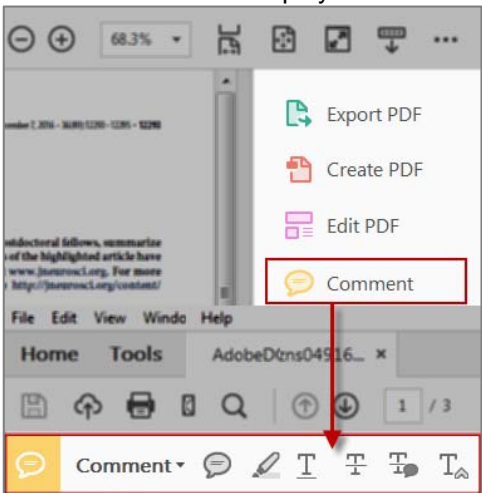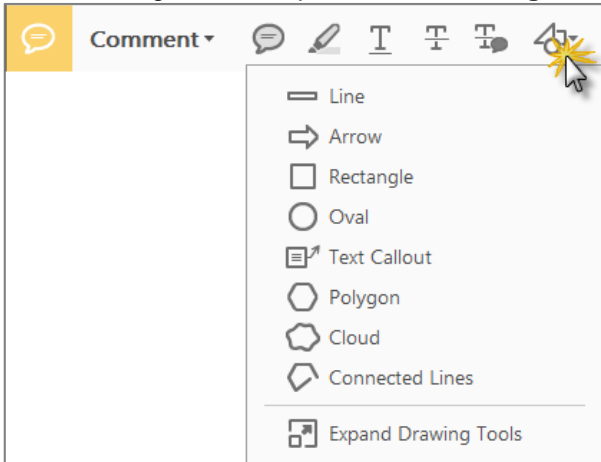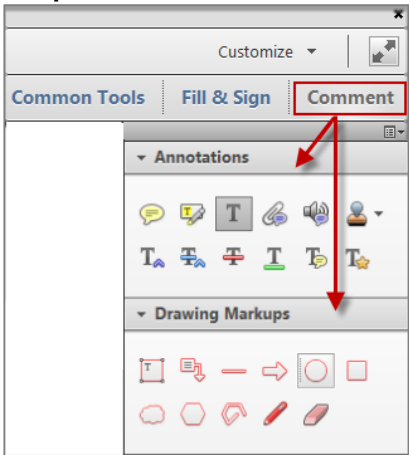# Annotating Your PDF

To facilitate electronic transmittal of corrections, we encourage authors to use the Comment tools available in Adobe Acrobat™ or the free Adobe Reader™ software (see note below regarding acceptable versions). The PDF provided is password protected and does not allow text of the PDF to be change. However, it does allow for the use of the comment tools available in the Adobe applications.

NOTE: To use the **Comment and Drawing Markup** tools, you will need Adobe Reader™, Version 10 or higher. This program is free and available for download from http://get.adobe.com/reader/.

Open the PDF using Adobe Acrobat™ or Adobe Reader™ and enable the commenting tools. Depending on the Adobe product, the location to activate the tools may vary slightly (see table below for location). To display the tools, select **Comment** located near the top of the Adobe window. (Screenshot examples are provided below for both Adobe products).

Open Comment Tools

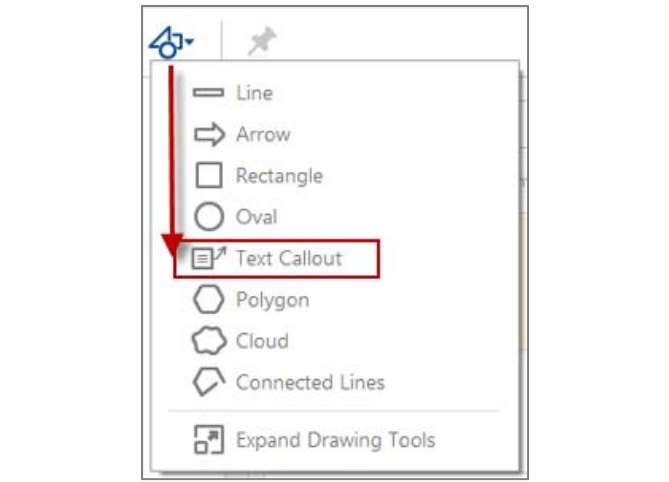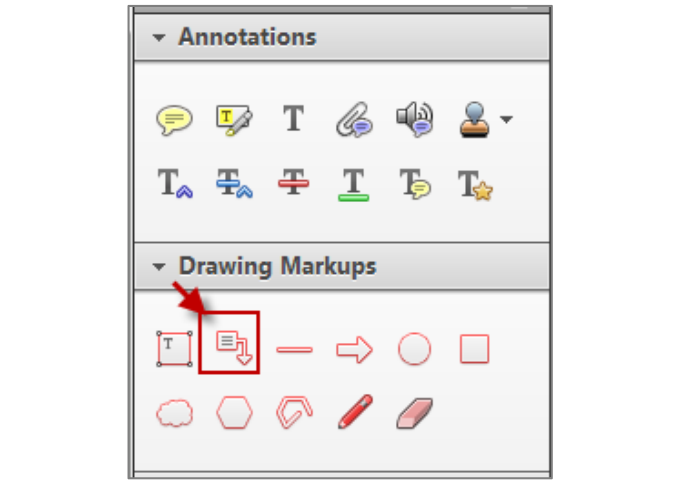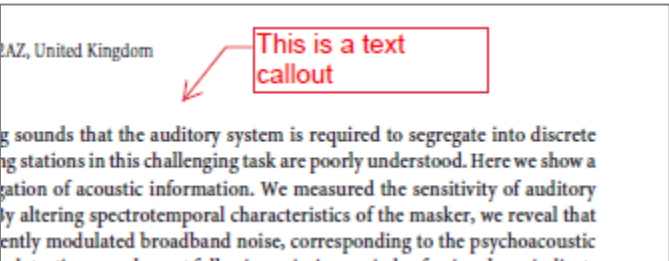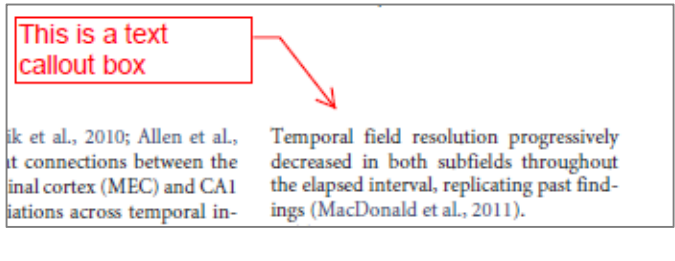| Adobe Reader™	Adobe Acrobat™
Click the **Comment** button to display tools Click the Drawing icon to drop-down the **Drawing** tools. 	Click the **Comment** button to display **Annotations** and **Drawing Markup**s tools

Sticky Note

Use the **Sticky Note** tool (or) to describe changes that need to be made. For example, change to font style, bold, italic, or use of capitalization, altering or replacing a figure; or any other general comments. Likewise, to answer a question or approve a change that was posed by the editor.

Adobe Reader™	Adobe Acrobat™
Add Sticky Note	Add Sticky Note

Callout Tool

Use the **Callout** tool (or) to point directly to changes that need to be made.
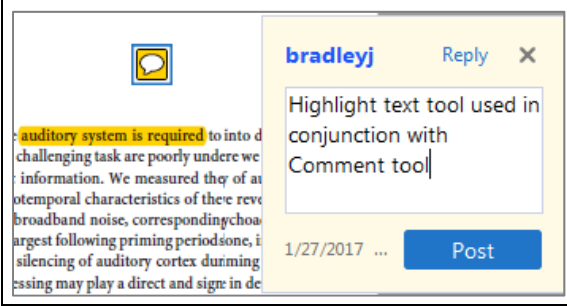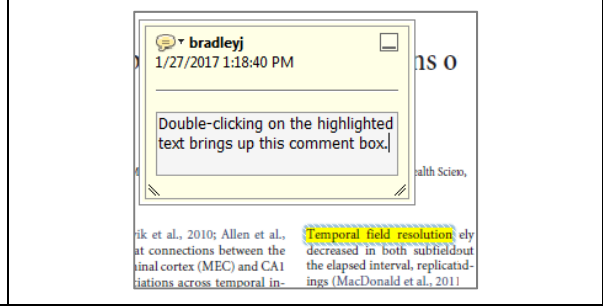
TIP: Place the callout box in an area of white space on the page so that you do not obscure the text.

Adobe Reader™	Adobe Acrobat™
Add Text Callout	Add Text Callout

Highlight Tool

Use the **Highlight** tool (or) to indicate font problems, bad breaks, and other textual inconsistencies. Describe the problem with the **Callout** tool or use the **Sticky Note** tool.

TIP: Double-clicking on the highlighted text pops up a window where comments may be added.

Adobe Reader™	Adobe Acrobat™
Highlight Text	Highlight Text

Strikethrough Text Tool

Use the **Strikethrough** tool (or) to indicate text for removal.

TIP: Double-clicking on the stricken text opens a box where comments may be entered.

Adobe Reader™	Adobe Acrobat™
Strikethrough Text	Strikethrough Text