Send a PDF file for shared review with Adobe® Acrobat® XI

Quickly gain the feedback you need through easy-to-manage, shared document reviews that allow participants to build on one another's comments. Easily add reviewers, send updates or reminders, and consolidate comments into one PDF file.

Send for shared review

1. Open the PDF file to distribute for review.

2. At the top right in Acrobat, click the Comment pane. Open the Review panel, and click Send For Shared Review.

3. Select where you would like to internally host your shared review file. Click next and provide the path to a shared network folder, SharePoint workspace (Windows® only), or web server folder.

    *   Once you've configured where to host a shared review it will appear as an option in the drop-down menu.

4. Enter the email addresses of the reviewers. Type a summary message.

5. Revise the review deadline. Acrobat automatically picks a deadline; it may need to be adjusted to fit your review schedule.

6. Click Send. Acrobat adds " _Review" to the filename. The reviewers receive a link to the file and instructions on how to publish their comments.

Track reviews

Use the Tracker tool to monitor the status of shared reviews, send updates and email reminders, and invite additional reviewers. You can also add and change deadlines, end or delete reviews, and start a new review with the same people.

1. Open the review file. The Welcome screen provides a status update of the total number of comments and reviewer participation. Click OK.

2. At the top right in Acrobat, click the Comment panel. Open the Review pane, and click Track Reviews.

3. On the left side, click the filename of the review. The Tracker shows who has participated and how many comments each person published.

4. (Optional) Choose to change the review deadline, end the review, add reviewers, email all the reviewers, or start a new review.

5. At the end of the review, select File > Save as Archive Copy. The copy is no longer connected to a shared review, so you can edit all comments.
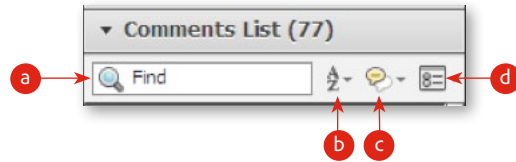
Review comments

View, sort, and filter everyone's feedback using the Comments List. Check off each comment as you finish it. Sort by page, author, and date. Search by specific terms.
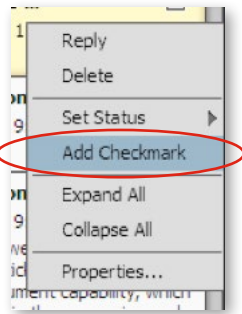
1. Open the review file. At the top right in Acrobat, click the Comment pane. Open the Comments List panel.

2. In the Comments List, you can:

   a. Search comments

   b. Sort comments

   c. Filter comments

   d. Open the Options menu

3. To reply to a comment or set its status, right-click a comment. You can add checkmarks to make sure you catch everything.

Import comments

In the shared review process, comments are imported automatically. However, if a reviewer makes comments in a PDF file outside the shared review file, you can import them.

1. Open the review file. At the top right in Acrobat, click the Comment pane. Open the Comments List panel.

2. In the Options menu (shown as "d" in the picture above), select Import Data File.

3. Navigate to the PDF file containing the comments. If there is more than one file, shift-click to select the files.

4. Click Select. The comments are imported and appear in the Comments List.

Create a comment summary

1. At the top right in Acrobat, click the Comment pane. Open the Comments List panel.

2. In the Options menu (shown as "d" in the picture above), select Create Comment Summary.

3. Select the layout and other options for your summary.

4. Click Create Comment Summary. Save your file.

*Tip: To learn how to return comments to a Word file, see **Export PDF comments to Microsoft Word with Acrobat XI**.*

For more information
www.adobe.com/products/acrobat