Tutorial - "Annotate" a PDF document with Foxit Reader 5.1

Note: To show or hide Foxit Reader's *basic* Toolbars, click Ctrl + H.
To add more tools, click Tools > Customize Toolbars...

The following tools are sufficient for most annotation needs but there are lots more.

Use the **Typewriter** to add text <u>without a border</u> to a PDF document

Try it here: Double click <u>within box</u> to format. Right click to Cut.

The **Textbox** adds text within a <u>coloured box</u>.

Your turn: Double click <u>within box</u> to format. Right click to Cut.

Use the **Snapshot** tool to select a section of a PDF document to Paste into a Word document. (Similar to Print Screen)

Give it a try: You will need a Word document open for this test.

The **Highlight Text** tool adds a highlight to the selected text.

This one is too easy, but try is anyway! :

Use the **Note** tool to add a retrievable, hidden note.

Try it now:

Use the **Drawing** tools to add lines, arrows, shapes and free-hand drawings.
Right click on item, then Left click Properties... to format, or Cut to delete.

Your turn:

Congratulations - you are well on your way to becoming a Foxit "Annotation" Master

Even more options are available from the <u>Menu</u> Items including:

- File: Email, Share, Print
- Edit: Attach a file.   Add Bookmark, Image, Multimedia
- Tools: Zoom, Find text, Search, Change Style, Customize Toolbars
- Comments: Add a Note, Format text, Draw things, Measure, Attach a file
- Help: Set as default PDF Reader, Check for and install updates, User Manual

 Please enjoy exploring and using Foxit Reader

jl Mar. 2012