Editor's expressions

Wilna Swart

Good day, fellow editors, and welcome to a bumper issue of your favourite editing newsletter! This is *PEGboard* January 2021.

In this edition, you will find a wealth of brilliantly presented and useful articles, some very interesting commentaries, informative and educational English and Afrikaans grammar editorials and many wonderful book prizes to be won.

Corné Janse van Rensburg, PEG's valiant Acting Chairperson kicks off this edition with his 'On' article series, this time 'On lists'. It is conclusive: you will never look at lists the same way again. This is but one of the articles in this *PEGboard* worth putting into your own online library.

The Executive Committee responds to the feedback on the Annual Report 2019/20 received from members and puts on record its initial undertakings in respect of each point listed.

Big news is PEG's inaugural Accreditation Test, which ran from 23 to 29 August 2020. John Linnegar's report on the evaluation of the test gives important insight into the test and how those who sat the examination experienced it. This article is recommended reading for anyone who intends taking the test this year.

The Guild makes every effort to ensure our members are compliant with legislation. This time we consider the Protection of Personal Information Act, 2013 (Act 4 of 2013). Make a point of reading this article as it gives you the answers to the 'what and why' questions relating to POPI.

As always, this *PEGboard* also includes a wonderfully written English grammar article, this time on plain language. The cherry on the top is the chance to win a copy of Bittie Viljoen-Smook's brand-new *Plain Language: The practical guide to easy-to-understand language*. Visit the 'Competition corner' on page 36 for the question.

The ever-popular Afrikaans grammar series has reached the letter S. Now this contribution is sigh-of-relief-inspiring. It contains the answer to the prickly question: 'Skryf mens dit vas of los?' I want to be so bold as to say you will never again struggle with this conundrum. And to sweeten the deal, you can win a copy of the latest edition of the Pharos *Klein woordeboek/Little dictionary*. Go to page 16 for the details.

Ken McGillivray entertains and enlightens us with his article on the relationship between Afrikaans and Flemish on page 19. Whether or not you work in Afrikaans, I am convinced you will enjoy reading this piece.

Laetitia Sullivan presents a well-crafted commentary, accompanied by screenshots, on editing in PDF. She also lets a few design cats out of the bag. This is excellent preparation for the webinar Laetitia is presenting on the subject on 20 January 2021. (The invitation to this webinar has been sent to members.)

Have you often wondered whether LinkedIn is worthwhile? Wonder no more. Elize Cookson gives us a succinct analysis in her article 'LinkedIn: the why and how in 11 steps'.
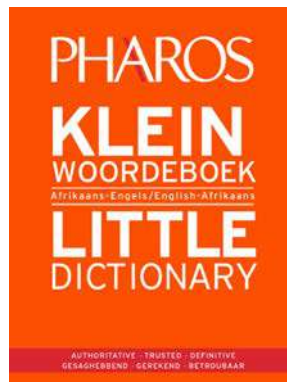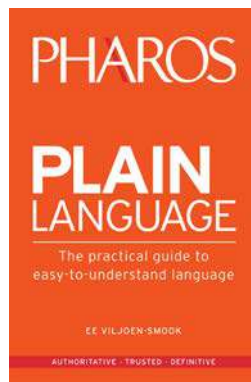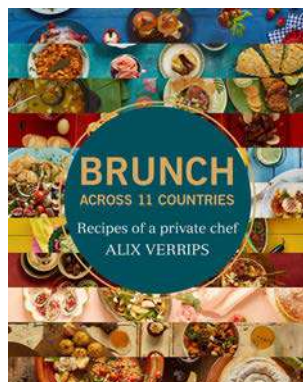
In the July 2020 edition of *PEGboard*, Alexis Grewan launched a series of articles about the cost of editing, and she does not mean only fees. In this issue she writes about 'The real cost of editing', which is a follow-up article. Moreover, the results of an informal online survey, which are well worth considering, are dealt with in this opinionista's contribution.

Our country's 11 official languages are always in the news, but now we are bringing you new insights in a 2020 webinar entitled 'Language and the criminal justice system', which was presented by the Indigenous Languages Action Forum (ILAF).

The 'Chat of the month', a regular feature, elaborates on a word that you thought you knew: *plethora*. Visit the page and be prepared to engage with a veritable plethora of explanations of this overlooked word.

Your answers to 'Competition corner' on page 32 not only announces the winner of the last competition, but also includes a few answers to the gerund, participle and infinitive question that are fileworthy. A new question is put to members and another book prize is up for grabs! Visit page 36 for this.

In conclusion, the Proust questionnaire will be alternated with Preferences. On page 37, Corné takes centre stage with his preferences. You may be surprised as you get to know this PEG stalwart a little better.

We would like to get to know more about the members of PEG and would be delighted to receive your list of preferences for publication in *PEGboard* in 2021.
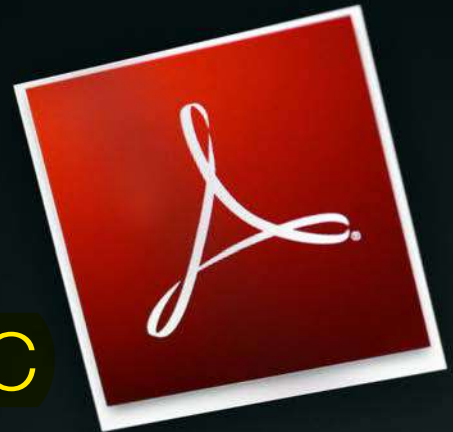
Surprise! Win a copy of *Brunch*: Visit page 37 to see how.

Until we meet again, keep safe and keep well!

Wilna

'Pretty darn frustrating' or PDF: Best practices for text mark-up in Adobe Acrobat Reader DC

Laetitia Sullivan

The PDF is the 'lingua franca' of documents in the age of the internet. For editors, it is therefore very important to know how to indicate text corrections in a PDF. Adobe Acrobat Reader DC is the most widely used (free!) tool for marking up corrections in PDF while protecting the integrity of the original document. This article provides a brief overview of its main mark-up tools and techniques all editors should know.

The PDF is the 'lingua franca' of documents in the age of the internet.

Reasons for following a certain mark-up technique

Few editors may realise that Adobe Acrobat Reader DC and InDesign CC are part of the same collection of software: Adobe Creative Cloud. InDesign CC is the industry standard for designing anything from books and reports to brochures and adverts, and much more. Its latest version has a function that many graphic designers and layout artists have been clamouring for, for years – the ability to import text changes directly from a PDF into InDesign without having to wade through hundreds, if not thousands, of editor mark-ups and manually applying them one by one. (DTP Tools' Annotations plug-in can import notes, but not text changes.)

There are some caveats, however: the new import function *only* works for PDFs that were exported from InDesign CC 2019 or newer. The Annotations plug-in from DTP Tools can import comments from earlier versions of InDesign CC, and *only* corrections using three specific tools (Strikethrough, Replace Text, Insert Text) will import directly. Several bugs in the software still need to be ironed out as this is its first iteration, and very long documents (as books tend to be) might cause the program to crash or lag.

For us as editors, it is worth knowing how to use at least the three main mark-up tools correctly, in order to make the importing of corrections less of a chore for our clients, as well as to improve our own speed and accuracy (because time is money).

The three main mark-up tools for directly importing text changes

First things first

If you wish to differentiate between different editors or reviewers or keep comments anonymous, it's best to change the reviewer identity *before* you start marking up changes, as it will be very time-consuming to do so afterwards. Here are the steps to follow:

- With the PDF open in Acrobat Reader, click on Comment in the sidebar on the right (this causes a Comment toolbar to open at the top).
- Using the mouse, select a word for deletion. On the Comment toolbar, click on Strikethrough (the fourth icon from the left).

- A correction box will appear in the side bar on the right. Right click on the author's name in the correction box and select Properties > General.
- At Author, insert the preferred name, eg 'Anonymous', or leave it blank.
- Tick Make Properties Default (this setting does not affect previously entered comments).
- Click OK.

Using the three importable mark-up tools

Despite the fact that only crossed out, replaced and inserted text can be imported into InDesign, it's worth repeating that learning how to use these three mark-up tools will go a long way towards establishing 'good habits' when it comes to marking up corrections in PDF. There is merit in learning how to use the keyboard to mark-up corrections, although for the purposes of this article, I'll be using the mouse only. So, let's look at each of the three tools in turn.

Strikethrough:

This tool allows you to delete a letter, word or phrase by scoring a red line through the selected text. Here are the steps to follow for using the Strikethrough tool:
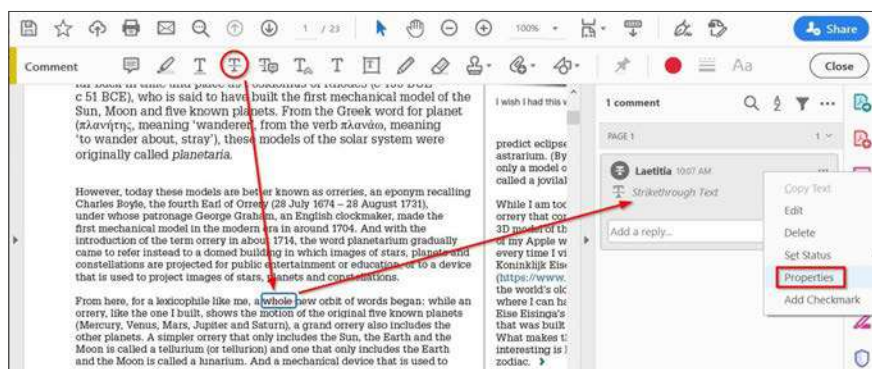
- Using the mouse, select the text to be deleted.
- On the Comment toolbar, click on Strikethrough (the fourth icon from the left).
- OR right click the selected word and select Strikethrough Text.

Tip: Remember to delete any punctuation or extra spacing after the word or phrase to avoid unnecessary spaces or to prevent text from running together in your final copy.

Replace Text:

This tool is easily the number-one tool in the editor's mark-up toolbox because it performs three functions in one: inserting, deleting and replacing text. On the Comment toolbar, it's the fifth icon from the left. Do yourself a favour and customise your Comment toolbar ❯

Anonymising or changing reviewer identity

Using the Replace Text tool

Using the Strikethrough tool

(right click on the toolbar and select Customize Comment Tools) so that it only shows your most used tools, or at least arrange your tools so that this tool ends up in first position.

Here are the steps to follow for using the Replace Text tool:

- Using the mouse, select the text to be replaced (to quickly select only one word, double click that word).
- On the Comment toolbar, click on Replace Text (the fifth icon from the left).
- OR right click the selected word and select Add Note to Replace Text.
- A correction box will appear in the side bar on the right. Type the new text into the correction box and click Post.

Tip: Don't use the Strikethrough tool and the Insert Text tool together to replace text. It will only create unnecessary correction boxes in the sidebar, and you run the risk of changes not importing correctly into InDesign.

Insert Text:
This tool allows you to add text, spacing, paragraph breaks and even special characters. Here are the steps to follow for using the Insert Text tool:

- Using the mouse, place the cursor where you want to insert the new text.
- On the Comment toolbar, click on Insert Text (the sixth icon from the left).
- A correction box will appear in the side bar on the right. Type the new text (plus necessary spacing!) into the correction box and click Post.

To add a space or paragraph break, follow the same steps as for inserting new text, but instead of typing any text in the correction box, simply press the Spacebar or press Enter and click Post. The caret mark will appear, followed by a blue symbol that indicates a space or a paragraph mark. For a space, it's a square bracket that maybe had too much to drink and had to take a nap lying down. For a paragraph mark, it's the more familiar pilcrow. Both symbols may seem like they're in the wrong spot, but don't panic – they will import as they should!

Tip: In general, if a special character has a keyboard shortcut in Microsoft Word, this will also work when typing in the correction box (eg ALT + 0150 for an en dash or ALT + 0176 for the degree symbol).
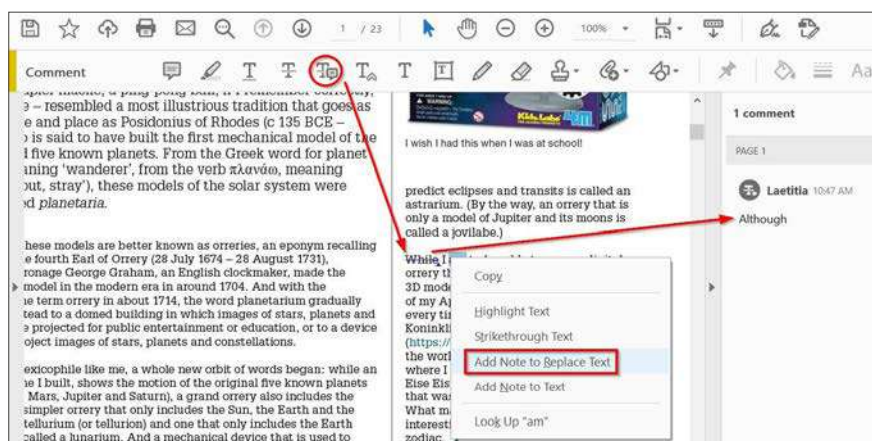
Formatting text in the correction box

As with all things PDF, there is more than one way to indicate formatting of new or replacement text. Here are the steps to follow for indicating different text styles such as **bold** or *italic*:

- Follow the steps as for using the Replace Text or Insert Text tool.
- *Before* typing the replacement text or new text in the correction box, press CTRL + B for bold or CTRL + I for italic to activate your formatting choice.
- Press the shortcut again to deactivate your formatting choice.
- OR: Type the text in the correction box, then select the text, and press CTRL + B or CTRL + I.
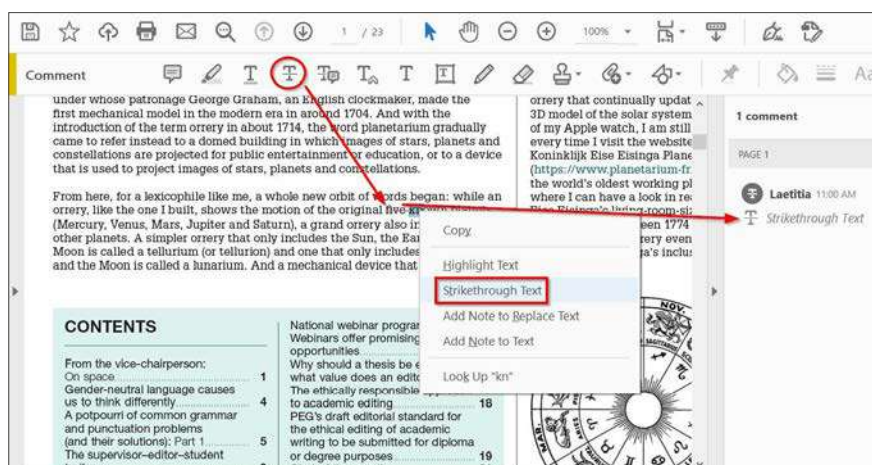
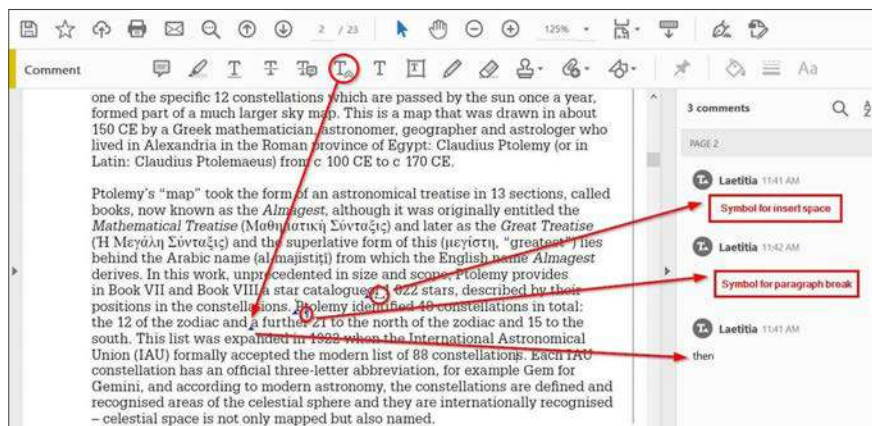To make formatting changes to text that is already in the correction box, follow these steps: ❯
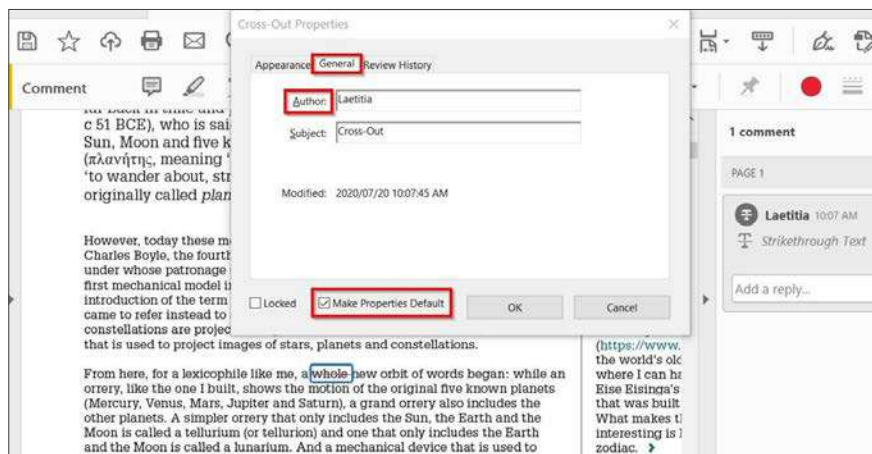
Using the Insert Text tool

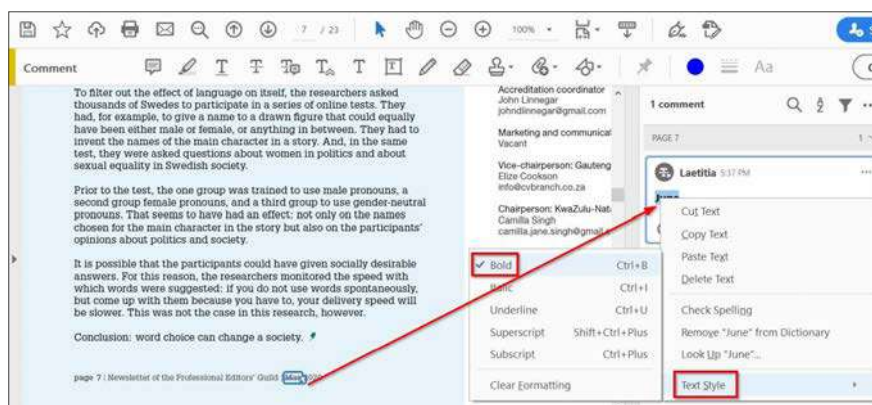Formatting text in the Comments sidebar

- Double click the relevant correction box to open the mark-up comment.
- Select the text that you wish to format, right click on the text and select Text Style > Bold (or Italic).

Tip: Formatting such as bold or italic can be seen by the layout artist in InDesign, but will *not* be imported directly.

Other useful (non-importable) tools

There are several other tools to indicate text changes and other changes on PDF, but it is very important to remember that changes indicated with these tools will *not* be imported directly into InDesign, and therefore will *not* change the text automatically in InDesign. Here are some of my favourites:

Highlight	Highlight	• To indicate formatting changes • To indicate text for comment
Text Callout	Text Callout (under Drawing Tools on the Comment toolbar)	• To comment on graphics or locked text • To indicate text movement
Line	Line (under Drawing Tools on the Comment toolbar)	• To indicate text alignment • To indicate graphics to be deleted
Stamps	Stamps	• To insert traditional proofreading symbols (eg Nikki M's PDF Proofreading Marks) • To indicate corrections not easily shown by available tools

Tip: To access the Drawing Tools dropdown list, you may need to click three dots on the right of the Comment toolbar.

Tip: Drawing marks can be grouped to make them appear in a single correction box. After adding drawing marks, click and hold CTRL while clicking each drawing mark, then right click one of the marks and select Group.

The Sticky Note is a bad idea!

Long-time editor, I see you! Step away from the Sticky Note! The Sticky Note is a very bad tool and should *not* be used to indicate text changes. Why? Because it can visually block text, and it has a tendency to move around, ending up in the wrong place most of the time, making for a very imprecise way of indicating changes at word or sentence level. It should only be used as a type of electronic Post-it note for general comments or global changes at page level.

Note the Sticky Note tip!

Tip: Warning: Use this tip with caution! Can't bear to let go of the Sticky Note? CTRL + 6 is the keyboard shortcut to quickly place a Sticky Note.

Creating a summary of PDF comments

Sometimes editors will find themselves working with clients with limited technical know-how. It is therefore important to know how to display editorial comments when a client has difficulty dealing with mark-up comments, or when experiencing software compatibility issues. Summarised comments can also be used as a record or for version tracking of proofs.

Here are the steps to follow for creating a summary of editorial comments:

- The comments print setting in Acrobat Reader is not enabled by default, so first go to Edit (in the top menu) > Preferences > Commenting, and tick the option 'Print notes and pop-ups'.
- Now open the Print dialog by clicking on File (in the top menu) > Print OR press CTRL + P.
- At the top of the Print dialog, make sure that Microsoft Print to PDF is selected as the printer.
- At the bottom of the Print dialog, under Comments & Forms, choose Document and Markups from the dropdown list.
- Click on Summarize Comments and then answer Yes.
- Acrobat Reader will process the comments in the background. When it is finished, the Print dialog will open again, with the print preview showing small numbered boxes next to the comments.
- Now press Print. A new PDF will be created with numbered comments on separate pages.

Tip: Mark-up one PDF page as a sample and ask the client *at the start of the project* if your technique will suit their workflow. This will avoid much unnecessary frustration down the road.

This was just a brief overview of the text mark-up possibilities of Adobe Acrobat Reader DC. For more comprehensive training on the software and best practices for indicating corrections in PDF, consider signing up for PEG's upcoming webinar (20 January 2021) on this specific topic. 🖊
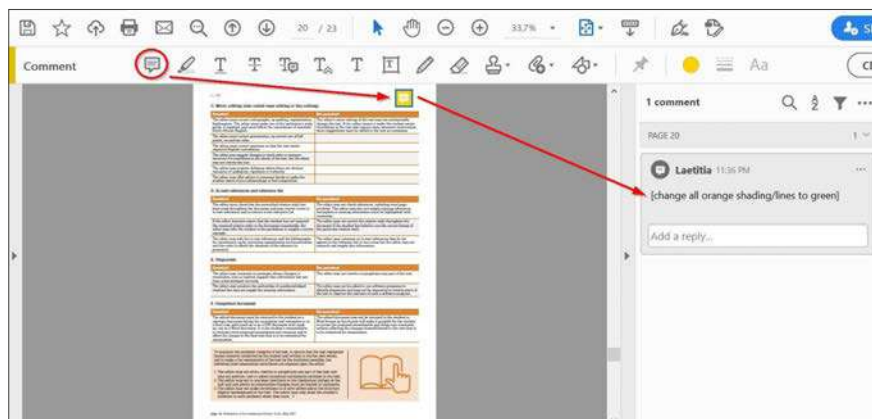
Use the Sticky Note only for general/global comments
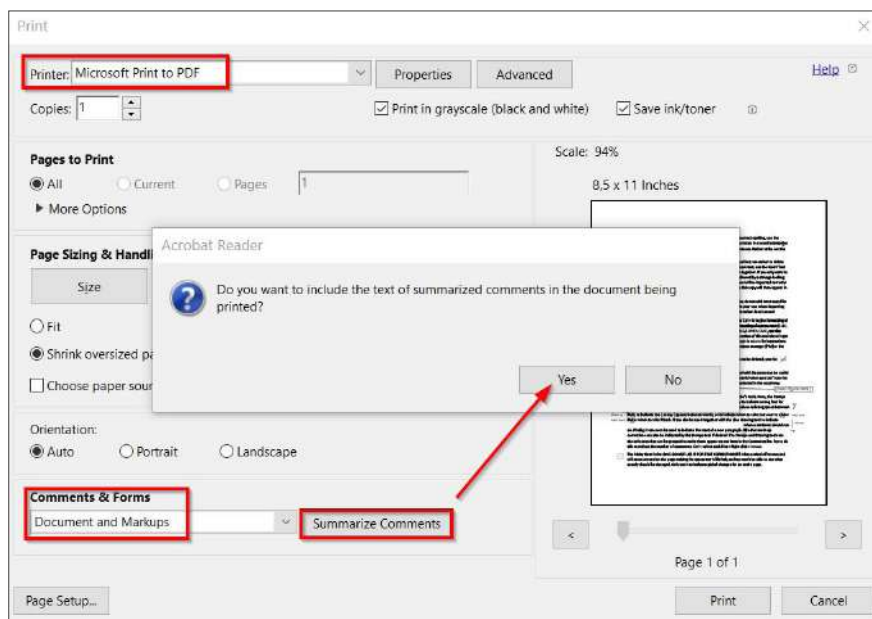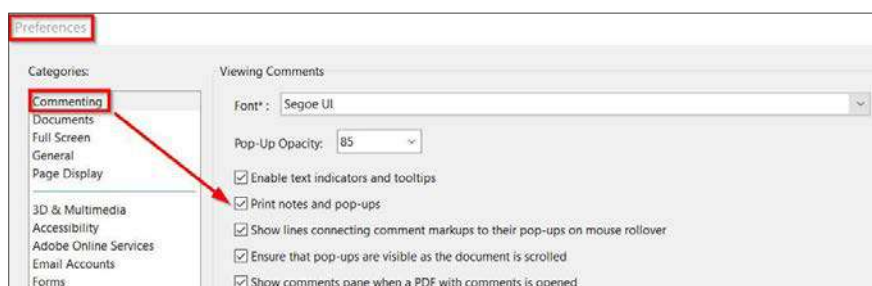
Creating a PDF comments summary

Adobe Acrobat Reader

What's included:

Anywhere PDF Productivity
Make it happen from anywhere, knowing you have the right PDF tools and files close at hand.

All-in-one form filling and e-signatures
Save time with Acrobat DC to quickly and easily get a form filled out, signed and sent – no printer, no paper, all digital – from anywhere, on any device. Acrobat DC is the all-in-one solution for filling & signing forms electronically and getting signatures from others – reliably, securely, and legally.

Maximize how PDFs work for you
What's your PDF: – Acrobat has a solution for every need from free desktop, mobile and online apps to the most complete PDF solution across desktop, web, and mobile. Start here.

References

Aherne, ME & Clarke, GV nd *Digital tools for proofreading.* http://www.publishingtrainingcentre.co.uk/images/basicproofreading/digital_tools_for_proofreading.pdf

Freeman, R [Renana typesetting] 2018 *How to use Acrobat Reader DC for PDF markup.* https://www.youtube.com/watch?v=XPYONJIgyH0

Henley, BK 2018 *A legal professional's guide to PDF files.* https://www.cobar.org/Portals/COBAR/Repository/lpm/AffinityWebinars/10-16-2018%20Adobe%20Acrobat%20for%20Lawyers%20Manual.pdf

Mayerchak, M 2019 *Import PDF edits into InDesign.* https://www.linkedin.com/pulse/import-pdf-edits-indesign-matt-mayerchak/

Nikki M Group nd *Traditional editorial markup with PDF proofreading marks.* https://www.nikkimgroup.com.au/features/pdf-proofreading-marks/

Perhiniak, M 2018 *InDesign CC 2019 new feature – Import PDF comments.* https://www.youtube.com/watch?v=l-9TM0yLZa8

Note to readers: This serves as excellent preparation for the webinar on editing in PDF that Laetitia is presenting for PEG on 20 January 2021.