

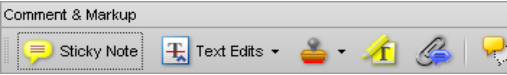

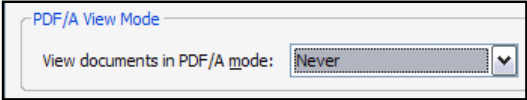
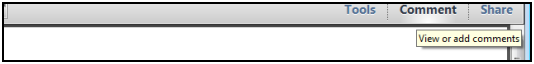
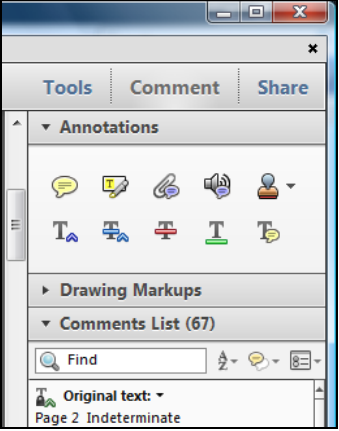
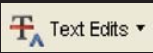


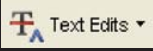

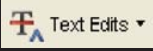





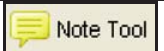

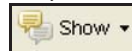


# PDF Annotations in Adobe Reader 7,8,9 and X PC and MAC

Adobe Reader version 7, 8 or 9	Adobe Reader version X
<p>To make annotations in the PDF file, go to the main Adobe tool bar 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 (versions 7 and 8).</p> <p>When you open the PDF file using Adobe Reader, the Commenting tool bar should be displayed automatically; if not, click on 'Tools', select 'Comment &amp; Markup' (or 'Commenting' in version 7), then click on 'Show Comment &amp; Markup tool bar' (or 'Commenting tool bar' in version 7, 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 Acrobat version is lower than 7 or the PDF has not been prepared properly.</p>  <p>(PC, Adobe Reader version 7)</p>  <p>(PC, Adobe Reader version 8, right-click on title bar (Comment &amp; Markup) to show additional icons)</p>  <p>(Mac)</p> <p><b>PDF ANNOTATIONS (Adobe Reader version 9)</b></p> <p>The default for the Commenting tool bar 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' (the Commenting tool bar is the same as in version 8).</p>  <p>(Changing the default setting, Adobe version 9)</p>	<p>To make annotations in the PDF file, open the PDF file using Adobe Reader X, click on 'Comment'.</p> <p>If this option is not available in your Adobe Reader menus then it is possible that your Adobe Acrobat version is lower than X or the PDF has not been prepared properly.</p>  <p>This opens a task pane and, below that, a list of all Comments in the text. These comments initially show all the changes made by our copyeditor to your file.</p> 

HOW TO...		
Action	Adobe Reader version 7, 8 or 9	Adobe Reader version X
Insert text	<p>Click the 'Text Edits' button  on the Commenting tool bar. 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.</p>	<p>Click the 'Insert Text' icon  on the Comment tool bar. 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.</p>
Replace text	<p>Click the 'Text Edits' button  on the Commenting tool bar. 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 <a href="#">Attach a file</a> (see below).</p>	<p>Click the 'Replace (Ins)' icon  on the Comment tool bar. 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 <a href="#">Attach a file</a> (see below).</p>
Remove text	<p>Click the 'Text Edits' button  on the Commenting tool bar. 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.</p>	<p>Click the 'Strikethrough (Del)' icon  on the Comment tool bar. 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.</p>
Highlight text/ make a comment	<p>Click on the 'Highlight' button  on the Commenting tool bar. Click and drag over the text. To make a comment, double click on the highlighted text and simply start typing.</p>	<p>Click on the 'Highlight Text' icon  on the Comment tool bar. Click and drag over the text. To make a comment, double click on the highlighted text and simply start typing.</p>
Attach a file	<p>Click on the 'Attach a File' button  on the Commenting tool bar. 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' in the 'Properties' window, and then 'Description'. A graphic will appear in the PDF file indicating the insertion of a file.</p>	<p>Click on the 'Attach File' icon  on the Comment tool bar. Click on the figure, table or formatted text to be replaced. A window will automatically open allowing you to attach the file. A graphic will appear indicating the insertion of a file.</p>
Leave a note/ comment	<p>Click on the 'Note Tool' button  on the Commenting tool bar. Click to set the location of the note on the document and simply start typing. <u>Do not use this feature to make text edits.</u></p>	<p>Click on the 'Add Sticky Note' icon  on the Comment tool bar. Click to set the location of the note on the document and simply start typing. <u>Do not use this feature to make text edits.</u></p>
Review	<p>To review your changes, click on the 'Show' button  on the Commenting tool bar. 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.</p>	<p>Your changes will appear automatically in a list below the Comment tool bar. Navigate by clicking on a correction in the list. Alternatively, double click on any mark-up to open the commenting box.</p>
Undo/delete change	<p>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'.</p>	<p>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'.</p>