

Comment in a PDF file using Adobe Reader XI

Quick start guide

You can make notes and annotations on a PDF file using features in Adobe Reader. This guide covers how to:

- Open the comment pane
- Add a sticky note
- Highlight text
- Add plain text
- Add a text callout

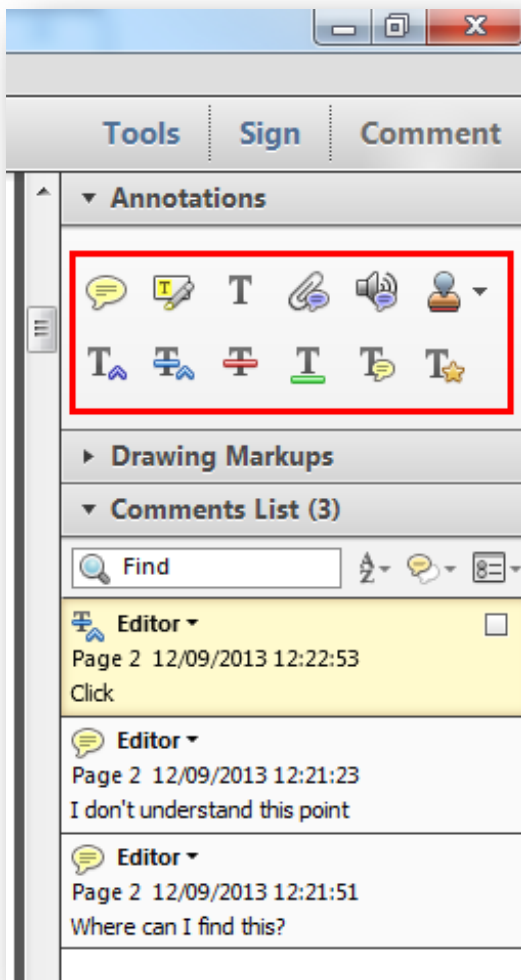


Open the comment pane

Begin by opening the PDF file you wish to add comments to.


The full selection of comment and annotation tools don't display by default when you open a PDF file. You will need to open the comment pane.

Go to **View > Comment > Annotations** to open the comment pane





The comment pane allows you to see the full selection of comment and annotation tools. You can also see a breakdown of all the annotations that have been added to your document. It is useful to have this open when annotating your file.

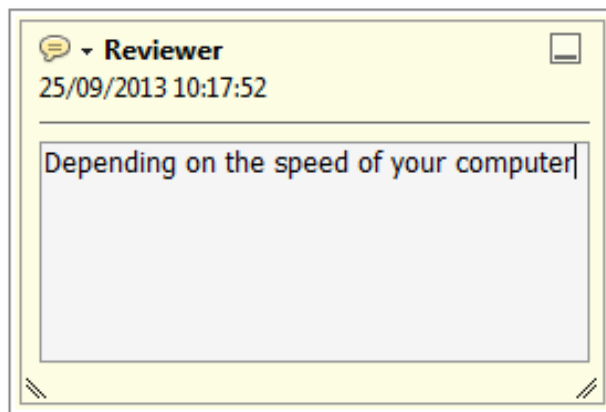
Add a sticky note

Sticky notes are the easiest way to comment in a PDF file. The sticky note tool  is available from both the quick tools menu at the top of the screen and from the comment pane. However, the quickest way to add a sticky note is to add it to the area you want directly:


1. Right click the area you want the note to appear and click **Add Sticky Note...**
2. Type in your comment

This comment can then be moved around your document by left clicking the **Sticky Note**  icon and dragging it.

been added click on the **Combine Files**
a single PDF. 

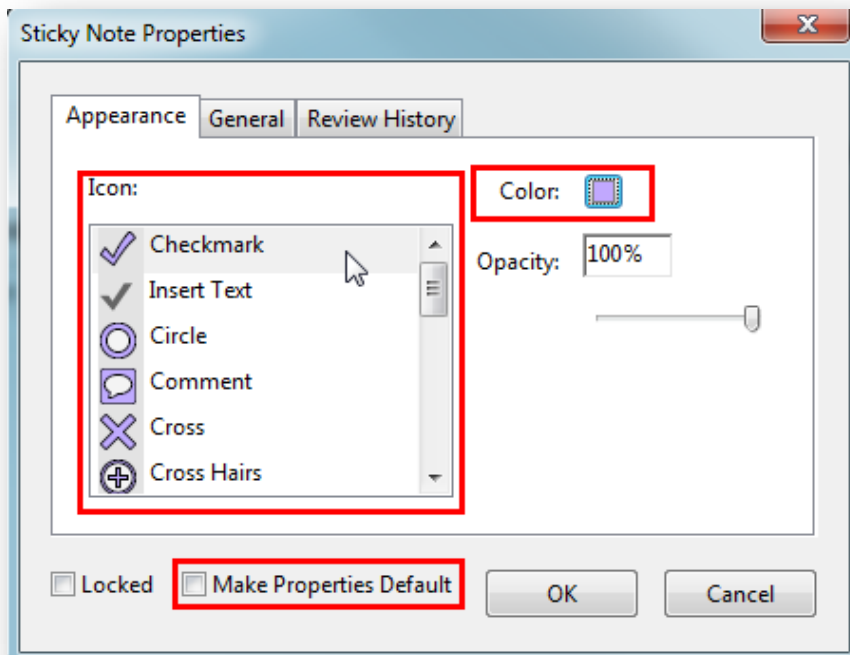


To edit your comment once you've written it

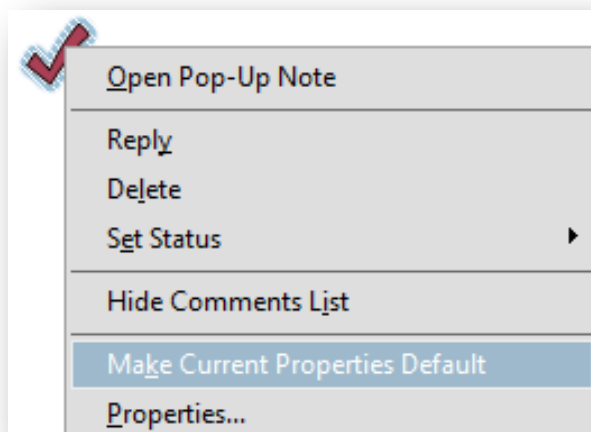
3. Double click the icon you have chosen for your sticky note 
4. Rewrite your comment if needed

To change the appearance of your sticky note:


1. **Right click** your sticky note and select **Properties...**
2. Here, you can change the colour of your note, the appearance of the icon and other properties.




3. If you want these changes to be the default, check **Make Properties Default** before clicking **OK**. You can make the current properties of any existing sticky note the default by right clicking it and selecting **Make Current Properties Default**

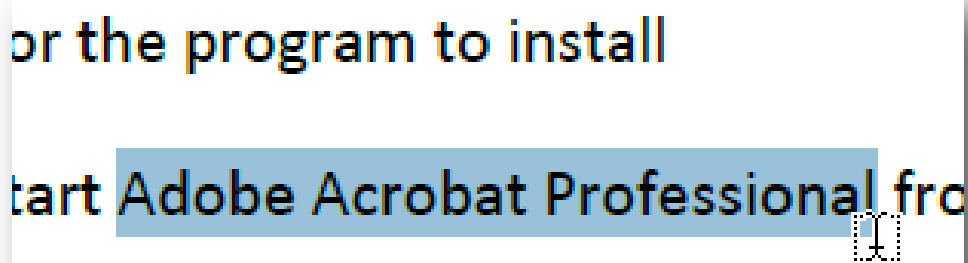


Highlight text

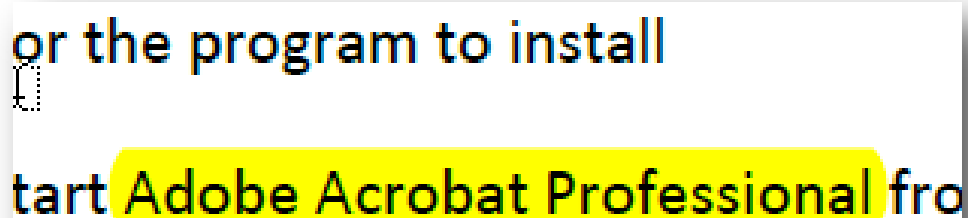
The easiest way to highlight text in your document is to select the highlight text tool from the quick tools menu at the top of the screen, but it's also available from the comment pane. 



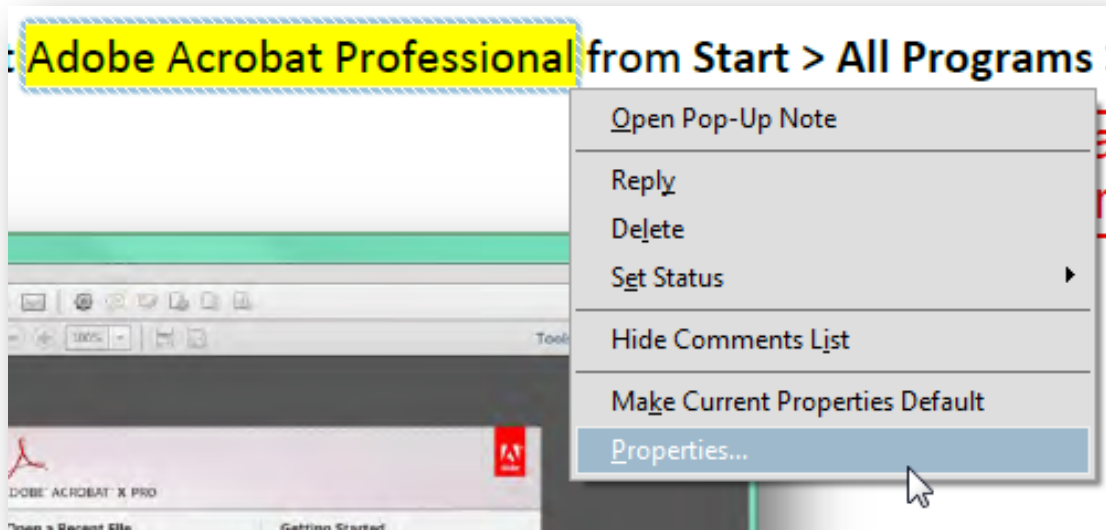
1. With the highlight text tool  selected, left click and drag over the text you want to highlight

A screenshot of a document window. The text 'or the program to install' is visible at the top. Below it, the text 'Start Adobe Acrobat Professional from' is highlighted in blue. A mouse cursor is positioned over the end of the highlighted text.

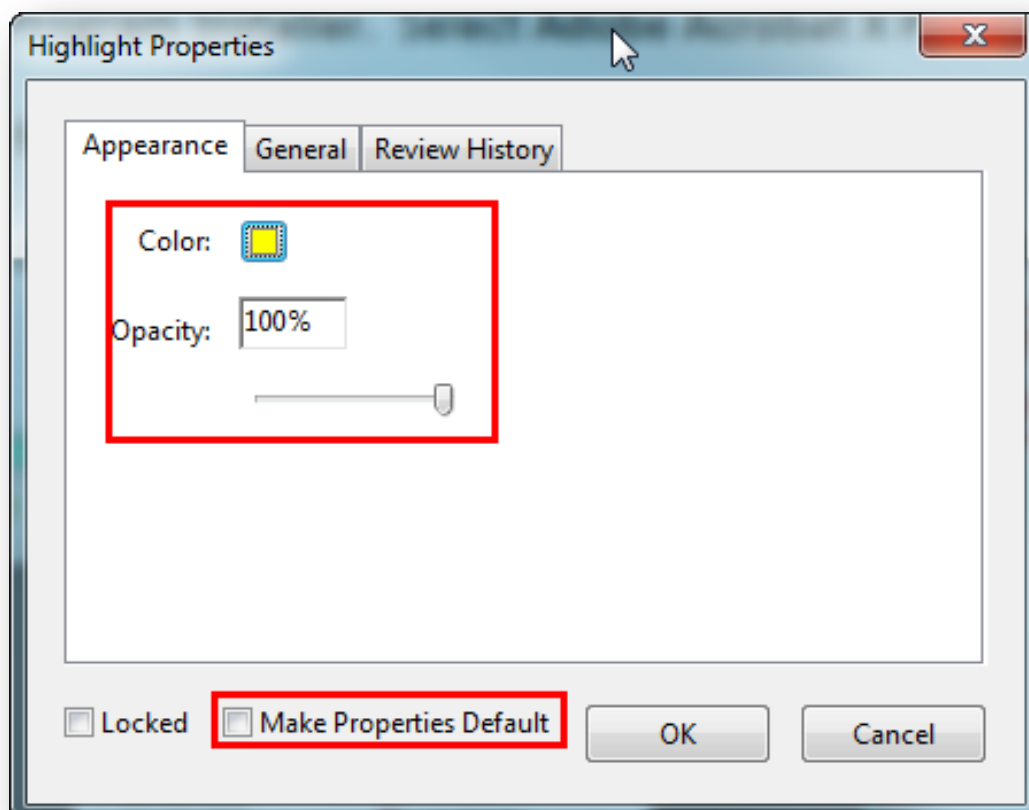
2. Release the left mouse button, and your text will be highlighted

A screenshot of a document window. The text 'or the program to install' is visible at the top. Below it, the text 'Start Adobe Acrobat Professional from' is highlighted in yellow. A mouse cursor is positioned over the end of the highlighted text.

To change the colour of your highlighter:



1. **Right click** a piece of highlighted text and select **Properties**
2. You can change the colour and opacity of the highlighted text
3. If you want to make these settings default for all highlighted text, check **Make Properties Default** before clicking **OK**



Add plain text

You can also add plain text to your document. Unlike a sticky note, this will always be visible in your document


To add plain text:

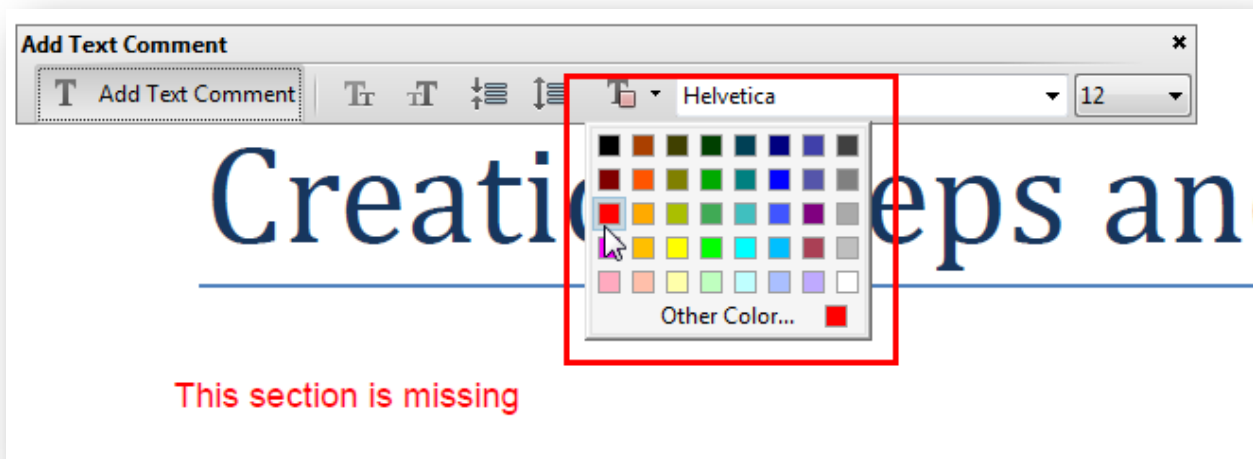
1. If you haven't got the Comment pane open, go to **View > Comment > Annotations**
2. Click the **Add Text Comment** icon **T** under **Annotations**
3. Choose a location in your document you want the text to appear and click with the left mouse button.
4. Type your comment




By default, your text comment will be coloured black. This may make it difficult to differentiate from other text in the PDF file, so it may be a good idea to change the colour of the text.

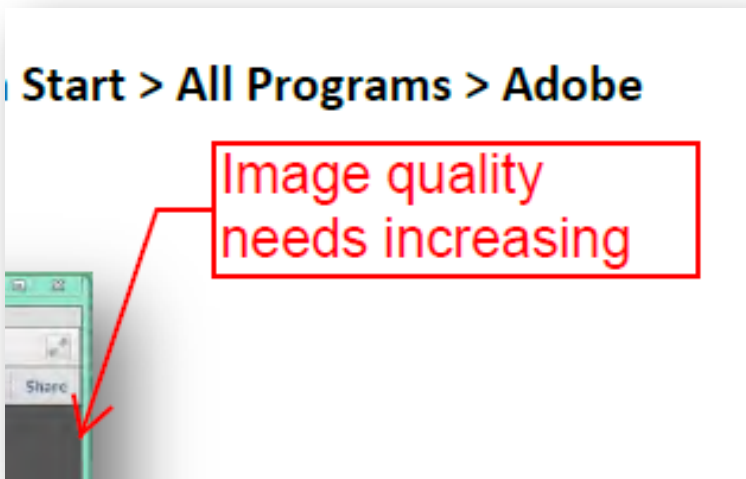
To change the colour of your text comment:

1. Highlight the text you have written and select the **Text Colour** option  from the Add Text Comment toolbar. This toolbar will display automatically whenever you click into a text comment, or create a new one
2. Select a different colour for your text
3. Now, any new text comments you add will have the same colour by default. If required, you can still change the colour of individual comments




Add a text callout

You can use a **Text Callout**  to create a text box that is always visible. Unlike plain text, this is placed in a text box which points specifically to a particular location in the file. These can be useful if you want to single out a particular part of a document.

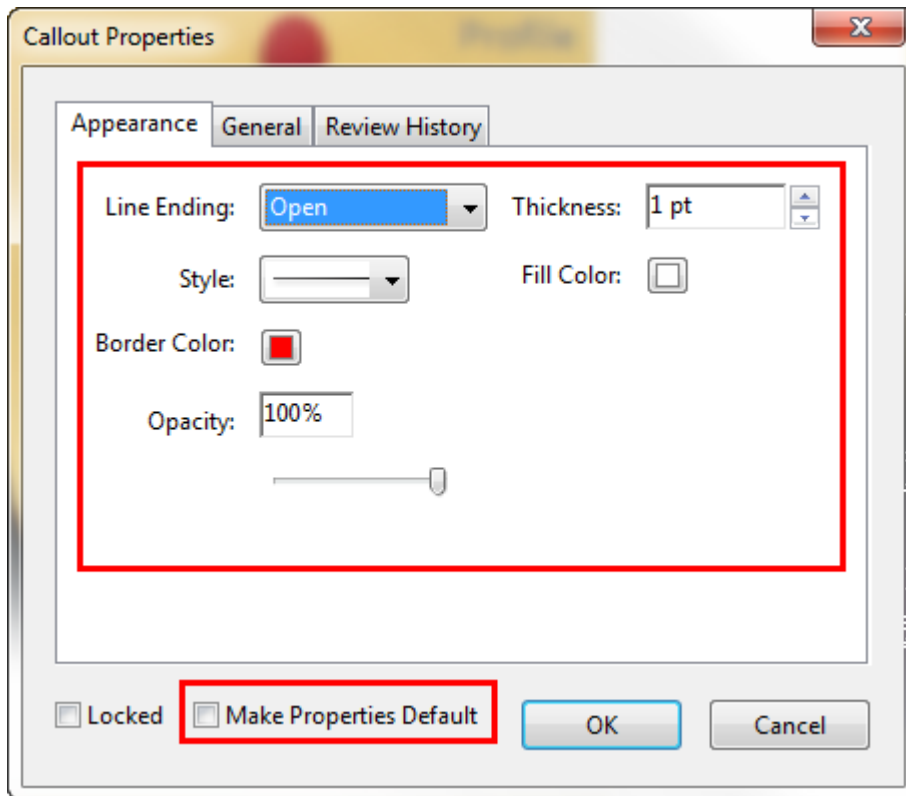


To add a text callout

1. If you haven't got the Comment pane open, go to **View > Comment > Drawing Markups**
1. Choose the callout tool  under **Drawing Markups**
2. Click once to set the location of the end point (where the arrow will point to)
3. Click again to set the location of the text box
4. Type in the text you wish to display.

Changing the appearance of a callout is done in the same way as a sticky note

1. Right click the callout and select **Properties...** (you will need to click out of text editing to select the callout)



2. You can change the visual properties of the callout here. If you want these properties to be the same for all callouts in your PDF, select **Make Properties Default** before selecting **OK**

Further help with adding comments to a PDF

Guided IT Learning Sessions

Book onto a one to one training session or book with up to two of your colleagues for help using adding comments to your PDF

Courses run every two weeks, see the Guided IT Learning Sessions page on the Staff Development website for dates and a booking form.

go.le.ac.uk/guidedlearning

IT Service Desk

Ring 0116 252 2253 or email ithelp@le.ac.uk to ask a question or report a problem.



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Version – D01 13/03/2014