Instructions for Putting Comments into PDFs

When you first open up your PDF, you'll probably see something like this:
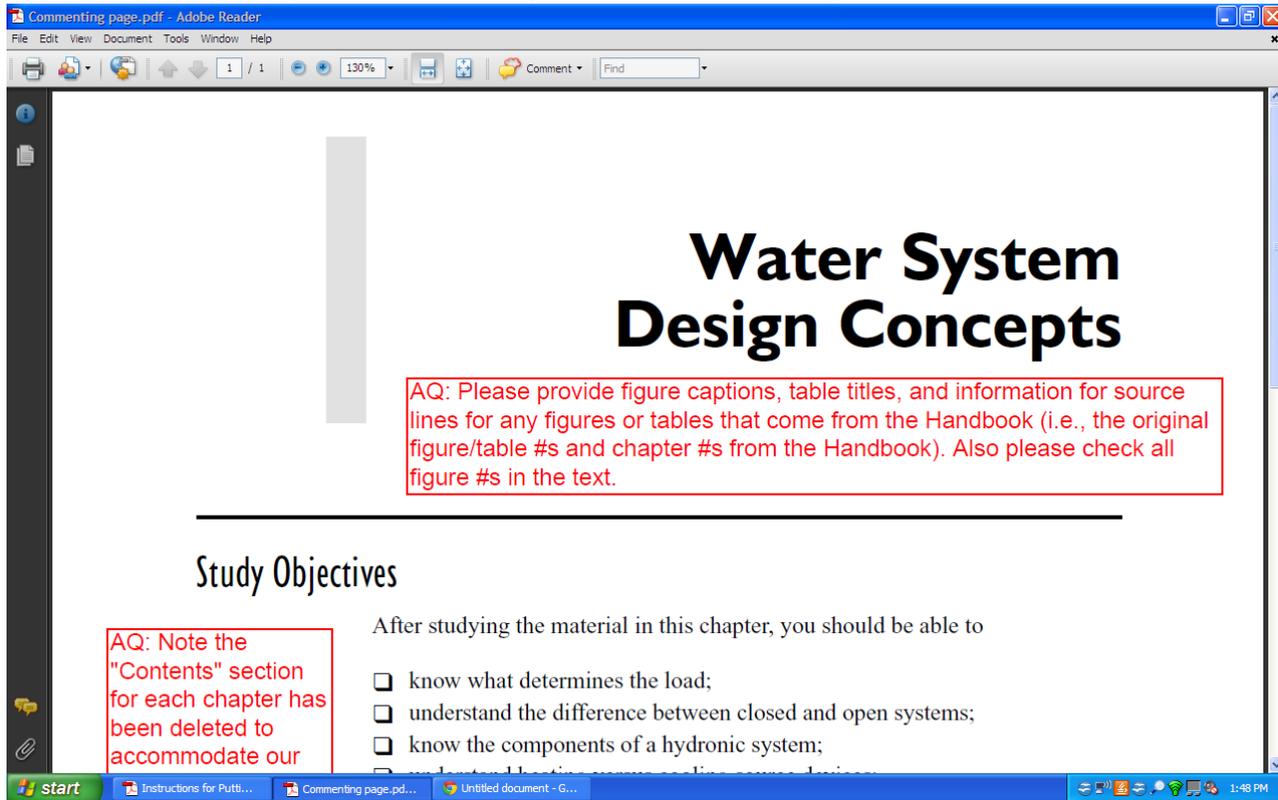
In the toolbar, go to Comment >> Show Comment and Markup Tool. (If this isn't on the screen, contact the editor and have them send you a PDF with commenting enabled.)
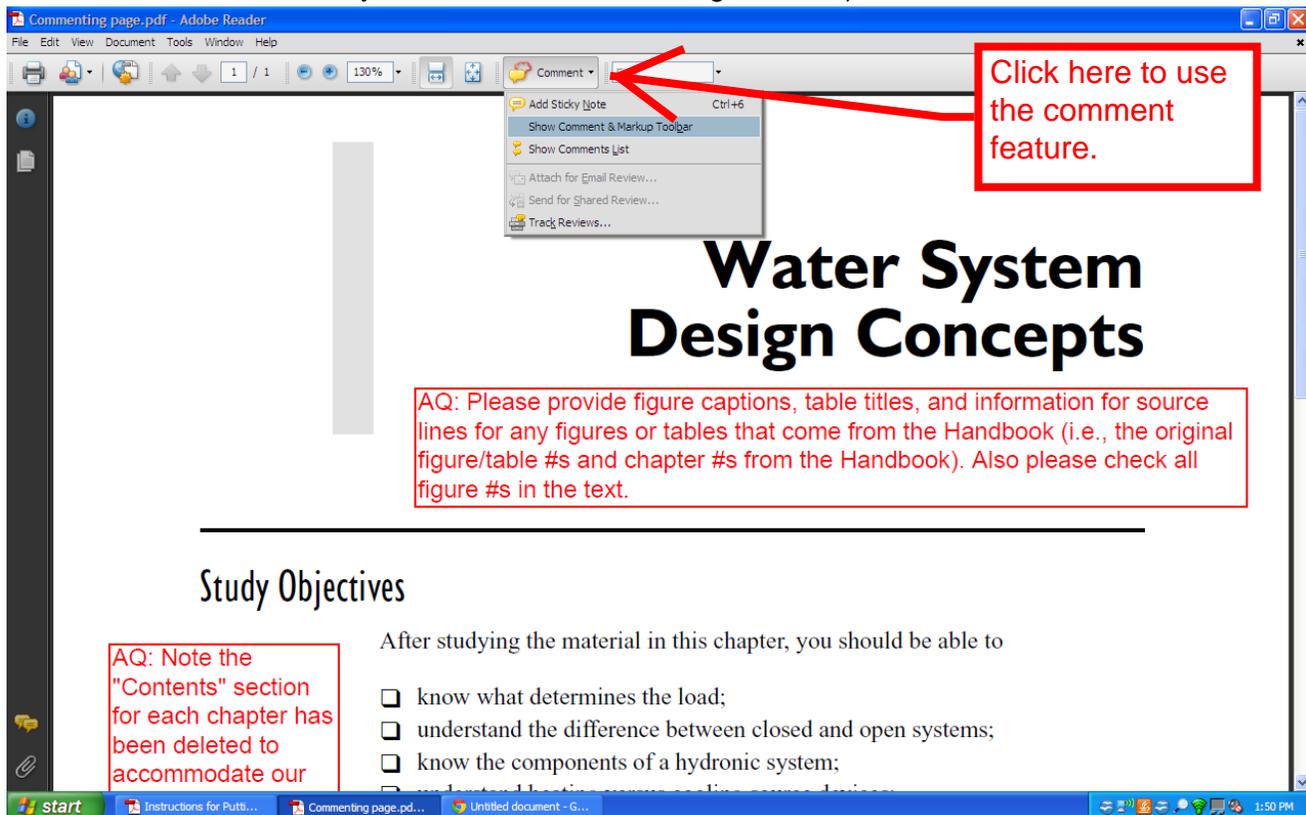
A box will pop up with the tools you'll use to answer the editor's questions.
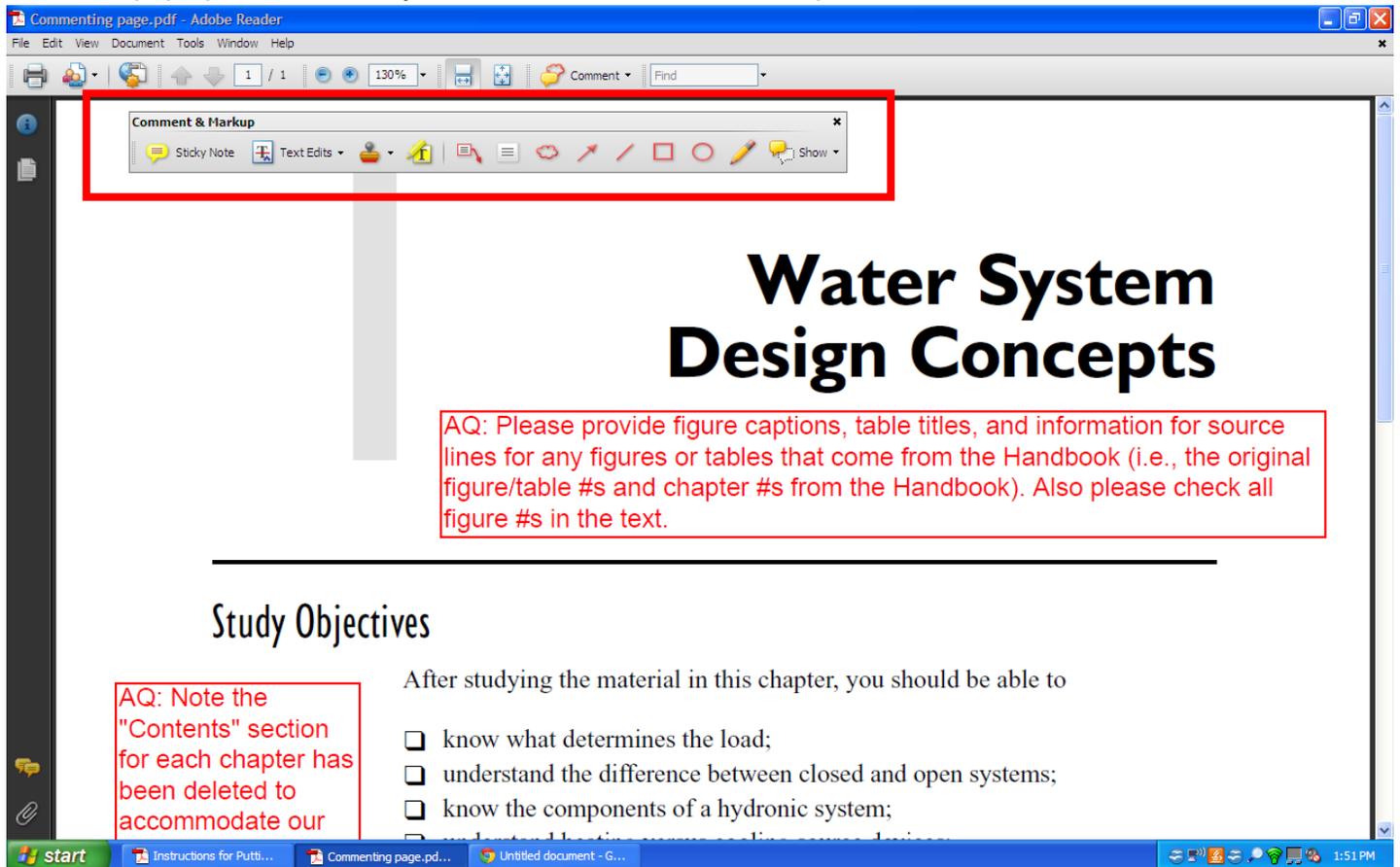
Point to specific issues and questions by selecting the call out text box.
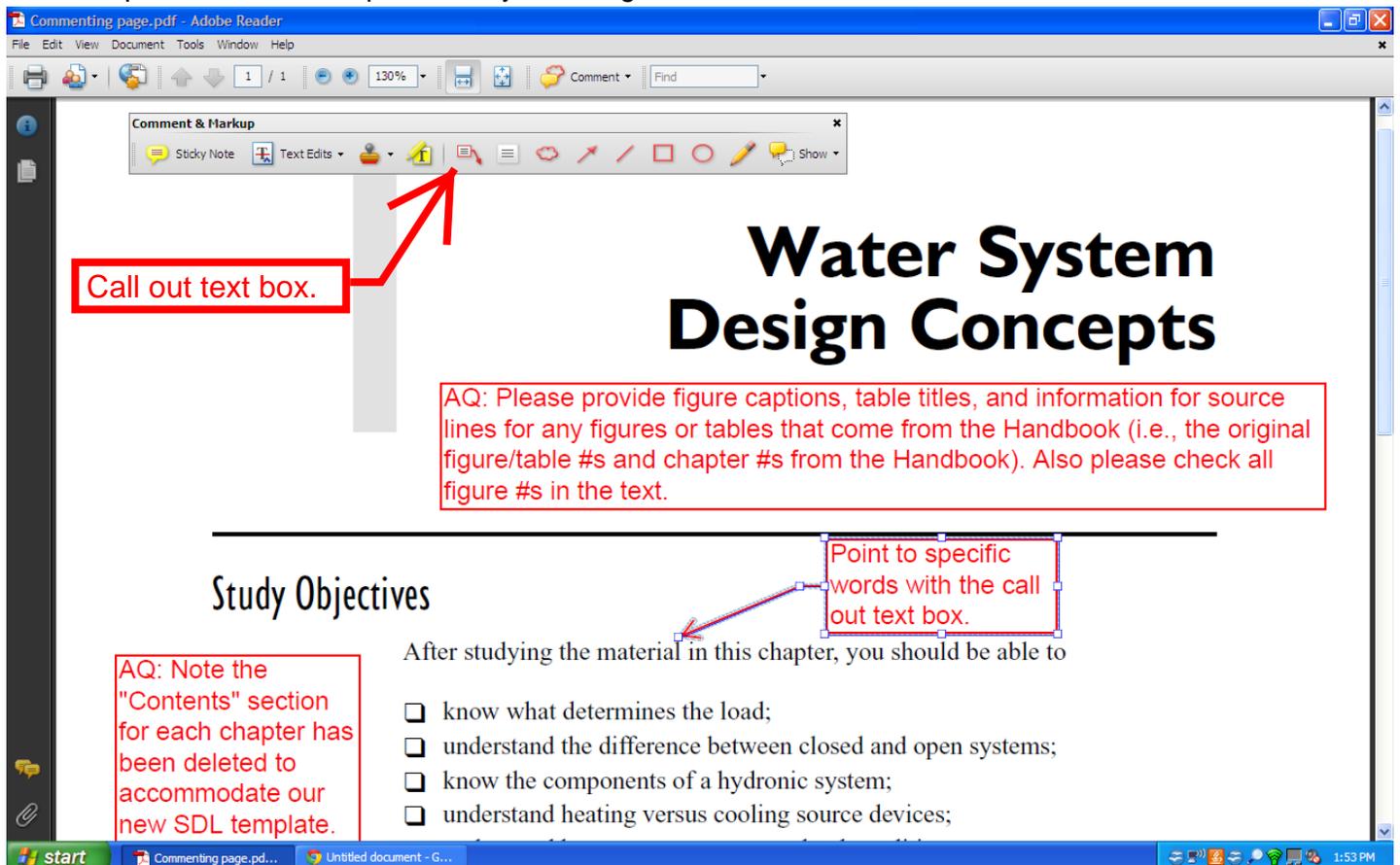
You can also draw circles, boxes, and arrows and you can use the highlighter tool to call out specific words.
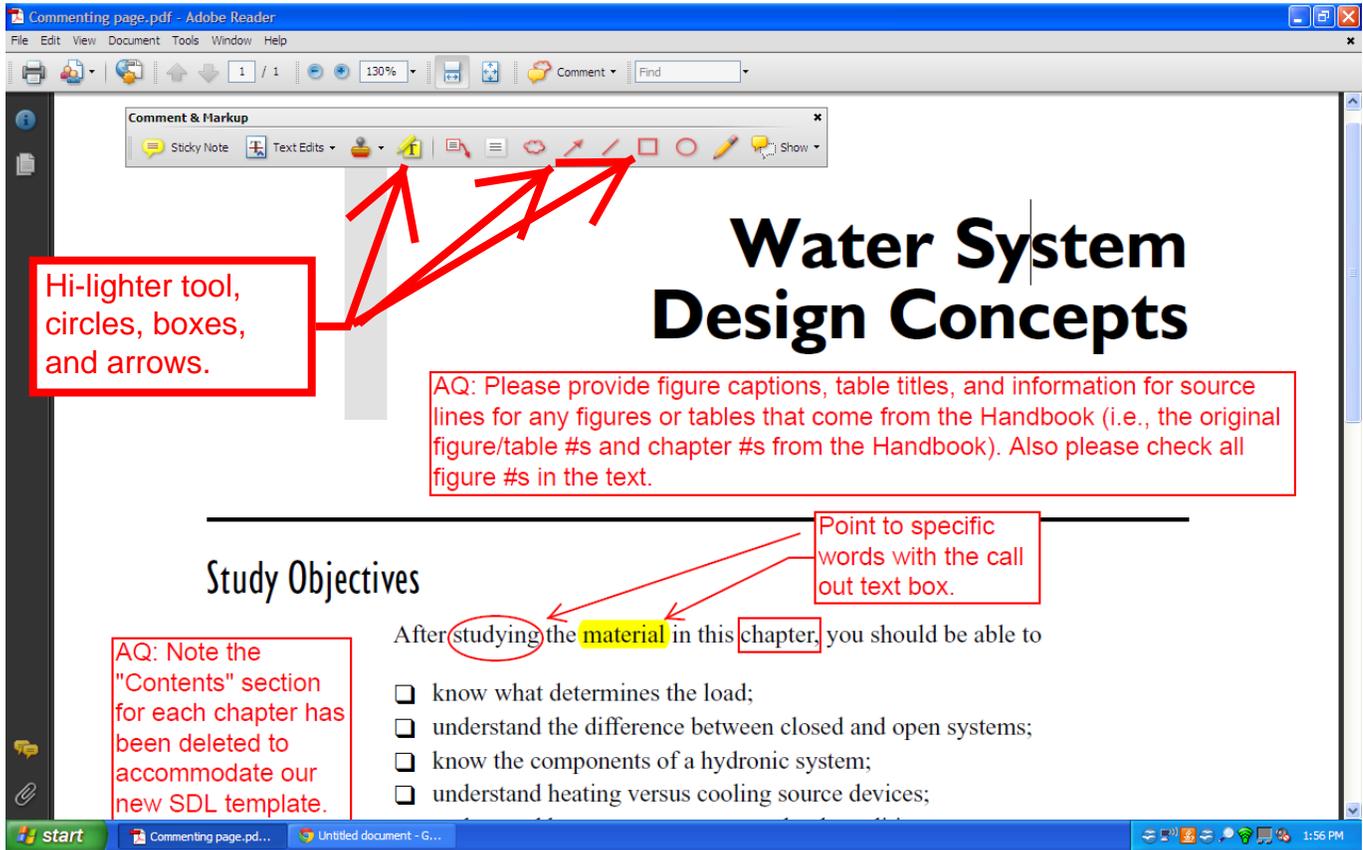
If you're having trouble keeping track of all of the editor's comments, you can contact them and they can send you a summary of the comments.

You can request to have the comments formatted with the document and connector lines on a single page like this
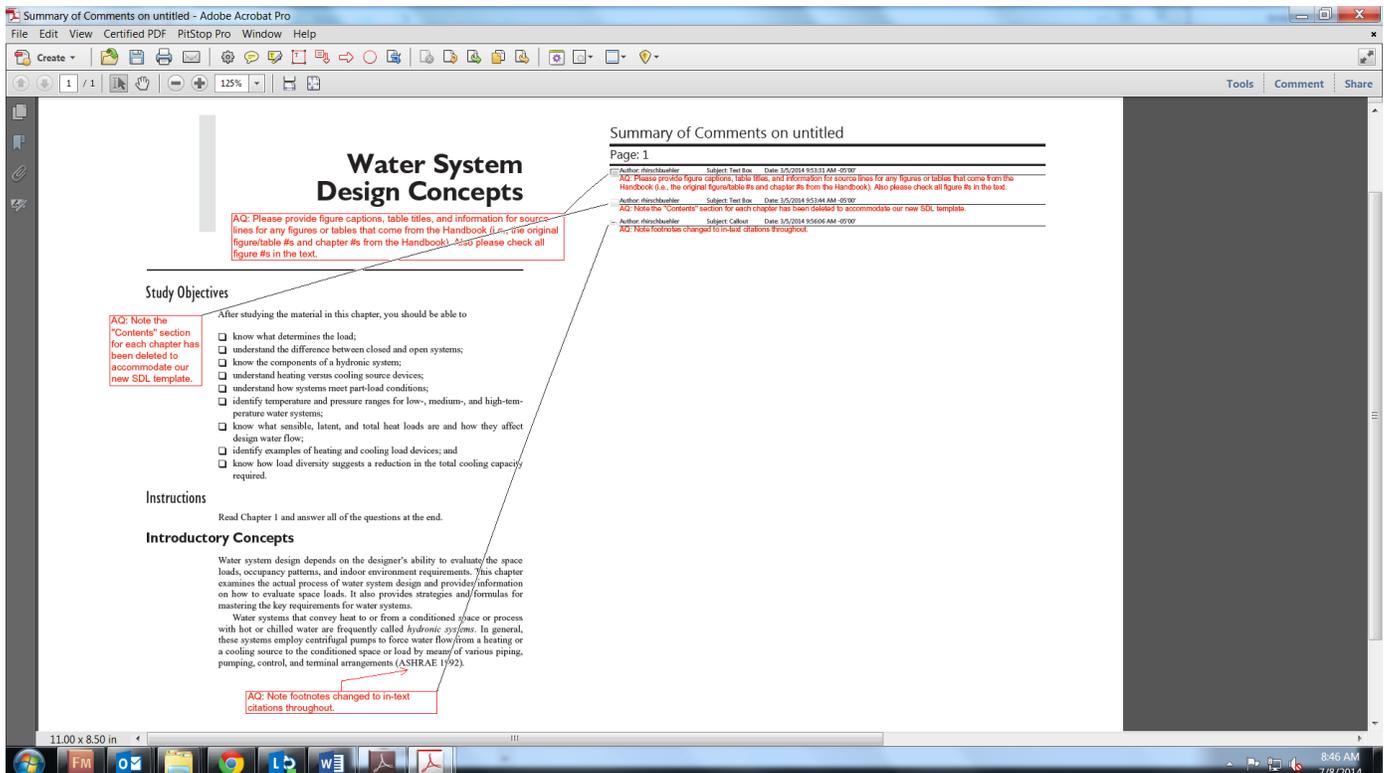
Or you can request a list of the comments only, which will be formatted like this

Summary of Comments on untitled

Page: 1

Author: rhirschbuehler   Subject: Text Box   Date: 3/5/2014 9:53:31 AM -05'00'
AQ: Please provide figure captions, table titles, and information for source lines for any figures or tables that come from the Handbook (i.e., the original figure/table #s and chapter #s from the Handbook). Also please check all figure #s in the text.

Author: rhirschbuehler   Subject: Text Box   Date: 3/5/2014 9:53:44 AM -05'00'
AQ: Note the "Contents" section for each chapter has been deleted to accommodate our new SDL template.

Author: rhirschbuehler   Subject: Callout   Date: 3/5/2014 9:56:06 AM -05'00'
AQ: Note footnotes changed to in-text citations throughout.