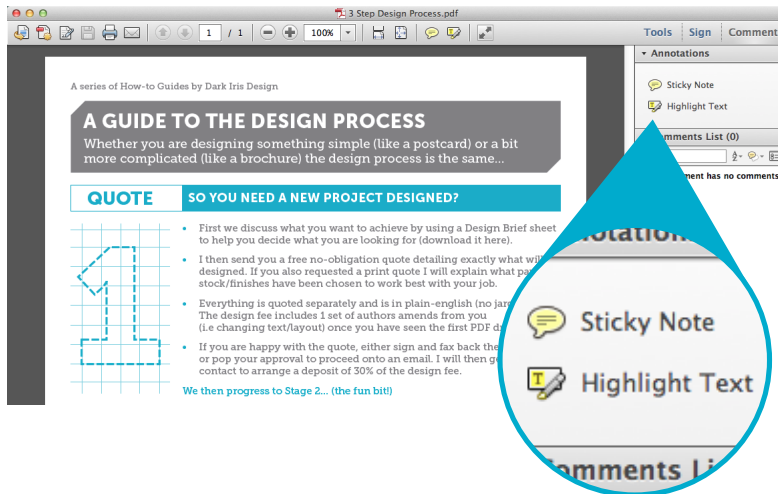


# HOW TO MARK-UP A PDF with your corrections

A  
SIMPLE  
GUIDE

Speed up your design project by using some simple tools to 'mark-up' on the artwork where you would like changes to be made...



**1. Open the PDF using Adobe Reader**  
Download the most recent free version from [get.adobe.com/reader](http://get.adobe.com/reader)

**2. From the 'View' menu, select Comment > Annotations**  
This may vary depending on what system you are on - but look for something similar to this

**3. In the panel that appears, click on the little yellow speech bubble (Sticky Note)**

**4. Click where you want to make a change and type your amends in the white box that appears**  
If its a large chunk of text that needs changing you can copy and paste it into this box

**5. Too many sticky notes?**  
You can minimise each box by clicking in the top right hand corner, or double click the speech bubble to reopen the text area

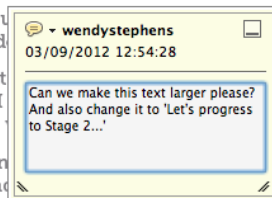
**6. Highlight text**  
You can use the 'Highlight Text' tool to highlight specific words, or even whole paragraphs

**7. Save the PDF and email it back!**

## SO YOU NEED A NEW PROJECT DESIGNED?

- First we discuss what you want to achieve by using a Design Brief sheet to help you decide what you are looking for (download it here).
- I then send you a free no-obligation quote detailing exactly what will be designed. If you also requested a print quote I will explain what paper stock/finishes have been chosen to work best with your job.
- Everything is quoted separately and is in plain-english (no jargon). The design fee includes 1 set of authors amendments from you (i.e changing text/layout) once you have seen the first PDF draft.
- If you are happy with the quote, either sign and fax back the quote or pop your approval to proceed onto an email. I will then get in contact to arrange a deposit of 30% of the design fee.

We then progress to Stage 2... (the fun bit!)



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