Adding comments to a PDF document

Instead of scribbling comments or highlighting areas on a printed draft, add your comments directly to the document, so they're all in one place. 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.
- Write notes to yourself as you read a document.

Acrobat includes several commenting tools. You'll recognize some of them from the physical world, such as the Sticky Note and Highlight Text tools.

When you add a comment, a markup (such as a highlight or strikethrough) appears on the page. You can also include a text message that appears in the Comments pane and opens in a pop-up note when you click the markup.

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.

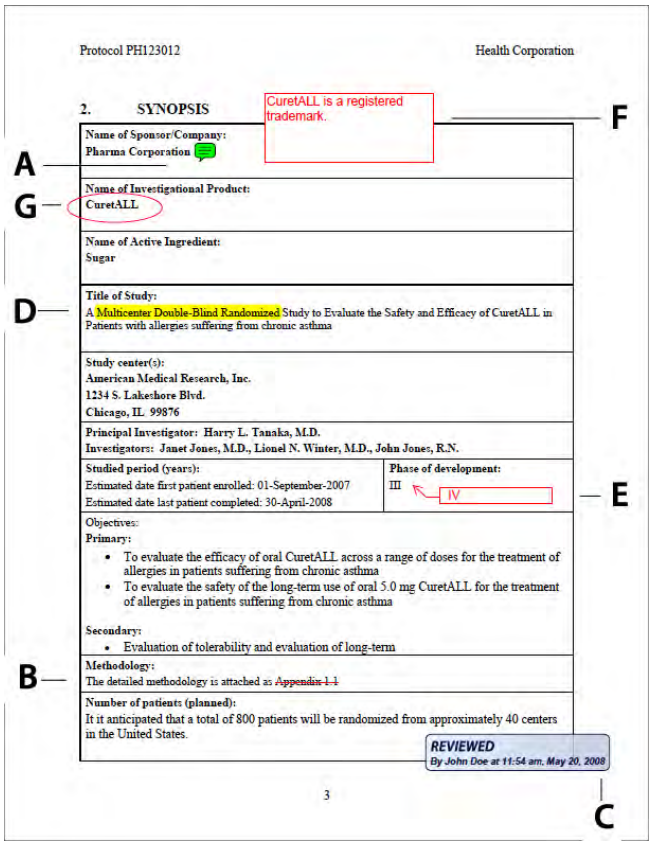
A. Sticky Note B. Text Edit C. Stamp D. Highlight Text E. Callout Box F. Text Box G. Drawing Tools H. Show Comments Tool

2. Add a comment.

You can use any of these commenting tools:

- The Sticky Note tool creates sticky notes you can place anywhere in the document.
- 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 draws 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.

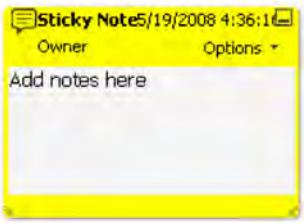
Click the commenting tool you want to use, and then click where you want the comment to appear or drag the pointer over the area you want to mark up. If you're using the Text Edit tool, type insertion or replacement text, or simply press the delete key to strike through the selected text.



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

3. Include a note.

Depending on the tool you're using, the comment message box either opens automatically, or you can double-click the markup (such as the highlight) to open it. Type your comment.



You can include a note with any kind of markup.

Tip: Want your notes to appear in a different color? Click Options in the comment dialog box, choose Properties, and then select a different color in the Appearance pane.

Next Steps:

- Email your comments to the document author.
- Save the commented PDF file for future reference.
- Initiate a shared review.
- Track review responses.

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