Prentice Hall

AUTHOR'S GUIDE FOR ELECTRONIC PDF SOFTPROOFING USING ACROBAT 4.0

Acrobat 4.0 is a new, more efficient program for softproofing pages from the compositor. A time-consuming process that was once done by hand can now be done electronically.

GETTING STARTED

In order to participate in electronic softproofing, you need the Acrobat suite—Acrobat 4.0. The freeware version, Acrobat Reader, will not work. If you do not have Acrobat 4.0, please contact your Editor.

You will receive your files in one of three ways — as an e-mail attachment, an FTP transfer, or through Wam!Gate (similar to Wam!Net). (Your Production Editor will let you know which method you will receive your files.) Once you get to your files, save them to your hard drive and then open them in Acrobat 4.0. When opened, the Acrobat files will appear.

TOOLS YOU SHOULD USE

There are four main tools that you should use in Acrobat for softproofing comments. They are found on the vertical toolbar on the left side of the screen. If the toolbar isn't there press f9 or go to "Window" on the menu bar, scroll down to "Show toolbar," and click on it.

1. *The Hand Tool*–This tool will help you navigate throughout the PDF file. It's like the basic mouse arrow. You can use it to open notes left by others on the page, or close notes that you have created. If you make a mistake you can use it to highlight the note or pencil mark by clicking on it and then pressing the delete key on the keyboard to erase. You can also use it to move the page around as well. Simply hold the mouse button down, when the hand turns into a fist you can drag the hand with the mouse moving the page on the screen.

2. *The Zoom Tool*—This tool, which looks like a magnifying glass, allows you to zoom in anywhere on the page. This is good for checking images, charts, and basically text that is too small to read in its normal appearance on the screen.

3. *The Notes Tool*–This tool acts like a post-it note. This is the most important tool that you will be using. It allows you to write brief comments about any items on the screen such as uncorrectly spelled words, missing images, misplaced boxes, etc. The tool can be accessed two ways:

    a.   By selecting the tool on the tool bar, and then clicking anywhere there is a problem to address on the document.

    b.   By double-clicking on a underlined area you created with the pencil tool.

Be sure to make your notes distinguishable. Insert your name or title by scrolling down to "preferences" under "File" on the menu bar and clicking on "annotations." Pick a color and use it for all your annotations. Colors can be set by right-clicking on an annotation (control+click for Mac). I use light orange.

To read other people's comments simply double-click on the icon that is present on the text page. Feel free to double-click on all notes on this page. They contain little hints about Acrobat.

4. *The Pencil Tool*–This tool is a simple drawing tool that allows you to circle or underline items on the screen such as uncorrectly spelled words. A post-it will appear when you double click the pencil mark. Don't forget to leave a note explaining your marks. On the pencil tool is a pull-out menu that reveals other drawing tools such as a circle, square, and line tool.

HOW TO SEND THE ANNOTATIONS ONLY

When you are finished reviewing the pages of your textbook, you can save your comments to your PDF file by clicking "Save" under "File" on the menu bar. They will then be saved in their place for future reference.

To send your comments and queries to your Prentice Hall Production Editor or compositor, you will only need to send the annotations, not the entire PDF file. To do this, click on "File" on the menu bar above. Scroll down to "Export" and then click on "Annotations." Use the PDF file's name for the name of the annotations. If the PDF is titled book_ch1.pdf, then name the annotations file book_ch1. The annotations file should have the extension .fdf. Then send that file as either an e-mail attachment to either your Prentice Hall Production Editor or specified compositor, or upload it to the FTP or Wam!Gate site.

FOR MORE HELP

If you want to know more about Acrobat there is a great tutorial under "Help" on the menu bar. It can be viewed on the computer screen or can be printed out.

For an example of softproofed pages see the PDF titled "sample-manuscript.pdf"

For additional help, contact your Prentice Hall Production Editor.