Overview

Adobe Shared Review is a pdf tool used to collaborate on a document. This guidance discusses using the Adobe Shared Review tool for the PS&E review process. These instructions could also be adapted for other types of reviews. This guidance contains three major sections; Overview, Lead Designers, and Reviewers. If you only plan to review and comment on PS&E plans, you may want to skip the section on "Lead Designers" (pages 4-14).

This guidance is an evolving document. Future revisions to this document are expected.

Why is this workflow being promoted?

1. Comments and responses are structurally organized based on the original pdf document (example, comments about page 10 are seen on page 10). Everyone's comments about page 10 can be reviewed in one location.

2. Comments can be reviewed by all reviewers as soon as they are submitted. This could simplify a review. If a reviewer has made a comment and it is the same as one you might make, you may not have to comment on the issue or you may not need to reiterate the concern with as much detail.

3. This workflow will document the PS&E more thoroughly compared to the existing process. Previously, only a summary of the PS&E review was being recorded. This was usually done as a Microsoft Word document. The actual plan sheets and the context of the comments weren't formally saved. Now the full document will be saved. Previously, minor PS&E comments like typos may have been omitted from the summary. Comments that may have seemed minor during the PS&E and not recorded in the summary may become more important as project development continues.

4. Designers might not need to spend as much time summarizing and addressing PS&E comments. Previously, designers spent time on rephrasing and reformatting other peoples concern in the PS&E summary. In many cases the summary will not be needed because everything will be document in the reviewed pdf.

What if I don't want to submit my comments through the "Shared Review Process"?

The OPD Divisions are required to use this tool for PS&E reviews and draft environmental documents that contain decision documents - executive decisions. Other Divisions are not required to use this tool, but they are encouraged to use it. More participation in this process will create bigger benefits as listed previously (see: Why is this workflow being promoted?).

Identifying Yourself When You Participate in a Shared Review

The first time you participate in an adobe shared review process you may be prompted to identify yourself. These steps are not included in these instructions. Prompts (additional dialog boxes) will occur when you try to create or review a shared document. The additional dialogs are general prompts like what is your name and email. These settings are stored in the active windows profile. Make sure all fields are filled out. Using all the identity fields will help others identify your comments. After you reply to the prompts you won't be asked again. If you need to edit your identity settings, access "Edit > Preferences > Identity".

Link to section for Reviewers

Link to section for Lead Designers