

GETTING STARTED

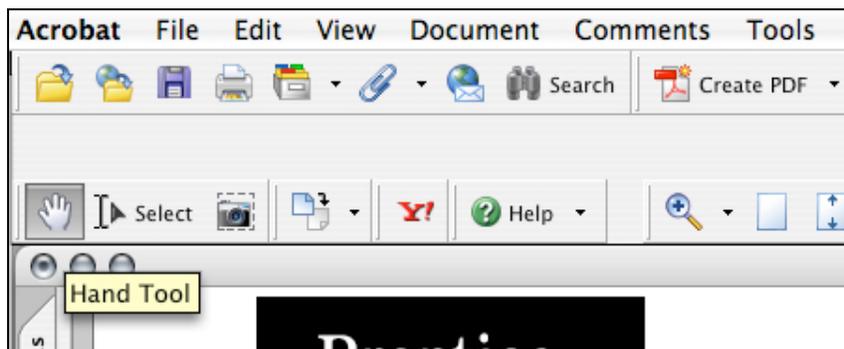
In order to participate in electronic review of pages, you will need the Adobe Acrobat suite. The freeware version, Adobe Acrobat Reader, will not work as it does not allow you to make comments directly on PDFs. If you do not have the Acrobat suite, please contact your Editor. He/she will be able to instruct you on how to obtain the needed software.

Once your pages are ready for your review, you will receive them via an FTP transfer. A link to an FTP site where your pages can be found will be e-mailed to you. Simply click the link or cut and paste it into your Web browser or FTP client and begin downloading your files by clicking on each chapter listed on the FTP site or by dragging and dropping the files on to your desktop. The files should automatically open in Adobe Acrobat when you double click on them.

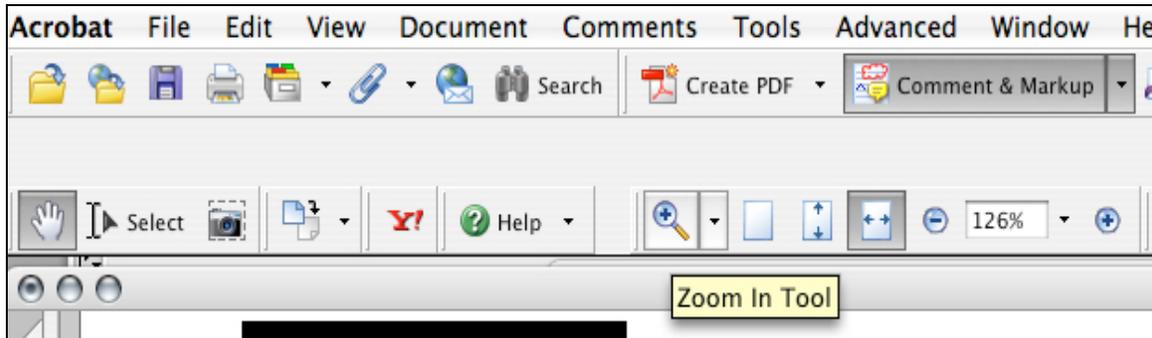
TOOLS YOU SHOULD USE

There are four main tools that you should use in Acrobat for commenting on pages. They are found on the horizontal toolbar on the top of the screen. If the toolbar isn't there go to "View" on the menu bar, scroll down to "Toolbars" and select "Commenting".

1. **The Hand Tool**—This tool will help you navigate through the PDF file. It's comparable to the basic mouse arrow used in most programs. You can use the hand tool 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.

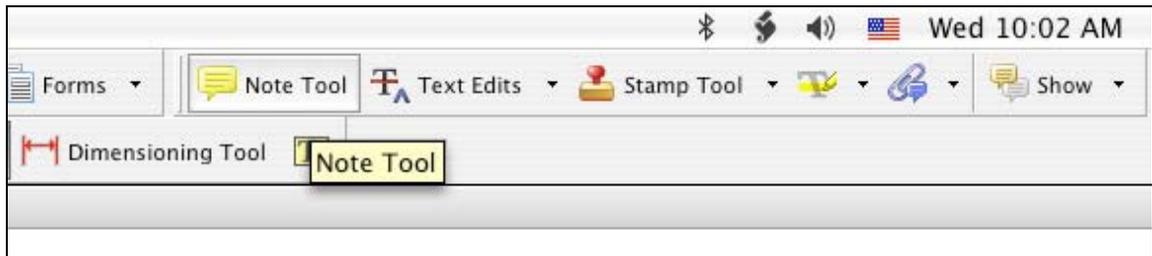


2. **The Zoom Tool**—This tool allows you to zoom in anywhere on the page. This tool is useful for checking images, charts, and text that is too small to read in its normal appearance on the screen.



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 incorrectly spelled words, missing images, misplaced boxes, etc.

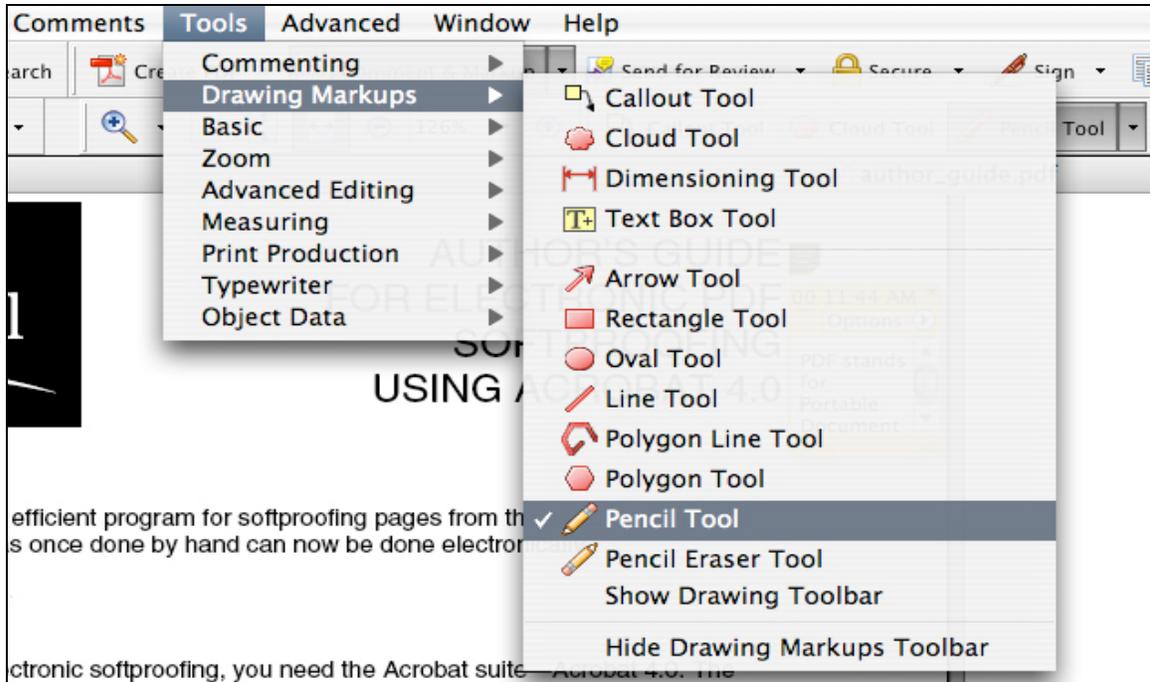
To begin using notes tool, select the tool on the tool bar, and then clicking anywhere there is a problem to address on the document. A text box will appear for you to type in your comments.



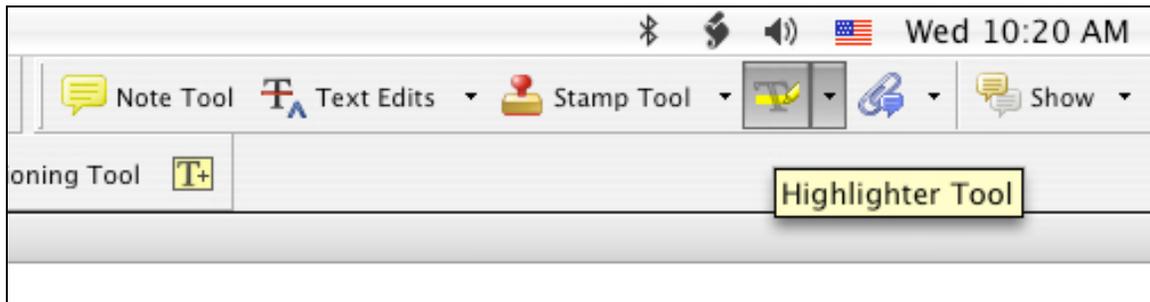
Be sure to make your notes distinguishable. If your notes do not automatically include your name, you can change this directly in the note itself. When a note box opens up, click on “Options” directly in the note itself, scroll down to “Properties” and a window will open that will allow you to change the color of your note and add/change the name that appears on the note.

To read other people’s comments double click on the note icon that is present on the text page. If the comment is a query that you need to address, either from a proofreader, production editor, or compositor, you can click on the text already in the note, and simply add your response in the same note. There is no need to create a new note to respond to a note that already exists. You can add your initials to the end of your response to let everyone know who the response is from.

4. **The Pencil Tool**—This tool is a simple drawing tool that allows you to circle or underline items on the screen, such as incorrectly spelled words. A post-it will appear when you double click the pencil mark. Don't forget to leave a note explaining your marks.



5. **The Highlighter Tool**—This tool allows you to highlight specific text to call out any edits that may need to be made. To use this tool click on the highlighter tool and use your cursor to highlight the text in need of editing. Once you have highlighted the text it will have a bright yellow tint behind it. Double click on highlighted text to open up a comments box. Enter your edits in the comments box.



While there are many other tools available for commenting in Adobe Acrobat, please refrain from using any tools other than the ones outlined in this document.

HOW TO SUBMIT THE ANNOTATED PDF

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.

Once your comments are saved you can go back to the FTP site you downloaded the files from and post the new, annotated files. Your Production Editor or your contact at the full service house will set up a new folder in which you can upload your annotated files. Once you have uploaded the files please send an e-mail to either your Production Editor or your contact at the full service house to alert them.

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 additional help, contact your production editor.