



Using ADOBE® ACROBAT.COM

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Using Share

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Contents

Chapter 1: What can you do with Acrobat.com?

Manage your files	1
Create and collaborate on PDFs	3
Share files using your organizer	4
Share files using Microsoft Outlook	6
Use Acrobat.com from your desktop	8

Chapter 2: Acrobat.com tips

Basics	10
Using the organizer	11
File sharing	12
PDF creation	14

Chapter 1: What can you do with Acrobat.com?

Acrobat.com is a set of online services you can use to create and share documents, communicate in real time, and simplify working with others. With Acrobat.com, you can do the following:

- Store up to 5 GB of files in your online organizer, accessible from anywhere with a web browser.
- Share large files with others, without sending the files by e-mail. You can limit access to just people you invite, or make your documents accessible to everyone by embedding a link on a web page or blog.
- Convert five documents to PDF.
- Create documents with Adobe® Buzzword®, an online word processor.
- Hold web meetings with Adobe ConnectNow web conferencing software.

Manage your files

Upload files

- ❖ Click Upload at the top of the organizer window. Select one or more files from your computer to upload.

At the lower right of the organizer window, the status/progress indicator shows how much storage space you have left on Acrobat.com. It also shows whether you are connected to the Internet and tracks progress when you're uploading, sharing, or converting a file to PDF.

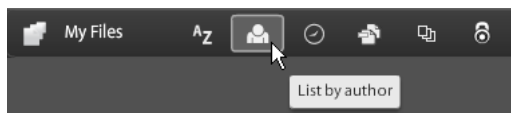


For more information, see [“What file types can I upload and share?”](#) on page 10.

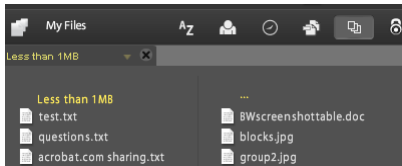
Sort and filter files

The organizer is your home base in Acrobat.com. It shows files that you've uploaded to the web, and files that other Acrobat.com users have uploaded and shared with you. From the organizer, you can browse file contents, share a file, or convert a file to Adobe PDF. You can also access other Acrobat.com services, such as Adobe Buzzword and Adobe ConnectNow.

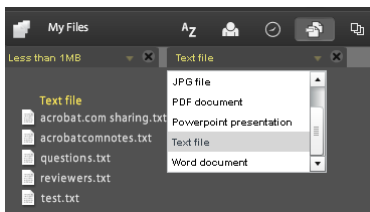
You can view your files in List view or Thumbnail view. Click a View icon in the toolbar to switch views. In either view, use the Sort icons in the toolbar to change how your files are grouped in the organizer: alphabetically, by author, by date added or modified, by file type, by size (in megabytes), or by share status. Move the pointer over a Sort icon to identify it:



Whatever sort method you choose, you can filter the files that appear to quickly access a particular set of files and temporarily hide the rest. To add a filter, click a heading in your current sort view. For example, when sorting by file size, click a size heading, such as Less Than 1 MB, to view just those files in the organizer.




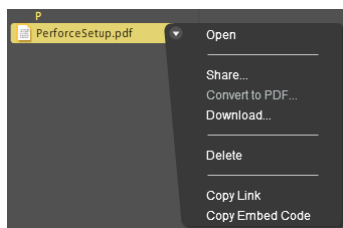
After applying a filter, you can sort the remaining files by any other sorting method. You can also apply additional filters to further sort the files you are currently displaying. For example, after displaying just files of less than 1 MB, you can sort the remaining files by file type. Then click a file type heading, such as Text File, to see just text files. The filters you've applied—in this case, File Size and File Type—appear as tiles above the currently displayed files. Click the arrow next to a filter tile to see a menu of other choices for that filter. For example, if you're filtering file types to show just text files, you can change the filter to show just Microsoft® Word documents.



Click the X on a filter tile to remove the filter. You can remove filters in any order. Whatever filters you have left are then in effect. For example, suppose you filter files less than 1 MB and text files, and remove the File Size filter. In this case, all text files appear, not just text files of less than 1 MB. Remove all filters to return to viewing all files.



Preview files


- To browse file contents, click the filename to open the previewer. In the previewer, you can page through documents such as Microsoft Office files, OpenOffice files, PDF files, and images.
- For other file commands, click a document icon to reveal a menu button , then click it to open the file context menu:



Access other services

Clicking the icons in the upper right of the organizer takes you to the other Acrobat.com services: Adobe Buzzword, an online word processor, and Adobe ConnectNow, a web conferencing program.

- Click New  to open a new, blank Buzzword document.
- Click Buzzword Docs  in the toolbar to open the Buzzword Document Organizer.

- Click Meet  to go to a ConnectNow meeting room.

Create and collaborate on PDFs

You can use Acrobat.com to create PDFs from any of the following types of files: Microsoft Word (DOC), Microsoft PowerPoint (PPT), Microsoft Excel (XLS), text (TXT), Adobe PostScript® (PS), image (bitmap, JPEG, GIF, TIFF, PNG), Corel WordPerfect (WPD), and OpenOffice and StarOffice presentation, spreadsheet, graphic, and document files (ODT, ODP, ODS, ODG, ODF, SXW, SXI, SXC, SXD, STW). You can create up to five free PDFs.

You can browse for a file on your computer, or drag a file that's already in your organizer into the Create PDF pane. While the PDF is being created, you can select or preview other files in the organizer. When the conversion is done, you can share the PDF file or preview it.

You can also create Buzzword documents and export them as Adobe PDF. For more information about Buzzword, see [What can you do with Adobe Buzzword?](#).

Create PDFs

To convert a file to Adobe PDF:

- Click Create PDF at the top of the organizer window.
- Click a file in the organizer, then click the menu button to open the context menu. Choose Convert To PDF.

Collaborate live on PDFs

Use Collaborate Live to review a PDF with one or more remote users in an online session. In a Collaborate Live session, the participants view a document with a live chat window. When you share a page, its magnification is shared with all participants, so that everyone sees the same part of a document. Acrobat 9 or Adobe Reader 9 is required to participate in a Collaborate Live session.

Initiate a Collaborate Live session

- 1 Upload the PDF to Acrobat.com, or create a PDF on Acrobat.com.
- 2 Click the PDF in the organizer, then click the menu button to open the context menu.
- 3 Choose Live Enable. Acrobat.com creates a copy of your PDF and adds “_collab” to the existing filename. For example, if your original PDF is titled project.PDF, the collaboration version is titled project_collab.PDF.
- 4 Share the collaboration copy of the PDF with other users.
- 5 Download the PDF from your organizer to your computer and open it using Acrobat 9 or Reader 9.

Participate in a Collaborate Live session

- 1 In the e-mail invitation you receive from Acrobat.com, click the URL or type the URL in the address box of a browser. If prompted, log in with your Adobe ID and password. The PDF opens with the Collaborate Live navigation pane open.
- 2 If prompted, sign in as a guest or with your Adobe ID and password.
- 3 While participating in a Collaborate Live session, do any of the following as needed:
 - To communicate with others in real time, type chat messages in the box at the bottom of the pane. Click the color box to choose a different color for your chat text.

- To share your pages so that the same page view appears for all participants, click the Start Page Sharing button. During page sharing, the button changes to Stop Page Sharing, and you can stop sharing at any time.
- To save the chat history, from the Options menu, choose Save Chat.


Disable live collaboration

- ❖ Do one of the following:
 - (If using Acrobat 9) From the Options menu, choose Disable Chat & Page Sharing In My Copy, or (initiator only) Disable Chat & Page Sharing In All Copies. If you disable live collaboration in all copies, then users cannot log in to a live collaboration session with any copy of the document.
 - (If using Reader 9) In your Acrobat.com organizer, click the PDF collaboration file, then choose Live Disable from the context menu.

***Note:** Only the owner of the PDF file can disable collaboration. The PDF remains in your organizer after live collaboration is disabled. However, you can no longer chat or synchronize page views in the PDF.*

Share files using your organizer

Acrobat.com lets you share large files with others without sending the files by e-mail. You can share a file that you've already uploaded to the organizer, or share a file from your computer.

- 1 To share a file and notify others:
 - Click Share at the top of the organizer window. In the Share panel, browse for a file on your computer, or drag a file from the organizer into the drop area.
 - Click a file icon in the organizer to select the file. Click the menu button  to open the context menu, then choose Share.
 - Select a file in the organizer, then click the Share button in the Collaborator bar.
- 2 In the Share panel, enter the e-mail addresses of the people you want to share the file with and specify how you want to notify them:


Share With Displays a list of people you've previously shared files with, or who have shared files with you. You can also enter one or more addresses in the field next to Share With. Any new address you enter is stored for future use.

Notify Recipients of Shared Files Sends an e-mail message to your recipients. The e-mail contains a thumbnail image of the file and a URL that the recipient clicks to access the file. If you want to share a file without sending an e-mail, leave this box unchecked. The next time the user logs in to Acrobat.com, the shared file automatically appears in their organizer.

- 3 Click the Share button.

For a selected file in the organizer, the Collaborator bar at the bottom of the window shows who is sharing the file with you. If you created or uploaded the file, you are listed as the author, and anyone you shared it with is listed as a reader. If you share a file with someone, you appear in their organizer Collaborator bar as the file author, and they appear as a reader.



If you're the author of a file, you can stop sharing it at any time. Move the pointer over the icon of the person sharing the file in the Collaborator bar. Then click the menu button  and choose Remove from the context menu. If you delete a file you've shared, it disappears from the organizers of anyone you're sharing it with. If you update a file you've shared, the updated file appears in the organizers of anyone you are sharing the file with.

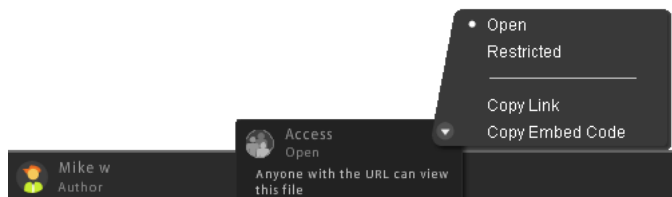
If you're a reader of a file, you can remove the file from your organizer by choosing Delete from the context menu. To copy the shared file to your hard drive, choose Download from the context menu.

Access levels for shared files

The Collaborator bar also shows the access level for files that you uploaded or created.

- Open access is the default access level for files you upload to Acrobat.com. A file with open access is available to anyone who has the URL to the file. You can embed open access files in external web pages, blogs, or wiki pages.
- Restricted access files are available only to users with whom you've shared the file. These users have to sign in to Acrobat.com with their e-mail addresses before they can access restricted files.

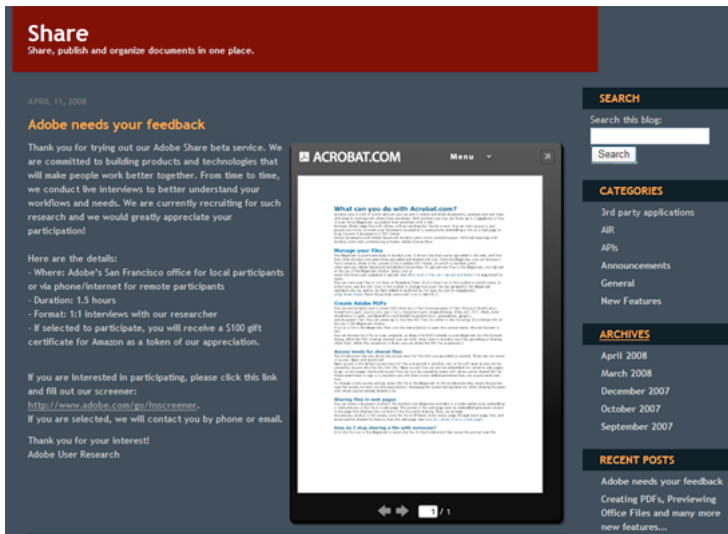
To change the access setting for a file, select the file in the organizer. In the Collaborator bar, move the pointer over the access tile and click the menu button. Changing the access setting does not affect sharing for users with whom you've already shared a file.



For more information, see [“What share statuses can I assign to a file?”](#) on page 14.

Sharing files in web pages

You can distribute documents stored in the organizer by embedding a Flash® preview of the file in a web page, blog, or wiki page. The viewers of the web page see an embedded previewer window in the page that displays the contents of the file you're sharing. They can enlarge the preview window to full screen, view the file at different zoom levels, and page through multipage files. They can also download the shared file directly from the web page.




Embedding a shared file in a web page


For more information, see “[How do I share a file in a web page?](#)” on page 12.


Create documents

Adobe Buzzword, part of Acrobat.com, is an online word processor that lets you create, store, and share online documents. Buzzword documents are stored securely on the web and are available to you from any computer with a web browser and an Internet connection. For more information, see [What can you do with Adobe Buzzword?](#)

- 1 Click the Buzzword icon  in the upper-right corner of the Acrobat.com organizer to switch to the Buzzword Document Organizer.


You create and edit documents in the Buzzword Document Organizer.

- 2 Click the New icon  to open a new, blank Buzzword document.

To return to the Acrobat.com organizer from Buzzword, click the Acrobat.com Files icon  in the Buzzword toolbar.

Hold web conferences

Acrobat.com includes the Adobe ConnectNow web conferencing service. You can use ConnectNow to conduct free web conferences with up to two other users. Users can share their computer screens, switch between screens, and switch control between attendees. For more information, see [What can you do with Adobe ConnectNow?](#)

- ❖ Click the Meet icon  at upper right in the organizer to start a web conference. Your meeting is launched in a separate browser window.

Share files using Microsoft Outlook

To simplify how you share files by e-mail, you can use the Acrobat.com Add-in for Microsoft® Outlook®. Using this add-in, you send links to files rather than file attachments from within Outlook. Sending links ensures that your recipients can download files from Acrobat.com, regardless of the size or type of attachment. You can send links to files on your computer or to files in your Acrobat.com organizer. You can also insert the URL to your personal ConnectNow meeting room in your e-mail messages or calendar meeting invitations.

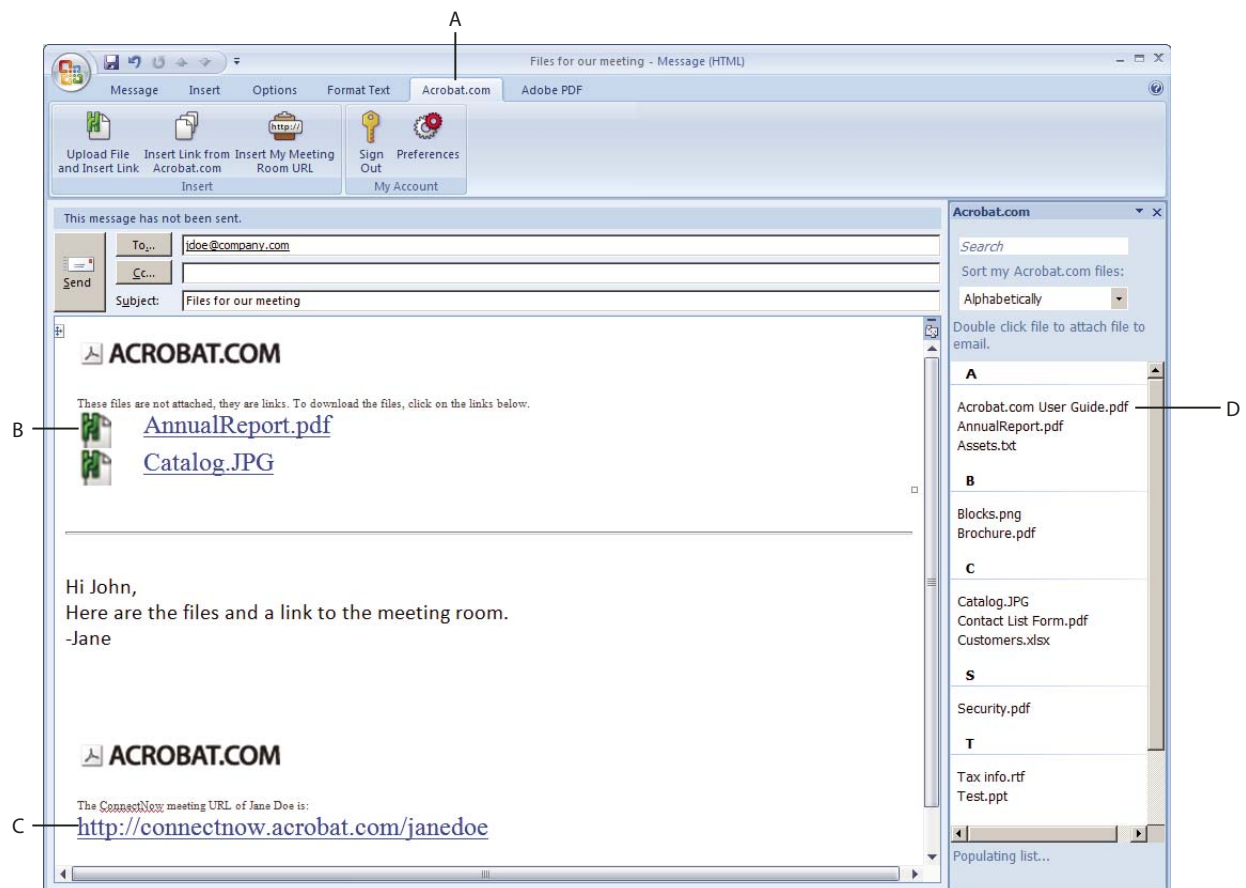
Install and open the Acrobat.com Add-in for Outlook

- 1 Close Outlook, and then download the Acrobat.com Add-in for Microsoft Outlook from Acrobat.com. The add-in currently supports Office 2007 only.
- 2 Double-click the setup.exe file and follow the installation instructions. If you do not have Microsoft .Net Framework 2.0 installed on your machine, it is installed automatically.

The next time you start an e-mail message or calendar meeting invitation in Outlook, you'll see the Acrobat.com tab in the top toolbar.

Insert file links or meeting URLs

Links to files and your personal meeting URL appear in your e-mail message or calendar meeting invitation. You can add multiple links in the same e-mail or meeting invitation.



E-mail message with links

A. Acrobat.com tab B. File links C. Meeting URL D. Organizer files sorted alphabetically

Insert a file link

- ❖ Sign in if necessary, and do one of the following:
 - To upload a file and send a link to it, click Upload File And Insert Link. In the window that appears, browse for a file and specify an access level (see “Access levels for shared files” on page 5). Click Attach. The add-in uploads a copy of the file to your organizer and adds a link in the e-mail message.

- To link to files in your Acrobat.com organizer, click **Insert Link From Acrobat.com**. A list of all the files you have uploaded to your organizer appears in the right pane of your Outlook window. Double-click a file from the list to add the link in the e-mail message. You can also search for a specific file by filename, or change the sort criteria.

When you send the e-mail, the add-in shares the file with the recipients in your e-mail message. If the recipient is a Microsoft Exchange Mailing List or an Outlook Mailing List, the add-in shares the file with the individual members of the mailing list. All recipients are added to the file's sharing list on Acrobat.com.

Note: Your sign-in credentials are retained, or cached, throughout your computer session, so you don't have to sign in again.

Insert a meeting URL

- ❖ To insert a link to your personal ConnectNow meeting room, click **Insert My Meeting Room URL**. The link appears in the e-mail message or calendar invitation.

Preferences options

Acrobat.com add-in preferences allow automating the workflow of uploading files to Acrobat.com. Preferences also specify how to handle conflicts between filenames sent as links and filenames already stored on Acrobat.com. In the Acrobat.com tab, click **Preferences**. Each section includes options, such as the following:

Always Send Acrobat.com Links Uploads all e-mail attachments to Acrobat.com and sends links to the e-mail recipients.

Only Send Acrobat.com Links When Size Of The Attachments Is More Than 5 MB Allows you to change the default size of the attachments to match your requirements.

Never Send Acrobat.com Links Automatically, Send File Attachments Sends files as e-mail attachments by default, unless you explicitly upload files to Acrobat.com.

Default Access For files Uploaded To Acrobat.com Choose the access level, restricted, or open. (See "[Access levels for shared files](#)" on page 5.)

Use Acrobat.com from your desktop

Acrobat.com is also available as an Adobe AIR™ application, a Flash-based version of the program that runs on your desktop instead of in a web browser. The Acrobat.com AIR application is identical to browser-based Acrobat.com. The added advantage is drag-and-drop support between your computer file system and the Acrobat.com AIR application.

Install and uninstall the AIR application

- 1 Choose **Get Acrobat.com for My Desktop** from the Acrobat.com More menu. You're directed to the AIR installation web page.
- 2 Click **Install Now**.
- 3 When prompted to open or save the application setup file, click **Open**, then follow installation instructions.
- 4 To uninstall the AIR application, do one of the following:
 - (Windows) Choose **Start > Settings > Control Panel > Add or Remove Programs**. Select Acrobat.com and click **Remove**.
 - (Mac OS) Drag the Acrobat.com application folder to the Trash.


Updating the AIR application

The AIR application prompts you at startup when updates are available and how to obtain them. Some updates are mandatory to ensure proper application performance.

Drag and drop files

The Acrobat.com AIR application can operate in full-screen or widget mode. In full-screen mode, you can upload, share, convert, or download files by dragging them to or from the AIR application window.

- To upload a file, drag it into the AIR organizer window and drop it on the Upload button in the toolbar.
- To share a file, drag it into the file list area or onto the Share button.
- To convert a file to PDF, drag it onto the Create PDF button.
- To download a file from the web to your computer, drag it from the organizer to your desktop (or another folder).

Click Minimize  at the upper-right part of the AIR application window to change to widget mode. The widget icons give you quick access to all Acrobat.com functionality.



Acrobat.com AIR running in widget mode

Drag one or more selected files onto a widget icon (Upload, Share, or Convert to PDF) to open the organizer in full-screen mode. The corresponding pane opens and is populated with the selected files. Click the Buzzword or ConnectNow icons in the widget to start those Acrobat.com services in new browser windows.

Chapter 2: Acrobat.com tips

Basics

What file types can I upload and share?

You can upload and share any of the following file types on Acrobat.com:

- Microsoft Office 2003 and 2007 formats, Rich Text Format (RTF), OpenOffice formats, text, and PDF
- HTML
- Adobe supported image formats: GIF, JPEG, BMP, PNG
- Adobe Creative Suite® file formats
- SWF and Captivate® formats
- ZIP
- Source files (.c/.h/.as/.cpp/.java)

You cannot upload and share the following file types:

- Media: AAC, MOV, mp3, WMV, OGG, FLV, XVID, DIVX
- Fonts: TTF, DFONT, OTF
- Archive: TGZ, 7Z, SIT
- Executable files or script code: EXE, DLL, JAR, RAR, WAR, CAB, JS, VB
- Additional unsupported file types: BAT, CHM, CMD, COM, CPL, CRT, HLP, HTA, INF, INS, ISP, JSE, LNK, MDB, MS, PCD, PIF, RETG, SCR, SCT, SHS, WS, SH, CSH, TCSH, KSH, BASH, ZSH

Is there a limit to how many files I can store on Acrobat.com?

You can store any number of files, but you are limited to 5 GB of total storage.

Note: You have ownership rights for any files stored and shared on Acrobat.com. See the Acrobat.com Services Agreement (choose More > Services Agreement) for details.

How long can I store a file on Acrobat.com?

Stored files have no time limit or expiration date.

Note: Extended inactivity in your account can result in account cancellation. See the Acrobat.com Services Agreement (choose More > Services Agreement) for details.

How do I change my login name or password?

At the top of the organizer window, choose More > Settings & Preferences to open the login settings dialog box.

How do I search the Acrobat.com documentation?

You have two ways to search for terms. If you want to confine the search to the product help, keep the option This Help System Only selected. If you want to broaden the search to include blogs, forums, and other websites, deselect this option. If a term is used in multiple products, you can narrow the search to just your product by appending the product name to the search term. For example, to see information about uploading files using Acrobat.com, type **upload files+acrobat.com** in the search box.

How do I print the Acrobat.com documentation?

To print the information in this web page, click the PDF link at the top of the page and print the PDF.

Can I use Acrobat.com when I'm offline?

Not at this time. However, future functionality may be added to the AIR version of Acrobat.com to support offline processes.

For more information, see [“Use Acrobat.com from your desktop”](#) on page 8.

Using the organizer

How do I preview a file?

Click the filename, or choose Open from the file context menu.

What types of files can I preview?

You can preview any file type that you can convert to PDF. See [“What file types can I convert to PDF?”](#) on page 14.

How do I exit preview and get back to the organizer?


Click the My Files icon at the upper right of the preview window.

How do I remove a file from the organizer?

Click the file icon, then open the context menu for the file. Choose Delete.



Note: If you delete a file you've shared with someone, the file disappears from their organizer. If you delete a file someone has shared with you, it is removed from your organizer only. It is not deleted from the organizer of the author or anyone else sharing the file.

Can I copy a shared file to my computer?

In the organizer, click the icon of the shared file to select it. Click the menu button  to open the file context menu, then choose Download.

I see my Buzzword files, but where are my Acrobat.com files?

You could be in the Buzzword organizer. Your Acrobat.com files are stored in the Acrobat.com organizer. The Acrobat.com organizer can include files you uploaded from your computer, files that were shared with you, or PDFs you created. From Acrobat.com you can switch to Buzzword, which has its own organizer. The Buzzword Document Organizer contains only Buzzword documents (your own and documents shared with you by other collaborators).

- In the Buzzword Document Organizer, click the Acrobat.com Files icon  in the upper-right corner of the toolbar to switch to the Acrobat.com organizer.
- In the upper-right corner of the Acrobat.com organizer, click the Buzzword Docs icon  to open the Buzzword Document Organizer.

File sharing

How can I tell who is sharing a file?

Click the file in the organizer. The Collaborator bar at the bottom of the organizer window shows the author of the file and the readers (people sharing the file).

How do I stop sharing a file with someone?

Click the file icon in the organizer to select the file. In the Collaborator bar, move the pointer over the icon of the person sharing the file. Click the menu button and choose Remove from the context menu. You can stop sharing a file only if you are its author.

Note: If you remove a file, it automatically disappears from the organizer of any other user you have shared the file with. However, if the user has already downloaded the file, the downloaded version is still accessible.

How do I share a file in a web page?

To embed a Flash preview of your shared file on a web page, select the file icon in the organizer. Open the file context menu and choose Copy Embed Code. The necessary HTML code to embed the preview is copied onto the clipboard. Open the HTML file and paste the code into the file. Viewers can browse a multipage document in the previewer, change zoom level, or maximize the previewer to full screen.

The Flash previewer can display any file type that you can convert to PDF. See “[What file types can I convert to PDF?](#)” on page 14.

Note: To ensure a file can be previewed, it must be set to open access.

Can I change the size or orientation of the web page preview window?

The default size of the embedded web page preview window is designed for documents with an 8.5 x 11 aspect ratio. You can change the preview window to accommodate smaller or larger embedded documents. To resize the preview window, edit the width and height parameters in the embed code that you paste into a web page. The width and height parameters appear twice in the embed code:

```
<object classid="clsid:D27CDB6E-AE6D-11cf-96B8-444553540000"
codebase="http://download.macromedia.com/pub/shockwave/cabs/flash/swflash.cab#version=
9,0,115,0" width="365" height="500"> <param name="movie"
value="https://share.acrobat.com/adc/flex/mpt.swf" /> <param name="quality"
value="high" /> <param name="wmode" value="transparent"/> <param name="allowFullScreen"
value="true"/> <param name="flashvars" value="ext=jpg&docId=99f3eeac-217a-11dd-a5cc-
6592cbe3615d"/> <embed src="https://share.acrobat.com/adc/flex/mpt.swf" quality="high"
pluginspage="http://www.adobe.com/shockwave/download/download.cgi?P1_Prod_Version=Shoc
kwaveFlash" type="application/x-shockwave-flash" width="365" height="500"
wmode="transparent" allowFullScreen="true" flashvars="ext=jpg&docId=99f3eeac-217a-11dd-
a5cc-6592cbe3615d"> </embed> </object>
```

To change the orientation of the preview window from portrait to landscape, reverse the width and height settings (width="500", height="365"). To maintain the aspect ratio of the default window, use a width and height proportional to the default settings (365, 500). For example, to increase previewer window size by 50%, increase both the height and width settings by 50% (width="547", height="750").



Web previewer window in portrait (rear) and landscape (front) orientation

My e-mail has changed. Can I still get to my shared files?

To access a shared file for the first time, use the e-mail address that the file was originally shared with. You can then update your e-mail address in your Acrobat.com account preferences (choose More > Settings & Preferences). After updating and verifying your new e-mail address, you have access to all your shared files, even files shared with your previous address.

I updated a file that I'm sharing. Will other people see the new file?

Yes. If you upload a newer version of a file, others sharing the file see the new version the next time they preview the file. The newer version of the file must have the same filename as the original file.

What share statuses can I assign to a file?

You can set file access to Open or Restricted. Open access is the default for files you upload to Acrobat.com. Anyone who has the file URL can see a file with open access. You can also embed open access files in external web pages, blogs, or wiki pages. Restricted access files are accessible only to users you have shared the file with. These users have to sign in to Acrobat.com with their e-mail addresses before they can access restricted files.

Why does Outlook have a separate Acrobat.com outbox?

The Acrobat.com plug-in uses a temporary Outlook folder, called the Acrobat.com ProcessBox, for processing outgoing mail. Do not manually work with files in this folder.

PDF creation

What file types can I convert to PDF?

Microsoft Word (DOC), Microsoft PowerPoint (PPT), Microsoft Excel (XLS), text (TXT), Corel WordPerfect (WPD), and OpenOffice and StarOffice presentation, spreadsheet, graphic, and document files (ODT, ODP, ODS, ODG, ODF, SXW, SXI, SXC, SXD, STW).

I created a PDF from a file on my computer, but I don't see it in the organizer.

Check your current sort filter. For example, suppose you sort by file type and filter your sort for DOC files. In this case, the PDF you created doesn't show up in the organizer. Your current filters appear as tiles above the file list. Click the X on a filter to remove it. Remove all filters to view all the files in the organizer.