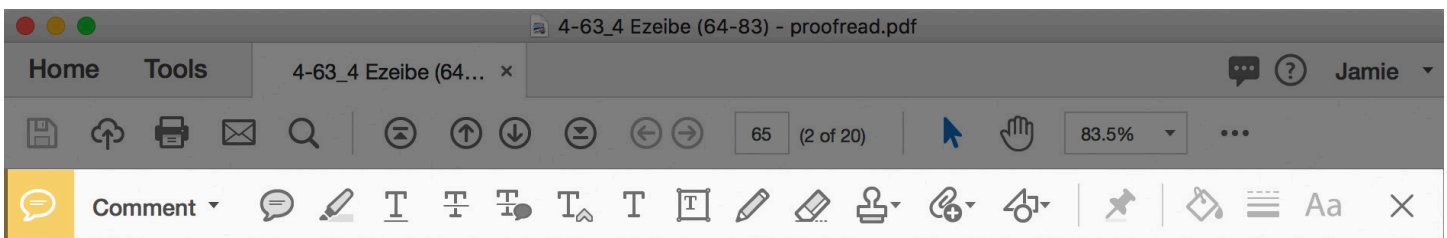


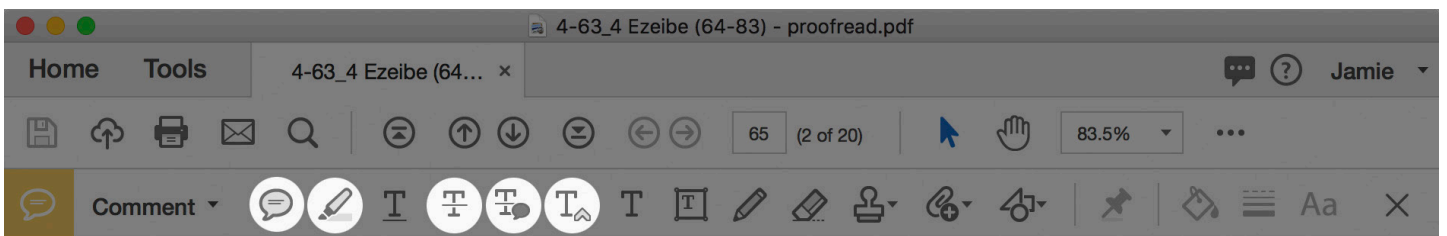
Using Adobe Acrobat to Edit and Markup PDFs

1.) Begin by making sure you have Adobe Acrobat DC (either the Creative Cloud or free Reader version will do). Adobe Acrobat Reader DC can be downloaded for free here: <https://get.adobe.com/reader/>

2.) Select Tools and from the Share & Review section, select Comment to access the Comment Tools.



3.) There are multiple tools available in the Comment section. Only a few of them are necessary to properly Comment your PDF:



- Add sticky note
- Highlight text
- Strikethrough text
- Add note to replace text
- Insert text at cursor

4.) Use **Add sticky note** and **Highlight text** to give instructions. Most text edits will be done with **Strikethrough text**, **Add note to replace text**, and **Insert text at cursor**.

Strikethrough text is used to delete text. Choose this tool and select the text you want deleted. A red strikethrough line will appear over the deleted text. *When deleting text, be sure to select the leading or trailing space(s).*

Add note to replace text is used to select a word or words that need to be replaced with new text. Choose this tool, highlight the word(s) you want replaced, and type the new text into the Comment Window. A blue strikethrough line will indicate the text that is being replaced, and a blue arrow will indicate where the replacement text will appear. *Be mindful of surrounding spaces in the text and in your replacement text.*

Insert text at cursor allows you to inserted new text where you click the cursor. Even though you can select multiple characters/words with this tool, where you release the mouse is where the inserted text will be placed.

Choose this tool, click where you want new text to appear, and type the new text into the Comment Window. A blue arrow will indicate where the new text will appear. **Be mindful of surrounding spaces in the text and in your new text.**

These are the 3 main tools you will use to edit the text. Of course, other edits may be needed, such as changing the font style of text (roman, *italic*, **bold**, or **bold italic**). To indicate a change of font style (for instance, to change text from roman to *italic*), use **Highlight text** to select the text to be changed, then right-click to show the contextual menu and select “Open Pop-Up Note,” and write in the correct font style (i.e., “*italic*”).

Changes to the layout should be indicated using the **Add sticky note**. Select this tool and click on the page and start writing your instructions, such as “Move this image to next page.” or “Transpose these two entries.”

In addition to **Add sticky note** to indicate layout changes, the drawing tools may be used to draw shapes on the PDF, but please use these tools sparingly, as they will quickly overwhelm the page.

5.) Finally, after you have finished editing, save the PDF in a recognizable way, such as by adding “_EDITED” to the end of its name. **Never combine the edited PDFs into a single file, or add/remove pages from the PDF—even if a page has no edits.** This is very important for the import process to work correctly on my end.

TIPS

- Keep in mind that with *most* Commenting Tools, you can right-click for the contextual menu and select “Open Pop-Up Note” to add a note to the tool. For instance, on a page with many images, you could use the Arrow to point to a specific image, and add a Pop-Up Note indicating the move, rather than adding a separate sticky note. This will help cut down the clutter. (**Note: This won’t work with the the “Insert text at cursor” Tool, as it only opens the edit window, and any text you add as a note will actually become part of the correction.**)
- “Document Geek” Kelly Vaughn has a great video of [Best Practices for Using PDF Commenting Tools](#). The version of Acrobat in the video is an older one (Acrobat XI), so some of the Tools are a bit different than what’s available in Acrobat DC, but the ideas are the same. I highly recommend watching this video for an overview of PDF commenting and correction!