


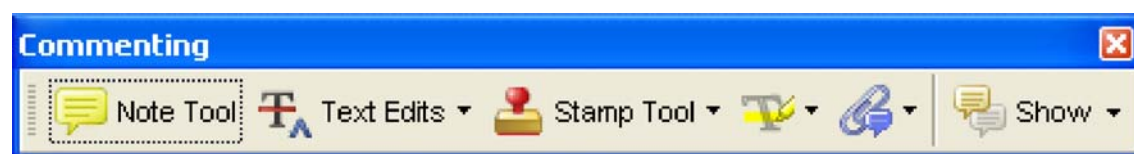
INSTRUCTIONS ON THE ANNOTATION OF PDF FILES

PDF files are self-contained documents for viewing on screen and for printing. They contain all appropriate formatting and all fonts, so that the correct result will be shown on screen and on the printout from your local printer.

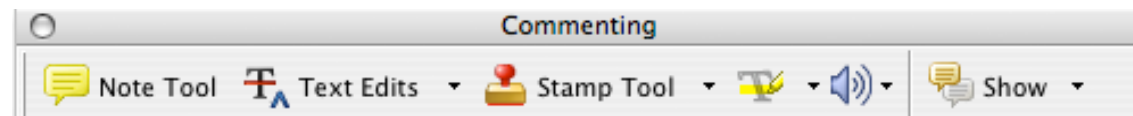
To view, print and annotate your article you will need Adobe Reader version 7. This program is freely available for a whole series of platforms that include PC, Mac, and UNIX and can be downloaded from <http://www.adobe.com/products/acrobat/readstep2.html>. The exact system requirements are given at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

PDF ANNOTATIONS (for this you will need Adobe Reader version 7)

To make annotations in the PDF file, go to the main Adobe toolbar 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 version 7, the Commenting toolbar should be displayed automatically; if not, click on 'Tools', select 'Commenting', then click on 'Commenting toolbar' (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)

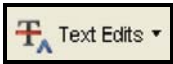


(Mac)


PLEASE DO NOT ATTEMPT TO EDIT THE TEXT ITSELF

TO INDICATE INSERT, REPLACE, OR REMOVE TEXT

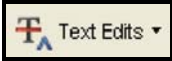
- **Insert text**

Click the 'Text Edits' button  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  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  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.

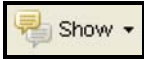
ATTACH A FILE

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'.

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.