PDF Editing Instructions

The goal of using a pdf to indicate your changes to our material is not for you to directly make the changes yourself, but rather to show us what you'd like us to do. Books are not built in pdf format, so any changes made directly to the pdf will not translate to our typesetting software. Please **do not attempt to edit the pdf directly**. Rather, use Acrobat's comment tools in the method described below to let us know what needs to be changed. Think of this as the digital equivalent of using a red pen to mark up a hard copy.

- 1. Open your pdf using Acrobat Reader (File → Open) (If you don't have Acrobat Reader, download it for free here: https://get.adobe.com/reader/).
- 2. Click the Comment button on the toolbar on the right (it looks like a yellow speech bubble) (Fig. 1).
- **3.** This will open a couple of things:
 - **a.** On the top you should now see the comment tools (Fig. 2). You can hover your mouse over them to read what each of them are.
 - **b.** On the right you should now see the comments list (**Fig. 3**). This will automatically populate any time you use a comment tool, and you can write additional notes referencing those comments to provide us with additional clarity on what you would like us to do.
- **4.** Primarily you will be using the following comment tools (Fig. 2):
 - **a. Sticky note:** Use this for conveying any general or miscellaneous edits you'd like us to make. Place the sticky note as close as you can to the area the comment will pertain to (it is difficult to place this totally accurately), and write a note in the comments list (**Fig. 3**) letting us know what should be done. This is a great tool to use to ask us to add new text in a certain area.
 - **b. Highlight text:** You can use this to highlight any text you'd like us to modify. Type the actual modifications in the comments list (**Fig. 3**).
 - c. Strikethrough text: You can use this to tell us to delete any text.
 - **d. Replace text:** You can use this to cross out text you want us to replace with other text. Type the new text in the comments list.
 - **e. Insert text at cursor:** You can use this to tell us where to insert new text. Type the new text in the comments list.
 - f. Drawing tools: There are several shapes available to you here. Generally this is best used to tell us to delete large sections of pages by drawing Xs over the parts that aren't going to be used. But you can use this to indicate anything that would be easiest to show by drawing on the page. Do not use this to write new text on the pdf. New text should be added by typing it into the comments list entry that corresponds to the appropriate comment.

Figure 1 Righthand toolbar and location of comment box.

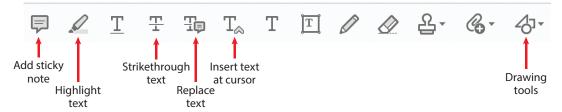


Figure 2 Commonly used Comment tools.

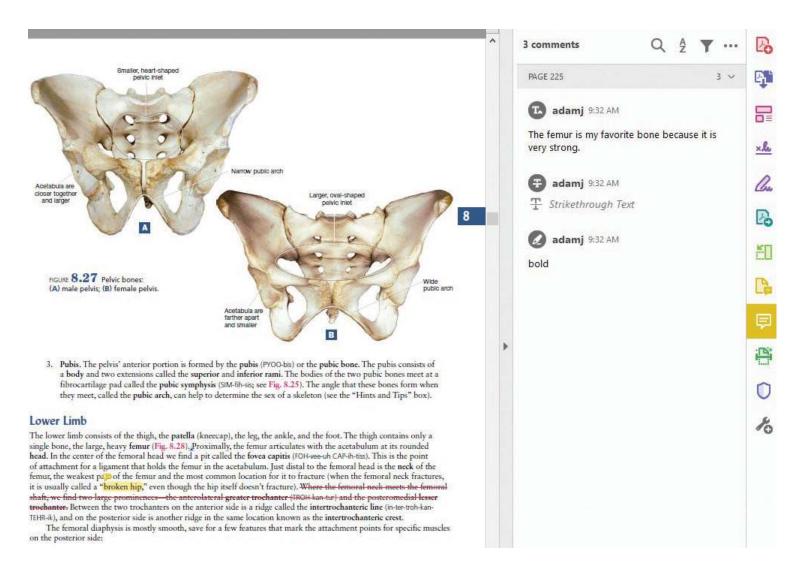


Figure 3 Sample comments.

5. Once you have completed marking up the pdf, save the pdf and either email it back to us or ask us for our Dropbox link, which you can use to upload the pdf to us.