

Marking up documents

There are times when annotating a document with a graphic is the most efficient means to convey your ideas. Other times, using text is a better choice. Acrobat provides a suite of both graphic and text markup tools so you can annotate a document effectively and save these annotations as comments.


Marking up documents with graphic markup tools

The graphic markup tools provide several methods for visually annotating a document. They also allow you to add a note to the graphic markup, if desired. When selecting a tool, consider the effect you want:

- The pencil tool creates a free-form line.
- The square tool creates a rectangle boundary you can position over text or graphics.
- The circle tool creates a circular boundary you can position over text or graphics.
- The line tool creates a straight line from two specified points.

The visual information you convey with this type of comment can be purely abstract or highly symbolic. For instance, you might draw a circle as an abstract representation of the workflow process and attach your comments on the workflow in an associated note. Or you might draw a rectangle that encloses a graphic and write your critique on the image in the associated note.




To draw with the pencil:

- 1 Select the pencil tool .
- 2 Move the cursor to the location where you want to begin writing. You do not have to use one unbroken stroke. You can release the mouse button very briefly, move the cursor to a new location, and continue drawing.
- 3 Select the comment and choose Edit > Properties to display the Comment Properties dialog box. Set the desired options:
 - Select a line thickness from 0 to 12 points.
 - Select a color for the markup. To specify a custom color, see [“Setting the custom color option” on page 138](#).
 - Specify an author name if you wish to replace the default.

The color and author name are applied automatically to the associated pencil comment.

- 4 To adjust the placement, select the hand tool and move the cursor over the bounding box until the cursor changes to a pointer. Drag to the correct location.
- 5 To adjust the size, with the hand tool still selected, move the cursor over a handle at one of the corners, until the cursor changes to a double-headed arrow. Drag to the desired size—up, down, left, or right.
- 6 To associate a note with the pencil comment, with the hand tool selected, double-click the pencil graphic, and type the note text inside the window. Click the close box in the upper left corner of the window to close the note.

To use the line, square, or circle tool:

- 1 Select the line tool , the square tool , or the circle tool .

2 Click a starting point on the document page, and hold down the mouse button and drag the graphic element to the required size. Release the mouse button to complete the graphic element.

3 To adjust the placement, move the cursor over the bounding box until the cursor changes to a pointer. Click to select the comment and drag to the correct location.

4 To adjust the size, move the cursor over a handle at one of the corners, until the cursor changes to a double-headed arrow. Click to select the comment and drag to the desired size—up, down, left, or right.


5 With the comment still active, choose Edit > Properties to display the Comment Properties dialog box. Set the desired options:

- Select a line thickness from 0 to 12 points.
- Select a color for the markup comment. To specify a custom color, see [“Setting the custom color option” on page 138](#).
- Specify an author name if you wish to replace the default.

The color and author name of the graphic tool are applied to currently selected and subsequent comments.

6 To associate a note with a graphic markup comment, double-click the markup and type the text in the note window. Click the close box in the upper left corner of the window to close the note.

To move and resize a graphic comment:

1 Select the hand tool .

2 Select the comment. A bounding box appears around the graphic element.

3 To adjust the size, select a handle at one of the corners of the bounding box, and drag to the desired size.

4 To adjust the placement, select the comment, and drag to a new location on the same page.