



## Documentation Control

Frequently in the creation and release of regulatory documentation it is necessary for different people to review and comment on documents as they are created. The Adobe PDF format is obviously the most common format to use because:

- The document reviewed is inviolate, that is to say it cannot be accidentally modified by a third party;
- The format of the original document is rigorously maintained, which is not the case when exchanging documents in a format such as Word, especially between different companies and countries.

However without some initial PDF document configuration it is not standard to be able to add comments as 'sticky notes' and return a saved and commented PDF to its source.

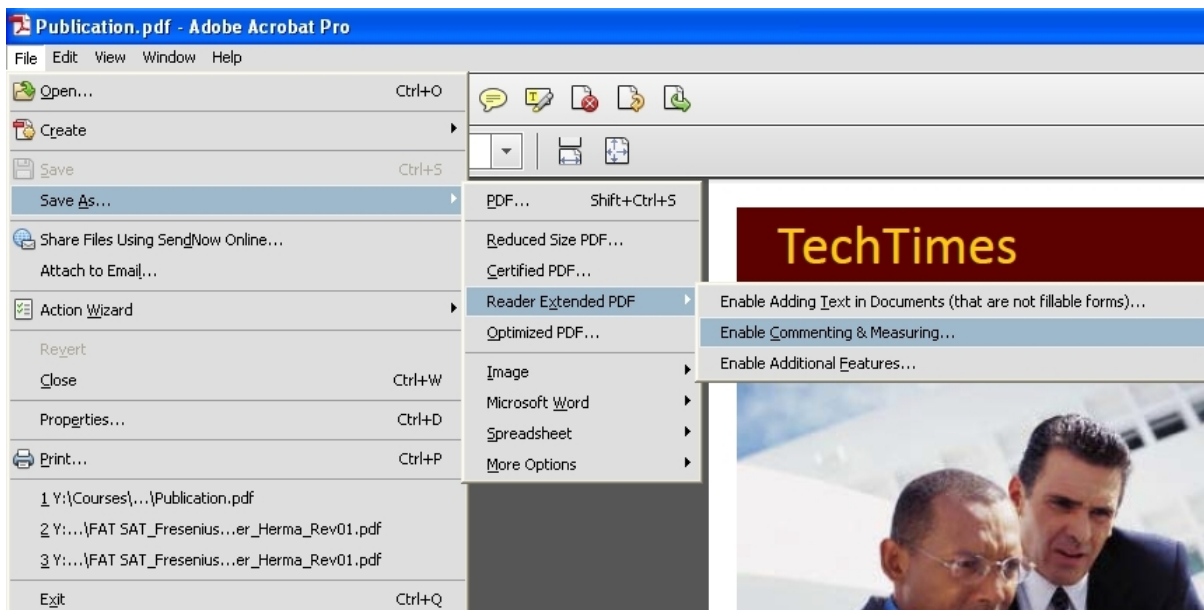
This document sets out to show how this is accomplished using Adobe Acrobat X Pro or Adobe Acrobat X Standard to create editable PDF documents and how to use Adobe Reader 9 and above to add and save comments.

## Document Creation

Start **Adobe Acrobat X, Standard or Professional** and open a PDF that you would like to add comments to, through the use of sticky notes.

Or just print a document as a PDF, having selected Adobe Acrobat X, Standard or Professional as the printer.

Select File>Save As>Reader Extended PDF>Enable Commenting and Measuring.



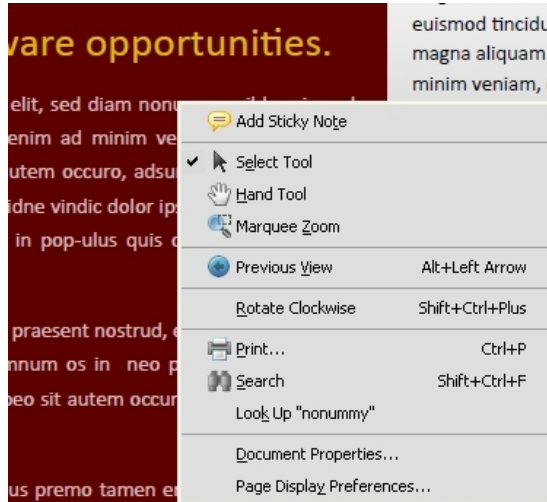
Save the newly created PDF that is now ready for distribution.



## Document Commenting

Open the document using **Adobe Reader 9**, for this document Reader 9.5.1 was installed.

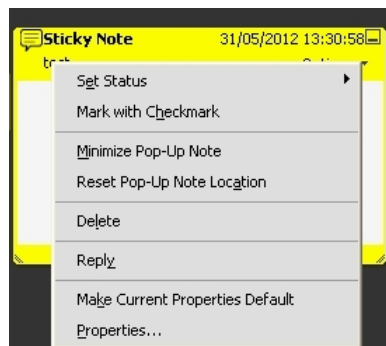
Place the cursor on the area where the comment is required, right click the mouse and the following appears:



Click on the 'Add Sticky Note' icon and the following is shown:



The required comment text can now be entered. Activating the 'Options' button shows the following which enables the deletion of a note, if required:



You can move a sticky note to a new location by simply clicking and dragging the sticky note icon to a new location and releasing the mouse.

Add as many more notes as required. Finally save the document.