



# Streamline Business Processes with the Adobe® Acrobat® Family

## An overview for enterprise IT managers

### Introduction

To simplify and accelerate business-critical processes, from sharing information to obtaining approvals, forward-thinking enterprises are moving from slow and costly paper-based workflows to advanced collaborative processes built around digital documents and forms. For IT departments, this shift brings a variety of challenges in terms of document security, e-mail volume, hardware and software support, compatibility between different applications, file size management, and document archiving.

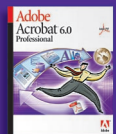
More than 500 million copies of the free Adobe Reader software have been distributed around the world, making Adobe PDF the recognized standard for reliable document exchange.

The Adobe Acrobat family offers a comprehensive desktop solution for simplifying these processes using Adobe Portable Document Format (PDF) technology. A standard adopted by governments and enterprises around the world, Adobe PDF is a reliable format for electronic document exchange. And as the number of Adobe PDF documents grows in your enterprise, the Acrobat family extends your investment by giving every employee the ability to create and interact with their own documents in Adobe PDF.

**In planning an implementation of the Acrobat family, it is important to understand the differences among its three desktop products and Adobe Reader® (formerly Adobe Acrobat Reader).**

#### Acrobat 6.0 Professional

Acrobat 6.0 Professional software offers the most options for creating Adobe PDF files with the click of a button, plus advanced control over document exchange, review, and output. Whether users need to increase their overall productivity or have specialized requirements for their document-based processes, Acrobat Professional is essential for business, creative, and engineering professionals who demand greater efficiencies, control, and interactivity with their documents.



#### Acrobat 6.0 Standard

Acrobat 6.0 Standard software enables business professionals to quickly and easily convert any Microsoft® Office, Internet Explorer, or other paper or electronic document to an Adobe PDF file, which can be exchanged with and reviewed by colleagues and customers. Intuitive tools automatically manage, track, and consolidate review feedback.



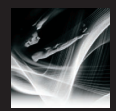
#### Acrobat Elements 6.0

Acrobat Elements 6.0 software enables your organization to extend its investment in Microsoft Office by providing basic Adobe PDF creation capabilities on every desktop. With Acrobat Elements 6.0, available through licensing with a minimum order of 1,000 seats, enterprises can standardize on Adobe PDF for reliable document distribution. Acrobat Elements Server 6.0 is also available, enabling organizations to centrally deploy and manage PDF creation capabilities. See [www.adobe.com/products/acrobatserver](http://www.adobe.com/products/acrobatserver) for details.



#### Adobe Reader 6.0

Free Adobe Reader 6.0 software enables users to view and print Adobe PDF files. And by standardizing on Adobe PDF for document-based workflows, your organization can help ensure that your employees, partners, and customers—even those outside the firewall—can easily exchange and collaborate on business documents, share data, and communicate more effectively.



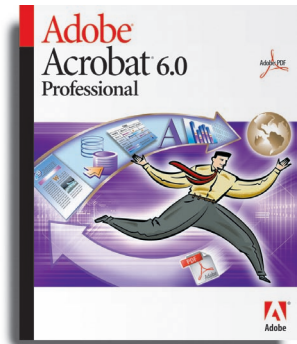
The Adobe Acrobat family lets you deploy the right product to the right person for the right process.

## Acrobat 6.0 Professional: Advanced document control

In addition to offering all the benefits of Acrobat 6.0 Standard, Acrobat 6.0 Professional lets business, creative, and engineering professionals who work with complex, graphically rich layouts improve the reliability and efficiency of business-critical document exchange.

### Acrobat 6.0 Professional user profile

Acrobat 6.0 Professional serves a range of user requirements. Business professionals benefit from its greater range of Adobe PDF file creation options, more navigation and specialized commenting tools, and greater printing control. For creative professionals, it offers built-in preflighting tools and advanced control over final output. For engineers, it provides Adobe PDF file creation from specialized applications like Autodesk AutoCAD® and Microsoft Visio.



### Top benefits of Acrobat 6.0 Professional

- Offers more one-button Adobe PDF file creation options than any other Adobe product.
- Helps reduce costly output errors with built-in preflighting.
- Creates Adobe PDF files from AutoCAD, even preserving drawing layers, for improved electronic distribution.
- Helps migrate paper-based processes to electronic ones using interactive Adobe PDF forms.

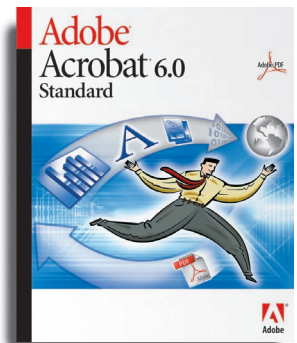
Department or job function	Usage
Customer Service	<ul style="list-style-type: none"> <li>• Solicit feedback via online forms</li> <li>• Provide self-service application forms for address changes, account openings, and other customer requests</li> </ul>
Education and Training	<ul style="list-style-type: none"> <li>• Enable online registration for employees and customers</li> <li>• Solicit feedback through form-based surveys</li> </ul>
Engineering	<ul style="list-style-type: none"> <li>• Obtain feedback on complex documents throughout entire supply chain</li> <li>• Send a single file out for bidding, but turn layers on or off to tailor the display for each supplier</li> <li>• Archive documents for easier searching</li> <li>• Submit research findings to government agencies to meet regulatory requirements and accepted standards</li> <li>• Create change-order forms</li> </ul>
Finance	<ul style="list-style-type: none"> <li>• Submit and approve timesheets, expense reports, purchase orders, and other types of forms</li> <li>• Obtain feedback and approvals on budgets</li> </ul>
Government Agencies	<ul style="list-style-type: none"> <li>• Deliver online forms to constituents to apply for benefits and services</li> <li>• Standardize on Adobe PDF for long-term archiving</li> <li>• Provide users with documents of record after filling out request forms</li> </ul>
Graphic Design	<ul style="list-style-type: none"> <li>• Enable end-to-end Adobe PDF workflows from Adobe authoring applications to final print documents</li> <li>• Solicit and incorporate client feedback</li> </ul>
Human Resources	<ul style="list-style-type: none"> <li>• Simplify the creation and distribution of a variety of forms, such as employee surveys, status changes, job applications, and performance reviews</li> <li>• Archive confidential employee documents and information</li> </ul>
Printers/Print Service Providers	<ul style="list-style-type: none"> <li>• Preflight final files to help minimize output errors</li> <li>• Preview color separations</li> <li>• Output PDF/X-compliant files for more reliable printing</li> </ul>
Sales	<ul style="list-style-type: none"> <li>• Provide online order forms</li> </ul>

## Acrobat 6.0 Standard: Streamlined document review

In addition to offering all the benefits of Acrobat Elements 6.0, Acrobat 6.0 Standard has intuitive tools for managing document reviews. This allows organizations to streamline communications and help reduce the costs and inefficiencies of paper-based review processes.

### Acrobat 6.0 Standard user profile

Acrobat 6.0 Standard is ideal for anyone in your enterprise who creates documents and needs to route them internally or externally for feedback and approvals.



Department or job function	Usage
Administrative Assistants	<ul style="list-style-type: none"> <li>Combine multiple diverse document types—such as memos, spreadsheets, and ad copy—into a single, compact file for more efficient document sharing</li> </ul>
Education and Training	<ul style="list-style-type: none"> <li>Gather feedback on training material</li> </ul>
Finance	<ul style="list-style-type: none"> <li>Accelerate finalizing contracts and vendor agreements by adopting digital signatures</li> </ul>
Human Resources	<ul style="list-style-type: none"> <li>Obtain feedback on employee performance</li> <li>Review job applications with hiring manager</li> </ul>
Legal	<ul style="list-style-type: none"> <li>Review and consolidate comments on briefs, motions, contracts, and other documents</li> <li>Take advantage of robust security options for confidential documents</li> </ul>
Marketing	<ul style="list-style-type: none"> <li>Simplify review and approval processes between marketing teams and creative agencies</li> </ul>
Technical Publications	<ul style="list-style-type: none"> <li>Gather and track comments from product managers and engineering groups on technical documentation</li> </ul>

#### Top benefits of Acrobat 6.0 Standard

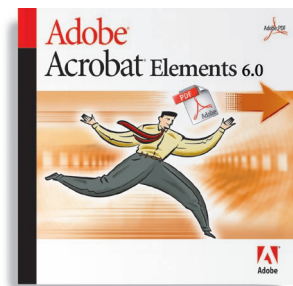
- Simplifies document exchange by allowing multiple document types to be consolidated into a single, compact file.
- Allows users to work collaboratively and manage document reviews electronically.
- Helps protect confidential information and intellectual property with document encryption and password protection capabilities.
- Enables the migration of paper-based processes to electronic ones.

## Acrobat Elements 6.0: Standardize document distribution

Acrobat Elements 6.0 is a minimum requirement for anyone in your organization. By putting basic PDF creation on every desktop, it allows you to standardize on Adobe PDF, a ubiquitous, reliable, and compact format for document distribution and archiving. Adobe PDF files preserve the visual integrity of documents across a variety of hardware and software platforms, and are easily distributed via e-mail or the Web. Add password protection or 128-bit encryption to help protect confidential information in shared documents.

### Acrobat Elements 6.0 user profile

Acrobat Elements 6.0 is ideal for anyone who distributes and archives simple documents, including reports, charts, graphs, and presentations. Acrobat Elements 6.0 users generally do not create original content, and they do not need to collaborate with others on document reviews.



#### Top benefits of Acrobat Elements 6.0

- Reduces hardware and software compatibility issues by enabling the creation of platform-independent Adobe PDF files.
- Eases strain on e-mail servers because of compact file sizes.
- Helps protect confidential information in shared documents by adding passwords and encryption capabilities.
- Helps reduce training and support costs with one-button Adobe PDF file creation from Microsoft Office applications.

Department or job function	Usage
Administrative Assistants	<ul style="list-style-type: none"> <li>Publish and circulate meeting notes, memos, managers' presentations, and more</li> </ul>
Customer Service	<ul style="list-style-type: none"> <li>Distribute FAQs via public Web site</li> </ul>
Education and Training	<ul style="list-style-type: none"> <li>Publish user guides, manuals, and reference documents</li> </ul>
Finance	<ul style="list-style-type: none"> <li>Distribute electronic bills and statements to customers</li> <li>Administer pension plan documentation</li> </ul>
Human Resources	<ul style="list-style-type: none"> <li>Post policies to intranet</li> <li>Archive employee reviews</li> </ul>
Legal	<ul style="list-style-type: none"> <li>File court documents, with PDF becoming the standard file format for submitting digital documents in some states</li> <li>Archive documents for legal compliance</li> </ul>
Research and Development	<ul style="list-style-type: none"> <li>Submit patent filings electronically to government agencies</li> </ul>
Sales	<ul style="list-style-type: none"> <li>Send weekly field reports to headquarters</li> <li>Distribute up-to-date proposal templates, presentations, and pricing lists to mobile workforce</li> </ul>

Note: Acrobat Elements Server 6.0 is also available. See [www.adobe.com/products/acrobatserver](http://www.adobe.com/products/acrobatserver) for details.

## Adobe Reader

Free Adobe Reader software—distributed to more than 500 million people worldwide—is already part of your existing infrastructure. It allows your vendors, partners, and customers to view and print Adobe PDF documents produced by your organization. Adobe Reader users can also fill in and submit online forms that have been created in Acrobat 6.0 Professional.

Adobe also offers server-based products that extend the value of Adobe Reader and Adobe PDF at the end user's desktop. For more information, visit [www.adobe.com/products/server](http://www.adobe.com/products/server).

For enterprise deployments of Adobe Reader via CD, LAN, intranet, or other media, go to [www.adobe.com/products/acrobat/distribute.html?readstep](http://www.adobe.com/products/acrobat/distribute.html?readstep).

### Acrobat family feature comparison matrix

Choose the right Adobe Acrobat product	Adobe Reader	Acrobat Elements 6.0*	Acrobat 6.0 Standard	Acrobat 6.0 Professional
Ability to view and print Adobe PDF files	✓	✓	✓	✓
One-button Adobe PDF file creation from Microsoft Office applications		✓	✓	✓
128-bit encryption and password protection for increased document security		✓	✓	✓
Review-management and commenting tools			✓	✓
Ability to combine document types from various applications into one Adobe PDF file			✓	✓
One-button Adobe PDF file creation from AutoCAD, Microsoft Visio, and Microsoft Project (Windows® only)				✓
Electronic forms creation				✓
Support for document layers in technical drawings				✓
Enhanced tools for printing, viewing, and navigating large-format documents				✓
Built-in preflighting tools for print production				✓

**FOR MORE INFORMATION**  
on the Adobe Acrobat family, please visit [www.adobe.com/products/acrobat](http://www.adobe.com/products/acrobat).

\*Adobe Acrobat Elements 6.0 is available only through licensing with a minimum of 1,000 seats per order. Acrobat Elements Server 6.0 is also available. See [www.adobe.com/products/acrobatserver](http://www.adobe.com/products/acrobatserver) for details.

## Enterprise implementation

Adobe offers a variety of resources to facilitate enterprise-level implementation of the Acrobat family. These include large-scale deployment and maintenance tools, custom development resources, development partners, and comprehensive support and training options.

For more information on planning your implementation of the Adobe Acrobat family, please consult your sales representative or visit [www.adobe.com/products/acrobat/deployment.html](http://www.adobe.com/products/acrobat/deployment.html).

For information on Adobe Open Options, Adobe's volume licensing program, please see [www.adobe.com/openoptions](http://www.adobe.com/openoptions).

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