

Adobe® Acrobat®

version
4.0

New Feature Highlights

The business user's tool for cross-platform document collaboration, forms processing, e-commerce and Web site development

Adobe Acrobat has always let business professionals easily create and distribute electronic publications that preserve the original document's look and feel. Version 4.0 adds to that a rich set of security, annotation, and ease-of-use features that expand its capabilities beyond electronic publishing into cross-platform document collaboration, forms processing, e-commerce, and Web site development.

With its new features, Acrobat further enhances the use of Microsoft® Office, Lotus Notes, and other office/workgroup applications, delivering important document collaboration tools without adding compatibility concerns. With Acrobat 4.0 a user can quickly create one file combining multiple elements from a variety of applications, then easily and securely distribute the file via e-mail, Lotus Notes, Internet, intranet, or extranet without worrying about the operating system, applications, or fonts the intended recipients have.

Security and collaboration—Acrobat users can now work together easily and securely, whether they are a few feet or several continents apart.

For instance, before distributing an Acrobat Portable Document Format (PDF) file for review, the author could employ Acrobat 4.0 software's new SelfSign digital signature feature to add his or her signature to the document. Once the author's signature has been added, recipients of the document can easily verify that the file wasn't altered by anyone after the author signed it.

Recipients of that file can use Acrobat software's new annotation tools to strike through text; highlight words or paragraphs; add a "Confidential" or other stamp; even draw a circle around an object with a pencil tool and embed a note within the circle. They can then add their digital signatures and instantly e-mail the annotated file back to the author or to others in the approval chain. And with Acrobat software's new compare pages feature, the author (or any user) can quickly compare two or more versions of the same document side-by-side to view the changes made between each digital signature.

With an integrated digital signature plug-in, Acrobat 4.0 also enables users to convert resource-intensive paper forms processing to an electronic workflow; develop e-commerce applications; create electronic billing systems; and more. And because Acrobat employs an open security framework, users can take advantage of third-party digital signature plug-ins for more advanced security needs.

Web page capture—With version 4.0, Acrobat becomes an essential tool for Web site, intranet and extranet review and development.

The new Web Capture tool downloads Web pages—even an entire Web site—directly into a compact PDF file, with all graphics, fonts, colors, and active hyperlinks intact. Using Acrobat 4.0 annotation tools, a Webmaster could easily e-mail a company's new Web site pages to others for review and comment before posting those pages on the Internet. A marketing director could download a competing firm's Web site and e-mail it to colleagues with annotations.

Given the frequently updated character of the Web, e-mailing a Web site in PDF format ensures that the recipients of the file see the precise Web site content the user intended. And using Acrobat zoom tool's, the recipients of the file can scale a graphic or other object on a Web page without significant loss of resolution—a capability not currently offered by Web browsers. Because the Adobe PostScript language-based PDF format has always offered reliable output, the user can also obtain reliable prints of Web pages.

New tools for graphics professionals-Acrobat 4.0 offers enhancements and new features designed especially for graphic designers, production artists, and pre-press and printing professionals.

Acrobat 4.0 supports Adobe PostScript® 3™ technology, which offers improved image quality and robust printing capabilities. The new TouchUp Text tool lets users make last-minute text edits to a PDF file or edit images embedded in PDF documents via the new Graphics Select Tool. Both features are particularly important when preflighting files in a PDF pre-press workflow environment. And graphics professionals now have the ability to easily create a PDF file calibrated for its intended output format.

New ease-of-use features-Adobe has also added new ease-of-use features to Acrobat 4.0 software, including drag-and-drop conversion of Microsoft Word and other formatted files into PDF format; enhanced conversion of Word document formatting; and automatic attachment of PDF files to e-mail messages.

Digital Signatures Cut Paperwork Costs, Control Access

The Adobe digital signature framework greatly extends the use of Acrobat beyond document publishing and distribution into the realms of electronic forms processing, e-commerce, electronic billing, and certified document creation and distribution. Digital Signature is available only for the Windows version.

Acrobat's new digital signature framework provides the security necessary to convert many paper-based forms to more efficient yet secure electronic forms processing, thereby saving time and money. For example, one-fifth of mid-size manufacturing firms spend more than \$10,000 per year on preprinted paper forms alone, according to a 1997 report by Marketing Connections Corp.

Using Acrobat 4.0 digital signatures (also called certificates), a company could save money by having employee expense reports or other business forms filled out, transmitted, reviewed and approved electronically, without concern for unauthorized access or altering.

In addition to electronic forms processing, users can take advantage of digital signatures for e-commerce applications, thus enabling their customers to place orders for goods and services online using encrypted credit-card information which is encrypted along with the rest of the form. Acrobat 4.0 software's digital signatures also let business users circulate confidential documents without worry; control access and the ability to alter the file; and to easily track what changes were made by whom and when.

SelfSign Signatures

SelfSign Signature feature is Acrobat software's digital signature framework, based on the Public/Private Key (PPK) architecture. SelfSign combines a private key certificate—the user's digital signature profile—and a public key certificate—a number or password the user gives to others that automatically verifies signatures.



Once a user has set up a SelfSign Signature profile (name, company, department, password, and so on) within Acrobat, they can add their signature to any PDF file.

Digital signatures authenticate and protect documents. A digital signature allows authors and key personnel to “sign” electronic documents with a uniquely encoded, encrypted algorithm that identifies the person who applied it as having reviewed or altered the document.

Adobe's SelfSign Signatures plug-in is a “self-trust” model that lets users create their own digital signatures. Once a user has set up a SelfSign Signature profile, they can add it to any PDF file and select a reason for signing the document from a scroll-down list that includes “This document is ready for review” and “I am approving this document.” Or they can type in their own reason, enter in their password, and send the file to someone else for annotation or review. With a digital signature, the recipient of the file can verify the document was signed by the person who sent it and that no one else has altered the file.

Digital Signature Tool

Using Acrobat software's Digital Signature Tool, the user can layer a text box on top of the document that displays their signature information, including name, reason for signing the document, and date and time it was signed. Each user of a file can add their own digital signature to the document and display their signature information in separate text boxes, so that any subsequent recipient can easily see who signed the document before them as well as the reason for their signature.

A digital signature text box includes a yellow question mark, which informs the next recipient of the file that the previous user's signature needs to be verified. The recipient can right-click on the text box and select "Validate Signature" from the pop-up menu. If no one has altered the document since the last person who signed it, the signature will be validated and the question mark will be automatically converted to an Acrobat icon, providing a quick visual acknowledgement of the validation. (When a third-party digital signature plug-in is in use, the question mark will convert to the plug-in developer's chosen icon when the signature is verified.)

The recipient of the file can then make changes, provided the author hasn't restricted the document in some way. The document author can prevent anyone from accessing the file without a password, as well as prevent printing the file, changing the document, selecting text and graphics, or adding or changing notes and form fields.



Rollback to Signature

When the recipient has finished annotating the document, they can add their own digital signature and send the file on to the next person. Each time a signature is added, Acrobat automatically creates a new version of the file in order to preserve the previous version. At any time, a user can right-click on the Digital Signature Tool's text box, select "Rollback to Signature," and Acrobat will automatically display the document the way it looked when they received it—a quick way to backtrack or check their own changes.

Support for Plug-Ins

Because Acrobat software's digital signature framework is based on an open architecture, users can purchase third-party digital certificate plug-ins from VeriSign, PenOp, EnTrust, and third-party providers. The plug-ins are seamlessly integrated into Acrobat and offer additional security controls and features. For instance, PenOp offers a plug-in that enables a user to digitally sign a document using a handwritten signature.

New Ways to Collaborate

With the combination of Acrobat's digital signatures and robust collaboration tools, business users can efficiently and securely collaborate on and process a variety of documents—sales proposals, human-resource forms, legal contracts, regulatory submissions, and financial reports, to name a few.

Annotation Tools

Previously, users could place digital sticky notes and video clips anywhere in an Acrobat document. Acrobat 4.0 adds to that a robust, intuitive set of new annotation tools, such as a yellow highlighting pen and a pencil tool. Because these tools are designed to resemble traditional annotation tools, adding changes to an Acrobat document is as easy as making corrections to a paper document.

With Acrobat 4.0 software, annotations to a PDF file are added *on top of* a document, rather than *embedded within* the document. As a result, the PDF document's text flow and layout are not affected by those annotations.

The new annotation tools within Acrobat 4.0 include the following:

- **Pencil Tool.** Users can call attention to an element in a document by drawing a circle around it, even draw an X over an entire paragraph, graphic, page, or other object, with the Pencil Tool. By double-clicking on the line or circle, the user can add a note that automatically pops up when clicked on. From the Pencil Tool's fly-out menu, the user can also select Acrobat software's new Rectangle, Ellipse, and Line tools for additional drawing options.
- **Stamp Tool.** Using Acrobat 4.0 software's collection of clip art images, a user can stamp documents as "Confidential," "Authorized," "Draft," and "Final," among other options. The clip art files are in PDF format and include colorful graphics that add a personal touch to documents. In addition, a user can create stamps in a graphics program such as Adobe Illustrator®, convert the images to PDF and add them to the Acrobat/plugins/Stamps folder for easy access.



- **File Annotation.** A user can easily attach a separate file any place in a document using the new File Annotation feature. A user distributing a financial report in PDF format, for instance, could attach to the spreadsheet file in an application such as Microsoft Excel used to generate the report's financial calculations. When the recipient of the report double clicks on the file annotation icon within the document, Acrobat 4.0 automatically launches Excel and the attached spreadsheet file. The recipient can then perform additional number crunching in the Excel file and send the document-with the revised Excel spreadsheet attached-back to the author.

The feature also offers benefits beyond annotation. A corporate IT manager, for instance, could easily distribute a new Acrobat plug-in to users throughout the company by attaching it as a file annotation to a Read Me PDF document that explains how to use the plug-in.

- **Text Annotation.** Accessible from the Notes Tool fly-out menu, the Text Annotation Tool lets users place a text box anywhere in a document. With Text Annotation, users can suggest a pull quote at the exact place in a document where they would like the quote to go, for instance. By right-clicking on the text annotation and selecting Properties, the user can change the font size and color, switch the text box's background from transparent to opaque, even add a border.
- **Highlight Text.** Users can now emphasize words, sentences, or entire paragraphs in an Acrobat document using a digital yellow highlighter pen. The user can change the yellow to pink, blue, or a custom color. In addition, the electronic highlighting marks in Acrobat 4.0 show up when the document is photocopied or faxed. By comparison, highlighting marks made on paper documents does not show up when faxed or photocopied.
- **Underline Text.** Another way to call attention to a word or sentence in Acrobat 4.0 is to underline it.
- **Strikethrough Text.** Acrobat 4.0 users can now suggest editing cuts more explicitly by drawing a line through unwanted text.
- **Audio Annotation.** With a microphone hooked to a PC, users can record audio notes in Acrobat 4.0 and attach them anywhere in a document.

Compare Pages

Each time a digital signature is added to a document, Acrobat automatically creates a new version of the file as a way to preserve the previous version. When many people review a document, suggest changes, and add their signatures, there are soon multiple versions of the same file. At some point, those changes and suggestions must be consolidated. To do so, the author of the document will most likely need to compare one person's changes to another's or view an annotated version of a file next to its original.

As mentioned earlier, a user can right-click on the Digital Signature Tool's text box and select "Rollback to Signature" to view the document as it looked between signatures. When Rollback to Signature is selected, Acrobat automatically displays the previous version of the document next to the current version in adjacent on-screen windows.

In addition, Acrobat software's new compare pages tool makes comparisons simple by automatically placing the corresponding pages of any open PDF files side by side, regardless of whether the files contain digital signatures. For instance, if there are two versions of the same document open, the user can select compare pages and view the original document's page one directly against the changes on page one of the revised version, then do the same with each additional page.

Easily Grab Web Pages-Without Losing Their Look and Feel

Downloading a Web page fully intact and sharing it with others in a company or department is a challenging proposition at best. Usually, when HTML pages are saved to a user's hard drive, the graphics on those pages are *not* saved. The user has to re-connect to the URL to view the fully formatted page again. In addition, printing Web pages has always been a roll of the dice. Frequently, HTML pages are automatically resized when sent to the printer, creating unpredictable results.

In many cases, it's more effective to simply e-mail the URL to colleagues and let them check out the Web pages with their browsers. But given the Web's fast-moving nature, the site might have been updated by the time the colleagues check it out. Some web sites may be copyrighted. When in doubt, the user should seek the permission of the web site owner before using the Web Capture tool to capture pages from the web site.

At the same time, there has been no easy way to annotate Web pages. A company's marketing director, for instance, needs a way to suggest changes easily and directly to the HTML pages a Webmaster is developing for the corporate site.



Adobe Web Capture tool maintains the look and feel of HTML pages after downloading them into PDF format. TOP LEFT: Adobe Systems home page, as viewed online in Netscape Navigator. TOP RIGHT: Adobe Systems home page, after being saved to a hard drive and viewed offline in Netscape. BOTTOM RIGHT: Adobe's home page, after downloading into Acrobat 4.0 using the Web Capture tool

The new Acrobat 4.0 Web Capture tool makes it easy to reliably download, circulate, annotate and print fully formatted Web pages, even entire Web sites.

Web Capture

When the user selects Open Web Page under the File menu and types in a URL, Acrobat will download the content displayed on that page, including all graphics and active hyperlinks, by default. The user can control how much of the Web site Acrobat captures by selecting the number of levels to be downloaded (up to 999) and choosing to download an entire site; to only download pages under the same URL path; and to stay on the same server. Web Capture is currently available in Windows version only.

In addition, Acrobat gives users the ability to choose how the program converts HTML and text into PDF format—opting not to underline the Web page’s hyperlinks once they’ve been downloaded into the PDF file, for instance. Once the Web pages have been captured in PDF format, the user can take advantage of Acrobat 4.0 software’s many tools and features, such as the ability to zoom in for a close look at a Web page graphic; circle objects and highlight text; and get a predictable, fully formatted print of the HTML pages.

The process of printing Web pages is much easier as well. To print from a site within a Web browser, for instance, the user must first open a page, select print; jump to the next page and select print; and so on until the desired pages have printed. In Acrobat 4.0, outputting all or part of a Web site is as simple as downloading the desired pages into Acrobat and choosing “Print” from the File menu.

New Tools and Features for Graphics Professionals

Along with powerful tools for business users, Acrobat 4.0 offers new creative and production-oriented features for graphic artists, publication designers, and pre-press and printing professionals.

With Acrobat 4.0, for instance, advertising agencies now have an easy, efficient way to electronically send ad campaign designs to clients for their approval, saving time and money (in overnight shipping charges alone). Pre-press professionals can quickly correct problems discovered during the pre-flighting of files in a PDF workflow environment—another important time-saver. And creating PDF files optimized for their intended use—whether it is for viewing on-screen only or destined for high-end printing—has never been easier.

Among Acrobat 4.0 software’s new or enhanced features and capabilities for graphic professionals are:

One-click creation of optimized PDF files

Prior to Acrobat 4.0, users had to manually customize several settings, such as compression, resolution, and spot color settings, within Acrobat Distiller in order to optimize PDF files for various output methods. Using either Acrobat Distiller 4.0 or Acrobat PDFMaker 4.0, both of which are included in the Acrobat package, graphics professionals can create in one step PDF files calibrated for their intended output formats.

- **Screen Optimized**—creates a PDF destined for publication on the Web, intranet, extranet, or CD-ROM. By choosing Screen Optimize, Acrobat will generate the smallest possible file for efficient downloading. To do so, Acrobat downsamples images in the PDF to 72 dpi and converts all CMYK images to RGB. This setting is also ideal for sending comps of ad campaigns or page layouts to clients or to other designers for collaborative review.
- **Print Optimized**—produces a PDF file that preserves all color and grayscale images at their original resolution and color settings but doesn’t include advanced press settings. Print Optimized files are best for printing from a desktop color laser or inkjet printer or for creating color comps.
- **Press Optimized**—generates PDF files with embedded fonts, CMYK and overprint settings, and halftones. These files are larger than Screen or Print Optimized PDFs, yet are still smaller than the native files that make up the original document. Press Optimized files are designed for use in pre-press workflow environments, where the intended output device is a Linotronic or other high-end color printer.

Last-minute changes in the production cycle

Mistakes sometimes pop up late in the pre-press process. Until now, users would have needed to return to the application that originated the file—Adobe Photoshop® or Adobe PageMaker®, for instance—in order to make those changes, then save the corrected file as a PDF and return it to the pre-press workflow. With Acrobat 4.0, they can make many changes directly from within the PDF file, significantly reducing production delays.



Using Acrobat Distiller or Acrobat PDFMaker, graphics professionals can create PDF files that are automatically optimized for screen, print, or press output

For instance, Acrobat 4.0 software's new TouchUp Text tool lets users make last-minute text edits to a PDF file. Third-party plug-ins, such as EnFocus PitStop, offer text and path editing tools that allow users to make content changes without affecting the size of the PDF file. And the new Graphics Select Tool in Acrobat 4.0 offers the ability to easily edit graphics from within PDF files. By right-clicking on an image in a PDF and selecting Edit Image, Acrobat will launch the user's OLE-compliant image editing program (such as Adobe Photoshop or Adobe Illustrator). Once the graphic has been altered and saved in the image editing program, the corresponding image in the PDF file will be updated automatically.

Support for Adobe PostScript 3 software

Files created in Acrobat 4.0 incorporate the improved image quality and robust printing capabilities of Adobe PostScript 3, the newest generation of the printing technology based on the industry-standard PostScript language.

The Adobe PostScript 3 language is designed to improve print speed and accuracy. Idiom Recognition, for instance, translates the complex codes of older graphics into streamlined code that prints more efficiently. As a result, designers can easily use old PostScript and EPS files in today's generation of powerful graphics applications, without suffering a hit on print performance.

Other PostScript 3 enhancements include Smooth Shading, which generates perfect blends of every color and up to 4,096 levels of gray, and support for Masked Images, which significantly enhances the output of documents containing text wraps.

Printing, page sizing, and other enhancements

Acrobat 4.0 also includes printing enhancements such as silent and reverse printing; selectable print areas; and n-up printing. Page size limits have been increased to 200 in. x 200 in. Acrobat supports the same ICC color profiles found in all Adobe applications, such as Photoshop and Illustrator, enabling users to embed and manage color directly within their PDF files. Advanced font support lets users seamlessly integrate TrueType fonts on both Windows and Macintosh platforms.

New Ease of Use Features

Along with new security, annotation, and Web capture features, Acrobat 4.0 includes a number of enhancements that make the powerful program even easier to use:

Enhanced conversions of Word documents

Acrobat 4.0 is designed to augment popular productivity tools and workgroup environments in general and Microsoft Word in particular. Because Word is a common application for creating business documents, Adobe has enhanced the ways Acrobat converts formatted Word documents.

When converting a Word document, Acrobat can convert comments added to the Word file using the program's Track Changes tool into Acrobat sticky notes; create hyperlinks from cross-references and table-of-content links in the Word file; maintain the Word document's original roman numerals and other page-and section-numbering; maintain links to footnotes and end notes as well as Web site hyperlinks; and convert Word heading styles into bookmarks in the PDF file.



By clicking on the Acrobat PDFMaker icon, installed in Microsoft Word's toolbar, a user can convert a Word document into PDF in one step

Easily convert files to PDF

With Acrobat 4.0, it's now a snap to convert files in other formats to PDF. The user can drag and drop a graphic, spreadsheet, text, HTML, or other file onto the Acrobat icon; the file will automatically open as a new PDF file with Acrobat.



System Requirements*

- Windows**
- i486™, Pentium® Pro Processor-based personal computer (Pentium or Pentium Pro recommended)
 - Microsoft Windows 95, Windows 98, or Windows NT® 4.0
 - 16 MB of RAM for Acrobat Reader
 - 16 MB of RAM for Acrobat on Windows 95/Windows 98; 24 MB of RAM for Acrobat on Windows NT 4.0 (32 MB recommended)
 - 32 MB of RAM for Paper Capture plug-in (64 MB recommended)
 - 75 MB of available hard-disk space
 - CD-ROM drive

Power Macintosh

- Power Macintosh
- Apple System Software version 7.5.3 or later for Acrobat
- Apple System Software version 7.1.2 for Acrobat Reader
- 6 MB of RAM for Acrobat (12 MB recommended)
- 16 MB of RAM for Distiller® or the Paper Capture plug-in (32 MB recommended)
- 60 MB of available hard disk space
- CD-ROM drive

* System requirements are subject to change prior to the product shipping.

Estimated Street Price:
\$295

Expected Ship Date:
2nd Quarter 1999

Another option is to simply go to the File menu, choose Open, and select the desired file; Acrobat will automatically begin the conversion process. Similarly, selecting Open Web Page begins the downloading process.

Acrobat also installs an icon to Microsoft Word, Microsoft Excel, and Microsoft PowerPoint tool bars. Clicking the icon within those programs automatically launches Adobe PDFMaker 4.0, a utility for generating PDF files. As a result, the user never has to leave the program they're working in to convert the file to PDF format.

Quickly attach PDF files to messages

Because PDF files are automatically compressed, they're ideal for transmitting across the Internet. In the past, though, a user would have to launch their e-mail program, create a new message, find the location of the PDF file on their hard drive, then attach the file to the message.

With Acrobat 4.0, attaching a PDF to an e-mail is a one-step operation. Simply select Send Mail from the File Menu and a blank message screen from the user's default e-mail program pops up in Acrobat, with the PDF file embedded in the body of the message field as an attachment. If the user's contact database is linked to their email program, they can quickly add the appropriate e-mail address to the message and send it on its way.

Similarly, the Adobe PDFMaker utility gives users the option to automatically e-mail the new PDF file after the utility has created it—again, there's no need to leave Word, Excel, or PowerPoint to create or e-mail the PDF file.

Easily extract tables

Acrobat 4.0 offers the ability to copy a table embedded in a PDF file. By selecting the Table/Formatted Select Tool under the Acrobat Text Select fly-out menu, the user can highlight the table in a PDF, regardless of what application was used to create it; copy and paste the table into Microsoft Excel or another spreadsheet program; and add their own calculations, fields, or other criteria to the table.

New toolbar

Acrobat software's horizontal toolbar (shown at left) consists of navigational tools, as always. With version 4.0, Adobe has added a new vertical toolbar, making it easy to access the program's new and enhanced features. Within the toolbar are icons for the Hand Tool, Zoom In Tool, Select Text Tool, Crop Tool, Notes Tool, Pencil Tool, Highlight Text Tool, and others. The Zoom In, Select Text, Notes, Pencil, Highlight Text, and TouchUp Text icons each contain a triangular symbol, indicating they contain fly-out menus that give the user access to additional tools. Holding down the Alt key while clicking a tool icon causes the fly-out menu to appear.

French, German, and Japanese versions are expected to ship in the second quarter of 1999. Information about the French, German, and Japanese versions, as well as pricing, upgrade, and support policies for these countries, will be announced separately.

The following features are available on the Windows version only: Web capture; structured bookmarks; digital signatures, and PDFMaker.

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