

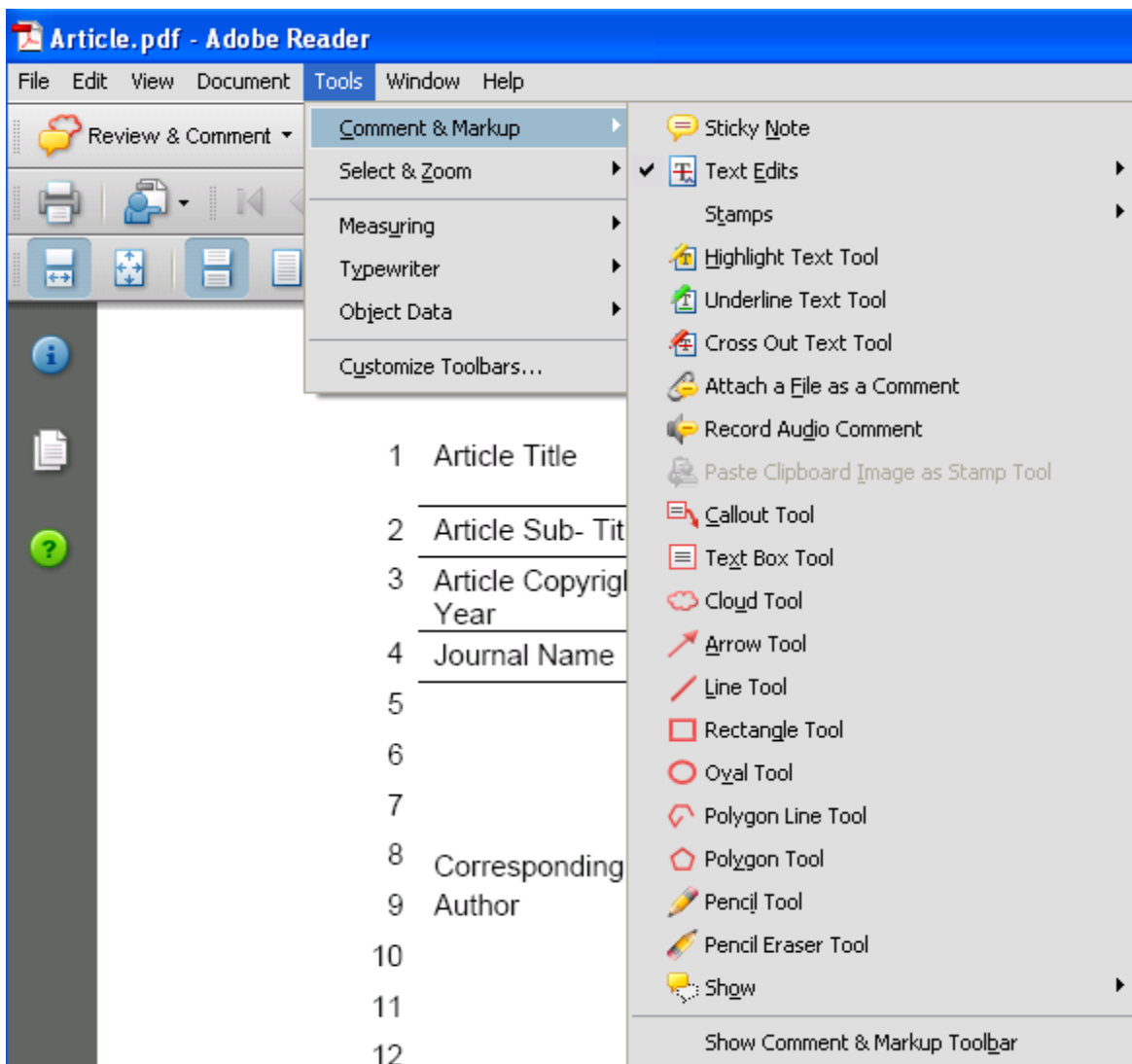
INSTRUCTIONS ON THE ANNOTATION OF PDF FILES

To view, print and annotate your article you will need Adobe Reader versions 7 and up. This program is freely available and can be downloaded from: <http://www.adobe.com/products/acrobat/readstep2.html>.

Please note that this reader is available for a whole series of platforms that include PC, Mac, and UNIX.

PDF ANNOTATIONS


When you open the PDF file using Adobe Reader, the Review and Comment toolbar should be displayed automatically, if not, click on “Tools”, then select Comment & Markup (see screenshot below)



TO INDICATE INSERT, REPLACE OR DELETE TEXTS (SEE INSTRUCTIONS BELOW)

Indicating Text Edits

The Text Edits tool allows you to use the keyboard to create comments which indicate that text in a PDF document should be inserted, deleted, or replaced.



Insert Text

To indicate that text should be inserted, click between words or characters where you want to insert text and then begin typing. An insertion caret appears and the text is added to a pop-up note.


Delete Text

To indicate that text should be deleted, select the text and then press Backspace or Delete. The text is marked with a cross-out to indicate that it should be deleted.


Replace Text

To indicate that text should be replaced, select the text and then begin typing. The selected text is marked with a cross-out, an insertion caret appears, and the replacement text is added to a pop-up note.

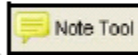
HIGHLIGHT TEXT / MAKE A COMMENT

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.

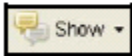
ATTACH A FILE

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). Alternatively click on 'Edit' in the main Adobe menu and then 'Undo'. You can also delete edits using the right click and selecting 'Delete'.