QA Digital Courseware

Welcome to your QA Course.

This USB contains the courseware that you will use on your course.

The first file is your Delegate Guide, this is the book that you will follow with your instructor throughout the course. You can add notes, comments, highlights, etc to the PDF and then take it away with you after the course.

The second file is your Exercise Guide, this book contains all of the practice exercises that will be used throughout the course. As well as being able to add notes, comments, highlights, etc to the PDF, you can also copy code extracts from the text into your application window to reduce the amount of code typing required to complete the exercises.

The following pages give a quick guide to making comments, highlights, etc.

Annotating PDFs

This guide provides a basic overview of the main commenting and annotation functionality that you may like to use during your course, it does not provide a detailed guide to all Adobe functionality.

What is a comment?

In Adobe Acrobat X and Adobe Reader, a comment is a note, highlight, stamp, or any other markup you add to your PDF document by using the annotation and markup tools in the Comment pane. These tools allow you to insert detailed comments, highlight, replace, insert, and delete text, mark a document with a customized stamp, and use graphics to markup documents.

Comment Pane

The Comment pane includes the Annotations, Drawing Markup, Review, and Comments List panels. It provides easy access to the tools you need to review, annotate and mark up a PDF document. Alternatively you can highlight text and right click with the mouse to immediately access the main commenting functions

- The annotation tools include tools for adding sticky notes, highlighting text, attaching other documents, and inserting audio commentary. You can use the text tools for text editing, including insertions and deletions, strikethrough and underlines.
- Use the markup tools to add text boxes, callouts with leader lines, or graphics and drawings.
- The Comments List panel shows a summary of every annotation and markup in the document. Using the Comments List panel, you can quickly sort, filter,

Annotation tools

Provide specific markup on sections of text by using the text-editing tools. They allow you to highlight, insert, underline, or cross out text digitally, much as you would edit on paper. Standard symbols correspond to the use of each tool so anyone reading your edits can quickly determine your intent.

Pop-up notes associated with the tools show the date and time of the edit and provide room for your comments. They can be minimized to avoid unnecessary clutter.

Add Sticky Note		Add a sticky note anywhere in the document (can be dragged after placing)
Highlight Text		Cause text to be highlighted yellow
Attach File		Attach a file to the document for reference
Record Audio		Record audio commentary
Add Stamp:		Stamp a document with a graphic that shows when you received the document
Insert Text At Cursor		Mark a spot where text needs to be inserted and include the text to be inserted.
Replace		Show places where text should be replaced and provide alternate text
Strikethrough		Cross out the selected text
Underline		Underline to denote emphasis on a specific piece of text
Add Note To Text		Include a specific comment that is linked to highlighted text by a pop-up note

Drawing and Markup tools

Acrobat provides a number of graphical markup tools that may be helpful if you are evaluating portfolios or documents that contain multimedia content. Select a tool and drag on the document to create the graphical markup.

Add Text Box tool		Places a box on top of the document into which you can insert text.
Add Text Callout tool		Create an arrow pointing to a specific location and a box into which you can add text
Draw Cloud tool		Click around an object or text to draw a cloud around it.
Draw Line and shape tools		Draw shapes to highlight specific elements in a document.
Draw Connected Lines tool		Draw Connected lines. To end lines, double-click the last point.
Draw tool		Draw freeform lines.
Erase tool		Erase freeform by clicking and dragging.

Showing and hiding comments and viewing the Comments List

You can view all comments in a document by opening the Comments List panel. You can sort comments by type, page, author, date, or status. You can filter the comments list by type of comment, or by author. These functions are helpful when multiple people have reviewed the document or when you have a document with numerous comments.

To view the Comments List:

1. Open the Comments pane.

The Comments List appears at the bottom of the Comments pane

2. Click any comment in the list to view it in the document.

The document scrolls to show the comment you select.