

# Marking Corrections in Adobe Reader or Acrobat (Pro)

The easiest way to correct your proofs is by using Adobe Reader or Acrobat. This document will help you take the first steps.

If you do not have a version of Adobe Reader or Acrobat, you can download a free version of the Reader from <http://get.adobe.com/reader/>

## 1. Setting up Adobe Reader and Acrobat

Open the proofs in Adobe Reader or Acrobat. Then...

### ... for Reader:

Click on the 'Comments' button at the top right of your screen and then open 'Annotations' by clicking on the arrow next to it. Also open List of Comments, so you can keep track of inserted comments.

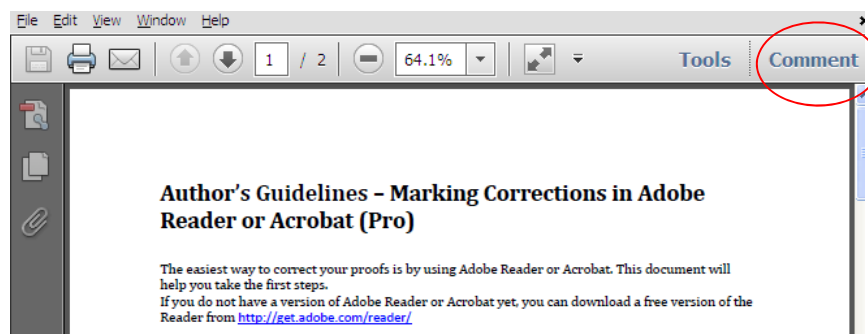
### ... for Acrobat:

Go to the menu item View > Toolbars > Comment & Markup to have it appear on your screen. You can drag it to any convenient location.

Go to the menu item View > Navigations Panels > Show Navigation Pane. A separate pane will appear on the left, in which you can see yellow balloons. If you click on them, you can keep track of inserted comments.

Figure 1. Where to find the toolbar?

In Reader:



In Acrobat:

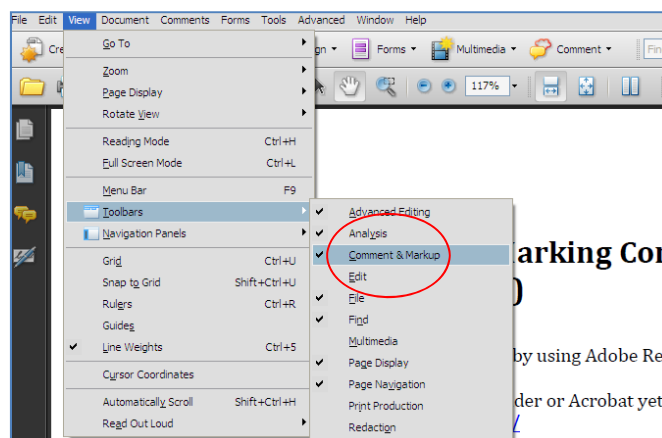
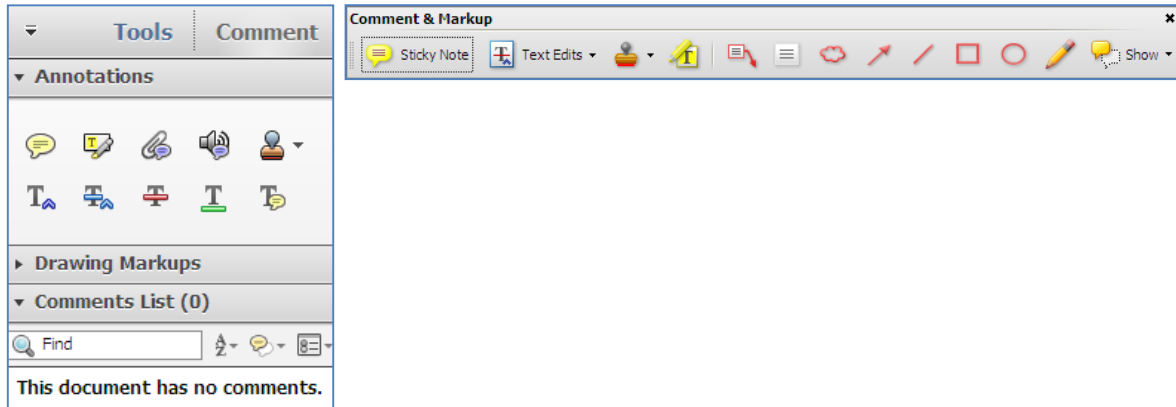


Figure 2. What should the toolbar look like?

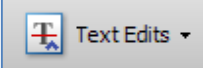
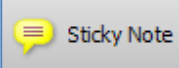
In Reader:

In Acrobat:



## 2. Starting the Correction Process

The toolbar offers three text editing options:

1.  Text Edits ▾
2.  (Highlight)
3.  Sticky Note

Ad 1. This works as text editing in Word: you can

- *Replace* words or characters by selecting them and simply typing the correct text;
- *Insert* words or characters by placing the cursor in the right spot and typing the inserts;
- *Delete* words or characters by selecting them and using the backspace or delete button.

Ad. 2. Use *Highlight* to place a remark next to specific words or phrases, for example to indicate that something should be in italics. Open the pop-ups in which to write by double-clicking or using the right mouse button.

Ad. 3. Use Sticky Notes if you want to say something about a larger part of the text (a whole page or paragraph), or to make a general remark. The placement of a Sticky Note is not precise enough to mark specific words.

For an example of how to use all possible options, see the attached sample page.

If you want to remove any correction or mark, you can simply select it by clicking on it and then pressing delete. **Please note that you are not allowed to use the 'Editing' function (Acrobat feature only) whereby corrections are made directly in the PDF file.**

### *How to Insert Foreign Scripts*

Set your keyboard to the required language by choosing it on the language bar (Windows) or in the keyboard menu on the Menu bar (Mac). Then type in the text edit field.

You can also type in Word, copy the text and paste it into the same text edit field. Do not worry if blank squares appear instead of letters: the typesetter will see the right letters if the font used is Unicode-encoded.