Proofreaders marks using Adobe Acrobat Comment Tools

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graphic design

Purpose of this document

Adobe Acrobat's commenting tools are loosely based on a system of proofreaders marks that have existed in the publishing industry for many years. Useful information about traditional markup is available here.

Adobe have not provided a full set of editing symbols. Some specific proofing corrections cannot be made without adapting the traditional method of marking the text.

This document lists the most common proofreading marks, together with the recommended alternative markup within Acrobat.

Making your comments simple and identifiable

Some Acrobat comments create small marks in the text, relying heavily on the accompanying popup text boxes to make the edits clear. This approach contrasts sharply with the traditional 'red pen on paper' technique.

When marking up text please avoid selecting a single letter, space or other punctuation to attach your comment to.

Try to avoid multiple comments within a single sentence or paragraph. Use the text select tool, copy the text into the clipboard, select the text with a markup tool and paste the clipboard copy into the comment box before editing the whole selection.

When changing punctuation or spacing, use the name of the punctuation mark rather than the symbol, for example 'add space' or 'remove comma'.
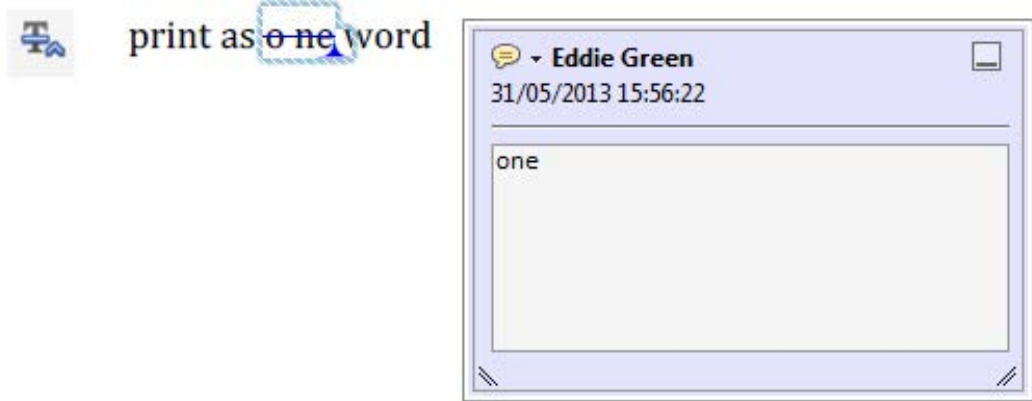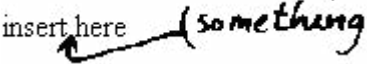
Detailed Acrobat documentation

Adobe publish detailed documentation on the features of Acrobat. The relevant section 'Using Acrobat Commenting and Markup tools' in Acrobat XI is attached at the end of this document.

Documentation for earlier versions of these programs are available online by searching Google - see here.
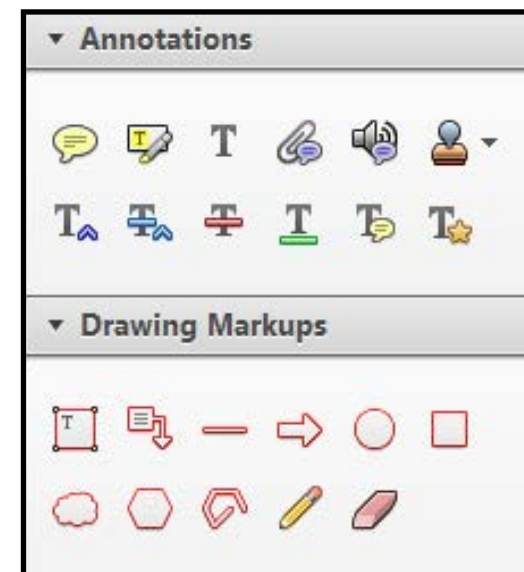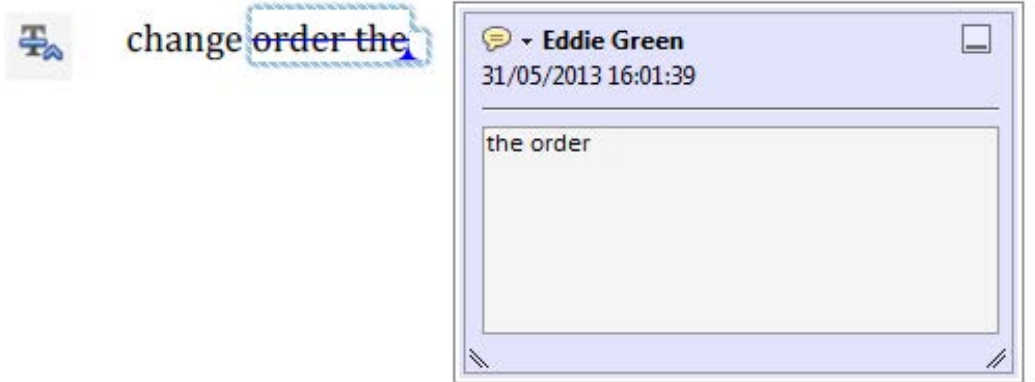
Adobe Acrobat XI commenting tools. Other version's tools may appear differently.
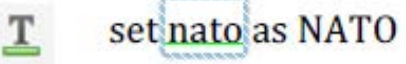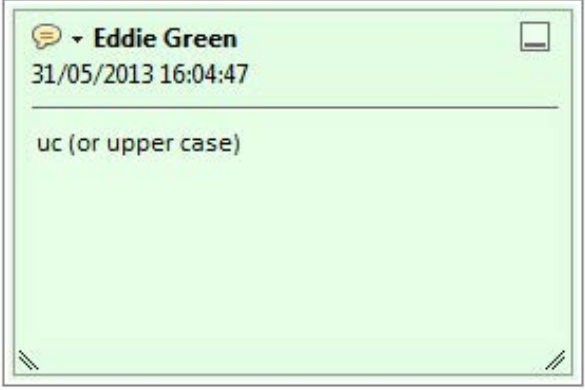
Symbol	Meaning	Example	Acrobat Markup
ᘓ or ᘏ or ᘑ	delete	take it out	take it out 💬 ▾ **Eddie Green** 31/05/2013 15:52:59
↻	close up	print as o ne word	print as o ne word 💬 ▾ **Eddie Green** 31/05/2013 15:56:22 one
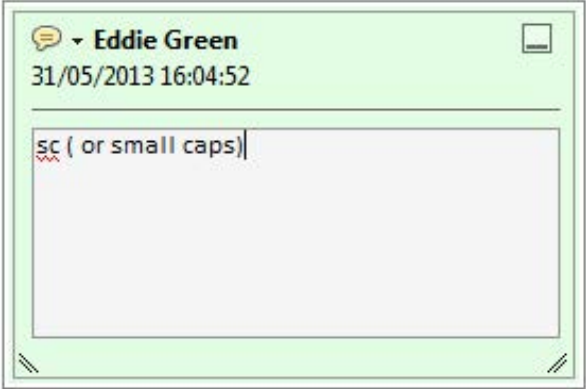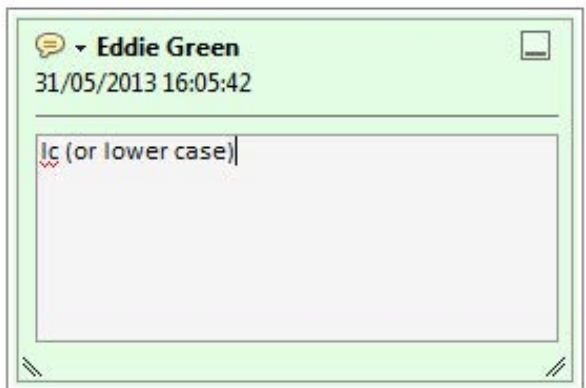
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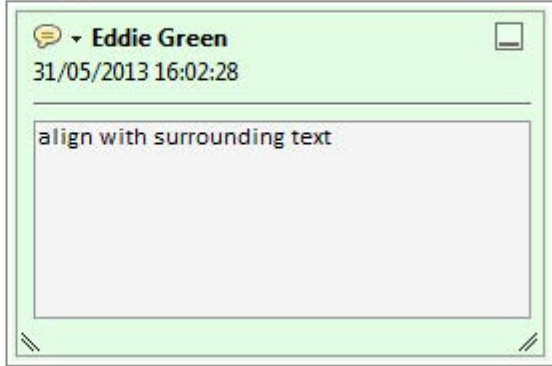| Symbol	Meaning	Example	Acrobat Markup	
ẟ	delete and close up	cloᶴse up	T̲ₐ cloose up	💬 ▾ **Eddie Green** 31/05/2013 15:56:50 close
∧ or ＞ or ʌ	caret	insert here ⌐ something	Tₐ insert here	💬 ▾ **Eddie Green** 31/05/2013 15:57:18 something

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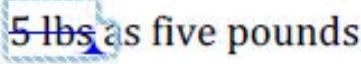| Symbol	Meaning	Example	Acrobat Markup
#	insert a space	put one here	put one here — Eddie Green 31/05/2013 15:57:58 — space
space evenly	space evenly where indicated	space evenly where indicated	space evenly where indicated — Eddie Green 31/05/2013 15:58:59 — space evenly

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Symbol	Meaning	Example	Acrobat Markup
stet	let stand	let marked ~~text~~ stand as set	let marked **text** stand as set Eddie Green 31/05/2013 15:59:58 stet (or let stand, or leave as is)
tr	transpose	change order the	change order the Eddie Green 31/05/2013 16:01:39 the order

Symbol	Meaning	Example	Acrobat Markup
‖	align vertically	align with surrounding text	line of type align with surrounding text Line of text — Eddie Green 31/05/2013 16:02:28 — align with surrounding text
¶	begin a new paragraph		End of sentence. Begin new paragraph — Eddie Green 31/05/2013 16:30:16 — new para
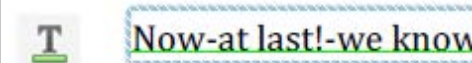
Symbol	Meaning	Example	Acrobat Markup
(SP)	spell out	set (5 lbs.) as five pounds	5 lbs as five pounds Eddie Green 31/05/2013 16:03:50 five pounds
cap	set in CAPITALS	set nato as NATO	set nato as NATO Eddie Green 31/05/2013 16:04:47 uc (or upper case)

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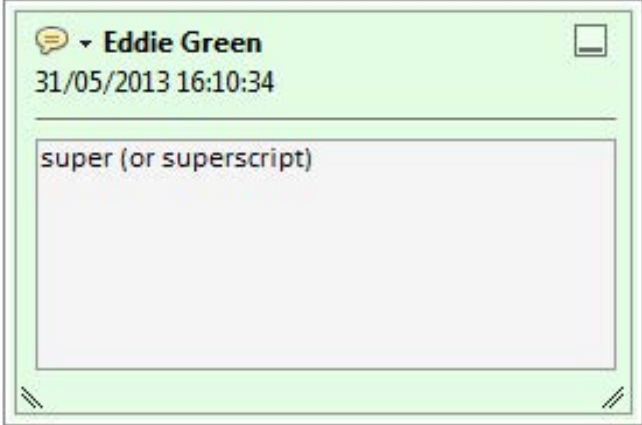
| Symbol	Meaning	Example	Acrobat Markup
Sm cap or *s.c.*	set in SMALL CAPITALS	set signal as SIGNAL	set signal as SIGNAL — Eddie Green 31/05/2013 16:04:52 — sc (or small caps)
lc	set in lowercase	set South as south	set South as south — Eddie Green 31/05/2013 16:05:42 — lc (or lower case)

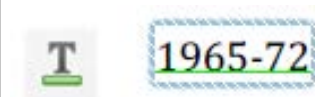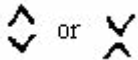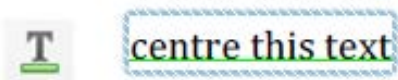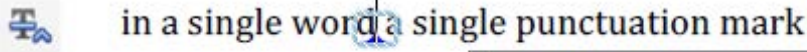| Symbol	Meaning	Example	Acrobat Markup
ital	set in italic	set oeuvre as *oeuvre*	set oeuvre as *oeuvre* **Eddie Green** 31/05/2013 16:06:16 italics
rom	set in roman	set *mensch* as mensch	set *mensch* as mensch **Eddie Green** 31/05/2013 16:06:44 normal
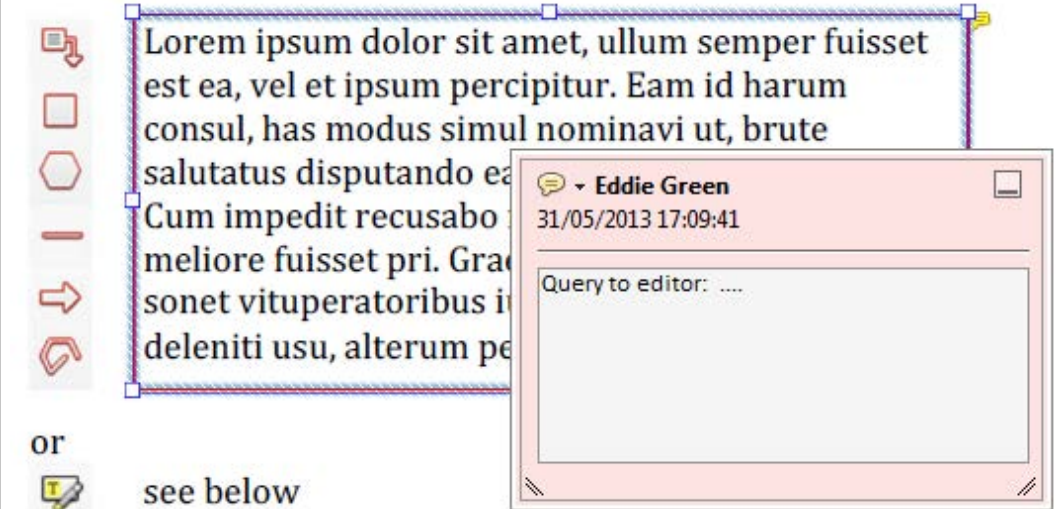
Symbol	Meaning	Example	Acrobat Markup
bf	set in boldface	set important as **important**	set important as **important** Eddie Green 31/05/2013 16:07:20 bold
= or =/ or ≙ or	hyphen	multi-colored	~~multi coloured~~ Eddie Green 31/05/2013 16:07:55 multi-coloured

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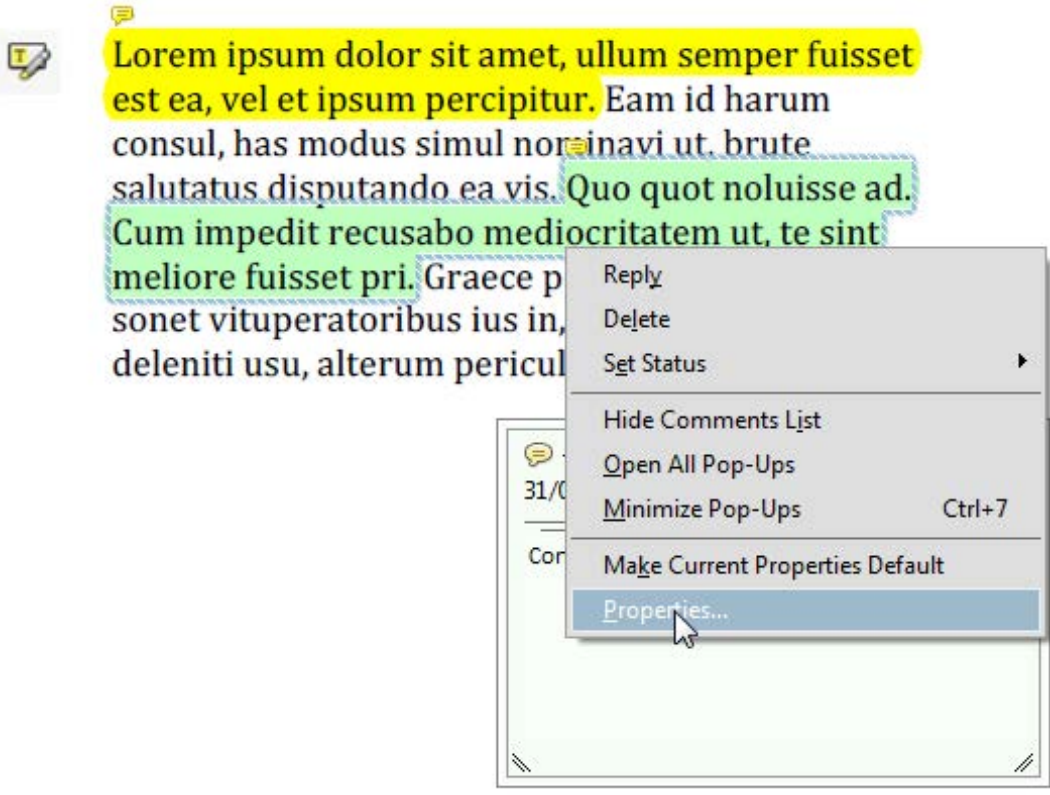
Symbol	Meaning	Example	Acrobat Markup		
¦/N or *en* or /N/	en dash	1965–72	1965-72	**Eddie Green** 31/05/2013 16:09:30	en dash
¦/M or *em* or /M/	em (or long) dash	Now—at last!—we know.	Now-at last!-we know	**Eddie Green** 31/05/2013 16:10:08	em dashes

Symbol	Meaning	Example	Acrobat Markup
⌄	superscript or superior	as in πr^2	$\pi r 2$ as πr^2 ● ▾ **Eddie Green** 31/05/2013 16:10:34 — super (or superscript)
⌃	subscript or inferior	as in H_2O	$H2O$ as H_2O ● ▾ **Eddie Green** 31/05/2013 16:11:16 — sub (or subscript)

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Symbol	Meaning	Example	Acrobat Markup
↕ or ⤫	centered	↕ for a centered dot in $p \cdot q$	centre this text — Eddie Green 31/05/2013 16:42:25 — centre this text
↱	comma		in a single word a single punctuation mark — Eddie Green 31/05/2013 16:43:08 — comma (or spell out name of mark, eg. period, apostrophe, colon, etc)

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Symbol	Meaning	Example	Acrobat Markup
any	multiple edits		in Several words containing multiple corections DO NOT DO THIS Eddie Green 31/05/2013 16:45:40 corrections
any	multiple edits		in Several words containing multiple corections GOOD Eddie Green 31/05/2013 16:46:04 in several words, containing multiple corrections

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Symbol	Meaning	Example	Acrobat Markup
OK/?	query to author: has this been set as intended?		Lorem ipsum dolor sit amet, ullum semper fuisset est ea, vel et ipsum percipitur. Eam id harum consul, has modus simul nominavi ut, brute salutatus disputando ea Cum impedit recusabo meliore fuisset pri. Gra sonet vituperatoribus i deleniti usu, alterum pe

⊟ ▾ **Eddie Green**
31/05/2013 17:09:41

Query to editor: ....

or

see below |

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Symbol	Meaning	Example	Acrobat Markup
OK/?	query to author: has this been set as intended?	you can colour code using the highlighter tool. Use yellow to query text, use other colours for different types of notes. The dialog to change note colour is available by right-clicking the highlighted text. See next page for dialog box.	Lorem ipsum dolor sit amet, ullum semper fuisset est ea, vel et ipsum percipitur. Eam id harum consul, has modus simul nominavi ut. brute salutatus disputando ea vis. Quo quot noluisse ad. Cum impedit recusabo mediocritatem ut, te sint meliore fuisset pri. Graece p sonet vituperatoribus ius in, deleniti usu, alterum pericul Reply Delete Set Status Hide Comments List Open All Pop-Ups Minimize Pop-Ups Ctrl+7 Make Current Properties Default Properties... 31/0 Cor

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Symbol	Meaning	Example	Acrobat Markup