

The MIT Press instructions on reviewing PDF page proofs

Reminder

The MIT Press does not allow content rewriting during page proof review. You must limit corrections on PDF page proofs to minor and absolutely essential updates, corrections, or typos. Last-minute rewrites and edits can introduce errors and will significantly delay publication of your work.

Adobe Reader software is free to download for PC or Mac. With Reader, you can view PDF page proofs and mark them for correction just as you would on paper. Please make sure you have the latest version (currently Adobe Reader XI); the editing tools are not included in all earlier versions.

To download and install the latest version, follow this link or paste it into your browser:

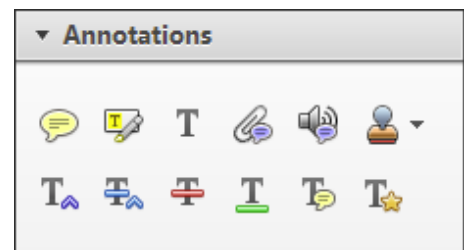
<http://www.adobe.com/products/reader.html>

The Annotations tools

The Annotations tools are the ones to use for commenting on your page proofs. For text edits, ~~please~~ do **not** type sticky notes on the page with lines to where you want the edits done! Instead, use the Annotations tools described here to edit the text:


To display the Annotations tool, show the Comment & Markup toolbar by clicking "Comment" in the top right corner of the Reader screen or selecting View > Comment > Annotations.

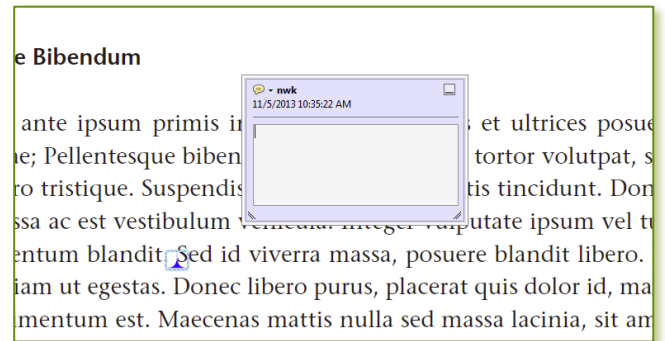
Please contact your editor if the Annotations tools shown in the figure to the right do not appear, as your file may not be enabled for commenting.




Select a tool from the Annotations palette. The only tools you need are the Insert tool, the Replace tool, and the Strikethrough tool; these are described on the following page.

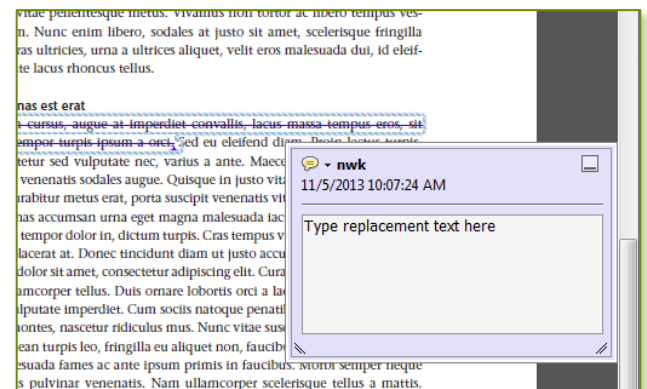
To insert text

- 1 Select the Insert tool: 
- 2 Click on the page between the words or characters where you want to insert text.
- 3 A box will pop open, as shown in the figure to the right. Type the new text that you want to insert.




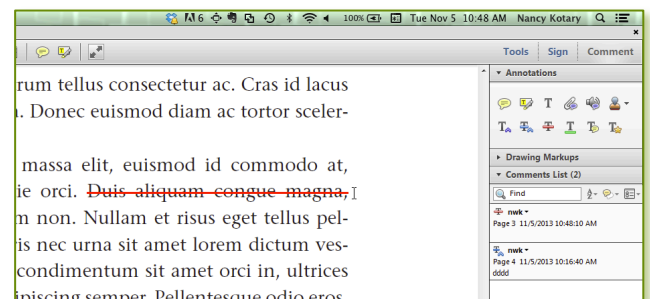
To replace text

- 1 Select the Replace tool: 
- 2 With your mouse, select the text to be replaced.
- 3 A box will pop open, as shown in the figure to the right. Type the replacement text to be inserted into the box.
- 4 When you're done, click the top right of the replacement text box or click anywhere else on the page to close the box.




To delete text

- 1 Select the Strikethrough tool: 
- 2 Select the text that should be deleted.



To make a note to the typesetter and editor

- 1 For a note to the compositor or editor that is not a text replacement, insertion, or deletion, select the Sticky Note tool: 
- 2 Click on any white space on the page, such as the margin, to leave a note.
- 3 A box will pop open, as shown in the figure to the right. Type the note to the compositor or editor. Please be as clear as possible.

