**Quick Start User Guide: How to Make Comments on a PDF in Adobe Acrobat Cloud**

Thank you for taking the time to provide feedback on the 70% Draft document of the Town of Frisco's Comprehensive Plan. This guide includes step-by-step instructions for viewing and commenting on an adobe cloud pdf file.

**This document includes the following sections:**
- A: Accessing and Viewing the PDF (page 2)
- B: Step-by-Step: How to comment on a particular section of text or phrasing (page 3)
- C: Step-by-Step: How to comment on a page, graphic, image, or add a general note (page 4)
- D: Editing, Replying, Saving, and Sharing (page 5)

*Additional resources can be found here: Use annotation and drawing markup tools to add comments in PDFs, Adobe Acrobat and Acrobat Reader*

**If you have any questions or issues using the documents provided, please reach out to:**

Kris Valdez, AICP | Principal Planner
Town of Frisco
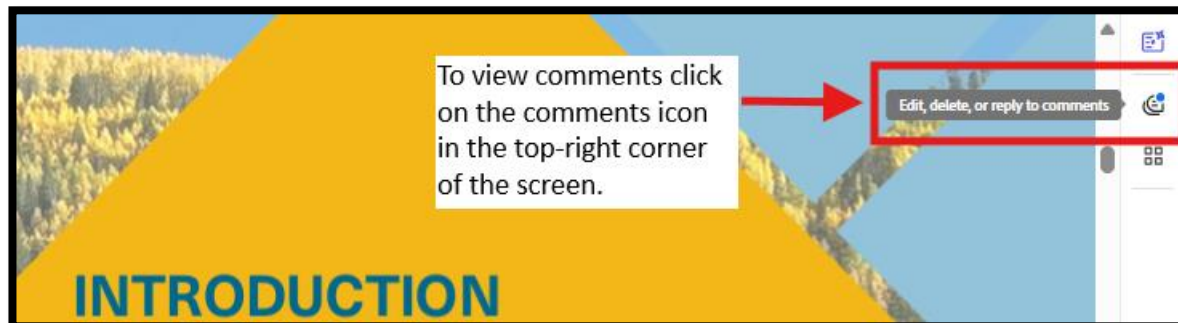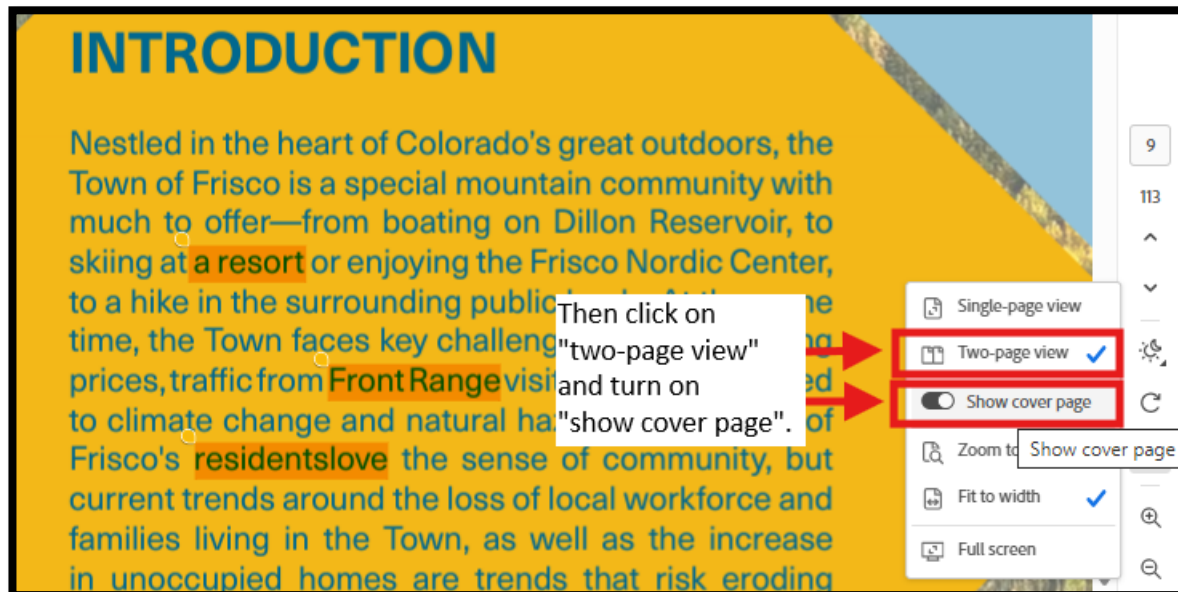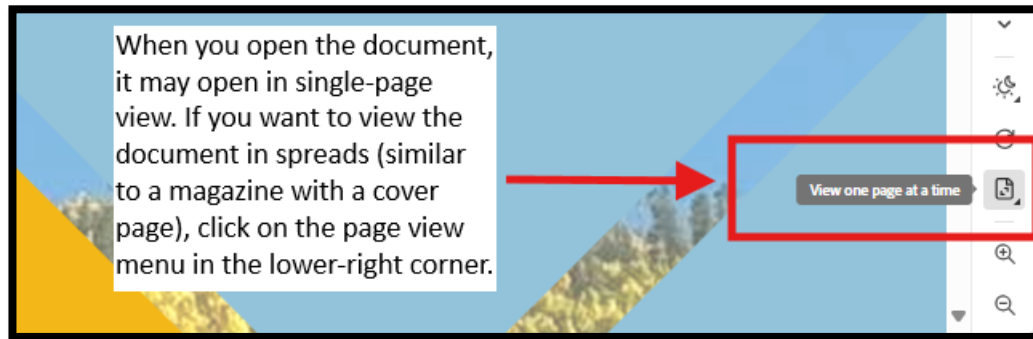Email- krisv@townoffrisco.com
Phone- 970-668-9121
FriscoGov.com
TownofFrisco.com

**A: Accessing and Viewing the PDF**

- Click on the Adobe Acrobat Cloud Link (provided via email) to open the Frisco Comprehensive Plan 70% DRAFT document.

- You can choose whether you want to view the document one page at a time or two pages at a time like a book. Use the page view menu in the lower-right corner to alternate between views.

- To view comments, click on the comments icon in the top-right corner of the screen.

When you open the document, it may open in single-page view. If you want to view the document in spreads (similar to a magazine with a cover page), click on the page view menu in the lower-right corner.

View one page at a time

# INTRODUCTION

Nestled in the heart of Colorado's great outdoors, the Town of Frisco is a special mountain community with much to offer—from boating on Dillon Reservoir, to skiing at a resort or enjoying the Frisco Nordic Center, to a hike in the surrounding public lands. At the same time, the Town faces key challenges including housing prices, traffic from Front Range visitors, and issues related to climate change and natural hazards. Many of Frisco's residents love the sense of community, but current trends around the loss of local workforce and families living in the Town, as well as the increase in unoccupied homes are trends that risk eroding

Then click on "two-page view" and turn on "show cover page".

- Single-page view
- Two-page view ✓
- Show cover page
- Zoom to    Show cover page
- Fit to width ✓
- Full screen

To view comments click on the comments icon in the top-right corner of the screen.

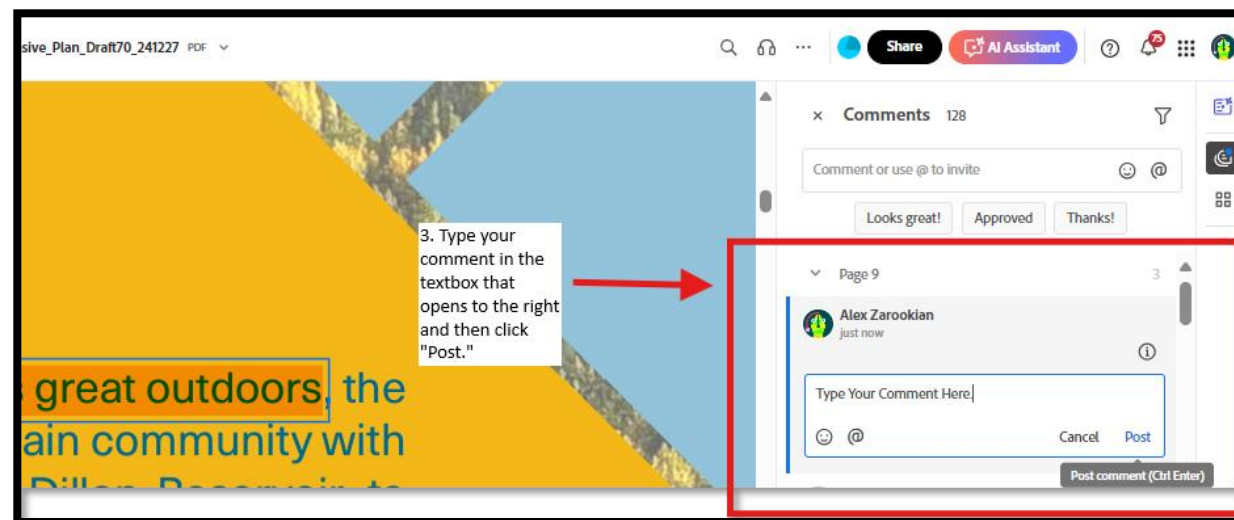Edit, delete, or reply to comments
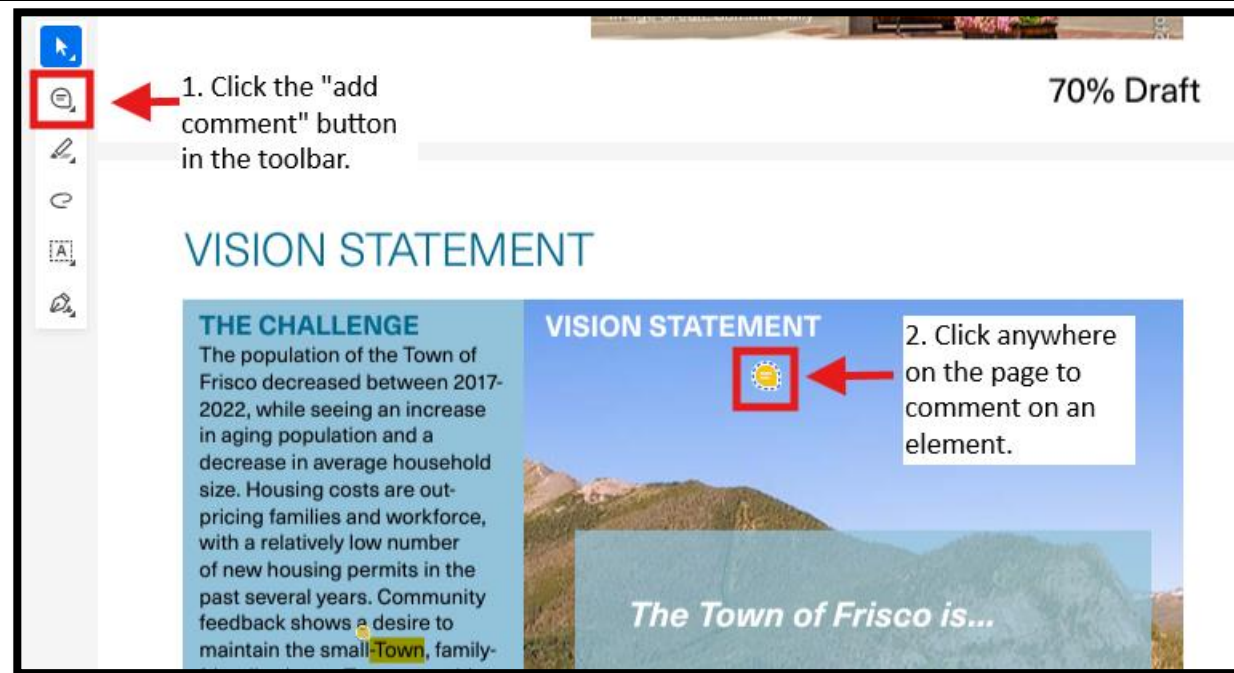
# INTRODUCTION

**B: Step-by-Step: How to comment on a particular section of text or phrasing:**

1. Select the Text: Use your cursor to select the text you want to comment on.

2. Once selected, a pop-up menu will appear. Click on the comment icon (the speech bubble) to make a comment.

3. Type your comment in the text box that appears in the right-hand side menu and then click "post".
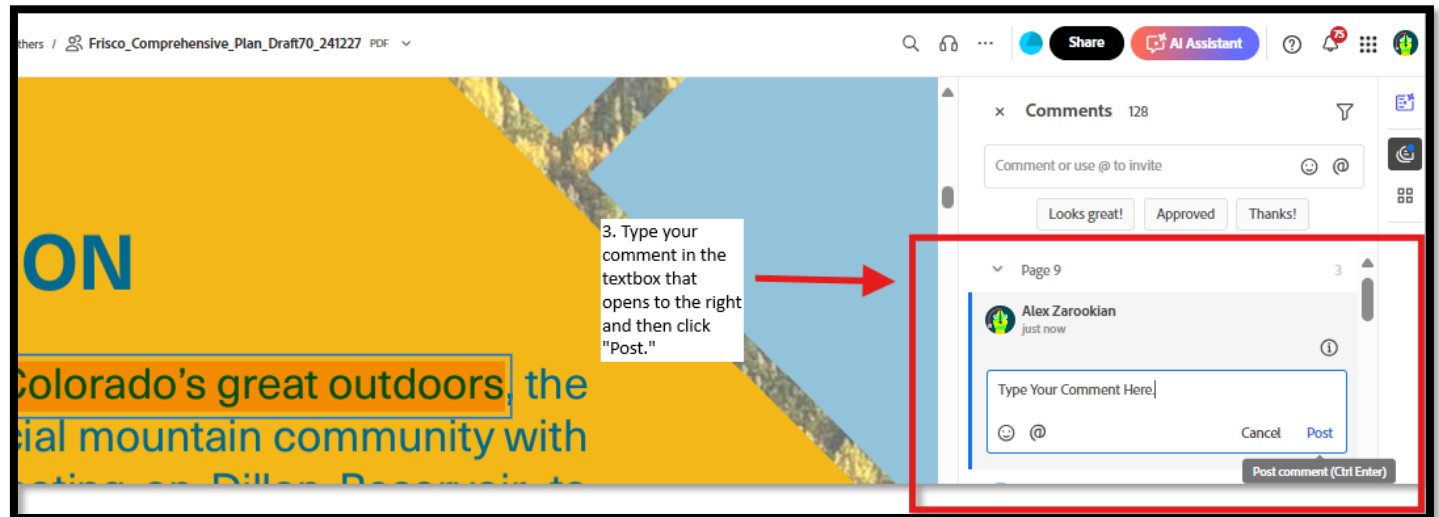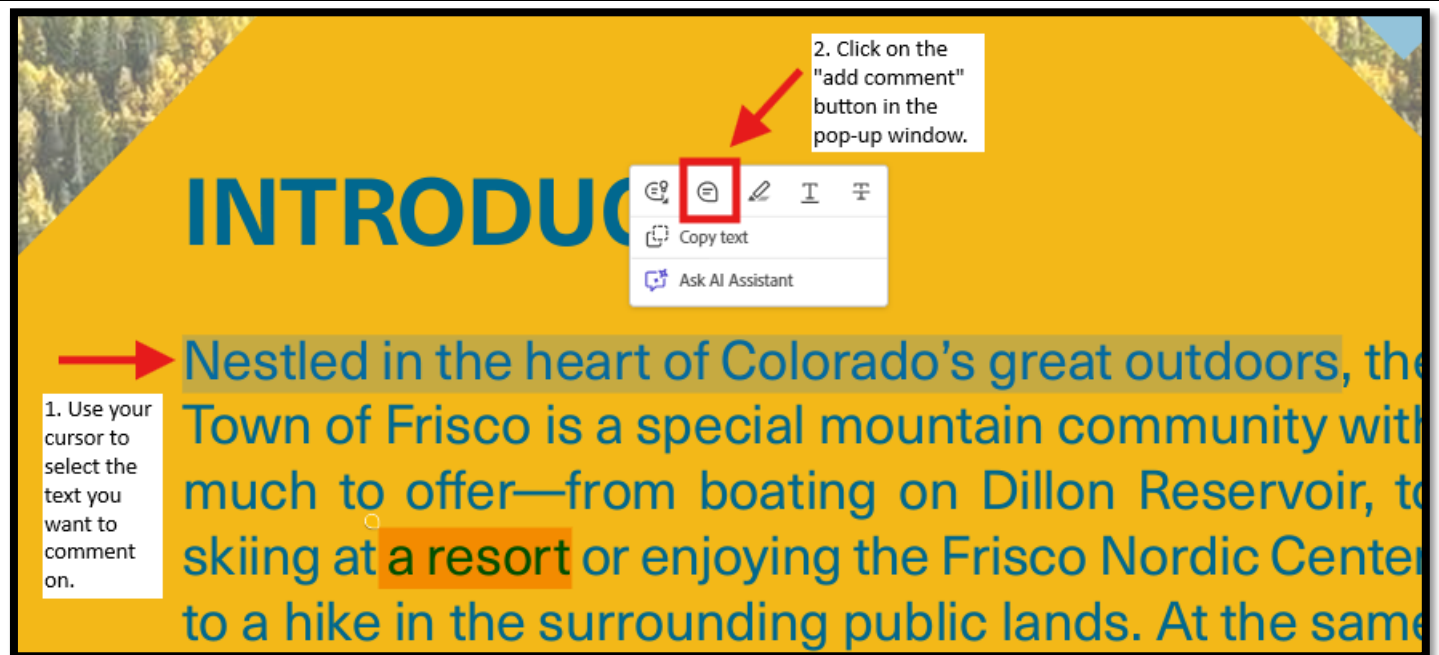
**C: Step-by-Step: How to comment on a page, graphic, image, or add a general note:**

1. **Comment Tool:** Click on the comment icon in the toolbar.
2. Click anywhere on the document where you want to make a comment.
3. Type your comment in the text box that appears in the right-hand side menu and then click "post".



1. Click the "add comment" button in the toolbar.

70% Draft

**VISION STATEMENT**

**THE CHALLENGE**
The population of the Town of Frisco decreased between 2017-2022, while seeing an increase in aging population and a decrease in average household size. Housing costs are out-pricing families and workforce, with a relatively low number of new housing permits in the past several years. Community feedback shows a desire to maintain the small-Town, family-

**VISION STATEMENT**

2. Click anywhere on the page to comment on an element.

The Town of Frisco is...



sive_Plan_Draft70_241227 PDF

Comments 128

Comment or use @ to invite

Looks great! | Approved | Thanks!

3. Type your comment in the textbox that opens to the right and then click "Post."

Page 9

Alex Zarookian
just now

Type Your Comment Here.

Cancel | Post

Post comment (Ctrl Enter)

great outdoors, the ain community with

**D: Editing, Replying, Saving, and Sharing**

- **Modify Comments:** To edit a comment that you have already posted, click on the three dots in the upper right corner of the comment. *Note you can only modify or delete your own comments. You cannot edit others' comments.*

- **Reply to Comments:** Click on a comment to reply directly in the panel to engage in discussions.

- **Save & Share:** Adobe automatically saves all changes. Comments in the shared PDF will automatically be shared with others for collaboration and review.