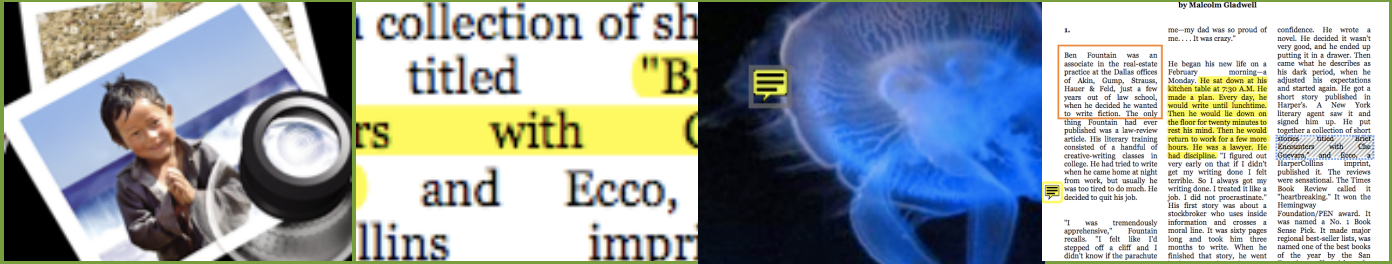


Annotating & Marking Up Text with Preview



Use Apple's Preview application to easily annotate in pdf documents

Taking Notes & Providing Feedback in PDF Files

Apple's Preview application offers annotate and mark up tools that enable you to easily take notes, mark up text, provide document feedback, create links and more.



Getting Started

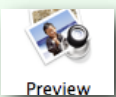
Locate and click on the Preview icon on your Dock to start the application. If the icon isn't there:



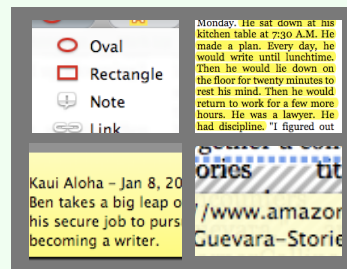
Open your hard drive.



Open the Applications folder.



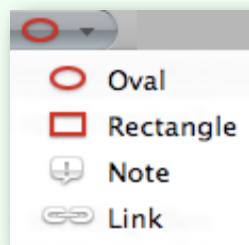
Locate, then double-click on **Preview**.



Annotate & Mark Up Tools

Preview includes four Annotate and three Mark Up tools.

Annotate Tools

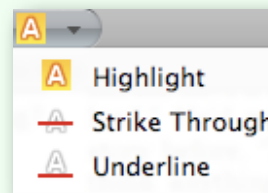


Oval and Rectangle - Draw a shape around sections of text that you want to bring attention to.

Note - Add an annotation such as a note, comment, or other editing message to your document.

Link - Link to another part of the document or to a website.

Mark Up Tools



Highlight - Highlight important text that you want to bring attention to.

Strike Through - Use this tool to identify text that should be deleted.

Underline - Use this tool to underline text.

Opening the PDF File

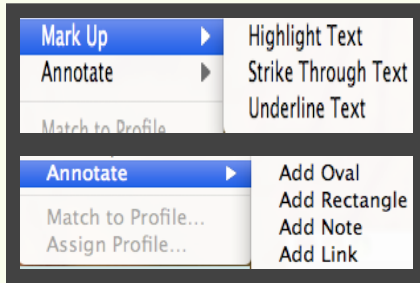
From the menu bar, select **File > Open**.

Locate the PDF file and click **Open**.

Accessing the Tools

There are multiple ways to access the annotate and mark up tools.

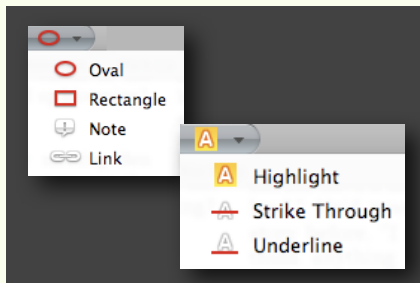
Menu Bar



From the menu bar, select **Tools**, then **Mark Up** or **Annotate**.

A drop down menu will appear. Select the tool to use.

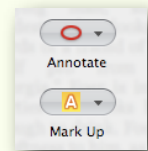
Toolbar



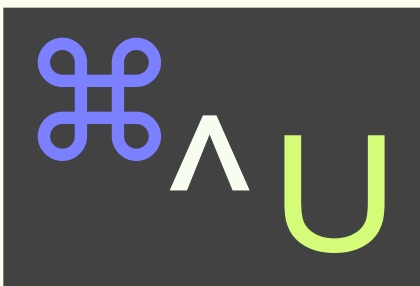
The Annotate and Mark Up tools can be added to the Preview toolbar for easy access. From the menu bar, select **View**, then **Customize Toolbar**. The tools menu will appear.

Drag the **Annotate** and **Mark Up** tool menus onto the Preview toolbar.

Click **Done** to close the tools menu.



Shortcut Keys



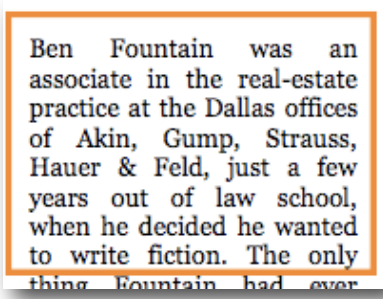
Use the following shortcut keys to easily apply a mark up or add an annotation: (^ = ctrl key)

Annotate		Mark Up	
Add Oval	^⌘O	Highlight Text	^⌘H
Add Rectangle	^⌘R	Strike Through Text	^⌘S
Add Note	^⌘N	Underline Text	^⌘U
Add Link	^⌘L		

Using the Annotate Tools


Shapes

The shape tools can be used to draw an oval or rectangle around an interesting or important part of a document.



Adding a Shape

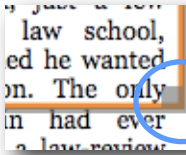
From the menu bar, select **Tools > Annotate > Oval** (or Rectangle).

A cross hair  will appear on your PDF document. Click and drag over the section of text that you want to draw attention to.

Deleting a Shape

Double click on the shape. Click the **Delete** key on the keyboard.

Editing and Moving a Shape

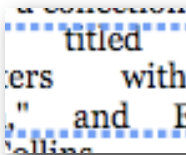


Double click on the shape.

To resize the shape, click and drag the bottom right corner of the shape.

To reposition the shape, move the mouse pointer on top of the shape. Click and drag the shape to its new position.

Customizing a Shape

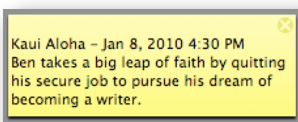


Double click on the shape.

Click on the **Inspector** icon to open the Inspector window. In the Inspector window, click the **Annotation** tab.



Click on the Color icon to select a new shape color. Type in a number (higher = thicker) to change the line thickness of the shape.




Notes

The Notes tool can be used to annotate a document or provide feedback.

Adding a Note

From the menu bar, select **Tools > Annotate > Add Note**.

A cross hair  will appear on your PDF document. Click on the section of the document to add a note to.



A note icon will appear in the document and a note window will appear to the left.



Click in the note window to type your note.

Deleting a Note

Double click on the note icon. Click the **Delete** key on the keyboard. The note icon and note window will be deleted.

Using the Annotate Tools (continued)

Moving a Note

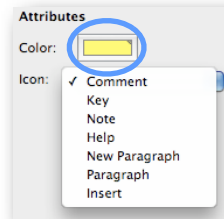


Double click on the note icon.

To reposition the note, move the mouse pointer on top of the note icon. Click and drag the note to its new position



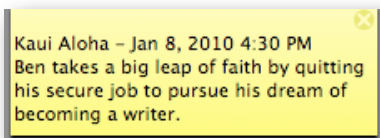
In the Inspector window, click the **Annotation** tab.



In the Attributes section, click on the Color icon to select a new note color.

Click on the Note drop down menu to select a note icon.

Editing a Note



Double click on the note window to edit.

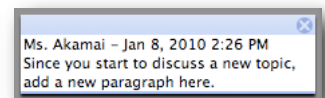
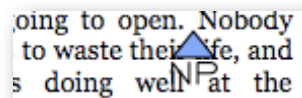
The Notes tool icons can be used to provide feedback; i.e., where to insert a new paragraph, where to insert text, etc.

Customizing a Note



Double click on the note icon.

Click on the **Inspector** icon to open the Inspector window.

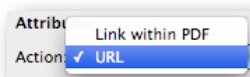


Example of New Paragraph icon & related note

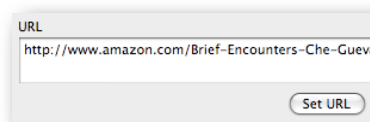
Links



The Links tool can be used to add a link to another part of your document or to a website.



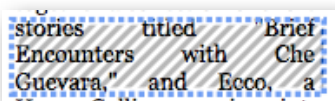
In the Attributes section, select the type of link to add. To link to a website, select **URL**.




Type in the website address in the URL line, then click **Set URL**.

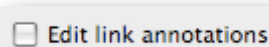
Adding a Link

From the menu bar, select **Tools > Annotate > Add Link**.



A cross hair  will appear on your PDF document. Click and drag over the section of the document to add a link to.

A box with diagonal lines will appear over the selected section and the Inspector window will open.



Uncheck the Edit link annotations option. Finally, draw a rectangle around the link section to identify where the link is.

Deleting a Link

Double click on the link icon. Click the **Delete** key on the keyboard. The link will be removed.

Using the Mark Up Tools

Highlight, Strike Through & Underline

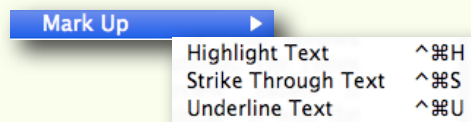
Monday. He sat down at his kitchen table at 7:30 A.M. He made a plan. Every day, he would write until lunchtime. Then he would lie down on the floor for twenty minutes to rest his mind. Then he would return to work for a few more hours. He was a lawyer. He had discipline. "I figured out

The Highlight and Underline tools can be used to draw attention to interesting or important text within the PDF document. The Strike Through tool can be used when editing text to indicate text that should be deleted. All of the Mark Up tools operate in the same way. (Note: The shortcut keys listed on page 2 work well for applying mark ups.)

Applying a Mark Up



First, select the text to mark up. Text can be selected using the following methods:

- Click and drag over text
- Double click to select a word
- Triple click to select a line of text

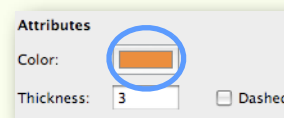


From the menu bar, select **Tools > Mark Up > Select Mark Up tool** (or type in the shortcut keys)

The selected mark up will be applied to the text.

To change the color of the marked up text, click on the **Inspector**,  then click on the Annotation tab. 

Click on the Color icon to select a new mark up color.



Note: The color must be changed when the mark up is initially applied to the text.

Removing a Mark Up

Select the marked up text. From the menu bar, select **Tools > Mark Up > Select Mark Up tool** (or type in the shortcut keys).