



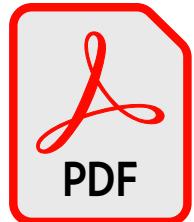
Adobe Acrobat Pro 20 comment tools

1.  **Replace Selected Text** tool is the most versatile primary comment tool in Acrobat Pro. Edits made with the **Replace Text** tool can be accepted (auto-edited) back into the text layout of InDesign. It performs three functions in one tool: 1. **Replace**: highlight old text and type in replacement text. 2. **Insert**: place the cursor at an insertion point and type new text. Also, you can 3. **Delete**: highlight text, and then press the delete key. It shows in Acrobat as a red strikethrough.
2.  **Insert Text** tool inserts text without deleting any existing text. Take care to also note the need for spacebar spaces. Markup edits with this tool can be accepted as auto-edits in InDesign.
3.  **Strikethrough Text** tool deletes text with no replacement. Select the tool, and selected text will show as a red strikethrough. Text will be deleted/ auto-edited when the comment is accepted by the InDesign user. Control-drag to mark up a rectangular area of text, such as text in a column.
4.  **Add a Comment** tool is for general comments only. It can visually block the view of what you are trying to edit, and does not anchor in text. Do not use the Add Sticky Note tool for text markup edits. The shortcut for the Add Sticky Note tool is Cmd/Ctrl+6. While this comment tool is considered the most familiar tool, it should be avoided for text markup commenting. (On the other hand, you can click or double-click the Add Sticky Note icon, select any text within it, and then right-click and copy the text if you are transferring the text into the InDesign document.)

The function of the Strikethrough Text tool and the Insert Text tool are already built-in to the **Replace Selected Text** tool, making it the primary tool to reach for and operate. The three tools are known as the **Auto-Edit** or **Auto-Text** tools.

5.  **Add Text Comment with a Border** tool clicks in the PDF. Choose the Text Properties icon in the Comment toolbar, and then select the color, alignment, and font attributes for the text. Then type the text. Text wraps automatically within the box. To change the text box: use the Select tool or the Text Box tool, click an edge of the text box to select it, and drag a corner to resize it. Use the Properties toolbar to change the border and fill options. You can double-click the text box to edit the text or change the text attributes. Select text, and then select options from the Properties toolbar. You can also paste a block of text by selecting and copying the text in any application, selecting the Hand tool in Acrobat, and choosing Edit > Paste. To delete the text box, select it, and then press Delete.
6.  and  **Add Text Comment** tool is used to type text anywhere on the PDF page. It is similar to the Add Text Box tool. Choose it and click on the page to place the cursor. To change the text formatting, click the Text Properties icon in the Comment toolbar, and select the text, and then select the property you want in the toolbar. It does not auto-edit.
7.  **Underline Text** tool indicates which text the comment refers to. Good for marking text that needs to be underlined or italicized, as is done in classic text markup practices where underlining indicated the need to set the text in italics. It does not auto-edit. Optionally, control-drag to mark up a rectangular area of text, as when marking up text in a column.
8.  **Highlight Text** tool highlights text with a comment but does not auto-edit change it. Optionally, control-drag to mark up a rectangular area, as when marking up text in a column.
9.  **Attach a File** tool adds a comment that also contains an embedded attachment. You can either attach an audio file, or record your spoken voice.
10.  **Draw (or Pencil)** tool creates free-form drawings. To erase, hold **Shift** key and drag over the drawing.
11.  **Line** tool allows you to draw straight lines.
12.  **Arrow** tool makes arrows.
13.  **Rectangle** tool makes rectangles/squares.
14.  **Circle** tool makes ovals/circles.
15.  **Text Callout** tool draws a box that you type into with a pointer visible on the document page. Callout text boxes have a resizable text box, knee line, and endpoint line. The text box expands vertically as you type so that all text remains visible.
16.  **Polygon** tool lets you create polygons.
17.  **Cloud** tool creates closed cloud shapes.
18.  **Connected Lines** tool creates open shapes.
19.  **Add Stamp** tool applies pre-made stamps. You can also create custom art stamps. You should create a custom stamp based on a pixel image of your signature.
20.  **Measure Objects** tool also makes comments.
- Click the **Keep Tool Selected** button to make many comments with the same comment tool.
- Commenting panel Options menu and choose **Properties** to customize the name, color, and icon shown. **Preferences > Commenting** to change the font size, pop-up behavior, and more.

new interface enabled





Adobe Acrobat Pro 20 comment tools

old interface

1.  **Add Note to Replace Text** tool is also called the **Replace Text** tool and is the most versatile primary comment tool in Acrobat Pro. Edits made with the **Replace Text** tool can be accepted (auto-edited) back into the text layout of InDesign. It performs three functions in one tool: 1. **Replace**: highlight old text and type in replacement text. 2. **Insert**: place the cursor at an insertion point and type new text. Also, you can 3. **Delete**: highlight text, and then press the delete key. It shows in Acrobat as a red strikethrough.

2.  **Strikethrough Text** tool deletes text with no replacement. Select the tool, and selected text will show as a red strikethrough. Text will be deleted/ auto-edited when the comment is accepted by the InDesign user. Control-drag to mark up a rectangular area of text, such as text in a column.

3.  **Insert Text at Cursor** tool inserts text without deleting any existing text. Take care to also note the need for spacebar spaces. Markup edits with this tool can be accepted as auto-edits in InDesign.

The function of the Strikethrough Text tool and the Insert Text tool are already built-in to the **Replace Text** tool, making it the primary tool to reach for and operate. The three tools are known as the **Auto-Edit** or **Auto-Text** tools.

4.  **Add Sticky Note** tool is for general comments only. It can visually block the view of what you are trying to edit, and does not anchor in text. Do not use the Add Sticky Note tool for text markup edits. The shortcut for the Add Sticky Note tool is Cmd/Ctrl+6. While this comment tool is considered the most familiar tool, it should be avoided for text markup commenting. (On the other hand, you can click or double-click the Add Sticky Note icon, select any text within it, and then right-click and copy the text if you are transferring the text into the InDesign document.)

5.  **Highlight Text** tool highlights text with a comment but does not auto-edit change it. Optionally, control-drag to mark up a rectangular area, as when marking up text in a column.

6.  **Underline Text** tool indicates which text the comment refers to. Good for marking text that needs to be underlined or italicized, as is done in classic text markup practices where underlining indicated the need to set the text in italics. It does not auto-edit. Optionally, control-drag to mark up a rectangular area of text, as when marking up text in a column.

7.  **Add Text Comment** tool is used to type text anywhere on the PDF page. It is similar to the Add Text Box tool. Choose it and click on the page to place the cursor. To change the text formatting, click the Text Properties icon in the Comment toolbar, and select the text, and then select the property you want in the toolbar. It does not auto-edit.

8.  **Add Text Box** tool clicks in the PDF. Choose the Text Properties icon in the Comment toolbar, and then select the color, alignment, and font attributes for the text. Then type the text which wraps automatically. To change the text box: use the Select tool or the Text Box tool, click an edge of the text box, and drag a corner to resize it. Use the Properties toolbar to change the border and fill options. You can double-click the text box to edit the text or change text attributes. Select text, and then select options from the Properties toolbar. You can also paste a block of text by selecting and copying the text, selecting the Hand tool in Acrobat, and Edit > Paste. To delete the text box, select it, and press Delete. It does not auto-edit into InDesign.

9.  **Drawing** (or **Pencil**) tool for free-form drawings.

 The **Erase Drawing** tool erases the drawing pencil tool's free-form drawing.

10.  **Add Stamp** tool applies pre-made or custom-made art stamps. Create a custom stamp based on a pixel image of your signature.

11.  **Add a New Attachment** tool adds a comment that also contains an embedded attachment. You can either attach an audio file, or record your spoken voice.

 Attached file or  Audio recording

 Next is a drop-down set of 8 drawing tools.

12.  **Line** tool allows you to draw straight lines.

13.  **Arrow** tool makes arrows.

14.  **Rectangle** tool makes rectangles/squares.

15.  **Oval** tool makes ovals/circles.

16.  **Polygon** tool lets you create polygons.

17.  **Add Text Callout** tool draws a box-with-pointer. A text box remains visible on the document page. Callout text boxes have a resizable text box, knee line, and an end-point line. The text box expands vertically as you type so that all text remains visible.

18.  **Cloud** tool creates closed cloud shapes.

19.  **Draw Connected Lines** tool creates shapes.

20.  **Measure Objects** tool also makes comments.

 Click the **Keep Tool Selected** button to make many comments.

Use **Preferences > Commenting** to change font size, default behavior, and other settings for comments.

