



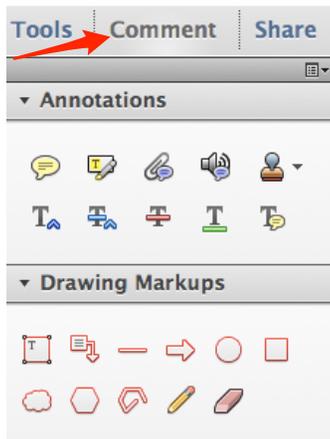
# Adobe Acrobat Pro X

## Annotations & Markups Placemat



### Where Are the Tools?

Most of the markup and annotation tools can be found by click *Comment*:



Or, you can place them in your toolbar by click on the gear icon in the toolbar:

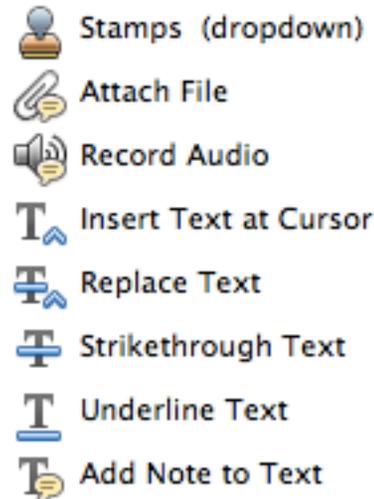


- 1) Under *Comment*, expand *Annotations & Drawing Markups*,
- 2) Select tools you want (hold ⌘ to select multiples),
- 3) Press button, then *OK*.

Tools should appear in toolbar.

### What Are the Tools?

#### *Annotation*



#### *Drawing Markups*



### How Do I Use the Tools?

Generally speaking, you simply need to click the tool's button, place your mouse where you would like the tool to be, then either click once or click/drag (depending on tool's purpose).

### To Add a Pop-up Note:

Either double-click on the annotation or markup OR right-click and select *Open Pop-up Note*.

### To Add Bookmarks:

Click the *Bookmark* icon on the left sidebar to open panel, navigate to the page to bookmark, press the *New Bookmark* button, name the new bookmark.



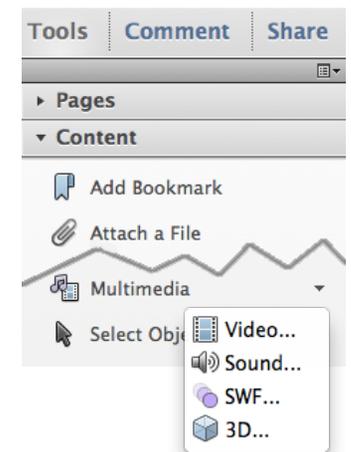
### Helpful Shortcuts:

- ⌘ + B = Add Bookmark
- ⌘ + E = Edit Properties

FIND A FULL TUTORIAL VIDEO AT:  
[www.21stcenturyjhs.com/tech-in-a-sec.html#acrobat](http://www.21stcenturyjhs.com/tech-in-a-sec.html#acrobat)

### To Add Multimedia:

Click *Tools*, *Content*, & *Multimedia*, then choose either *Video* or *Sound*:



Go to the document and click/drag where you want the multimedia placed. Then:

- 1) Choose the file,
- 2) Select *Show Adv'd Options*
- 3) Choose *Play Content in Floating Window* and *OK*



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