Initiating a shared review

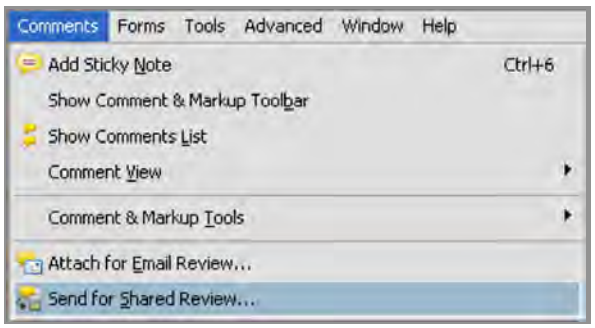
A shared review speeds up the review process, as participants can view and respond to each other's comments. All you need is Adobe® Acrobat®, a PDF file, and a free Adobe ID to get started.

1. Prepare the PDF document.

Save the PDF document you want participants to review. If you want to call attention to particular questions or topics for discussion, add comments to the PDF file.

2. Send the document for shared review.

Choose Comments > Send For Shared Review. Acrobat opens the Send For Shared Review wizard. You can share any document that can be modified with comments. If a document has security settings that do not allow comments, Acrobat notifies you.



Start the Send For Shared Review wizard.

3. Select a method for collecting comments.

Decide how you want to post the document and collect comments from reviewers.

- Choose Automatically Download & Track Comments With Acrobat.com if you want to use Acrobat.com to share the review.
- Choose Automatically Collect Comments On My Own Internal Server to use a network server, a WebDAV server, or a SharePoint workspace.

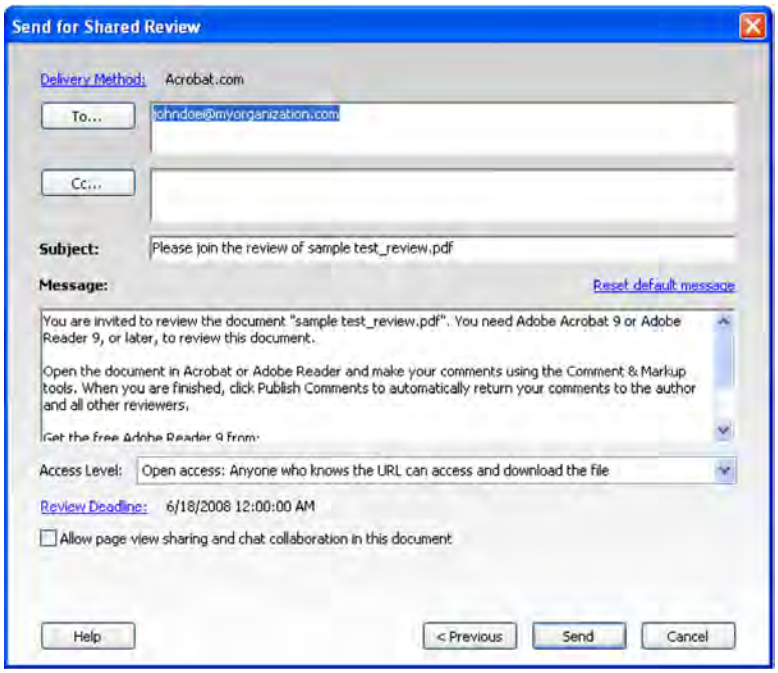
Select a method for collecting comments.

If you're hosting the file on your own server, select the type of server and enter its path. If you're hosting the file on Acrobat.com, enter your Adobe ID or, if you don't have one, click Create Adobe ID to create one within Acrobat.

4. Invite reviewers.

Enter the email addresses for the people you want to invite to the review, or select the addresses from your email application's address book. Then, customize the message reviewers will receive.

Set a review deadline; after the deadline, commenting tools will no longer be available on the shared review server. If you're using Acrobat 9 Pro or Acrobat 9 Pro Extended, the wizard automatically extends review rights to Adobe Reader users.



Invite reviewers with a customized email message.

5. Send the PDF file.

Click Send to post the PDF file to the server and send email invitations to the review participants. Acrobat saves a copy of the shared review file, with the word "_review" appended to it, in the same folder as the original file you specified for the review.

Once you've started a shared review, you can read and reply to comments on the shared review server or wait to read all the comments after the review is over.

Next Steps:

- Track reviewers' responses.
- Combine and manage comments.
- Export comments to Word.

Sign up for the Acrobat Tips and Tricks Newsletter.