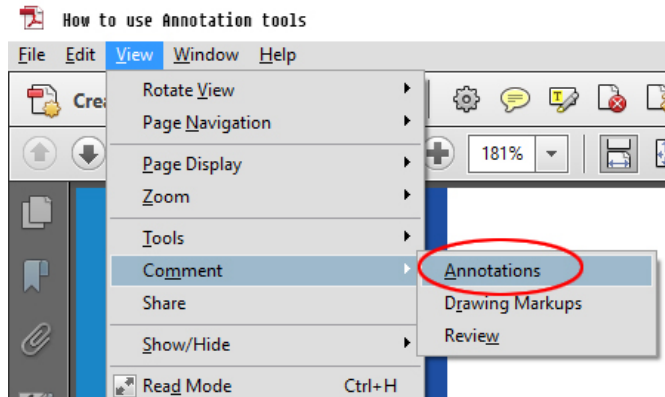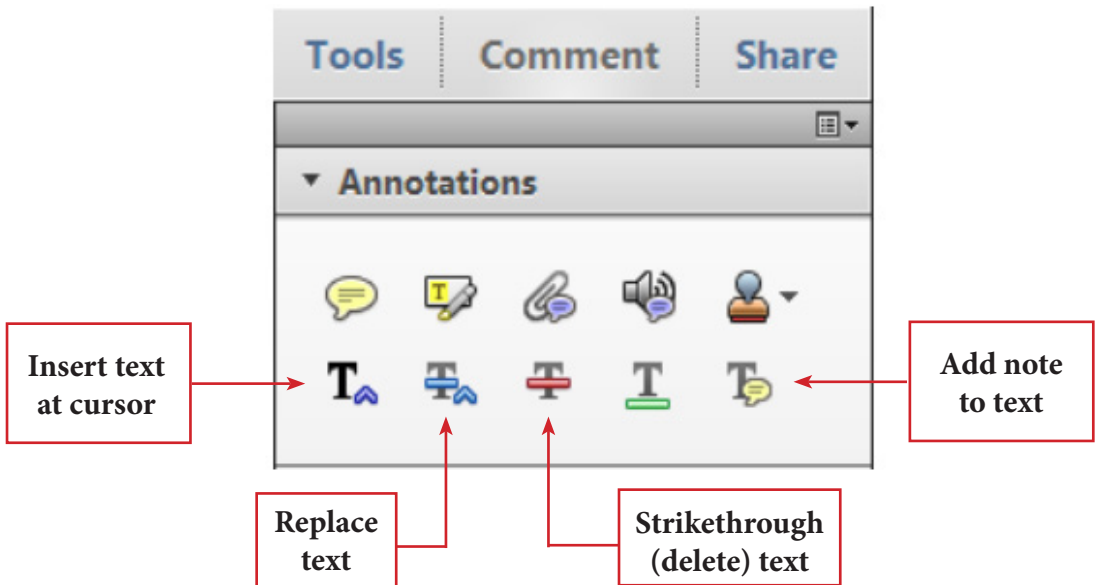**Adobe Acrobat Annotations tools - One minute tutorial**

1. Choose **View** -> **Comment** -> **Annotations** to open the Annotations tools pane.

The Annotations tools pane will open on the right hand side of the page.

2. Use the **Insert text at cursor** tool to add text, spaces or punctuation marks.
3. Use the **Replace** tool to replace an existing text with a new one.
4. Use the **Strikethrough** tool to delete text, spaces or punctuation marks.
5. Use **Add note to text** tool only when you want to explain the reason for a proposed change.