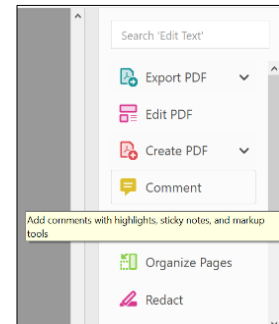


# Guide to PDF Annotation

Adobe's PDF annotation tools make the proofing process easier, clearer and faster. Here is an overview of the tools that are available both in **Adobe Reader**, on which this guide is based, and **Adobe Acrobat**.

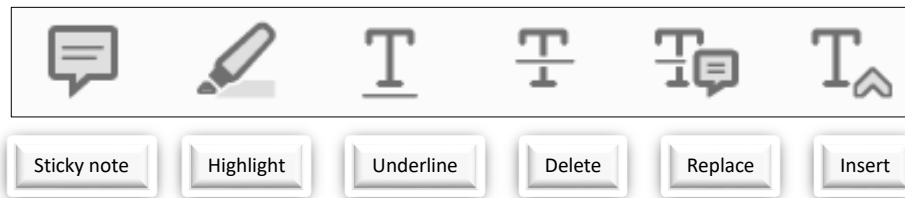
To access the annotation tools once you have your proof open, click on the **comment tab** on the right-hand pane.

The **comment toolbar** will now appear across the top of the window:

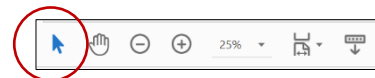


From here you can mark insertions, replacements and deletions, underline text, highlight text, and more. You will also see a **comments pane** on the right, where you can review all your annotations.

The main tools you will need are comment, highlight, delete, insert and replace, shown below:

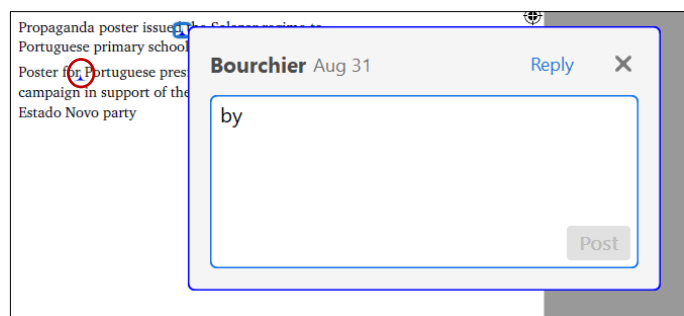


During annotation, you should typically be working with the **selection tool** as your default cursor mode. You will find this on the horizontal toolbar at the top of your window, above the comments toolbar. With this, you will be able to use the delete, insert and replace functions without needing to select them each time.



## Insert text at cursor

This tool allows you to add text at a selected position. Using the selection tool, click where you want to add the text, and start typing. If the comments pane is minimised you will see a box pop up and your text will appear in it. If the comments pane is open, the text will appear there directly. The point of insertion will be shown as small blue caret mark, and if you hover the mouse over it you can see the text you added. If you want to change your insertion, double click the caret mark and the text box will open up again. You can also double click the text in the comment pane and change it there.



If the comment box does not come up when you start typing your insertion, click the insert tool (see figure above with the different tools identified), and then click where you want your text inserted.

You can use bold (Ctrl+B) and italics (Ctrl+I) in the text you insert. Remember, what you type here will be inserted verbatim at the point you selected, so do not use this tool to give instructions.

To delete an insertion, click on it in the comments pane or on the caret mark directly and press delete.

## Delete text

To delete text, use the selection tool to select the text you want to delete, and press the delete key. A red line will appear across the selected text, marking your deletion. To remove a deletion mark, click on the red line or on the corresponding entry in the comments pane and press delete.

If you want to move text to a different part of the document, highlight the text to be moved, then use Ctrl+X. The red deletion line will appear, and the selected text will be available for you to paste at the correct place using the insert text tool. If this doesn't work, check to make sure you have the comments toolbar open, as described at the start of this guide.

## Replace text

To replace a section of text, use the selection tool to select the text you want to replace, and type in the replacement text. A blue line will appear across the selected text to mark your deletion, along with a blue caret mark for your insertion.

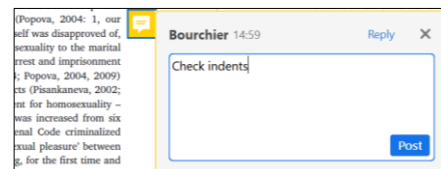
To remove mark, click on the blue line/caret mark or on the corresponding entry in the comments pane and press delete.

## Highlight

Sometimes you will need to pass on instructions, such as 'italicise this word' or 'move to the next line'. In such situations, select the concerned text and click the highlight tool. You can then double click the highlight area to open up a text box, just like the one for insert/replace text, in which you can type in your instructions.

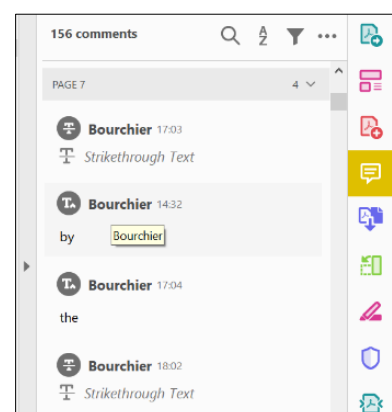
## Sticky note

For more general instructions unrelated to a particular piece of the text (e.g. 'check spacing of paragraphs', 'remove indents in all paras that follow a subhead'), or for instructions regarding elements such as tables and figures, you should use sticky notes. Try to place the note as close to the element you are referring to, but keep in mind that it can easily be dragged out of place and so you should clearly identify the element, if any, to which your instruction pertains.



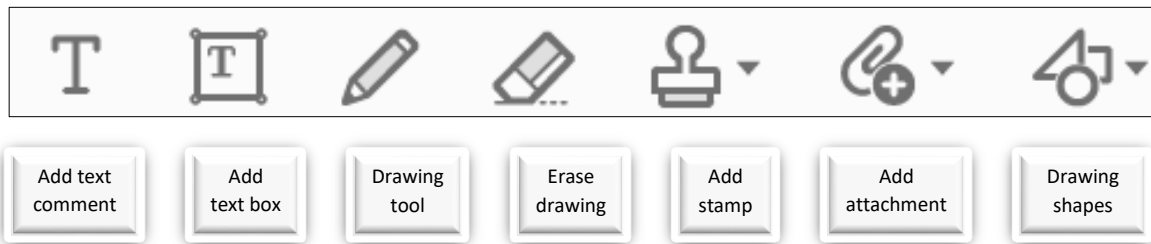
## Comments pane

The comments pane allows you to review and modify your annotations. You can use shift+click or shift+up/down to select multiple markings (usually used for deleting in bulk). The top of the pane also has buttons that allow you to search the annotations; filter them by parameters such as commenter, date, type of annotation, etc; sort the annotations by page (default), date, commenter, etc.



## Advanced tools

The tools listed thus far are sufficient for most basic proofreading functions. However, the advanced tools listed here can be used in certain situations to help convey your instructions more clearly.

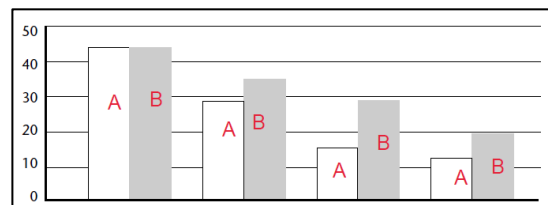


### Add text comment

This tool allows you to write anywhere on the PDF. Unlike the comment, insert or replace text tools, this does not open up a box. Whatever you type will be displayed directly on the file.

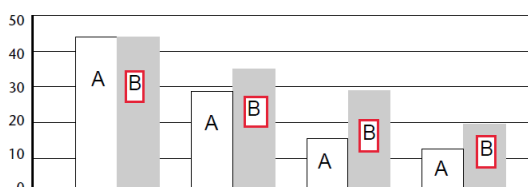
This is typically used in areas where there is no text and you want text added at particular spots – in maps or figures, for example. Here, the 'A' and 'B' labels in the graph were added using this tool.

You can also adjust font, size, colour and spacing while using this tool. Using a bright, easily distinguishable colour like red or green might help ensure the typesetter does not overlook your mark-up.



### Add text box

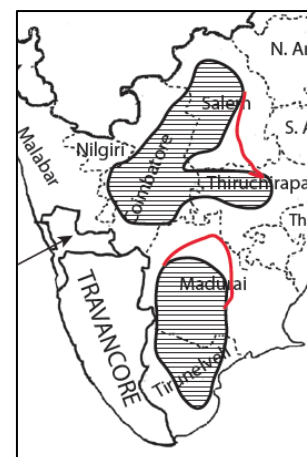
This is the same as the text comment tool except that it blanks out the existing content and adds a border, whereas the text comment tool allows the existing content to be seen behind the text you introduce. The graph used above has been modified here using the text box tool for the 'B' labels:



As you can see, the grey bar has been whited out within the text box area here, whereas the grey background is retained above when the same 'B' label was added using the text comment tool.

### Drawing tool

This tool allows you to draw freestyle on the document. This is a tool of last resort, when none of the other tools properly serves your purpose. For example, if you want the shaded regions modified on a map you could draw the modifications, as shown (note the red lines).



You can also use this tool to draw in traditional proofreading symbols where you feel that might aid clarity.

In the example, traditional proofreading symbols have been drawn to ask for the addition and removal of line spaces.

### Erase tool

You can use this to erase portions of your freestyle drawing on the document.

### Add stamp tool

This tool is typically used for official purposes, to stamp a document as approved, or signed. It is rarely used in our industry.

### Add attachment tool

This allows you to attach a file or audio clip to the PDF. This could be used, for example, to attach a Word file containing large quantities of additional text, or an Excel sheet with revised data for plotting a graph. You can even choose which icon to use to represent your attachment.

You may also record an audio clip with instructions, although this is not generally recommended.

While using this keep in mind that attachments can cause the size of a file to increase greatly, which can affect the performance of PDF files on some computers. For this reason it might be better to add a sticky note and provide the file separately.

### Drawing shapes

This tool provides a range of preset shapes you can choose from to mark your PDF. The most common use for these is in giving instructions on cropping images or circling particular areas.

The red rectangle in the example here tells the typesetter how the map should be cropped.

Acknowledgements
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2 Statistics, Looms and People
3 From Cotton to Cloth
4 Weaving
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6 Solidarity and Action
7 The State and the Weaver
Conclusion
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