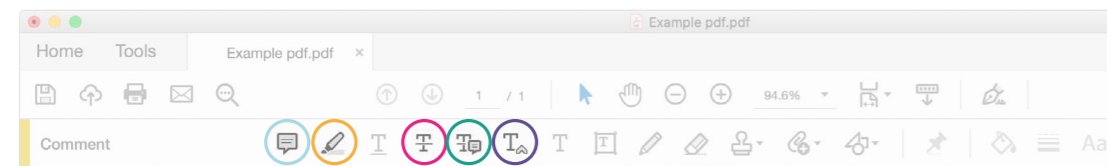


Marking up amends

Our guide is based on the use of **Adobe Acrobat**. [Click here to download the free version.](#)

Below is an overview of the tools you'll most commonly need; and opposite is an example of them in use.



Sticky note tool.

Click it, then click on the image or shape you want to amend.

Used for:

- Commenting on or requesting a new image/shape/illustration etc.
- Asking for a background colour change
- General comments about the entire page

Not used for:

- Specific text amends

Strikethrough text tool.

Click it, then select the exact word/space/paragraph you want to delete.

No need to write anything in the comment.

Used for:

- Deleting text only

Not used for:

- Replacing text

Highlight tool.

Click it, then select the exact word/space/paragraph you want to amend.

Used for:

- Changing copy to bold/italic etc
- Make a general request about the copy (e.g. create pullout quote)
- Asking for a block of text to be moved somewhere else
- Indicating where a new paragraph should be started

Not used for:

- Replacing text

Replace text tool.

Click it, then select the exact word/sentence/paragraph you want to amend.

No need to include anything other than the exact copy you want to use as a replacement (if you do, it's much more difficult and slow for us to copy across).

For example: *Please change to "new copy here."* should simply read: *new copy here.*

Used for:

- Replacing words/paragraphs
- Changing letter to Lower/upper case

Not used for:

- Commenting on text

Insert text tool.

Click it, then select the exact point at which you'd like new text to be inserted.

As above, add the exact words you'd like to be inserted and nothing more into the comment.

Used for:

- Adding new text to the document
- Adding full stops or other punctuation

Our most frequently asked question:
How do you delete a comment you made by accident or don't want anymore?

