

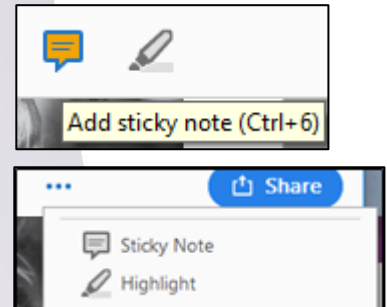


Writing comments in Adobe Acrobat Reader

IT services can install Reader for you on request using a helpdesk ticket.



Step 1: With your document open, look for the **add note** and **highlighter** icons, on a minimised window they are under the ellipsis (...) on the far right.



Step 2: Click the comment icon and drag the speech bubble where you wish to comment on the document then left click again



Step 3: Type your comment in the text box that appears. Click **Post** or press return/enter to confirm. The text box is minimised.

Step 4: When users hover over the speech bubble the comment appears. The comment can be edited or replied to when the bubble is left clicked. Close the bubble or reply with the **X** in the **top right**.



Step 5: Right clicking the bubble opens a menu with options to **Reply** to the comment, to **delete** it or to open a side bar (**app**) with all comments listed. **Set Status** allows the accepting or rejecting of comments.

