

Annotating PDFs using Adobe Reader 9 or lower

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1. Know your version

The screen images in this document were captured on a Windows PC running Adobe Reader 8.1. Though some of the images may differ in appearance from your platform/version, basic functionality remains similar. At the time of this writing, Adobe Reader X v10.1 is freely available and can be downloaded from:

<http://www.adobe.com/products/acrobat/readstep2.html>

If you are running Adobe Reader X, [click here](#).

If you don't know your version of Adobe Reader, [click here](#).

2. What are eProofs?

eProof files are self-contained PDF documents for viewing on-screen and for printing. They contain all appropriate formatting and fonts to ensure correct rendering on-screen and when printing hardcopy. DJS sends eProofs that can be viewed, annotated, and printed using the free version of Acrobat Reader 7 (or greater). These eProofs are "enabled" with commenting rights, therefore they can be modified by using special markup tools in Acrobat Reader that are not normally available unless using the Standard or Professional version.

3. Comment & Markup toolbar functionality



A. Sticky Note tool; B. Text Edits tool; C. Stamp tool; D. Highlight Text tool; E. Callout tool; F. Text Box tool; G. Various Object tools; H. Pencil tool

A. Show the Comment & Markup toolbar

The Comment & Markup toolbar doesn't appear by default. Do one of the following:

- Select View > Toolbars > Comment & Markup.
- Select Tools > Comment & Markup > Show Comment & Markup Toolbar.
- Click the Review & Comment button in the Task toolbar, and choose Show Comment & Markup Toolbar.

To add or remove tools for this toolbar, right-click the toolbar and select the tool. Or, select Tools > Customize Toolbars.

B. Select a commenting or markup tool

Do one of the following:

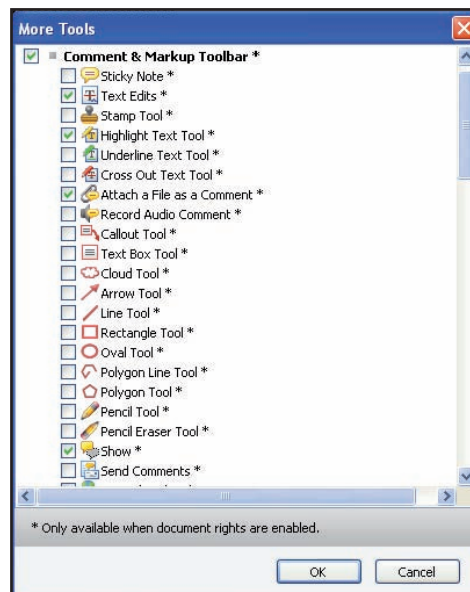
- Select a tool from the Comment & Markup toolbar.
- Select Tools > Comment & Markup > [tool].

Note: After an initial comment is made, the tool changes back to the Select tool so that the comment can be moved, resized, or edited. (The Pencil, Highlight Text, and Line tools stay selected.)

C. Keep a commenting tool selected

Multiple comments can be added without reselecting the tool. Select the tool to use (but don't use it yet).

- Select View > Toolbars > Properties Bar.
- Select Keep Tool Selected.



Choose Tools > Customize Toolbars to remove unnecessary items from the toolbar (see Section 8 for suggested toolbar layout)

4. The Properties bar


The Properties bar can be used to format text and select options for individual tools.

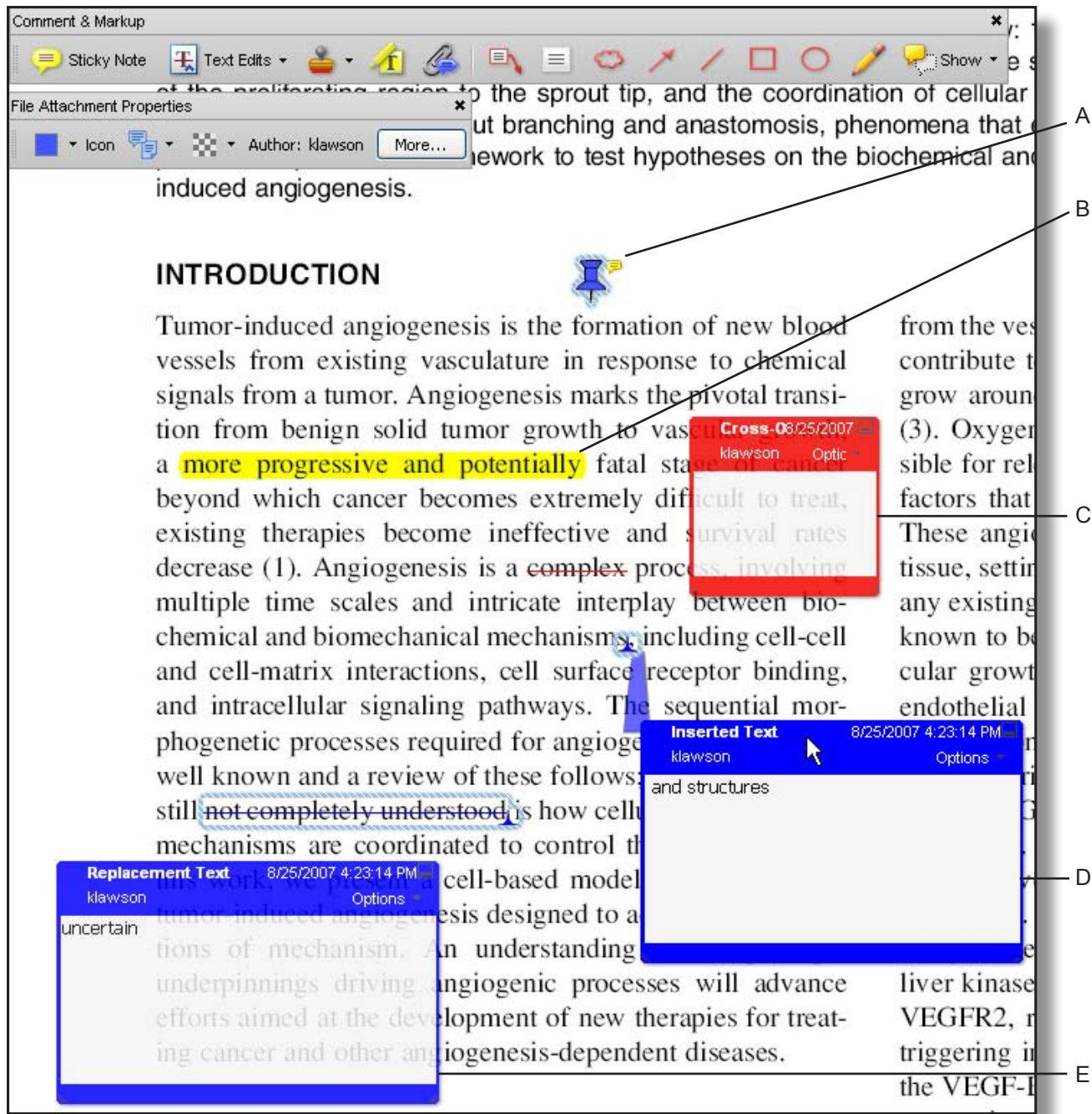
To view the Properties bar, do one of the following:

- Choose View > Toolbars > Properties Bar.
- Right-click the toolbar area; choose Properties Bar.
- Select [Ctrl-E]



5. Using the comment and markup tools

To *insert*, *delete*, or *replace* text, use the **Text Edits** tool. Select the Text Edits tool, then select the text with the cursor (or simply position it) and begin typing. A pop-up note will appear based upon the modification (e.g., inserted text, replacement text, etc.). Use the Properties bar to format text in pop-up notes. A pop-up note can be minimized by selecting the  button inside it.



A. Attached file; B. Highlighted text; C. Crossed-out (strike-through) text; D. Inserted text; E. Replaced text

6. Inserting symbols or special characters

An 'insert symbol' feature is not available for annotations, and copying/pasting symbols or non-keyboard characters from Microsoft Word does not always work. Use angle brackets < > to indicate these special characters (e.g., <alpha>, <beta>).

7. Editing near watermarks and hyperlinked text

eProof documents often contain watermarks and/or hyperlinked text. Selecting characters near these items can be difficult using the mouse alone. To edit an eProof which contains text in these areas, do the following:

- Without selecting the watermark or hyperlink, place the cursor near the area for editing.
- Use the arrow keys to move the cursor beside the text to be edited.
- Hold down the shift key while simultaneously using arrow keys to select the block of text, if necessary.
- Insert, replace, or delete text, as needed.

8. Summary of main functions

Insert text - Use Text Edits tool (position cursor and begin typing)

Replace text - Use Text Edits tool (select text and begin typing)

Delete text - Use Text Edits tool (select text and press delete key)

Highlight text - Use Highlight Text tool (select text)

Attach a file - Use the Attach a File with Comment tool (select tool, position cursor and click mouse, select file)



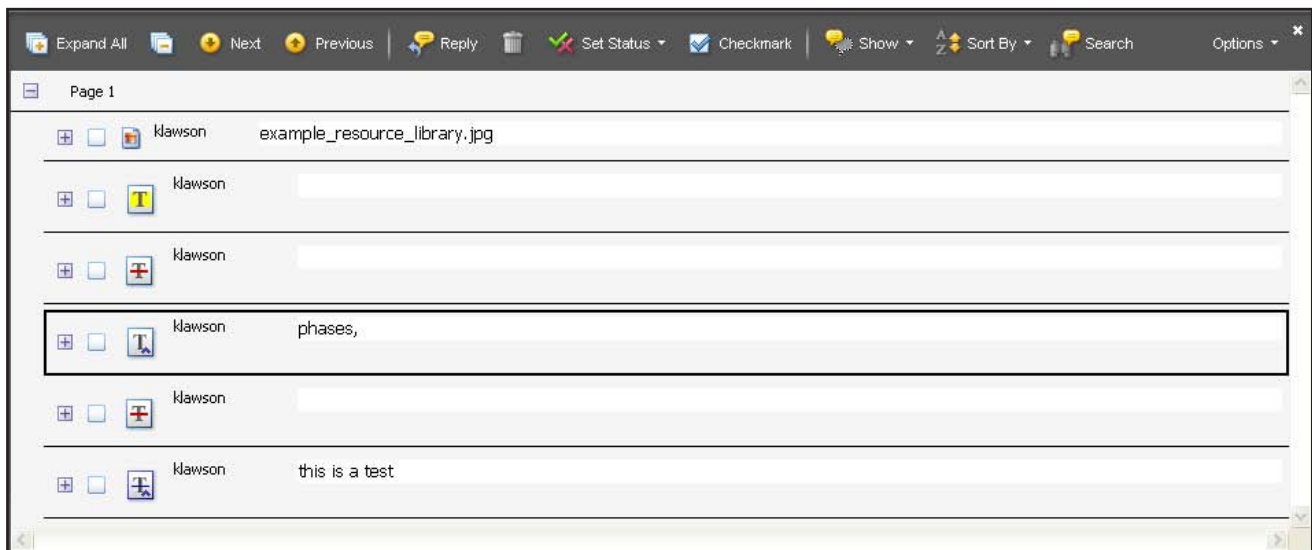
Suggested toolbar layout

9. Reviewing changes

To review all changes, do the following:

- Select the Show button on the Comment & Markup toolbar.
- Select Show Comments List.

Note: Selecting a correction in the list will highlight the corresponding item in the document, and vice versa.



Use the Comments list to review all changes