




How to Mark Up Your PDF Page Proofs

It is very important that you follow these instructions if you are proofreading your book online in PDF format. While other options for making changes are available in Adobe Acrobat, we have chosen these tools in order to streamline the process. Since this is most likely the last time you will see the pages prior to publication, please be sure to follow the instructions carefully.

You will be using the “pencil” tool  to mark up where a correction needs to take place. Draw a caret  to show where text needs to be inserted, or ~~cross out text~~ that needs to be removed.




Use the “note” tool  to place a comment on the page. To use this tool, select the note tool from the toolbar and then click the location where you want to place the note. The first time you place a note, choose Edit > Properties with the comment selected. Make sure the following choices are selected:

- Select the Text Note icon
- Make sure a bright color is chosen
- Type in your name as the author name

Then click OK. These properties will stay selected unless you change them.

Click inside the comment box to type your comment, and close the box by choosing the X in the upper left corner.

Here is a sample marked up paragraph:

Fog everywhere. Fog up the river, where it flows among green aits and meadows; fog down the river, where it rolls deified among the tiers of shipping and the waterside pollutions of a great (and dirty) city. Fog on the Essex marshes, fog on the Kentish ~~lights~~ . Fog creeping into the cabooses of collier-brigs; fog lying out on the yards and ~~and~~ hovering in the rigging of great ships; fog drooping on the gunwales of barges and small boats. Fog in the eyes and throats of ancient Greenwich pensioners, wheezing by the firesides of their wards; fog in the stem and bowl of the afternoon pipe of the wrathful skipper, down in his close cabin; fog cruelly pinching the toes and fingers of his shivering little 'prentice boy on deck. Chance people on the bridges peeping over the parapets into a nether sky of fog, as if they were up in a balloon and hanging in the misty clouds.  

Save your work frequently. Contact your Production Editor with any questions.