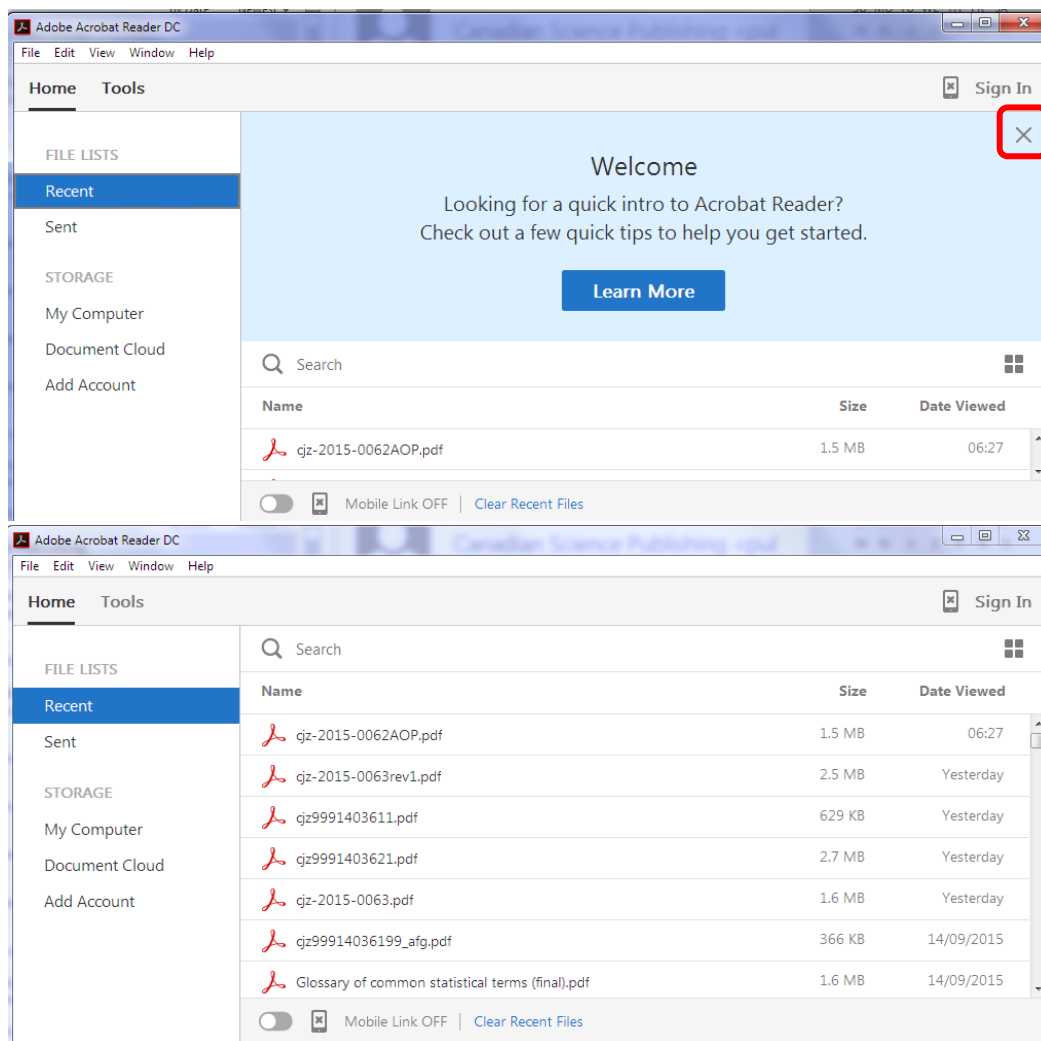# Instructions on using the commenting feature for Adobe Acrobat DC or Adobe Reader DC

We have enabled Adobe Reader's commenting feature, which is also available from the licensed products Adobe Acrobat Standard and Professional. If you do not have the recent version of Adobe Reader, please obtain a free download from

(http://www.adobe.com/products/acrobat/readstep2_allversions.html).

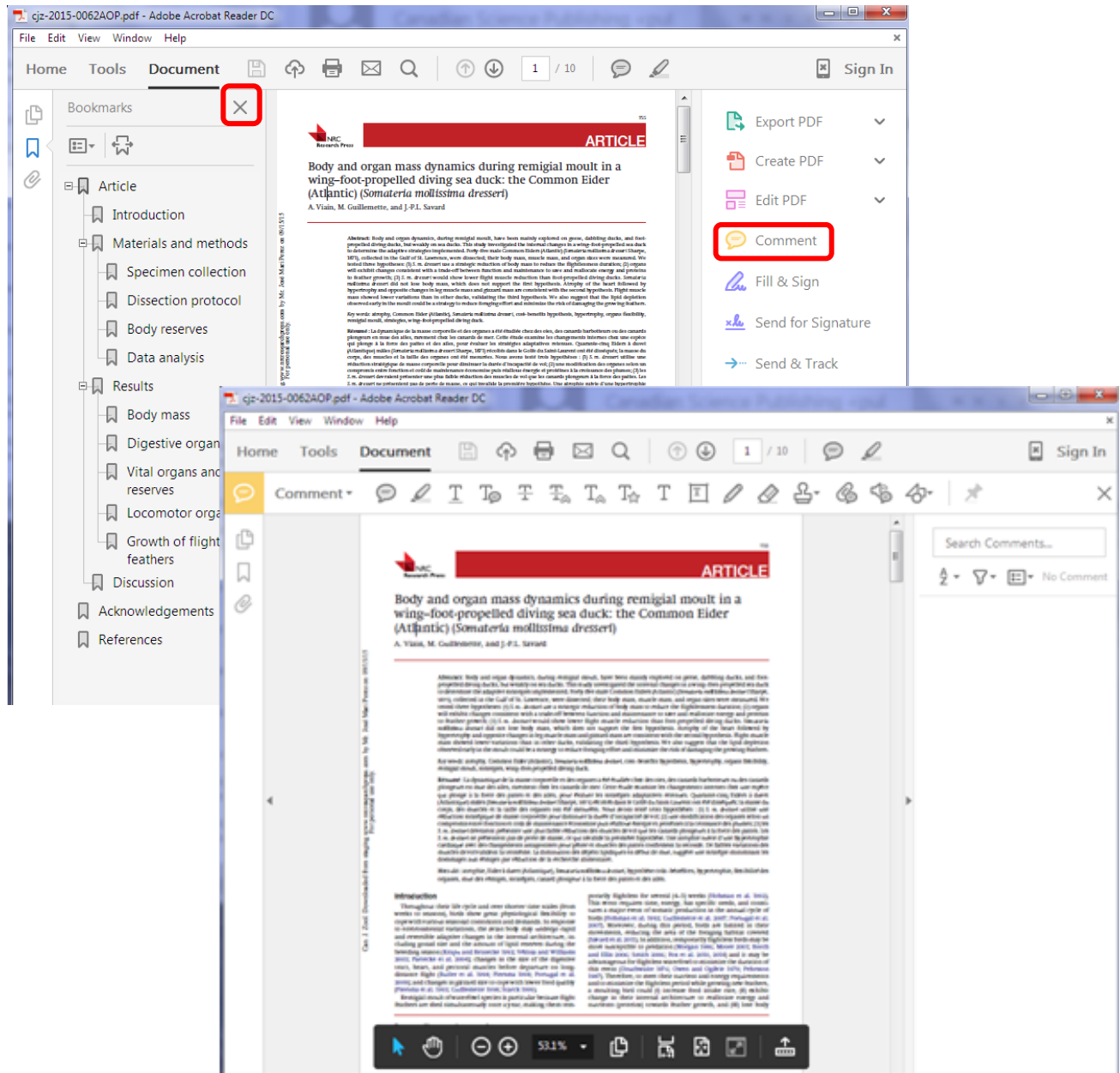−Once Adobe Acrobat Reader DC is installed, start the program.

1. The welcome "Home" screen will look like this if it is the first time you are using the program. Click on the **X** just below the "Sign In" on the top right of the screen to dismiss the "Welcome" message. Locate and open the PDF file that was sent by email.
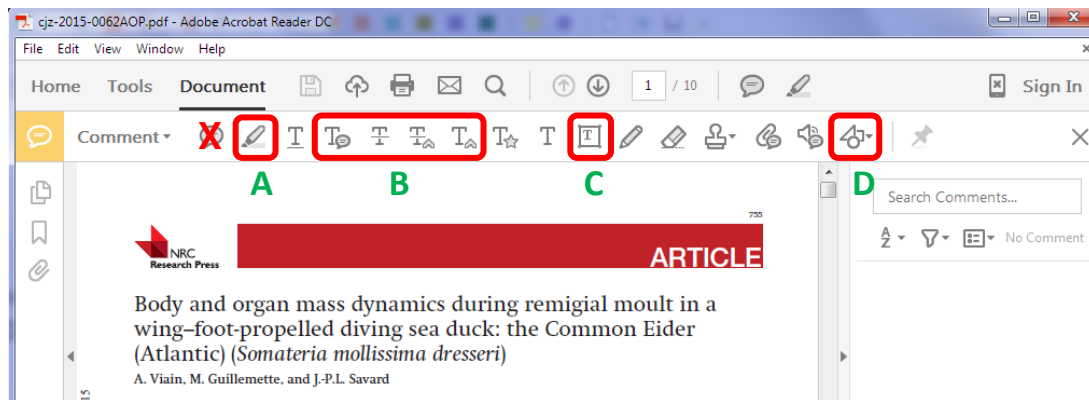
2. Once you have the PDF file open:
   a) select the **X** to close the Bookmarks pane
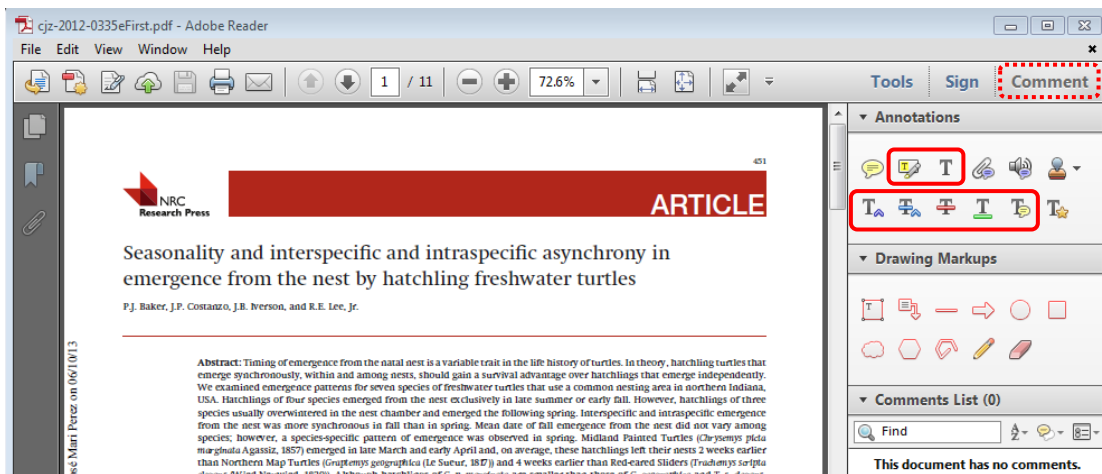   b) enable the Comment toolbar.

3. Use only the circled Comment tools (A, B, C, and D) to annotate the PDF file. Please **do not** use the **Sticky Note** tool, as it is not anchored to text (first icon on the Comment toolbar marked with an X). If you need to draw lines or other shapes, then use the **Drawing tool** (D).

Instructions on using the commenting feature for Adobe Acrobat XI or Adobe Reader XI

If you have Adobe Reader or Adobe Acrobat (version XI), the COMMENTING toolbar will look something the image below.

1. Select COMMENT to launch the side panel with the ANNOTATIONS and DRAWING MARKUPS tools.

2. Use only the **circled** ANNOTATION tools, as they are more precise in terms of placement of corrections in the pdf file.
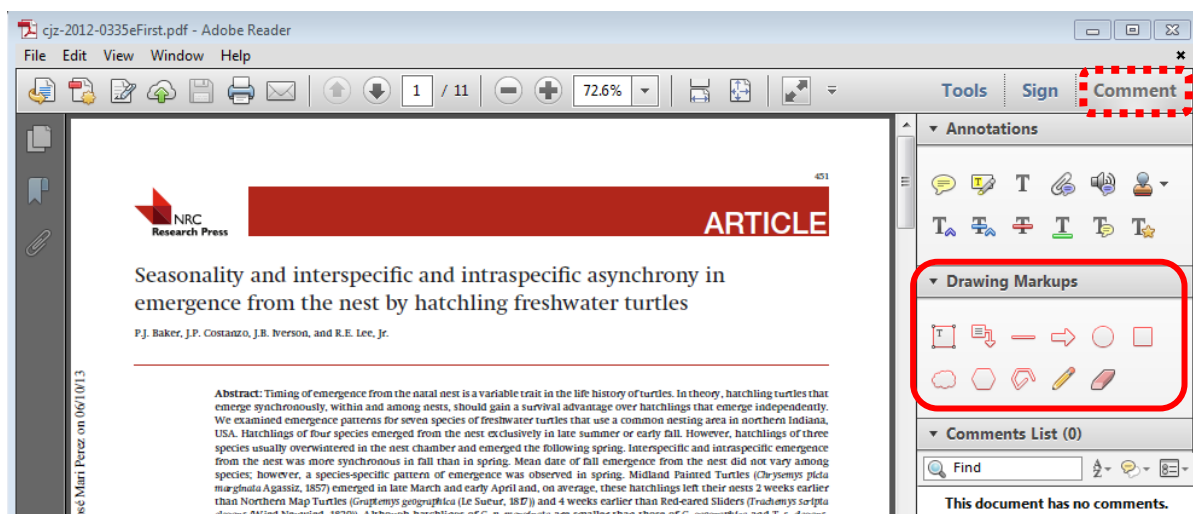
3. Use the Add Text Comment tool (T) to write directly on the pdf. A cursor will appear on the pdf and you can start typing your text. The font style and size can be adjusted using the options provided in the Add Text Comment toolbar.

4. Select COMMENT and DRAWING MARKUPS to draw CIRCLES, BOXES, and use the FREE-HAND PENCIL tool.
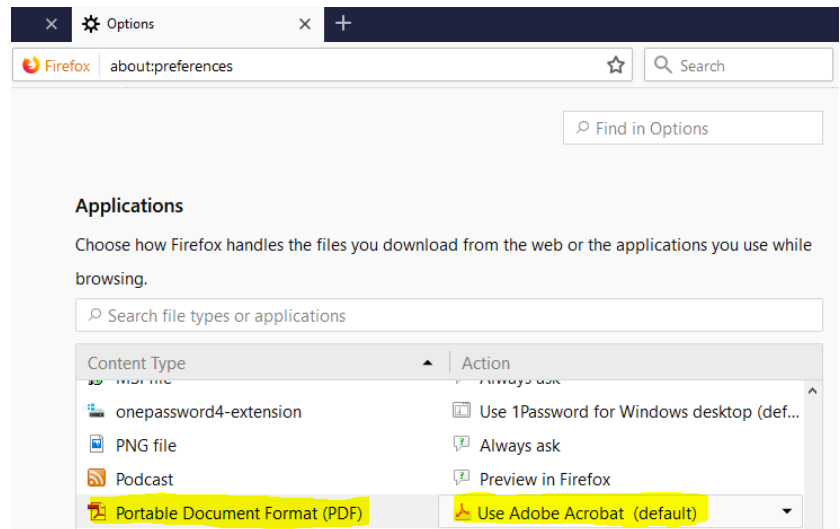
Configuring Mozilla Firefox version 58 (and higher) and Google Chrome version 64 (and higher) to enable Adobe Reader or Adobe Acrobat
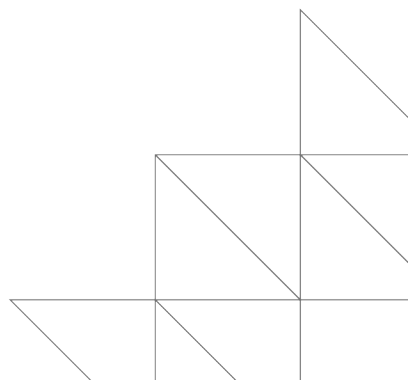
Configuring Firefox

If you are using Firefox version 58 (or higher), then you will need to change from "**Save File**" to "**Use Adobe Acrobat (default)**" or "**Use Adobe Reader (default)**" should you want to skip the step of first downloading the file and then double-clicking the file to open it. However, remember to save a copy of the PDF file before closing Adobe Acrobat (or Adobe Reader).

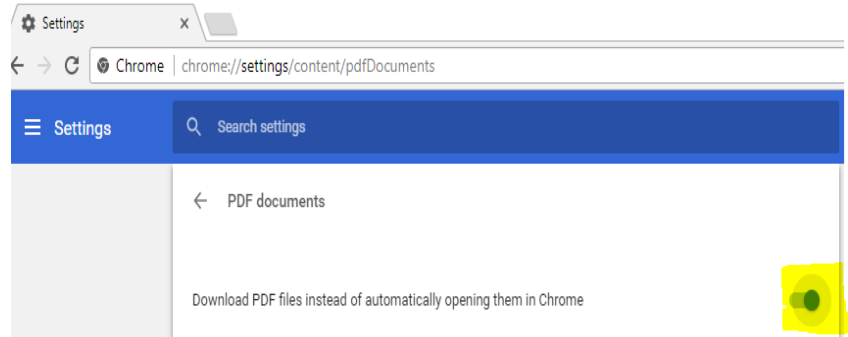To do this, type **about:preference** in the address field.

Scroll down to the "**Applications**" section. Within the internal window, locate "**Portable Document Format (PDF)**" and change to "**Use Adobe Acrobat (default)**" or "**Use Adobe Reader (default)**", depending on the Adobe product installed on your computer for viewing and annotating PDFs.

Configuring Chrome

If you are using Chrome as your default browser, then you will need to **disable** the "**Chrome PDF Viewer**". The only option is to download the PDF to your desktop if you want to use Adobe Acrobat or Adobe Reader to annotate the PDF.

To do this, type **chrome://settings/content/pdfDocuments** in the address field and toggle ON the option **Download PDF files instead of automatically opening them in Chrome**.

Restart Chrome.

Configuring Default PDF program in Windows 10 and Windows 7

Right click on any PDF file on your desktop (or computer) and select (**A**) "**Open With**" and (**B**) "**Choose another app**" (or "**Choose another program**").

Locate and select Adobe Acrobat or Adobe Reader from the list of programs.

Remember to put a ==check mark== beside the "Always use this app to open .pdf files".

Click on OK.