Exporting comments to a Word document (Windows only)

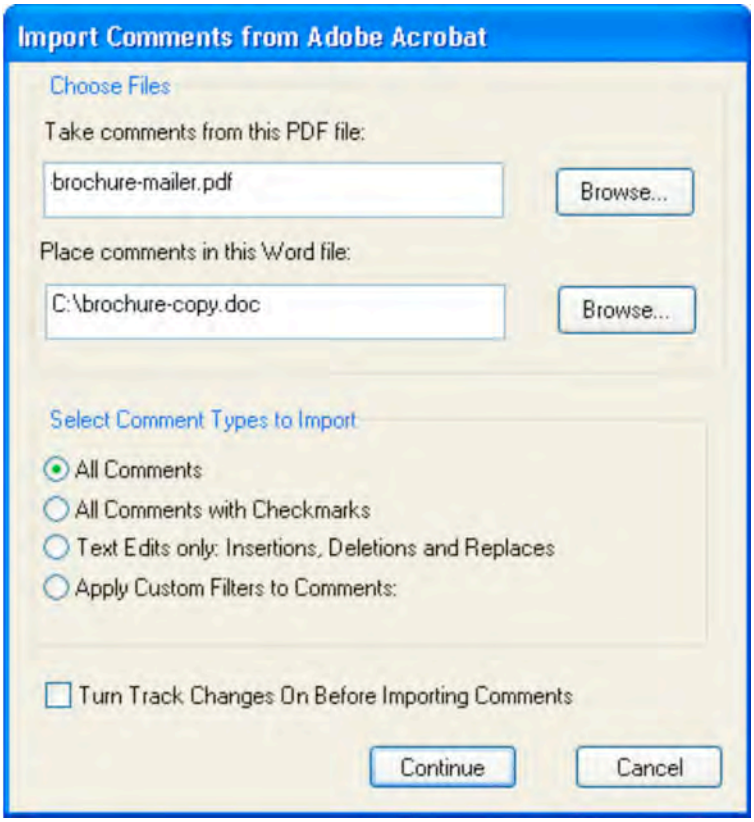
If you created your document in Microsoft® Word, you can save time by exporting PDF comments back to the original Word document. Adobe® Acrobat® places the comments in context, and then you can quickly apply any text changes required.

1. Start the wizard.

In Acrobat, choose Comments > Export > Comments To Word. Microsoft Word opens, and so does an informational dialog box. Click OK to close it. The Import Comments From Adobe Acrobat wizard appears next.

2. Select the documents.

In the wizard, select the PDF file that contains the comments and the Word document you're moving them to. Then, select which comments you want to import: all comments, only those with check marks, only text edits, or comments selected with custom criteria. Click Continue to proceed through the wizard.



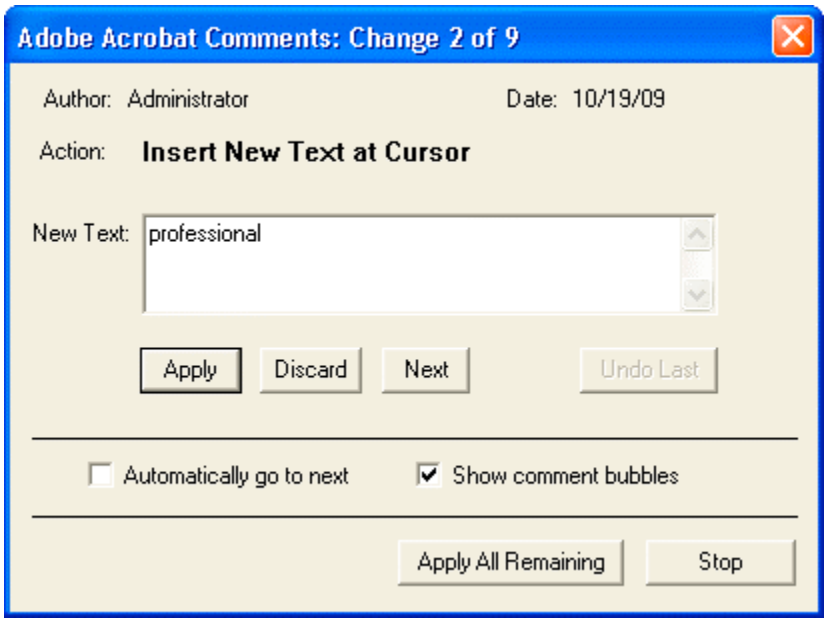
Select the PDF and Word documents.

Acrobat adds the comments to the Word document, placing them in the appropriate location in the document. A dialog box confirms the comments were imported. If Acrobat wasn't able to interpret the document structure with confidence, it lists any placements that may be inaccurate. Click View List to see those comments.

Tip: If you want to see clearly what Acrobat changes, select Turn Track Changes On Before Importing Comments in the Import Comments From Adobe Acrobat dialog box.

3. Apply text changes, as appropriate.

Click Integrate Text Edits in the Successful Import dialog box. The Adobe Acrobat Comments dialog box reports the number of text edits that are available, and it identifies the first comment. Click Apply to accept the change; Word changes the text accordingly. If you don't want to accept the change, click Discard. Click Next to work with the next comment. If you know you want to apply all the comments, click Apply All Remaining.



Apply, discard, or modify text changes.

Tip: You can change the text in the New Text field. When you click Apply, Word uses whatever is currently in that field.

When you've gone through all the comments, you'll see a summary of the changes. You may also see instructions for accepting changes if you're using track changes, deleting comment bubbles, or otherwise cleaning up the document.

4. Save the revised document.

With the changes in place, be sure to save your document.

Next Steps:

- Create a PDF file using Acrobat PDFMaker.

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