

How to Read and Annotate Electronic Course Materials

Please ensure you download the electronic course materials to your device before you arrive at your course. Locate the device you will be using below and please follow the suggestions **before** you arrive at your course to ensure a positive experience. Finally, make sure that your device is fully charged before you depart for your course.

PC Laptop

If you are using a PC Laptop, please download the latest free version of [Adobe Acrobat Reader DC](#) to your laptop.

To open your pre-reading materials PDF* and your course materials PDF:

*Please note: unless you are taking Administrative Justice: Practice & Procedure for Decision Makers, you will NOT have pre-reading.

1. Select the email you received from BCCAT that includes the link to the pre-reading materials and the link to course materials.
2. Open the “Pre-Reading Materials” link and the “Course Materials” link in the body of that email.
3. Save each of the PDFs to your hard drive.

To Navigate and Annotate your course materials on your PC Laptop:

1. Open your PDFs in Adobe Acrobat Reader.
2. If the bookmarks don't appear on the left side of your course materials, click on View on the top, horizontal menu bar, click on Show/Hide, Click on Navigation Panes and then click on Bookmarks. **Please note there are no bookmarks in your pre-reading materials. You can still annotate these materials however by following the directions below.
3. Click on the Comment feature in the secondary tool bar. The commenting toolbar will appear at the top of your document.
4. Right and left click on the various tools and experiment with features. Customize your toolbar if you wish. You can highlight, type, write with a pen, create text boxes and sticky notes etc.

*****Make sure to thoroughly read [Use annotation and drawing markup tools to add comments in PDFs.](#)**

Adobe Acrobat Reader will also allow you to search for and jump to sections of your materials.

**In addition to highlighting and adding comments, you can use the “insert text at cursor” tool which will allow you to add comments without interfering with your materials. The comments will not be visible and will not obscure the rest of your materials unless you select the icon. Your comments will however appear in the annotation menu on the right. This menu will allow you to easily review and search your notes and navigate to particular sections of the materials.

** If you want to add a note to a portion of text that you have highlighted, double click on the text you have highlighted and add the text in the pop-up note.

MacBook

1. Select the email you received from BCCAT that includes the link to the pre-reading materials and the link to course materials.
2. Open the “Pre-Reading Materials” link and the “Course Materials” link in the body of that email.
3. Save each of the PDFs to your hard drive.

All new Macs have Preview installed that allows you to annotate PDF files. BCCAT is recommending however that unless you are familiar with using Preview that you download Adobe Acrobat Reader and open your PDFs following the same directions that are set out above for PC users.

If you still choose to use Preview, then instead of viewing bookmarks please click on view table of contents.

To Annotate your course materials on your MacBook if you choose not to use Adobe Acrobat:

1. Open Preview and then open the PDF in your download folder.
2. Go to the Tools Menu, choose Annotate, and select the tool of choice.

Learn more about [how to annotate your PDFs with Preview on your Mac.](#)

iPad

If you are using an iPad, please download the latest free version of the [Adobe Reader mobile application to your iPad](#). (Scroll down and click on the *Download on the App Store* icon.)

To open the course materials PDF:

1. Select the email you received from BCCAT that includes the link to the pre-reading materials and the link to course materials.
2. Open the “Pre-Reading Materials” link and the “Course Materials” link in the body of that email.
3. Tap the upper right hand corner of the document and open the document in Adobe Reader.

To Navigate and Annotate your course materials on your iPad:

The Adobe Reader mobile app will allow you to search for and jump to sections of your materials and make annotations. Please read about [Adobe Reader Mobile App Features](#). features.

If you wish to explore additional reading that highlights iPad PDF Annotation and Storage Apps, please click [here](#).

Android Tablet

If you are using an Android tablet, please download the latest free version of the Adobe Reader application. Download the app from [Google Play](#) or from the [Amazon AppStore](#).

1. Select the email you received from BCCAT that includes the link to the pre-reading materials and the link to course materials.
2. Open the “Pre-Reading Materials” link and the “Course Materials” link in the body of that email.
3. If a pop-up box appears, select Adobe Reader to open the PDF.

To Navigate and Annotate your course materials on your Android device:

The Adobe Reader mobile app will allow you to search for and jump to sections of your materials and make annotations. Please read about [Adobe Reader Mobile App Features](#).