# INSTRUCTIONS ON THE ANNOTATION OF PDF FILES

To view, print and annotate your article you will need Adobe Reader version 7 (or higher). This program is freely available for a whole series of platforms that include PC, Mac, and UNIX and can be downloaded from http://www.adobe.com/products/acrobat/readstep2.html. The exact system requirements are given at the Adobe site: http://www.adobe.com/products/acrobat/acrrsystemreqs.html#70win.

PDF ANNOTATIONS (for this you will need Adobe Reader version 7 or 8; to use version 9 see below)

To make annotations in the PDF file, go to the main Adobe toolbarT and change the cursor from a hand symbol to the normal cursor by clicking on the 'Select' button in the menu bar at the top. When you open the PDF file using Adobe Reader, the Commenting toolbar should be displayed automatically; if not, click on 'Tools', select 'Commenting' (or 'Comment & Markup'), then click on 'Commenting toolbar' (or Show Comment & Markup toolbar in Acrobat Reader 8, or Show Commenting bar on the Mac). If these options are not available in your Adobe Reader menus then it is possible that your Adobe version is lower than version 7 or the PDF has not been prepared properly.
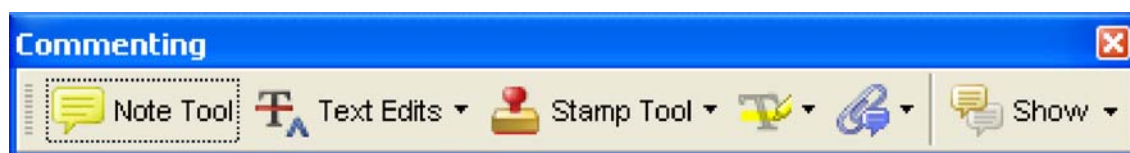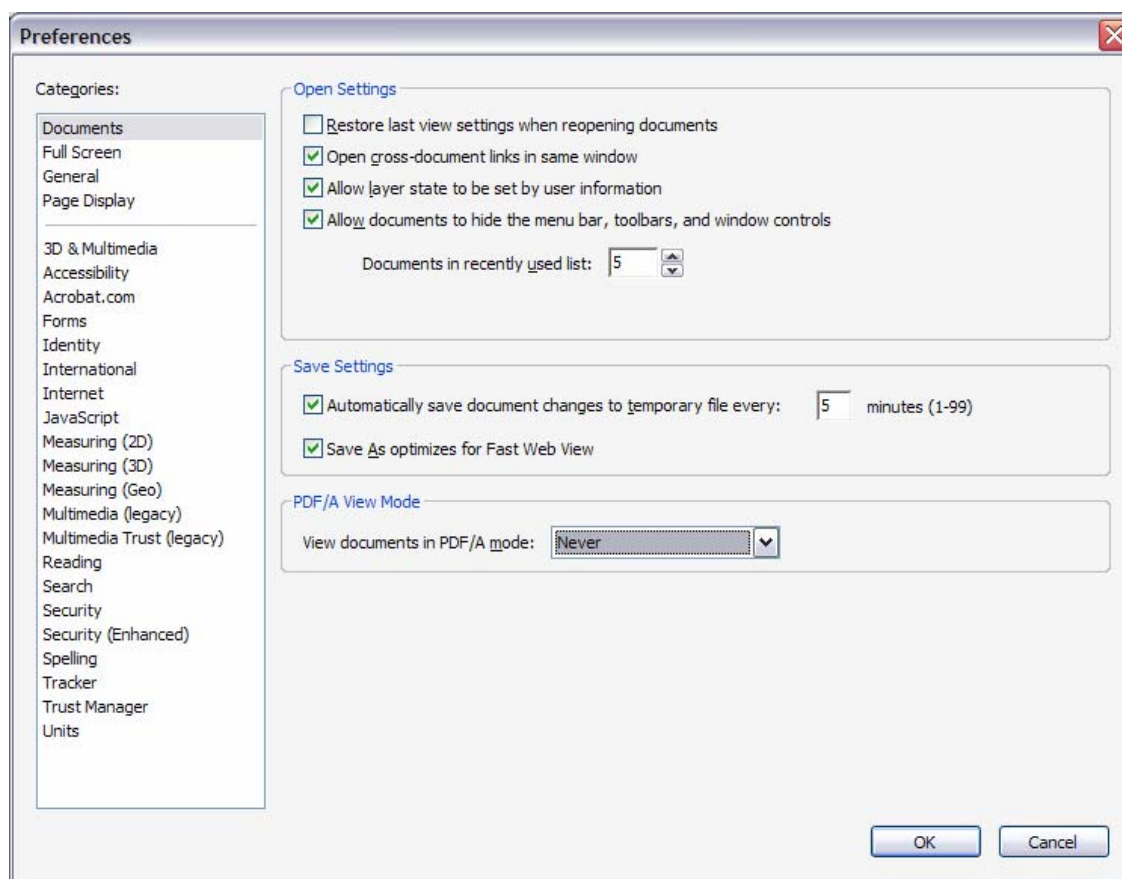

(PC, Adobe version 7)

(PC, Adobe version 8, right-click on title bar (Comment & Markup) to show additional icons)
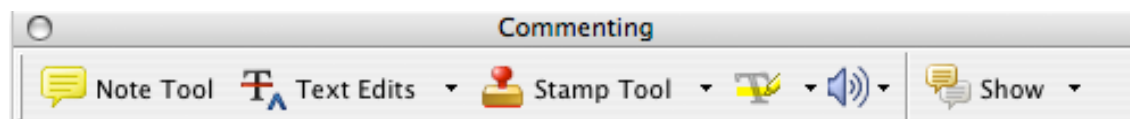
(Mac)

PDF ANNOTATIONS (Adobe Reader version 9)

The default for the Commenting toolbar is set to 'off' in version 9. To change this setting select 'Edit | Preferences', then 'Documents' (at left under 'Categories'), then select the option 'Never' for 'PDF/A View Mode' – see next page (the Commenting toolbar is the same as in version 8).

(Changing the default setting, Adobe version 9)

PLEASE DO NOT ATTEMPT TO EDIT THE ARTICLE TEXT ITSELF

TO INDICATE INSERT, REPLACE, OR REMOVE TEXT

- **Insert text**

  Click the 'Text Edits' button [Text Edits] on the Commenting toolbar. Click to set the cursor location in the text and simply start typing. The text will appear in a commenting box. You may also cut-and-paste text from another file into the commenting box. Close the box by clicking on 'x' in the top right-hand corner. It can be deleted by right clicking (for the PC, ctrl-click on the Mac) on it and selecting 'Delete'.

- **Replace text**

  Click the 'Text Edits' button [Text Edits] on the Commenting toolbar. To highlight the text to be replaced, click and drag the cursor over the text. Then simply type in the replacement text. The replacement text will appear in a commenting box. You may also cut-and-paste text from another file into this box. To replace formatted text (an equation for example) please Attach a file (see below).

- **Remove text**

  Click the 'Text Edits' button [Text Edits] on the Commenting toolbar. Click and drag over the text to be deleted. Then press the delete button on your keyboard. The text to be deleted will then be struck through.

HIGHLIGHT TEXT / MAKE A COMMENT

Click on the 'Highlight' button on the Commenting toolbar. Click and drag over the text. To make a comment, double click on the highlighted text and simply start typing.
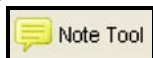
ATTACH A FILE

Click on the 'Attach a File' button on the Commenting toolbar. Click on the figure, table or formatted text to be replaced. A window will automatically open allowing you to attach the file. To make a comment, go to 'General' and then 'Description' in the 'Properties' window. A graphic will appear indicating the insertion of a file.
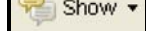
LEAVE A NOTE / COMMENT
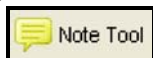
Click on the 'Note Tool' button on the Commenting toolbar. Click to set the location of the note on the document and simply start typing. Do not use this feature to make text edits.

REVIEW
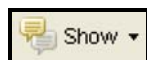
To review your changes, click on the 'Show' button on the Commenting toolbar. Choose 'Show Comments List'. Navigate by clicking on a correction in the list. Alternatively, double click on any mark-up to open the commenting box.

UNDO / DELETE CHANGE

To undo any changes made, use the right click button on your mouse (for PCs, Ctrl-Click for the Mac). Alternatively click on 'Edit' in the main Adobe menu and then 'Undo'. You can also delete edits using the right click (Ctrl-click on the Mac) and selecting 'Delete'.

SEND YOUR ANNOTATED PDF FILE BACK TO ELSEVIER

Save the annotations to your file and return as an e-mail attachment using the 'reply' button to the original mail. Before returning, please ensure you have answered any questions raised on the Query form and that you have inserted all corrections: later inclusion of any subsequent corrections cannot be guaranteed.

Note: Comprehensive instructions are provided within your PDF file: to access these instructions please click on the Comments and Markup menu in the main tool bar, or click on Help.

FURTHER POINTS

- Any (grey) halftones (photographs, micrographs, etc.) are best viewed on screen, for which they are optimized, and your local printer may not be able to output the greys correctly.

- If the PDF files contain colour images, and if you do have a local colour printer available, then it will be likely that you will not be able to correctly reproduce the colours on it, as local variations can occur.

- If you print the PDF file attached, and notice some 'non-standard' output, please check if the problem is also present on screen. If the correct printer driver for your printer is not installed on your PC, the printed output will be distorted.