# Learn Acrobat: Share

Share

You can quickly share a link to a PDF document with others for viewing or commenting. The document shared as a link opens in any browser on any device. The document is stored securely in Adobe cloud storage. Recipients get an email with a link, and they can click the link to view and comment on the document in a browser; no sign-in is required.

1. Open a PDF in Acrobat or Acrobat Reader and select **Share** in the upper-right corner.
2. (Optional) Select **Link Setting** and ensure that **People can comment** toggle is on.
3. Select the appropriate option to share the PDF:
   - Enter the recipient's name or email and select **Invite**. You can add a message and a deadline.
   - Select any third-party App and follow the onscreen instructions.
   - Select **Create a link to share** and share copied link with recipients.
   - Select **Send a link or attach this file to an email** and follow the onscreen instructions.

PDF sharing options

- **Add name or email to invite** - Enter the name or email of the recipient. If necessary, add a message, or Add deadline, and select Invite.
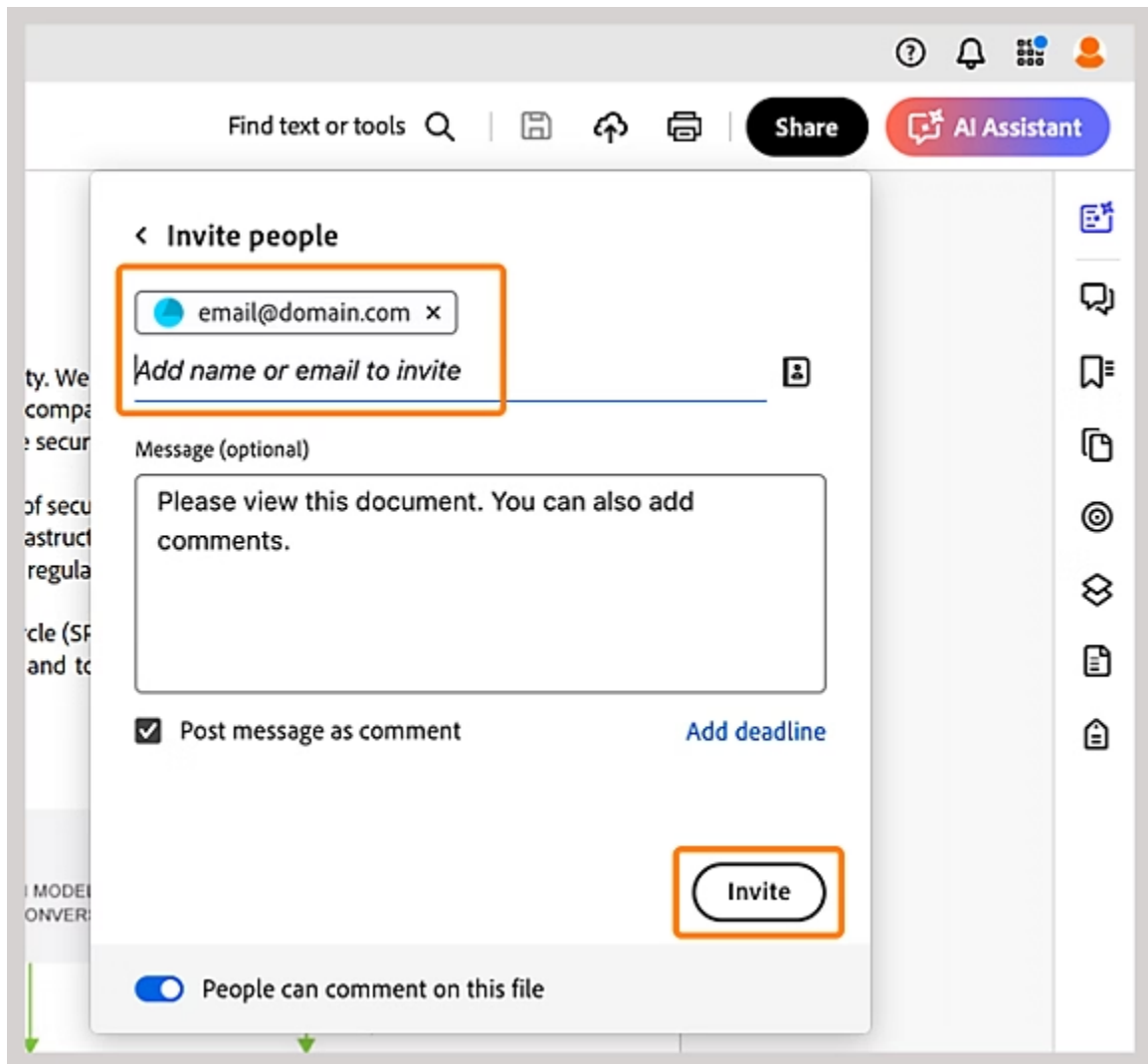
Add name or email to invite

- **Create a link and share using third-party apps.** When you select any available third-party app like Microsoft Outlook, Gmail, WhatsApp, Microsoft Teams, or the default email client, Acrobat creates a shareable link and opens the respective application with the copied link in the message draft. Alternatively, select **Create a link to share**, then copy and share it with the intended recipients.
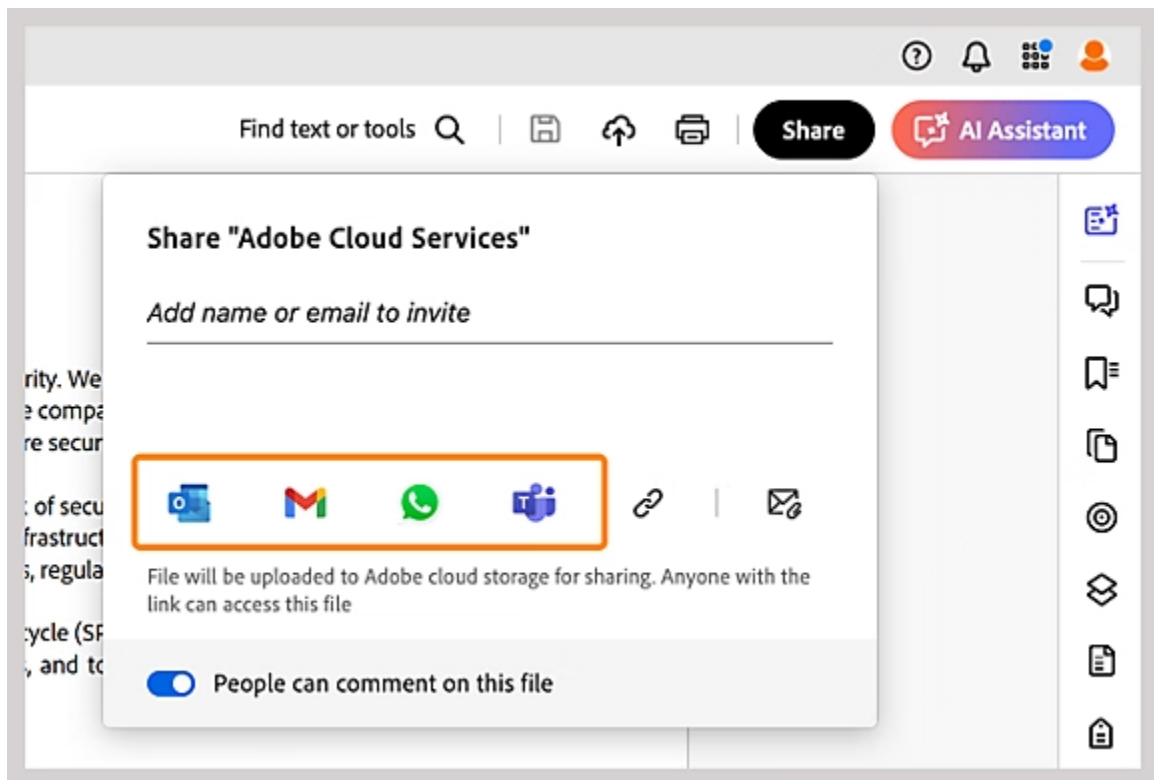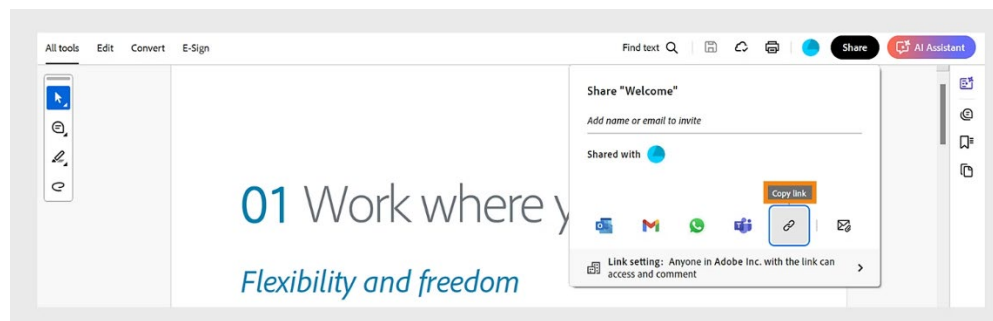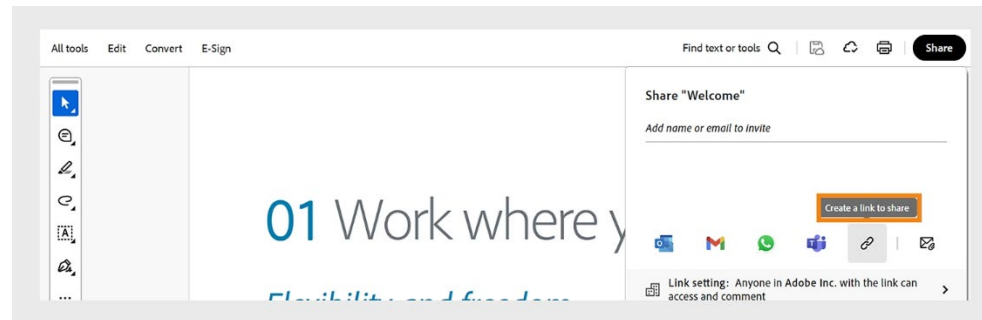
Share a link to the file

Send an anonymous or public link in an email

An anonymous or public link makes the files accessible to anyone who clicks the link. Follow the steps below to create a review link, and share it using your email client.
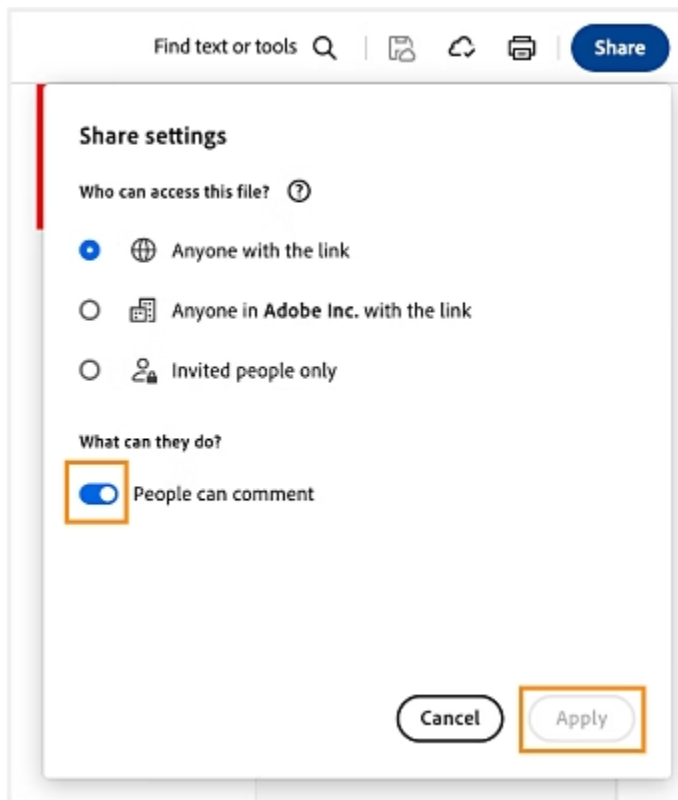
1. Open the PDF in Acrobat.
2. Select **Share** in the upper right. You get either of the two options:
   - **Get link**: You get this option when a file isn't synced to the cloud. Select **Get link** to sync the file to the cloud. Once the file is synced, the get link option changes to **Copy link**. Select **Copy link** and share it as desired.

- Copy link: You get this option if the file is already synced to the cloud or shared with someone.
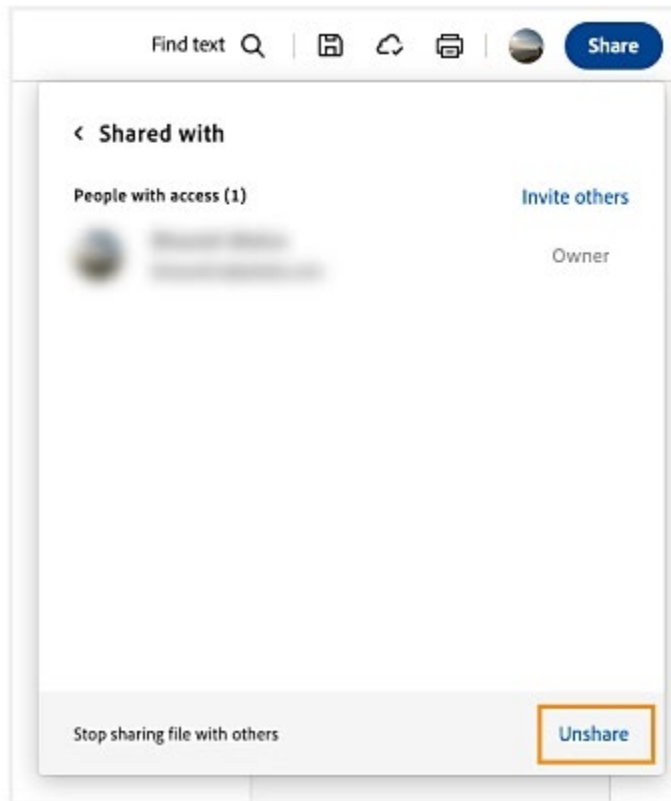

3. By default, the **People can comment** switch is turned on. To share the file only for viewing, select **Anyone can access and comment** in the Share dialog box, and then switch the toggle next to **People can comment** to turn it off.

4. The link is created and copied by default. Share the link with other recipients. You can also perform any of the following actions from the right pane:
   - **Add People:** Select **Share**, then enter the email addresses of the people you want to share the file with.
   - **Unshare File:** Select **Share.** The profile icons of the people you have shared the

file with are displayed next to **Shared with**. Select the profile icon to open the Shared with the dialog box. Select **Unshare** in the lower-right to stop sharing the file with others.

Mark up text

You can use markup tools to give suggestions for formatting the text, structuring a document, or for providing other edit suggestions. Markups and comments don't change the actual text in the PDF.

Note: The **Insert text** and **Replace selected text** commenting tools are now available for shared PDF files, making it easier for you to suggest changes and provide feedback directly within the document.

Highlight, strikethrough, or underline text comment

You can use the Select text or Markup tools to add markups to your text.

Using Select Text Tool

1. Open a PDF.

2. Use the Select text tool to select the text you want to mark up.

3. From the markup toolbar that appears, take one of the following actions as desired:

   - To highlight text, select Highlight text

   - To strikethrough the text, select Strikethrough text

   - To underline text, select Underline

   - To redact text, select Redact Text & Images

   - To copy the text, select copy with formatting

   - To edit the selected text, select Edit
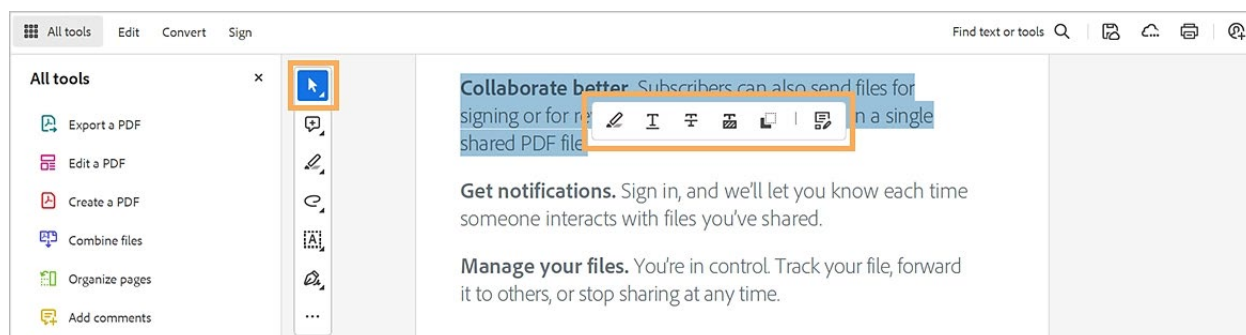
Using Markup Tool

1. Open a PDF.

2. From the Quick actions toolbar, select the Highlight text tool and then move the cursor over the text that you want to highlight.

3. With the Highlight tool selected, you can highlight multiple sections of text by just dragging over the text. Once you're done, deselect the tool.

4. To add other markups, expand the Highlight tool menu and select the tool for other markups.

Collaborate better. Subscribers can also send files for signing or for review to collect group feedback in a single shared PDF file.

Get notifications. Sign in, and we'll let you know each time someone interacts with files you've shared.

Manage your files. You're in control. Track your file, forward it to others, or stop sharing at any time.

Change the color of the markup

1. Click the markup.
2. From the mini toolbar that appears, select the color icon.
3. From the color palette, select a desired color.

The markup appears in the selected color.

Delete The Markup

To delete the markup, select the markup and then select delete

Add a comment to the markup

1. Double-click the markup.

   It pops open a comment box.

2. Alternatively, click (Control-click for macOS) on the markup and select the note icon.

   It opens a comment box.

3. Type your message in the comment box and then select **Post**.

Replace text

1. From the Quick actions toolbar, select **Add comment**
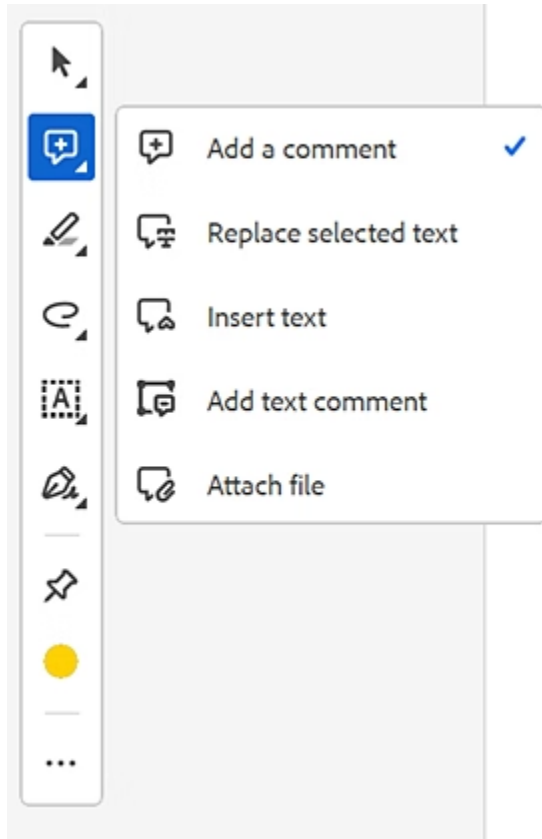
2. Select **Replace selected text**.

3. Select the text that you want to replace.

   The selected text is crossed out.

4. Double-click the selected text and then type the text to be inserted or added.

   The insertion caret ⟁ appears. To indicate that a new paragraph should be added, press Enter, and then close the pop-up note without adding text. The paragraph insertion caret ⟁¶ appears.

Insert text

1. From the Quick actions toolbar, expand the Comments tool menu and then select **Insert text**.

2. Click between the words or characters where you want to insert text.

3. Do any of the following:

   - Type the text that you want to insert.

- To indicate that a new paragraph should be added, press Enter, and then close the pop-up note without adding text. The paragraph insertion caret ⊤ ¶ appears.

- To indicate that a space should be added, press the spacebar, and then close the pop-up note without adding text. The space insertion caret ⊥ ⌐ appears.

Note: You can also indicate text edits by using the Select tool to select text, right-click the selected text, and then choose a text edit annotation.

Export text edits

In Acrobat for Windows®, you can export text edits directly to the Microsoft® Word document that the PDF is based on to revise the source document. To use this feature, you must use PDFMaker to convert your file from [Word to PDF](#). Before you export your text edits, make sure that insertion comments use the exact text, including spaces and paragraph returns, that you want to add. If you add extra instructional words (such as "Add the following:"), these words will have to be deleted manually from the Word document.

In Acrobat on Windows®, you can export text edit comments directly to an Autodesk AutoCAD document that the PDF is based on to incorporate your edits. To use this feature, you must use PDFMaker in AutoCAD to create the PDF.

Share a PDF for review

Use the Acrobat to easily share PDF files for review from your desktop application, the Acrobat web, or Acrobat Reader mobile app. When reviewers click the URL in the email invitation from their computer, they can easily provide their feedback in a browser without having to sign in or install any additional software.

You can use the service to share PDF files for review in one of the following ways:

Send an anonymous or public link in an email

An anonymous or public link makes the files accessible to anyone who clicks the link. Follow the steps below to create a review link, and share it using your email client.

1. Open the PDF in Acrobat.

2. Select **Share** in the upper right. You get either of the two options:

- **Get link**: You get this option when a file isn't synced to the cloud. Select **Get link** to sync the file to the cloud. Once the file is synced, the get link option changes to **Copy link**. Select **Copy link** and share it as desired.
- **Copy link**: You get this option if the file is already synced to the cloud or shared with someone.

Note:

- The computer must be connected to the Internet to start a shared review in Acrobat.
- You can also start a shared review directly from other applications that use PDFMaker, such as Microsoft Word. Choose **Home** > **Create PDF and share link**.

3. By default, the **People can comment** switch is turned on. To share the file only for viewing, select **Anyone can access and comment** in the Share dialog box, and then switch the toggle next to **People can comment** to turn it off.

4. The link is created and copied by default. Share the link with other recipients. You can also perform any of the following actions from the right pane:

- **Add People:** Select **Share**, then enter the email addresses of the people you want to share the file with.
- **Unshare File:** Select **Share.** The profile icons of the people you have shared the file with are displayed next to **Shared with**. Select the profile icon to open the Shared with the dialog box. Select **Unshare** in the lower-right to stop sharing the file with others.

Reviewer experience

The reviewers receive an email invitation with a link to the review PDF. When they select the link or the **Open** button in the invitation, the PDF opens in a web browser. They can use the commenting tools to add comments to the PDF. They can also use Acrobat Reader or Acrobat desktop applications to add comments.

Send personalized invitations for commenting

1. Open the PDF in Acrobat.

2. Select **Share**.

Note:

- The computer must be connected to the Internet to start a shared review in Acrobat.
- You can also start a shared review directly from other applications that use PDFMaker, such as Microsoft Word. Choose **Acrobat** > **Create And Send For Review**.

3. Enter the email addresses of the recipients or choose from the Address Book.

4. Enter a message to the recipients (optional).

Initiate a review using @mention in a PDF

Use @mention in your personal commenting notes to start a review. The @mentions includes your organizational contacts and your synced personal contacts list. The moment you use @mention in a PDF file, the review mode gets enabled for you. The reviewers get an invitation email with a link to the Document Cloud shared review file.
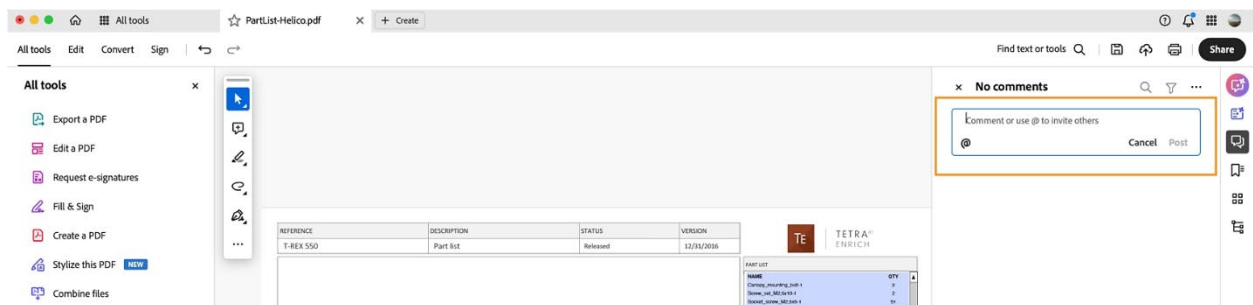
Reviewer experience

The reviewers receive an email invitation with a link to the review PDF. When they click the link or the **Open** button in the invitation, the PDF opens in a web browser. They can use the commenting tools to add comments to the PDF. They can also use Acrobat Reader or Acrobat desktop applications to add comments.

Hosting a shared review on SharePoint or Office 365

Shared reviews are the most collaborative form of review because participants can read and reply to the comments of other participants. Comments from participants are stored in a repository on an internal server. Acrobat synchronizes comments at regular intervals to

download all the latest changes. Reviewers are notified of new comments as they are added, and they can see and reply to comments made by other reviewers.

You can use your own internal server location, such as a Microsoft SharePoint workspace/subsite, if your recipients work behind a firewall and all have access to a common server.

Initiate SharePoint-based shared review using Acrobat

Before you initiate a review, ensure that you have a SharePoint site and reviewers have write permission to your site. Now, to host the shared review, you can do one of the following:

- Let Acrobat automatically create and configure a document library within your SharePoint server's subsite.

- Choose a subsite and the respective document library that you may have already created and configured.

  1. Open the PDF document in Acrobat, and then select **Send for Review** in the **Tools** pane.

  2. Select **Send for Shared Commenting** in the toolbar.

  3. Select **Automatically collect comments on my own internal server** from the drop-down menu, and then click **Next**.

  4. Choose **SharePoint subsite**, and then provide the URL of your subsite on the SharePoint server. Click **Next**.

  Acrobat automatically creates and configures a new document library (named *AcrobatSharedReviews*) within your subsite to initiate the shared review.

  Note: *If you don't want Acrobat to automatically configure the review, you can click **Choose a subsite** to select the document library that you have already created and configured.*

  5. Choose distribution method and the way the file should appear when it's sent, and then click **Next**.

  6. To save this shared review profile for future use, provide a name and then click **Next**, or click **Next** to use the default.

  7. Enter all your reviewers' email addresses, make appropriate change to the subject, message, and review deadline, and then click **Send**.