

--- GH Editorial ---
Editing and Proofreading Services

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How I mark up PDF documents, using the Annotations feature in Adobe Acrobat DC

<i>Type of change etc.</i>	<i>Method</i>
Deletion	<p>The text to be deleted is crossed out with a red line.</p> <p>(In some cases, e.g. where only a small character is to be deleted, a comment box will be added, to help ensure that the deletion will not be overlooked.)</p> <p>Example</p>
Insertion	<p>A blue insertion symbol (like an upside-down 'v') marks the position for the insertion.</p> <p>Move your cursor over this symbol to see a box containing the required text.</p> <p>Example: 'abc' is to be inserted before <u>this</u>.</p>
Substitution	<p>The existing text is crossed out with a blue line.</p> <p>Move your cursor over this line to see a box containing the replacement text.</p> <p>Example: 'abc' is to be replaced by 'xyz':</p>
Comments, queries, formatting changes etc.	<p>The text is highlighted in yellow (or, in some cases, a circle or box is drawn around it).</p> <p>A yellow-framed 'sticky note', pointing to it, provides the comment, query, instructions for changing format, etc.</p> <p>Example: a query and an instruction for a formatting change are attached to this line.</p>

N.B. In some instances, the mark-up might specify an en dash (–) rather than a hyphen (-). For clarity, this will be accompanied by a note specifying '<en dash>'. Example: –