

## Onscreen proofreading instructions

We can only accept onscreen corrections created in line with these instructions. Please do not use any programmes other than Adobe Reader for making corrections.

Please keep corrections to a minimum. Excessive corrections can make the programme slow and unresponsive.

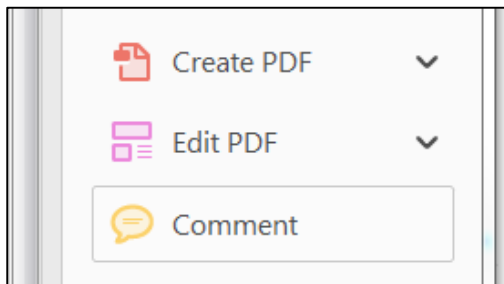
If you need to collate corrections from two or more PDFs, instructions can be found on page 3.

### 1. Getting started

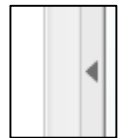
Please install Adobe Acrobat Reader DC for free from here: <https://get.adobe.com/uk/reader/>

If you need help, step-by-step instructions can be found here under 'How do I download and install Reader?': <https://helpx.adobe.com/support/reader.html>

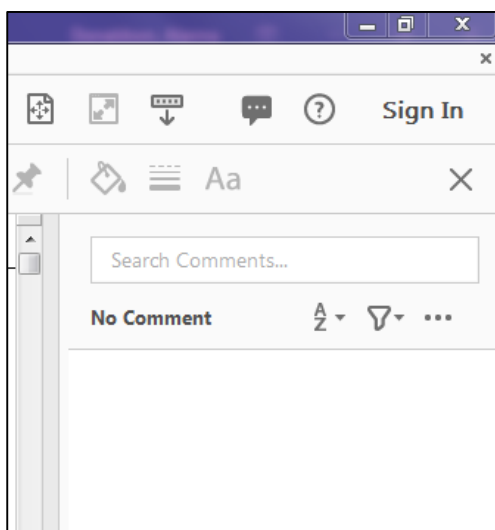
Once Reader has installed, open your PDF and select 'Comment' from the right-hand sidebar:



If you don't see the sidebar, click on the small arrow on the far right of the screen to open it:



The Comments List will appear on the right-hand side of the PDF:



And the Comments Toolbar will appear along the top of the PDF:



## 2. Marking up corrections

You can mark up the following corrections by typing on your keyboard:

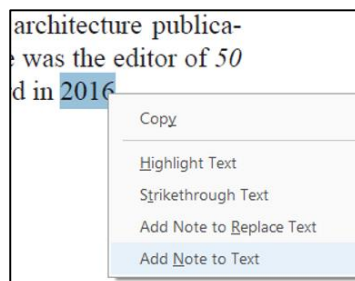
- **Replace text:** highlight the text to be replaced and type the replacement text.
- **Delete text:** highlight the text to be deleted and press delete.
- **Insert text:** put the cursor in the relevant place and type the new text.

As you edit, red and blue markers will appear in the text and your edits will appear in the Comments List on the right:

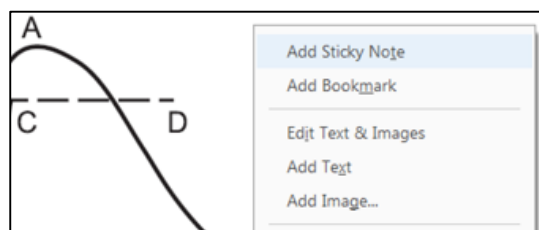
The screenshot shows a document editor interface. On the left, a text box contains the following text: "2.2 Primary data", "Much of the primary anthropometrical data comes from a collection of various different studies conducted over the last twenty years and can be surprisingly inaccurate when used in isolation. Understanding the value of anthropometric data ~~therefore~~ also needs an understanding of the basic statistical tools that allow us to make good use of the data. Firstly, we have to recognise that there is no standard human shape type; average height people can be thin, fat, young or old. Average heights can vary between ages, sexes, and different ethnic and national backgrounds. For example, the Dutch are Europe's tallest people and a study of Polish industrial workers suggests that they are Europe's shortest." The word "therefore" is crossed out with a red line, and "twenty" is highlighted in blue. On the right, a sidebar titled "3 Comments" shows three comments by "donaldsona": "Replace Text" (changing "thirty" to "thirty"), "Strikethrough Text" (crossing out "therefore"), and "Inserted Text" (inserting "new").

## 3. Adding notes


If you want to add a general note to some text, select the text, right click, and select 'Add Note to Text':




If you want to add a note to something that can't be selected, such as a figure, right click near the figure and select 'Add sticky note'. **This tool should only be used for general notes, not for making small edits, as it is too imprecise to pinpoint exact places in the text:**



#### 4. The Comments Toolbar

The toolbar includes drawing tools. For example, this tool  can be used to swap the order of words:

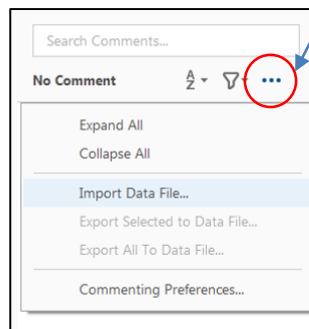
illustrated throughout with intern  
by professionals and students in  
rchitecture, and other related de

Please **do not** use the 'Add text comment' tool, which looks like this . This types directly over the text, making corrections hard to decipher. Corrections created using this tool will not be made.

#### 5. Collating corrections

If you need to collate corrections from two or more PDFs onto a single PDF this can be done automatically. Please note, the PDFs being collated must be identical apart from the corrections.

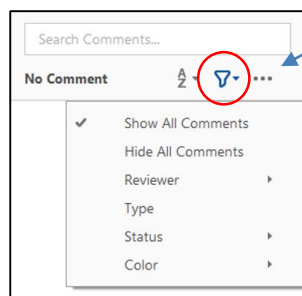
Open the first PDF, go to 'Options' in the Comments List (shown as three dots) and select Import Data File:



Select the other PDF(s) (making sure the dropdown menu says Adobe PDF Files) and click Open. The corrections in the other PDF(s) will be automatically added to the first PDF. Save the collated PDF with a new name.



You can also filter comments by various criteria using the 'Filter' button:



Please remember to save your work regularly to ensure corrections are not lost.