

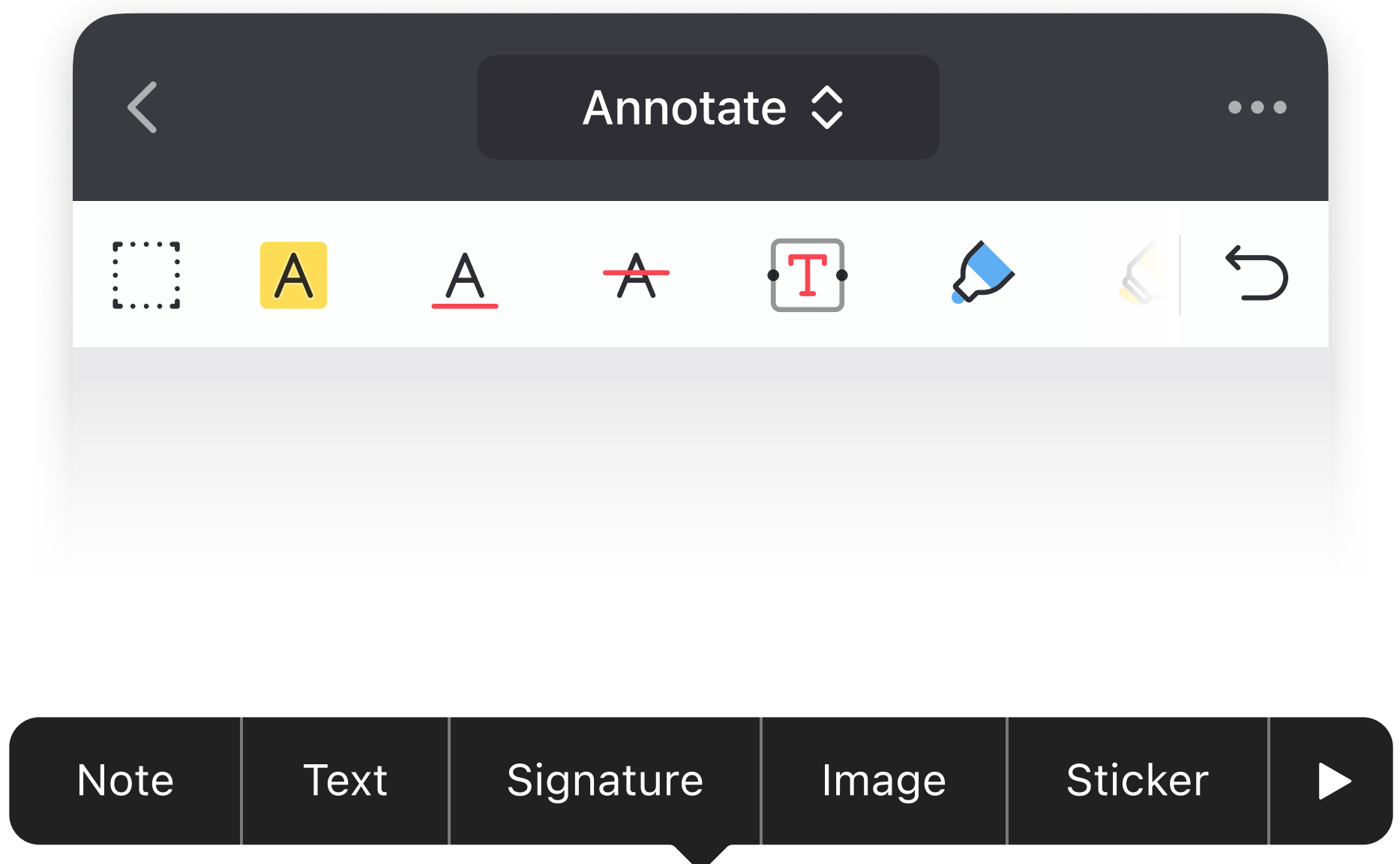
# A quick *look into* PDF tools



# Annotate to remember

Annotating a text is an excellent way to make the most out of the reading. Annotations make it easy to find important information when you need it.

To start, select your preferred tool under the **Annotate** option in the top toolbar.



★ You can also access some annotation tools by tapping and holding anywhere in the document, then choosing your tool from the popup menu.



## Highlight with colors

Use colors to emphasize different types of information:

highlight main ideas in yellow, mark additional details in blue, and note disagreements in red.




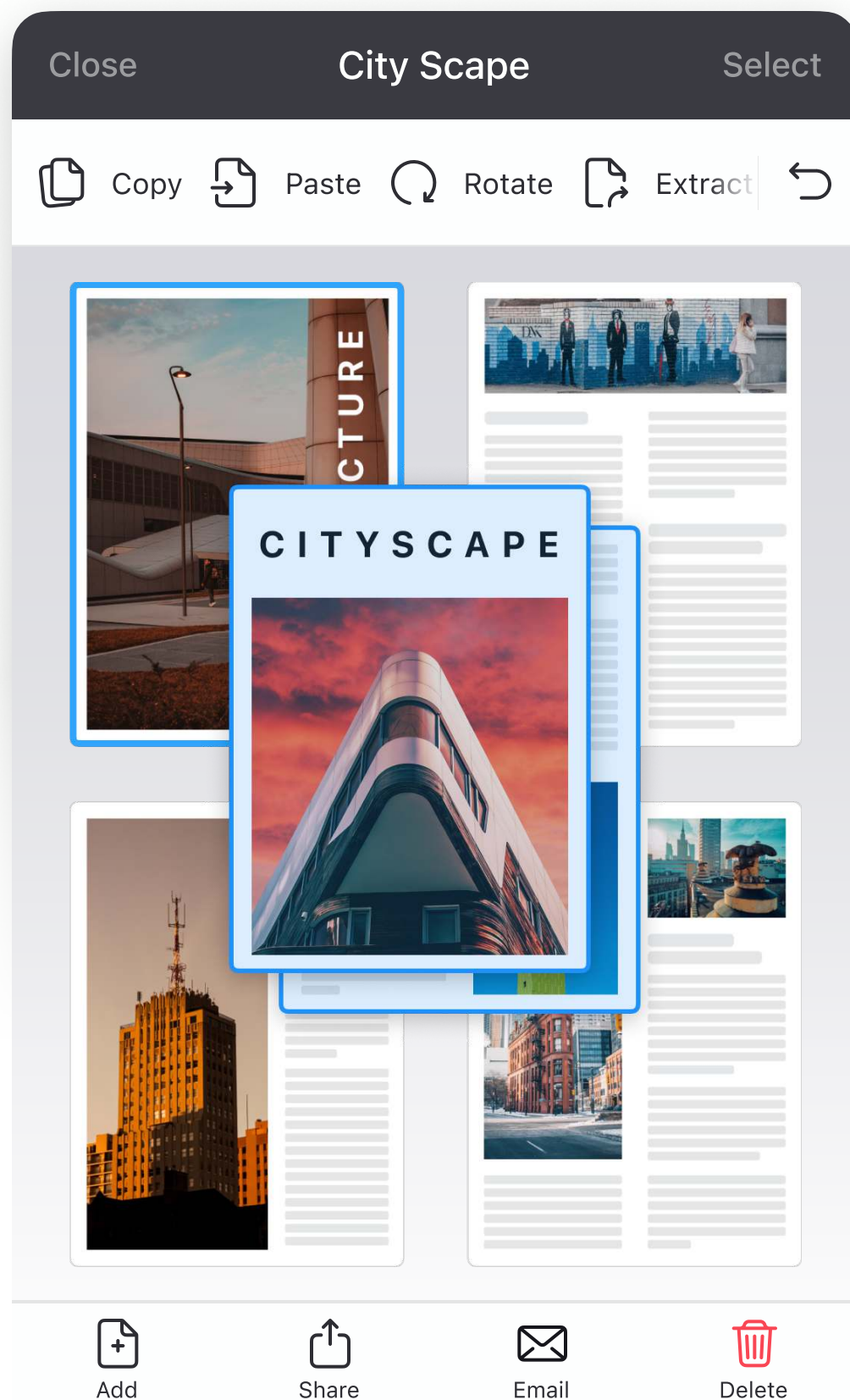
## Add Text notes

Enhance your PDFs by adding text comments in the page margins. These comments are searchable, making it easy to locate your important remarks later.

★ You can change the **font family**, color and **size**.


# Manage pages

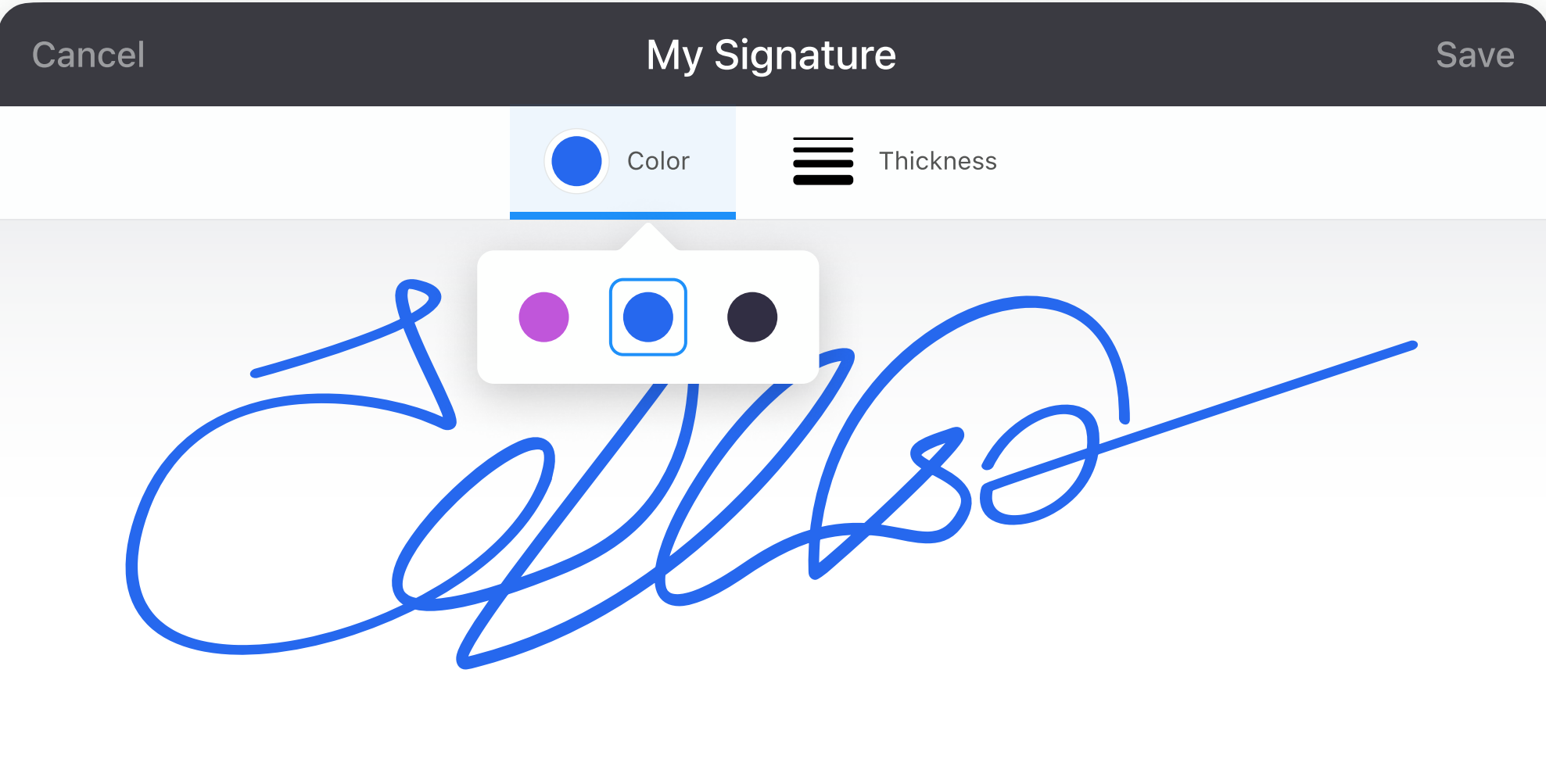
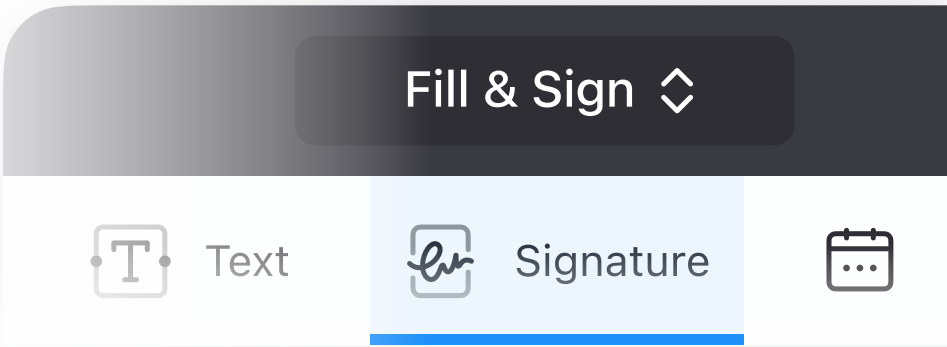
Tap  at the bottom to insert, rearrange and extract pages.



To rearrange the page order, select the pages in Thumbnail view and then drag and drop them to the desired location in the document.

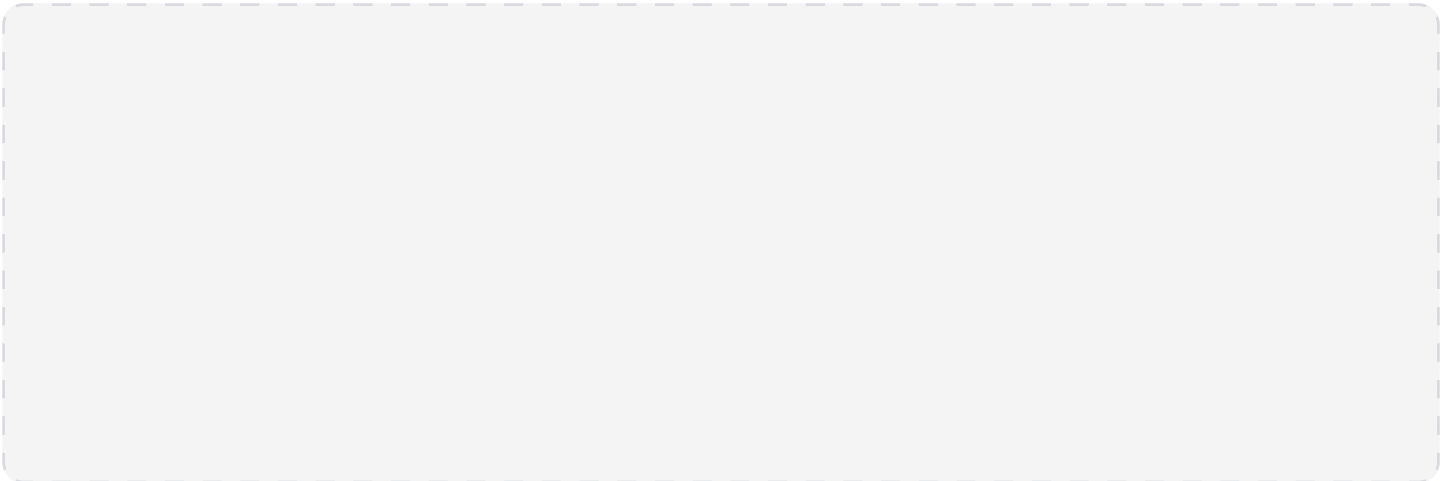
# Sign PDFs

Select **Fill & Sign** from the dropdown list at the top and tap  **Signature**.



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