

## Reviewers

The Adobe Shared Review process is encouraged, but it's not the only way to submit comments. This guidance does not preclude other ways to submit comments such as verbal comments or emails.

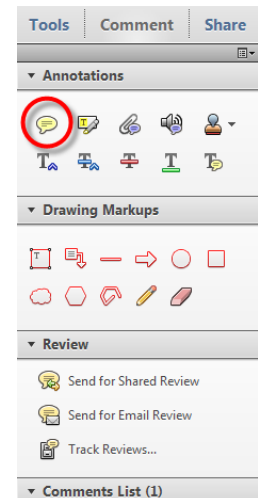
### Notes for reviewing Draft Documented Categorical Exclusions (DCE)

The Adobe Shared Review process is encouraged for draft environmental documents that contain decision documents - executive decisions because it affords some collaboration during the decision process. Reviewers can see other reviews recommendations for alternatives as they are posted. The main reason for soliciting comments on the Draft DCE is to get comments and recommendations on the alternatives.

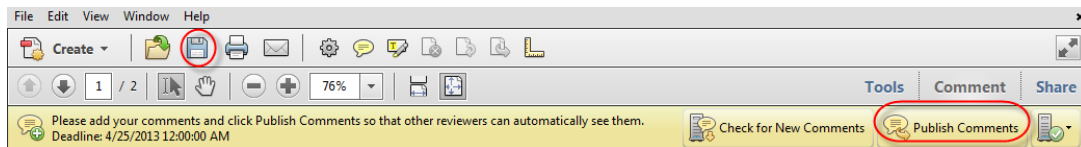
### How do I comment through Adobe Shared Reviews?

1. You may receive an email from the originator providing a linked to the shared pdf document. Use this link to open the shared PDF.
2. If you weren't directly invited to comment on the shared pdf, you may still be able to comment. You will just have to find and open the shared PDF. Note there is an important difference between the shared PDF and the original one on the "R" drive. The pdf set for shared review is partially locked. Pages can't be inserted or edited, but comments can be added and pages can be attached. The original information reviewed is preserved. Multiple people can open and comment on the shared version at the same time.
3. Use the Comment tools to make your comments and markups. Adobe provides commenting tools. On the right side of the menu bar, there is a comment tab. Under this tab there are tools several tools for "Annotations" and "Mark Ups".

**The "Add Sticky Note" tool is preferred over the "Add Text Box" tool. Sticky notes take up less room than text boxes. Sticky notes collapse into a small icon. If one page uses multiple text boxes or extensive comments, it may be difficult to find open page space for your text box. Sticky notes also allow for organized response. Right click on the existing sticky note and select reply. Using this method of replying to comments it is easier to identify who commented first, second and so on.**



4. Your comments can be saved to another pdf file and or they can be published. **There are important differences between saving and publishing.** Publishing posts your comments for other reviewers. When you publish your comments they are written to an xml file which is located in a project sub folder in the same directory as the shared pdf. As a reviewer you usually don't need to resave the pdf. The pdf really only needs to be resaved if someone is going to comment on the document when they are not connected to the shared folder – network (N:\~\AdobeSharedReview\...) or if they want to save draft comments that are not ready to be shared.



The shared pdf version can be copied to other locations with the same or different name. It is important to publish your comments so that other reviews can see your comments. If you create comments and save them to a different document, without publishing them, the other reviewers will not see your comments until they are published.

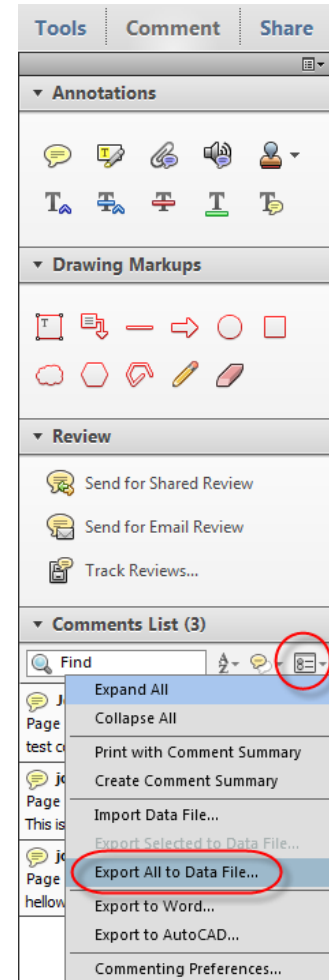
Try to publish comments as soon as possible. This will provide more time for collaborating on the review process. Submitting comments early also gives the lead designer time to prepare responses.

## How do I participate in a “Shared Review” if I don’t have access to the NDDOT Network?

1. If you don’t have access to the shared folder, the lead designer should make the entire shared pdf available. This is usually done through an ftp site, but other electronic methods should work. The key here is to use the shared pdf version. Comments from the non-shared version could work but there could be numerous complications. Example, Adobe reader can not initiate comments. Adobe acrobat can initiate comments through the share review process so that the free version of adobe reader can make comments.
2. After comments have been made on the document, the entire document with comments could be sent back to the lead designer. This would work but it isn’t the preferred method. Documents like PS&E plan sets are usually large. Transferring large files usually preclude email and require the use of FTP sites. PDF comments can be exported independently of the original document. For example, an original document may be 200 MB. The entire document needs to be sent to the reviewer, but the review doesn’t need to return the entire document if they know the originator has access to the original document. The reviewer’s comments, if extracted from this document, may only be 200 KB. This size of file could then be emailed. The lead designer could then import the comments back into the shared review process.

After the reviewer has finished commenting within the pdf, the comments can be extracted from the “Comments List” by selecting the options icon and using the “Export All to data File...” tool. You will be prompted for a name and location for your exported comments file. This will have an fdf extension. The fdf file will be much smaller than the original pdf and can be emailed back to the lead designer. At this point the review has completed their part of the workflow.

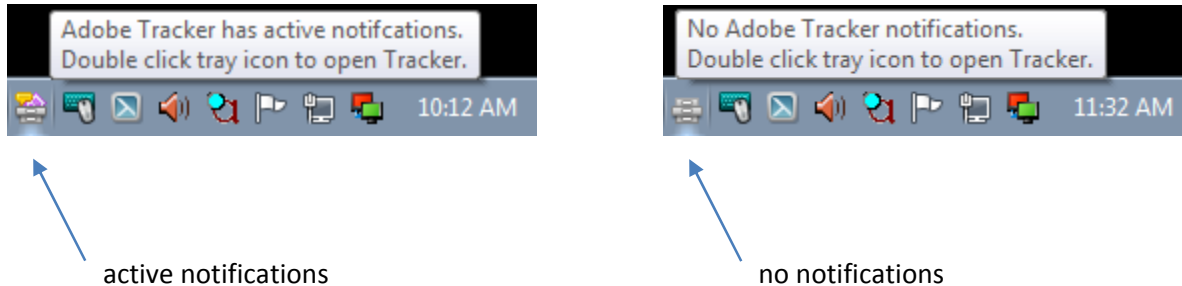
The fdf import process that the lead designer should used is documented under the section “Lead Designers “> “How do I import comments submitted as an “fdf” file?”



## Additional Features

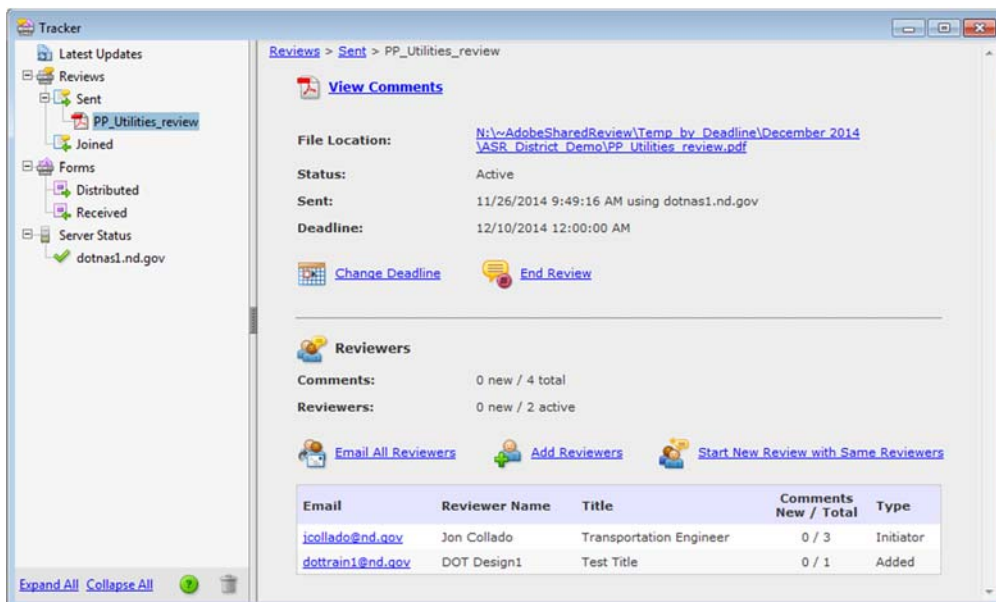
### Tracker

If you participate in an Adobe Shared Review, an Adobe Tracker Icon should appear in your windows system tray – task bar. This icon has 2 different display formats;



This is one indicator that someone has commented on a document that you are participating in as a shared review. This indicator may be on frequently if you participate in many shared reviews. Note, Adobe Tracker tracks documents every hour by default. This setting can be set to a longer interval or turned off in Adobe preferences.

If you want to know more about a particular shared review, you will need to open the Tracker application by double clicking this icon. The tracker should list the shared reviews “sent” and “joined” on the left panel. Single click on the name of the document to get more information on who is participating in the reviewed, how many comments they have made and how many of these comments are new since you have last reviewed the document.



## Working with Paper

Working with electronic documents has many benefits, but paper documents can also be advantageous. One common scenario is discussing a shared review document at a meeting. You may not have access to a laptop and may want to review the document during the meeting independent of what is being displayed at the meeting. The “Create Comment Summary” tool may be helpful in this and other similar scenarios like PS&E meetings.

The “Create Comment Summary” tool is accessed under the comments tab > Comments List > Options. The “Options” are accessed by the icon to the right and just below the comment list.

If you have already printed the shared review document without comments, creating a comment summary with “comments only” can be a good supplement. You may want to turn off the option for “Pages containing no comments” because this option will create a page indicating no comments for every page that doesn’t have comments.

