



Export PDF comments back to the original Word¹ document and quickly apply any required text changes.

- 1. At the top right in Acrobat, click the Comment pane. Open the Comments List panel.
- 2. Click the Options menu, and select Export to Word.



- 3. The Import Comments from Adobe Acrobat Wizard opens. Review the instructions and click OK.
- 4. Browse to the Microsoft Word file. Click open.
- 5. Optionally opt to turn Track Changes on before importing comments to Word. Click Continue.



Turn Track Changes On Before Importing Comments

For more information www.adobe.com/products/ acrobat

Adobe

Adobe Systems Incorporated 345 Park Avenue San Jose, CA 95110-2704 USA www.adobe.com

- 6. Acrobat opens Word and the Successful Import dialog box summarizes the comment import results.
- 7. Acrobat walks you through applying the text edits from the review.

Tip: To learn about shared reviews and working with comments, see **Send a PDF for shared review with Acrobat XI** and **Comment in a PDF file with Acrobat XI**.

1 Windows[®] only

Adobe, the Adobe logo, and Acrobat are either registered trademarks or trademarks of Adobe Systems Incorporated in the United States and/or other countries. All other trademarks are the property of their respective owners.

© 2012 Adobe Systems Incorporated. All rights reserved. Printed in the USA.

91073484 7/12