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However, you'll need an organizational system to manage completed documents, especially during bulk work. Date and tag folders to organize as needed. You can split by person or make packages based on the date and type of document. About author Zac Lazzari is a freelance writer with extensive experience in startups and digital advertising. It has a diverse background with a strong presence in the world of digital marketing. Zach has designed and sold several successful web properties and manages marketing for several clients in the foreign industry. He published business content at Angling Trade Magazine and writes white books and cases for several corporate partners. Add comments to PDFs with selections, sticky notes, a freeday drawing tool, and markup tools. With the release of Acrobat DC in May 2019, you can use quick actions on the moving toolbar to add comments when viewing a PDF. You do not need to open the commenter to access these actions. The following quick actions are available to comment based on your selection in a PDF: Note: If you can't see these options, update Acrobat DC to the latest version. Text selection actions: You can highlight text, underline text, strikethr strikethring text, copy text, and edit text and images. Image selection actions: When you select an image, you can do things like Add Sticky Note, Select Text, Edit Text and Images, and Copy Images. Highlight actions: When you select an existing selection comment in a PDF, you see quick actions to add a note or delete a note. Note: In Acrobat Reader, full commenting tools are only available in PDF files that have commenting enabled. Annotation and markup drawing tools are used to add comments. Commenting tools are available on the comment feature's secondary toolbar. Comments – this and drawings that house ideas or provide feedback on PDFs. You can type a text message using the Sticky Comment tool. You can also use the drawing tool to add a line, circle, or , and then type the message in the associated pop-up note. Text editing tools allow you to add edit marks to specify the changes you want in the source document. Most commenting and markup tools don't appear on the toolbar until commenting is turned on. Note: In Acrobat Pro, you can add tags to your comments so that readers with motion or vision restrictions can read them using assistive technologies. Comments and markup tools are not displayed by default, except when you open a PDF in a managed review workflow. Click & Comments to open the Comments toolbar. Comments that you add to the document appear in the right pane. Note: To see the labels along with the toolbar icons, right click the Comment toolbar, and select Show All Labels. Drawing markup tools are grouped on the Drawing Tools menu. Click the Drawing Tools icon on the toolbar, and then click Expand Drawing Tools to add drawing tools to the secondary toolbar. Open the Comment toolbar and select the annotation tool you want. To select a drawing layout tool, open the Comments toolbar, and then click the Drawing Tools icon. On the Drawing Tools menu, click the tool you want. Note: After you make the original comment, the tool returns to the Select tool so you can move, resize or edit your comment. (Tools Pencil and Select Text remain selected.) You can add multiple comments without re-electing the tool. On the Comments toolbar, select the tool you want (but don't use it yet). Click the Save Selected Tool icon Note: In Acrobat Reader, full commenting tools are only available in PDFs that are commented on. PDF files in a review workflow typically contain commenting rights. The most common type of comment is a sticky note. The sticker contains a note icon that appears on the page and a pop-up note for the text message. You can add sticky zz anywhere on the page or in the document area. Use the Sticky Tool to add a text message to a pop-up note. On the Notes toolbar, select the Sticky Notes tool, and then click where you want to place the note. Type text in the pop-up note. You can also use the Selection tool to copy and paste text from a PDF into a note. Note: If you close the pop-up note, your text remains. Click or double-click the comment icon. To resize a pop-up note, drag the lower-left or lower-right corner. To change the formatting of text, click the Text Properties icon on the Comments toolbar, select the text, and then property on the toolbar. Note: Use the commenting pane in the Preferences dialog box to change the font size, default pop-up behavior and other settings to create and view comments After making the desired changes, click close (X) in the upper-right corner of the pop-up note, or click outside the popping note. Click or double-click the comment icon. Select the text, and then right-click the text and copy it. Select the Sticky Clippers tool , the Hand tool, or the Selection tool . Select Select press Delete. Alternatively, double-click the note icon, and then click Delete on the Pop-up Note Options menu. Use the Add Text Comment tool to enter text anywhere on the PDF page. The Add Text Comment tool is similar to the Add Text Box tool. Select the Add Text Comment tool on the Comments toolbar. Click on the page to place the cursor To change the text formatting, click the Text Properties icon on the Comments toolbar, select the text, and then click the property that you want on the toolbar. When you add a comment to a PDF file, by default your sign-in name is used as the comment author's name. To change the author's name, see <a0><a1> Change the name of the author </a1>< Note: In Acrobat Reader, drawing tools are only available in PDFs that have commenting enabled. PDF files in a review workflow typically contain commenting rights. When choosing a drawing tool, consider the effect that you want. Select Tools & Comment. On the Notes toolbar, click Drawing Tools, and then click the Drawing Markup Tool: the Rectangle Tool, the Oval tool, the Arrow tool, and the Line tool to create simple shapes. The Cloud tool and the Polygon tool create closed shapes with multiple segments. The Polygon Line tool creates open shapes with multiple segments. The Pencil tool creates free-form drawings, and the Pencil Gum tool removes pencil markup. Note: To specify the line width, color and other properties before drawing, please select the tool you need, and press Ctrl + E to open the properties pane. On the Properties toolbar, select the options that you want. To create a cloud or polygon shape, click to create the starting point, move the pointer, and then click to create each segment. To finish drawing a shape, right-click or right-click the starting point, and then click Finish on the menu. Double-click to complete the polygon line. To draw a line, arrow, or rectangle, drag the pointer over the area where you want the markup to appear, or double-click once to create the starting point and once to create the endpoint. To draw a square or circle or draw a line, horizontal, vertical, or at a 45° angle, press Shift while drawing. To draw free-form lines with the Pencil tool, drag the pointer to where you want to start drawing. You can release the mouse button, move the pointer to a new location, and continue drawing. To erase parts of the drawing, select the Pencil Eraser tool and drag the pointer over the areas of the drawing that you want to remove. To resize or resize a markup, select it and drag one of the handles to make changes. To add a pop-up note to the markup, select the Hand tool and double-click Markup. (Optional) Click the Close button in the pop-up note. A note icon will appear to the right of the markup to indicate the presence of text in the pop-up note. Note: To remove the layout, select it and click Delete. You can group two or more markups so that your comments function as a single comment. You can temporarily group layouts to move them to a new location or change the change instead of editing each individually. Grouping also helps distinguish markup from the markup of other reviewers in the document review. Note: You cannot group text editing markup. Use the Selection tool or the Hand tool to select a markup. Ctrl-click/command to select the layouts you want to group. Right-click the selection, and then click Group. Right-click the grouped selection, and then click Ungroup. Note: In Acrobat Reader, commenting tools are only available in PDF files that have commenting enabled. PDF files in a review workflow typically contain commenting rights. You can use the Text Box tool to create a field that contains text. You can place it anywhere on the page and adjust it to any size. The text box remains visible on the document page; it does not close like a pop-up note. The default font and text size are based on system settings. Note: You can add comments to Japanese, Chinese and Korean text with the Text box tool, but you need to set the Asian-language resource files. Text boxes allow you to use only horizontal text. You can use the Footnote tool to create a footnote text box. Footnote text boxes are especially useful if you want to edit but not hide a specific area of the document. Footnote text boxes have three parts: a text box, a knee line, and an endpoint line. You can change the size of each part by dragging the handle. The knee line can be changed in only one direction; horizontal lines of the knees can be changed only horizontally; vertical knee lines can only be changed vertically. The text box expands vertically as you type so that all text remains visible. You can move the text box itself or with the endpoint row. The text box moves around a stationary anchor point, an arrow on the endpoint line that is created the first time you click in a PDF. You can change the color and appearance of a text box and add arrows or leaderboards to the endpoint line. Click the Add Text Box tool on the Comments toolbar. Click the Text Properties icon on the Comments toolbar, and then click the color, alignment, and font attributes for the text. Text wrapping automatically when it reaches the right edge of the field. (Optional) To make further changes to a text box: Use the Selection tool or the Text Box tool to click the edge of the text box to select it, and then drag the angle to resize it. Use the Properties toolbar to change border and fill options. Double-click a text box to edit text or change text attributes. Drag and drop text to select it , and then click Options on the Properties toolbar. To delete a text box, select the text box, and then press Delete. Note: You can also paste a block of text by selecting and copying text in any application by selecting the Hand tool in Acrobat, and selecting Edit & Paste. On the Comments toolbar, click Drawing Tools, and then click the Add Text Callout tool. Click once to set the endpoint location, and then click again to set the location of the text box. Select the Text Properties icon in the box toolbar, and then select the color, alignment, and font attributes for the text. Text wrapping automatically when it reaches the right edge of the field. (Optional) To make further changes to a text box: To resize a footnote, select it and drag any of the handles that appear. To move a text box, click inside the field and drag it. To move the entire footnote, click the endpoint line or edge of the text box and drag it. To change the color, opacity, or characteristics of a line, use the Selection tool to right-click the footnote, select Properties, and select the options you want. Note: In Acrobat Reader, commenting tools are only available in PDF files that have commenting enabled. PDF files in a review workflow typically contain commenting rights. You can use the Audio Comment Recorder to add a prerecorded WAV or AIFF file as a comment or record and place a sound comment in your document. Audio attachments appear in the comments list and can be played on any platform. However, you must install the appropriate hardware and audio software. Select the Record Audio tool on the Comment toolbar. Click in the PDF where you want to place the audio comment. The Audio Recordings dialog box appears. Sound Recorder dialog box without a recording button. Note: The above dialog box appears when the recording device is not configured on your system. Click Browse (Windows) or Select (Mac OS), and then select the audio file that you want to add. (Optional) To hear a sound comment, click the Play button. When you're done, click Stop, and then click OK. Before recording a sound comment, make sure your system has a recording device installed and configured. Select the Record Audio tool on the Comment toolbar. Click in the PDF where you want to place the audio comment. The Sound Recorder dialog box appears. Sound Recorder dialog box with a recording button. Note: The above dialog box appears when the recording device is configured on your system. In the dialog box that appears, click Record, and then speak to the microphone. When you're done recording, click Stop, and then click OK. PDF files in a review workflow typically contain commenting rights. Use the Attach File tool to embed the file in the selected location in the PDF so that the reader can open it for viewing. When you add an attachment as a note, you can refer to longer that cannot be easily pasted into a pop-up note or text box. If you move a PDF to a new location, the embedded file will automatically go with it. To view the attachment, the reader must have an application that can open the attachment. Note: Be sure to use the Attach when attaching files for document document Document-level file attachments attached with the Attach File tool on the Tools & PDF Edit & More menu are not tracked with other comments in the review workflow, and may result in nested comments being lost. Select the Attach File tool on the Comment toolbar. In the PDF, click where you want to place the attachment. Select the file you want to attach, and then click Open. If you attach a PDF, you can highlight the areas of interest in the file using comments. In the Attachment Properties dialog box, select the options for the file icon that appears in the PDF. The comment attachment also appears on the Attachments tab (in the left navigation pane) with a page number indicating its location. Note: To delete the attachment, right click the nested comment icon, and select Delete. Note: In Acrobat Reader, commenting tools are only available in PDF files that have commenting enabled. PDF files in a review workflow typically contain commenting rights. You can use the Insert Clipboard Image tool as a stamp to add images to a PDF. Most image formats can be copied from image drawing and editing programs, such as Adobe Photoshop and Adobe Illustrator. If you want to add images to PDFs multiple times, create a custom image stamp. Note: Paste the clipboard image as a stamp tool is not available until you copy the image. Copy the image by doing one of the following: In Acrobat, select & Take a picture and select an image from a PDF. In another app, select the picture and & Button &; On the Notes toolbar, click the Add Stamp tool, and then click Paste Clipboard Image as the Stamp tool. Click where you want the picture to appear in the PDF. To move an image, drag it. To resize an image, select it and drag one of its handles. Press

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Instead of selecting this option, you can print the comment text in different layouts by clicking > Print, and then clicking Generalize Comments. For more information, refer to the document to print comments. Show lines connecting comment markups to their pop-ups on mouse rollovers. When you hover your mouse over comment markup (such as a selection or note icon), a shaded connector line appears. Selected by default. Make sure that the pop-ups appear when you scroll through the document By unscrewing the PDF, the pop-up notes on that page change to stay in the view in the document area. Selected by default. Automatically open comment pop-up notes for comments other than NotesA when you create a comment using the drawing tool, the Stamp tool, or the Pencil tool. Hide comment pop-ups When the OpenHelps comment list reduces screen mess when a page contains many comments. Selected by default. Automatically open a pop-up window on mouse rollover, When you hover over a comment of any type, including markups and stamps, a pop-up note will open. Always use the sign-in name for the author nameDetermine the name of which appears in the pop-up note you are creating. If this option is checked, the login name in the Profile panel of the Settings dialog box will be used. If this option is not selected, you use the default name specified for the author in the comment properties dialog box. Selected by default. Create new pop-ups aligned to the edge of documentAligns pop-up notes on the right side of the document window, regardless of where the comment markup is added (such as a note icon or note selection). If this option is not selected, a pop-up note appears next to the comment layout. Selected by default. Allow nested sticker response (required to restart)Allows you to reply to stickers with one-down experience. If this option is checked, each annotation is displayed as a conversation, and all replies are displayed as one-threaded. Enable text selection for selection, strikethracting, and underlinesWing you to select and copy text to select, strikethrone, and underline comments Displays a reconciled check box for all comments. Copy the surrounded text in the drawing comment Pop-up MessagesCopies of text you circle with drawing tools in a pop-up note related to drawing markup. Copy the selected text to select, underset, and underscore the comment pop-upsCopies of the selected text to the pop-up note associated with Edit text, such as those created by the Select Text tool. Note: In Acrobat Reader, full commenting tools are only available in PDF files that have commenting enabled. PDF files in a review workflow typically contain commenting rights. You can change the color and appearance of comments or markup before or after they are created. You can set a new look as the default view for this tool. Note: To as your name appears in the comments, open the Preferences dialog box, select Commenting, and then clear the Always use sign-in name for author name check box. For the selected tool, you can use the Color Picker and Text Properties icons in the Comment toolbar. The Color Picker tool on the Notes Toolbar The Text Formatting Tool on the Comments toolbar can also select Properties from the right-clicking context menu and then selecting the appropriate options. Properties, with the note icon selected with pop-up text and formatting options After creating a comment, right-click the comment or its icon, and then click Properties from the righ-click context menu. In the Properties dialog box, do one of the following, and then click OK: Click view to change settings such as the color and type of icon you are using. The selected comment type determines which options are available. Click the General tab to change the author name and subject of the note. Click the Reviewing History tab to see the history of changes you made to the status of the note during the review. Click Locked at the bottom of the Properties dialog box to prevent the comment from being edited or deleted. Click Set Default Properties at the bottom of the Properties dialog box to apply these properties to all subsequent comments of this type. After you create the comment, right-click the comment, and then click Properties. Select the properties that you want, and then click OK. All comments you create with this tool display the installed properties. Existing comments are not affected, nor are text appearing in pop-up notes. Use @mentions to get the attention of any reviewer. Note: When you use @mention in personal commenting notes in a PDF file, review mode is duty on for you. Reviewers receive an email linking to a shared review file in the document cloud. 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