

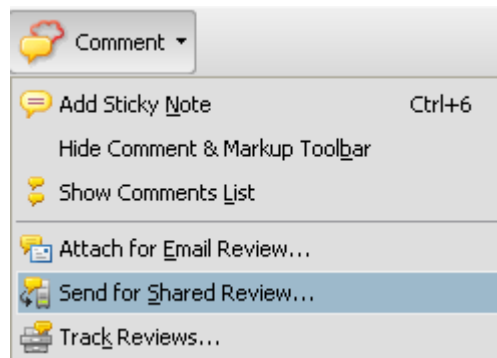
Initiating a shared review

In a shared review, all participants can view and respond to each other's comments. It's a great way to let reviewers resolve conflicting opinions, identify area for research, and develop creative solutions during the review process. You can host a shared review on a network folder on the S drive.

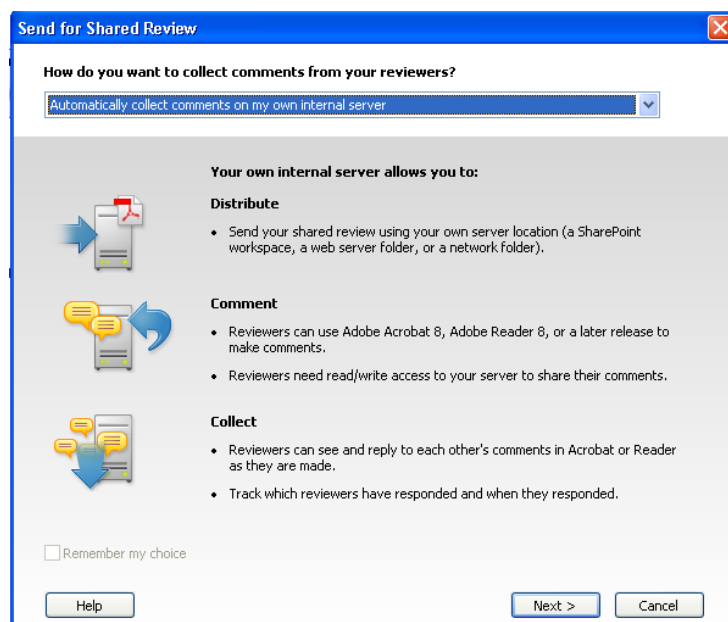
Invitation reviewers

You'll use the Send for Shared Review wizard to invite reviewers to participate in a shared review of a document.

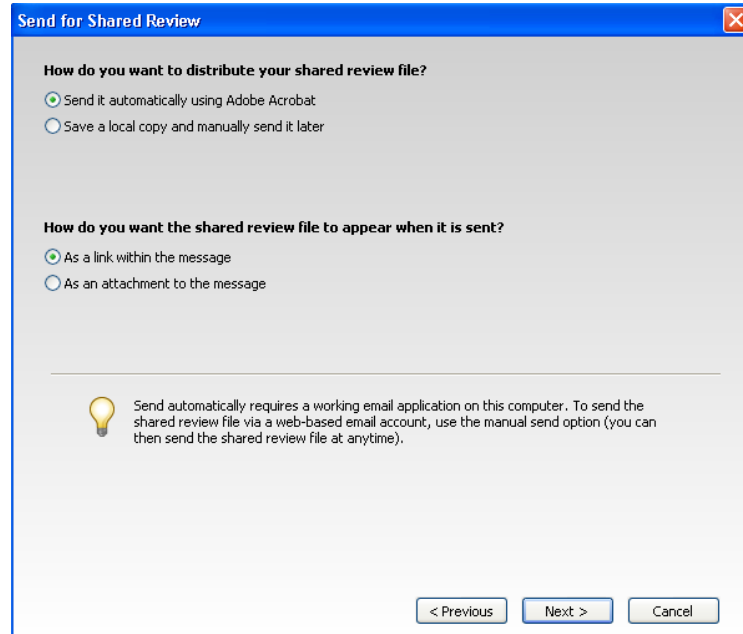
1. Decide who you will invite to participate in a shared review, and make sure you have their email addresses.
2. Choose **File > Open**, and open the PDF file you want to send for review
3. Choose **Comments > Send For Shared Review**.



4. Select **Automatically collect comments on my own internal server** from the pop-up menu at the top of the Send For Shared Review dialog box.
5. Click Next.



6. Browse to the folder on S drive that you all have access to (and where the PDF file is saved)
7. Click Next.
8. In the next dialog box, make sure **Send it automatically using Adobe Acrobat** is selected and **As a link within the message** is selected.

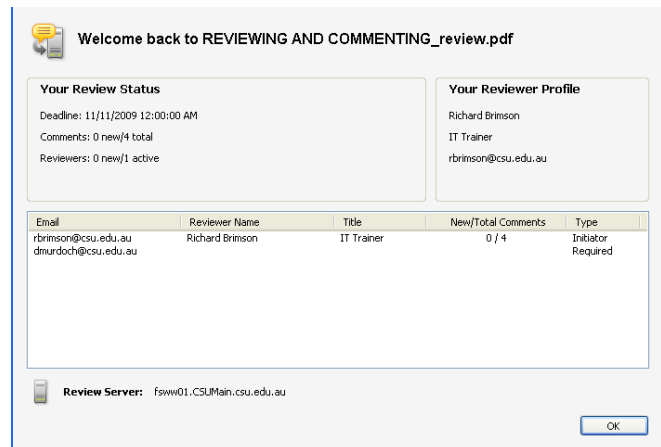


9. Click Next.
10. In the next dialog box. You can give the folder a name for later use if you like or you can leave this as My Network Folder.
11. Click Next.
12. The next dialog box is where you must add the email addresses of the participants of the Shared Review. Click "To" and the Global address book will appear for you to select the participants from CSU.
13. Edit the message if you want to. Then click **Send**.

Participating in a shared review

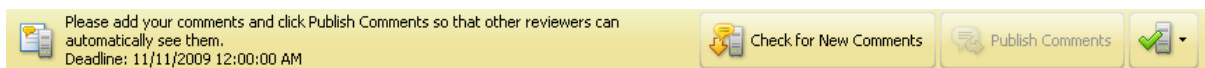
You or your colleague will participate in the shared review, adding comments for others to view.

1. Open the email and open the document. You will see a message such as the one below. Click OK to close the message.
2. Add several comments to the PDF file using the commenting tools.
3. Click Publish Comments in the document message bar to save comments to the server.
4. Close the document. You do not need to save your changes.





Tracking review comments

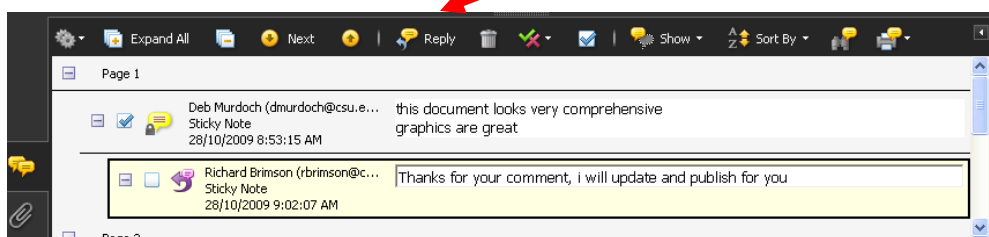
You can keep track of reviewer's comments and reply to comments yourself from within Acrobat. You'll open the review PDF file and check for new comments.



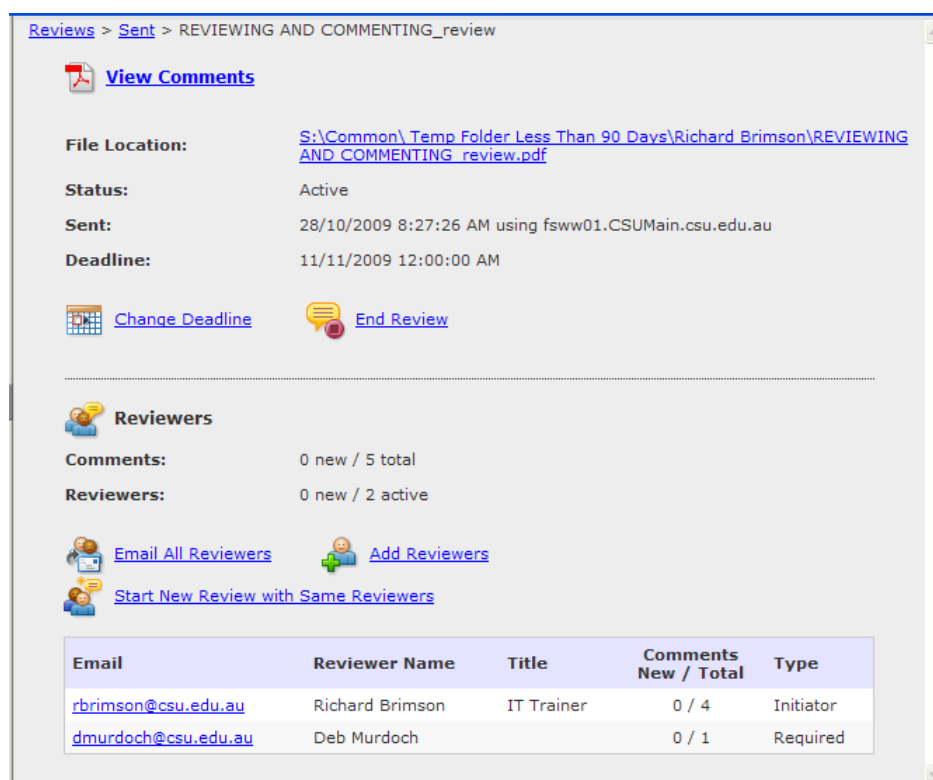
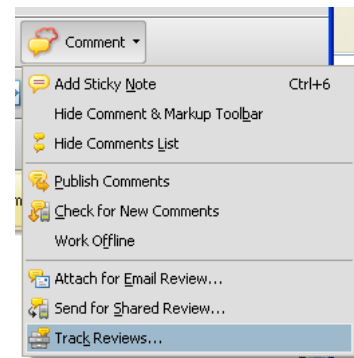
1. In Acrobat, choose **File > Open**.
2. Navigate to the review file.
3. Close the **Welcome Back** dialog box.
4. In the document message bar, click **Check For New Comments**. Acrobat reports the new comments and displays them.



5. Click the Comments icon in the Navigation panel 
6. Select the comment in the list, and click the Reply icon 
7. Type a reply to the reviewer



8. Click Publish Comments in the document message bar. Acrobat publishes your reply to the server.
9. Choose comments >Track Reviews. Tracker opens



10. Tracker displays the list of reviewers you invited to participate and how many comments each reviewer has made. It also lists the deadline for the review, and lets you send email reminders to reviewers or add more participants. You can also change the deadline
11. Close the document.