

ADOBE DOCUMENT CLOUD CHEAT SHEET

>HOW TO NAVIGATE THE DOCUMENT

Quick Tip: To fit the page to your screen use the key command:
PC: [Ctrl] + 0 (zero) or for a Mac: [Command] + 0 (zero)

NAVIGATION TOOLS are located at the bottom of the document window and include: page forward/back, page # of #, page magnify/reduce, expand the view to full page width, lock/float nav tools)

>THE EDITING TOOLS



Get a full-screen view: Open your browser to full width and then click expand to full-page.

EDITING TOOLS are located at the top of the document and include: sticky note, highlight, underline, strikethrough, and draw.



1. **STICKY NOTE**—use for notes about images or a large area of content.
2. **HIGHLIGHT** and **UNDERLINE**—use interchangeably to draw attention to text/passages
3. **STRIKETHROUGH**—remove this text/passage
4. **DRAW**—use like a pen to make comments right in the document or circle something important

>AFTER YOU SIGN IN

1. **ADOBE ID**— Provide your Adobe ID—this is optional; using Facebook, Google, or Apple creates a new Adobe ID
2. **EDITING TOOL**— Choose an editing tool and begin reading the document
3. **MAKE EDITS** - Select content with tool and type comment in the commenting panel at right side of doc— or click on an existing comments (yours or others) to add new edits
4. **POST A COMMENT**—Click **POST** to record each comment.
5. **REPEAT**—Repeat steps 2–4 as you move through the document

>WHEN YOU ARE DONE

When you have completed your review, give it a once over, then click **DONE** at the top of the commenting panel to record ALL comments. And remember, you can come back later to add more.