

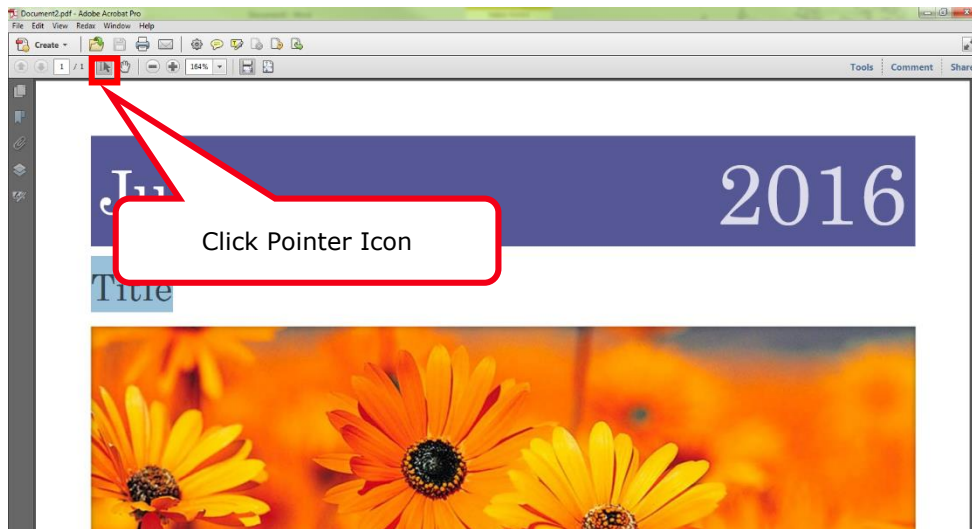
How to Comment on a PDF

Description:

This Job Aid describes the process of adding comments to a PDF document.

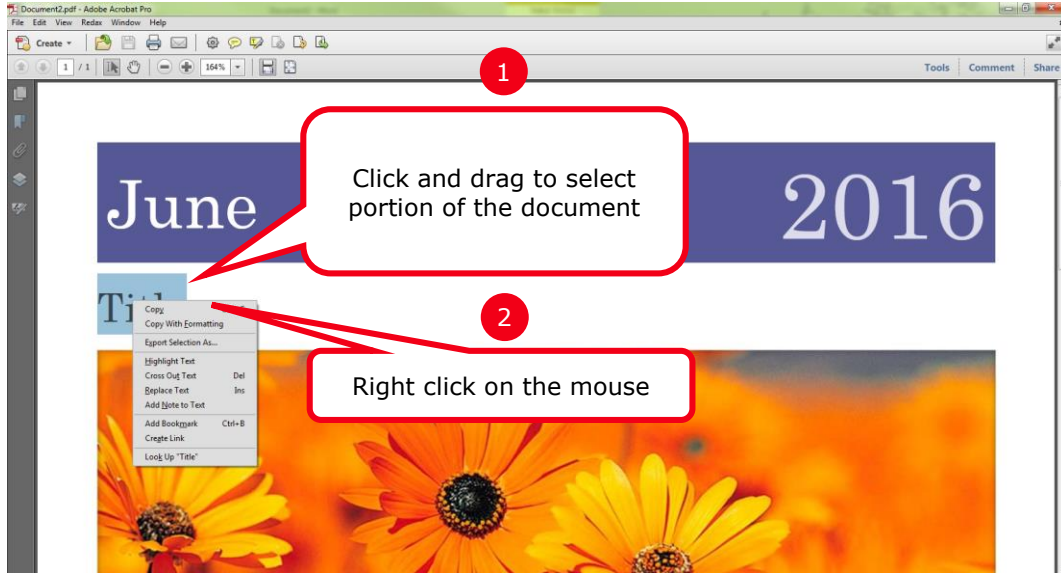
Step 1: Select the Pointer

- 1) Open an Adobe PDF document
- 2) Click Pointer Icon



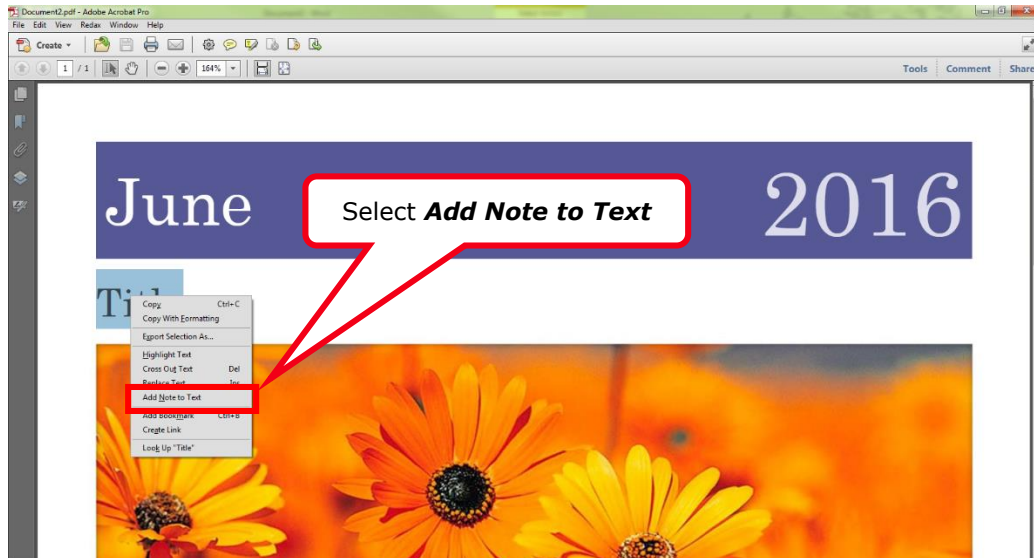
Step 2: Select Text

- 1) Click the mouse and drag to select the portion of the document to comment on
- 2) Right click on the mouse



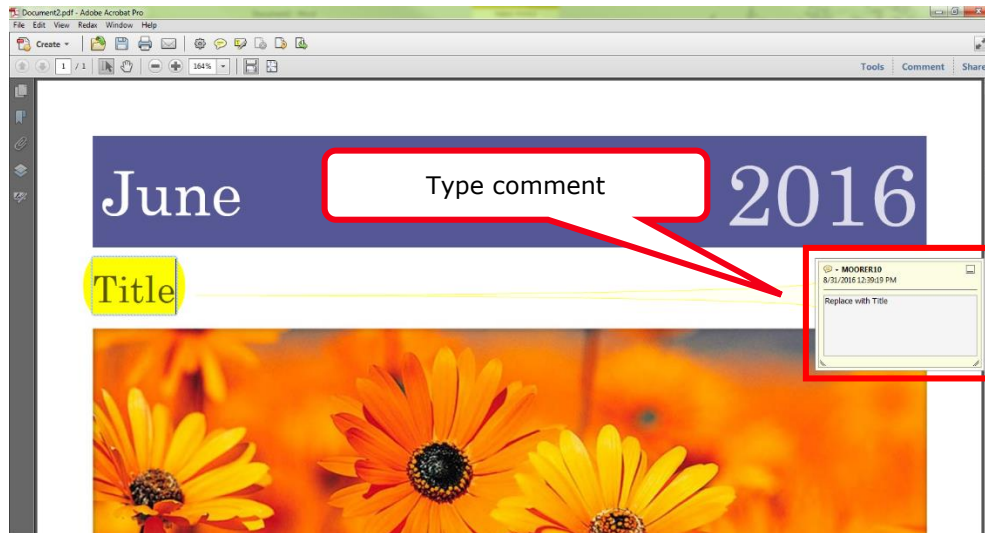
Step 3: Select Add Note to Text

Select **Add Note to Text**



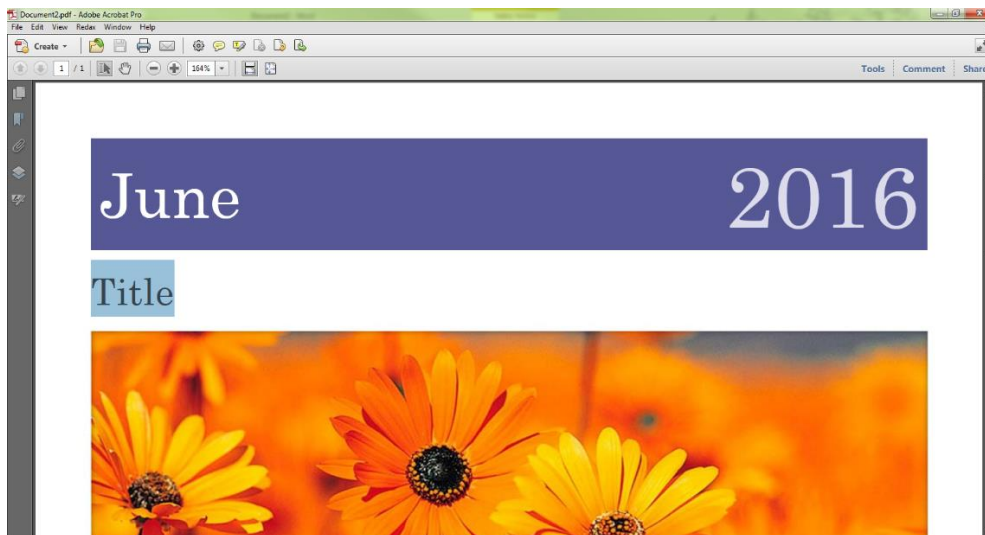
Step 4: Type Comment

Type comment or suggestion in the pop-up that appears



Step 5: Continue Reviewing the Document

Continue reviewing the document and return to [Step 1](#) to add additional comments



The process to comment on a PDF document is complete.