

ADOBE™ ACROBAT™ READER PROGRAM ON-LINE GUIDE

This on-line guide contains all the information you need to use the Acrobat Reader program. For installation instructions, system requirements, and registration information, see the Installation Card accompanying your software.

Click one of the following topics to jump to an explanation of that topic:

[How to use this on-line guide](#)

[About Adobe Acrobat software](#)

[The Acrobat Reader window](#)

[Tools and buttons](#)

[Procedures](#)

[Menu commands](#)



HOW TO USE THIS ON-LINE GUIDE

Use the following procedures to navigate through this guide:



Click underlined text to jump to the topic indicated. Underlined text indicates text that is “linked” to another part of the guide.



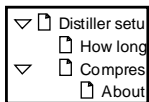
Click the Go Back button in the tool bar to return to your previous location.



Click the Next Page button in the tool bar to go to the next page of the guide.



Click the First Page button in the tool bar to return to the opening screen of this guide.



Double-click the page icon to the left of a bookmark name to jump to the topic marked by that bookmark. Click the triangle to the left of a bookmark to show and hide subtopic bookmarks.



Click the arrow button to jump to the next screen of any continued topic.

See [Browsing through documents](#) for more information on how to page through Acrobat documents.

ABOUT ADOBE ACROBAT SOFTWARE

The Acrobat Reader program is part of the Adobe Acrobat family of software that lets you view, distribute, print, and save documents in Portable Document Format (PDF)—regardless of the computer, operating system, fonts, or application used to create the original file. PDF files retain all the formatting, fonts, and graphics of the original document, and virtually any document can be converted into PDF.

PDF files can be created using PDF Writer, included with the Acrobat Exchange program, or they can be created using the Acrobat Distiller program. See the following topics for more information:

[How the Exchange and Reader programs display fonts](#)

[Acrobat Exchange](#)

[Acrobat Distiller](#)

HOW THE EXCHANGE AND READER PROGRAMS DISPLAY FONTS

When the fonts used to create a PDF file are installed on your system, the Exchange and Reader programs use those fonts to display PDF files. When you do not have the fonts used to create a document, the program creates look-alike substitute fonts. These substitute fonts are not exact duplicates of the original fonts, but they are very close. Substitute fonts are also used when you print the document.

While the Exchange or Reader program is creating substitute fonts, the cursor appears as a spinning letter “a.”

***Note:** If you open a PDF document and the original fonts are displayed in Courier, the document may have been created using the Acrobat Distiller program without access to the proper fonts. See the Acrobat Distiller on-line guide for detailed information on how fonts are reproduced in the Distiller.*

THE ADOBE ADOBE EXCHANGE PROGRAM

The Acrobat Exchange program gives you the power to exchange PDF documents with other Adobe Acrobat users. In addition to the features in the Acrobat Reader program, the Acrobat Exchange program provides the ability to add links, thumbnails, bookmarks, and notes to PDF documents and to save and collate multiple PDF files.

The Acrobat Exchange program also includes the PDF Writer driver, which creates PDF files from any application by “printing” to a file when you select Print from the application’s File menu. PDF Writer can be used to successfully reproduce most documents as PDF files; however, for reproducing EPS artwork, 24-bit images, or documents that use features available only with PostScript printers (such as blends), the [Acrobat Distiller](#) is recommended.



THE ADOBE DISTILLER PROGRAM

The Acrobat Distiller program creates PDF files from virtually any document that has first been saved as a PostScript language file. While PDF files can also be created using the PDF Writer included with the Exchange program, Acrobat Distiller is recommended for high-quality reproduction of EPS artwork, 24-bit images, and documents that take advantage of features only available on PostScript printers (such as blends).

To use the Distiller program, users create a PostScript language file and then open the file using the Distiller program. The file is copied and converted to PDF and can then be viewed and printed by anyone using the Acrobat Exchange or Reader program.

Adobe offers a Distiller program for single users and a Network Distiller program that services any number of users over a network.



THE ADOBE READER WINDOW

When you open a file in the Adobe Reader program, the document appears in the window. Depending on how the document has been set up, you can display bookmarks or thumbnails in an overview area to the left of the document. (See [Using bookmarks](#) and [Using thumbnails](#) for more information.)

Beneath the menu bar at the top of the window is the tool bar; at the bottom left of the window is the status bar. Use the vertical scroll bar at the right of the window to scroll up and down through a document. The overview area of the window includes an independent scroll bar that you can use to scroll through bookmarks or thumbnails.

See these topics for more information about the Adobe Reader window:

[Browsing through documents](#)

[Status bar fields and controls](#)

[Magnifying the page view](#)

[Tools and buttons](#)

[Menu commands](#)

TOOLS AND BUTTONS

The tool bar contains tools for selecting, viewing, annotating, and linking documents. Select a tool by clicking the tool icon.

To hide or show the tool bar, choose **Hide Tool Bar** or **Show Tool Bar** from the **Window** menu. The command alternates between the two options.

The tool bar contains the following tools and buttons:



Click the **Page Only button** to close the overview area of the window.



Click the **Bookmarks and Page button** to open the overview area and display bookmarks created for the document. Double-click the page icon to the left of a bookmark name to jump to the location marked by that bookmark. See [Using bookmarks](#) for more information.



Click the **Thumbnails and Page button** to open the overview area and display thumbnail images of each document page. Click a thumbnail to jump to the page marked by that thumbnail. See [Using thumbnails](#) for more information.





Use the **hand tool** to move a single document page on-screen when the page does not fit within the main window. Hold down the mouse button and drag the hand tool in the direction you want to move the page.



Use the **zoom tools** to magnify and reduce the page display. See [Magnifying the page view](#) for more information.



Use the **text selection tool** to select text in a document, which can then be copied to the Clipboard using the Copy command. See [Copying text to the Clipboard](#) for more information.



Use the **browse buttons** to move to the first or last page of a document, or to move forward or back one page at a time. See [Browsing through documents](#) for more information.





Use the **navigation buttons** to retrace your steps through a document, moving to each view in the order visited. See [Browsing through documents](#) for more information.



Use the **find tool** to search for a word or part of a word in a document. See [Searching for words](#) for more information.



Click the **Actual Size button** to display the page at 100 percent.



Click the **Fit Page to Window button** to scale the page to fit within the window.



Click the **Fit Width to Window button** to scale the page width to fill the width of the window.

STATUS BAR FIELDS AND CONTROLS

The status bar contains the following fields and controls:



Use the **window splitter** to adjust the width of the overview and document areas. Hold down the mouse button and drag the control to where you want to divide the two areas.



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The **page number box** displays the current page number and lets you jump to a specified page in a multi-page document. Click the page number box to display the Go to Page dialog box, enter the page number you want, and click OK.



400 % ▼

The **magnification box** displays the current page magnification and lets you select from a menu of magnifications. Select the magnification box and choose Other from the menu to display the Zoom To dialog box. See [Magnifying the page view](#) for more information.

PROCEDURES

Click a topic name to jump to the topic:

[Magnifying the page view](#)

[Browsing through documents](#)

[Using thumbnails](#)

[Using bookmarks](#)

[Printing documents](#)

[Choosing preferences](#)

[Searching for words](#)

[Using notes](#)

[Using links](#)

[Copying text to the
Clipboard](#)

[Displaying information
about a document](#)

[Keyboard Shortcuts](#)

MAGNIFYING THE PAGE VIEW

You can use the zoom tools or the magnification box in the status bar to change the screen magnification.

To use the zoom tools:



- Click using the zoom-in tool (+) to magnify the document by a factor of 2. Click using the zoom-out tool (-) to reduce the magnification by a factor of 2.
- To magnify or reduce a selected area, select a zoom tool and drag the mouse to draw a rectangle around the area you want to view. With the zoom-in tool, the page view expands to show just the contents of the rectangle. With the zoom-out tool, the current page view reduces to fit within the rectangle.
- To toggle between the zoom-in and zoom-out tools, hold down the Option key.

To use the magnification box:

Move the pointer over the magnification box in the status bar and hold down the mouse button. Select a magnification level from the list; or select Other, type in the magnification level you want, and click OK.

BROWSING THROUGH DOCUMENTS

The Acrobat Reader program provides a number of ways to browse through a document:

To page through a document:



Click the Previous Page or Next Page buttons to move back or forward one page. You can also use the Previous Page and Next Page commands in the View menu or the Left Arrow (or Up Arrow) and Right Arrow (or Down Arrow) keys on your keyboard. Use the PageUp or PageDown key on the keyboard to move forward or back one *screenfull* at a time. (If your keyboard doesn't have PageUp and PageDown keys, press Return for PageDown and Shift-Return for PageUp.)

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Use the vertical scroll bar to scroll forward and back through a document. As you drag the scroll box, a box to the left of the scroll bar displays the current page number. Click above or beneath the scroll box to move back or forward one screenfull.



To jump to a specified page:



Click the First Page or Last Page button to move to the first or last page of a document. You can also use the First Page and Last Page commands in the View menu or the Home and End keys on the keyboard.



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Click the page number box in the status bar at the bottom of the main window or choose Go to Page from the View menu to open the Go to Page dialog box; then enter the page number you want and click OK.

You can also use thumbnails and bookmarks in the overview area to jump to specified pages. See [Using thumbnails](#) and [Using bookmarks](#) for more information.



To retrace your steps in a document:



Click the Go Back and Go Forward buttons to retrace your steps through a document, one view at a time. You can also use the Go Back and Go Forward commands in the View menu.

Go Back returns you to your previous page view. Your previous page view might be the previous page or screen, or it might be a reduced or magnified view. Your previous page view might also be the page view before scrolling using the scroll bars or hand tool.

Go Back is very useful for recovering from navigational mistakes. If you zoom in or out by mistake, or if you jump to the wrong page, click Go Back to return to your previous view.

Go Forward reverses direction and returns you, one view at a time, to the view where you first used Go Back.

You can use the Go Back feature to retrace your steps through 100 views.

USING THUMBNAILS

You can use thumbnails to jump quickly to a page, and to adjust the view of the current page. Thumbnails may be created when the PDF file is created using the [Acrobat Distiller program](#), or they may be added to a document using the [Acrobat Exchange program](#).

To browse using thumbnails:



Click the Thumbnails and Page button or choose Thumbnails and Page from the View menu to display thumbnail images of each page in the document in the overview area. If you don't see thumbnails in the overview area, the document was created without them. Click a thumbnail to move to that page. The spot you click determines the center of the page display.

The light gray box on the thumbnail, called the *page-view box*, indicates the part of the page visible in the document window. You can use the page view box to scroll around a page and to change the magnification.



To adjust the thumbnail page-view box:

- Drag the page-view box on the thumbnail to scroll around the current page.
- Drag the lower right corner of the page-view box in or out to reduce or expand the view of the current page.
- To redraw the page-view box, position the pointer anywhere outside the current page-view box and drag to draw a box around the area of the page you want to view.

USING BOOKMARKS

You can use bookmarks to jump quickly to a page, and to adjust the view of the current page. Bookmarks may be added to a PDF document using the [Acrobat Exchange program](#).



Click the Bookmarks and Page button or choose Bookmarks and Page from the View menu to display bookmarks for the document in the overview area. If you don't see bookmarks in the overview area, the document was created without them. Double-click the page icon to the left of a bookmark name to move to the view specified by that bookmark.

Click the triangle to the left of a bookmark name to show and hide any subordinate bookmarks.

PRINTING DOCUMENTS

To print a document with the Acrobat Reader program, you use the standard method for printing a document. First, select the print options you want using the Page Setup command. Then choose the Print command to display the Print dialog box. The Print dialog box displayed by the Acrobat Reader program offers two print options not available with most other applications:

Shrink to Fit

Select the Shrink to Fit option to shrink (and if necessary rotate) oversized pages to fit on the paper size currently installed in your printer.

PostScript Option

If you are using a PostScript printer, the PostScript options appear in the Print dialog box. If you are using a printer that supports PostScript Level 2, selecting the Level 2 option speeds printing. If you are using the Adobe PSPrinter driver, the driver automatically selects the appropriate PostScript option for your printer, and the PostScript options are not displayed in the Print dialog box.

CHOOSING PREFERENCES

The Preferences command in the Edit menu displays a dialog box that you can use to change the way the Reader program displays and prints documents. The preferences you select affect all the Acrobat documents you view.

With the exceptions of the Substitution Fonts setting, all settings take effect immediately when you click OK in the Preferences dialog box.

Default Magnification: Select the initial magnification the Reader program uses when documents are opened.

Display Large Images: Select this option to display large images. Clear this option to display large images as gray boxes.

***Note:** A “large” image is an image that requires many bytes of storage and that requires a long time to display. For example, a small but detailed photograph with many colors may require a great deal of storage and thus be considered a large image.*



Greek Text below __ pixels: Select this option to adjust the size of characters below which the Reader program “greek” characters. The Reader program displays “greeked” characters as gray lines. Increasing the size of greeked characters can speed page display.

Substitution Fonts: This pop-up menu controls which multiple master fonts the Reader program substitutes for Type 1 fonts that are not available on your system. The setting affects the way PDF documents are displayed and printed.

By default, the Reader program uses the AdobeSerifMM multiple master font for missing serif fonts, and the AdobeSansXMM multiple master font for missing sans serif fonts. If PDF documents fail to print because of insufficient printer memory, you can reduce the amount of printer memory required to print PDF documents by selecting either Sans Only or Serif Only from the Substitution Fonts pop-up menu. Sans Only tells the Reader program to use AdobeSansXMM for missing sans serif and serif fonts. Serif Only tells the Reader program to use AdobeSerif MM for missing sans serif and serif fonts.



AdobeSansXMM uses less printer memory than AdobeSerifMM, but AdobeSerifMM is a better substitute for very thin, bold, narrow, or extended fonts.

When you change the Substitution Fonts setting, the change does not take effect until you restart your Macintosh.

See [How the Exchange and Reader programs display fonts](#) for more information about font substitution.

SEARCHING FOR WORDS

You can search for a word or part of a word in a document using the Find feature.

To search for a word:



- 1** Click the find tool or choose Find from the Tools menu to open the Find dialog box.
- 2** Select the Match Whole Word Only option if you want the Reader program to ignore words that contain the word you enter. Select the Match Case option if you want the program to find only those words that contain exactly the same capital and lowercase letters you enter in the Find dialog box.
- 3** Enter a single word or part of a word in the Find What text box, and click Find. When the program finds the word, the Find dialog box closes and the page containing the word is displayed with the word highlighted.
- 4** To find the next occurrence of the word, press Command-G or reopen the Find dialog box.

USING NOTES

People who create Acrobat documents using the [Acrobat Exchange program](#) can attach electronic notes to document pages. Acrobat notes rest on top of document pages and can be moved around the page. Notes can also be opened and closed: an open note appears as a text window; a closed note appears as a note icon. You can use the Create Notes File command in the Tools menu to create a PDF file with the text of all the notes in a document.

To open and close notes:

Double-click a note icon to open a note. Click the close box in the upper left corner of the note window to close a note.

To move a note:

If the note is closed, simply drag the note icon to the new position. If the note is open, drag the bar at the top of the note window. You cannot move a note to a different page.



To find notes:

Choose Next Note from the Tools menu to jump to the next page in the document that contains a note.

To create a PDF file with the text of all the notes in a document:

Choose Create Notes File from the Tools menu to create a PDF file with the text of all the notes in a document. A notes file appears in a new document window. The notes are listed in page-number order, starting with page one. When a page contains more than one note, the notes are numbered in the order they were created. You can use the Print command in the File menu to print the notes.

USING LINKS

People who create Acrobat documents using the [Acrobat Exchange program](#) can add link buttons to documents to connect two parts of the document. You can then click the link buttons to jump to the related information. For example, the underlined text in this on-line guide represents link buttons that are linked to topics in the guide.

Link buttons may or may not be enclosed in a box. When link buttons are not enclosed in a box, the text in the link button is usually assigned special formatting to indicate that it is a link button.

The Go Back button in the tool bar gives you a convenient way of returning from linked information. After reading the linked text, click the Go Back button to return to the page containing the link button.

COPYING TEXT TO THE CLIPBOARD

You can select text in a PDF file, copy the text to the Clipboard, and paste the text into a document in another application such as a word processor. You can select text in tables, illustrations, and graphs as well as titles and paragraphs; however, text that has been created using a bitmapped font or that is part of a photographic image cannot be copied to the Clipboard.

To select text and copy it to the Clipboard:



- 1** Click the text selection tool or choose Select from the Tools menu. The mouse pointer becomes a cross hair (+).
- 2** Drag to select the text you want to copy. When you release the mouse button, the selected text is highlighted. Drawing the selection box around any part of a text line selects the whole line. (To deselect the text and start over, click anywhere outside the text selection.)
- 3** Choose Copy from the Edit menu to copy the selected text to the Clipboard. To view the text, choose Show Clipboard from the Window menu.

With the selected text on the Clipboard, you can switch to another application and paste the text into another document.

DISPLAYING INFORMATION ABOUT A DOCUMENT

The Document Info command in the File menu displays information about a document. The information includes

- The name and location of the PDF file
- The program that created the document (if known)
- The application or driver that produced the PDF document
- The version of the Portable Document Format (PDF) used to represent the document
- The author of the document (if known)
- The date and time the document was created

MENU COMMANDS

The Acrobat Reader program commands are organized in five menus.

For information on a specific command, click the appropriate menu or command name below.

[File menu](#)

[Edit menu](#)

[View menu](#)

[Tools menu](#)

[Window menu](#)

[Help command](#)

FILE MENU COMMANDS

Open (Command-O) displays the standard Open dialog for the system you are using.

Selecting the Show All File Types option shows all text files. By default, only PDF files created by the Macintosh versions of the PDF Writer printer driver and Acrobat Distiller program are shown in the document list. Select the Show All File Types option to see PDF documents created with the Windows versions of the [PDF Writer printer driver](#) and [Acrobat Distiller](#) programs.

Close (Command-W) closes the document window for the active document. Close also closes a selected note window and the Find dialog box.

You can also close a document by clicking the close box in the upper left corner of the document window. Pressing the Option key while clicking a close box closes all documents.



Document Info (Command-I) displays information about the active document. See [Displaying information about a document](#).

Page Setup displays the standard setup dialog box. See your printer manual for a description of the controls and settings in this dialog box.

Print (Command-P) displays the standard Print dialog box with additional options for printing to a PostScript Level 2 printer and for shrinking (and possibly rotating) page images so that they fit the paper currently installed in the printer. See [Printing documents](#) for more information.

Quit (Command-Q) closes all document windows and returns you to the Desktop.

EDIT MENU COMMANDS

Undo (Command-Z) cancels the most recent text editing. Many actions such as moving bookmarks, modifying links, and deletions cannot be undone.

Cut (Command-X) moves selected text in a dialog box (such as a filename) to the Clipboard.

Copy (Command-C) copies text selected using the text selection tool to the Clipboard. See [Copying text to the Clipboard](#) for more information.

Paste (Command-V) inserts text from the Clipboard into a dialog box.

Clear deletes selected text within a dialog box (such as a filename).

Select All (Command-A) selects all text within an open note or a bookmark.

Preferences displays a dialog box in which you can select settings that affect all documents. See [Choosing preferences](#) for more information.

VIEW MENU COMMANDS

For additional information about using View menu commands, see [Magnifying the page view](#) and [Browsing through documents](#).

Actual Size (Command-H) displays the page at 100 percent.

Fit Page to Window (Command-J) scales the page to fit within the main window.

Fit Width to Window (Command-K) scales the page to fit the width of the main window.

Zoom To (Command-L) displays a dialog box in which you specify the percentage of magnification or reduction. You can reduce a page to 12 percent of its normal size and you can expand a page to 800 percent of its normal size.

First Page (Command-1) displays the first page of the document.

Previous Page (Command-2) displays the previous page of the document.

Next Page (Command-3) displays the next page of the document.



Last Page (Command-4) displays the last page of the document.

Go to Page (Command-5) displays a dialog box in which you specify the page you want to see.

Go Back (Command--) retraces your path through a document, one screen (or view) at a time. You can retrace your steps through 100 views.

Go Forward (Command=) returns you to where you were before choosing Go Back.

Page Only closes the overview area of the window.

Bookmarks and Page displays bookmarks in the overview area if bookmarks have been created for the document. Double-click the page icon to the left of a bookmark name to jump to the page marked by that bookmark. See [Using bookmarks](#) for more information.

Thumbnails and Page displays thumbnail images of document pages in the overview area. If thumbnails have not been created for the document, pages in the overview area are represented as gray boxes. Click a thumbnail to jump to that page of the document. See [Using thumbnails](#) for more information.

TOOLS MENU COMMANDS

Hand turns the mouse pointer into the hand tool. To use the hand tool, hold down the mouse button and drag the document in the direction you want it to move.

Zoom In turns the mouse pointer into the zoom-in tool. Click the tool to magnify the current view by a factor of two. See [Magnifying the page view](#) for more information.

Zoom Out turns the mouse pointer into the zoom-out tool. Click the tool to reduce the current view by one half. See [Magnifying the page view](#) for more information.

Select turns the mouse pointer into the text selection tool. Hold down the mouse button and drag to select text. Use the Copy command to copy the text to the Clipboard. See [Copying text to the Clipboard](#) for more information.

Find (Command-F) displays the Find dialog box which you can use to find a word or part of a word in a document. See [Searching for words](#) for more information.



Find Again (Command-G) performs the same operation as the Find button in the Find dialog box: the next occurrence of the word is displayed.

Find Next Note (Command-T) moves to the next page containing a note. The command does not display or open the note.

Create Note File creates a PDF file that contains the text of all the notes in a document. See [Using notes](#) for more information.

WINDOW MENU COMMANDS

Hide/Show Tool Bar hides or displays the tool bar.

Show Clipboard opens a window that shows the text on the Clipboard. Click the close box in the upper left corner of the window to close it.

Filename.PDF is the name of an open PDF file. The name of every open PDF file is listed at the bottom of the Window menu. Choose the name of a PDF file to make the window for the file the active window.

HELP COMMAND

Acrobat Reader Help opens this document.

The location of the Help command depends on the version of the Macintosh operating system you are using: with System 6, the Help command is in the Apple menu; with System 7, the Help command is in the Balloon Help menu.

KEYBOARD SHORTCUTS

Tool or key	Plus	Result
Click close box	Option	Closes all document windows
Help		Opens on-line guide
? key	Command	Opens on-line guide
Escape		Interrupts display of page
period	Command	Interrupts display of page or find process
Zoom-in	Option	Zoom Out
Zoom-out	Option	Zoom In

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Engineering

Bob Wulff

Nabeel Al-Shamma

Doug Brotz

Scott Byer

Richard Cohn

John Cole

Mike Diamond

Nathan Graham

Ken Grant

Steve Hawley

Steve Herskovitz

Peter Hibbard

Paul Holland

Karin Jurceovich

Eoin MacDonell

Ning-Ju Nan

Mike Ossesia

Daryoush Paknad

Mike Pell

Lindsay Sanford

Mike Schuster

Alan Wootton

International

Wiegert Tierie

Gerard Ho

Monique van Gelooven

Anders Hagstrom

Marketing Communications

Gail Blumberg

Linda Clarke

Lynn Edwards

Lisa Wehrer

Lori Barnett

Lisa Beverly

Kim Brown

Alice Cassidy

Molly Detwiler

Robin Edwards

Elizabeth Fajardo

Karen Gordon

Jill Jones

Janet Miclean

Veronica Ramirez

John Ritter

Susan Verba

Min Wang

Karla Wong

Product Marketing

Rob Babcock

John Dawes

Frank Boosman

Ellen Ablow

QA

Jonathan Sjørdal

Ben Arbogast

John Brooks

Tom Cane

Joe Carousel

Peter Crandall

Tonya Crutchfield

Christopher Eastwood

Jim Gould

Rob Heiser

Steve Mcshurley

Will Naber

Denis Neema

Andrew Otewalt

Deborah Okner-Smith

Clare Park

Dina Sakahara

Mark Sonnes

Brent Walker

Greg Walker

Ada Yue

QA

(ATM for Macintosh)

Harrison Page

Grace Williams

Erik Max Francis

QA

(ATM for Windows)

Rick Wulff

Geoff Arnold

Louis Fuh

Jim Al-Shamma

Curtis Kunz

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John Warnock

Chuck Geschke

Dave Pratt

Bill Spaller

John Kunze

Jamie Beverly

Sarah Rosenbaum

Ed Svoboda

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sharing their visions of Acrobat
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