# 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.

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## 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

#### 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

#### Strikethrough text tool. (Ŧ)

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

#### **Replace text tool.** (Tp)

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

## Andy Murray defies logic in five-set thriller to remind us he is still Andy Murray 3

#### **BBC** Website article



in Brita You may know the song, especially if you're over

30. Or younger and a cult classic aficionado. It is the one used for the montage at the end of The Karate Kid, the classic a film, just after the protagonist Daniel LaRusso 7 s logic, defies

expectation and defies injury to beat his opponent. By chance or by choice, it felt

Unlike LaRusso, Murray dic 8 Jaim an unlikely victory.

But, even in defeat against Spanish opponent Roberto Bautista Agut, it was another example of Murray defying the odds.

The Scot has done that throughout his career, taking the British publication a rollercoaster journey, on his way to Grand S. 12 tiles, Olympic medals and leading his nation to Davis Cup glory.

#### Yet it was a surprise he managed to do it ag in a four-hour thriller which left th 5 inside the Melbourne Arena, and m ssed, excited and o

Four days earlier, the 31-year-old broke down of the world's media as he revealed he is set this year because of a chronic hip injury vani after surgery, has left him in pain putting on

Not only that, but also this tournament in Melbourne might even be his farewell. Emotional Murray loses five-set epic

'Quality of life' is key as Murray ponders fur **9** ip <del>surgery</del> Did we all retire Andy Murray too soon? 'I am not a ruthless animal like Murray'

Pitted against 22<del>nd</del> seed Bautista Agut, and days after he struggled **11** ractice match a Novak Djokovic, most predicted a three-set you were more senerous, four-set defeat aga w 14 ently won the Qatar Op

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

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