Tracking shared reviews

Cut down on the hassle of herding reviewers and gathering feedback. If you sent a document for shared review, you can keep track of reviewers' comments, email stragglers, and manage the review using Tracker within Adobe® Acrobat®.

1. Open Tracker.

Choose Comments > Track Reviews to open Tracker. Tracker displays reviews you've initiated or participated in and forms you've distributed or received.

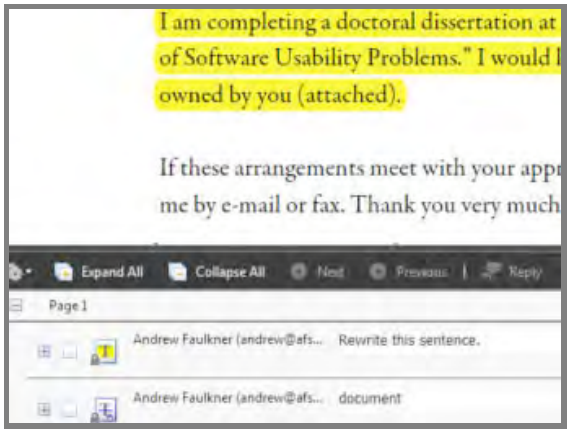
2. View information about a particular review.

In Tracker, select the name of a review from the list on the left. Tracker displays information about the review status, how many comments each reviewer has contributed, and the deadline for the review. If you initiated the review, you can change the deadline or end the review.

See who's reviewed the documents and how many comments they submitted.

3. View comments.

Click View Comments to see all the comments in the review. Acrobat displays the comments in the context of the PDF file.



You can view comments in context.

4. Email reviewers, if necessary.

If you need to encourage your reviewers to add their comments, send them a reminder email. Click Email All Reviewers, and then compose the message, and click Send.

You can email reminders to reviewers.

Tip: To send an email to an individual reviewer, click the reviewer's email address, and then compose the message in your email application.

Next Steps:

- Combine and manage comments.
- Import comments into a Word document.

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