

Using Adobe to Record Notes

Prepared by the University of North Georgia Press

Many open educational resources are available digitally to improve student and teacher accessibility to the materials. Adobe Acrobat offers many features to facilitate digital notetaking, including comments, highlighting, and mark-up tools. To use these features, the PDF must be opened in Adobe Acrobat, not viewed in a web browser.

Sticky Notes

The basic sticky note feature is available on Adobe Reader and Adobe Acrobat. It is indicated by a speech bubble on the top toolbar (Image 1). Click on this button; you will see your mouse cursor change to the speech bubble. Click the document where you would like to leave a comment. A comment box will appear, and you can record your note in the box (Image 2). You can move the location of the comment by moving the yellow speech bubble.

When using Adobe Acrobat, more comment features are available. Select the Comment tool option (from the right toolbar tab or the top Tools tab). All the comments in a document will appear in a column. Comments can be made by different users and color-coded. New features are available on the top toolbar (Image 3). These features include underlining or striking through text and replacing manuscript text with the text in the comment.

Highlighting

Highlighting is accessed the same way as sticky notes. It is indicated by a marker icon (Image 4). When text is highlighted, it will be included in the comment bar on the right, allowing you to see all the highlights in a PDF. You can leave a comment regarding the highlighted section (Image 4).

Drawing/Mark-Up Tool

You can also directly mark the PDF by using the mark-up tool, indicated by the pencil icon (Image 5). This method is like handwritten notes and can be done with a computer mouse or a digital pen (such as an Apple Pencil). Mark-ups can be erased when the eraser icon is selected. All mark-ups will also appear in the comment list on the right.

More Resources

Adobe offers free tutorials for the beginner and experienced user.

All tutorials: <https://helpx.adobe.com/acrobat/tutorials.html>

More about comments: <https://helpx.adobe.com/acrobat/using/commenting-pdfs.html>

Viewing all comments: <https://helpx.adobe.com/acrobat/using/comments.html>

Add sticky notes and annotations: <https://helpx.adobe.com/acrobat/how-to/add-pdf-comment.html>

Share a PDF for commenting: <https://helpx.adobe.com/acrobat/how-to/send-share-pdf-file-review.html>

Using PDFs on mobile devices: <https://helpx.adobe.com/acrobat/how-to/mobile-pdf.html>

Export PDFs to editable Office programs: <https://helpx.adobe.com/acrobat/how-to/export-pdf-to-word-excel-ppt.html>

If you need this document in an alternate format for accessibility purposes (e.g. Braille, large print, audio, etc.), please contact the UNG Press at ungpress@ung.edu or at 706-864-1556.

Image 1

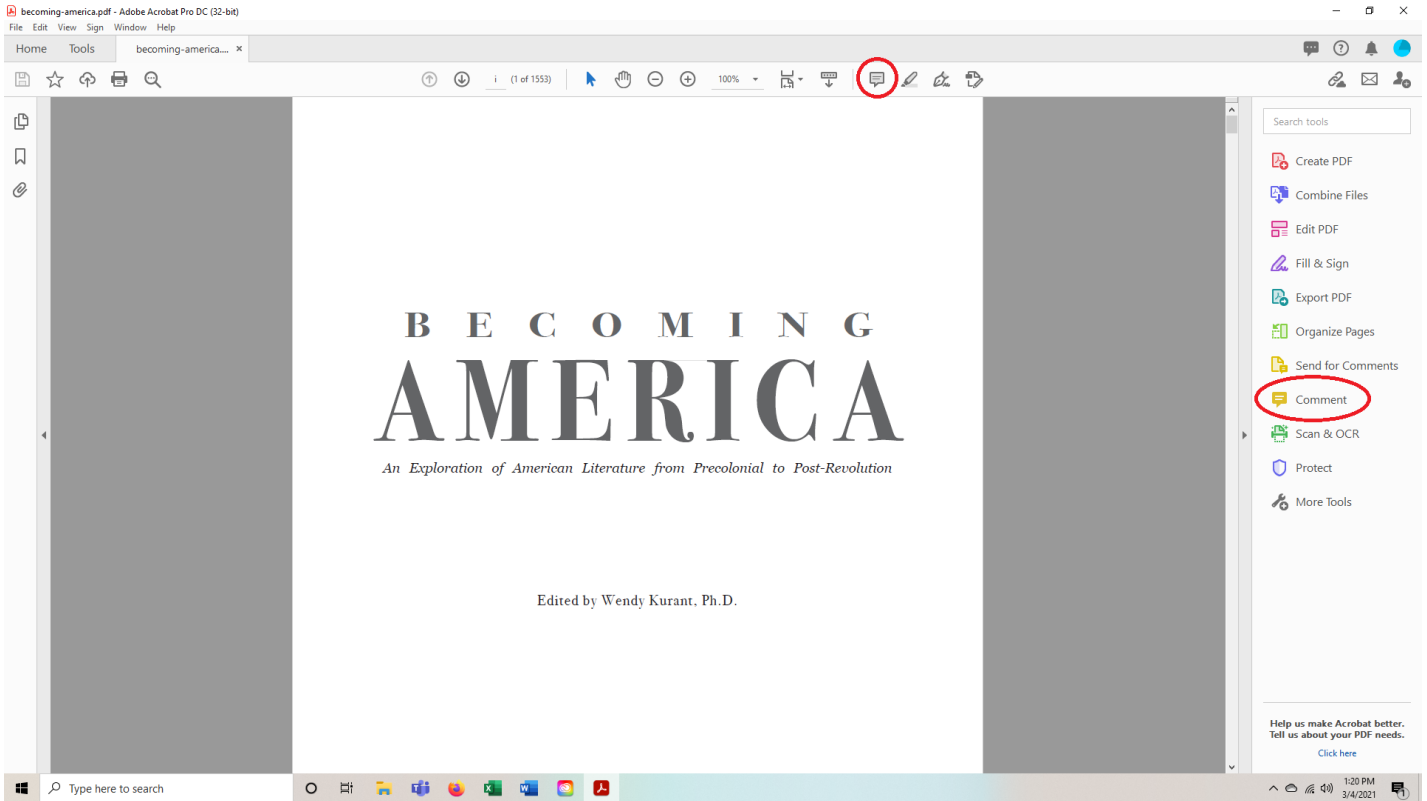


Image 2

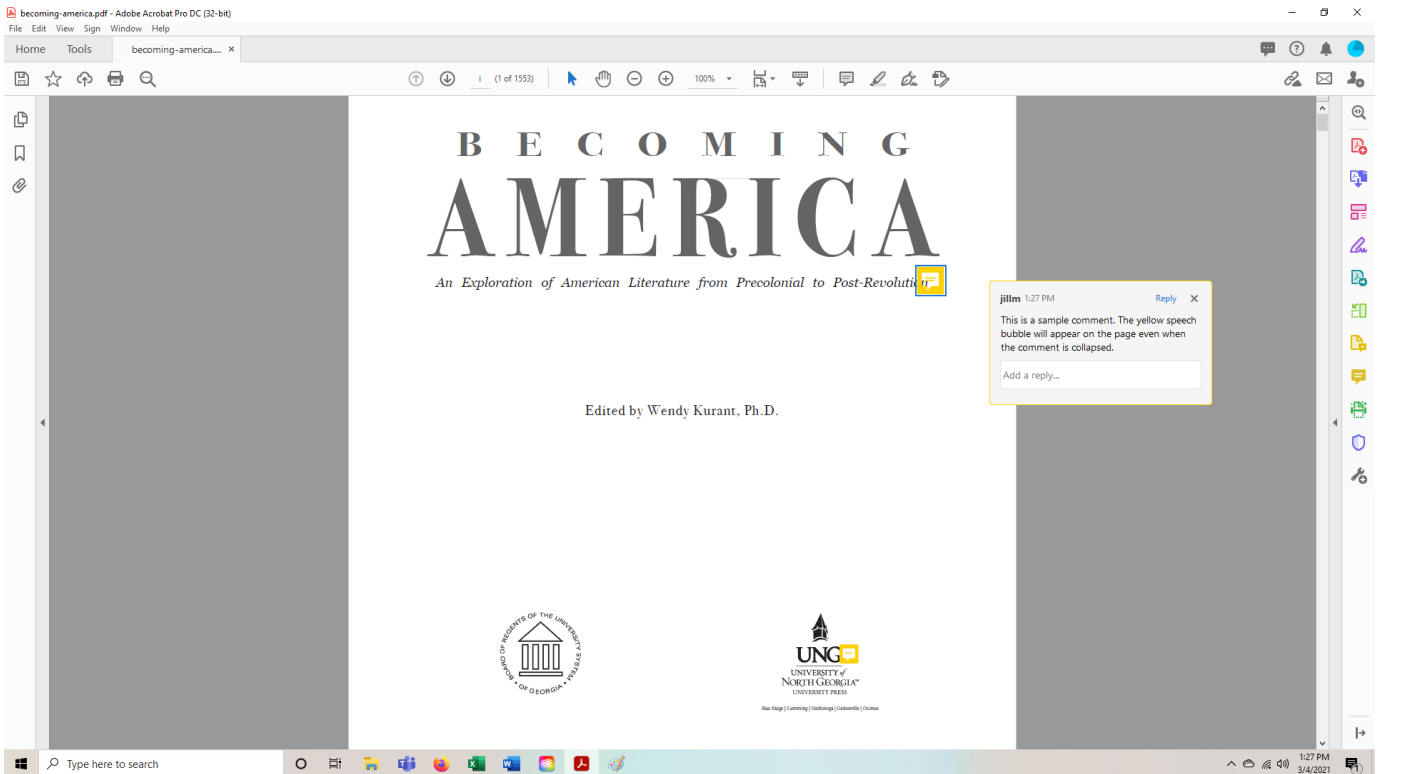


Image 3

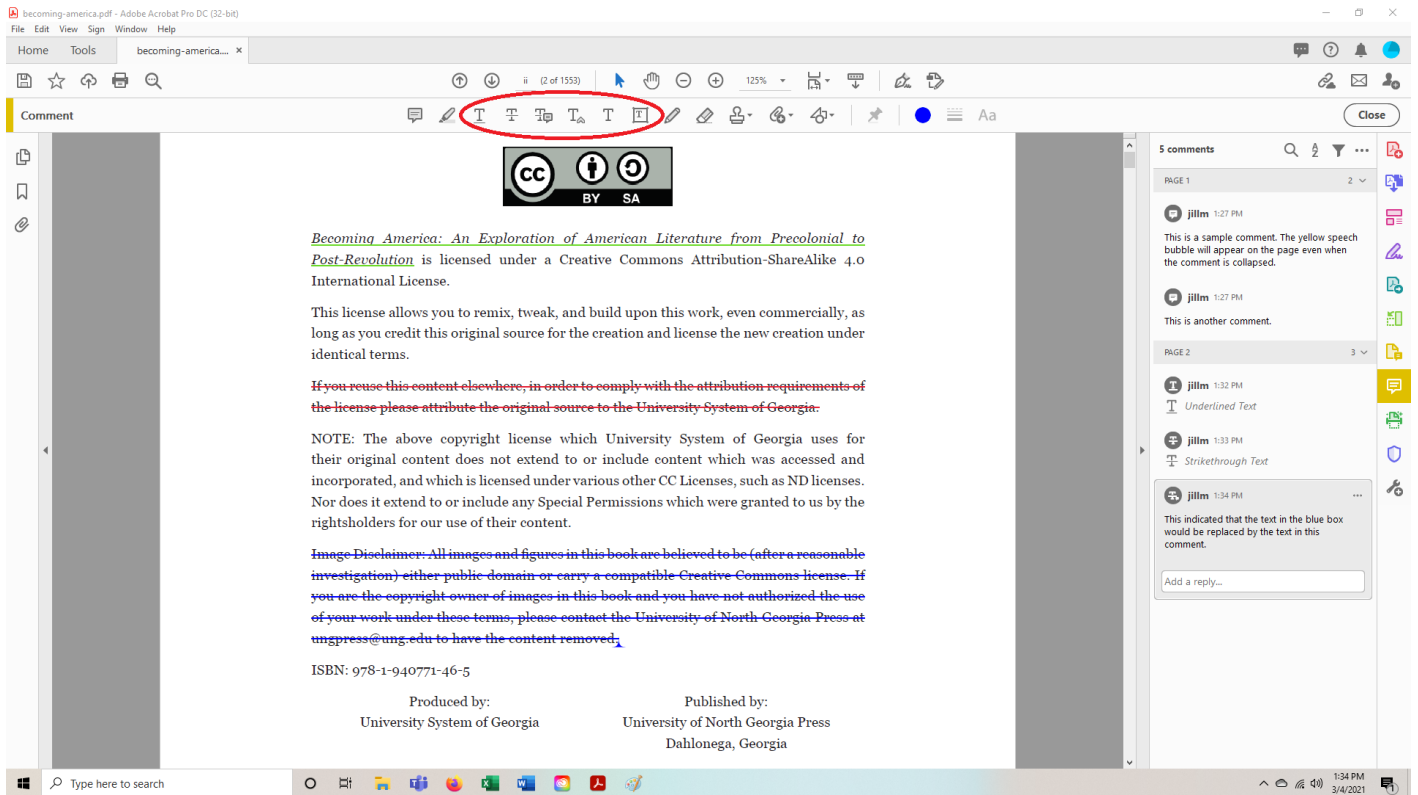


Image 4

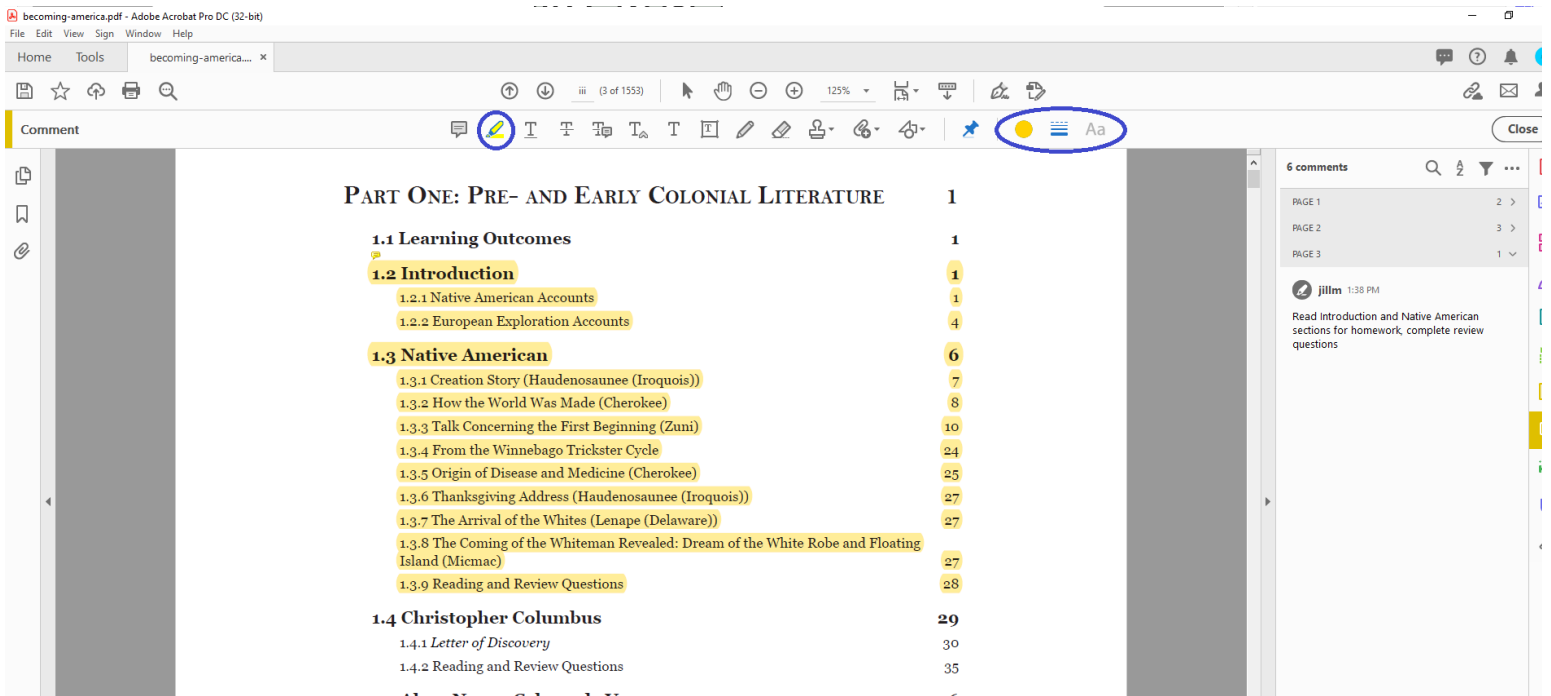


Image 5

becoming-america.pdf - Adobe Acrobat Pro DC (32-bit)

File Edit View Sign Window Help

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Comment

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8 comments

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Read introduction and Native American sections for homework, complete review questions

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