# E-books in pdf format:
Highlight text, add comments, add bookmarks, read and navigate text

These examples use Foxit Reader, but you can also use other similar pdf reader programs e.g. Adobe Reader.

Starting with the menu ribbon at the top of the page: Under the **Home** tab you will find shortcuts to mark-up tools that you can also find with more detailed options on the **Comment** tab.
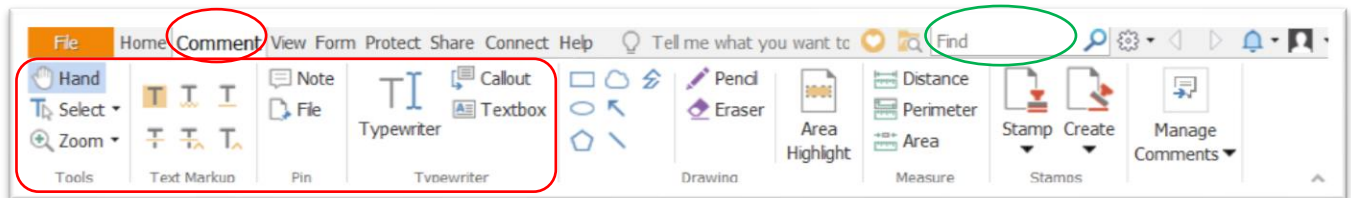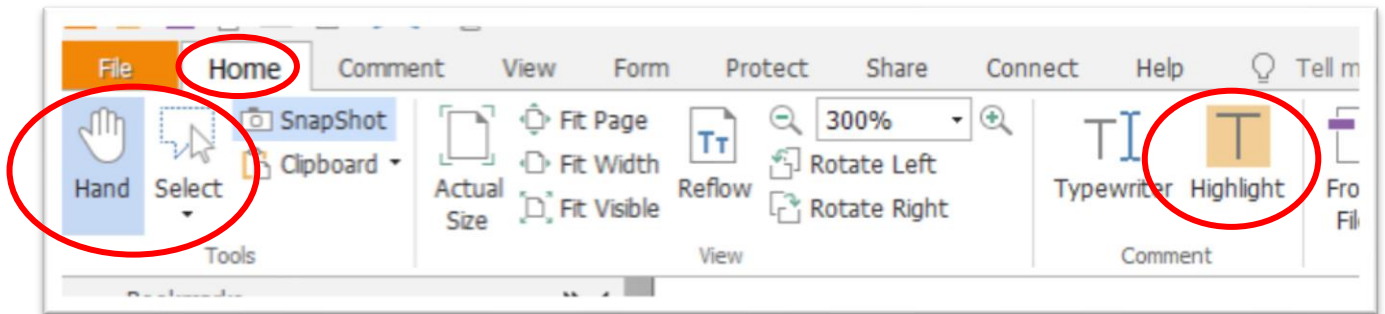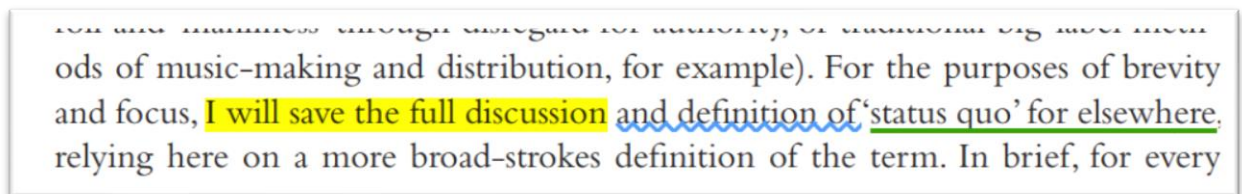

Note the search box at the top right (**Find**). Here you can quickly search for words/phrases and move through the text using the arrow symbols.

Mark-up Text

Use **Highlight** to highlight text in yellow. More options are available for marking-up text on the Comments tab e.g. underline, strikeout, replace text:
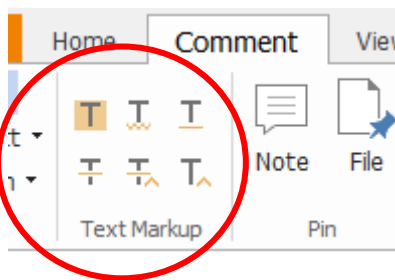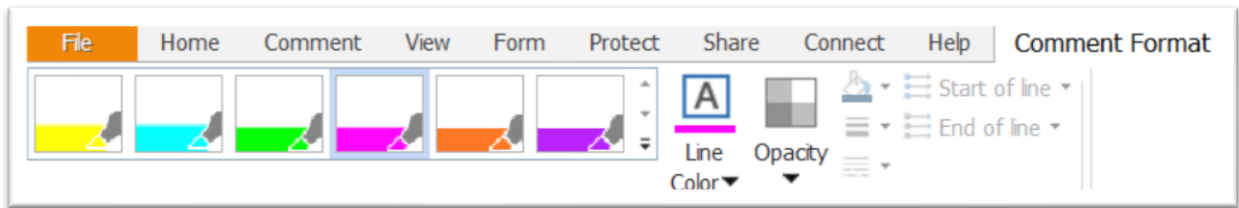

Example: Highlight, Squiggly Underline, Underline

The simplest approach is to select the tool you want to use first, and then apply it to the text.

To change the colour of your mark-ups, click once to select it. This will open the Comment Format tab, where you can select different colours and other options such as opacity:
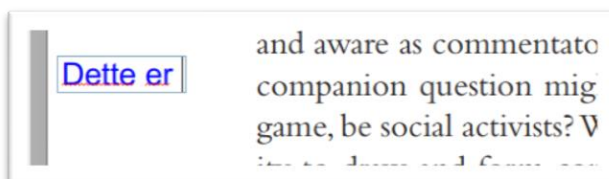

In the **Comment** tab you can also find the **Pencil** tool which can be used for freeform drawing/notes:
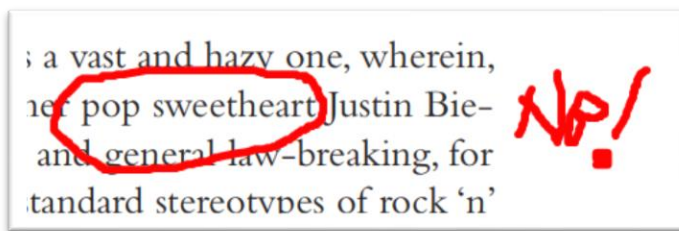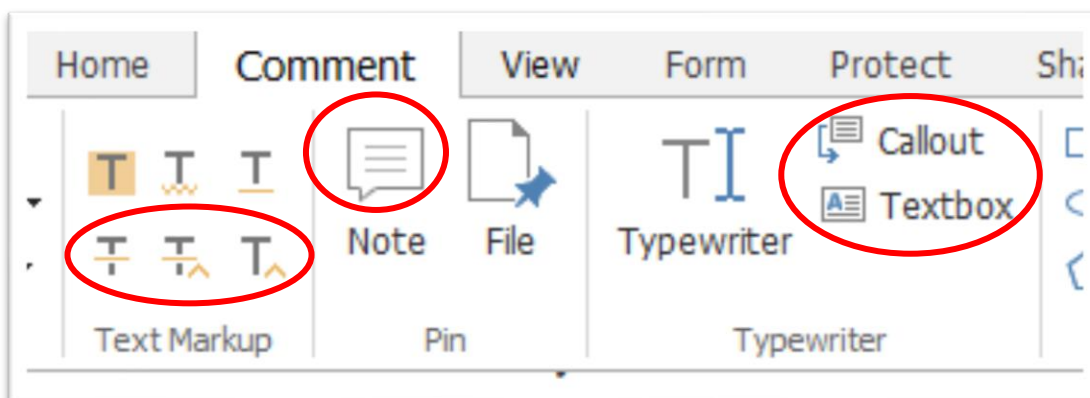

Add Comments

Using **Typewriter** – This will change your cursor to a black arrow. Click on the space where you want to add comments. This will create a field for you to type in text on the pdf:

It will also open the **Comment Format** tab. Here you can change the size and colour of your text.

You can also find additional options for adding comments on the **Comment** tab:


All of the options circled above in red are different commenting tools you can use – from adding textboxes on the page to creating notes that appears as a small icon which can be opened up to the side of the text. The best approach is to just try them all out and see which one works best for you.

Bookmarks

Often the left side menu opens automatically with bookmarks for each chapter. This menu can be hidden by clicking the Hide button:
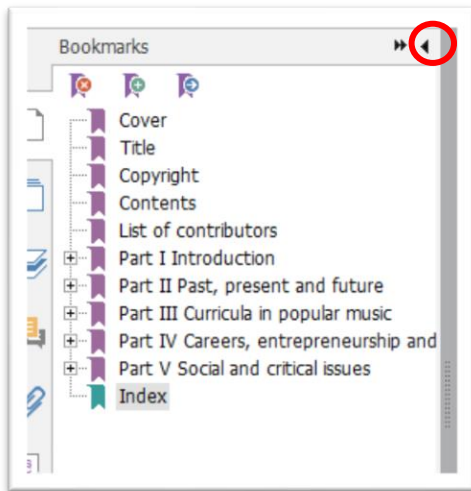
You can also add bookmarks to parts of the text you want to remember/quickly find again. You can find the **Bookmark** symbol in the Home menu, or another easy way to add a bookmark is to select the desired text with your cursor, which will open a popup menu where you can select Bookmark:
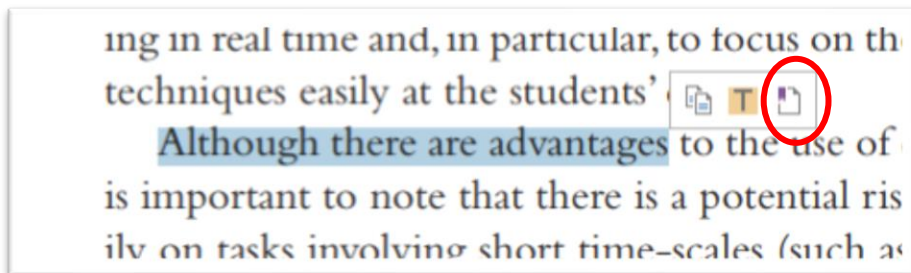
You can also add a bookmark by selecting the desired text and holding down the keys **Ctrl** + **B**. The bookmark will be added to the other bookmarks in the left side menu. You can rename your bookmarks by right-clicking on them:
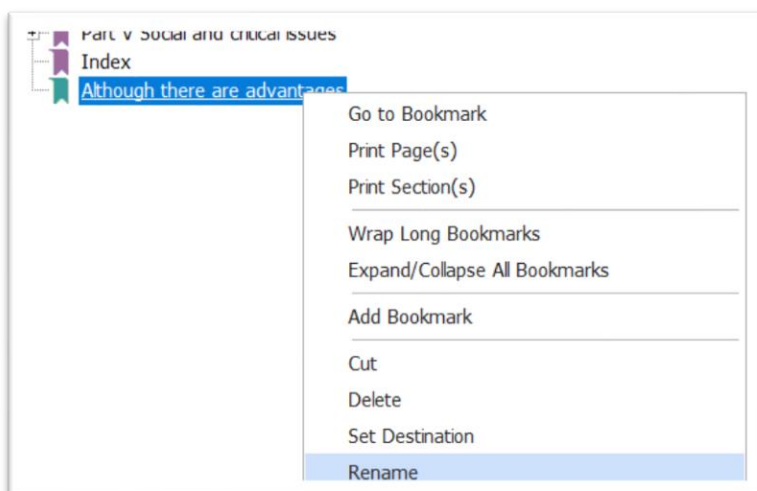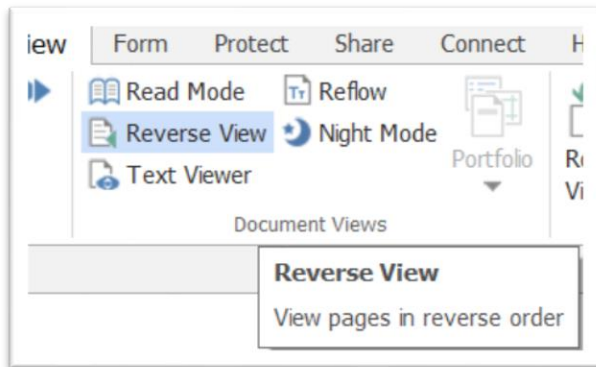
Read and Navigate in Text
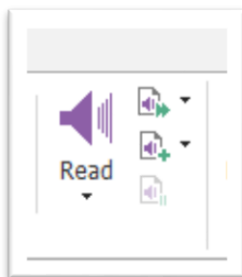
Go to the **View** tab.

Reading Views

Different reading view options are available on the **View** tab – descriptions of the different functions pop up when you hover your mouse over the different symbols:

Reading Out Loud

To hear text read out load, click on the Read icon (as shown below) and select **Activate Read** from the dropdown menu:

You will then see more options, for example Read Current Page. To the right of this button are also options for adjusting volume and speed. You can also select a portion of the text to have read aloud.

Navigating in Text

Click on **Navigation Panels** to bring up a submenu. Clicking Comments will display all your comments and the corresponding page numbers in the left side menu. Clicking Pages enables you to quickly scroll through the whole document. NB! You can also find **Pages** and **Comments** in the far-left icon menu: