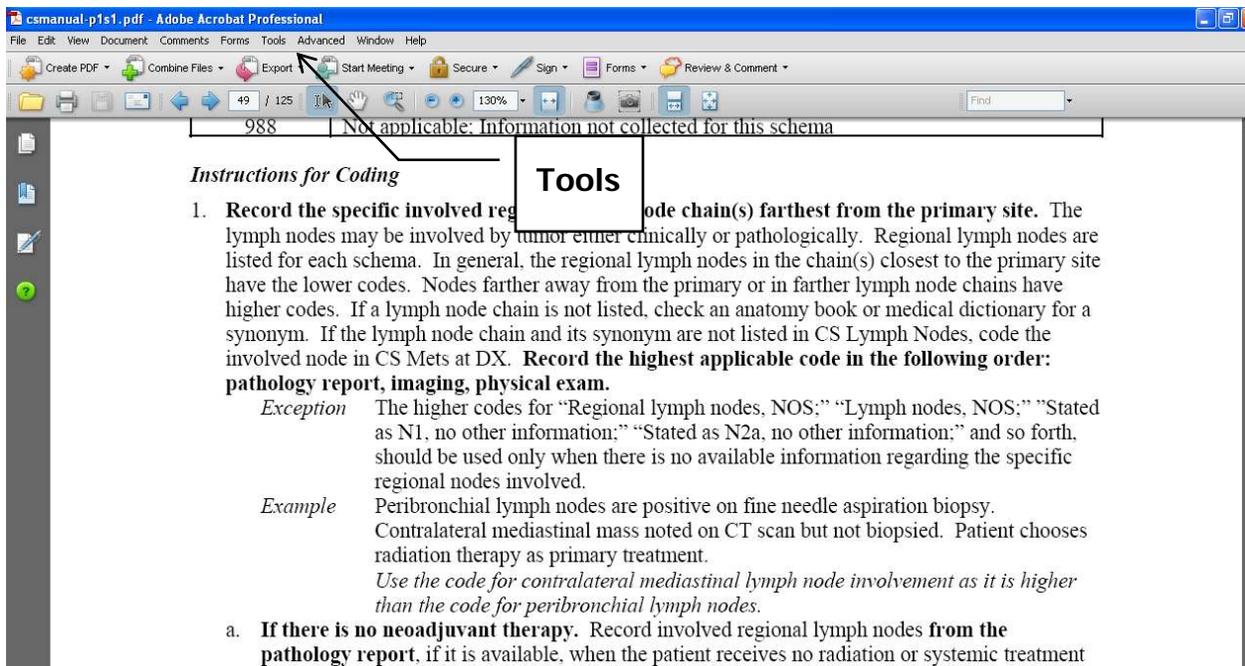


## Tips for Using Commenting Tools with the CSv2 Coding Instructions

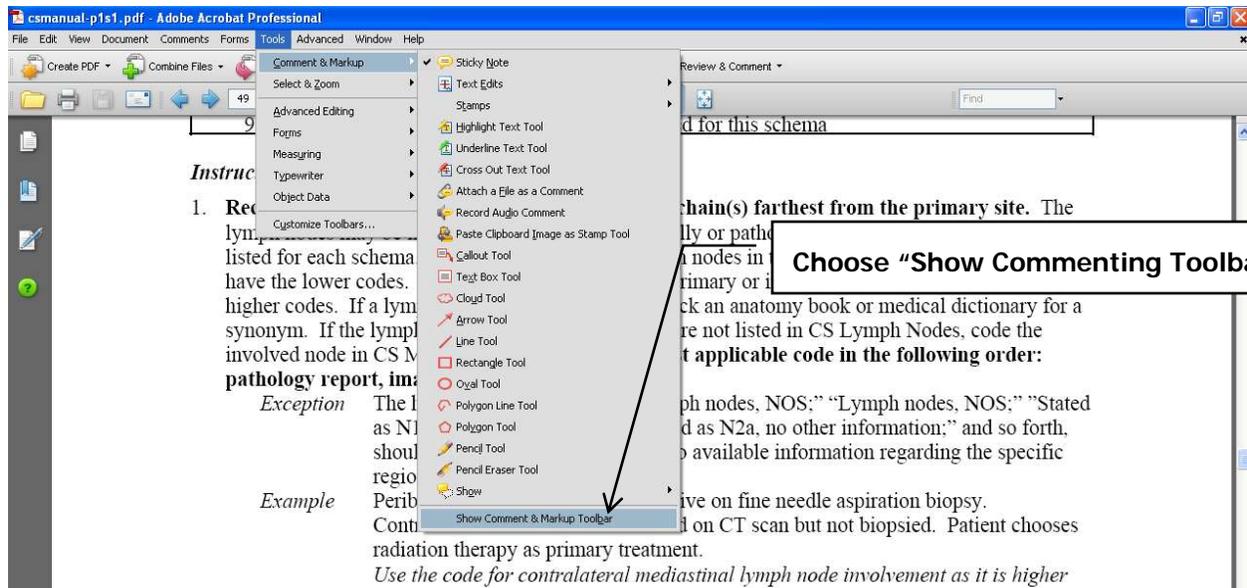
**Commenting feature enabled for use with the CS Coding Instructions.** The AJCC has set up the CSv2 Coding Instructions to work with a commenting feature in Adobe Reader 7 or higher. This feature enables you to yellow highlight text or to add sticky notes or comments to the manual that you saved on your computer. If you previously made these types of highlights or additions to your paper manual, to assist you in using it, you will now be able to accomplish the same thing in your electronic manual.

**Required version of Reader.** This feature works with Adobe Reader 7 and higher. If you have an older version of Reader, you can download this newest version for free at <http://get.adobe.com/reader/> You may need to check with your computer department for assistance or permission, and to ensure that you have the minimal Operating System requirements. **For this example we will use Adobe Reader 9.** Once you have an updated version of Reader, you are ready to get started.

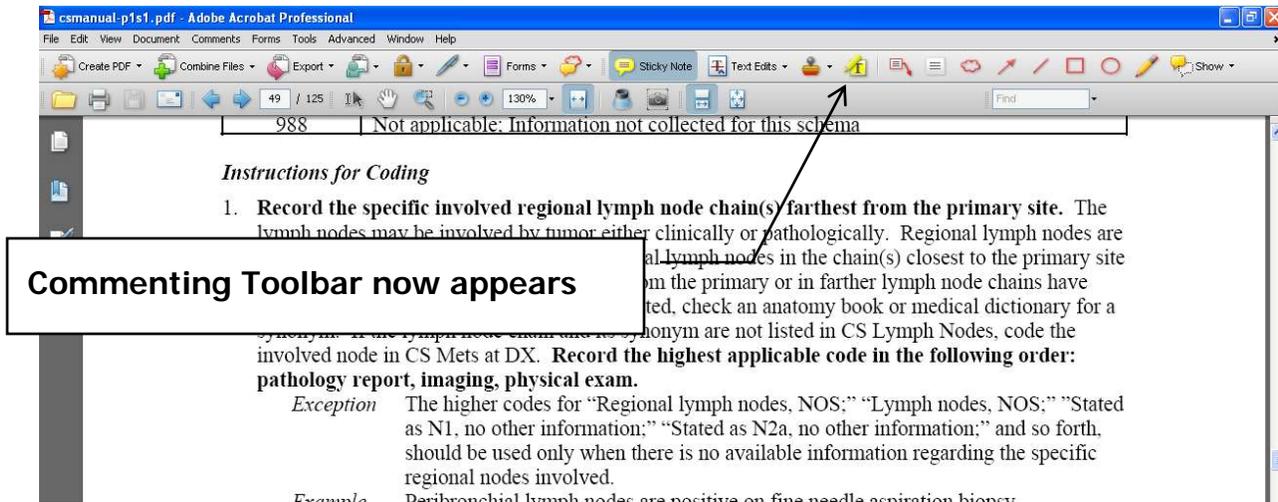
**Getting started in using the commenting tools.** Open the CSv2 Manual that you have saved to your computer. Find “Tools” in the menu across the top of the page.



Choose Tools, Commenting, Show Commenting Toolbar.

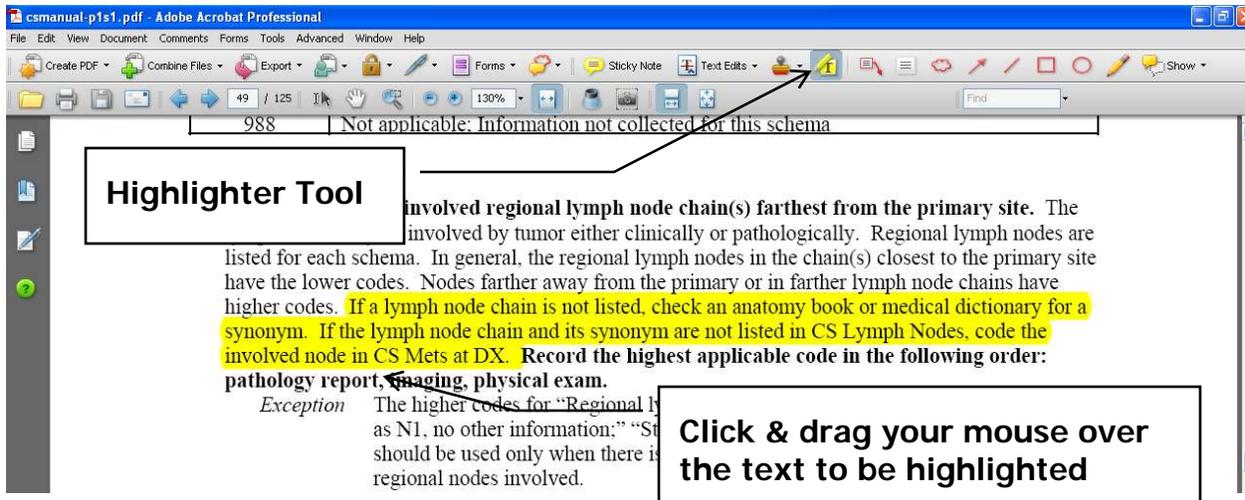


This will place the toolbar on your screen, like this.



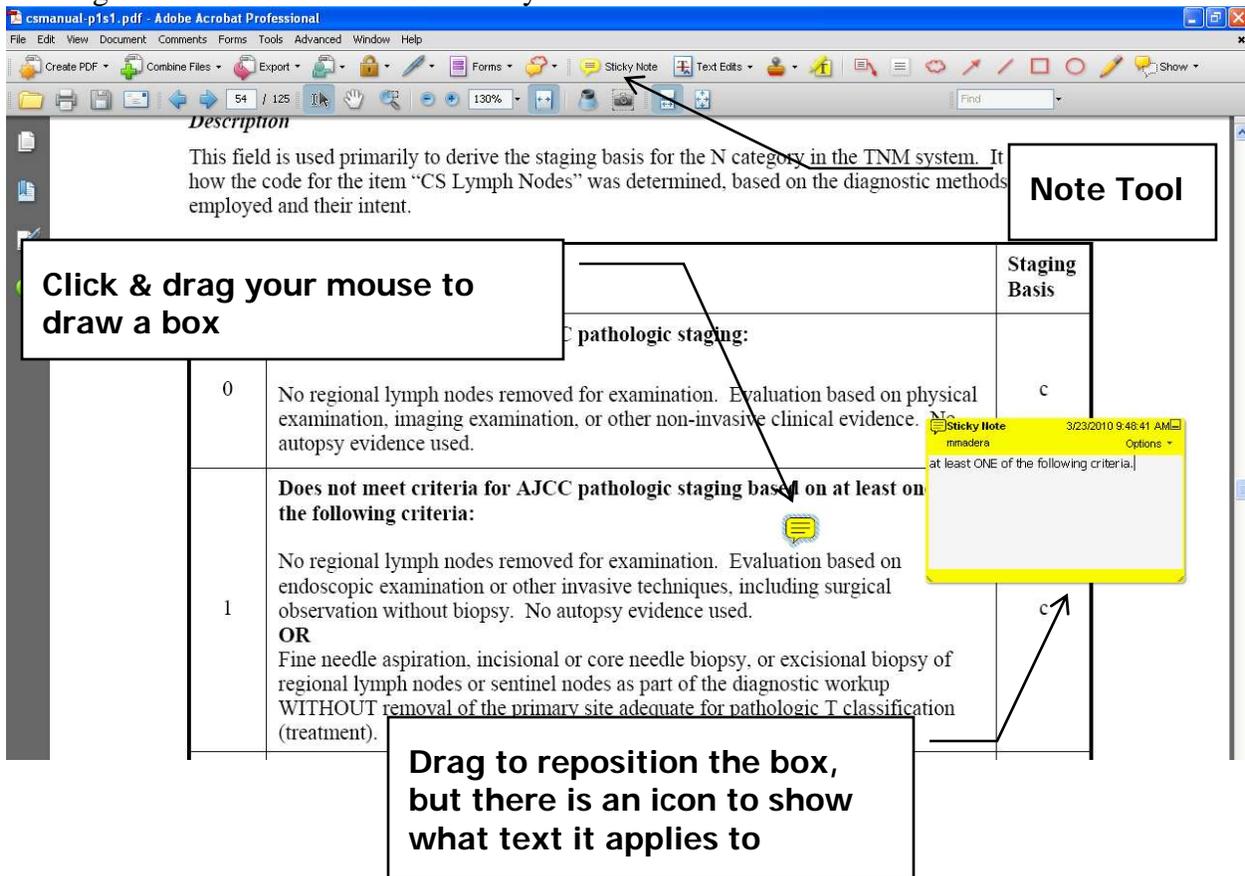
**Highlighting.** The highlighting tool will be one of your most commonly used items. It allows you to highlight, just like you would on a sheet of paper with a highlighting pen.

Click on the "Highlighter Tool" and then click and drag your mouse over the text that you wish to highlight. To delete a highlight, click on the highlighted text area and hit the delete key.



**Note Tool.** Another common tool is the one to add a sticky note to the page. This is just like using the yellow sticky notes that we all attach to paper.

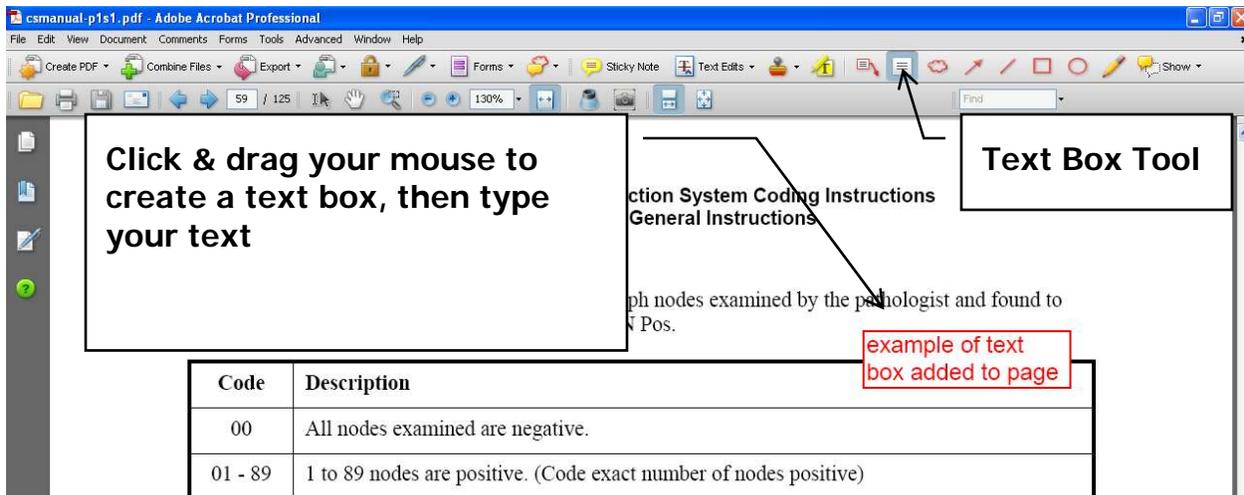
Click on the "Note Tool" and then click on the page and drag your mouse to draw a box on the page. Click on the box with your mouse and you can type text into the box. You can also click and drag the box to a different position on the page where there is more room. You can delete by clicking on the icon and hit the delete key.



**Enabling additional tools called the drawing markups.** There are additional tools you can use called the drawing markups. We will cover two of them. .

**Text box tool.** This might be the most useful tool. It places a box on your page where you can type in text. This allows you to place a note on the page. It is different from the note tool in that it does not place an icon to link your text box to an item on the page.

Click on the “Text Box Tool” and then click and drag your mouse over the area where you wish to place the text box. You control the size of the box when you drag the mouse. Be careful not to draw the box over the existing document’s text on the page, as the text box will cover it and you will not be able to read the original information. To delete a text box, click on the text box and hit the delete key.



**Callout Tool.** Another tool in the drawing markups is the callout tool. This allows you to place a box and type text in it, but it also places an arrow on the screen so you can designate to which item on the page your note refers.

Click on the “Callout Tool” and then click next to the item on the page to which your note will refer. This automatically places a box with an arrow to that item. Type your text note in to the box. You can also click on the edge of the box and drag it to a different position on the page or resize it, making sure that it does not obscure any of the existing document’s text on that page. You can delete by clicking on the icon and hit the delete key.

Remember difference between 98 and 99

Click & drag to reposition the box and arrow, or click on the box to resize it

Callout Tool

Click the area or data item where you want the arrow to point

90+ nodes

Code	Description
00	All nodes examined are negative.
01 - 89	1 to 89 nodes are positive. (Code exact number of
90	90 or more nodes are positive.
95	Positive aspiration or core biopsy of lymph node(s) was performed. <i>See Rule 6.</i>
97	Positive nodes are documented, but the number is unspecified. <i>See Rule 7.</i>
98	No nodes were examined. <i>See Rule 8.</i>
99	It is unknown whether nodes are positive; not applicable; not stated in patient record.

Before closing the file containing the CSv2 Manual, click on “Save” to save the commenting that you have added.

Click on Save

Be sure to save all your highlights, sticky notes, and text boxes before you close the window!

Collaborative Stage 1 Part I, S

NAACCR Item #830

*Description*

This field records the total number of regional lymph nodes that were removed and examined by the pathologist. This field is also called Reg LN Exam.

Code	Description
00	No nodes were examined.
01-89	1 to 89 nodes were examined. (Code the exact number of regional lymph nodes examined.)
90	90 or more nodes were examined