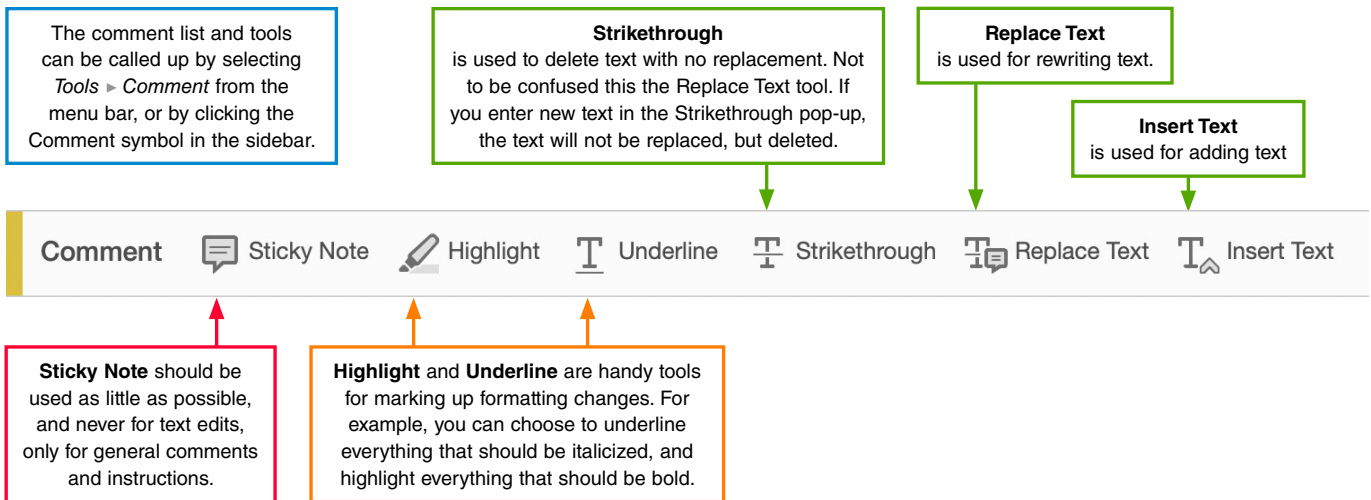






Corrections marked up in PDF can be imported into InDesign, provided that the PDF was exported from InDesign and that the corrections are marked up either with Adobe's free Acrobat Reader or with Acrobat Pro. Corrections made with the three text tools (marked in green) can be transferred one by one, or all at once – see example [here](#).



Tips for the proofreader

- With *Replace Text*  you can perform three functions in one without changing tools.*
 - Select the old text and type in the replacement
 - Select the text and use the delete key to delete the selection
 - Place the cursor without selecting anything, and type new text

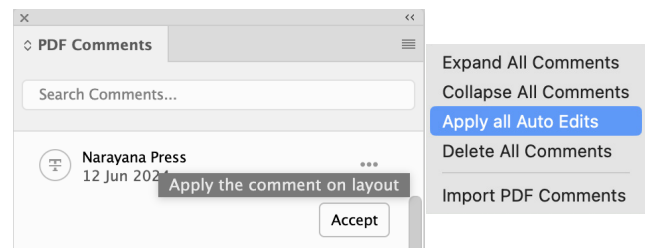
The symbols ,  or  will be added automatically.
- Spaces, punctuation, note numbers etc. are easily marked up along with the text, so be careful to avoid double or missing characters.
- If there are many minor corrections, or a sentence needs to be restructured, it is often easier to copy the entire text into the comment field and correct it there.
- Use only a single comment for each edit. Avoid double markup, such as highlighting text and adding a sticky note with instructions next to it.
- Italic, bold, etc. can be marked by right-clicking on the text in the comment field and selecting *Text Style*.
- Never add instructions in Text Tools pop-up notes. If you have edited a word with the Replace text tool and then add instructions that it should be italicized, both the edited text and the instructions will be transferred to InDesign.
- Avoid conflicting markup, like first adding some minor corrections and then deciding to delete the entire sentence; this will confuse the automatic transfer.
- All comment fields can be made to open automatically by choosing *Preferences > Commenting > Automatically open comment pop-ups for comments other than notes*.
- The toolbar can be customized to show only the tools you use by right-clicking on it and selecting *Customize Quick Tools ...*

* Unfortunately, this currently does not work in the latest version of the program, but you can easily get the function back by choosing *View > Deactivate New Acrobat Reader*. This will also restore your workspace if the tools have disappeared after an update.

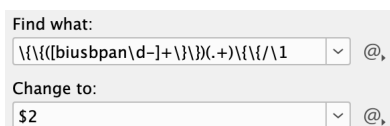
Tips for designers

1. PDFs for proofreading are best exported as single pages, and without bleed, crop marks etc. Another option is to choose *Layout > Two-Up (Cover Page)*, where the display looks like a spread, but can be changed as needed.
2. If the ditor has not tried this method before, it is a good idea to do a small test first to make sure the tools are used correctly.
3. As far as possible, do not change the InDesign document after the PDF has been sent for proofreading – otherwise the imported comments may be placed incorrectly, or the document will become very slow to work with.
4. Imported text corrections, underlines and highlights follow the text, even when it reflows in connection with corrections. The same does not apply to yellow stickers and similar markup. We recommend fixing these first, starting on the last page and working in reverse order. Besides, yellow stickers placed above text frames can make InDesign extremely slow, so it is a good idea to delete them as soon a possible.

5. You can click *Accept* to transfer text edits one by one, or, if the proofreading tools have been used correctly, choose *Apply all Auto Edits* to transfer all at once. ▶ This only affects selections that can be accepted, everything else will remain untouched. Underlines and highlights cannot be accepted, and must be edited manually.



6. Markups of italic, bold, superscript etc. are currently not imported into InDesign, and can easily be overlooked in the PDF. [Here](#) you can download a free script for Adobe Acrobat, which replaces the formatting with codes such as `{{i}}cursive{{/i}}` for italic. After import, all formatting can be found in InDesign with this GREP search:



7. The corrections can be sorted, e.g. to show only unresolved. ▶
8. If the markup cannot be imported, the PDF may have been created in an older version of InDesign, or edited in other programs than Adobe's. This method will often solve the problem:
 - Export a new PDF from InDesign of the exact same pages, in the exact same way, and open it.
 - Choose *Import Data File ...* from the drop-down list in the Comments panel, point to the 'wrong' PDF and click Select.
 - If all goes well and the markings are placed where they belong, you can just save the new PDF and import the comments from there.
9. Please delete all irrelevant comments before passing a document on to others.

