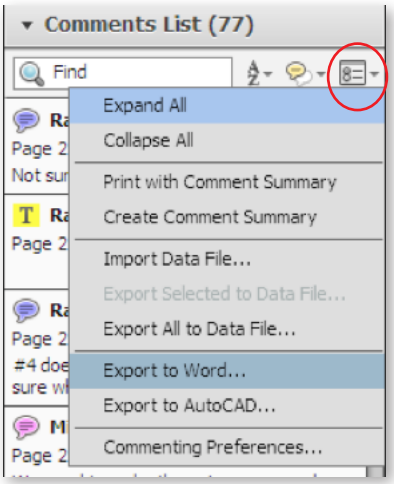
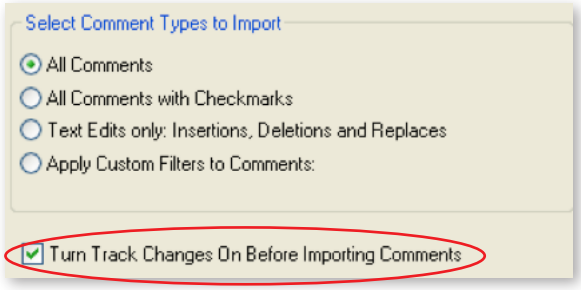
Export PDF comments to Microsoft Word with Adobe® Acrobat® XI

Export PDF comments back to the original Word* document and quickly apply any required text changes.

1. At the top right in Acrobat, click the Comment pane. Open the Comments List panel.
2. Click the Options menu, and select Export to Word.



3. The Import Comments from Adobe Acrobat Wizard opens. Review the instructions and click OK.
4. Browse to the Microsoft Word file. Click open.
5. Optionally opt to turn Track Changes on before importing comments to Word. Click Continue.



6. Acrobat opens Word and the Successful Import dialog box summarizes the comment import results.
7. Acrobat walks you through applying the text edits from the review.

Tip: To learn about shared reviews and working with comments, see ***Send a PDF for shared review with Acrobat XI*** and ***Comment in a PDF file with Acrobat XI****.*

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www.adobe.com/products/acrobat

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