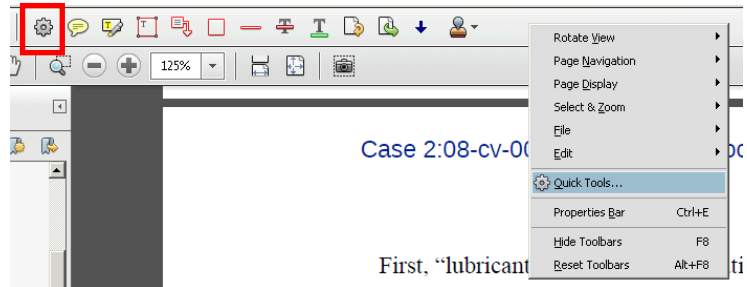# Best Practices in PDF Reading and Annotation

Prepare Acrobat: Right click the Quick Tools Bar (or click the Quick Tools icon) to add annotation tools.

*Add the tools* you see on the toolbar at the right – highlight, text box, callout, cross out, line, overstrike.

Change Acrobat Preferences (Edit menu) to copy selected text into comment popups. This makes comments easier to find and review.
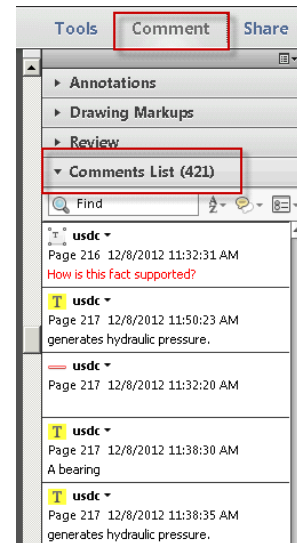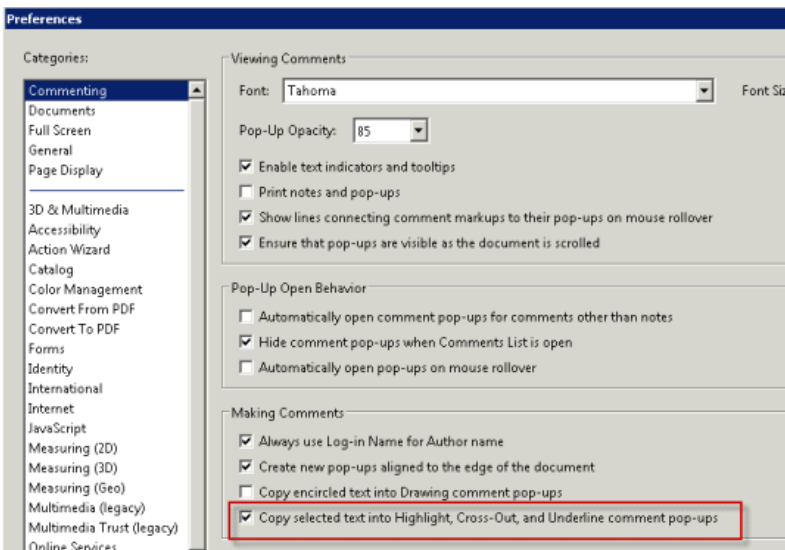
Annotate and Correct: *Annotate* all PDF case papers you read in electronic form using Acrobat annotation tools. See Adobe's annotations and drawing markup tools overview. Preferred annotation methods are highlighting, text boxes and graphics such as boxes or lines. Sticky Notes are not preferred. *Correct* erroneous bookmarks, and add bookmarks for important arguments or other subtopics. Try not to cover the headers or text with text boxes.

Be sparing on highlighting, selecting pertinent words or phrases rather than entire paragraphs. This ensures that the tools for finding annotations and the annotation summaries are brief and useful.
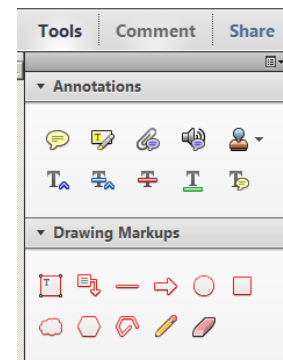
When comparing multiple documents in a package remember to Open a New Window to see them side by side. This allows review of Reply and Opposition memoranda at the same time.