

How to Add Comments in Foxit Reader

This is adding comments in text boxes

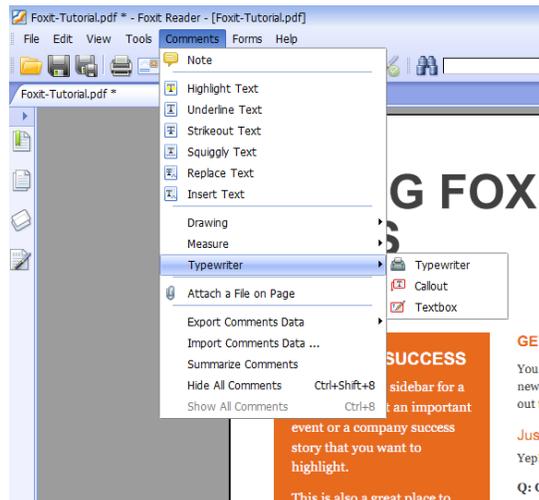
1. Open the PDF in Foxit Reader.



2. On the toolbar, select "Comments".



3. Go down to "Typewriter"



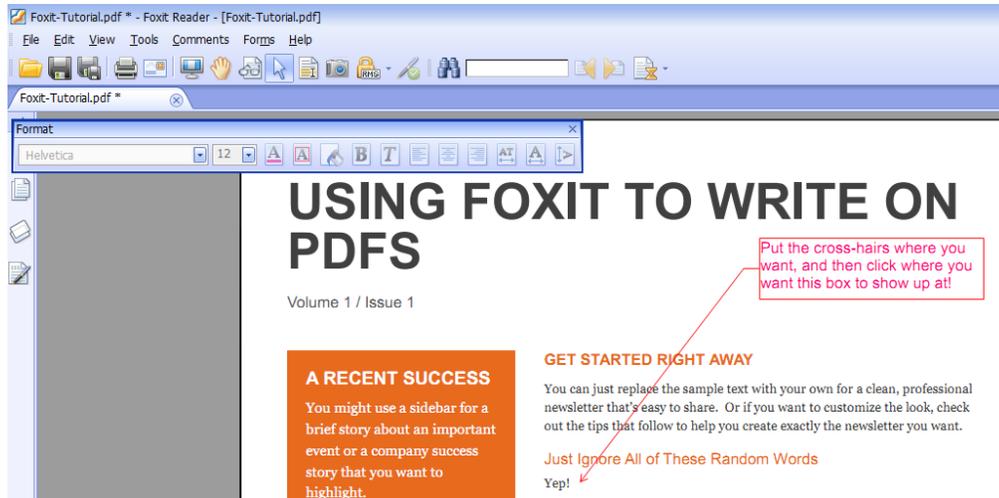
You'll then have 3 options to choose from:

- a. Typewriter
 - i. Select anywhere in the document and begin typing.



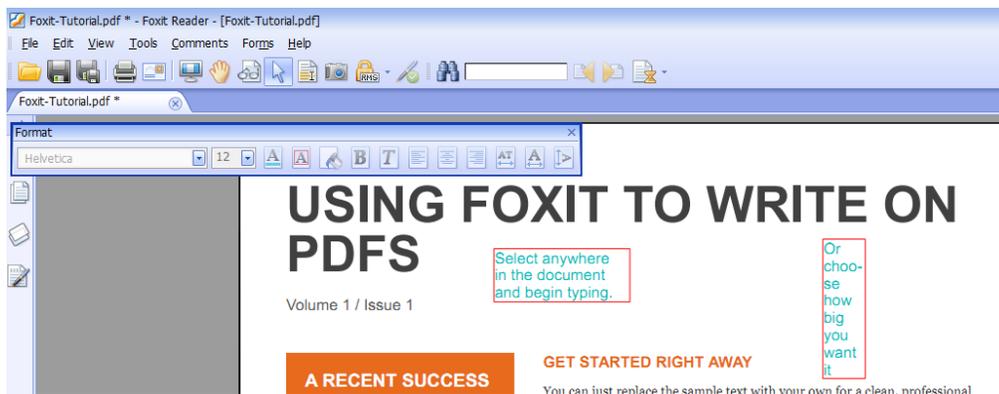
- b. Callout

- i. Place the cross-hairs wherever you'd like the arrow to point to.
- ii. The text box will follow your cursor until you click another area of the page. This would be wherever you want the actual comment to appear.



c. Text Box

- i. Select anywhere in the document and begin typing.
- OR**
- ii. Draw a box to which your text will be confined.
 1. Just drag the box to the size you want.
 2. Let go, and type whatever you'd like.



Extra Notes

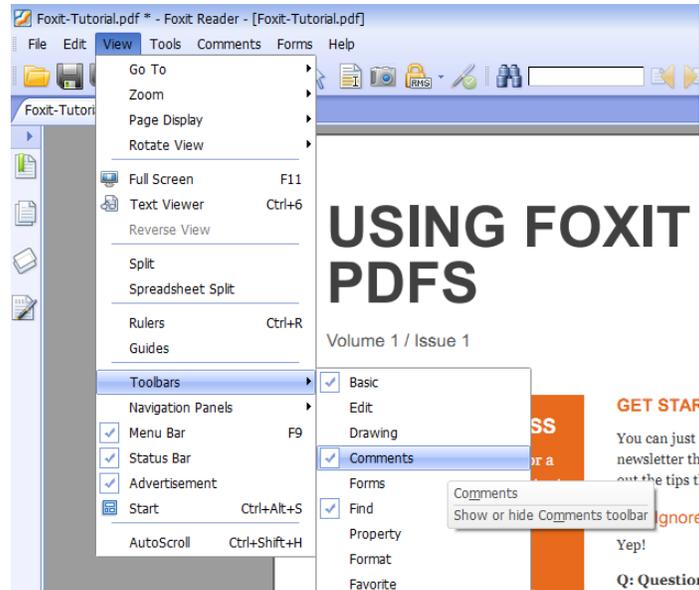
By hovering over the comment, it shows the user who created the comment.



You can change the font type, size, and color, as well as the border and fill color of the box. When you create a text box, a toolbar appears with these options.



You can also just add these 3 typewriter options to your main toolbar! Make sure that "Comments" has a check to the left of it.



Then, just drag the floating toolbar onto your main toolbar.

