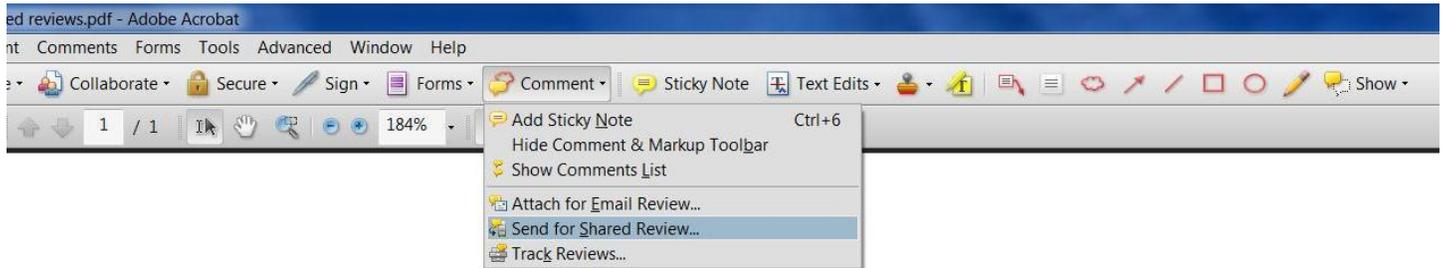


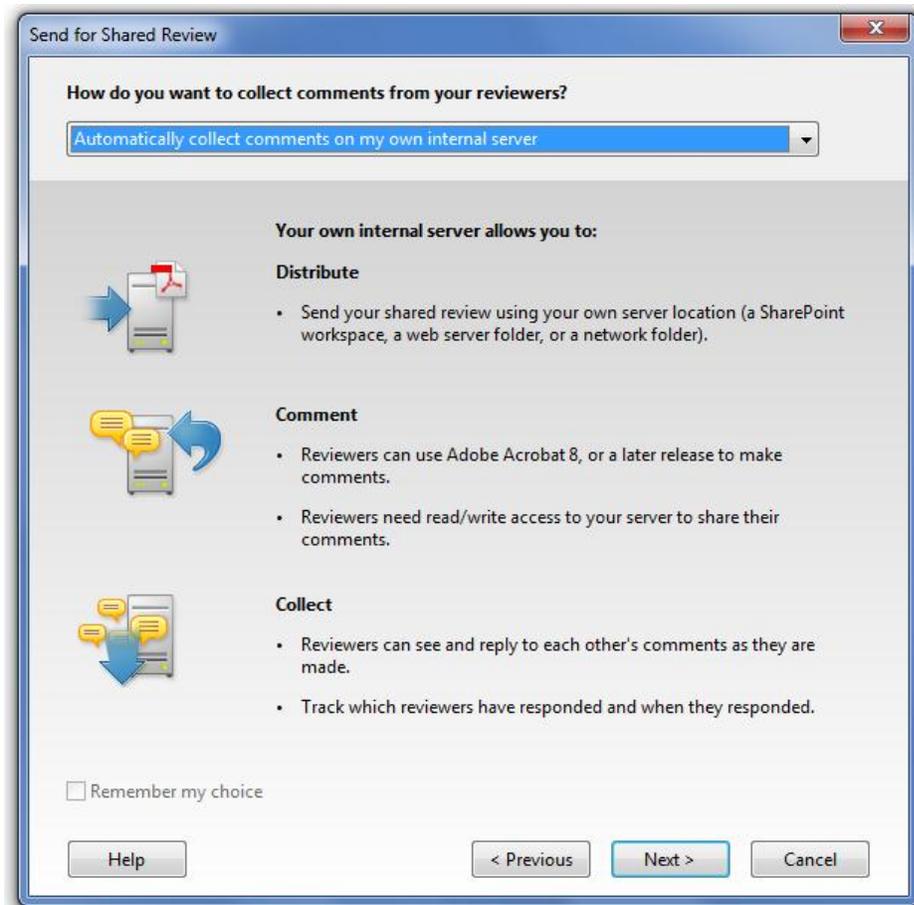
## Guideline to Reviewing and Commenting on Acrobat Files

The Adobe Acrobat review and commenting process is a powerful aid to collaboration. This guideline outlines how to set up your Acrobat application in order to share online comments in ProjXsense.

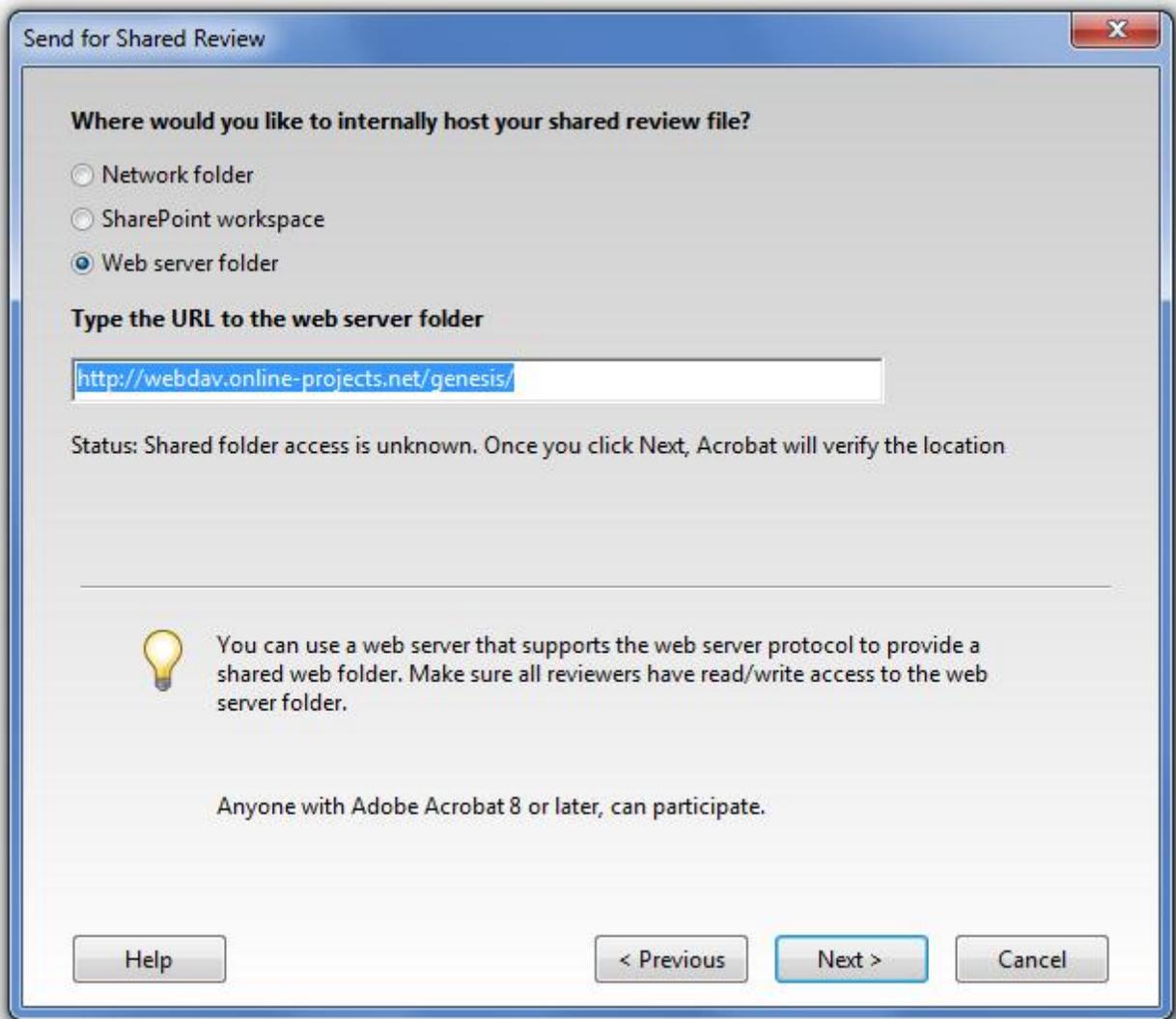
1. Create a PDF file as you normally would. Save the file.
2. Open the file and from the **Comment** menu select **Send for Shared Review**.



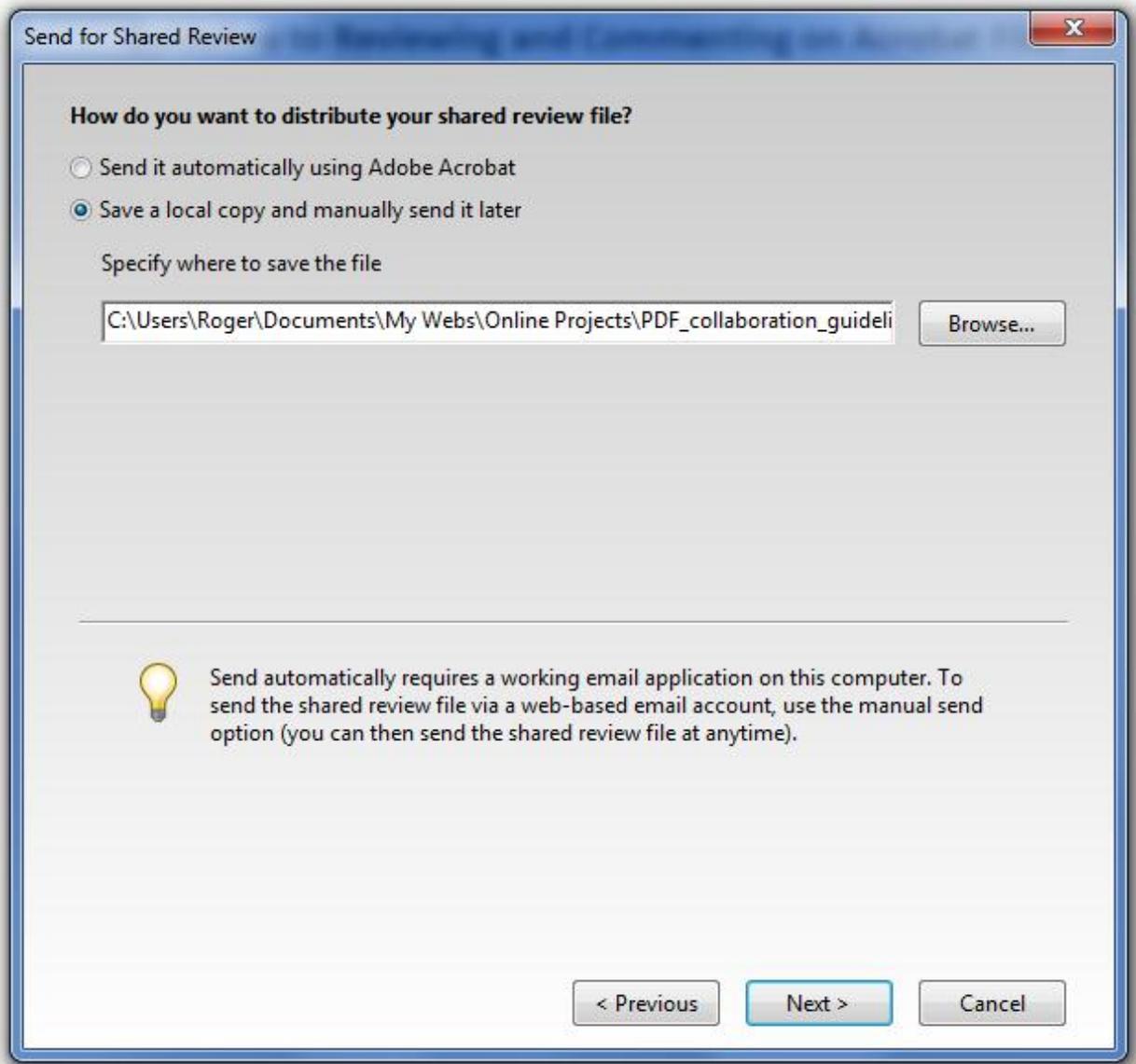
3. A dialog will appear asking, "How do you want to collect comments from your reviewers?" The first time you configure Acrobat for commenting select **Automatically collect comments on my own internal server** from the dropdown box. Afterwards, when preparing a pdf file for shared reviews, this dialog will open with your named server pre-selected. See Item 6, below. Click **Next**.



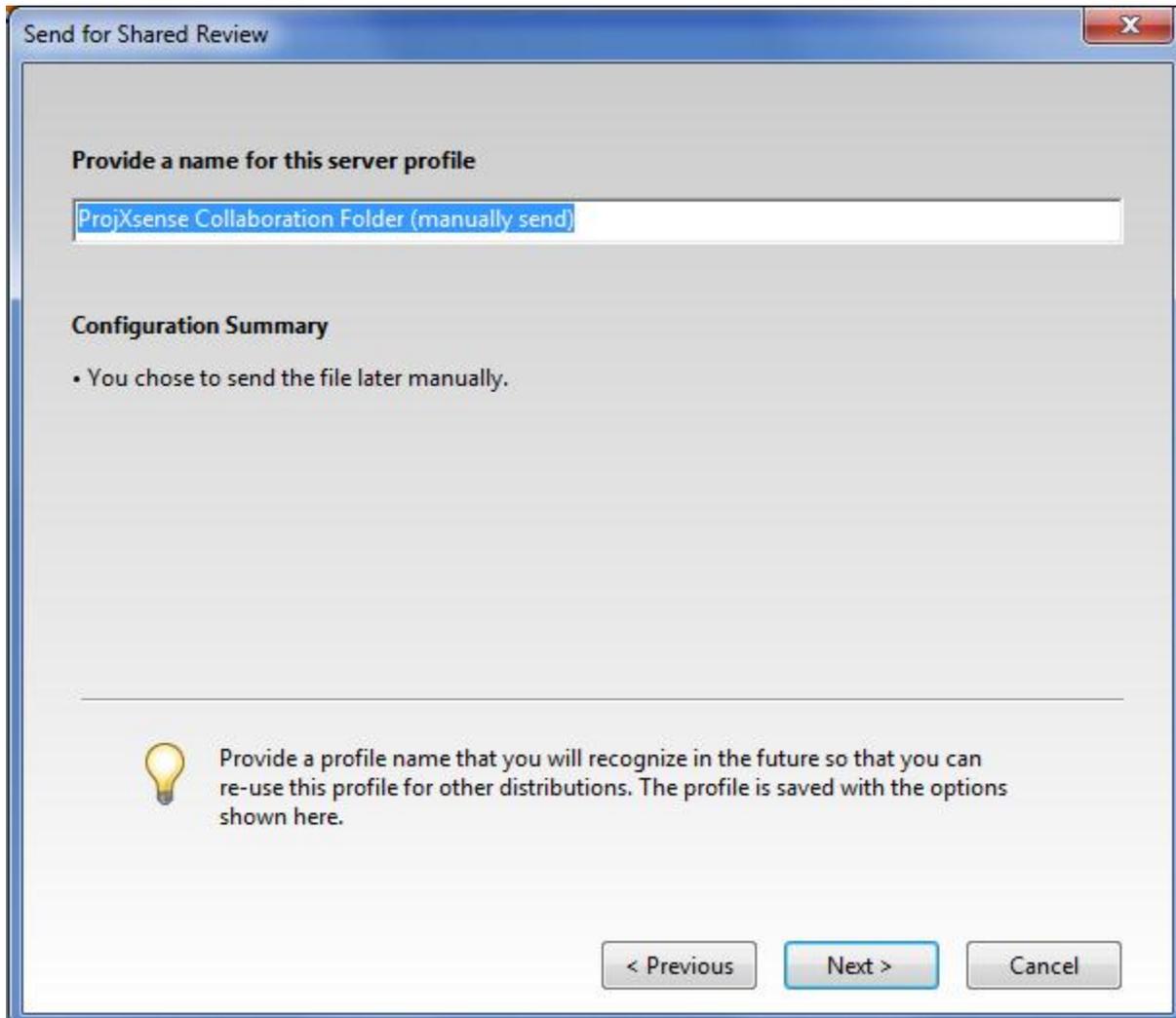
4. The first time you configure Acrobat for commenting a dialog will appear asking, “Where would you like to internally host your shared review file?” Check the **Web server folder** button and type **http://webdav.online-projects.net/company\_name/** into the URL field. Replace “company\_name” with your company’s name as agreed with the ProjXsense administrator, check your spelling, and be sure to include the trailing “/”. Also, please note that this URL is case sensitive, so don’t use CAPS. When later preparing a pdf file for shared reviews, this dialog will be bypassed. Click **Next**.



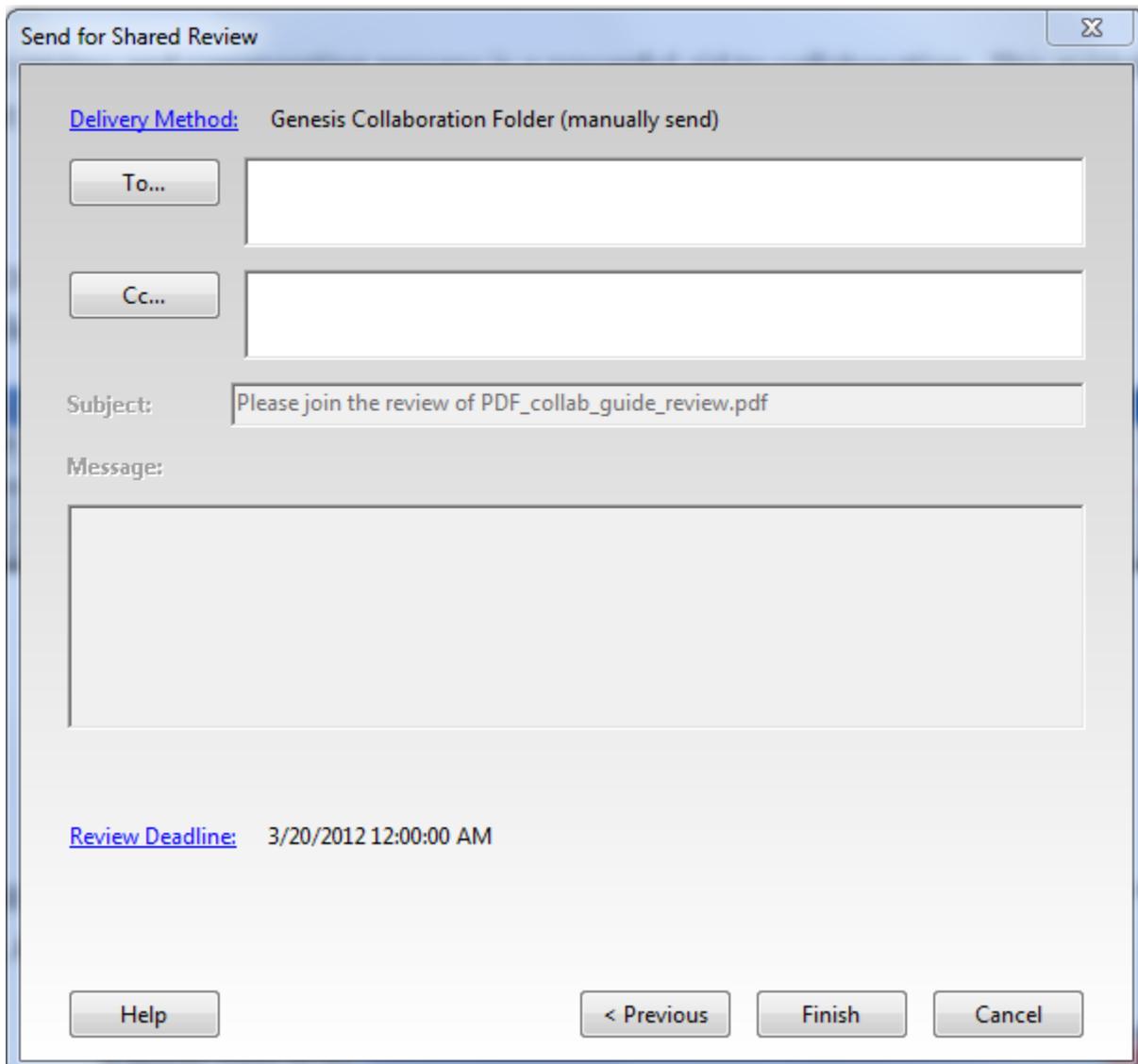
5. The first time you configure Acrobat for commenting a dialog will appear asking, “How do you want to distribute your shared review file?” Check the **Save a local copy and manually send it later** button. Then specify where to save the file. The default is your source directory, but you can put it anywhere on your hard drive. When later preparing a pdf file for shared reviews, this dialog will be bypassed. Click **Next**.



6. The first time you configure Acrobat for commenting a dialog will appear asking you to provide a name for this server profile. Use something easy to identify, e.g ProjXsense Collaboration Folder (manually send). The next time you prepare a pdf file for shared review this profile will appear as the default. See Item 3, above. Click **Next**.



7. A dialog will appear asking you to enter the email addresses of the people you want to share the file with. This is not really needed, so just ignore. Click **Finish**.



The image shows a dialog box titled "Send for Shared Review" with a close button in the top right corner. The dialog contains the following elements:

- Delivery Method:** Genesis Collaboration Folder (manually send)
- To...:** A button next to an empty text input field.
- Cc...:** A button next to an empty text input field.
- Subject:** Please join the review of PDF\_collab\_guide\_review.pdf
- Message:** A large empty text area.
- Review Deadline:** 3/20/2012 12:00:00 AM
- Buttons:** Help, < Previous, Finish, and Cancel.

8. Acrobat will configure your file for shared reviews and save it in the directory you indicated in Step 5. The new file opens and displays the following alert:

**You chose to send your document manually. The document has been saved to your local hard drive. You can send it out anytime.**



[Track Shared Reviews](#)

You may close the file. It is not necessary to save it again. Acrobat appends the filename of the new file with word “\_review”; however, you may delete the original file and rename the “review” file to the original name.

9. The new file can now be uploaded to ProjXsense and will be available to users for review and comment. When a user clicks the link to the file, the file will start to open but first she may be prompted to join the shared review. Click **Connect**.

#### Adobe Acrobat Shared Review

Please click **Connect** to join the shared review of "PDF\_collaboration\_guideline[1].pdf".



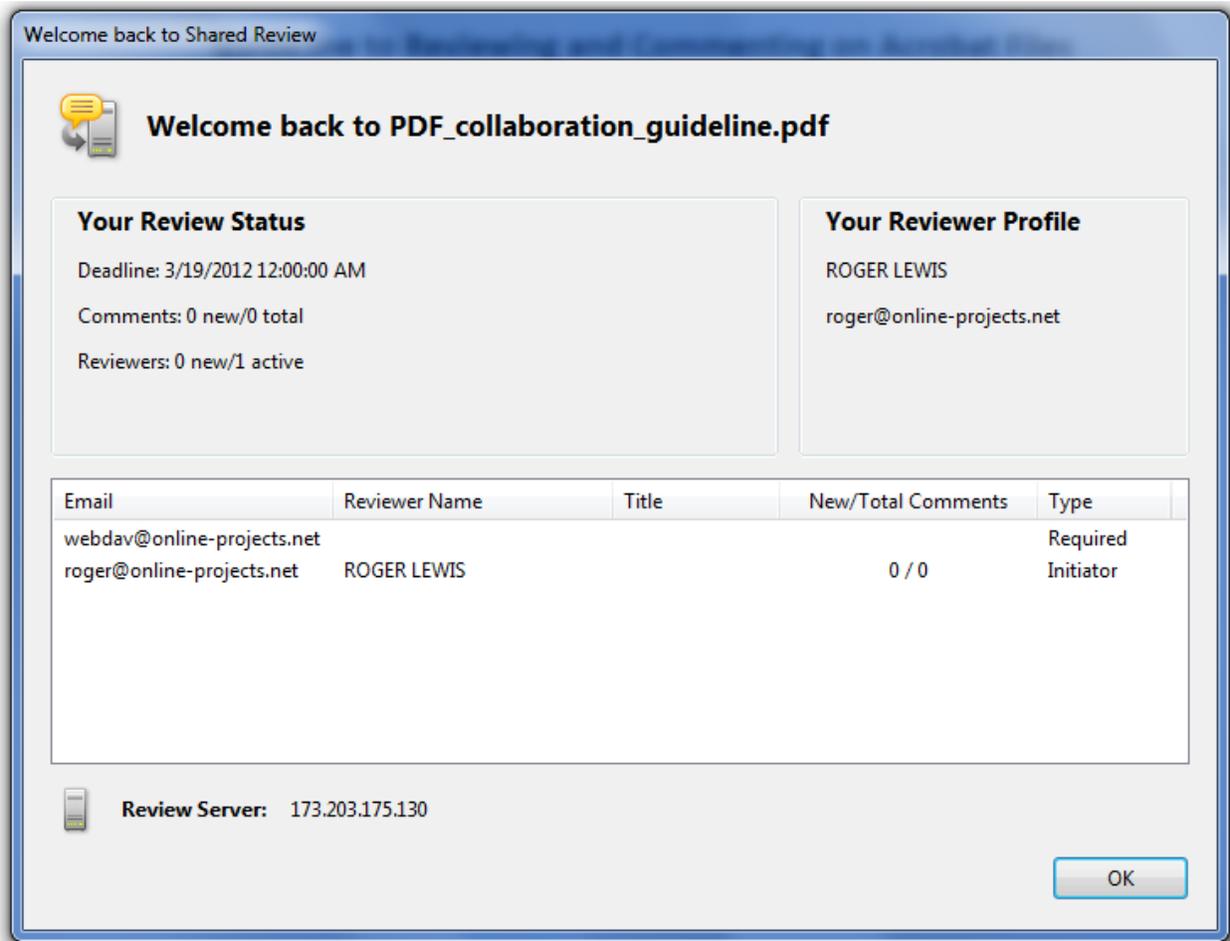
Once you connect to the Review Server, your Acrobat Identity Preferences (name, email address and job title) are shared with all other reviewers.

Review Server: 173.203.175.130

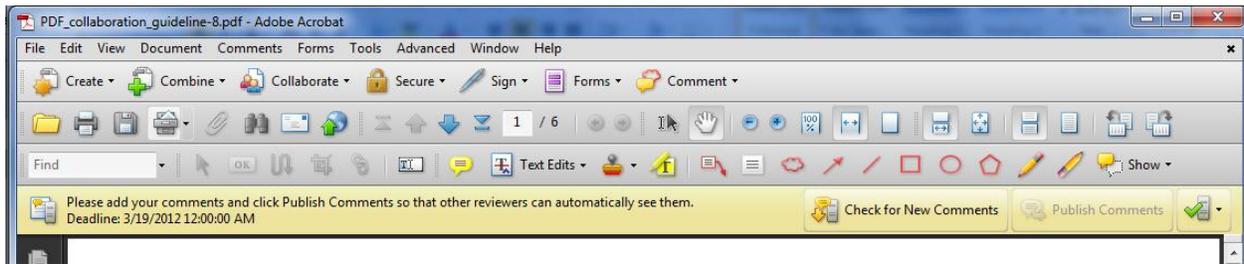
Connect

Cancel

10. Before the file actually opens the following “Welcome” screen will appear. Click **OK** to clear the welcome screen. The opening process will continue.



11. When the file opens you will notice the buttons for **Checking for New Comments** and **Publishing Comments**. Clicking **Check for New Comments** will retrieve any comments that have not been previously attached to the file and will display them. Using the available commenting tools, the user may add additional comments to the file. Upon completion of adding additional comments, click the **Publish Comments** button and the new comments will be published to the file.



## 12. Using Portfolios