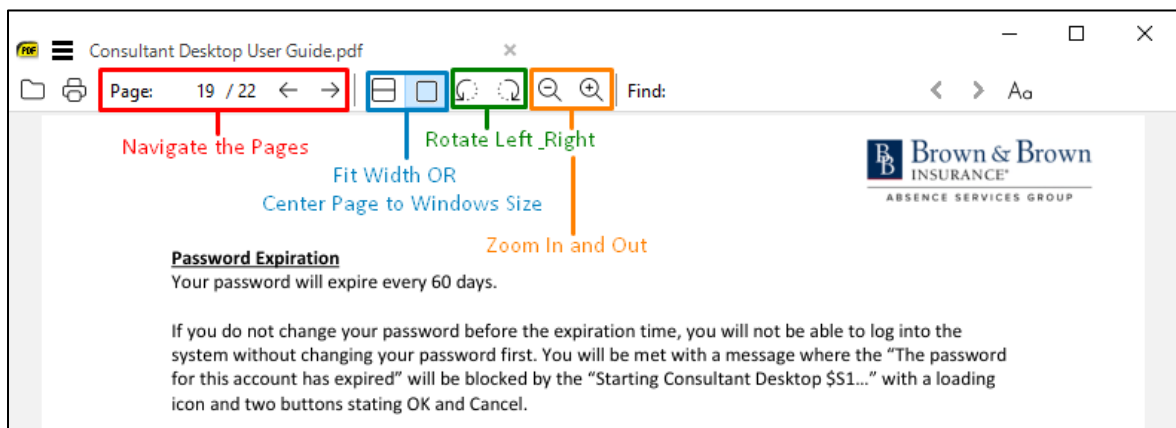


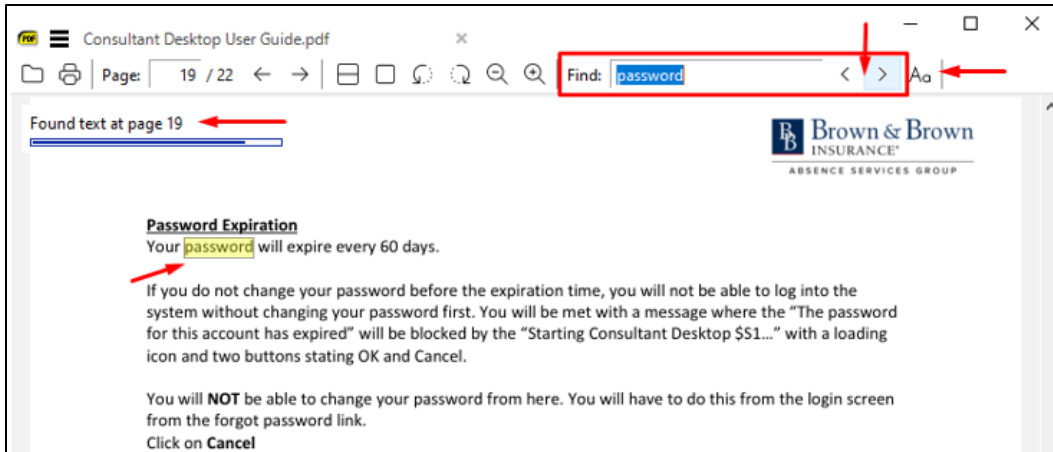
SumatraPDF User Guide

SumatraPDF is a PDF document reader on your Consultant Desktop that you can use to read, find, highlight, and annotate the files you will be using. Below is an example of the basic functions you may find helpful when annotating the files, you are reviewing.

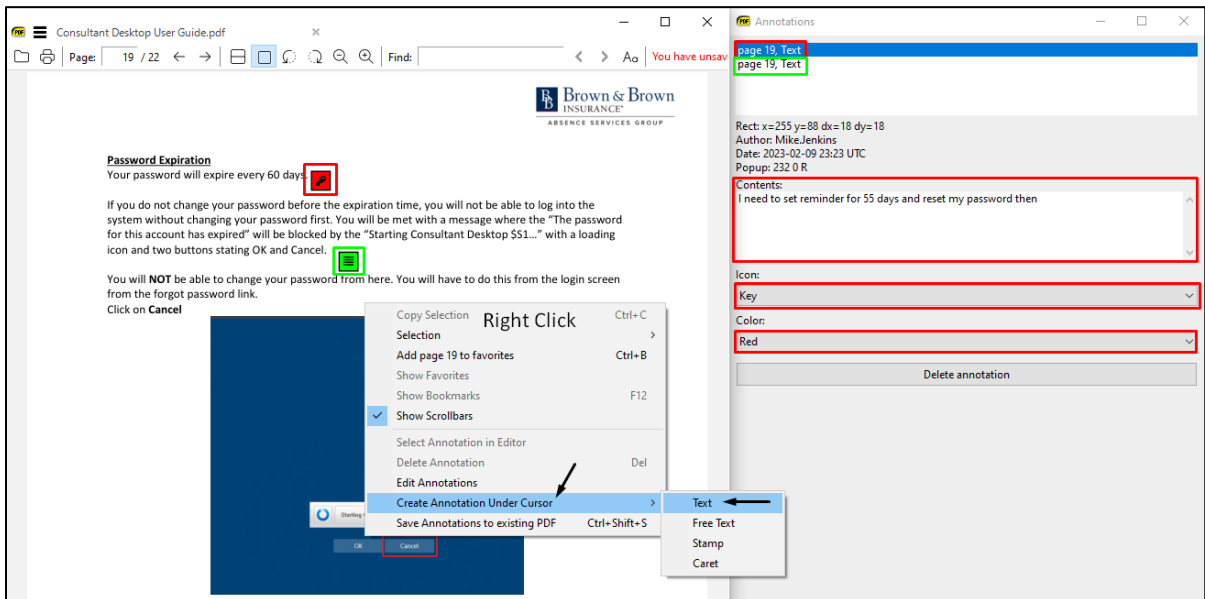
- **Toolbar:** The toolbar at the top has several tools to help you navigate and view the document better. In the Page section you can enter the exact page number you want to go to or use the left and right arrows to go back and forward between the pages. You can also use your mouse wheel to scroll up and down. The Fit Width button will fit the document to the size of the SumatraPDF window. The center page button will center the document in the middle of the window. The rotate buttons can rotate the document left and right 90 degrees. The Zoom In and Out buttons can zoom the document in and out.



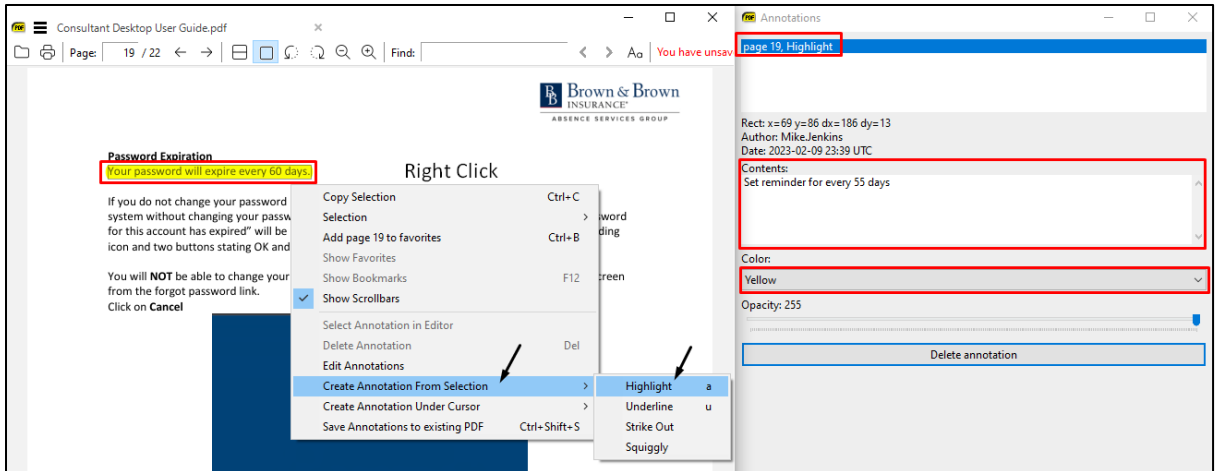
- **Find:** To quickly find a word or name of someone in the PDF you can click in the Find field as shown in the red rectangle below or hold down the CTRL + F keys on your keyboard at the same time. You can then type in what you are looking for. If it finds the word you are looking for you will see a notification in the upper left corner on where the text is, and it will take you to the first result. It will also highlight the find match in yellow. You can use the back and forward arrows next to where you searched to find back and forward through the document. If you want to match the exact case, you can use the "Aa" button next to the back/forward buttons.



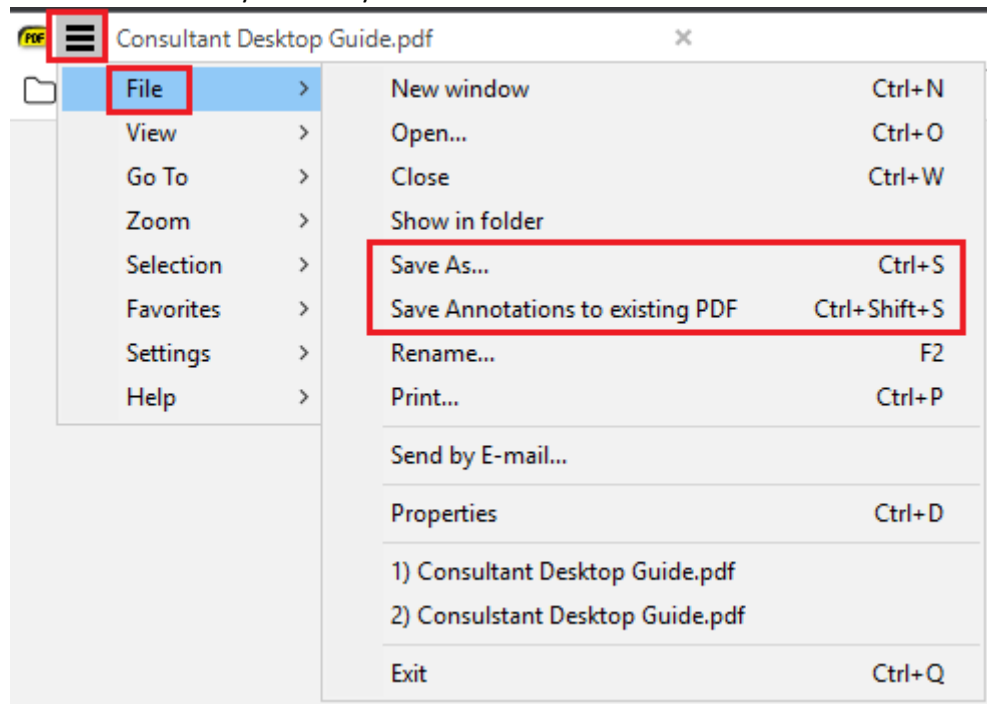
- Comment:** The comment tool can be accessed by Right clicking where you want to leave comment in the document > Create Annotation Under Cursor > Text. You can use the Annotation editor that will open to type out your comment under the Contents section. You can change the Icon of the comment by using the Icon dropdown if you want to organize your notes by icon type. You can also change the color of your comment from the color drop down if you like to color code your notes. All your annotations will show up in the annotation editor which is a separate window. You can see highlighted in Red is one comment and in Green is another comment. You can double click on any of your annotations in the annotation editor to be taken to that page of the PDF.



- Highlight:** To highlight click and drag the word or words you want to highlight. You can then press "a" on your keyboard or Right Click > Create Annotation from Selection > Highlight. This will open the Annotation editor. You can leave a comment if you want under the Contents section. You can also change the highlight color from the color dropdown if you like to color code your highlights. You can double click on any of your annotations in the annotation editor to be taken to that page of the PDF.



- **Save:** There are two options in saving the changes to PDF. You can perform a “Save As”, which will create a new PDF with the changes made or “Save Annotations to the existing PDF” to overwrite the existing PDF. To perform either of these actions click on the 3 lines at the left of the Window, hover the cursor over File, and the select either of the two.
 - Note: The keyboard shortcut Ctrl + S performs the Save As function and Ctrl + Shift + S performs Save to the existing PDF.
 - Historically these keyboard shortcuts are the reverse in Windows.



Logically contact information

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(Monday through Friday 8:00am-5:00pm ET)

1-(866)-946-9638 option 1, access pin 221

During business hours, if you are unable to hold and would like to create a ticket for a call back, press 0 while on hold and leave a voicemail. You can also send an email to help@logically.com.

AFTER HOURS, HOLIDAYS & WEEKENDS

1-(919) 856-2300 option 1

For new **or** pending tickets, please call.

Please note that leaving a voicemail or sending an email after hours will not result in a call back