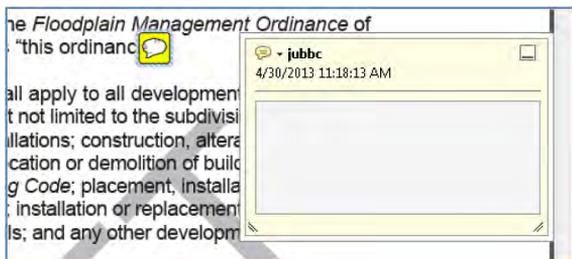


Instructions for commenting on a PDF document using Adobe Reader X.

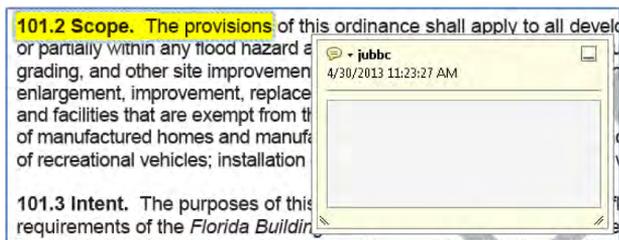
- 1) Click the link to the document entitled "Draft Proposed Ordinance for Public Comment". The document will open to page one. If you do not have Adobe Reader X or higher, you will need to download it.
- 2) There are three ways to make comments on the document:
 - a. Add a sticky note.

- i. Click the icon at the top of the page that looks like a speech bubble 
- ii. Place your cursor next to the area that you wish to comment on and left click. A comment box will open for you to input text
- iii. Enter your text in the box and minimize the comment



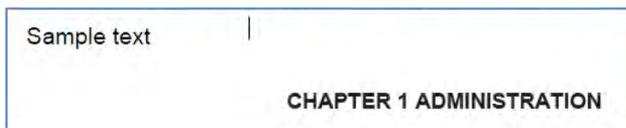
b. Highlight Text

- i. Click the Highlighter tool at the top of the page - 
- ii. Click and hold to select the text you wish to highlight
- iii. When you have finished highlighting, right click on the highlighted text to open a pop up note. Make any comments in the pop up note



c. Add Text

- i. To add text to the document in areas where text does not exist, click the "Add Text" icon at the top of the page. - 
- ii. Click the area on the page where you want to add text and start typing.



When you have finished commenting, email it by selecting the email icon -  , a list will appear on the right hand side of the page. Select "Send File" and check "Attach to Email". Hit the "Attach" button and the marked up PDF will attach for an email.

Send the email to BuildingSvcs@Charlottefl.com for your comments, suggestions and feedback to be reviewed.