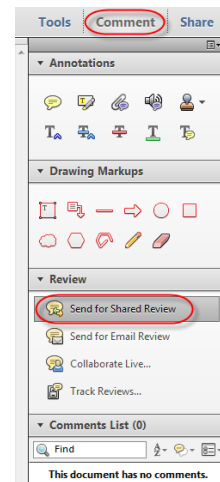
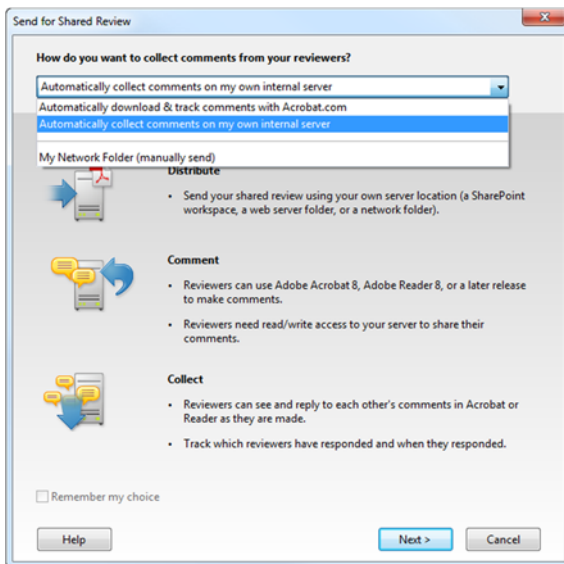
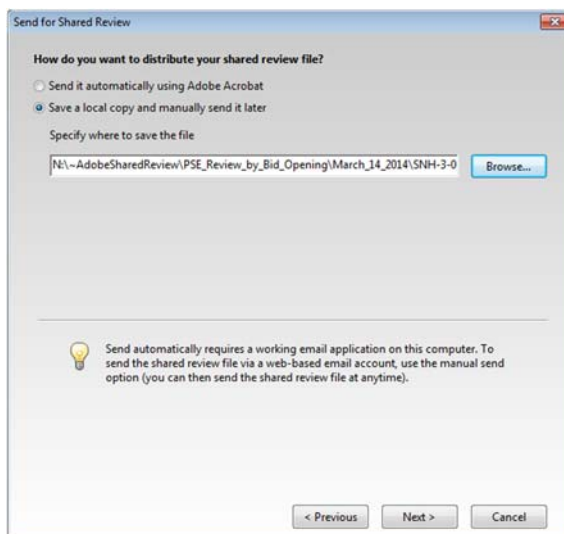
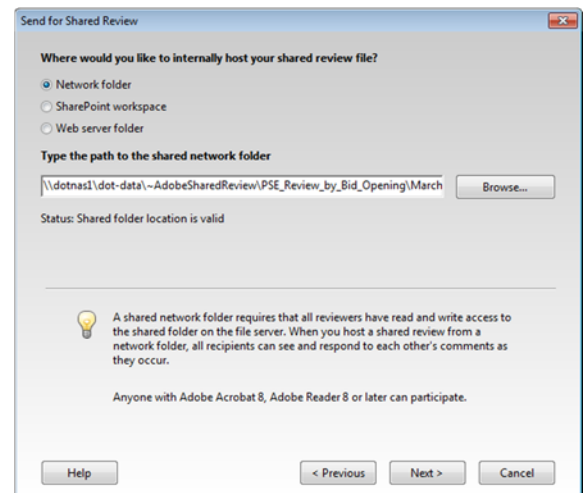


## Adobe Shared Review Bullet List for Lead Designers

1. Make sure your pdf is ready for distribution. PSE plans require a cost estimate and a header. The cost estimate should be prepended to the pdf. The header should state PS&E date, time and page number. Draft environmental documents that contain decision documents – executive decisions require the adobe stamp for “Executive Decisions Page”.
2. Copy the PS&E pdf to your local hard drive (example: desktop).
3. Create a folder under N:\~AdobeSharedReview\PSE\_Review\_by\_Bid\_Opening\[Bid Opening Date] or N:\~AdobeSharedReview\ Temp\_by\_Deadline\[Deadline\_Month].
4. Open the pdf and use the “Send for Shared Review” tool.
5. Select the “Automatically collect comments on my own internal Server” option.

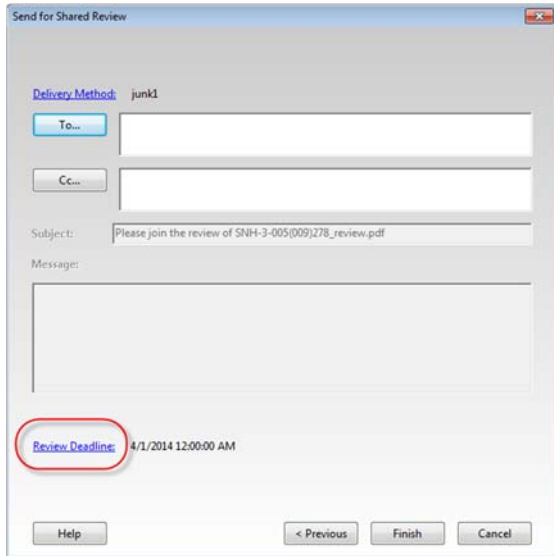
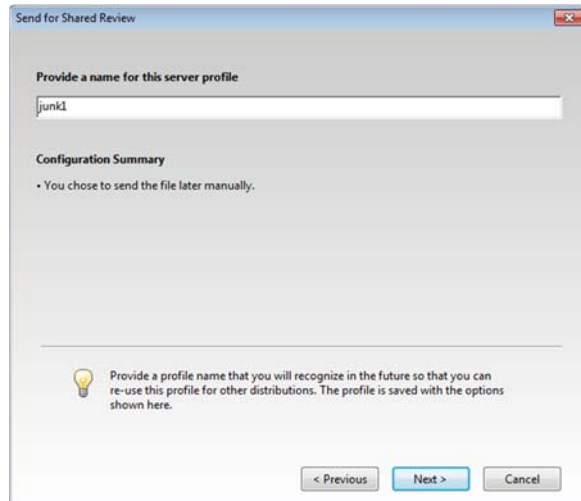


6. Select the “Network folder” option and use the Browse button to the designated folder.



7. Select “Save a local copy and manually send it later”. Save the local copy in the same folder used above. Use the Browse button to designated folder.

- Usually these setting for PS&E reviews won't be used twice because folder path for each PS&E should be unique. Therefore the name of this profile really isn't import.

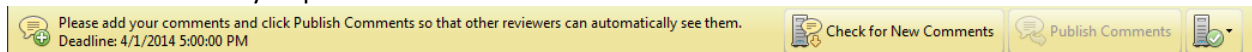


- Don't use Adobe for your email. Leave the "To" field empty. Click on "Review Deadline" to adjust the deadline for the PS&E Review. The deadline for all PS&E reviews shall be 5:00 pm on the first business working day before the PS&E Meeting.

- Publish existing comments and stamps if prompted.



- Use windows explore to confirm that the shared review document has been correctly posted. You should be able to open the review document and see the ribbon prompting you for comments by a specific deadline.



- Manually set the file property to read only. Only the pdf file should be set to read only. The folder properties should be left alone.

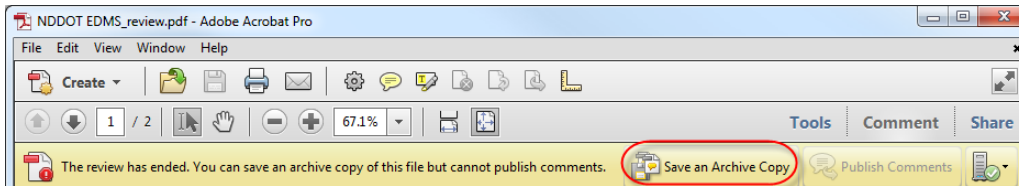
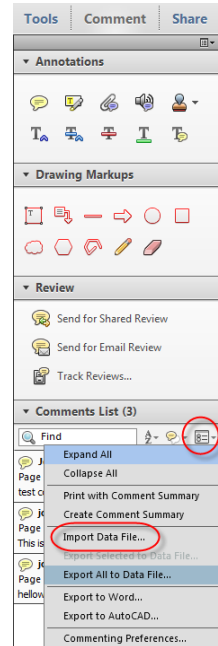
- Use Microsoft Outlook to setup the PS&E Meeting or email for draft environmental documents such as a documented categorical exclusion (DCE). All PS&E invitations should use the text on the second to the last page of this document as a template. All DCE invitations should use the text on the last page of this document. Copy the text and paste it in your email invitation.

14. If you receive comment from someone outside the NDDOT you will need to import these comments into the shared review process.

15. Attach other PS&E comment from users that didn't participate in the shared review process.

16. Conduct PS&E Review.

17. Respond to and Archive Comments.



18. Move archived comments and responses to the R drive - project "eplans>ps\_e" folder.

19. Purge the shared review documents from the N drive.

20. Send a hyperlink of the archived document to whoever needs the comments and responses.

For Additional Details See These Links

[Shared Review Overview](#)

[Shared Review For Lead Designers](#)

## PS&E Template for Microsoft Outlook Invitation

Edit text in red.

Start Copy >>>

Project: **SS-6-015(013)114**

PCN: **16799**

Bid Opening: **May 9, 2014**

Plan Completion Date: **March 14, 2014**

Project Location: **East Junction ND 18 East to I-29**

Project Scope: **Slope flattening, box culvert extension, HBP mill and overlay, lighting**

PS&E Meeting Schedule: **March 5, 2014 from 1 pm to 5 pm**

Primary Meeting Location (Chaired From): **Room 407 North of the Central Office**

Other Meeting Locations Hosted through VNDOT, web or telephone: **Grand Forks District Conference Room**

PS&E Commenting Deadline via Adobe Shared Review: **March 4, 2014 at 5 pm**

Other commenting formats such as paper are due at the time of the PS&E meeting.

Hyperlink to PS&E Documents:

**N:\~\AdobeSharedReview\PSE\_Review\_by\_Bid\_Opening\May\_16\_2014\SS-6-015(013)114\_PS&E\_Review\PS&E Plan Set\_review.pdf**

Reviewing and commenting via Adobe Shared Review tools is recommended but this is not a requirement. Open the document in Acrobat or Adobe Reader, and make your comments using the Comment & Markup tools. NDDOT users that have access to the N: drive can share their comments to all networked reviewers by clicking "Publish Comments" within Acrobat or Adobe. Users that don't have access to the N: drive will have to submit their pdf with electronic comments or fdf file to the Lead Designer or Technical Support Person for consultant projects. If you would like additional instructions on commenting via Adobe Shared Review, review the following resources.

<http://www.dot.nd.gov/manuals/design/caddmanual/AdobeSharedReview/SharedReviewForReviewers.pdf>  
[R:\SUPPORT\How\\_To\AdobeSharedReview\ASR\\_Review.wmv](R:\SUPPORT\How_To\AdobeSharedReview\ASR_Review.wmv)

<<< End Copy

## Documented Categorical Exclusion (DCE) Template for Microsoft Outlook Invitation

Edit text in red.

Start Copy >>>

Please review and comment on the Draft DCE linked below. Direct comments towards your vote for alternatives and include your reasoning for your preferences if applicable.

Project: **SS-6-015(013)114**

PCN: **16799**

Bid Opening: **May 9, 2014**

Plan Completion Date: **March 14, 2014**

Project Location: **East Junction ND 18 East to I-29**

Project Scope: **Slope flattening, box culvert extension, HBP mill and overlay, lighting**

DCE Commenting Deadline via Adobe Shared Review: **March 4, 2014 at 5 pm**

Hyperlink to PS&E Documents:

**N:\~AdobeSharedReview\Temp\_by\_Deadline\August 2014\SS-6-015(013)114\_DCE\Draft\_DCE.pdf**

Reviewing and commenting via Adobe Shared Review tools is recommended but this is not a requirement. Open the document in Acrobat or Adobe Reader, and make your comments using the Comment & Markup tools. NDDOT users that have access to the N: drive can share their comments to all networked reviewers by clicking "Publish Comments" within Acrobat or Adobe. Users that don't have access to the N: drive will have to submit their pdf with electronic comments or fdf file to the Lead Designer or Technical Support Person for consultant projects. If you would like additional instructions on commenting via Adobe Shared Review, review the following resources.

<http://www.dot.nd.gov/manuals/design/caddmanual/AdobeSharedReview/SharedReviewForReviewers.pdf>

[R:\SUPPORT\How\\_To\AdobeSharedReview\ASR\\_Review.wmv](R:\SUPPORT\How_To\AdobeSharedReview\ASR_Review.wmv)

<<< End Copy