



Adobe Reader

Lessons for Practitioners

You can use the free version of Adobe Reader as a teaching tool, and to make it easier for you and your learners to access PDFs



Presented by



Youth Empowering Parents

With funding from



Adobe Reader

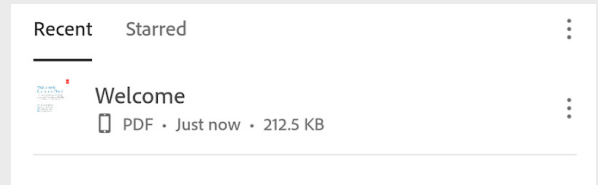
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Find the Adobe Reader app

- Look for the Adobe Reader app on your device's home screen
- Tap on the Adobe Reader app to open it
- If Adobe Reader isn't installed on your device, open the App Store. You can search for **Adobe Reader** and download the app. If you've never downloaded apps before, do [this lesson](#) first.

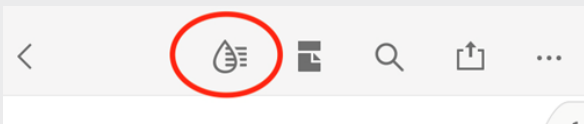
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Open a PDF

- Open a PDF document you'd like to read
- If you don't have a PDF on your device, you can open the **Welcome** PDF on the Adobe Reader home screen
- You can read the PDF by tapping on the screen and dragging your finger up or down

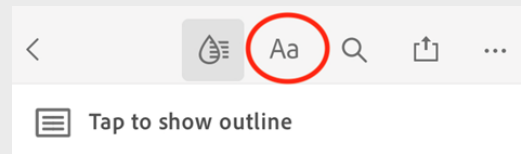
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Liquid Mode

- **Liquid Mode** lets users change the formatting of a PDF document so it's easier to read. Liquid Mode is only available on the Adobe Reader mobile app, which means it won't work on a laptop or computer.
- Tap the **Liquid Mode** icon at the top of the screen

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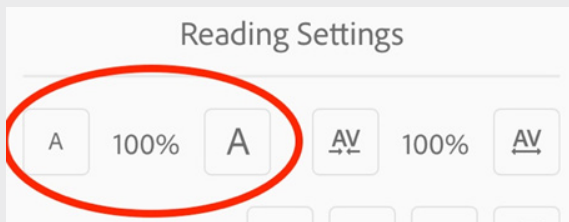


Change the formatting

- Liquid Mode allows you to change the font size, line spacing, and character spacing in a PDF document
- You can access these settings by tapping on the **Formatting** icon at the top of the screen - it's the icon that looks like **Aa**

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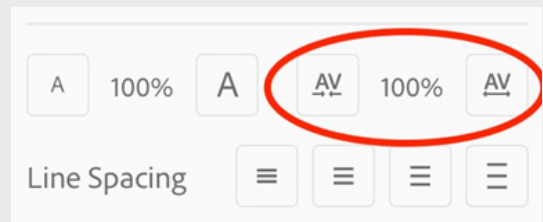
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Change the font size

- To change the font size in Liquid Mode, look at the **Reading Settings** at the bottom of the screen
- You can change the font size by tapping on the **A** icons on the left
- To make the font size smaller, tap the smaller **A** icon. To make it larger, tap the larger **A** icon. You can tap each icon more than once.

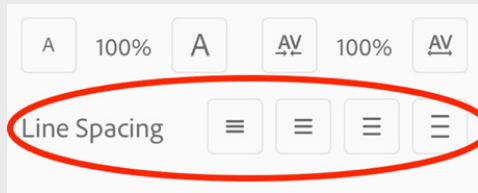
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Change the character spacing

- To change the space between characters in Liquid Mode, look at the **Reading Settings** at the bottom of the screen
- You can change the amount of space between characters, like letters, by tapping on the **AV** icons on the right side of the screen
- To make the space between characters smaller, tap the **AV** icon on the left. To make it bigger, tap the **AV** icon on the right. You can tap each icon more than once.

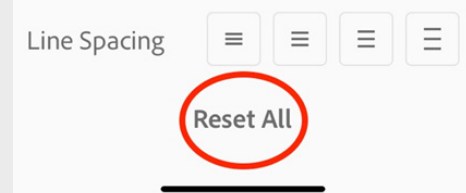
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Change the line spacing

- To change the space between lines in Liquid Mode, look at the Reading Settings at the bottom of the screen
- You can change the amount of space between lines by tapping on any of the **Line Spacing** icons on the bottom of the screen
- The icon on the left will make the space between lines as small as possible. The icon on the right will add the largest amount of space between lines.

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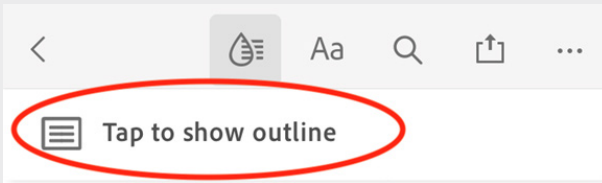


Undo your formatting changes

- You can reset all the formatting changes you made by tapping **Reset All** at the bottom of your screen. This will change the PDF back to how it looked when you first opened it.
- You can close the formatting menu by tapping anywhere else on the screen

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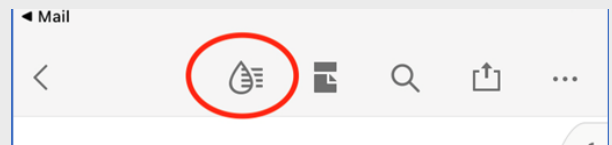
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View the PDF outline

- You can view an outline of the document's sections by tapping on **Tap to show outline** at the top left of the screen
- Tap the name of a section to jump straight to that section of the document

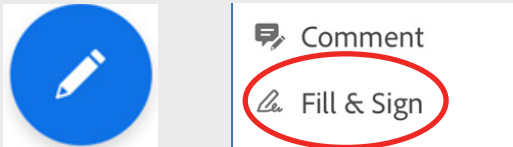
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Turn off Liquid Mode

- You can turn off Liquid Mode by tapping the **Liquid Mode** icon again. Remember, it's at the top of the screen.

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Using the Fill & Sign feature

- Adobe Reader's Fill & Sign function lets you add text, marks, or even a signature to a PDF document. You can use these functions to mark students' homework by adding checkmarks and Xs. Learners can mark up a PDF by writing notes directly on the document.
- Tap the **Edit** icon that looks like a pencil in a blue circle on the bottom right of your screen, and select **Fill & Sign**. The Fill & Sign toolbar will appear at the bottom of your screen.

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Add text

- Tap the **Add text** icon that looks like **Ab** in the Fill & Sign toolbar. Then, tap anywhere on the screen. A text box will appear and you can type words into it. When you're done, tap anywhere outside of that text box.
- You can delete the text you've added by tapping on it and pressing the **Trash** icon

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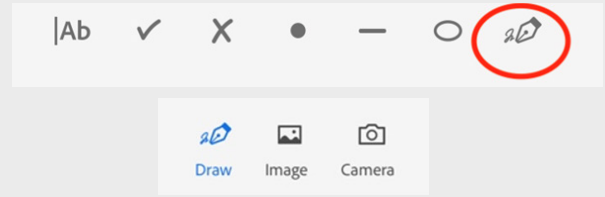
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Add a checkmark or X

- To add a checkmark or X to your PDF, click on the **checkmark** or **X** icon in the Fill & Sign toolbar. Then tap where you want to add the checkmark or X.
- You can delete the checkmark or X by tapping on it and pressing the **Trash** icon

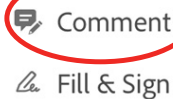
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Add your signature or initials

- You can add your signature or initials to the PDF by tapping the **signature** icon at the bottom right of the screen in the Fill & Sign toolbar. Then tap **Create Signature** or **Create Initials**.
- You can draw your signature or initials by dragging your finger over the screen. Once you've finished, tap **Done**. Then, tap the place in the PDF where you'd like your signature or initials to appear.

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Using the Comment feature

- You can use Adobe Reader to add proofreading marks and comments to PDFs. You can use these functions to mark students' homework by adding comments. Learners can mark up a PDF by highlighting important parts or adding their own comments.
- Tap the **Edit** icon that looks like a pencil in a blue circle in the bottom right of your screen, and select **Comment**. The Comment toolbar will appear at the bottom of the screen.

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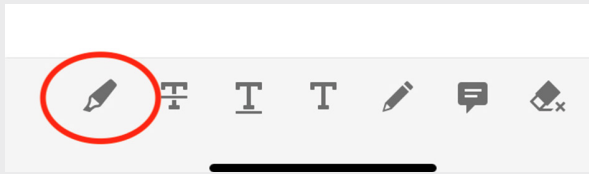


Add a comment

- You can add a comment by tapping on the **Comment** icon in the Comment toolbar and then tapping anywhere on the screen
- A text box will appear, and you can type text into it. When you're done, tap the **Post** icon.
- You can remove a comment by tapping on it and pressing the **Trash** icon

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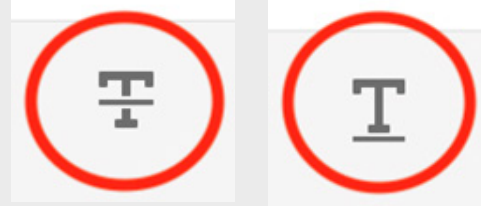
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Highlight text

- You can highlight any text by tapping the **Highlight** icon in the Comment toolbar
- Then, tap on any word you'd like to highlight and hold your finger on the screen for one second. You can highlight multiple words by dragging your finger across the screen.
- You can remove a highlight by tapping on it and pressing the **Trash** icon

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Strikethrough or underline text

- You can also tap the **Strikethrough** and **Underline** icons in the Comment toolbar to add strikethrough and underline marks to your PDF document
- After you've tapped one of those icons, tap on any word you'd like to strikethrough or underline. You can strikethrough or underline multiple words by dragging your finger across the screen.
- You can remove a strikethrough or underline by tapping on it and pressing the **Trash** icon