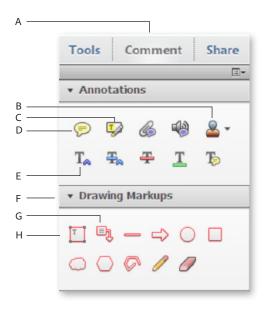




Comment in a PDF file with Adobe Acrobat XI

Review documents with a complete set of familiar commenting tools, including strikethroughs, boxes, circles, and arrows.

- 1. At the top right in Acrobat, click the Comment pane.
- 2. Open the Annotations panel or Drawing Markups panel.
- 3. Select a tool, and click the page where you want to add your comment.



- A. Show Comments Tool
- B. Stamp
- C. Highlight Text
- D. Sticky Note
- E. Text Edit
- F. Drawing Tools
- G. Callout Box
- H. Text Box

Annotation tools

Share feedback using familiar text-based tools—add sticky notes, use highlighters, insert text, replace text, underline, and add a note to text. You can also attach a file in any format to the PDF file, record audio feedback via your system microphone, or use a digital version of a rubber stamp. Choose from a variety of stamps, including Approved, Confidential, and Draft, or create your own.

Drawing markups

Emphasize areas on the page with intuitive-to-use shapes. Use text boxes that remain visible on the page rather than closing like a pop-up note. Communicate your ideas artistically with the pencil and eraser tools. The callout tool is a text box with an attached arrow to specify the area that you are commenting on.

Tip: To set permissions to prohibit commenting on your file, see **Protect your PDF file with permissions using Acrobat XI**.

Tip: To collect and manage comments from others, see **Send a PDF for shared review with Acrobat XI**.

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