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.

Where wou	d you like to internally host your shared review file?
O Network	older
SharePoir	it workspace
Web serve	er folder
Type the UF	L to the web server folder
http://webd	av.online-projects.net/genesis/
Jacob de Maria de Cala	
Status: Share	d folder access is unknown. Once you click Next, Acrobat will verify the location
	You can use a web server that supports the web server protocol to provide a
	You can use a web server that supports the web server protocol to provide a shared web folder. Make sure all reviewers have read/write access to the web
Ŷ	You can use a web server that supports the web server protocol to provide a shared web folder. Make sure all reviewers have read/write access to the web server folder.
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\	You can use a web server that supports the web server protocol to provide a shared web folder. Make sure all reviewers have read/write access to the web server folder. Anyone with Adobe Acrobat 8 or later, can participate.
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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**.

	te your shared review file?
Send it automatically using	j Adobe Acrobat
Save a local copy and manual	ually send it later
Specify where to save the fi	île
C:\Users\Roger\Document	ts\My Webs\Online Projects\PDF_collaboration_guideli Browse
2	
Send automatic	cally requires a working email application on this computer. To
send the shared	I review file via a web-based email account, use the manual send
option (you can	

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.**

nd for Shared	Review	
Provide a na	me for this server profile Collaboration Folder (manually send)	
Configuratio	on Summary	
You chose	to send the file later manually.	
s		
Ŷ	Provide a profile name that you will recognize in the future so that you can re-use this profile for other distributions. The profile is saved with the options shown here.	
	< Previous Next > Cancel	

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**.

Send for Shared Review	23
Delivery Method: Genesis Collaboration Folder (manually send)	_
Cc	-
Subject: Please join the review of PDF_collab_guide_review.pdf Message:	_
	_
Review Deadline: 3/20/2012 12:00:00 AM	
Help <pre>< Previous</pre> Finish 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 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.

	Please click Connect to join the shared re	view of "PDF_collaboration_guid	deline[1].pdf".
2	Once you connect to the Review Server, y address and job title) are shared with all	our Acrobat Identity Preferences other reviewers.	s (name, email
	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.

/elcome back to Shared Review				
Welcome back to PDF_collaboration_guideline.pdf				
Your Review Status			Your Reviewer Profile	
Deadline: 3/19/2012 12:00:00	Deadline: 3/19/2012 12:00:00 AM			
Comments: 0 new/0 total	Comments: 0 new/0 total			.net
Reviewers: 0 new/1 active				
Email Paviawar Nama Titla Naw/Tatal Commente Two				
webdav@online-projects.net roger@online-projects.net	ROGER LEWIS	me	0/0	Required Initiator
Review Server: 173.203.175.130				

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.

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File Edit View Document Comments Forms Tools Advanced Window Help	×
🕼 💭 Create 🗸 🦨 Combine 👻 🄬 Collaborate 🔹 🍰 Secure 🖌 🥢 Sign 👻 📃 Forms 🔹 🌮 Comment 👻	
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Please add your comments and click Publish Comments so that other reviewers can automatically see them. Deadline: 3/19/2012 12:00:00 AM	Publish Comments
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12. Using Portfolios