

“Solutions” Image Services

Adding Comments and Text to a PDF Documents

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Introduction

This document describes how to add notes and comments to a pdf document.

Summary Process

Check out the document

Click on the Comment icon to add a comment (this will not print)

Or, click on a Text icon to add text

Close the document to check it in (right click and manually check in if necessary)

Open the document to verify the comment is there

Detail Process

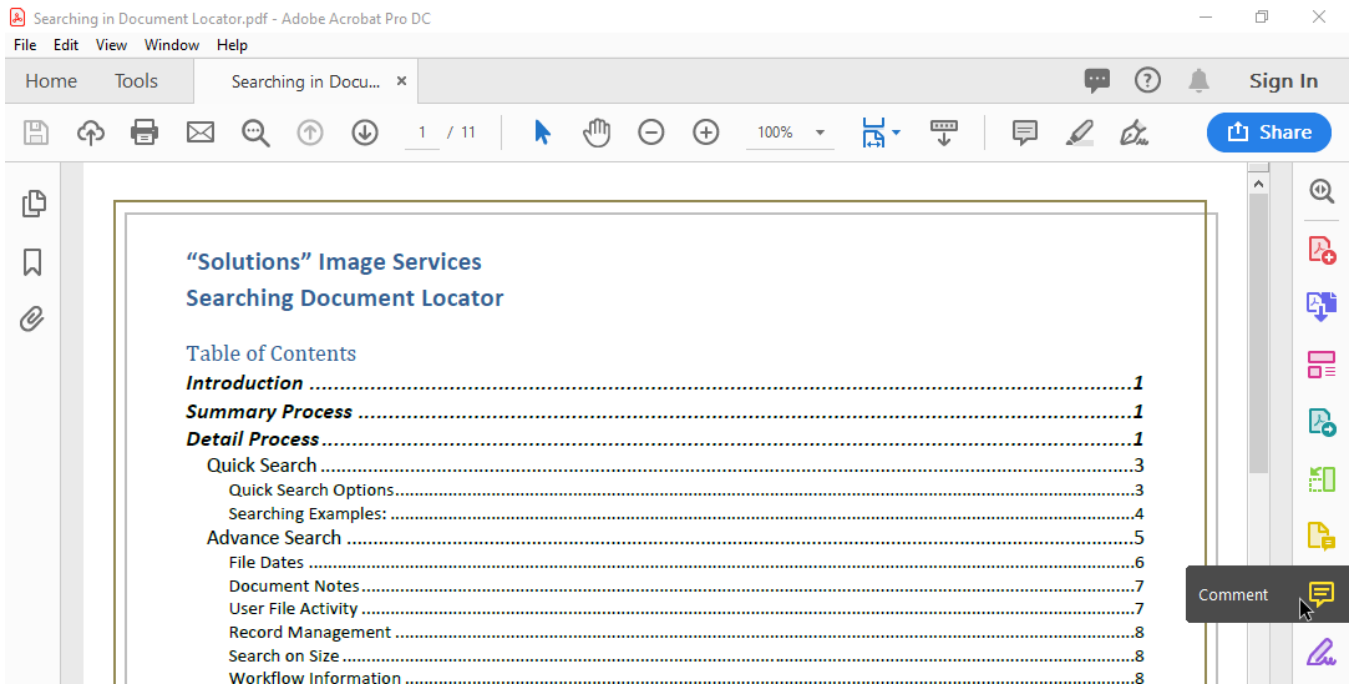
If you are in Vision, select Image Services, right click on the document, select Check Out. If in Document Locator, right click and check out the document.

Adding a Comment or Sticky Note

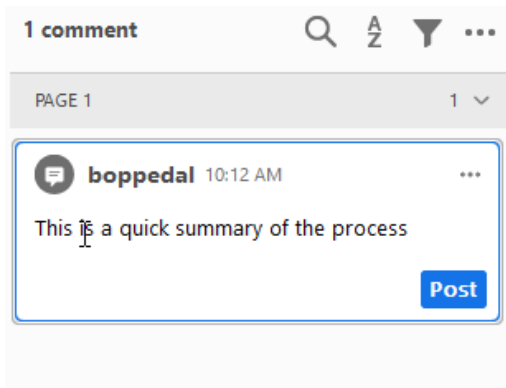
Once the pdf is checked out, click on the Comment icon to add a typical pdf comment.

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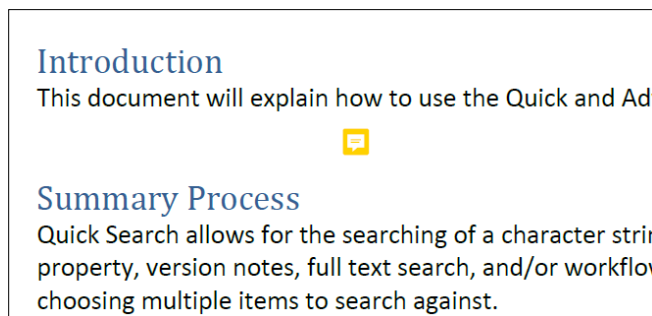
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Type the comment in the pop up box. Click Post.



The comment shows the user ID that created the comment and the date and time it was created. A yellow comment icon will show in the document.



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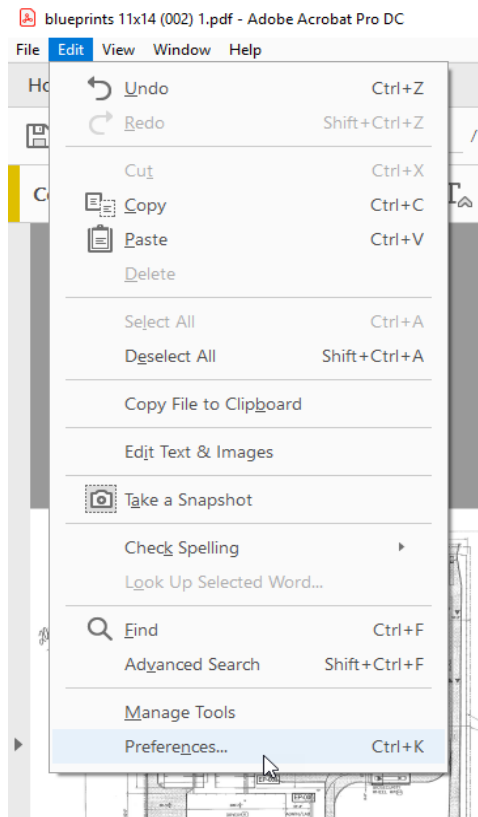
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Close the document to check it in. If the check in dialogue box does not appear, right click on the document and select Check In.

Verify

Open the document to verify the note is there.

Comments will not print on the document unless you turn on the capability in your Adobe Preferences.

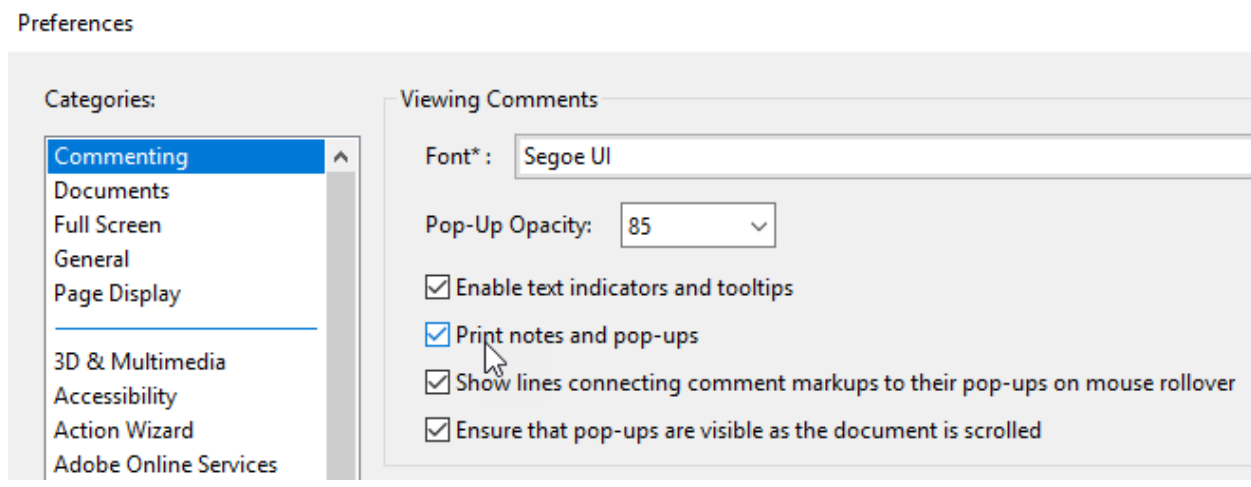


Setup for Printing

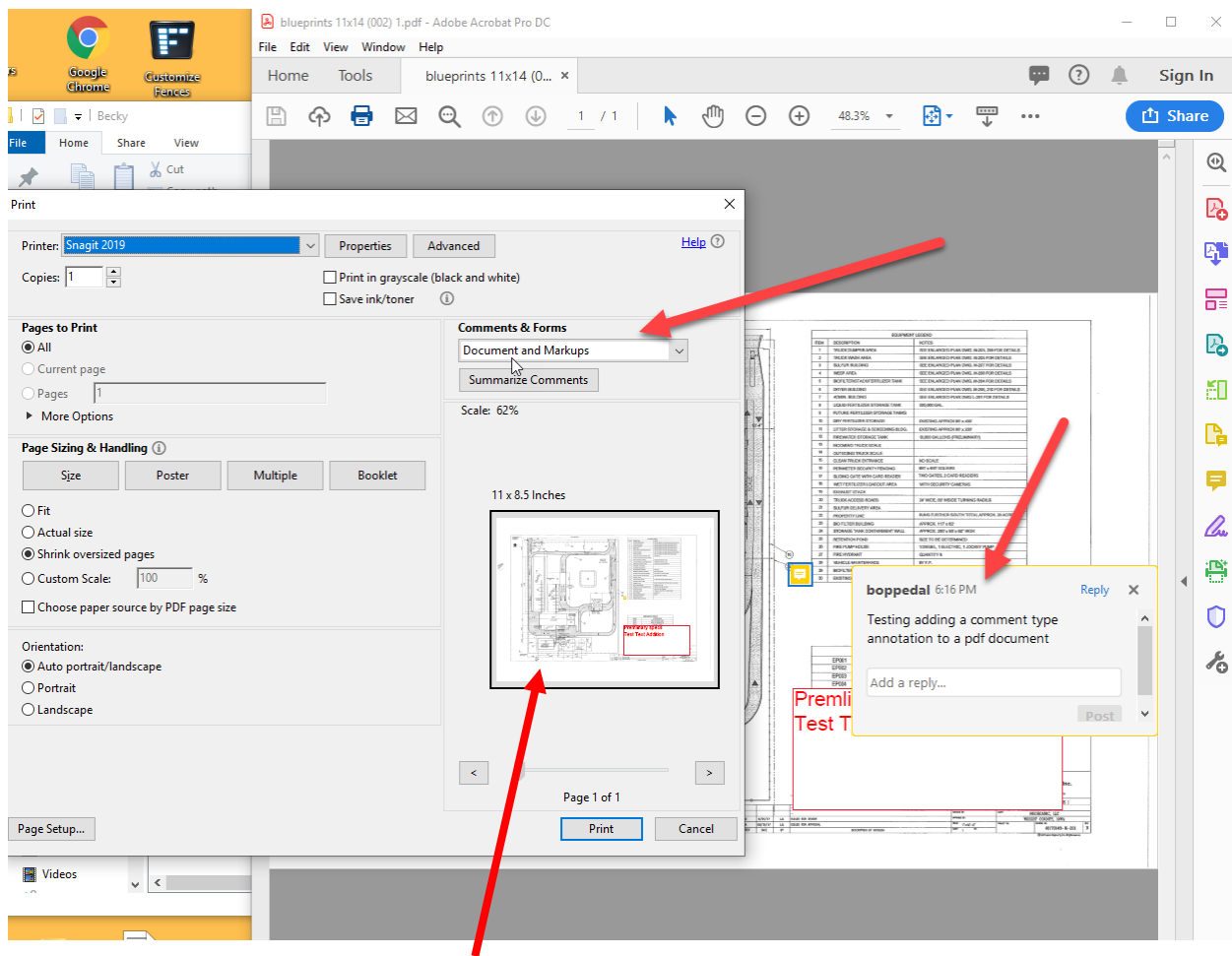
In the Commenting section, check the box to Print Notes and Pop-ups.

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You will want to click on the comment within the document to show the text of the document before printing. In the Print dialogue box, select to print the Document and Markups.



The comments should show in the preview window.

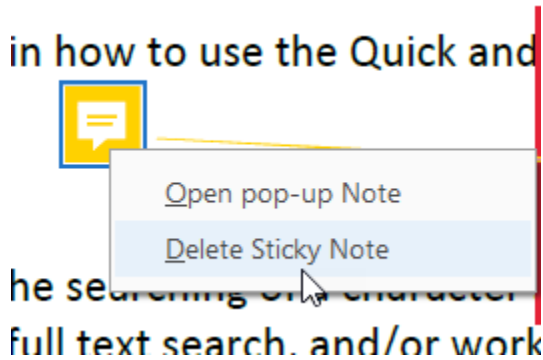
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Delete a Comment or Sticky Note

To delete a comment or sticky note, check out the document. If you are in Vision, select Image Services, right click on the document, select Check Out. If in Document Locator, right click and check out the document.

Right click on the comment and select delete.



Close the document to check it in. If the check in dialogue box does not appear, right click on the document and select Check In.

Verify

Open the document to verify the note is gone.

Adding Text Note

You can also add Text to create an annotation on a pdf document.

If you are in Vision, select Image Services, right click on the document, select Check Out. If in Document Locator, right click and check out the document.

Once the pdf is checked out, click on a text icon to add text to the document.

If you cannot see the Comment Toolbar, double click on the Comment icon.

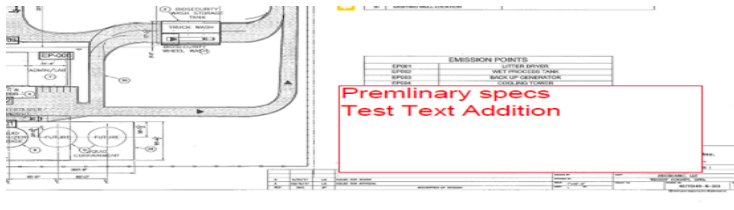


Select whichever Text option you prefer. A typical choice is the text within the box.

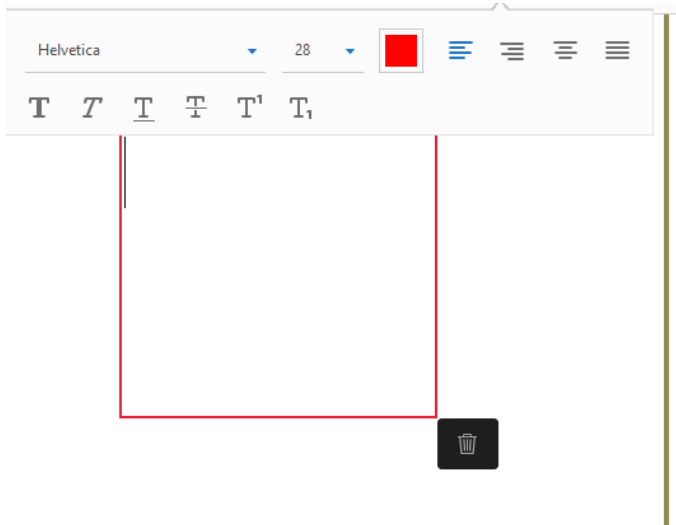
Draw a box on the document, type the annotation.

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When drawing the box, the text option tool bar will appear above the drawn box.



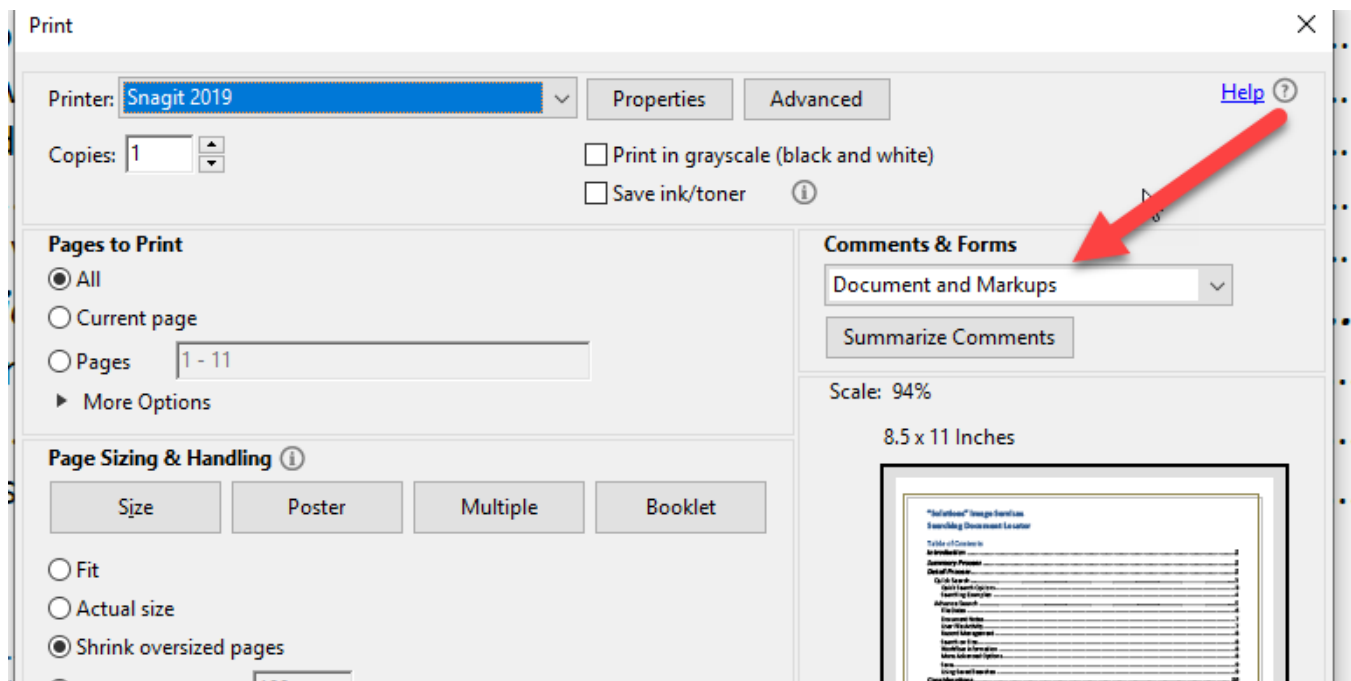
Close the document to check it in. If the check in dialogue box does not appear, right click on the document and select Check In.

Verify

Open the document to verify the note is there.

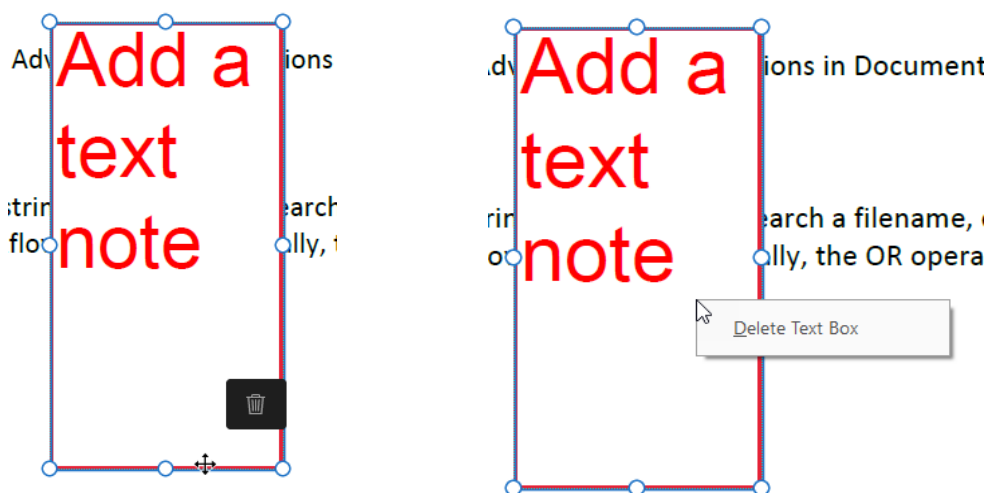
Text added to the pdf document will print when choosing Document and Markup in the print dialogue box.

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Deleting Text Notes

To delete a text note, double click on the text note to get the sizing handles. The trash can should appear. Click on the trash can to delete or right click and select delete.



Close the document to check it in. If the check in dialogue box does not appear, right click on the document and select Check In.

Verify

Open the document to verify the note is gone.

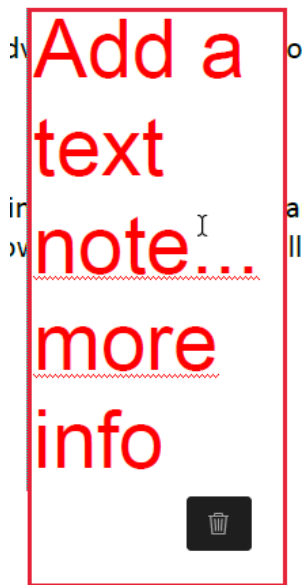
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Edit the Text Note

If the document is not already checked out and you are in Vision, select Image Services, right click on the document, select Check Out. If in Document Locator, right click and check out the document.

To edit the text, double click in the text box and edit the text.



Close the document to check it in. If the check in dialogue box does not appear, right click on the document and select Check In.

Verify

Open the document to verify the note is changed.