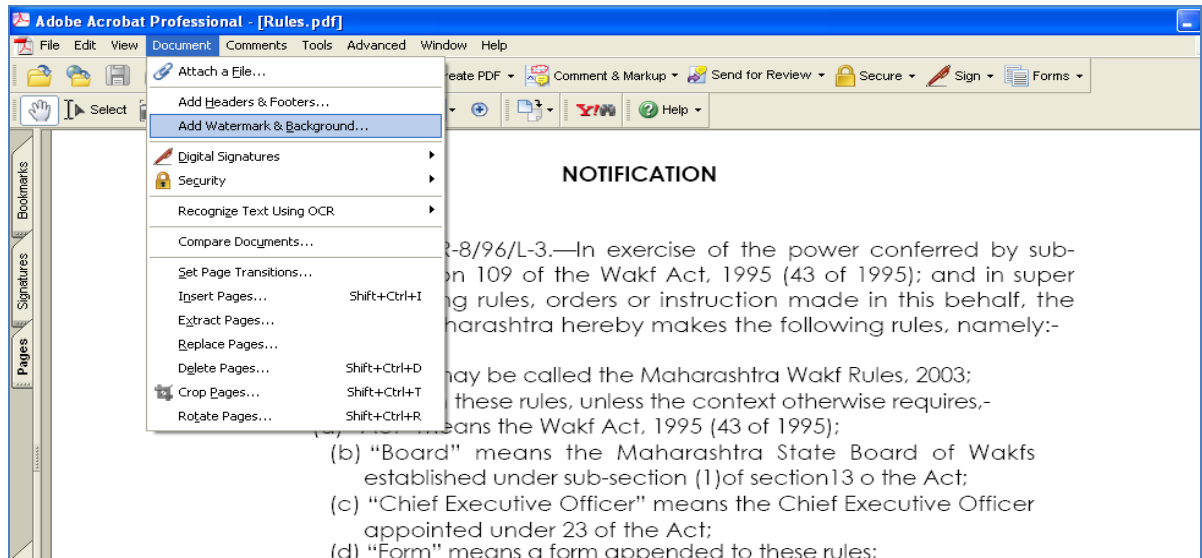


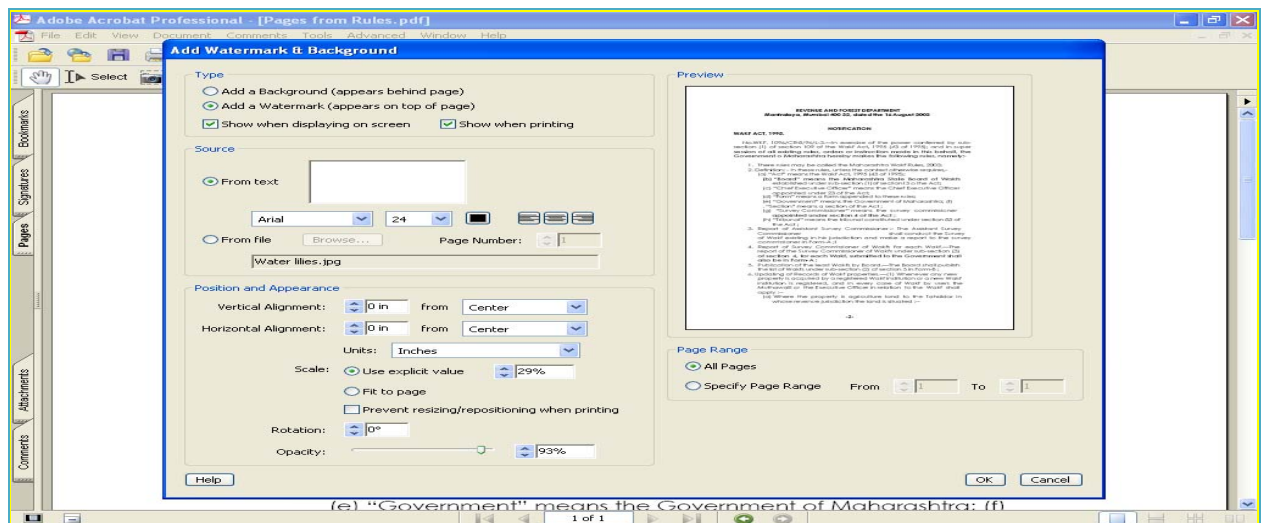
Watermarking and Highlighting of text in PDF File through Adobe Acrobat®

(A). Steps for Watermarking:

1. Open your PDF file in Adobe Acrobat®
2. Go to Document Menu -> Add Watermark & Background.... Submenu

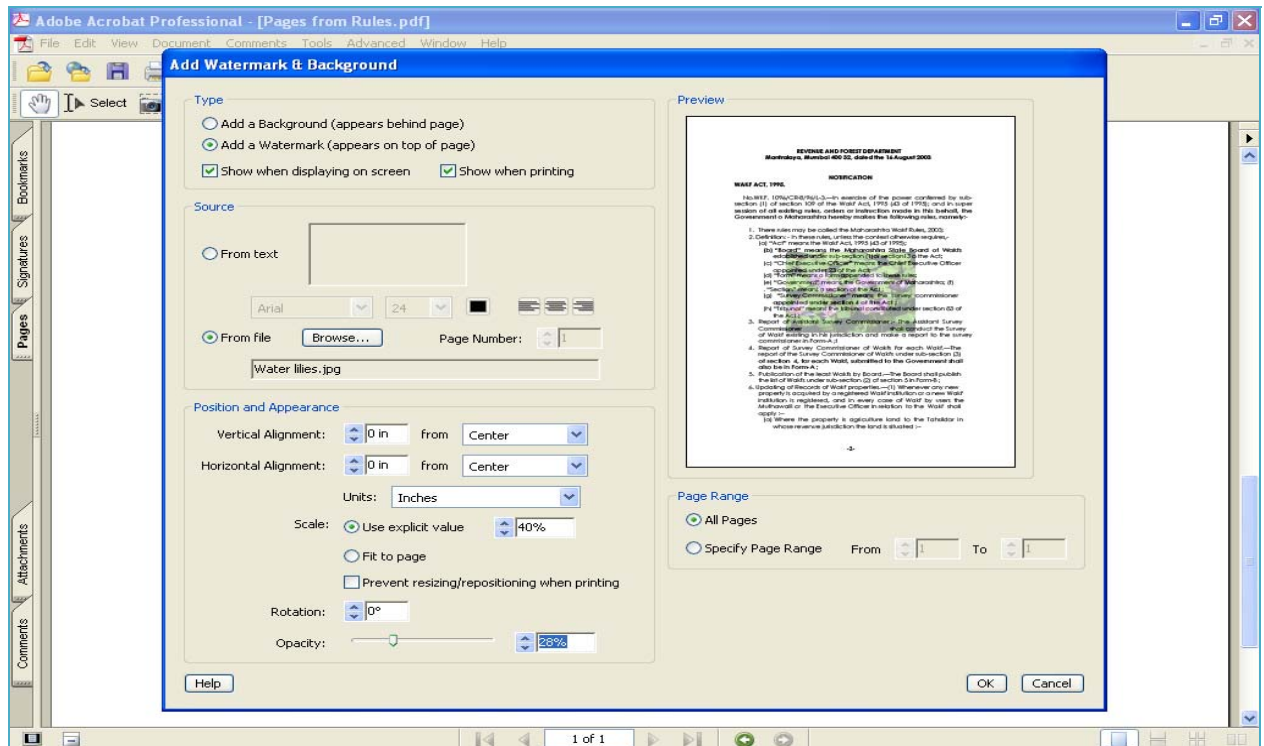


3. The Watermark & Background Dialog Box will appear and previews the current page of opened PDF Document on the right-hand side and gives options for its design on the left.



4. Select the **Type** by Radio Button as "**Add a Watermark**". **Check** both the **Options** (a) Show when displaying on screen and (b) Show when printing.

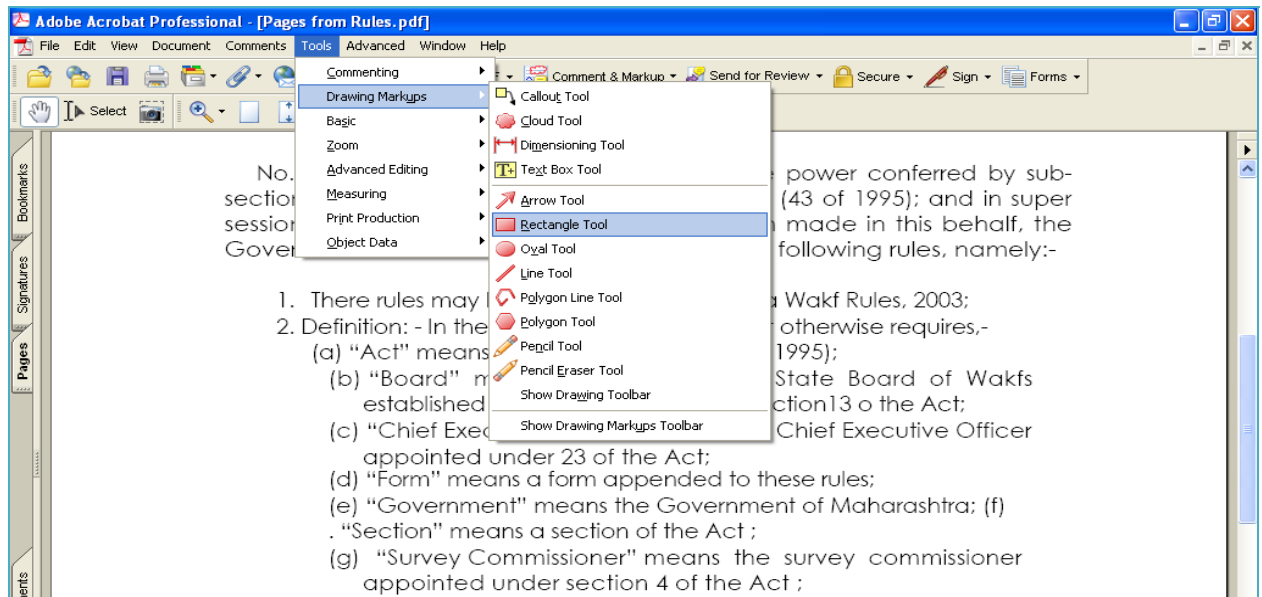
5. Select the **Source** by Radio Button as “**From file**” and **browse** an Image file (i.e., Logo of your SWB, its size must not be more than 3”x3” and its disc size must be in Kilo Bytes either in GIF, JPG, PNG) stored on your PC
6. In the Position and Appearance Section, **un-touch the default** settings except the **Opacity**, which should be set as below **30%** as a good practice keeping in mind the readability of the document, which should not suffer in any case.
7. In Page Range Section, select **All Pages** option.
8. Press OK and finally save the document in Adobe Acrobat®



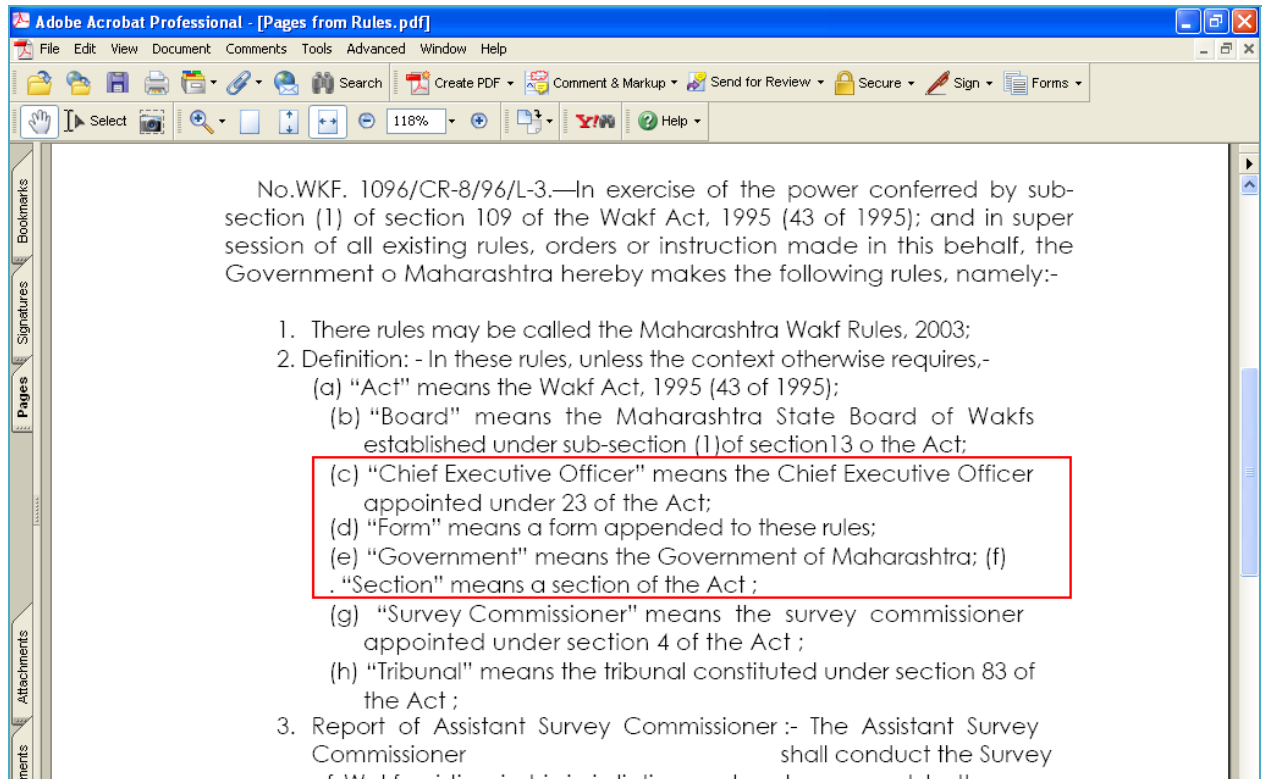
Note: Watermarking can also be performed in any other similar Software available in Open Source for PDF Files.

(B). Steps for Highlighting the Text:

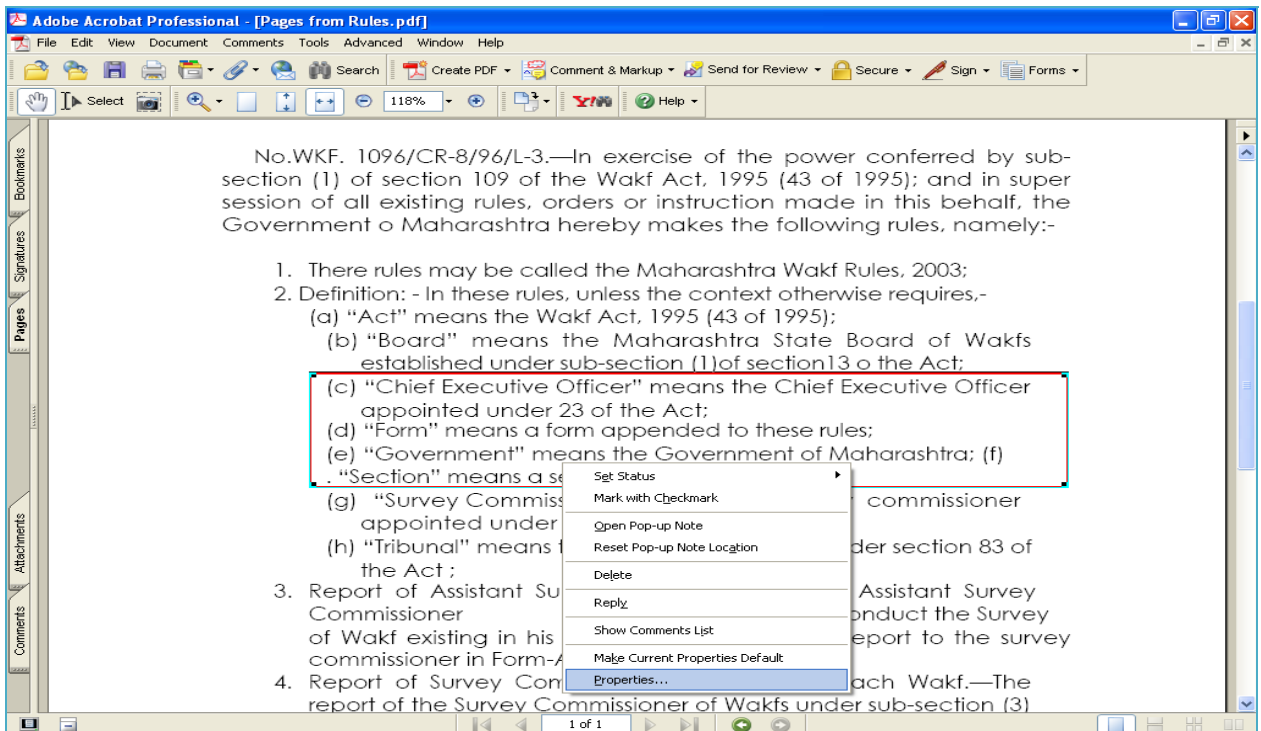
1. Open your PDF file in Adobe Acrobat®
2. Go to Tools -> Drawing Markups -> Rectangle Tool... Submenu



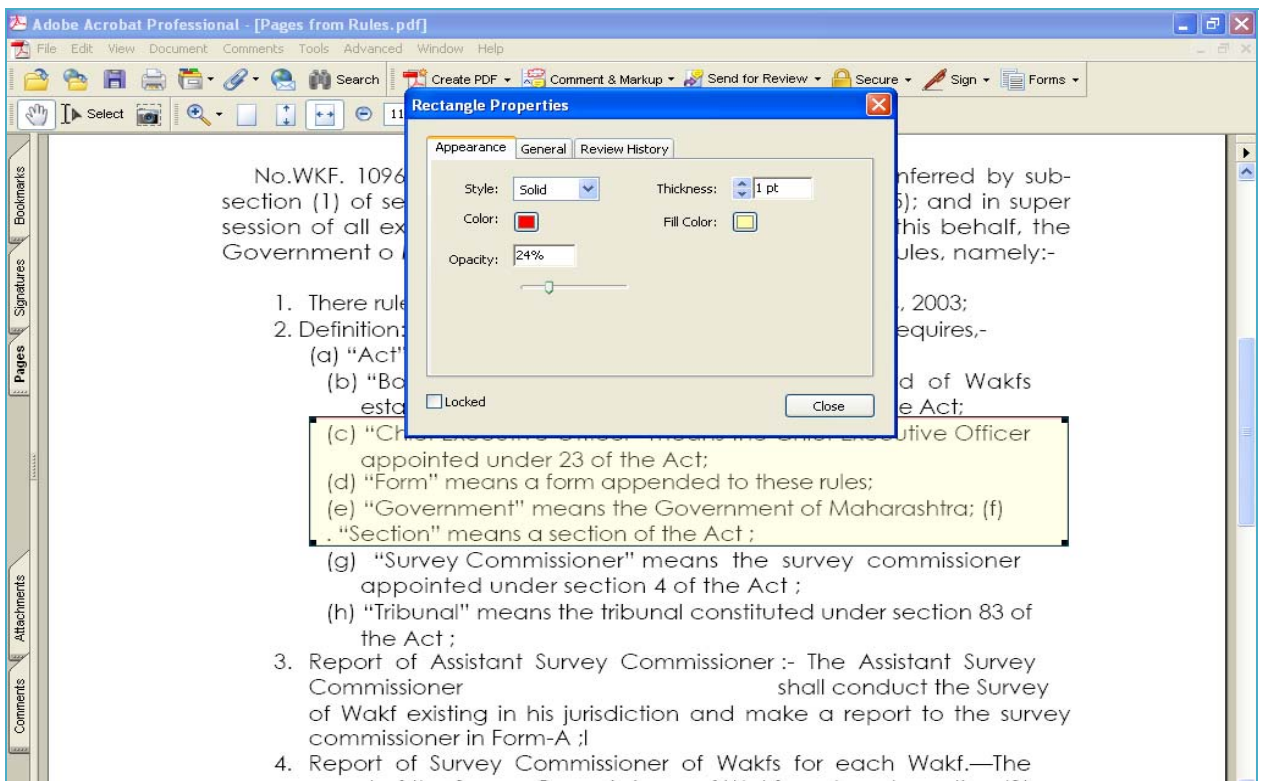
3. Select the **Text Area for highlighting** in the opened PDF Document.



4. **Right Click on the Selected Area**, and go to **Properties...** Dialogue Box.



5. Select the **Fill Color** (Light Yellow) and Set the **Opacity below 30%** as a good practice keeping in mind the readability of the Text under highlighting, which should not suffer in any case.



6. Press Close Button and finally save the document in Adobe Acrobat®

Note: Highlighting of text can also be performed in any other similar Software available in Open Source for PDF Files.