THE LONDON SCHOOL OF ECONOMICS AND POLITICAL SCIENCE ■

Adding comments and stamps to mark frames
Using Adobe Reader

Academic departments are required to annotate each Mark Frame to show whether it has been confirmed by the sub-board or if there are changes that need to be processed. These annotations can be made using the Adobe Reader which is available on all LSE computers.

This guidance is for Adobe Acrobat Reader core version 25.256. If you have a different version the screens may look different but the principles will be similar. You can add text comments and stamps in all the recent free versions.

Adding text comments

1. Open the file in Adobe Reader

2. Ensure you are on the page that you wish to add text

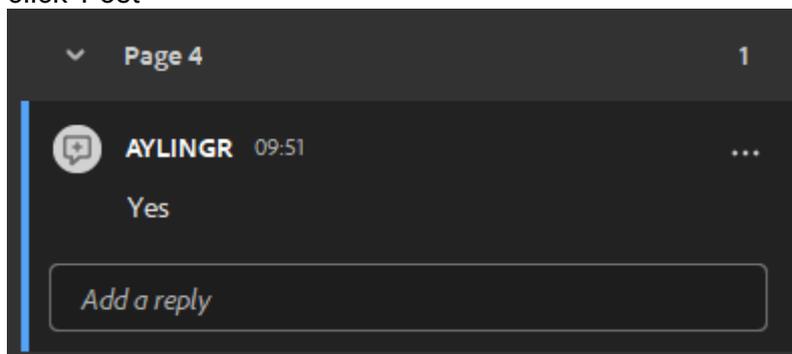3. Select 'All tools' from the top menu ribbon
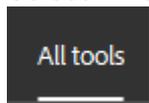
4. A side bar will appear with all of the tool options. You may need to expand the options in order to find 'Add comments'
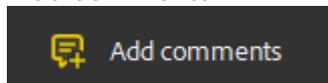
5. Click the location on the pdf page where you wish to add the comment

6. A sidebar will appear where you can type the comment you wish to add. Type in your comment and click 'Post'
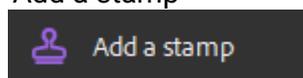

7. Save the pdf once all the comments are entered

Adding a stamp to a pdf in Adobe Reader

1. Open the file in Adobe Reader

2. Ensure you are on the page that you wish to add text

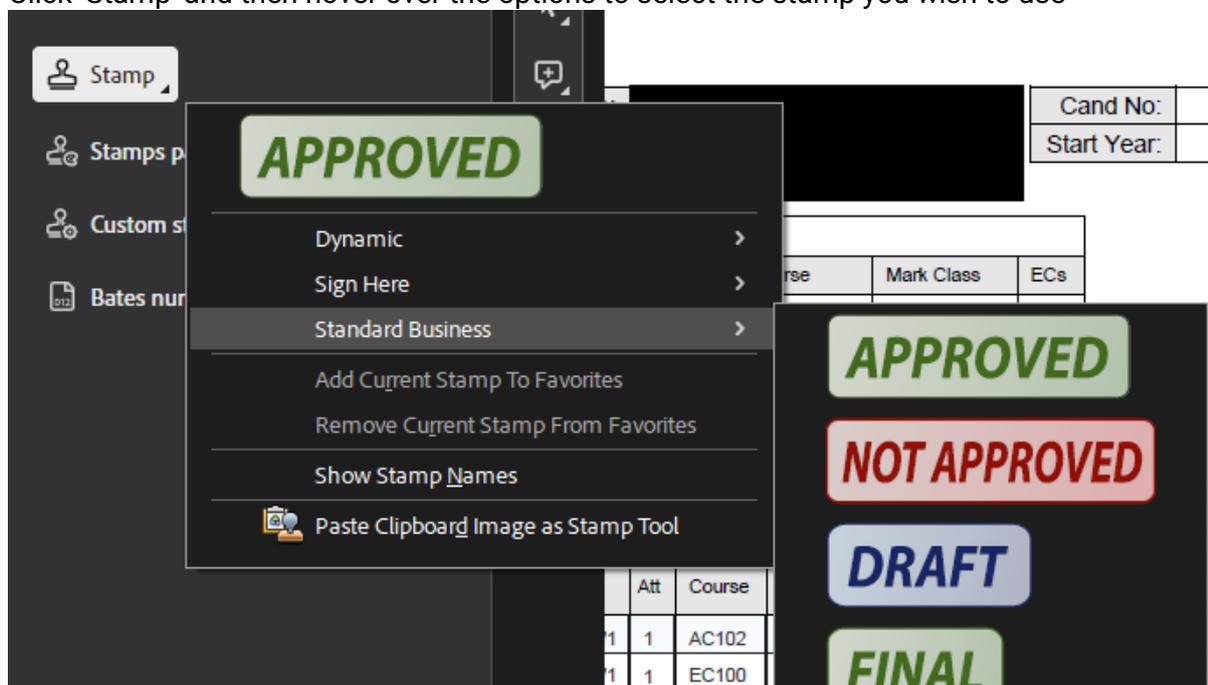3. Select 'All tools' from the top menu ribbon

    All tools
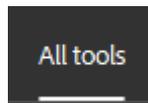
4. A side bar will appear with all of the tool options. You may need to expand the options in order to find 'Add a stamp'

    Add a stamp

5. Default stamps are already included in the Adobe Reader package which are suitable for most instances.

6. Click 'Stamp' and then hover over the options to select the stamp you wish to use

    Stamp
    Stamps p
    Custom st
    Bates nur

    APPROVED

    Dynamic >
    Sign Here >
    Standard Business >
    Add Current Stamp To Favorites
    Remove Current Stamp From Favorites
    Show Stamp Names
    Paste Clipboard Image as Stamp Tool

    Cand No:
    Start Year:

    Mark Class   ECs

    APPROVED
    NOT APPROVED
    DRAFT
    FINAL

    Att Course
    1   AC102
    1   EC100

7. Once you click the stamp a faint version will appear on the pdf page. Click where you wish the stamp to be added

    APPROVED
    Cand No:
    Start Year:

    Confirmed By
    Sub-Board

    APPROVED

    Award Details

8. Save the pdf once all the stamps are added