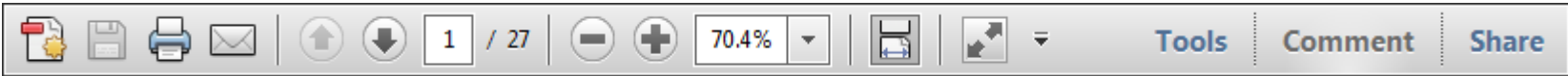


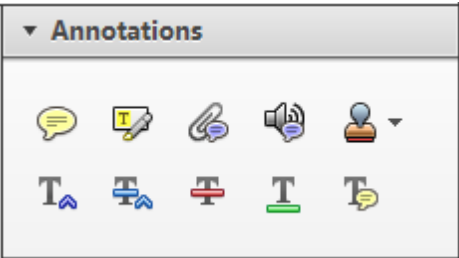
USING e-ANNOTATION TOOLS FOR ELECTRONIC PROOF CORRECTION

Required software to e-Annotate PDFs: Adobe Acrobat Professional or Adobe Reader (version 7.0 or above). (Note that this document uses screenshots from Adobe Reader X)  
The latest version of Acrobat Reader can be downloaded for free at: <http://get.adobe.com/uk/reader/>

Once you have Acrobat Reader open on your computer, click on the [Comment](#) tab at the right of the toolbar:



This will open up a panel down the right side of the document. The majority of tools you will use for annotating your proof will be in the [Annotations](#) section, pictured opposite. We've picked out some of these tools below:



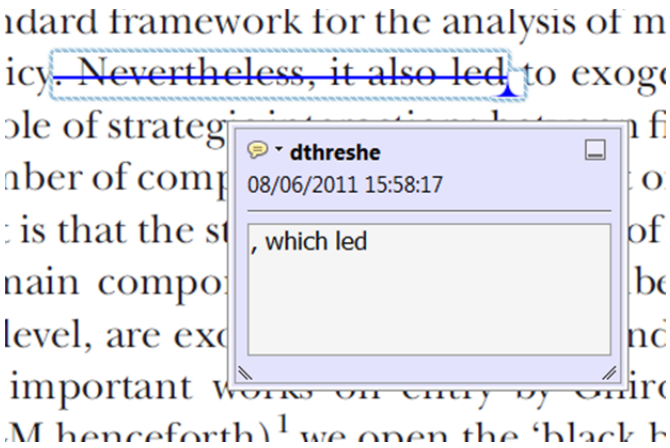
1. [Replace \(Ins\)](#) Tool – for replacing text.



Strikes a line through text and opens up a text box where replacement text can be entered.

How to use it

- Highlight a word or sentence.
- Click on the [Replace \(Ins\)](#) icon in the Annotations section.
- Type the replacement text into the blue box that appears.



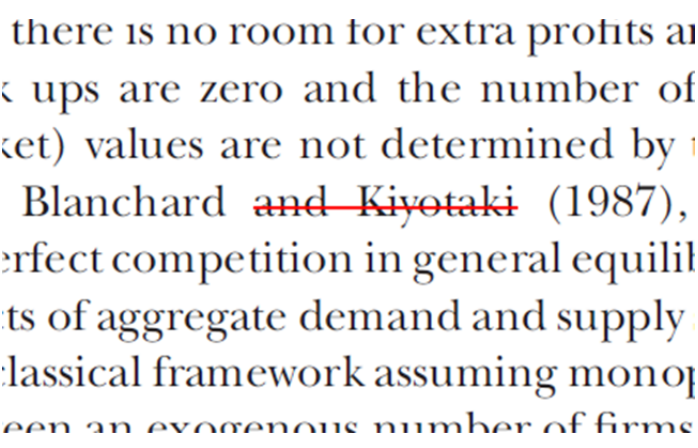
2. [Strikethrough \(Del\)](#) Tool – for deleting text.



Strikes a red line through text that is to be deleted.

How to use it

- Highlight a word or sentence.
- Click on the [Strikethrough \(Del\)](#) icon in the Annotations section.



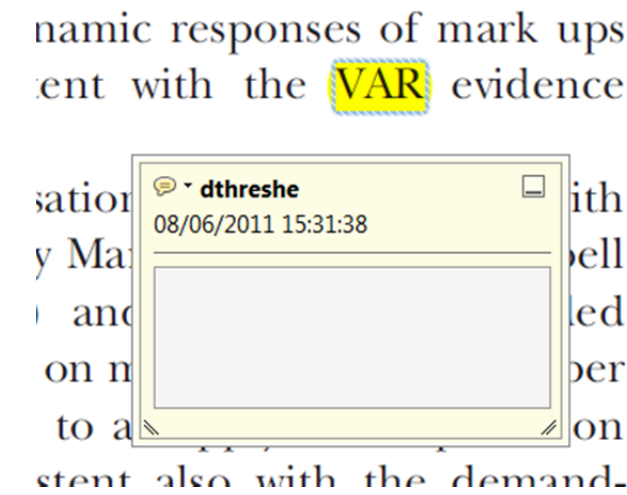
3. [Add note to text](#) Tool – for highlighting a section to be changed to bold or italic.



Highlights text in yellow and opens up a text box where comments can be entered.

How to use it

- Highlight the relevant section of text.
- Click on the [Add note to text](#) icon in the Annotations section.
- Type instruction on what should be changed regarding the text into the yellow box that appears.



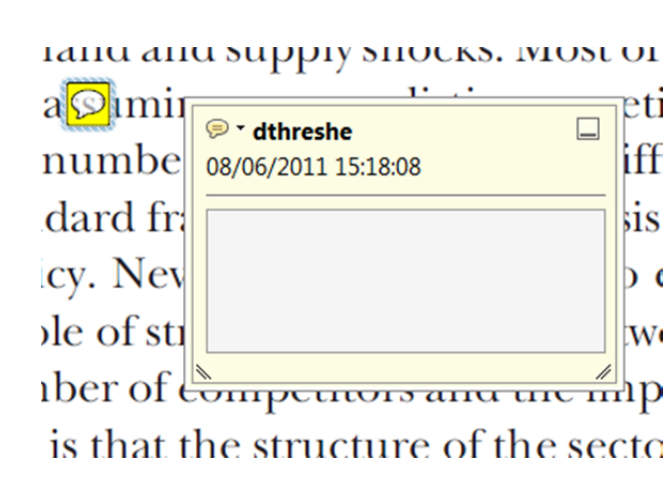
4. [Add sticky note](#) Tool – for making notes at specific points in the text.



Marks a point in the proof where a comment needs to be highlighted.


How to use it

- Click on the [Add sticky note](#) icon in the Annotations section.
- Click at the point in the proof where the comment should be inserted.
- Type the comment into the yellow box that appears.



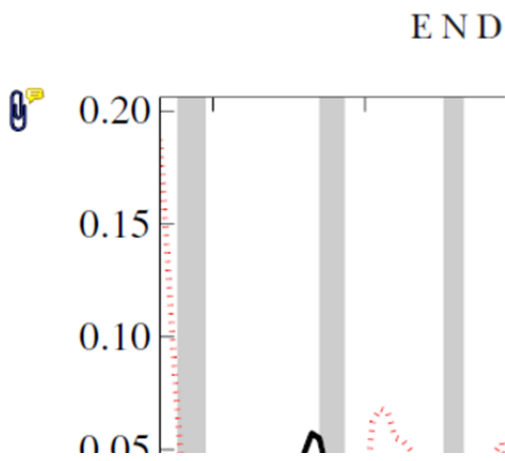
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5. **Attach File** Tool – for inserting large amounts of text or replacement figures.


 Inserts an icon linking to the attached file in the appropriate place in the text.

How to use it

- Click on the **Attach File** icon in the Annotations section.
- Click on the proof to where you'd like the attached file to be linked.
- Select the file to be attached from your computer or network.
- Select the colour and type of icon that will appear in the proof. Click OK.



6. **Add stamp** Tool – for approving a proof if no corrections are required.

 Inserts a selected stamp onto an appropriate place in the proof.

How to use it

- Click on the **Add stamp** icon in the Annotations section.
- Select the stamp you want to use. (The **Approved** stamp is usually available directly in the menu that appears).
- Click on the proof where you'd like the stamp to appear. (Where a proof is to be approved as it is, this would normally be on the first page).

of the business cycle, starting with the  
on perfect competition, constant returns  
production. In this environment goods  
extra profits and the structure of market  
he number of firms in the individual firm  
etermined by the model. The New-Key  
otaki (1987), has introduced product  
general equilibrium models with nominal  
ad and supply shocks. Most of this literat

**APPROVED**

Drawing Markups

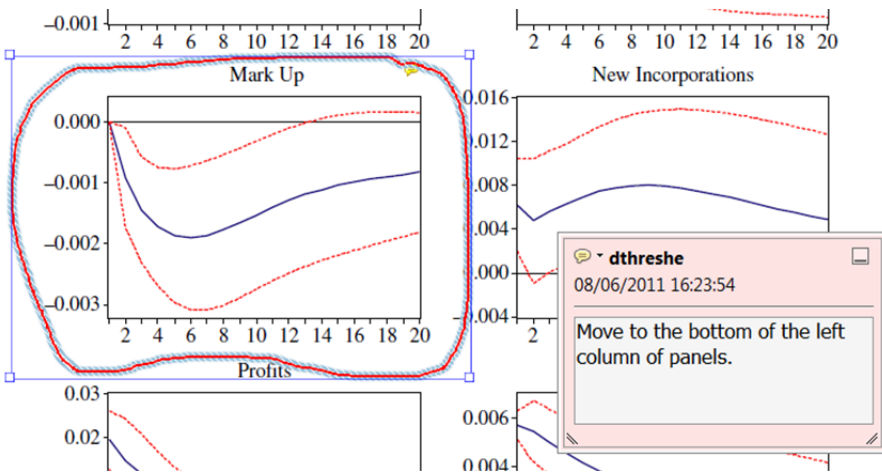


How to use it

- Click on one of the shapes in the **Drawing Markups** section.
- Click on the proof at the relevant point and draw the selected shape with the cursor.
- To add a comment to the drawn shape, move the cursor over the shape until an arrowhead appears.
- Double click on the shape and type any text in the red box that appears.

7. **Drawing Markups** Tools – for drawing shapes, lines and freeform annotations on proofs and commenting on these marks.

Allows shapes, lines and freeform annotations to be drawn on proofs and for comment to be made on these marks..



For further information on how to annotate proofs, click on the **Help** menu to reveal a list of further options:

