

Adobe® Acrobat® 4.0

Office Document Review and Mark-Up

The Internet has made the transfer of all kinds of information incredibly fast, allowing business associates to send important documents to each other via e-mail or network servers from anywhere in the world. Many of these documents—including marketing materials, financial reports, white papers, legal documents, and external communications—require extensive review and collaboration by both internal workgroups and outside partners. Co-workers critique and refine each other's work, authors continually add and delete content, and legal departments confirm that documents meet a host of legal standards. Unfortunately, by the time an office document has passed through a complete review cycle, it has likely become a hodgepodge of proofreader's marks, sticky notes, stapled attachments, and handwritten marginalia. Pages may have become lost or damaged, and it's often unclear who has contributed which comments. Consolidating the results of a single review cycle can be a headache; incorporating and tracking feedback from multiple review cycles can be a nightmare.

Adobe Acrobat 4.0 software offers a comprehensive approach to simplifying the office document review and mark-up process. The easy creation and distribution of PDF files—which perfectly preserve the look and feel of any original document and can be read from any computer with free Acrobat Reader software—ensure that your important office documents are accessible to everyone who needs them. Additionally, a powerful set of features* designed for electronic, paperless review, including annotation tools, on-screen document comparison, and digital signatures, streamlines the review cycle and helps everyone in your workgroup work together more efficiently and productively. Plus, because Acrobat software ideally complements Microsoft® Office applications, you can integrate Acrobat into your existing document environment with ease.

The paper chase—document review and mark-up today

Today's office document review and mark-up process begins when the author of a document sends a first draft—usually on paper—to a colleague for review. The reviewer makes written comments directly on the paper copy of the document, attaches sticky notes, and/or staples other materials to the document. The reviewer then forwards the document—by hand, interoffice mail, or another delivery method—along with all of his or her input, to the next reviewer, hoping nothing gets lost in the delivery. This process is repeated until all reviewers have seen and contributed to the document; by the time a document has traveled through the entire review cycle, it has likely thickened to fill an entire file folder or binder clip. Notes and supporting documents may appear in random order, and—especially when many reviewers participate—readers may find it difficult to tell which comments were written by whom. Furthermore, reviewers may have copied the original document several times in order to accommodate all of their remarks; in fact, one study found that the average office document is copied or printed 19 times. For the author who must consolidate comments and revise the document, this paper proliferation is not only frustrating, but also hugely inefficient.

Acrobat 4.0—making the document review and mark-up process easy

Engineered to meet the needs of today's enterprise workgroups, Acrobat 4.0 software radically streamlines the review and mark-up of office documents. First, Acrobat software ensures that documents are accessible to everyone who needs them by enabling easy conversion of documents to Adobe Portable Document Format (PDF). Then, with a comprehensive set of annotation tools (such as electronic sticky notes, highlights, and strikethroughs), on-screen document comparison capabilities, and digital signatures, Acrobat allows reviewers to contribute easily, add document control if needed, and expedite the entire review cycle.

*Some features are included only with Acrobat 4.0 for Windows.

Providing universal access to documents via PDF

Before anyone in your organization can review office documents, these documents must be readily accessible. This might mean internal and external reviewers must wait for the interoffice mail cart, fax, or overnight delivery service. When documents are sent as e-mail attachments, the recipient commonly needs a compatible version of the original software in order to read them correctly—even though filters can sometimes make documents readable from other applications, these filters can be hard to find and often do not preserve the layout and formatting of the original document. Acrobat 4.0 software overcomes this accessibility obstacle by allowing you to easily convert any document to PDF, an essential tool for online document exchange.

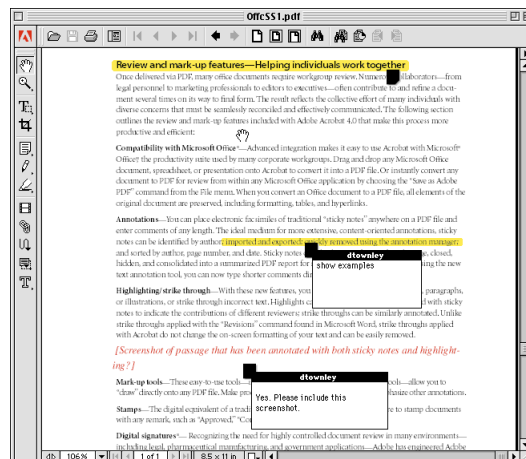
Adobe PDF preserves the look of any document, including fonts, graphics, images, and layout, in a compact electronic file that can be e-mailed quickly to all members of your review team, posted to a workgroup server, or included in a Lotus Notes database. Using the free Acrobat Reader (available for downloading on the Adobe Web site at www.adobe.com/acrobat), contributors can view, navigate, and print PDF files from any Windows®, Macintosh®, or UNIX® workstation. And because PDF is platform- and application-independent, you don't have to worry about compatibility issues—everyone sees your documents exactly as you created them, without having to convert them to a version-sensitive file format.

Review and mark-up features—helping individuals work together

Once delivered via PDF, many office documents require workgroup review. Numerous collaborators—from legal personnel to marketing professionals to editors to executives—often contribute to and refine a document several times on its way to final form. Outside partners—sometimes using incompatible software—might also have significant input. The result reflects the collective effort of many individuals with diverse concerns that must be seamlessly reconciled and effectively communicated. The following section outlines the review and mark-up features included with Adobe Acrobat 4.0 that make this process more productive and efficient:

Compatibility with Microsoft Office*—Advanced integration makes it easy to use Acrobat with Microsoft Office, the productivity suite used by many corporate workgroups. Drag and drop any Microsoft Office document, spreadsheet, or presentation onto Acrobat to convert it to a PDF file. Or instantly convert any document to PDF for review from within any Microsoft Office application by choosing the Create Adobe PDF command from the File menu. When you convert an Office document to a PDF file, all elements of the original document are preserved, including formatting, tables, and hyperlinks.

Annotations—You can place electronic sticky notes anywhere on a PDF file and enter comments of any length. The ideal medium for more extensive, content-oriented annotations, sticky notes can be identified by author; imported and exported; quickly removed using the annotation manager; and sorted by author, page number, date, and type. Sticky notes can be moved around on the page, closed, hidden, and consolidated into a summarized PDF report for at-a-glance review. You can add sequence numbers for easy reference; change the color, font, and annotation appearance; and view the date and time that any annotation was made. Additionally, using the new Text Annotation tool, you can now type shorter comments directly on the page. And you can be certain your original document is never altered when comments are made.



*Some features are included only with Acrobat 4.0 for Windows.

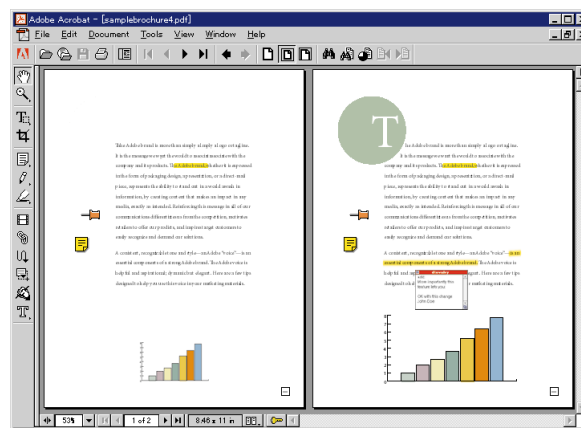
Other annotation features include File Annotation, which allows you to attach any file of any format to your PDF document; and Audio Annotation, which lets you attach sound bytes to PDF files.

Highlights/strikethroughs—With these new features, you can highlight important sentences, paragraphs, or illustrations, or strike through incorrect text. Highlights can be color-coded and/or combined with sticky notes to indicate the contributions of different reviewers; strikethroughs can be similarly annotated. Strikethroughs applied with Acrobat do not change the on-screen formatting of your text and can be easily removed.

Mark-up tools—These easy-to-use tools (including the Pencil, Ellipse, Rectangle, and Line tools) allow you to “draw” directly onto any PDF file. Make proofreader’s marks, circle misspellings, and emphasize other annotations.

Stamps—The digital equivalent of a traditional rubber stamp, this feature allows you to stamp documents with any remark, such as “Approved,” “Confidential,” or “Draft.”

Digital signatures[†]—Recognizing the need for highly controlled document review in many environments—including legal, pharmaceutical manufacturing, and government applications—Adobe has engineered Adobe Acrobat 4.0 to include full support for digital signatures. Key reviewers can digitally “sign” documents to indicate the exact version that was approved or rejected. And, like other Acrobat annotations, digital signatures can be tracked through various versions of a document, allowing for confirmation at any stage of the review process. Internal workgroups and your outside partners can start employing digital signatures with the Acrobat SelfSign plug-in or by incorporating third-party solutions. For more information, see the Adobe white paper, “Adobe Acrobat 4.0 and Digital Signatures,” downloadable from the Adobe Web site at www.adobe.com.



Document Compare[†]—The ideal way to locate editorial changes, this command allows you to open two or more PDF files in tiled windows for side-by-side on-screen comparison of the pages that have changed in a document. Because Acrobat searches the bits appearing on the pages of compared documents, it locates graphical and layout changes as well as changes in text. In addition to confirming editorial changes, you can also view digital signatures and see how content revisions affect overall document layout.

Improving overall workgroup efficiency

Implementing a document review and mark-up process centered around Acrobat software promotes higher efficiency not only for your workgroup but also for your customers, partners, vendors, and suppliers. First, the distribution of your documents via PDF reduces the cost and time associated with traditional delivery methods, such as interoffice mail, fax, or express services. The time saved can be spent more productively, to plan business strategy and meet critical deadlines. By sending documents for review as PDF files, you also reduce the likelihood that they will be lost or filed incorrectly, a major cause of lost productivity in organizations today—in fact, Delphi Consulting estimates that the average executive spends 150 to 250 hours per year

[†] These features are available only in Acrobat 4.0 for Windows.

looking for misplaced information, and the average manager from 500 to 750 hours per year. Also, because electronic distribution eliminates the need for paper copies, you reduce the consumption of toner and paper, an economic as well as environmental benefit.

Once documents have been distributed in PDF, workgroups of all kinds can use the annotation and mark-up features found in Acrobat 4.0 to speed up their review processes and achieve their business goals. Marketing departments can develop collateral more quickly and obtain executive buy-off with digital signatures. Engineers can collaborate on technical drawings while preserving the integrity of the original documents. IT professionals can work together with systems integrators to establish enterprise-wide, Web-based collaborative environments, using Acrobat in conjunction with popular workgroup applications such as Lotus Notes. Legal firms can expedite the highly controlled review processes that authenticate sensitive documents such as contracts. Health insurers can efficiently process the volumes of paperwork that demand multiple written justifications and signatures from doctors, health care administrators, and patients. And users in all of these enterprises enjoy the benefits of being able to easily search their PDF files using the full text search capabilities found in Acrobat. In any environment where more than one person must review and mark up documents, Acrobat 4.0 software is an essential productivity tool.

Adobe Document Solutions—making the most of your information

As large organizations transfer a greater number of documents electronically, they are looking for tools and solutions to update and refine inefficient, paper-based processes, such as traditional document review and mark-up. Offering universal access to virtually any document through Adobe PDF, as well as powerful annotation tools, Adobe Acrobat 4.0 software is the perfect choice for organizations wishing to increase efficiency and productivity. But improving the document review and mark-up process is only part of the Acrobat story. Together, Adobe Acrobat and PDF form the foundation of Adobe Document Solutions—an integrated way of creating, sharing, and reviewing documents that helps you make the most of your information. Innovative technologies like Adobe Acrobat Capture® software and Adobe PostScript® 3™ complement Acrobat software and PDF to provide a powerful solution that enables your enterprise to see the greatest return on its information assets.

For more information about Acrobat, PDF, and other Adobe Document Solutions, visit the Adobe Web site at www.adobe.com/acrobat.

Adobe Systems Incorporated
345 Park Avenue
San Jose, CA 95110-2704 USA

Adobe Systems Pty. Ltd.
Level 4, 67 Albert Avenue
Chatswood, NSW 2067
Australia

Adobe Systems Europe Limited
Adobe House, Mid New Cultins
Edinburgh EH11 4DU
Scotland, United Kingdom

Adobe Systems Co., Ltd.
Yebisu Garden Place Tower
4-20-3 Ebisu, Shibuya-ku
Tokyo 150-6017 Japan

World Wide Web
www.adobe.com

This brochure was created with Adobe PageMaker® software and font software from the Adobe Type Library.

Adobe, the Adobe logo, Acrobat, Acrobat Capture, PageMaker, PostScript, and PostScript 3 are trademarks of Adobe Systems Incorporated. Microsoft and Windows are either registered trademarks or trademarks of Microsoft Corporation in the United States and/or other countries. Macintosh is a trademark of Apple Computer, Inc., registered in the United States and other countries. UNIX is a registered trademark of The Open Group. All other trademarks are the property of their respective owners.

© 1999 Adobe Systems Incorporated. All rights reserved. Printed in the USA. BC1334 1/99