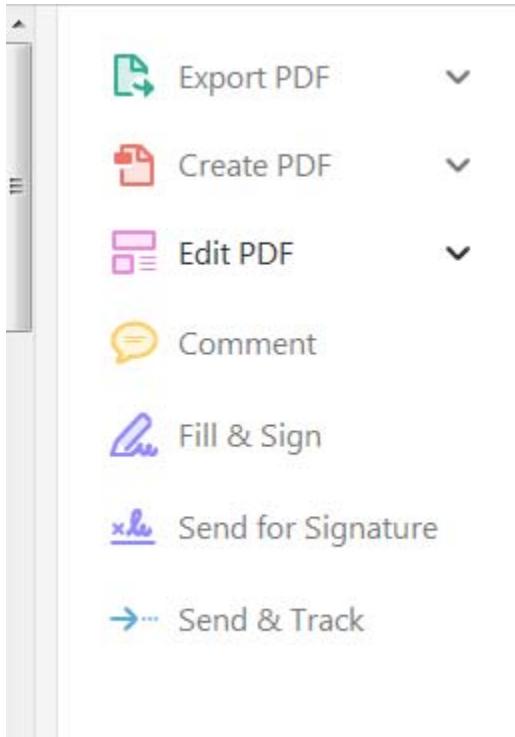


INSTRUCTIONS ON THE ANNOTATION OF PDF FILES – ADOBE ACROBAT READER DC

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

When you open your file in Adobe Acrobat Reader DC, you will see the following buttons on the right-hand side of the screen:



Click on the “Comment” button to open up the markup toolbar above the page:



HOW TO...

Insert new text

Click the “Insert Text” icon  on the Commenting tool bar. Next, 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.

Replace text with new text

Click the “Replace Text” 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 Attach a file (see below).

Delete text

Click the “Strikethrough Text” 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.

Highlight text/make a comment

Click on the “Highlight” icon  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. Or, click on the “Sticky Note” icon  to make a comment. Do not use this feature to make text edits.

Attach a file

Click on the “Attach File” icon  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.

Review Comments/Edits

On the right-hand side of your screen will be a running list of your comments. Simply click on the one you wish to review and edit, if needed.

