

Annotating PDFs using Adobe Reader XI

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1. Update to Adobe Reader XI

The screen images in this document were captured on a Windows PC running Adobe Reader XI. Editing of DJS proofs requires the use of Acrobat or Reader XI or higher. At the time of this writing, Adobe Reader XI is freely available and can be downloaded from <http://get.adobe.com/reader/>

2. What are eProofs?

eProof files are self-contained PDF documents for viewing on-screen and for printing. They contain all appropriate formatting and fonts to ensure correct rendering on-screen and when printing hardcopy. DJS sends eProofs that can be viewed, annotated, and printed using the free version of Acrobat Reader XI (or higher).

3. Comment & Markup toolbar functionality

A. Show the Comment & Markup toolbar

The Comment & Markup toolbar doesn't appear by default. Do one of the following:

- Select View > Comment > Annotations.
- Click the Comment button in the Task toolbar.

Note: If you've tried these steps and the Annotation Tools do not appear, make sure you have updated to version XI or higher.

B. Select a commenting or markup tool from the Annotations window.



Note: After an initial comment is made, the tool changes back to the Select tool so that the comment can be moved, resized, or edited. (The Pencil, Highlight Text, and Line tools stay selected.)

C. Keep a commenting tool selected

Multiple comments can be added without reselecting the tool. Select the tool to use (but don't use it yet).

- Right Click on the tool.
- Select Keep Tool Selected.

4. Using the comment and markup tools

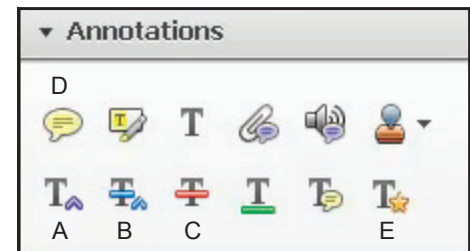
To *insert*, *delete*, or *replace* text, use the corresponding tool. Select the tool, then select the text with the cursor (or simply position it) and begin typing. A pop-up note will appear based upon the modification (e.g., inserted text, replacement text, etc.). Use the Properties bar to format text in pop-up notes. A pop-up note can be minimized by selecting the  button inside it. A color-coded  symbol will remain behind to indicate where your comment was inserted, and the comment will be visible in the Comments List.

5. The Properties bar

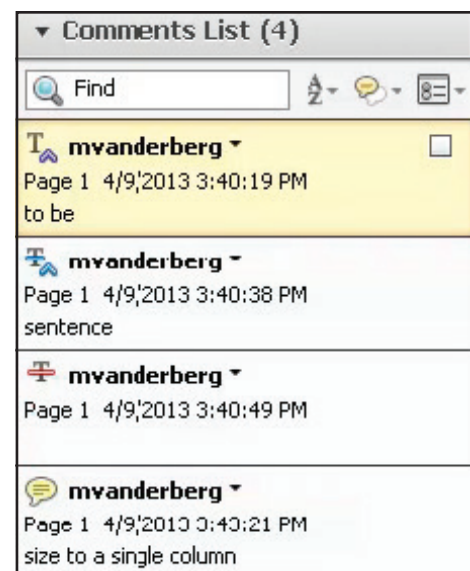
The Properties bar can be used to add formatting such as bold or italics to the text in your comments.

To view the Properties bar, do one of the following:

- Right-click the toolbar area; choose Properties Bar.
- Press [Ctrl-E]



- A. Insert Text tool
- B. Replace Text tool
- C. Delete Text tool
- D. Sticky Note tool
- E. Text Correction Markup tool



6. Inserting symbols or special characters

An 'insert symbol' feature is not available for annotations, and copying/pasting symbols or non-keyboard characters from Microsoft Word does not always work. Use angle brackets < > to indicate these special characters (e.g., <alpha>, <beta>).

7. Editing near watermarks and hyperlinked text

eProof documents often contain watermarks and/or hyperlinked text. Selecting characters near these items can be difficult using the mouse alone. To edit an eProof which contains text in these areas, do the following:

- Without selecting the watermark or hyperlink, place the cursor near the area for editing.
- Use the arrow keys to move the cursor beside the text to be edited.
- Hold down the shift key while simultaneously using arrow keys to select the block of text, if necessary.
- Insert, replace, or delete text, as needed.

8. Summary of main functions

- A. Insert text - Use Insert Text tool (position cursor and begin typing)
- B. Replace text - Use Replace Text tool (select text and begin typing)
- C. Delete text - Use Strikethrough Text tool (select text and press delete key)
Note: The Text Correction Markup tool combines the functions of all three tools.
- D. Sticky Note - Use Sticky Note tool to add comments not related to text correction.

9. Reviewing changes

To review all changes, do the following:

- Click the Comments button to reveal the comment tools
- Click the triangle next to Comments List (if not already visible)

Note: Selecting a correction in the list will highlight the corresponding item in the document, and vice versa.

10. Still have questions?

Try viewing our brief training video at <https://authorcenter.dartmouthjournals.com/Article/PdfAnnotation>

This PDF needs to be proofread and annotated.

*Note: these annotations will not actually change the content of the PDF – they just point out the areas where corrections are needed.
The actual corrections will be made to the native article files.*

1. **Insert Text Tool:** Text needs inserted into this sentence.
2. **Replace Text Tool:** Some of the text in this paragraph needs to be replaced.
3. **Delete Text Tool:** Some of the text in this overly long sentence needs to be deleted.
4. **Sticky Note Tool:** This image needs to be reduced:

