Marking Corrections in Adobe Reader or Acrobat (Pro)

The easiest way to correct your proofs is by using Adobe Reader or Acrobat. This document will help you take the first steps.

If you do not have a version of Adobe Reader or Acrobat, you can download a free version of the Reader from [http://get.adobe.com/reader/](http://get.adobe.com/reader/)

1. Setting up Adobe Reader and Acrobat
Open the proofs in Adobe Reader or Acrobat. Then...

... for Reader:
Click on the 'Comments' button at the top right of your screen and then open 'Annotations' by clicking on the arrow next to it. Also open List of Comments, so you can keep track of inserted comments.

... for Acrobat:
Go to the menu item View > Toolbars > Comment & Markup to have it appear on your screen. You can drag it to any convenient location.

Go to the menu item View > Navigations Panels > Show Navigation Pane. A separate pane will appear on the left, in which you can see yellow balloons. If you click on them, you can keep track of inserted comments.

*Figure 1. Where to find the toolbar?*

In Reader:

In Acrobat:
2. Starting the Correction Process
The toolbar offers three text editing options:

1.  
2.  (Highlight)  
3.  

Ad 1. This works as text editing in Word: you can
   - Replace words or characters by selecting them and simply typing the correct text;
   - Insert words or characters by placing the cursor in the right spot and typing the inserts;
   - Delete words or characters by selecting them and using the backspace or delete button.

Ad. 2. Use Highlight to place a remark next to specific words or phrases, for example to indicate that
       something should be in italics. Open the pop-ups in which to write by double-clicking or using
       the right mouse button.

Ad. 3. Use Sticky Notes if you want to say something about a larger part of the text (a whole page or
       paragraph), or to make a general remark. The placement of a Sticky Note is not precise
       enough to mark specific words.

For an example of how to use all possible options, see the attached sample page.
If you want to remove any correction or mark, you can simply select it by clicking on it and then
pressing delete.

How to Insert Foreign Scripts
Set your keyboard to the required language by choosing it on the language bar (Windows) or in the
keyboard menu on the Menu bar (Mac). Then type in the text edit field.
You can also type in Word, copy the text and paste it into the same text edit field. Do not worry if
blank squares appear instead of letters: the typesetter will see the right letters if the font used is
Unicode-encoded.
Author’s Guidelines – Indexing

Despite advances in computer technology, indexing is (unfortunately) not a mechanical activity that can be left to a computer: it requires thought, knowledge and common sense. To ease the process of indexing, here are some suggestions on how to work.

1. *How to Index*
   - The best way to go by is to mark the words and phrases that you want indexed on a printout of the page proofs. In this way you will have the printout as a reference if you want to re-check or change your strategy at a later stage.
   - Plan subentries from the beginning and note them down: better to omit them later, than to have to redo the work.
   - NB You can use the search function in Word or Adobe, but use it only for double-checking or looking for a specific passage: there are too many variables that make those searches imperfect. [See note i for further details on possible problems with electronic searching.]

2. *What to Index*
   - Do not index preliminary pages, table of contents etc. Only index a foreword, preface and/or appendices if their content supplements the text.
   - Ask yourself: does the reference provide the reader with relevant information about the term sought, or is it merely mentioned as (f.e.) part of an enumeration, a birthplace or example?

3. *Types of Index*
   - Several types of index are possible. The most common ones are: a. modern authors, b. subjects (or names and subjects) and c. (ancient) sources. This is also the most common order. Decide for yourself which indices are necessary/useful for your book. Start every index on a new page.

4. *Format*
   - Type the entries and subentries in a single list in Word (the typesetter will lay it out in columns later).
   - Preferably use indented style instead of run-in [see note ii].
   - Use a tab after the index entry, *not* a comma.
   - Make sure you are consistent in using ‘letter by letter’ or ‘word by word’ alphabetizing [see note iii].
   - If a term occurs in a footnote, add an ‘n’ to the page number (70n); if there is more than one footnote on that page, also add the footnote number (70n2).
   - Insert a blank line between letters (in a. and b.) or works (in c.)

5. *Finalizing*
   - Check on the whole index once it is finished: choose between synonyms, possibly add cross references (use see or see also)
   - Check all cross references against the entries they refer to: are they similar?
   - Check for consistency in use of capitals, alphabetizing, word forms, abbreviations, names/initials etc.
   - If an entry has too many page numbers, try to refine by adding subentries