Start by making sure your files are in Adobe PDF or download the Summary of Changes using Adobe Acrobat Pro's Compare Tool.

How to compare PDF files:

1. Open a PDF and choose **"View" > Tools" > "Compare Files" > "Open."**

2. Select Files to Compare.

   ➢ The file on the left is the older file version you want to compare

   ➢ Click **"Select File"** at right to choose the newer file version you want to compare.

3. Click the **Compare** button.

4. Review the **Compare Results** summary (those are the first two side-by-side pages).

5. Click **"Next Change"** to review each file difference between the older document and the newer document.

Some tips on using our Summary of Changes in Adobe Acrobat 2017:

1. Download the Summary of Changes from your web browser. Then, open the file with Adobe Acrobat Reader DC.

2. Use the Bookmarks in the left pane to locate the form you would like to review. (Look for the 🔖 icon.) Click on the name of the form.

3. Hover over icons (*e.g.*, a message bubble or white "x" enclosed in circle) in the document to see changes appear in a pop-up text box, or click on the icons to see them in the right pane.

4. To filter the types of changes you would like to see:

   a. Select 💬 Comment in the right pane. If you don't see the Comment icon to the right, go to View in your menu bar, then select **"Tools>Comment>Open."**

   b. Click on the upside down triangle next to the **filter** ▽▾ **icon** to filter results.

   You can select **"Show all Comments"** or filter results by selecting **"Reviewer"**, and then choose the types of changes you would like to view.

4. If you select the three dots next to the filter icon, you will see an option to **"Print with Comment Summary. . ."**.