

Adobe Acrobat (PDF) Comment & Markup Tool

Adobe Acrobat (PDF) offers a tool called the Comment & Markup tool, which can be a very helpful feature to utilise when someone else edits or proofreads your PDF document. The full set of features from the editing side is only available in Adobe Acrobat Professional but any comments and markups added may be viewed via the Free Adobe Acrobat Reader.

This tool when enabled can record (and display) all changes made to the document - additions, modifications and deletions. It will note the change made, when the change occurred and who made the change.

To enable the Comment and Markup Tool (in Adobe Acrobat Pro):

Comments → Show Comment & Markup Toolbar (cf. "Hide Comment & Markup Toolbar")

Then click on icons from toolbar for various features.

In order to see the comments and markups in the free Adobe Acrobat Reader this feature must be enabled for the specific PDF document from within Adobe Acrobat Pro:

Advanced → Extend features in Adobe Reader

Note: these special features may not be fully available in other PDF readers so ensure that the edited PDF document is viewed via the Adobe Acrobat Reader and not an alternative PDF reader.

Features: (and yes the original text below is dummy text and is not in English)

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Comments

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