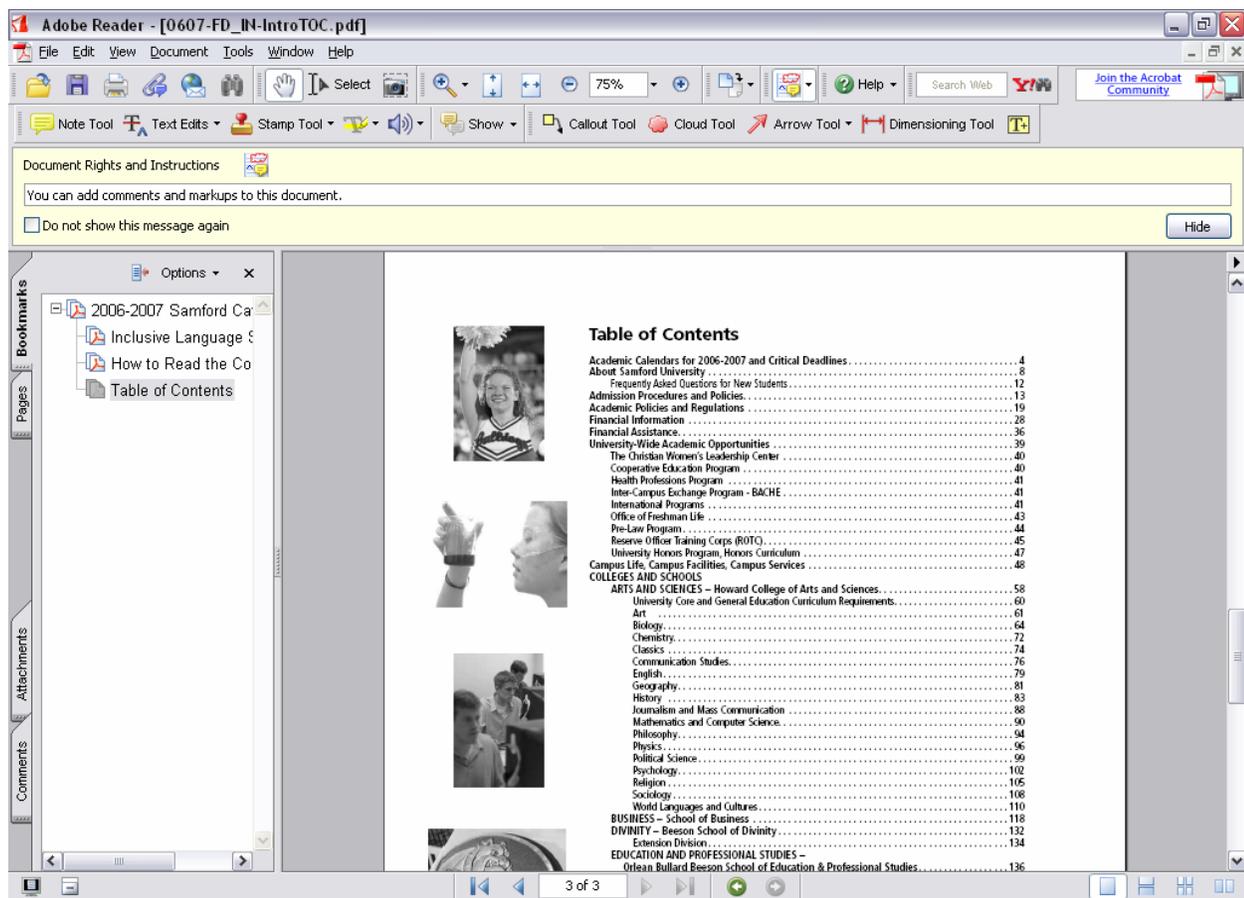


How to Use the Electronic Commenting Feature in Adobe Reader (version 7.0 or later)

Before using this feature, be sure to do the following:

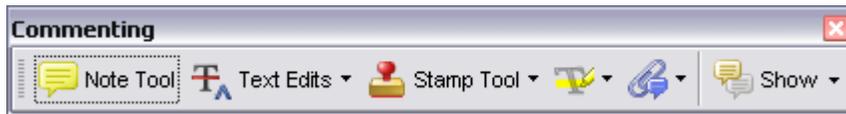
- 1) Determine the version of Adobe Reader on your machine. If you have version 7.0 or later, you can take full advantage of the electronic commenting feature. If you have an older version, download the latest Adobe Reader from the following Web site:
<http://www.adobe.com/products/acrobat/readstep2.html>
- 2) Open the PDF file and save it to your hard drive or to a disk. The commenting feature will not work within your Web browser. (You can rename the file if desired. When you e-mail it back to Jane, please add your last name to the new file name, if possible.)
- 3) Close out the Web version and open the newly saved version on your hard drive or disk. You should see a statement at the top indicating you have the right to add comments and markups to this document. Older Adobe Readers will either not show this prompt at all or will state that you cannot make changes to the document.



Use the Electronic Commenting Tools

There are two toolbars that can be used in Adobe Reader 7.0. You may wish to use both or just one. Here's an overview of their features:

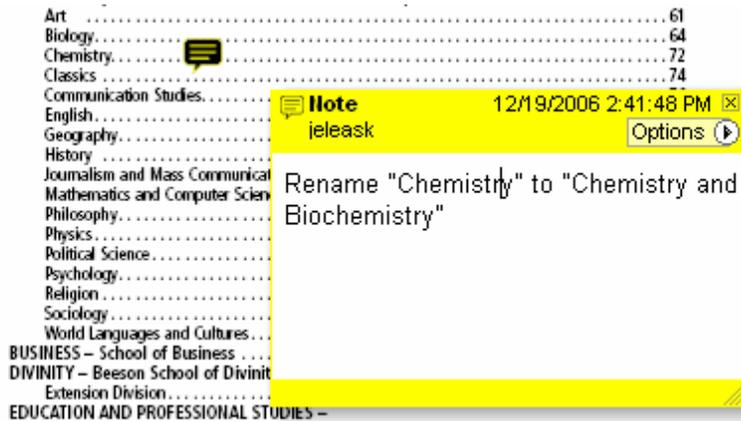
1) Commenting Toolbar:



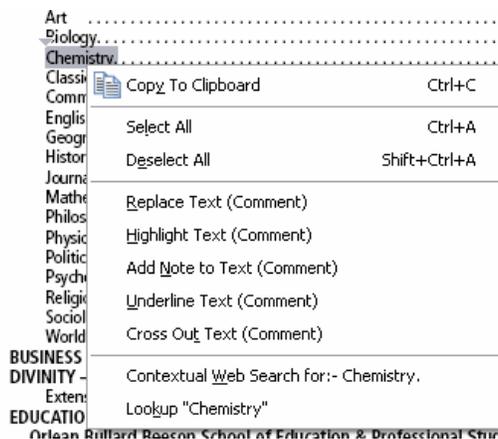
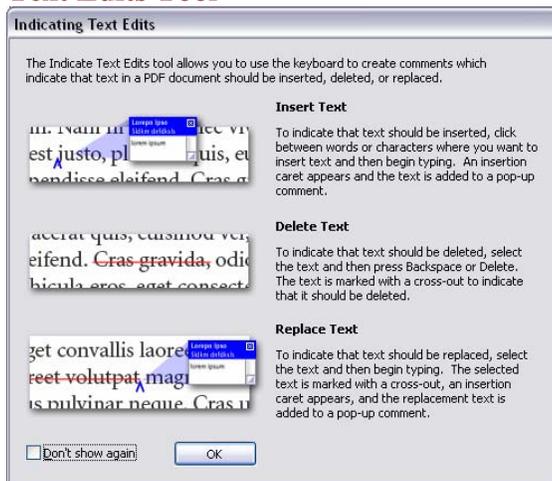
If this toolbar doesn't appear, click **View>Toolbars>Commenting** (check if not already checked).

Note Tool

Click on the **Note Tool** icon to bring up a yellow box. Simply type instructions or revisions in this box.



Text Edits Tool



Click on the [Text Edits Tool](#), highlight the text you wish to revise, and right click the mouse. You can choose to cross out (in red), underline (in green), highlight (in yellow), and even replace the selected text. Replacing text will bring up a blue box similar to the yellow note box which then allows you to enter the desired new text. It will automatically cross out the selected text (see above). Adding a note to the selected text will highlight it in yellow and bring up a yellow box just like the [Note Tool](#). You can use **any** of these methods individually or a combination of methods to indicate a change.

Stamp Tool

Allows for insertion of preset stamp formats (dynamic, sign here, standard business), although the choices are limited and may not really apply to revisions you're making. Right click on the choices within the [Stamp Tool](#) to see what's available.

Highlighting Tool

The [Highlighting Tool](#) allows for highlighting (in yellow), underlining (in green), and crossing out (in red) text. It doesn't allow for insertion of new text, although you can always add a comment or note after the fact. You can set the Highlighting Toolbar to display on the screen.



Attachment Tool

This allows you to add a file attachment to a PDF file. You're welcome to experiment with this, although we haven't used this feature yet with regards to the catalog revision process.

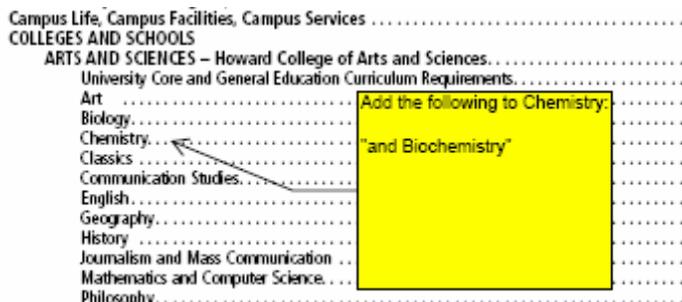
2) Drawing Markups Toolbar:



If this toolbar doesn't appear, click [View>Toolbars>Drawing Markups](#) (check if not already checked).

Callout Tool

Click near where you want to add a note, and a yellow box with a black arrow will appear. Type text. The box can be moved after the fact if it's covering up something important.

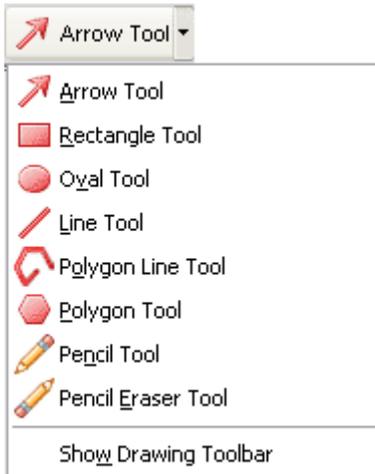


Cloud Tool

This is a little tricky and shouldn't be needed in most cases. It does not allow for text insertion.

Arrow Tool

Like a Swiss Army Knife, the arrow tool is actually several tools in one. Click on the down arrow at right to display all the possibilities (or set the drawing toolbar to display):



The different tools are mostly self-explanatory, but the choices offer a wide variety of options. You can indicate a large block of text that needs to be deleted by using the [Line Tool](#) to mark a giant “X” through the paragraph. This shortcut avoids the tediousness of using the strikethrough tool in the Commenting Toolbar. You may wish to use the [Rectangle](#) or [Oval Tool](#) to bring a particular section to the attention of the editor. And the [Pencil Tool](#) allows for more creative markups, or when the conventional shape and line tools aren't quite enough. So, although it will always default to the [Arrow Tool](#) at first, the other options available provide greater flexibility when making revision markups.

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Arrow Tool

Line Tool

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ed THEA 415 Creative Dramatics (4)
 se Study of the history of children's theatre and creati
 d. class work and lectures, students gain hands on ex
 ci- ing and play production. Prereqs: THEA 101, 102, ;
 id:
 THEA 450W Capstone Course (4)
 Reading and study of works listed on the departme
 ination must be passed. Required of all theatre ma
 completion of major requirements, and mentor chc
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 e- THEA 424 Theatre Internship (4)
 Independent study in which students gains practic
 in a theatre-related venue.
 et THEA 455 Directed Studies in Theatre (4)

Rectangle/Oval Tools

Pencil Tool

Dimensioning Tool

Probably won't be needed for most revisions, but could be helpful in special cases.

Text Box Tool

This is perhaps the easiest tool to use. Simply click and a yellow box will appear. Type in the box and it will resize itself when you're done to fit what you've typed. You can resize the box yourself, and to add text, just double-click inside the box again.

If you choose not to add any text after all, the box simply disappears when you click somewhere else in the document.

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General Notes

In most cases, the notes created by the tools can be moved or resized for better placement on the page. In all cases, the colors alluded to are defaults, but most tools allow for changes to their properties, so experiment with that if desired.