

Requesting Proof Corrections with Adobe Reader DC

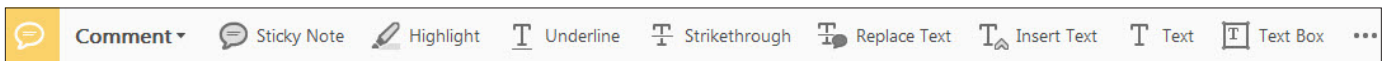
Following these guidelines to submit your corrections will optimize accuracy and publication speed. Please ensure you have opened your proof in Adobe Reader **DC** to access the tools explained below. Reader DC can be downloaded for free at <https://get.adobe.com/reader>. If you are using Adobe Reader **X**, please proceed to the second page of this PDF for Reader X guidelines.

1. After opening your proof in Reader DC, please click on Comment from the right-side menu.
2. After clicking *Comment*, the toolbar shown below should appear at the top of the page. You can right-click this toolbar and select *Show All Labels* to display helpful descriptions for each tool, as shown in the lower image of toolbar.


Comment toolbar





Comment toolbar after right-clicking and selecting *Show All Labels*





3. Please use the following tools from the Comment toolbar to request changes. Examples of marked corrections are provided for additional guidance.


 *Delete text tool (strikethrough)*. Select this tool, then highlight the text you wish to delete.


 *Replace text tool*. Select this tool, then highlight the text you wish to delete and type the replacement text. You may also copy and paste text from another file.

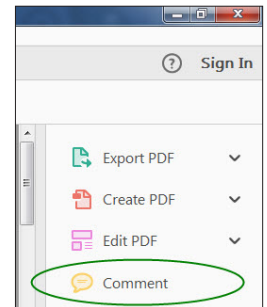
 *Insert text tool*. Select this tool, place the cursor at desired insertion location, then type the additional text. You may also copy and paste text from another file.

 *Text box tool*. Select this tool and click the desired location to create a box, then type your comments, questions, or formatting requests into the box.

 *Highlight text tool*. Select this tool, then highlight the desired text.

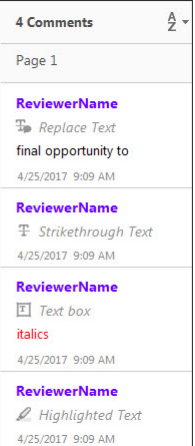
 *Attach a file tool*. Select this tool, and then click on the PDF where you would like to attach the file. Once you click, the file manager will open so you can select the file you wish to attach.

 Please avoid using the Sticky Note/Comment Bubble tool, as this tool can result in data loss and often does not clearly indicate the location of requested changes.



Examples of Marked Corrections

Thank you for choosing to publish with us. This is your ~~last chance~~, ensure your article will be ~~be~~ accurate at publication. Please review your proof carefully and respond to the queries using the circled tools, which are available by clicking **Comment** from the right-side menu in Adobe Reader DC. **italics**



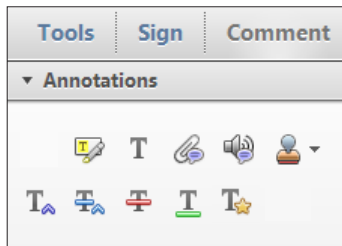
You can review your changes using the Comments list on the right side of the page. To delete a correction, right-click on it either in the Comments list or within the proof, then select Delete from the pop-up menu.

Requesting Proof Corrections with Adobe Reader X






Following these guidelines to submit your corrections will optimize accuracy and publication speed. Please ensure you have opened your proof in Adobe Reader X to access the tools described below.



To begin marking corrections:

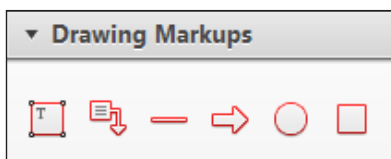
Please click on *Comment* in the top right corner of your window then select *Annotations*:



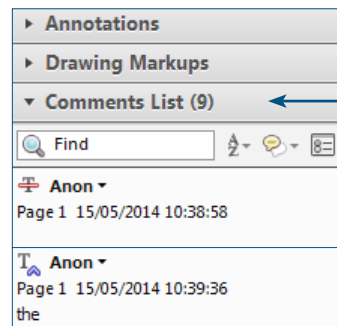
Please use the following tools to request changes:

-  **Insert additional text tool.** Select this tool and place the cursor where you would like your text to appear, and then simply type the additional text. You may also copy and paste text from another file.
-  **Replace text tool.** Select this tool, and then highlight the text you wish to be deleted and type the replacement text. You may also copy and paste text from another file.
-  **Delete text tool.** Select this tool, and then highlight text to be deleted with the cursor.
-  **Attach a file tool.** Select this tool, and then click on the PDF where you would like to attach the file. Once you click, the file manager will open so you can select the file you wish to attach.
-  **Highlight text tool.** Select this tool, and then highlight text to appear highlighted. If you wish to add comments to the highlighted text, double click on the highlighting.

If the tools shown above are not sufficient for explaining your desired change, please click *Drawing Markups* (located immediately beneath Annotations) and use the  to explain your request. Please do not use comment bubbles/sticky notes , as these can cause data loss.

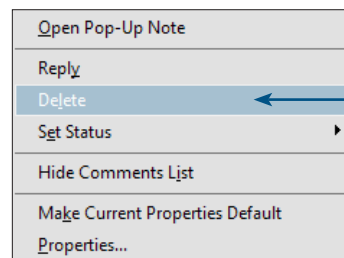


To review or track your changes when complete:



Select *Comment* from the menu on the top right, then click *Comments List*; all the changes made to the PDF will be listed here.

To delete or remove a correction:



Right click on the correction, either in the comments list or within the actual text, and select Delete. The correction will be removed.

An example of some marked up text is below:

