

PEERNET PDF Creator Plus 8.0

Annotate PDF Files Using PDF Creator Plus



OVERVIEW

Notes, comments, signatures, and shapes are just a few of the tools in [PDF Creator Plus](#) designed to help you annotate PDF files. Print other documents to add pages to your PDF from Word, Excel, and other applications before annotating.

TUTORIAL VIDEO

Watch on YouTube: <https://www.youtube.com/watch?v=IISz8inGAq8>

WHAT CAN I ADD TO MY PDF

- Add [text notes and comments](#) on any page.
- Insert [logos and other images](#).
- Create [hyperlinks to jump to web pages](#), another document, or another page in the current document.
- Add [hyperlinks to any annotation](#) added to any page.
- Build a [PDF Bookmark outline](#) in your PDF.
- [Sign a PDF form or any document](#) without printing, signing, and re-scanning.
- [Hide text or images](#) using the Eraser tool.
- [Draw lines, rectangles, and circles](#) to highlight or hide part of your document.
- [Align and group annotations](#) for clean layouts.
- [Save your annotated PDF as a PDF Creator Plus project](#) for later editing.

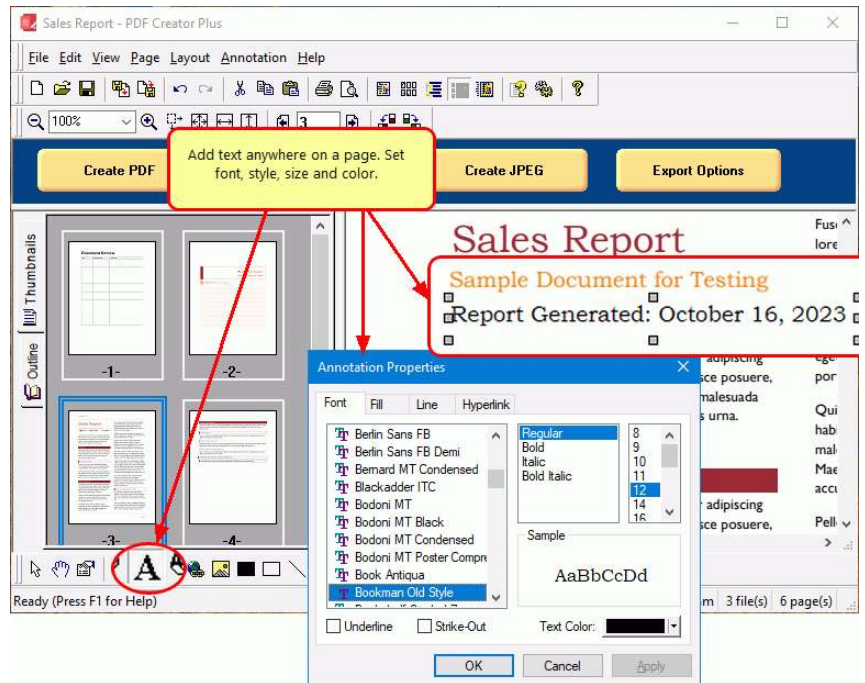
ANNOTATE PDF WITH TEXT NOTES AND COMMENTS

The **Text** annotation tool allows you to add comments and notes anywhere on your PDF pages.

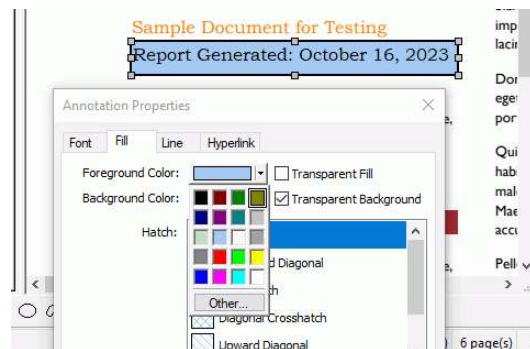
To add text to your page, select the **Text tool** and draw a rectangle on the page where you want to place the text.

Enter your text, then click away to end edit mode. Press **Enter** to edit the properties of the text. The text style starts as a black font on a transparent background. You can change the *font*, *style*, and *size* of the text.

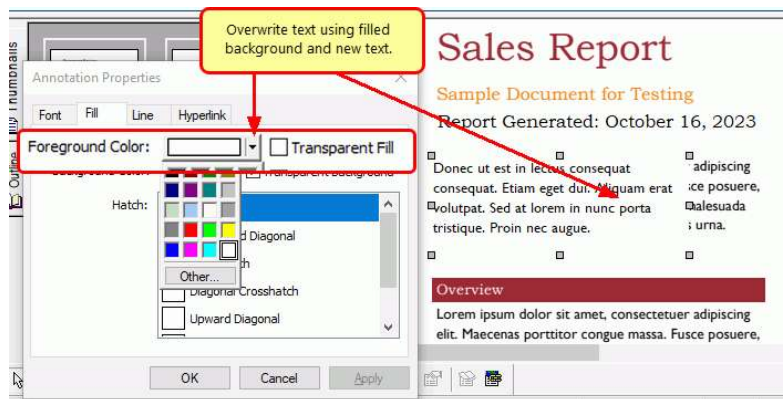
To change text, double-click the annotation to enter editing mode again. If you need more room for your text, adjust the size of the text annotation area by dragging the grey sizing rectangles.



You can change the appearance of the text annotation by modifying its *fill* and *line* (border) styles.

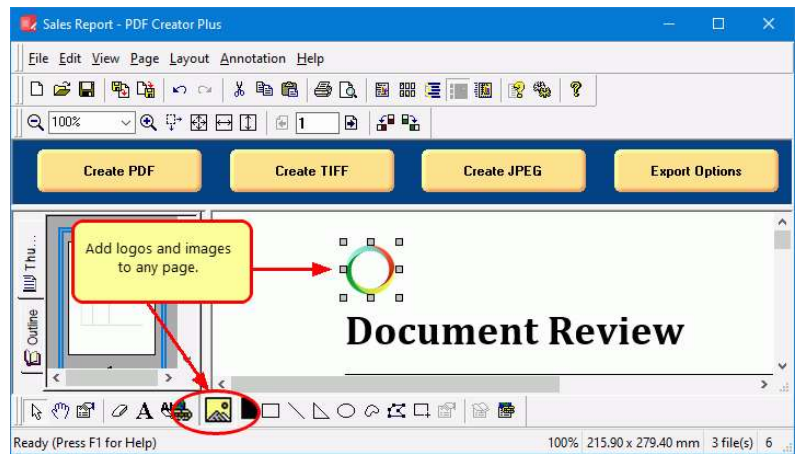


To replace or hide text on a page, use a **solid color fill style** to hide the text underneath and write new text to replace the old.



ADD A COMPANY LOGO OR OTHER IMAGE

Insert logos and other images using the **Insert Image** annotation tool.

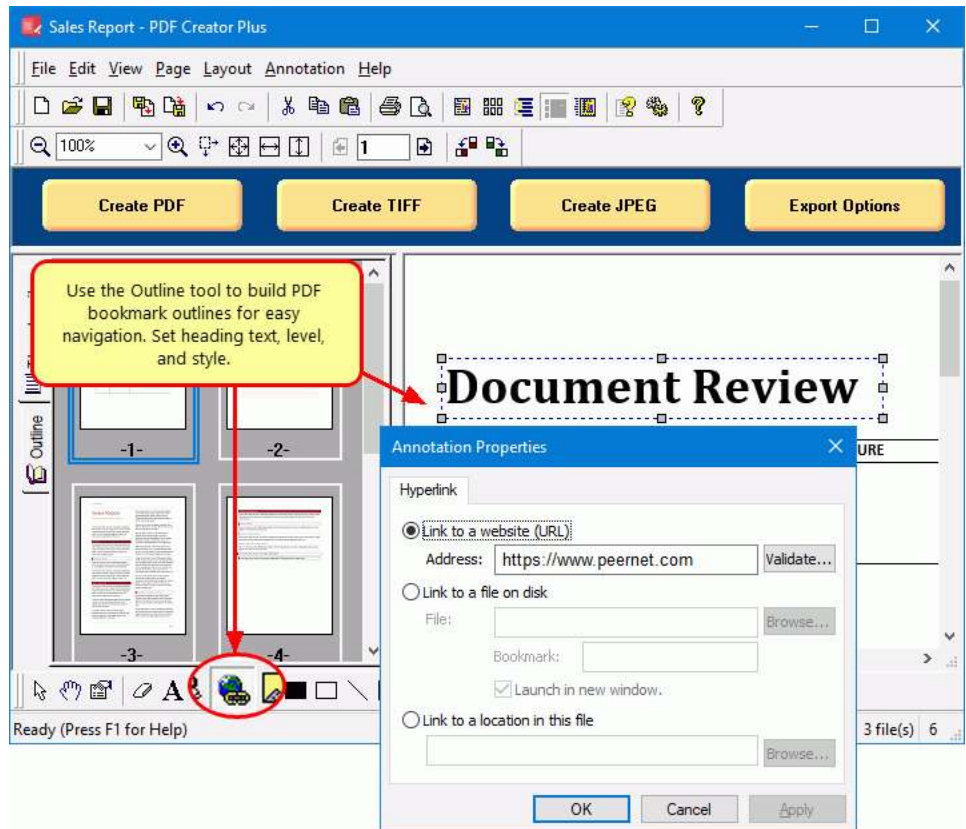


ADD A HYPERLINK ANNOTATION

A *hyperlink* is usually text that, when clicked, jumps to a web page, a different location in the current document, or another document.

In PDF Creator Plus, you can add a hyperlink to any area on the page.

Select the **Hyperlink** annotation tool and drag a rectangle around the area you wish to be the hyperlink. Press **Enter** to show the *Hyperlink Properties* and set the link target. A blue dotted rectangle on the annotation designates it as a hyperlink; this visual cue is not part of the final PDF.

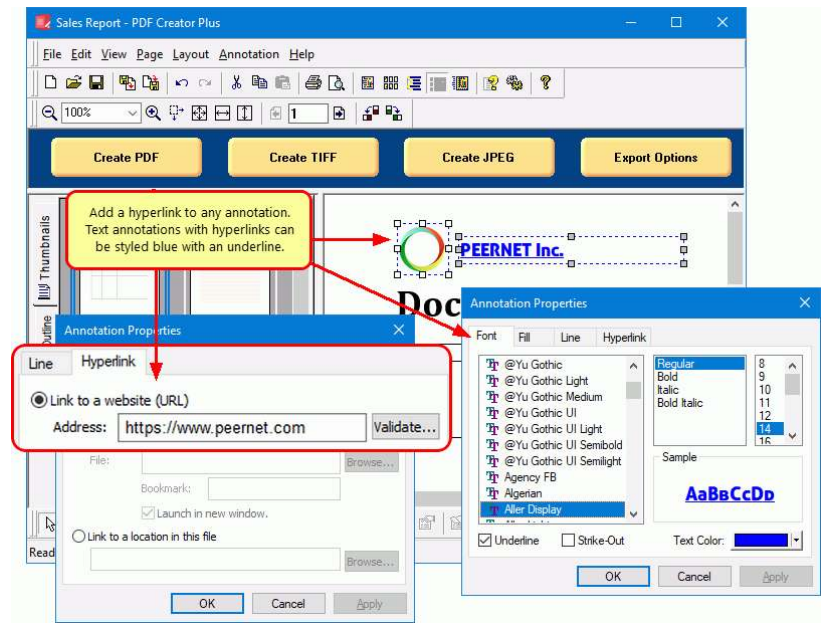


ADD A HYPERLINK TO ANY ANNOTATION

You can also **add hyperlinks to any annotation** added to a page, including text, shapes, and images.

Select the annotation and press **Enter** to show the properties dialog. Go to the *Hyperlink* tab and set the target web address, file, or bookmark. For text annotations, you can modify the text style to blue and underlined to match commonly used link text styles.

Again, the blue dotted rectangle is for reference and not part of the final PDF.

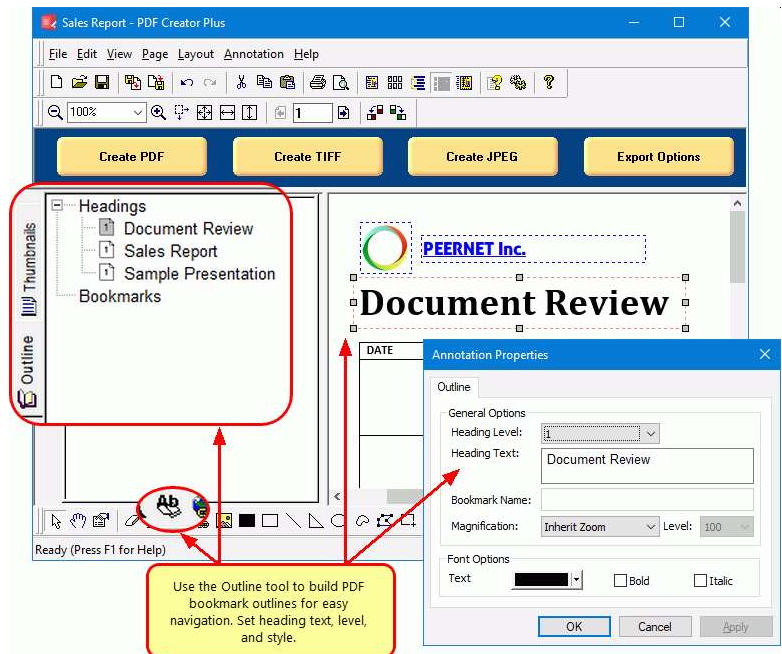


BUILD A PDF BOOKMARK OUTLINE

The bookmarks view in a PDF is the same as the navigation view or a table of contents found in most word processing software. It simplifies navigating through long documents for your readers.

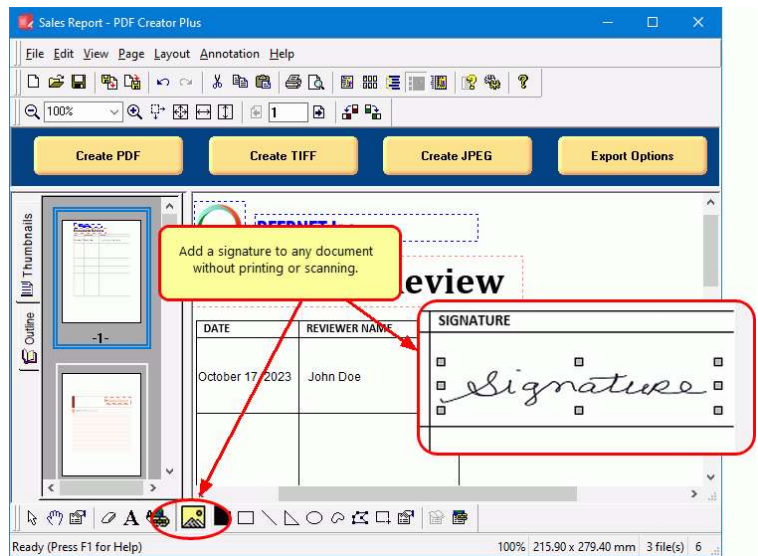
Select the **Outline tool** to add a PDF bookmark to a page, then draw a rectangle around some text, a shape, or even an empty area to designate the bookmark destination. An outline annotation shows as a red dotted rectangle that is not part of the final PDF.

Select **Enter** to modify the bookmark's *display text, color, style, and heading level* to build your PDF bookmark outline.



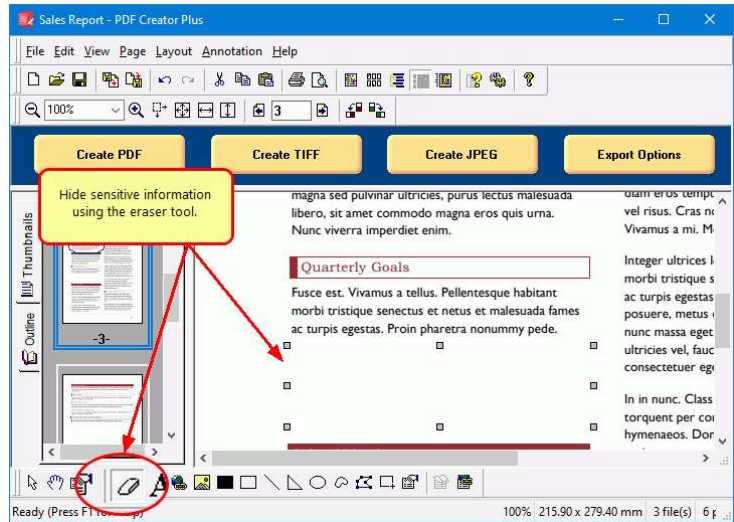
ADD A DIGITAL SIGNATURE ANNOTATION

Add your signature to any PDF without printing, signing, and re-scanning. Use the **Insert Image annotation** tool to place an image of your signature anywhere on any document.



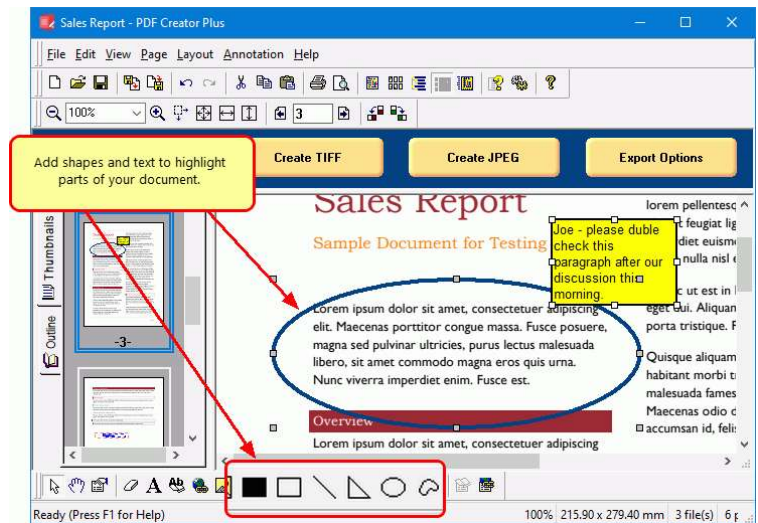
HIDE TEXT OR IMAGES USING THE ERASER TOOL

Hide or redact text, images, and other sensitive information using the **Eraser tool**.



ANNOTATE PDF WITH SHAPES TO HIGHLIGHT

PDF Creator Plus has annotation tools to add **lines**, **circles**, **rectangles**, and **polygons** to your pages to highlight important areas and create simple drawings.

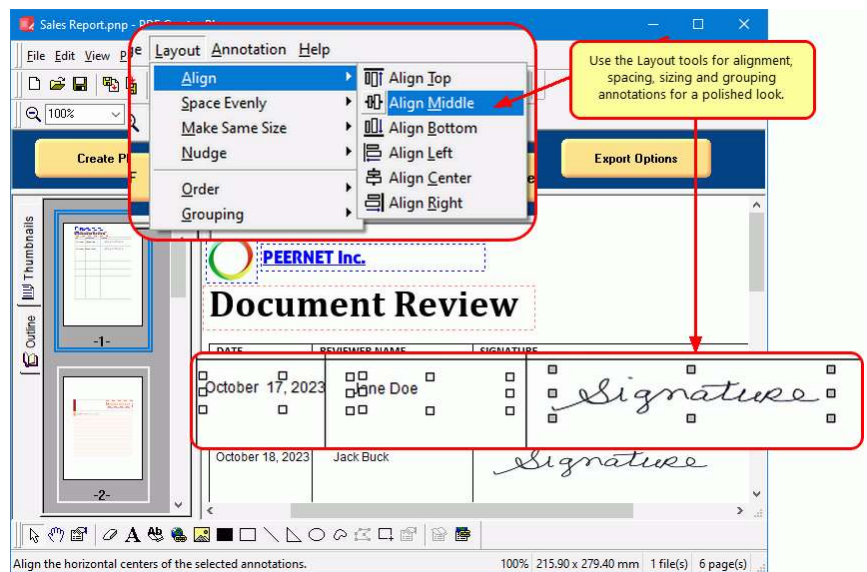


GROUPING AND ALIGNING ANNOTATIONS

Group and **align** annotations easily on your pages with the **Layout** tools.

Line up your annotations on forms using the *horizontal and vertical alignment*, adjust for *equal spacing*, and *match sizes*.

Group and set the layout order of your annotations to quickly *move them or copy and paste them* to other pages.



SAVE THE ANNOTATED PDF AS A PROJECT FOR EDITING

Save your annotated PDF and other pages as a **PDF Creator Plus project** (*.pnp file) to edit and update at any point.

