
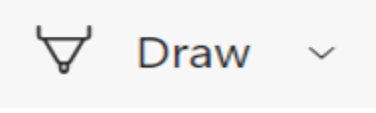
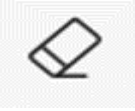
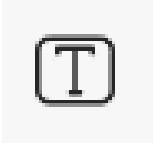




## Identifying Key Transactions on Supporting Evidence

You are asked to identify key income and expenditure on bank statements, and you may also want to highlight details in other documents. You can do this for individual pieces of PDF evidence before you collate it, or you can do it once all evidence is collated – we have [separate guidance](#) on how to do this if you are unsure.

When you open a PDF you will have a tool bar/menu along the top including editing tools. To select a tool, click the icon once; when you have finished, click the icon again to de-select it. The table below explains how to highlight, draw and make notes on your evidence to identify key details:

ACTION	ICON	HOW IT WORKS
<b>HIGHLIGHT</b> a transaction or other detail		Adjust colour and thickness with the drop-down arrow. Hover your cursor where you want to highlight, then click, hold and drag across the detail.
<b>DRAW</b> round/underline a detail.		Adjust colour/thickness using the drop-down arrow. Hover your cursor where you want to draw, then click, hold and draw around/under the detail.
<b>DELETE</b> highlighting or drawing		To delete additions you've made, either click them once, or click and hold near the item you want to remove, then swipe your cursor across it.
<b>ADD TEXT</b> beside a detail		Your cursor will now be surrounded by a dotted-line. Click near to the item you want to note, and a text box will appear, which you can type into e.g. 'Child maintenance'.
		When you've finished that note, click anywhere outside the text box.
		To make another note, click wherever you want the new note to be, and start typing.
		To edit a note, click anywhere on the note text and make changes.
<b>MOVE TEXT BOX</b>		To move a note, click and drag the lefthand bar of the text box.
<b>DELETE TEXT BOX</b>		To delete a note, click the Bin icon in the tool bar immediately above the text box: