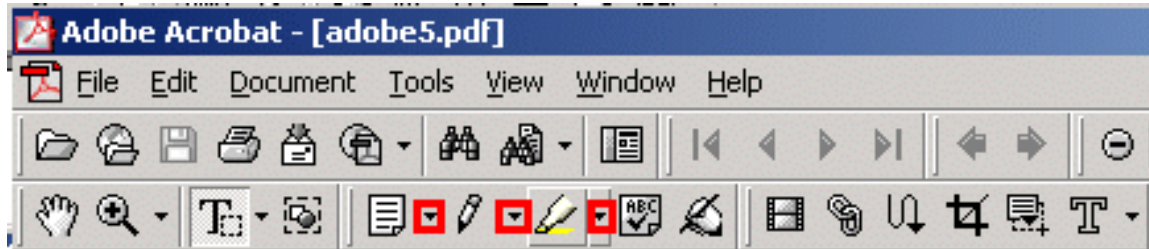


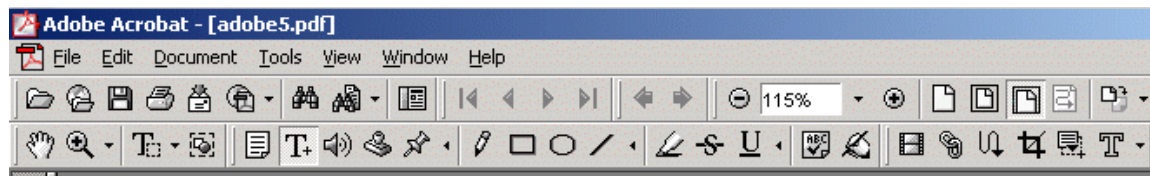
Adobe Acrobat: Note-Taking¹

The full version of Adobe Acrobat has several functions that makes note taking easy. This document will demonstrate some of the capabilities that Adobe Acrobat offers.

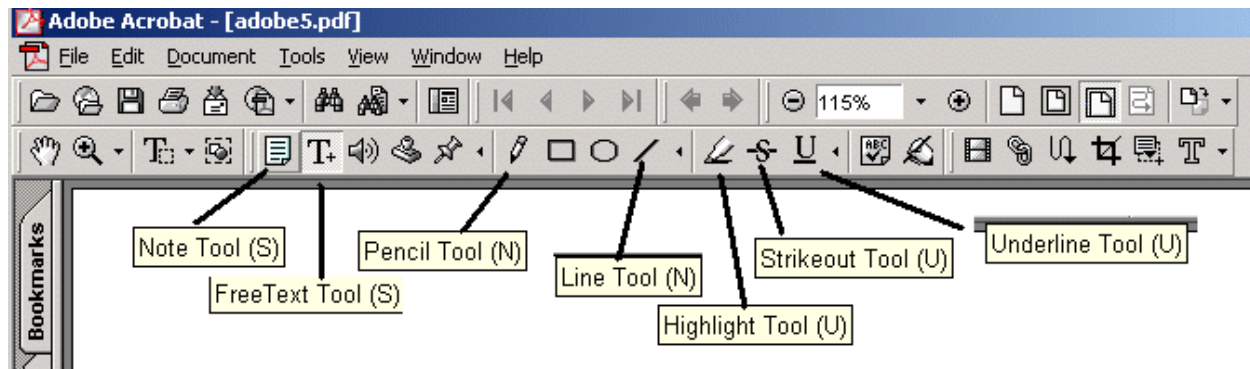
The tool bar for Adobe Acrobat may look like the following, except that I have put red boxes around some triangular icons that point down. These triangular icons indicate that there are menu items that can be expanded.



After expanding the menu, the tool bar looks like the following. Note that there are now triangular icons that point to the left. These indicate that there are menus that can be collapsed.

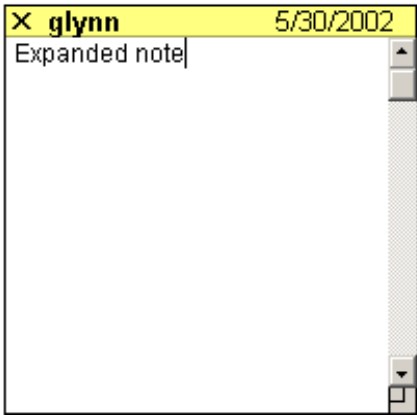


The following tools are the ones that will be discussed in this document.



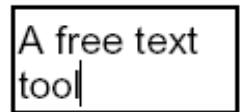
¹Prepared by Patty Glynn, University of Washington. 6/1/ 2001 C:\all\help\helpnew\adobe5.wpd

1. **The Note Tool:** The note tool can be used to create little notes to attach to text.

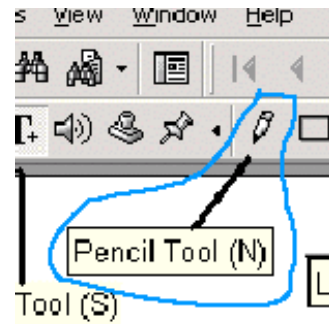


They can be expanded, or minimized so that they take up more or less room. To create a note, click on the icon for the Note Tool, and then click on the place where you want to place the note. A little notepad will appear where you can write your notes. An expanded note will look like the one on the left, and a minimized note will look like the icon on the right. To expand a note, you may double click on it. To minimize a note, you can click on the X. Both expanded and minimized notes will print as minimized notes.

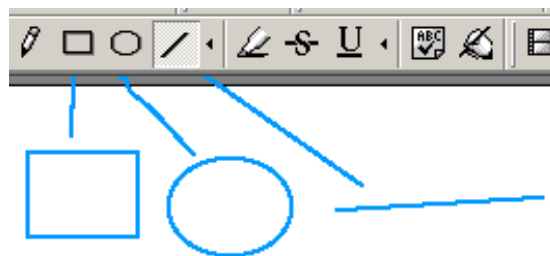
2. **The Free Text Tool:** A free text tool can be used to create a text box. You click on the free text tool, and then draw a box. Then you can write text into the box.



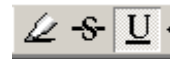
3. **The Pencil Tool:** The pencil tool is a drawing tool. Some of the tools that will be discussed later cannot be used on PDF documents that are graphics based rather than text based. A pencil tool can be used on all documents. You can use it to mark up text that you want to bring your attention to.



4. **The line, square and circle tools:** These can be used on graphic and text based PDF documents.



5. **The highlight, strikeout and underline tools:** These tools can only be used with text based PDF documents.



A useful feature associated with highlights is that once you have a document marked up with highlights, you can use the Next and Previous Highlight tools to search for the text that you highlighted.



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