



10 cool things you can do with Acrobat.com

A great way to work better together, from Adobe

Acrobat.com just may change the way you work. In one place, it brings together the tools and people you need to get work done faster, together, from anywhere.

It's on the web, always available, offering an elegant experience for writing and working together with individuals or teams—on documents, presentations and tables; or holding web meetings, shared reviews for PDF files using Acrobat® 9, and more.

Here's a quick introduction to Acrobat.com. It provides an overview of the individual services and how to use them together.

- 1. Collaborate together to develop a new marketing campaign.** Stop sending large email attachments and involving IT. Create an online Workspace to easily share and collaborate on a set of documents with individuals and teams outside of your firewall.
- 2. Go green.** Reduce travel costs with ConnectNow online meetings. Work online with Buzzword® and Tables. (Reduce paper, save trees.)
- 3. Share trip reports.** Start an online Workspace to store all of the related documents from your trips in a central place. Everyone on your internal team will be on the same page and can get to the most up-to-date information.
- 4. Hold online training sessions.** Share your screen, so others can see what you are talking about. Turn on your web cams so everyone can see one another, and use the Shared Whiteboard to sketch out new ideas in real time.
- 5. Easily publish project overviews.** Upload your team's latest project overview from a file and convert it to a PDF document. Then, embed it in a team blog or web page. (Really, it's easy! Just copy the embed code and put it in the page.)
- 6. Write a meeting agenda.** Use Buzzword and its check boxes for agenda items. Share the agenda with your team to make additions or comments. Then write up and publish the meeting notes with Buzzword.
- 7. Create a project management task list.** Use Tables for project management, including project tasks, deadlines, and who's responsible. Then share it, and ask each person to update his or her tasks. Add your manager as a reader, so he or she can filter and sort the tasks, or view the project to see how it's going.
- 8. Organize a user group event.** Create a Buzzword document with directions to meeting venues, maps and participants' contact information. Create a Table with RSVP information for each person.
- 9. Craft a professional pitch.** Use Presentations, a service from Adobe Labs, to create and publish a polished product or service overview for your new offering. Include a link to social media networks such as Twitter to get the word out.
- 10. Work from your mobile device.** View and share all of your documents on Acrobat.com from your mobile device. Upload documents from your mobile phone's camera.
- 11. Better control shared documents.** OK, we couldn't stop at 10 cool things. Use the Share File button to more securely share any document with anyone, anywhere, while maintaining control. Keep track of when recipients have viewed or collaborated on documents, and set access privileges to limit who can do what with the file.

Got another cool use for Acrobat.com? If so, [let us know](#).

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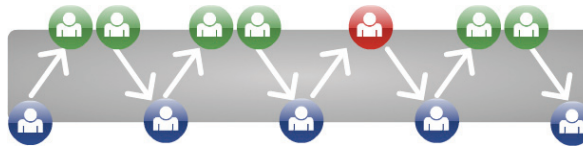
Let's get started! Meet Acrobat.com

- **Online Workspaces:** Set up an online Workspace to store a set of documents and share them with several people, simplifying the way you work online with others.
- **Document Sharing and Storage:** Makes storing and sharing documents easy, eliminating the frustrations of emailing and bounce-backs from files that are too large.
- **PDF Conversion Online:** Upload documents and turn them into PDF files.
- **ConnectNow:** Designed for small collaborative meetings – users meet live over the web, share screens, chat, video pods, and easy-to-use shared whiteboards.
- **Buzzword:** Create rich documents and work together to write, edit, or comment in real time, anywhere, anytime.
- **Tables:** With the familiar look and feel of a spreadsheet, collect, update, and analyze information in a truly collaborative environment.
- **Presentations:** Work together to create and present professional-looking slides, including graphics, photographs and video.

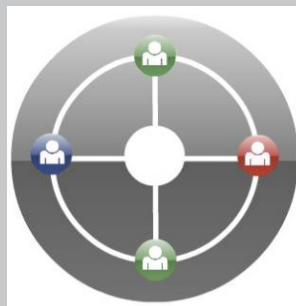
What's different about Acrobat.com?

The traditional way of working involves creating a document, sending it to others by email, getting their comments or changes, and trying to merge them all together.

Traditional workflow: Sequential editing, email routing



With Acrobat.com, there's a better way to work together.



Acrobat.com

- Now, everyone works on the same document.
- No more emailing documents back and forth, and no more getting confused about which document is the latest version. There is only one document or set of documents. The most up-to-date version is always available—simply through a web browser.
- It's a time-saver, and it helps you get more done and keep projects on time.



Online Workspaces

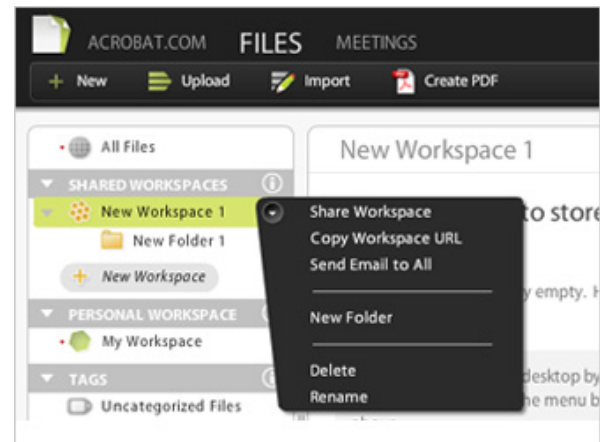
When you need to store a set of documents and share it with several people, Acrobat.com is a simple solution. Easily set up an online Workspace to collaborate with individuals or teams outside of your organization. No need for special file sharing software or IT involvement.

Online Workspaces— a few highlights:

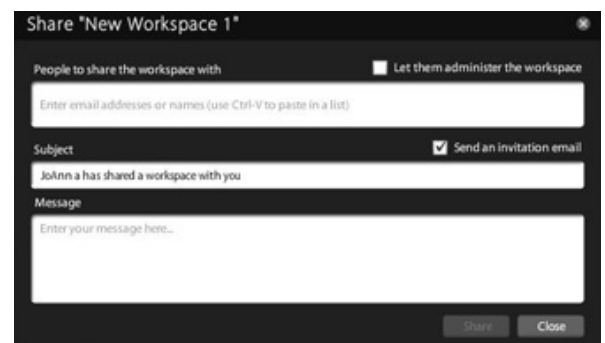
- Leverage your Personal Workspace to quickly store a set of documents and create Shared Workspaces to easily share documents with individuals and teams outside of your organization, increasing productivity.
- Share URLs to online Workspaces instead of emailing large attachments to team members; always have access to the latest versions of documents.
- Save time and cost by collaborating online with project teams without special file sharing software or IT involvement.
- Control access to the set of documents you share; view the status of each online Workspace member.

Store documents online—On Acrobat.com, you can store all of the documents you upload or create in a Personal Workspace. You might think of your Personal Workspace as the online equivalent of the C: drive on your computer, where you store all of your network folders. In your Personal Workspace, you can store individual documents or a set of documents in a folder.

Share a set of documents with several others—On Acrobat.com, you can share a set of documents with several others using a Shared Workspace. You might think of your Shared Workspace as the online equivalent of the other drives mounted on your computer. To create a Shared Workspace, simply select New Workspace and give it a name. Then, drag the individual project documents—PDF, Buzzword, Presentations, Word, Excel, and other file formats—from your Acrobat.com Personal Workspace or File Organizer into the new online Workspace folder. You can also upload directly into a Workspace. Now you have a related set of documents that is ready to be shared with others. It's that simple! Plus with Acrobat.com Premium services, you can quickly set up multiple Workspaces for different sets of project documents and different individuals and teams.



Collaborate with your team—With Workspaces, you can allow people on distributed teams to collaborate online on a set of related documents. Save time by eliminating the need to email files, especially large attachments, to everyone on the team. It's instant access across time zones and firewalls, with no version control issues. To share a particular Workspace, all you have to do is select 'Share Workspace' from the context menu (down arrow) beside the Workspace listing. From there, a Share dialog will pop up and you can enter new recipient email addresses or choose from existing email addresses that you have stored in Acrobat.com.



Control access—When you are ready to invite individuals or team members to view your Workspace, you have complete administrative control. As the Owner of the Workspace, you can give others access to all of the files in a particular Workspace. If you check the “Let them administer the Workspace” box in the Share dialog then as an administrator they, like you, can add and remove members and delete any files contained in the Workspace, in addition to being able to add, create and edit all Workspace documents. All invited Workspace members can create, add new documents and edit documents, but they cannot invite new members to the Workspace or delete documents that someone else owns in a Workspace. All Workspace members can also view all of the documents stored in the Workspace. In addition to assigning Administrators at the Workspace level, Workspace Owners can better control individual documents with customized permissions that control others’ ability to edit, comment on, or contribute to a document.

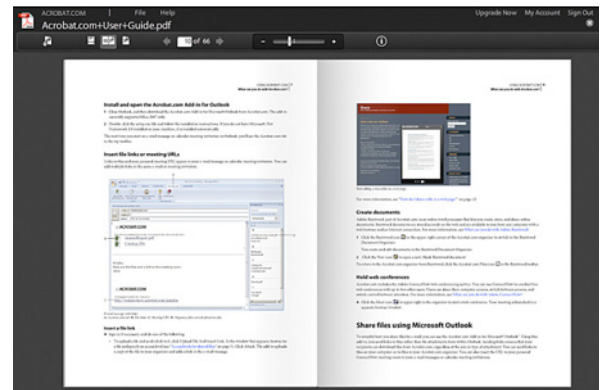
View status—The Collaborator bar, which displays at the bottom of every Workspace screen, shows individual names, photos, if available, and Workspace roles. In this area, you can easily see each person’s status when they are online, for example, Ken is “editing,” while Susan is “viewing” a particular document. To accommodate larger project teams, those not currently online are grouped into a single fanned icon with an associated number, so you always know exactly how many people have access to your Workspace.



Document Sharing and Storage

Document sharing is easy on Acrobat.com. Your file organizer is the hub of all your Acrobat.com activities—the place where you create and share online Workspaces, store and share documents, convert PDF files, launch online office applications, and organize everything—all through an elegant user interface that is remarkably easy to use. With everything online, you can access it from anywhere, anytime.

Sharing is good—Many services allow you to upload and store documents online. Acrobat.com offers a whole new level of functionality, so your project teams can view and download sets of documents at a single, consistent URL. You don’t need any particular software to view the file. There’s no need to launch the original application. With the built-in previewer in Acrobat.com, you can see at a glance which file you are sharing. You can zoom, page through the document, even show the document two pages at a time, like an open book. This is a great way to share a file with others, and avoid large email attachments that sometimes can’t get through.

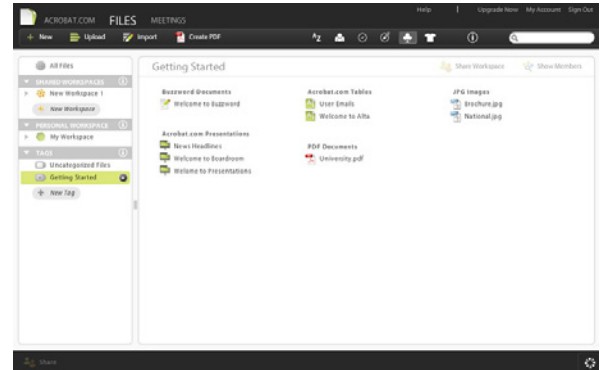


Each document you upload to your Acrobat.com organizer is assigned a unique URL. To share a document with others, select the document you want to share, and click the Share File button. You then enter the recipients’ email addresses and an optional message. Recipients will get an email with a link they can click on to download the document or view online. For documents that are published (open to anyone with the URL) or available only to the people you select, you can put a link to your documents in an email, on a wiki or web page, or—more exciting—embed rich previews on your own website or blog that are viewable via the Adobe Flash® Player.

Document Sharing and Storage— a few highlights:

- Easily upload and store documents online. Send URLs, rather than large email attachments, to instantly share them with others.
- Preview documents without launching the original application.
- Tag your documents, so you can find them quickly. Browse by author, file type, alphabetical order, date created or last updated. Use the search bar to find a document by its title.
- Easily embed documents in a web page, blog or wiki.

Find files quickly—Even if you haven't touched a document in months, you can quickly find it in your Acrobat.com organizer. Browse by author, file type, alphabetical order, date created or last updated, or use the search bar to find a document by its title. Tags make it easy to organize your documents, similar to playlists on an iPod. Documents can have more than one Tag, so there's only one copy of the document, but it can have several Tags.



Easy publishing to the

web—Acrobat.com makes it easy to embed your documents inside a web page or on a blog page. Acrobat.com automatically creates the code you need—no programmers are necessary! Copy the embed code and paste it into your blog or web page authoring tool, and you've got it. The document is viewed through a convenient, built-in widget that makes it easy to page through the document or presentation. People reading the document can expand the view to full-screen. The Acrobat.com blog has a few examples. (<http://blogs.adobe.com/acom>)

Imagine being able to embed your marketing brochure or latest product pitch instantly on a website for others to view. Acrobat.com makes it possible.



PDF Conversion Online

Acrobat.com streamlines the process of turning documents into PDF files, which is a useful way to preserve and share your documents. Simply click the Create PDF button and select the file you want to convert into a PDF file.

For free accounts, you can convert up to five PDF files from your own documents. Accounts in North America can subscribe for more—as part of the Premium Services. See <http://acrobat.com/pricing.html> for more details.



Web Conferencing

Adobe ConnectNow is designed for online meetings for small groups. Only the meeting organizer needs an Acrobat.com account; others can attend as guests.

With ConnectNow, you can share ideas, discuss details, and complete work together—all online. Reduce travel costs, save time, and increase productivity. ConnectNow is easy to access and simple to use.

Interact with others in meaningful, media-rich ways—Use screen sharing, chat, notes, audio, and video to hold meetings online that are as interactive and productive as in-person meetings. With just a click, you share your screen. Others in the meeting see what's happening there. Everyone in the meeting can use the easy mark-up tools to annotate the document live and together. Draw lines and shapes, drag and reshape them, add text, and much more. At any time during your meeting, save the Whiteboard as a PNG file. Then, write up a meeting report and include the PNG in a Buzzword document. It's that easy.

ConnectNow—a few highlights:

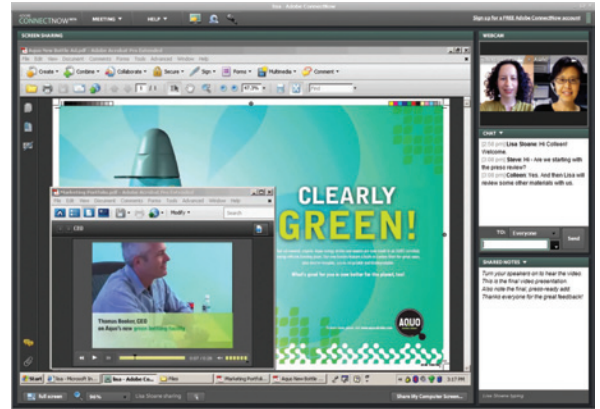
- Meet live over the web.
- Share your screen.
- Work with your team using chat and shared whiteboards.
- Distribute documents and files to meeting participants.

Remote control—With ConnectNow, a meeting participant can take control of other meeting participants' desktops with their permission. This is useful for collaborative work sessions, one-on-one instruction and technical support.

Video—If your team uses web cams, then turn them on to achieve that "in-person" feel to your online meeting. ConnectNow supports multi-point video, so everyone in the meeting can broadcast his or her web cam.

Chat and notes pods—Send instant messages to one person or the whole group to raise questions and share ideas. Customize your Chat pod by selecting fonts, sizes, colors, and emoticons. Keep an agenda in view at all times, or take meeting notes in real time, where people can see them and provide immediate input.

Integrated audio—Communicate instantly—with no phone charges, using the microphone and speakers on your computer. Or provide a dial-in number for traditional teleconferencing.



Adobe Buzzword

Buzzword, an online word processor, is a key part of the Acrobat.com offering. Buzzword is perfect for writing reports, proposals, and anything else you need to work together to write and review. Documents created in Buzzword are pixel-perfect on screen and print-perfect on paper. Fonts, letter spacing, colors, and graphics are all reproduced exactly. In Buzzword, you see exactly how pages, layouts, fonts, letter spacing, colors and graphics are all reproduced. Whether you, your team, or an organization with people around the world must work together on a document, Buzzword provides a convenient, powerful alternative.

Please take a look at the Welcome to Buzzword document in your file organizer for a detailed introduction to Buzzword.

Easy and elegant—like all of the Acrobat.com tools, Buzzword has an intuitive toolbar across the top of the window.

Collaborate with ease

- Write, edit and comment on documents with exactly the people you choose.
- Control access levels and document versions and track edits by contributor.
- Decide each person's role by choosing from Co-author (full editing privileges), Reviewer (ability to add comments only), or Reader.
- Avoid editing and reviewing conflicts, because everyone works with the same version of the same document.
- See what changes have been made using the History feature; you can go back to a previous version, if needed.

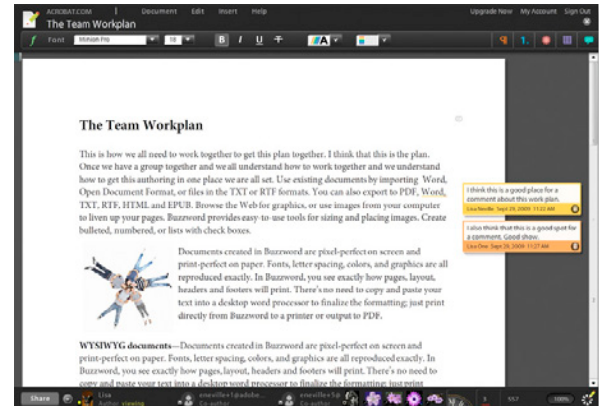
Keep everyone on the same page—In Buzzword, comments are easy to add and become part of the way you work. You can comment on any portion of the document. Just select the text, click on the comment bubble, and type. And with a different color for each reviewer, it's easy to distinguish who said what.

Buzzword—a few highlights:

- Write, edit with ease; add graphics, change the layout—all in real time.
- Change fonts and colors to get great looking pages and documents.
- Share the document with your team to comment or review together. You decide each person's role and access level.
- Import/export to popular file types, including import from MS Word, Open Document and more; export to these same formats as well as PDF, HTML and EPUB, the new electronic book publishing format for eBook readers such as Stanza on the iPhone, Sony Reader and others.
- What you see is exactly what everyone else will see; it's up to date and print-perfect!

Create documents with flair—Use existing documents by importing Microsoft Word,

Open Document Format, or files in the TXT or RTF formats. You can also export to PDF, Word, TXT, RTF, HTML and EPUB. Browse the web for graphics, or use images from your computer to liven up your pages. Buzzword provides easy-to-use tools for sizing and placing images. Create bulleted or numbered lists, or lists with check boxes.

**WYSIWYG documents**—

Documents created in Buzzword are pixel-perfect on screen and print-perfect on paper. Fonts, letter spacing, colors, and graphics are all reproduced exactly. In Buzzword, you see exactly how pages, layout, headers and footers will print. There's no need to copy and paste your text into a desktop word processor to finalize the formatting; just print directly from Buzzword to a printer or output to PDF.

Collaborator roll-call—In Buzzword, the bottom of the screen always displays the names of your collaborators for that document and each person's status, such as "editing" or "viewing" or the date and time of the last version they viewed.

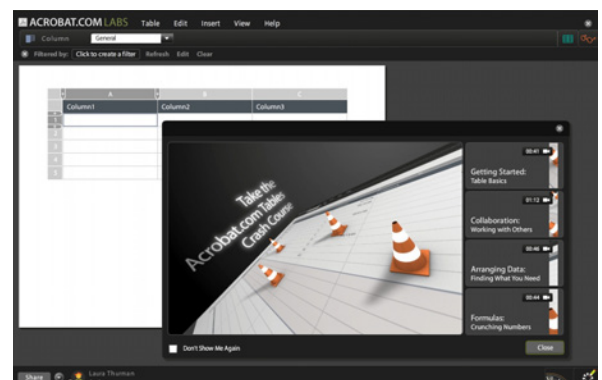
Acrobat.com Tables

Acrobat.com Tables lets you work with others online on project lists, sales data, schedules and much more. Tables has the familiar look and feel of a spreadsheet, and it's online, so everyone can have access to the latest information—no need for multiple versions or email attachments. And with simultaneous editing, nobody is locked out of the worksheet while others make changes. The result is faster, more accurate and up-to-date information.

When you create a new Table, you'll see an option for four quick video tutorials that show how to use Tables and some of the new ways to work. Acrobat.com Tables creates a collaborative environment for entering and working with a range of data sets. There's also a sample project management worksheet under the "Getting Started" Tag.

Familiar look and feel of a spreadsheet—It's easy to get started with Tables, as it looks and feels like a spreadsheet. Type to enter information in a cell and use arrow keys to move around the table or to point to create a formula. There is a broad range of built-in formulas, as you'd expect. Tables brings you many of the quick and easy functions that are in Buzzword and Presentations.

To add a row or column, just click the + and you'll quickly get a new row or column right where you've clicked. Moving columns is easy with drag and drop. Click and drag a border to resize a column. It's easy and direct.



Tables—a few highlights

- Add information and updates with ease, and at any time, regardless of whether others are working on the sheet. No more check in/check out worksheets.
- Use filters and sorting to see the information that you want to see.
- Assign roles to manage who can create formulas, or just add or view information.
- Export to PDF or print reports.
- Collaboration is key in Tables. You invite people to share your table as a co-author, contributor or reader.

Tables are different—There are differences from a typical spreadsheet that make it easy to get your work done. Tables automatically handles data using columns. When you enter a formula in a cell, it is automatically copied to all the cells in the column. If you add rows to the table, the summary formulas update automatically. Tables lets you select the type of data for the column, including General, Text, Number, Currency, Date and Checkbox. For numerical or currency data, additional formatting is also available. At any time, you can use the toolbar to change the data type or format. When the data type or format is changed, all of the cells in the column update at once.

Working together without surprises—Collaborating can be frustrating when someone else is changing the information that you're currently working on. With Tables, you'll see who is working in which cell, so you can avoid data collisions. Private views are available to let others sort and filter the worksheet, without disturbing your view. All the data is always up to date.

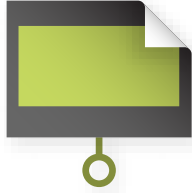
When you share a table, you'll see icons for each of the people with whom you've shared the table, as well as additional information such as who is currently editing the table and whether others have opened it.

6	Roman	78144	Smith	<input checked="" type="checkbox"/>
7	Marissa	55890	Renoir	<input type="checkbox"/>
5	Karen	12140	Jones	<input checked="" type="checkbox"/>
9	Karen	12140	Jones	<input checked="" type="checkbox"/>
10	Tad Staley			5
			NO. OF Trips	

Seeing what's important to you—Because everyone uses data in different ways, sorting and filtering enable you to analyze the data in the view that is most relevant to you. To sort a column, use the menu next to the column letter. You can also hide and unhide columns from this menu.

Tables makes it easy to show only the rows that match what you're looking for by offering smart filtering choices, such as column names. For example, filtering by date brings up a calendar, so you can pick the right date. Tables anticipates the right choices and helps minimise errors. To add a filter, click the funnel-shaped icon in the upper left to open the filter toolbar and then select Click to create a filter. A table that is already filtered will show an orange icon. You can click the icon to expand the filter toolbar, so you can see and edit the filter.

Acrobat.com Tables provides people with a new way to work with others on data-intensive documents—containing information such as task lists, schedules, contacts, budgets and sales numbers—that are typically created and shared in spreadsheets or simple databases.



Acrobat.com Presentations

Key to any set of office applications is the ability to create and deliver professional, attention-grabbing presentations. Acrobat.com Presentations brings online, collaborative presentation capabilities to Acrobat.com. With Presentations, you can easily create your own professional presentations online using built-in tools and layouts. You can also work more quickly and efficiently with others since everyone can work on the slides at the same time.

Please take a look at the sample presentation in your file organizer under the "Getting Started" Tag. It will show you some good ways to work, and maybe provide some inspiration for your own presentations.

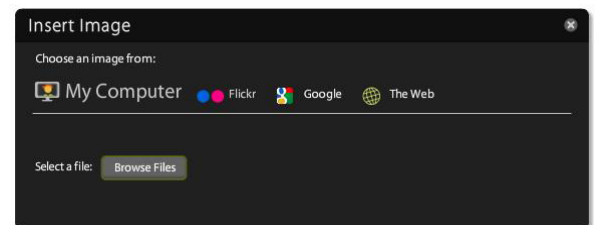
Presentations—a few highlights

- Write, edit with ease; add graphics, change the layout—all in real time.
- Use color sets throughout the presentation to really make a polished, professional show.
- Collaborate with your team—everyone can work at the same time, even on the same slide!
- Choose images from the web, including Flickr and Google images.
- Publish your slides with just a click. Embed a slide show on your website or blog.

A new way to work—collaborating, not emailing—Presentations gives you an entirely new way to work using web-based applications. Much of what you've already learned working with Buzzword will transfer to your experience with Presentations. Presentations lets several people work on the same set of slides at the same time. For example, marketing professionals can work on the presentation copy while graphic designers create diagrams, integrate special effects, and adjust the layout. The result: a better process, and most likely, a better presentation, too.

Polished, professional, and making your slides look great—Presentations has 12 built-in themes to help you get started with your presentation. You can select a theme from the start, or prepare all of the content and apply the theme at the end, whatever works best for you. From polished and professional to fun and stylish, you're sure to find a theme that fits what you need. If you're feeling really creative, you can even create your own theme. If you don't like the color set, choose a new one to reflect the right tone for your slides. Everything is updated and coordinated automatically.

Integrated with the web in all the right ways—Reaching out to the web for inspiration just makes sense. There are many communities with images, video and more. Presentations gives you the tools to browse and select images from sites such as Flickr or Google images, or to copy images from other websites. Presentations also gives you access to Kuler color sets on the web, to provide even more combinations created by graphic artists or others.



Presenting and publishing couldn't be easier—Simply click the Play Slideshow button in the lower right corner of the screen to show your slides. There are new tools in the slideshow to make presenting smooth and effective. Just click to move ahead or use the arrow keys. There is a just-in-time slide preview of all of your slides, in case you want to jump ahead or back while you're presenting. Hover over the lower portion of the slide and it appears. It disappears when you move your cursor away. There's no need to go back into the editor to find your slides. To exit presentation mode, simply click the escape key (Esc).

Publishing your slides can be done in several ways. You can export your presentation as an Adobe PDF file and share it in your online Workspace, or email it to your audience. If you've included an FLV movie in your presentation, the video will be included in the PDF file and will play in Adobe Reader 9. Or, you can publish the slides and make the presentation available to anyone. Publish provides a URL which you can email or put on a website or blog. When users click on the link, they see the slides in slideshow mode. Presentations also gives you the code you need to embed a slideshow into a website or blog—no programming needed. Just copy the embed code and place it on your web page or blog. The slides are ready to play with a click—including all the transitions and effects.

Because Acrobat.com Presentations is part of Acrobat.com, you can use Adobe ConnectNow to present via the web, no matter where your audience is.

Thanks for taking a look!

Acrobat.com provides the online tools to let you and your team work together better, no matter where you are. Please take a look at the other sample files under the "Getting Started" Tag for more tips and tricks, and some ideas for how to use all of our products.

The Acrobat.com Team



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