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HOW TO		
Action	Adobe Reader version 7, 8 or 9	Adobe Reader version X
Insert text	Click the 'Text Edits' button Text Edits on the Commenting tool bar. Click to set the cursor location in the text and simply start typing. The text will appear in a commenting box. You may also cut-and-paste text from another file into the commenting box. Close the box by clicking on 'x' in the top right-hand corner.	Click the 'Insert Text' icon <b>T</b> on the Comment tool bar. Click to set the cursor location in the text and simply start typing. The text will appear in a commenting box. You may also cut-and-paste text from another file into the commenting box. Close the box by clicking on '_' in the top right-hand corner.
Replace text	Click the 'Text Edits' button Commenting tool bar. To highlight the text to be replaced, click and drag the cursor over the text. Then simply type in the replacement text. The replacement text will appear in a commenting box. You may also cut-and-paste text from another file into this box. To replace formatted text (an equation for example) please <u>Attach a file</u> (see below).	Click the 'Replace (Ins)' icon Comment tool bar. To highlight the text to be replaced, click and drag the cursor over the text. Then simply type in the replacement text. The replacement text will appear in a commenting box. You may also cut-and-paste text from another file into this box. To replace formatted text (an equation for example) please <u>Attach a file</u> (see below).
Remove text	Click the 'Text Edits' button for the text Edits on the Commenting tool bar. Click and drag over the text to be deleted. Then press the delete button on your keyboard. The text to be deleted will then be struck through.	Click the 'Strikethrough (Del)' icon To on the Comment tool bar. Click and drag over the text to be deleted. Then press the delete button on your keyboard. The text to be deleted will then be struck through.
Highlight text/ make a comment	Click on the 'Highlight' button on the Commenting tool bar. Click and drag over the text. To make a comment, double click on the highlighted text and simply start typing.	Click on the 'Highlight Text' icon on the Comment tool bar. Click and drag over the text. To make a comment, double click on the highlighted text and simply start typing.
Attach a file	Click on the 'Attach a File' button on the Commenting tool bar. Click on the figure, table or formatted text to be replaced. A window will automatically open allowing you to attach the file. To make a comment, go to 'General' in the 'Properties' window, and then 'Description'. A graphic will appear in the PDF file indicating the insertion of a file.	Click on the 'Attach File' icon on the Comment tool bar. Click on the figure, table or formatted text to be replaced. A window will automatically open allowing you to attach the file. A graphic will appear indicating the insertion of a file.
Leave a note/ comment	Click on the 'Note Tool' button on the Commenting tool bar. Click to set the location of the note on the document and simply start typing. Do not use this feature to make text edits.	Click on the 'Add Sticky Note' icon on the Comment tool bar. Click to set the location of the note on the document and simply start typing. Do not use this feature to make text edits.
Review	Io review your changes, click on the 'Show' button on the Commenting tool bar. Choose 'Show Comments List'. Navigate by clicking on a correction in the list. Alternatively, double click on any mark-up to open the commenting box.	Your changes will appear automatically in a list below the Comment tool bar. Navigate by clicking on a correction in the list. Alternatively, double click on any mark-up to open the commenting box.
Undo/delete change	To undo any changes made, use the right click button on your mouse (for PCs, Ctrl-Click for the Mac). Alternatively click on 'Edit' in the main Adobe menu and then 'Undo'. You can also delete edits using the right click (Ctrl-click on the Mac) and selecting 'Delete'.	To undo any changes made, use the right click button on your mouse (for PCs, Ctrl-Click for the Mac). Alternatively click on 'Edit' in the main Adobe menu and then 'Undo'. You can also delete edits using the right click (Ctrl-click on the Mac) and selecting 'Delete'.