This guide will assist you in marking up PDF documents using Adobe Reader DC.

Be sure that you downloaded the reader ONLY from the original ADOBE website. It may be downloaded here:

https://get.adobe.com/reader/

Be sure not to let it install any additional software in addition to Adobe! In addition, some editors for android or iOS phone may actually be trojans.

After you have installed the reader and rebooted your computer open the document that you wish to comment on. Ensure that you see "Open with Adobe Acrobat Reader DC"

If you work for a company that uses a different Adobe reader or editor then use that program, but the methods may be different and this document may not apply. An example is Foxit or Bluebird editor.
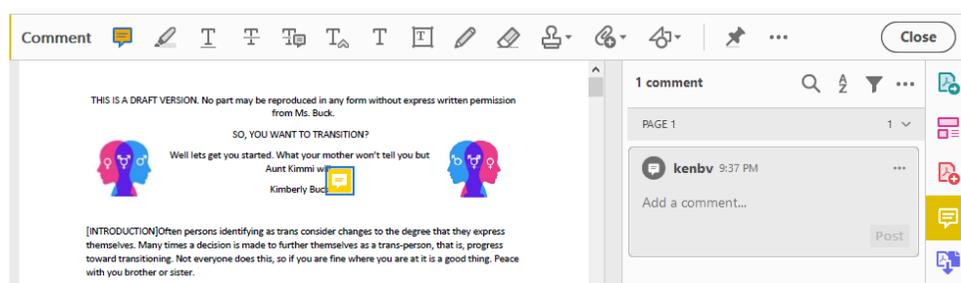
Open the document.
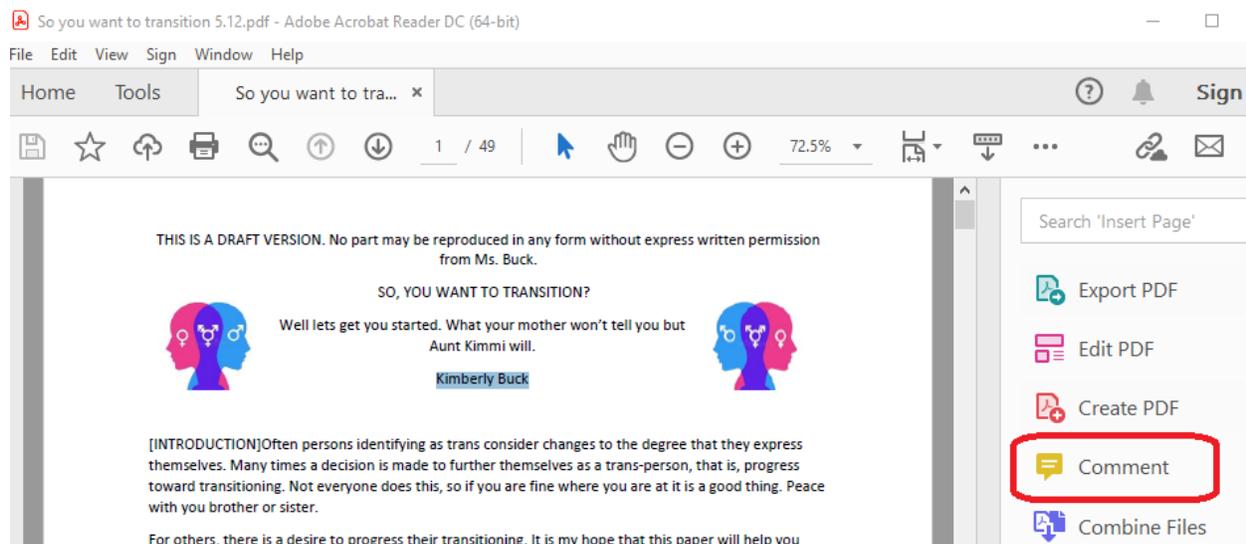
Click on "Comment"

This brings up the markup menu at the top of the document.

The first thing we will do is to add a stick note. Click on the sticky icon:

As you move your cursor down the sticky icon will drag, move to where you wish to place the comment and click.

Note that on the right side a box in which to add comments appears. Type your comment here. Click on **POST**. Your comment, along with the Adobe account name will be set. In addition, you or others may add additional comments below. Also note the three dost at the top right, which bring up a menu with additional functions.
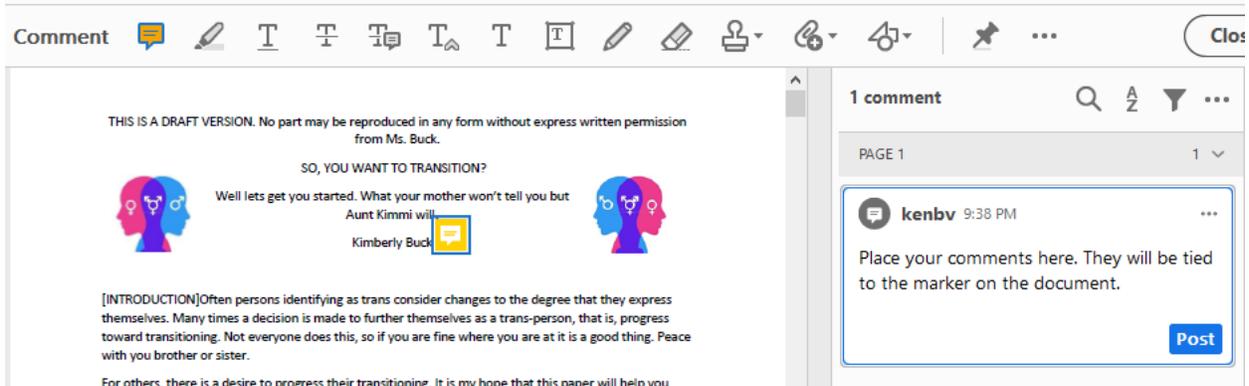
Most of the functions in the Comment menu are available, lets explore a few but feel free to explore them all and use those that you deem appropriate.

Note that items marked in Comment more appear when hoovered over or clicked on in the document.

Let's try highlight:

This lets us use the highlight marker to mark text for commenting on. Start by clicking on the highlighter as we did with the Sticky Note. Mark the section to be commented on by dragging with the mouse marker.

The markup pretty much works the same way as the stick note markup does.

The other functions work pretty much the same way.

Be sure to SAVE the file as you go.

Kimberly