# Using **Comments** in Adobe Reader

DMAC 01 has been set up so that users can click and type in the relevant section – ***please ensure that you are able to save your file before completing it*** (if you can't, you may need to download the latest version, currently Adobe Acrobat Reader DC, from http://get.adobe.com/reader).

However, to annotate the diagrams on pages 14 and 19, the **Comments** facility in Adobe Reader should be used. Below are brief instructions on where to find **Comments** in recent versions. In all versions, hovering the mouse pointer over the icon will show a sort description.

Adobe Reader 9

Click on **Comments** in the top toolbar and choose **Show Comment & Markup Toolbar**. This can be positioned anywhere on the screen or can be fixed with the other toolbars.
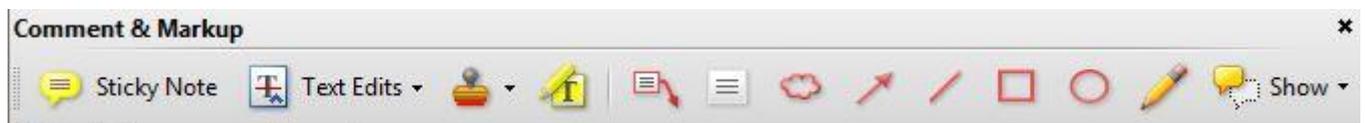
Callout and **Pencil** will be most useful. Others, such as the **Pencil eraser** and **Attach file**, can be added to the toolbar by right-clicking any of the existing icons and choosing the desired tool.

Photos can be included using **Attach file** (be aware that this will increase the overall file size). Click on the document where you want to attach the photo, browse to find the photo on your computer, click on it once and click **Select** (or double-click the file) to attach. A **File Attachment Properties** box is displayed where you can add a description under the **General** tab if required, change the display icon under the **Appearance** tab and change the colour of the icon (which could be useful if more than one person is commenting).

Adobe Reader X and XI
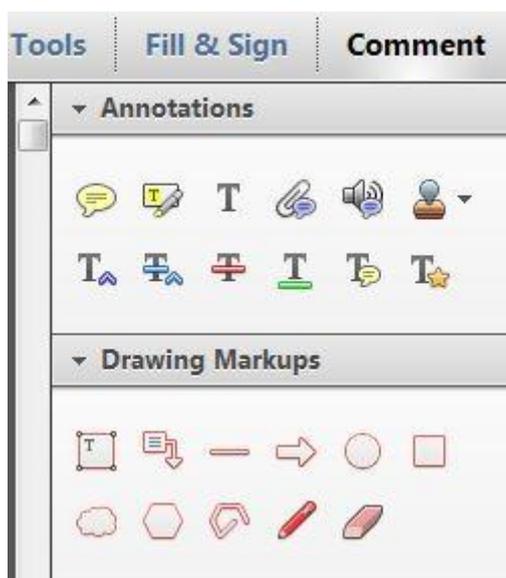
The layout of these two versions are very similar. **Comment** can be found on the right-hand side of the toolbar. Click to open up a panel with **Annotations** and **Drawing Markups** – these can be displayed or hidden using the small triangles to the left of the titles.

Callout , **Draw free form** and **Erase free form** will be most useful.

If required, **Attach file** (in **Annotations**) can be used to attach photos. Click on the document where you want to attach the photo, browse to find the photo, click on it once and click **Open** (or double-click the file) to attach. A **File Attachment Properties** box is displayed where you can add a description under the **General** tab if required, choose an icon under the **Appearance** tab and change the colour of the icon (which could be useful if more than one person is commenting).

Adobe Reader DC

Comments is the fourth option in the list in the right-hand panel; clicking on it displays the **Comments Toolbar** along the top of the document. If you don't see the right-hand panel, click on the small triangle halfway down on the right-hand side to expand it.

The **Draw free form** and **Erase drawing** tools are displayed on the main toolbar. **Text callout** can be found by clicking the icon on the right (click on **Expand drawing tools** at the bottom of the pop-up box to permanently display this set of icons.

Attach file can be used to attach photos. Click on the document where you want to attach the photo, browse to find the photo, click on it once and click **Open** (or double-click the file) to attach. A **File Attachment Properties** box is displayed where you can add a description under the **General** tab if required, choose an icon under the **Appearance** tab and change the colour of the icon (which could be useful if more than one person is commenting).