PDF Annotator 4 Tutorial

Getting Started Guide

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Managing PDF Files

Opening Documents

- Select ‘File’ → ‘Open’
- Browse to the PDF document you would like to open
- Select ‘Open’

Saving Documents

Save the existing file
Note: This will overwrite the existing file (if one exists).

- Select ‘File’ → ‘Save’

Save the document that you have been editing to a new file
Note: This will create a new file.

- Select ‘File’ → ‘Save as’
Creating PDF Documents from Other Applications

Note: PDF Annotator will generate a PDF document from whatever you printed and automatically display the newly generated document.

In another application (word processing, web browser, etc.):

- Select the print command
- Select the ‘Print to PDF Annotator’ printer
- Select OK to finish the print process

Annotating Documents

Note: The most commonly used features are located on the toolbar at the top of the document with properties listed below them.
**Using Pen, Marker (Highlighter), and Text**

Note: The Pen and Marker provides the option to ‘auto-smooth freehand to straight lines’ in order to automatically create straight lines.

**Using Pen**
- Select the pen tool on the 1st level of the toolbar
- Select the ‘auto-smooth freehand to straight lines’ on the 2nd level of the toolbar (optional)
- Move cursor to the desired location, left click, and start writing

**Using Marker (Highlighter)**
- Select the marker tool on the 1st level of the toolbar
- Select the ‘auto-smooth freehand to straight lines’ on the 2nd level of the toolbar (optional)
- Move cursor to the desired location, left click, and start writing
Inserting a Text Box

- Select the text tool on the 1st level of the toolbar
- Move cursor to the desired location, left click, and start typing

Stamps

Note: Stamps are image icons that can be inserted on the document.

- Select the stamp tool on the 1st level of the toolbar
- Select a stamp from the drop down menu
- Move cursor to the desired location and left click to insert the stamp
Erasing, Hiding, Melting and Removing Annotations

Erasing Annotations
Note: This action enables you to erase a single annotation and CAN be undone.

- Select the eraser tool on the 1st level of the toolbar
- Select the desired annotation to erase

Hiding all annotations
Note: This action is used to toggle between hiding and unhiding all annotations in the document.

- Select ‘View’ → ‘Hide Annotations’
Melting and Removing All Annotations

Note: Melting Annotations enables you to merge all your annotations in the document. After performing this action, you will no longer be able to edit annotations. Melting and removing all annotations **CANNOT** be undone.

- To melt all annotations: Select ‘Edit’ → ‘Melt All Annotations’
- To remove all annotations: Select ‘Edit’ → ‘Remove All Annotations’

Grouping and Locking Annotations

Note: Grouping annotations will always keep them together and locking annotations will avoid unwanted modifications and prevent moving them.

- Select the ‘Annotations’ tab
Select Annotations you would like to group or lock
• Select the ‘Selected Annotations…’ icon

• Select ‘Group’ or ‘Lock’ to group or lock selected annotations

Filter Annotations

Note: Filtered annotations will only display a subset of your annotations in the annotations sidebar. Annotations can be filtered by type, color, or page number.

• Select the ‘Filter’ icon under the ‘Annotations’ tab
• Select the Types, Colors, and Pages you would like to filter and click ‘OK’

![Filter annotations view](image)

**Exporting/Importing Annotations**

Note: Any selection of annotations can be exported and imported into a different document or a new version of the original document. Only the annotations can be exported or imported, not the clips of the PDF file underneath it.

**Exporting Annotations**

• Select the annotations you would like to export
• Select the ‘Annotation list options’ icon under the ‘Annotations’ tab

• Select ‘Export Selection…’ (You can also select ‘Export All…’ to export all annotations)
Type in a file name and select ‘Save’

Importing Annotations
- Select the ‘Annotation list options’ icon under the ‘Annotations’ tab
• Select ‘Import’

![Image of Import button](image1)

• Navigate to the file name and select ‘Open’

![Image of Open file dialog](image2)
Select the target page

Printing Annotations

Note: Printing annotations allows you to print a detailed list of every single annotation in the document.
• Select the ‘Annotation list options’ icon under the ‘Annotations’ tab

• Select ‘Print List..’