

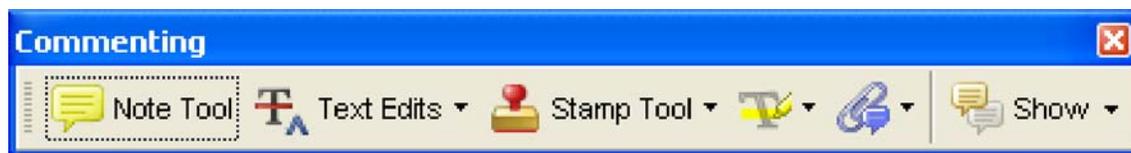
## INSTRUCTIONS ON THE ANNOTATION OF PDF FILES

PDF files are self-contained documents for viewing on screen and for printing. They contain all appropriate formatting and all fonts, so that the correct result will be shown on screen and on the printout from your local printer.

To view, print and annotate your article you will need Adobe Reader version 7. This program is freely available for a whole series of platforms that include PC, Mac, and UNIX and can be downloaded from: <http://www.adobe.com/products/acrobat/readstep2.html>. The exact system requirements are given at the Adobe site: <http://www.adobe.com/products/acrobat/acrrsystemreqs.html#70win>.

### PDF ANNOTATIONS (for this you will need Adobe Reader version 7)

To make annotations in the PDF file, go to the main Adobe toolbar and change the cursor from a hand symbol to the normal cursor by clicking on the 'Select' button . When you open the PDF file using Adobe Reader version 7, the Commenting toolbar should be displayed automatically; if not, click on 'Tools', select 'Commenting', then click on 'Commenting toolbar'.



### RESPONDING TO THE AUTHOR QUERY FORM

Please check the Author Query Form and make any required responses in your annotations to the proof.

### PLEASE DO NOT ATTEMPT TO EDIT THE TEXT ITSELF

#### TO INDICATE INSERT, REPLACE, OR REMOVE TEXT

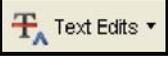
- **Insert text**

Click the 'Text Edits' button  on the Commenting Toolbar. Click to set the cursor location in the text and simply start typing. The text will appear in a commenting box. You may also cut-and-paste text from another file into the commenting box. Close the box by clicking on 'x' in the top right-hand corner. It can be deleted by right clicking on it and selecting 'Delete'.

- **Replace text**

Click the 'Text Edits' button  on the Commenting Toolbar. To highlight the text to be replaced, click and drag the cursor over the text. Then simply type in the replacement text. The replacement text will appear in a commenting box. You may also cut-and-paste text from another file into this box. To replace formatted text (an equation for example) please Attach a file (see below)

- **Remove text**

Click the 'Text Edits' button  on the Commenting Toolbar. Click and drag over the text to be deleted. Then press the delete button on your keyboard. The text to be deleted will then be struck through.

## HIGHLIGHT TEXT / MAKE A COMMENT



Click on the 'Highlight' button  on the Commenting Toolbar. Click and drag over the text. To make a comment, double click on the highlighted text and simply start typing.

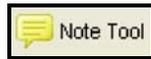
## ATTACH A FILE



Click on the 'Attach a File' button  on the Commenting Toolbar. Click on the figure, table or formatted text to be replaced. A window will automatically open allowing you to attach the file. To make a comment, go to 'General' and then 'Description' in the 'Properties' window. A graphic will appear indicating the insertion of a file.

## LEAVE A NOTE / COMMENT



Click on the 'Note Tool' button  on the Commenting Toolbar. Click to set the location of the note on the document and simply start typing. Do not use this feature to make text edits.

## REVIEW



To review your changes, click on the 'Show' button  on the Commenting Toolbar. Choose 'Show Comments List'. Navigate by clicking on a correction in the list. Alternatively, double click on any mark-up to open the commenting box.

## UNDO / DELETE CHANGE

To undo any changes made, use the right click button on your mouse (for PCs). Alternatively click on 'Edit' in the main Adobe menu and then 'Undo'. You can also delete edits using the right click and selecting 'Delete'.

## SEND YOUR ANNOTATED PDF FILE BACK TO ELSEVIER

Save the annotations to your file and return as an e-mail attachment using the 'reply' button to the original mail. Do NOT use the 'Send comments' feature of the Commenting Toolbar. Please ensure that all corrections are sent back to us in one communication (including responses to the Author Query Form), as subsequent corrections will not be possible.

Note: Comprehensive instructions are provided within your PDF file: to access these instructions please click on the Comments and Markup menu in the main tool bar, or click on Help.

## FURTHER POINTS

- Any (grey) halftones (photographs, micrographs, etc.) are best viewed on screen, for which they are optimized, and your local printer may not be able to output the greys correctly.
- Colour artwork (if applicable): If you are unable to see any colour artwork, please check that the Display large images tick box under File-->Preferences-->General... is ticked. If you are still unable to view your artwork correctly, please contact Elsevier Author Support ([authorsupport@elsevier.com](mailto:authorsupport@elsevier.com)).
- If the PDF files contain colour images, and if you do have a local colour printer available, then it will be likely that you will not be able to correctly reproduce the colours on it, as local variations can occur.
- If you print the PDF file attached, and notice some 'non-standard' output, please check if the problem is also present on screen. If the correct printer driver for your printer is not installed on your PC, the printed output will be distorted.