

PDF Notetaking in Adobe Reader

We've enabled the commenting function on the NUGM PDFs so you can take notes directly on them with a free version of Adobe Reader. If you plan to take notes directly on the NUGM PDFS, we recommend you use Adobe Acrobat Reader DC at the latest release to ensure the commenting/notetaking functionality is available. You can download or upgrade the free software using the following links:

Windows

Mac OS

Android Devices via Google Play Store

iOS devices via App Store

The NUGM PDFs were saved with commenting enabled, which allows for notetaking on the PDF even in the free version of Adobe Reader. The following directions apply primarily to using the free Adobe Acrobat Reader DC on a laptop or computer with Windows or Mac OS. The appearance and functionality will vary slightly for iPhone, iPad and Android devices, but the basics will be similar.

To open the Comment toolbar, use one of the following methods:

- 1. Choose Tools > Comment to open the Comment toolbar.
- 2. Click on the Comment icon on the Tools sidebar, located on the right side of the document.



The Comment toolbar will appear across the top of the document and the Comment App sidebar will open fully on the right side of the document.

Comment toolbar: Familiarize yourself with the various Comment tools by hovering your mouse over the icons to see what they do.



To display the labels along with the icons for the Comment toolbar, right-click on the Comment toolbar and select Show All Labels.



There are many useful tools available for making comments or marking up your PDF, including drawing and highlighting tools in addition to the tools that allow you to add comments. We'll focus here on four easy ways to add comments to your PDF, but please explore all the tools in the Comment toolbar to learn about all of the available options.

Even this PDF was saved with commenting enabled, so you can practice here while you learn!

Handy Tip for Keeping a Comment Tool Selected: You can add multiple comments without reselecting the Comment tool. In the Comment toolbar, select the tool you want to use (but don't use it yet). Click the Keep Tool Selected icon (the push pin icon) to keep your choice of Comment tool open.

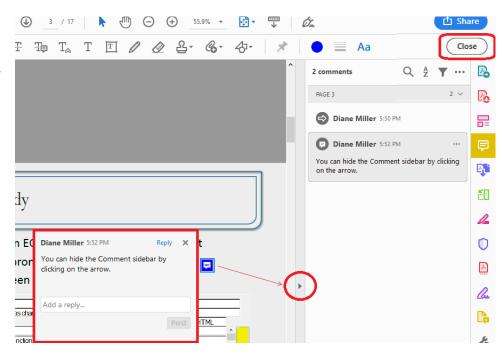


Comment App Sidebar:

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.

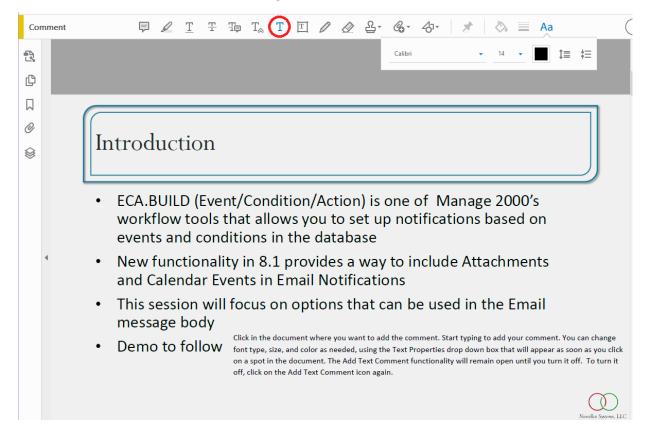
To close the Comment toolbar and functionality, click on the Close button at the top right of the document.



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

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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.



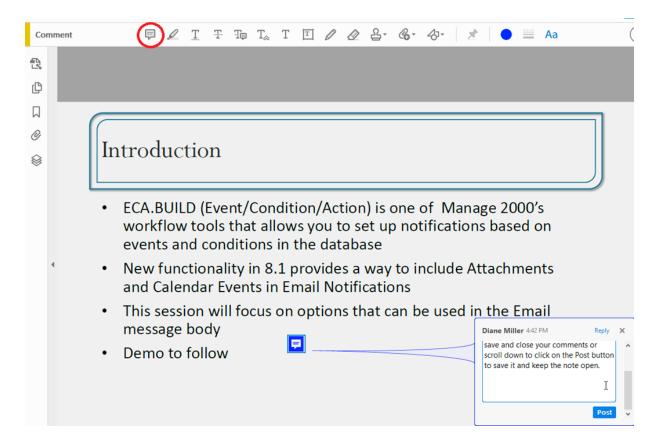


Add a Sticky Note: Click on the Sticky Note icon in the Comment toolbar.



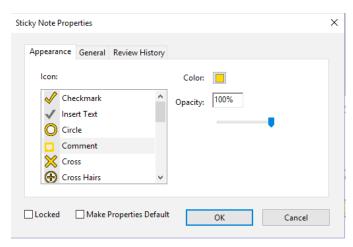
Click in the document where you want to put the Sticky Note. Type in the box to add your comment. Click the X to save and close your comments or scroll down to click on the Post button to save it and keep the note open.

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.

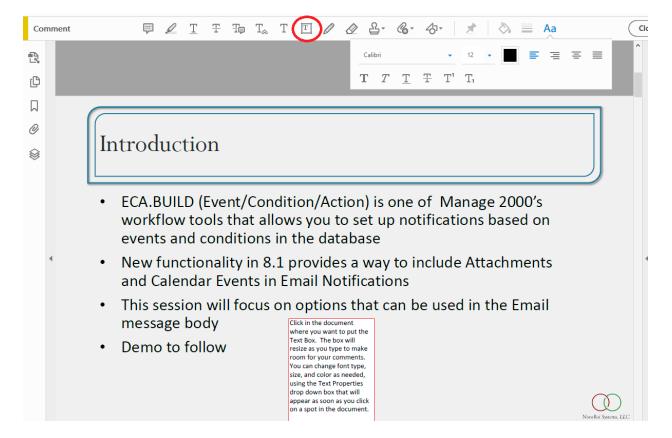




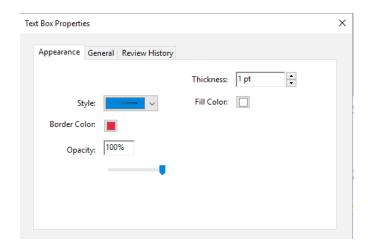
Add a Text Box: Click on the Add Text Box icon in the Comment toolbar.

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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.



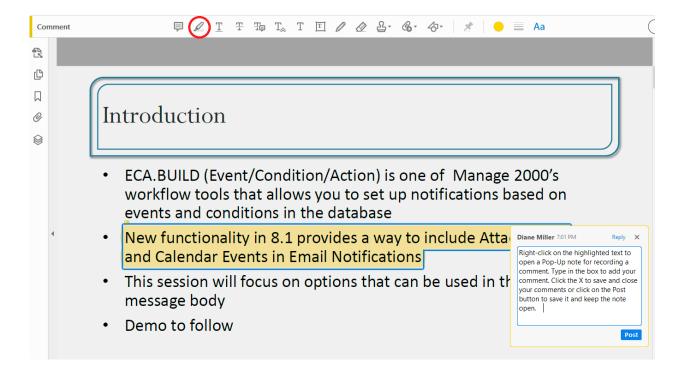




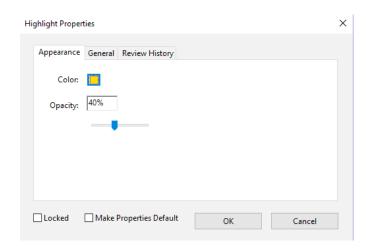
Add a Highlight and Pop-Up Note: Click on the Highlight Text icon in the Comment toolbar.

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.