# How to Add Comments to a PDF with Adobe Reader

The format-specific, bookmarked PDF versions of the Multiple Primaries and Histology (MP/H) Coding Rules available on **www.afritz.org** have been enabled to allow you to make comments, highlight text, and add "sticky notes" to the document. These instructions show you how to add your own notes and markings to the document using the free Adobe Reader 8.

If you do not have Adobe Reader, version 7 or higher, download and install the free Adobe Reader software from **http://www.adobe.com/products/acrobat/readstep2.html.**

Open Adobe Reader 8 on your computer, then open the PDF of your MP/H file.

OPENING THE BOOKMARKS

To jump to a specific page, click on the Bookmark symbol [ ] on the left side of the screen. If the document is bookmarked, an unnumbered table of contents will be displayed. Click on [+] to further expand the list or click on [–] to collapse the list. You can click on any of the items listed to jump to the first page of that section. To close the bookmarks list, click on the Bookmark symbol again. (For most of our examples below, we jumped to the first page of General Instructions.)
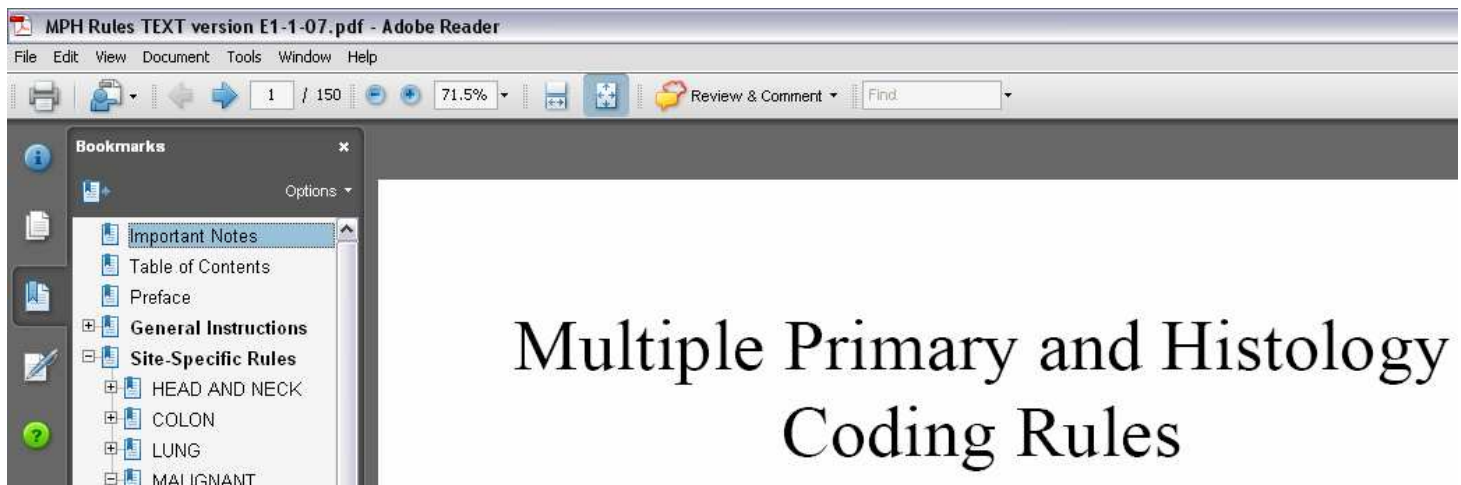

ADDING STICKY NOTES, HIGHLIGHTING, OR COMMENTS TO A DOCUMENT

Click on **Tools** on the menu bar at the top of the screen. If the PDF has been enabled to allow you to add notes, you will see **Comment & Markup** at the top of the options box. (If the PDF you are viewing is not enabled, you will not see Comment & Markup and cannot use this feature.)

Move your cursor down to Comment & Markup to expand the options list.   There are many individual tools that you can use to make notes in the document.   You can pick any one of them for your notes. If you are using Adobe Reader 8, you can actually practice with this document, as it has been enabled.
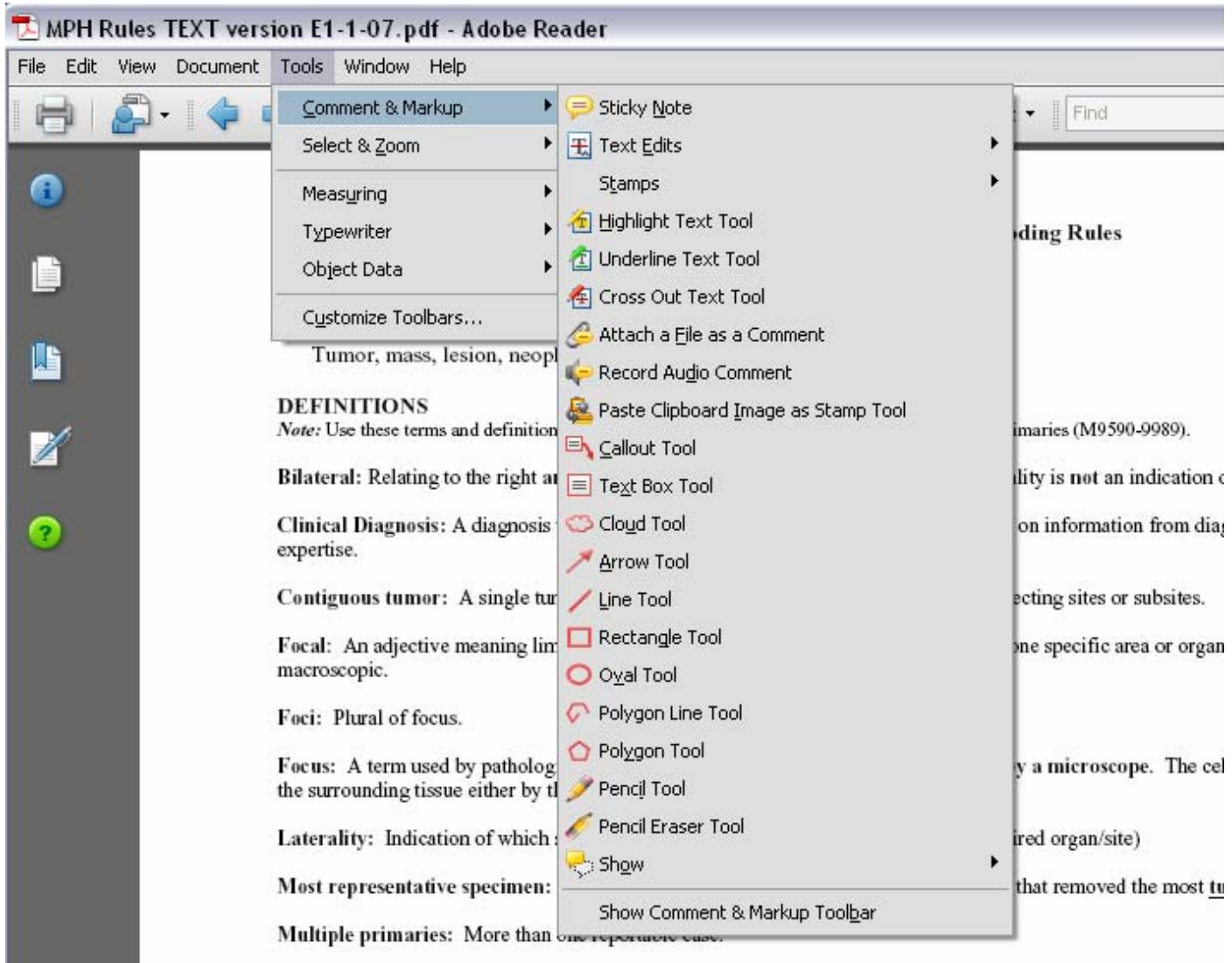
Note: If you want to display all of the commenting options on the screen, move your cursor to the bottom of the longer list, and click on **Show Comment & Markup Toolbar**. Your screen will then look like this:
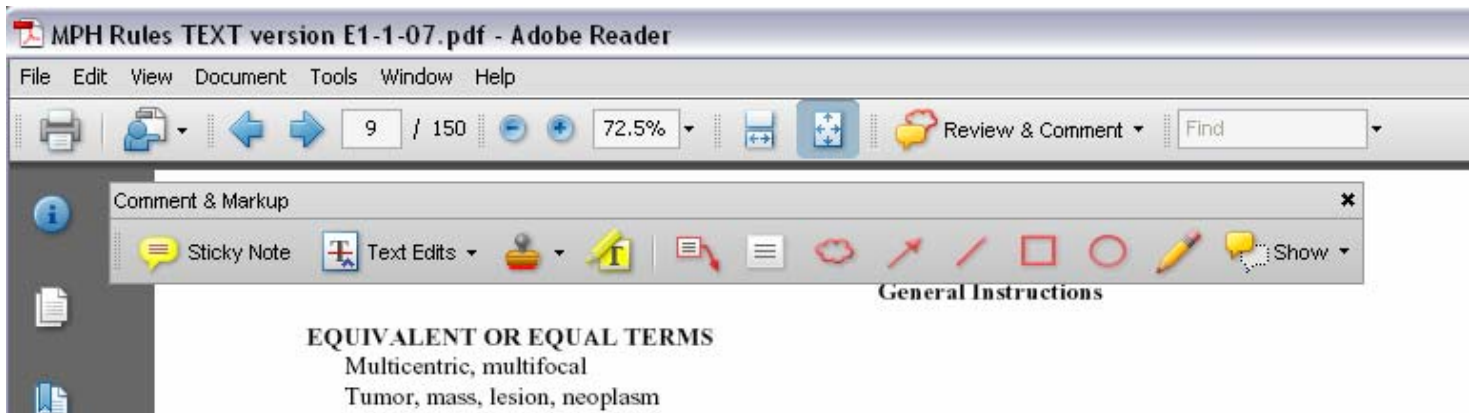
TO ADD A STICKY NOTE TO A PAGE

Click on the Sticky Note tool   in either the dropdown menu or the Comment & Markup toolbar.
Click on the page where you want the symbol to show. (You can move the symbol once it is on the page
by clicking and dragging it to a different place.) In addition to the symbol, a yellow-bordered note will
appear. Click inside the white area on the note and type your comment. Click outside the yellow note
when you are finished. You can size the note by dragging the right or left lower corner to the size you
want. You can also click and drag the yellow note anywhere on the page. However, understand that the
yellow note covers up the text behind it, so move it to a blank area on the page. You can hide the yellow
note by clicking on the [_] in the upper right corner of the note, and you can make it appear again by
double-clicking the note symbol. To delete the note completely, click on the symbol and press Delete.
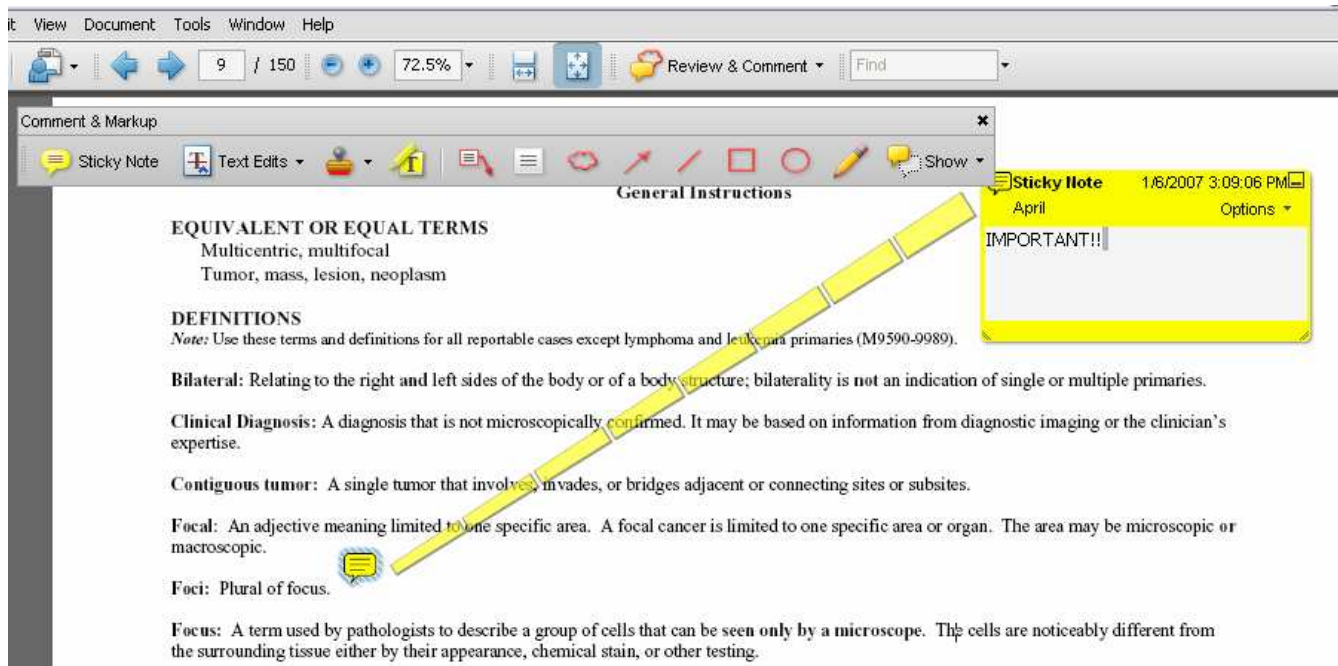
Note: in this illustration, the line between the symbol and the note only shows when the cursor is over the
note or the symbol. It does not appear all the time.

TO HIGHLIGHT TEXT IN THE DOCUMENT

Click on the Highlighting tool   either in the dropdown menu or on the Comment & Markup toolbar. Then use your cursor just as if it were a highlighter pen. To 'unhighlight' an area, just click on the highlighted area and press Delete.
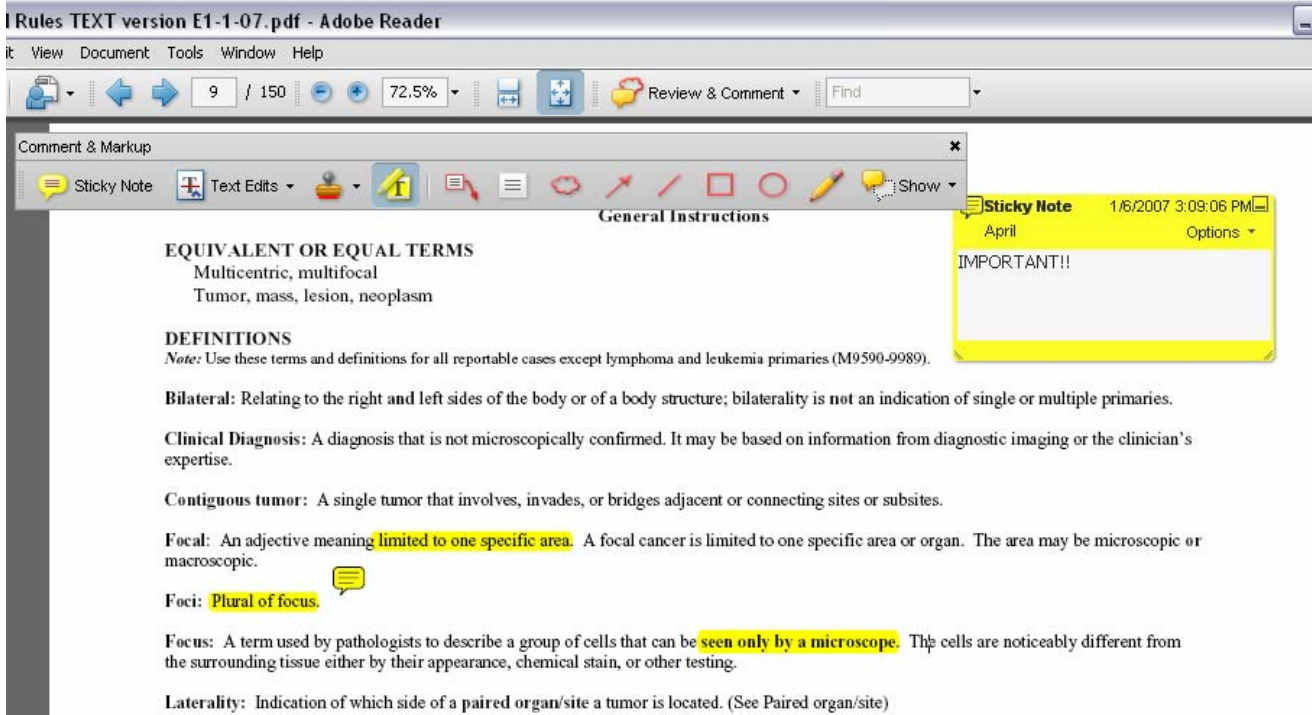
TO ADD A TEXT BOX

The difference between a sticky note and a text box is that the text box always appears on the screen; a sticky note can be hidden so that only the symbol shows.

Click on the Text Box tool   either in the dropdown menu or on the Comment & Markup toolbar. Click on the page where you want the text box to show and drag the box to the size you want. Click inside the box and type your comment. You can edit the text font somewhat by right-clicking on the text and then clicking on Text Style in the pop-up window.

Click outside the box to finish. You can resize the box by clicking on the box and pulling an edge to the size you want. You can edit the border and fill by right-clicking on the box and then clicking on Properties in the pop-up window.

TO ADD A CALLOUT BOX

Click on the Callout tool [icon] either in the dropdown menu or on the Comment & Markup toolbar. Click on the page where you want the arrow to start and drag to place the box where you want it. Type your comment inside the box. You can edit the text font somewhat by right-clicking on the text and then clicking on Text Style in the pop-up window. Click outside the box to finish. You can resize the box by clicking on it and dragging one of the edges to the size you want. You can reposition the point of the arrow by clicking on the tiny square at the point and dragging it to where you want.

← Getting ready to move, resize, or delete this note.
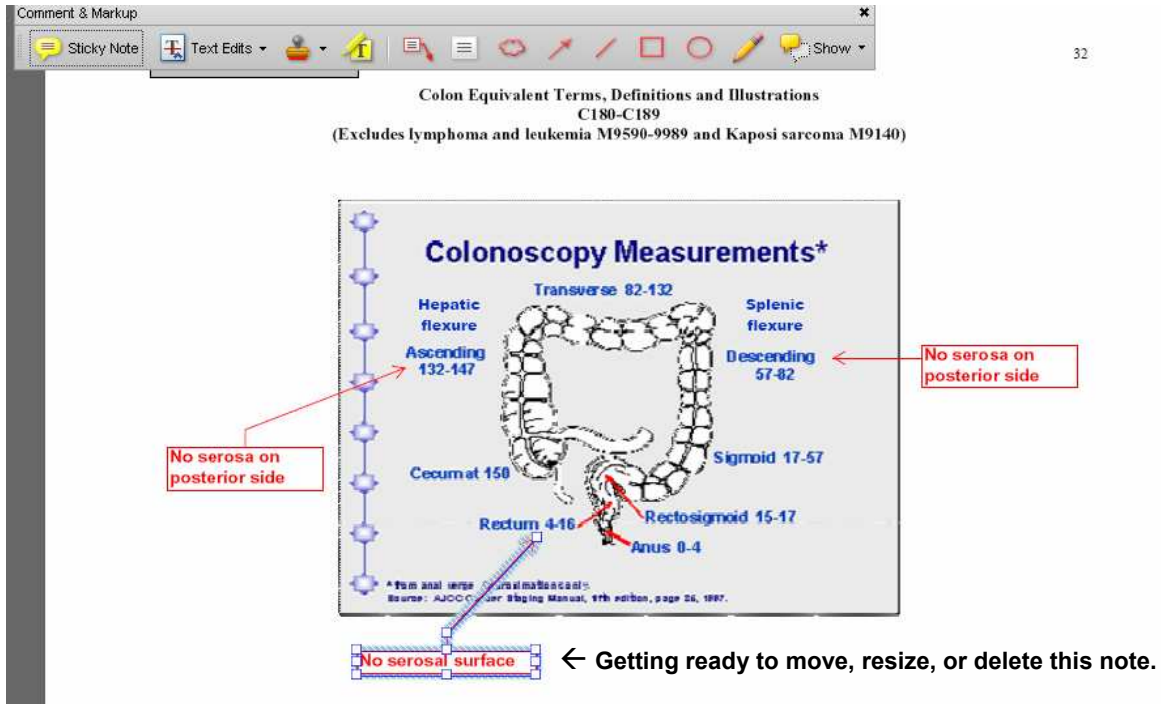
IMPORTANT!

In order to retain your comments and notes, you must save the file when you close the document, just as you would any other document. You can save it under the same name or a new name if you prefer. There are several ways to save the file, and if you forget, you will be reminded when you exit the program. When you open the file again, you can edit or change any of the notes that are in the document.

There are many other markup tools available in Adobe Reader 8—square and circle outlines, arrows, pencils and erasers, even time-and-date stamps for revisions. You can copy and paste notes from one enabled document to another enabled document (just in case there's a revision of the file). Experiment a little, and you maybe able to give up your hard copy manuals!!