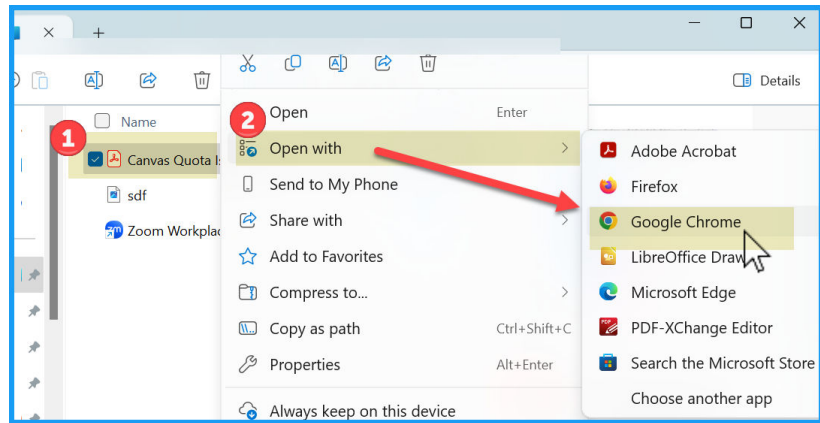


## Use Google Chrome to Annotate, Comment, and Sign PDFs:

Chrome offers the ability to **open**, **fill-out forms**, **annotate**, **comment**, and sign PDFs (*with draw tool*).

**1** Locate saved PDF, *right click* file name

**2** Select **Open with Google Chrome**, (other options: *drag/drop* from computer to Chrome or use shortcut **Ctrl + O** in Chrome address bar)

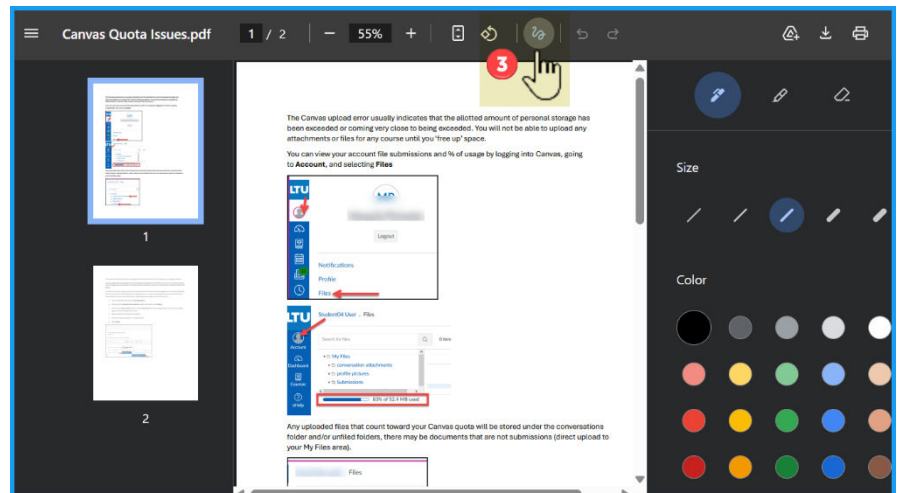


**3** **Fill-in Forms:** Chrome can be used to type directly into fillable fields, such as W-9 tax forms. Use **Tab** key to move between lines and the **Spacebar** to mark checkboxes.

### Annotate/Draw/Highlight:

Use **Draw tool** to highlight, annotate, or draw

**Adding Signatures:** Without specific add-ons, users can sign documents using the **Draw tool**, which allows for different pen sizes and colors via a mouse or touchpad.



**4** **Save Changes:** To save the edited document, use the **Print** menu or **Ctrl + P** and select "**Save as PDF**" as the destination.

**5** **Splitting Files:** When saving the document, you can choose to save only a specific range of pages (e.g., pages 1–3) to create a smaller, split file.