

USING e-ANNOTATION TOOLS FOR ELECTRONIC PROOF CORRECTION

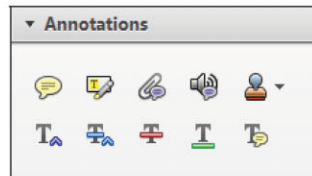
Required software to e-Annotate PDFs: **Adobe Acrobat Professional** or **Adobe Reader** (version 8.0 or above). (Note that this document uses screenshots from **Adobe Reader X**)

The latest version of Acrobat Reader can be downloaded for free at: <http://get.adobe.com/reader/>

Once you have Acrobat Reader open on your computer, click on the **Comment** tab at the right of the toolbar:



This will open up a panel down the right side of the document. The majority of tools you will use for annotating your proof will be in the **Annotations** section, pictured opposite. We've picked out some of these tools below:



1. Replace (Ins) Tool – for replacing text.

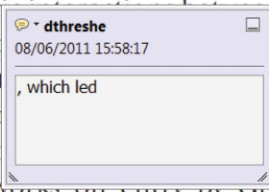


Strikes a line through text and opens up a text box where replacement text can be entered.

How to use it

- Highlight a word or sentence.
- Click on the **Replace (Ins)** icon in the Annotations section.
- Type the replacement text into the blue box that appears.

standard framework for the analysis of microeconomics. Nevertheless, it also led to the development of strategic behavior in a firm. The number of competitors in the industry is that the structure of the industry is an important component of the firm's performance. The important works on this by Shleifer and Vishny (1988) and others have shown that the structure of the industry is an important component of the firm's performance.



2. Strikethrough (Del) Tool – for deleting text.



Strikes a red line through text that is to be deleted.

How to use it

- Highlight a word or sentence.
- Click on the **Strikethrough (Del)** icon in the Annotations section.

there is no room for extra profits as long as the number of firms are zero and the number of firms (net) values are not determined by the market. Blanchard and Kiyotaki (1987), in their paper on perfect competition in general equilibrium, show that the structure of aggregate demand and supply in a classical framework assuming monopoly is an exogenous number of firms.

3. Add note to text Tool – for highlighting a section to be changed to bold or italic.



Highlights text in yellow and opens up a text box where comments can be entered.

How to use it

- Highlight the relevant section of text.
- Click on the **Add note to text** icon in the Annotations section.
- Type instruction on what should be changed regarding the text into the yellow box that appears.

dynamic responses of mark-ups are consistent with the VAR evidence.

sation of the industry. The number of competitors in the industry is that the structure of the industry is an important component of the firm's performance. The important works on this by Shleifer and Vishny (1988) and others have shown that the structure of the industry is an important component of the firm's performance.



4. Add sticky note Tool – for making notes at specific points in the text.



Marks a point in the proof where a comment needs to be highlighted.

How to use it

- Click on the **Add sticky note** icon in the Annotations section.
- Click at the point in the proof where the comment should be inserted.
- Type the comment into the yellow box that appears.

and supply shocks. Most of the time, the number of firms in the industry is that the structure of the industry is an important component of the firm's performance. The important works on this by Shleifer and Vishny (1988) and others have shown that the structure of the industry is an important component of the firm's performance.



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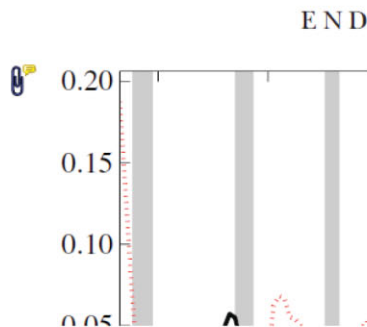
5. Attach File Tool – for inserting large amounts of text or replacement figures.



Inserts an icon linking to the attached file in the appropriate place in the text.

How to use it

- Click on the **Attach File** icon in the Annotations section.
- Click on the proof to where you'd like the attached file to be linked.
- Select the file to be attached from your computer or network.
- Select the colour and type of icon that will appear in the proof. Click OK.



6. Add stamp Tool – for approving a proof if no corrections are required.



Inserts a selected stamp onto an appropriate place in the proof.

How to use it

- Click on the **Add stamp** icon in the Annotations section.
- Select the stamp you want to use. (The **Approved** stamp is usually available directly in the menu that appears).
- Click on the proof where you'd like the stamp to appear. (Where a proof is to be approved as it is, this would normally be on the first page).

...on the business cycle, starting with the
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Drawing Markups

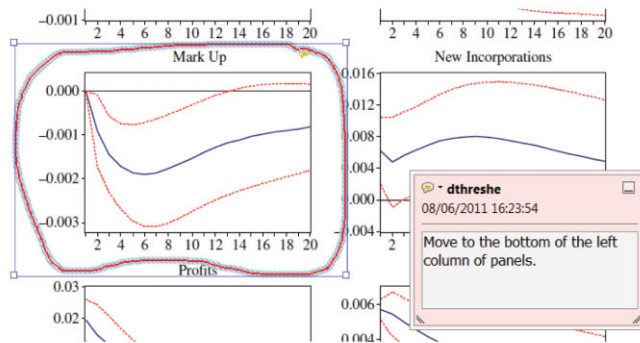


7. Drawing Markups Tools – for drawing shapes, lines and freeform annotations on proofs and commenting on these marks.

Allows shapes, lines and freeform annotations to be drawn on proofs and for comment to be made on these marks..

How to use it

- Click on one of the shapes in the **Drawing Markups** section.
- Click on the proof at the relevant point and draw the selected shape with the cursor.
- To add a comment to the drawn shape, move the cursor over the shape until an arrowhead appears.
- Double click on the shape and type any text in the red box that appears.



For further information on how to annotate proofs, click on the **Help** menu to reveal a list of further options:

