

Adobe® Acrobat® 4.0

Frequently Asked Questions

The essential tool for universal document exchange

Q. What is Adobe Acrobat?

A. Adobe Acrobat software is an essential desktop tool for sharing information across hardware platforms and software applications, regardless of versions and fonts. Acrobat allows you to convert any document created in any application to Adobe Portable Document Format (PDF), a standard for electronic distribution that faithfully preserves the look and feel of the original document complete with fonts, colors, images, and layout.

You can publish Adobe PDF files anywhere: in print, attached to e-mail, on network servers, or posted on your Web site—the compact file size of Adobe PDF makes it an ideal format for electronic distribution. Anyone with Acrobat Reader software can view and print Adobe PDF files from any computer, no matter what platform, software application versions, or fonts are installed on the user's system. Adobe PDF files display and print exactly as they were created in their original authoring application.

Acrobat includes tools for enhancing Adobe PDF files with navigational features, such as bookmarks and links, that make it easy to explore documents. Acrobat also allows you to interactively review Adobe PDF files using notes, underlines, strikethroughs, document comparisons, and other mark-up techniques.

Q. How is Acrobat different from Acrobat Reader?

A. Acrobat Reader software is a utility for viewing Adobe PDF files; Adobe Acrobat 4.0 software, which allows you to create and enhance Adobe PDF files, is a complete solution for sharing, reviewing, and distributing information.

Acrobat Reader can be downloaded for free from Adobe's Web site (www.adobe.com/acrobat). In addition to viewing and navigating Adobe PDF files, Acrobat Reader users can print Adobe PDF files from their desktops. Acrobat Reader also allows users to fill in and electronically submit Adobe PDF forms online.

Acrobat 4.0 includes a complete set of tools for making Adobe PDF an integral part of your everyday workflow. With Acrobat, you not only can view, navigate, and print Adobe PDF files as you can with Acrobat Reader, but you also can create Adobe PDF files yourself. Acrobat lets you convert any document, including scanned paper documents, to Adobe PDF and enhance it with navigational, security, and annotation features. Acrobat also lets you create Adobe PDF forms. And you can cut and paste text and tables into and out of Adobe PDF files for use in other documents.

Features	Acrobat Reader	Acrobat 4.0
View, navigate, and print Adobe PDF files	X	X
Fill in Adobe PDF forms	X	X
Convert any document from any application to Adobe PDF		X
Create and save interactive Adobe PDF forms		X
Fill in and save Adobe PDF forms		X
Add bookmarks and links		X
Mark up Adobe PDF documents with electronic "sticky notes," highlights, and strikethroughs		X
Make minor text changes		X
Add security controls		X
Apply digital signatures		X
Convert Web pages/sites to Adobe PDF		X

Q. What are the main features of Adobe Acrobat 4.0?

A. Acrobat 4.0 includes a variety of features designed to streamline the exchange of documents throughout any organization.

Create Adobe PDF files

- ◆ Drag-and-drop Adobe PDF creation*—Simply drag and drop a document onto the Acrobat desktop icon to automatically convert it to Adobe PDF. Collect information from a variety of sources, from memos and spreadsheets to visually rich images and scanned graphics, into a single Adobe PDF file ready for worldwide distribution.
- ◆ Microsoft Office integration*—To convert Microsoft Word, Excel, and PowerPoint files to Adobe PDF, choose Create Adobe PDF from your File menu.
- Paper Capture tool—Convert scanned paper documents to Adobe PDF.
- ◆ Automatic PDF optimization—When you convert a file to Adobe PDF, select one of three options to optimize it instantly for output on a printer, on a professional printing press, or on the Web. (These options are accessible in PDFMaker and the Distiller® menu in the Windows version of Acrobat. In the Macintosh version, the options are accessible only in the Distiller menu. See “Frequently Asked Questions About Adobe Acrobat for Graphics Professionals” later in this document for more information.)
- Page-at-a-time downloading—Compact Adobe PDF files, which are significantly smaller than the original source files, download a page at a time for fast display on the Web.
- ◆ Web Capture—Easily convert Web pages or entire sites to Adobe PDF files for convenient offline viewing, printing, and archiving. Acrobat even automatically creates bookmarks from HTML tags.

Enhance with navigation, forms, and security features

- Navigational features—Make Adobe PDF files easy to explore by adding bookmarks; links to other Adobe PDF files or to the Web; and dynamic controls that trigger sounds, movies, and effects. Links and bookmarks remain operational no matter where you publish the Adobe PDF file.
- ◆ Structured bookmarks*—Generate bookmarks for Adobe PDF files created from Microsoft Word documents.
- Acrobat Catalog—Create full-text indexes searchable with Acrobat Search.
- Acrobat Search—Find exactly the information you’re looking for in indexes of Adobe PDF files.
- Forms—Create and post Web-ready forms, complete with pop-up boxes, buttons, and text fields that viewers can fill in online. (See “Frequently Asked Questions About Adobe Acrobat Forms” later in this document.) Or convert existing paper-based forms to Adobe PDF for use online.
- Security protection—Assign passwords to Adobe PDF files before distributing them to control access to sensitive information.
- ◆ Digital signatures—The Acrobat SelfSign feature enables key reviewers to sign off on Adobe PDF files electronically. Acrobat also supports leading third-party signature solutions. (See “Frequently Asked Questions About Adobe Acrobat Digital Signatures” later in this document for more information.)
- Batch processing—Automatically apply security features to Adobe PDF documents, set up consistent defaults for opening and viewing every document in a collection, generate thumbnails for convenient Adobe PDF sorting, and optimize PDF file directories and subdirectories for the Web.

Review documents electronically

- ◆ Interactive review and mark-up—Efficiently annotate PDF files with electronic notes, highlighting, underlining, circling, and strikethrough capabilities. Mark Adobe PDF files “Approved” or “Confidential” with clip-art “stamps.” (For more information, see the white paper “Adobe Acrobat 4.0: Office Document Review and Mark-up” available in Adobe PDF on the Web at www.adobe.com/acrobat.)
- Summarize notes—Instantly compile all of your reviewers’ feedback in a single, handy Adobe PDF file for easy reference.
- ◆ Document comparison—Open two or more Adobe PDF files in tiled windows for side-by-side on-screen comparison of different versions of a document. Acrobat highlights the differences between the versions.
- Image, text, and new graphics touch-up—Click an image within an Adobe PDF file to instantly open it for editing in Adobe Photoshop® software, and import graphics or entire Adobe PDF pages into Adobe Illustrator® software for revision. Make minor text edits with the TouchUp Text tool.

* Available only in Adobe Acrobat 4.0 for Windows.

◆ Indicates a new feature in Acrobat 4.0.

Quickly deliver worldwide

- **Distribution**—Publish Adobe PDF files in print, on the Web, or on corporate network servers.
- ◆ **E-mail support**—Automatically send Adobe PDF files anywhere via e-mail with a click of the mouse.
- **Worldwide Adobe PDF access**—Use any language version of Adobe Acrobat and Acrobat Reader to view and work with documents in any supported language. For the first time, you can use Acrobat to embed Asian-language fonts in PDF files, making them globally readable and enabling reliable printing. (See “Frequently Asked Questions About Adobe Acrobat for Chinese, Japanese, and Korean Documents” later in this document for more information.)

Q. I frequently need to exchange documents that contain content in multiple languages. Can Acrobat help me do this?

A. Yes. Acrobat 4.0 supports English, French, German, Japanese, Traditional and Simplified Chinese, Korean, Swedish, Spanish, Dutch, Italian, South American Spanish, and Brazilian Portuguese. Using any language version of Acrobat and Acrobat Reader software, you can convert, view, and work with documents that include text in any of these languages.

Q. How can I use Adobe Acrobat in my day-to-day work?

A. Here are a few examples of how people are using Acrobat to make the most of their information:

- **Marketing managers** who need to make product information easily accessible to colleagues and customers use Acrobat to distribute Adobe PDF product plans, brochures, data sheets, white papers, and presentations for comments and mark-ups.
- **Sales managers** who need to equip their field sales force with accurate, up-to-date background information use Acrobat to deliver collateral and newsletters on intranets and servers.
- **Salespeople** who need to quickly provide customers with information on request easily access and print product or service quotes, contracts, and brochures.
- **Graphic designers** who need to streamline the client review process distribute advertisements, brochures, catalogs, direct mail, and Web sites in Adobe PDF for comments and approvals, accurately preserving the visual integrity of their designs as well as their client’s brand identity. (See “Frequently Asked Questions About Adobe Acrobat for Graphics Professionals” later in this document for more information.) And Adobe PDF is the ideal basis for a digital archive of completed projects.
- **Graphics professionals** can also send PDF files electronically to prepress service providers and professional printers, confident that the files include all the font and image data necessary for reliable, accurate preflighting and printing. (See “Frequently Asked Questions About Adobe Acrobat for Graphics Professionals” later in this document for more information.)
- **Project managers** responsible for keeping complex projects on track distribute Adobe PDF schedules, road maps, and calendars for feedback.
- **Financial analysts** and advisors who need to gather and evaluate printed and online market data, compile it, and distribute it to clients can use Acrobat to create and publish reports, policies and procedures, and application forms.
- **Engineers** creating complex technical drawings, specifications, and engineering change orders make documents readily accessible for reviews throughout their companies in Adobe PDF.
- **Legal professionals** who need to preserve complete, secure document archives can easily convert, distribute, store, and search Adobe PDF libraries of contracts, correspondence, receipts, scanned handwritten notes, pleadings, briefs, and memos. Digital signature capabilities in Acrobat allow legal professionals to verify and authenticate important documents.
- **Web administrators** who need to provide timely information to employees, partners, customers, and site visitors can post Adobe PDF documents online without having to reauthor content in HTML.

* Available only in Adobe Acrobat 4.0 for Windows.

◆ Indicates a new feature in Acrobat 4.0.

Q. Why should I buy Adobe Acrobat?

A. Acrobat is an essential link between merely transmitting information and making it valuable for anyone who needs to share documents.

Although the Internet has made the electronic transmission of documents a routine part of day-to-day business, information is valuable only when it is fully accessible. All too often, recipients can't view electronic documents because of incompatible platforms or varying application versions. Automatic substitution of missing fonts can wreak havoc with design, and text-only or HTML documents fail to preserve crucial formatting and layout.

By enabling you to share documents across platforms and software applications, regardless of versions and fonts, Acrobat solves a fundamental problem of universal information access. So if sharing documents is part of your everyday responsibilities, Adobe Acrobat will help you work faster, smarter, and more productively than ever.

Here are the benefits Acrobat offers you:

- **Flexibility**—Acrobat lets you exchange documents freely, without worrying about compatibility issues.
- **Control**—Adobe PDF lets you share documents without sacrificing their original design. Adobe PDF preserves the documents' formatting, colors, fonts, and images exactly as they were created, ensuring that everyone with whom you share your documents will experience the same information the same way.
- **Productivity**—Acrobat streamlines and accelerates the entire document creation process. Quickly creating and delivering Adobe PDF files that everyone can view, distributing them electronically for comments and approvals, and efficiently publishing them in any medium replaces an often cumbersome, time-consuming, paper-based workflow.
- **Accessibility**—Adobe PDF files can be distributed in print, on the Web, on corporate servers, attached to e-mail, or on CD-ROM. All of your colleagues, partners, and customers can access the same information.
- **Reliability**—Acrobat and Adobe PDF transcend application incompatibility and font substitution. Adobe PDF files contain all the fonts, images, colors, and formatting data to display online and print on paper exactly the same, every time.

Q. Where can I buy Adobe Acrobat?

A. Acrobat is available at leading software retailers nationwide, as well as through Adobe value-added resellers and systems integrators. Large enterprises can obtain copies of Acrobat for everyone in their organization through the Adobe Volume License Program. Adobe Acrobat Reader can be downloaded free from the Adobe Web site at www.adobe.com/acrobat.

Q. How can I find out more about Acrobat?

A. You can find more information about Adobe Acrobat at www.adobe.com/acrobat. Or call 800-272-3623 or contact your local Adobe Authorized Reseller.

Frequently Asked Questions About Adobe Acrobat for Graphics Professionals

Adobe Acrobat 4.0 software includes many new features devised especially to address the needs of graphic designers, production artists, and printing and prepress professionals. Following are answers to some of the most common questions graphics professionals have about Acrobat. (For a more detailed overview, see the white paper “Acrobat 4.0 and PDF for Graphics Professionals” available in PDF at www.adobe.com/acrobat on the Web.)

Q. As a designer, I’m concerned with both creativity and productivity. How can Acrobat help me work more efficiently?

A. Acrobat can help you streamline your entire workflow for creating sophisticated publications such as brochures, catalogs, and advertisements:

- Start with your concepts or comps. When you’re ready to show them to clients or colleagues, you no longer need to bother with distributing paper copies or sending large electronic files to reviewers who may not have your authoring software loaded on their computers. Just convert your file from Adobe PageMaker, QuarkXPress, Illustrator, or Photoshop (or any other program) to compact Adobe PDF and quickly deliver it for review via e-mail or post the Adobe PDF file on your extranet. Anyone with Acrobat or the free Acrobat Reader will see exactly what you designed, with every detail of fonts, colors, images, and formatting faithfully preserved.
- With Acrobat, your reviewers can do much more than simply view. They can add comments and edits directly on the Adobe PDF file and return them to you electronically. (See below for details.) You’ll save valuable creative time by avoiding the need to decipher blurry faxes or laboriously work through comments in e-mail text.
- When your project is complete, post your Adobe PDF file on your Web site complete with bookmarks and links intact. Or send the compact Adobe PDF file directly to your print service provider electronically, instead of taking the time to send a disk or have a courier deliver it. Either way, you can be confident that your file will look the way you intend.

Q. I design for both print and the Web. Does Acrobat 4.0 make it easier to prepare files for different media?

A. Yes. In earlier versions of Acrobat, you needed to customize various settings within the Distiller® tool to optimize files for different delivery methods. Now, Acrobat 4.0 automatically configures PDF files as you create them, according to your intended medium:

- As you convert a file to Adobe PDF, choose Screen Optimize to instantly produce the smallest possible file for quick downloading on the Web.
- Select Print Optimize for Adobe PDF files you intend to send to your local network printer or to service bureaus for color proofs. This produces Adobe PDF files at medium resolution to minimize file size, but with fonts embedded to faithfully reproduce the look of the original document.
- Choose Press Optimize to generate final Adobe PDF files ready for high-end printing. Press-optimized Adobe PDF files include all the information necessary for accurate printing, including embedded fonts, CMYK settings, and halftones. Although they are generally larger than other Adobe PDF files, press-optimized files are still smaller than the original native files from which they are generated.
- You can also create custom Adobe PDF settings that exactly fit your needs. To ensure the correct settings for print job submission to high-end commercial printers, consult with your print provider for setting recommendations or to obtain custom file settings.

Q. Obtaining comments and approvals from clients is a crucial part of the design process. E-mailing Adobe PDF files makes it easy to get documents to reviewers, but how can Adobe PDF also help speed up reviews?

A. The annotation features included in Acrobat 4.0 software streamline the review process by allowing clients to make remarks directly on your Adobe PDF comps. Sticky notes; highlights and strikethrough commands; proofing tools; the Summarize Notes feature; and the Document Compare feature (which lets you see pre- and post-review versions of the same Adobe PDF file) combine to create a powerful set of communication

tools that allows on-screen brainstorming while preserving the visual integrity of your original document. You can also label your documents with digital stamps (such as “Approved”) or choose from a variety of fun stamps (such as a smiley face) or even create your own custom stamps. Best of all, you need never print out and keep track of paper copies or send feedback in file folders or job packets because you can import and export annotations as well as sort comments.

Q. Adobe PDF files contain all the font and image information necessary to print properly. But does the printing device itself require any customization to print Adobe PDF files?

A. Adobe PDF files print reliably on any printer. But the variety of printing devices that include Adobe PostScript® 3™ technology, the most recent version of the standard page-description language, take full advantage of Adobe PDF to produce the most reliably precise, highest quality output.

Adobe PDF has the same imaging capabilities as Adobe PostScript software because Adobe PDF is based on the PostScript language. This ensures the highest level of compatibility when you print Adobe PDF files on Adobe PostScript printers. An option available for Adobe PostScript 3 interpreters makes a fully Adobe PDF-based workflow possible by allowing the printing device’s raster image processor (RIP) to process and print Adobe PDF files directly instead of through an application.

Q. If I discover an error in an Adobe PDF file just before printing, does Acrobat allow me to fix it?

A. Yes. Acrobat 4.0 includes several features that facilitate late-stage touch-up. The TouchUp Text tool allows you to make minor text edits. You can edit images and graphics within Adobe PDF files simply by clicking the image or graphic to automatically open it in Adobe Photoshop or Illustrator. Any tweaks you make are instantly captured and preserved in the Adobe PDF file. Third-party plug-ins, such as PitStop from EnFocus Software Inc., provide text- and path-editing tools that allow you to make content modifications without adversely affecting file size.

Frequently Asked Questions About Adobe Acrobat Forms

If you create and process forms—such as applications, order forms, or requests for information, Acrobat can make the job much simpler. Below are answers to some frequently asked questions about Adobe PDF forms.

Q. What are the forms capabilities in Acrobat 4.0?

A. Acrobat allows you not only to design forms in your favorite authoring application, such as Microsoft Word or Adobe PageMaker, and convert them to Adobe PDF, but also to make them live, dynamic documents that recipients with Acrobat or the free Acrobat Reader can fill out and return to you online:

- With Acrobat, you can align form fields using a layout grid; select and edit the text size, color, and font of form fields; and cut and paste fields among other Adobe PDF forms.
- JavaScript, a powerful scripting language incorporated into Acrobat, lets you easily create forms that automatically perform functions such as instant data verification, reformatting, and calculating as fields are filled in.
- Dynamic Page Templates let you create forms that can automatically expand to accommodate varying amounts of input and then prompt the delivery of customized catalogs, brochures, and other publications generated on the fly directly to your user's desktop.
- The Export Forms feature allows Acrobat 4.0 users to save complex forms, such as tax documents and benefits applications, to their hard drives to be completed, printed, and submitted at the user's convenience.

Q. How can people use an Adobe PDF form to return information?

A. Acrobat Reader allows users to fill out and electronically submit forms distributed via e-mail, posted on corporate servers, or published on the Web. Users can also print, fill out by hand, and return Adobe PDF forms on paper.

Q. Once I've created and distributed an Adobe PDF form and users have returned it completed, how do I gather the information submitted on it?

A. Acrobat acts as an interface to database systems. Acrobat Forms work with Web servers via standard Web server CGI scripts. In fact, an Adobe PDF form can replace an HTML form with little or no change to existing scripts. Using the Acrobat Forms Data Format (FDF) toolkit, you can enable data communications between a form and a Web server. Your Webmaster or IT staff should be able to write CGI scripts that populate your database with form data and vice versa.

Q. Why would I use Adobe PDF forms instead of HTML forms on my company's Web site or intranet?

A. Adobe PDF and HTML are different architectures designed to address different market needs. Here are a few important differences between Adobe PDF and HTML forms:

- Secure JavaScript in Adobe PDF—JavaScript running inside an HTML form is not as secure as JavaScript executing inside an Adobe PDF form. JavaScript in HTML forms relies on the JavaScript interpreter in the Web browser, which can permit JavaScripts access to a user's hard drive or arbitrary Internet access. Acrobat controls what JavaScripts can access. With Acrobat, the JavaScript interpreter is executed inside Acrobat, which does not permit arbitrary hard-drive or Internet access.
- Web browser independence—If you are creating an HTML form that contains JavaScript, you must be concerned with compatibility with Netscape Navigator and Microsoft Internet Explorer. Each browser supports different “flavors” of JavaScript that are not always compatible. Adobe PDF forms, however, are compatible with both browsers. Adobe PDF JavaScript executes within the form and is not dependent on the browser.
- Visual consistency/Design control—When you print an Adobe PDF form from within your Web browser, the printed form will look exactly like the screen version. Printing results vary with HTML forms because Web browsers handle HTML differently.
- Local saving and storage—Adobe PDF forms allow you to save the data within a form on your own system. This is especially useful when a form cannot be completed in one sitting. HTML forms require you to be connected to the network to complete a form or to print the form.

- Ease of use—Creating forms in Acrobat is easier because it comes with built-in functions for data calculations, validation, and formatting that you can easily implement without programming experience or technical knowledge. And a simple “point-and-click” interface with pull-down menus and dialog boxes makes form creation fast and easy.
- Backward compatibility—Adobe PDF forms are backward-compatible with Web browsers; HTML isn’t. Adobe PDF forms are compatible with Netscape Navigator 2.02 and later and with Microsoft Internet Explorer 3.0 and later.
- Leveraged use—Adobe PDF forms can be created once and used as a printed form, as an interface to a database, or as a form on the Web.

Adobe PDF vs. HTML	Adobe PDF	HTML
Free viewer	X	X
Windows, Macintosh, and UNIX® support	X	X
Flexible client integration	X	X
CGI-scripting support	X	X
What you see is what you print	X	
Browser independent	X	
Browser backward compatibility	X	
Archive/retrieve data with form	X	
Work offline	X	
Secure JavaScript	X	
Built-in scripts and objects	X	
Digital signature support	X	
Multiple third-party digital signature support*	X	
Document rollback	X	
Form field locking with digital signatures	X	
Built-in encryption	X	

Q. Will I be able to view, fill in, print, and submit a form created by Acrobat 4.0 by using earlier versions of Acrobat or the Acrobat Reader?

A. Yes. You will be able to view, fill in, print, and submit the form, but the Acrobat 4.0 forms-specific functionality, such as JavaScript, will not work.

Q. What happens when I open a form created with an earlier version of Acrobat using Acrobat 4.0 or Acrobat Reader 4.0?

A. You will be able to view, print, fill in, and submit data, but you will not have access to some new Acrobat Forms features.

Frequently Asked Questions About Adobe Acrobat Digital Signatures

Recognizing the need for the highly controlled review of electronic documents in many sensitive environments—including legal, financial, and government applications—Adobe has engineered Adobe Acrobat 4.0 to include full support for digital signatures. Following are answers to some common questions about digital signatures in Acrobat 4.0. (For more detailed information, see the white paper “Adobe Acrobat 4.0 and Digital Signatures” available in Adobe PDF at www.adobe.com/acrobat on the Web.)

Q. What are digital signatures?

A. Digital signatures authenticate and safeguard information by allowing authors and key personnel to “sign” electronic documents with a uniquely encoded message that identifies the person who applied it as having read, reviewed, or contributed to the document’s creation—just as a handwritten signature authenticates a paper document. A digital signature also verifies that a document has not been altered since it was sent.

Two basic models for digital signatures exist today. Key-based signatures attach a unique encrypted algorithm to a document that verifies who signed the document, when it was signed, and what other user-determined information is included. Key-based systems can also control access to a document, allowing only certain persons holding certain keys to read or modify the document. Because key-based signatures are often officially registered with a Certification Authority (see below), they provide both identification and nonrepudiation, both important when signing legal documents.

Biometric signatures also employ an encrypted algorithm but additionally incorporate a digital representation of an actual handwritten autograph. (Other varieties of biometric signatures involve thumbprints and retinal scans.) Sophisticated data about the movement of the pen during signature (the “inscription event”) is attached to the digital signature, including the speed of pen movement as well as the relative positioning of curves, loops, lines, crosses, and other orthographic features.

Q. What is a Certification Authority?

A. Located either inside or outside an organization, a Certification Authority (CA) is an objective third party that validates the authorship of a digital signature. After gathering significant documentation from the author of a digital signature, the CA issues the individual a certificate for signing documents. Only that user has the password for using that certificate. Every time the user applies the signature to an electronic document, the signature is checked against the CA’s database to validate the signature.

Q. What kinds of digital signatures does Acrobat 4.0 support?

A. Acrobat SelfSign, part of Acrobat 4.0 software, employs key-based signatures. Acrobat 4.0 also supports many leading third-party applications, including a range of key-based and biometric solutions.

Q. Do I need to work with a CA to use Acrobat SelfSign?

A. No. The Acrobat SelfSign plug-in is a “self-trust” model that lets you create your own certificate to be shared with others at your discretion.

Q. When would I use Acrobat SelfSign instead of a third-party solution?

A. Acrobat SelfSign provides an ad hoc out-of-the-box digital-signature capability for users who do not require a high-security identification model. Third-party solutions supported by Acrobat 4.0 address a variety of business needs, including high-security identification, and include technologies from Entrust Technologies Ltd.; VeriSign, Inc.; PenOp Incorporated; Coastek, Inc.; Silanis Technology Inc.; Communication Intelligence Corporation; Baltimore Technologies Ltd.; and Performance Systems. (Visit the Web sites of these third parties for more information about their products and services.)

Q. So how can I use a third-party signature solution in conjunction with Acrobat?

A. Because the support for digital signatures found in Acrobat 4.0 software is based on an open architecture, the various supported technologies are accessible directly from within the application. After installing third-party software, simply choose Add Digital Signature and apply your key-based or biometric digital signature to any Adobe PDF file.

Q. Can I use more than one digital signature in one Adobe PDF file?

A. Yes. You can use several third-party plug-ins and applications within a single Adobe PDF file.

Q. Can I use Acrobat Reader to sign an Adobe PDF document?

A. No. Acrobat Reader allows you to view digital signatures but not to apply them. To digitally sign an Adobe PDF document, you need Acrobat 4.0.

Q. What would I use a digital signature for?

A. Both key-based and biometric digital signatures serve the same purpose—to confirm the identity of a person who has read or altered a document.

One of the best-known uses of digital signatures can be found in the burgeoning area of eCommerce, where clicking a button at the end of a Web site-based consumer purchase replaces the handwritten signature of a traditional credit-card transaction. Digital signatures are particularly well suited to use in conjunction with Adobe PDF forms, whether in eCommerce applications or for internal HR or financial data-gathering functions, for which signature authentication is crucial.

Digital signatures are also quickly becoming an integral part of many organizations' document review and forms data-gathering processes—in any environment where one or more people have to “sign-off” on electronic documents, digital signatures are an essential tool.

By converting office documents to Adobe PDF files—which perfectly preserve the look and feel of any original document and can be read from any computer with free Acrobat Reader software—these organizations make information much more accessible to people who need it. Adobe PDF files can be e-mailed, posted to an intranet server, or made part of a Lotus Notes database, creating an extremely efficient distribution system for important office documents. Documents such as marketing materials and contracts require extensive workgroup review and mark-up, and the powerful annotation tools found in Acrobat 4.0 help streamline the review process considerably. (For more information, see the Adobe white paper “Adobe Acrobat 4.0: Office Document Review and Mark-up,” which is available at www.adobe.com/acrobat on the Web.)

Digital signatures complement this process perfectly, both by allowing the authentication of documents directly from within the Acrobat application and by working seamlessly with the Document Compare feature to show what changes have been made to a document between signatures.

Q. Can I use the Acrobat digital signature feature on Windows, Macintosh, and UNIX platforms?

A. Only Acrobat 4.0 for Windows supports the digital signature feature.

Q. How does the Acrobat Document Compare feature work?

A. Document Compare allows you to open two or more Adobe PDF files in tiled windows for side-by-side on-screen comparison of different versions of a document. For example, the feature lets you “roll back” between versions of a document to see what changes have been made between digital signatures. Acrobat software even highlights any changes for easy comparison and author identification, and changes can be summarized for at-a-glance review.

Q. What are some other applications of the digital signature feature?

A. Using digital signatures in an office document workflow can be an essential authentication strategy for many types of organizations:

- Within corporations, accounting departments can electronically obtain the multiple signatures required to authorize the reimbursement of expense reports, and human resources departments can use digital signatures for the authentication of repetitive document sets, such as benefits applications and tax forms.
- Legal firms can impose high-level version control on volatile documents such as contracts and living wills, tracking small but important changes and instantly identifying the authors of content alterations.

- Many health care enterprises—from HMOs and insurance companies to hospitals and pharmaceutical manufacturers—gather countless signatures for documents that require security and authentication or input from doctors and administrators.

Regardless of whether you're in charge of approving expense reports or developing a promising new drug, the digital signatures support found in Acrobat 4.0 software can help improve productivity in environments where one or more persons must authenticate electronic documents.

Frequently Asked Questions About Adobe Acrobat for Chinese, Japanese, and Korean Documents

Adobe Acrobat is now a truly universal application. Version 4.0 includes expanded support for creating and displaying Adobe PDF files that contain text in a wider range of languages than ever before. Following are answers to common questions about using Acrobat for Chinese, Japanese, and Korean (CJK) documents.

Q. Does Adobe Acrobat 4.0 support Chinese and Korean text in Adobe PDF files?

A. Yes. In addition to Japanese text (which was supported in Acrobat 3.0J, the Japanese-language version of Acrobat 3.0), Acrobat 4.0 allows you to convert, view, and print Adobe PDF documents that contain Simplified Chinese, Traditional Chinese, and Korean text.

Q. Do I need special Asian-language versions of Acrobat software to work with Asian-text documents?

A. No. Acrobat 4.0 is a worldwide product. Any language version of Acrobat allows you to create, view, and print Adobe PDF files that include text in any supported language. In addition to Chinese, Japanese, and Korean, Acrobat supports English, French, German, Swedish, Spanish, Dutch, Italian, South American Spanish, and Brazilian Portuguese.

Q. Do I need a localized version of my operating system, or an add-on such as a Macintosh Language Kit or the Microsoft Global IMEs, to view Adobe PDF files with CJK text?

A. No. Acrobat software contains the fonts and other resources necessary for you to create Adobe PDF files of CJK documents. However, to author the original document that is converted to Adobe PDF, you may need a native operating system or an Asian language add-on.

Q. When I created an Adobe PDF file that contained Japanese text using Acrobat 3.0J, the English version of Acrobat 3.0 couldn't open the Adobe PDF file. Does Acrobat 4.0 solve this problem?

A. Yes. Any language version of Acrobat 4.0 lets you view and work with CJK Adobe PDF files; you merely need to install the language resources that are supplied with Acrobat.

Q. Can the free Acrobat Reader also display Adobe PDF files that contain CJK text?

A. Yes. There are two ways to enable the display of CJK text:

When creating an Adobe PDF file, the author can embed all the fonts used in the document, including CJK fonts, provided the fonts permit embedding. Any language version of Acrobat Reader can then display the Adobe PDF file using the embedded CJK fonts.

An Adobe PDF file with embedded fonts may become quite large, so in creating the file, the author may choose not to embed all the fonts used in the document. In this case, users of Acrobat or Acrobat Reader need access to the correct Asian fonts to view the Adobe PDF file. Acrobat 4.0 users can install CJK fonts in the Custom Install process. Acrobat Reader users can download free CJK font packs from the Adobe Web site. (The Japanese font pack requires users to register with Adobe.)

Q. What fonts are included in the Asian font packs?

A. Each of the four Asian-language font packs (Simplified Chinese, Traditional Chinese, Japanese, and Korean) include both a serif and a sans serif font. The font packs range in size from 6 MB to 11 MB.

Q. What type of Asian fonts can I embed in an Adobe PDF file?

A. TrueType fonts can be embedded on the Windows platform. CID-format Adobe PostScript fonts can be embedded on both Macintosh and Windows platforms. The older OCF-format PostScript fonts cannot be embedded. In addition, the fonts in a document must permit embedding.

Q. How do I know which font vendors allow their fonts to be embedded in Adobe PDF files?

A. Both TrueType and CID-format PostScript CJK fonts contain information that indicates whether the font permits embedding in a document. Acrobat checks the embedding flag when creating an Adobe PDF document. If you have questions about a specific font, please contact your font vendor.

Q. How much larger does font embedding make Adobe PDF files?

A. That depends on the number of fonts the document includes and the number of characters in the document. In general, embedding a single Chinese, Japanese, or Korean font in a typical document may add 2 MB to 3 MB to the size of the Adobe PDF file.

Q. Can I use both PDFWriter and Distiller in Acrobat 4.0 to embed CJK fonts?

A. No. Only Distiller allows you to embed CJK fonts.

Q. What is the MakeCID utility that comes with Acrobat 4.0 for Macintosh?

A. MakeCID converts TrueType fonts and the older OCF-format PostScript fonts to “width-only” CID fonts. These CID fonts contain only the width information for Roman characters used in the TrueType or OCF fonts. The width-only CID fonts are used by Distiller when creating Adobe PDF files that reference the original TrueType or OCF fonts. See the documentation in the MakeCID utility folder for more information. Width-only CID fonts facilitate the creation of Adobe PDF files that contain CJK text on a Roman-language operating system (see the next question and answer).

Q. Can I create an Adobe PDF file that contains CJK text on a Roman-language system?

A. In general, the PDFWriter in Acrobat cannot create Adobe PDF files that contain CJK text on a Roman-language operating system. However, Distiller can create an Adobe PDF file with CJK text if it has access to the fonts that are referenced in the PostScript file that it is to distill. If the PostScript file contains embedded TrueType fonts, then it can be distilled on any platform. In addition, Distiller comes with “width-only” CID fonts for all CJK fonts currently shipping in the Adobe Type Library, as well as common TrueType fonts that come with the Macintosh or Windows system. Using this font information, Distiller will succeed on any platform. If you have other fonts in the PostScript file to distill, you can create a width-only CID font using the MakeCID utility.

Q. I can't embed TrueType fonts on the Macintosh. What's wrong?

A. TrueType CJK fonts cannot be embedded on the Macintosh. Please use CID-format PostScript CJK fonts that permit embedding.

Q. When I use Distiller on Windows, how can I create an Adobe PDF file without embedded TrueType fonts?

A. Use the PDFWriter, which does not embed CJK fonts. The PostScript driver may also be set to enable this. Please see the Acrobat documentation for details.

Q. Do the CJK versions of Acrobat 4.0 software include the same features as the English version?

A. The CJK versions of Acrobat do *not* include the following features:

- Acrobat Capture® plug-in, for converting scanned paper documents to Adobe PDF
- Acrobat Catalog, for creating full-text indexes searchable with Acrobat Search
- Acrobat Search, for searching indexes of Adobe PDF files
- PDFMaker, a macro for Microsoft Word that enables one-step Adobe PDF conversion directly from within Word
- Font embedding using PDFWriter

The following features are available in the Japanese version of Acrobat 4.0 but not the Chinese and Korean versions:

- Web Capture, for converting Web pages or sites to Adobe PDF

- Adobe PDF forms creation
- The ability to open application files directly into Acrobat
- The ability to print to non-Adobe (clone) PostScript printers

Q. Where can I learn more about the CJK versions and functionality of Adobe Acrobat 4.0?

A. For more information about Acrobat, Adobe PDF, and other Adobe solutions, visit the Adobe Web site at www.adobe.com.

Q. Where can I learn more about the Chinese and Korean versions of Adobe Acrobat 4.0?

A. Please visit Adobe's Chinese and Korean Web sites at www.chinese.adobe.com or www.korea.adobe.com, or visit our main Web site at www.adobe.com.

Q. Where can I learn more about the Japanese version of Adobe Acrobat 4.0?

A. Please visit the Adobe Japan Web site at www.adobe.co.jp or visit our main Web site at www.adobe.com.