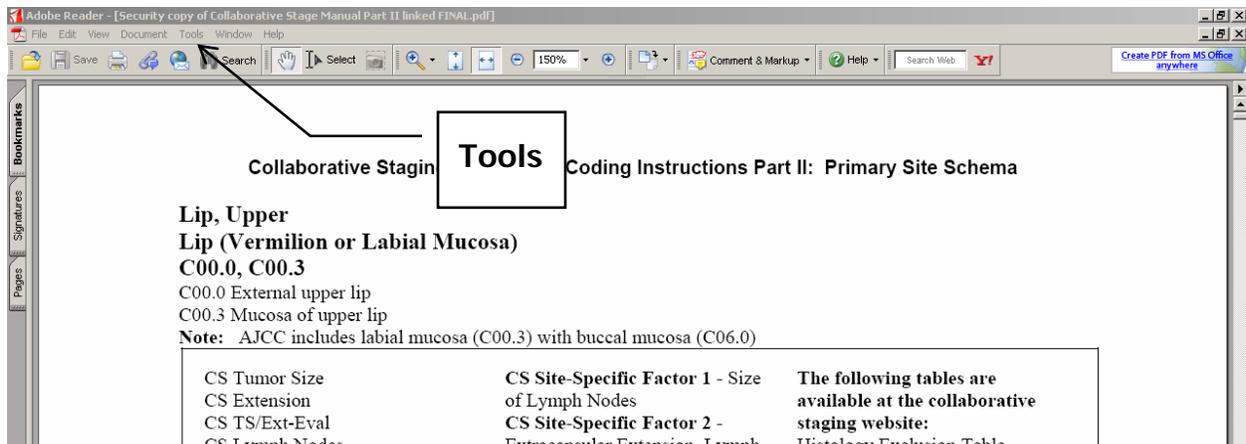


Tips for Using Commenting Tools with the New CS Manual

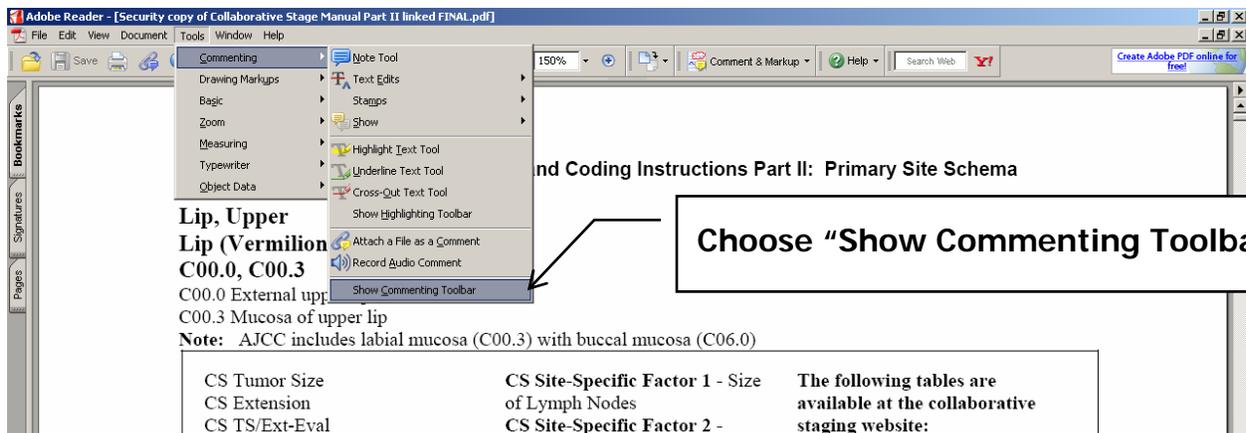
New commenting feature enabled for use with the CS Manual. The AJCC is pleased to announce that we have set up the Collaborative Staging Manual to work with a commenting feature in Adobe Reader 7. This feature enables you to yellow highlight text or to add sticky notes or comments to the manual that you saved on your computer. If you previously made these types of highlights or additions to your paper manual, to assist you in using it, you will now be able to accomplish the same thing in your electronic manual.

Required version of Reader. This feature works with Adobe Reader 7. If you have an older version of Reader, you can download this new version for free. You may need to check with your computer department for assistance or permission, and to ensure that you have at least Windows 2000 with Service Pack 2 or higher to be compatible with Reader 7. Once you have this version of Reader, you are ready to get started.

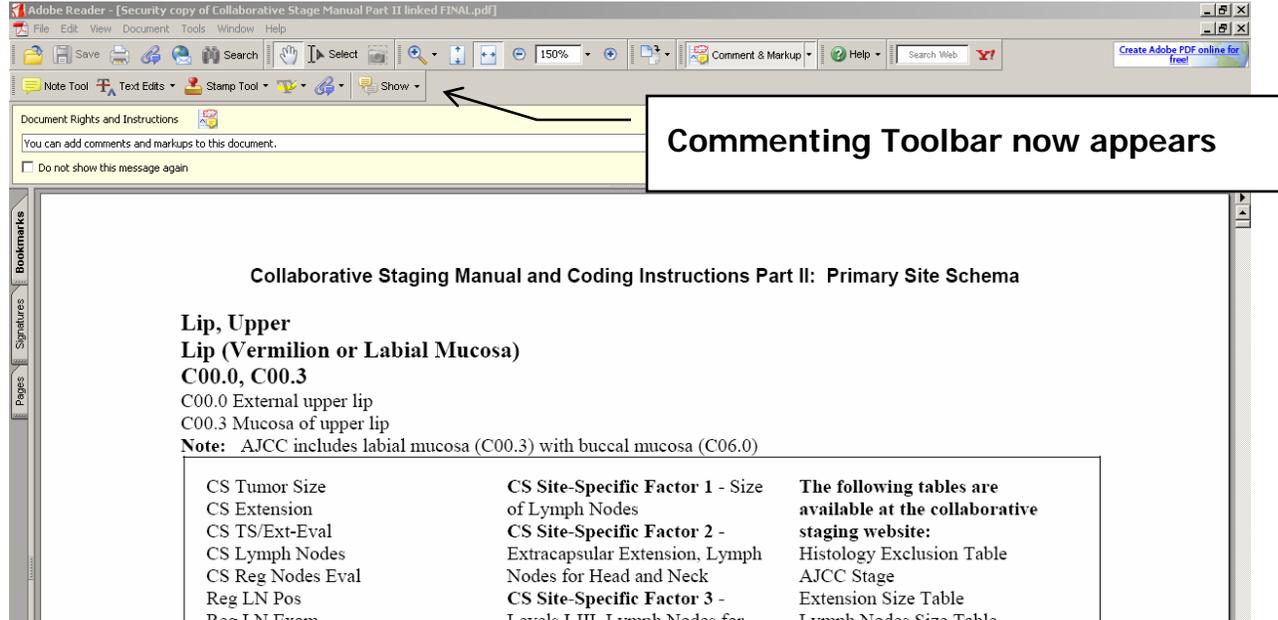
Getting started in using the commenting tools. Open the CS Manual as per the instructions in “Downloading and Using the New CS Manual.” Find “Tools” in the menu across the top of the page.



Choose Tools, Commenting, Show Commenting Toolbar.

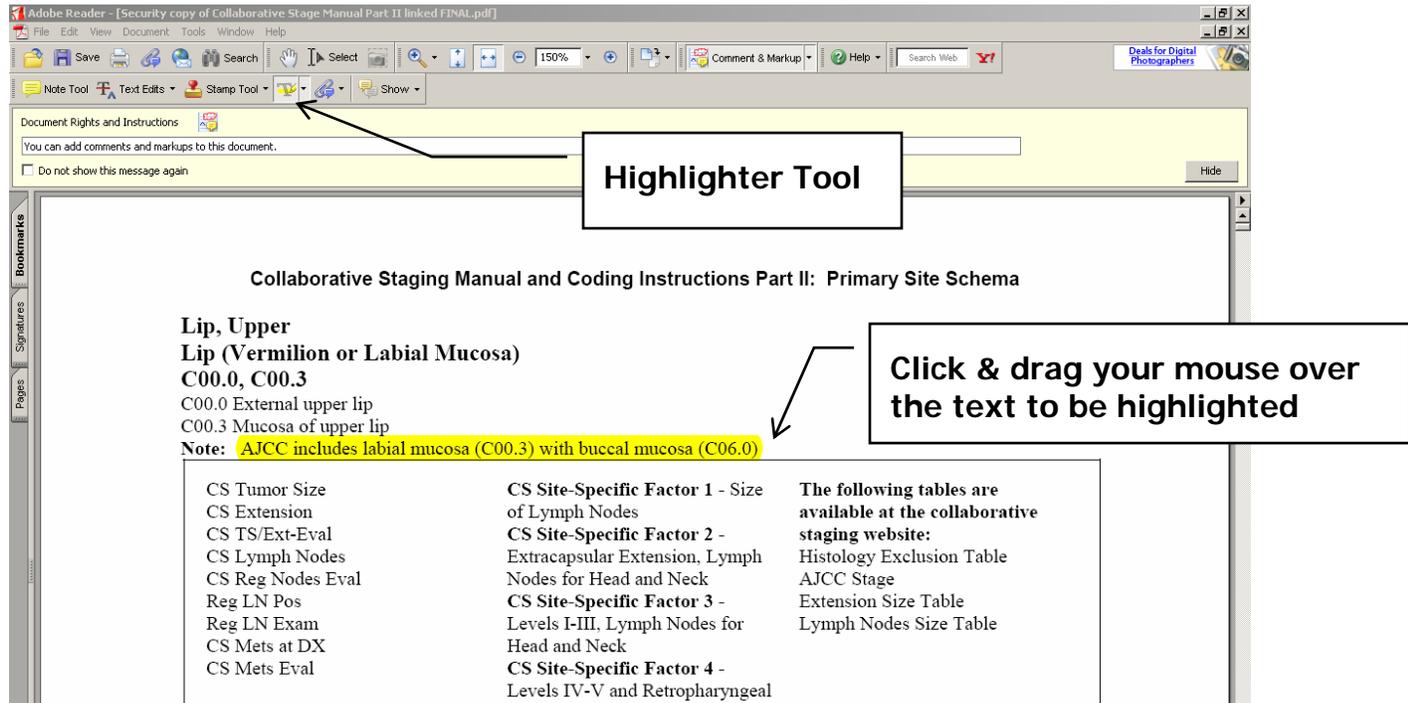


This will place the toolbar on your screen, like this.



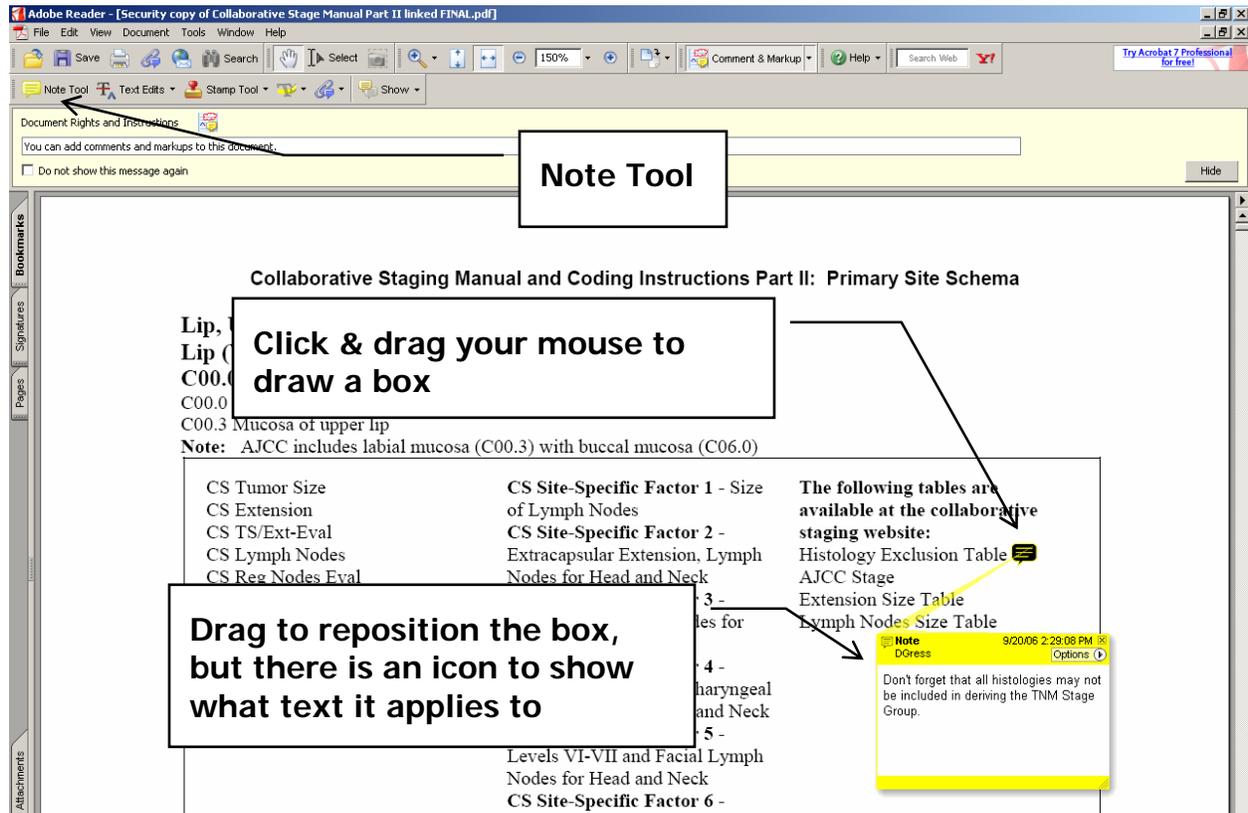
Highlighting. The highlighting tool will be one of your most commonly used items. It allows you to highlight, just like you would on a sheet of paper with a highlighting pen.

Click on the “Highlighter Tool” and then click and drag your mouse over the text that you wish to highlight. To delete a highlight, click on the highlighted text area and hit the delete key.

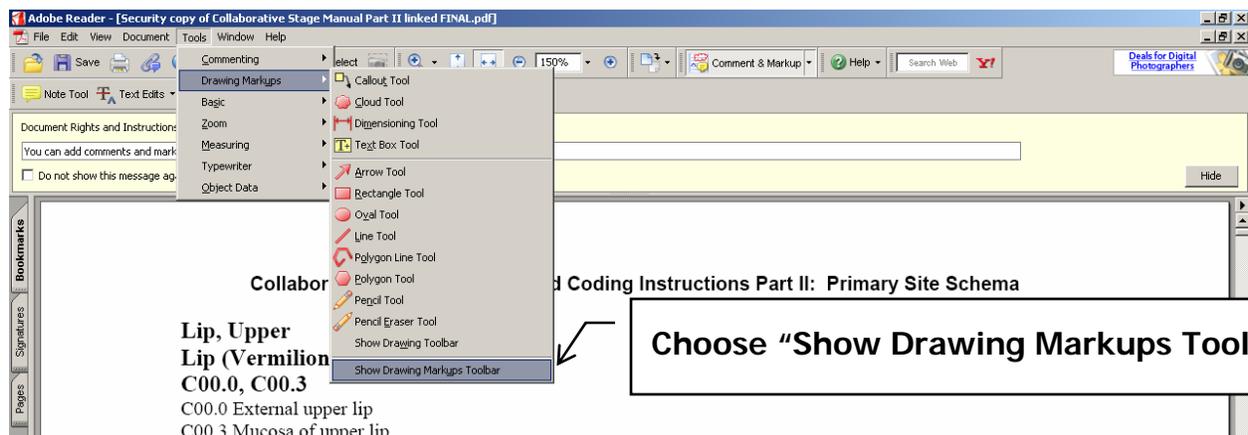


Note Tool. Another common tool is the one to add a sticky note to the page. This is just like using the yellow sticky notes that we all attach to paper.

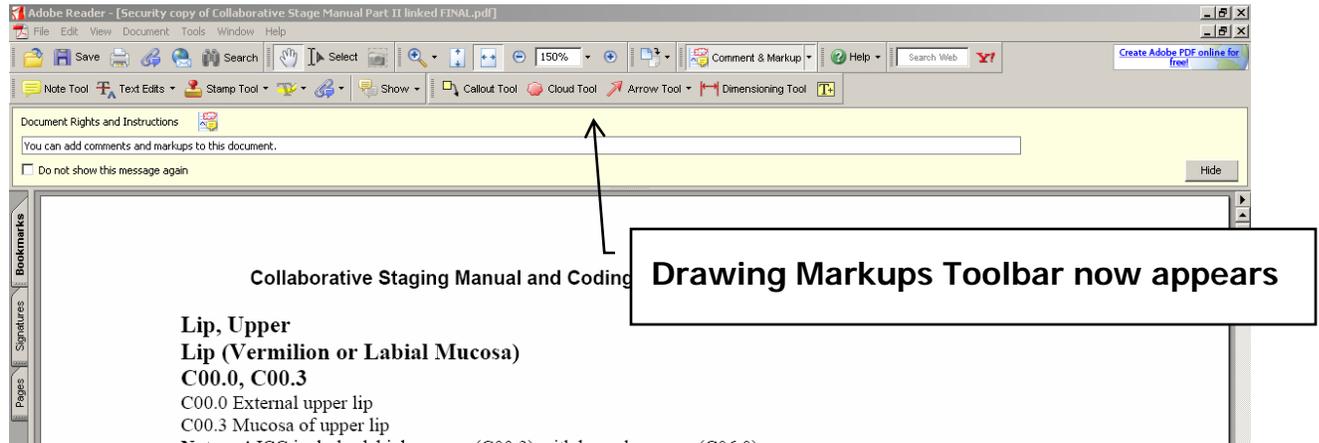
Click on the “Note Tool” and then click on the page and drag your mouse to draw a box on the page. Click on the box with your mouse and you can type text into the box. You can also click and drag the box to a different position on the page where there is more room. You can delete by clicking on the icon and hit the delete key.



Enabling additional tools called the drawing markups. There are additional tools you can use called the drawing markups. We will cover two of them. To place the toolbar on your screen choose Tools, Drawing Markups, Show Drawing Markups Toolbar.

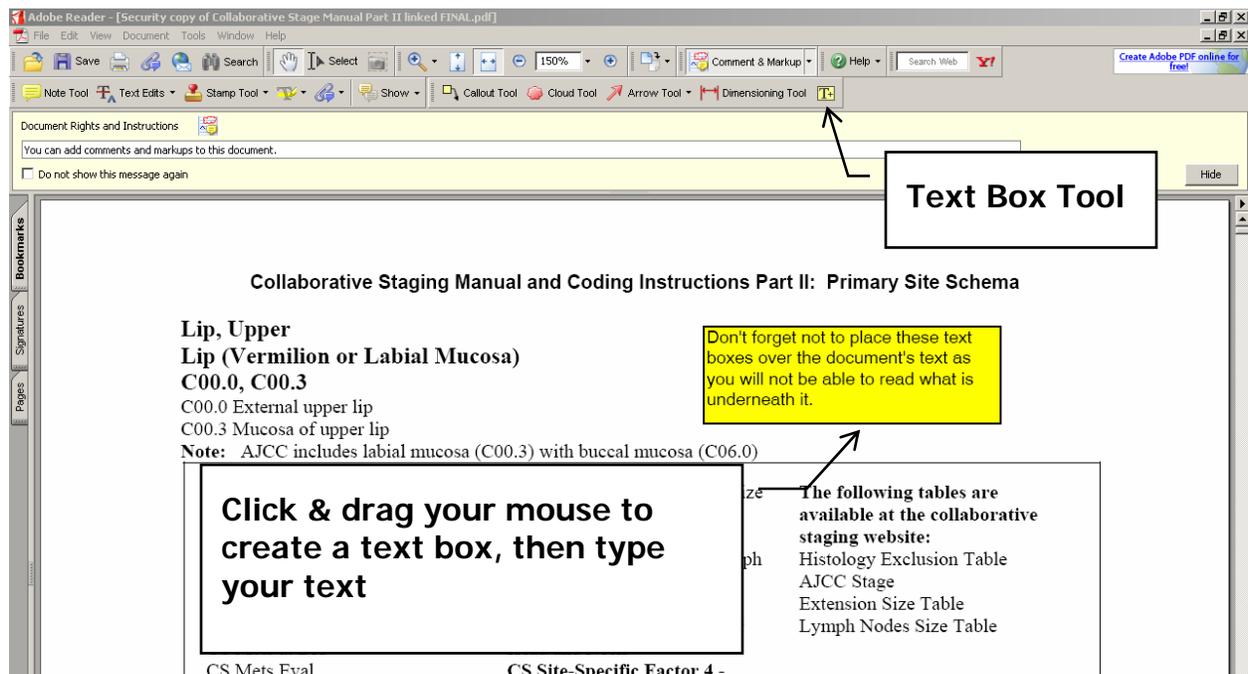


This will place the toolbar on your screen, like this.



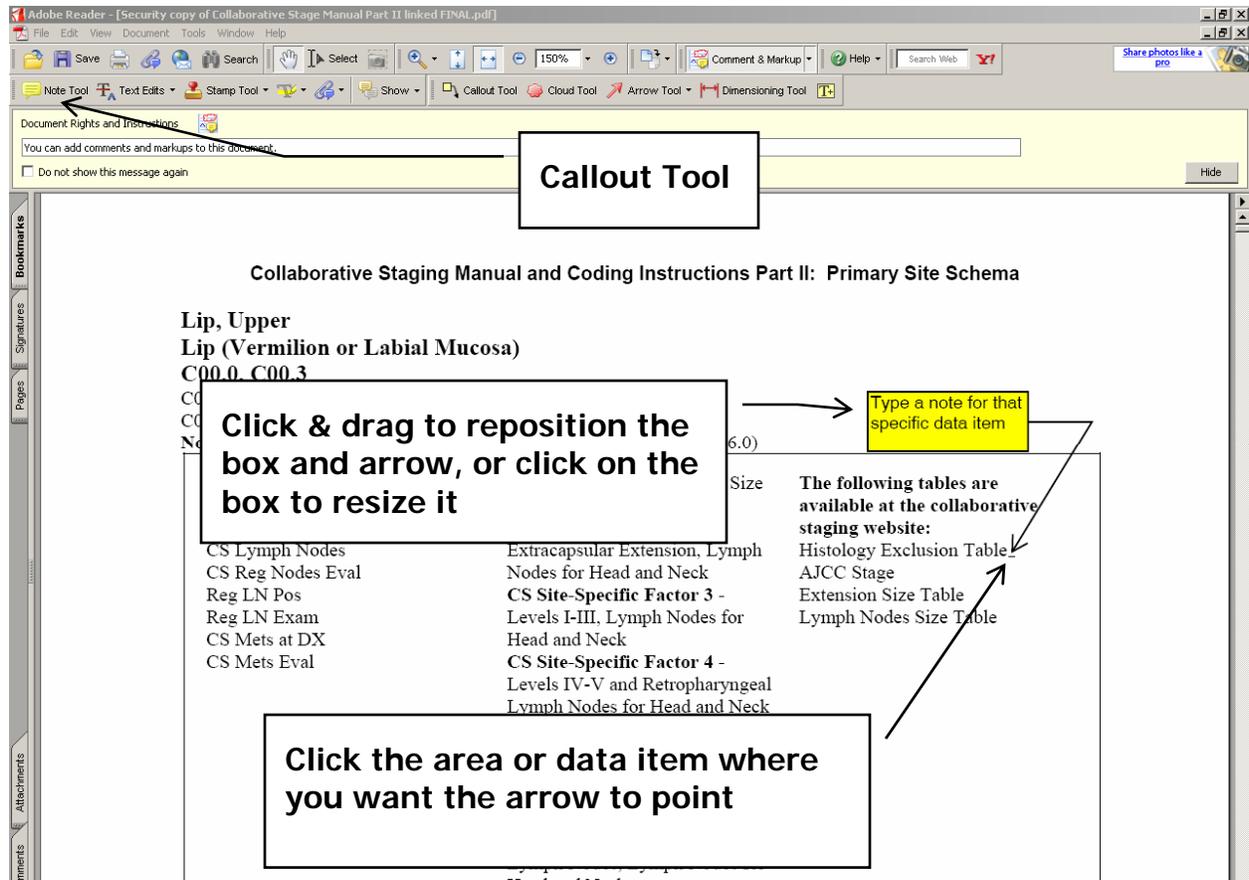
Text box tool. This might be the most useful tool. It places a yellow box on your page where you can type in text. This allows you to place a note on the page. It is different from the note tool in that it does not place an icon to link your text box to an item on the page.

Click on the "Text Box Tool" and then click and drag your mouse over the area where you wish to place the text box. You control the size of the box when you drag the mouse. Be careful not to draw the box over the existing document's text on the page, as the text box will cover it and you will not be able to read the original information. To delete a text box, click on the text box and hit the delete key.



Callout Tool. Another tool in the drawing markups is the callout tool. This allows you to place a yellow box and type text in it, but it also places an arrow on the screen so you can designate to which item on the page your note refers.

Click on the “Callout Tool” and then click next to the item on the page to which your note will refer. This automatically places a yellow box with an arrow to that item. Type your text note in to the box. You can also click on the edge of the box and drag it to a different position on the page or resize it, making sure that it does not obscure any of the existing document’s text on that page. You can delete by clicking on the icon and hit the delete key.



Before closing the file containing the CS Manual, click on “Save” to save the commenting that you have added.

