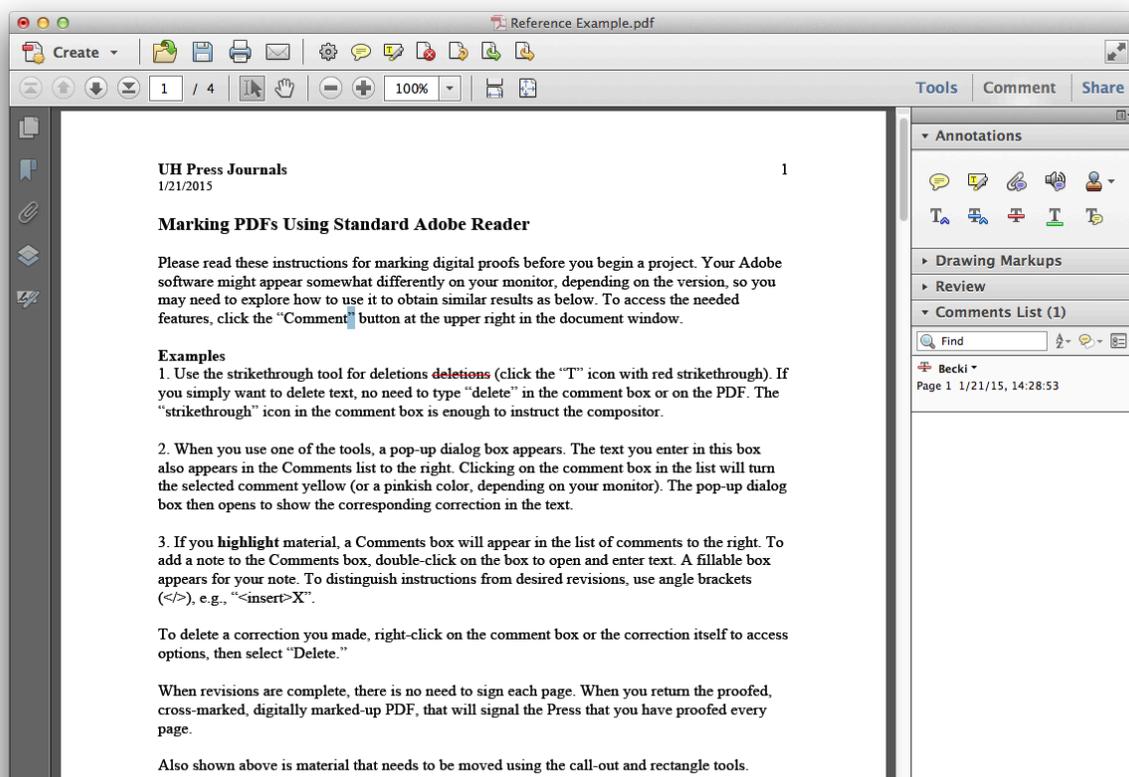


Marking PDFs Using Standard Adobe Reader

Please read these instructions for marking digital proofs before you begin a project. Your Adobe software might appear somewhat differently on your monitor, depending on the version, so you may need to explore how to use it to obtain similar results as below. To access the needed features, click the “Comment” button at the upper right in the document window.

Examples

1. Use the strikethrough tool for deletions (click the “T” icon with red strikethrough). If you simply want to delete text, no need to type “delete” in the comment box or on the PDF. The “strikethrough” icon in the comment box is enough to instruct the compositor.



2. When you use other tools, a pop-up dialog box appears. The text you enter in this box also appears in the Comments list to the right. Clicking on the comment box in the list will turn the selected comment yellow (or a pinkish color, depending on your monitor). The pop-up dialog box then opens to show the corresponding correction in the text.

The screenshot displays the Adobe Reader interface for a PDF document titled "Reference Example.pdf". The document content includes the following text:

UH Press Journals
1/21/2015

Marking PDFs Using Standard Adobe Reader

Please read these instructions for marking digital proofs before you begin a project. Your Adobe software might appear somewhat differently on your monitor, depending on the version, so you may need to explore how to use it to obtain similar results as below. To access the needed features, click the "Comment" button at the upper right in the document window.

Examples

1. Use the strikethrough tool for deletions (click the "T" icon with red strikethrough). If you simply want to delete text, no need to type "delete" in the comment box or on the PDF. The "strikethrough" icon in the comment box is enough to instruct the compositor.
2. When you use one of the tools, a pop-up dialog box appears. The text you also appears in the Comments list to the right. Clicking on the comment box the selected comment yellow (or a pinkish color, depending on your monitor) then opens to show the corresponding correction in the text.
3. If you highlight material, a Comments box will appear in the list of comments. To add a note to the Comments box, double-click on the box to open and enter the text for your note. To distinguish instructions from desired revisions, use (</>), e.g., "<insert>X".

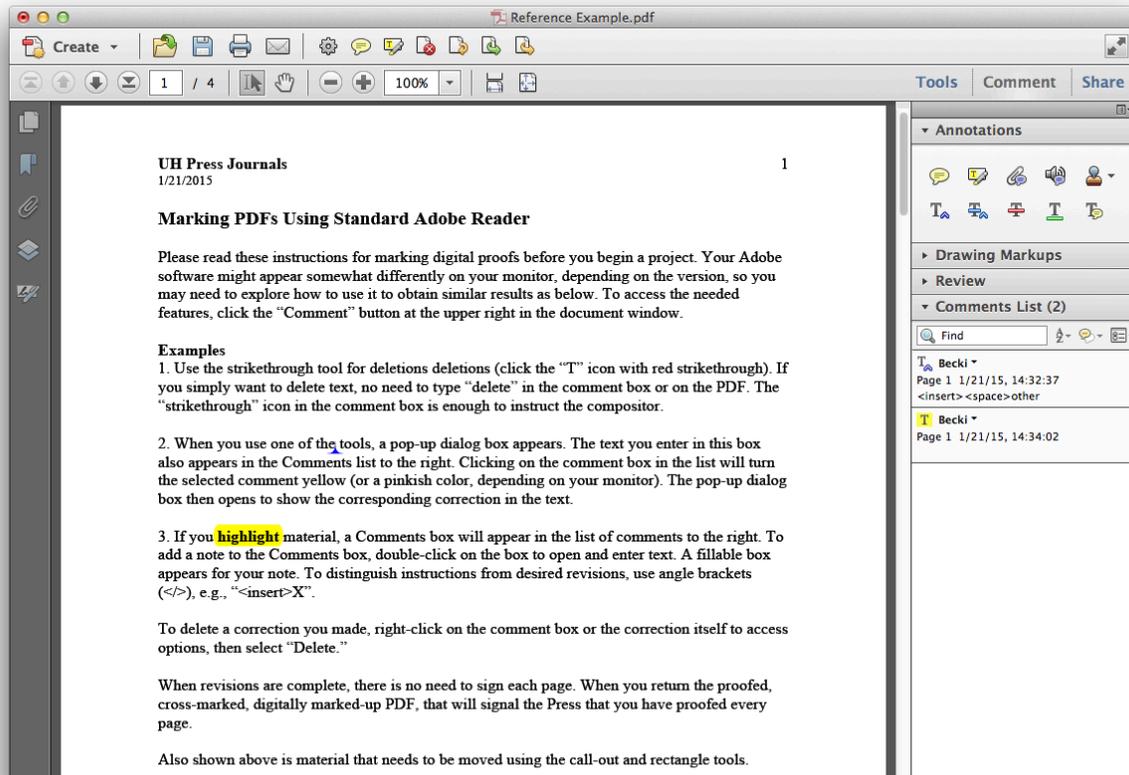
To delete a correction you made, right-click on the comment box or the correction itself to access options, then select "Delete."

When revisions are complete, there is no need to sign each page. When you return the proofed, cross-marked, digitally marked-up PDF, that will signal the Press that you have proofed every page.

Also shown above is material that needs to be moved using the call-out and rectangle tools.

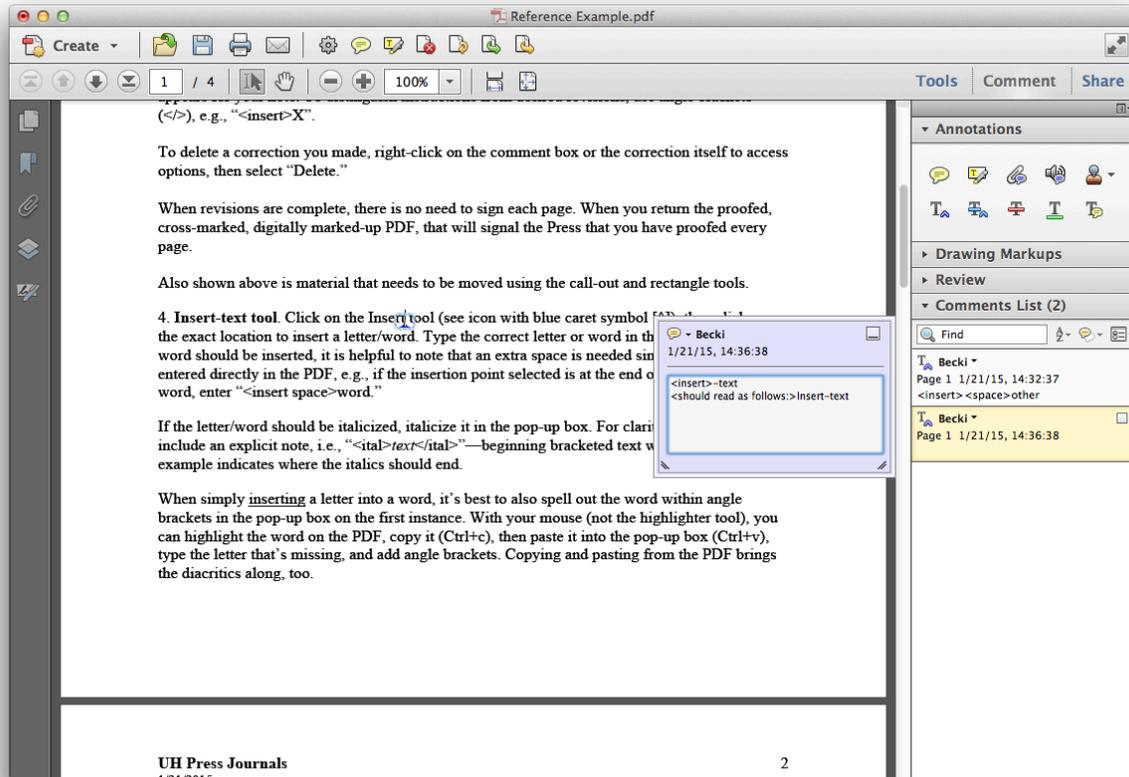
The right-hand sidebar shows the "Comments List (1)" with a single comment by "Becki" on 1/21/15 at 14:31:52. The comment text is "<insert> <space>other". A pop-up dialog box is open over the comment, showing the same text and a text input field.

3. If you **highlight** material, a Comment box will appear in the list of comments to the right. To add a note to the Comment box, double-click on the box to open and enter text. A fillable box appears for your note. To distinguish instructions from desired revisions, use angle brackets (</>), e.g., “<insert>X”.



To delete a correction you made, right-click on the comment box or the correction itself to access options, then select “Delete.”

4. **Insert-text tool.** Click on the Insert-text tool (see “T” icon with blue caret symbol [^]), then click on the exact location to insert a letter/word. Type the correct letter or word in the pop-up box. If a word should be inserted, it is helpful to note that an extra space is needed since spaces cannot be entered directly in the PDF, e.g., if the insertion point selected is at the end of the preceding word, enter “<insert><space>word.”



If the letter/word should be italicized, italicize it in the pop-up box. For clarity, it's advisable to include an explicit note, i.e., "<ital>text</ital>"—beginning bracketed text with a slash as in this example indicates where the italics should end.

When simply *inserting* a letter into a word, it's best to also spell out the word in the pop-up box on the first instance. With your mouse (not the highlighter tool), you can highlight the word on the PDF, copy it (Ctrl+c), then paste it into the pop-up box (Ctrl+v), and type the letter that's missing. Copying and pasting from the PDF brings the diacritics along, too.

Reference Example.pdf

2 / 4

100%

Tools Comment Share

Annotations

Drawing Markups

Review

Comments List (1)

Find

Becki

1/22/15, 9:49:45

<replace a with macron a>Mānoa

UH Press Journals
1/21/2015

2

University of Hawai'i at Mānoa

In this example, there is a second change indicated, the addition of <a> at the end of the word. For text requiring more than one revision, it's best to consolidate instructions in one comment. When you click outside the pop-up box, it will disappear, and the corresponding changes will show in the comments list to the right.

5. **Replace-text tool.** Click on the Insert-text tool (see "T" icon with blue stroke) then select the material to be replaced. When the pop-up box appears, type the replacement text. You may also include an explicit instruction here, e.g., "<replace X with>Y."

6. **Replace diacritics.** Use the Replace-text tool. Copy the letter with diacritic from the PDF itself or from a Word doc and paste it into the pop-up box (or comment box). To specify the diacritic by name, enter, e.g., "<insert><macron>[letter]."

University of Hawai'i at Mānoa

If needed, change the font on your symbols chart to the new Times New Roman (TNR) font, which has the most complete list of diacritics.

7. **Add letters/words with diacritics.** Use the Insert-text tool. The change below would be corrected to *Shōbōgenzō Zuimonki*. For text with several diacritics, it's advisable to denote explicit points for the special characters, e.g., "<insert macron over each 'o': *Shōbōgenzō*."

Zuimonki

8. **Insert characters from the author's Word doc.** If you don't have the correct font, you won't be able to see or copy and paste the characters. In any case, use the Insert tool to mark the exact placement and write: "<insert char. X>" (if a character list is included, enter the number or

In the following example, there is a second change indicated, the addition of <a> at the end of a word. For text requiring more than one revision, it's best to separate the instructions as done here.

The screenshot shows a PDF viewer window titled "Reference Example.pdf". The document content includes:

If the letter/word should be italicized, italicize it in the pop-up box. For clarity, it's advisable to include an explicit note, i.e., "<ital>text</ital>"—beginning bracketed text with a slash as in this example indicates where the italics should end.

When simply inserting a letter into a word, it's best to also spell out the word within angle brackets in the pop-up box on the first instance. With your mouse (not the highlighter tool), you can highlight the word on the PDF, copy it (Ctrl+c), then paste it into the pop-up box (Ctrl+v), type the letter that's missing, and add angle brackets. Copying and pasting from the PDF brings the diacritics along, too.

UH Press Journals
1/21/2015

University of Hawai'i at Mānoa

In this example, there is a second change indicated, the addition of <a> at the end of a word. For text requiring more than one revision, it's best to consolidate instructions. When you click outside the pop-up box, it will disappear, and the corresponding comment will show in the comments list to the right.

5. **Replace-text tool.** Click on the Insert-text tool (see "T" icon with blue string symbol) then select the material to be replaced. When the pop-up box appears, use the method as above. You may also include an explicit instruction here, e.g., "<replace X with:>Y."

6. **Replace diacritics.** Use the Replace-text tool. Copy the letter with diacritic from the PDF itself or from a Word doc and paste it into the pop-up box (or comment box). To specify the diacritic by name, enter, e.g., "<insert><macron>[letter]."

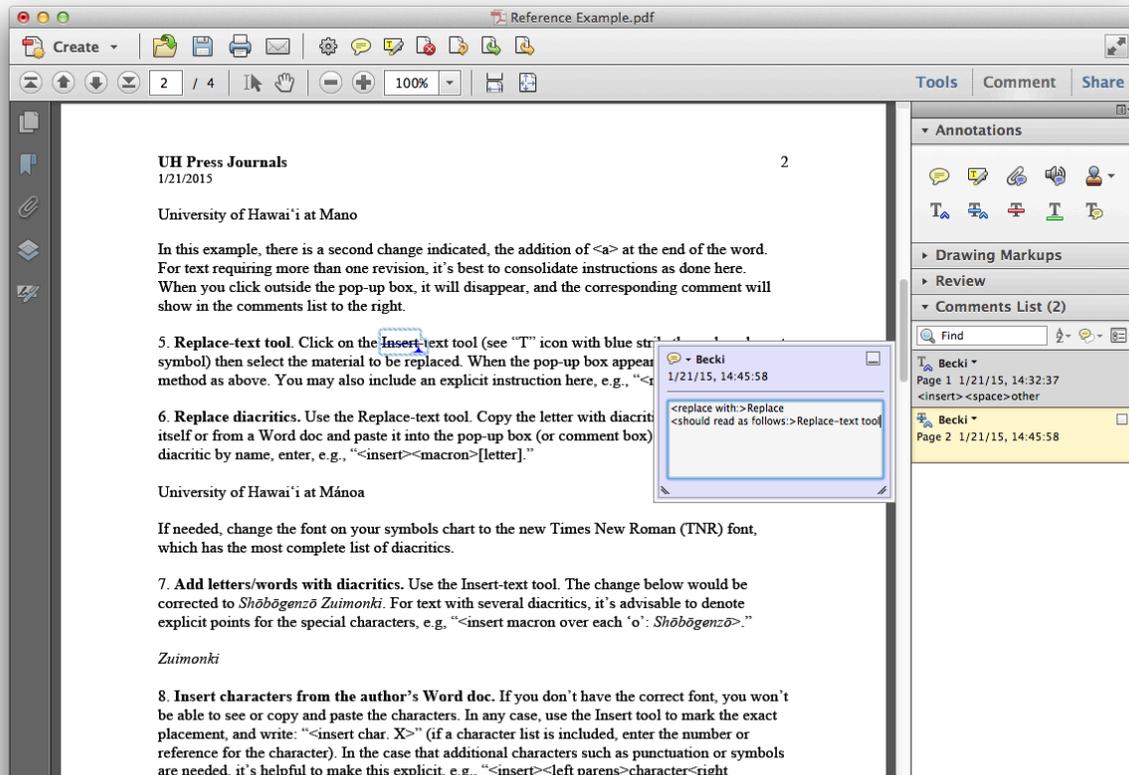
University of Hawai'i at Mānoa

The right sidebar shows a "Comments List (3)" with the following entries:

- Becki - 1/21/15, 14:32:37 - <insert> <space> other
- Becki - 1/21/15, 14:43:42 - <replace a with macron and add a to end of word:> Mānoa
- Becki - 1/21/15, 14:44:39 - <insert a:> Mānoa

When you click outside the pop-up box, it will disappear, and the corresponding comment will show in the comments list to the right.

5. **Replace-text tool.** Click on the Replace-text tool (see “T” icon with blue strikethrough and caret symbol) then select the material to be replaced. When the pop-up box appears, follow the same method as above. You may also include an explicit instruction here, e.g., “<replace X with:>Y.”



6. **Replace diacritics.** Use the Replace-text tool. Copy the letter with diacritic from the PDF itself or from a Word doc and paste it into the pop-up box (or comment box). To specify the diacritic by name, enter, e.g., “<replace acute accent with macron:>[letter].”

If needed, change the font on your symbols chart to the new Times New Roman (TNR) font, which has the most complete list of diacritics.

7. **Add letters/words with diacritics.** Use the Insert-text tool. The change below would be corrected to *Shōbōgenzō Zuimonki*. For text with several diacritics, you can denote explicit points for the special characters, e.g., “<insert macron over each o: *Shōbōgenzō*>.”

The screenshot shows a PDF viewer window titled "Reference Example.pdf". The document content includes:

UH Press Journals
1/21/2015

University of Hawai'i at Manoa

In this example, there is a second change indicated, the addition of <a> at the end of the word. For text requiring more than one revision, it's best to consolidate instructions as done here. When you click outside the pop-up box, it will disappear, and the corresponding comment will show in the comments list to the right.

5. **Replace-text tool.** Click on the Insert-text tool (see "T" icon with blue strikethrough and caret symbol) then select the material to be replaced. When the pop-up box appears, follow the same method as above. You may also include an explicit instruction here, e.g., "<replace X with:>Y."

6. **Replace diacritics.** Use the Replace-text tool. Copy the letter with diacritic from the PDF itself or from a Word doc and paste it into the pop-up box (or comment box). To specify the diacritic by name, enter, e.g., "<insert><macron>[letter]."

University of Hawai'i at Mānoa

If needed, change the font on your symbols chart to the new Times New Roman (TNR) font, which has the most complete list of diacritics.

7. **Add letters/words with diacritics.** Use the Insert-text tool. The change below would be corrected to *Shōbōgenzō Zuimonki*. For text with several diacritics, it's advisable to denote explicit points for the special characters, e.g., "<insert macron over each 'o':>".

Zuimonki

8. **Insert characters from the author's Word doc.** If you don't have the code to be able to see or copy and paste the characters. In any case, use the Insert tool to place the character, and write: "<insert char. X>" (if a character list is included, enter reference for the character). In the case that additional characters such as punctuation are needed, it's helpful to make this explicit, e.g., "<insert><left parens>char

The right sidebar shows a "Comments List (2)" with two entries:

- Becki - Page 1 1/21/15, 14:32:37 <insert> <space> other
- Becki - Page 2 1/21/15, 14:49:06

A pop-up comment box for the second entry is visible, containing the following text:

```
<insert><ital>Shōbōgenzō</ital><space>
<should read as follows:>
Shōbōgenzō Zuimonki
```

8. Insert characters from the author’s Word doc. If you don’t have the correct font, you won’t be able to see or copy and paste the characters. In any case, use the Insert tool to mark the exact placement, and write: “<insert char. X>” (if a character list is included, enter the number or reference for the character). In the case that additional characters such as punctuation or symbols are needed, it’s helpful to make this explicit, e.g., “<insert><left parens>character<right parens>.”

If there is a character list (below, the separate Word doc window set to the left of the PDF), return that along with the PDF markup.

The screenshot shows two windows side-by-side. The left window, titled "Characters to Be Inserted in Page proof.pd...", contains a table with the following data:

Number:	Page:	Character(s)
1.	136	修
2.	140	人格主義
3.	158	道得

The right window, titled "Bein_1stPageProofs enabled.pdf - Adobe Reader", shows page 140 of a document. The text on the page discusses individuality and references Watsuji's *Rinrigaku*. An annotation by Cheri Dunn is visible on the page, with the text: "<insert char. 2 here>". The Adobe Reader interface includes a toolbar, a navigation pane, and a comments list on the right side.

9. **Move text on page.** The highlight and call-out tools were used to denote text should be moved.

The screenshot shows a PDF viewer interface for a document titled "Reference Example.pdf". The document content includes instructions for using the "Insert-text tool" and "Replace-text tool". A yellow highlight is applied to a paragraph in the first page, and a call-out box is attached to it. The call-out box contains the text: "<move final paragraph on page 1 above previous paragraph>". The right sidebar shows a "Comments List (2)" with two entries, both from "Becki" on 1/22/15 at 9:34:46, containing the same text as the call-out box. The bottom of the document shows the header "UH Press Journals 1/21/2015" and "University of Hawai'i at Mānoa".

4. **Insert-text tool.** Click on the insert tool (see icon with blue caret symbol ) then click on the exact location to insert a letter/word. Type the correct letter or word in the pop-up box. If a word should be inserted, it is helpful to note that an extra space is needed since spaces cannot be entered directly in the PDF, e.g., if the insertion point selected is at the end of the preceding word, enter "<insert space>word."

If the letter/word should be italicized, italicize it in the pop-up box. For clarity, it's advisable to include an explicit note, i.e., "<ital>text</ital>"—beginning bracketed text with a slash as in this example indicates where the italics should end.

When simply inserting a letter into a word, it's best to also spell out the word brackets in the pop-up box on the first instance. With your mouse (not the highlighter) can highlight the word on the PDF, copy it (Ctrl+c), then paste it into the pop-up box, type the letter that's missing, and add angle brackets. Copying and pasting the diacritics along, too.

5. **Replace-text tool.** Click on the Insert-text tool (see "T" icon with blue strikethrough and caret symbol) then select the material to be replaced. When the pop-up box appears, follow the same method as above. You may also include an explicit instruction here, e.g., "<replace X with>Y."

6. **Replace diacritics.** Use the Replace-text tool. Copy the letter with diacritic from the PDF itself or from a Word doc and paste it into the pop-up box (or comment box). To specify the diacritic by name, enter, e.g., "<insert><macron>[letter]."

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In this example, there is a second change indicated, the addition of <a> at the end of the word. For text requiring more than one revision, it's best to consolidate instructions as done here. When you click outside the pop-up box, it will disappear, and the corresponding comment will show in the comments list to the right.

2

Annotations

Drawing Markups

Review

Comments List (2)

Find

Becki
Page 1 1/22/15, 9:34:50

Becki
Page 1 1/22/15, 9:34:46
<move final paragraph on page 1 above previous paragraph>

Becki
Page 1 1/22/15, 9:34:46
<move final paragraph on page 1 above previous paragraph>

University of Hawai'i at Mānoa

10. Insert text from another page.

The screenshot shows the Adobe Reader interface for a PDF document titled "Reference Example.pdf". The document is on page 4 of 4, with a zoom level of 100%. The main content area displays a list of journal entries under the heading "UH Press Journals 1/21/2015". The entries are:

- Spatial Habitus: Making and Meaning in Asia's Vernacular Architecture*, Edited by Ronald G. Knapp and Xing Puan
- House Home Family: Living and Being Chinese*, Edited by Ronald G. Knapp and Kai-Yin Lo
- Allegorical Architecture: Living Myths and Architectonics in Southern China*, Xing Puan
- Chinese Architecture and the Bonus Arts*, Edited by Jeffrey W. Cody, Nancy S. Steinhardt, and Tony Atkin
- Chinese Architecture and Metaphor: Song Culture in the Yingzao Fashi Building Manual*, Juren Feng
- Original Copies: Architectural Mimicry in Contemporary China*, Bianca Bosker

Overlaid on this content is a smaller Adobe Reader window showing a list of "Comments List (1)". One comment is visible:

Becki
1/22/15, 9:28:26
<insert paragraph 3 from p. 1, item 3, followed by hard return>

Below the main document content, there is a text block:

final note: Each time a tool is used for a change, it creates a new comment use both highlighting and a call-out tool (e.g., to make clear where to move t many corrections can be made with simply the Insert, Replace, or Delete too make your desired change clear for the compositor.

At the bottom right, a comment box is open, containing the text:

Becki
1/22/15, 9:28:26
<insert paragraph 3 from p. 1, item 3, followed by hard return>

Figure 1. Deleting text

11. Move text to another page.

The screenshot shows a PDF viewer window titled "Reference Example.pdf". The document content includes several paragraphs under the heading "Examples". A yellow highlight is applied to a paragraph: "When revisions are complete, there is no need to sign each page. When you cross-marked, digitally marked-up PDF, that will signal the Press that you have signed off on the page." A call-out box from a user named "Becki" is positioned over this highlighted text, containing the text: "<Move paragraph to end of Item 12, before 'A final note'>". The right-hand side of the viewer shows a sidebar with "Annotations", "Drawing Markups", "Review", and "Comments List (2)". The "Comments List" shows two entries for "Becki" on "Page 1" with timestamps "1/21/15, 14:32:37" and "1/21/15, 14:35:12". The top toolbar includes navigation and editing tools, and the status bar shows "1 / 4" and "100%".

Examples

1. Use the strikethrough tool for deletions (click the "T" icon with red strikethrough). If you simply want to delete text, no need to type "delete" in the comment box or on the PDF. The "strikethrough" icon in the comment box is enough to instruct the compositor.
2. When you use one of the tools, a pop-up dialog box appears. The text you enter in this box also appears in the Comments list to the right. Clicking on the comment box in the list will turn the selected comment yellow (or a pinkish color, depending on your monitor). The pop-up dialog box then opens to show the corresponding correction in the text.
3. If you highlight material, a Comments box will appear in the list of comments to the right. To add a note to the Comments box, double-click on the box to open and enter text. A fillable box appears for your note. To distinguish instructions from desired revisions, use angle brackets (</>), e.g., "<insert>X".

To delete a correction you made, right-click on the comment box or the correction itself to access options, then select "Delete."

When revisions are complete, there is no need to sign each page. When you cross-marked, digitally marked-up PDF, that will signal the Press that you have signed off on the page.

Also shown above is material that needs to be moved using the call-out and

4. **Insert-text tool.** Click on the Insert tool (see icon with blue caret symbol) to select the exact location to insert a letter/word. Type the correct letter or word in the text box. If the word should be inserted, it is helpful to note that an extra space is needed since the word entered directly in the PDF, e.g., if the insertion point selected is at the end of the preceding word, enter "<insert space>word."

If the letter/word should be italicized, italicize it in the pop-up box. For clarity, it's advisable to include an explicit note, i.e., "<ital>text</ital>"—beginning bracketed text with a slash as in this example indicates where the italics should end.

When simply inserting a letter into a word, it's best to also spell out the word within angle brackets in the pop-up box on the first instance. With your mouse (not the highlighter tool), you

1/21/2015

When revisions are complete, there is no need to sign each page. When you return the proofed, cross-marked, digitally marked-up PDF, that will signal the Press that you have proofed every page.

A final note: Each time a tool is used for a change, it creates a new comment box. If you need to use both highlighting and a call-out tool (e.g., to make clear where to move text), go ahead, but many corrections can be made with simply the Insert, Replace, or Delete tools. Most important, make your desired change clear for the compositor.