

Installing and using paperlessproofs

paperlessproofs work with specially activated PDF files. The palette will only appear when you open a PDF file activated to work paperlessproofs.

This document is an outline of how to install and use paperlessproofs. More extensive and detailed guides are available from www.paperlessproofs.com/download.htm

- 'Quick start' guide to paperlessproofs and proof correction
- Full guide to the paperlessproofs palette and proof-correction symbols
- 'How-to' guide to more complex proof correction tasks

Installing paperlessproofs

1 Ensure a compatible version of Acrobat is installed on your computer

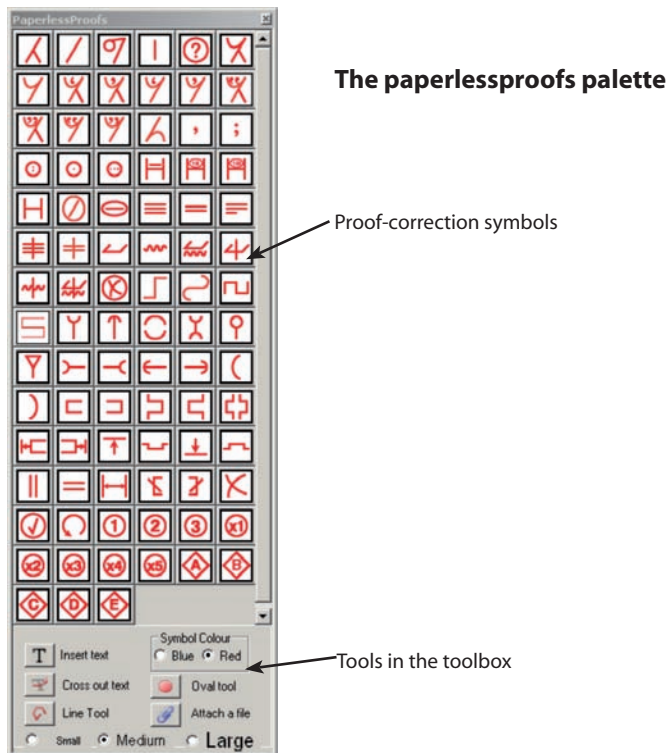
Paperlessproofs works with Acrobat Reader 7 – it also works with all other Acrobat version 7 software, and with Acrobat Professional version 6. One of these products must be installed on your computer. To download a copy Acrobat Reader (which is free) go to www.adobe.com/products/acrobat/readstep2.html

2 Download and install the paperlessproofs plug-in for Acrobat

Download the paperlessproofs plug-in installer from www.paperlessproofs.com/plugin/download.htm, and either run the installer directly from the website or save the installer onto your computer, and start the installation process by double-clicking on the saved file. The download and installation is free of charge.

3 Start Acrobat Reader and open a paperlessproofs PDF file

When a paperlessproof-activated PDF is opened the paperlessproofs palette will open at the same time.



The paperlessproofs palette

Proof-correction symbols

Tools in the toolbox

An online demonstration of paperlessproofs in use is available at www.paperlessproofs/demo.htm

Using paperlessproofs

Symbol, line and text colour

Use red proof-correction symbols, text and lines to indicate typesetter's errors, use blue symbols, text and lines to indicate changes or amendments from the author.

Selecting 'red' or 'blue' in the toolbox at the bottom of the palette selects the colour of the symbol, text or line which is about to be placed. The colour of symbols, text or lines subsequently placed stays the same until the colour selection is changed.

To change the colour of placed symbols or lines

Click the symbol or line to select it, right-click and select 'Properties' and select the colour from the options offered

To change the colour of placed text

Ensure the the properties toolbar is visible by selecting 'View/Toolbars/ Properties Bar' from the main Reader menu (or press Control +E keys). Click on the text to select the text box, double click to select the text within the box, and double click again to select all the text. Select the required colour from the options offered in the properties bar.

To place proof-correction symbols

Click on a symbol in the palette to select it, and then click to place the symbol in the appropriate position on the page.

To place text on the page

Click the text tool in the toolbox at the bottom of the palette, click on the page where the text is to be placed and type the text to be inserted.

To insert text from another application.

Select the text in the other application and copy it to the clipboard by either selecting 'copy' from the application's menu system, by right-clicking and selecting 'copy', or by pressing the Control+C keys. To place the material on the paperlessproof, click the insert text tool in the toolbox at the bottom of the palette and click and drag to define an area on the page into which the new material is to be placed. Place the material by either selecting 'Edit\Paste' from the main Reader menu, by right-clicking and selecting 'paste', or by pressing the Control +V keys.

To cross out text

Select the cross out tool in the toolbox at the bottom of the palette, click and drag on the page to cross out the material

To use the line tool

To draw a simple straight line

Select the line tool in the toolbox at the bottom of the palette, click to place the starting point of the line, double click to place the ending point of the line. Holding down the shift key whilst placing a line constrains the line to the nearest 45°

To draw a more complex line

Select the line tool in the toolbox at the bottom of the palette, click to place the starting point of the line, a single click will now place a corner point for the line. A double click will terminate the line. Holding down the shift key whilst placing a line constrains the line to the nearest 45°

To use the oval tool

Select to the oval tool in the toolbox at the bottom of the palette, click and drag to place an oval at the required size

To attach a file

Select the attach a file tool in the toolbox at the bottom of the palette, click to indicate where the attachment marker should be placed on the page, a navigation dialogue will open, when you have located the file that is to be attached, click the select button and then the close button on the properties dialogue which appears next.

To move a symbol

Point to a symbol so that a solid arrow appears, click to pick up the symbol and then drag it to its new position.

To resize symbols

Click the symbol so the the corner indicators appear. Click and drag the symbol to the new size using one of the corner handles. The size of the symbol when it is first place on the page can be controlled by selecting small, medium or large from the toolbox at the bottom of the palette.

Suggestions for configuring paperlessproofs

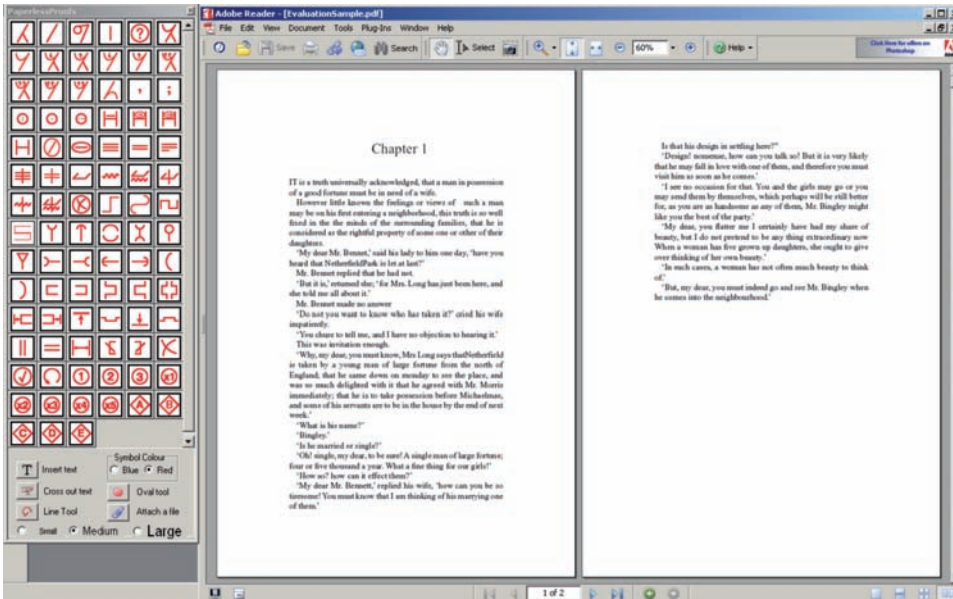
Paperlessproofs are best viewed on a screen with a minimum resolution of 1280x800 pixels

For proof correction

- Open Acrobat Reader and the paperlessproof file you wish to work on
- Place the paperlessproof palette at the top left-hand or right-hand side of the screen
- If necessary make the Reader window 'normal' size (i.e. neither filling the whole screen nor minimized on the Windows taskbar) by selecting the middle button at the top right hand side of the Reader window



- Now position the Reader window so that it fills the remainder of the screen



For proof collation

- Open Acrobat Reader and the two paperlessproofs files you wish to work on
- Place the paperlessproof palette at the top left-hand or right-hand side of the screen
- If necessary make the Reader window 'normal' size (i.e. neither filling the whole screen nor minimized on the Windows taskbar) by selecting the middle button at the top right hand side of the Reader window (see screen shot above)
- Now position the Reader window so that it fills the remainder of the screen
- Size each of the two windows within Reader so that they fill roughly half the main Reader window and position next to each other.
- Corrections can now be copied and pasted from one file to the other

