

ACROBAT.COM

At A Glance

Acrobat.com is a free set of online services from Adobe that put communication, productivity, and collaboration tools right within your browser. From web conferencing and online word processing to file sharing and Adobe® Portable Document Format (PDF) conversion, Acrobat.com lets you create and share documents, communicate in real-time, and simplify working with others from anywhere. Signing up for Acrobat.com gives you access to a set of powerful, hosted services that give you a new way to work: Adobe Buzzword®, Adobe ConnectNow, Create PDF, Share, and My Files.

Acrobat.com Presentations is the latest application in the Acrobat.com set of hosted services from Adobe. The Presentations beta is a web-based, highly collaborative presentation application built on the Adobe Flash® Platform and available for free through Acrobat.com Labs at <http://labs.adobe.com>.

Acrobat.com Presentations

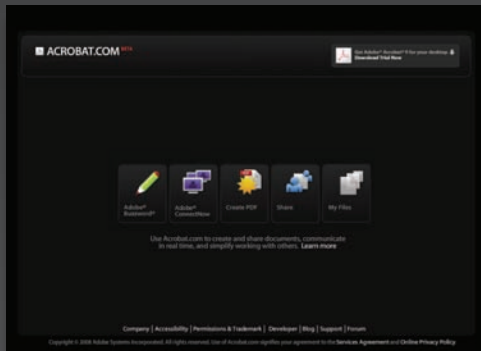
Acrobat.com Presentations lets you create stunning presentations within your browser. The feature-rich application makes it easy for you to create your own professional presentations online, using built-in tools and layouts. Presentations makes it easy to work together on presentation creation, design, and editing. Collaborate with others online on the same presentation at the same time, regardless of your location. Create, revise, and present your slides without e-mailing attachments back and forth or wondering who has the latest version. Presentations stores files online so when you're on-the-go you can easily access and edit your presentation from any Internet-connected computer. You can also deliver your presentation using Adobe ConnectNow, or export it as an Adobe PDF for offline delivery and archival.

Key features

Edit simultaneously—Work with others on the same presentation at the same time. Everyone you share your presentations with is a co-author and can add text, graphics, change the layouts or themes, and more. In addition, content and layout can be edited separately so one person can add content to the presentation while another person works on the layout, colors, and other graphics.

Collaborator awareness—See who has access to your presentation, when they are online viewing it, and even which slide they are currently editing.

Professional built-in themes and layouts—Take advantage of slide templates to format your entire presentation in a single click. Add content and select custom colors or choose from one of the pre-defined color sets to make your presentation stand out from the crowd.



Easy and intuitive image placement—Add images to your slides with straightforward tools for sizing and placing images, as well as intelligent guides that help you align items the way you want, without having to snap to a pre-defined grid. Just import the images (JPEG, PNG, and GIF files) from your computer and then easily re-size, rotate, and add special effects.

Built-in graphics—Create illustrations with a wide range of graphic tools including basic shapes such as circles, squares, chevrons, and arrows. Each graphic object can be filled with a range of colors and effects, as well as special effects like shadows, glow, or reflections.

Video support—Easily include a video in FLV format to enhance your presentation. With the Adobe Flash Player, the video will play as intended every time.

Export—Export your presentations to Adobe PDF for e-mailing to clients as a follow up, posting on a website, or archiving.

Personal workspace—Access all the presentations in your personal workspace from anywhere. Your personal workspace includes a variety of views, making it easy to organize your work and find the presentation you need. And the personal workspace is dynamically updated, so it automatically indicates if a presentation you shared was changed since you last viewed it.

Eliminate compatibility issues—Collaborate without worrying about software incompatibility impacting productivity. Presentations runs in most popular web browsers using the ubiquitous Adobe Flash Player 10, so no specialized software download is required.

Adobe Buzzword

Adobe Buzzword makes creating and collaborating on documents simple. Not only can you create and edit your own documents, but you can also have multiple people view or edit them together in real-time, anywhere, anytime. With Buzzword, you no longer have to manage multiple versions of the same attachment from different people, and you always control access levels to your documents. Meanwhile, you create print-perfect documents right from the start. Ideal for writing reports, proposals, and anything else you need to access online or work on with others, Buzzword looks and behaves like a desktop word processor, but operates inside a web browser. Whether you, your team, or a far-flung organization needs to work together on a document, Buzzword provides a convenient, powerful alternative.

Key features

Access your documents from anywhere—All your documents are online, accessible anytime from any device with an Internet connection, so there's no need to send attachments back and forth in e-mail.

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.

Keep everyone on the same page—In Buzzword, comments are easy to add and become part of your workflow. You can apply comments to the entire document or to a specific portion of text. And with a different color for each reviewer, it's easy to distinguish who said what. Changes to your document are saved automatically as you work. Buzzword keeps a record of recent changes, so you can easily revert to any earlier version of the document.



Eliminate software compatibility worries—Adobe Buzzword runs in most popular web browsers using the ubiquitous Adobe Flash Player, so you can collaborate without having to worry about downloading specialized software.

Create documents with flair—Leverage existing work by importing existing documents from Microsoft Word, or any file in the TXT and RTF formats. You can also export to PDF, Word, TXT, RTF, and HTML. Import JPEG, PNG, and GIF images to liven up your pages. Buzzword provides easy-to-use tools for sizing and placing images, and you can automatically flow text around images. Create bulleted lists, numbered lists, or checklists. Easily promote or demote list items, and add, delete, or skip bullets, numbers, or symbols in a list.

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 'reading' or the date and time of the last version they viewed.

Document organizer—Access all your Buzzword documents—the ones you create as well as the ones you've been invited to co-author or read—from one place on the web. Easily sort by author, date, file size, or your role, and quickly see when documents have been viewed or changed. Access other non-Buzzword documents from a second intuitive organizer—it's easy to navigate between the two.

Adobe ConnectNow

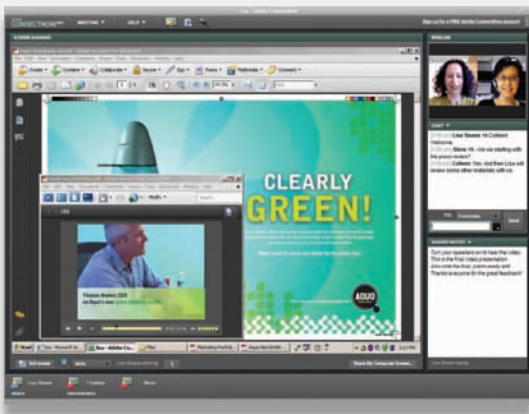
Adobe ConnectNow is designed for small collaborative meetings for individual professionals and small businesses. It lets you meet live over the web, share your screen with anyone, and interact with easy-to-use chat and whiteboards. You can distribute documents and files to meeting participants and use integrated VoIP teleconferencing and multi-point video. With Adobe ConnectNow, you can share ideas, discuss details, and complete work together—all online. Reduce travel costs, save time, and increase productivity with Adobe ConnectNow, a web conferencing solution that is easy to access and simple to use.

Key features

Interact with others in meaningful, media-rich ways—Use screen sharing, chat, notes, audio, and video to conduct meetings online that are every bit as interactive and productive as in-person meetings. With just a click, you can share your screen and allow meeting attendees to see what's happening there. You can continue to access key meeting features while you're sharing your screen. Everyone in the meeting can use intuitive markup tools to annotate whatever is being shared. 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.

Video conferencing—If your team uses web cams, then you can even use multi-point video to achieve a real in-person feel to your online meeting.

Chat pod—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. At any time during your meeting, save the Chat pod as a DOC file.



Notes pod—Keep an agenda in view at all times, or take meeting notes in real-time where people can see them and provide immediate input. Use formatting features to control bullets, alignment, size, and color. At any time during your meeting, save the Notes pod as a DOC file.

Integrated audio—Communicate instantly—with no phone charges—using the microphone on your computer to speak with other meeting attendees using VoIP. Or provide a dial-in number for traditional teleconferencing. For convenience, Adobe provides teleconferencing numbers through the Vapps voice conferencing service. You simply cover any applicable long-distance charges.

Instant access from anywhere—Download a quick update to the free and ubiquitous Adobe Flash Player and you are ready to start working on Acrobat.com.

Unique meeting room URL—Your own personal online meeting room has a permanent URL that is easy to remember, so you'll always know where to meet online.

Role-based access—As the meeting host, you decide each person's role in your meeting—either Participant or Audience member. Participants can share their screens for Audience members or other Participants to see, enter notes, and use the whiteboard. Audience members are limited to the Chat pod and audio conferencing. Reassign roles at any time during the meeting.

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

Share

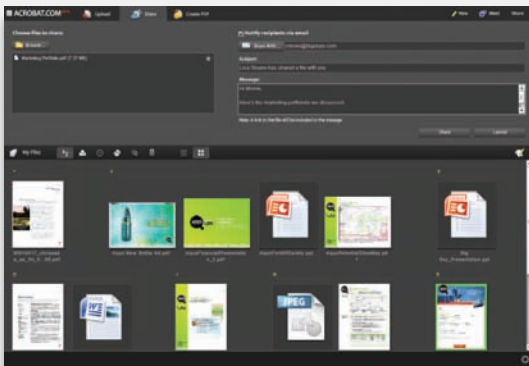
Sharing documents on Acrobat.com eliminates the frustrations associated with e-mailing large attachments, including bounce-backs. Acrobat.com provides reliable, online file sharing of customer proposals, capabilities presentations, marketing budgets, and much more. You can send files to others for easy access while you maintain control. Rather than passing attachments back and forth in e-mail, simply share your file online with a URL that is always the same. You and your team can access the files from any computer in the office or on the road. There are no size restrictions, as long as you have the necessary disk space in your Acrobat.com account.

Key features

Simplified document sharing—Each document you upload to your Acrobat.com organizer is assigned a unique website address. To share a document with someone, select the document you want to share, enter the person's e-mail address and an optional message, and specify whether the files will be publicly accessible or restricted only to the recipients. Recipients will get an e-mail with a link they can click on to download the document. You can also link to your documents, or embed rich previews in Adobe Flash format on your own website, blog, or wiki.

Control access by creating a list of approved recipients—Specify open access, and anyone who knows the URL of the document can view it. Or provide limited access, which requires recipients to authenticate their e-mail addresses before viewing the document. At any time, you can add or remove individuals from the list of people invited to view your document.

Document previewer within Acrobat.com—View PDF and image files right within your browser instead of launching the original application. With the built-in previewer, you can see at a glance which file you are sharing.



Embedded previewer—The same previewer functionality, based on the Adobe Flash Platform, can be embedded within other web properties. Simply click on “Copy HTML” and then paste the code onto a website, blog, or wiki. Imagine being able to embed your marketing brochure or a capabilities video instantly on a web site for others to view. The embedded previewer in Acrobat.com makes it possible. Users can click to see and interact with the document full screen. See the previewer in action at <http://www.adobe.com/acom/share>.

My Files

The Acrobat.com file organizer lets you store and organize your files online for easy access from anywhere. Via an intuitive interface based on the Adobe Flash Platform, you can easily organize all the files you share online, including detailed reports, marketing budgets, customer proposals, strategy presentations, and more.

Key features

Access and manage your documents from anywhere—All your documents are online all the time, so you can access them whenever you want from a single page on the web. Select files from your computer and upload them to keep track of them yourself or share them with others—all through an elegant user interface that is remarkably easy to use.

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 a combination of multiple filters.

Create PDF

Acrobat.com provides an online PDF converter so you can easily create PDF documents from your existing electronic files. It’s as easy as selecting your file and clicking Create PDF.

Key features

Ease of use—In one step, easily upload files from your computer and convert them to Adobe PDF. Even easier, you can drag and drop a document from your My Files library to create a PDF.

