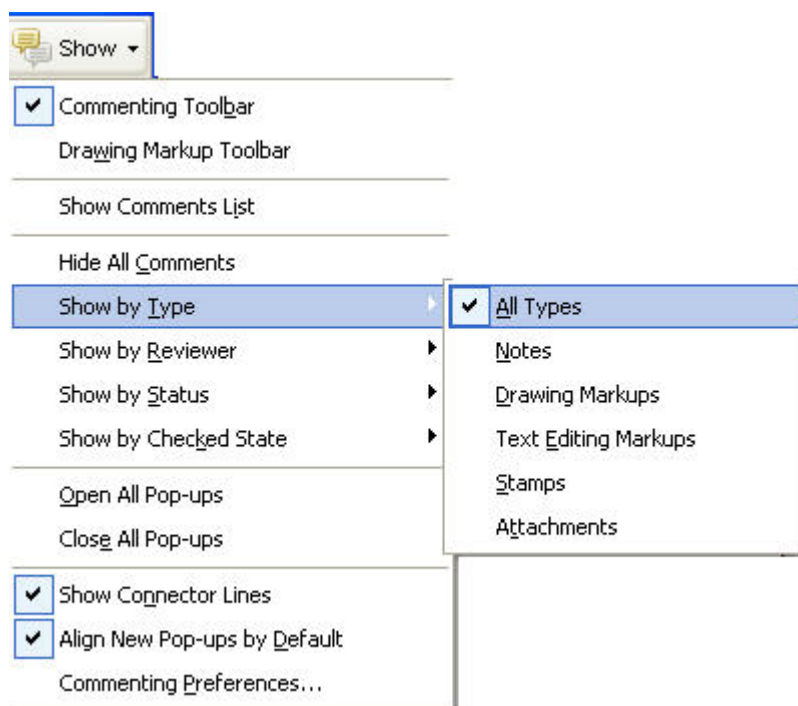


First, select the text you want to mark-up. Go to the toolbar and choose the desired effect. Acrobat Pro will automatically apply the chosen tool to the selected text. That's it!

To undo the highlight, underline, or delete text markups, select the text and Right Click. From the menu which pops up, select Delete. This deletes the markup not the text itself.

VIEW AND HIDE COMMENTS

On the commenting toolbar, the Show pull-down menu allows you to view or hide the comments in your document. To show all types of comments, click on the Show pull-down menu, scroll down to Show by Type and select All Types. This causes all types of comments, from Note windows to highlighted text to appear.



To hide the comments, choose the Show icon from the Commenting Toolbar and scroll down to Hide all comments.

Acrobat Pro has a function to view a list of all the comments apart from the document. This can be helpful if you want either an overview of the comments inserted or if you want to know which portions of the document were most commented on, from consistent grammar errors to comments requesting more analysis, etc. On the far left-hand side of the PDF, you will see several tabs labeled "Bookmarks," "Signatures," etc. The bottom tab reads "Comments." Click on this tab to view a list of all the comments. They are organized in the order by which they appear in the document.



To hide this list of comments, click on the *x* in the top right-hand corner of this sub-window.

RUN SPELL-CHECK

In Acrobat Pro, the spell-check function applies *only* to the comments you add. To spell-check the original text which was converted to a PDF, check the document's spelling in the source document (Word, TextEdit, etc).

If you want to check the spelling of the comments, go to the Edit menu and select Check spelling.

SEARCH PDF

To search a PDF for a word or phrase, press Apple + F to open the Search toolbar. Enter the word or phrase you want to search for, and Acrobat Pro will search for you.

CONCLUSION

Adobe products, Acrobat Pro in particular, are used in a variety of settings for a variety of purposes. It is an application which is more and more being utilized in the academic setting. Knowing how and when to use Acrobat Pro can save you a lot of time in the long run.

ADDITIONAL RESOURCES

For information directly from the source, go to www.adobe.com or hit the F1 key while an Adobe product is open.

University of Wisconsin – Eau Claire LTS Online Help Collection has a detailed tutorial on Acrobat Pro. <http://www.uwec.edu/help/acrobat7.htm>