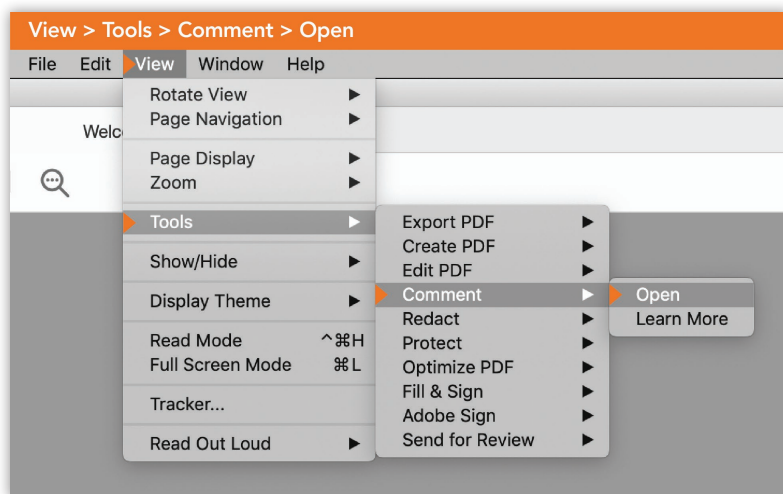


How to mark up & add comments to PDF documents

The proofing process is a vital step in the design process. The **Comment** toolbar, available in both Adobe Reader and Adobe Acrobat, is the most effective way mark up documents and communicate edits.









Finding the Comment toolbar






Using the Comment toolbar



Most commonly used tools

1. Use the **Highlight Text** tool  to make comments about selected **text**. This tool is useful for instructing the designer to *italicize* text by highlighting and typing "italicize" within the pop-up note.
2. The **Underline Text** tool  instructs the designer to underline text.
3. The **Strikethrough Text** tool  instructs the designer to remove the selected text.
4. The **Add Note to Replace Text** tool  instructs the designer to replace selected text with exactly what is typed into the pop-up note; removing the need for explanation.
5. The **Insert Text at Cursor** tool  instructs the designer to insert the text typed into the pop-up note where the cursor is placed.
 - To indicate that a *new paragraph* should be added, press **Enter**, and then close the pop-up note without adding text. The paragraph insertion caret  appears.
 - To indicate that a *space* should be added, press the **Spacebar** and then close the pop-up note without adding text. The space insertion caret  appears.
6. Use the **Sticky Note** tool  to leave comments on **objects**, **images** or to give **special instructions**. Click where you want to place the note and type your comment inside the pop-up note. Use tools 1 through 5 if you are editing **text**.

Useful tips

- Zoom into text for more precise editing using the **Zoom** tools   or keyboard shortcuts [⌘Command or CTRL] and [+/-].
- Use the **Hand** tool  to navigate freely around pages. Press and hold the **Spacebar** to quickly use the hand tool.
- To delete any annotation, right-click the annotation and press **Delete**.
- For faster editing, right-click after selecting text or positioning the cursor in order to reveal a pop-up menu with suggested comment options.

Additional resources [Mark up text with edits](#) | [Add comments in PDFs](#) | [Import & Export Comments](#) | [Adjusting PDF views](#)