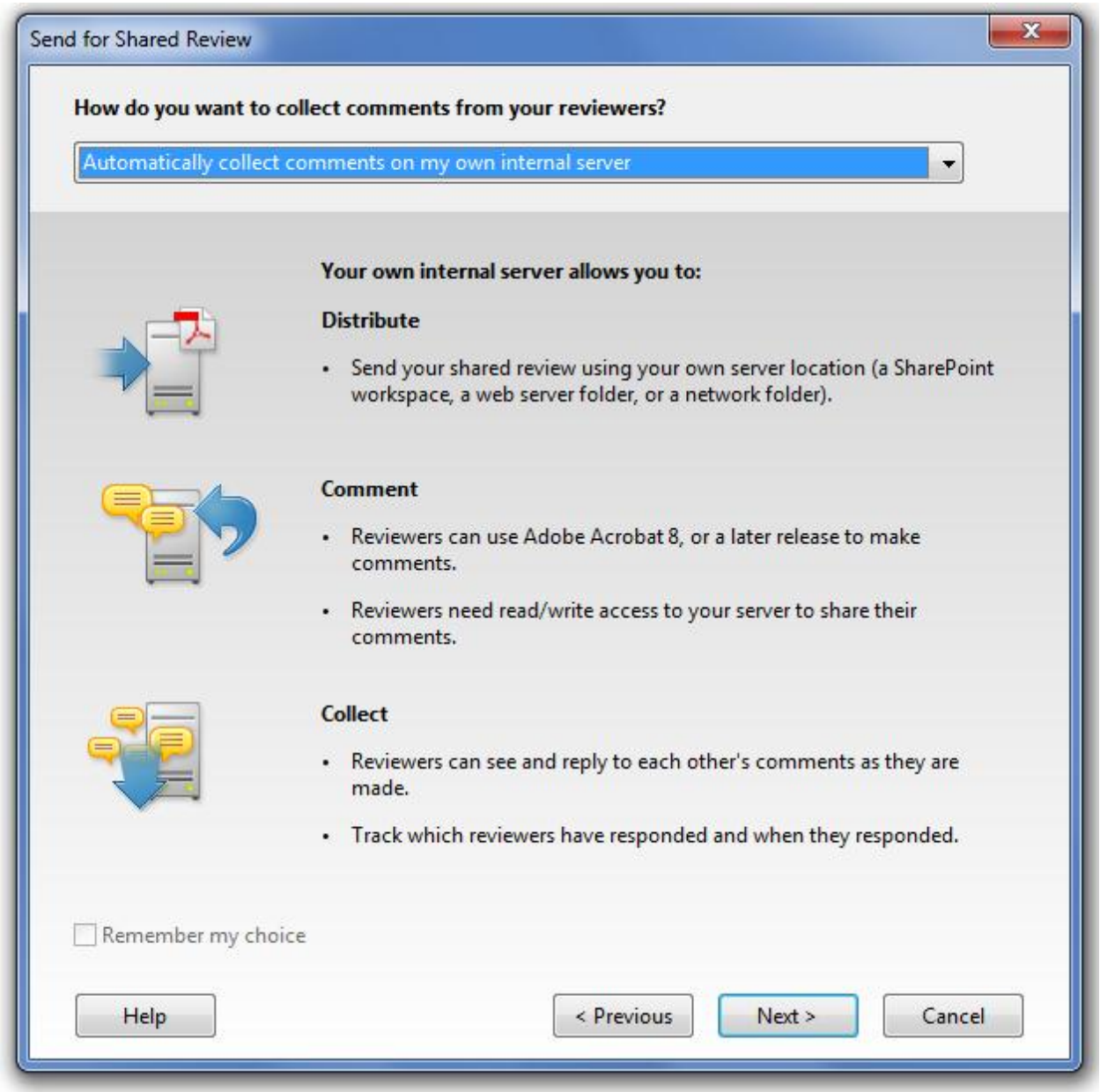
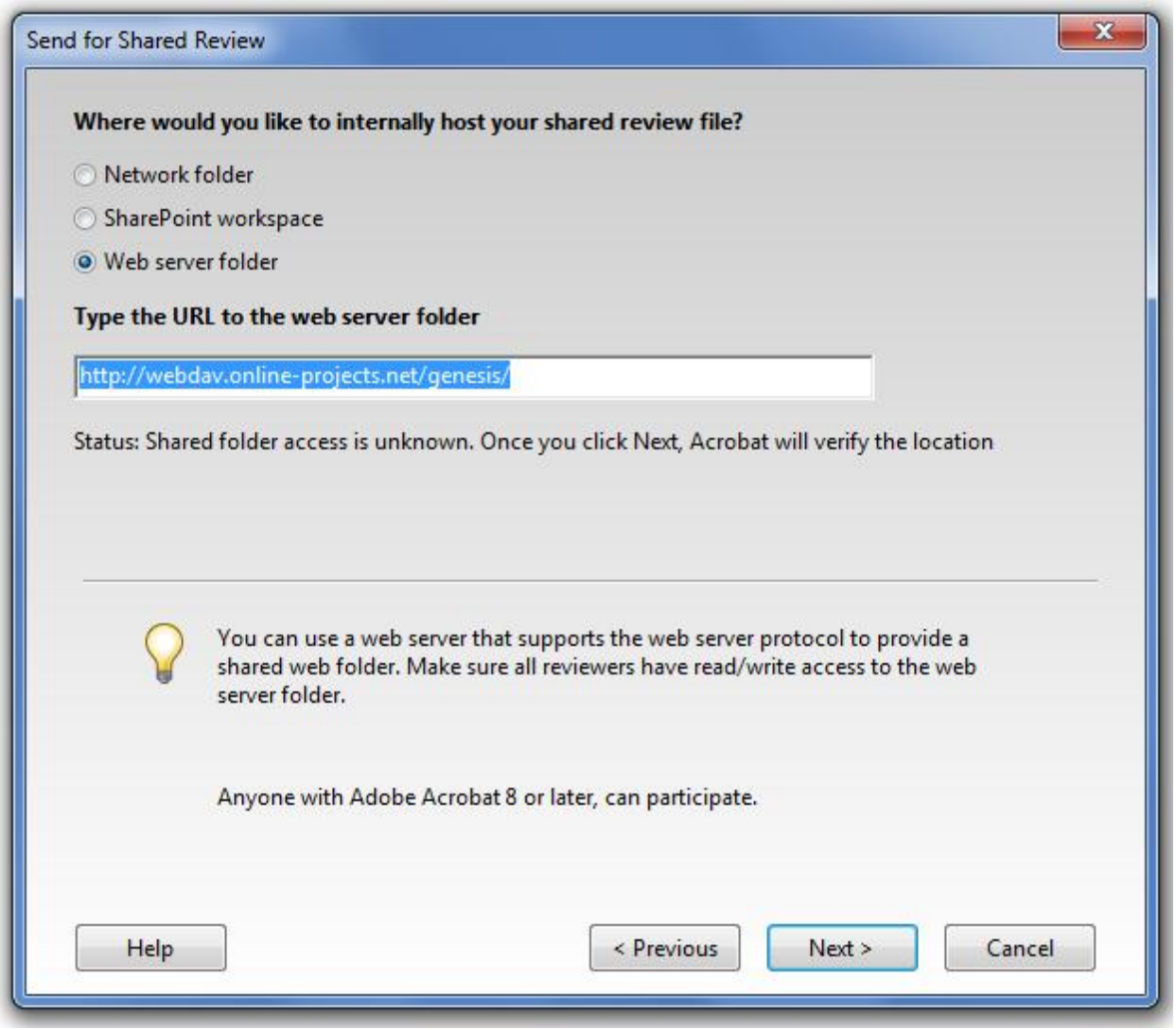
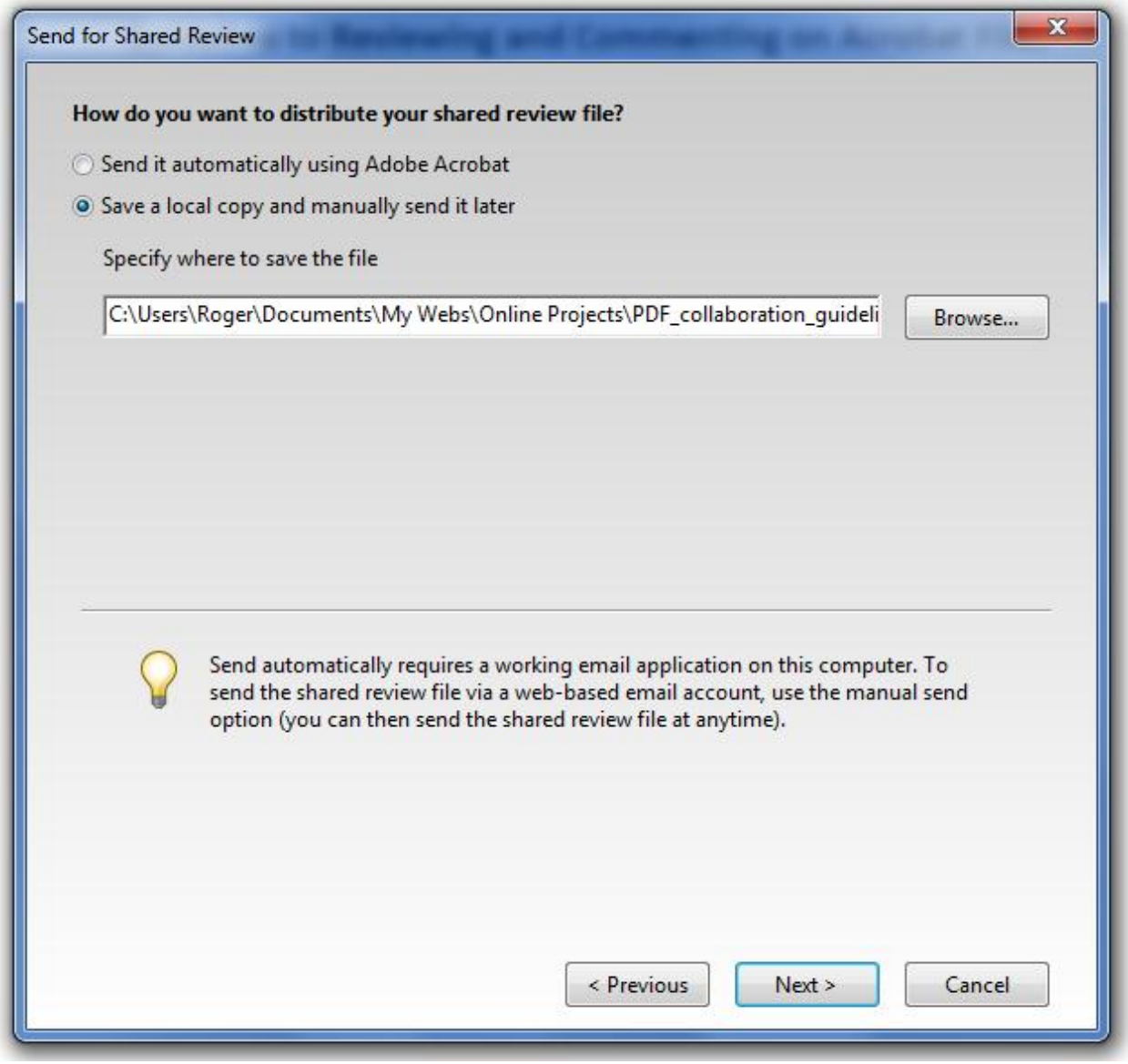
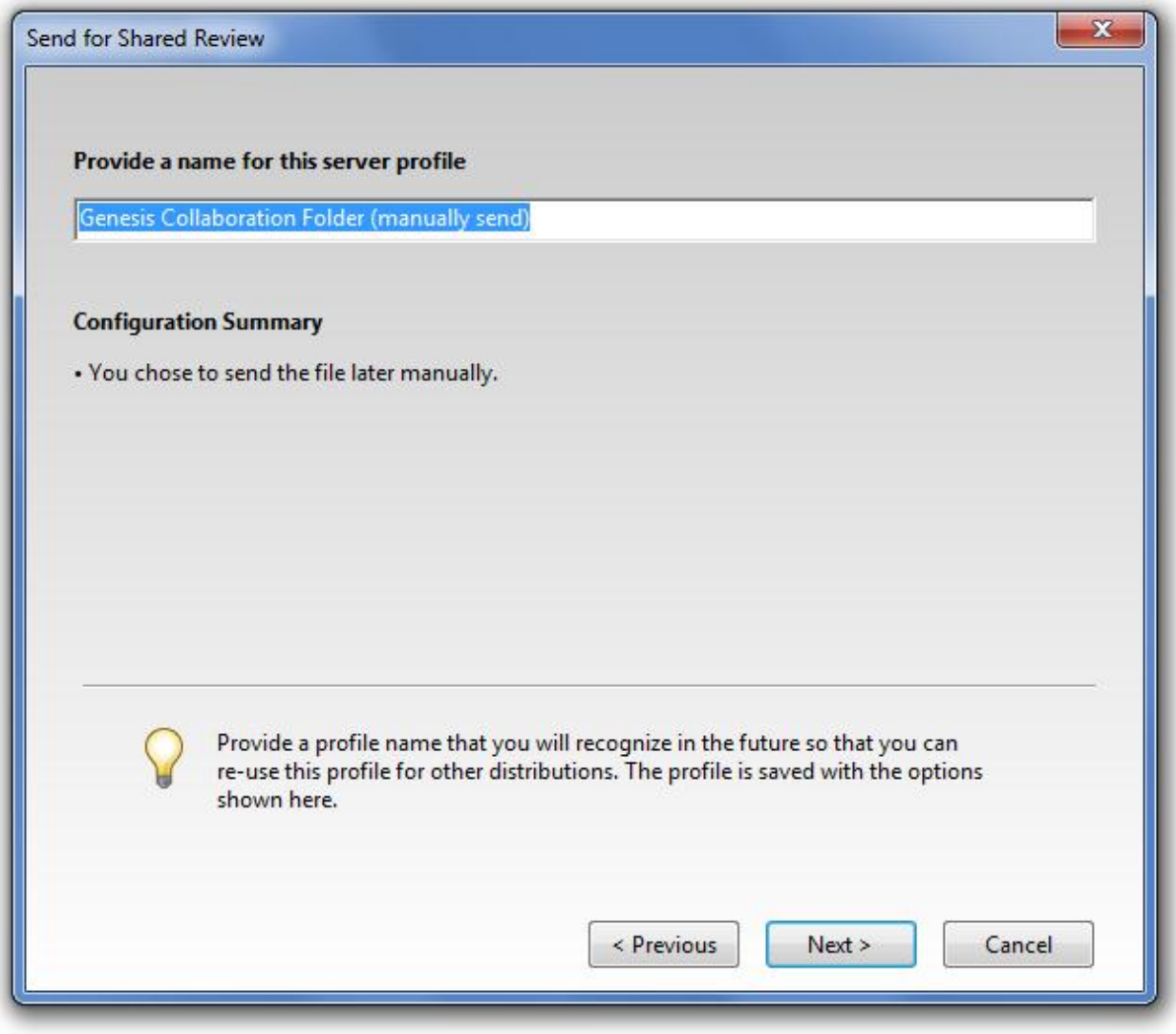
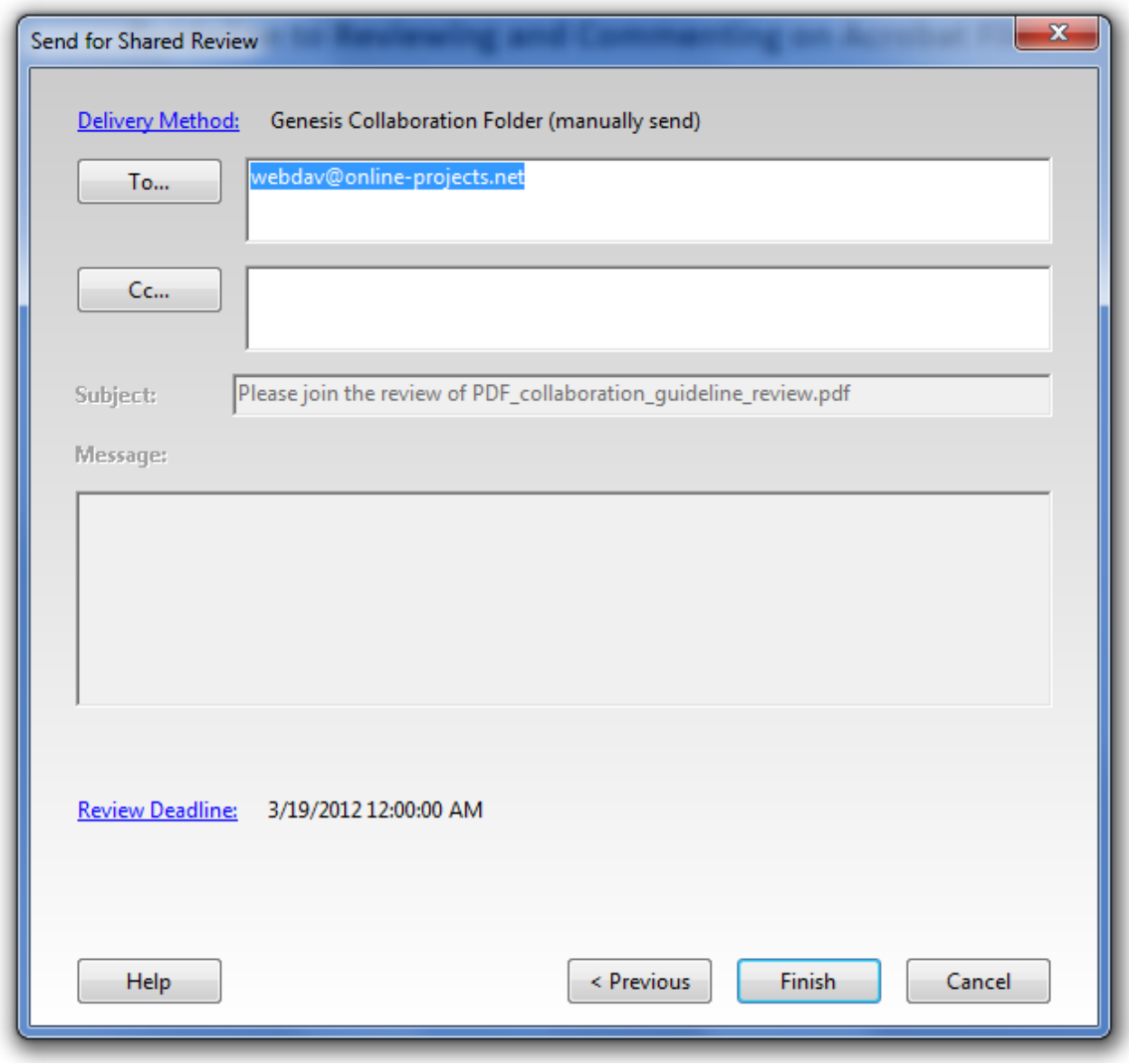
Guideline to Reviewing and Commenting on Acrobat Files

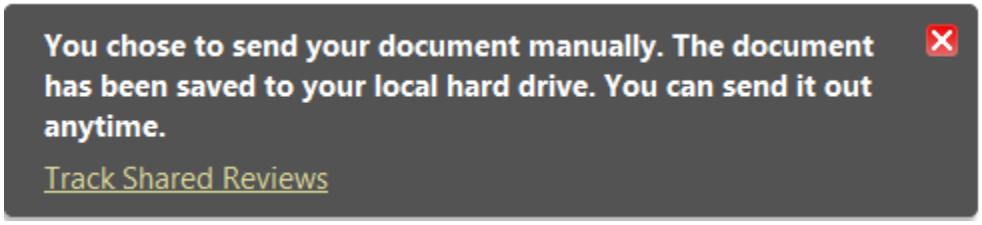



Send for Shared Review
Where would you like to internally host your shared review file?
Network folder
SharePoint workspace
Web server folder
Type the URL to the web server folder
http://webdav.online-projects.net/genesis/
Status: Shared folder access is unknown. Once you click Next, Acrobat will verify the location
You can use a web server that supports the web server protocol to provide a 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.
Help
< Previous
Next >
Cancel

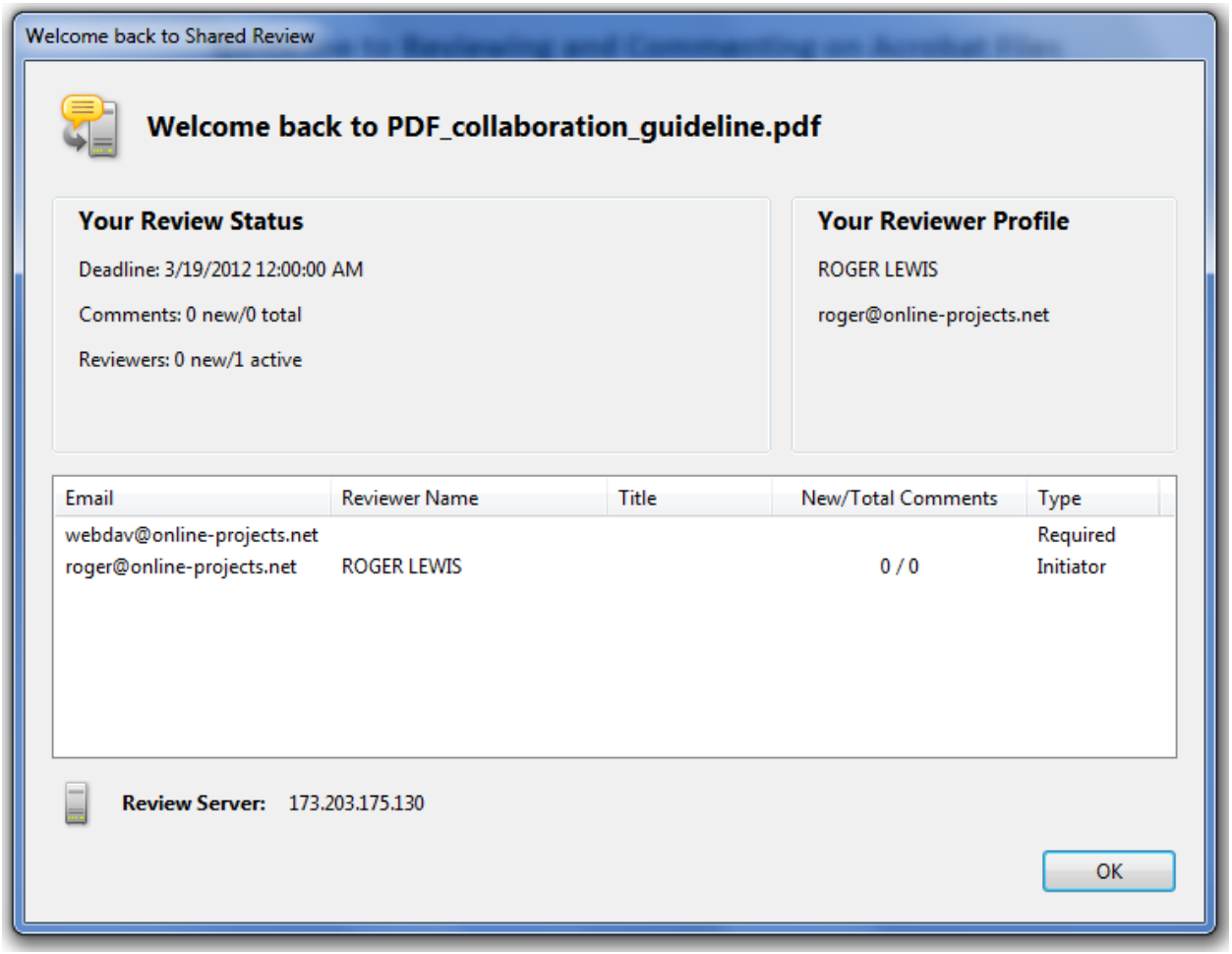

Send for Shared Review
How do you want to distribute your shared review file?
Send it automatically using Adobe Acrobat
Save a local copy and manually send it later
Specify where to save the file
C:\Users\Roger\Documents\My Webs\Online Projects\PDF_collaboration_guideli
Browse...
Send automatically requires a working email application on this computer. To send the shared review file via a web-based email account, use the manual send option (you can then send the shared review file at anytime).
< Previous
Next >
Cancel

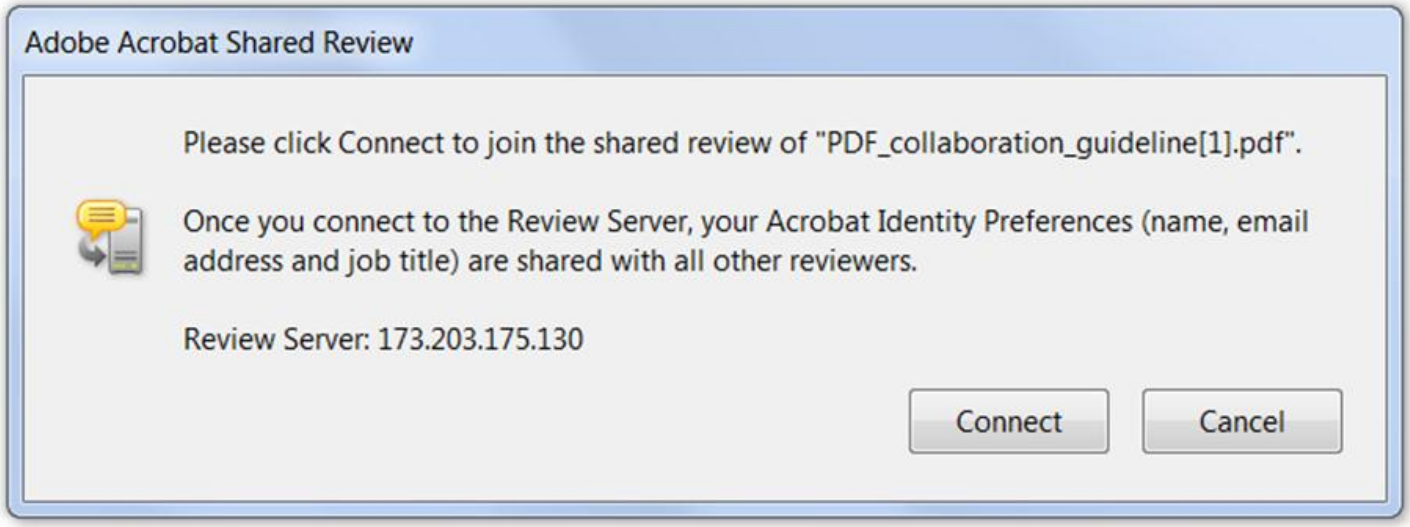

Send for Shared Review
Provide a name for this server profile
Genesis Collaboration Folder (manually send)
Configuration Summary
• You chose to send the file later manually.
Provide a profile name that you will recognize in the future so that you can re-use this profile for other distributions. The profile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





Close the file. It is not necessary to save it. The file with appended word "_review" is saved in the source directory. You may delete the original file and rename the "review" file to the original name.


Welcome back to Shared Review
Welcome back to PDF_collaboration_guideline.pdf
Your Review Status
Deadline: 3/19/2012 12:00:00 AM
Comments: 0 new/0 total
Reviewers: 0 new/1 active
Your Reviewer Profile
ROGER LEWIS
roger@online-projects.net
Email
Reviewer Name
Title
New/Total Comments
Type
webdav@online-projects.net
Required
roger@online-projects.net
ROGER LEWIS
0 / 0
Initiator
Review Server: 173.203.175.130
OK


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