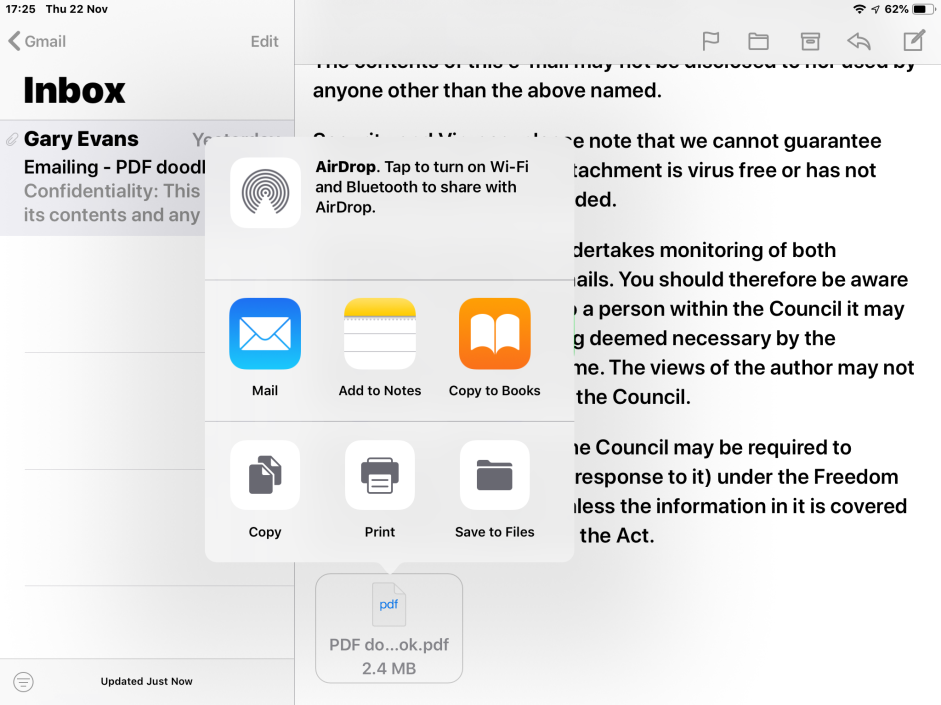
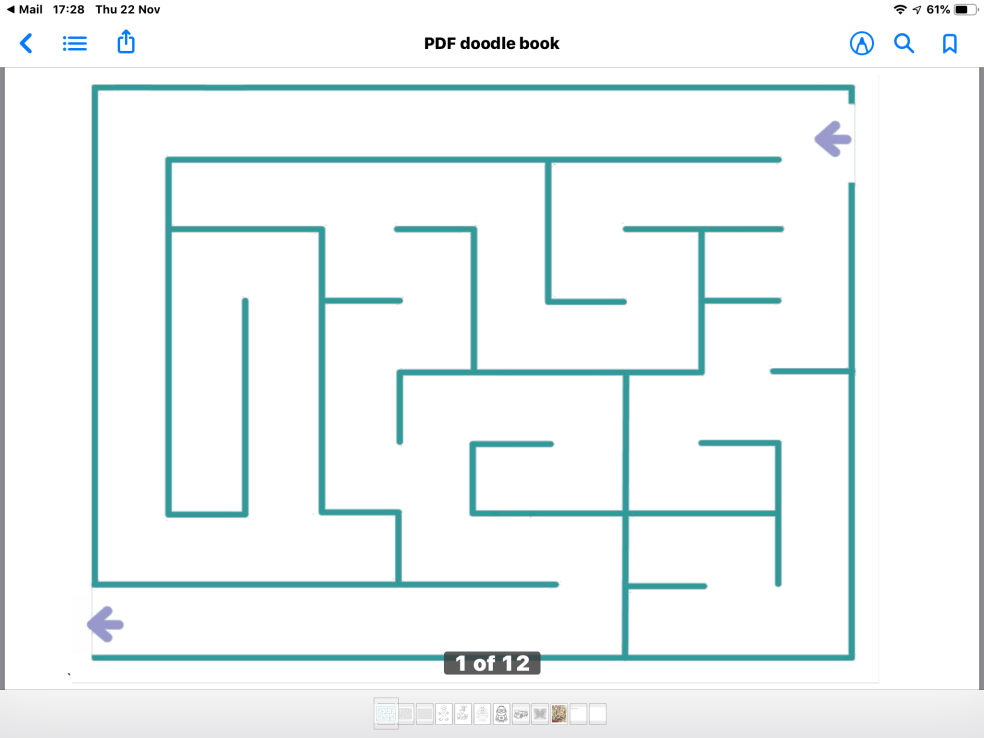
**Annotating PDF’s on the iPad.**

There are various apps that allow PDF files to be annotated, the following shows how to annotate using the Books app.

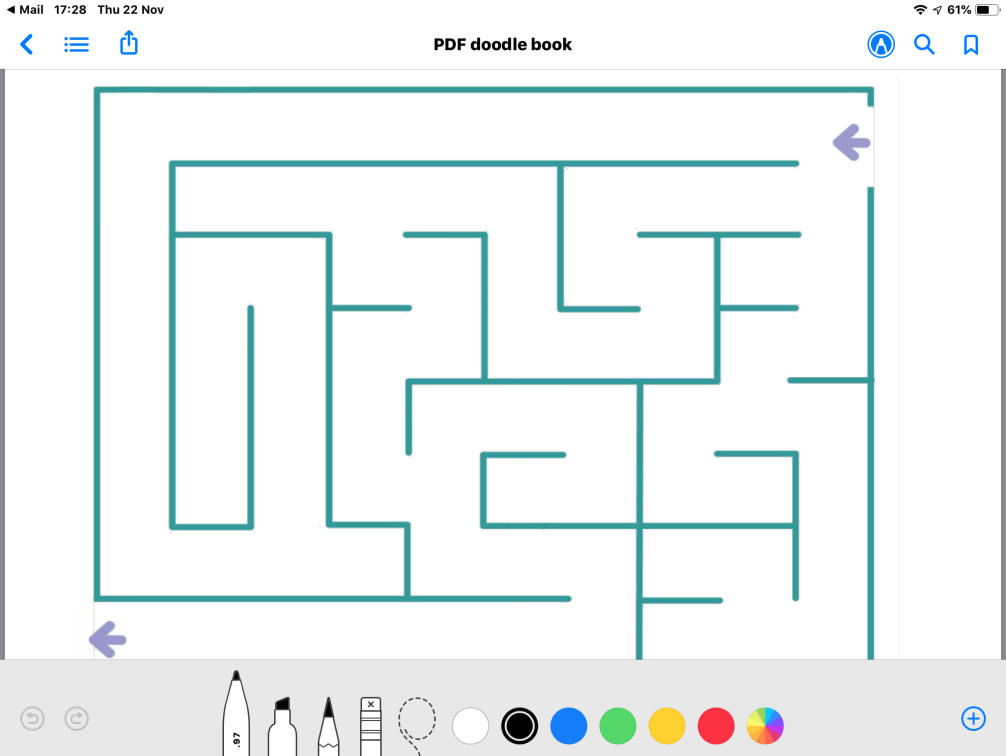
* Ensure Books app is installed / updated on the iPad
* Open the PDF you want to annotate using the Books app

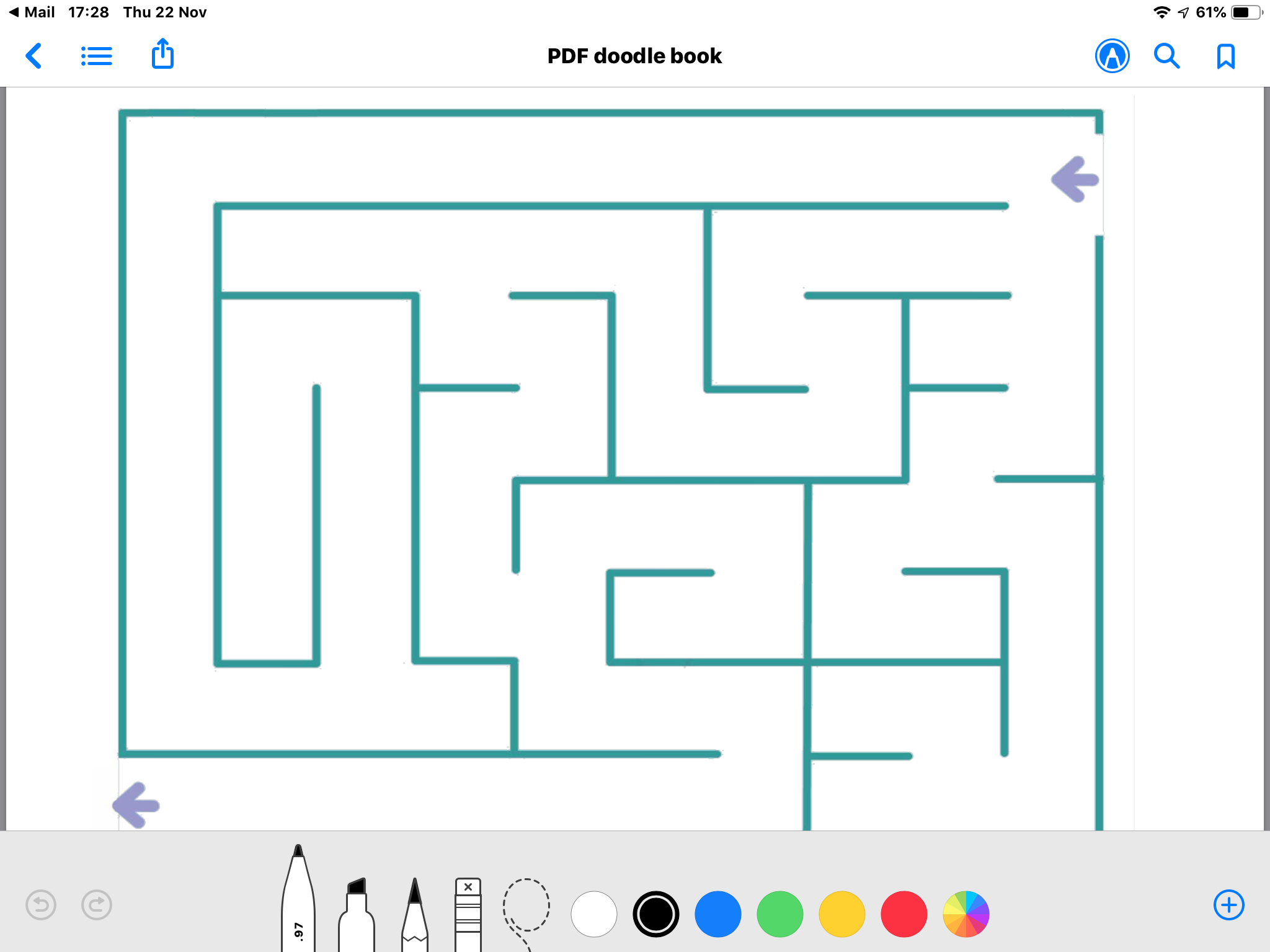
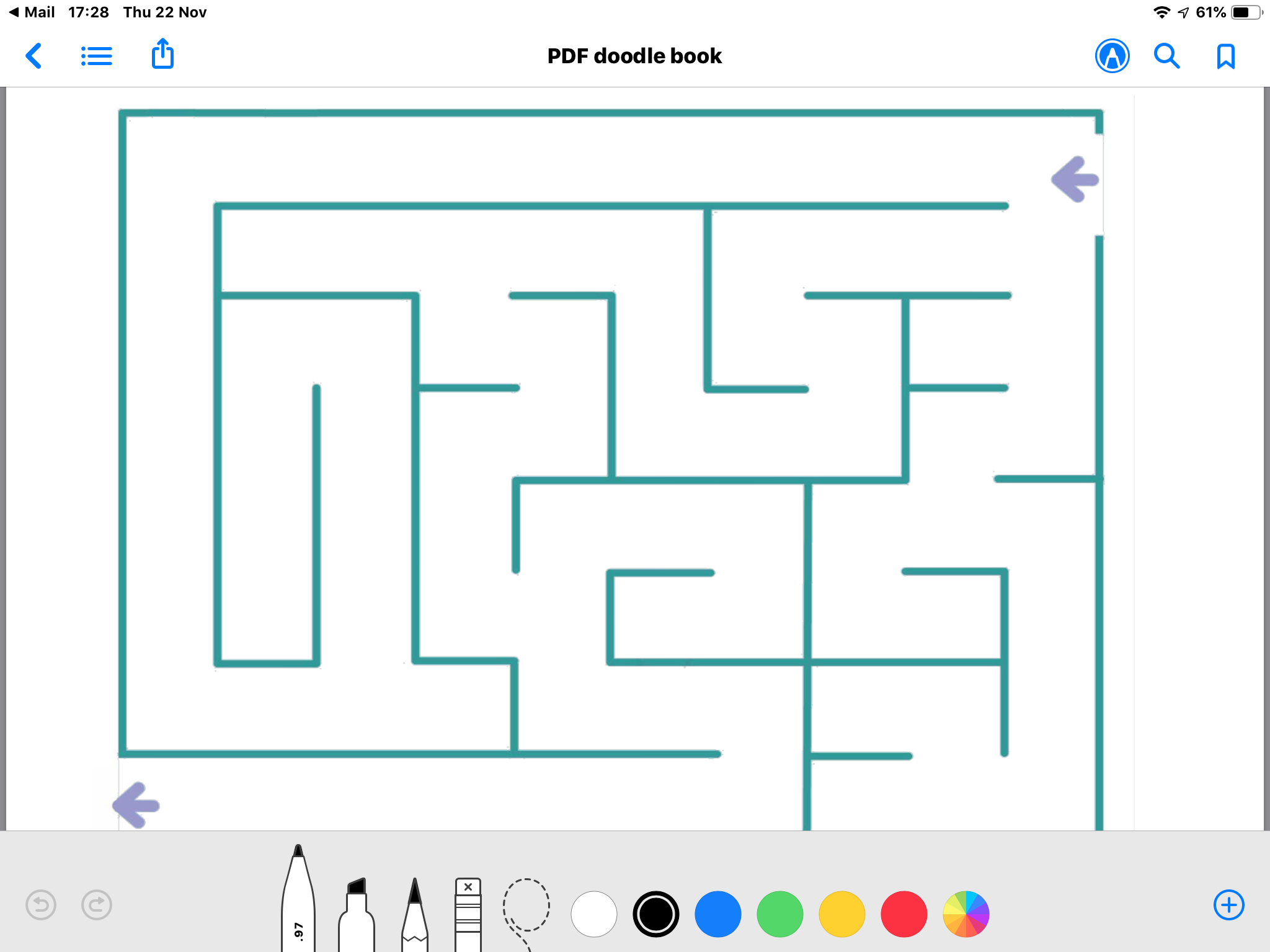


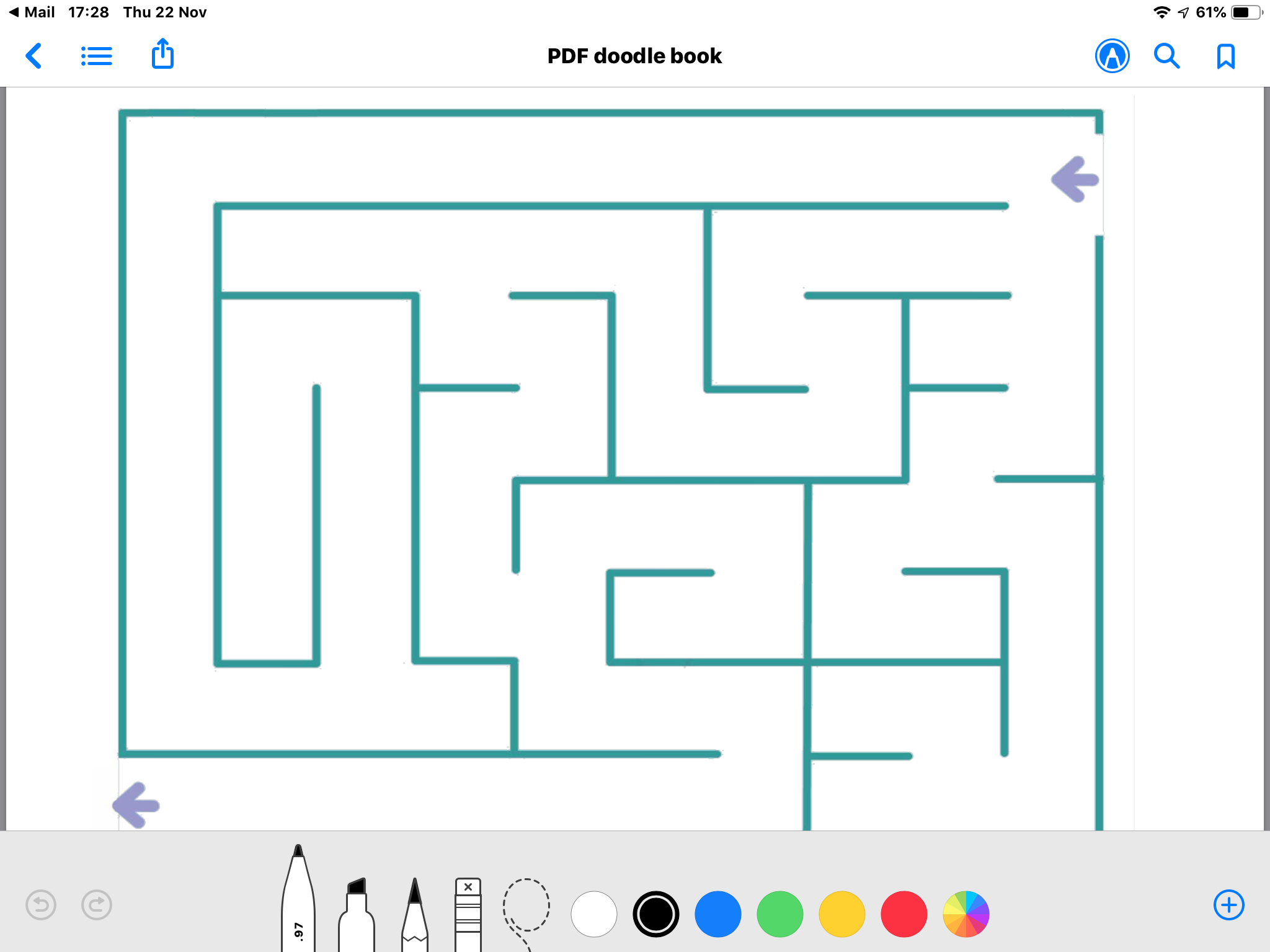
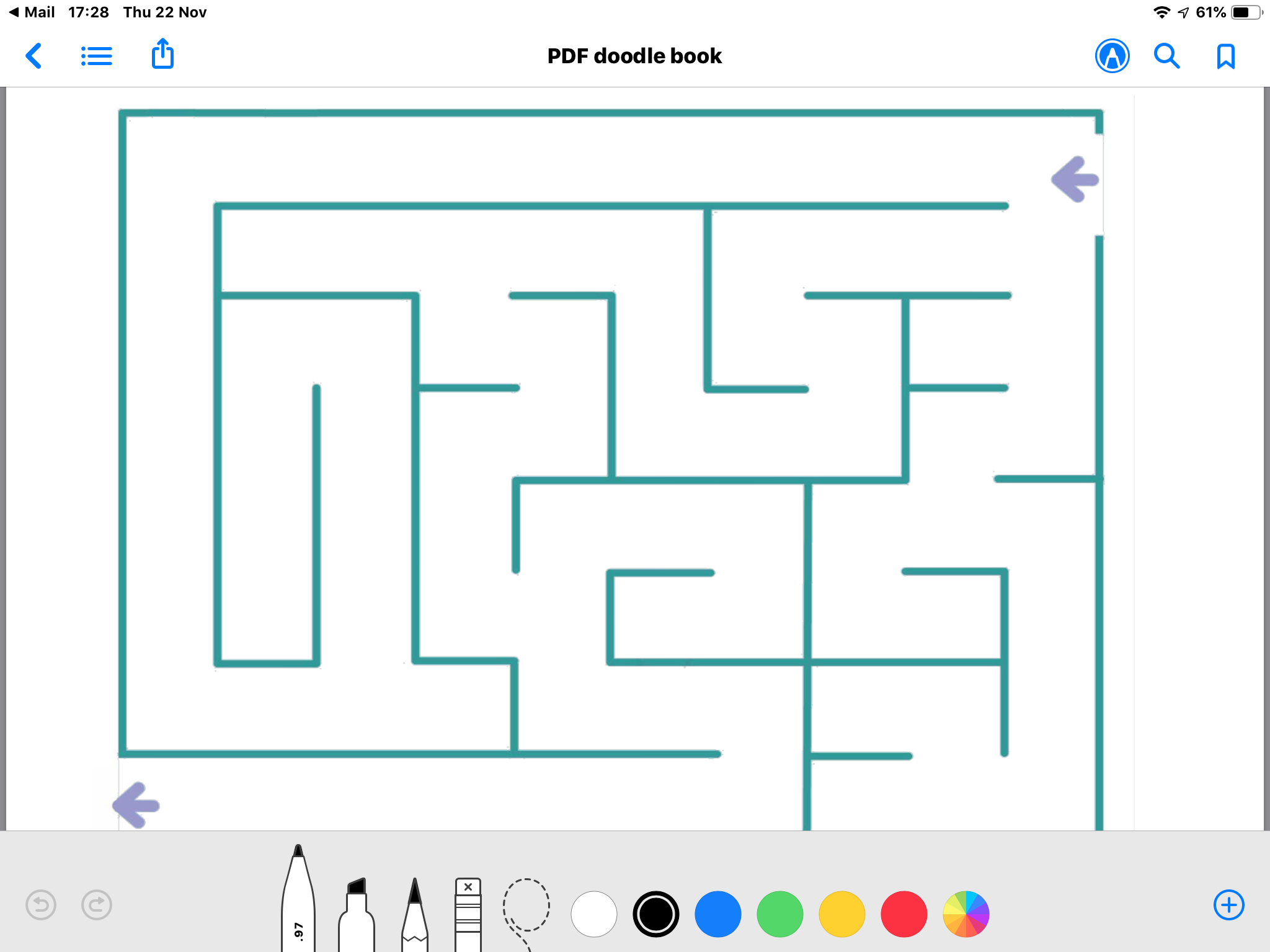
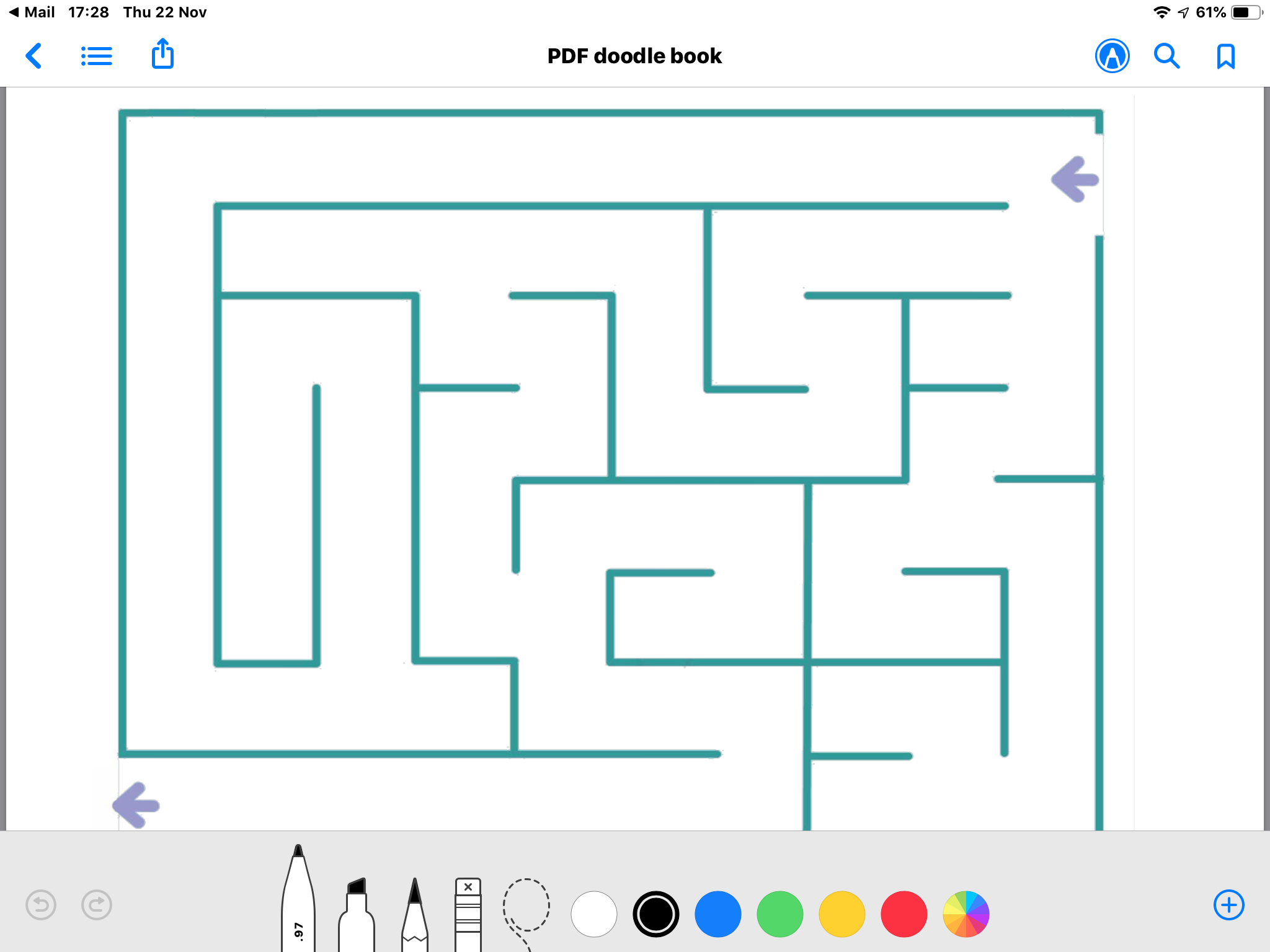
When it opens in Books select the pen icon



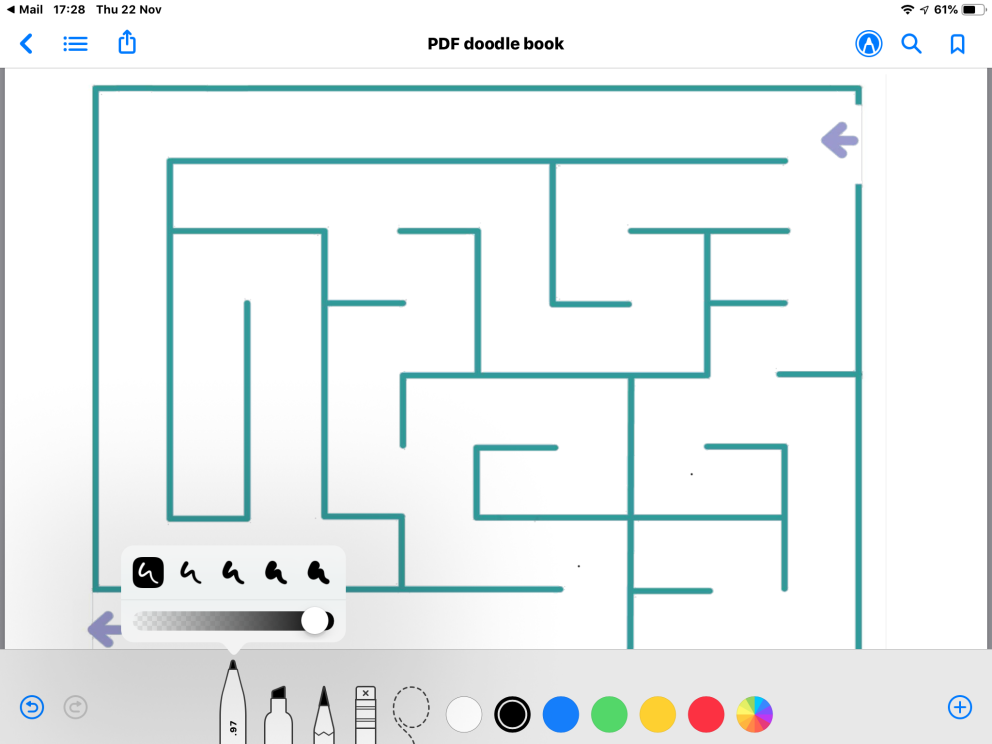
You will then see a selection of drawing tools at the bottom of the screen.



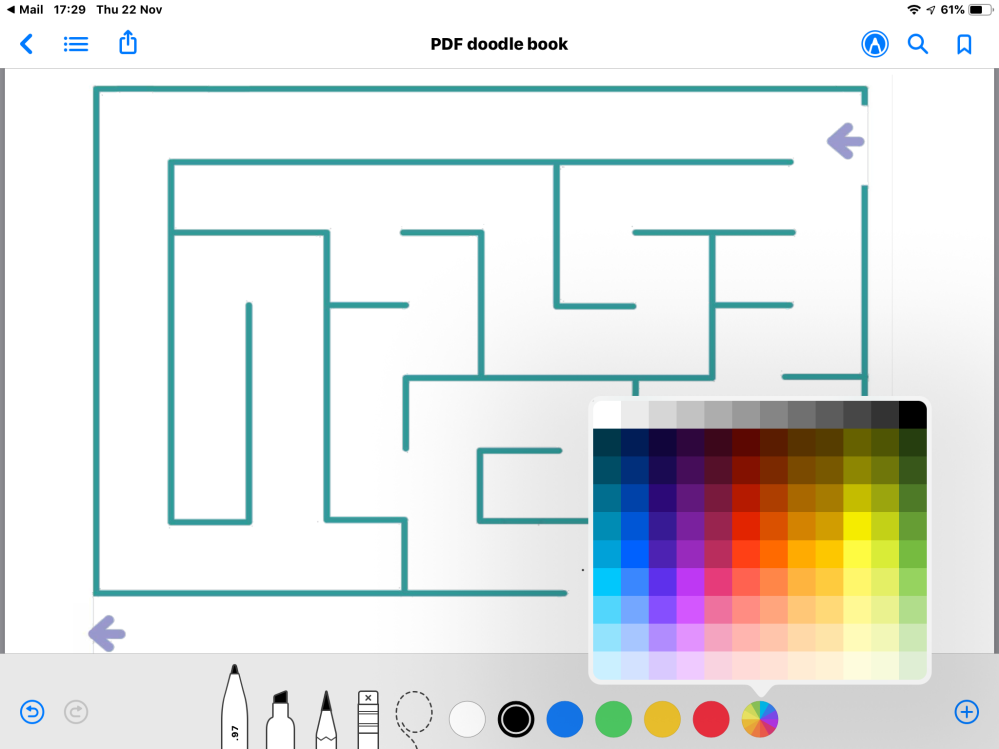
The tools include a pen  Highlighter 

Pencil  Eraser  Selection tool 

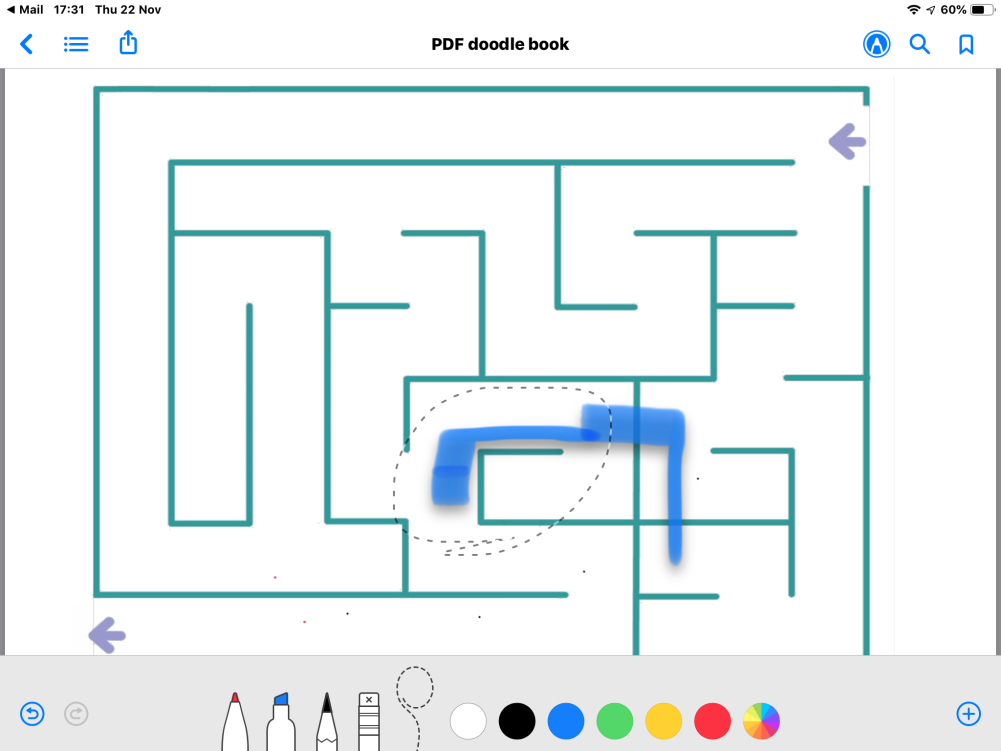
Selecting the pen, highlighter or pencil twice will allow you to choose how thick and how dark you want it to appear.



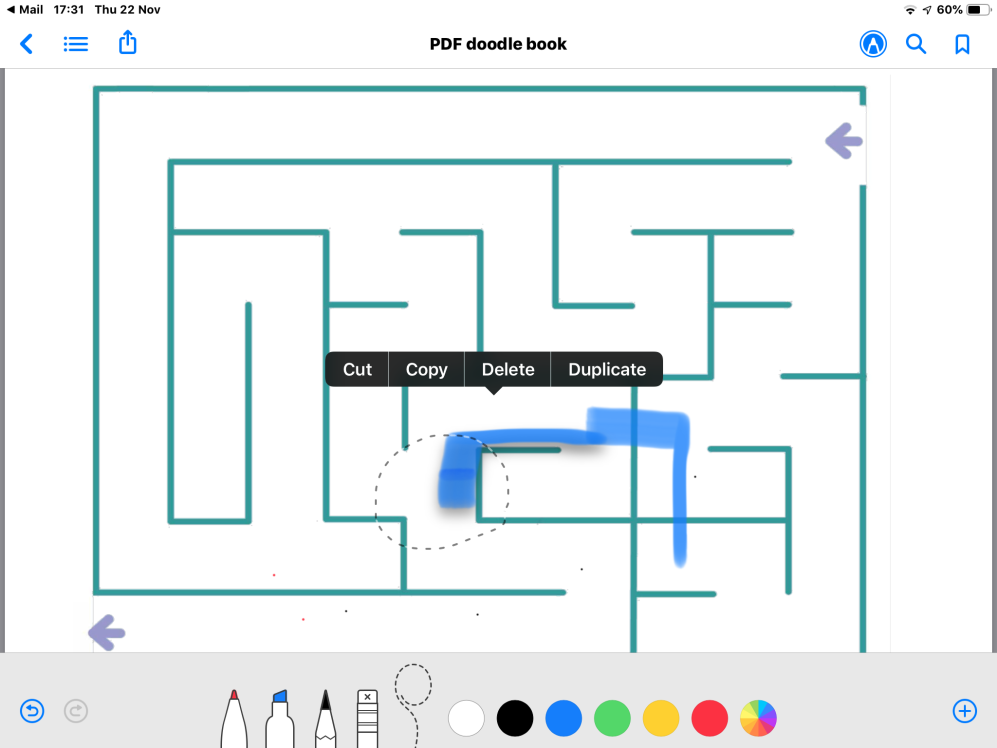
Different colours can be selected including a colour palet.



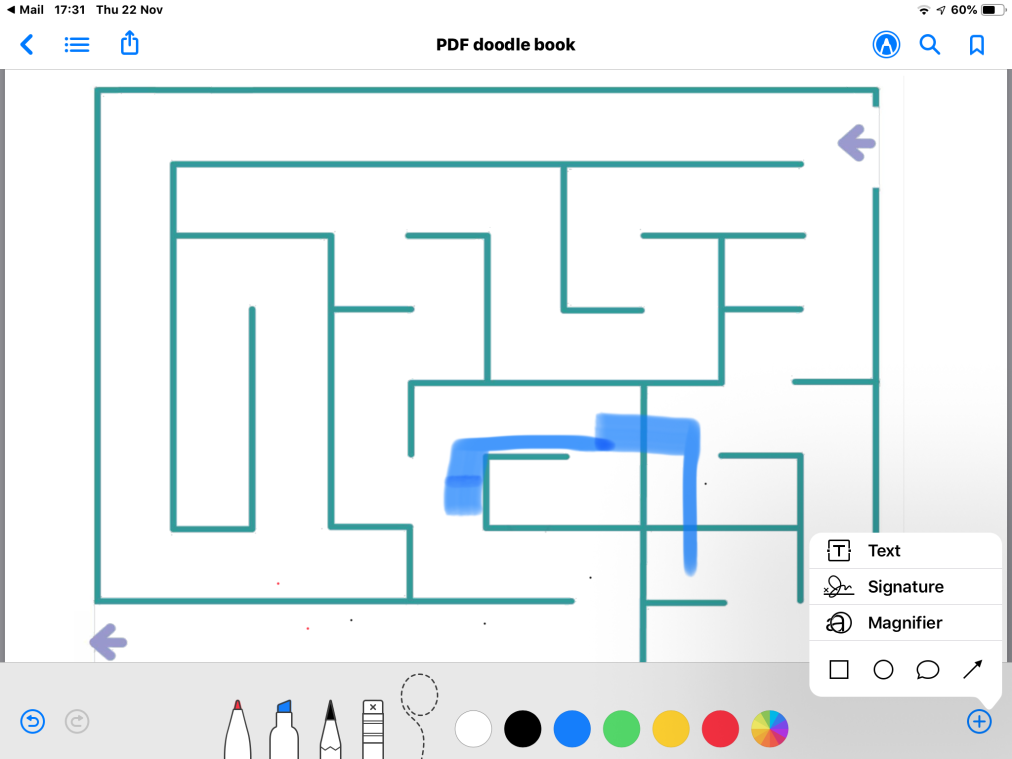
Using the selection tool you are able manipulate what you have added to the PDF by simply drawing round what you want to change.



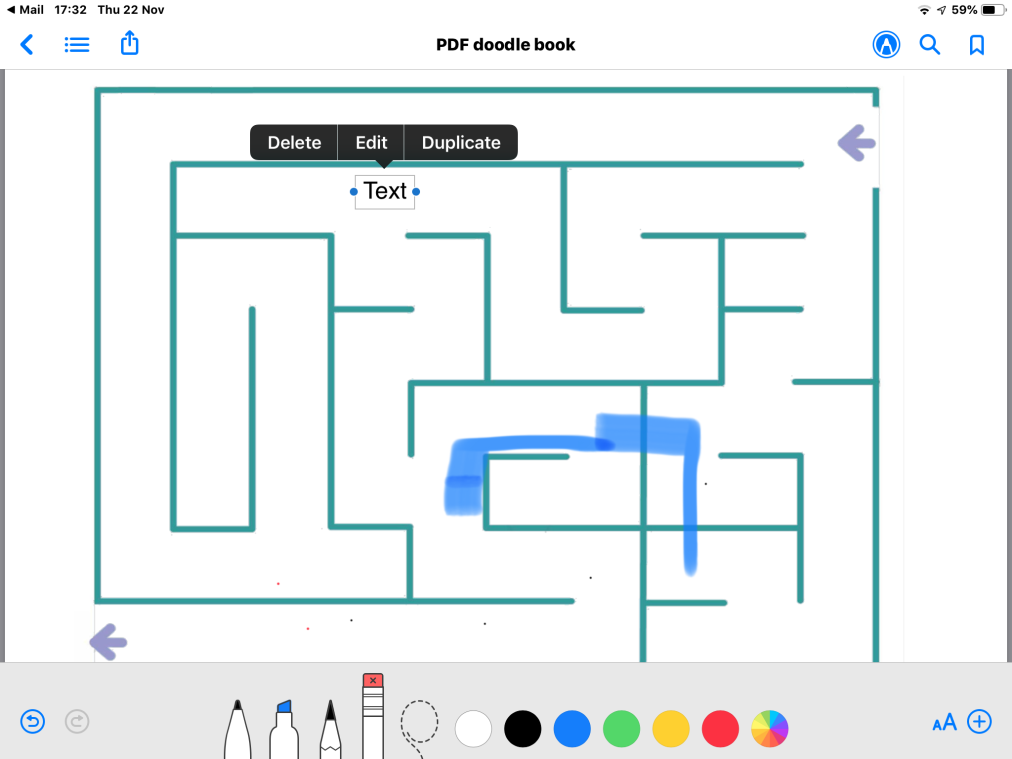
Then you can choose to **Cut**, **Copy**, **Delete** or **Duplicate**.



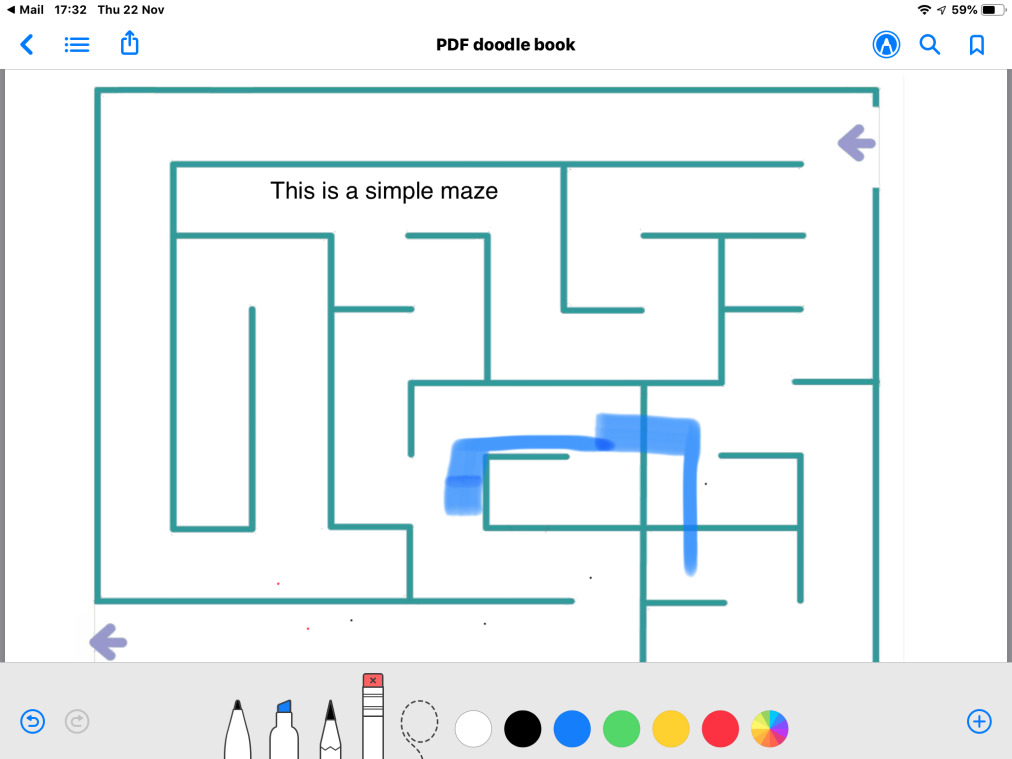
On the right hand bottom corner of the screen there is a plus sign in a circle that brings up a menu to add **Text**, **Signature**, **Magnifier** and a small selection of shapes.



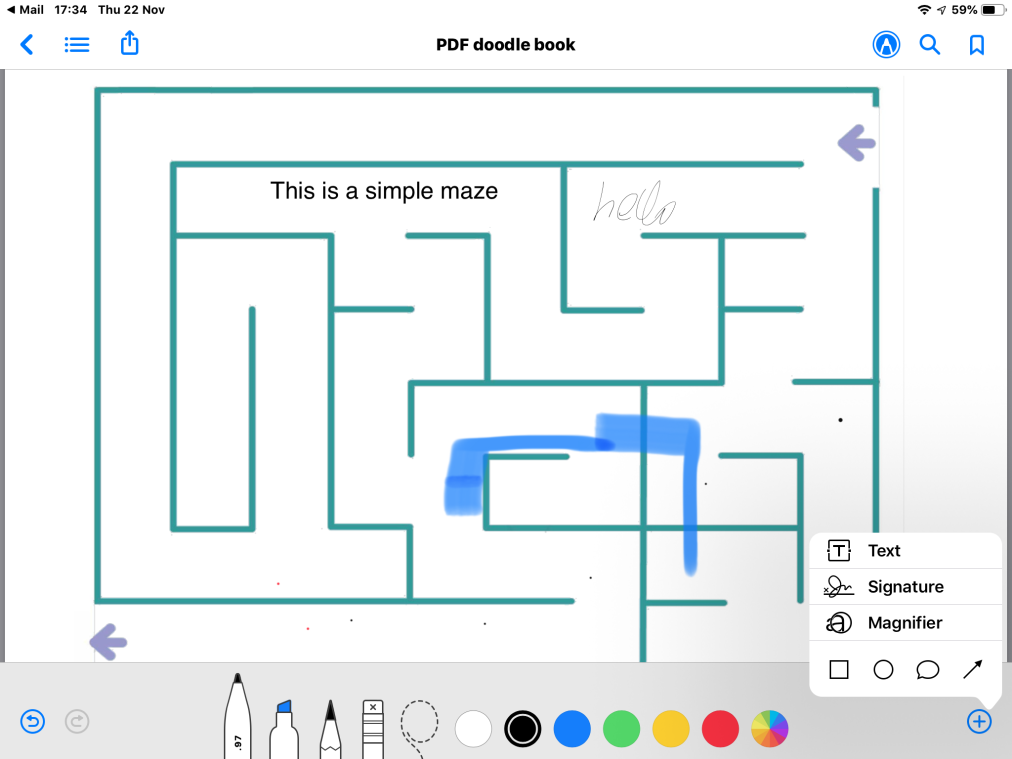
Adding text.



After the text has been added.



Adding signature.



Multiple magnifiers can be added.

