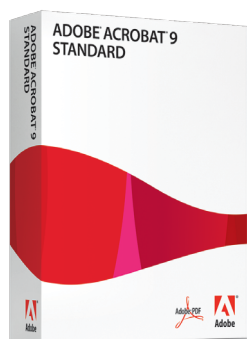


# ADOBE® ACROBAT® 9 STANDARD

Reliably create and distribute PDF documents and forms



## Top new features and enhancements

- Easily convert Microsoft Word and Excel documents or scanned paper to PDF forms.
- Enable virtually anyone using free Adobe Reader software to fill in and save PDF forms locally.\*
- Easily convert web pages to PDF files to print, archive, mark up, or share with improved web capture.
- Take advantage of new optical character recognition (OCR) technology and support for a broader range of scanners, which improves the searchability and appearance of scanned PDF documents.
- Launch Acrobat faster.



Create and reliably share PDF documents. Combine files from multiple applications in a single PDF file. Easily create fillable PDF forms to collect data electronically. And apply basic document security features.

## Reliably share documents

Create and distribute PDF files that preserve the formatting of the originals. Combine documents, e-mail, images, spreadsheets, and web pages in a single PDF file. Quickly organize content and add polish to communicate clearly and effectively. Share information with virtually anyone using free Adobe Reader® software.

## Quickly create forms

Use the new Form Wizard to create forms from paper or electronic documents. Scan or convert existing documents to PDF forms that can be filled in electronically, ensuring the data you receive is accurate and useful. Use the Form Tracker to see when forms have been completed and who has completed them. Easily export form data to a spreadsheet for analysis and reporting.

## Easily exchange feedback

Efficiently review documents and provide input with familiar commenting tools. Quickly gain the input you need to efficiently develop and complete work. With easy-to-manage electronic reviews, participants can see and build on other reviewers' comments as they are being made.

## Help protect sensitive information

Control access to PDF files with document passwords and permissions. Set document permissions to define whether a file can be printed or changed. Apply passwords to help restrict document access. Digitally sign and certify documents to validate they came from a trusted source.

\* For ad-hoc form distribution and data collection for up to 500 people.

## System requirements

### Windows®

- 1.3GHz or faster processor
- Microsoft® Windows XP Home, Professional, or Tablet PC Edition with Service Pack 2 or 3 (32-bit and 64-bit); Windows Server® 2003 (with Service Pack 2 for 64-bit); or Windows Vista® Home Basic, Home Premium, Business, Ultimate, or Enterprise with or without Service Pack 1 (32-bit and 64-bit)
- Internet Explorer 6.0
- 256MB of RAM (512MB recommended)
- 985MB of available hard-disk space
- 1,024x768 screen resolution
- DVD-ROM drive
- Video hardware acceleration (optional)

### Related products

- Adobe Reader 9
- Adobe Acrobat 9 Pro
- Adobe Acrobat 9 Pro Extended

## Top reasons to buy Acrobat 9 Standard

### Create and reliably share PDF documents

Easily convert any document that prints to PDF to preserve formatting and help ensure document integrity.

### Combine content in a single PDF file

Assemble documents, spreadsheets, presentations, e-mail, and web pages in a single compressed PDF file to easily share with others.

### Help protect your documents

Use passwords to control access to PDF documents. Use permissions to restrict printing, copying, or altering.

### Easily create and track PDF forms

Convert Microsoft Word and Excel documents or scanned paper to PDF forms. Form fields are automatically recognized and converted to fillable fields. Use the Form Tracker to see when forms have been completed and who has completed them. Easily export data to a spreadsheet for analysis and reporting.

### Easily review documents

Use familiar commenting tools—such as sticky notes, a highlighter, and stamps—to provide feedback. Comments can be sorted by author, date, or page.

### Sign documents digitally

Use digital signatures to approve documents, which helps eliminate the costly and time-consuming practice of printing, signing, and faxing.

### Convert paper documents to PDF

Easily scan a paper document and convert it to a searchable PDF file.

### Convert from PDF to Microsoft Word

Save PDF files as Word documents, retaining the layout, fonts, formatting, and tables, so you can easily reuse content.

### Archive documents and e-mail

Save documents and e-mail in PDF/A, the standard for archiving, to simplify search and retrieval in the future.

### Easily create PDF forms

With fillable PDF forms, you can collect information electronically to eliminate manual data re-entry and reduce costly errors. Enable virtually anyone using free Adobe Reader software to fill in and save PDF forms locally.\*

The screenshot shows a PDF form titled "NEW EMPLOYEE RECORD" with the Adobe Acrobat logo in the top left. The form is divided into two main sections: "SECTION 1 PERSONAL INFORMATION" and "SECTION 2 OPTIONAL LIFE INSURANCE COVERAGE ELECTION".

**SECTION 1 PERSONAL INFORMATION**

NAME: LAST, FIRST, MIDDLE  
ADDRESS: NO., STREET, APT. NO., CITY, STATE, ZIP  
TELEPHONE: HOME, WORK  
E-MAIL: HOME, WORK  
EMPLOYEE NUMBER: DATE OF BIRTH: MM/DD/YY  
GENDER: MALE ☐ FEMALE ☐ MARITAL STATUS: SINGLE ☐ MARRIED ☐  
DO YOU HAVE ANY OF THE FOLLOWING PRIOR SERVICE CREDIT? PLEASE CHECK ALL THAT APPLY:  
☐ Active Duty Military ☐ Juvenile Court ☐ Circuit Clerk ☐ MUDOT/Parole  
☐ PSRS ☐ LAGERS ☐ Other Public Employment

**SECTION 2 OPTIONAL LIFE INSURANCE COVERAGE ELECTION**

Additional life insurance coverage is available to you and your family. The premium(s) will be deducted from your pay check. You will have 31 days from your date of hire to elect optional life insurance coverage.

## For more information

For more details about Acrobat 9 Standard software, visit [www.adobe.com/acrobat](http://www.adobe.com/acrobat).



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[www.adobe.com](http://www.adobe.com)

\* For ad-hoc form distribution and data collection for up to 500 people.

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