

## Tracking shared reviews

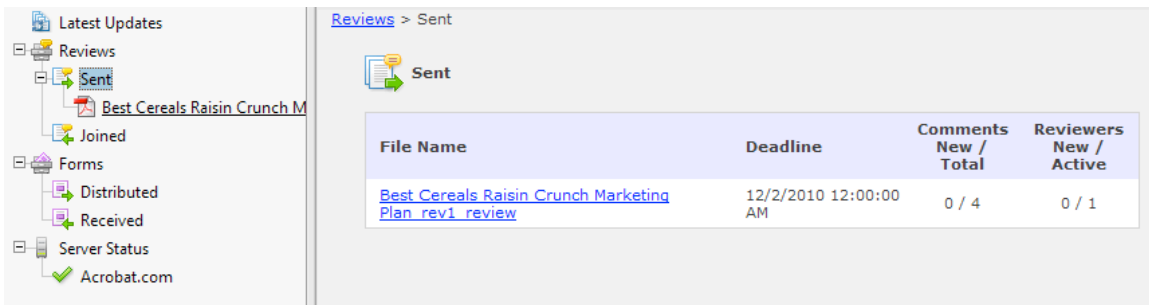
Cut down on the hassle of herding reviewers and gathering feedback. If you sent a document for shared review, you can keep track of reviewers' comments, email stragglers, and manage the review using Tracker within Adobe® Acrobat®.

### 1. Open Tracker.

Choose Comment > Review > Track Reviews to open Tracker. Tracker displays reviews you've initiated or participated in and forms you've distributed or received.

### 2. View information about a particular review.

In Tracker, select the name of a review from the list on the left. Tracker displays information about the review status, how many comments each reviewer has contributed, and the deadline for the review. If you initiated the review, you can change the deadline or end the review.



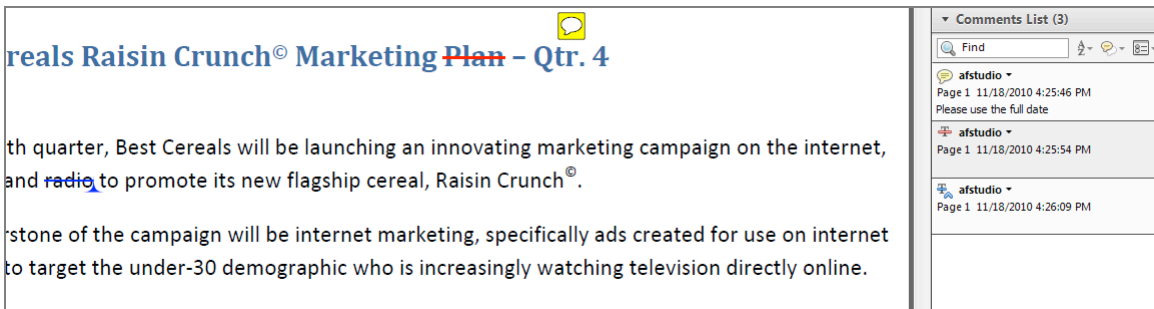
The screenshot shows the 'Tracker' window in Adobe Acrobat. On the left is a navigation pane with categories like 'Latest Updates', 'Reviews', 'Forms', and 'Server Status'. Under 'Reviews', the 'Sent' folder is selected, showing a list of reviews. The main pane displays a table of reviews:

File Name	Deadline	Comments New / Total	Reviewers New / Active
<a href="#">Best Cereals Raisin Crunch Marketing Plan_rev1_review</a>	12/2/2010 12:00:00 AM	0 / 4	0 / 1

See who's reviewed the documents and how many comments they submitted.

### 3. View comments.

Click View Comments to see all the comments in the review. Acrobat displays the comments in the context of the PDF file.

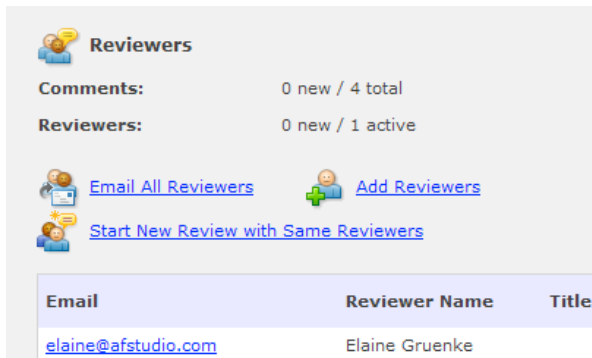


The screenshot shows a PDF document titled 'Best Cereals Raisin Crunch® Marketing Plan - Qtr. 4'. The text in the document reads: 'th quarter, Best Cereals will be launching an innovating marketing campaign on the internet, and radio to promote its new flagship cereal, Raisin Crunch®. stone of the campaign will be internet marketing, specifically ads created for use on internet to target the under-30 demographic who is increasingly watching television directly online.' On the right side, a 'Comments List (3)' is visible, showing three comments from 'afstudio' on Page 1, dated 11/18/2010.

You can view comments in context.

#### 4. Email reviewers, if necessary.

If you need to encourage your reviewers to add their comments, send them a reminder email. Click **Email All Reviewers**, and then compose the message, and click **Send**.



You can email reminders to reviewers.

*Tip: To send an email to an individual reviewer, click the reviewer's email address, and then compose the message in your email application.*

#### Next Steps:

- Combine and manage comments.
- Import comments into a Word document.

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