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USING COMMENTABLE PDFS

Pickering & Chatto sends author proofs as commentable pdf files. There are a number of benefits to this system: it is more environmentally friendly, saving large amounts of paper; it is much quicker, allowing authors several extra days with their proofs; and it avoids any misinterpretations that may arise from handwritten corrections.

Using electronic proofs is relatively simple, although it requires a slightly different system from marking up hard-copy proofs. We hope that this document answers any questions you may have. If not, please get in touch with your editor, who will be happy to give further advice. If you would rather not use this electronic format you can simply print the proofs and post them back to us, as long as they arrive back by the date given on the message accompanying your proofs.

OPENING THE FILE

The file should open directly from your email. If you have any trouble opening it, save it straight onto your desktop and open it from there. You will need to save it to your desktop in order to save any corrections to it.

When you open the file you should see the commenting bar along the top. If not, go into the drop-down View option, select Toolbars and click on the Comment and Markup option. If you do not have the commenting option it may be that you don't have the right version of Adobe Reader (7 or above is necessary). New versions are available for free download on their website (<http://www.adobe.com/uk/products/acrobat/readstep2.html>).

USING THE COMMENT AND MARKUP TOOLBAR

There are a variety of ways to comment on the document, but the following three should be all you need:

Sticky Note

If you click on this option you can add a dialogue box to any point in the text, and write comments in it. This is particularly useful for flagging up any errors in the positioning of text, for example a paragraph that should be indented. To exit a dialogue box just left click the mouse anywhere else on the text, and to edit an existing dialogue box click on its marker.

Text Edits

If you click on this option you can highlight words and then type your correction over the top. The correction will show up by crossing through the original word and typing your corrected word in a dialogue box. If you simply press the delete key the highlighted word will be crossed through to indicate you wish to delete it. This tool is ideal for correcting text or adding/removing punctuation.

Highlight Text

If you click on this option you can highlight text in yellow. If you then click on the highlighted section, a dialogue box will appear, in which you can write notes. This is particularly useful to flag up any formatting errors, for example if a word should be italicized. Just highlight the word, bring up the dialogue box, and type italics in the box.

VISIBILITY OF CORRECTIONS

Even if they look very small and easy to miss on screen, there is no need to highlight all corrections to make sure they are visible. To ensure we see them all, we will use the full corrections list. If you want to look at this list, click on the icon on the lower left of the screen that looks like two speech bubbles. This brings up the full list of corrections made to the document, and using this you can scroll through all your corrections and edit or delete any if necessary. If you click the icon again the list will disappear. You can increase or decrease the size of this list by holding the mouse button down over its top bar and dragging it up or down.

VOLUME OF CORRECTIONS

Open up the full list of corrections and drag the window up so it fills the screen (see previous paragraph). You should see the cursor on the right of the window getting larger. As a rule of thumb, if the cursor does not increase in size, the number of corrections needs to be reduced. In this case please read through your list and delete the less important corrections before returning your proofs.

SEARCHING THE DOCUMENT

On the standard toolbar, there is a Find box, and you can search for text as in a Word document. Note that this function is slightly temperamental and there are certain letter combinations that it will not find. This tends to be where letters touch each other, such as ‘fl’. If you cannot find a word that you know is in the document, try typing just part of the word. This function is also useful to search for 000, which is how we will indicate any missing cross-references for you to fill in.