

Mark up any file you can print to/save as PDF and absolutely anything you can take a screen shot of: website flash menus, apps, PowerPoint presentations, YouTube videos, and good old text manuscripts. You can do all of this with the free Adobe Reader XI that works on both Mac and Windows platforms.

Summary of Tools in Comment Panel

Drawing Markups work like an electronic pencil.

Annotations mark up text much like Word's Track Changes feature.

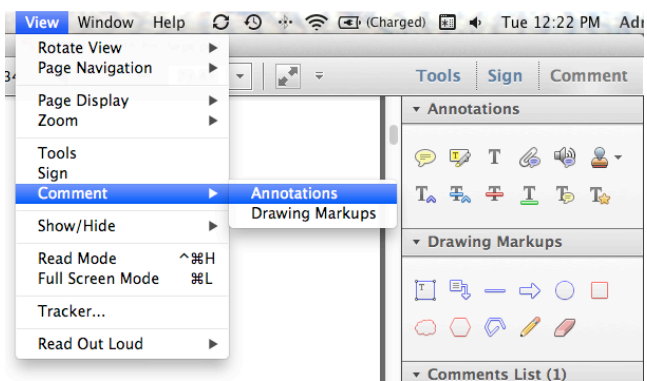
Stamps can be used to place proofreader's marks & dynamic markup.

Zoom and **page view** to see many pages at once or one page at up to 400%.

Find and **Advanced Find** work much like Word's tools.

Comments List can be used to navigate the document, sort markup and comments by date, page, type, or reviewer, and as a quality control checklist when implementing changes.

Attach file tool (paper clip) can be placed anywhere on a page to attach additional files such as graphics and inserts that will travel with the PDF.



Tips

Double-click any text box or callout to access the text inside to copy it, correct it, paste new content, or set properties of the text.

Set/change properties of any mark by selecting the mark or tool, then opening the Properties toolbar (via right-click, or $\text{⌘} + e$ on a Mac/ $\text{ctrl} + e$ on a PC).

Snapshot tool (Edit menu) can be used to copy any part of screen into system's clipboard.

Spellchecker works on comments.

Resources

Adobe Reader (free) & Acrobat software downloads:

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

Instructional blog post series with links to downloadable stamps and demo videos:

<http://blog.CatchTheSun.net/2011/05/basic-pdf-mark-up-for-copy-editors-and-proofreaders/>

Software alternatives: <http://blog.CatchTheSun.net/2012/06/software-for-pdf-markup/>

Course online, in 4 lessons: <http://blog.CatchTheSun.net/training>