

Adobe Markup Tools

These Adobe markup tools will work with Adobe Reader 8 to Reader 9.4. They will also work with Adobe Acrobat Pro for the Mac and PC up to version 9. These instructions will not work with any Adobe product 10.

Open the PDF with Adobe Reader and save the document to your machines hard drive or a jump drive. Opening and editing from an email message may not save your changes.

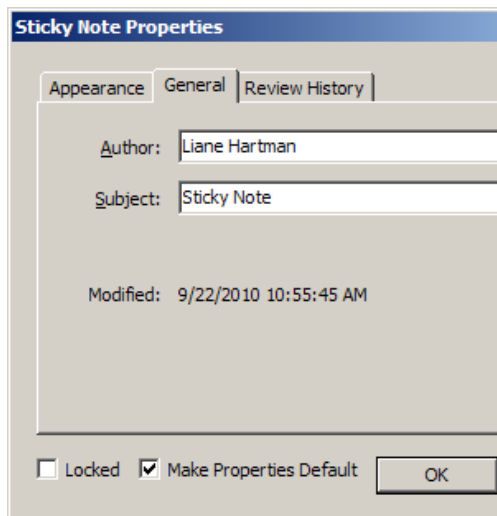
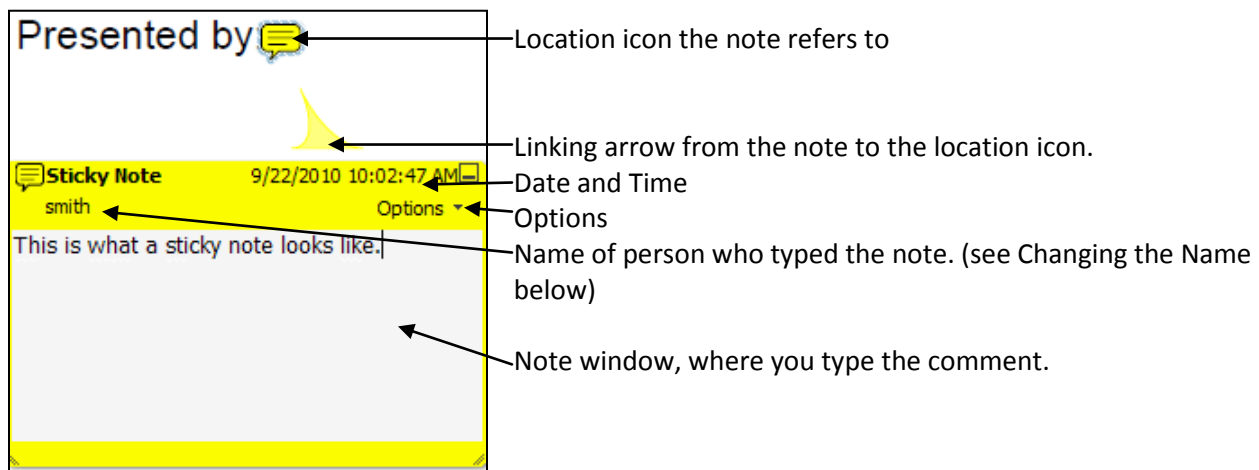
There are several great tools in which you can use to edit a PDF. To display the Comment & Markup toolbar, **click View, Toolbars, then click on Comment & Markup.**



This document will explain several of the Markup tools but not all of them.

Elements of a Comment/Sticky Note


This is the most commonly used markup tool for Adobe. A sticky note has a icon that appears on the page marking its location and a pop-up with a place for a text message.



Changing the Name: The name displayed may not be yours; it is the default of the computer. To change the display name for Adobe, **click the dropdown arrow next to Options.** From the menu provided, **click properties.**

From the **General Tab**, replace the Author's name with your name. At the bottom of the window place a **check mark in Make Properties Default.** Click OK. All future notes in this document will now display your name.

Add Sticky Note

Select the Sticky Note tool  from the toolbar, and then click next to where you want to place the note in the document. Both the icon and the note appear. Type the note in the blank note area. When you are done you can either click outside of the note or you can minimize the window. Only the note location icon will be displayed.

Edit a Sticky Note

If you need to go back and edit a note, even if you have minimized the note, just double click the note location icon. This will reopen the note for editing.

Move a Sticky Note



Any note can be moved. Click once on the Note Location Icon, when you move your mouse over the icon it will appear as a 4 way arrow. Click hold and drag to the new location.

Delete a Sticky Note



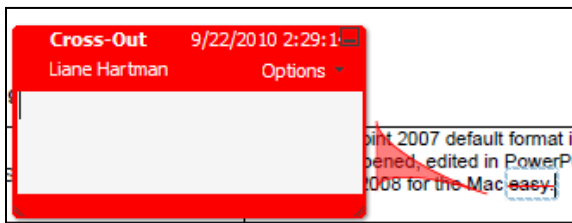
Click once on the sticky note location icon, the icon will have a dotted ring around it. Press delete from the keyboard.

Text Edits

Text edit comments are used in a PDF to indicate where suggested text should be changed in the original document. Text edits do not change the actual text in the document, they indicate which text should be deleted, inserted, or replaced in the original document from which the PDF was created.

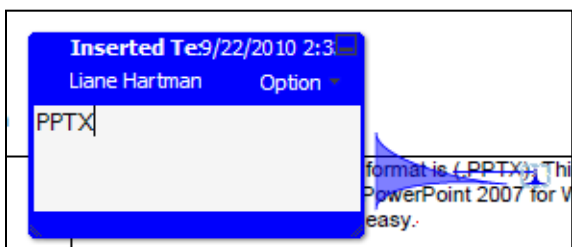
Click the Text Edit button on the toolbar, a description window will appear with what the edits will look like in Adobe Reader. Once the Text Edit button is active it will be the active editing tool until another button is selected.

1. To make any editing suggestions you must first select the text in question.



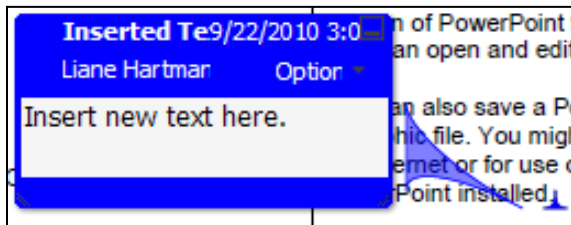
Delete Text

Pressing the delete key after the selection, will invoke the **Cross-out**, a red line will appear across your selected text. If you would like to explain the reason for the cross-out, **double click the cross-out line**, then type in the comment box. (Note the similarity to Sticky Notes)



Replace Text

Select the text to be replaced, then just start typing, the color cross-out will appear and the Inserted Text comment box appears.



Insert Text

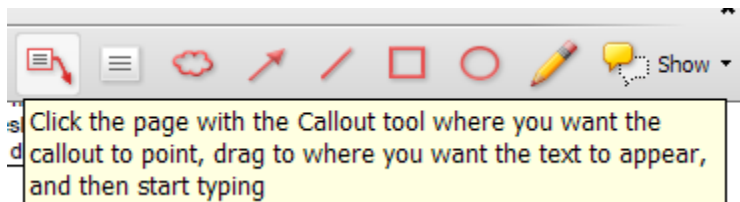
Place the blinking cursor where the new text should be inserted. **Click** the drop-down menu next to Text Edits, click on "**Insert text at cursor**". An insert box will appear for you to type the new text.

Delete any of the Text Edits

Reselect the crossed out text or the caret insert point. A highlighted box will appear around the item, press delete from the keyboard.

Additional buttons

There are a variety of buttons that can be used to circle and point to items. Pause over these buttons to learn how to use them. After clicking a button immediately move the mouse to the location in the PDF where you want this type of item to appear. Click hold and drag the mouse over a small area to see how it responds.



If this is not what you were looking for, click away from the item you just inserted. Now click on the edge of the item, it will highlight the whole object, then press delete from the keyboard.

Make sure you save your editing often as this is the only time the comments and markups get save with the document.