# Using Adobe Acrobat to Annotate PDFs

1.) Begin by making sure you have Adobe Acrobat XI (either the free Reader, or the Standard or Pro version will do). Adobe Acrobat Reader XI can be downloaded for free here: http://www.adobe.com/products/reader.html

2.) Open the Comments Tools and select the Annotations Panel

3.) As you can see, there are 12 Tools available in the Annotations Panel. Only a few of them are necessary to properly Annotate your PDF: Sticky Note Tool, Highlight Text Tool, Insert Text Tool, Replace Text Tool, and the Strikethrough Tool.

4.) Most text edits will be done with the Insert Text Tool, Replace Text Tool, and Strikethrough Tool.
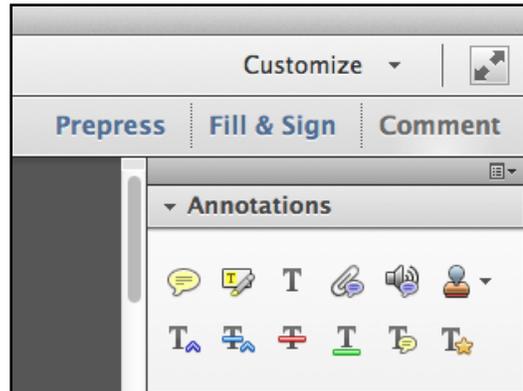
Insert Text Tool indicates new text you want inserted into the text. Select this tool, click where you want new text to appear, and type the new text into the Comment Window. A blue arrow will indicate where the new text will appear. Be mindful of surrounding spaces in the text and in your new text.

Replace Text Tool indicates new text that you want to replace text that is already in the document. Select this tool, highlight the word or words 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.

Strikethrough Tool is used to delete text. Select this tool and highlight the text you want deleted. A red strikethrough line will appear over the deleted text. Be mindful of leading or trailing spaces.

These are the 3 main tools you will use to edit the text. Of course, other edits may need to be made, 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 the Highlight Tool 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").
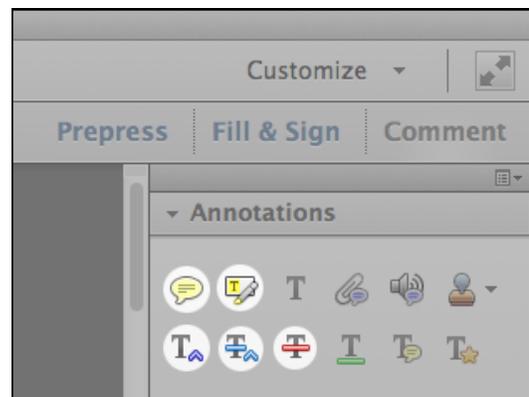
Changes to the layout should be indicated with a Sticky Note, using the Sticky Note Tool. Select this tool and click on the page and start writing your instructions, such as "Move this image to next page." or "Add a line space above this paragraph."

In addition to the Sticky Note Tool to indicate layout changes, the Drawing Markup Tools (located in the Drawing Markups Panel below the Annotations Panel) 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 all Tools, you can right-click for the contextual menu and select "Open Pop-Up Note" to add a note to the tool. So for instance, on a page with many images, you could use the Arrow Tool to point to the specific image, and add a Pop-Up Note to the Arrow indicating the move, rather than adding a separate Sticky Note. This will help cut down the clutter.

- The **Text Correction Tool** is also in the Annotations Panel, and it acts like the Insert Text Tool, Replace Text Tool, and Strikethrough Tool, all at once! Selecting this tool opens a window showing how this tool can be used like the other three all at once.

- Document Geek Kelly Vaugh has a great video of **Best Practices for Using PDF Commenting Tools**. I highly recommend watching this video for an overview of PDF commenting and correction!