Annotating PDFs using Adobe Acrobat Reader DC

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1. Update to Adobe Acrobat Reader DC
The screen images in this document were captured on a Windows PC running Adobe Acrobat Reader DC. Upgrading to the newest version is not always necessary, but it is preferable, and these instructions apply only to Adobe Acrobat Reader DC. You can also create annotations using any version of Adobe Acrobat. Adobe Acrobat Reader DC can be downloaded at no cost from http://get.adobe.com/reader/.

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. SJS sends eProofs that can be viewed, annotated, and printed using either Adobe Acrobat Reader or Adobe Acrobat.

3. Show the Comment Toolbar
The Comment toolbar isn’t displayed by default. To display it, choose View > Tools > Comment > Open.

4. Using the PDF Comments menu
To insert new text, place your cursor where you would like to insert the new text, and type the desired text. To replace text, highlight the text you would like to replace, and type the desired replacement text. To delete text, highlight the text you would like to delete and press the Delete key.

Acrobat and Reader will display a pop-up note based on the modification (e.g., inserted text, replacement text, etc.). To format text in pop-up notes, highlight the text, right click, select Text Style, and then choose a style. A pop-up note can be minimized by selecting the X button inside it. When inserting or replacing text, a symbol indicates where your comment was inserted, and the comment is shown in the Comments List. If you do not see the comments list, you are editing the live text instead of adding comments, and your changes are not being tracked. Please make certain to use the Comments feature instead.

5. Inserting symbols or special characters
An insert symbol feature is not available for annotations, and copying and 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>).

6. Editing near watermarks and hyperlinked text
eProof documents often contain watermarks and hyperlinked text. Selecting characters near these items can be difficult using the mouse. 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.

7. Reviewing changes
To review all changes, open the Comment menu and the Comment List is displayed. Note: Selecting a correction in the list highlights the corresponding item in the document, and vice versa.

8. Still have questions?
Try viewing our brief training video at https://authorcenter.dartmouthjournals.com/Article/PdfAnnotation

Refer to Page 2 for annotation examples.
This PDF needs to be proofread and annotated.

Note: these annotations will not actually change the content of the PDF – they just point out the areas where corrections are needed. The actual corrections will be made to the native article files.

1. **Insert Text Tool**: Text needs inserted into this sentence.

2. **Replace Text Tool**: Some of the text in this paragraph needs to be replaced.

3. **Delete Text Tool**: Some of the text in this overly long sentence needs to be deleted.

4. **Sticky Note Tool**: This image needs to be reduced:

   ![Image with comment]

   **A. Inserted text**

   **B. Replaced text**

   **C. Deleted text**

   **D. Sticky Note**