Clear desktop of folders and files.

Make sure Adobe Acrobat is open, and no other files are open.  
  
<title>Adobe Acrobat PDF Markup for Beginners</title>

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| --- | --- |
| **Voiceover** | **Action** |
| Marking up PDFs is a common and essential part of page production in the creation of print and digital products. With PDF markup, editors can communicate clearly with Design and Production in order to create stellar texts that meet the needs of various audiences. | Screen showing a PDF document of a manuscript without any markups |
| PDF markup:   * is done on the computer * uses traditional proofreader’s marks * can be transmitted and stored digitally   The advantage the PDF markup has over a completely digital process is documentation. With PDF markup, each stage of page proof has files that show exactly what changes have been requested and by whom. | Screen showing a PDF document of a manuscript without any markups |
| Traditional markup and PDF markup are connected by proofreader’s marks. These are the “code” that editors use to communicate clearly. It is important for editorial, design, and production teams to all use and understand the same proofreader’s marks in order to avoid confusion. | Switch screen from PDF document to a set of proofreaders’ marks. Source: *Chicago Manual of Style.* |
| Aside from your knowledge of proofreader’s marks, you will need the following to perform PDF markup:   * Desktop or laptop Computer, either Macintosh or PC * Adobe Acrobat program—now available in subscription models from Adobe. Acrobat Professional provides the most options for markup, but Acrobat Reader will also allow you a more limited markup capability * PDF file that you want to mark up. | Switch to a blank desktop and start video. |
| I double-click on a PDF document to open. Then I look at the side column and select the COMMENT to pull up the Tool set.  Examine the tool set. It includes options to:   * Add a sticky note. * Highlight text. * Underline text. * Strikethrough text. * Add note to replace text. * Insert text at cursor. * Add text comment. * Add text box. * Use drawing tool. * Erase drawing. * Add stamp. * Add new attachment. * Drawing tools. | Show double-click to open PDF document and place cursor over side column and select the COMMENT to pull up the Tool set. Then slowly point to each of the tools with the cursor. |
| You can experiment with all of the tools, but to add comments to PDFs for a publishing situation, you are most likely to be using **sticky note, highlight text, underline text, strikethrough text, as well as add text box, use drawing tool, erase drawing, add stamp, add new attachment, and drawing tools.** | Place cursor one-by-one near   * Add a sticky note. * Highlight text. * Underline text. * Strikethrough text * Add text box. * Use drawing tool. * Erase drawing. * Add stamp. * Add new attachment. * Drawing tools |
| The reason that you don’t do what is called “inline editing” is that it is far more likely to be missed by Production. The marks are small and the Production crews are working very quickly. Editorial marks need to be OBVIOUS and CLEAR. | Click on Edit Text in right column of pdf, and pull cursor across the Edit PDF marks while emphasizing that this is NOT the right way to mark up a pdf. CLOSE the Edit Text section with Close button in the upper right of the document. |
| Let’s make some edits to this document. You’ll see how easy it can be to tell design and production what you need done. I can make a text box to explain that the font needs to be changed. I can delete a line of type and I can show that a letter “s” needs to be inserted. | - Make a text box and type <check/fix font>.  - Make a circle around a bit of text in the pdf.  - Use the pencil tool to delete a line of type.  - Use the pencil tool to delete a word and draw the insertion of an “s” in the side column. |
| You can adjust the color of the interior and border of your text boxes as well as the font. Certain companies will require different groups to use different color boxes to facilitate quick reviews. To adjust your text boxes:  - Create a text box in your pdf.  - Click on the text box and in the Tool Bar, you will see a circle.  - Click on the circle and you can choose the interior color.  - You will also be able to choose the border color.  - To take it a step further, click on the Settings wheel in the color box. This will open up a Text Box Properties box.  In the Text Box Properties box, check the Make Properties Default box in order to make sure every one of your text boxes looks the same. The click OK. | -Create a text box.  -Click on the text box and point to Tool Bar  -Hover over circle.  -Click on the circle, choose the interior color.  -Choose the border color.  -Click on the Settings wheel in the color box to open Text Box Properties box.  - Check Make Properties Default box.  - Click OK. |
| It is easy to customize your text box based on specifications.  Double-click on a text box in your PDF.  Notice that a text box has opened up with text options.  Choose your font, size, text color, and whether you want the text to be flush left, centered, flush right, or justified. You can also apply styles such as boldface to your text.  Right-Click and pull up the menu and check the box to make the font properties default. | Double-click on a text box in PDF.  Choose font, size, text color, and show flush left, centered, flush right, or justified.  Apply boldface to text.  Right-Click on mouse to get menu and click on Make Properties Default box. |
| All of this is great—and not so hard. But, you can make it easier with STAMPS. The Stamps Tool was originally a way for people to indicate various business communications. For example, you can add a stamp indicating that something has been Approved, Completed, Not Approved, or Confidential. But, for the editor, it is custom Stamp Sets that make the biggest difference. | Point to Stamps Tool in the Comment bar.  Open up Stamps and choose Show Stamps Palette  Choose a Stamp set to display. |
| Once you have installed a stamp set, you can use the Stamps instead of the Drawing Tool to do a lot of your markup. If you click on a Stamp, you can then place it where you like on a page—and also move it or make it larger or smaller. Of course, it is a hybrid situation. Sometimes it is easier to draw or insert a comment and sometimes it is clearer to use the Stamps. If you need a tutorial on installing a company stamp set, please see video “Installing Stamp Sets,” next in this series. | Demonstrate  - add 1/N  - add cap  - add insertion caret  - add cap lines under letter |
| You now have the basic information needed to perform PDF markups. What might be missing is more practice. It will get easier and start to feel more natural as you work through PDFs and add your edits. There are more things to learn, but practicing the basics will get you ready for advanced procedures. These include importing and exporting comments, attaching patch files for sections of text that need to be replaced, and troubleshooting PDF issues. See the video “Advanced PDF Markup” when you have spent some time marking up a pdf. Remember—save your work. | Show saving the document and closing the file. |

Fade to black