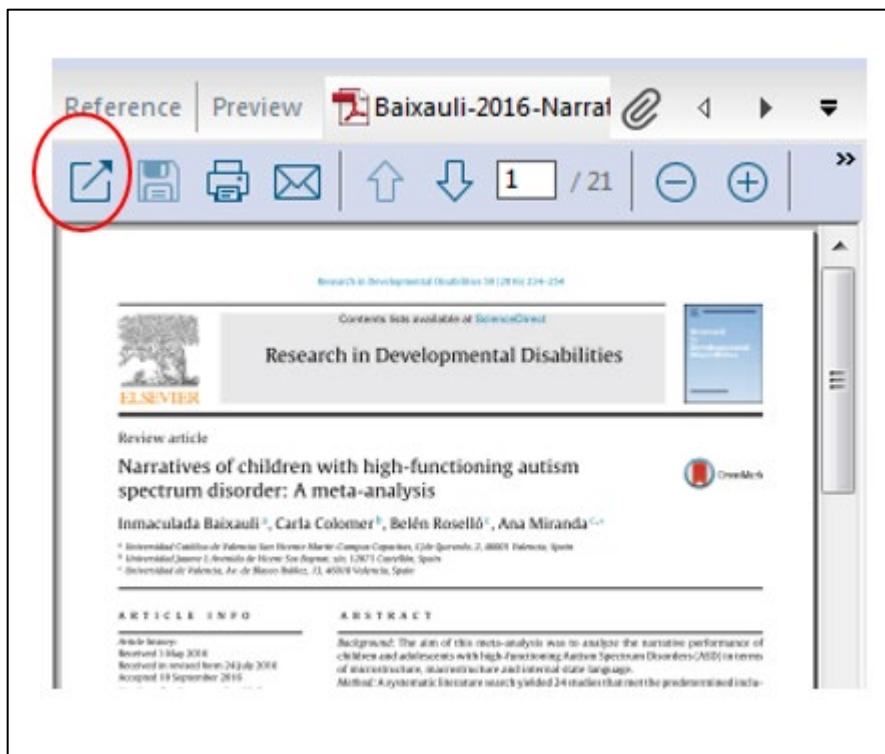


# EndNote

## Highlighting text and adding sticky notes in PDFs

Once you have uploaded your PDFs into EndNote, you can then add virtual sticky notes to them and highlight text within them as well.

Click on a reference in your EndNote library that has a PDF attached (you should see a paper clip next to the record indicating an attachment). In the right-hand pane on the screen, click on the tab with the PDF name and then the square icon with an arrow inside it (see the screenshot below).



Your PDF will then fill the whole screen and you will see a tool bar at the top of the PDF with a number of different icons, which allow you to edit or add notes to the PDF.

### Highlighting text in a PDF

Select the highlighting text icon, which is shown in the screenshot below.

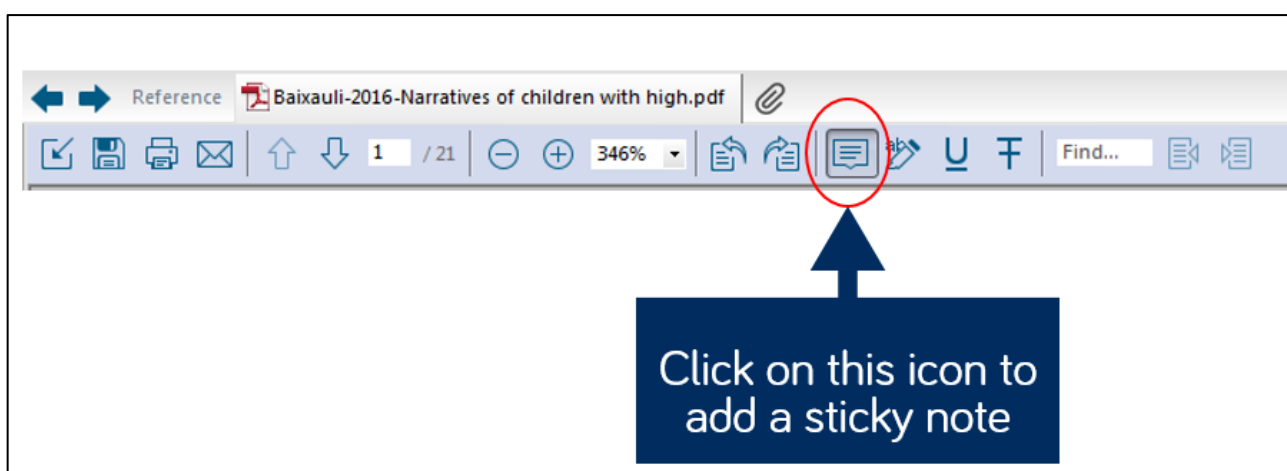


Find a section of text you want to highlight in your PDF.

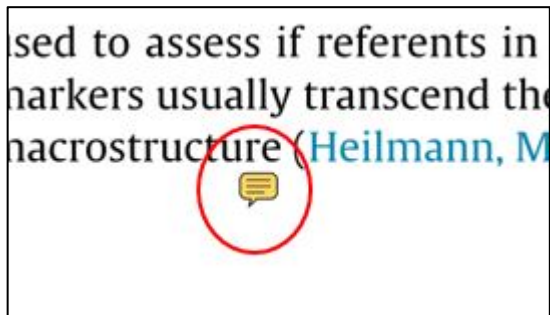
Place your cursor where you want to start highlighting the text and then click and drag your cursor along until it includes all of the text that you wanted to highlight. Your text should now be highlighted.

## Adding a Sticky note

If you want to add a virtual 'sticky note' to your PDF, go back up to the toolbar on top of the PDF and select the sticky note icon, which is shown in the screenshot below.

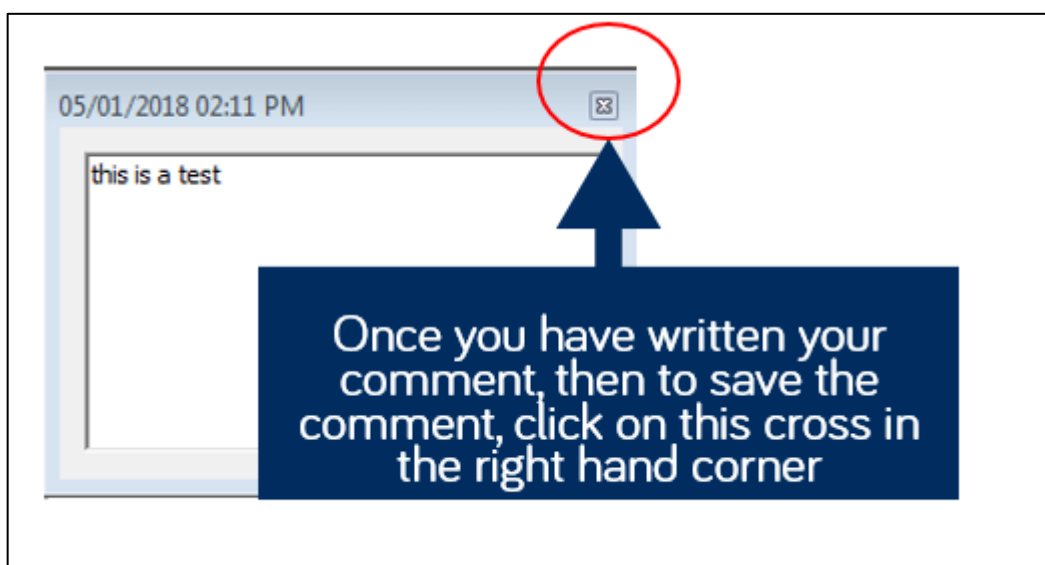


Find a section of text where you want to add your sticky note and then left click. You will see a yellow sticky note appear like the one in the screenshot below:

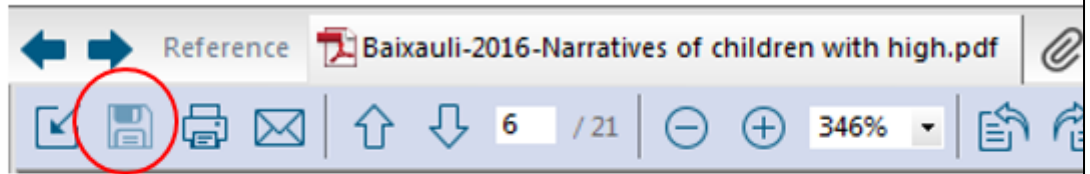


To add content to the sticky note, double click on the yellow sticky note image and then a comments box will appear.

Fill in the comments box and then click on the cross in the top right-hand corner. This will save your comment.



Once you are happy with the changes you have made (either adding a sticky note or highlighting text) then go back up to the tool bar and click on the icon to save the PDF (see the screenshot below).



Click on this icon to save the changes you have made to your PDF