

Guidelines for indicating changes in PDF files

In order to make sure that Wordbank Project Managers can clearly understand your comments, please use the notes facility in Acrobat. If you are not sure where to find the notes tool in your version of Acrobat, please refer to "Working with different versions of Acrobat" on page 3 of this document.

The Dos and Don'ts of Markup

Please Do:

- Always use the notes facility. Any other form of annotation (e.g. carets) cannot be read by those using a lower version of Acrobat.
- To indicate the text that needs to be amended, **do only** use the highlight tool.
- Make clear and precise instructions in your notes. e.g. Replace 'imrimante' with 'imprimante'. Please **don't** insert a note without clear indication of which text needs to be replaced or changed and which text should replace it.
- Insert notes as close to possible to your proposed change without, wherever possible, obscuring the text to be changed.
- Use the alt key codes (listed at the end of this document) to obtain correctly accented characters. Please **don't** use apostrophes in Italian to indicate accents, or 'ss' in German to indicate 'ß' (except, of course, where this is correct).

Please Don't:

- Edit PDF files. Please make sure you always insert a note indicating your change. Otherwise the Wordbank Project Manager will not know where a change is needed.
- Make comments such as 'Omission' or 'Incorrect'. Please always make clear what needs to be done to correct the text.
- Make comments such as 'implement change throughout file'. Please indicate all instances of an amendment which needs to be applied.

Preparing notes in Acrobat

The correction itself should be set out using (up to) 3 lines within the note.

Each line is intended to make up one part of the correction; so that:

- Line 1 = Type of instruction
- Line 2 = The text that is the subject of the instruction OR the location of the correction
- Line 3 = New text

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Markup Examples:**Amending Text**

Line 1 *Replace highlighted text*
 Line 2 *We are running home*
 Line 3 *We are walking home*

Adding Text

Where text needs to be added, the location of the additional words should be shown in the second line. This should be indicated by typing the full sentence, with four full stops indicating where the extra word needs to be added. The full stops represent the position marker for additional text to be included. The third line should show the new text to be included.

Line 1 *Replace highlighted text*
 Line 2 *We are running home*
 Line 3 *We are now running home*

Spacing

As stated above, the second line should show the text to be changed i.e. the incorrect spacing and the third line should show the correct text.

Line 1 *Delete space*
 Line 2 *The s un is shining*
 Line 3 *The sun is shining*

Hyphenation

In the event you wish to re-hyphenate, please indicate the instruction “hyphen” on the first line, the word as it is presently hyphenated on the second line and correct hyphenation on the third line.

Line 1 *hyphen*
 Line 2 *ins-truction*
 Line 3 *in-struc-tion*

Formatting

In addition to adding, deleting and changing, the following instructions may be used on the first line of the note to indicate formatting amendments.

Bold *Italic* **Caps** *Lower case* Underline Plain ^{Superscript} _{Subscript}

The second line should include the text that is the subject of the instruction on the first line. The third line should indicate the text with the change implemented.

Line 1 *Lower case*
 Line 2 *Jump*
 Line 3 *jump*



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Working with different versions of Acrobat

The process for using the notes tool varies slightly depending on the version of Acrobat you use. Please refer to the guidelines below that are relevant to your version. If you are unsure which version of Acrobat you are using, you can find out by selecting the 'Help' option on the Toolbar and clicking on 'About Adobe Acrobat' – an information screen will then appear giving version details.

Please note that while you are able to open and view PDFs using Acrobat Reader, you must have a full version of Acrobat installed in order to access Acrobat's full markup and editing functionality.



Acrobat 4.x

To insert a note, go to the vertical tool bar on the left-hand side of the screen and click on the icon that resembles a page of text . Then click on the screen at the point in the text at which you wish to insert the note. A notes box  will open up in which you can type your instructions. Close this box by clicking on the dash in the top left-hand corner of the box. If your vertical toolbar is not visible, then press F9 or go to Window > Show Toolbar to display it.

To reposition a note at any time, left click down once on it and drag it at the same time to its new position. **To delete** a note, left click on it once so that it is highlighted in grey and press 'delete'.

It is possible to view an **Adobe Acrobat file summary** of all text contained within all notes inserted in the document by pressing **ctrl+shift+T**, or by going to Tools > Annotations > Summarize Annotations.


Acrobat 5.x

To insert a note, go to the Commenting toolbar and click on the icon that resembles a page of text  (labeled Notes Tool). Then click on the screen at the point in the text at which you wish to insert the note. A notes box  will open up in which you can type your instructions. Close this box by clicking on the "x" in the top left-hand corner of the box. If your Commenting Toolbar is not visible, then go to Window > Toolbars > Commenting to switch it on.

To reposition a note at any time, left click down once on it and drag it at the same time to its new position. **To delete** a note, left click on it once so that it is highlighted in grey and press 'delete'.

It is possible to view an **Adobe Acrobat file summary** of all text contained within all notes inserted in the document by pressing **ctrl+shift+T**, or by going to Tools > Comments > Summarize.

Acrobat 6.x

To insert a note, go to Tools > Commenting > Note tool on the toolbar. Once selected, your cursor will become a note. Then click on the screen at the point in the text at which you wish to insert the annotation. An annotation box  will open up automatically in which you can type your instructions. Close this box by clicking on the 'x' in the top right-hand corner of the box. Alternatively you can select the note tool (the icon which is a yellow note) from the vertical tool bar at the left-hand side of the screen.

To reposition a note at any time, left click down once on it and drag it at the same time to its new position. **To delete** a note, left click on it once so that it is highlighted in grey and press 'delete'.

It is possible to view an **Adobe Acrobat file summary** of all text contained within all notes inserted in the document by pressing **ctrl+shift+T**, or by going to Tools > Comments > Summarize.



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Acrobat 7.x

To insert an annotation, go to Comment & Markup > Note tool on the toolbar, or Tools > Commenting > Note Tool on the menu list. Once selected, your cursor will become a note. Then click on screen at the point in the text at which you wish to insert the annotation. An annotation box should open up automatically in which you can type your instructions. Close this box by clicking on the 'x' in the top right-hand corner of the box.

To reposition a note at any time, left click down once on it and drag it at the same time to its new position. **To delete** a note, left click on it once so that it is highlighted in grey and press 'delete'.

It is possible to view an **Adobe Acrobat file summary** of all text contained within all notes inserted in the document by going to Comment & Markup (button menu) > Summarize Comments, or by going to View > Show Comments List (this opens up a window pane in the lower half of your screen, offering a variety of option regarding checking and approving comments).

Common accented/special characters and corresponding key codes

To obtain the following characters, hold down the Alt key and type the corresponding number on the numeric keypad.

Character	Code	Character	Code	Character	Code	Character	Code
à	Alt+0224	À	Alt+0192	ñ	Alt+0241	Ñ	Alt+0209
á	Alt+0225	Á	Alt+0193	ò	Alt+0242	Ò	Alt+0210
â	Alt+0226	Â	Alt+0194	ó	Alt+162	Ó	Alt+0211
ã	Alt+0227	Ã	Alt+0195	ô	Alt+0244	Ô	Alt+0212
ä	Alt+0228	Ä	Alt+0196	õ	Alt+0245	Õ	Alt+0213
å	Alt+0229	Å	Alt+0197	ö	Alt+0246	Ö	Alt+0214
æ	Alt+0230	Æ	Alt+0198	ø	Alt+0248	Ø	Alt+0216
ç	Alt+0231	Ç	Alt+0199	œ	Alt+0156	Œ	Alt+0140
è	Alt+0232	È	Alt+0200	š	Alt+0154	Š	Alt+0138
é	Alt+130	É	Alt+144	ù	Alt+0249	Ù	Alt+0217
ê	Alt+0234	Ê	Alt+0202	ú	Alt+163	Ú	Alt+0218
ë	Alt+0235	Ë	Alt+0203	û	Alt+0251	Û	Alt+0219
ì	Alt+0236	Ì	Alt+0204	ü	Alt+0252	Ü	Alt+0220
í	Alt+161	Í	Alt+0205	ý	Alt+0253	Ý	Alt+0221
î	Alt+0238	Î	Alt+0206	ÿ	Alt+0255	ÿ	Alt+0159
ï	Alt+0239	Ï	Alt+0207	ı ċ	Alt+0161 / 0191	Ɔ	Alt+0223

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