Adobe Reader for work submission

Adobe Reader is a free program that gives users the ability to type and draw on top of PDF documents, save them and send them to someone else. For the purposes of work submission, this is all the functionality that is required.

First, you will need to install Adobe Reader on your machine.

By searching for Adobe Reader in your browser (it will be the first result) or going to this webpage directly.

https://get.adobe.com/uk/reader/

Make sure to untick the optional installations before clicking the Download Acrobat Reader button.

Once installed on your machine, find a PDF you want to work on, right click on it and select Open With. This should then give you the option to select Adobe Reader.
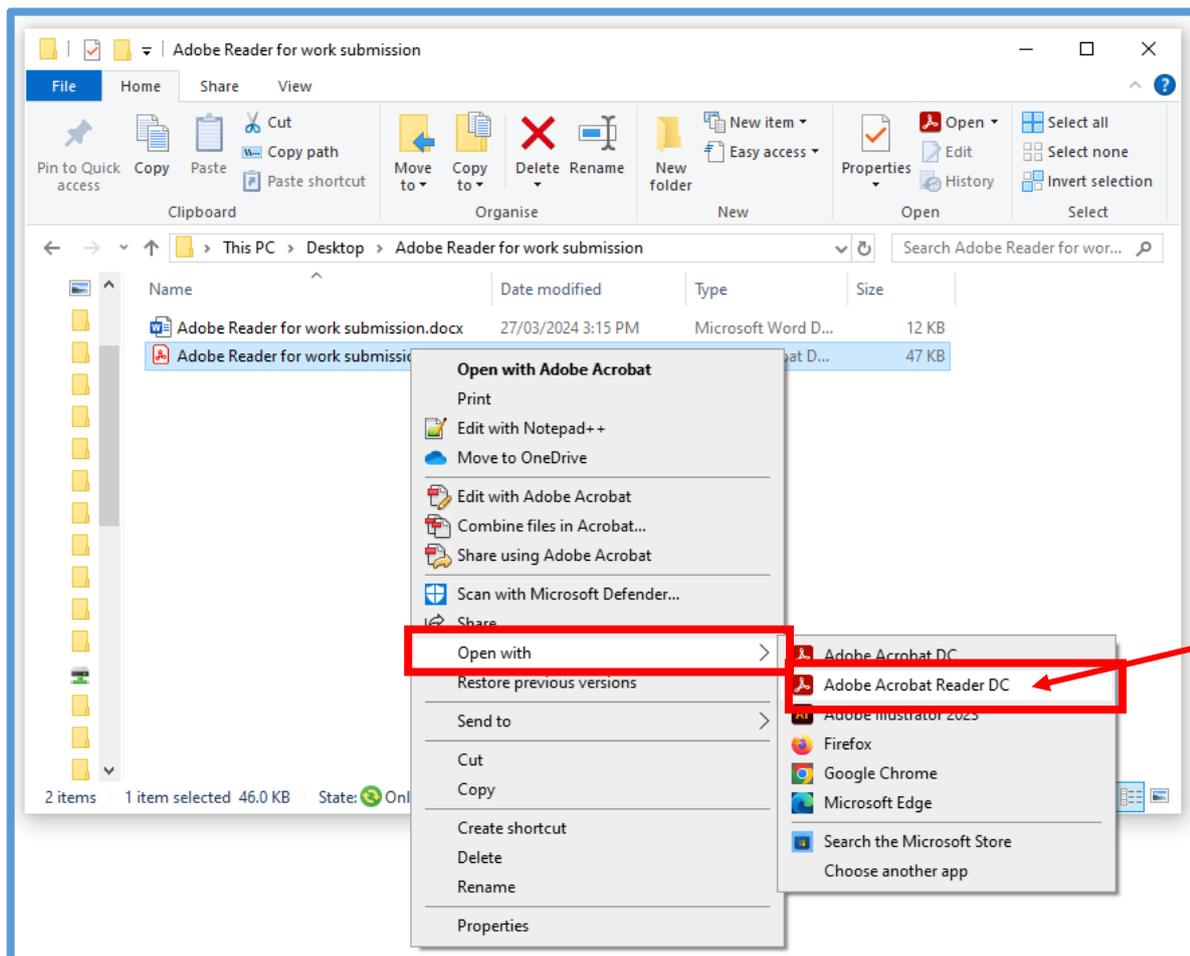
Once open, you will see your document with a tool bar on the left side, where you can select tools from within.

Select Text Tool ➡

Comment Tool ➡

Highlight Selected Text Tool ➡

Draw Freehand Tool ➡

Fill in Form Fields Tool ➡
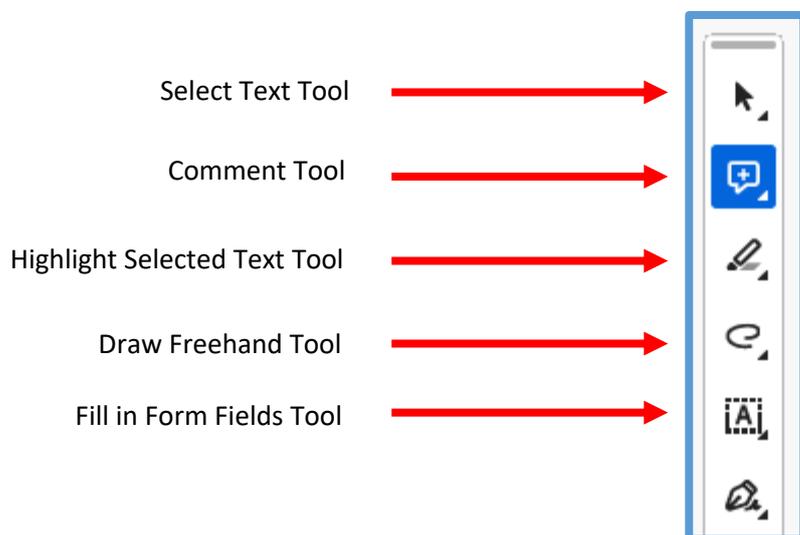
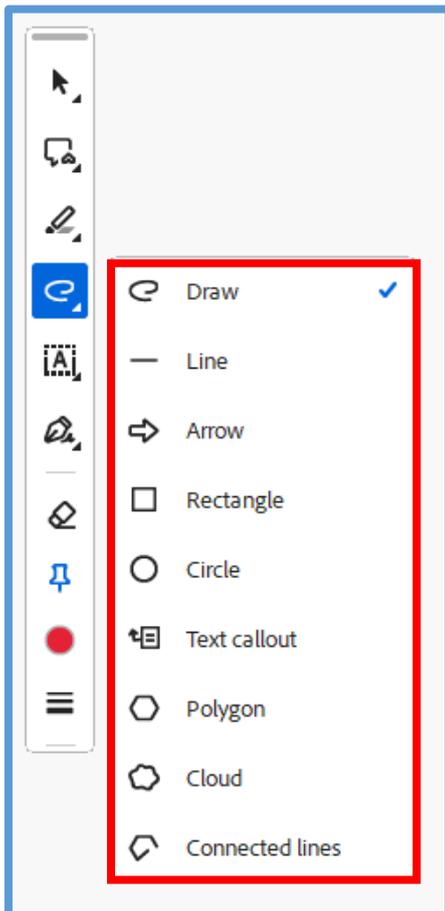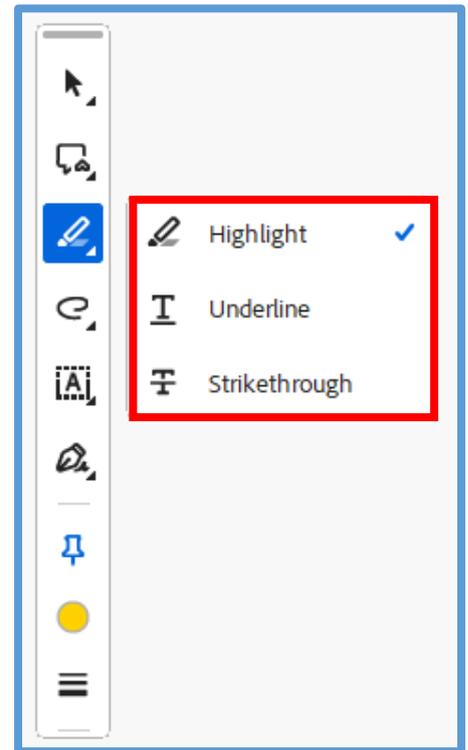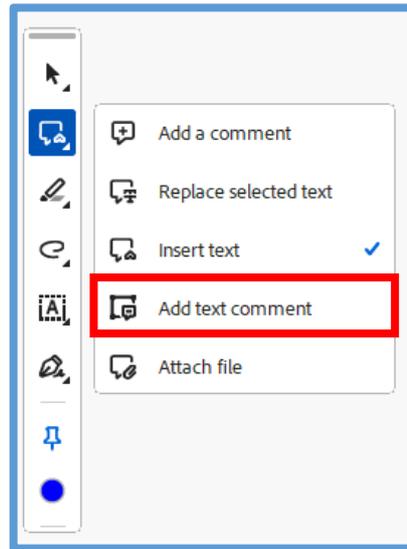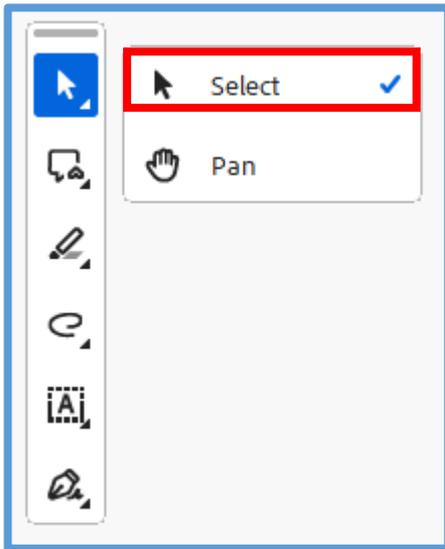Once you select one of these tools, an additional menu will be visible to the right of this menu. Within these tools, you can select to: Select Text, Highlight, Type, Add a Comment or Type Text, Draw, and create Shapes.

Select ✓
Pan

Add a comment
Replace selected text
Insert text ✓
Add text comment
Attach file

Highlight ✓
Underline
Strikethrough

Draw ✓
Line
Arrow
Rectangle
Circle
Text callout
Polygon
Cloud
Connected lines

Type text ✓
Crossmark
Checkmark
Dot
Circle around
Cross out
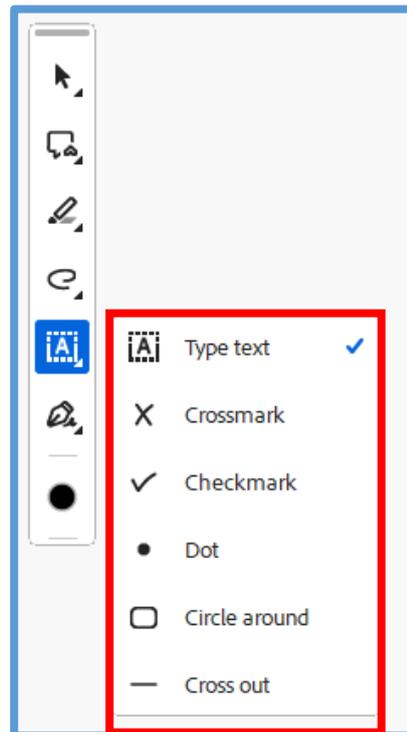
By selecting these options, you can write, comment, highlight and create shapes and edit these with the menu that appears above your mouse or to the left side of the screen.

An example of these is use is below:

Adobe Reader for work submission

This is an exam on how to use Adobe Reader for Work Submission.

Example 1:

Adding Text Example of Type Text _____

Example 2:
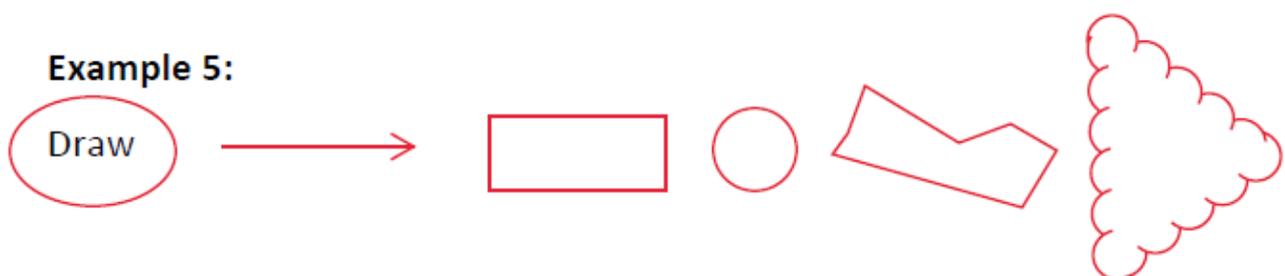
Inserting a comment Example of adding a text comment

Example 3:

Highlighting Text

Example 4:

Create Shapes ● — ✕ ☐ ✓

Example 5:

Draw ⟶

Play around and become familiar with the different functions available to you. When you go to complete work, ensure you save the document after you have finished, as there is no auto-save function to this program.