

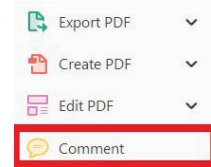
USING e-ANNOTATION TOOLS FOR ELECTRONIC PROOF CORRECTION

Required software to e-annotate PDFs: **Adobe Acrobat Professional** or **Adobe Reader (version 11 or above)**. (Note that this document uses screenshots from **Adobe Reader DC**.)


The latest version of Acrobat Reader can be downloaded for free at: <http://get.adobe.com/reader/>

Once you have Acrobat Reader open on your computer, click on the **Comment** tab (right-hand panel or under the Tools menu).


This will open up a ribbon panel at the top of the document. Using a tool will place a comment in the right-hand panel. The tools you will use for annotating your proof are shown below:

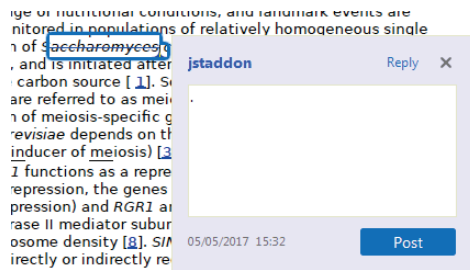


1. Replace (Ins) Tool – for replacing text.


 Strikes a line through text and opens up a text box where replacement text can be entered.

How to use it:


- Highlight a word or sentence.
- Click on .
- Type the replacement text into the blue box that appears.



2. Strikethrough (Del) Tool – for deleting text.

 Strikes a red line through text that is to be deleted.


How to use it:

- Highlight a word or sentence.
- Click on .
- The text will be struck out in red.



experimental data if available. For ORFs to be had to meet all of the following criteria:

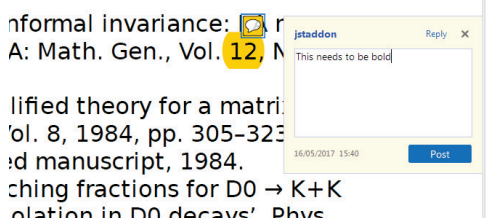
1. Small size (35-250 amino acids).
2. Absence of similarity to known proteins.
3. Absence of functional data which could not be the real overlapping gene.
4. Greater than 25% overlap at the N-terminus with another coding feature; over both ends; or ORF containing a tRNA.

3. Commenting Tool – for highlighting a section to be changed to bold or italic or for general comments.


 Use these 2 tools to highlight the text where a comment is then made.

How to use it:


- Click on .
- Click and drag over the text you need to highlight for the comment you will add.
- Click on .
- Click close to the text you just highlighted.
- Type any instructions regarding the text to be altered into the box that appears.

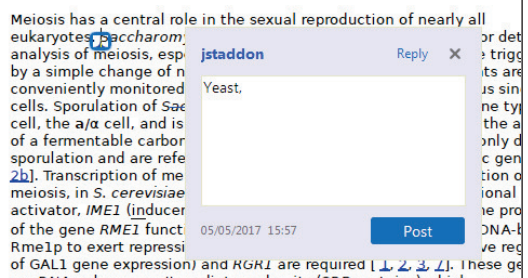


4. Insert Tool – for inserting missing text at specific points in the text.


 Marks an insertion point in the text and opens up a text box where comments can be entered.

How to use it:


- Click on .
- Click at the point in the proof where the comment should be inserted.
- Type the comment into the box that appears.



5. Attach File Tool – for inserting large amounts of text or replacement figures.

 Inserts an icon linking to the attached file in the appropriate place in the text.


How to use it:

- Click on  .
- Click on the proof to where you'd like the attached file to be linked.
- Select the file to be attached from your computer or network.
- Select the colour and type of icon that will appear in the proof. Click OK.


The attachment appears in the right-hand panel.

chondrial preparator
ative damage injury
re extent of membra
, malondialdehyde (TBARS) formation.
used by high perform

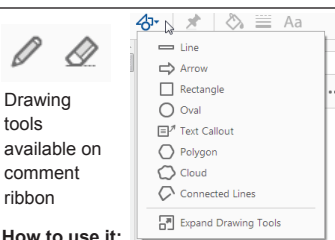
6. Add stamp Tool – for approving a proof if no corrections are required.

 Inserts a selected stamp onto an appropriate place in the proof.

How to use it:

- Click on  .
- Select the stamp you want to use. (The **Approved** stamp is usually available directly in the menu that appears. Others are shown under *Dynamic, Sign Here, Standard Business*).
- Fill in any details and then click on the proof where you'd like the stamp to appear. (Where a proof is to be approved as it is, this would normally be on the first page).

of the business cycle, starting with the
on perfect competition, constant ret
roduction. In this environment goods
extra...
APPROVED
determined by the model. The New-K
otaki (1987), has introduced produc
general equilibrium models with nomin
ed and... Most of this...

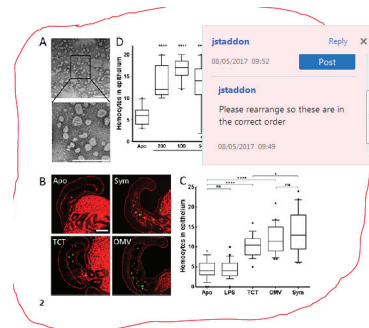


How to use it:

- Click on one of the shapes in the **Drawing Markups** section.
- Click on the proof at the relevant point and draw the selected shape with the cursor.
- To add a comment to the drawn shape, right-click on shape and select *Open Pop-up Note*.
- Type any text in the red box that appears.

7. Drawing Markups Tools – for drawing shapes, lines, and freeform annotations on proofs and commenting on these marks.

Allows shapes, lines, and freeform annotations to be drawn on proofs and for comments to be made on these marks.



For further information on how to annotate proofs, click on the **Help** menu to reveal a list of further options:

