Adding comments to a PDF document

Unless a document is password-protected, you can add comments to any PDF file. You can use the commenting features in Adobe® Acrobat® to provide feedback to a document's author, participate in a collaborative review process, or write notes to yourself as you read a document. Acrobat includes several commenting tools, and you'll recognize some of them from the physical world. For example, the Sticky Note and Highlight Text tools are electronic versions of the physical tools you may have on your desk. Most comments include two parts: the markup or icon that appears on the page, and a text message that appears in the Comments pane or in a pop-up note when you click the icon.

You can use the sample file (Comments_sample.pdf) included with this tutorial. For help using sample files, see Getting Started Help in the Tutorials folder.

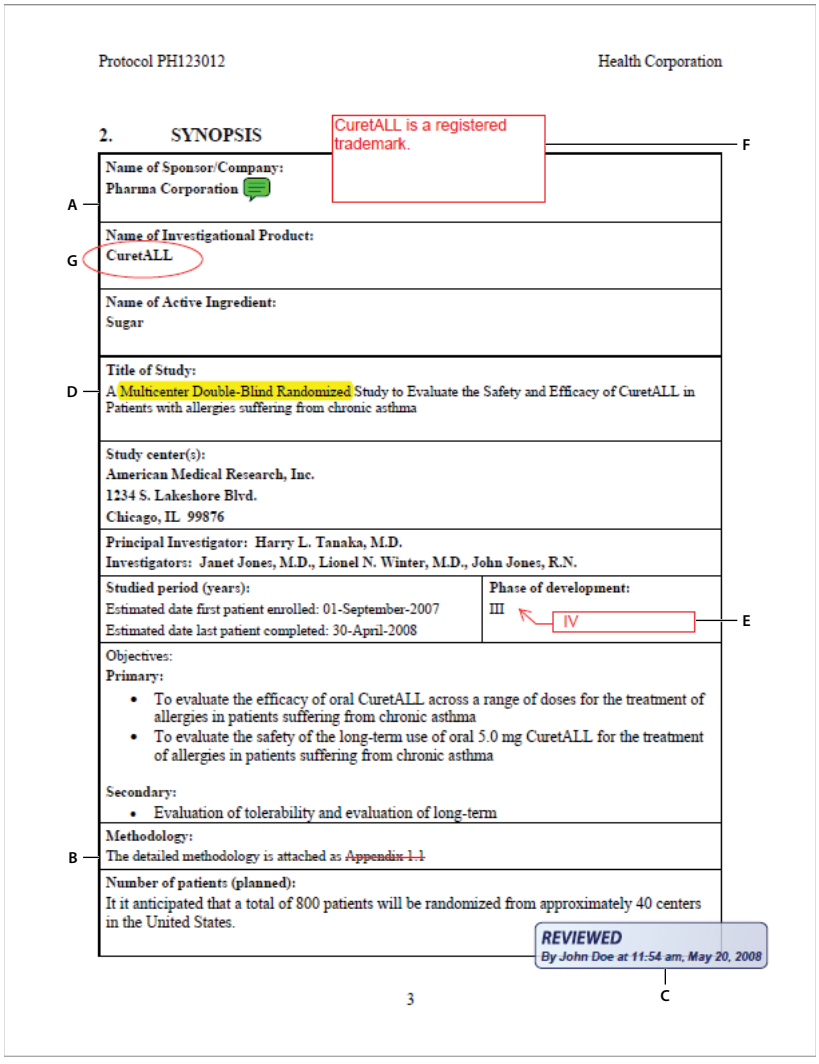
1 Display the commenting tools.

Open the PDF document you want to add comments to, and then choose Comments > Show Comments & Markup Toolbar. With the toolbar open, all the commenting tools are handy.

A. *Sticky Note* ***B.*** *Text Edit* ***C.*** *Stamp* ***D.*** *Highlight Text* ***E.*** *Callout Box* ***F.*** *Text Box* ***G.*** *Drawing Tools* ***H.*** *Show Comments Tools*

2 Select a tool.

- The Sticky Note tool creates sticky notes, similar to the ones you use in the physical world. You can place them anywhere in the document. They're great to use when you want to make overall comments, rather than commenting on a particular phrase or sentence.
- The Text Edits tool indicates which text should be deleted, inserted, or replaced.
- The Stamp tool creates a virtual stamp. For example, you can stamp a document confidential, draft, or approved. You can even create your own stamps.
- The Highlight Text tool works like a traditional highlighter to draw attention to specific text.
- The Callout tool specifies the area you're commenting on without obscuring it. A callout markup has three parts: a text box, a knee line, and an end-point line.
- The Text Box tool creates a box that contains text, positioned wherever you want it, and it remains visible on the page.
- The drawing tools (Cloud, Arrow, Line, Rectangle, Oval, and Pencil) emphasize specific areas of the page.



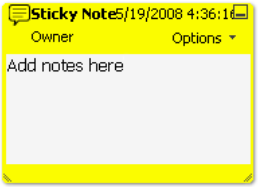
A. *Sticky Note* ***B.*** *Text Edit* ***C.*** *Stamp* ***D.*** *Highlight Text* ***E.*** *Callout Box* ***F.*** *Text Box* ***G.*** *Drawing Tools*

3 Add the comment.

Click where you want the comment to appear or drag the pointer over the area you want to mark up. If you're using the Text Edit tool, type insertion or replacement text, or simply press the delete key to strike through the selected text.

4 Include a note.

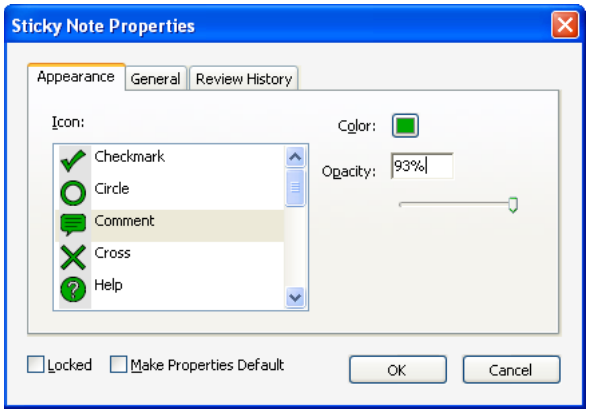
Depending on the tool you're using, the comment message box may open automatically, or you may need to double-click the markup (such as the highlight) to open it. Enter the text you want to add.



You can include a note with any kind of markup.

5 Customize the comment's properties.

To change the color, name, or other properties of the comment, click Options in the comment dialog box, and choose Properties. Click the Appearance tab to change the color; click the General tab to change the author's name. Click OK to close the dialog box.



You can change the color, name, or other properties for the comment.

Copyright © 2008 Adobe Systems Incorporated. All rights reserved.
Use of this website signifies your agreement to the Terms of Use and Online Privacy Policy (Updated 3-30-2007)