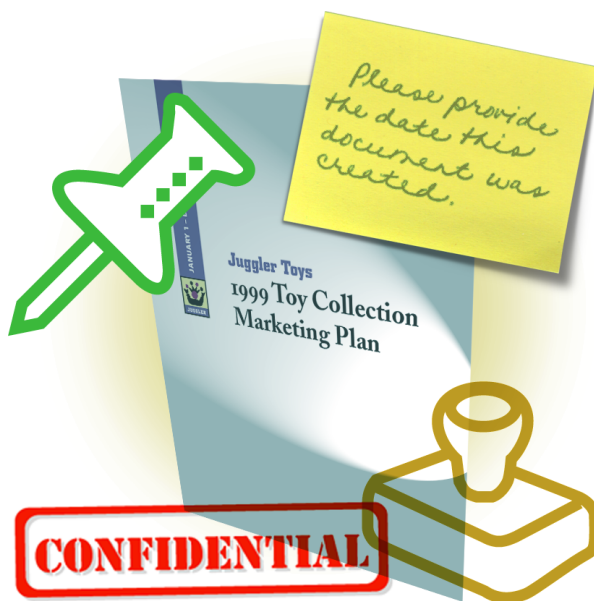


Using Acrobat in a Document Review Cycle



Acrobat can play an effective role in a document review cycle, where a single document is distributed to an audience of reviewers. By circulating a PDF document, you can receive comments back in the form of annotations—notes, text, audio, stamps, files, graphic markups, and text markups attached to the file. You can then collate the annotations and compile them in a single file for easier viewing.

In this lesson, you'll learn how to do the following:

- Use and create annotations.
- Export, import, and summarize annotations.
- Specify security settings for a file.
- View security information for a document.

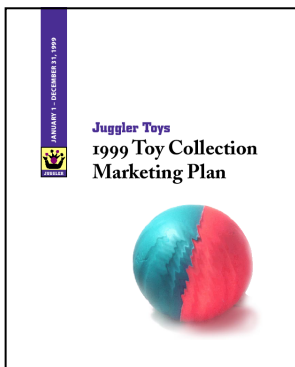
This lesson will take about 30 minutes to complete.

If needed, remove the previous lesson folder from your hard drive, and copy the Lesson07 folder onto it.

Opening the work file

In this lesson, you'll work with a marketing plan document for the Juggler Toys Company. This document is at an intermediate draft stage, and some of the marketing strategies are still being developed. You'll review existing comments in the document and add a variety of your own comments.

- 1 Start Acrobat.
- 2 Choose File > Open. Select Mktplan.pdf in the Lesson07 folder, located inside the Lessons folder within the AA4_CIB folder on your hard drive, and click Open. Then choose File > Save As, rename the file **Mktplan1.pdf**, and save it in the Lesson07 folder.















Working with annotations

Acrobat's annotation feature lets you attach comments to an existing document. These comments can be in the form of notes, text, audio, stamps, files, graphic markups, and text markups. With annotations, multiple reviewers can comment on and incorporate their comments into the same review version. Annotations from other document versions can also be collected and incorporated into the review version.


About annotations

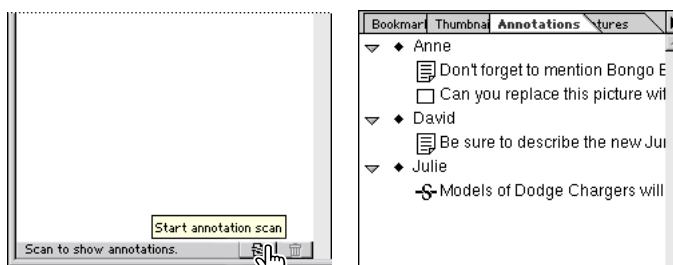
The tool bar contains three types of tools for attaching comments to an existing document—annotation, graphic markup, and text markup. Each has a hidden tool menu.

- The annotation tools—notes tool (), text annotation tool (), audio annotation tool (), stamp tool (), and file annotation tool ()—allow you to attach comments to a PDF document in a variety of formats. The annotation tools are located below the crop tool on the tool bar.
- The graphic markup tools—pencil tool (), rectangle tool (), ellipse tool (), and line tool ()—allow you to visually mark an area of a PDF document with a graphic symbol and associate a note with the markup for additional comments. The graphic markup tools are located below the annotation tools on the tool bar.
- Text markup tools—highlight text tool (), strikethrough text tool (), and underline text tool ()—allow you to visually mark up text on a PDF document page and associate a note with the markup for additional comments. The text markup tools are located below the graphic markup tools on the tool bar.

—From the online Adobe Acrobat User Guide, Chapter 8



Reviewing annotations

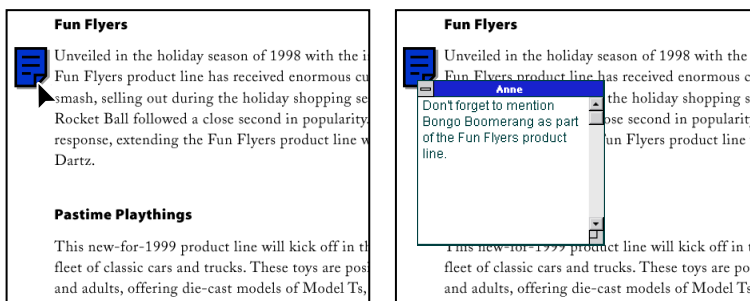
- 1 Choose Window > Show Annotations to display the Annotations palette.
- 2 Click the Start Annotation Scan button () at the bottom of the Annotations palette to scan the document for annotations.



Click Start Annotation Scan button. Result

A list of annotations associated with the open document appears. By default, the list is sorted by author. You can also sort the list by type, page number, and date.

- 3 Double-click the first annotation listed under Anne to jump to the page that contains it.
- 4 Click the Fit in Window button () to view the entire page. Notice the different colored annotations that appear on the page. The blue note is highlighted, indicating it is the annotation that you selected from the Annotations palette.
- 5 Select the hand tool () in the tool bar, and double-click the blue note to read it.



Double-click blue note to read it.


Result

- 6 Click the close box at the top of the note window when you have finished reading the note.
- 7 Double-click the yellow note to read it. Notice that the note's label is different from the previous note.

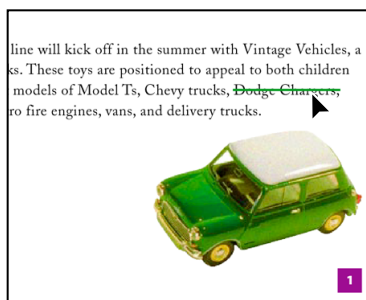
Annotations can be set to different colors to indicate that they were created by different reviewers.

- 8 Close the note when you have finished reading it.

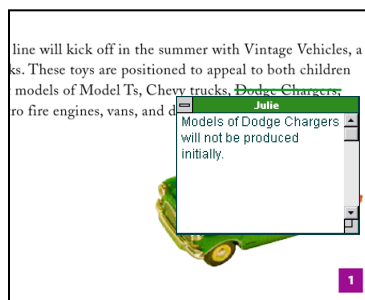
Annotations in the form of stamps, graphic markups, and text markups can have notes associated with them. In these cases, double-clicking the annotation opens the note window.

- 9 Select the zoom-in tool () from the tool bar, and marquee-zoom around the Pastime Playthings section at the bottom of the page.

10 Select the hand tool, and double-click the green line that strikes through the phrase Dodge Chargers. A note associated with the text markup appears. Close the note when you have finished reading it.



Double-click strikethrough text annotation.

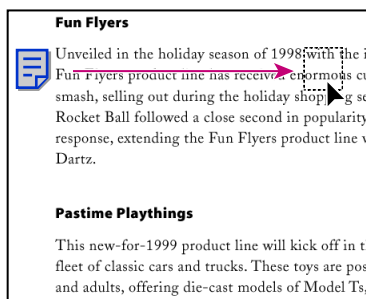


Result

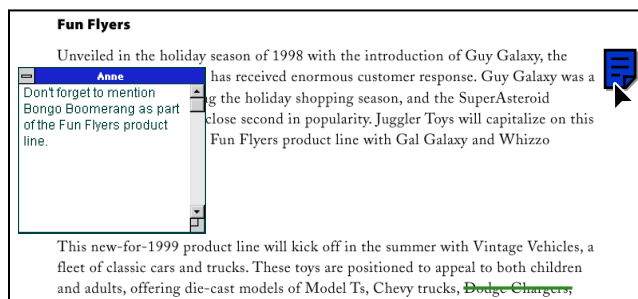
Except for text markups, annotations can be easily moved around on a page.

11 Click the Fit in Window button. Then drag the blue note to the right margin.

12 Double-click the blue note to read it. Notice that the note window is no longer aligned with the associated annotation.



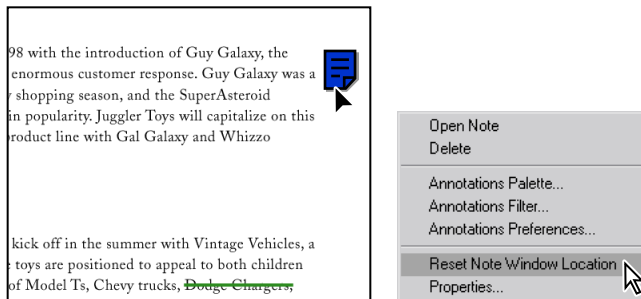
Drag blue note to right margin.



Notice that note window is no longer aligned with note.

You can easily reset the location of the note window.

13 Position the pointer over the blue note. Hold down the right mouse button (Windows) or Control-click (Mac OS). Choose Reset Note Window Location from the menu.



Position pointer over blue note.

Choose Reset Note Window Location from menu.

The note window realigns with the associated annotation.

14 Click the note window to select it, and close the note when you have finished viewing it.

You'll add a variety of your own annotations to this document. But first you'll customize your annotation style by setting preferences.

Setting annotation preferences

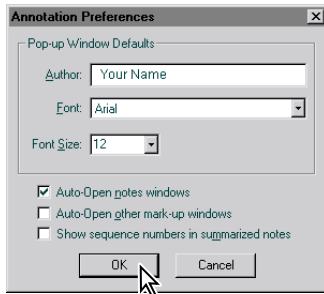
1 Choose File > Preferences > Annotations.

2 For Author, enter your name.

When you transfer an annotation between different files or systems, the author of the annotation is preserved.

You can also specify a font for displaying the note text. However, keep in mind that this font preference applies only to your system. Users viewing your note on other systems may see a different font, depending on their own preference settings.

- 3 Choose a font (we used Arial®). For Font Size, choose 12. Click OK.




Adding a note

You use the notes tool in Acrobat to create your own notes using the preferences that you have just specified. Although you can view notes and other annotations in a PDF file using Acrobat Reader, you can only create or edit annotations using Acrobat.

- 1 Click the First Page button (I) to go to page i.
- 2 Select the notes tool (≡) in the tool bar, and click in the blank space beneath the title on the page.

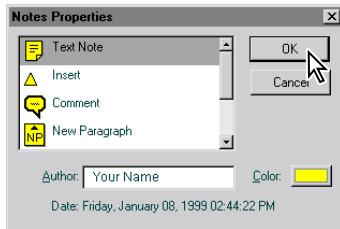
An empty note window appears.

- 3 Type the note text as desired. We used the following: “Please provide the date this document was created.”
- 4 Choose Edit > Properties.


 *To display an annotation’s Properties dialog box, you can also position the pointer over the annotation, hold down the right mouse button (Windows) or Control-click (Mac OS), and choose Properties from the menu.*

- 5 Select the Text Note icon to represent your type of note.

- 6 Click the color button to select a color for the note.





Notice that you can change the author name using the annotation's Properties dialog box. When you use the Properties dialog box to change the author name, the change only applies to the current annotation. To change the author name for all subsequent annotations, you must specify the change in the Annotation Preferences dialog box.

- 7 Click OK.
- 8 Close the note.
- 9 Select the hand tool () and double-click the note that you have just created to view the message. Close the note when you have finished viewing it.

Adding a stamp

Acrobat's stamp tool lets you apply a stamp to a document in much the same way you would use a rubber stamp on a paper document. In addition to using stamps from the Acrobat stamp library, you can create your own custom stamps and use them as annotations. For information on creating your own custom stamps, see "Exploring on your own" on page 178.

- 1 Hold down the mouse button on the notes tool () to display a set of hidden tools, and drag to select the stamp tool ().

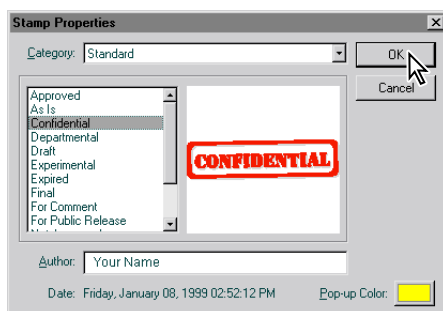


Drag to select stamp tool. *Click in page to add stamp.*

- 2 Click in the blank space at the top of the page. By default, the Approved stamp appears. You'll change the stamp using the Stamp Properties dialog box.
- 3 Choose Edit > Properties.
- 4 For Category, choose Standard. Select Confidential from the list in the left pane of the dialog box. A preview of the stamp that you have selected appears in the right pane of the dialog box.

Notice the color button in the bottom right corner of the dialog box. You use this button to specify the color of the note associated with the stamp. You cannot change the color of the stamp itself.

- 5 Click the color button to select a color for the note associated with the stamp. Then click OK.



You'll add a note associated with the stamp.

- 6 Move the pointer over the stamp until it changes to an arrow. Then double-click to create a note window.
- 7 Type the note text as desired. We used the following: “Be sure to let reviewers know this document is for internal use only.” Then close the note.



Double-click stamp to create note window.

Type note text as desired.

- 8 Select the hand tool (☞), and double-click the stamp to view the message. Close the note when you have finished viewing it.

Adding a file annotation

You use the file annotation tool in Acrobat to embed a file at a specified location in a document, so the reader can open it for viewing. You can attach any file type as a file annotation. However, to open it, your reader must have an application that can recognize the attachment.

- 1 Go to page 3.

As a reviewer of the document, you would like to see information added to the Worldwide Marketing Overview section, and the information you would like added is in a word-processing document called Update.doc. You'll attach the Update.doc file to the marketing plan.

- 2 Hold down the mouse button on the stamp tool (📌) to display the set of hidden tools, and drag to select the file annotation tool (📎).

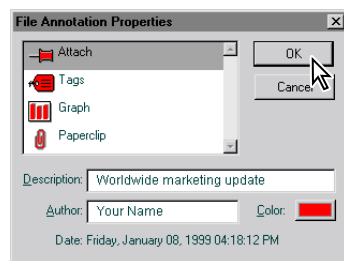
- 3 Click in the blank space to the left of the Worldwide Marketing Overview heading.




Drag to select file annotation tool.

Click in page to add a file annotation.

- 4 In the Select File to Attach dialog box, select Update.doc, located in the Lesson07 folder, and click Open (Windows) or Attach (Mac OS).
- 5 In the File Annotation Properties dialog box, select the Attach icon to represent this type of file annotation.
- 6 For Description, type the following: **Worldwide marketing update.**
- 7 Click the color button to select a color for the icon. Then click OK.



A pushpin appears on the page.

- 8 Select the hand tool () , and move the pointer over the pushpin.



Notice that the description of the file appears below the pushpin.



If you have a word-processing application installed on your system, you can open the file that you have just attached.



- 9 If you have a word-processing application installed, double-click the pushpin to open the file. Click OK to confirm that you want to open the file. When you have finished viewing the file, exit or quit your word-processing application.

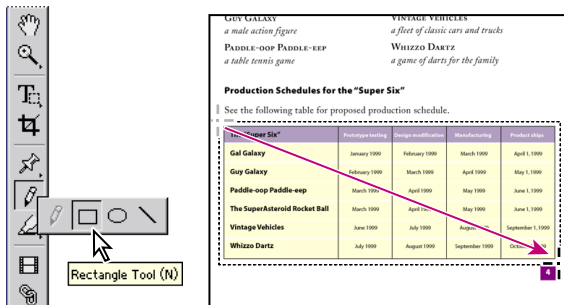
Marking up a document with graphic markup tools

Acrobat's graphic markup tools let you emphasize a specific area of a document, such as a graphic or table. The pencil tool creates a free-form line, the rectangle tool creates a rectangular boundary, the ellipse tool creates an elliptical boundary, and the line tool creates a straight line between two specified points. You can add a note associated with a graphic markup to comment on the area of the page being emphasized. Graphic markups are saved as annotations and appear in the Annotations palette.

You'll add a rectangle to the marketing plan, and then add a note associated with the rectangle.

- 1 Click the Next Page button () to go to page 4.
- 2 Click the zoom-in tool () , and marquee-zoom around the Production Schedules for the "Super Six" section at the bottom of the page.

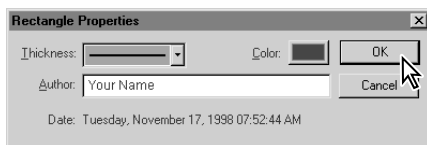
- 3 Hold down the mouse button on the pencil tool () to display a set of hidden tools, and drag to select the rectangle tool ().
- 4 Drag a rectangle around the table on the page.



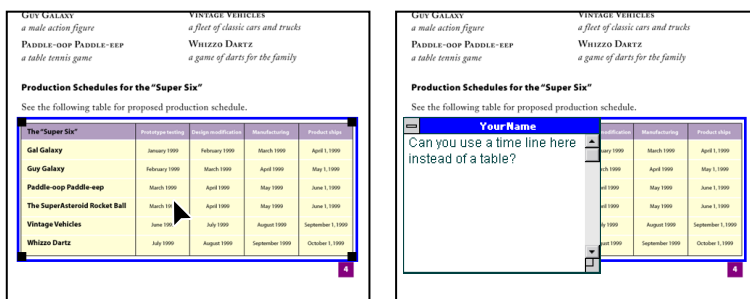
Drag to select rectangle tool.


Drag to create rectangle around table.

- 5 Choose Edit > Properties.
- 6 Choose a line width for the rectangle from the Thickness menu. Click the color button to select a color for the rectangle. Then click OK.



- 7 To associate a note with the rectangle, move the pointer inside the rectangle until it changes to an arrow, and double-click to create a note window. Type the note text as desired. We used the following: "Can you use a time line here instead of a table?" Then close the note.




8 Select the hand tool () and double-click the border of the rectangle to view the message. (Be sure to double-click the border of the rectangle, not inside the rectangle.) Close the note when you have finished viewing it.

Marking up a document with text markup tools

You use the text markup tools in Acrobat to emphasize specific text in a document, such as a heading or entire paragraph. You can choose from the highlight text tool, the strikethrough text tool, and the underline text tool. You can add a note associated with a text markup to comment on the text being emphasized. Text markups are saved as annotations and appear in the Annotations palette.

You'll highlight text in the marketing plan, and then add a note associated with the highlighted text.

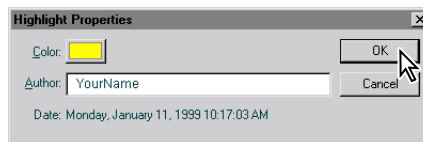
- 1 Select the highlight text tool () in the tool bar.
- 2 Drag the I-beam to highlight the word “schedule” in the last sentence on the page.
- 3 Choose Edit > Properties.
- 4 Click the color button to select a color for the highlighted text. Then click OK.

uper Six”

production **schedule.**

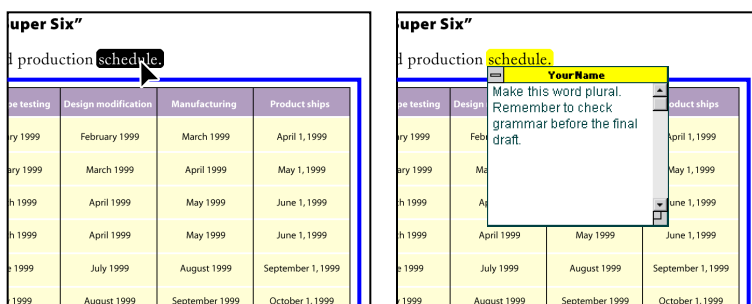
Testing	Design modification	Manufacturing	Product ships
January 1999	February 1999	March 1999	April 1, 1999
February 1999	March 1999	April 1999	May 1, 1999
March 1999	April 1999	May 1999	June 1, 1999
April 1999	May 1999	June 1999	July 1, 1999
May 1999	June 1999	July 1999	August 1, 1999
June 1999	July 1999	August 1999	September 1, 1999
July 1999	August 1999	September 1999	October 1, 1999

Drag to highlight “schedule.”




Specify properties in Highlight Properties dialog box.

5 To associate a note with the highlighted text, move the pointer over the highlighted text until it changes to an arrow, and double-click to create a note window. Type the note text as desired. We used the following: “Make this word plural. Remember to check grammar before the final draft.” Then close the note.




Double-click highlighted text to create note window.

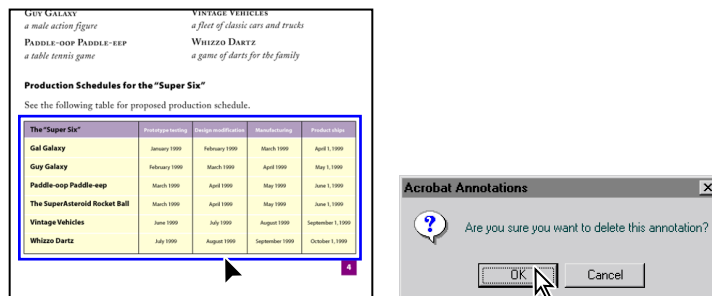
Type note text as desired.

6 Select the hand tool (), and double-click the highlighted text to view the message. Close the note when you have finished viewing it.

Deleting an annotation

You can easily delete unwanted annotations from a document.

- 1 Click the Fit in Window button ().
- 2 Using the hand tool, click the border of the rectangle on page 4 to select it.
- 3 Press Delete, and click OK to confirm the deletion.



Click border of rectangle to select it, and press Delete.

Click OK.

- 4 Choose File > Save to save the Mktplan1.pdf file.

Exporting annotations

The marketing plan includes annotations from several different reviewers. However, another reviewer has placed his comments in a different copy of the marketing plan. You'll export just the annotations from this document copy and place them in a Forms Data Format (FDF) file. Because the file contains only the annotations, it is smaller in size than the original file and therefore more economical to distribute.

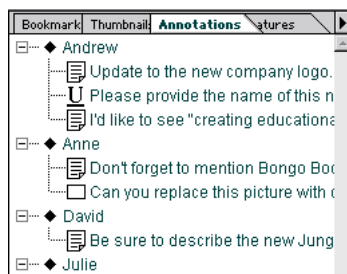
- 1 Choose File > Open. Select Review.pdf, located inside the Lesson07 folder, and click Open.
- 2 Choose File > Export > Annotations.
- 3 Name the file **Comments.fdf**, and save it in the Lesson07 folder.
- 4 Choose File > Close to close the Review.pdf file.

Now you'll import the annotations from the Comments.fdf file into the Mktplan1.pdf file, so that you can compile all the annotations in a single document.

Importing annotations

- 1 In the Mktplan1.pdf window, choose File > Import > Annotations.
- 2 Select Comments.fdf, located in the Lesson07 folder, and click Open (Windows) or Select (Mac OS).

The Annotations palette now lists annotations from Andrew, as well as those from other reviewers.



- 3 Page through the marketing plan and notice the new red annotations that have been imported. The imported annotations appear in their original locations on the pages.
- 4 Choose File > Save to save the Mktplan1.pdf file.

In addition to importing annotations from an FDF document, you can import annotations directly from one PDF document to another.

Summarizing annotations

At times you may want to display just the text of the notes so that you don't have to open each one individually to read it. By summarizing annotations, you can compile the text of all the notes into a new PDF document.

- 1 Choose Tools > Annotations > Summarize Annotations.

Annotations from Mktplan1.pdf	
Page 1	
Annotation 1; Label: YourName; Date: 1/11/1999 11:26:56 AM	Please provide the date this document was created.
Annotation 2; Label: YourName; Date: 1/11/1999 11:29:13 AM	Be sure to let reviewers know this document is for internal use only.
Page 2	
Annotation 1; Label: David; Date: 1/3/1999 12:45:09 PM	Be sure to describe the new Jungle Time product line. See Karen for details.
Annotation 2; Label: Anne; Date: 1/3/1999 1:44:58 PM	Don't forget to mention Bongo Boomerang as part of the Fun Flyers product line.
Annotation 3; Label: Julie; Date: 1/3/1999 1:25:05 PM	Models of Dodge Chargers will not be produced initially.
Annotation 4; Label: Andrew; Date: 1/3/1999 1:39:00 PM	Update to the new company logo. See Jeff for details.
Page 3	
Annotation 1; Label: Anne; Date: 1/3/1999 1:23:44 PM	Can you replace this picture with one of the new Gal Galaxy product?

A new PDF file named "Annotations from Mktplan1.pdf" is created. This document lists each annotation that appears in the marketing plan, including the note label, the date and time the annotation was added to the file, and the full text of the note.

- 2 Choose File > Save As, rename the file **Summary.pdf**, and save it in the Lesson07 folder.

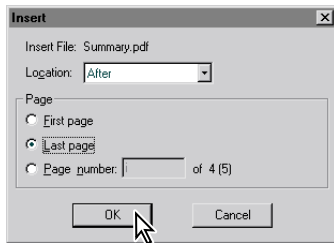
- 3 Close the Summary.pdf file when you have finished viewing it.

Now you'll append the annotations summary to the marketing plan.

- 4 In the Mktplan1.pdf window, choose Document > Insert Pages.

- 5 Select Summary.pdf, located in the Lesson07 folder, and click Open (Windows) or Select (Mac OS).

6 For Location, choose After. For Page, select the last page. Click OK to insert the annotations summary into the review version of the marketing plan.



7 Click the Actual Size button (📏) to return the page to a 100% view.

Notice that the annotations are numbered in the annotations summary. These numbers show the order in which the annotations were created on each page. You can set preferences in Acrobat to display these numbers with the annotations in the document. Then you can easily locate annotations while reviewing the annotations summary.

8 Choose File > Preferences > Annotations.

9 Select Show sequence numbers in summarized notes, and click OK.

10 Click the First Page button (🏠) to go to page i. Page through the marketing plan and notice the numbers that appear on the annotations. These numbers correspond to the numbers listed in the annotations summary.

11 Choose File > Save As, make sure that Optimize is selected, and save Mktplan1.pdf in the Lesson07 folder. Click Yes (Windows) or Replace (Mac OS) to confirm replacing the file. The Save As command lets you save a smaller, optimized version of your finished file.

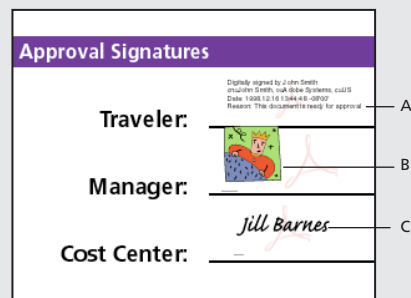
Working with digital signatures

You can add a digital signature to a document in Acrobat to attest to something about the document in its current state. For example, you might sign a document to show that you have read it or approved it, or to certify that it is ready for others to review. You can also see all the signatures that have been added to a document, check the validity of signatures, and go back to an earlier signed version of a document.

To work with digital signatures in a document, you use a signature handler plug-in with Acrobat. You add, validate, and manage your signatures using commands and tools in the Acrobat interface, but the signature handler determines the nature of the signatures—their appearance on the page, the exact information stored in them, and the attributes and method used for their validation. You can use a variety of signature handlers with Acrobat, providing both mathematical and biometric validation schemes. The flexibility of this structure allows you to use whichever signing method your company or regulations require, with Acrobat providing a consistent and convenient front end.

About digital signatures

A digital signature, like any other signature, identifies a person or entity signing a document. In Acrobat, a digital signature can appear on a page in many different forms—a handwritten name, a logo or other graphic, or some text explaining the purpose of the signing. The particular appearance of the signature is determined by the signature handler.



A. Text signature B. Graphic signature
C. Handwritten name signature

—From the Adobe Acrobat User Guide, Chapter 14

Setting file security

Sometimes you may want to lock a PDF document to prevent it from being edited. For example, now that you have gathered all the review comments for the marketing plan, you'll want to protect the compiled file from accidental changes.

Setting file security

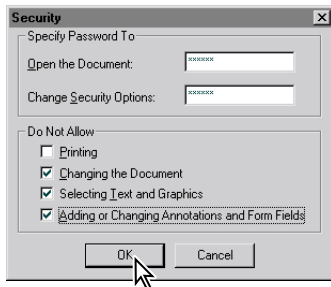
- 1 Choose File > Save As, and choose Standard from the Security menu.

A dialog box appears asking you to specify up to two passwords—one for opening the file and one for changing security options to the file. These passwords are case sensitive.

- 2 For Open the Document, enter **Circus**, and press Tab.

3 For Change Security Options, enter **ferris**.

4 For Do Not Allow, select Changing the Document, Selecting Text and Graphics, and Adding or Changing Annotations and Form Fields. Click OK.



A dialog box appears asking you to confirm your Open password.

5 Type **Circus** and click OK.

Another dialog box appears asking you to confirm your Security password.

6 Type **ferris** and click OK.

7 Name the document **Mktplan2.pdf**, and save it in the Lesson07 folder. Then close the document.

Testing file security

1 Choose File > Open. Select Mktplan2.pdf, located in the Lesson07 folder, and click Open.

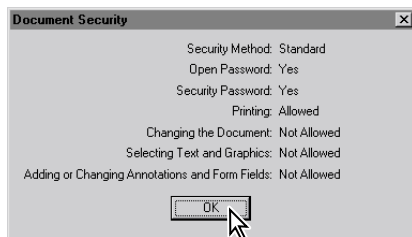
A dialog box appears asking you for the Open password.

2 Enter **Circus** and click OK.

Notice that most commands under the Edit and Document menus are dimmed, indicating that you cannot invoke them. Notice that most of the tools in the tool bar are also dimmed.

3 Choose File > Document Info > Security.

A dialog box summarizes the security settings that have been placed on the document. Notice that the document has both Open and Security passwords, and that no actions except for printing the document are allowed.





4 Click OK when you have finished viewing the information.

5 Choose File > Save As, and click Settings.

A dialog box appears asking you for the Security password.

6 Enter **ferris** and click OK.

7 Under Do Not Allow, deselect Adding or Changing Annotations and Form Fields, and click OK. Then click Save, and click Yes (Windows) or Replace (Mac OS) to confirm replacing the existing file.

8 Click the small triangle to the right of the file annotation tool (), and hold down the mouse button. Drag to select the notes tool (). Notice that you can now add a note to the document.

9 Close the Mktplan2.pdf file. You do not need to save your changes.

In this lesson, you have learned how to use and create annotations, and how to assign security settings to a file.

Exploring on your own

Now that you have learned how to add a stamp to a document, try adding custom stamps to the Acrobat stamp library and using them as annotations. All stamp files must be saved as PDF files, and each page of a PDF document can be used as an individual stamp. We've provided a PDF file with two images that you can use for practice, or you can use your own artwork or photo images saved as PDF files.

1 Choose File > Open. Select Stamps.pdf, located inside the Lesson07 folder, and click Open.



You'll prepare the Stamps.pdf file to be added to the Acrobat stamp library.

The Acrobat stamp library consists of several PDF files, which contain one or more stamps. Each PDF file has a category name, which appears in the Category menu in the Stamp Properties dialog box. Acrobat uses the document title of a PDF file as the category name. You'll specify a document title for the Stamps.pdf file using the General Info dialog box.

2 Choose File > Document Info > General.

3 Type **JugglerToys** in the Title text box, and click OK.

To be recognized by Acrobat, each stamp in a stamp file must be named. The name of each stamp should be in the following format:

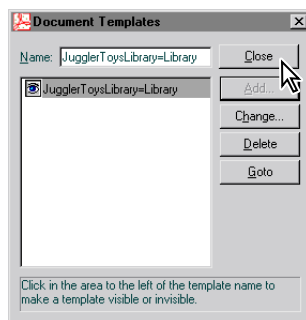
<CategoryName><StampName>=<StampLabel>

The `CategoryName` is the name of the stamp category in English, the `StampName` is the name of the stamp in English, and the `StampLabel` is the name of the stamp in your native language. Acrobat uses the `StampLabel` as the name of the stamp listed in the Stamp Properties dialog box. This naming convention ensures that stamps can be easily identified when distributed to users of other languages.

You'll name each stamp in the `Stamps.pdf` file using Acrobat's Page Templates feature.

4 If needed, go to page 1. Choose **Tools > Forms > Page Templates**.

5 Type **JugglerToysLibrary=Library** in the Name text box, and click **Add**. Click **Yes** to confirm creating a new template using the current page. Then click **Close (Windows)** or **Done (Mac OS)** to close the Document Templates dialog box.



6 Click the Next Page button (▶) to go to page 2.



7 Choose **Tools > Forms > Page Templates**. Type **JugglerToysInternal=Internal** in the Name text box, and click **Add**. Click **Yes**. Then click **Close (Windows)** or **Done (Mac OS)**.



To be part of the Acrobat stamp library, all stamp files must be saved in the Stamps subfolder of the Plug-ins folder for Adobe Acrobat. You'll save the Stamps.pdf file in this location.

8 Choose File > Save As, and save the Stamps.pdf file in the Stamps subfolder of the Plug-ins folder for Adobe Acrobat.

9 Choose File > Close to close the Stamps.pdf file.

Now that you have added custom stamps to the Acrobat stamp library, you can use them as annotations. You'll apply the custom stamps to the marketing plan.

10 Choose File > Open. Select Mktplan1.pdf, located inside the Lesson07 folder, and click Open.

11 Hold down the mouse button on the notes tool () to display the set of hidden tools, and drag to select the stamp tool (). Click in the bottom left corner of the page.

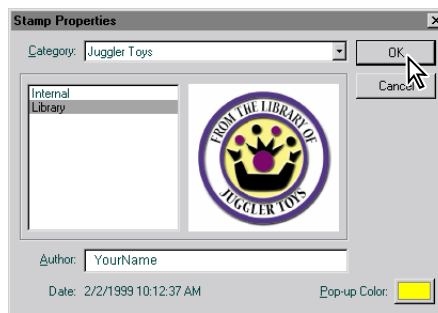
The Confidential stamp appears. You'll change the stamp using the Stamp Properties dialog box.

12 Choose Edit > Properties.

13 For Category, choose JugglerToys. Select Library from the list in the left pane of the dialog box. Then click OK.



Click in bottom left corner of page.



Change stamp using Stamp Properties dialog box.

The first page of the Stamps.pdf file appears in the marketing plan as a custom stamp.

If needed, you can easily adjust the size and position of the stamp. To resize the stamp, drag one of the corner handles. To move the stamp, position the stamp tool inside the stamp and drag.



Drag corner handle to resize stamp.

Drag stamp to move it.

- 14** Select the hand tool (☞), and click in the blank space in the document to deselect the stamp.
- 15** Apply the Internal stamp from the JugglerToys category to the marketing plan. When you have finished, close the Mktplan1.pdf file. You do not need to save your changes.

Review questions

- 1 How do you change the author name of the current annotation? How do you change the author name for all subsequent annotations?
- 2 What font is used in a note window when viewed on your computer? On someone else's computer?
- 3 How do you add a stamp to a document? How do you change the stamp?
- 4 What type of file can you attach to a document as a file annotation?
- 5 What are three ways you can mark up text in a document?
- 6 How do you create a file that contains just the text of the notes added to a PDF document?
- 7 What types of security passwords can you assign to a document?

Review answers

- 1 To change the author name of the current annotation, select the annotation, choose Edit > Properties, and enter text in the Author text box. To change the author name for all subsequent annotations, choose File > Preferences > Annotations, and enter text in the Author text box.
- 2 On your computer, the note window uses the font that you have specified in the Annotations Preferences dialog box. On someone else's computer, the note window uses the font that he or she has specified.
- 3 To add a stamp, select the stamp tool, and click inside an existing PDF document. To change the stamp, choose Edit > Properties, and select a new stamp from the Stamp Properties dialog box.
- 4 You can attach any file type as a file annotation. However, to open the file, your reader must have an application that can recognize the attachment.
- 5 Using Acrobat's text markup tools, you can highlight, strike through, and underline text.
- 6 Choose Tools > Annotations > Summarize Annotations.
- 7 You can assign a password that lets users open the document and one that lets users change the security options for the document.