

Instructions for annotating PDF files

To view and annotate your article you will need Adobe Reader version 7 (or higher), which is freely available and can be downloaded from: <http://www.adobe.com/products/acrobat/readstep2.html>.

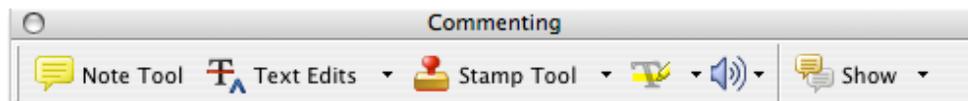
When you open the PDF file using Adobe Reader, the 'Commenting' or 'Comment & Markup' toolbar should be displayed automatically; if not, click on 'Tools', select 'Comment & Markup' and then click on 'Show Comment & Markup Toolbar' (or Show Comment & Markup toolbar in Acrobat Reader 8, or Show Commenting Bar on the Mac).



(PC, Acrobat 7)



(PC, Acrobat 8, right-click on title bar (Comment & Markup) to show additional icons)



(Mac)

Responding to the author query form

Please check the Author Query Form and make any required responses in your annotations to the proof.

To insert, replace or remove text:

- Insert text

Click the 'Text Edits' button on the Comment & Markup Toolbar. Click to set the cursor location in the text and enter the text to be inserted. 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 the button  in the top right-hand corner. The inserted text 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 Comment & Markup Toolbar. To highlight the text to be replaced, click and drag the cursor over the text. Then enter 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 Comment & Markup 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 Comment & Markup Toolbar. Click and drag over the text. To make a comment, double click on the highlighted text and enter text.

Special characters

Special characters, such as α , β , χ and δ , may be inserted by:

- copying and pasting from a Word document;
- using TeX commands (e.g. `\alpha`, `\beta`, etc.);
- using XML entity names (e.g. `α`, `β`, etc.).

Attach a file

Click on the 'Attach a File' button  on the Comment & Markup 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.

Adding a note or comment

Click on the 'Sticky Note' button  on the Comment & Markup 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 Comment & Markup 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. Alternatively click on 'Edit' in the main Adobe menu and then 'Undo'. You can also delete edits using the right click and selecting 'Delete'.

Saving your annotations

Save the annotations to your file and return as an e-mail attachment. Do not use the 'Send comments' feature of the Comment & Markup Toolbar. Please ensure that all corrections are sent back to us in one communication (including responses to the Author Query Form), as subsequent corrections will not be possible.