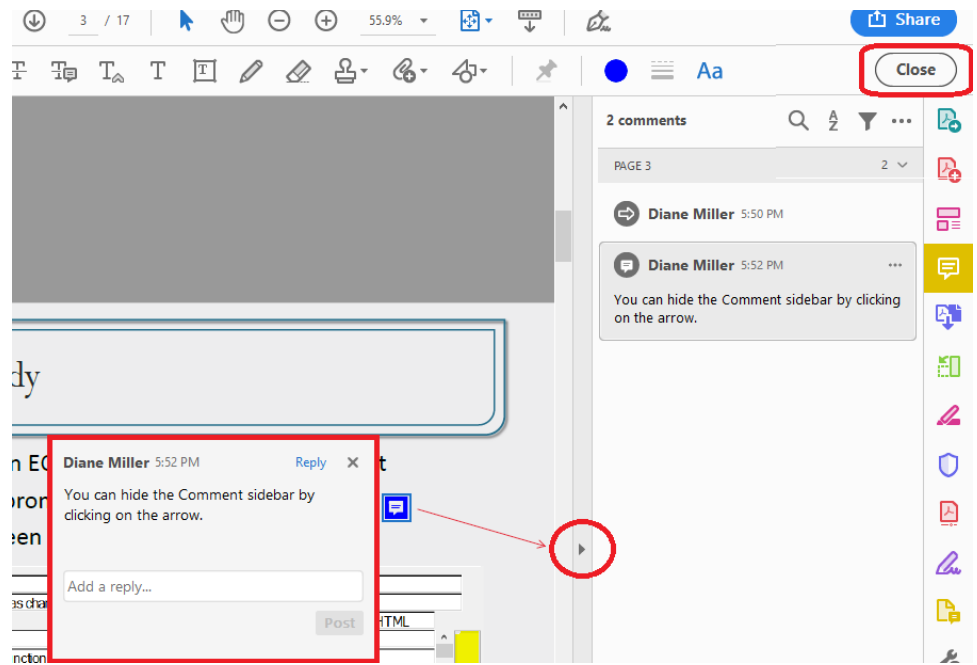


Comment App Sidebar:

The Comment App sidebar will fully display all of your comments. From within the Comment App you can view, edit, delete, and reply to all of your comments. In addition, various tools allow you to search, sort, and manage your comments.

To hide the Comment sidebar but leave Comment tools open, click on the arrow along the left edge of the sidebar.

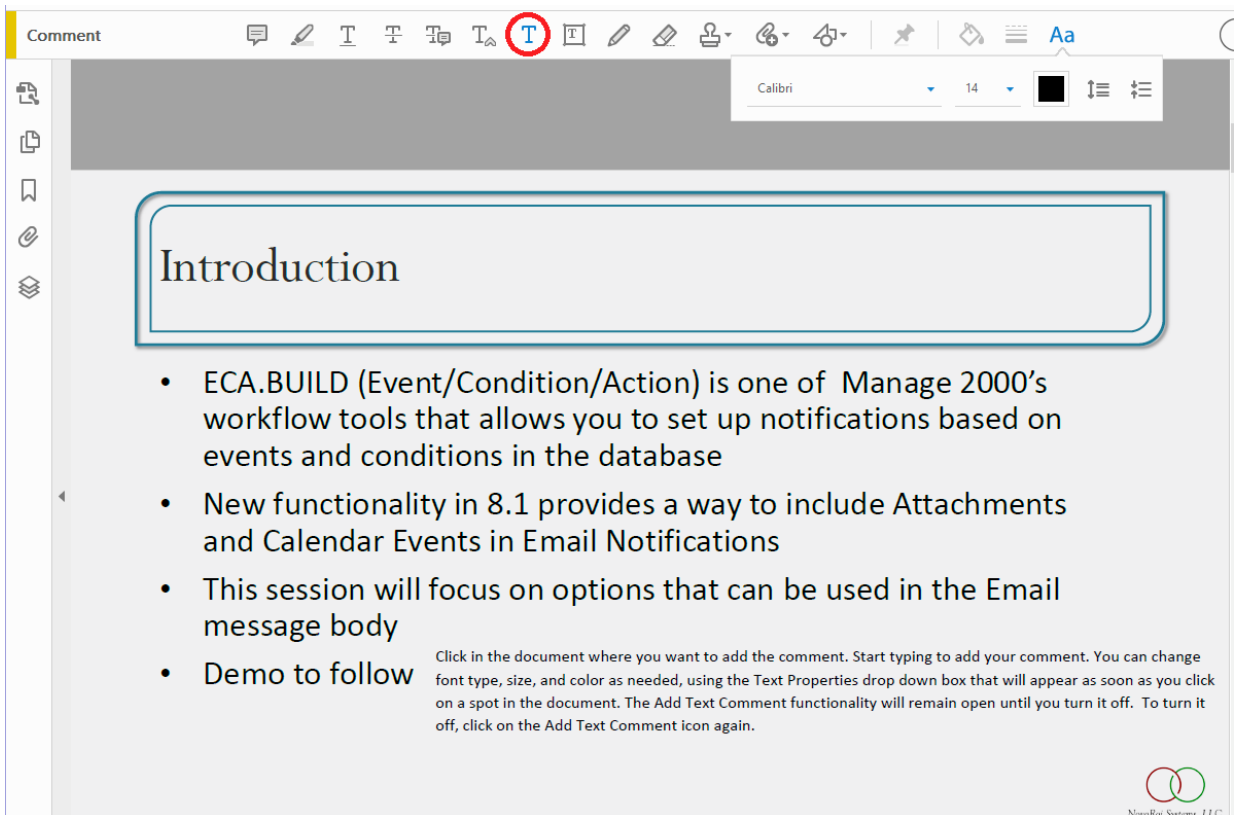
To close the Comment toolbar and functionality, click on the Close button at the top right of the document.



Add a Text Comment: Click on the Add Text Comment icon in the Comment toolbar.



Click in the document where you want to add the comment. Start typing to add your comment. You can change font type, size, and color as needed, using the Text Properties drop down box that will appear as soon as you click on a spot in the document. The Add Text Comment functionality will remain open until you turn it off. To turn it off, click on the Add Text Comment icon again.

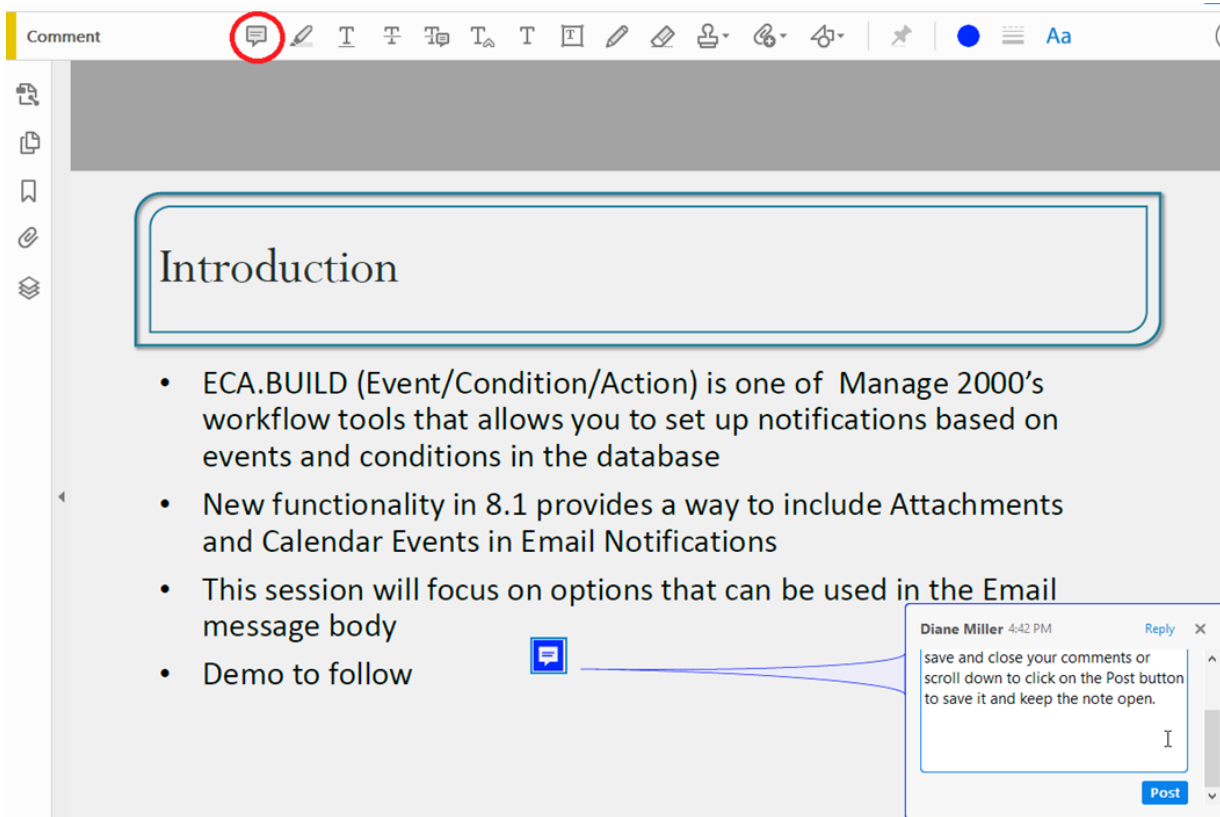


Add a Sticky Note: Click on the Sticky Note icon in the Comment toolbar.



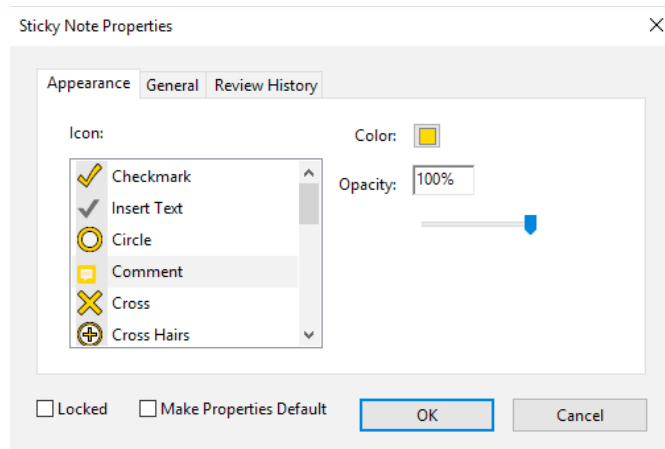
Click in the document where you want to put the Sticky Note. Type in the box to add your comment. Click the X to save and close your comments or scroll down to click on the Post button to save it and keep the note open.

Please Note: If the Comment sidebar is open, the Sticky Note window will open there instead of inside the document.



Another option to open a new Sticky Note is to right-click anywhere in the document and choose Add Sticky Note. You can do that without opening the Comment toolbar.

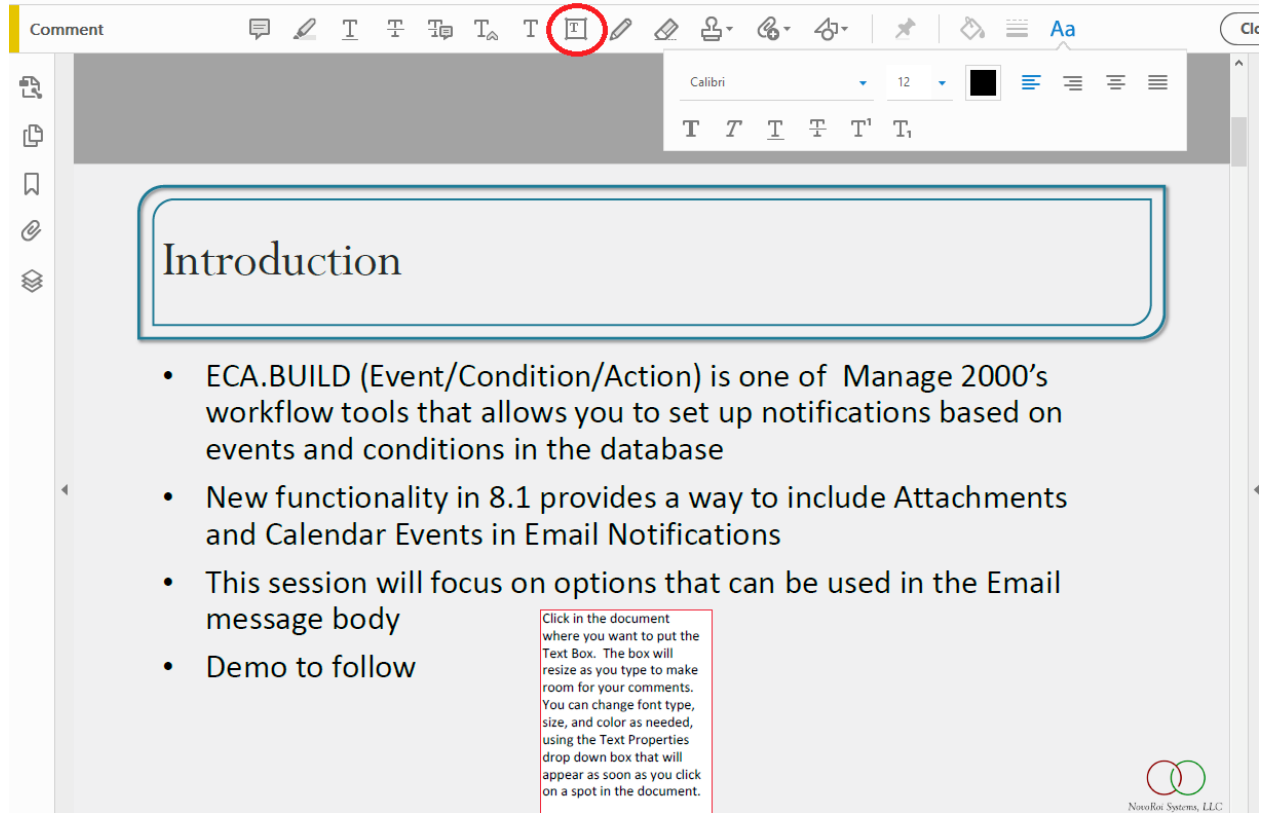
To change the appearance of the Sticky Note right-click on a Sticky Note and open Properties. Here you can change the color of the Sticky Note or the icon that represents the Sticky Note.



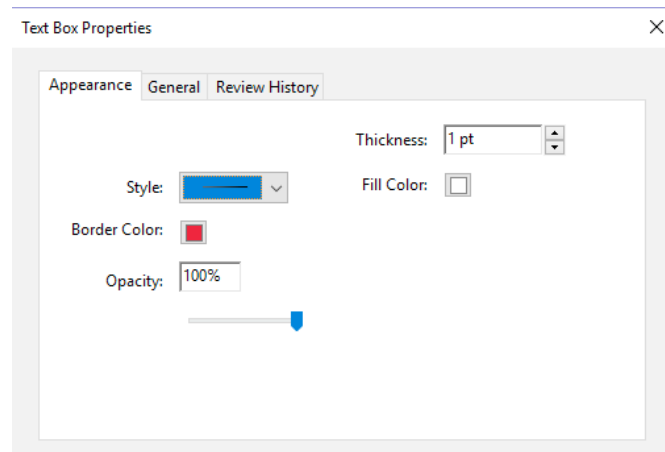
Add a Text Box: Click on the Add Text Box icon in the Comment toolbar.



Click in the document where you want to put the Text Box. The box will resize as you type to make room for your comments. You can change font type, size, and color as needed using the Text Properties drop down box that will appear as soon as you click on a spot in the document. Other additional text options are available as well.



To change the appearance of the Text Box right-click on a Text Box and open Properties. Here you can change the border style, color, thickness, etc.

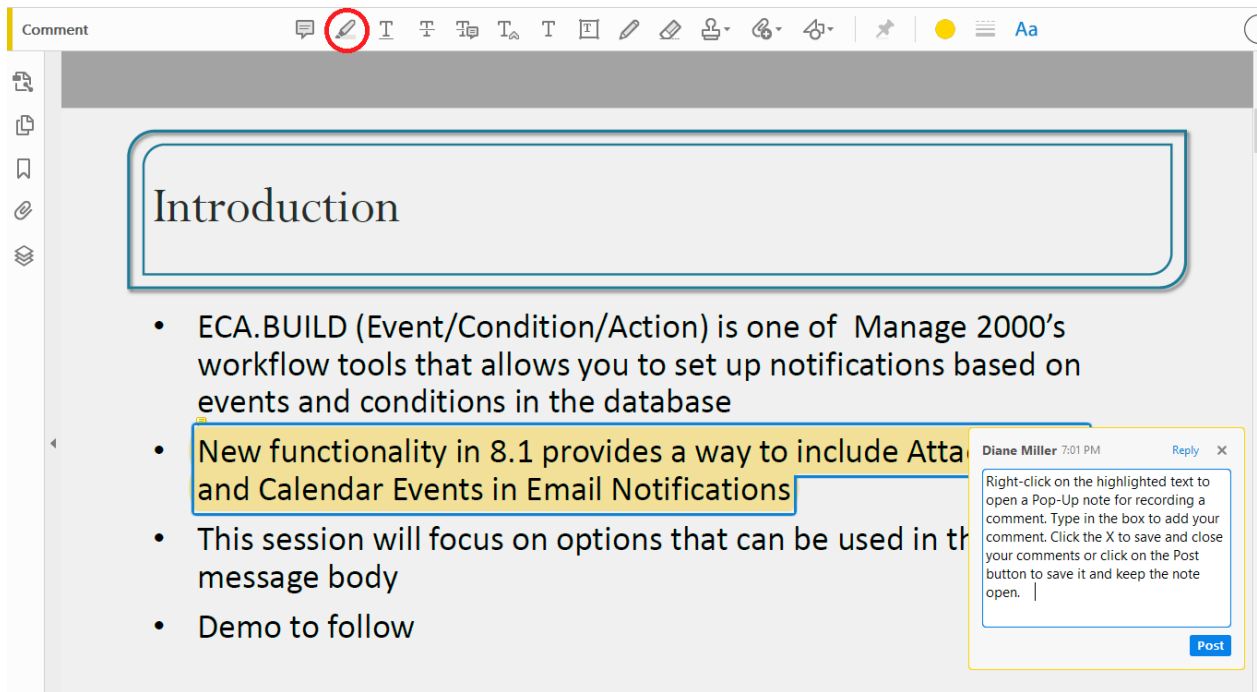




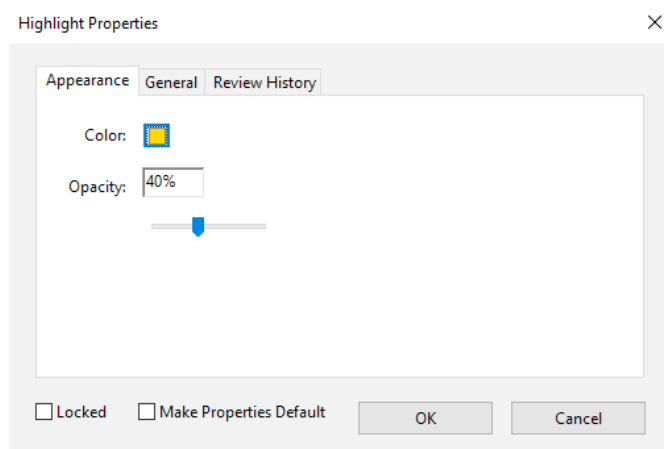
Add a Highlight and Pop-Up Note: Click on the Highlight Text icon in the Comment toolbar.

Drag the mouse over the text you want to highlight. Right-click on the highlighted text to open a Pop-Up note for recording a comment. Type in the box to add your comment. Click the X to save and close your comments or scroll down to click on the Post button to save it and keep the note open. The Highlight Text functionality will remain open until you turn it off. To turn it off, click on the Highlight Text icon again.

Please Note: If the Comment sidebar is open, a Pop-Up Note window will open there instead of inside the document.



To change the appearance of the highlighting, right-click on highlighted text and open Properties. Here you can change the color or the opacity of the highlighting.



Editing Comments: To edit a Text Comment or Text Box, simply click on it and make changes or additions. You can add/remove text as well as change font size and color. To edit a Sticky Note or a Highlight Pop-Up, double-click on the Sticky Note or Highlight to add or remove text from your comments.

Alternately, you can edit from within the Comments sidebar. Open the Comments sidebar. Right-click on the comment and choose Edit or double-click on the comment. You can add/remove text for all your comments. Please note that this option will not allow you to change font size and color for Text Comments or Text Boxes.

Moving Comments: To move a Text Comment, Sticky Note, or Text Box around the document, hold the mouse over it and drag to a new location on the page.

Deleting Comments: To delete a Text Comment, Sticky Note, Text Box, or Pop-Up Note hold the mouse over the field on the document and right-click. Choose Delete. Alternately, you can delete from within the Comments sidebar. Right-click on the comment and choose Delete.