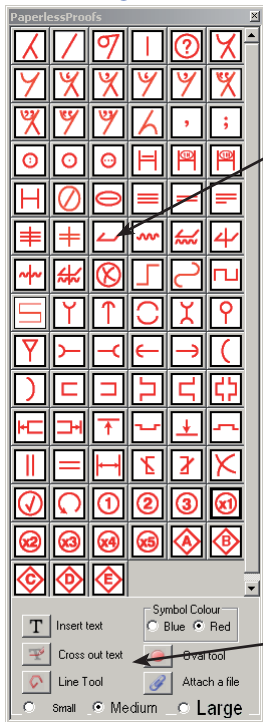


Quick start guide to proof correction

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 the most common proof corrections. More extensive and detailed guides are available from www.paperlessproofs.com/download.htm

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



The paperlessproofs palette

Proof-correction symbols

Tools

To use paperlessproofs

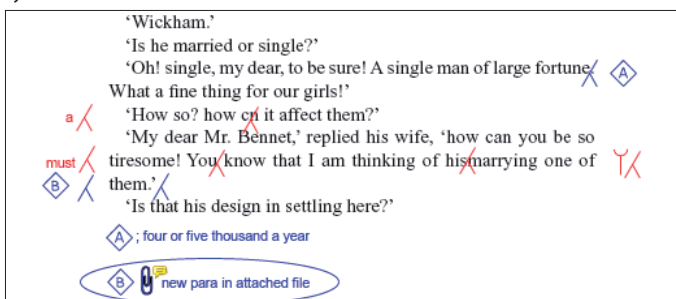
Open an which has been activated to work with paperlessproofs. The paperlessproofs palette will appear automatically. To place a proof-correction symbol on the page, click on the symbol in the palette, and then click to place it on the page.

Colour

Use red for typesetters errors, blue for author's or editor's changes. Select the colour of the symbol from the toolbox before selecting the symbol or tool.

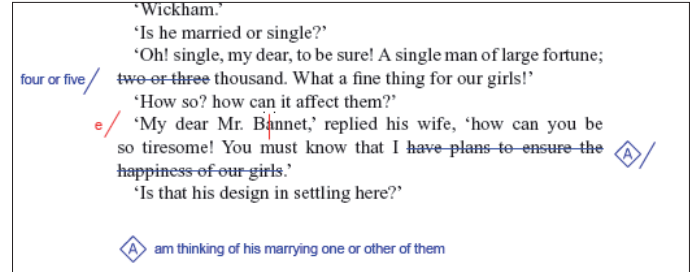
Insertions

Use the [X] symbol in the text to show where the insertion is to be made; place the insertion at the nearest point in the margin, or if it is too large to fit in the margin place the insertion at the foot of the page keyed by a letter symbol. Place the [X] symbol after the insertion to indicate where it ends. Larger inserts can be cut and pasted from other applications such as Word, or a file containing the insertion can be attached. To insert space use the [Y] symbol.



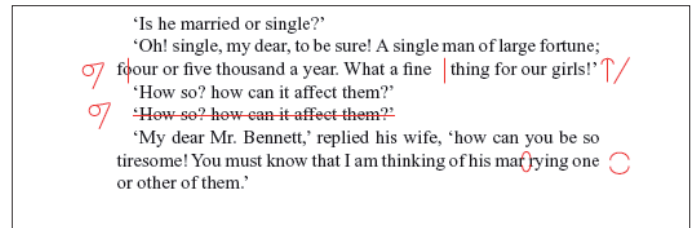
Replacements

Use the cross out tool to indicate which text is to be removed. Place the replacement at the nearest point in the margin, or if it is too large to fit in the margin place the replacement at the foot of the page keyed by a letter symbol. Place the [Z] symbol after the replacement to indicate where it ends. Larger replacements can be cut and pasted from other applications such as Word, or a file containing the replacement can be attached.



Deletions

Use cross out tool to indicate which text is to be removed. Place the [O7] symbol in the margin to indicate a deletion is required. To reduce space use the [U] symbol, to remove space completely use the [C] symbol



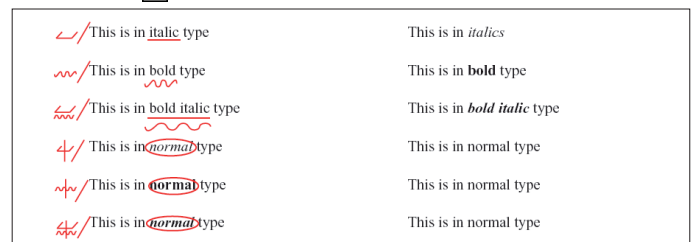
Text formatting

Italics: use the line tool to place a line under the text to be italicised and the [L] symbol in the margin

Bold: place the [W] symbol under the text and stretch to indicate the text to be emboldened, place the [W] symbol in the margin

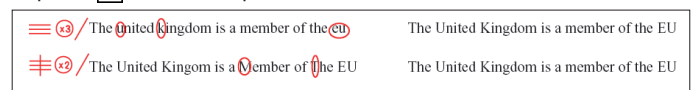
Bold italics: place a line and the [W] symbol under the text and the [LW] symbol in the margin

To remove text formatting: use the oval tool to indicate the text and [O] to remove italics; [W] to remove bold; and [LW] to remove bold italics



Changing capitalisation

Use the oval tool to indicate the text. Use [E] to indicate capitalisation is required; [E] to remove capitalisation.



Paragraphs

To indicate the start of a new paragraph use the [P] symbol in the text and in the margin. To run two paragraphs together use the Line Tool to link the paragraphs and the [L] symbol in the marking. To indicate a missing paragraph indent use the [I] symbol in the text and in the margin.

