

Annotating PDFs



allen★press

Best Practices and Use

Peter Burns, Associate Publisher, Allen Press

A PDF is a file that can be passed back and forth between users for review.






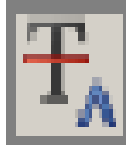

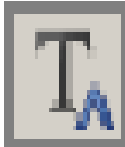

The Fine Print:

- Adobe Professional Version 7 or 8
- You can't annotate PDFs using the free Adobe Reader software.*
- Not a free program: It costs about \$450 retail (or about \$150 new/used online).
- Works on Macs as well as PCs.

*More on this later!

The Five Main Tools

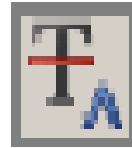


- Note Tool 
- Replace Selected Text Tool 
- Add Note to Selected Text Tool 
- Insert Text at Cursor Tool 
- Cross Out Text for Deletion Tool 



Note Tool

- Digital “sticky note”
- Use for general comments
- Good for author/editor queries



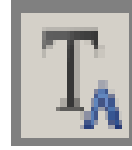
Replace Selected Text Tool

- Use to exchange “that” for “which”
- Correct a misspelled word
- An efficient tool: Delete and insert with one step



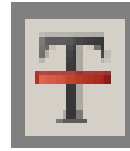
Add Note to Selected Text Tool

- Use to make changes that can't be handled by simply replacing the text
- Examples include:
 - Font change
 - Loose line
 - Bad line break



Insert Text at Cursor Tool

- Use to insert new text
- Single word, a line of text, or an entire paragraph



Cross Out Text for Deletion Tool

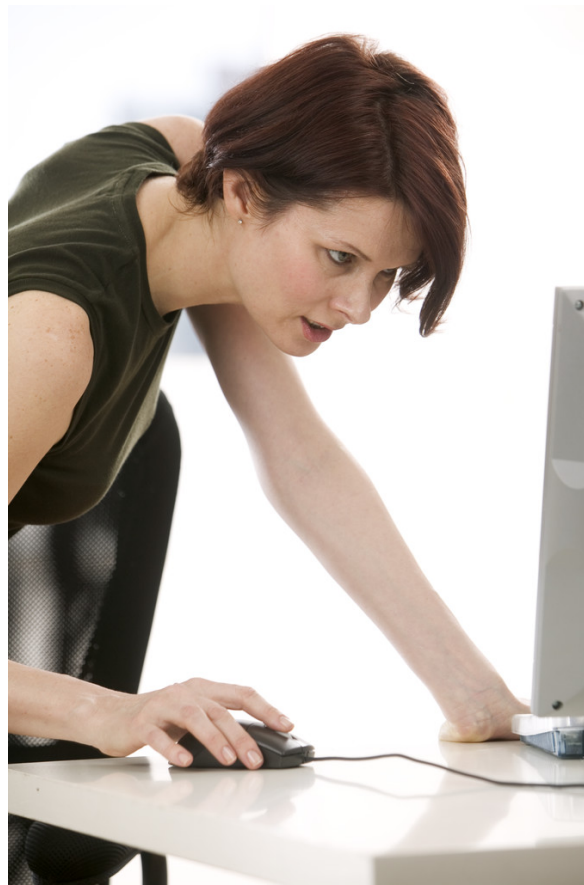
- Use to delete text
- Pop-up Box can be generated



What NOT to do:

- Change the actual text
- Edit query files from Allen Press
- Use third-party PDF programs

Options for Viewing Comments





Viewing on screen:

- Annotated text
- Reveal changes one at a time
- Reveal all changes at once
- List of changes

Annotated text after completion:

The ~~dogs~~ barked all night.

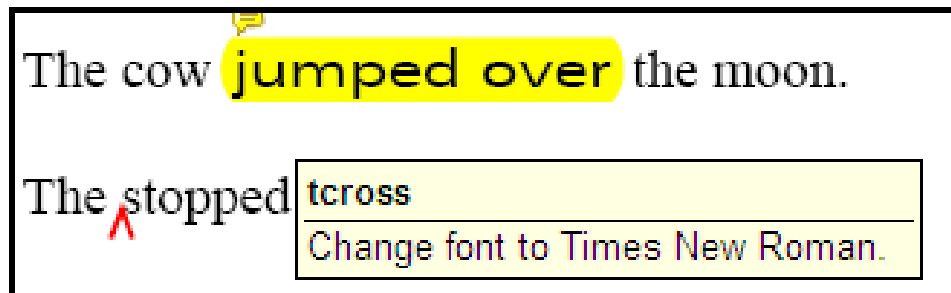
? Smith (2002) indicates that the research is correct. With this corroboration, no further documentation is necessary to validate that the experiments were conducted under the right conditions over the same period of time.

The cow [!] jumped over the moon.

The ~~stopped~~ in the middle of the road.

The alligator ~~alligator~~ was green with large teeth.

Hold the cursor over annotated text to display the comment from the Pop-up Box.

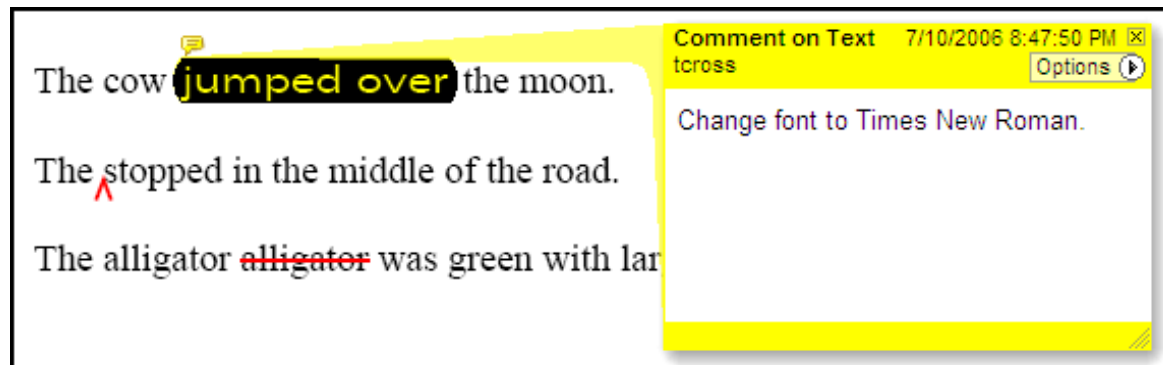


The cow jumped over the moon.

The stopped tcross
Change font to Times New Roman.

The screenshot shows a text editor interface. The first line of text is "The cow jumped over the moon." The words "jumped over" are highlighted in yellow. A small yellow speech bubble icon is positioned above the word "jumped". The second line of text is "The stopped". A red cursor is positioned under the word "stopped". A yellow pop-up box is open over the word "stopped", containing the text "tcross" and "Change font to Times New Roman." below it.

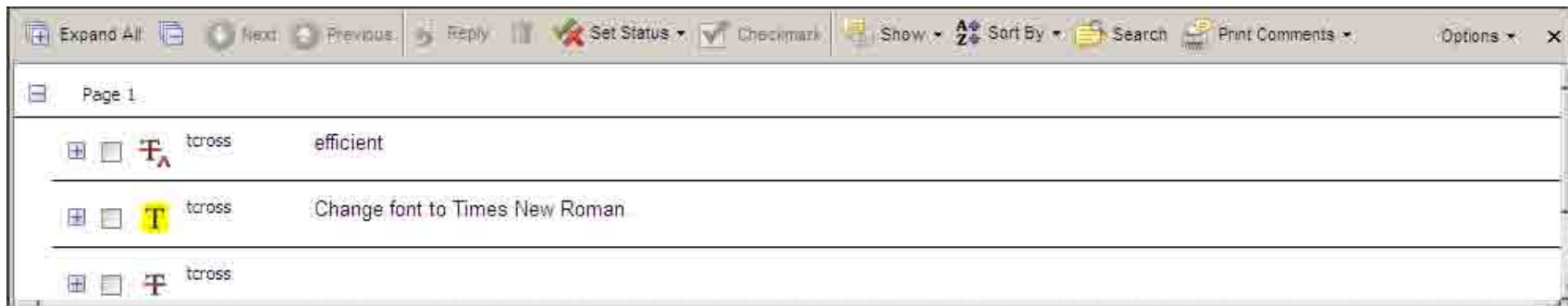
Click on the annotation to open the Pop-up Box.



The cow **jumped over** the moon.
The stopped in the middle of the road.
The alligator ~~alligator~~ was green with lar

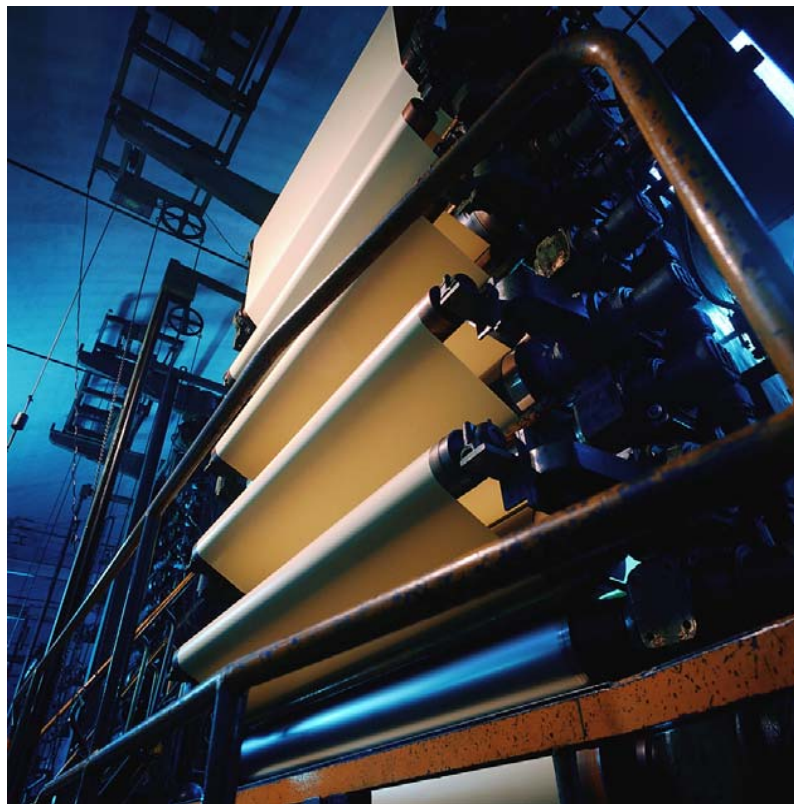
Comment on Text 7/10/2006 8:47:50 PM ✕
tcross Options ▾
Change font to Times New Roman.

“Show Comments List”:



This displays in a docked window below the main document window.

Printing Options

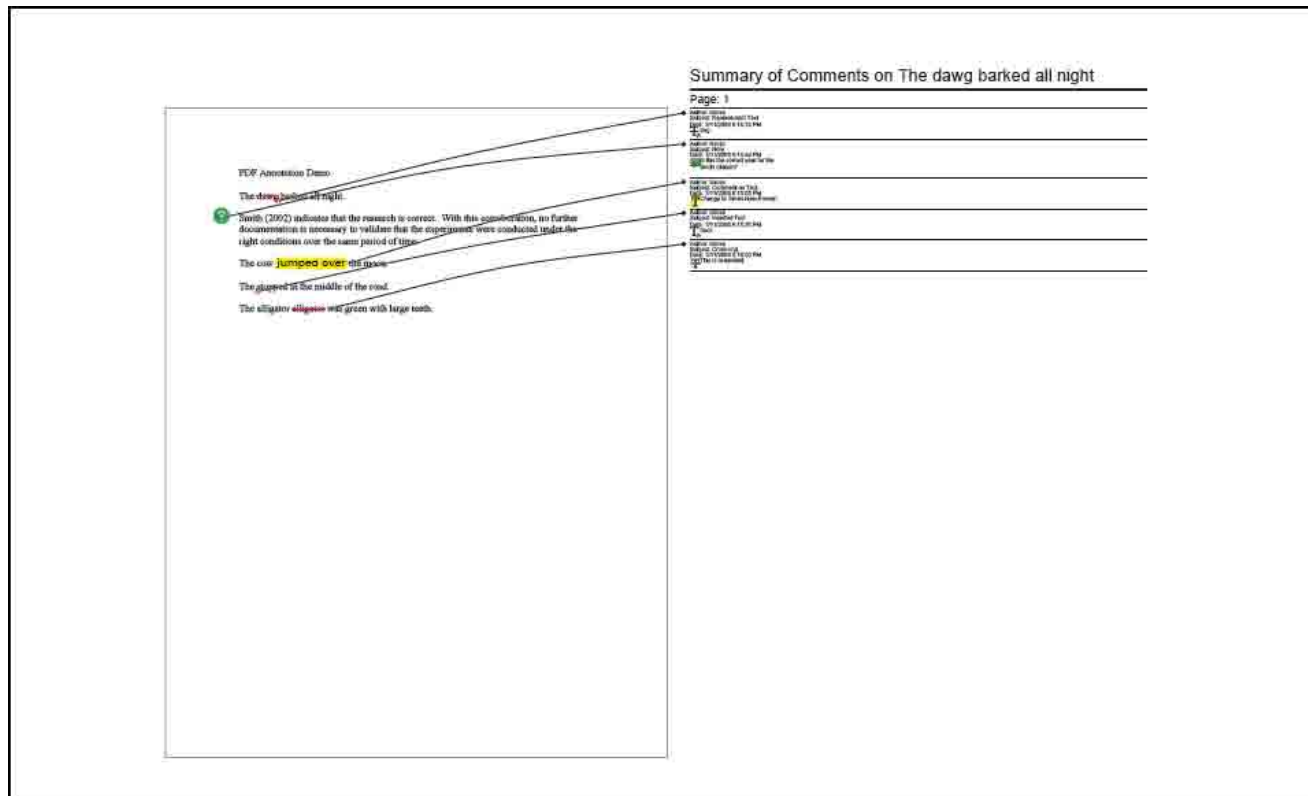


- Several printing options are available.
- To see comments, choose the “Print with Comments Summary” option.




- For annotating text during proofreading or editing, the Best Practices for printing are:
 - “Document and comments with connector lines on single pages”
- At Allen Press, we have found that the best page layout options are:
 - 11 x 17 paper size
 - Landscape
 - Large (font size)

- Example of an 11 x 17 printout of annotated text with comments:



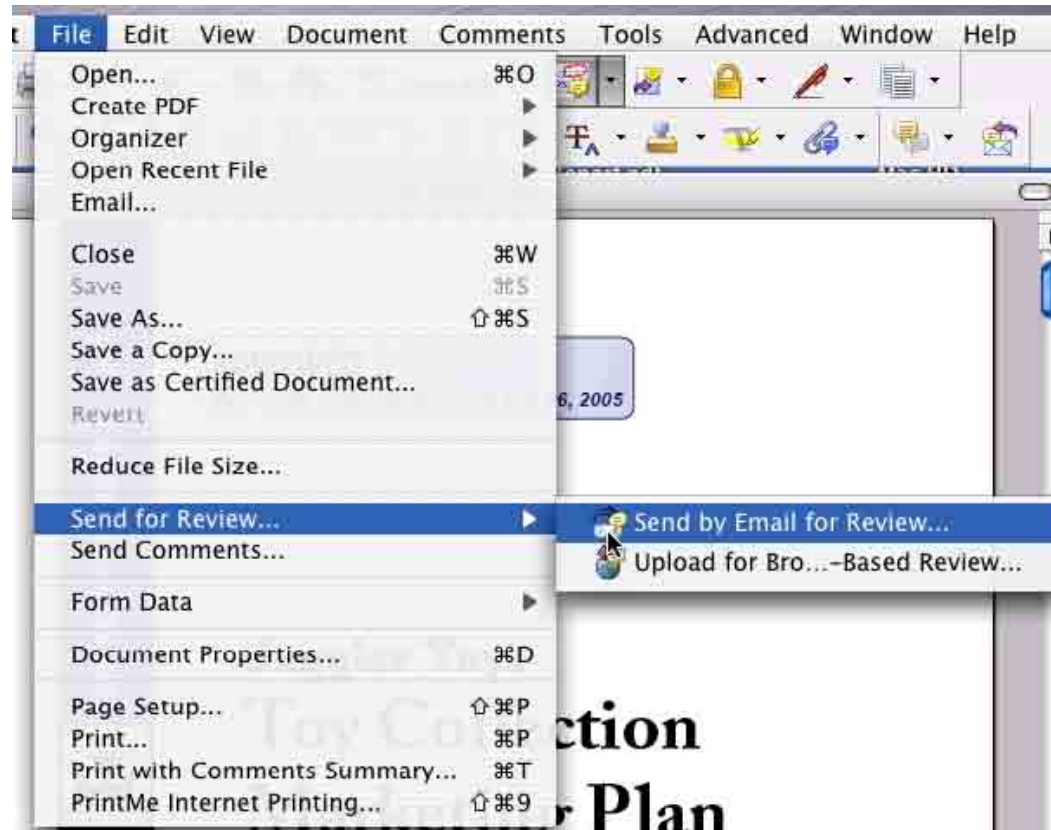
- Detail of printed page:

| | |
|------------|---|
| | <p>● Author: tcross Subject: Replacement Text Date: 7/12/2006 7:41:17 PM T_A dog</p> |
| | <p>● Author: tcross Subject: Note Date: 7/12/2006 7:41:47 PM  Is this the correct year for the Smith citation?</p> |
| no further | <p>● Author: tcross Subject: Comment on Text Date: 7/12/2006 7:42:09 PM T Change font to Times New Roman.</p> |
| under the | <p>● Author: tcross Subject: Inserted Text Date: 7/12/2006 7:42:21 PM T_A truck</p> |
| | <p>● Author: tcross Subject: Cross-Out Date: 7/12/2006 7:42:45 PM T This is redundant.</p> |

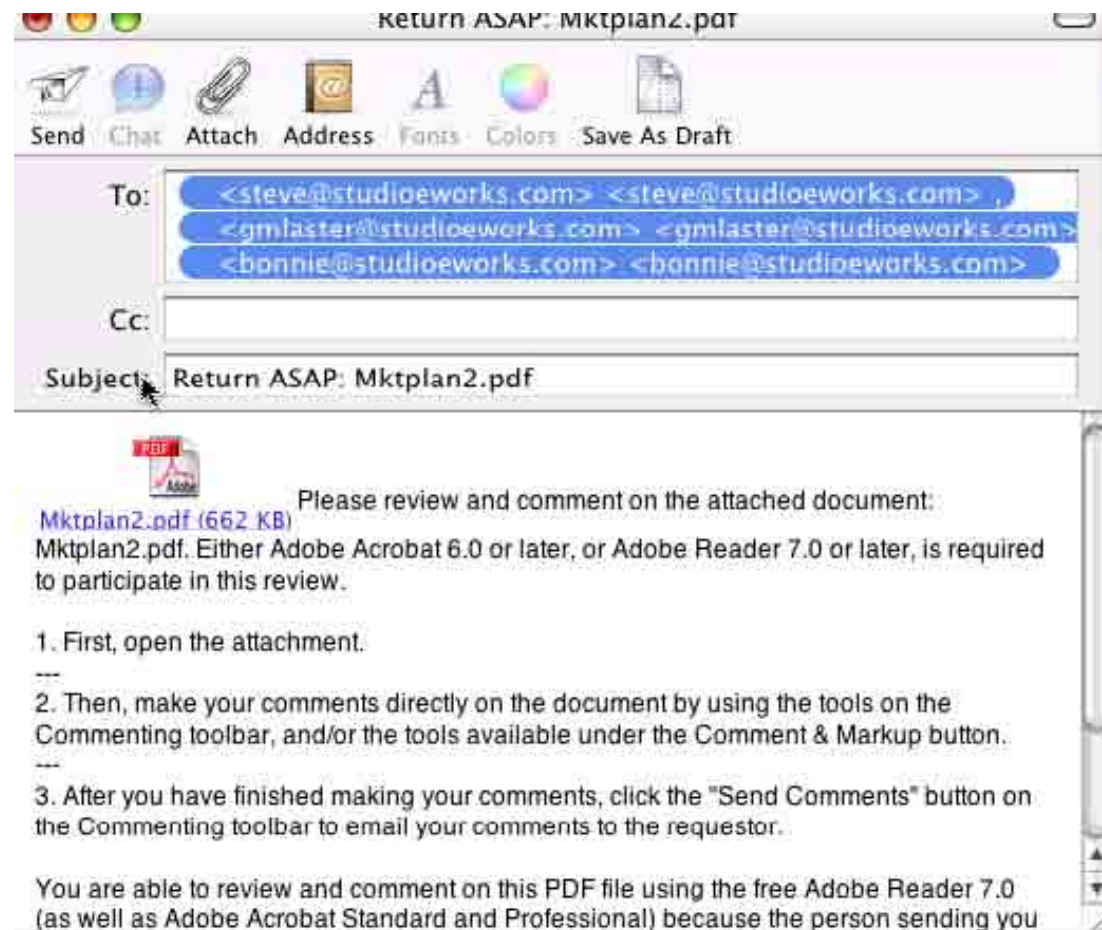
Collaboration



- Invite colleagues to review:



- Send via e-mail:



Q&A

