Enabling Live Collaboration

With Adobe® Acrobat® 9, you can review a PDF document live, online, with one or more colleagues using Acrobat.com. The Collaborate Live feature lets you synchronize pages, so that all viewers are seeing the same thing at the same time. Use the live chat window to discuss the document you're viewing. You can invite anyone with Acrobat 9 or Adobe Reader® 9 to participate in live collaboration.

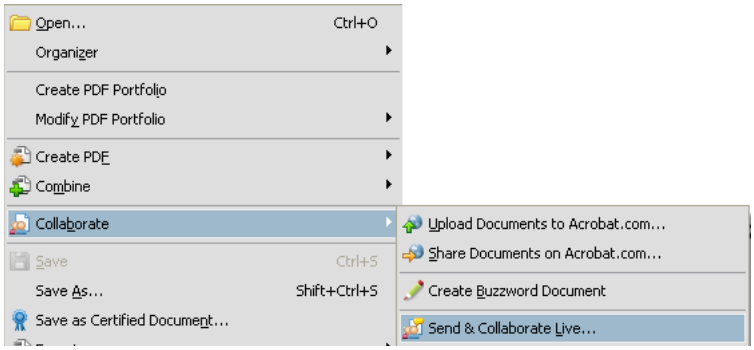
1 Prepare the document.

Create and save the document you want to discuss in live collaboration. If it's not already a PDF document, convert it to PDF using the Adobe PDF printer, Acrobat PDFMaker (Windows), or the Create PDF commands in Acrobat.

Open the PDF document you want to discuss in Acrobat.

2 Start collaboration.

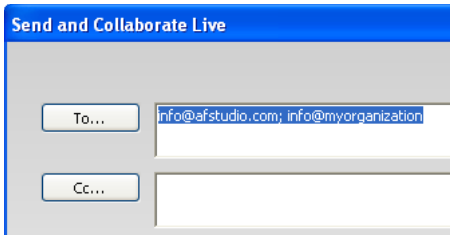
In Acrobat, choose File > Collaborate > Send & Collaborate Live. Log on to Acrobat.com, if prompted; if you don't have an Adobe ID, create one.



Start collaboration.

3 Invite participants.

Enter the email addresses of the colleagues you want to collaborate with, placing a semicolon or return between addresses. You can also add email addresses from the address book of your email application, such as Microsoft Outlook.



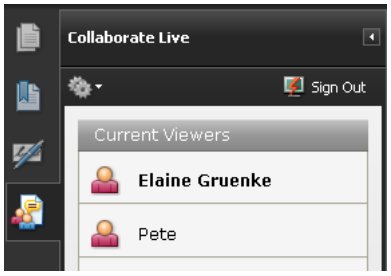
Add email addresses.

Edit the subject and message to customize the email invitation for your collaboration. To post the document to Acrobat.com, select Store File On Acrobat.com And Send A Link To Recipients, and select a level of access to determine who can access the document on Acrobat.com. If you don't select Store File On Acrobat.com, Acrobat sends the document to participants as an attachment.

The Collaborate Live navigation pane opens in the document.

4 Wait for other participants.

To share pages or chat online, at least one other person must join you. Using Acrobat 9 or Reader 9, participants can join by double-clicking the PDF attachment or clicking the URL in the invitation. Participants can log in with their Adobe ID and password or join as a guest.



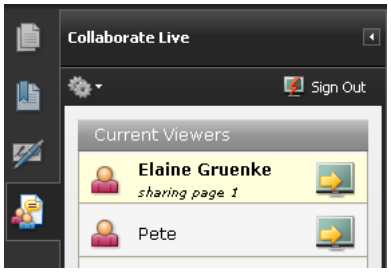
Participants can log in with their Adobe IDs or as guests.

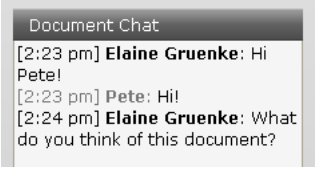
5 Share pages.

After at least one other person joins the live collaboration session, you can synchronize page views so that everyone participating sees the same page view. To synchronize page views, click the Start Page Sharing button. When you want to stop page sharing, click Stop Page Sharing.

6 Chat online.

To discuss the document, type chat messages in the box at the bottom of the Collaborate Live navigation pane. Click the color box to choose a color for your chat text. To save the chat history, choose Save Chat from the options menu in the navigation pane.





Use the Chat feature to communicate.

Adobe
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