



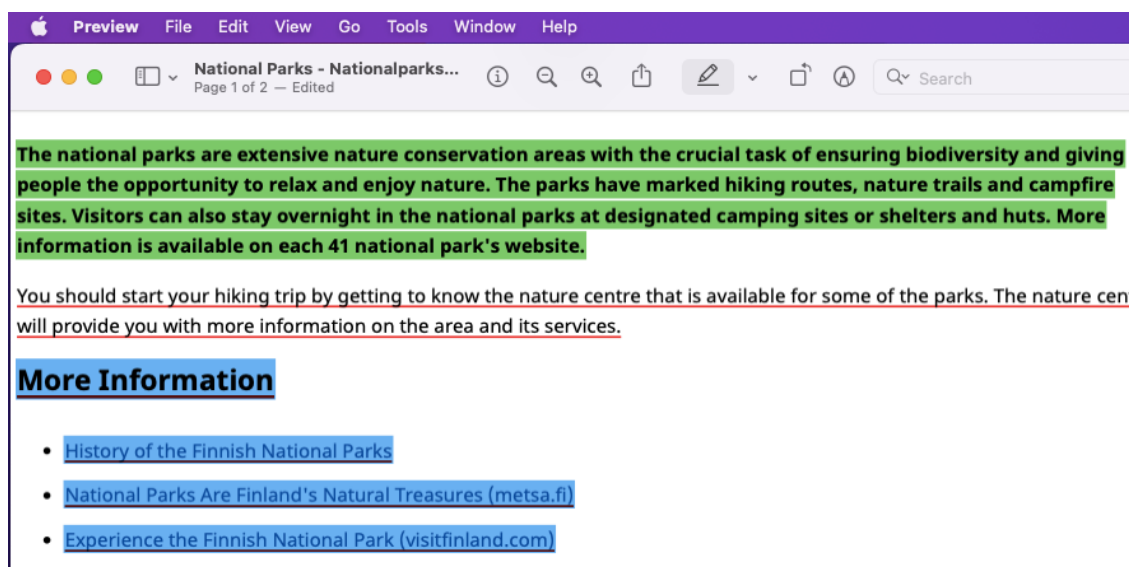
Smart tools – Better results

Study Tools for PDF Materials – Mac

These instructions are for macOS Monterey version 12.6.5 and updated in the autumn of 2024.

Make your study materials more effective by highlighting key sections in PDFs, making them easier to reference later. You can also convert web pages into PDFs and use the same tools to highlight important content.

On a Mac, you can use the **Preview** app to highlight and annotate PDF documents.

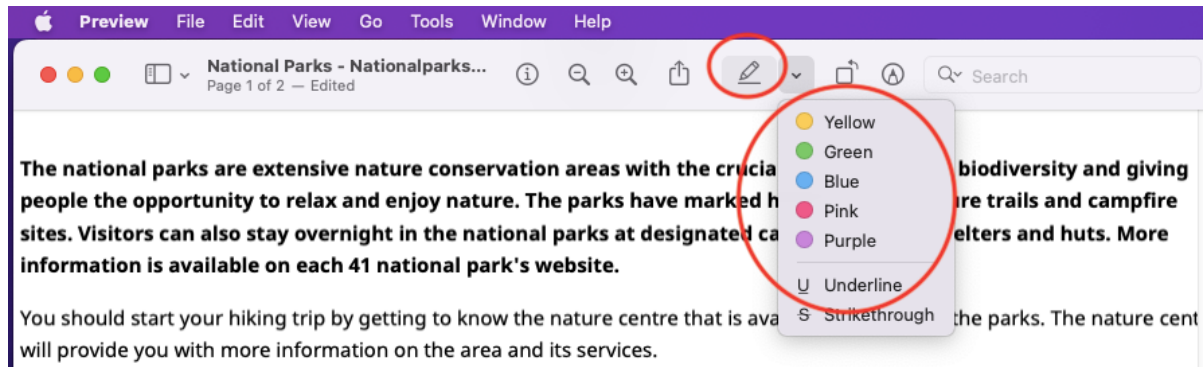


Get Started with Highlighting Text in PDF:

Open PDF files with **Preview** (instead of Adobe Reader/ Acrobat Reader). In Preview, you can easily highlight and underline text to help you revisit and read again important sections.

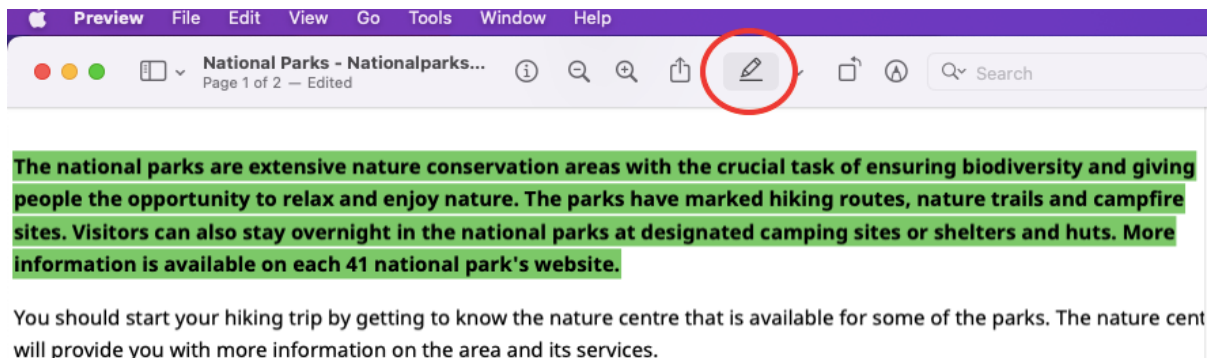
Choose Highlight Colors:

- Click the **downward arrow** next to the highlighting tool.
- Select a **color** to highlight or choose the **underline**.



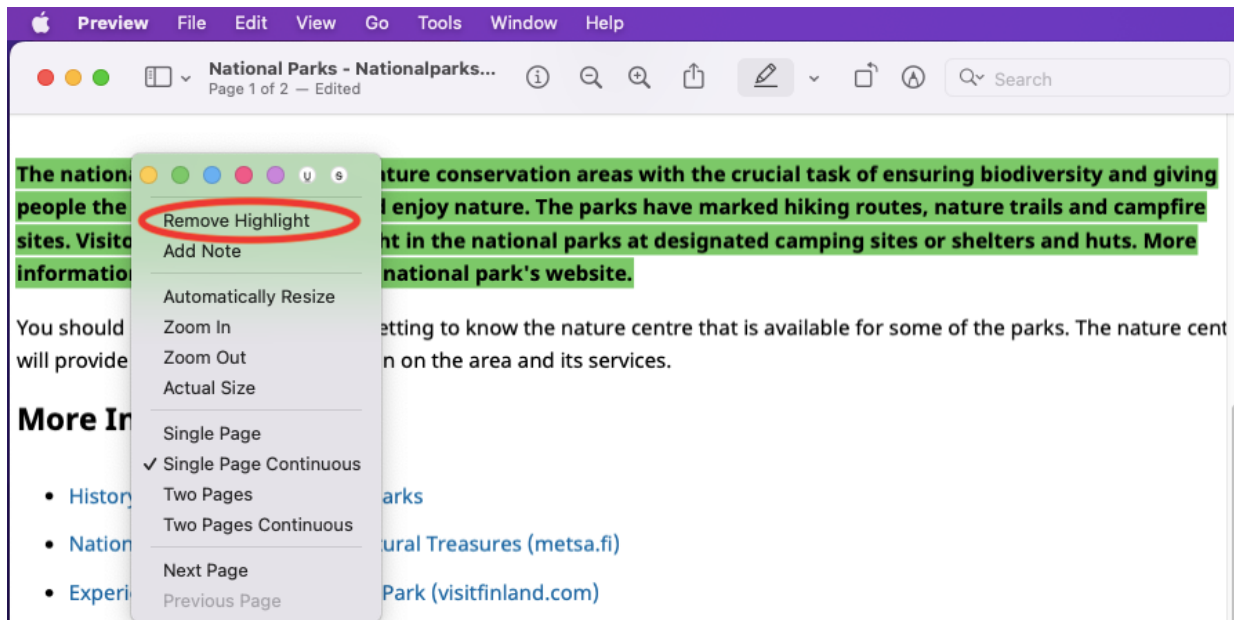
Highlight Texts:

- Click the **Highlight** button. It will turn grey.
- Select the text you want to highlight.
- Click the **Highlight** button again when you're done.



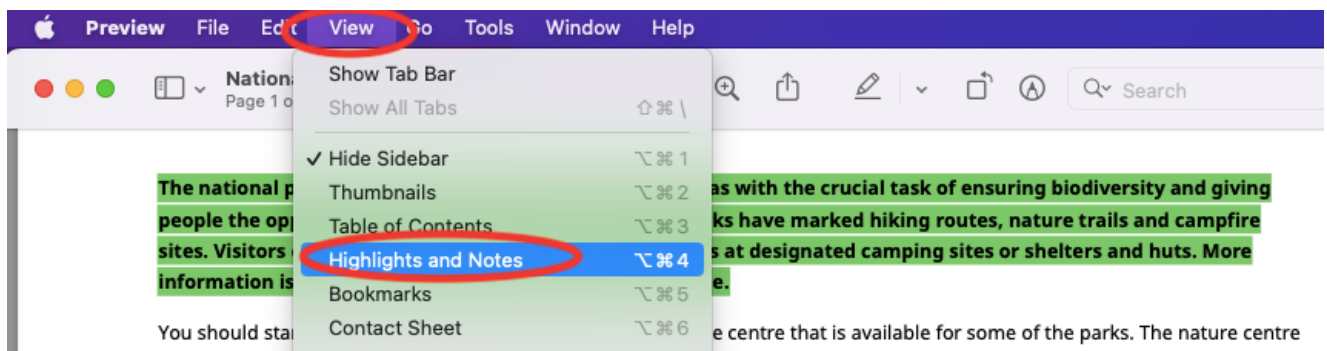
Remove or Change Highlights

- Right-click the highlighted text.
- Choose a different color or click **Remove Highlight**.

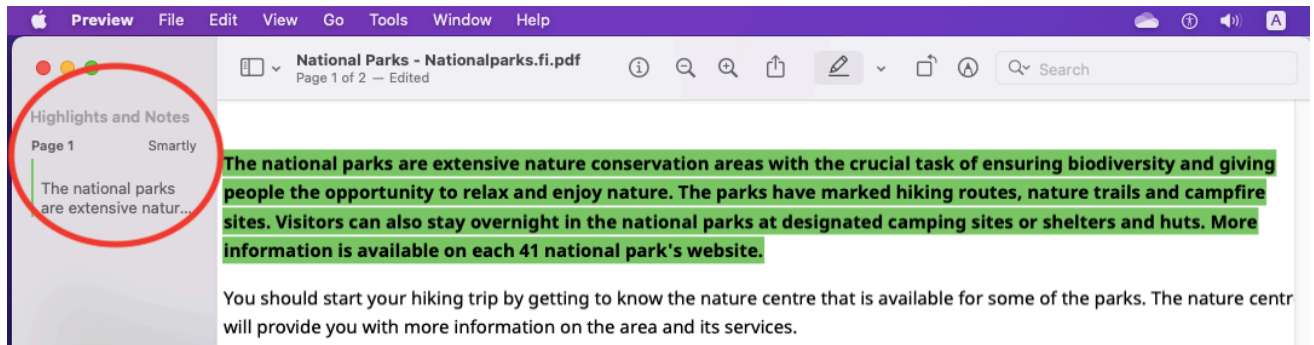


Display Highlighted Section in the Sidebar:

- Go to **View** and chose **Highlights and Notes**



- Click on any highlighted section in the sidebar to locate it in the document.



How to create PDF documents from web pages in Safari:

- Open the webpage you want to save as a PDF
- Click on **File** located in the upper-left corner
- Select **Export as PDF**
- Save the document to your computer.
- Now you can open the PDF document in the Preview and use the highlight tools.

