

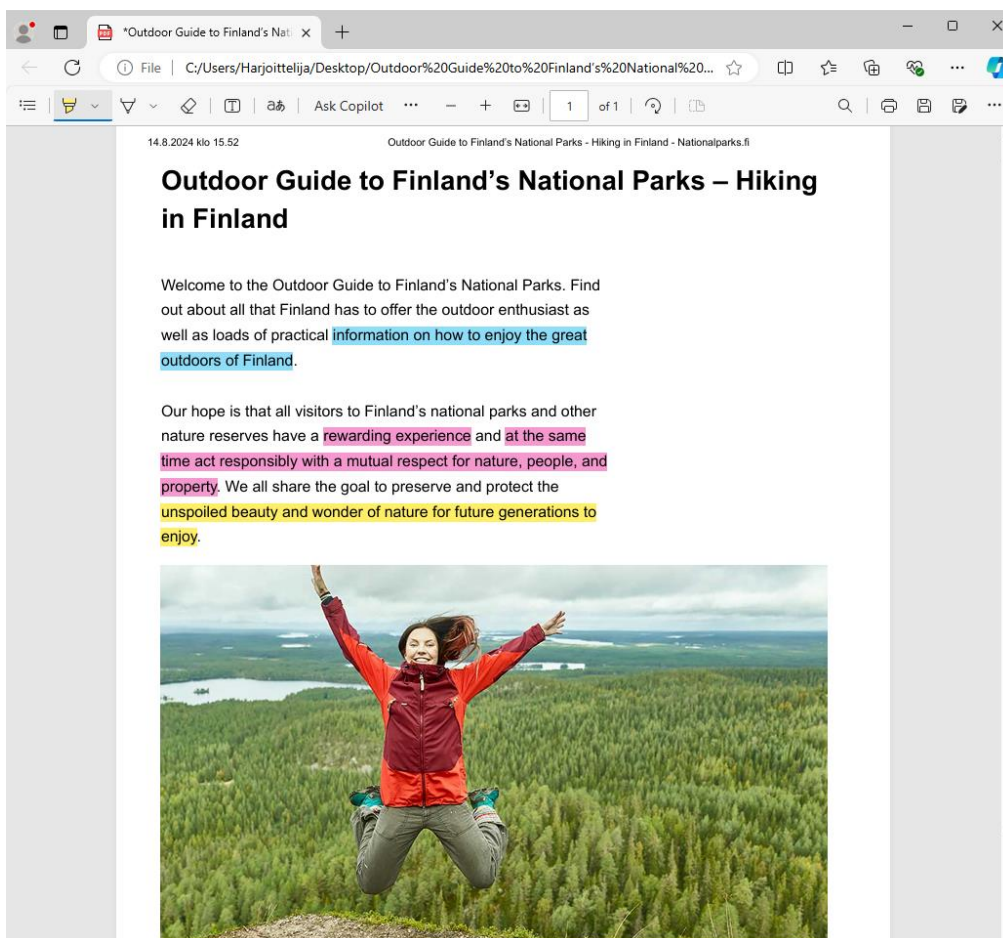
Smart tools – Better results

Study tools for PDF materials – Edge

The instructions have been updated for autumn 2024.

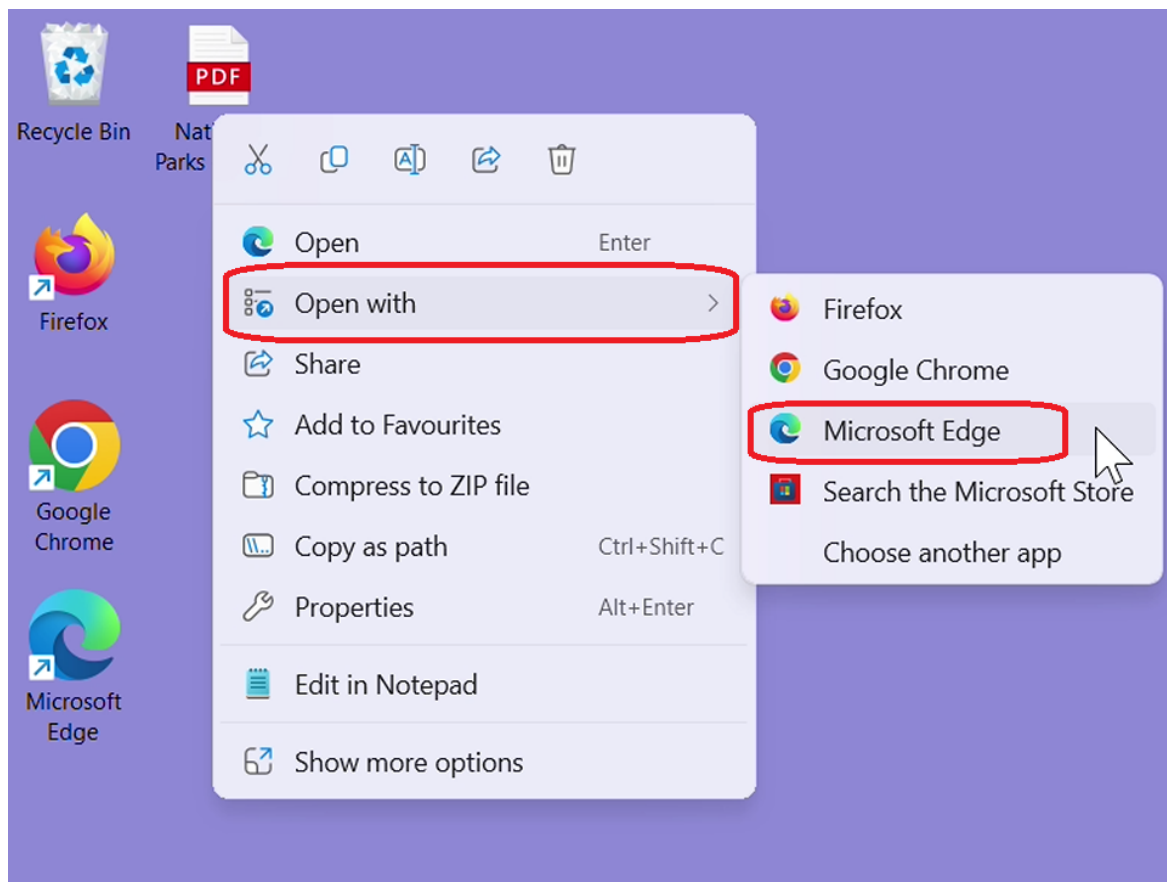
Process your study material so that it is easier for you to study. You can make marks in the text that you can then return to.

It is possible to create PDF documents from web pages. Once you have created a PDF document, you can use the markup tools in the document.

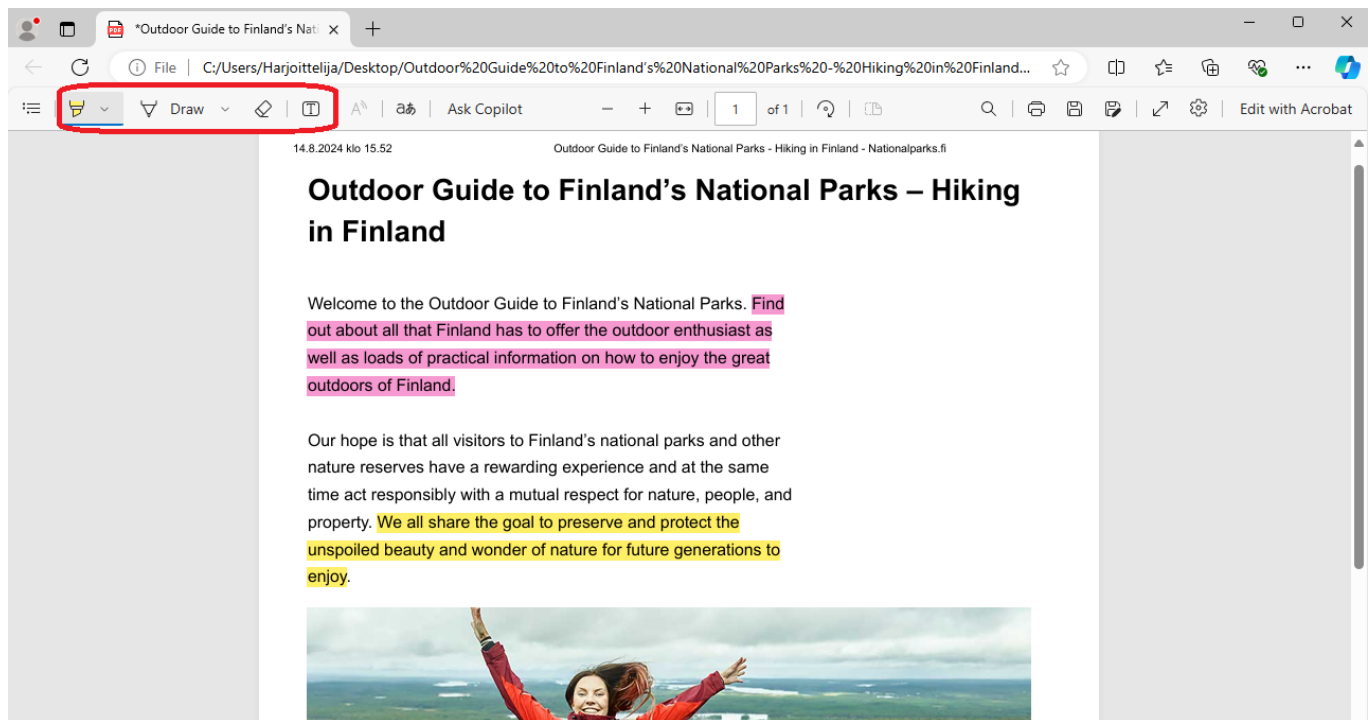


Get started with marking in texts

- Open a PDF document in the Edge browser.
- Your computer may open PDF documents automatically in Edge, depending on your computer's settings.
- If PDF documents do not open automatically in Edge, **right click** the PDF document.
- Select **Open with > Microsoft Edge**.

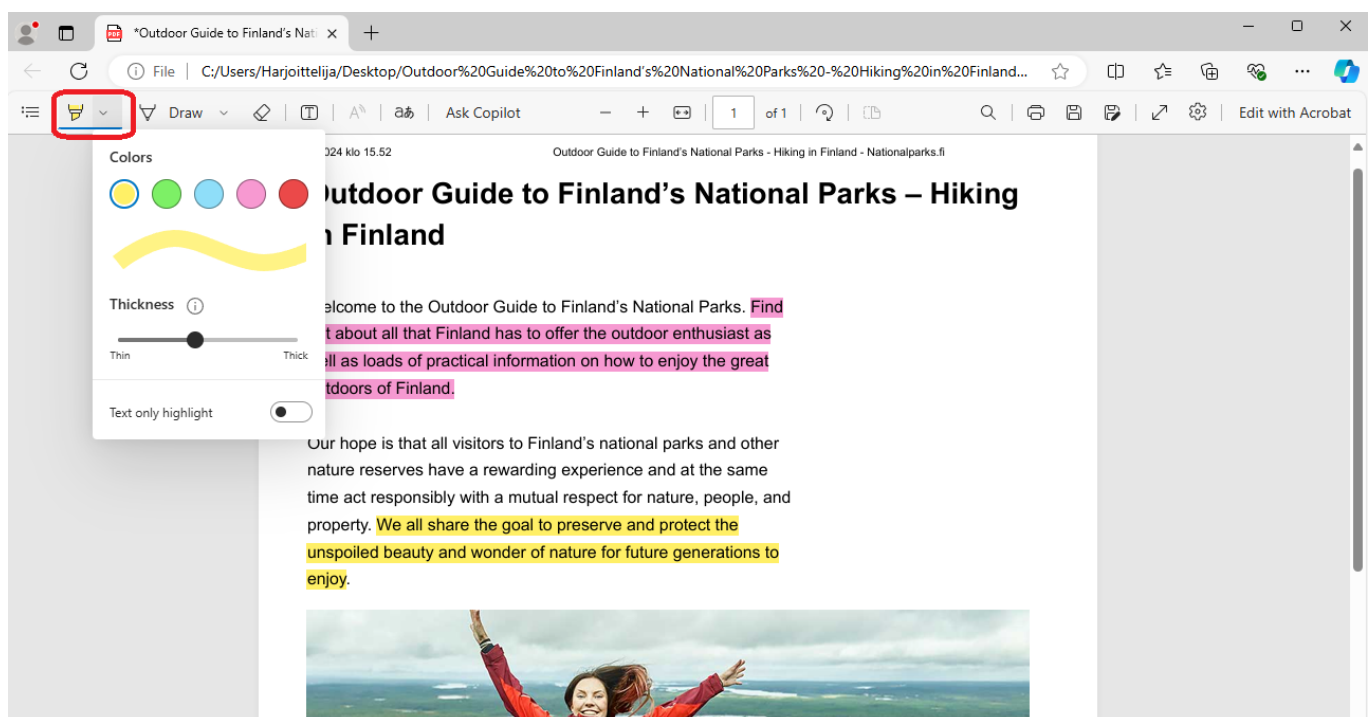


- Select the symbol of a marker + A to select text.
- Make selections by holding down the mouse and moving over the text to be selected.



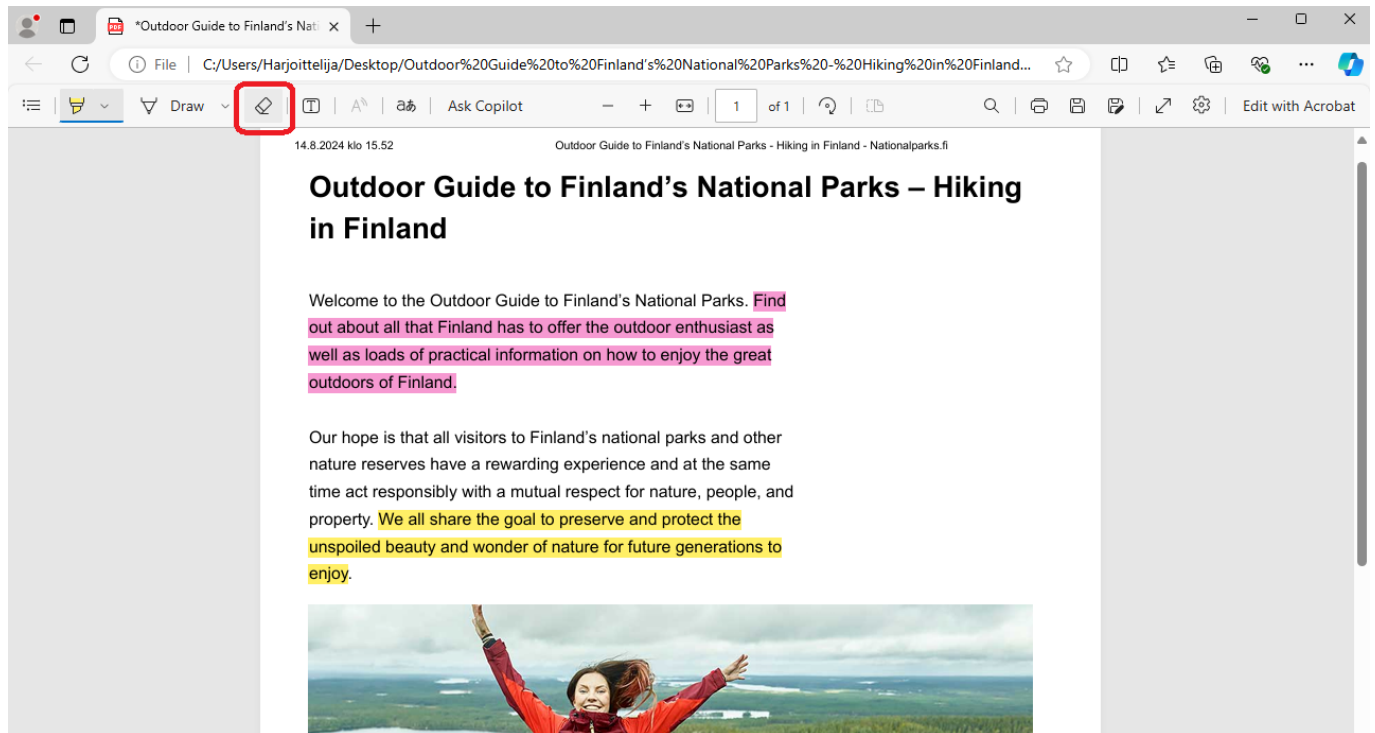
Choose colours for marking

- Activate **the selection function** symbolized by a marker + A.
- Press **the symbol again** to select a colour.



Remove selection

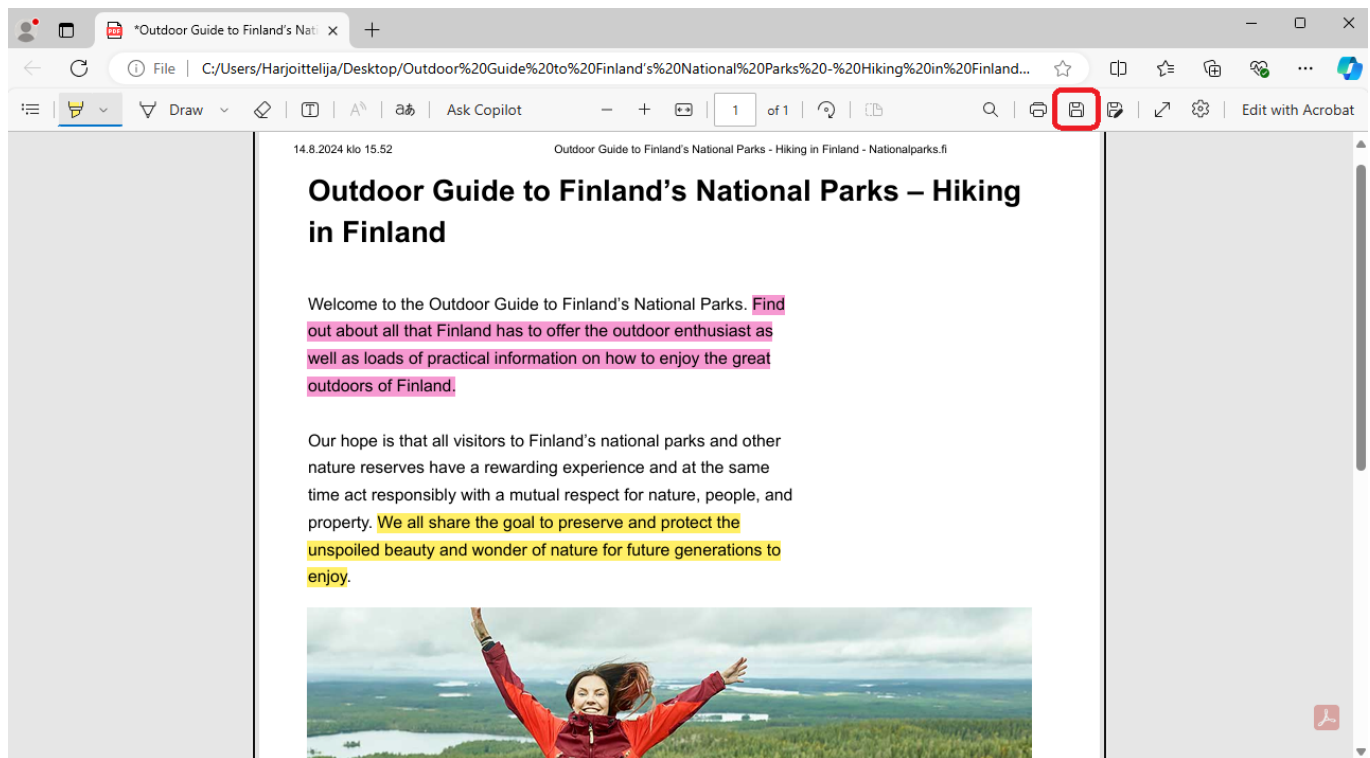
- Tap the **Eraser icon** so it is selected.
- Tap the **highlighted text** to remove the color.



Save your selections in PDF documents

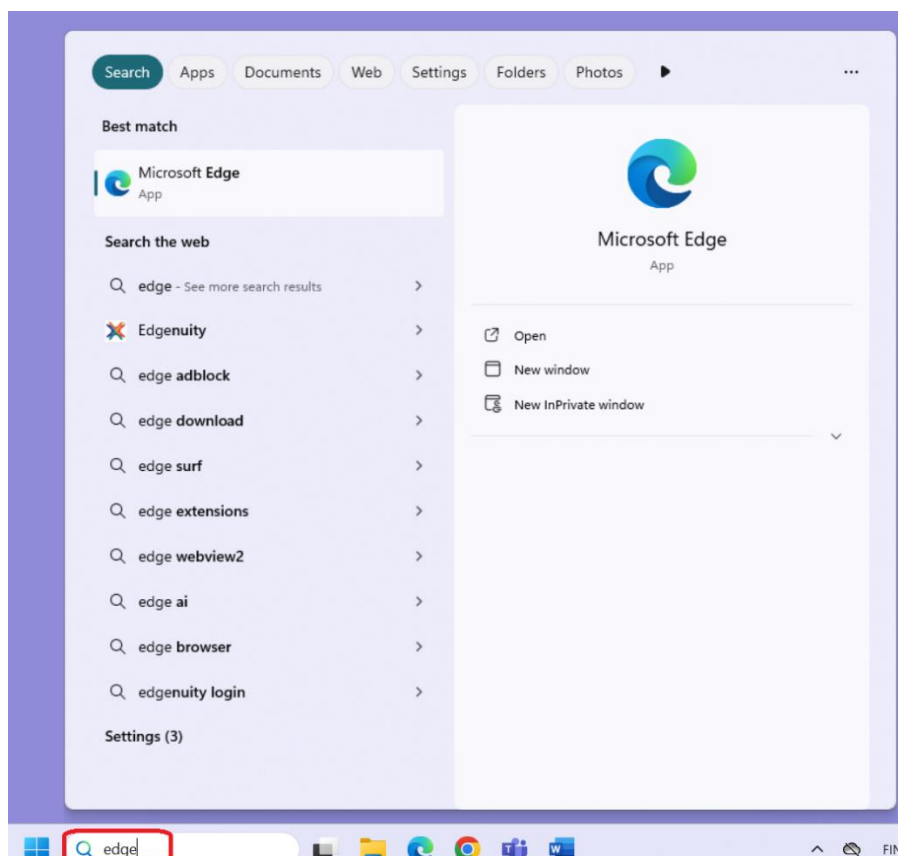
To save and read your markups later, you must save the PDF document.

- Tap **Save as**. You will find it in the upper right corner.
- Save the PDF document on your computer.



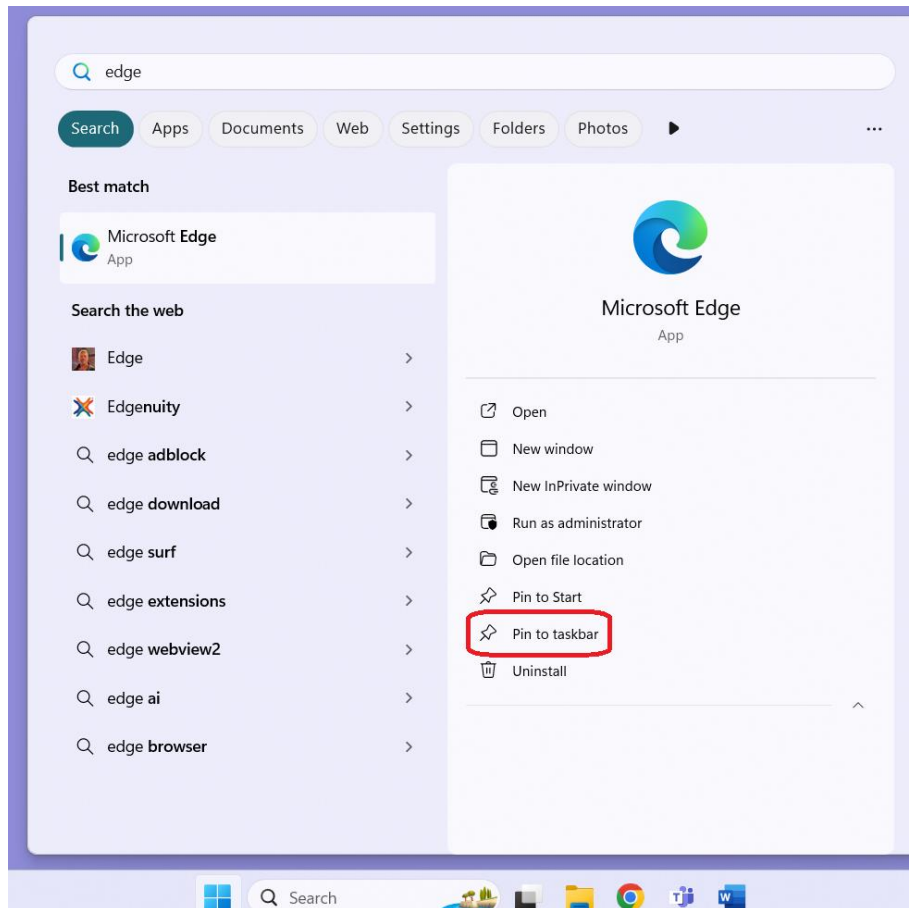
Where to find the Edge browser

- Go to the Windows Start bar in the lower left corner of the screen.
- Search for **Edge** in the search bar or go to the list of apps.

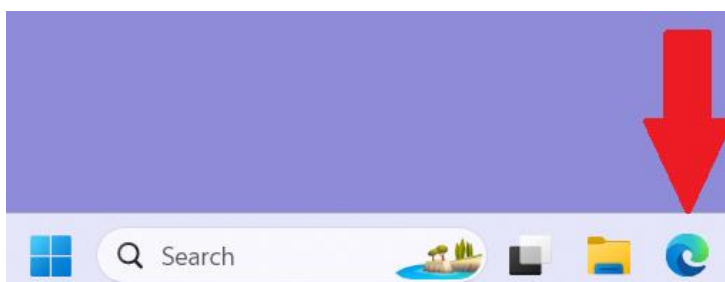


To quickly find Edge in the future, the app can be added to the taskbar at the bottom edge of the screen.

- On **Edge**, search > **Right-click** the app > Select **Pin to taskbar**



- You will now find Edge in the taskbar at the bottom right of the Windows start button.



Create PDF documents of web pages like this

- Go to a web page that you want to create a PDF document from.
- Press the keys **Ctrl + P** or tap **Settings** (3 vertical dots) > **Print**.

- Select a printer in the print settings box. Select a printer for the PDF program you use for PDF documents on your computer, e.g. Microsoft Print to PDF.
- Press **print** and save the PDF document to your computer.

