

Marking up text

There are a number of different ways to mark up text. The three main categories you will find are:

- paper (hard copy)
- Word file
- PDF [remove extra space before P and extra line space below]

If you are an independent author who did not grow up using word processors or computers, the chances are you are likely to prefer working with hard copy. Even if ~~if~~ you do use a computer, you might end up printing out an edited file to input corrections and suggestions into your original work ~~onscreen~~ on screen. Everyone has their own preferred method of working and part of my job is to find out ~~t~~what ~~w~~that is and supply you with the goods!

All three categories above can be subdivided further. For paper (hard copy) we can **mark up [two words]**as follows:

- BSI symbols (preferred by publishers)[circular bullet points as others]
- simpler margin comments, with some rudimentary symbols

For ~~w~~Word, we use: [Q:below, initial capitals and quote marks OK?]

- **'Track Changes' and 'Comments'** (under the Review tab)
- comments inside the text (bold and blue, within square brackets)

Last~~y~~, but not least, in PDF we can mark using:

- mark-up tools and the comments pane [indent bullet points]
- callout boxes

[delete apostrophe]

It's useful if you have Adobe Acrobat Reader DC at your disposal for PDF²s– there is a free download available at <https://acrobat.adobe.com/us/en/acrobat/pdf-reader.html> – but this is not absolutely necessary if you are able to open PDFs with some other programme you might already possess. The mark-up tools and comments pane ~~is~~ **are** used by clients such as publishers and businesses who will be familiar with that method, but callout boxes and emendations on the body of the PDF text will probably suit people who want websites, blogs or CVs etc. [add fullstop] looking over.

Ivor McGregor 2020 [change to 0, zero]