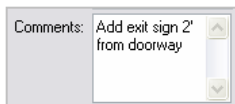**Note Tool**

The Note Tool, (shortcut "**N**"), is an electronic form of sticky notes. Select the Note tool, move the cursor to a location on the PDF, and place the Note by clicking the mouse button. A note icon will be placed on the PDF. Enter the content for the note in the *Comments* field in the Properties panel under *General*.
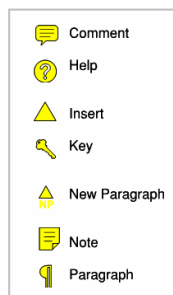
Selecting the note icon on the PDF will display a tool-tip indicating the contents of the note.
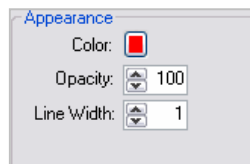
Use the Properties panel to modify the content of the note in the Comments field. The **Color** value sets the color of the designated icon and the **Opacity** sets the level of transparency on the note.

There are 7 icons that can be used to represent the note. These icons are shown to the right.

- Comment
- Help
- Insert
- Key
- New Paragraph
- Note
- Paragraph

Pen Tool

The Pen Tool, (shortcut "**P**"), is used for free form text, shapes or other unique markups. Hold down the left-mouse button to place a free form line (simulating a pen or pencil) on the PDF.   Release the button to end the line. Press Enter between each path to create separate annotations.

To change the appearance, modify the settings in the Properties panel. **Color** sets the color of the pen. **Opacity** sets the transparency level of the markup. **Line Width** sets the weight or thickness of the line in points.