



**Add sticky note**

eg. *“change photo, move text, make italic etc”*.  
Use for non-typo corrections



**Strikethrough text**

**Only use for deleting text.**  
If you need to replace with new text use, use the replace text tool



**Add a note to replace text**

Select text that needs replacing and only type in new text into comment box



**Insert text at cursor**

Click the point where the new text needs to be inserted. **Only type the new text required in the box.**  
No need to add instructions like *“add this text...”*



With all these tools please insert only the exact text required for the correction, no need to insert instructions  
eg: *“change the word **at** to **and**”*