



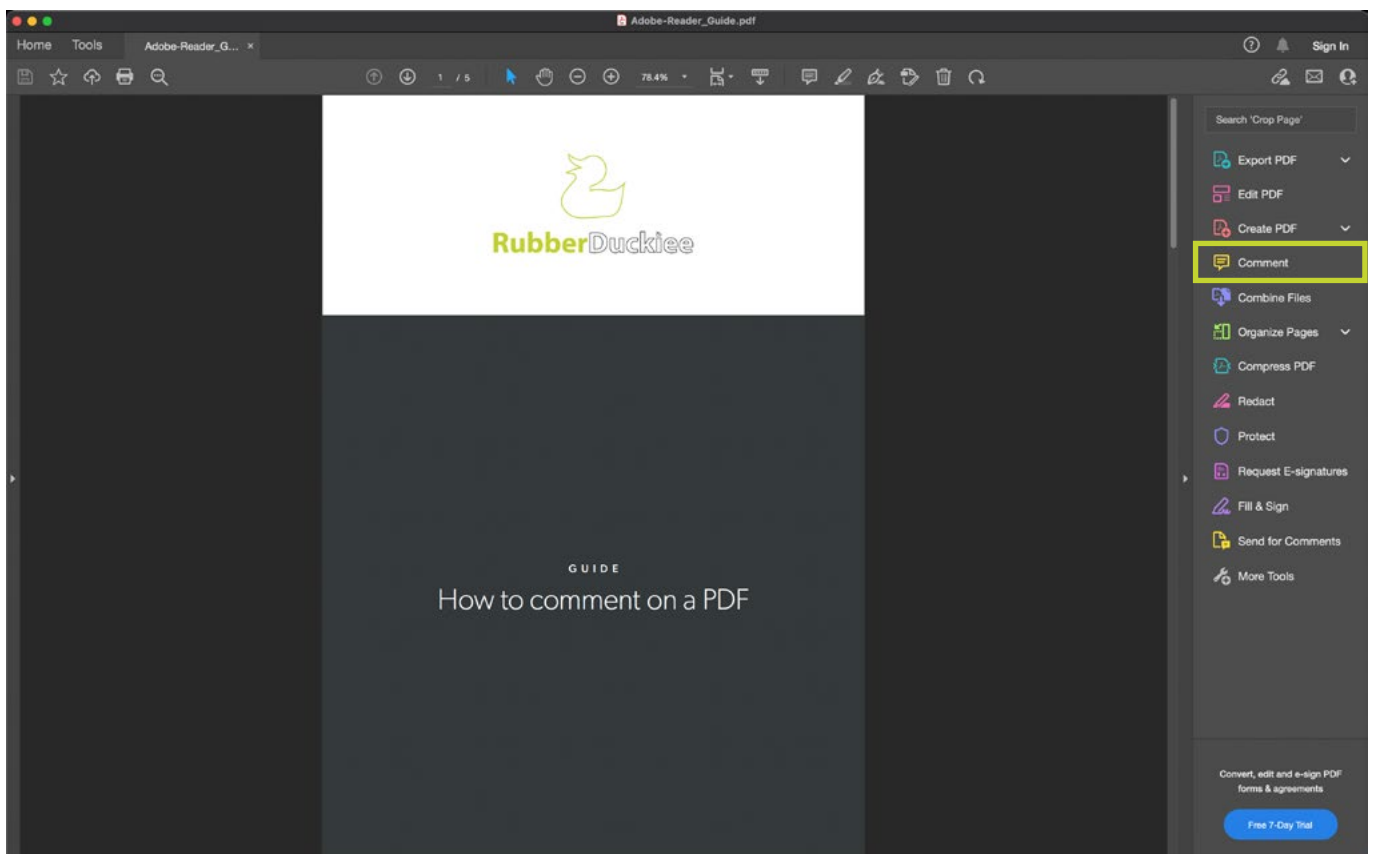
RubberDuckiee

GUIDE

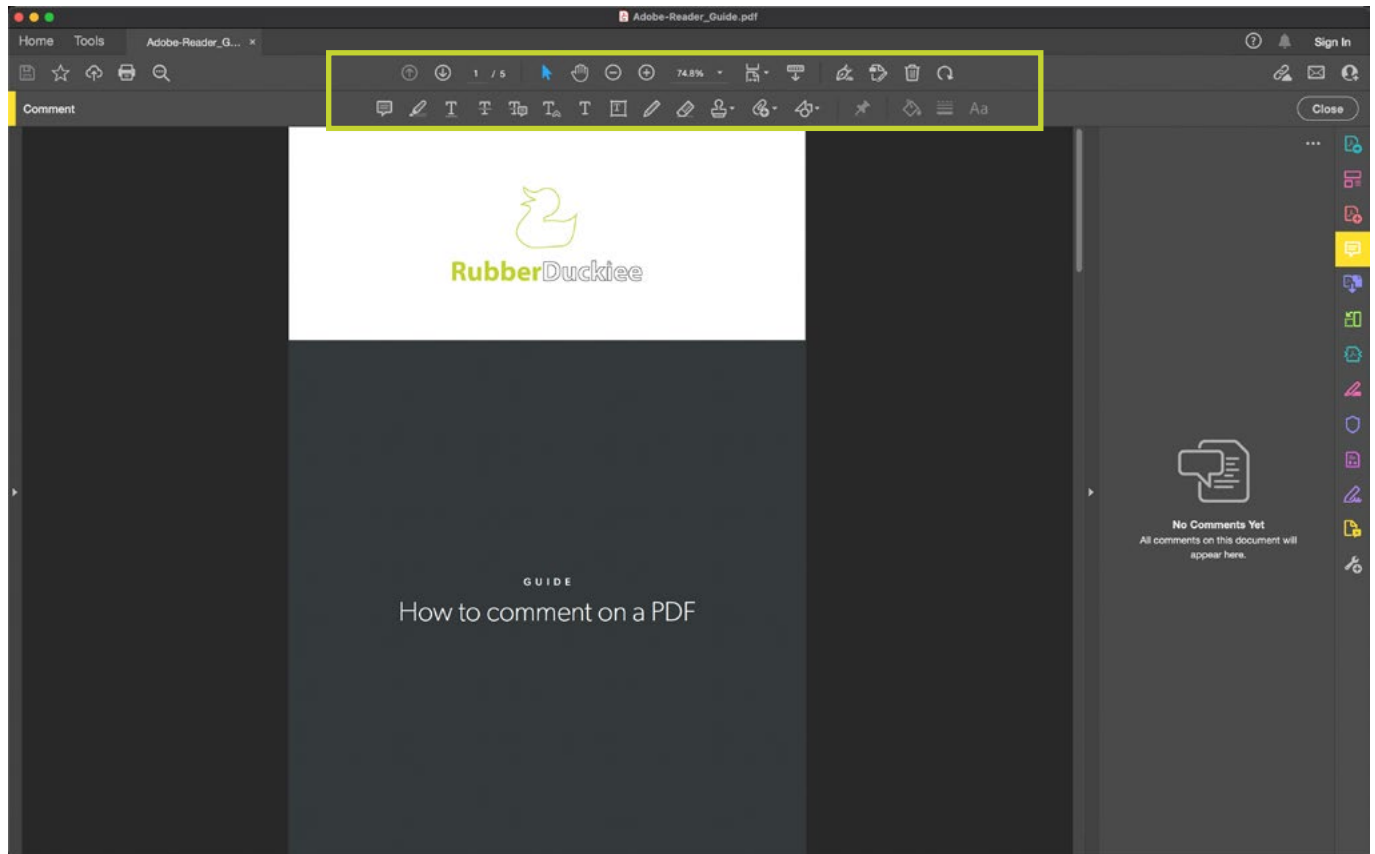
How to comment on a PDF

Rubber Duckiee will always issue designed up materials to you in a pdf format. To ensure a smooth, and cost-effective service when it comes to graphic design we have created this short guide as to how best to send us your feedback.

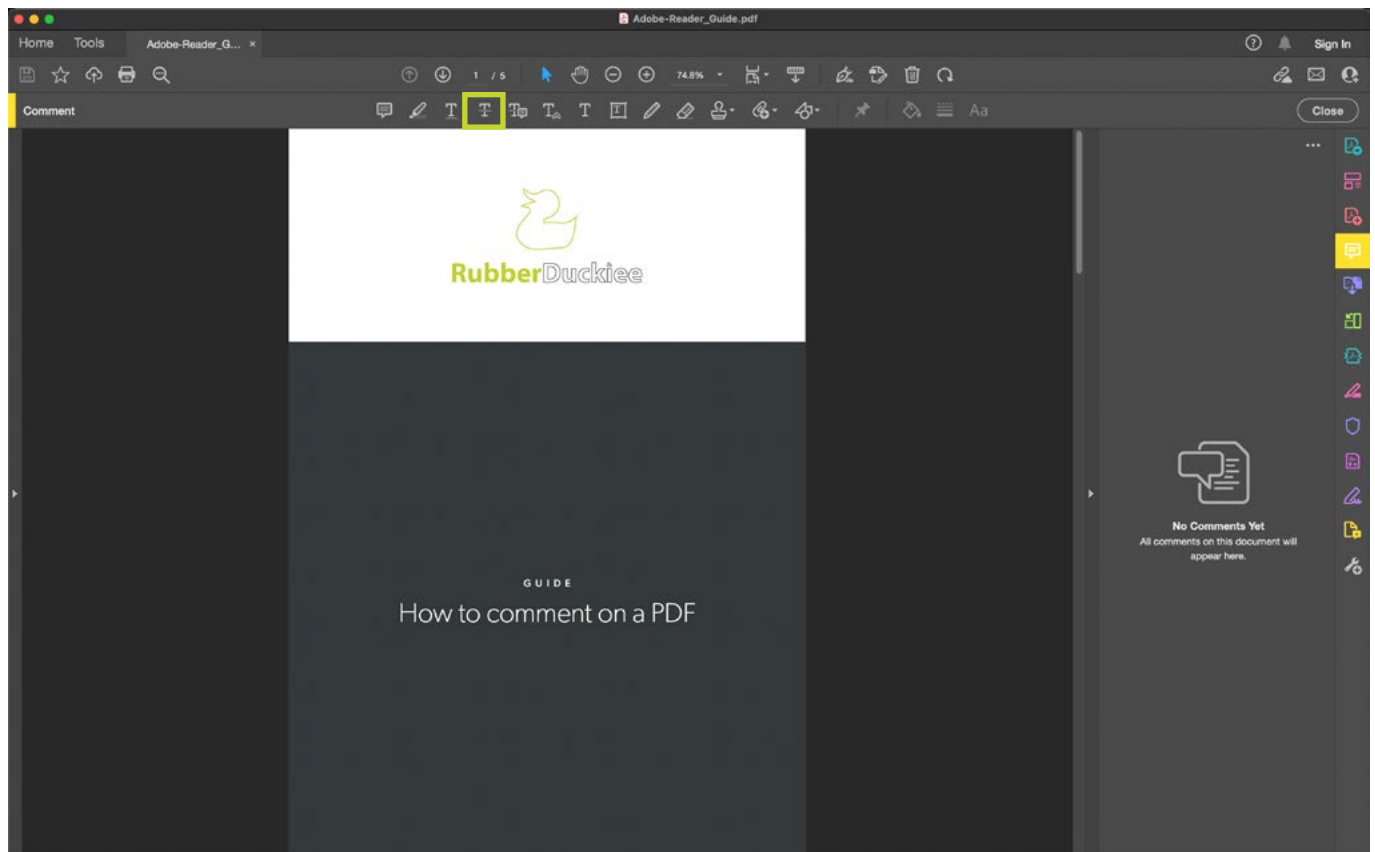
1. If it is not already installed on your laptop please download [Adobe Reader](#), it's free.
2. Once we have sent you a pdf, open it up from your Downloads folder - do not open it as a new tab in your internet browser.
3. On the right hand side of the document there is a menu of options - select 'Comment'



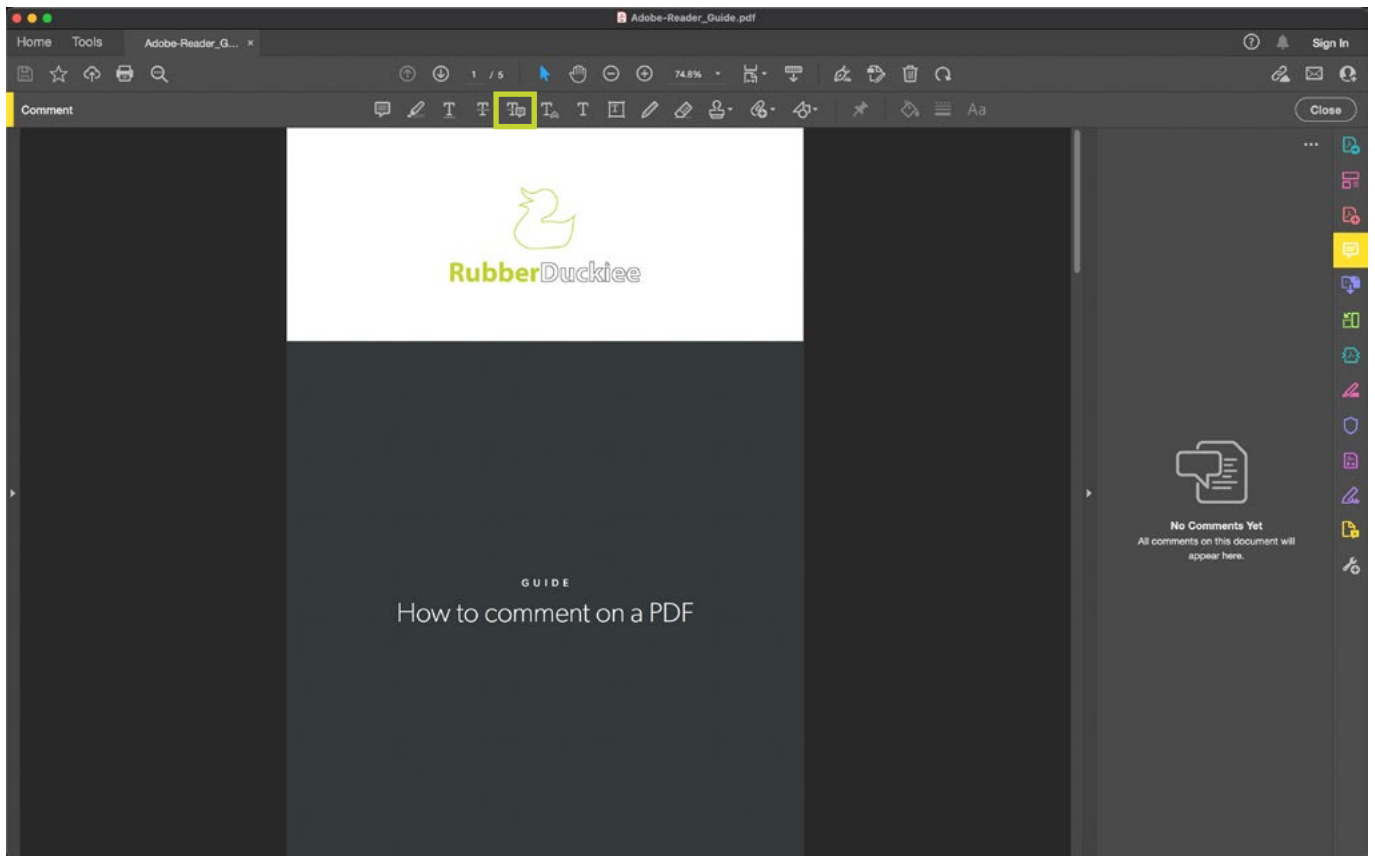
4. This will open up a new menu of tools at the top of the document which looks like this:



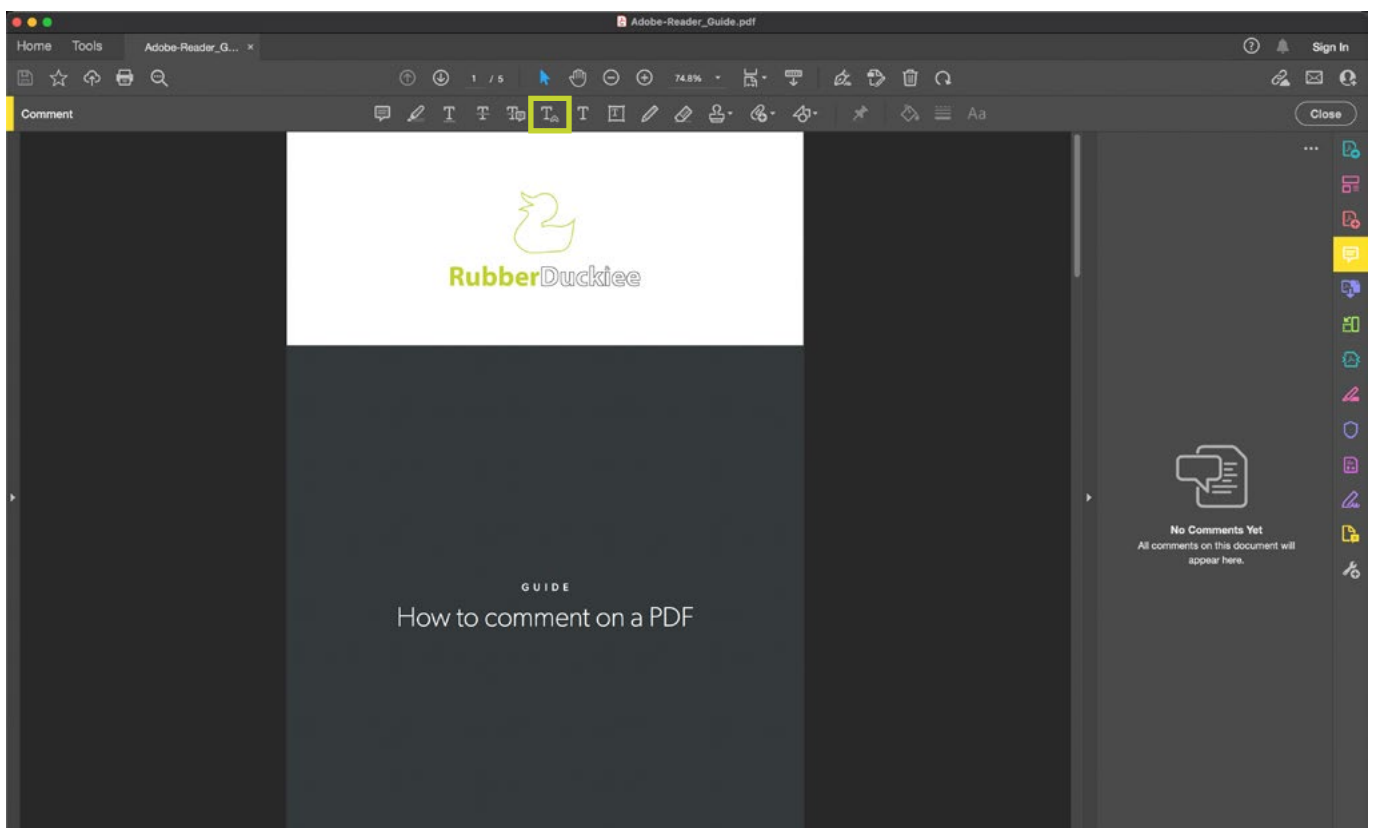
5. To show us where you want text deleted please use the Strikethrough text tool:



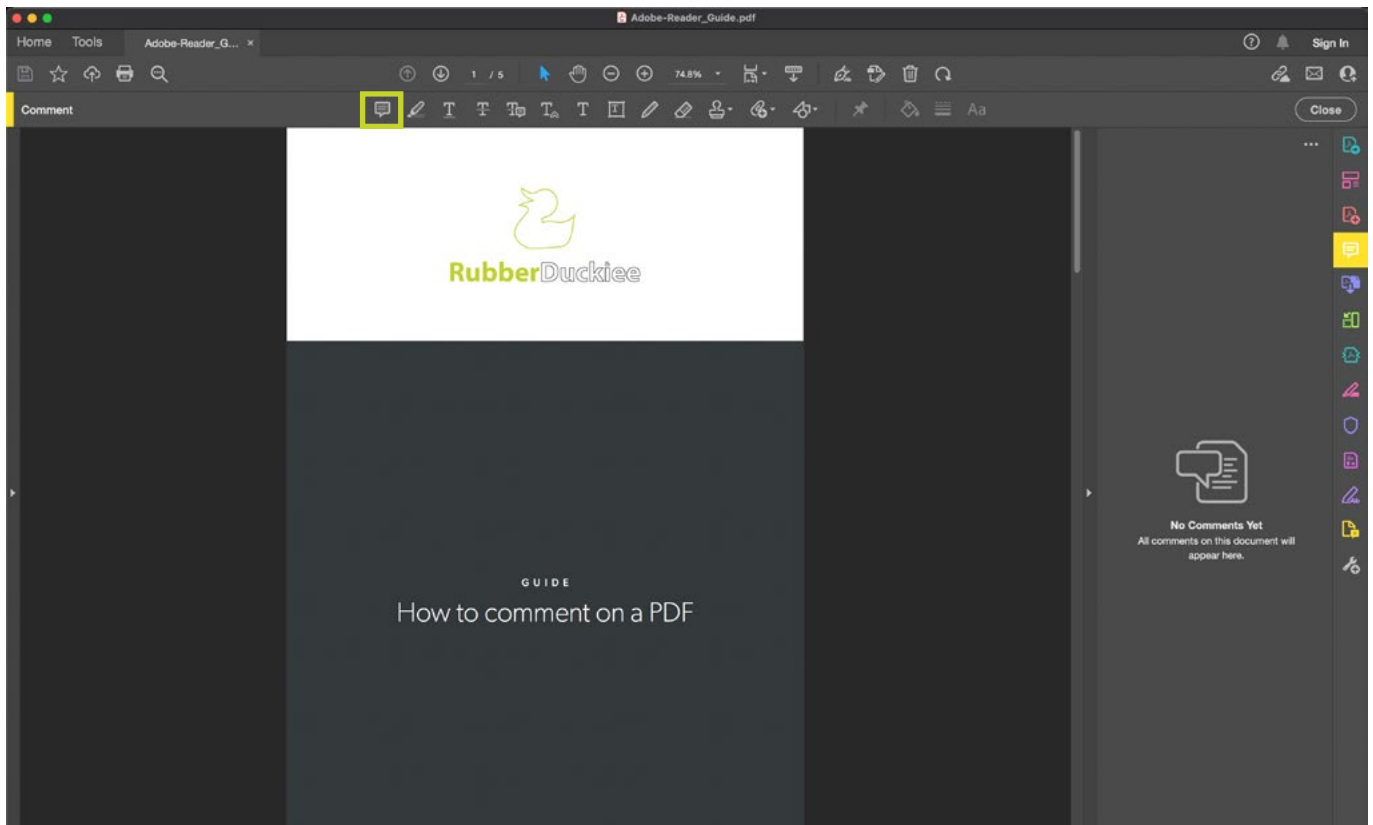
6. To show us where you want to delete text and replace with new text please use the 'Add note to replace text' tool:



7. To show us where you would like to insert additional text please use the 'Insert text at cursor' tool:



8. To add in whole new sections / paragraphs or to indicate where you would like images moved for instance please use the 'Sticky note' tool:



9. To edit a client's comment click onto the comment and then click on the 3 dots in the right hand corner which will give you a dropdown of options, one of which is Edit. Once you have made your change click post.

