



A PDF is a document that can be passed back and forth between users for documentation and review. PDFs preserve the visual appearance of a document, including layout, fonts, and graphics, and allows one to add comments directly on the electronic file.

Adopting the use of annotated PDFs in your Editorial Office has many advantages, including the reduction of delivery time and cost, elimination of errors caused by illegible or confusing handwritten markups, creation of files that are easy to access and store, and lowering of the impact on the environment.

Adobe Acrobat Professional (versions 7.0 and above) and Adobe Reader 9.0 offer a wide selection of tools that can be used for onscreen editing of a document. This document provides instructions on how to use the basic set of tools in order to mark standard corrections on PDFs for Allen Press, Inc., as well as other tools that might be useful. Although the tools presented cover most situations, editors and their staff may want to explore the use of other tools for PDF annotation of manuscripts.

This guide is for beginners. Please keep in mind that corrections need to be in as simple a format as possible. Following our guidelines for PDF annotations and keeping simplicity in mind will make our work and your work much easier.

## Basic Tools for Annotating PDFs

The basic tools needed for annotating PDFs are located on the **Comment & Markup** toolbar.

### Comment & Markup Toolbar

*Adobe Acrobat Professional 8.0*

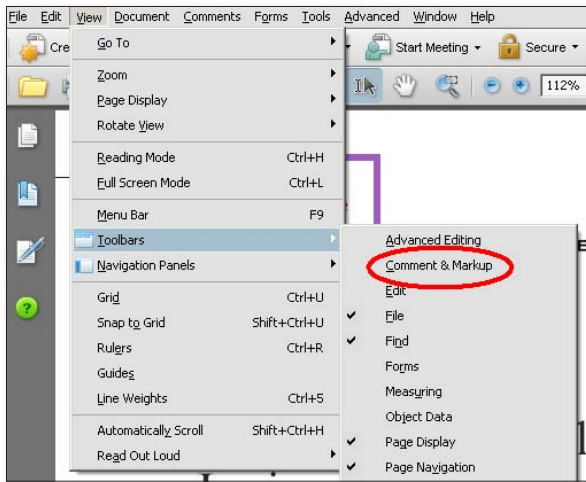


*Adobe Reader 9.0*



This toolbar is available in Adobe Reader 9.0 only if the PDF author has enabled commenting.

In order to view the **Comment & Markup** toolbar, go to the menu bar, select **View**, scroll down to **Toolbars**, and click on **Comment & Markup**. The toolbar will then be displayed.



In Adobe Acrobat Professional, if you find that you need to add tools to this toolbar, go to the menu bar and select **Tools**, scroll down to and expand **Comment & Markup**, and select the tool you would like to add to the **Comment & Markup** toolbar. The icon for the selected tool will appear on the **Comment & Markup** toolbar.

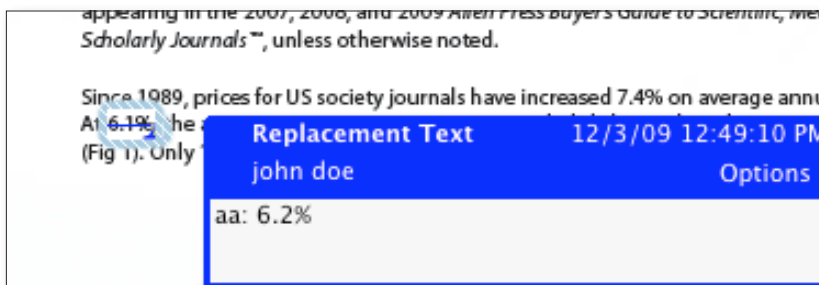
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## Things to Keep in Mind When Annotating PDFs for Allen Press, Inc.

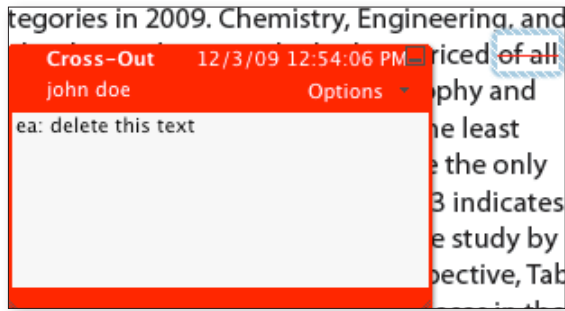
### Always Indicate the Type of Alterations

For billing purposes, individual changes must be designated as Author Alterations (aa), Editor Alterations (ea), or Printer Errors (pe). When marking up a document for Allen Press, Inc., the following system should be used: enter the appropriate code (aa, ea, or pe), a colon, and then a space followed by the necessary change or comment.

#### Author Alteration



### Editor Alteration

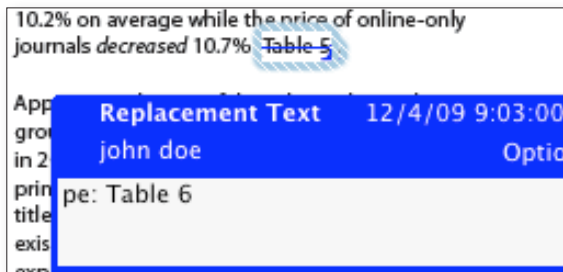


### What NOT To Do When Annotating PDFs

It is important to remember the following points when annotating PDFs:

- Do not use third-party PDF programs; use only Adobe Acrobat Professional or Adobe Acrobat Reader (versions 7.0 and above) to annotate PDFs.
- If you are working with a PDF that has been annotated by another user, do not alter the text and comments made by that user.
- Do not change the actual text in the PDF. Use one of the **Comment & Markup** tools to indicate an alteration that needs to be made.

### Printer Error



## Standard Annotations for Text



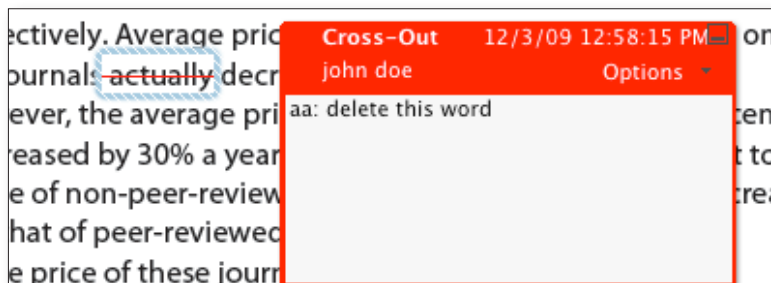
### Text Edits Tool

The **Text Edits** tool enables a user to delete, insert, and replace text. This button is found on the **Comment & Markup** toolbar.



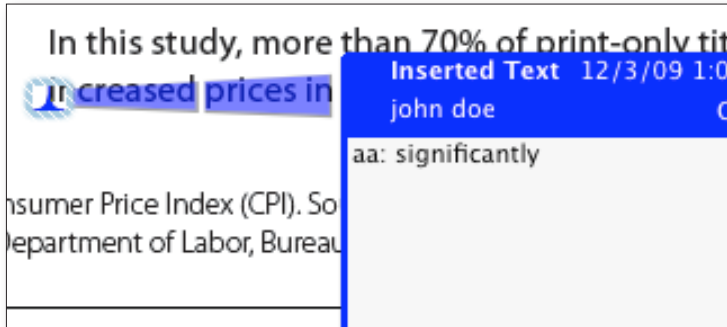
### Deleting Text

- Click on the **Text Edits** button.
- Highlight the text that needs to be deleted and press the Backspace or Delete key.
- A red line will appear over the text that is to be deleted. Right click on the red line and select Open Pop-up Note. A red comment box will appear.



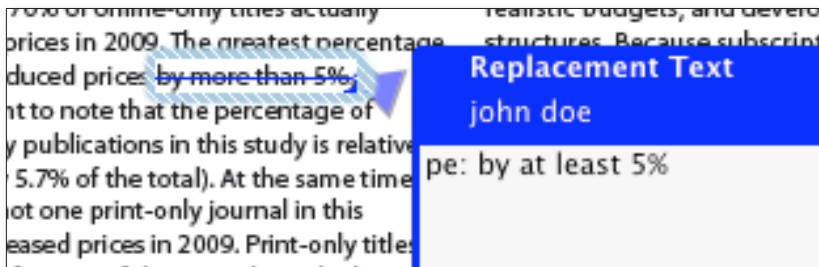
### Inserting Text

- Click on the **Text Edits** button.
- With your cursor, click on the spot where you would like to have text inserted and begin typing. A blue caret appears on the document, and the text you would like to insert is added to a comment box.



### Replacing Text

- Click on the **Text Edits** button. Highlight the text that needs to be replaced and start typing.
- A blue line will appear over the text that should be replaced, and the replacement text is added to a blue comment box.

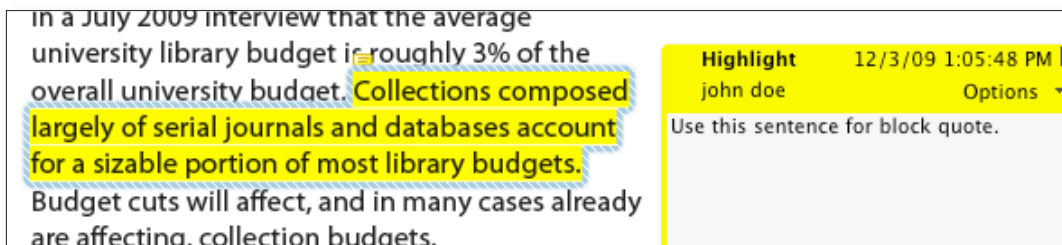


### Highlighting Tool

The **Highlighting** tool is used to make changes that cannot be handled by simply replacing the text, such as font style changes, font size changes, text alignment, and bad word or line breaks.

Instructions for using the **Highlighting** tool:

- Click on the **Highlighting** tool button.
- Select the appropriate text and the text will be highlighted.
- Double-click on the highlighted text and a comment box will appear. Type in the correction or comment.

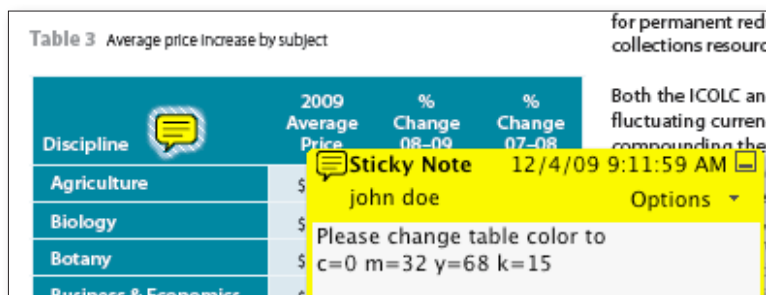


## Sticky Note Tool

The **Sticky Note** tool is used for general comments, such as responding to author and/or editor queries.

Instructions for using the **Sticky Note** tool:

- Click on the **Sticky Note** tool button.
- Click on the part of the document where you would like the note to appear. The **Sticky Note** icon will appear as well as a comment box. Type your comments in this box.



## Drawing Tools



The **Drawing Tools** may be used for corrections that the text editing, sticky note, and highlighting tools may not be able to express, such as alignment and spacing issues.

Drawing tools include arrows, lines, rectangles, circles, a box with an arrow, and more. When you are using these tools, we encourage you to keep the following things in mind:

(1) Make your drawings as simple as you can. If you are going to use multiple drawing tools for one correction, there is an option that will allow you to merge all of the drawings into one entity. Hold down the **Ctrl** button and select all of the drawings. Right-click on one of the objects and select **Group**. We recommend merging together no more than 10 objects.



(2) Use the comment boxes for the **Drawing Tools**; do not use the **Sticky Note** tool. To access the comment boxes for a drawing tool, right-click on the drawing and select **Open Pop-Up Note**. The comment box will appear. Type your comments in this box.

