

# PDF Fillable Instructions

To use this file you must have the **Adobe Reader** program installed on your computer. Adobe Reader can be downloaded for free from the Adobe website. [www.adobe.com](http://www.adobe.com)

## Using the Tools

Adobe Reader provides many tools for you to use in working with your PDF documents. You can underline text, make circles and other shapes, highlight portions of the text, or use the Typewriter tool to add punctuation marks and other text if needed.

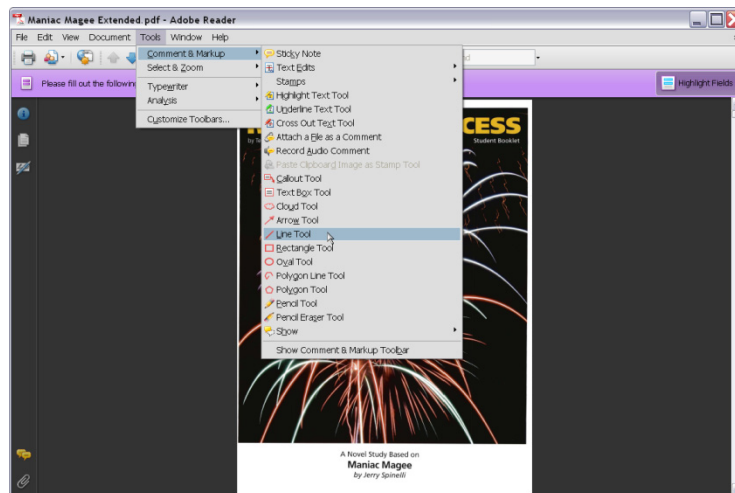
subject = who or what the sentence is about  
predicate = tells something about the subject

Circle the subject and underline the predicate. The first sentence is done for you.

1. Jeffrey became an orphan when he was three years old.
2. Aunt Dot and Uncle Dan hated each other.
3. The spring musical was disrupted by Jeffrey's screams.
4. Hollidaysburg is a town in Pennsylvania.

Tools can be found in the *Tools > Comment & Markup* menu. Explore the different tools in Adobe Reader and use what works best for you.

Click and drag the mouse to use the tool you have selected. To delete a mark you have made, select the mark and press the delete key.

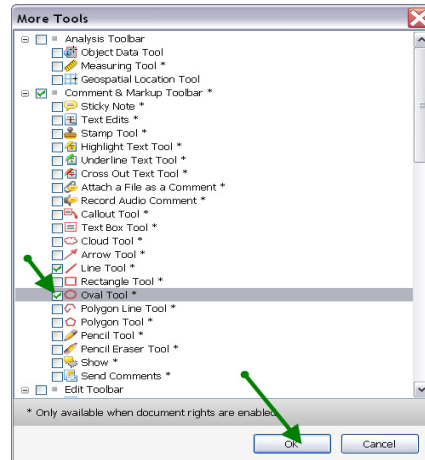


## Customizing your Toolbar

Instead of having to go through the menus to select the tools you need, you can customize a toolbar to include any tools you want to have access to with one click.

Go to *Tools > Customize Toolbar*

Check the box for each tool you would like to have quick access to.



Click **OK**.

The tools you select will show up in a “floating” Comment & Markup Toolbar on the page. Click and drag this box to another location or toolbar to reposition it if you wish. Repeat this process if you wish to add more tools to the toolbar.

