



# There's more to Acrobat® than the Reader!

Create and enhance PDF files with Adobe® Acrobat 4.0 software

## How often does this happen to you?

You complete an important document just under the wire and send it off to a colleague as an e-mail attachment, only to hear that she couldn't open the file—she works on a different platform. Or maybe she doesn't have the right application loaded.

Perhaps you've just distributed an eye-catching new brochure or ad for review. But when your clients open the electronic file, text and columns are askew, the logo has mysteriously vanished, and computers have substituted plain vanilla Courier for the elegant font you selected. Then, after you've taken the extra time to distribute paper copies, your clients return a hodgepodge of papers cluttered with scrawled comments, sticky notes, and stapled attachments.

## Sound familiar?

Then you need Adobe Acrobat 4.0 software on your desktop.

It's the essential tool for universal document exchange.

Acrobat allows you to convert any document, no matter what application it was created in, to Adobe Portable Document Format (PDF)—the standard digital file format that faithfully captures and preserves the look of the original document, complete with fonts, colors, images, and formatting.

Distribute PDF files anywhere: in print, attached to e-mail, on network servers, or posted on Web sites—PDF's compact file size makes it ideal for electronic delivery. If you're reading this document, you know that anyone with the free Acrobat Reader can view and print PDF files from any computer.

## Think if you've got Acrobat Reader, you've already got Acrobat? Think again.

Acrobat Reader lets you view, navigate, and print PDF files; Adobe Acrobat 4.0 software is a complete solution for sharing, reviewing, and distributing information. It makes PDF an integral part of your everyday workflow—here are just a few of the capabilities Acrobat offers:

- Create PDF files in a flash—it's as easy as drag and drop.
- Use Acrobat 4.0 as the ideal desktop companion to your favorite business applications like Microsoft® Office and Lotus® Notes. Collect memos, spreadsheets, presentations, and graphics from a variety of programs and turn them into a single PDF file for distribution.
- Convert scanned paper documents to PDF. Bring all your important documents together in a single universal format.
- Streamline document reviews. Acrobat 4.0 gives you and your workgroup a powerful yet easy-to-use feature set, including text annotations, stamps, a pencil tool, underlining, and highlights, for paperless PDF mark-ups.

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