

How to feedback changes to a PDF

Marking up your PDF is quicker than sending separate comments

Easy for you.

No need for e-mails or Word files that say 'page 4 first paragraph line 2 change x to y'.

Better for us.

No need to find the area that needs updating by referring to a separate word or email.

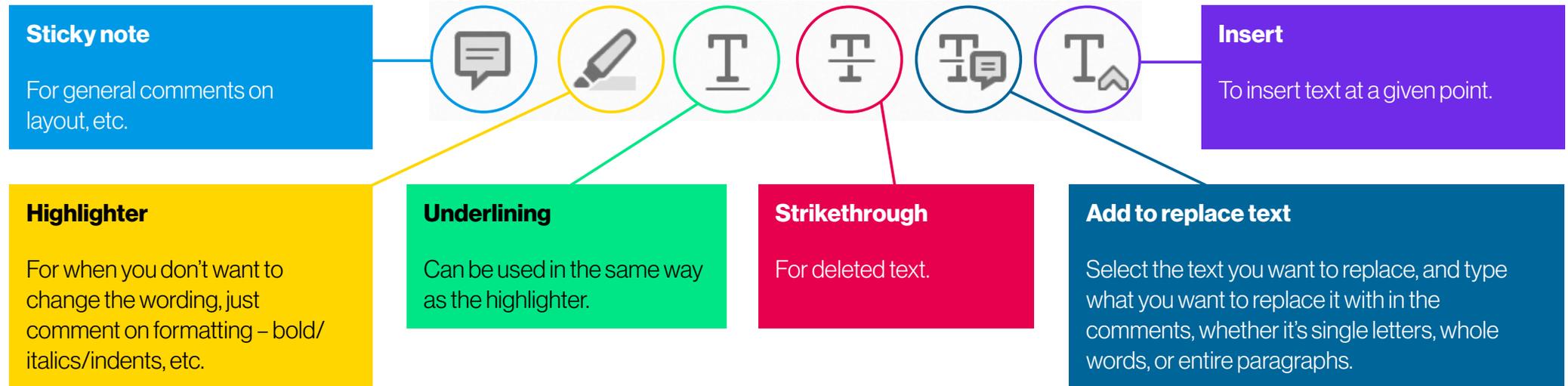
Commenting tools

These can found in indifferent places, depending on the software you use. The industry standard is Acrobat Reader, which has a suite of tools to make marking up your PDF easier –

[more information available here](#)

A quick overview of the tools

Here's quick guide to the main tools in Acrobat for marking up your changes and to help us get it right first time.



Keep your comments clear and unambiguous, and not in the form of a question.

If you make a comment and change your mind, please delete it.

If you have a lot of changes

If there's a large number of changes, it may be better to work from a new clean Word file with the amends already made, talk to your Account Manager to find out which is best.