


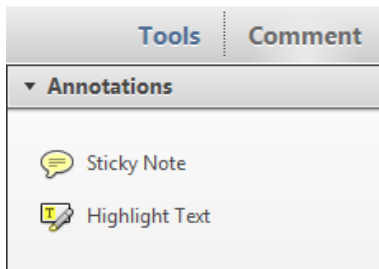
Adobe Reader Version X - Commenting and Markup Tools

Reader X and Adobe Acrobat Pro X have the all editing tools the older versions have **IF** the PDF was created and or resaved as "Reader Extended PDF with Enabled Additional Features". This new save as can only be found in the version X. As of Oct. 2011 Smith has not deployed Acrobat Pro X on staff, faculty or student lab machines, so all PDF's have been saved in the older versions.

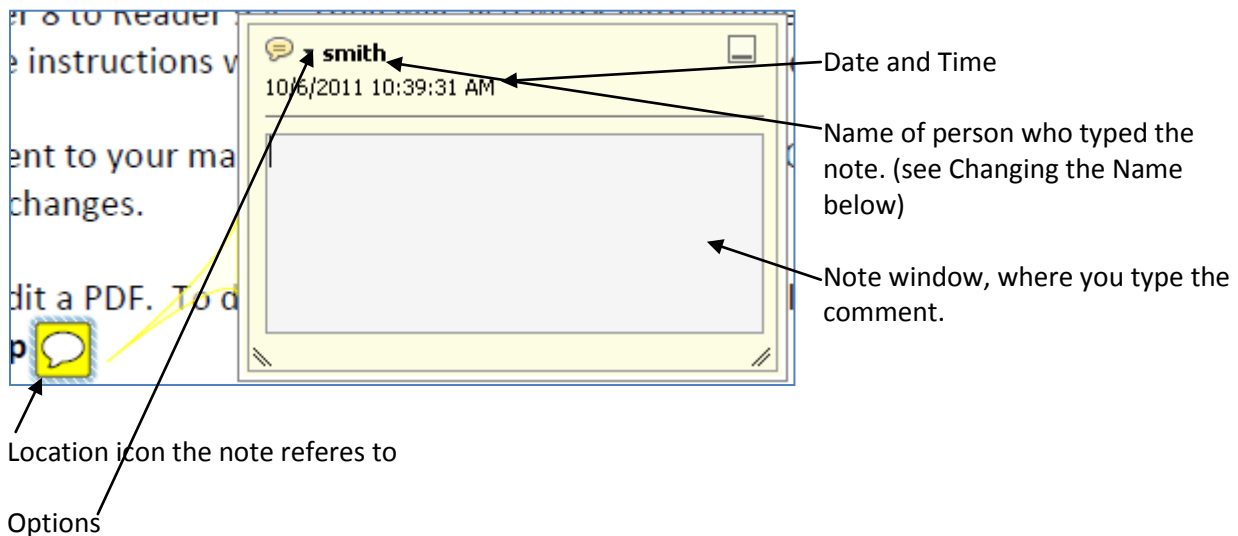
By default Reader X has a limited set of Markup Tools for PDF documents created from Adobe Acrobat Pro's earlier versions. You have **Sticky Note** and a **Highlighter**.

Add Sticky Note

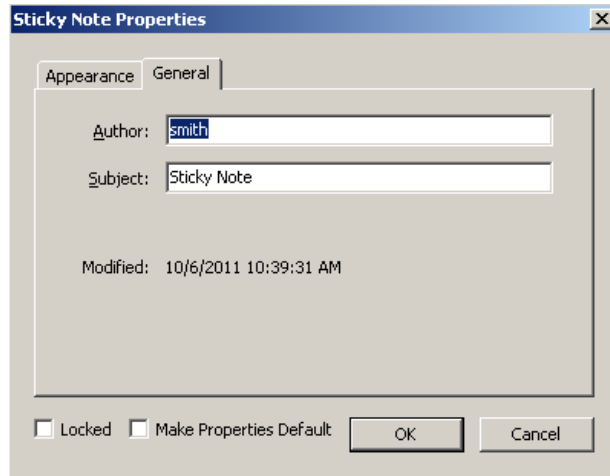
1. Open a document in Reader X
2. From the View menu, click Comment then Annotation this will display the Annotations Tool pane to the right of your document.
3. Select the Sticky Note tool  from the pane, and then click next to where you want to place the note in the document. Both the icon and the note appear. Type the note in the blank note area. When you are done you can either click outside of the note or you can minimize the window. Only the note location icon will be displayed.



Elements of a Sticky Note



Changing the Sticky Note Elements

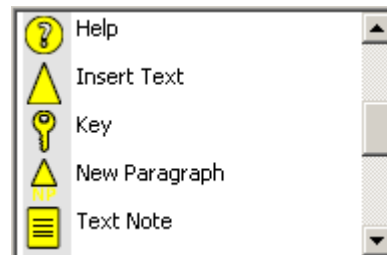
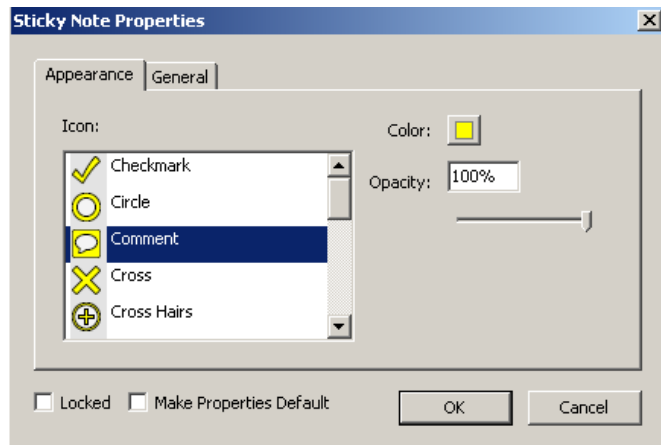


Changing the Name: The name displayed may not be yours; it is the default of the computer. To change the display name for Adobe, **click the dropdown arrow next to Options.** From the menu provided, **click properties.**

From the **General Tab**, replace the Author's name with your name. At the bottom of the window place a **check mark in Make Properties Default.** Click OK. All future notes **in this document** will now display your name.

Changing the Sticky Note Appearance

You can change the note appearance from the Comment Icon to 15 different icons that represent your type of comment, from inserting text, inserting paragraphs, to help. Place the note then from the Options/Properties Appearance select the type of Icon



Edit a Sticky Note

If you need to go back and edit a note, even if you have minimized the note, just double click the note location icon. This will reopen the note for editing.

Move a Sticky Note



Any note can be moved. Click once on the Note Location Icon, when you move your mouse over the icon it will appear as a 4 way arrow. Click hold and drag to the new location.

Delete a Sticky Note



Click once on the sticky note location icon, the icon will have a dotted ring around it. Press delete from the keyboard.

Highlight Tool

This lets you highlight words, phrases, sentences and paragraphs. You can also color code your highlights. Once you click on Highlight it stays with you until you click on it again. This is a toggle on and off.

1. Click on **Highlight**.
2. **Click and drag** over the text to be highlighted. The default is a yellow highlighter.
3. If you plan on highlighting additional text you can just click and drag over the next bit of text. If you are done highlighting, you must click **Highlight** again to turn it off.
4. To change the color of your highlighter, double click on any highlighted text, under the Options dropdown, select Properties. From the Appearance Tab, click on Color, click on your color of choice.
5. If you would like to change the default yellow on this document, check the box "Make Properties Default". Then click OK when done.

