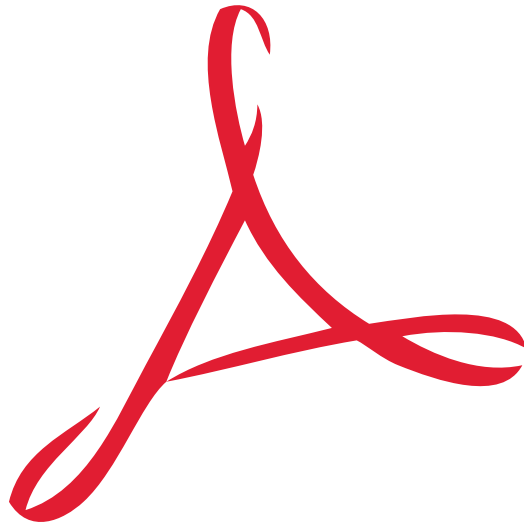
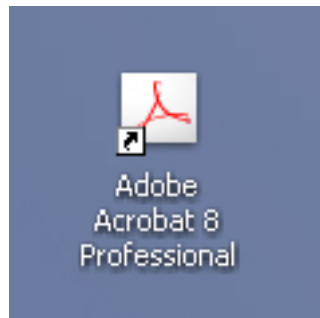
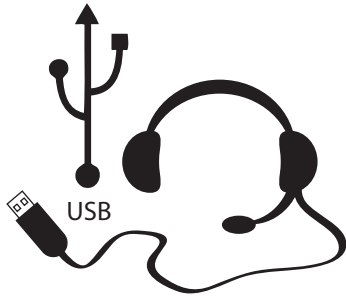


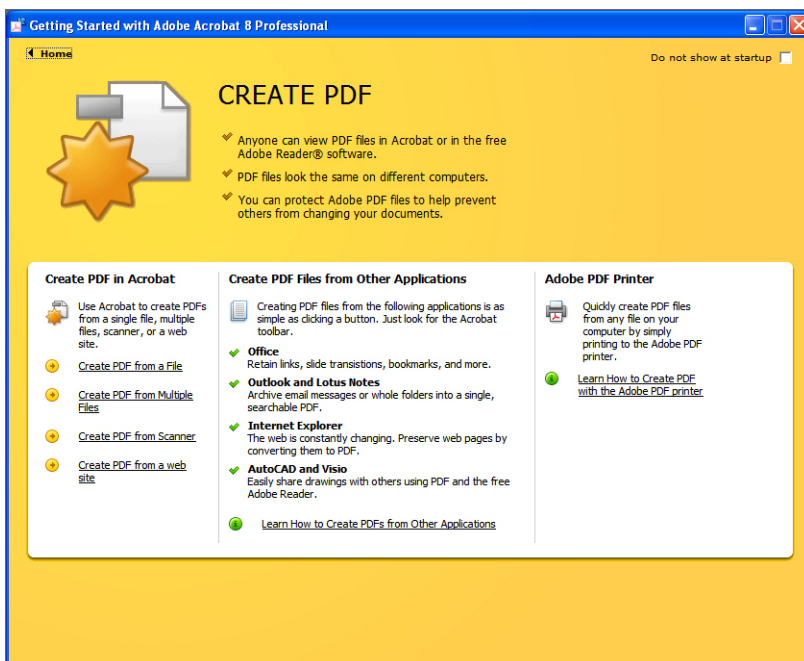
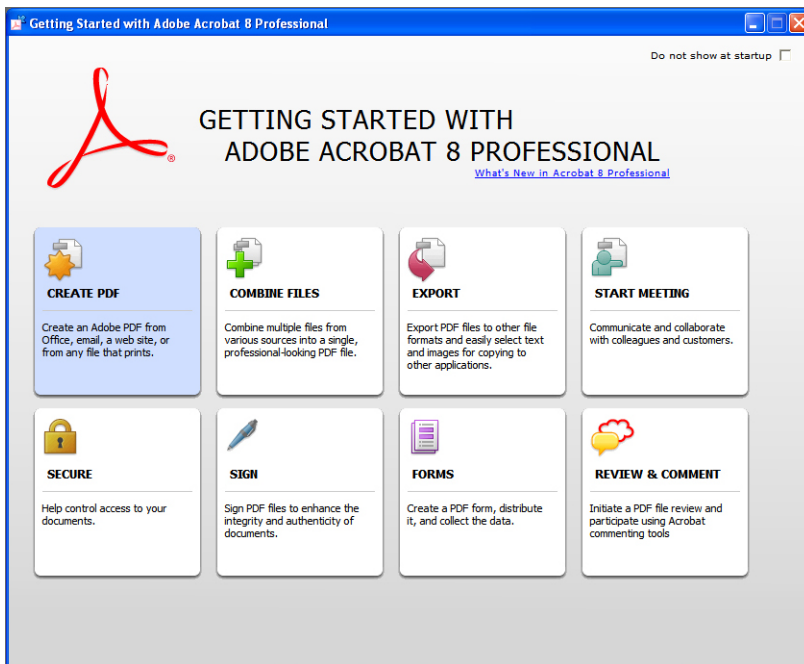


Recording Audio Comments into Documents
using Adobe Acrobat 8 Pro.

Recording Audio Comments into Documents using Adobe Acrobat 8 Pro.



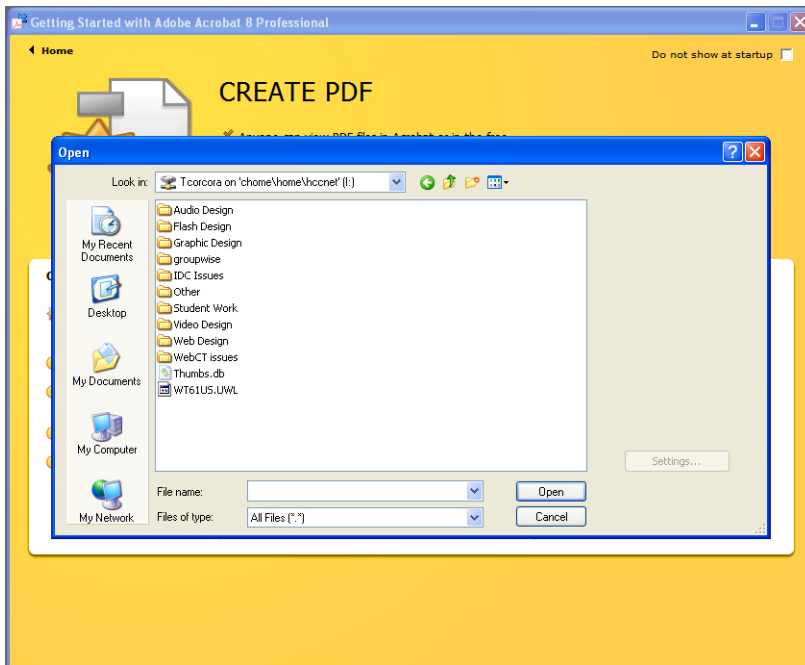
1. Plug your Logitech Headset/Mic into the USB port.
2. Load the Adobe Acrobat 8 Pro application.
3. Click Create PDF.



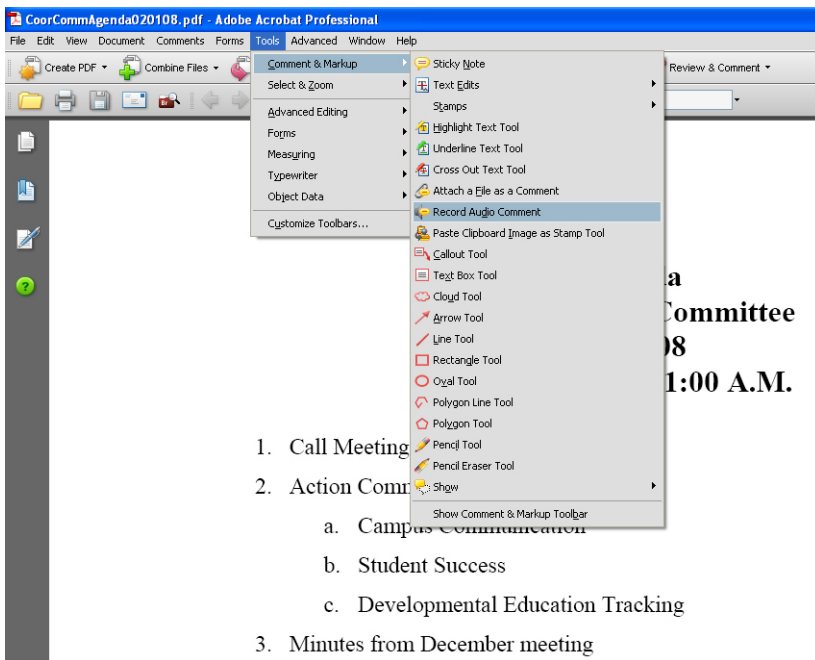
4. Click Create PDF from a File.



Recording Audio Comments into Documents using Adobe Acrobat 8 Pro.



5. Navigate to your File (Microsoft Word Document) and click Open. This will create a PDF of the Word Document you just opened.



6. Go to the menu bar and click on:
Tools ->
Comment & Markup ->
Record Audio Comment



Recording Audio Comments into Documents using Adobe Acrobat 8 Pro.

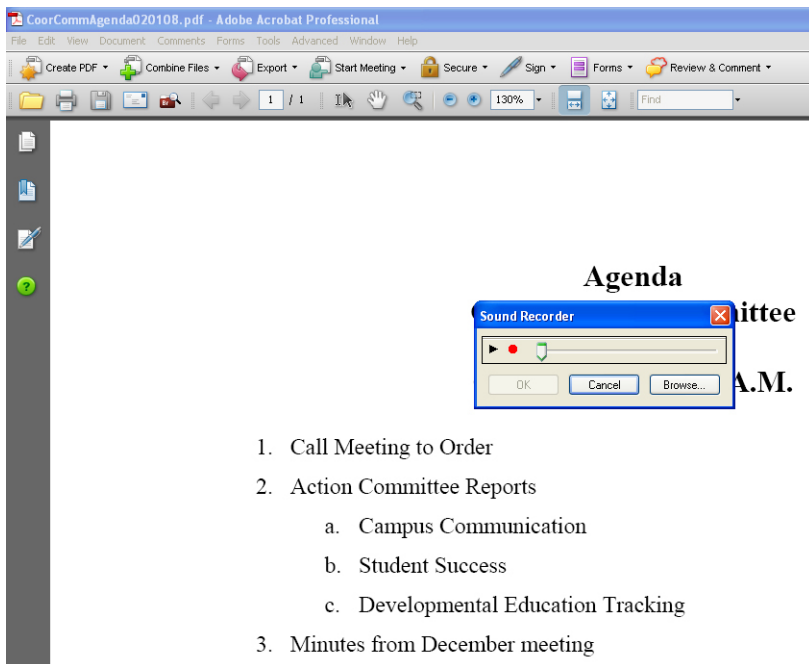


7. You will see the mouse cursor change to an audio speaker symbol that allows you to decide where in the document you want to attach the audio comment. You can move this location after you record your comment.

8. Choose the placement of your audio comment and click the mouse.

9. The Sound Recorder Dialog Box will open. When you are ready click the red circle  to begin recording and speak your audio comment into the microphone.

10. Click OK after you are finished recording.



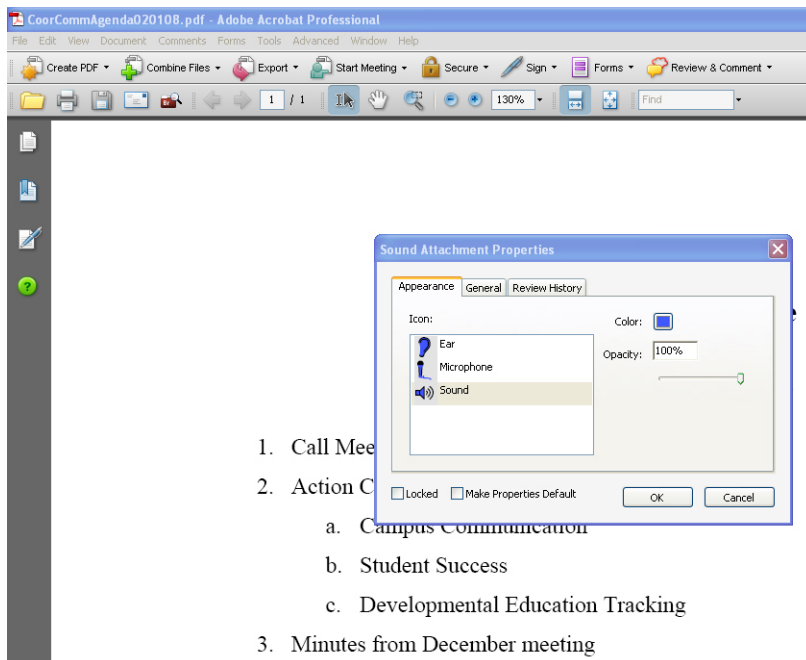
Agenda

1. Call Meeting to Order
2. Action Committee Reports
 - a. Campus Communication
 - b. Student Success
 - c. Developmental Education Tracking
3. Minutes from December meeting

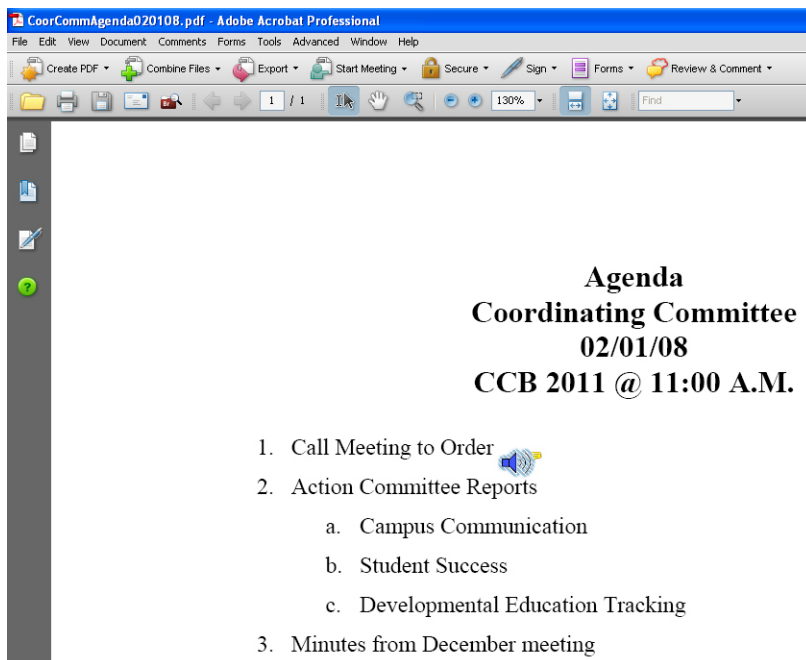
Sound Recorder

OK Cancel Browse...

Recording Audio Comments into Documents using Adobe Acrobat 8 Pro.

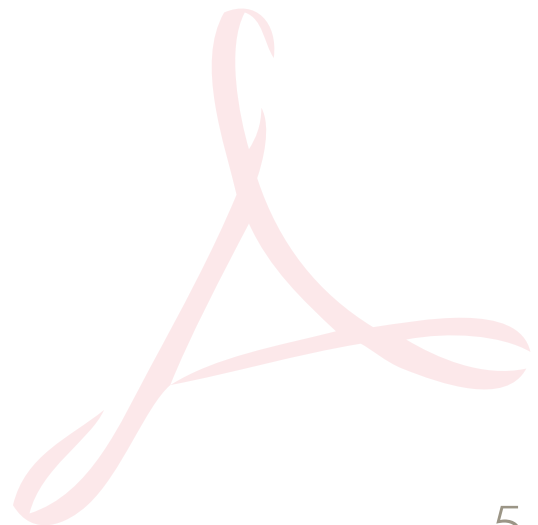


11. Choose an Icon, Color and Opacity for your sound recording icon and click OK.



12. Your Icon will appear on the screen. Move it to the exact location in the document you want the sound icon to appear.

13. You can double click on the icon to hear your audio comment.



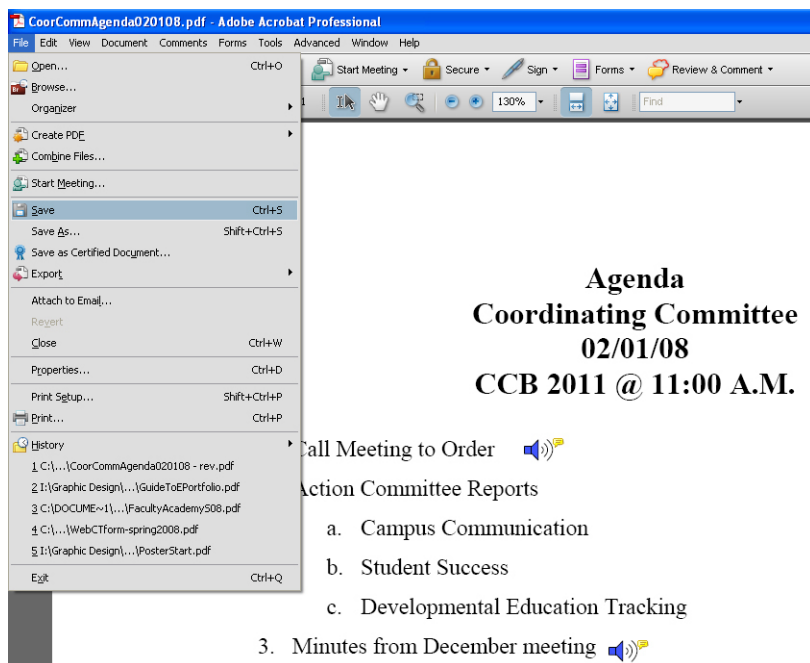
Recording Audio Comments into Documents using Adobe Acrobat 8 Pro.



14. Repeat steps 6 - 13 to add additional comments to the PDF.

15. Once all of the audio comments have been made save your file by going to File -> Save.

Choose the location and give your new PDF file a name and click Save.



Guide Created By:
Tom Corcoran
Media Technologist
Instructional Development Center
Heartland Community College
(309)268-8427
tom.corcoran@heartland.edu