

# How-To for Adobe Acrobat Professional

If you have a 100 page document (or even 5 page document), have read through it, and have a few key information that you know you want to keep and save for your report, Adobe Acrobat Professional allows you to highlight and comment, and even lets you export your highlights into a separate document, which you can then save (I would suggest saving it into a special folder you create for this purpose: to save specific information that is useful and pertains to your report).

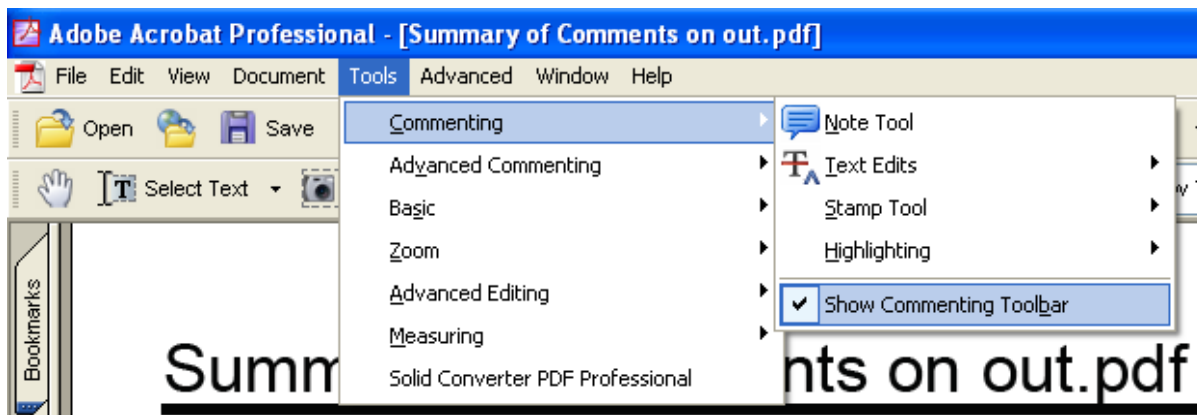
## **Step One! Save your PDF files as “Full-Text” documents!**

If you do not do this (when you are saving it from your online search engine), you cannot search or highlight.

*NOTE: To search a document click “Search” on the file toolbar, and type in the word or phrase you would like to find.*

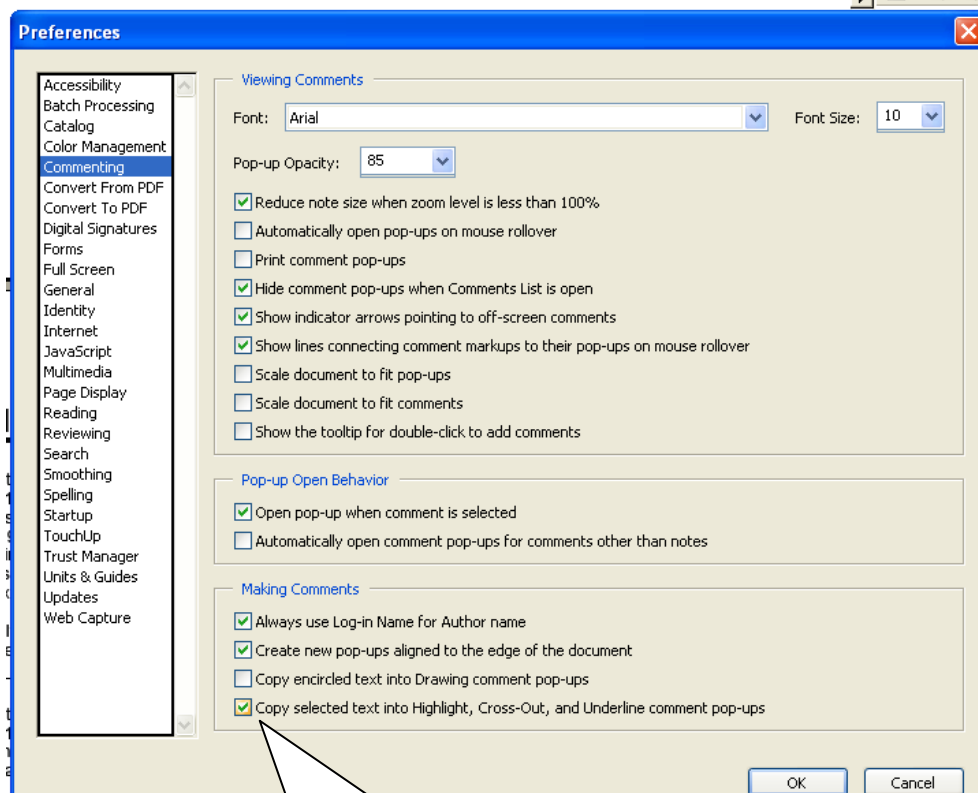
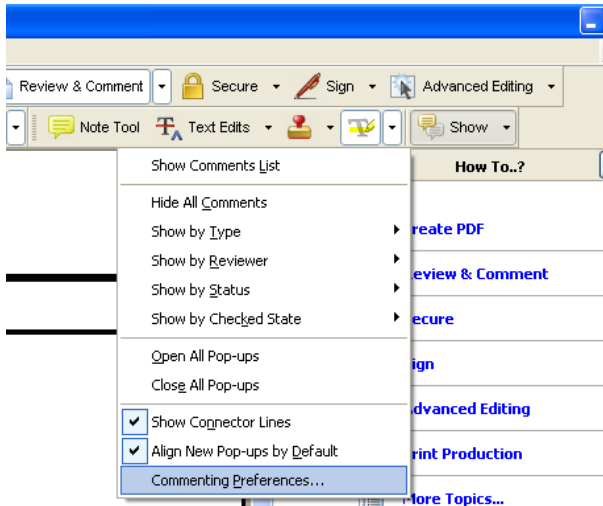
## **Step Two! Open the Commenting Toolbar**

Tools → Commenting → Show Commenting Toolbar



## Step Three! Set Your Commenting Preferences

On commenting toolbar: Show → Commenting Preferences



Ensure "Copy selected text into Highlight" is selected (last option)

## Step Four! Do Your Highlighting

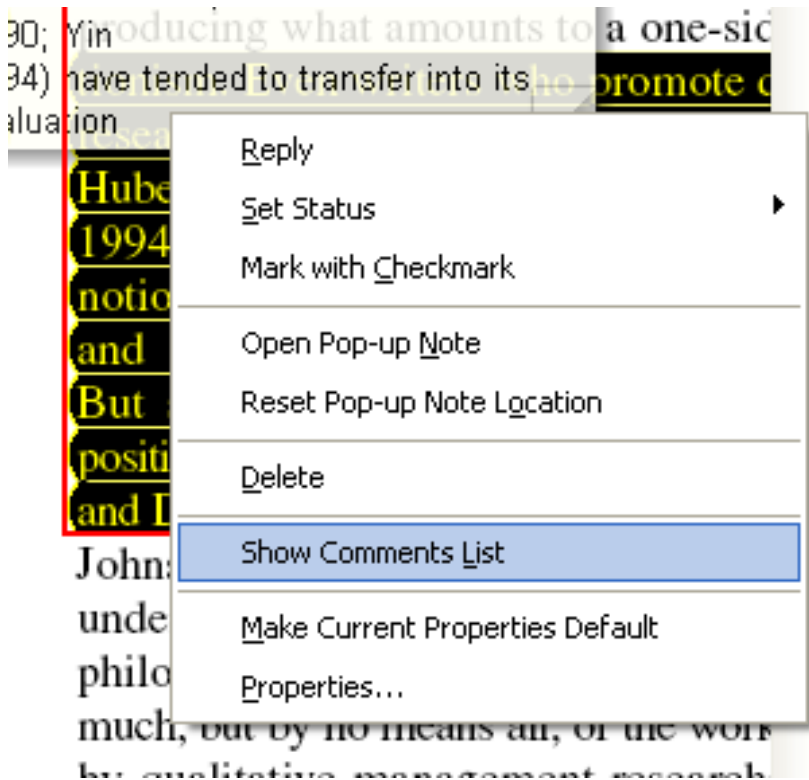
To highlight text, select the highlighter tool, and highlight



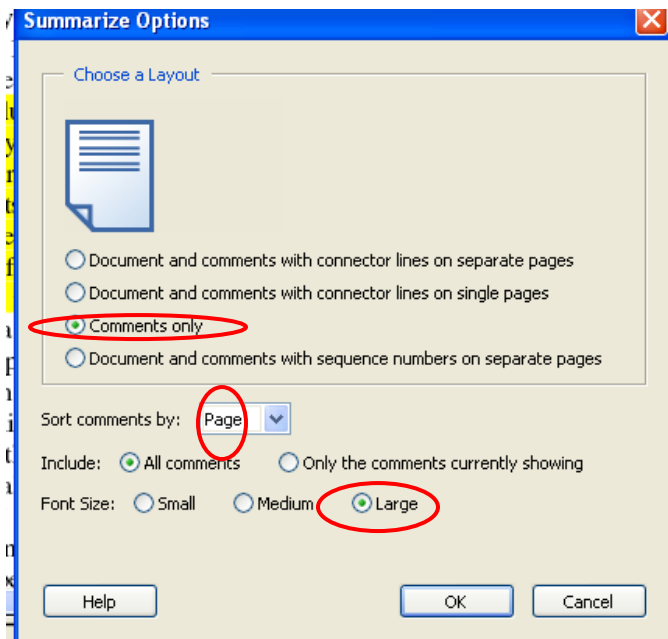
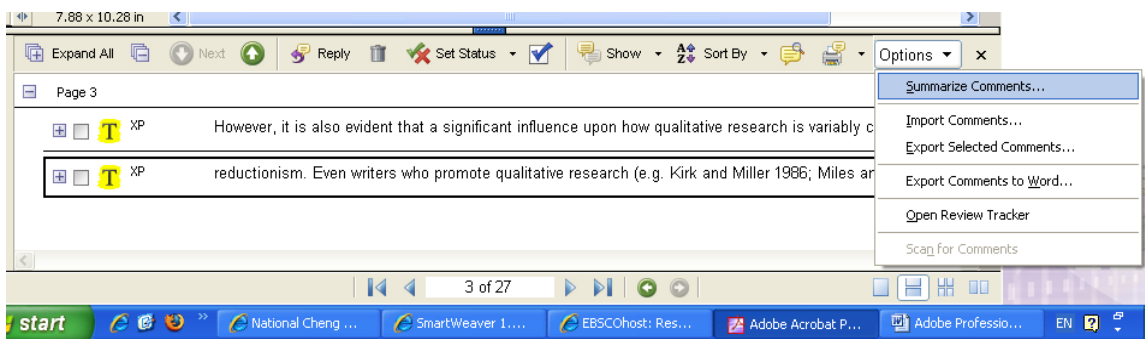
This is where you can choose to do any other commenting and marking on the document, if you are planning on keeping the document for further perusal, and not just to export the important parts for further use.

## Step Five! Export Your Highlights to a Separate Document

Right-click a highlight and select "Show Comment List"



Select "Options" and "Summarize Comments"



*Recommended:*

- Select "Comments Only"
- Sort comments by: PAGES
- Font Size: Large
- and click OK

Save these out-takes as a separate document.