

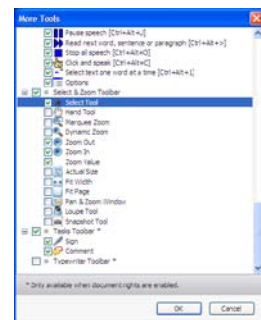
Adobe Reader 9 Study Tools

As you read through a digital book, you can use the **Comment and Markup** Toolbar to help you make notes and highlight key facts. You can also use drawing tools to add notes, diagrams and graphs.

Click **View>Toolbars>Comment and Markup** to show the Toolbar. The Toolbar can either 'float' on top of the exam, so you can move it around, or you can drag it to the top of the page and it will 'dock' with the other toolbars.




Before you use Comment or Markup tools, click **View>Toolbars>More Tools**, then scroll down and find and tick the **Select Tool**. This adds the Select Tool to the toolbar.



Highlighter

You can mark key locations or sections of the text with the highlighter.

- Click on the **Highlight** button  and then select the text to be highlighted.
- To delete the highlight, right-click on the highlight and choose **Delete**.

1 Rameses I Station, usually called **Cairo Railway Station**, is a century old, like the railway system itself, which stretches from **Alexandria** on the shores of the Mediterranean, to **Aswan** on the Upper Nile, at the northern edge of Lake Nasser—the **border of Sudan** on the south side. The design of the station is of interest, and it has been said that it represents the epitome of nineteenth-century Egyptian architects' desire to combine classical and Islamic building styles, in response to **Khedive Ismail's** plan to create a "European Cairo"—Moorish meets modern.

Sticky Notes

You can use Sticky Notes to collect ideas and notes as you read through the book.

- To add a note, either click on the **Sticky Note** Tool, or right-click where you want the Note, and choose **Add Sticky Note**.
- You can select and copy text from the book, and paste it into a Sticky Note.
- Once you have added the text to your note, click outside it and it will disappear. To see the note, point or click on the yellow text bubble.

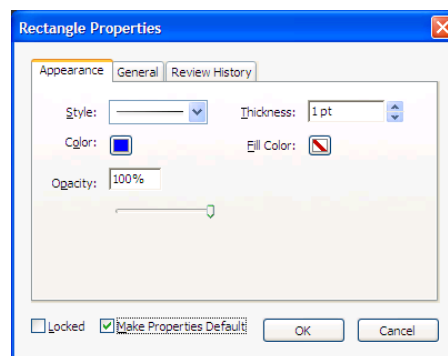


Text Box and Drawing tools

The Comment and markup toolbar has tools for drawing or adding text boxes and labels.

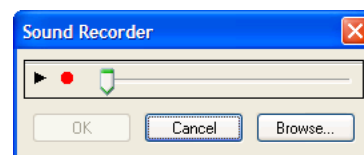


- The **Callout** tool is particularly useful for labelling diagrams.
- The **Text Box** tool lets you add comments, numbers or text to diagrams.
- The **drawing** tools can be used to complete graphs or diagrams or for freehand drawing.
- For drawing, use the Cloud, Arrow, Line, Rectangle (hold the Shift key down to draw a square), Ellipse (hold Shift to draw a circle) and Pencil tools. Click on the tool you need, and then click on the page to draw or insert the item.
- You can change the appearance of an item – for example, the colour of the text, the thickness of a line, or the fill colour of a shape, by **right-clicking** on the item, and choosing **Properties**. Tick Make Properties Default if you want to use these properties from now on.
- You can delete an item by clicking on it and pressing the **Delete** key, or right-clicking and selecting **Delete**.
- To stop using a drawing tool, press the **ESC** key on the keyboard or click on the **Select Tool** that you added to the toolbar at the start.



Audio notes

You can record your own voice notes into the book: click **Tools>Comment and Markup>Record Audio Comment**. If you use audio comments a lot, add the button to the toolbar by right-clicking on the Comment toolbar and selecting **Record Audio Comment**.



Reviewing comments and markups

- You can collect and see all your highlights and notes together by clicking on **Document>Comments>Show Comments List** or clicking on the **Show>Show Comments List** on the toolbar.
- You can then review your notes and copy the text in them into another application, such as Word, for creating your answers.

