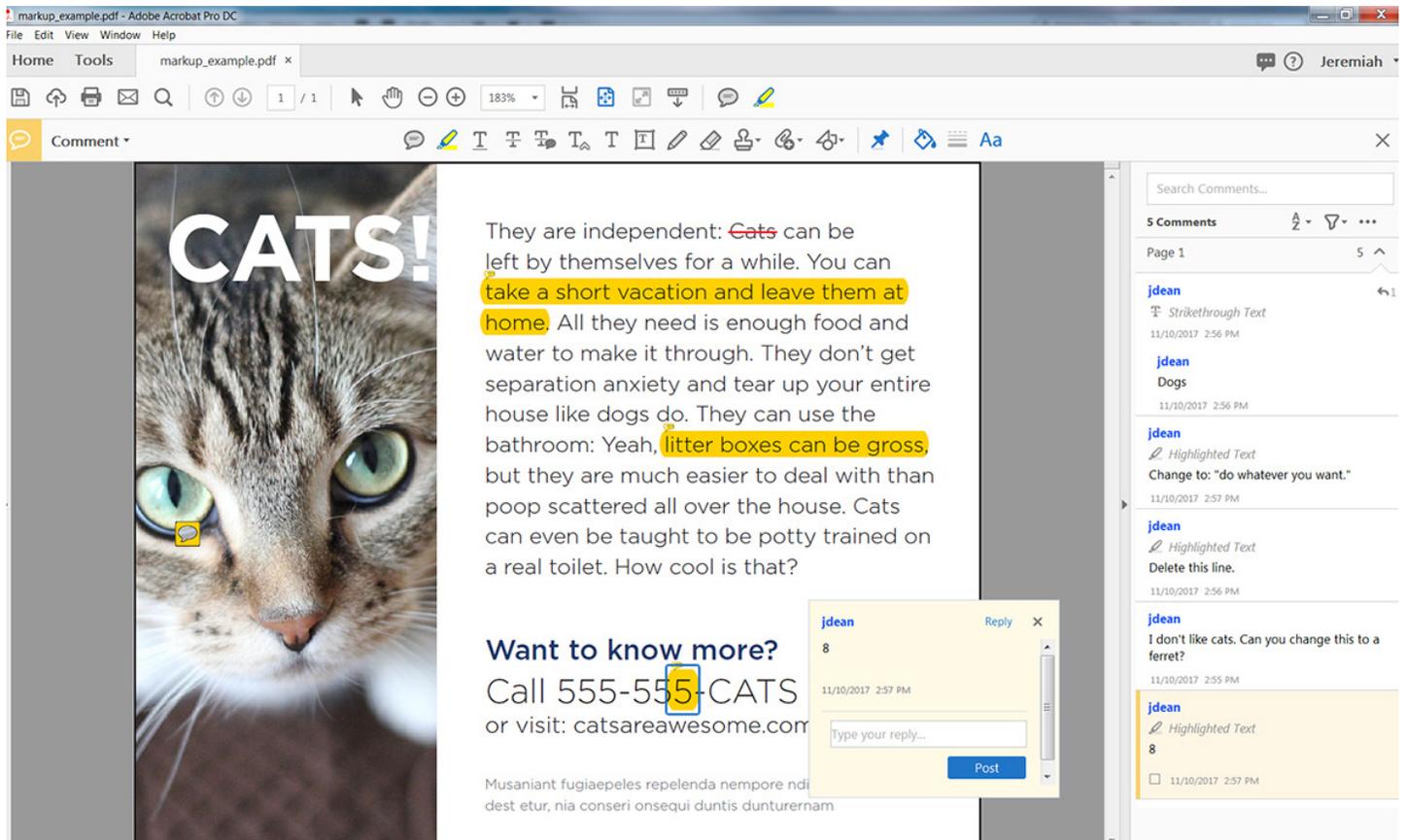


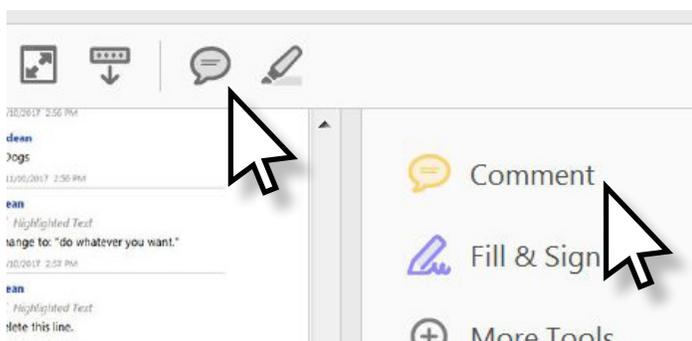
ACCEPTABLE.



Writing notes using the Comment tools in Acrobat reduces:

1. Time wasted printing, writing, scanning, reprinting, resaving, and interpreting.
2. Potential errors.

FINDING THE TOOLS



Option #1 - Click the speech bubble or highlighter tool for quick notes or the Comment button for expanded options.



Option #2 - With a PDF open, click on Tools from the submenu. Then click Comment.

You can also find the tools by clicking VIEW > TOOLS > COMMENT > OPEN

EXPLANATION OF ADOBE ACROBAT'S COMMENTING TOOLS



1. ADD STICKY NOTE

Use this just like you would a Post-it note. Put your cursor where the comment needs to go and add your comment in the box.

2. HIGHLIGHT TEXT

After highlighting, you can double-click to add a note.

3. UNDERLINE TEXT

4. STRIKETHROUGH TEXT

5. ADD NOTE TO REPLACE TEXT

Use this to select text that needs to be reworded. Type in corrections in box.

6. INSERT TEXT AT CURSOR

Use this to show where text should be added.

7. ADD TEXT COMMENT

This simply types where you want it to.

8. ADD TEXT BOX

9. DRAW FREE FORM

Use this like a red pencil.

10. ERASE DRAWING

11. ADD STAMP

Adds 'Sign Here' and other stamps.

12. ADD A NEW ATTACHMENT

Used to attach image that might replace one on current page, or other artwork.

13. DRAWING TOOLS

Drawing shapes.