

Adobe PDF mark-up guide

Introduction

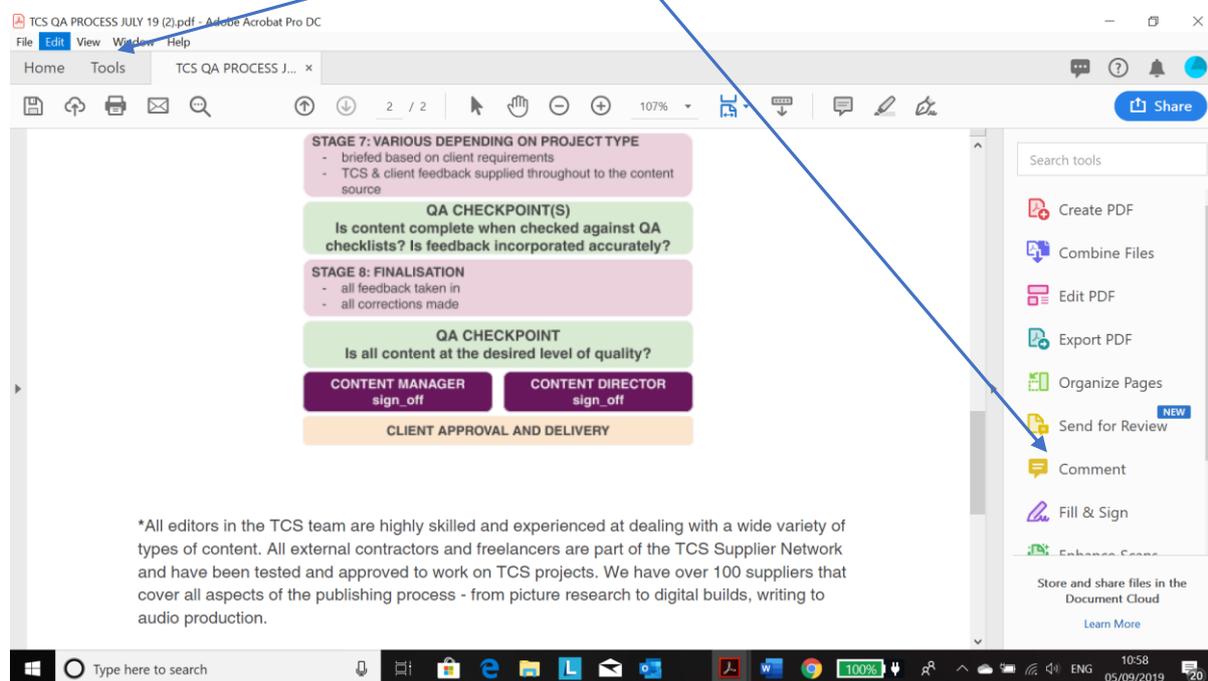
An important part of the editorial process is checking proofs and making sure any errors or inconsistencies are spotted and corrected. These days the most efficient way of doing this is by marking up digital PDF proofs. There are various tools available in Adobe Acrobat for doing this.

The main objective to keep in mind is for the mark up to be as clear and easy to follow for the designer as possible. Generally, the aim is to keep the number of comments on the page to a minimum and avoid lots of overlapping comments, so it is useful to know how to use a variety of tools besides the sticky note.

The following guide outlines some of the tools commonly used to mark up pdf files and how to access them.

Finding and Opening the Comment Tools in Adobe Acrobat

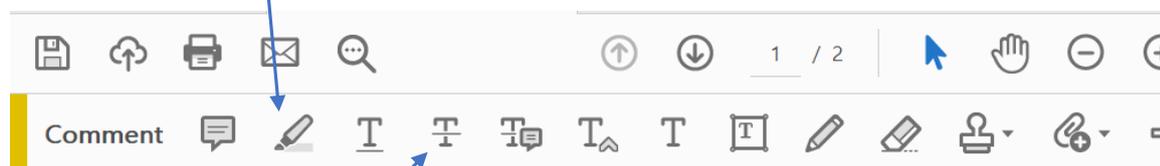
To open the Comment tools, click on Comment in the right-hand tools panel or from the Tools page tab, which you can find along the top left of the screen.



Commenting Tools

This is a brief overview of the most commonly used tools when marking up PDF proofs. To use any of the following tools, simply highlight the text using your cursor and then click on the required tool from the toolbar.

Highlight text: use this tool to indicate formatting changes such as bold, italic, highlight, underline, super- and sub-script. NB you can add comments to any highlighted text by double clicking the highlighting you have just added.



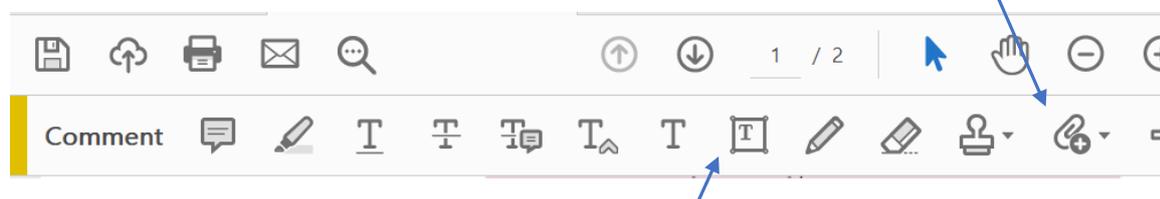
Remove text: this will show text to be deleted.

Insert text: this tool is for text additions. Any text inserted will be set to follow the formatting of surrounding text. If any additional/alternative formatting is needed, you can indicate this in brackets: [bold], [italic], etc.



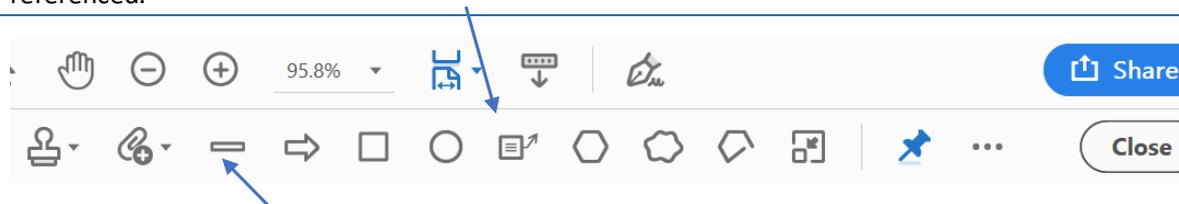
Replace text: for combining remove and insert text tools. New text will be formatted exactly as the text it replaces, unless otherwise indicated.

Attach a file: this is useful for longer passages of text with mixed formatting or replacing whole sections of text.

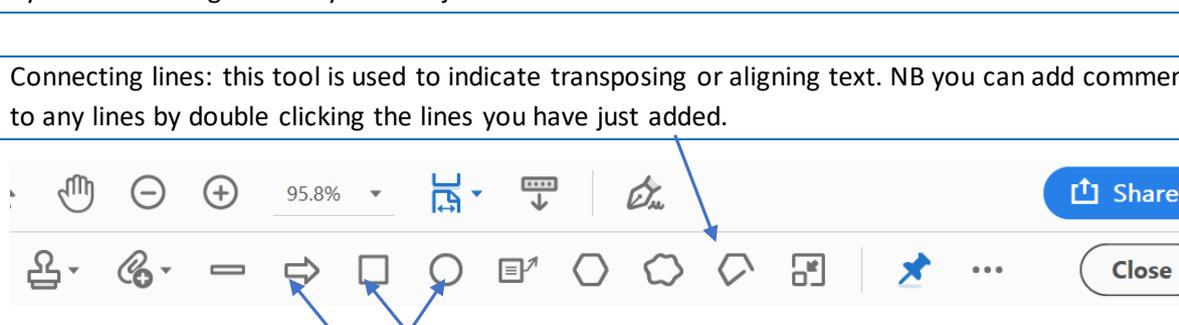


Text box: this is often used for whole section instructions and global changes to the entire document. This can also be useful for longer sections of replacement/additional text.

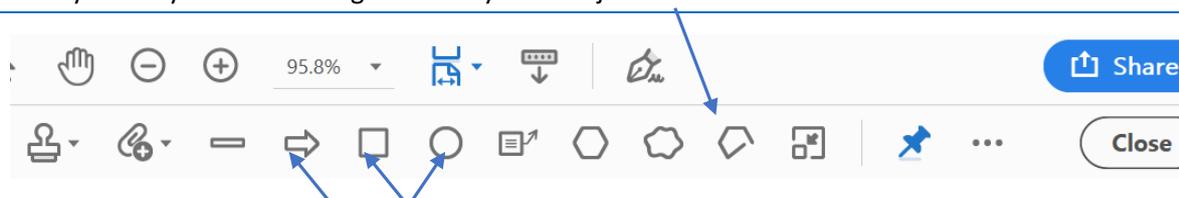
Text callout: this tool is useful for indicating a specific change and pointing to the exact thing referenced.



Draw line: this tool is used to indicate (or find) misalignment. NB you can add comments to any line by double clicking the line you have just added.



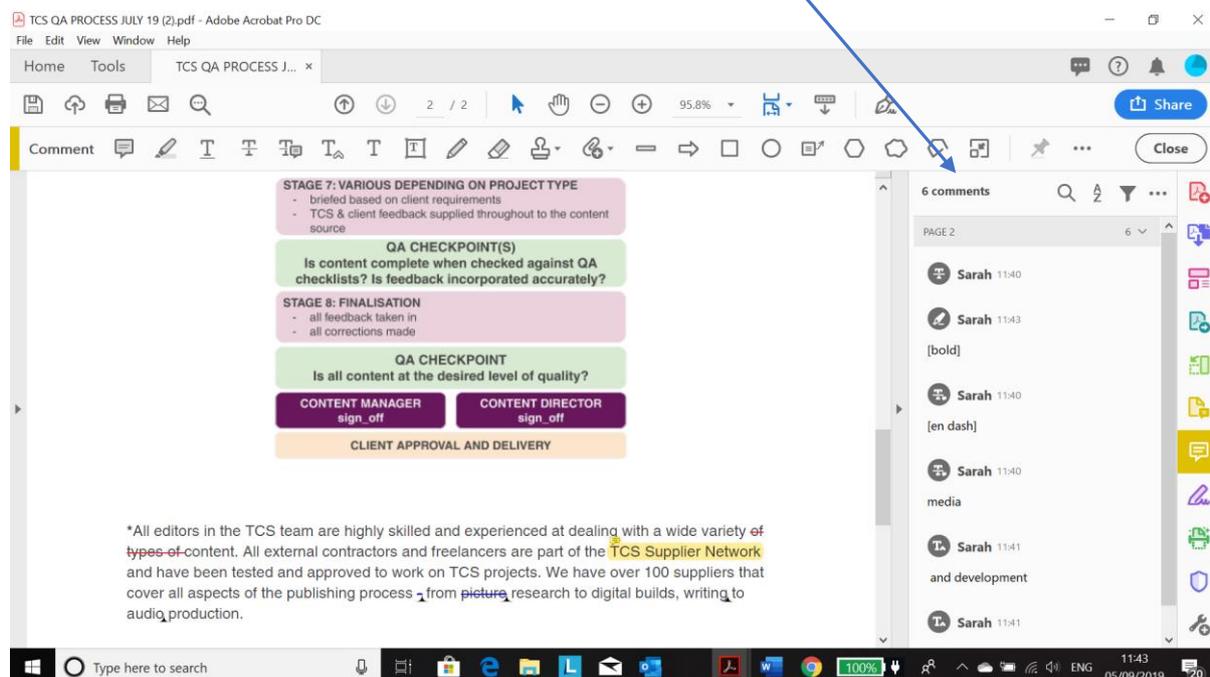
Connecting lines: this tool is used to indicate transposing or aligning text. NB you can add comments to any lines by double clicking the lines you have just added.



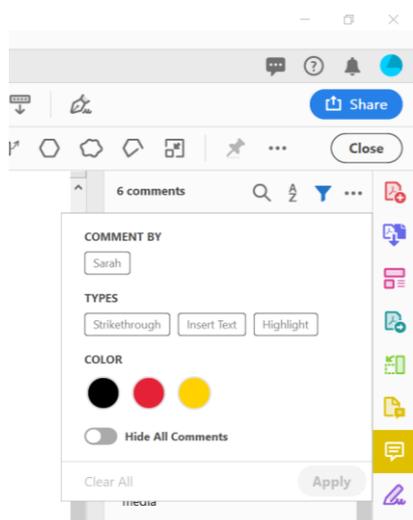
Draw shape tools: use this tool to indicate specific areas of content that need to change. NB you can add comments to any shape by double clicking the shape you have just added.

Reviewing Comments

The comments panel on the right-hand side shows all annotations and comments that have been marked in the document. You can see the date and time of the annotation, the author, and the text of the comment.



When you click on each comment in the comments panel, you are taken to the exact location and page in the document. You can tick off or reply to comments. You can also sort and filter the comments (by date, type or author) using the filter tool and search for particular comments with the search tool.



Filter Comments Toolbar

The tools outlined in this short guide are those most commonly used when marking up proofs. You can find more information about other tools available for pdf mark up here:

https://helpx.adobe.com/uk/acrobat/using/commenting-pdfs.html#annotations_and_drawing_markup_tools_overview