Adobe Acrobat 7.0

Include Adobe Reader users in reviews

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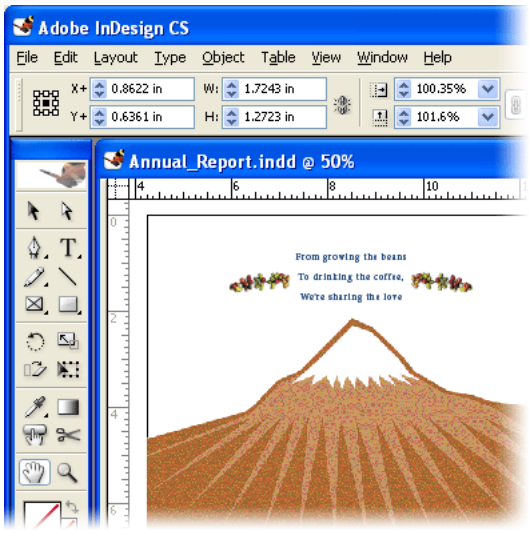
1. Prepare the draft.

Create the document in an authoring application, such as Adobe InDesign® or Microsoft Word. Then, save the document as a PDF file using the Adobe PDF printer, PDFMaker, or an export option. Open the PDF file in Acrobat 7.0 Professional.

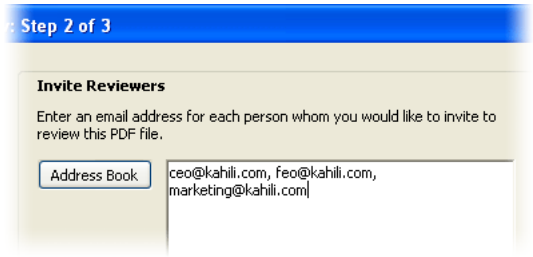


2. Open the wizard.

Click Send For Review in the Tasks toolbar and then choose Send By Email For Review. (If you don't see Send For Review, choose View > Toolbars > Tasks to show the Tasks toolbar.) Acrobat starts the Send By Email For Review wizard. If you haven't used the wizard before, you may be prompted to enter your contact information and e-mail address.

3. Add reviewers.

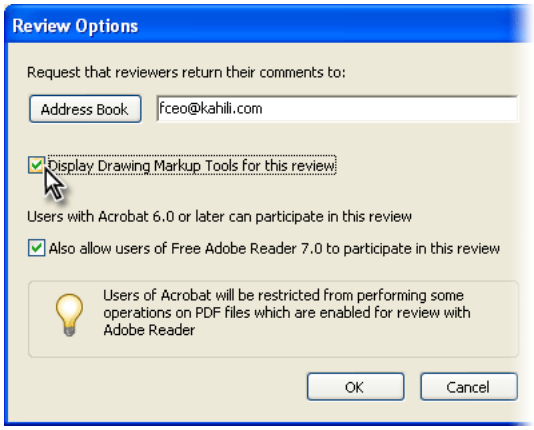
In the Getting Started window of the wizard, verify that the PDF file selected is the one that you want to distribute for review, and then click Next. (If the PDF file listed is not the one that you want to distribute, click Browse and select the file.) Then, in the Invite Reviewers window, enter e-mail addresses for reviewers, using commas to separate the addresses. Click Address Book to select addresses that you've stored in your e-mail client application.



4. Enable Adobe Reader 7.0 for review.

Click Customize Review Options. Select Also Allow Users Of Free Adobe Reader 7.0 To Participate In This Review. If you want to include drawing tools, such as the Cloud and Arrow tools, also select Display Drawing Markup Tools For This Review. Click OK, and then click Next to continue through the wizard.

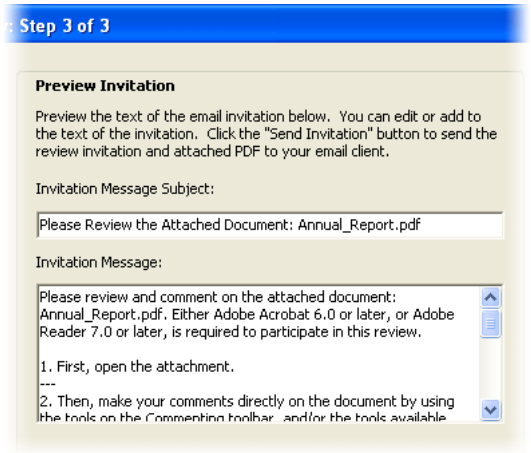
When you select Also Allow Users Of Free Adobe Reader 7.0 To Participate In This Review, Acrobat enables reviewing tools such as the Note tool and Pen tool for the PDF document so that reviewers using Adobe Reader 7.0 can enter comments. Instructions for using the reviewing tools are displayed when the document is opened by Adobe Reader 7.0.



5. Send the file to reviewers.

Customize the subject line and e-mail message for reviewers, and then click Send Invitation.

By default, Acrobat includes the file name in the subject line and instructions for reviewing the document in the body of the e-mail message. You should leave the instructions in place for reviewers who are unfamiliar with Acrobat and Adobe Reader. However, you may want to add a personal message, note a review deadline, or provide additional context for the review in the message.



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