

Using Adobe Acrobat for document review

Do you routinely make paper copies of your publications and circulate the copies to multiple reviewers for comments, proofing, or approval? Adobe Acrobat can help streamline this process. A document approval workflow with Acrobat is outlined below.

1. Purchase and install the full Adobe Acrobat product (about \$230) on your computer, and Acrobat Business Tools (about \$80) on each reviewer's computer.
2. Use Adobe Acrobat to create an Acrobat "PDF" file of the document that is to be reviewed.
3. Email the PDF file to all reviewers.
4. Each reviewer proofs the document, and uses tools in Acrobat to "mark up" the document on the screen. Acrobat has tools for adding notes, underlining, strike through, highlighting, and drawing freehand lines.
5. Reviewers email their "marked up" PDF files back to you.
6. You use Acrobat's features to incorporate comments from all the reviewers into one PDF file, generate a summary of all the comments, and print a hard copy of the file with the reviewers' comments included.
7. Using the suggestions in the "marked up" PDF file, you make the changes to the original document.

The benefits of this approach include fast, free email delivery of files to and from reviewers, and less time spent compiling and comparing comments from multiple reviewers. More information about Adobe Acrobat is available at www.adobe.com.

Keith Gilbert provides training & support services to help graphics and communications personnel convey print and web messages effectively. Gilbert Consulting, 651 633-7148 kgilbert@gilbertconsulting.com