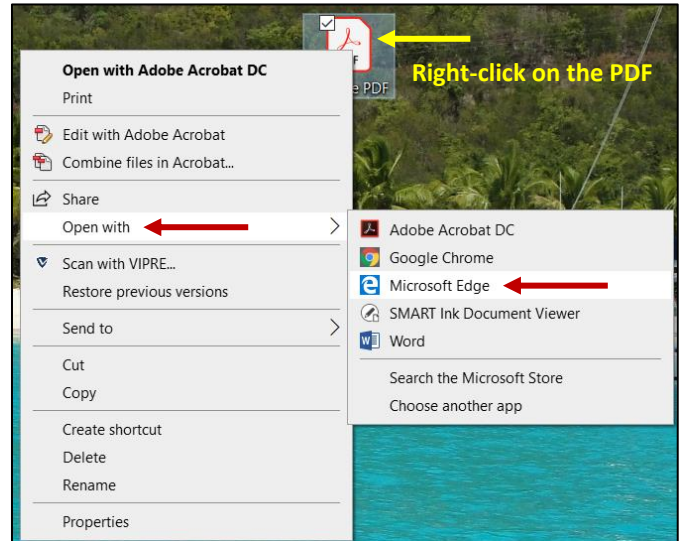


Annotating a PDF through Microsoft Edge

Annotation allows the teacher to provide feedback on returned student work.

1. Save the PDF to your computer.
2. Right-click on the PDF file and choose **OPEN WITH – MICROSOFT EDGE.**
3. The PDF will open in a browser. Click on **ADD NOTES** in the top right corner of the screen.
4. Use the pen, highlighter, and eraser to annotate the document.



**NOTE: You can use your stylus pen to annotate.*

5. When finished, you can save the document. This option would save the annotations to the original document. Another option is to select **SAVE AS**. This option would allow you to save the working copy as a new document. The original would not be altered.



6. Once the annotations have been saved, return the document to the student.