



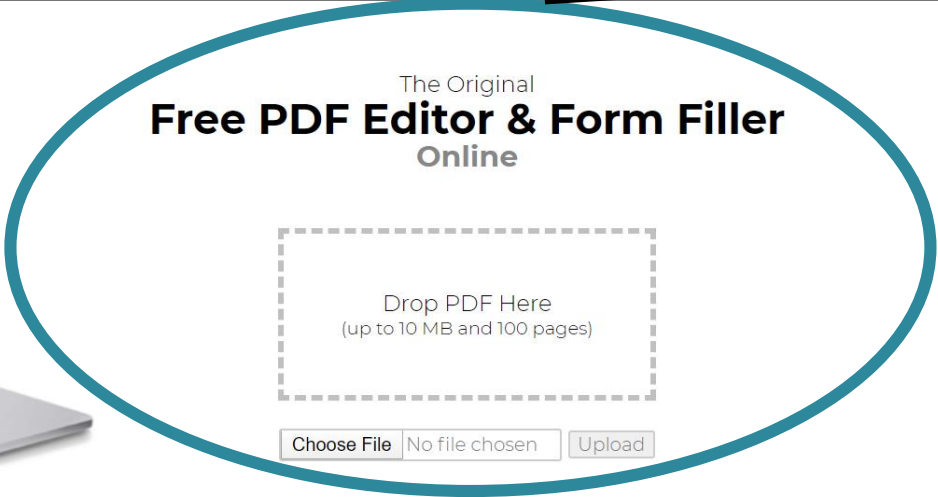
**BridgePrep Academy**  
**Curriculum Team**

# How to Enter Text, Annotate, or Draw on a PDF Document



# Using a Computer

USE THIS FEATURE



PDFescape Online is Always FREE... No Gotchas!

or



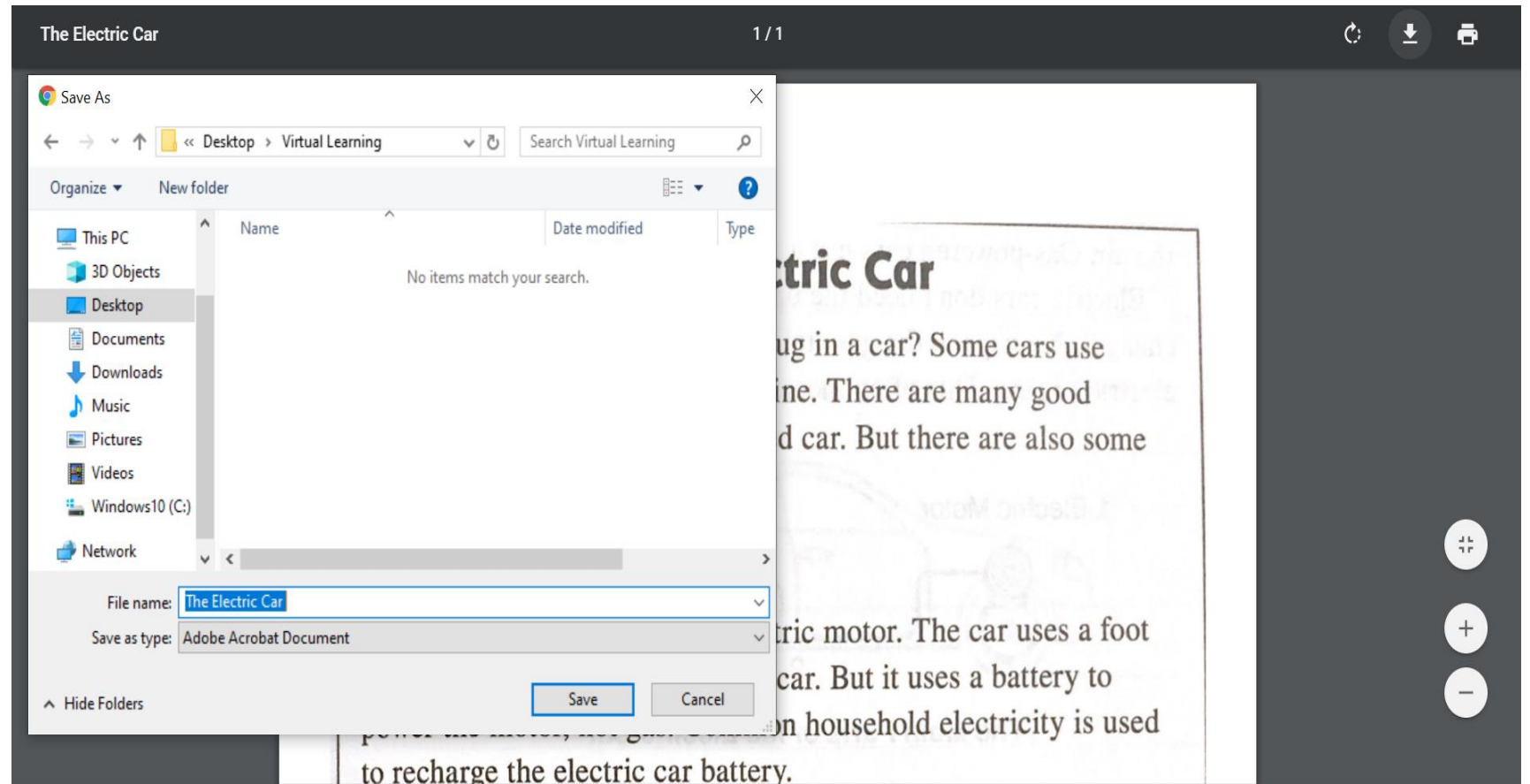
<https://www.pdfescape.com/?noredirect=true>

\* Sign up is not required

# Step 1

Download and Save  
PDF document

\* Remember where  
the file is saved



# Step 2

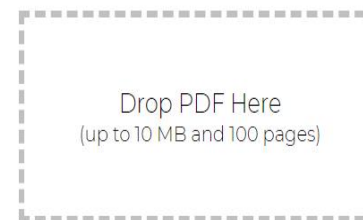
Drag and Drop the document into the box  
OR search for the file.



About Developers Support Login [Sign Up](#) [Use Free](#)



The Original  
**Free PDF Editor & Form Filler**  
Online



OR



PDFescape Online is Always FREE... No Gotchas!

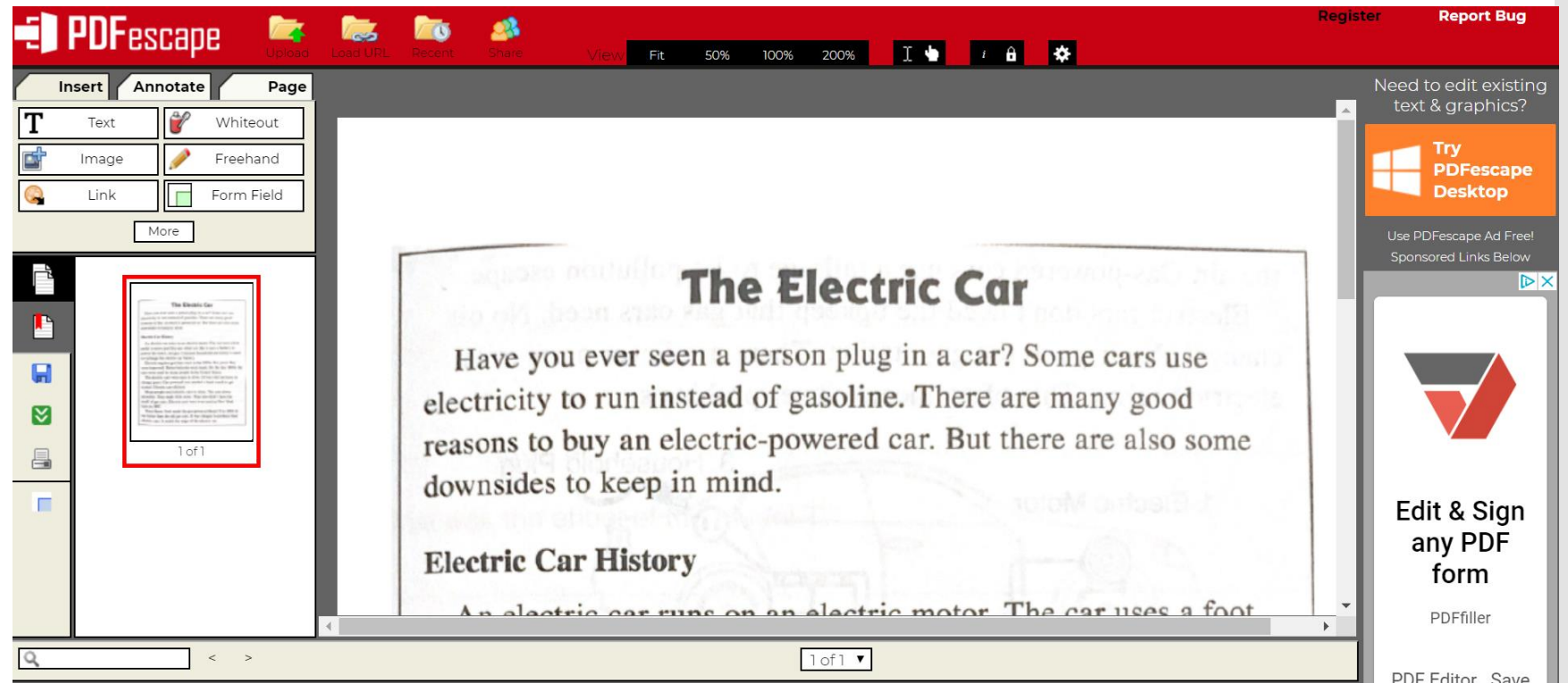
or

Try Desktop



# Step 3

This window will appear with the selected PDF document



# Step 4

To add text / type on document

a. CLICK on the **TEXT** box

b. DRAW (click and drag) text box on the PDF document at the location where response is required

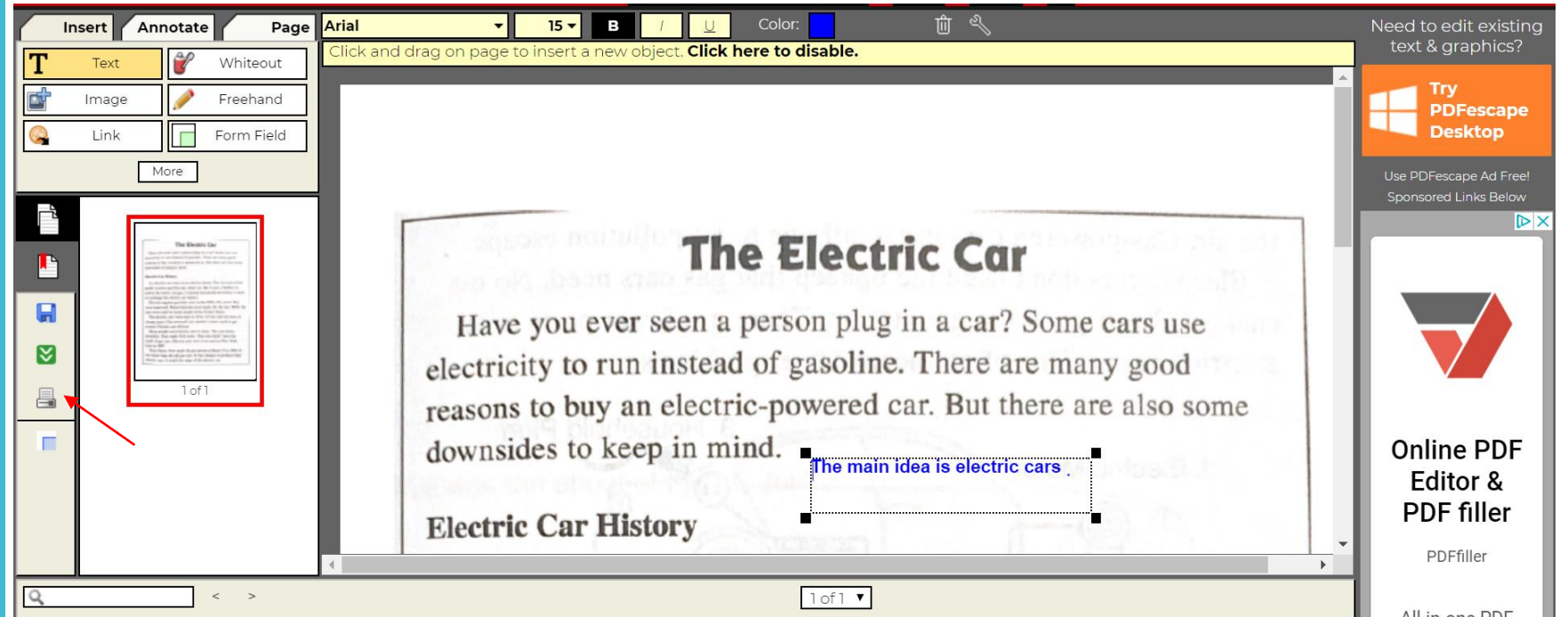
\*Draw a new text box for each response

c. Type in response

The screenshot displays the PDFescape Desktop interface. The top toolbar includes 'Insert', 'Text', 'Image', 'Link', 'Whiteout', 'Freehand', and 'Form Field'. A blue star with the number '1' is positioned above the 'Text' button, which is circled in red. The main document area shows a PDF page titled 'The Electric Car' with the text: 'Have you ever seen a person plug in a car? Some cars use electricity to run instead of gasoline. There are many good reasons to buy an electric-powered car. But there are also some downsides to keep in mind.' A blue star with the number '2' is placed next to a newly drawn text box containing the text 'The main idea is electric cars'. The interface also features a sidebar on the left with document navigation icons and a right sidebar with an advertisement for 'Online PDF Editor & PDF filler'.

# Step 5

Click the PRINTER icon



The screenshot displays the PDFescape Desktop interface. The top toolbar includes options for Insert, Annotate, and Page, along with font settings (Arial, size 15, bold, italic, underline) and a color selection tool. A yellow banner at the top reads "Click and drag on page to insert a new object. Click here to disable." The left sidebar contains a vertical menu of icons: a document, a save icon, a checkmark, a printer icon (highlighted with a red arrow), and a blue square. The main workspace shows a document titled "The Electric Car" with the following text: "Have you ever seen a person plug in a car? Some cars use electricity to run instead of gasoline. There are many good reasons to buy an electric-powered car. But there are also some downsides to keep in mind." Below this text is a blue selection box containing the text "The main idea is electric cars". The bottom of the interface shows a search bar, navigation arrows, and a "1 of 1" page indicator. On the right side, there is a sidebar with a "Try PDFescape Desktop" button, a "Use PDFescape Ad Free! Sponsored Links Below" notice, and a logo for "Online PDF Editor & PDF filler" with the text "PDFfiller" and "All-in-one PDF" below it.

# Step 6

Click PRINT

The screenshot displays a PDF editor interface. At the top, there are tabs for 'Insert', 'Annotate', and 'Page'. Below these are various tool icons like 'Text', 'Image', 'Link', 'Whiteout', 'Freehand', and 'Form Field'. A central dialog box titled 'Print Document' is open, featuring two dropdown menus for 'From Page' and 'To Page', both set to '1'. Below the dropdowns are 'Print' and 'Cancel' buttons. A red arrow points to the 'Print' button. The background shows a document titled 'Electric Car History' with text such as 'Have you ever thought about driving in a car? Some cars use electric power. There are many good reasons to drive an electric car. But there are also some downsides to electric cars. The main idea is electric cars.' On the right side, there is a sidebar with a 'Try PDFescape Desktop' button and an advertisement for 'Online PDF Editor & PDF filler'.

# Step 7

The "Print" dialogue box will appear,

- Destination: Save as PDF

Click SAVE

The screenshot shows a document viewer interface. On the left, there is a sidebar with a menu containing icons for Text, Image, Link, and a red-bordered box around a document icon. The main document area displays the following text:

## The Electric Car

Have you ever seen a person plug in a car? Some cars use electricity to run instead of gasoline. There are many good reasons to buy an electric-powered car. But there are also some downsides to keep in mind. The main idea is electric cars.

### Electric Car History

An electric car runs on an electric motor. The car uses a foot pedal to move just like any other car. But it uses a battery to power the motor, not gas. Common household electricity is used to recharge the electric car battery.

Electric engines got their start in the 1830s. For years they were improved. Better batteries were made. By the late 1800s the cars were used by many people in the United States.

The electric cars were easy to drive. Drivers did not have to change gears. Gas-powered cars needed a hand crank to get started. Electric cars did not.

Many people used electric cars in cities. The cars drove

On the right side, a print dialog box is open, showing the following settings:

- Print: 2 pages
- Destination: Save as PDF (marked with a blue star and the number 1)
- Pages: All
- Layout: Landscape
- More settings: (dropdown arrow)
- Buttons: Save (blue) and Cancel (white)

A second blue star with the number 2 is positioned near the Save button.

# Step 8

The "Save As" dialogue box will appear

Rename PDF document and Click SAVE

FILE IS READY TO UPLOAD / SUBMIT

Save As

« Desktop » Virtual Learning

Organize New folder

Name	Date modified	Type
The Electric Car- [student name]	4/14/2020 1:41 PM	PDF File
The Electric Car	4/14/2020 12:16 PM	PDF File

File name: The Electric Car- [student name] ← 1

Save as type: Adobe Acrobat Document

2 Save Cancel

Print Saving...

Destination Save as PDF

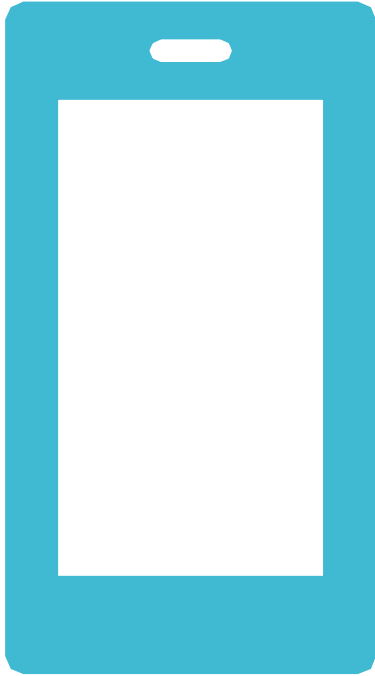
Pages All

Layout Landscape

More settings

Save Cancel

Many people used electric cars in cities. The cars drove



# Using a Phone or Tablet

# The device may require an App

\*Current iOS (Apple) does not require downloading an app

## Suggested Free App(s) to Download

\*Apps can be downloaded onto iOS or Android



### **Adobe Acrobat Reader for PDF**

PDF Viewer, Maker, Converter



### **Foxit PDF Reader Mobile**

Edit, Sign, and Convert PDF



### **Microsoft Office Lens | PDF Scan**

PDF scanner, Docs, Whiteboard



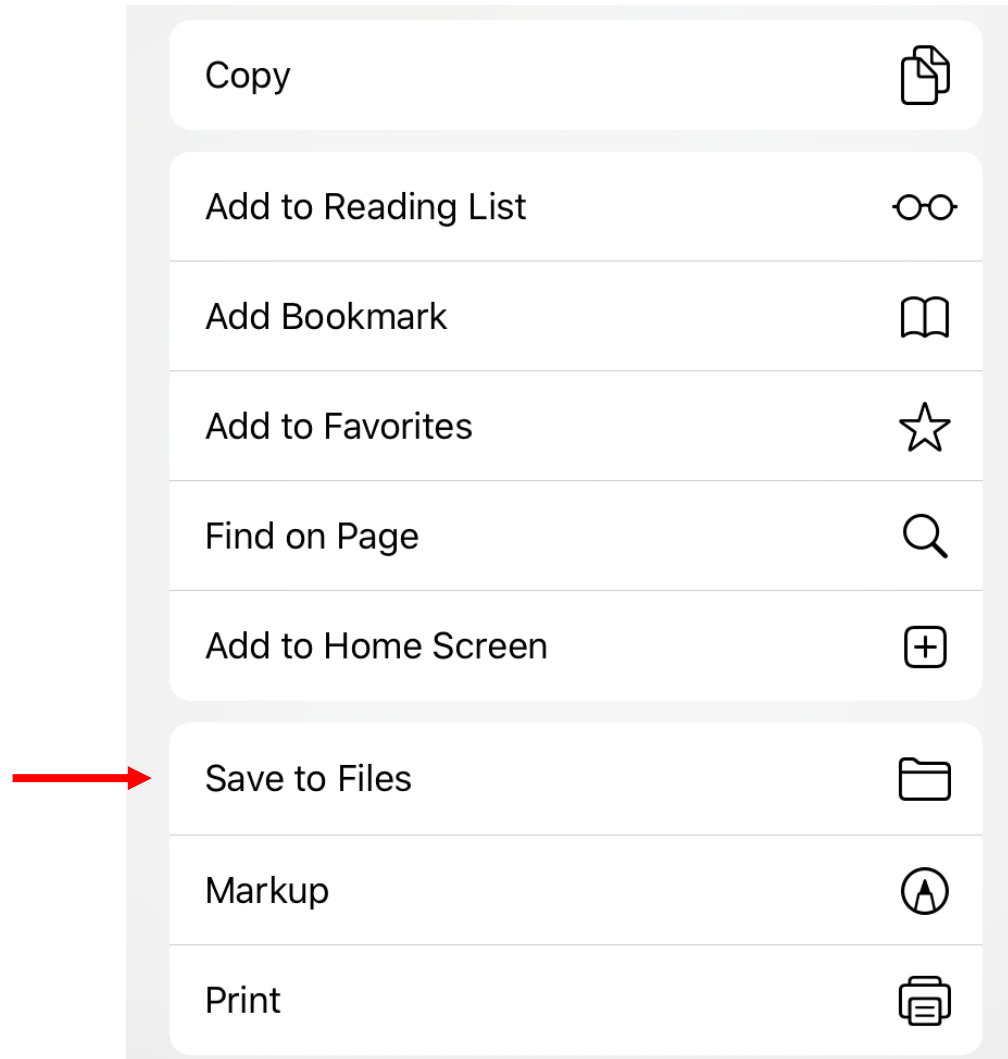
For iOS (Apple)





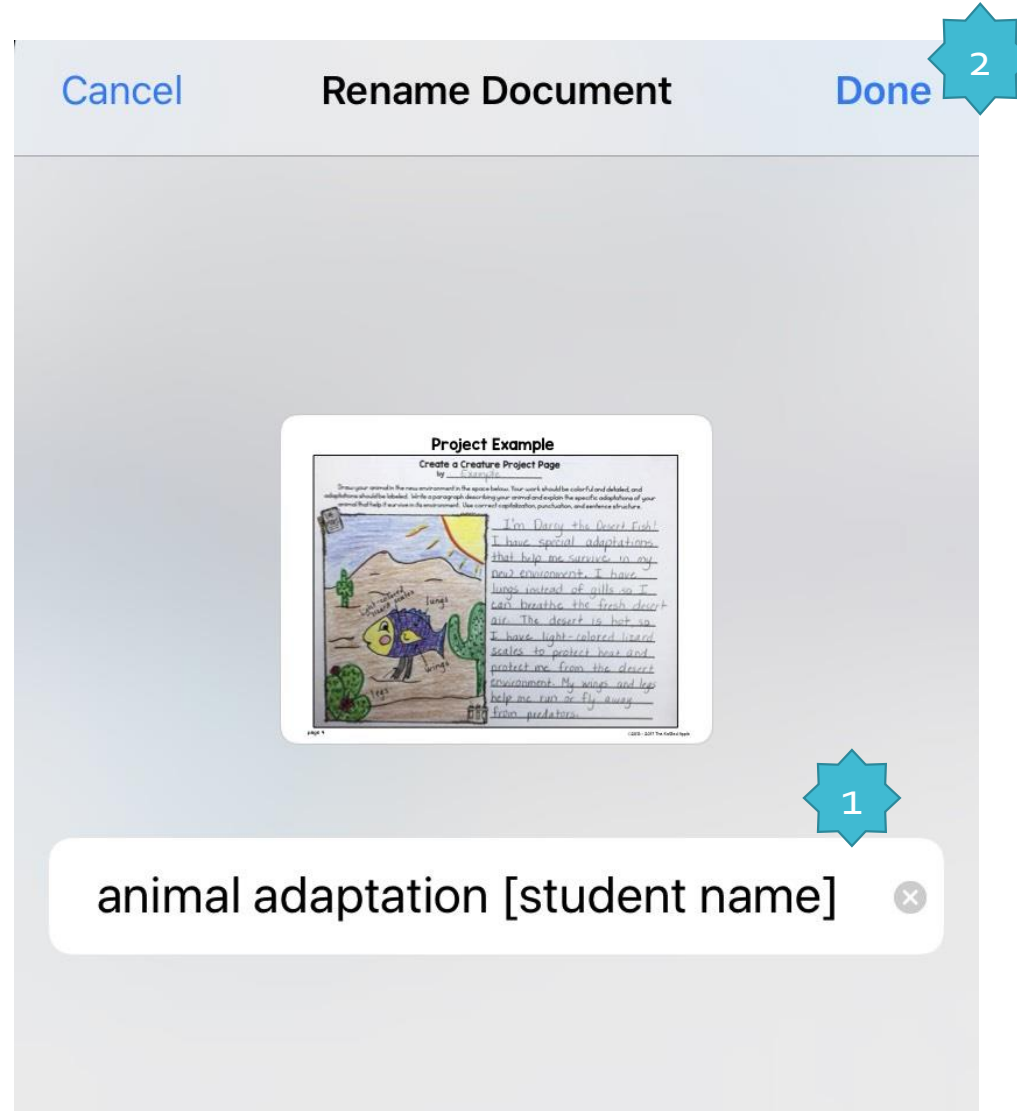
# Step 3

Tap "SAVE to FILES"



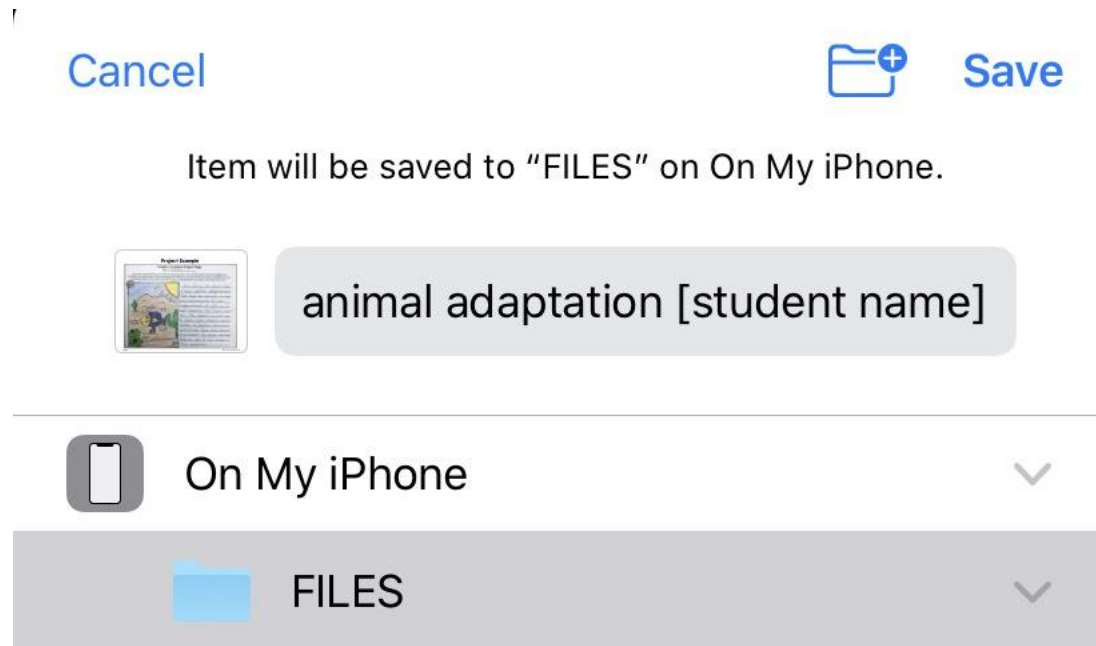
# Step 4

Tap tile of document to  
Rename File, then tap  
"DONE"



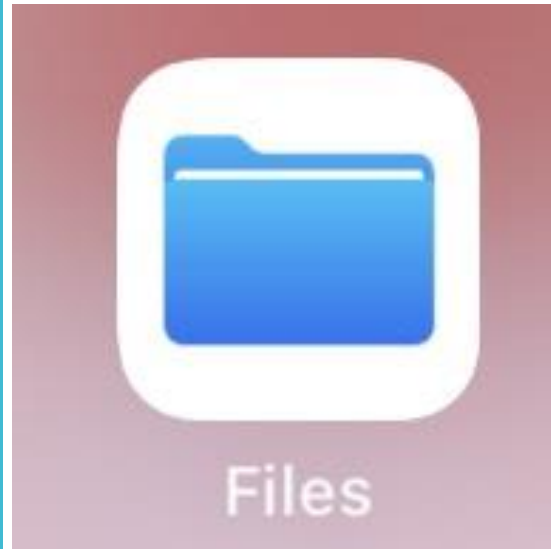
# Step 5

Save to File



# Step 6

Go to File to open saved document



## Recents

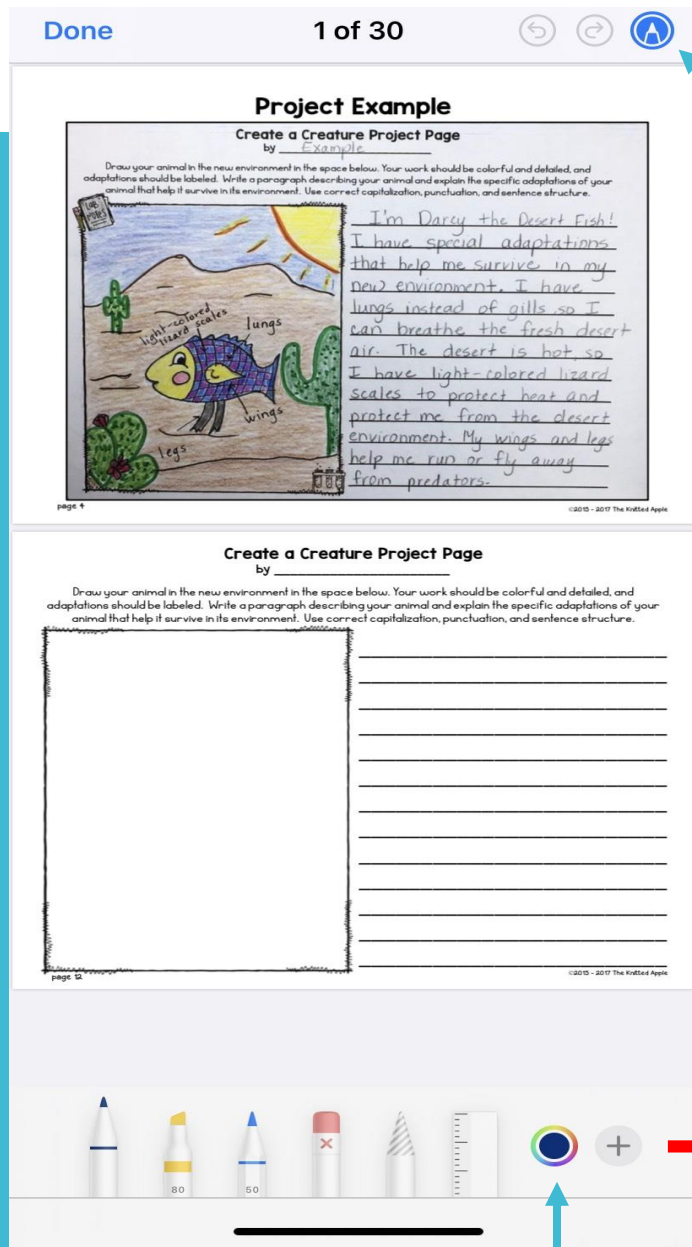
Q Search



animal  
adapt...roject

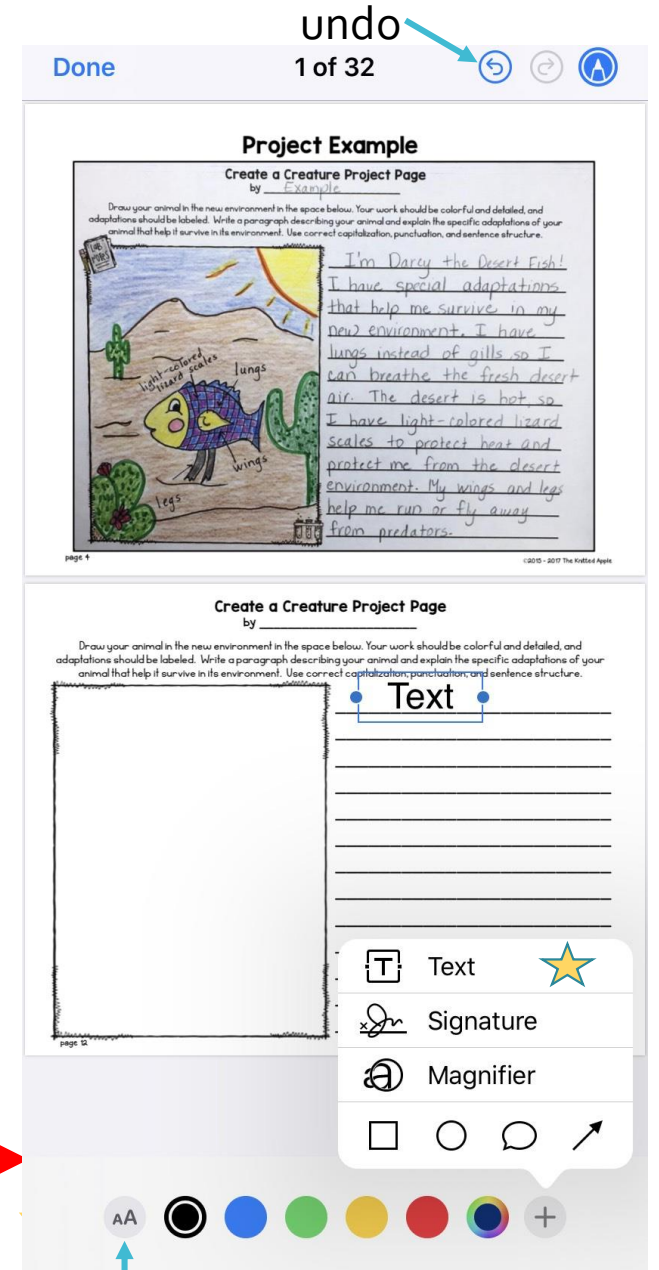
# Step 7

Tap "Markup" icon



Change colors

Use to enter text or shapes



Letter size



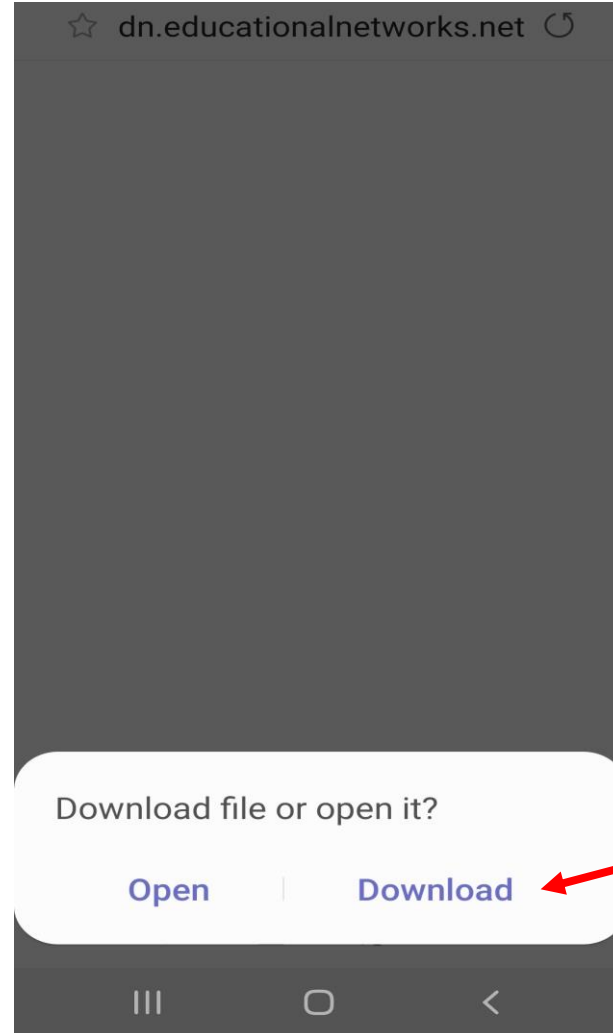


For Android



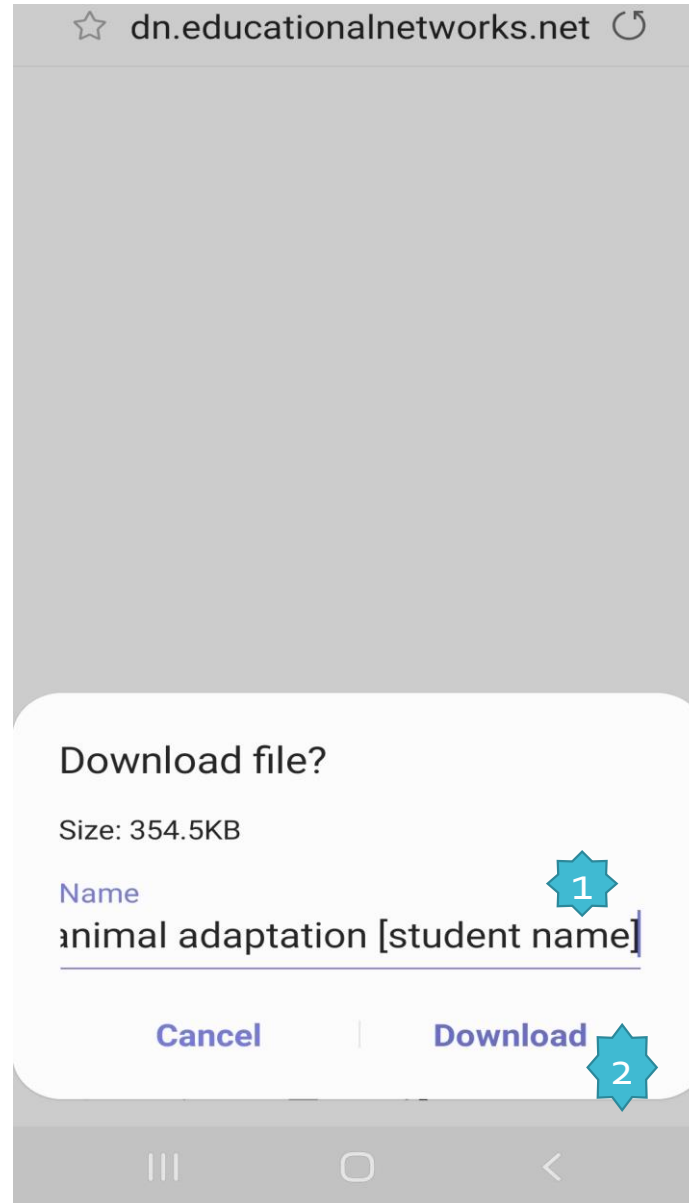
# Step 2

Tap "DOWNLOAD"



# Step 3

Change file name, then  
Download



# Step 4

Open file with App of Choice

**Due Date:** 04/17/2020

Edit

Delete

Students will choose a biome from the Biome Anchor chart. They will create a brand-new animal to exist in the environment, or choose an existing animal and adapt it to fit the new environment. Give your animal a creative name. Write three adaptations your animal will need in order to survive in the new environment. Describe the benefits of each adaptation. Draw and write about your new animals and its adaptations. This is the final page for your project and I have provided an example below.

Attached Files:

1 file downloaded.

Open file

Due Date: Tomorrow

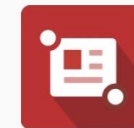
Edit

Delete

## Open with



Adobe Acrobat



PDF Extra



Write on PDF

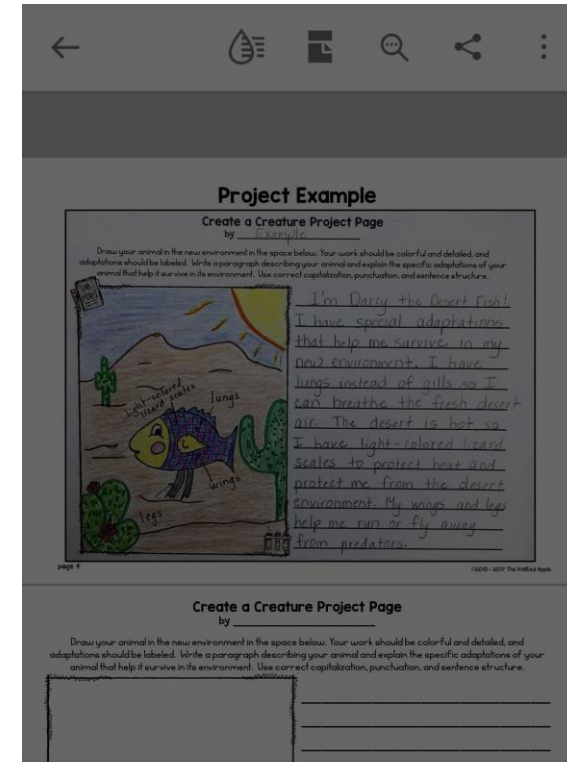
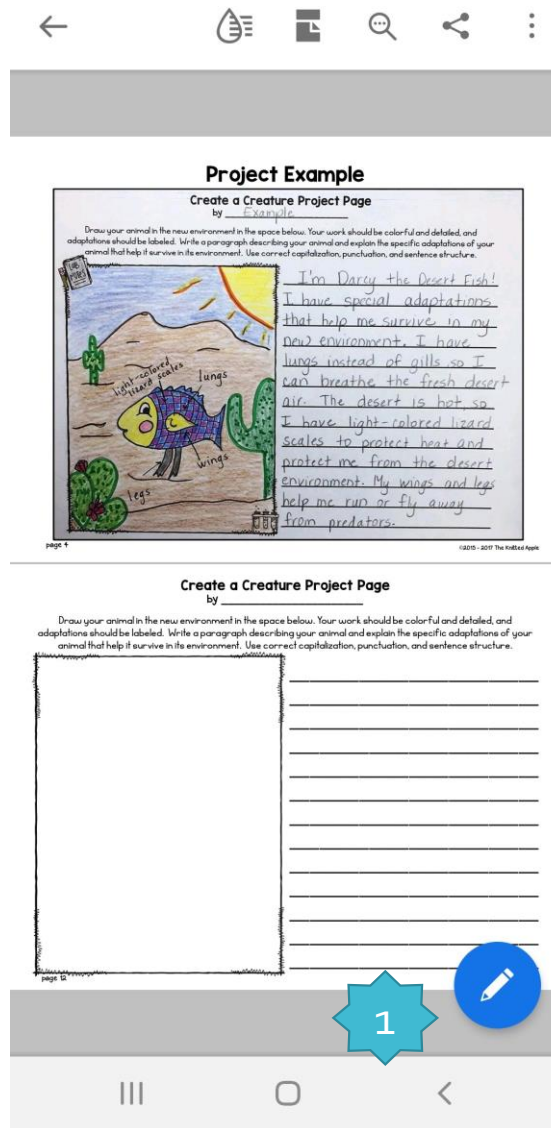


Amazon Kindle



# Step 5

- Add Text or Draw
- Tap pencil icon
- Tap "Comment"



- Comment
- Fill & Sign
- Edit PDF
- Organize Pages



# Step 5

(Con't)

Add Text or Draw

**Project Example**  
Create a Creature Project Page  
by Example

Draw your animal in the new environment in the space below. Your work should be colorful and detailed, and adaptations should be labeled. Write a paragraph describing your animal and explain the specific adaptations of your animal that help it survive in its environment. Use correct capitalization, punctuation, and sentence structure.

I'm Darcy the Desert Fish!  
I have special adaptations that help me survive in my new environment. I have lungs instead of gills so I can breathe the fresh desert air. The desert is hot, so I have light-colored lizard scales to protect heat and protect me from the desert environment. My wings and legs help me run or fly away from predators.

**Create a Creature Project Page**  
by \_\_\_\_\_

Draw your animal in the new environment in the space below. Your work should be colorful and detailed, and adaptations should be labeled. Write a paragraph describing your animal and explain the specific adaptations of your animal that help it survive in its environment. Use correct capitalization, punctuation, and sentence structure.

Text

Use to add text

Use to draw

Tap to change color and font

# Step 6

Tap "Check Mark" icon


FILE IS READY TO  
UPLOAD / SUBMIT



Project Example

Create a Creature Project Page  
by Example

Draw your animal in the new environment in the space below. Your work should be colorful and detailed, and adaptations should be labeled. Write a paragraph describing your animal and explain the specific adaptations of your animal that help it survive in its environment. Use correct capitalization, punctuation, and sentence structure.



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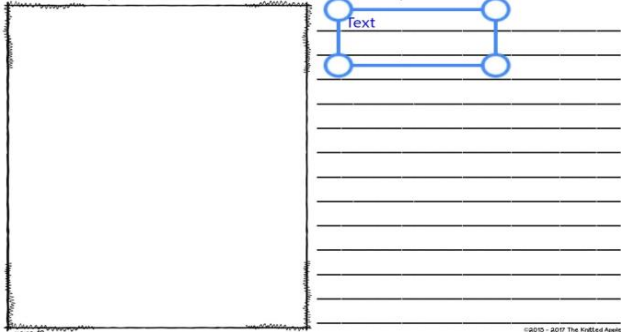
page 1

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Create a Creature Project Page  
by \_\_\_\_\_

Draw your animal in the new environment in the space below. Your work should be colorful and detailed, and adaptations should be labeled. Write a paragraph describing your animal and explain the specific adaptations of your animal that help it survive in its environment. Use correct capitalization, punctuation, and sentence structure.



page 2

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☰ ○ <



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