

MARKING UP PDFs WITH ADOBE READER

You will be using Adobe Acrobat Reader to mark up the items in the typeset PDF that need correction. Lists of changes in email or MS Word files unfortunately cannot be accepted. Note that because your text has already been through several rounds of reviews and has been signed off by you prior to typesetting, it is expected that only a small number of minor amendments (i.e. typos, or gremlins that may have slipped in at typesetting) will be required at this late stage. Please understand that this is not an invitation to rewrite the text!

1. Download Acrobat Reader, install the software, launch Acrobat Reader, and open the PDF supplied by the typesetter.

4. Click on Comment in the panel on the right-hand side of the screen and any comments or queries from the publisher or typesetter that are already in the PDF will appear in this area. Please click through each of these and add replies as appropriate.

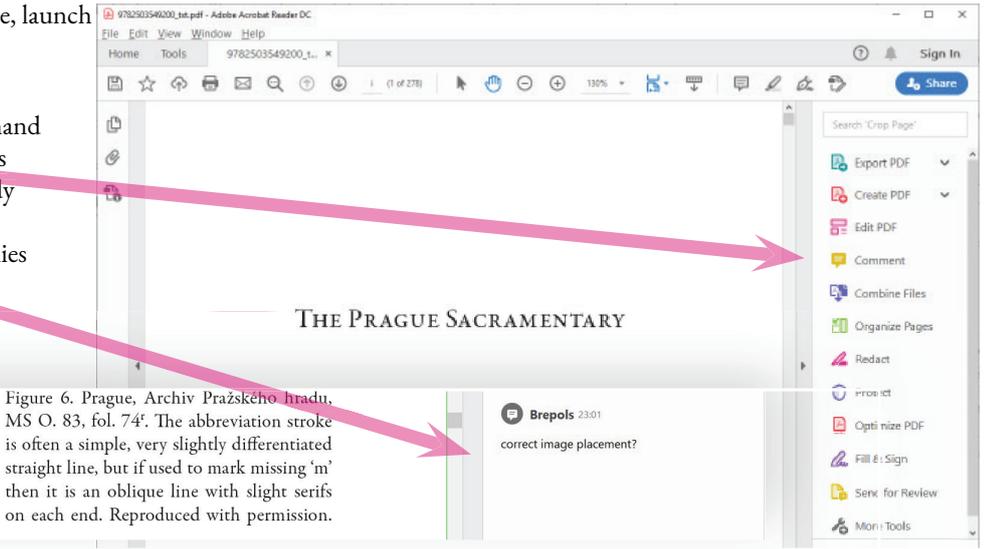
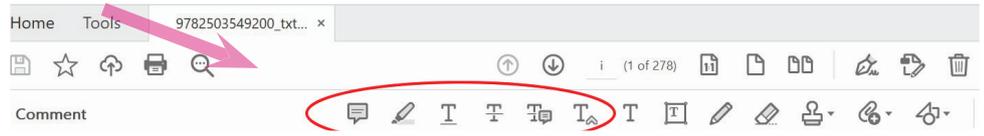


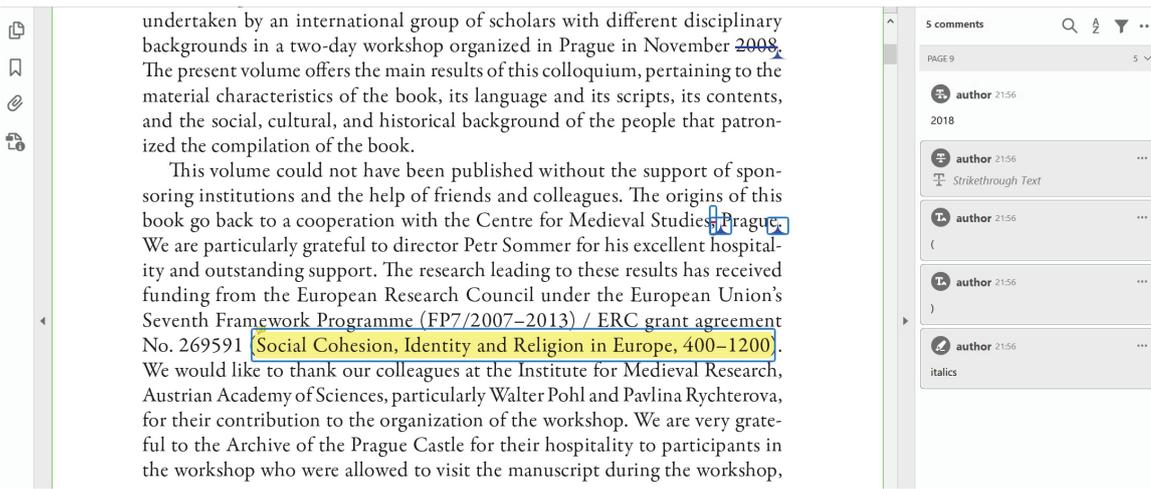
Figure 6. Prague, Archiv Pražského hradu, MS O. 83, fol. 74r. The abbreviation stroke is often a simple, very slightly differentiated straight line, but if used to mark missing 'm' then it is an oblique line with slight serifs on each end. Reproduced with permission.

5. Please add the Commenting tool to add text corrections and comments to the proof.

- Use the floating sticky note to make general remarks (e.g. on placement and size of images).
- Use the highlight tool to select the text and give text related lay-out instructions in the comment box that appears.
- Use the strikethrough tool to delete text.
- Use the replace tool to select a word or passage that needs to be changed and type the new text into the comment box as this is a much clearer way of showing exactly which text is to be changed.
- Use the insert text tool to add words or passages of text.



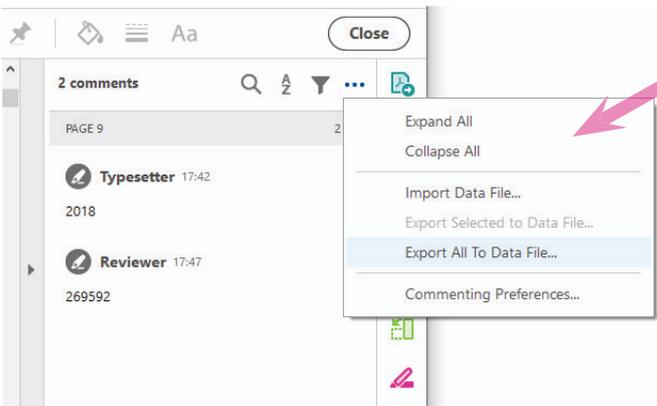
Drawing markups (boxes, arrows, etc.) are also available if required.



Please avoid double-flagging corrections, i.e. using the highlight tool just to highlight, and then adding a sticky note to describe the change.

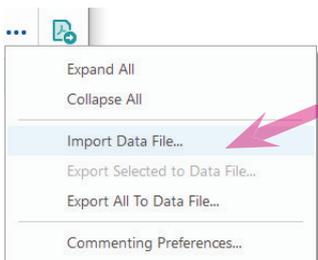
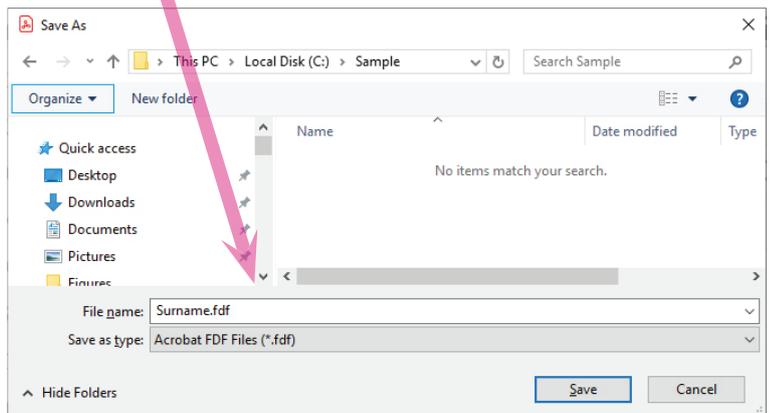
FOR VOLUME EDITORS — COLLATING COMMENTS FROM MULTIPLE REVIEWERS

For multi-authored volumes requiring more than one reviewer, volume editors should ask each contributor to download the PDF using the link supplied by the typesetter, and also circulate these instructions. Each contributor should enter comments into their own part of the PDF. (It is not possible to split the PDF up into chapters and only distribute those, because the comments when reimported into the master PDF won't land on the right spot if you do.) The comments can then be exported by the contributors (as explained below) and the resulting FDF file emailed back to the volume editor.



1. To export comments, click on the comments list dropdown menu and choose Export All to Data File.

2. Give the FDF file (i.e. the data file) a logical name (e.g. the contributor's surname).



Markups from everyone can then be collated by the volume editor into a single master PDF thus:

3. Open the master PDF in Acrobat Reader and import each of the FDF files into that by clicking on the comments list dropdown and selecting Import Data File.
4. IMPORTANT: Volume editors should review each of the contributors' markups, to check for consistency etc., and amend or delete comments where necessary.
5. The volume editor should then send the marked-up PDF (and any replacement figures etc.) back to the typesetter. Please use WeTransfer, Dropbox, or similar, rather than attaching large files to emails.