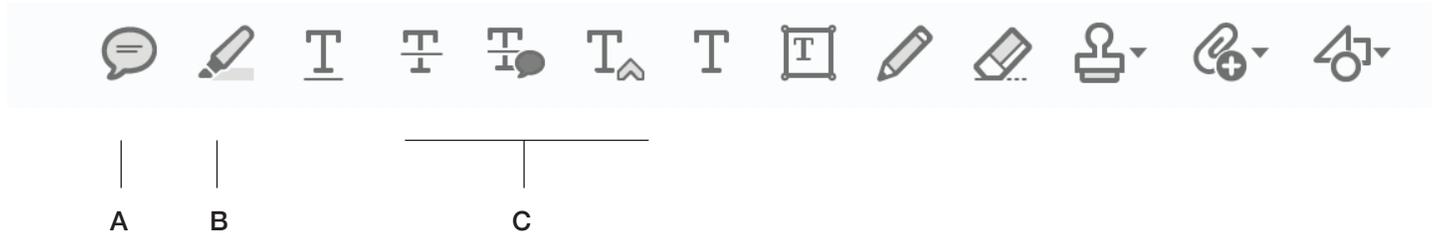


COMMONLY USED TOOLS



- A. ADD STICKY NOTE
 - B. HIGHLIGHT TEXT
 - C. TEXT EDITS
-



A. ADD STICKY NOTE

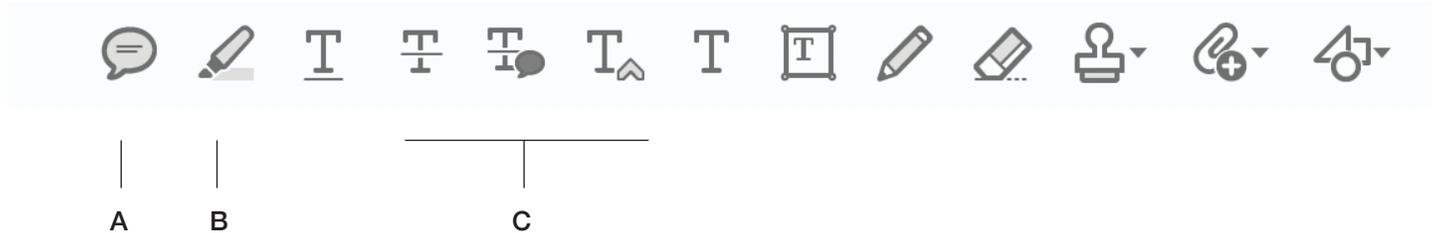
Use a sticky note when you want to make a general note that applies to a large section of the PDF. For example: “Reduce font size on this page.” or “Change colors used on this page.” Please do not use a sticky note to make any comments or edits regarding text changes. Use the appropriate Text Edit tool (see next page).



B. HIGHLIGHT TEXT

Use this tool when you want to call attention to text for design-related comments. For example: change the font of a selection, change the size of a selection, or move the highlighted selection to a different section of the document. Once you highlight the text, edit the comment to indicate what you want done. There is no need to highlight text that has also been marked with a Text Edit tool. Every comment made, no matter the tool, creates a pop-up box that will be seen.

COMMONLY USED TOOLS



C. TEXT EDITS

Use these tools when you want to make specific text edits. For example: changing the spelling of a word, inserting text at a specific point, or replacing a section of text with new text. It is important to use these tools, rather than a sticky note, because it ensures accuracy and eliminates confusion about exactly where an edit is to be made. Using these tools also eliminates the need to type out “delete this text”, or “change this spelling”, because those instructions are indicated by the tool you use. Note too, that you can copy and paste into the specific text tool comment area from microsoft word, emails, etc.



- **REPLACE SELECTED TEXT**

Select the text (that you want replaced) and then begin typing. The selected text is marked with a cross-out, an insertion caret appears, and the replacement text is added to a pop-up note.



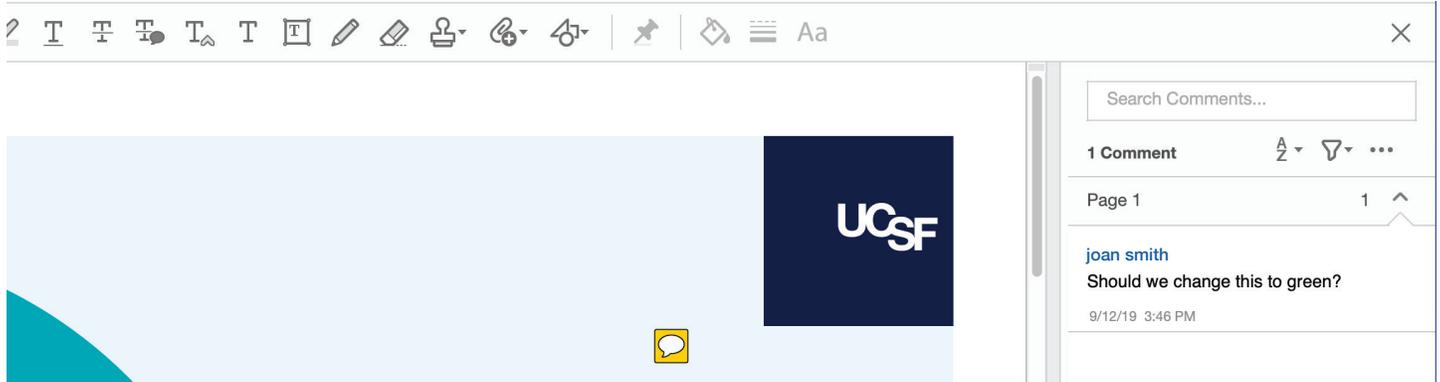
- **INSERT TEXT AT CURSOR**

Click between words or characters where you want to insert text and begin typing. An insertion caret appears and the text is added to a pop-up note.



- **CROSS OUT TEXT FOR DELETION**

Select the text (that you want deleted) and then press Backspace or Delete. The text is marked with a cross-out to indicate that it should be deleted.



COMMENTS BAR

A comment is created each time you mark up a PDF using any one of the tools. On a Mac, the comment bar is on the right of your pdf (see above). All comments are listed here in separate boxes. To review, edit or add to any of your comments, double click on the box. Then place the cursor where you would like it to start. The designer (or recipient of your PDF markup) will review each comment one-by-one and apply all edits.

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