# SUPPLY REVISIONS

## PDF MARK-UP TOOLS

Annotation tools in Adobe Acrobat allow you to highlight, insert, underline, or cross out text digitally, much as you would edit on paper.

Start by opening your PDF proof using Adobe Acrobat Reader or Adobe Acrobat Pro software. Save a copy of the proof using the original file name plus your initials followed by "edits".

**Example of original file name:** FP1234_8page_brochure_PR1.pdf

**Example of renamed file:** FP1234_8page_brochure_PR1_js_edits.pdf

### COMMENTING

Choose **Tools** > **Comment** from the right hand menu to open the Comment toolbar and pane.

Standard editing symbols correspond to the use of each tool so that your edits will clearly indicate your revisions. Pop-up notes associated with the tools show the date and time of the edit and provide room for your comments. Comments are displayed in the pane on the right hand side of the screen.

**Add sticky note**
Add sticky notes anywhere – enter information in the pop-up note to add a comment, supply new text or direction.

**Highlight text**
Create a highlight on selected text – enter information in the pop-up note to add a comment, supply new text or direction.

**Add note to replace text**
Selected text is struck out and new text is added to a linked pop-up note.

**Add a new attachment**
Attach a file to the document for reference.

### ACTIONS ON TEXT SELECTION

When you select text in Adobe Acrobat, a palette of actions pop up. From this palette, you can add a comment, highlight text, underline text, strikethrough text, redact text and copy text.

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