

Adding notes and comments to any PDF file such as the FCDS DAM

Want to add searchable custom comments/notes to the FCDS DAM or any PDF file without first printing it out?

Newer versions of the free Adobe PDF Reader and Adobe Acrobat let you insert 'sticky notes' and comments into PDF files for later viewing. These notes can be various colors and are searchable. This Adobe feature is usually not available when viewing PDF files with a web browser such as Internet Explorer or Firefox. Save the PDF file first to your computer, then view the PDF file using the Adobe Reader program and add sticky notes. Here are some screen shots of the process. These might vary from your screen depending on your version of Windows and Adobe Reader.

1

In your web browser, right-click over a PDF link and choose 'Save target as...' and save the PDF file to your Desktop or other location where you can find it later.

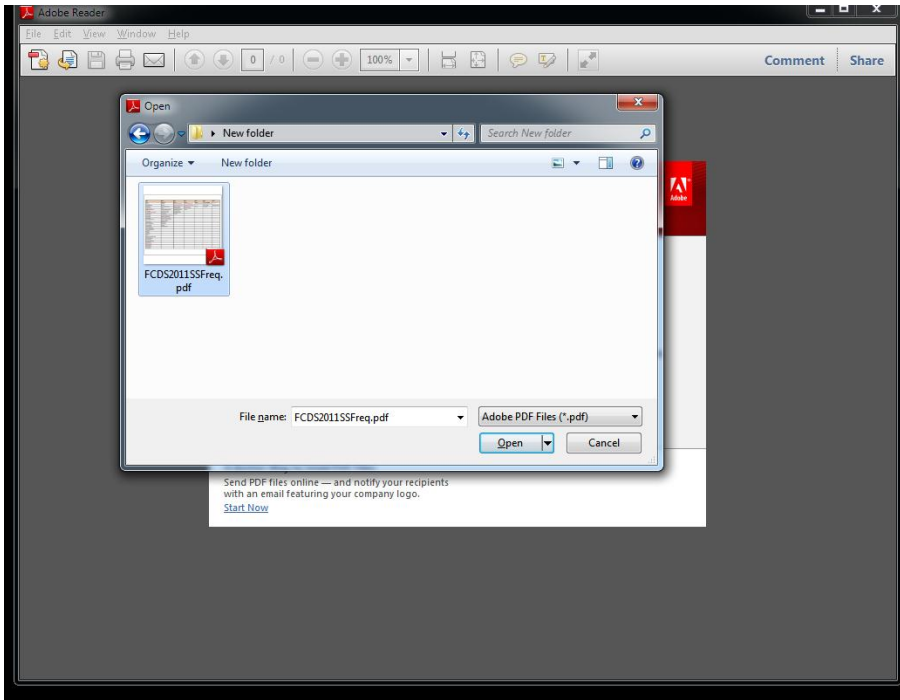
The screenshot shows a web browser interface. On the left is a vertical navigation menu with blue buttons labeled: Home, What's New, Jobs, Edu & Training, Welcome, Statistics, Newsletters, Questions, Staff, Links, Contact Us, Downloads, Law & Rules, Data Requests, Path Labs, RT, and Physicians. The main content area displays the heading "FCDS 2011 Data Acquisition Manual - new items added when available:" followed by a list of blue hyperlinks. A right-click context menu is open over one of the links, with the "Save target as..." option highlighted in red. The context menu includes options like Open, Open in new tab, Open in new window, Print target, Cut, Copy, Copy shortcut, Paste, All Accelerators, Add to favorites..., Append Link Target to Existing PDF, Append to Existing PDF, Convert Link Target to Adobe PDF, Convert to Adobe PDF, Send to OneNote, and Properties.

FCDS 2011 Data Acquisition Manual - new items added when available:

- [FCDS 2011 Implementation Guide - including July 6 revision](#)
- [CS SSF table by Schema \(in Excel 2007\), CS SSF table by Schema \(in PDF\)](#)
- [FCDS Text Documentation Requirements](#)
- [Complete DAM: 408 page PDF, ZIP file with pdf files 1-3](#)
- [DAM Cover page](#)
- [Table of Contents](#)
- [Acknowledgements](#)
- [Guidelines for Cancer Data Reporting](#)
- [Abstract Form](#)
- [Batch Transmittal Form](#)
- [Quarterly Cancer Case Reporting Status Report](#)
- [FCDS IDEA Web Login Request Form, Facility Level Access \(Web-based reports, Follow-Up Inquiry\) form](#)
- [Facility Mailing Information Change Form \(FCDS Facility Change Form\)](#)
- [Facility Level Data Access \(Web-Based Reports, Follow-Up Inquiry\)](#)
- [Patient Medical Records Log](#)
- [Not reportable list](#)

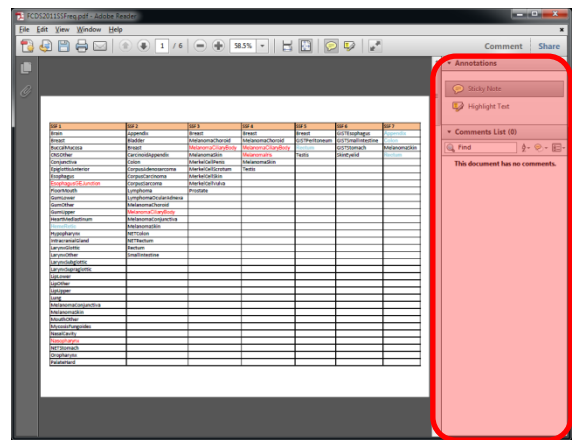
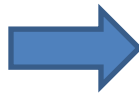
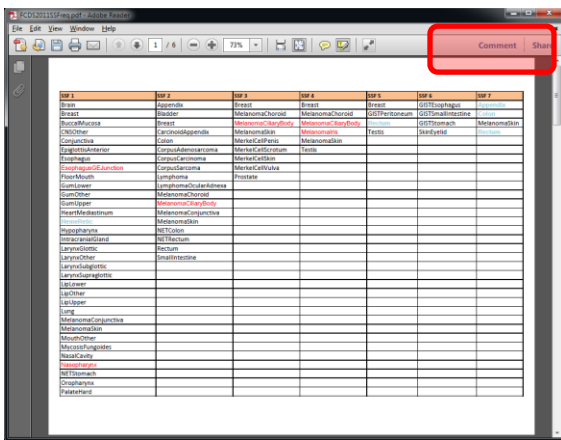
2

In 'My Computer' or on your computer Desktop, either right-click over the file or open Adobe Reader or Adobe Acrobat to view the PDF file.



3

Click on the 'Comment' button (also available under menu View->Comment->Annotations) to see and add Sticky notes and Highlighted text.



4

You may now click on the Sticky Note or Highlight Text buttons to add notes or highlight text. Each note/highlight can be customized with different colors/opacities. You can also search and sort through these notes by type, page, author (if different people add comments) and the date the comment was added.

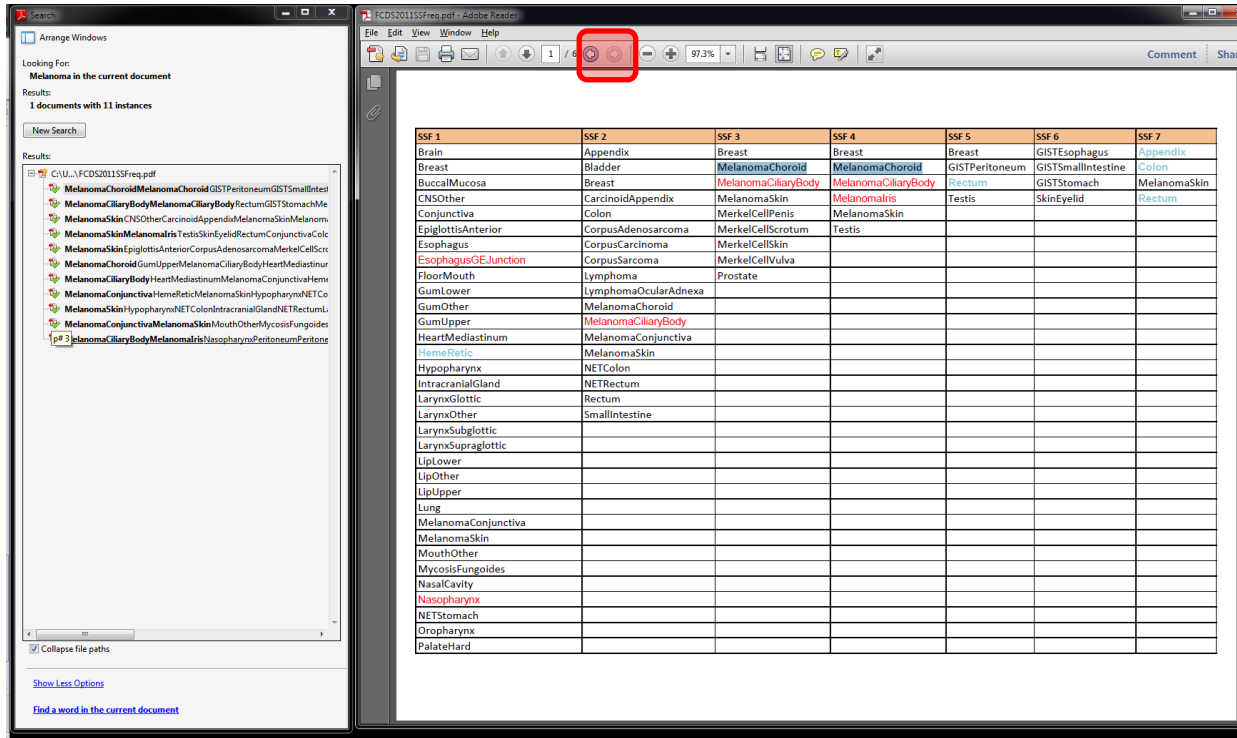
When you close Adobe Reader, it will ask if you want to save the file with your new comments. Choose 'Save' and your comments will be available the next time you open the file.

The screenshot shows Adobe Reader displaying a table with 7 columns labeled SSF 1 through SSF 7. The table contains various medical terms, some of which are highlighted in different colors (e.g., red, blue, green). A sticky note is placed over the table, containing the text "This is my comment." The right sidebar shows the 'Annotations' panel with 'Sticky Note' and 'Highlight Text' buttons highlighted in red. Below these buttons is a 'Comments List (3)' section.

SSF 1	SSF 2	SSF 3	SSF 4	SSF 6	SSF 7
Brain	Appendix	Breast	Breast	GISTEsophagus	Appendix
Breast	Bladder	MelanomaChoroid	MelanomaCiliaryBody	GISTSmallIntestine	MelanomaSkin
BuccalMucosa	Breast	MelanomaCiliaryBody	MelanomaCiliaryBody	GISTStomach	MelanomaSkin
CNSOther	CarcinoidAppendix	MelanomaSkin	MelanomaIris	Rectum	Rectum
Conjunctiva	Colon	MerkelCellPenis	MelanomaSkin	Testis	
EpiglottisAnterior	CorpusAdenosarcoma	MerkelCellScrotum	Testis		
Esophagus	CorpusCarcinoma	MerkelCellSkin			
EsophagusGEJunction	CorpusSarcoma	MerkelCellVulva			
FloorMouth	Lymphoma	Prostate			
GumLower	LymphomaOcularAdnexa				
GumOther	MelanomaChoroid				
GumUpper	MelanomaCiliaryBody				
HeartMediastinum	MelanomaConjunctiva				
HemeRetic	MelanomaSkin				
Hypopharynx	NETColon				
IntracranialGland	NETRectum				
LarynxGlottic	Rectum				
LarynxOther	SmallIntestine				
LarynxSubglottic					
LarynxSupraglottic					
LipLower					
LipOther					
LipUpper					
Lung					
MelanomaConjunctiva					
MelanomaSkin					
MouthOther					
MycosisFungoides					
NasalCavity					
Nasopharynx					

Using the Previous/Next View feature of Adobe Reader

Another useful feature is the Previous/Next View buttons which operate similar to a web browser 'Back/Forward' buttons. For example: using Advanced Search (Shift-Control-F) look for all occurrences of the word 'Melanoma'. Many 'links' could appear where the word appears in the PDF file. Click on each link to go to each page. The Previous/Next buttons will let you go back and forward through each page you visit.



You can enable the Previous/Next View buttons by right clicking over the empty gray area next to button bar and choosing Page Navigation->Previous View and Next View. These appear as left and right arrow buttons. Don't confuse them with the up/down arrows which are the next/previous page buttons. The previous/next view commands are also available from the keyboard as Alt-Left arrow and Alt-Right arrow.

