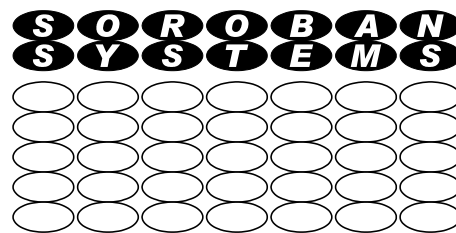# Soroban Support Guide

Review, or Comment on, PDF Documents

Summary

This document addresses how to make comments on, or suggested corrections to, a PDF document. Such a document will typically have been prepared initially by an author using perhaps LibreOffice Writer or Microsoft Word.

You can use the free Adobe Acrobat PDF viewer program to annotate a copy of a PDF document with your comments and suggestions and save it to be forwarded to the document author.

This document shows you how to do this.

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Revised by:	**John Steele**
Version:	**Draft**
Date:	**11 Dec 2022**

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Revisions

Version	Date	Changed by	Summary of change
Draft	11 Dec 2022	John Steele	Initial draft

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1 OVERVIEW

1.1 Purpose of this document

Whenever you are asked, or volunteer, to review or comment on, a PDF document it may not be obvious how to do this in the easiest way.

The traditional way would be to print out the document, make had written annotations to the document and return this to the author either via giving them the marked up hard copy or by scanning it and emailing it.

This document describes an easy method of doing this using a program you may already have installed on your computer – Adobe Acrobat Reader. This is a free PDF viewer that has more features for managing PDF documents than the default PDF viewer contained in your browser that you may be using to view PDF documents.

1.2 Scope of this document

Acrobat Reader is a document reader that provides a large number of options. This guide only shows one of many ways of using it and concentrates on its use for commenting on a document for the purpose of a document review.

1.3 Preparation

1.3.1 Download and install Acrobat Reader

If you do not already have Acrobat Reader installed then the web site link for the free version of Acrobat Reader is here:

- ➢ https://get.adobe.com/uk/reader/
  - ◆ Click the download button to download the program
  - ◆ Click on the downloaded installer to install the program

It is recommended that you then allow Acrobat Reader to become your default PDF program.

1.3.2 Configure Acrobat Reader

The first step is to open the Adobe Acrobat Reader application (assuming it has been installed) with the document you plan to review. The configuration only has to be done once.
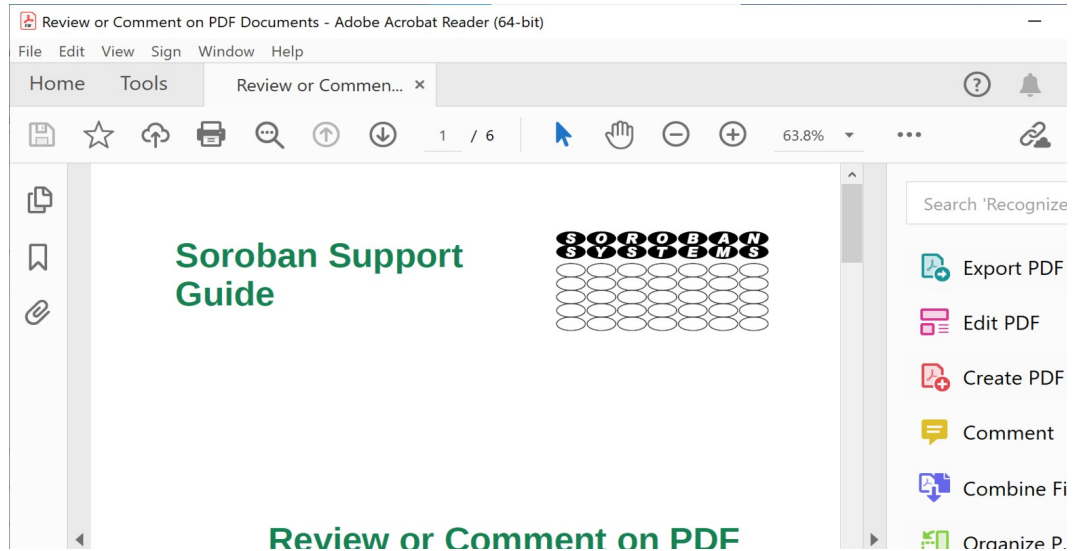
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Figure 1: Opened document – initial view

By default Acrobat Reader will scroll by jumping from page to page. The author however finds it more natural to smoothly scroll between pages.

To do this choose menu option "View" and then select "Enable Scrolling" and click. This however is your choice!
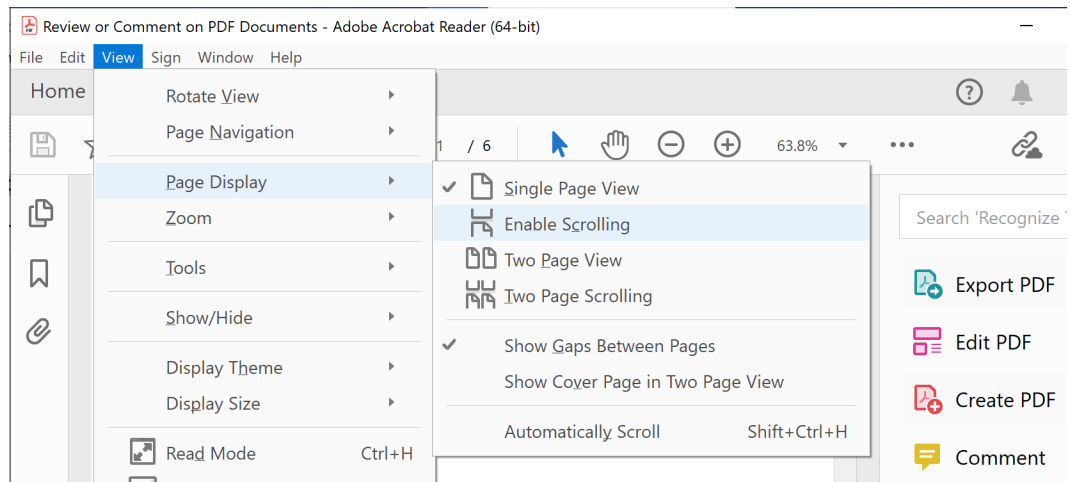

Figure 2: Opened document – configure scrolling (optional)

By all means explore other options if you want!

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2 YOU HAVE A DOCUMENT TO REVIEW

2.1 Assumption

For the purpose of this document it will be assumed that you have received a document in PDF format. This document would typically be received as attachment in an email or perhaps a USB memory stick.

The document should be opened in Acrobat Reader.

A suggestion:

Immediately save the document with a new name in case you accidentally save the commented document and unintentionally overwrite the original. For example if the document is called ***demo.pdf*** *then you could save it as* ***demo-comments-by john.pdf*** *before you make any comments*

Note that not all PDF documents permit comments to be added this way. It depends on how the document is created.

If you have been asked to review a document and the commenting options do not work – contact the author of that document.

It should also be mentioned that documents could also be circulated for review in LibreOffice format e.g. a Writer document or a Microformat Office Word document **if you know all reviewers have these programs installed**. In this case the "show revisions" option can be used and the comments or edits can be applied directly. It is believed that LibreOffice Writer can annotate a MS Word document (the author has done this successfully) and probably vice-versa **but this has not been verified**.

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3 COMMENTING ON A PDF DOCUMENT

3.1 Getting started

The first step is to open the PDF document using Acrobat Reader and configure the program as described above. You are then able to scroll through all the pages and read the content.

While reading the document may find for example:

➢ A typo that you want to point out to the author
➢ Missing or inappropriate words, or a sentence that you suggest should be changed and even suggest an alternative
➢ A possible error of fact that needs to be challenged or clarified
➢ Etc.

This document explains how to annotate your copy with the queries or proposed changes.

It is optional, but advisable, to save the document with a new name before making any comments if you want to preserve the original document. The annotated document can then be sent via email to the author for revision.

3.2 Enabling comments

You then can enable commenting in one of several ways. Here are two ways to do it.
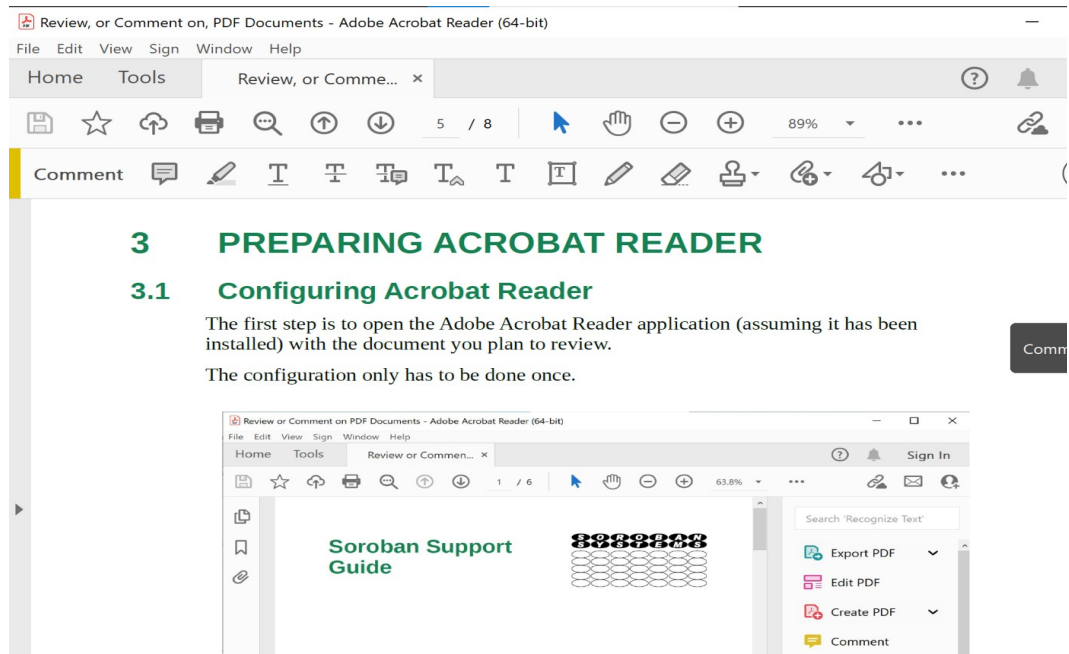
3.2.1 Use the comments button on Sidebar

Figure 3: Enable comments using sidebar button

Figure 3 above shows the sidebar with the comments button highlighted.
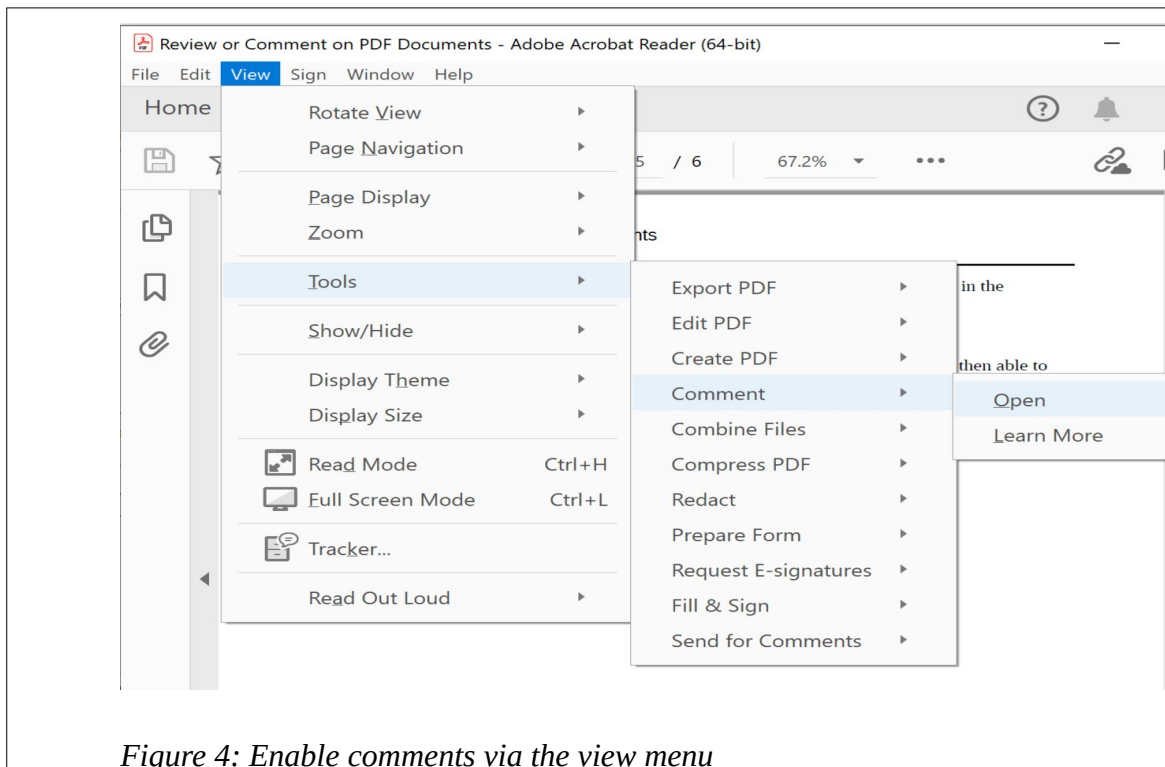
3.2.2 Use the View menu → Open

Figure 4: Enable comments via the view menu

Figure 4 above shows an alternative method using the View menu.

3.2.3 How to make comments

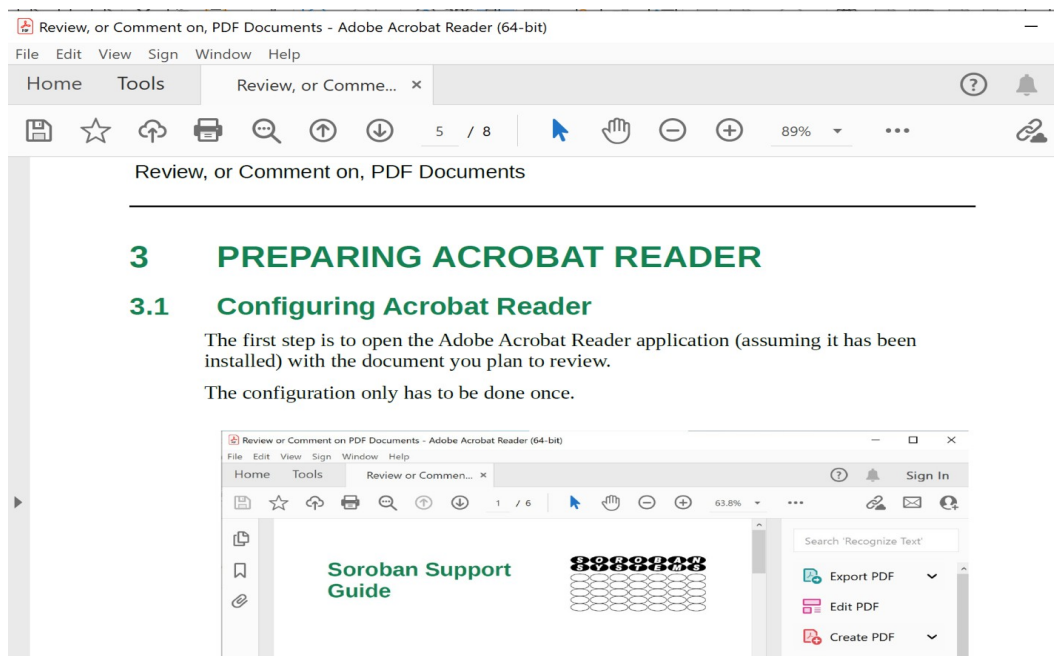First open the document. This document has been used as the example!

Figure 5: Preparing to comment

You can open the comments pane as described above or simply start commenting!
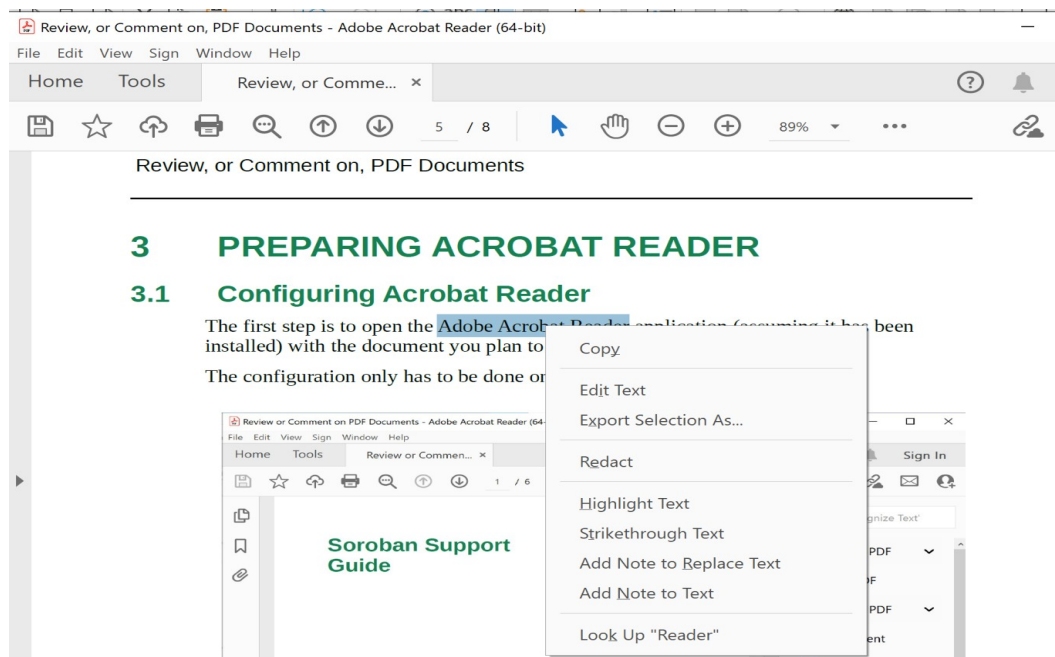
Figure 6: Making a comment

To make a comment simply select the text and Right Click on the mouse. This brings up a menu that allows you to select a number of options as shown in Figure 6 above.

The main ones we will consider here are:

➢ Highlight text
➢ Strikethrough text
➢ Add note to Replace Text
➢ Add note to Text

These should be self explanatory. For **Add note** a small symbol will appear on the highlighted text. Examples are shown in Figure 7 below.

When you do make a comment the comment panel will open alongside the document and show you the comments that you have made. A small icon will appear next to the text that you can click to open the text dialog box to amend your comment or to delete the comment.

If other people have already commented on the version of the document you receive then their comments, together with their names, will also appear. This "round robin" method of commenting is often useful where there are multiple reviewers. Later reviewers can see previous comments and do not need to repeat already identified issues. It consolidates the comments for the author.
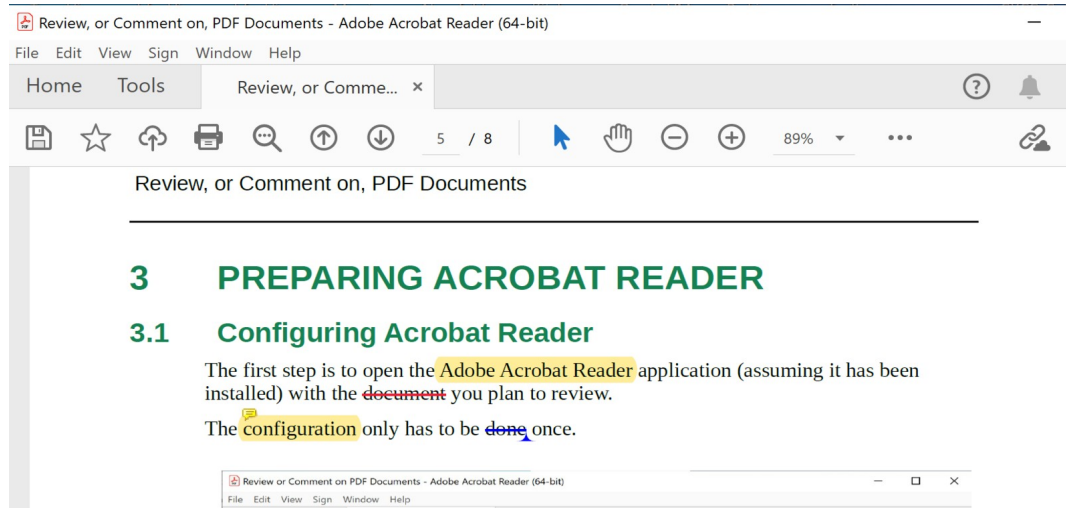
Figure 7: Making a comment

Examples are shown in Figure 7 above.

Alternatively you can right click and open the comment panel which may be easier to use. This is illustrated in Figure 9 below.
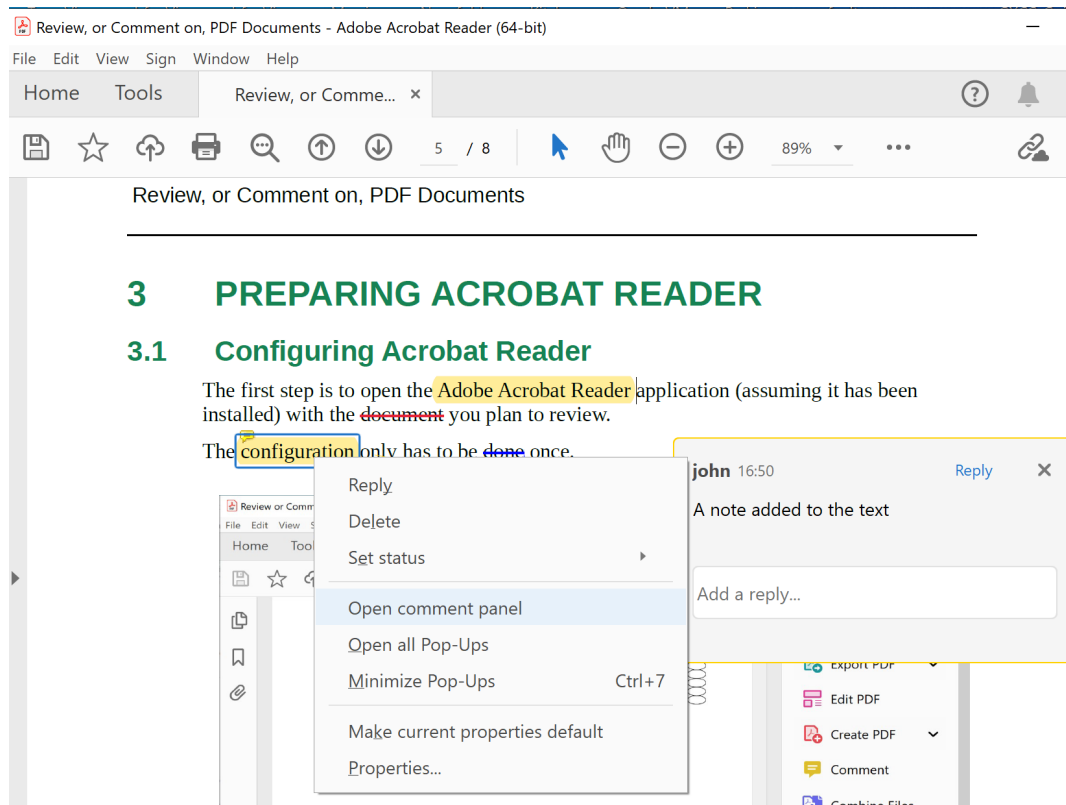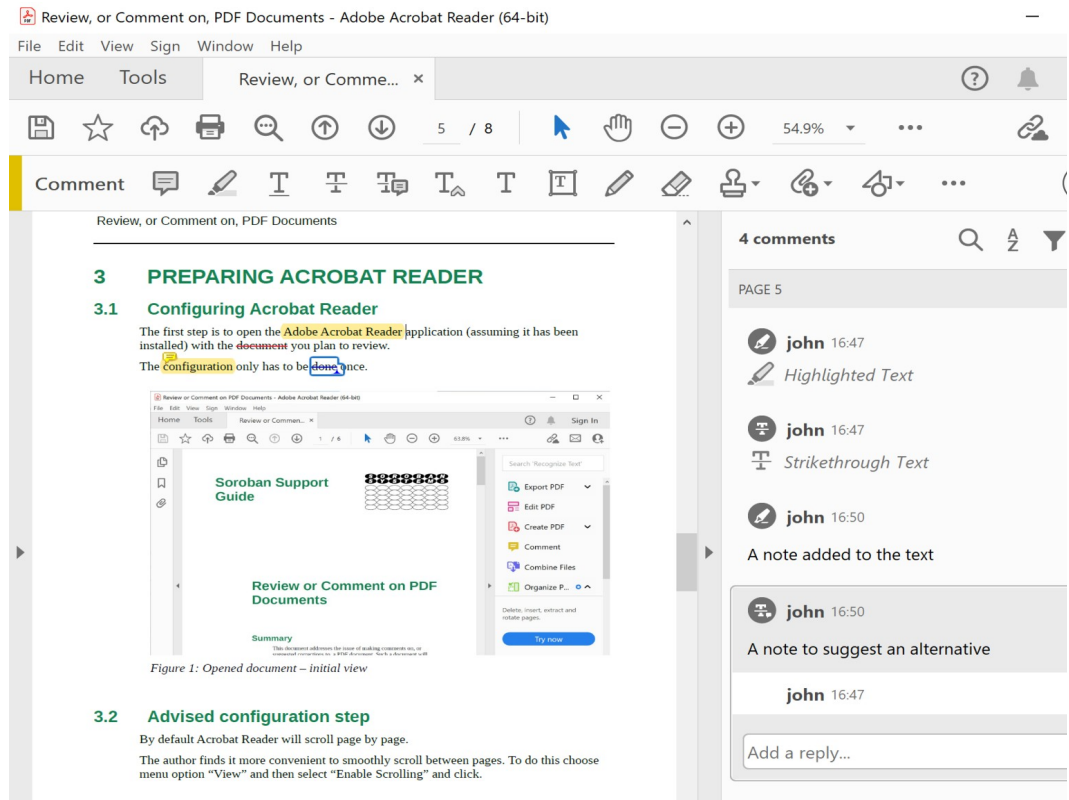

Figure 8: Opening comment panel

Figure 9: Viewing comments panel

With this view you can see, and scroll through, all comments in the document.

If others have previously made comments on the document then their comments with their names will be shown. This feature is very helpful if a team are involved in reviewing the document as there is no need to repeat comments that others have previously identified.

3.3   Author's actions

When an author receives comments back they can remove the comments as they are addressed in the master document. Again it is recommended that they keep the commented version and save a working copy to track their updates.

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