

# Proofreading Jenny

## Useful Guide to PDF Markup

When proofreading a PDF document, I use Adobe Reader's annotation and comment tools to show the corrections required and to highlight any queries with the wording or design layout. Depending on how your PDF reader is set up, you might need to click on the word 'Comment' in the top right corner to open the viewing pane. By clicking on each comment within this pane, a light blue outline will show around the corresponding mark in the body of the PDF. I do recommended working through each comment in this way as it can be difficult to spot the small blue insert symbol or a single character delete within the text.

The examples below show how I use the various tools when annotating PDFs. Alongside clear instructions, I also provide explanatory notes if necessary or where I feel they would be useful.

A blue carat on its own is used for **insert**  
The comment here would read '**Insert an apostrophe**'

### Editors letter

A blue carat with a blue line through the text is used for **replace**  
The comment here would read '**Replace with: events**'

of the ~~shows~~ to

A red line through the text is used for **delete**  
The comment here would read '**Delete: new**'

in all ~~new~~ cars

A green underline is used for **other instructions** not covered above, e.g. hyphenation, capitalisation  
The comments here would read '**Hyphenate: record-breaking**'

a record breaking

A yellow highlight is used for **queries/clarifications/recommendations**  
The comment here would read '**For consistency within the document, change to students**'

**school children**

A sticky note is used for **queries that are applicable to the whole document or an image**

