

PDF XChange 4

Inserting Text into a document via the Callout Tool, the Text Box, the Typewriter Tool and the Sticky Note Tool, in PDF Viewer

Callout Tool (allows you to add a text box with an arrow pointing to a selected location on the page)

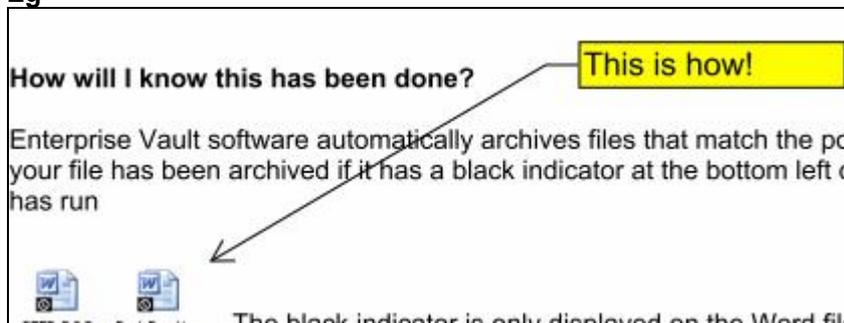
With the document displayed in PDF Viewer

- ▶ Click on the Callout Tool (circled below)



- ▶ Click the cursor on the page (this will be the arrowhead position)
- ▶ Click and drag away from the click point (in any direction) so that the arrow appears
- ▶ Click inside the box and type in the required text

Eg



- ▶ Click on the Callout box (to activate it)
- ▶ With the box active use the white squares to resize
- ▶ Hold down the Ctrl key and press E to display the Properties toolbar by which you can change the colour of the box, the shape of the arrowhead etc



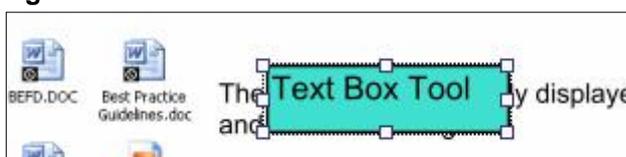
Or

- ▶ Right-click on the Callout box to display the Properties box and make amendments there
- ▶ Click on the Callout box (to activate it) and press Delete to remove it from the page

Text Box Tool (the same as for the Callout Tool but without the arrow)



Eg



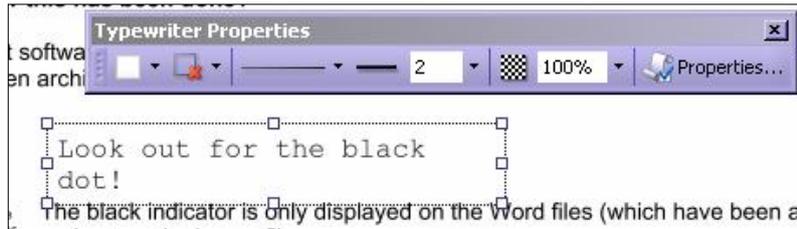
Typewriter Tool (allows you to add text comments straight onto the page)

- ▶ Click on the Typewriter icon (actual text)



- ▶ Click where you want to add text on the page
- ▶ Type the required text (press Enter to start a new line)
- ▶ With the Text box active you have the same options as with the Callout and Text Box tools

Eg



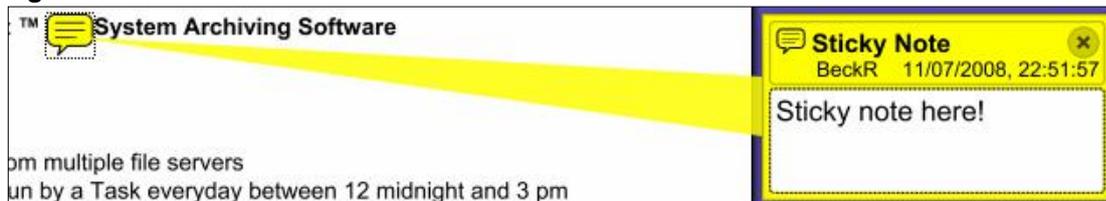
Sticky Note Tool (adds a sticky note wherever you require a comment)

- ▶ Click on the Sticky Note icon



- ▶ Click the cursor where you want the note to be inserted
- ▶ Click into the white box and insert the required text

Eg



You can move the note indicator by clicking and dragging it to a new position on the page

You can insert a reply – right-click on the note

The note indicator can be changed by displaying the Properties box (right-click on the note)

