



# HOW TO USE THE ADOBE SHARE REVIEWING TOOL

## WHY WE USE THIS TOOL:

This tool has been designed to accelerate the reviewing process. The sharing feature enables designers to view edits made directly inside the design software, thereby reducing the time required to locate and make necessary changes. With this tool, it is no longer necessary to print the document and mark it up manually. However, you are still welcome to do so if you prefer. Once you have completed the markup, using the Adobe Share tool feature ensures that the edits are accurately and completely incorporated.

## LOGGING IN AS A GUEST:

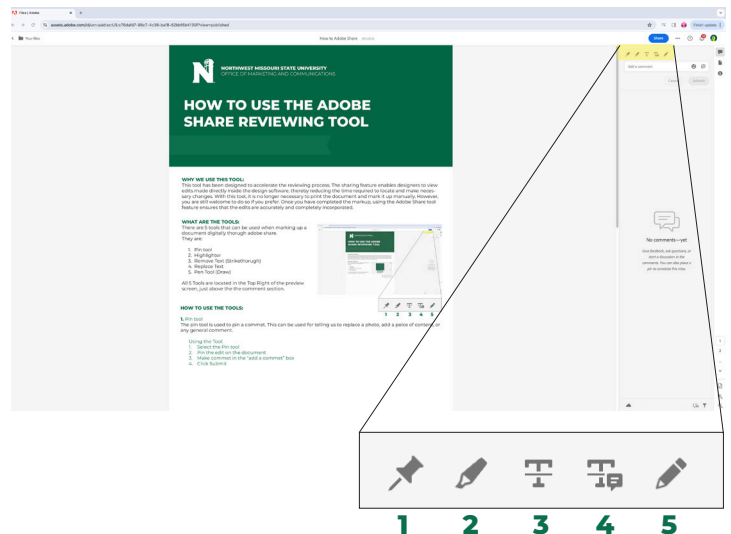
If you do not have an adobe login this tool allows anyone with the link to make comments. When you go to submit your first comment a pop up box will prompt you to Login or Continue as a guest. Type in your name and hit "Continue."

## WHAT ARE THE TOOLS:

There are 5 tools that can be used when marking up a document digitally through adobe share. They are:

1. Pin tool
2. Highlighter
3. Remove Text (Strikethrough)
4. Replace Text
5. Pen Tool (Draw)

All 5 Tools are located in the Top Right of the preview screen, just above the the comment section.



## HOW TO USE THE TOOLS:

### 1. PIN TOOL

The Pin tool is used to pin a comment. You can use it to request the replacement of a photo, addition of content, or for any general comment.

How to use it:

- Select the Pin tool
- Pin the edit on the document
- Comment in the "add a comment" box
- Click Submit

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## 2. HIGHLIGHTER

The Highlighter tool is used to highlight text that requires an edit. You can use it for misspelled words and other similar issues.

How to use it:

1. Select the Highlighter tool
2. Highlight the text
3. Comment in the “add a comment” box
4. Click Submit

## 3. REMOVE TEXT (STRIKETHROUGH)

The Remove Text tool is used for striking out text that needs to be removed from the document.

How to use it:

1. Select the Remove Text tool
2. Select the text that needs to be removed
3. Comment in the “add a comment” box if needed
4. Click Submit

## 4. REPLACE TEXT

The Replace Text tool is used to request a text replacement.

How to use it:

1. Select the Replace Text tool
2. Highlight the text that needs to be replaced
3. In the “add a comment” box, write the replacement content
4. Click Submit

## 5. PEN TOOL (DRAW)

The Pen tool is for drawing shapes, arrows, or any other design to provide feedback to the designer.

How to use it:

1. Select the Pen tool
2. Draw the shape
3. Comment in the “add a comment” box
4. Click Submit

**AFTER ALL EDITS ARE MADE**, they are automatically imported into the original design file, enabling the designer to see the edits and where they are in the document. This tool reduces miscommunication through email chains.

Please send an email to the designer once completed stating that you are done with edits.

Once the designer has made the edits, an updated version will be available at the same link. This helps avoid confusion with exporting multiple PDF files and sharing the wrong file.

The link that is originally shared will remain the same throughout the project. However, if this is a redesign project from a previous year, a new link will be created for the new year project.

Note that pictures may appear blurry or low in resolution to help with the document’s size. A final PDF proof can be requested to verify that the photos are clear.