

# Adobe® Acrobat® 5.0

*The ideal complement to Microsoft Office*



## Adobe Acrobat 5.0

software offers your organization an effective way to manage Microsoft Office XP business documents. With Acrobat 5.0, your business can save time and reduce costs by electronically creating, controlling, distributing, approving, and archiving compact documents that look exactly as intended.

Adobe Acrobat 5.0 software helps global companies extend their communication chain by reliably sharing confidential information—electronically—with colleagues, customers, and partners around the world. Adobe Portable Document Format (PDF) files are compact and device-independent, so users can view and print them across a broad range of hardware platforms, software applications, and software versions. With just one click on the Microsoft Office toolbar, your team can create documents that look exactly as intended, allowing you to preserve corporate brand elements and comply with industry regulations.

Acrobat 5.0 also enables faster collaboration and better business-to-business communications. Combine documents created in different applications—such as PowerPoint, Excel, Word, and CAD—into one Adobe PDF file for electronic review and approval. Customers and suppliers can then easily provide feedback by using intuitive mark-up tools.

Equally important, Acrobat 5.0 allows you to leverage existing technology and maximize your Microsoft Office and Windows XP investments. Access Adobe PDF files with Pocket PC and Palm OS® handheld devices.\* Smoothly integrate comments created in Microsoft Word into Adobe PDF files. Gain increased reliability because Acrobat is Windows XP ready. And feel right at home with an intuitive user interface that resembles the Microsoft Office interface.

Together, Adobe Acrobat 5.0 and Microsoft Office offer your workgroup a way to work smarter and be more competitive.

\* Only Adobe PDF files created with Microsoft Office 2000 and Office XP for Windows can be viewed on Pocket PC and Palm OS devices.

WINDOWS®  
MACINTOSH



# Adobe Acrobat: the ideal tool for sharing Microsoft Office documents online



Adobe PDF files created in Microsoft Office 2000 and Office XP for Windows can be read on a Pocket PC device using the free Acrobat Reader for Pocket PC, or on a Palm OS handheld using the free Acrobat Reader for Palm OS.

## Reliably share information

Your team works with colleagues, business partners, and customers around the world. And because they use different hardware, software, and software versions, they can't always open your documents. Your workgroup needs a reliable way of sharing information with everyone inside and outside the organization.

Use Adobe Acrobat 5.0 to distribute documents with confidence. Easily convert any document from any application—such as Microsoft Office, CAD software, and WordPerfect—to Adobe PDF. Then e-mail the compact Adobe PDF file or post it on the Internet, intranet, and extranet. Anyone with the free Adobe Acrobat Reader® software can open Adobe PDF files across a broad range of software and hardware—even on Pocket PC and Palm OS devices.

## Create documents that look exactly as intended

Your team has spent days creating a brochure, insurance contract, or legal document, so when it arrives for review, it must look exactly as intended. Your organization can't afford to have the fonts, graphs, tables, and general formatting misaligned. Compliance with industry regulations and the preservation of your corporate brand elements depend on the document's visual integrity.

Use Adobe Acrobat 5.0 to easily convert any file to Adobe PDF with all fonts, layout, and images intact. Just click the Adobe PDF icon in your Microsoft Office toolbar to create accessible files that look exactly like the originals.

## Add security to documents

When your workgroup generates documents such as spreadsheets and contracts, it's important that others can't modify the files—especially numbers and formulas or terms and conditions. And if someone does change your document, you want to know.

Use Adobe Acrobat 5.0 to guard against the unauthorized editing, repurposing, or even printing of your files. Password-protect your Adobe PDF files and add security options to them from within Microsoft Word. Acrobat also supports 128-bit RC4 encryption to help keep confidential content secure. Use e-signatures and validation to see whether a document has been altered. You can even compare two Adobe PDF files to find out exactly where a document has been modified.

## Streamline the review and approval process

Your team has created documents in Word, Excel, PowerPoint, CAD, and other applications, and they all require speedy buy-in from colleagues, business partners, or customers around the world. No one has time to waste on faxing, overnight mail, or e-mailing multiple files. Reviewers must be able to reliably open, comment on, and approve documents electronically.

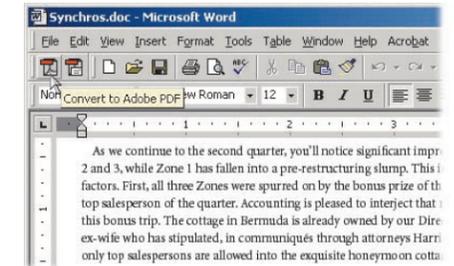
Use Adobe Acrobat 5.0 to work smarter as a team. Easily combine multiple documents created in different applications—including Word, Excel, and PowerPoint files and even Web pages—into one compact Adobe PDF file that looks exactly as intended. Reviewers can open your document across a broad range of hardware and software, and they can easily add comments with intuitive

electronic sticky notes and strike through, underline, and highlight text without altering the original document. And colleagues can digitally approve your document with e-signatures—all by your deadline.

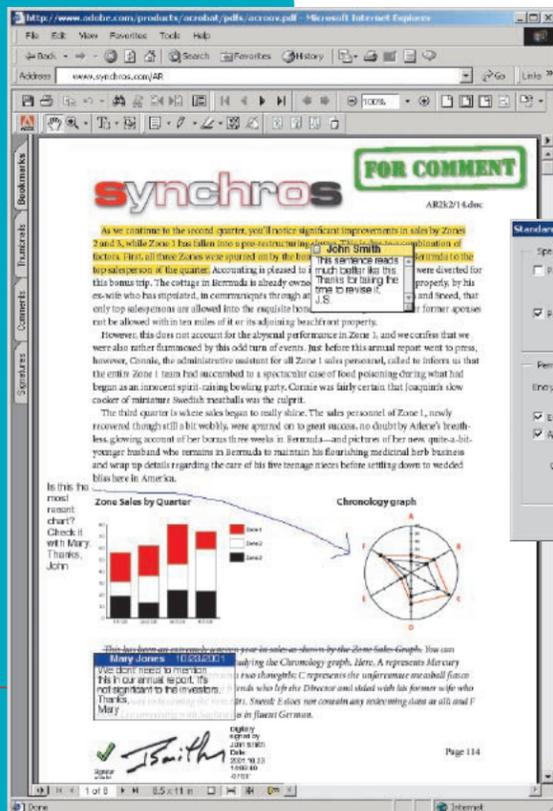
## Improve efficiency by repurposing content

In today's competitive, global marketplace, your organization needs to save time and money wherever possible. Retyping documents and re-creating images are time-consuming. You need tools that will help your team get the job done faster.

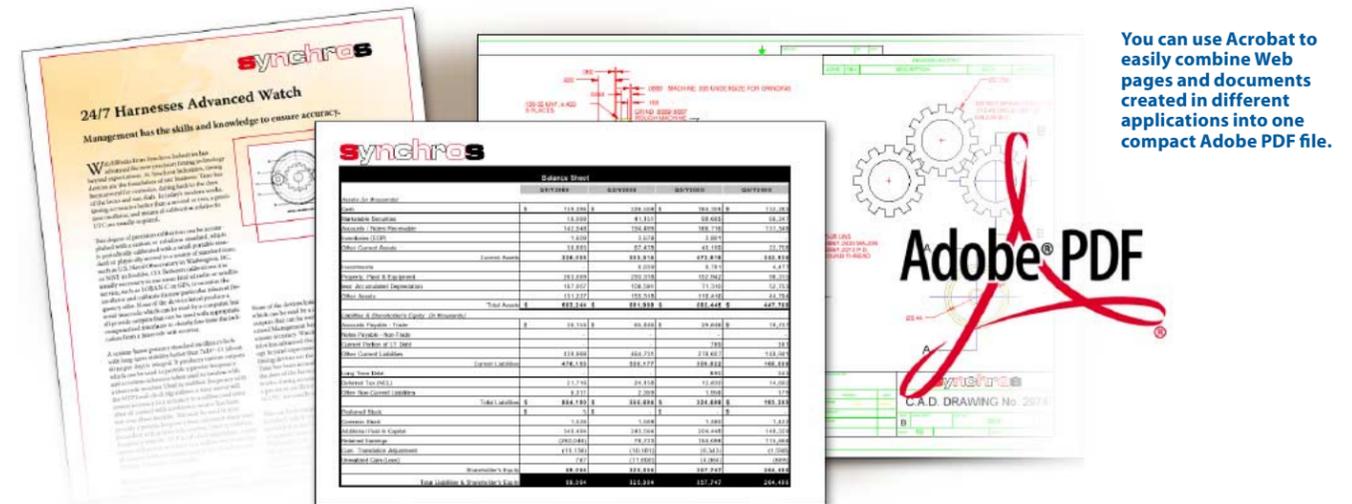
Use Adobe Acrobat 5.0 to easily repurpose information in an Adobe PDF file. Save the entire file in Rich Text Format (RTF) to edit a report in Word, or save the images in TIFF, JPEG, or PNG for use in a PowerPoint presentation.



With Acrobat 5.0, you can convert any Microsoft Office document to a compact Adobe PDF file with just one click.



Acrobat 5.0 lets you password-protect Adobe PDF files and helps you limit file modification, printing, and access to sensitive information.



You can use Acrobat to easily combine Web pages and documents created in different applications into one compact Adobe PDF file.

For more information, visit [www.adobe.com/acrobat](http://www.adobe.com/acrobat).

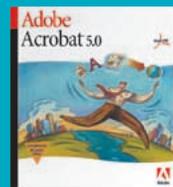
## Key features

- **Just a click away:** Simply click the Adobe PDF icon in your Microsoft Office toolbar to convert Office documents to Adobe PDF files. A Word document's style, structure, and links are maintained in an Adobe PDF file.
- **View Adobe PDF files on handheld devices:** View Adobe PDF files created from Microsoft Office 2000 and Office XP for Windows on Pocket PC and Palm OS devices.
- **Leverage existing content from an Adobe PDF file:** Easily extract images from an Adobe PDF file, or save the file in RTF. Then reuse the content in a new plan, report, or presentation created in Microsoft Office.
- **Combine documents:** Merge Web pages and documents created in a variety of applications (including CAD, PowerPoint, Excel, and Word) into a single Adobe PDF document.
- **Enjoy a similar user interface:** Feel right at home with Acrobat because its interface is similar to the Microsoft Office interface.
- **Add security to your Adobe PDF document from within Word:** Password-protect your Adobe PDF files and limit the printing, changing, and repurposing of your document.

## Key benefits for Microsoft Office users

- **Share information with your extended enterprise:** Acrobat 5.0 software is the best way to share Microsoft Office documents across a broad range of hardware platforms, software applications, and software versions. Create Adobe PDF files with one click from the Microsoft Office toolbar, and distribute them to people inside and outside your organization.
- **Improve access to information for users with disabilities:** Adobe PDF files created in Microsoft Office 2000 and Office XP are more accessible to users with disabilities.

- **Protect corporate brand elements:** With Acrobat 5.0, you can turn any document into an Adobe PDF file that anyone using Acrobat Reader can view and print exactly as you intended. You can even add security to Adobe PDF files.
- **Get to market faster:** By shortening the review and approval process with electronic comments and e-signatures, Acrobat 5.0 helps your team finish documents fast.
- **Easily review and approve documents:** Add comments to and mark up documents from any source, such as CAD drawings, spreadsheets, data sheets, manuals, Web pages, and business plans.
- **Use intuitive mark-up tools:** Acrobat 5.0 provides robust mark-up tools that make commenting on Adobe PDF files as easy as commenting on paper documents. You can add comments with electronic sticky notes; highlight, strike through, and underline text; and make freehand marks with the Pencil tool.
- **Confidently deliver sensitive information:** Add password protection and 128-bit encryption to your documents. Acrobat 5.0 helps you protect sensitive content from unauthorized access and alteration.
- **Reduce costs:** Save on warehousing, mailing, and archiving by e-mailing and storing print-ready documents as Adobe PDF files.
- **Distribute across a variety of platforms and applications:** Anyone with Acrobat Reader can view and print your Adobe PDF files.
- **Implement an enterprise-wide solution:** Deploy Acrobat throughout your organization and realize significant cost savings by participating in an Adobe Open Options licensing program. Visit [www.adobe.com/store/openoptions/main.html](http://www.adobe.com/store/openoptions/main.html) for more information.



## System Requirements

### Macintosh

- PowerPC® processor
- Mac OS 8.6\*, 9.0.4, 9.1, or Mac OS X\*
- 32MB of RAM with virtual memory on (64MB recommended)
- 120MB of available hard-disk space
- Additional 30MB of hard-disk space for Asian fonts (optional)
- CD-ROM drive

### Windows

- Intel® Pentium® class processor
- Microsoft® Windows 95 OSR 2.0, Windows 98, Windows Millennium Edition, Windows NT® 4.0 with Service Pack 5 or 6, Windows 2000, or Windows XP
- 32MB of RAM (64MB recommended)
- 120MB of available hard-disk space
- Additional 30MB of hard-disk space for Asian fonts (optional)
- CD-ROM drive

\* Some features may not be available.

† Internet Explorer 4.0.1, 5.0, or 5.5 required for Windows NT users.

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