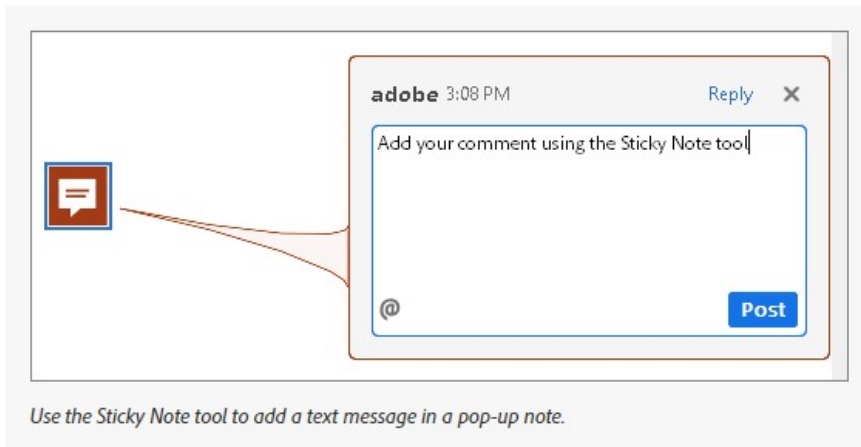


# Tips on taking notes or marking on a PDF

First, download the PDF you want to edit and save it on your computer.

## Add a Sticky Note

The most common type of comment is the sticky note. A sticky note has a note icon that appears on the page and a pop-up note for your text message. You can add a sticky note anywhere on the page or in the document area.



Most commenting and markup tools don't appear in the toolbar until you enable the Commenting feature. Choose **Tools > Comment** to open the Comment toolbar. The comments that you add to the document are displayed in the right pane.

## Example




← Choose the Sticky Note tool and click in the document, type your notation.

The following table compares the 2019 biennium appropriated budget and the 2021 biennium budget request by type of expenditure and source of funding.

Budget Item	Appropriated Budget 18-19	Requested Budget 20-21	Biennium Change	
Personal Services	115,655,819	129,834,855	14,179,036	
Operating Expenses	74,087,624	76,955,078	2,867,454	
Equipment & Intangible Assets	6,419,625	4,988,150	(1,431,475)	(22.30)%
Capital Outlay	30,059	0	(30,059)	(100.00)%
Local Assistance	50,000	50,000	0	0.00 %
Grants	192,200	180,000	(12,200)	(6.35)%
Benefits & Claims	2,242,382	2,242,382	0	0.00 %
Transfers	22,590	22,590	0	0.00 %

A sticky note is overlaid on the table, containing the text: 'This is what a sticky note looks like.' The note has a title bar 'cla296 10:43 AM' and a 'Post' button.

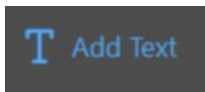
## Add a text comment

Use the Add Text Comment tool  to type text anywhere on the PDF page.

Choose the **Add Text Comment** tool from the Comment toolbar.

- Click on the page to place the cursor
- Double-click the text box to edit the text or change the text attributes. Drag across text to select it, and then select options from the **Properties** toolbar.
- To delete the text box, select it, and then press **Delete**.

### Example



← Choose the Add Text tool and click in the document, type your notation.

**41100 - Department Of Justice** **SUMMARY**

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**Agency Biennium Comparison** This is what a text box looks like

The following table compares the 2019 biennium appropriated budget and the 2021 biennium budget request by type of expenditure and source of funding.

## Highlight

Choose Tools > Comment, and select the **Highlight Text** tool .

- Drag from the beginning of the text you want to mark up. Control-drag to mark up a rectangular area of text
- If you need to delete the highlight on the text (without deleting the text), right-click (Windows) or Control-click (Mac OS) on the highlighted text and click Delete.

### Example



← Choose the Highlight tool and click in the document, highlight the desired area.

## 21100 - Judicial Branch

## SUMMARY

### Agency Biennium Comparison

The following table compares the 2021 biennium **appropriated budget** and the 2023 biennium budget request by type of expenditure and source of funding.