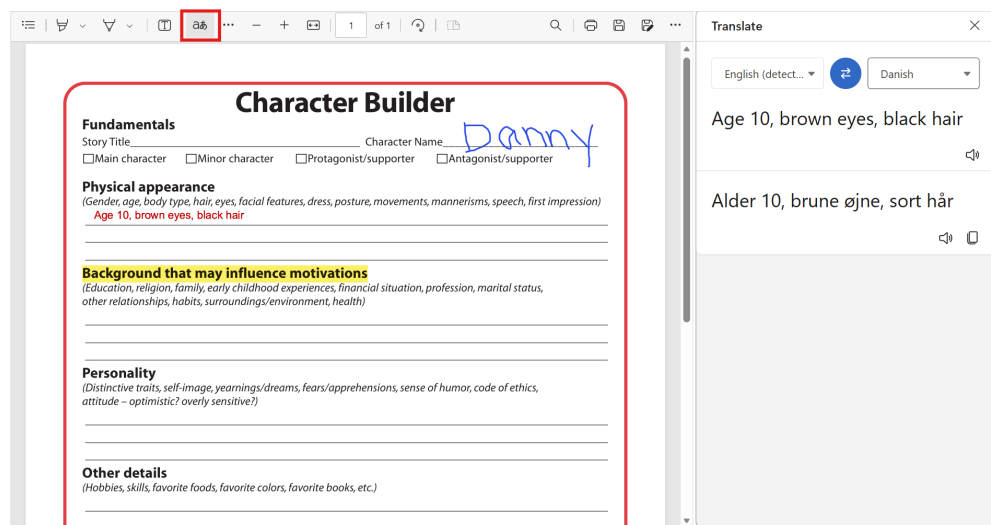


- 9 Once you click on the “Voice Options” button, you can change the reading speed and the type of voice.



Step Instruction Visual Depiction

- 10 If you would like to have the text translated, click on the translate button and choose from the dropdown menu of languages.



- 11 Once you have completed your annotations, click on the “Save as” icon to save the changes you have made to the PDF. This ensures that the original PDF stays intact.

