

Adobe® Acrobat®

5.0

Overview of Adobe Acrobat

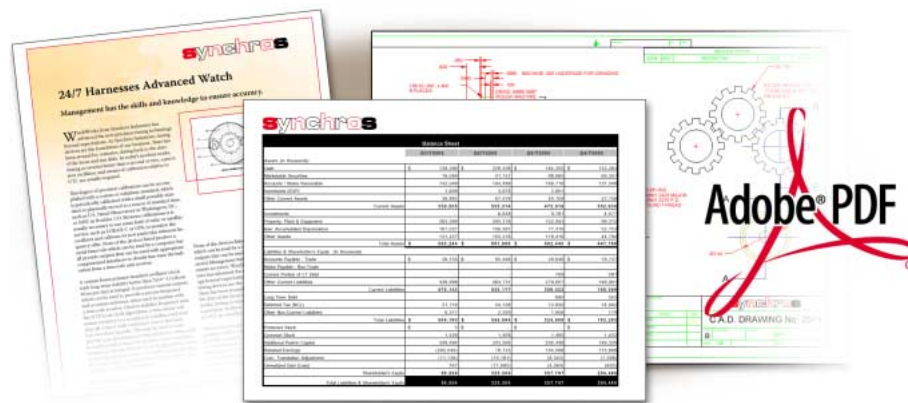
This overview of Adobe Acrobat introduces you to the key features of the program by providing you with working scenarios of how you and your colleagues, partners, and clients can use Acrobat to work smarter as a team. You'll learn how you can use Acrobat to create documents anyone can open, gather research information from the Web, streamline your document review cycles, speed up your document approval process, save time by repurposing Adobe PDF content, and more.

Create documents anyone can open

You often work with your colleagues, partners, and clients to create business reports, marketing brochures, and other documents. You need to share information in this extended workgroup, but not everyone has the same hardware platforms and software versions. It's important that your documents can be opened reliably and look exactly as intended with page layout, formatting, and images intact.

About Adobe Acrobat and Adobe PDF

Welcome to the world of Adobe Acrobat, where it's easy to create documents anyone can open and that look exactly as you intended! After creating a document in your favorite software program and before sending it out by e-mail, you can use Acrobat to quickly convert your file to the Adobe Portable Document Format (PDF). Adobe PDF files can be opened on Microsoft Windows, Mac OS, and UNIX platforms using Acrobat or the free Acrobat Reader software. Adobe PDF files look just like your original files, making it easy for you to maintain your corporate identity and distribute your documents with confidence.



Easily convert documents to Adobe PDF

You can convert any document to Adobe PDF using a variety of quick and simple methods. In a Microsoft Office for Windows application, simply click the Convert to Adobe PDF button on the toolbar. In any authoring application, use the Print command to "print" your current document to Adobe PDF. In some authoring applications, such as Adobe FrameMaker® and Adobe PageMaker®, you can use the Save As or Export command.

Gather research information from the Web

There's a lot of pressure to quickly provide your colleagues, partners, and clients with detailed information in reports. As you research information, you often find it on the Web. It's important that you can archive the information for later reference, print it reliably, and append it to your reports for easy distribution.

Reliably archive, print, and distribute Web content

After finding information on the Web, you can download the Web pages in Acrobat and save them as an Adobe PDF file. The pages in the Adobe PDF file look exactly as the Web pages, using the latest Web technology, including Cascading Style Sheets (CSSs) and JavaScript. Even the links on the Adobe PDF pages are active, so that you can download and view additional Web pages as needed without returning to your Web browser. Saved as an Adobe PDF file, your Web content is easy to archive for later reference, print reliably, and distribute by e-mail to anyone instantly. You can even append the Web content to an existing Adobe PDF document, so that you can create a single document for distribution.

Easily convert Web pages to Adobe PDF

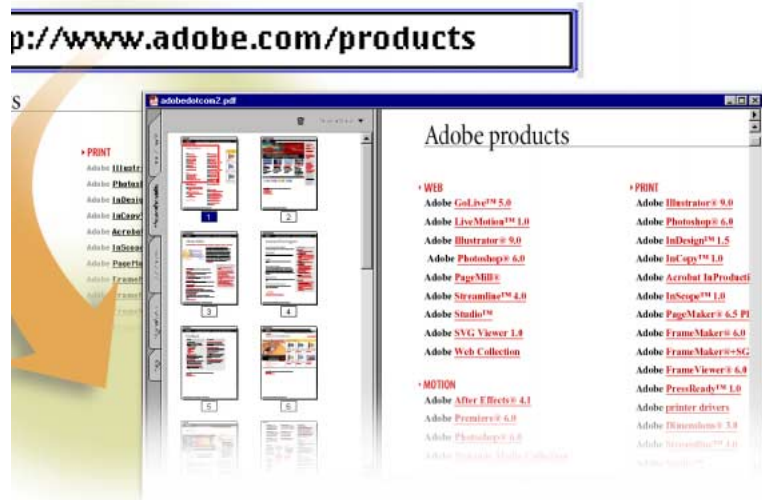
Converting Web pages to Adobe PDF takes a few simple steps: click the Open Web Page button on the Acrobat toolbar, enter a URL for the Web site you want to open, and enter a number of levels that you want to include from the Web site. That's it. With Web content saved as Adobe PDF, you also have the flexibility to add comments for review and digital signatures for approval.

Work smarter as a team

There's a lot of pressure to reduce business costs by working more efficiently. Getting your business reports, product plans, and other documents reviewed and approved efficiently is challenging, especially when your reviewers are located around the world and you only have 24 hours to meet a deadline. You know that faxed documents are difficult to read, overnight mail just isn't fast enough, and either way you'd end up with multiple document copies with different comments and signatures.

Streamline your document review cycles

With Acrobat, you can streamline your document review cycles, so that you can meet your deadlines with time to spare. After creating a document in your favorite software program, you can convert it to Adobe PDF and then distribute it by e-mail to your reviewers. Using Acrobat directly or within a Web browser, your reviewers can add comments to your document with ease and position comments right at the location of requested changes. Types of comments that can be added include electronic sticky notes, text, audio, stamps, attached files in any format, graphic markups, and text markups. After adding comments to your document, your reviewers can return it to you by e-mail again—a quick turnaround that increases your business' efficiency.



Share comments online

Several reviewers can also work online and add comments to your Adobe PDF document simultaneously (requires a WebDAV, ODBC/SQL, or standard network server). By having reviewers share comments online, you can view all of your comments in a single Adobe PDF file. If your reviewers didn't share comments online for any reason, you can alternatively import comments from multiple reviewers into one consolidated Adobe PDF file. Either way, you have the added flexibility to instantly summarize reviewer feedback for easy reference and print Adobe PDF files with comments in place.

Speed up your document approval process

With Acrobat, you can speed up your document approval process, so that instant turnarounds can be met without the usual rush or hassles. Acrobat features digital signatures, which reviewers can use to indicate that they have read or approved your document. Like conventional handwritten signatures, digital signatures uniquely identify a person or entity signing a document. The difference is reviewers can "sign" an electronic version of your document, instead of a printed one. After creating a document in your favorite software program, you can use Acrobat to convert it to Adobe PDF and distribute it by e-mail. Using Acrobat, your reviewers can add digital signatures to your document and then return your document to you by e-mail again.

Easily add digital signatures to Adobe PDF documents

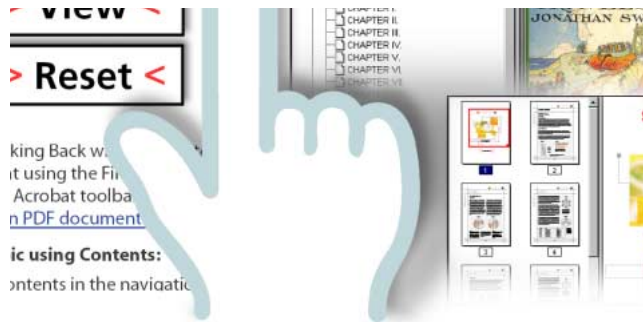
Adding digital signatures to Adobe PDF documents takes a few simple steps. First you need to choose a signature handler, which determines the appearance and exact contents of your signature. Acrobat includes the Acrobat Self-Sign signature handler, which is easy to use and offers moderate security. Alternatively, you can use a compatible signature handler obtained from a third-party vendor. Next, you need to create a signature profile, a password-protected file containing your name, password, and other basic information. After these few simple steps, you can add digital signatures to any Adobe PDF document using the Acrobat Digital Signature tool.

Save time by repurposing Adobe PDF content

You often need to create a variety of documents, such as business reports, marketing brochures, and data sheets. Your colleague has just sent you a report in Adobe PDF, and you've found information in the report that adds a lot of value to a document you're creating. Your colleague is too busy to look for the original report that was used to create the Adobe PDF document, and you don't have time to retype the text or re-create the images in the report.

Save Adobe PDF documents to other formats

Acrobat lets you save entire Adobe PDF files to other formats, so that you can save time by repurposing their contents. To repurpose the text in an Adobe PDF document, you can use Acrobat to save the document to the Rich Text Format (RTF) and then import the RTF file into your favorite word-processing application, such as Microsoft Word. Using a word-processing application, you can add the original Adobe PDF text to a new document you're creating, as well as fully edit and format it. Acrobat also lets you save individual pages of Adobe PDF documents to image formats, such as JPEG, PNG, or TIFF. This allows you to use the import image feature in your favorite software program to add or append original Adobe PDF pages to your documents.



Extract Adobe PDF images

If you only want to repurpose the images in an Adobe PDF document, you can do that too. Acrobat lets you extract images from Adobe PDF documents, so that you can save time by repurposing them. You can save images to a variety of standard image formats, as well as set options for compression, format, color space, and resolution directly in Acrobat. It's important to note that you can only copy text and images from Adobe PDF documents that allow you to do so. As a document author, you can use Acrobat to set security options that prevent the repurposing of Adobe PDF content.

Secure and digitally sign Adobe PDF documents

With the proliferation of e-mail and the Web, you and your colleagues often share confidential documents, such as financial reports, product plans, and employee reviews. It's critical that this information doesn't end up in the wrong hands. To prevent this from happening, you need to be able to secure your documents so that only certain people can view, print, or alter them. You also need to be able to tell if your documents have been altered and be able to track even the most subtle changes.

Prevent viewing, printing, and changing of Adobe PDF content

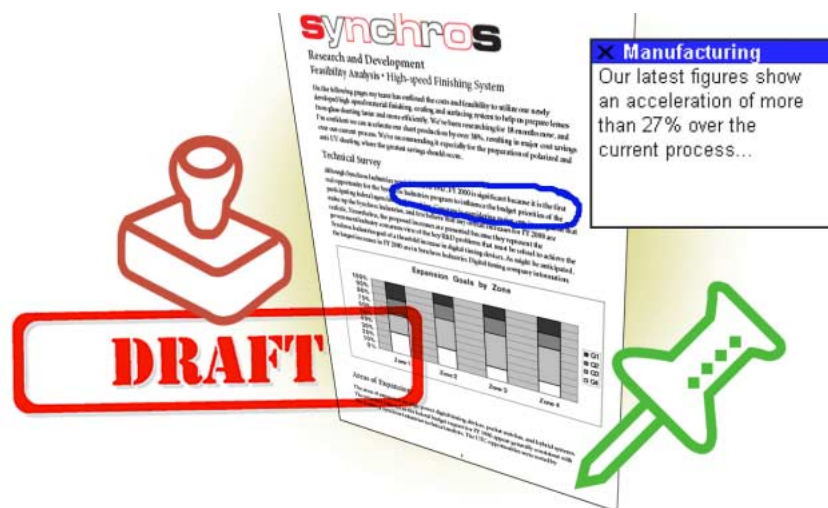
Acrobat makes it easy for you to control access to confidential information in your documents. Before distributing a document, you can convert it to Adobe PDF and then use Acrobat to set its security options. Options you can set include specifying passwords to prevent users from opening your document or changing its security options. So that you can feel confident that your document is being shared securely, Acrobat now offers you a choice between a 40-bit and 128-bit RSA encryption level. Depending on which encryption level you choose, you can also set a variety of additional security options to prevent users from printing your document, changing all or some of its features, or copying text and images from it.

Easily secure Adobe PDF documents

Setting security options for your Adobe PDF documents using Acrobat is quick and easy. Simply choose File > Document Security, and select the options that you want. If you are converting several documents to Adobe PDF and you want them all to have the same security settings, you can set default security options in Acrobat Distiller, and then use Distiller to single-handedly convert your documents to Adobe PDF and add security settings instantly.

Verify digital signatures

The Acrobat digital signature feature offers you much more than the ability to "sign" Adobe PDF documents to indicate that you've read or approved them. It also offers you the ability to verify signatures, so that you can make sure that they're authentic. Any time you digitally sign a document using Acrobat Self-Sign, your signature is verified automatically. To verify the signatures of others, you can import their user certificates, which are generated when they create signature profiles. Those signing your document can send you their user certificates by e-mail or store them within a shared network folder. For those user certificates that you trust and use often, you can conveniently store copies of them directly within Acrobat.



Track changes between signings

Acrobat also offers you the ability to track changes between signings, so that you can see whether or not those signing your Adobe PDF document have altered it. Acrobat creates copies of each signed version of your document and appends them to your original document. If a signature is unverified, you can retrieve the earlier signed version of your document and check that version for changes. To speed up this process, you can also open two versions of a signed document in tiled windows for a side-by-side comparison and have Acrobat automatically highlight even the most subtle changes between the versions for you.

Migrate paper forms to the Web

Every organization has several paper-based forms that are used by human resources, engineering, and other departments to collect information. It's important that you find a cost-effective way to distribute and collect information from the forms. You need to make sure that users can fill in and submit the forms both quickly and accurately. You also need to make sure that users can easily create copies for their records.

Benefit by using Adobe PDF forms

Using Adobe PDF forms brings you a variety of benefits. After you've converted a paper-based form to an Adobe PDF form, you can make your form available to your users by storing it within a shared network folder. Your users can then download your form at any time, fill it in using Acrobat directly or within a Web browser, and submit it electronically to reduce processing time. You have the added flexibility to spell check text to ensure that your forms are free of typos and have users digitally sign your forms to save time. Last, you can create forms with fields that change dynamically depending on user input, resulting in users filling out the fields that pertain to them with less errors.

Convert your forms to Adobe PDF

Acrobat makes it easy for you to convert a paper-based form that you've created in your favorite software program, such as Microsoft Word or Adobe PageMaker, to an Adobe PDF form. First, you use Acrobat to convert your form to an Adobe PDF document. Then you use Acrobat to add interactive form fields—text boxes, check boxes, list boxes, radio buttons, digital signature fields, and more—to the Adobe PDF document. Alternatively, you can use Acrobat to design and create an entirely new Adobe PDF form from scratch. If you want to use an Adobe PDF form to submit and collect information over the Web, you need to have a Common Gateway Interface (CGI) application on a Web server to collect and route data to a database. Setting up a CGI application on a Web server is usually done by a network administrator.



Provide information easily and instantly

One of the biggest challenges facing organizations is managing information critical to their business, such as financial reports, marketing brochures, and human resources documents. There's too much information to manage, and the information is in too many different locations and formats. As you work with your colleagues, partners, and clients around the world, it becomes even more challenging to make sure that information can be found both easily and instantly.

Distribute compact files that can be downloaded quickly

With Acrobat, you can provide your readers with immediate access to the information they need. Instead of distributing your documents using a slow and costly printing method, you can use Acrobat to convert your documents to Adobe PDF and then post the Adobe PDF files to your Web site. Adobe PDF files are compact in file size, so they can be downloaded more quickly than your original documents—especially graphically rich documents.

Add tools for navigating your documents

Adobe PDF files also can contain a variety of navigation elements, making it easy for your readers to locate specific information in your documents quickly. Each Adobe PDF file automatically generates miniature previews of its pages called thumbnails, which can be used to navigate to a desired page instantly. In addition to thumbnails, you can either generate or add other navigation elements to an Adobe PDF document, including bookmarks and links. Bookmarks can serve as an interactive table of contents, which can be used to navigate to main topics instantly. Readers can use linked text and images to navigate immediately to a related page in the same document, in another Adobe PDF document, or on the World Wide Web.

Create searchable, full-text indexes

You can also provide your readers with a full-text index, which they can search to locate specific words or phrases in your Adobe PDF document quickly. If you have multiple Adobe PDF documents, you can provide a single full-text index for the entire document collection, so that your readers only need to search once to locate words or phrases in each of the documents sequentially. The Search command accepts advanced search criteria, such as Boolean operators and wild-card characters, enabling refined searches that save your readers time.

Easily share information online

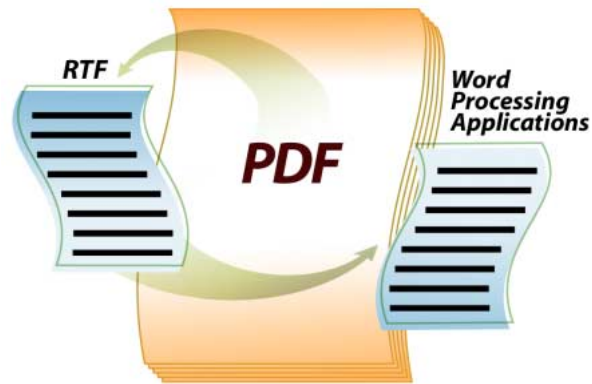
With the proliferation of e-mail and the Web, there's a lot of pressure to make your marketing brochures, data sheets, and other documents available to your customers online. It's important that your documents can be opened reliably on a variety of computer platforms and look exactly as you intended to protect your corporate identity. You need a workflow that allows you to create documents once and distribute them to customers in print, by e-mail, on CD-ROM, and on the Web.

Reliably share Adobe PDF files

Whether you're creating a business report, marketing brochure, or data sheet, you can reliably share your document with anyone around the world once you convert it to Adobe PDF. Adobe PDF documents can be opened on a variety of computer platforms using Acrobat or the free Acrobat Reader software, viewed in more than 25 supported languages, and printed using a variety of printing devices.

Create documents once for multiple mediums

To prepare your document for distribution across multiple mediums, you only need to create your document once in your favorite software program and then convert it to Adobe PDF. You can print Adobe PDF documents, send them by e-mail as attachments, publish them on CD, post them on your corporate intranet or server, and post them on the World Wide Web. The convenient Send Mail command lets you send an e-mail message from within Acrobat and attach the active Adobe PDF document to the message. You can also use the Attach Document/File command in your e-mail program to send your Adobe PDF files across an intranet or over the Internet.



Adobe, the Adobe logo, Acrobat, FrameMaker and PageMaker are trademarks of Adobe Systems Incorporated. Microsoft, Windows, and Windows NT are either registered trademarks or trademarks of Microsoft Corporation in the United States and/or other countries. Macintosh is registered trademarks of Apple Computer, Inc. in the United States and other countries. All other trademarks are the properties of their respective owners.

© 2001 Adobe Systems Incorporated. All rights reserved. 3/01