

How to review PI documents as PDF reviews

**For some documents, the PI-wide review will be conducted as a PDF review.
There will be no entries for change requests (CR) on the project server.
All CRs will be entered directly into the PDF as comments.**

To open the PDF, you must first log in. How to do this is described below.

Software requirements for reviewers

Adobe Acrobat Reader has to be used for the online review of documents.

Online review step by step

- **Get the document**

Download the review PDF to your local file system.

- **Open the document with Adobe Acrobat Reader**

Open the PDF document with Adobe Acrobat Reader. You are asked to connect with the pdf review server. Select "Verbinden" ("Connect") to establish the connection. Your PC has to be connected to the internet.

- **Configure Adobe Acrobat (only for first time user)**

If you are using the PDF review for the first time, you must provide your personal details. Use your full name, email address, and company name. Anonymous comments are NOT permitted.

- **Log in (only for first time user)**

Next, you will be asked for your login data for the PDF Review Server. These login data are identical for all reviewers.

Please use:

Username: TsReview

Password: review2015-!

- **Review information window**

An information window pops up which shows you the actual information about the review state, the review end, the person who initiated the review and how many review comments are available.

After closing this window you can start the review. You can see all comments from all reviewers. You can also comment the comments which are in the document.

- **Commenting**

You can comment the text with the Adobe comment bar.

To comment a text use the "Notiz zu Text hinzufügen" ("Add comment to text") function, highlight the text to which your comment relates, and enter your comment in the comment field provided.

To comment figures and tables use the "Notiz hinzufügen" ("Add comment") function, place the comment-tag at the position your comment refers to and enter your comment in the assigned comment field.

You can save and open the document with your private comments on your local machine if you want to pause your review for a while and you do not want to publish your comments.

- **Publish your comments**

After you finished your review you can upload your comments to the server by pressing “Kommentare veröffentlichen” (“Publish comments”) in the upper yellow status line.

After uploading your comments every reviewer who opens the document can see your comments, too.

Don't forget to publish your comments, before you close the document!

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