**Guidelines for electronic Proofreading**
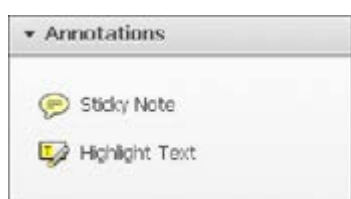
You can comment on PDF files using Adobe Reader (the latest version of Adobe Reader can be downloaded for free at: http://www.adobe.com)

By default, *Sticky Note* and *Highlighter tools* are available. Additional annotation and *markup tools* are available if the PDF author has enabled them.
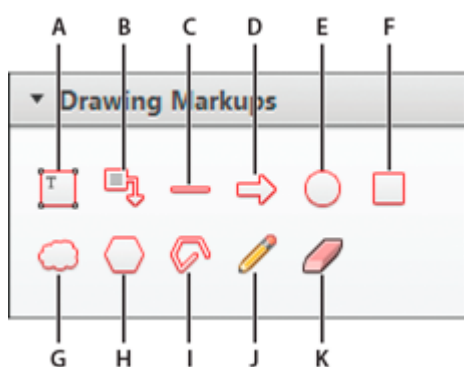
**Add a sticky note:**

The most common type of comment is the sticky note. A sticky note has a note icon that appears on the page and a pop-up note for your text message. You can add a sticky note anywhere on the page or in the document area.



**1.** Select the Sticky Note tool in the Annotations panel, and either click where you want to place the note or drag to create a custom-sized note.

**2.** Type text in the pop-up note. You can also use the Select tool to copy and paste text from a PDF into the note.

**Drawing Markups:**

When you receive a PDF to proofread, you can annotate it by using the commenting and markup tools.



**A**. Add text box; **B.** Add text callout; **C.** Draw line; **D.** Draw arrow; **E.** Draw oval; **F.** Draw rectangle; **G.** Draw cloud; **H.** Draw polygon; **I.** Draw connected lines; **J.** Draw free form; **K.** Erase free form

When selecting a drawing tool, consider the effect you want:

1. Choose Comment > Drawing Markups, and select a drawing tool:
    o The Rectangle tool □, the Oval tool ○, the Arrow tool ⇨, and the Line tool ▬ let you create simple shapes.
    o The Cloud tool ☁ and Polygon tool ⬡ create closed shapes with multiple segments. The Polygon Line tool ⬦ creates open shapes with multiple segments.
    o The Pencil tool ✎ creates free-form drawings, and the Pencil Eraser tool ▱ removes the pencil markups.

   💡 To specify the line width, color, and other properties before you draw, right-click the drawing tool, choose Properties, and set the desired options in the Properties dialog box.

2. Draw in the PDF:
    o To create a cloud or polygon shape, click to create the start point, move the pointer, and click to create each segment. To finish drawing the shape, click the start point, or right-click and choose Complete from the menu. Double-click to end a polygon line.
    o To draw a line, arrow, or rectangle, either drag across the area where you want the markup to appear, or click twice: once to create the start point and once to create the end point.
    o To draw a square or circle, or to draw a line that's horizontal, vertical, or at a 45° angle, press Shift while you draw.
    o To draw free-form lines using the Pencil tool ✎ , drag where you want to begin drawing. You can release the mouse button, move the pointer to a new location, and continue drawing. To erase parts of the drawing, select the Pencil Eraser tool ▱ and drag across the areas of the drawing that you want to remove.
3. To edit or resize the markup, select it and drag one of the handles to make your adjustments.
4. To add a pop-up note to the markup, select the Hand tool, and double-click the markup.
5. (Optional) Click the close button in the pop-up note. A note icon appears to the right of the markup to indicate the presence of text in the pop-up note.

   Note: To delete a drawing markup, select it and press Delete.

**For more information about commenting tools, please consult the Adobe website at:**

http://help.adobe.com/en_US/reader/using/WS82af097c4236e2eb-3301d0fa130e80f7907-8000.html