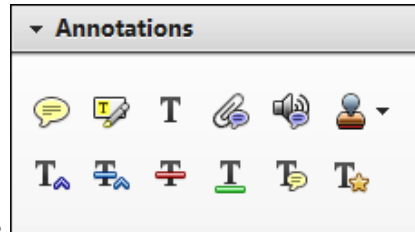
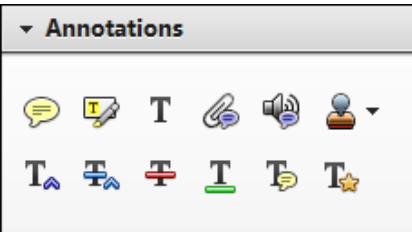




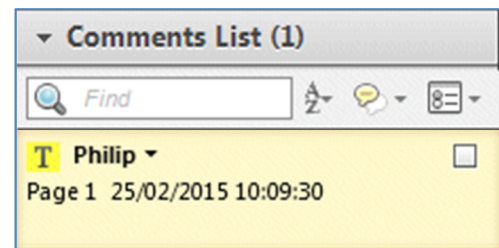
How to Add Comments to a PDF document in Adobe Reader XI

Option 1: Add a Comment to a highlighted area of text

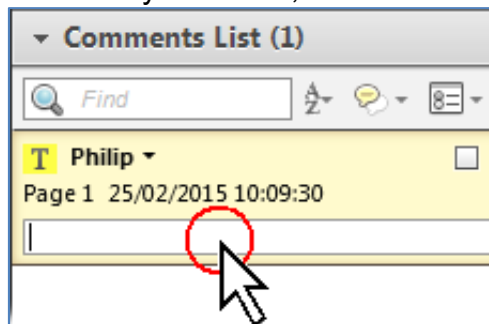


1. If you cannot see the **Annotations** tools  on the right, click on the  button (top right). The **Annotations** tools appear.
2. To comment on something in the text, click on the  **Highlight Text** tool.
3. **Go to the text that you want to comment on.** Click and drag across a character/word/sentence as required.

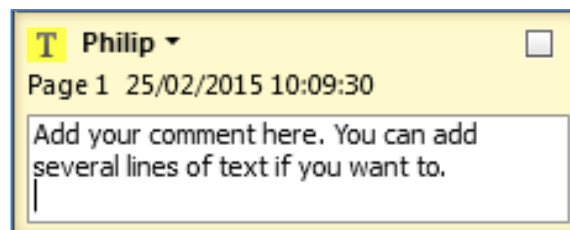
This highlights the text in yellow, and opens a yellow Comment box on the right:



4. Click once on the lower part of the yellow box,





and a free text field appears:

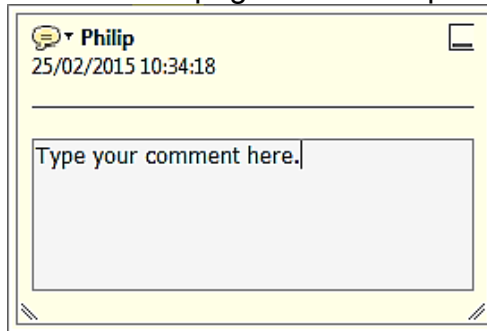


5. Type your comment in the box:

Option 2: Add a 'Sticky Note' to a specific place on the page

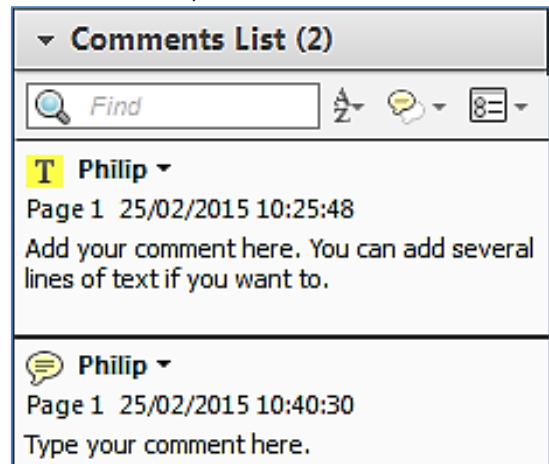
1. To add a 'Sticky Note' to the text, click on the  **Add sticky note** tool.
2. On the page, click just above the exact point that you want to add a Sticky Note comment, and click once.

This places a marker on the page  and opens a



Comment box: . Type your comment.

3. Click anywhere on the page away from the Comment box, and



the comment appears in the list on the right:

Save the PDF file

- Save the file in the normal way. This will overwrite the original, so you may want to give it a new filename.

Viewing the Comments

When you re-open a commented PDF, you will see the yellow highlights or markers on the page.

- Just hover the mouse over the marker to read the comment.

Editing a Comment

- To edit a comment, double-click on the marker. The comment box opens so that you can read and edit the text.

To Mark a Comment as Done

- In the Comments list on the right, click-to-tick the check box.

