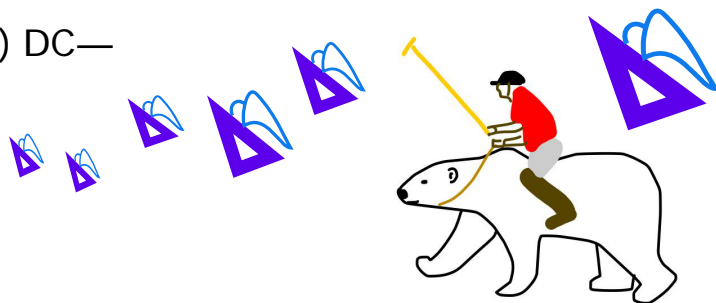


# Acrobatics for Editors & Proofreaders

—PDF Markup Using Acrobat Reader (or Pro) DC—

Tools for editing & proofreading are found under Comment in the Tools menu or right-hand panel.



**Mark up copy similarly to Word's Track Changes.**

**Mark up copy like pencil on paper.**

**Attach a file.**

**Import proofreader's marks as Stamps.**

**Find an attached file.**

**Sort:** order the marks & comments in the list.

**Filter:** show only what you filter—both on screen and in the list—hiding all others.

**Spell checks document text as well as comments.**

**Check Spelling**  
Look Up Selected Word...

**Find** ⌘F  
**Advanced Search** ⇧⌘F

**Find** searches sequentially within the PDF. **Advanced Search** list all results in a window & can search all PDFs within a folder. Both have "whole word" and "case sensitive" options.

**The Type menu, shown here, changes depending on what types of marks have been made.**

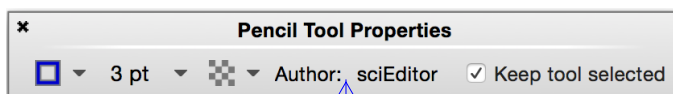
Search Comments...  
29 Comments

editor  
name the equations?  
2013-02-13 5:14 PM  
Page 3

✓ Show All Comments  
Hide All Comments  
Reviewer  
**Type**  
Status

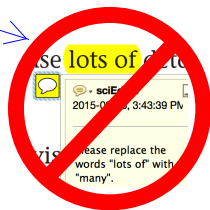
✓ All  
Inserted Text  
Polygonal Line  
Pencil  
Text Box

Double-click to access text inside any text box, callout, or in the Comment List. Then you can copy it, correct it, set its properties, or paste in new content.



The context-sensitive **Properties** vary depending on what mark is selected (including whether it is the text box or the text in a box) and how it is accessed (right-click on the mark vs the tool icon, menu, or cmd + e).

Follow the "single mark" doctrine. Minimize markup, be succinct, use proofreader's symbols (or Annotation tools).



**Options:** use this to import all markup from another PDF and compile correct comments.

**Search within comments (and show only those that match).**

**Checkmark box for QC**

**comment list in right panel is always visible in comment mode.**

**Expand All**  
**Collapse All**

**Print with Comment Summary...**  
**Create Comment Summary...**

**Import Data File...**  
**Export Selected to Data File...**  
**Export All To Data File...**

**Commenting Preferences...**

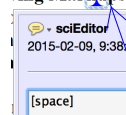
Search Comments...  
25 Comments

22-22 10:... 1  
Reply

to sciEditor ☐

comment list in right panel is always visible in comment mode.

ving Markups



**Exceptions:** Write [space] and [comma] or [period] when marking up such changes alone using Annotation tools. Those are very hard to misread or excuse as a keying error.