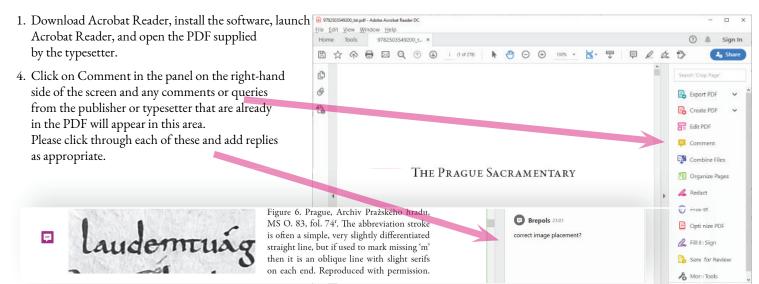
MARKING UP PDFs WITH ACROBAT READER

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!



9782503549200_txt... ×

T

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

 Home Tools
 - 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.

☆ 命

Comment

- Use the insert text tool to add words or passages of text.

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



undertaken by an international group of scholars with different disciplinary backgrounds in a two-day workshop organized in Prague in November 2008. The present volume offers the main results of this colloquium, pertaining to the material characteristics of the book, its language and its scripts, its contents, and the social, cultural, and historical background of the people that patronized the compilation of the book.

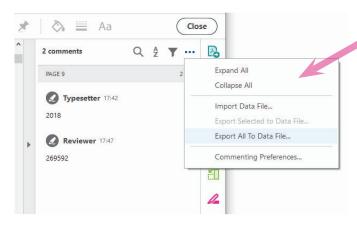
This volume could not have been published without the support of sponsoring institutions and the help of friends and colleagues. The origins of this book go back to a cooperation with the Centre for Medieval Studies Prague. We are particularly grateful to director Petr Sommer for his excellent hospitality and outstanding support. The research leading to these results has received funding from the European Research Council under the European Union's Seventh Framework Programme (FP7/2007–2013) / ERC grant agreement No. 269591 Social Cohesion, Identity and Religion in Europe, 400–1200. We would like to thank our colleagues at the Institute for Medieval Research, Austrian Academy of Sciences, particularly Walter Pohl and Pavlina Rychterova, for their contribution to the organization of the workshop. We are very grateful to the Archive of the Prague Castle for their hospitality to participants in the workshop who were allowed to visit the manuscript during the workshop,



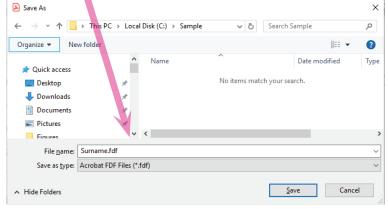
Please avoid double-flagging corrections, i.e. using the highlight tool just to highlight, and then adding a sticky note to describe the change.

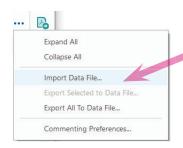
FOR VOLUME EDITORS — COLLATING COMMENTS FROM MULTIPLE REVIEWERS

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.



- 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.