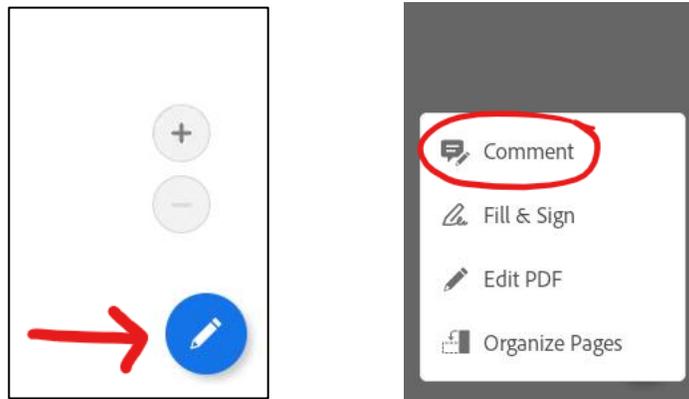


Using Adobe Acrobat to Edit PDFs

CHROMEBOOK USERS

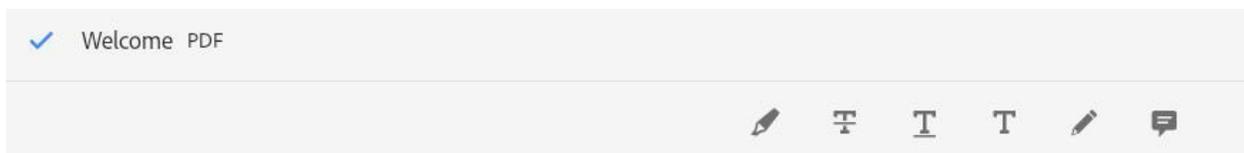
Open the PDF you'd like to edit with Adobe Acrobat. If you want to practice with the editing tools before you use them on an assignment, you can open Acrobat and then open the Welcome.pdf file that it provides as a walk-through.



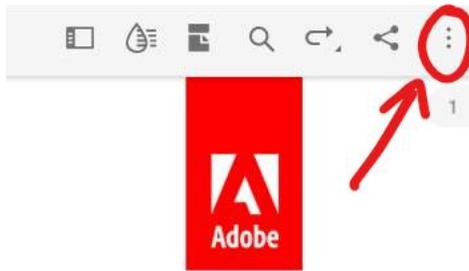
Once the PDF is open in Acrobat, click on the blue pencil **Edit** icon in the lower right corner of the screen. This opens up the Edit Menu and provides four options. Click on '**Comment**'.



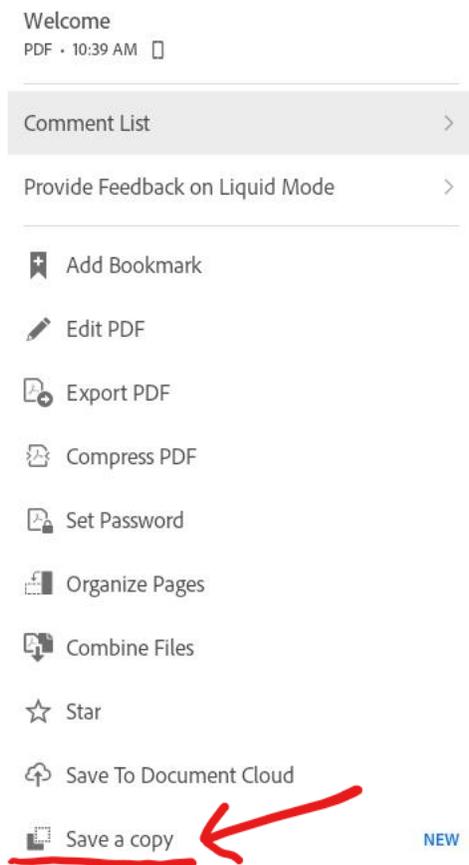
You will find all of your editing tools at the top to highlight, add strike-through, add underline, add your own text, draw, and comment (take notes/annotate!).



When you are finished editing, click the blue checkmark in the left-hand corner.



To **save and share** your assignment with your teacher, click on the three-dot menu in the upper-right corner of the document.



Click on 'Save a copy'.



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You need to save a copy of your edited PDF to your device (you would click on 'On This Device') in order to attach and upload it to Spark. It is also strongly recommended that you save *a second* copy of your edited PDF to your OneDrive. The reason for saving a copy to your OneDrive is so that you have a backup of your work that isn't being stored on your Chromebook. Imagine if something happens during the upload of your assignment to Spark and your teacher can't view it. You also happened to empty your downloads folder last week because it was getting crowded. Unless you *also saved the file to OneDrive*, you'd have to re-do the assignment because your only copy was deleted off of your Chromebook. The first time you click on 'OneDrive' to save it there, it will ask you to sign in- use your CEC student sign in credentials.